



COLLEGE OF DuPAGE

Regular Board Meeting @ 6:00 p.m.

October 15, 2020



NOTICE AND AGENDA

THE REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT #502, COUNTIES OF DuPAGE, COOK AND WILL, STATE OF ILLINOIS, WILL HOLD THE FOLLOWING MEETING VIRTUALLY PER PUBLIC ACT 101-0640 AND THE AUDIO WILL BE AVAILABLE ONLINE AT https://www.cod.edu/about/administration/multimedia_services/live-streaming/botmedia.aspx

REGULAR BOARD MEETING
THURSDAY, OCTOBER 15, 2020
6:00 P.M. ~ REMOTELY

As our COD community navigates through this unprecedented time, an in person public meeting is not practical or prudent in an abundance of caution to protect our community and to limit the spread of the COVID-19 virus. Members of the public are invited to view a livestream of the proceedings at Board of Trustee Meeting Streaming Media. The verbatim recording will also be available after the meeting for members of the public to review at the webpage listed above.

**Those wishing to provide public comment via telephone are encouraged to pre-register to speak no later than 5:00 P.M. on October 15, 2020 via e-mail at feedback@cod.edu or voicemail at 630-942-2227. Speakers must provide their first and last name including spelling and the telephone number being used to access the meeting. Please be advised that telephone numbers will be partially blocked and participant names may be visible to the public.*

*To join this Meeting for the purpose of public comment via telephone:
Phone Number: +1 312 626 6799
Meeting ID: 897 5941 1515*

AGENDA

1. **CALL TO ORDER / PLEDGE OF ALLEGIANCE / ROLL CALL**
2. **PUBLIC COMMENT*** see above
3. **CLOSED SESSION**
4. **RETURN TO OPEN SESSION**
5. **REPORTS**
 - a. Chairman's Report
 - b. Student Trustee Report
 - c. President's Report
 - d. Audit Committee Report
 - e. ICCTA Report
 - f. ACCT Report
 - g. General Counsel Search Committee Final Report
6. **PRESENTATIONS**
 - **Enrollment Update**
 - Mark Curtis-Chávez, Provost
7. **INFORMATION**
 - a. Personnel Items
 - b. Financial Statements
 - c. Gifts Report

- d. Construction Change Orders
- e. Monthly Construction Update
- f. Grants Report
- g. In-Kind Quarterly Donations Report
- h. Revisions to Chapters 3 & 4 of the College Manual – First Reading

8. CONSENT AGENDA

- a. Annual Unclaimed Property Submission
- b. Internet Service Provider
- c. PACE Bus Advertisements
- d. Travel Services
- e. DMIS Ultrasound Machines
- f. DuPage Public Art Initiative
- g. Snow Removal for Regional Centers
- h. Pool Water Heater Replacement – Bid Rejection
- i. Capital Development Board (CDB) Funding Increase for College of DuPage Roadway and Sidewalk Maintenance and Improvements Project
- j. Berg Instructional Center (BIC) – Classroom Monitors & AV Equipment
- k. Authorization to Accept Statements of Candidacy / Nominating Petitions
- l. Designation of Date, Time & Place for Holding Lottery to Determine Ballot Placement
- m. Minutes of the September 17, 2020 Regular Board Meeting
- n. Closed Session Minutes as follows:
 - a. September 17, 2020
- o. Personnel Action Items
- p. Financial Reports
- q. Consulting Staffing Services for Human Resources
- r. Dissolution of the General Counsel Search Committee
- s. Construction Change Orders for Approval

9. APPROVAL: AlphaGraphics Wheaton Financial Report

10. TRUSTEE DISCUSSION

11. CALENDAR DATES / Campus Events

- College of DuPage Board of Trustees Regular Board Meeting - Thursday, November 19, 2020 @ 6:00 p.m.

12. CLOSED SESSION (if needed)

13. ADJOURN



DANIEL MARKWELL, SECRETARY
BOARD OF TRUSTEES OF COMMUNITY COLLEGE
DISTRICT NO. 502, COUNTIES OF DuPAGE, COOK AND WILL, STATE OF ILLINOIS
Posted 10/13/20

INFORMATION

- a. Personnel Items**
- b. Financial Statements**
- c. Gifts Report**
- d. Construction Change Orders**
- e. Monthly Construction Update**
- f. Grants Report**
- g. In-Kind Quarterly Donations Report**
- h. Revisions to Chapters 3 & 4 of the College Manual – First Reading**

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD INFORMATION

1. **SUBJECT**

Personnel Actions for Board Information.

2. **BACKGROUND INFORMATION**

The following personnel actions are provided for information only:

- a) Managerial Appointments
- b) Classified Appointments
- c) Classified Promotions / Transfers
- d) Managerial Resignations
- e) Classified Resignations

Staff Contact: Linda Sands-Vankerk, Vice President, Human Resources and Project Hire-Ed

Item
October 15, 2020

APPOINTMENTS

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Start Date</u>	<u>Type</u>	<u>Salary</u>
<u>MANAGERIAL</u> Maia Shelton	Supervisor, Payroll	Cash Disbursements/ Payroll	09/28/2020	New Hire Full-Time	\$85,000
<u>CLASSIFIED</u> Tiana Bayman	Grant Accountant	Financial Affairs & Controller	09/21/2020	New Hire Part-Time (Grant Funded)	\$30,680

PROMOTIONS / TRANSFERS

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Start Date</u>	<u>Type</u>	<u>Salary</u>
<u>CLASSIFIED</u> Paris Dunlap	CTE Program Support Asst.	Academic Affairs	09/08/2020	Transfer Full-Time	\$41,600
Daniel Fahlgren	Grounds Maintenance Worker II	Facilities Operations	09/14/2020	Promotion Full-Time	\$39,707
Catherine Munguia	Academic Division Business Associate	Arts, Communication & Hospitality	08/03/2020	Promotion Full-Time	\$62,732.80
Colleen Sall	Administrative Assistant V	Continuing Education	09/21/2020	Promotion Full-Time	\$41,600

Item
October 15, 2020

RESIGNATIONS

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>End Date</u>	<u>Type</u>	<u>Years of Service</u>
<u>MANAGERIAL</u> Barbara Ovesen	Manager, Compensation	Human Resources	10/02/2020	Resignation	0 Yrs. 4 Mos.
<u>CLASSIFIED</u> Angela Diener	Administrative Assistant III	COD Centers-Naperville	09/14/2020	Resignation	6 Yrs. 8 Mos.
Audrey Knez	Administrative Assistant III	COD Centers-Naperville	09/11/2020	Resignation	2 Yrs. 6 Mos.
Kiera White	Enrollment Operations Specialist	Admissions & Outreach	10/07/2020	Resignation	2 Yrs. 11 Mos.

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD INFORMATION

1. **SUBJECT**

Financial Statements: Schedule of Investments, General Fund – Budget and Expenditures, Operating Cash Available to Pay Annual Operating Expenses, and Tax Levy Collections.

2. **REASON FOR CONSIDERATION**

Provided for Board information.

3. **BACKGROUND INFORMATION**

a) Schedule of Investments – This report is presented to the Board for information each month. It lists the Schedule of Investments for each of the College's Funds. The report details the purchase and maturity dates and interest rate earned.

b) General Fund – Budget and Expenditures – This report is presented to the Board for information each month. It lists the budget-to-actual results for the current fiscal year for the General Fund.

c) Operating Cash Available to Pay Annual Operating Expenses – This report is presented to the Board for information each month. It shows the amount of operating cash and investments on hand and Board-approved fund balance restrictions compared to prior year annual operating expenses and presents the ratio of cash available to annual operating expenses.

d) Disposal of Capital Assets - This report is presented to the Board for information on a quarterly basis (*August, November, February, May*). This report lists the reason for the disposal, location, number of items and their respective dollar values.

e) Tax Levy Collections – This report is presented to the Board for discussion purposes on a quarterly basis (*July, October, January, April*). This report lists the tax receipts by counties and also by each of the funds that levy taxes.

f) Budgetary Position Additions – This report is presented to the Board for information on a monthly basis. This report lists the positions that have been added after the Annual Budget was adopted.

Staff Contact:

Ellen Roberts, Interim VP Administration,
Scott Brady, Interim CFO and Treasurer,
David Virgilio, Interim Controller

a.

COLLEGE OF DUPAGE TREASURY PORTFOLIO OVERVIEW AS OF SEPTEMBER 30, 2020

(1)

Overview of What the College Can Invest in

- Summary of authorized investment types and limitations

Item	Investment Types	Limitation of fair market value of the total portfolio	
		Max. Aggregate	Max. Single Issuer
1	US Treasury bonds, bills, notes	No limit	No limit
2	Fed agency bonds / notes	25% in callable, no limit in non-callable	None
3	Negotiable interest-bearing certificates of deposit	30%	5%
4	Commercial paper	30%	5%
5	State and municipal bonds	30%	5%
6	Collateralized repurchase agreements	10%	None
7	Mutual funds in money market funds	No limit	20%
8	Mutual funds in short term corporate bonds funds	15%	5%
9	Illinois Trust, IL Funds, ISDLA Fund Plus	15%	5%

Please refer to Board Policy 10-55 for further detail.

- No more than 40% of the fair market value of the portfolio shall be invested in non-government securities
- The specific objectives of the policy prioritize safety over liquidity and return
- The policy prohibits direct investments in any derivatives, private placements and unregistered stock

Overview of Investment Performance

- For the quarter ended September 30, 2020, the College had an *average cash and investment* balance of \$312.5 million. The *average investment* balance was \$299.5 million.

	ME 8/31/20	QE 9/30/20	Fiscal YTD
Average Investment Balance (\$millions)	\$ 288.7	\$ 299.5	\$ 299.5
Interest Earned (Yield)	\$ 326,910	\$ 1,026,098	\$ 1,026,098
Annualized Yield %	1.36%	1.37%	1.37%
Realized Gain/(Loss)	\$ -	\$ 1,050	\$ 1,050
Yield + Realized Gain/(Loss)	\$ 326,910	\$ 1,027,148	\$ 1,027,148
Annualized Yield + Realized Gain/(Loss)%	1.36%	1.37%	1.37%
Unrealized Gain/(Loss)**	\$ (296,358)	\$ (709,208)	\$ (709,208)
Net Yield + Realized & Unrealized Gain/(Loss)	\$ 30,552	\$ 317,940	\$ 317,940
Annualized %	0.13%	0.42%	0.42%

*Realized gain of \$1,050 reported in this quarter is due to maturity of the securities that were purchased at a discount. The College buys a security at a discount when its coupon rate is favorable to earn higher interest income over the life of the security.

**Unrealized gains/losses from BMO portfolios due mainly to market price fluctuations. Given high quality of assets, if held to term losses are unlikely.

1 – Return, here and on following pages, calculated by: (total income plus realized & unrealized gain/loss)/average period portfolio balance.

2 – The average period balance is calculated using the total balance at the beginning and at the end of that period.

3 – College owns certain securities, including commercial paper, which are bought at a discount or premium and pay interest when matured.

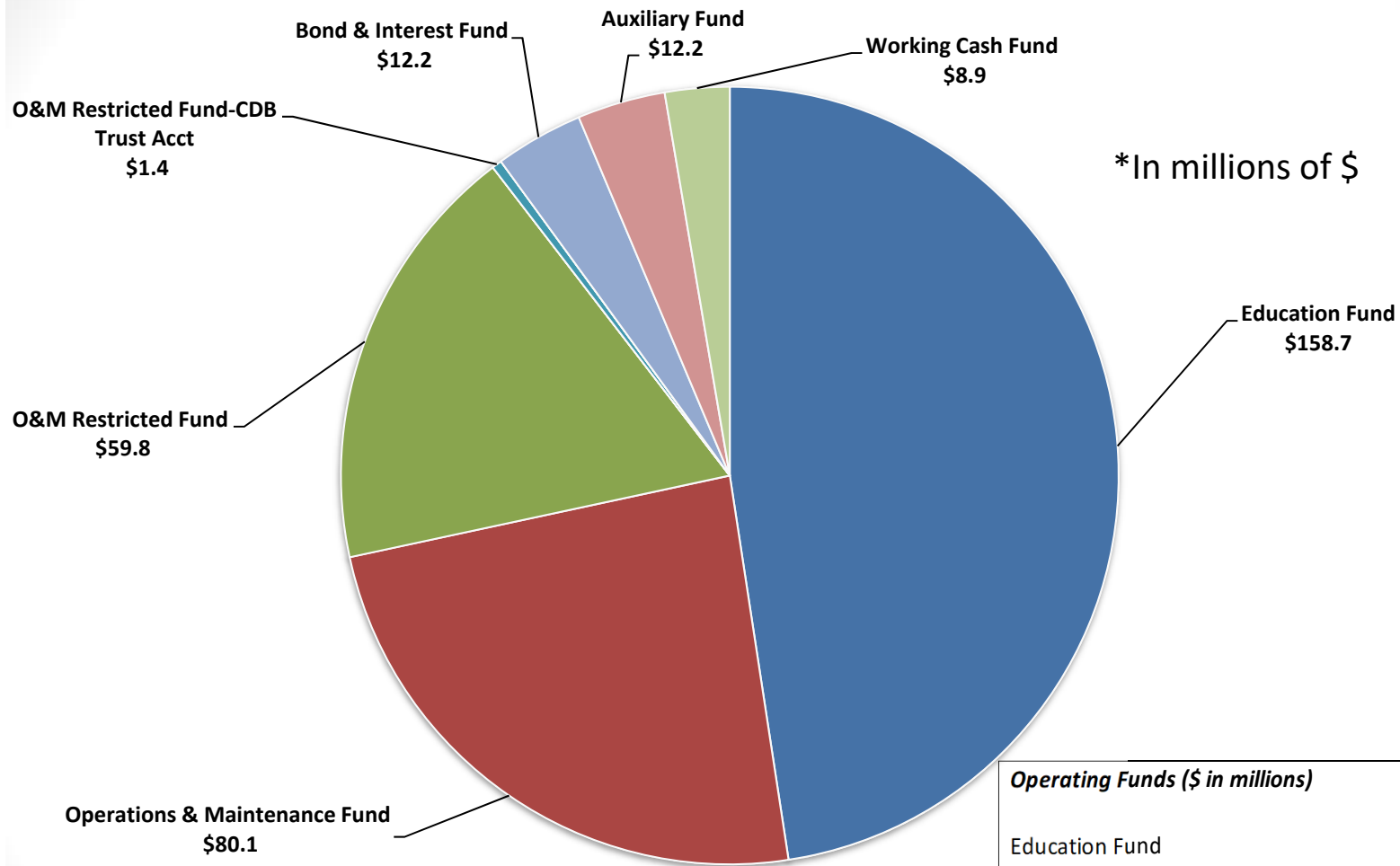
Investment Monthly Balance Summary

- \$333.3 million cash and investment balance at month-end

Monthly Ending Balances (\$ millions)

	<u>6/30/20</u>	<u>9/30/20</u>	<u>Change: 6/30/20 to Month-End</u>
BMO Asset Management	\$ 295.0	\$ 312.1	\$ 17.1
US Bank/IL Funds	<u>2.2</u>	<u>8.8</u>	<u>6.6</u>
Subtotal	297.2	320.9	23.7
Cash & Cash Equivalents	<u>13.6</u>	<u>12.4</u>	<u>(1.2)</u>
Total Cash & Investments	<u>\$ 310.8</u>	<u>\$ 333.3</u>	<u>\$ 22.5</u>

September 30, 2020 Portfolio Overview: Assets by Fund Allocation (\$333.3 MM total)

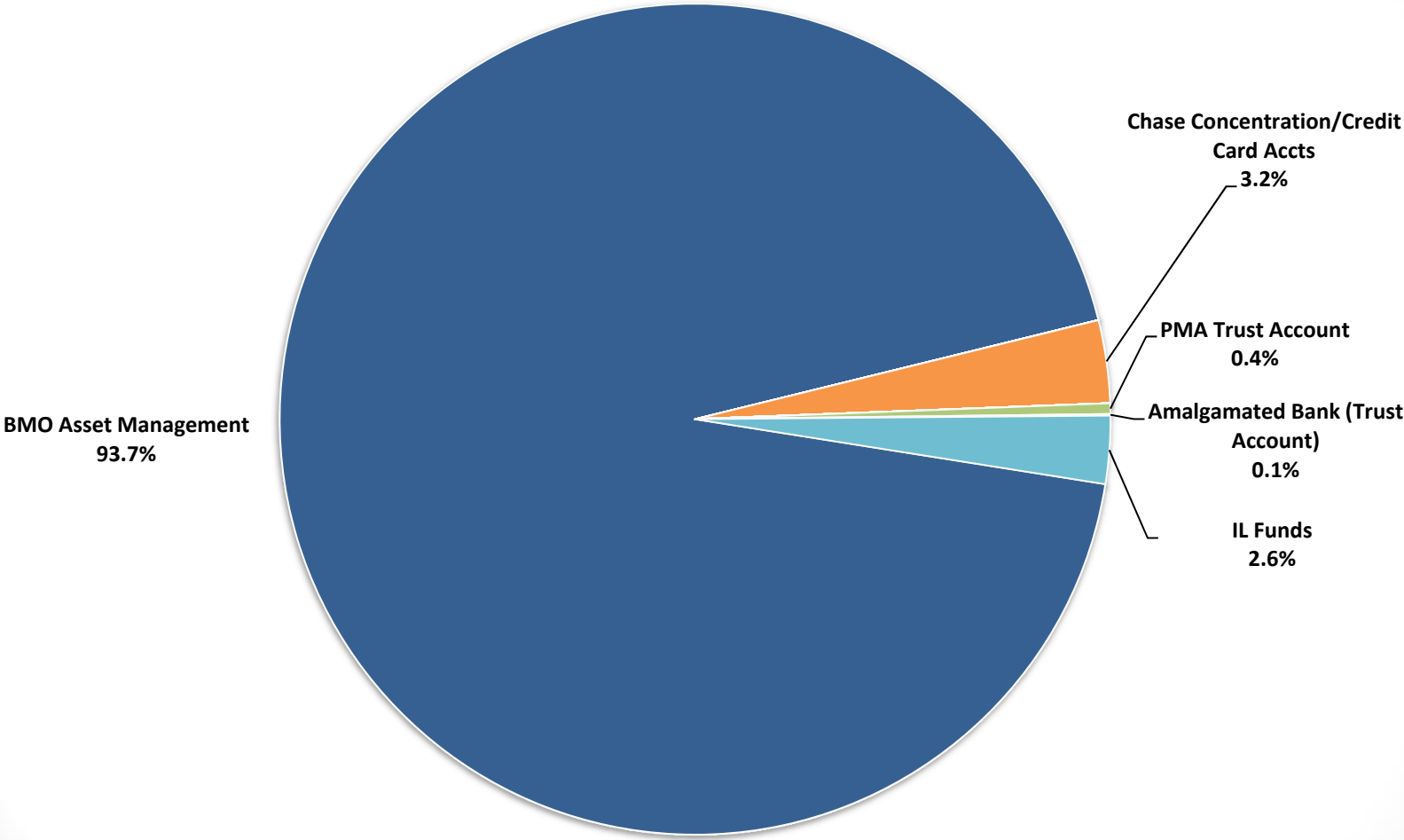


Operating Funds (\$ in millions)

Education Fund	\$ 158.6
Operations & Maintenance Fund	80.1
Less: Agency Funds Balance	(0.7)
Add: Restricted Purposes Fund Balance	7.4
Total Operating Cash/Investments	\$ 245.4

Note: Cash and investments held in College of DuPage's name. For accounting purposes, cash and investments are held in the Education Fund and allocated to other funds.

September 30, 2020 Portfolio Overview:
Assets by Location/Firm (\$333.3 MM total)

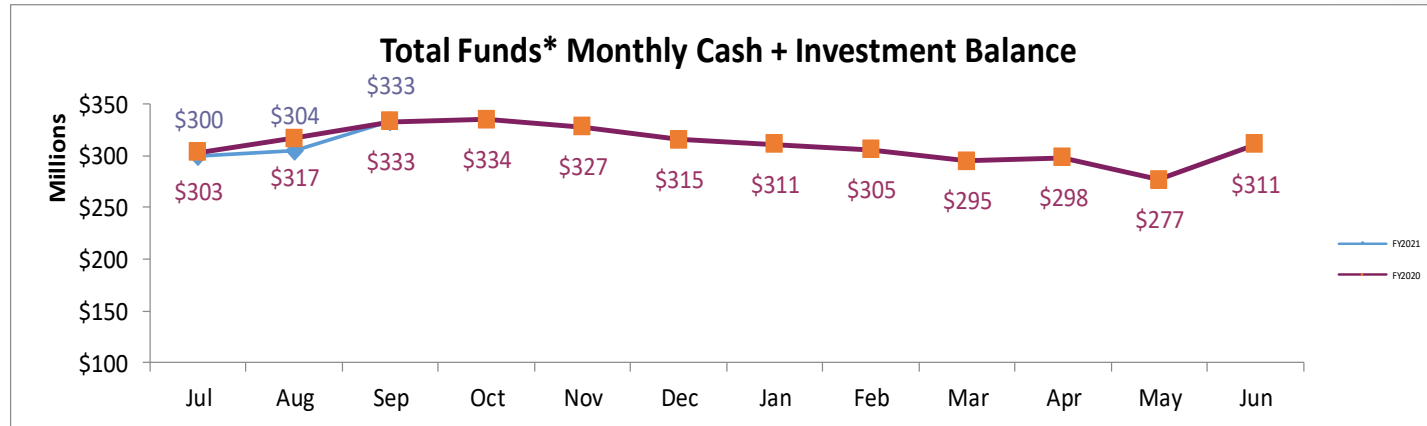


September 30, 2020 Portfolio Overview:

Assets by Investment Type (\$320.9 MM investment total)

10-55 Authorized					
Invest. Type	Holding Type	Balance	% of Total Investments	% Limitation per Policy 10-55	In Compliance? (Yes/No)
BMO Asset Management					
1, 2	Treasuries / Fed Agency Bond / Note (Non-Callable)	\$ 199,177,595	62.06%	None	Y
2	Fed Agency Bond / Note (Callable)	\$ 28,990,180	9.03%	25.0%	Y
3	Negotiable Interest-Bearing Certificates of Deposit	\$ 57,022,630	17.77%	30.0%	Y
4	Commercial Paper	\$ 20,493,587	6.39%	30.0%	Y
5	State and Municipal Bonds	\$ -	0.00%	30.0%	Y
7	Operating Pool - Government Money Market Fund	\$ 6,472,546	2.02%	Unlimited	Y
9	U.S. Bank (IL Funds)	\$ 8,787,510	2.74%	15.0%	Y
Total Investments		\$ 320,944,047	100.0%		

Monthly Trends



Total Funds*					
FY2020 Key Revenue & Expenditure					
Seasonality Chart					
	Property Tax	Tuition & Fee	Debt Service	Cash + Investment	
	Revenue	Revenue	Salary Expense	Expense	Balance As Of
Jul 2019	\$ 2,452,179	\$ 25,094,572	\$ 4,571,029	\$ 1,712,608	\$ 303,168,288
Aug	18,607,673	13,346,517	11,296,607	-	316,758,629
Sep	26,145,526	1,489,736	9,725,468	-	332,898,209
Oct	2,438,716	2,020,223	10,051,779	-	334,392,741
Nov	1,068,817	11,378,667	10,403,122	3,224,890	327,420,808
Dec	647,604	8,704,898	9,925,313	6,468,565	315,374,666
Jan 2020	15,616	10,401,973	11,137,535	-	310,731,237
Feb	1,113,079	858,836	10,078,293	-	305,423,275
Mar	3,715,945	(265,086)	10,402,013	-	294,922,113
Apr	157,636	(161,672)	10,123,883	-	297,969,453
May	1,564,967	1,980,039	8,475,985	17,919,890	276,716,408
Jun 2020	43,905,398	(133,041)	6,971,543	-	310,811,763
Total FY20	\$ 101,833,157	\$ 74,715,662	\$ 113,162,572	\$ 29,325,953	\$ 310,811,763

Total Funds*					
FY2021 Key Revenue & Expenditure					
Seasonality Chart					
	Property Tax	Tuition & Fee	Debt Service	Cash + Investment	
	Revenue	Revenue	Salary Expense	Expense	Balance As Of
Jul 2020	\$ 3,465,368	\$ 19,536,219	\$ 6,984,185	\$ 981,350	\$ 299,811,528
Aug	9,012,645	11,468,985	5,796,685	-	304,454,457
Sep	30,616,796	1,659,364	9,677,659	-	333,275,477
Oct	-	-	-	-	-
Nov	-	-	-	-	-
Dec	-	-	-	-	-
Jan 2021	-	-	-	-	-
Feb	-	-	-	-	-
Mar	-	-	-	-	-
Apr	-	-	-	-	-
May	-	-	-	-	-
Jun 2021	-	-	-	-	-
Total FY21	\$43,094,808	\$ 32,664,568	\$ 22,458,528	\$ 981,350	\$ 333,275,477

*total funds = Funds 01-07, 10

APPENDIX:
SEPTEMBER 30, 2020
BMO ASSET MANAGEMENT
PORTFOLIO SUMMARY

College of DuPage

09/30/2020



Market and Economic Commentary

Market Commentary:

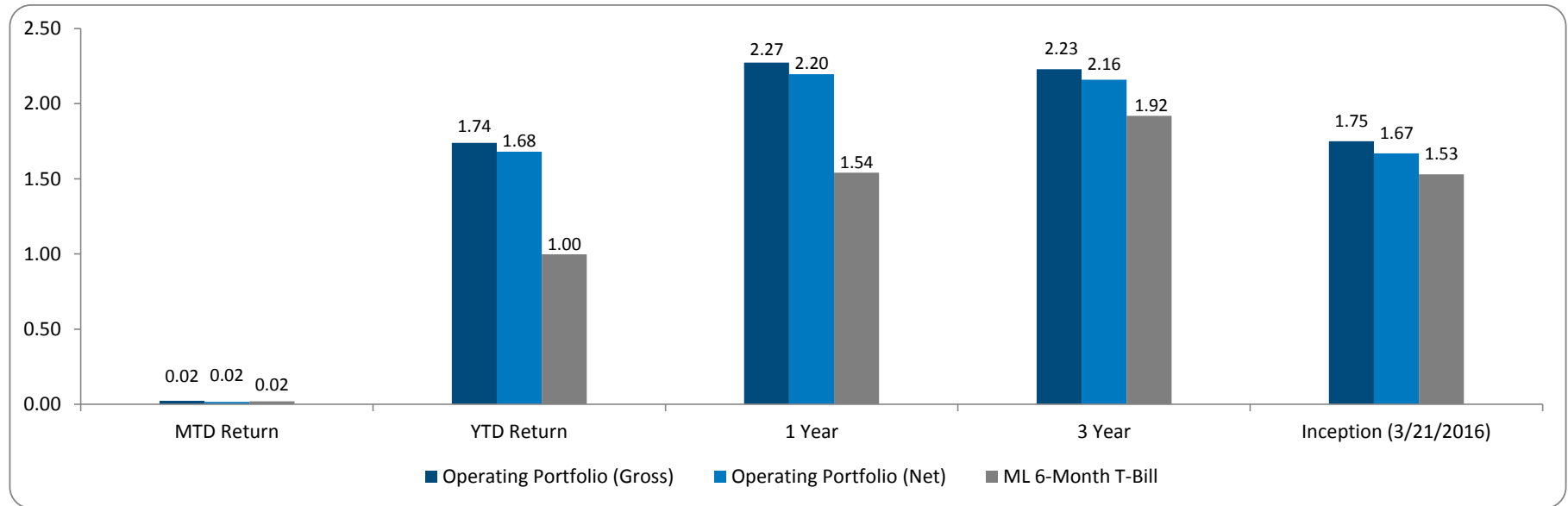
- The shape of the yield curve remained static across all maturities. On a month-to-month basis, yields fluctuated by less than 2bps.
- At month-end there was ~2bps separating the 6mo. and 2yr. Treasury yields.
- The final look at Q2-2020 GDP came in at -31.4%, which was slightly improved over the prior estimate of -31.7%.
- In the September FOMC meeting decision, it was revealed that 16 of 17 Committee members expect to hold interest rates near zero thru 2022, with 13 officials stating that the zero interest rate policy will extend thru 2023.
 - The “terminal rate” is still forecasted to be around 2.5%, but is expected to take several years to reach that level of growth and sustained inflationary pressures.
- The pace of jobs being added back to the economy continued to slow.
- At month-end, Treasury Bills were being offered at ~0.09% in 3mos and ~0.10% in 6mos.

Portfolio Commentary:

- There were two deposits made in September.
 - \$22mm was deposited on 9/11/20.
 - \$5mm was deposited on 9/25/20.
- Thanks largely to the \$27mm of inflows, as well as some roll-down, the overall duration of the COD portfolio declined in September. As of 9/30/20 the duration was 0.68yrs, as compared to 0.78yrs on 8/31/20.
- Purchases totaled \$46.36mm in September.
 - 8 buys of certificate of deposit buys totaled \$21.025mm
 - 4 buys were made at fixed rates ranging between 0.12% and 0.19%.
 - A fixed-out floater bought at 0.12%
 - The other 3 were floating rate CD's with spreads of:
 - SOFR +8
 - 1moL +10
 - 3moL +0
 - US Government Agency buys totaled \$25.335mm
 - 5 callable agencies were purchased with final maturities between 09/2022 and 09/2023.
 - Initial call dates range from 3/15/2021 to 9/28/21.
 - Coupons range from 0.17% to 0.32%.
 - 1 Agency security was called in September.
- Cash was drawn down to ~2.5% by the end of the month.

College of DuPage Performance Summary

Operating Funds



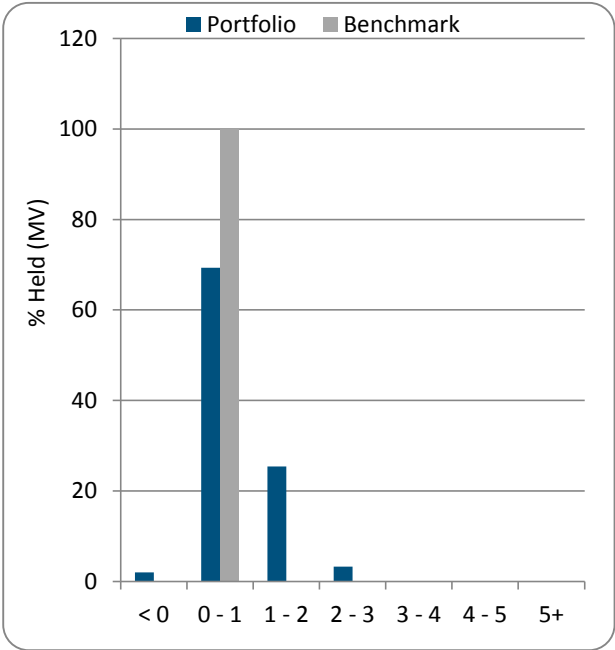
Summary

09/30/2020

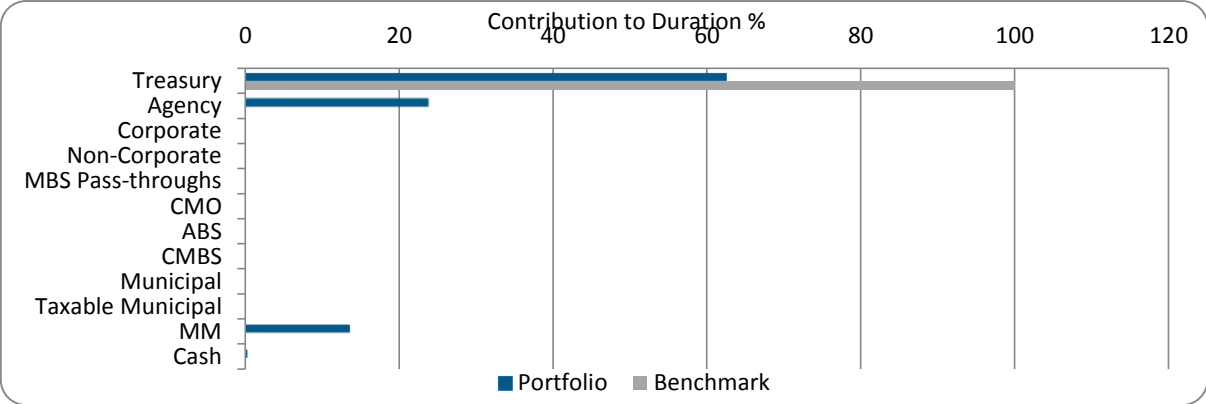
Fundamentals Portfolio Benchmark

Port Mkt Val (000)	313,334	
YTW	0.14	0.10
Coupon	1.19	0.00
Maturity (Yrs)	0.83	0.50
Quality	Aa1	Aaa
Eff Dur	0.683	0.509

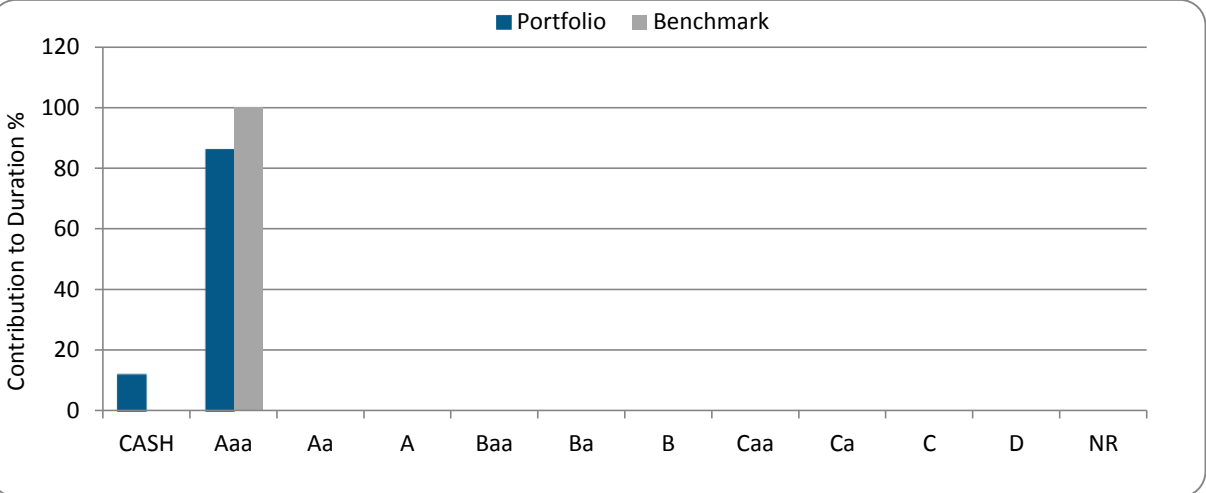
Effective Duration Allocation



Contribution to Duration by Sector



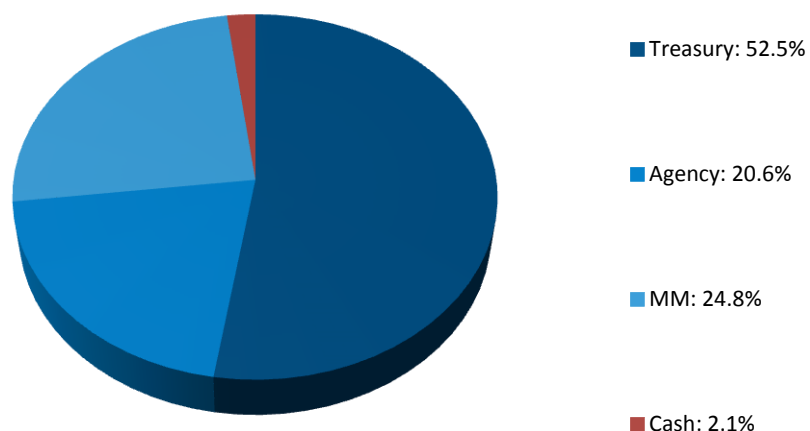
Contribution to Duration by Quality



Sector & Quality Allocations

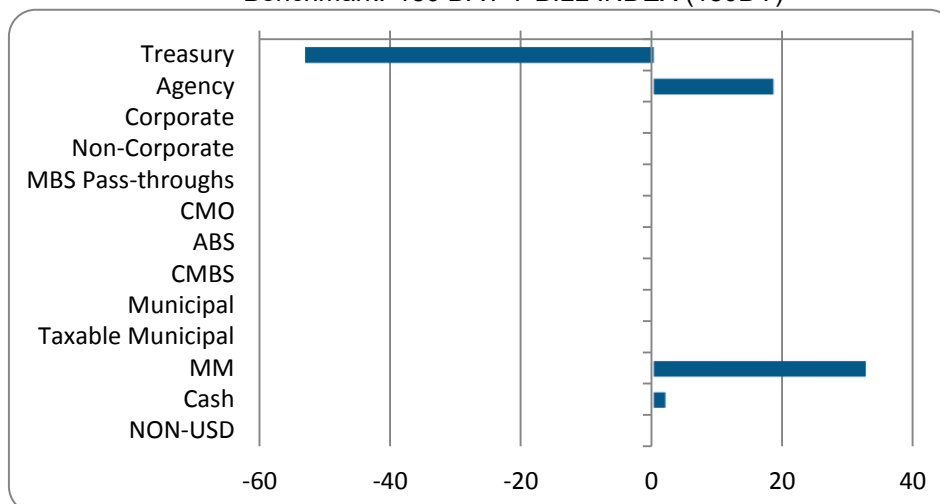
09/30/2020

Sector Allocation



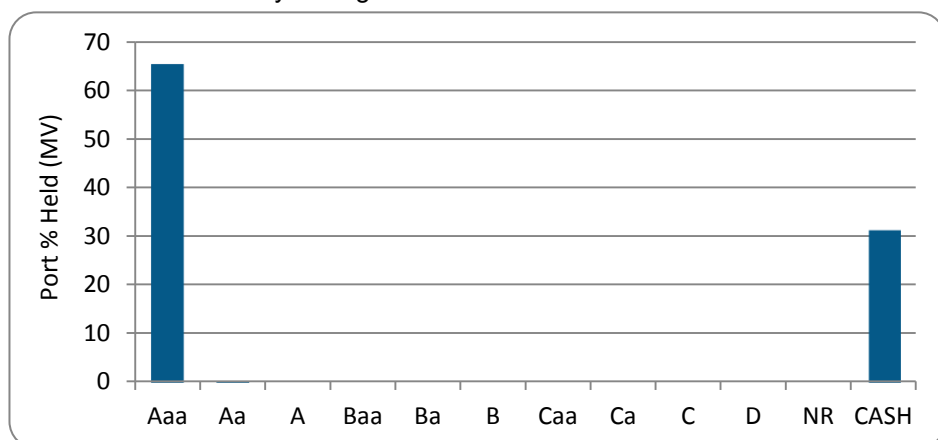
Sector Difference Relative to Benchmark (% MV Held)

Benchmark: 180 DAY T-BILL INDEX (180DY)



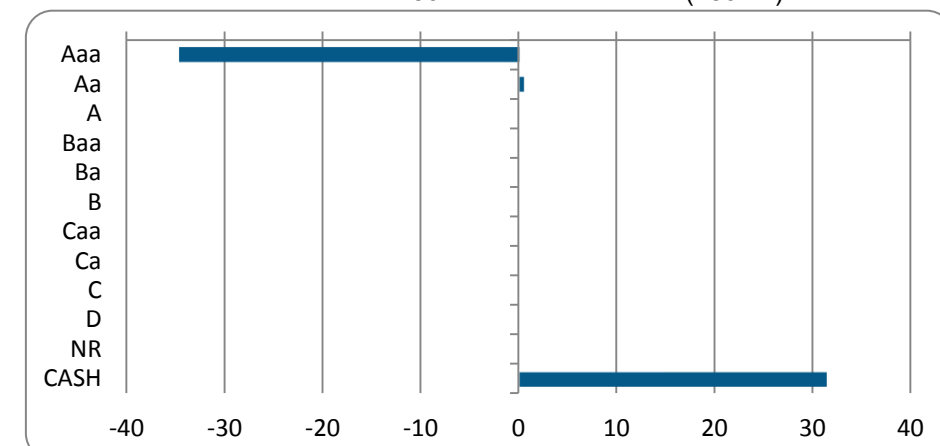
Quality Allocation

Quality Rating: Aa1



Quality Difference Relative to Benchmark (% MV Held)

Benchmark: 180 DAY T-BILL INDEX (180DY)



Standard Holdings

09/30/2020

Sector 1	Par (000)	Mdys	S&P	Coupon (%)	Maturity	Mkt Value (\$)	% Held (MV)	YTW (%)	Avg Life	Eff Dur
CASH	6,473	Aaa	AAA	0.01	Avg Life=0.1	6,472,545	2.07	0.01	0.083	0.085
TSY	161,000	TSY	TSY	1.99	Avg Life=0.9	164,550,813	52.52	0.14	0.936	0.908
AGY	64,435	AGY	AGY	0.26	Avg Life=1.5	64,496,729	20.58	0.20	1.254	0.880
MM	77,585	Aa3	AA-	0.38	Avg Life=0.4	77,814,620	24.83	0.10	0.368	0.282
Total:	309,493	Aa1	AA+	1.19	Avg Life=0.8	313,334,707	100.00	0.14	0.792	0.683

Standard Holdings

09/30/2020

Sector 1	Par (000)	Issuer Name	Mdys	S&P	Coupon (%)	Maturity	Mkt Value (\$)	% Held (MV)	YTW (%)	Avg Life	Eff Dur
CASH	6,473		Aaa	AAA	0.01	Avg Life=0.1	6,472,545	2.07	0.01	0.083	0.085
	6,473	CASH & EQUIVALENTS	Aaa	AAA	0.01	10/31/2020	6,472,545	2.07	0.01	0.083	0.085
TSY	161,000		TSY	TSY	1.99	Avg Life=0.9	164,550,813	52.52	0.14	0.936	0.908
	1,000	UNITED STATES TREAS NTS	TSY	TSY	1.63	10/15/2020	1,008,009	0.32	0.28	0.083	0.041
	4,500	UNITED STATES TREAS NTS	TSY	TSY	1.75	10/31/2020	4,538,546	1.45	0.22	0.083	0.085
	2,000	UNITED STATES TREAS NTS	TSY	TSY	2.88	10/31/2020	2,028,286	0.65	0.27	0.083	0.085
	3,000	UNITED STATES TREAS NTS	TSY	TSY	1.38	10/31/2020	3,020,090	0.96	0.21	0.083	0.085
	2,000	UNITED STATES TREAS NTS	TSY	TSY	2.63	11/15/2020	2,025,788	0.65	0.18	0.167	0.126
	3,500	UNITED STATES TREAS NTS	TSY	TSY	1.75	11/15/2020	3,529,934	1.13	0.16	0.167	0.126
	2,000	UNITED STATES TREAS BILL	TSY	TSY	0.00	11/19/2020	1,999,760	0.64	0.09	0.137	0.137
	3,500	UNITED STATES TREAS NTS	TSY	TSY	2.75	11/30/2020	3,546,993	1.13	0.19	0.167	0.167
	1,500	UNITED STATES TREAS NTS	TSY	TSY	2.00	11/30/2020	1,514,575	0.48	0.17	0.167	0.167
	2,000	UNITED STATES TREAS NTS	TSY	TSY	2.38	12/31/2020	2,022,975	0.65	0.15	0.250	0.252
	1,500	UNITED STATES TREAS NTS	TSY	TSY	2.00	1/15/2021	1,514,362	0.48	0.15	0.333	0.293
	3,500	UNITED STATES TREAS NTS	TSY	TSY	2.50	1/31/2021	3,542,119	1.13	0.14	0.333	0.337
	1,500	UNITED STATES TREAS NTS	TSY	TSY	2.13	1/31/2021	1,515,184	0.48	0.15	0.333	0.337
	3,500	UNITED STATES TREAS NTS	TSY	TSY	2.25	2/15/2021	3,537,599	1.13	0.13	0.417	0.378
	3,000	UNITED STATES TREAS NTS	TSY	TSY	2.00	2/28/2021	3,028,162	0.97	0.15	0.417	0.413
	3,000	UNITED STATES TREAS NTS	TSY	TSY	2.50	2/28/2021	3,035,616	0.97	0.15	0.417	0.413
	3,500	UNITED STATES TREAS NTS	TSY	TSY	2.38	3/15/2021	3,539,389	1.13	0.13	0.500	0.454
	2,000	UNITED STATES TREAS NTS	TSY	TSY	1.25	3/31/2021	2,011,260	0.64	0.12	0.500	0.498
	3,000	UNITED STATES TREAS NTS	TSY	TSY	2.38	4/15/2021	3,069,155	0.98	0.13	0.583	0.533
	4,500	UNITED STATES TREAS NTS	TSY	TSY	1.38	4/30/2021	4,558,575	1.45	0.13	0.583	0.577
	2,000	UNITED STATES TREAS NTS	TSY	TSY	2.25	4/30/2021	2,043,469	0.65	0.13	0.583	0.575
	3,500	UNITED STATES TREAS NTS	TSY	TSY	2.63	5/15/2021	3,589,018	1.15	0.13	0.667	0.615
	3,000	UNITED STATES TREAS NTS	TSY	TSY	1.38	5/31/2021	3,038,710	0.97	0.13	0.667	0.662
	2,500	UNITED STATES TREAS NTS	TSY	TSY	2.13	5/31/2021	2,550,908	0.81	0.13	0.667	0.660
	2,500	UNITED STATES TREAS NTS	TSY	TSY	2.00	5/31/2021	2,547,917	0.81	0.12	0.667	0.660
	1,500	UNITED STATES TREAS NTS	TSY	TSY	2.63	6/15/2021	1,537,941	0.49	0.13	0.750	0.700
	2,500	UNITED STATES TREAS NTS	TSY	TSY	1.13	6/30/2021	2,525,681	0.81	0.13	0.750	0.744

Sector 1	Par (000)	Issuer Name	Mdys	S&P	Coupon (%)	Maturity	Mkt Value (\$)	% Held (MV)	YTW (%)	Avg Life	Eff Dur
	2,000	UNITED STATES TREAS NTS	TSY	TSY	1.63	6/30/2021	2,030,465	0.65	0.13	0.750	0.743
	3,000	UNITED STATES TREAS NTS	TSY	TSY	2.63	7/15/2021	3,075,427	0.98	0.14	0.833	0.782
	1,500	UNITED STATES TREAS NTS	TSY	TSY	2.25	7/31/2021	1,532,084	0.49	0.13	0.833	0.826
	1,500	UNITED STATES TREAS NTS	TSY	TSY	1.13	7/31/2021	1,515,277	0.48	0.13	0.833	0.829
	3,000	UNITED STATES TREAS NTS	TSY	TSY	2.75	8/15/2021	3,078,742	0.98	0.14	0.917	0.866
	2,500	UNITED STATES TREAS NTS	TSY	TSY	1.13	8/31/2021	2,524,981	0.81	0.14	0.917	0.914
	2,500	UNITED STATES TREAS NTS	TSY	TSY	1.13	9/30/2021	2,524,600	0.81	0.14	1.000	0.996
	3,000	UNITED STATES TREAS NTS	TSY	TSY	2.13	9/30/2021	3,059,400	0.98	0.14	1.000	0.993
	3,000	UNITED STATES TREAS NTS	TSY	TSY	2.88	10/15/2021	3,125,030	1.00	0.14	1.083	1.019
	3,500	UNITED STATES TREAS NTS	TSY	TSY	2.00	10/31/2021	3,599,523	1.15	0.14	1.083	1.069
	2,500	UNITED STATES TREAS NTS	TSY	TSY	1.50	10/31/2021	2,552,516	0.81	0.14	1.083	1.073
	3,000	UNITED STATES TREAS NTS	TSY	TSY	1.25	10/31/2021	3,051,801	0.97	0.14	1.083	1.074
	3,500	UNITED STATES TREAS NTS	TSY	TSY	2.88	11/15/2021	3,645,044	1.16	0.15	1.167	1.104
	3,500	UNITED STATES TREAS NTS	TSY	TSY	1.75	11/30/2021	3,586,182	1.14	0.14	1.167	1.153
	3,500	UNITED STATES TREAS NTS	TSY	TSY	1.88	11/30/2021	3,592,820	1.15	0.14	1.167	1.152
	1,500	UNITED STATES TREAS NTS	TSY	TSY	2.63	12/15/2021	1,556,451	0.50	0.14	1.250	1.188
	3,500	UNITED STATES TREAS NTS	TSY	TSY	2.50	1/15/2022	3,624,953	1.16	0.14	1.333	1.273
	3,500	UNITED STATES TREAS NTS	TSY	TSY	1.88	1/31/2022	3,592,218	1.15	0.13	1.333	1.322
	2,500	UNITED STATES TREAS NTS	TSY	TSY	2.50	2/15/2022	2,589,063	0.83	0.13	1.417	1.358
	3,000	UNITED STATES TREAS NTS	TSY	TSY	1.88	2/28/2022	3,078,492	0.98	0.14	1.417	1.398
	1,500	UNITED STATES TREAS NTS	TSY	TSY	1.75	2/28/2022	1,536,390	0.49	0.14	1.417	1.399
	2,500	UNITED STATES TREAS NTS	TSY	TSY	1.88	3/31/2022	2,565,050	0.82	0.14	1.500	1.483
	4,000	UNITED STATES TREAS NTS	TSY	TSY	2.25	4/15/2022	4,171,471	1.33	0.14	1.583	1.506
	3,000	UNITED STATES TREAS NTS	TSY	TSY	1.88	4/30/2022	3,106,006	0.99	0.13	1.583	1.552
	2,000	UNITED STATES TREAS NTS	TSY	TSY	1.75	4/30/2022	2,065,652	0.66	0.14	1.583	1.554
	4,000	UNITED STATES TREAS NTS	TSY	TSY	2.13	5/15/2022	4,160,955	1.33	0.14	1.667	1.589
	1,000	UNITED STATES TREAS NTS	TSY	TSY	1.75	5/31/2022	1,032,743	0.33	0.13	1.667	1.638
	3,500	UNITED STATES TREAS NTS	TSY	TSY	1.75	7/15/2022	3,614,141	1.15	0.13	1.833	1.762
	3,500	UNITED STATES TREAS NTS	TSY	TSY	1.88	7/31/2022	3,622,458	1.16	0.13	1.833	1.804
	2,000	UNITED STATES TREAS NTS	TSY	TSY	1.63	8/31/2022	2,059,873	0.66	0.13	1.917	1.892
	2,000	UNITED STATES TREAS NTS	TSY	TSY	1.38	10/15/2022	2,063,243	0.66	0.13	2.083	2.005
	1,500	UNITED STATES TREAS NTS	TSY	TSY	1.88	10/31/2022	1,565,948	0.50	0.14	2.083	2.038
	3,500	UNITED STATES TREAS NTS	TSY	TSY	1.63	11/15/2022	3,631,788	1.16	0.14	2.167	2.084
AGY	64,435		AGY	AGY	0.26	Avg Life=1.5	64,496,729	20.58	0.20	1.254	0.880

Sector 1	Par (000)	Issuer Name	Mdys	S&P	Coupon (%)	Maturity	Mkt Value (\$)	% Held (MV)	YTW (%)	Avg Life	Eff Dur
	1,235	FEDERAL HOME LOAN BANKS	AGY	AGY	0.00	10/23/2020	1,234,951	0.39	0.06	0.063	0.063
	4,600	FEDERAL HOME LOAN BANKS	AGY	AGY	0.00	11/4/2020	4,599,678	1.47	0.07	0.096	0.096
	2,100	FEDERAL HOME LOAN BANKS	AGY	AGY	0.00	11/13/2020	2,099,832	0.67	0.07	0.120	0.120
	1,000	FEDERAL HOME LOAN BANKS	AGY	AGY	0.00	11/18/2020	999,910	0.32	0.07	0.134	0.134
	2,500	FEDERAL HOME LOAN BANKS	AGY	AGY	0.00	11/23/2020	2,499,750	0.80	0.07	0.148	0.148
	2,500	FHLB DISC NT	AGY	AGY	0.00	11/24/2020	2,499,750	0.80	0.07	0.150	0.151
	4,000	FEDERAL HOME LOAN BANKS	AGY	AGY	0.00	12/9/2020	3,999,320	1.28	0.09	0.191	0.192
	2,000	FEDERAL HOME LOAN BANKS	AGY	AGY	0.13	7/2/2021	1,998,751	0.64	0.25	0.750	0.752
	2,000	FEDERAL HOME LOAN BANKS	AGY	AGY	0.13	7/2/2021	1,999,311	0.64	0.21	0.750	0.752
	1,500	FEDERAL HOME LOAN BANKS	AGY	AGY	1.88	7/7/2021	1,526,599	0.49	0.13	0.750	0.762
	1,000	FEDERAL HOME LOAN BANKS	AGY	AGY	3.00	9/10/2021	1,028,547	0.33	0.15	0.917	0.937
	1,500	FEDERAL HOME LN MTG CORP	AGY	AGY	0.35	5/13/2022	1,501,968	0.48	0.35	1.583	0.765
	1,500	FEDERAL HOME LN MTG CORP	AGY	AGY	0.30	5/13/2022	1,501,547	0.48	0.31	1.583	1.084
	2,000	FEDERAL HOME LN MTG CORP	AGY	AGY	0.35	5/27/2022	2,002,352	0.64	0.35	1.667	0.802
	2,000	FEDERAL HOME LN MTG CORP	AGY	AGY	0.28	6/2/2022	2,002,652	0.64	0.19	1.667	-0.020
	2,000	FEDERAL HOME LN MTG CORP	AGY	AGY	0.32	7/8/2022	2,001,498	0.64	0.31	0.250	0.948
	2,000	FEDERAL HOME LN MTG CORP	AGY	AGY	0.28	7/27/2022	1,998,540	0.64	0.35	1.833	1.300
	2,000	FEDERAL HOME LOAN BANKS	AGY	AGY	0.13	8/12/2022	1,999,699	0.64	0.14	1.833	1.862
	2,000	FEDERAL FARM CR BKS	AGY	AGY	0.20	8/19/2022	1,997,616	0.64	0.28	1.917	1.362
	1,500	FEDERAL HOME LN MTG CORP	AGY	AGY	0.22	8/24/2022	1,498,725	0.48	0.28	1.917	1.359
	2,000	FEDERAL HOME LOAN BANKS	AGY	AGY	0.18	9/8/2022	2,000,296	0.64	0.16	1.917	-0.024
	2,000	FEDERAL FARM CR BKS	AGY	AGY	0.18	9/15/2022	1,996,990	0.64	0.26	2.000	1.204
	2,000	FEDERAL FARM CR BKS	AGY	AGY	0.17	9/22/2022	1,998,616	0.64	0.21	2.000	1.412
	3,000	FEDERAL FARM CR BKS	AGY	AGY	0.16	9/23/2022	3,000,067	0.96	0.16	2.000	-0.025
	1,000	FEDERAL HOME LN MTG CORP	AGY	AGY	0.35	4/28/2023	1,001,573	0.32	0.23	0.833	1.462
	2,000	FEDERAL HOME LN MTG CORP	AGY	AGY	0.25	6/26/2023	2,002,566	0.64	0.23	2.750	2.723
	2,000	FEDERAL NATL MTG ASSN	AGY	AGY	0.45	7/20/2023	2,002,470	0.64	0.33	0.333	1.226
	1,500	FEDERAL NATL MTG ASSN	AGY	AGY	0.42	7/27/2023	1,503,232	0.48	0.25	0.833	1.504
	2,000	FEDERAL NATL MTG ASSN	AGY	AGY	0.30	8/10/2023	2,002,133	0.64	0.27	1.833	2.268
	2,000	FEDERAL HOME LN MTG CORP	AGY	AGY	0.32	9/1/2023	2,000,095	0.64	0.33	2.917	1.712
	2,000	FEDERAL HOME LN MTG CORP	AGY	AGY	0.27	9/14/2023	1,998,180	0.64	0.31	2.917	1.819
	2,000	FEDERAL HOME LN MTG CORP	AGY	AGY	0.30	9/28/2023	1,999,513	0.64	0.31	3.000	1.778
MM	77,585		Aa3	AA-	0.38	Avg Life=0.4	77,814,620	24.83	0.10	0.368	0.282
	1,500	CHEVRON CORP NEW	Aa1	AA-	0.00	10/1/2020	1,500,000	0.48	0.00	0.003	0.003

Sector 1	Par (000)	Issuer Name	Mdys	S&P	Coupon (%)	Maturity	Mkt Value (\$)	% Held (MV)	YTW (%)	Avg Life	Eff Dur
	2,085	APPLE INC	P-1	A-1+	0.00	10/2/2020	2,085,000	0.67	0.00	0.005	0.005
	3,250	HSBC USA INC NEW	Aa3	AA-	2.70	10/2/2020	3,383,266	1.08	0.35	0.005	0.006
	2,000	SVENSKA HANDELSBANKEN AB	Aa3	AA-	0.38	10/2/2020	2,001,999	0.64	-0.32	0.005	0.005
	2,500	APPLE INC	P-1	A-1+	0.00	10/5/2020	2,499,975	0.80	0.07	0.014	0.014
	2,000	APPLE INC	P-1	A-1+	0.00	10/13/2020	1,999,960	0.64	0.06	0.036	0.036
	2,000	EXXON CORP	P-1	A-1+	0.00	10/14/2020	1,999,940	0.64	0.08	0.038	0.038
	3,000	SVENSKA HANDELSBANKEN AB	Aa3	AA-	1.92	10/19/2020	3,058,590	0.98	0.08	0.052	0.052
	1,525	ROYAL BK OF CANADA CERTIFICA	Aa2	AA-	0.46	10/23/2020	1,526,649	0.49	0.15	0.083	0.063
	2,500	CHEVRON CORP NEW	Aa1	AA-	0.00	11/12/2020	2,499,700	0.80	0.10	0.117	0.118
	1,500	EXXON CORP	P-1	A-1+	0.00	11/17/2020	1,499,805	0.48	0.10	0.131	0.131
	4,500	TORONTO DOMINION BK N Y BRH	Aa3	AA-	0.22	11/23/2020	4,502,493	1.44	0.14	0.148	0.148
	1,000	CHEVRON CORP NEW	Aa1	AA-	0.00	12/14/2020	999,770	0.32	0.11	0.205	0.205
	1,500	SVENSKA HANDELSBANKEN AB	Aa3	AA-	0.40	1/4/2021	1,501,361	0.48	0.17	0.262	0.085
	2,000	JOHNSON & JOHNSON	P-1	A-1+	0.00	1/5/2021	1,999,520	0.64	0.09	0.265	0.265
	1,500	EXXON CORP	P-1	A-1+	0.00	1/7/2021	1,499,505	0.48	0.12	0.271	0.271
	1,350	ROYAL BK OF CANADA CERTIFICA	Aa2	AA-	0.25	1/15/2021	1,351,173	0.43	0.12	0.333	0.127
	5,000	CMWTH BK OF AUS NY B CERTIFI	Aa3	AA-	0.17	1/21/2021	4,999,200	1.60	0.04	0.309	0.309
	3,475	SVENSKA HANDELSBANKEN AB	Aa3	AA-	0.28	1/26/2021	3,477,720	1.11	0.20	0.323	0.161
	2,000	WESTPAC BKING CORP N CERTIFI	Aa2	AA-	0.29	2/12/2021	2,001,121	0.64	0.22	0.333	0.223
	2,500	ROYAL BK OF CANADA CERTIFICA	Aa2	AA-	0.34	2/26/2021	2,502,590	0.80	0.15	0.417	0.157
	5,000	CMWTH BK OF AUS NY B CERTIFI	Aa3	AA-	0.19	3/17/2021	4,998,800	1.60	0.04	0.460	0.459
	2,000	EXXON CORP	P-1	A-1+	0.00	3/24/2021	1,998,300	0.64	0.18	0.479	0.479
	1,250	NORDEA BK ABP NEW YORK BRH	Aa2	AA-	0.45	5/7/2021	1,252,714	0.40	0.21	0.599	0.238
	2,000	TORONTO DOMINION BK N Y BRH	Aa3	AA-	0.38	5/7/2021	2,003,192	0.64	0.22	0.599	0.255
	2,000	NORDEA BK ABP NEW YORK BRH	Aa2	AA-	0.33	5/21/2021	2,002,462	0.64	0.20	0.638	0.307
	2,000	TORONTO DOMINION BK N Y BRH	Aa3	AA-	0.34	6/10/2021	2,002,242	0.64	0.21	0.692	0.360
	2,000	ROYAL BK OF CANADA CERTIFICA	Aa2	AA-	0.35	6/18/2021	2,003,960	0.64	0.22	0.750	0.715
	2,000	SVENSKA HANDELSBANKEN AB	Aa3	AA-	0.35	6/18/2021	2,002,156	0.64	0.22	0.714	0.380
	1,650	NATIONAL AUSTRALIA BK N Y BR	Aa3	AA-	0.35	6/18/2021	1,651,710	0.53	0.22	0.714	0.266
	1,500	ROYAL BK CDA NY BRH	Aa2	AA-	0.43	7/26/2021	1,506,220	0.48	0.06	0.818	0.817
	3,000	WESTPAC BANKING CORP	Aa3	AA-	0.28	8/3/2021	3,001,762	0.96	0.27	0.840	0.363
	2,000	ROYAL BK OF CANADA CERTIFICA	Aa2	AA-	0.29	8/6/2021	2,001,514	0.64	0.23	0.833	0.354
	2,500	NORDEA BK ABP NEW YORK BRH	Aa2	AA-	0.25	9/15/2021	2,500,251	0.80	0.25	0.958	0.387
Total:	309,493		Aa1	AA+	1.19	Avg Life=0.8	313,334,707	100.00	0.14	0.792	0.683

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9/30/2020

Average Life	Market Value	% of Total
0 - 6 mo	\$ 131,254,789	41.9%
6 mo - 1 yr	\$ 75,788,548	24.2%
1 yr - 2 yrs	\$ 91,030,035	29.1%
2 yrs - 3 yrs	\$ 15,261,335	4.9%
Total	\$ 313,334,707	100.0%

Note:

Securities with average life of 6 months are in the 6 mo - 1 yr category.

Securities with average life of 1 year are in the 1 - 2 yr category.

Securities with average life of 2 year are in the 2 - 3 yr category.

Percent Ownership of Gov't Money Market Fund

As of 9/30/2020 0.01%

Disclosure

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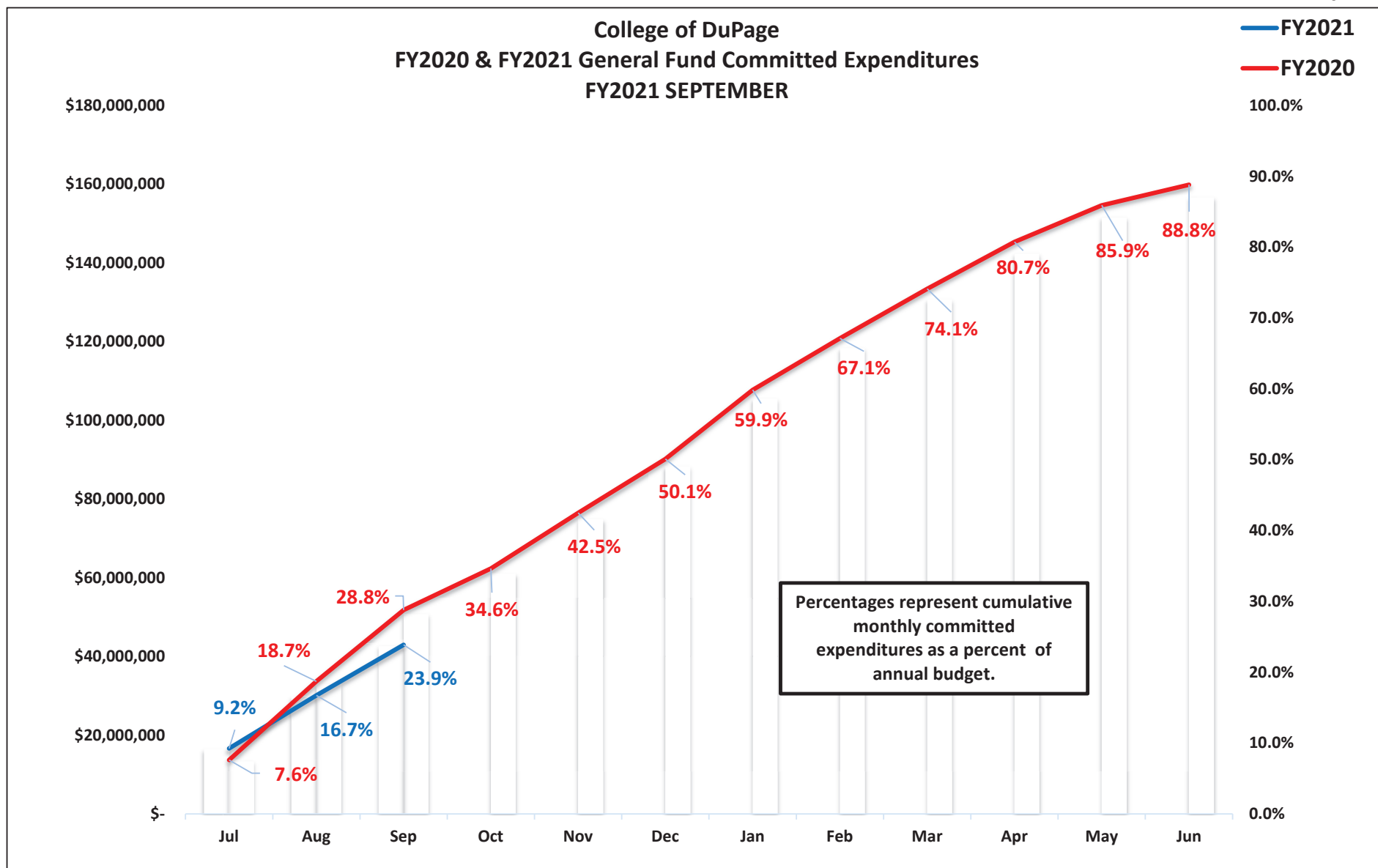
COLLEGE OF DUPAGE
FISCAL YEAR 2021 GENERAL FUND BUDGET AND EXPENDITURES by DIVISION
September 30, 2020
As of September 30, 2020, 7 of 26 Payrolls have occurred (26.9%)

DIVISION	ANNUAL BUDGET	EXPENDITURES (1) YEAR TO DATE	CURRENT YEAR COMMITMENTS (2)	TOTAL COMMITTED (3)	UNCOMMITTED BALANCE	% OF BUDGET COMMITTED
President	\$ 533,068	\$ 123,330	\$ -	\$ 123,330	\$ 409,738	23.14%
Legislative Relations	281,823	53,781	-	53,781	228,042	19.08%
Board of Trustees	170,435	2,045	18,750	20,795	149,640	12.20%
Office of the General Counsel						
General Counsel	594,164	70,682	-	70,682	523,482	11.90%
Compliance & Internal Audit	320,808	77,444	-	77,444	243,364	24.14%
Office of the General Counsel Total	914,972	148,126	-	148,126	766,846	16.19%
Office of Provost						
Student Affairs	17,692,945	3,172,303	853,132	4,025,435	13,667,510	22.75%
Math, Natural Sciences, & STEM	14,799,737	2,698,996	28,057	2,727,053	12,072,684	18.43%
Social & Behavioral Sciences	14,460,419	3,050,498	106,050	3,156,548	11,303,871	21.83%
Arts, Communications, & Hospitality	12,896,184	2,116,883	250,846	2,367,729	10,528,455	18.36%
Business & Technology	11,896,459	1,984,899	432,242	2,417,141	9,479,318	20.32%
Liberal Arts	11,849,161	1,981,795	2,290	1,984,085	9,865,076	16.74%
Nursing & Health Sciences	10,474,842	1,635,401	93,328	1,728,729	8,746,113	16.50%
Academic Partnerships & Learning Resources	8,779,070	1,569,700	189,036	1,758,736	7,020,334	20.03%
Continuing Education & Economic Development	3,862,060	929,826	232,473	1,162,299	2,699,761	30.10%
Provost Administration	2,038,003	340,536	9,367	349,903	1,688,100	17.17%
Curriculum & Assessment	2,332,895	473,002	2,460	475,462	1,857,433	20.38%
Office of Provost Total	111,081,775	19,953,839	2,199,281	22,153,120	88,928,655	19.94%
Institutional Advancement	1,438,612	268,333	1,956	270,289	1,168,323	18.79%
Planning & Inst. Effectiveness	1,161,610	236,828	3,498	240,326	921,284	20.69%
Administrative Affairs						
Facilities	23,891,533	3,509,349	2,133,844	5,643,193	18,248,340	23.62%
Information Technology Services	15,132,384	4,290,215	951,065	5,241,280	9,891,104	34.64%
Financial Affairs	4,249,082	917,645	76,082	993,727	3,255,355	23.39%
Police	2,479,900	463,809	86,898	550,707	1,929,193	22.21%
Business Affairs	3,975,419	712,131	259,504	971,635	3,003,784	24.44%
Vice President-Administration	426,099	58,406	-	58,406	367,693	13.71%
Risk Management	400,345	103,006	498	103,504	296,841	25.85%
Budget Office	215,116	46,964	1,950	48,914	166,202	22.74%
Administrative Affairs Total	50,769,878	10,101,525	3,509,841	13,611,366	37,158,512	26.81%
Marketing & Communications						
Marketing, Communications, Multi-Media	4,441,277	1,007,894	529,982	1,537,876	2,903,401	34.63%
Public Relations	1,001,588	253,343	43,502	296,845	704,743	29.64%
Community Relations	340,526	51,367	33	51,400	289,126	15.09%
Marketing & Communications Total	5,783,391	1,312,604	573,517	1,886,121	3,897,270	32.61%
Human Resources & Project Hire-Ed	2,736,939	524,545	98,070	622,615	2,114,324	22.75%
General Institutional	11,340,754	3,653,500	9,500	3,663,000	7,677,754	32.30%
Internal Campus Services	(1,527,704)	(140,028)	-	(140,028)	(1,387,676)	9.17%
Position Budget Vacancy Allowance	(6,028,200)	-	-	-	(6,028,200)	0.00%
Total General Fund	\$ 178,657,353	\$ 36,238,428	\$ 6,414,413	\$ 42,652,841	\$ 136,004,512	23.87%

NOTES:

- (1) The expenditures are based on unaudited numbers from the general ledger as of September 30, 2020.
(2) Current year commitments includes purchase orders actually entered into the procurement system related to the current fiscal year.
(3) Total committed includes expenditures plus current fiscal year commitments.

b.



b.

COLLEGE OF DUPAGE
FISCAL YEAR ENDING JUNE 30, 2021
PRELIMINARY SEPTEMBER 30, 2020
STATUS OF MAJOR PROJECTS / INITIATIVES

PROJECT / INITIATIVE	ANNUAL BUDGET	EXPENDITURES (1) YEAR TO DATE	CURRENT COMMITMENTS (2)	TOTAL COMMITTED (3)	UNCOMMITTED BALANCE	% OF BUDGET COMMITTED
Project Hire-Ed	\$ 439,140	\$ 52,916	\$ -	\$ 52,916	\$ 386,224	12.05%
Innovation DuPage	\$ 301,450	\$ 284,074	\$ -	\$ 284,074	\$ 17,376	94.24%
Pathways	\$ 1,944,390	\$ 351,305	\$ 163,857	\$ 515,162	\$ 1,429,228	26.49%

NOTES:

(1) The expenditures are based on unaudited numbers from the general ledger as of September 30, 2020.

(2) Current year commitments include purchase orders actually entered into the procurement system related to the current fiscal year.

(3) Total committed includes expenditures plus current fiscal year commitments.

COLLEGE OF DUPAGE
Operating Cash Available to Pay Annual Operating Expenses
as of September 30, 2020

Net % of Operating Cash/Investments Available to Pay Operating Expenses

	<u>Without Restrictions</u>	<u>Net of Board Approved Fund Balance Restrictions</u>
Total Operating Cash/Investments	\$ 245,475,855	\$ 245,475,855
Current <u>General Fund</u> Fund Balance Restrictions		
Retiree OPEB Liability	-	(14,500,000)
Recapitalization Costs	-	(60,000,000)
Total Current <u>General Fund</u> Fund Balance Restrictions	-	(74,500,000)
Net Operating Cash/Investments	245,475,855	170,975,855
FY2019 General Fund Expenditures & Transfers Out*	\$ 159,519,102	\$ 159,519,102
Net % Of Operating Cash/Investments Available To Pay Annual Operating Expenses	<u>153.9%</u>	<u>107.2%</u>

*Audited FY2019 CAFR, Exhibit A

e.

COLLEGE OF DUPAGE
COMMUNITY COLLEGE DISTRICT NO. 502
TAX LEVY COLLECTIONS - CURRENT AND 4 PREVIOUS LEVY YEARS
RECEIVED THROUGH September 30, 2020

LEVY YEAR	ASSESSED VALUATIONS	EXTENSIONS	AMOUNT COLLECTED	COLLECTED AS % OF EXTENSION	DUPAGE COUNTY TAX RATE
2019	\$ 46,462,234,828	\$ 99,147,816	\$ 93,584,557	94.39%	0.2112
2018	44,892,120,691	105,021,577	104,759,219	99.75%	0.2317
2017	43,277,237,219	105,542,501	105,280,696	99.75%	0.2431
2016	40,504,389,066	107,576,816	107,273,118	99.72%	0.2626
2015	<u>38,018,285,744</u>	<u>106,603,379</u>	<u>106,400,233</u>	<u>99.81%</u>	0.2786
TOTAL		<u>\$ 523,892,089</u>	<u>\$ 517,297,822</u>	<u>98.74%</u>	

2019 LEVY COLLECTIONS:

COUNTY	2019 ASSESSED VALUATION	2019 EXTENSION	AMOUNT COLLECTED	COLLECTED AS % OF EXTENSION
COOK	\$ 3,592,810,881	\$ 8,755,817	\$ 8,002,781	91.40%
DUPAGE	40,109,799,504	84,711,897	80,174,286	94.64%
WILL	<u>2,759,624,443</u>	<u>5,680,103</u>	<u>5,407,489</u>	<u>95.20%</u>
TOTAL	<u>\$ 46,462,234,828</u>	<u>\$ 99,147,816</u>	<u>\$ 93,584,557</u>	<u>94.39%</u>

FUND	COOK COUNTY 2019 TAX RATE	COOK COUNTY RECEIPTS	DUPAGE COUNTY 2019 TAX RATE	DUPAGE COUNTY RECEIPTS	WILL COUNTY 2019 TAX RATE	WILL COUNTY RECEIPTS	TOTAL RECEIPTS
EDUCATIONAL	0.1782	\$ 5,851,850	0.1547	\$ 58,726,147	0.1509	\$ 3,957,181	\$ 68,535,179
OPERATIONS AND MAINTENANCE	0.0296	972,023	0.0258	9,794,017	0.0251	658,237	11,424,278
BOND	<u>0.0359</u>	<u>1,178,908</u>	<u>0.0307</u>	<u>11,654,122</u>	<u>0.0299</u>	<u>792,070</u>	<u>13,625,101</u>
TOTAL	<u>0.2437</u>	<u>\$ 8,002,781</u>	<u>0.2112</u>	<u>\$ 80,174,286</u>	<u>0.2059</u>	<u>\$ 5,407,489</u>	<u>\$ 93,584,557</u>

f.

College of DuPage
Community College District No. 502
BUDGETARY POSITION ADDITIONS
September 2020

The following positions have been added after the adoption of the FY2021 Budget. Resources from current-year vacancies will be applied to cover the costs of these positions.

Position Title	Position FTE	Position Salary Budget
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There was no activity this month.

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD INFORMATION

1. **SUBJECT**

Gifts Status Report.

2. **REASON FOR CONSIDERATION**

The Board is provided with a monthly update of gifts.

3. **BACKGROUND INFORMATION**

The attachment reports the current status of cash donations and in-kind gifts to the College of DuPage Foundation.

Staff Contact: Karen M. Kuhn, M.S., CFRE
Executive Director, College of DuPage Foundation

College of DuPage Foundation
Monthly Gift Summary Report
September 1 - 30, 2020

Fund ID	Fund Description	Gift Count	Cash	Stock	Pledge Balance	Gifts-In-Kind	Planned	Total
D708 / 20	Accounting Program Support	1	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00
R695 / 30	Athletic Department	6	\$110.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110.00
G932 / 35	Automotive Technology Scholarship	2	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
R607B / 30	Belushi Artist-In-Residence Program	4	\$38.76	\$0.00	\$0.00	\$0.00	\$0.00	\$38.76
D624 / 20	Buffalo Theatre Ensemble Program	1	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00
G268 / 35	Cancer Federation Scholarship	4	\$44.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44.00
G700 / 35	Carol Stream Community College Scholarship	2	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00
G475 / 35	Carter Carroll Excellence in History Award	2	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00
D690 / 20	Center for Entrepreneurship Fund for Workforce Development	3	\$275.00	\$0.00	\$0.00	\$0.00	\$0.00	\$275.00
G273 / 35	Certificate of GED Scholarship	2	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00
G971 / 35	Chief George Graves Scholarship	2	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
G827 / 40	Cleve Carney Endowed Art Fund	2	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00
D600 / 20	Cleve Carney Museum of Art Membership	1	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
G882 / 25	COD Succeeds Scholarship	1	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
G215 / 35	College of DuPage Faculty Association Scholarship	2	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
G915 / 25	College of DuPage Foundation's Returning Adult Scholarship	6	\$22.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22.00
G918 / 25	College of DuPage Foundation's Single Parent Scholarship	12	\$196.36	\$0.00	\$0.00	\$0.00	\$0.00	\$196.36
G904 / 25	College of DuPage Foundation's Textbook Scholarship	8	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00
G702 / 35	Community HS District 99 (Downers Grove North/South) Scholarship	2	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
D888 / 20	Contact Tracing Program	1	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00
D627 / 20	Culinary & Hospitality Program	2	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
G455 / 35	Donald Carter Memorial Scholarship	2	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
G974 / 35	Edwin and Barbara Dannewitz Perioperative Arena Scholarship	2	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00
G105 / 25	Eileen M. Ward Endowed Textbook/Instructional Materials Scholarship	2	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00
D703 / 30	Engineering Program Support	2	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
G856 / 35	Eric Martinson Memorial Scholarship	20	\$873.48	\$0.00	\$0.00	\$0.00	\$0.00	\$873.48
D692 / 20	Fashion Program	2	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
R612 / 30	Fine Arts Program	2	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
E225 / 20	Frida Kahlo Exhibition	13	\$5,197.24	\$0.00	\$0.00	\$0.00	\$0.00	\$5,197.24
D704 / 30	FUEL Pantry Support	8	\$64.60	\$0.00	\$0.00	\$0.00	\$0.00	\$64.60
G808 / 40	General Scholarship Endowment	2	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00
G900 / 25	General Scholarship Fund	78	\$6,222.94	\$0.00	\$0.00	\$0.00	\$0.00	\$6,222.94
R661 / 30	George Macht Culinary & Hospitality Program	4	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00
G707 / 35	Glenbard High School District 87 Scholarship	4	\$14.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14.00
G926 / 35	Glenn Hansen Leadership Scholarship	4	\$110.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110.00
G959 / 35	H. J. Kleemann Engineering Scholarship	2	\$7.68	\$0.00	\$0.00	\$0.00	\$0.00	\$7.68
G708 / 35	Hinsdale Township High School District 86 Scholarship	2	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00
D629 / 20	Horticulture Program	4	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00
D620 / 20	Horticulture Student Competition Support	2	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
G201 / 35	Iyer Chemistry Scholarship	2	\$76.92	\$0.00	\$0.00	\$0.00	\$0.00	\$76.92
G230 / 35	John Belushi Memorial Scholarships for Music and Theater	1	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00
R660 / 20	Library Development	2	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00

College of DuPage Foundation
Monthly Gift Summary Report
September 1 - 30, 2020

Fund ID	Fund Description	Gift Count	Cash	Stock	Pledge Balance	Gifts-In-Kind	Planned	Total
R659 / 20	Library Program Endowment	4	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00
R619 / 30	McAninch Arts Center General Fund	28	\$2,841.68	\$0.00	\$0.00	\$0.00	\$0.00	\$2,841.68
G454 / 35	Morrissey Dental Hygiene Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
D693 / 20	Music Program	2	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00
D660 / 20	New Philharmonic Orchestra	24	\$11,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,800.00
G881 / 35	Paralegal Program Scholarship	1	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
G100 / 10	Resource for Excellence Fund	29	\$5,634.52	\$0.00	\$0.00	\$0.00	\$0.00	\$5,634.52
R656 / 30	Ronald Lemme Lecture Series	2	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00
G835 / 35	Scalise Family Fashion Program Scholarship	1	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00
G469 / 35	Second Year Nursing Scholarship	2	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00
G115 / 25	Student Crisis Emergency Support	13	\$815.00	\$0.00	\$0.00	\$0.00	\$0.00	\$815.00
G848 / 35	Student Life Leadership Award	2	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
G931 / 35	Student Need Scholarship	6	\$55.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00
G520 / 35	Study Abroad Scholarships	8	\$57.70	\$0.00	\$0.00	\$0.00	\$0.00	\$57.70
G877 / 40	Susan Alice Scanlan Kremek Memorial Scholarship Endowment	1	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
G967 / 35	The Christopher Drop Welding Scholarship	2	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00
G563 / 35	The Honorable Bonnie M. Wheaton Endowed Scholarship	2	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00
G938 / 35	Troy Scholarship for Engineering	2	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00
G939 / 35	Troy Scholarship for Nursing	2	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00
D632 / 20	Veteran Services Program	2	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00
G135 / 25	Vocational Skills Program Support for Special Populations	4	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00
D697 / 20	WDCB Employer Matching Gift Revenue (EMG)	5	\$1,245.15	\$0.00	\$120.00	\$0.00	\$0.00	\$1,365.15
D687 / 20	WDCB Future Fund	2	\$3.08	\$0.00	\$0.00	\$0.00	\$0.00	\$3.08
D696 / 20	WDCB Individual Gifts	1,940	\$66,035.30	\$0.00	\$0.00	\$0.00	\$0.00	\$66,035.30
D695 / 20	WDCB Underwriting	10	\$4,060.00	\$0.00	\$260.00	\$0.00	\$0.00	\$4,320.00
G716 / 35	Westmont High School District 201 Scholarship	2	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00
R701 / 30	Youth Leadership Program and Scholarships	2	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00
Grand Totals:			\$123,225.41	\$0.00	\$380.00	\$0.00	\$0.00	\$123,605.41

2,325 Gift(s) listed
2,098 Donor(s) listed

College of DuPage Foundation
Fiscal Year 2021 Gift Summary Report
Year-to-Date as of September 30, 2020

Fund ID	Fund Description	Gift Count	Cash	Stock	Pledge Balance	In-Kind	Planned	Total
D708 / 20	Accounting Program Support	1	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00
G858 / 35	AFA Applied Music Fee Award	1	\$1,523.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,523.00
R695 / 30	Athletic Department	21	\$385.00	\$0.00	\$0.00	\$0.00	\$0.00	\$385.00
G932 / 35	Automotive Technology Scholarship	6	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00
R607B / 30	Belushi Artist-In-Residence Program	14	\$135.66	\$0.00	\$0.00	\$0.00	\$0.00	\$135.66
D624 / 20	Buffalo Theatre Ensemble Program	9	\$1,209.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,209.00
R693 / 30	Business and Technology Program	1	\$9.09	\$0.00	\$0.00	\$0.00	\$0.00	\$9.09
G268 / 35	Cancer Federation Scholarship	14	\$154.00	\$0.00	\$0.00	\$0.00	\$0.00	\$154.00
G700 / 35	Carol Stream Community College Scholarship	7	\$140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$140.00
G475 / 35	Carter Carroll Excellence in History Award	6	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00
D690 / 20	Center for Entrepreneurship Fund for Workforce Development	8	\$337.50	\$0.00	\$0.00	\$0.00	\$0.00	\$337.50
G273 / 35	Certificate of GED Scholarship	6	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
G971 / 35	Chief George Graves Scholarship	7	\$70.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70.00
G827 / 40	Cleve Carney Endowed Art Fund	7	\$35.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35.00
D600 / 20	Cleve Carney Museum of Art Membership	1	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
G882 / 25	COD Succeeds Scholarship	1	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
G215 / 35	College of DuPage Faculty Association Scholarship	6	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00
G915 / 25	College of DuPage Foundation's Returning Adult Scholarship	19	\$67.00	\$0.00	\$0.00	\$0.00	\$0.00	\$67.00
G918 / 25	College of DuPage Foundation's Single Parent Scholarship	41	\$667.26	\$0.00	\$0.00	\$0.00	\$0.00	\$667.26
G904 / 25	College of DuPage Foundation's Textbook Scholarship	28	\$175.00	\$0.00	\$0.00	\$0.00	\$0.00	\$175.00
G702 / 35	Community HS District 99 (Downers Grove North/South) Scholarship	7	\$70.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70.00
D888 / 20	Contact Tracing Program	2	\$12,025.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,025.00
D627 / 20	Culinary & Hospitality Program	7	\$70.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70.00
G879 / 35	Debra Jeffay Continuing Education Scholarship	4	\$3,500.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$4,500.00
G455 / 35	Donald Carter Memorial Scholarship	6	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00
G847 / 35	Dr. Maureen N. Dunne Autism Student Success Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
G320 / 35	DuPage Area Moms Scholarship	1	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00
G528 / 35	E.R. Valintis Scholarship	1	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
G974 / 35	Edwin and Barbara Dannewitz Perioperative Arena Scholarship	7	\$140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$140.00
G105 / 25	Eileen M. Ward Endowed Textbook/Instructional Materials Scholarship	7	\$35.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35.00
D703 / 30	Engineering Program Support	8	\$62.00	\$0.00	\$0.00	\$0.00	\$0.00	\$62.00
G856 / 35	Eric Martinson Memorial Scholarship	59	\$1,362.68	\$0.00	\$0.00	\$0.00	\$0.00	\$1,362.68
D692 / 20	Fashion Program	6	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00
R612 / 30	Fine Arts Program	5	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
E225 / 20	Frida Kahlo Exhibition	47	\$13,878.25	\$0.00	\$0.00	\$0.00	\$0.00	\$13,878.25
D704 / 30	FUEL Pantry Support	31	\$313.60	\$0.00	\$0.00	\$0.00	\$0.00	\$313.60
G808 / 40	General Scholarship Endowment	7	\$35.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35.00
G900 / 25	General Scholarship Fund	276	\$10,051.40	\$0.00	\$0.00	\$0.00	\$0.00	\$10,051.40
R661 / 30	George Macht Culinary & Hospitality Program	14	\$140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$140.00
G707 / 35	Glenbard High School District 87 Scholarship	14	\$49.00	\$0.00	\$0.00	\$0.00	\$0.00	\$49.00
G926 / 35	Glenn Hansen Leadership Scholarship	12	\$330.00	\$0.00	\$0.00	\$0.00	\$0.00	\$330.00
G959 / 35	H. J. Kleemann Engineering Scholarship	8	\$326.88	\$0.00	\$0.00	\$0.00	\$0.00	\$326.88
R646 / 30	Healthcare Instructional Support	1	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00

College of DuPage Foundation
Fiscal Year 2021 Gift Summary Report
Year-to-Date as of September 30, 2020

Fund ID	Fund Description	Gift Count	Cash	Stock	Pledge Balance	In-Kind	Planned	Total
G708 / 35	Hinsdale Township High School District 86 Scholarship	6	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
R648 / 30	Homeland Security Program Support	1	\$0.00	\$0.00	\$0.00	\$4,500.00	\$0.00	\$4,500.00
D629 / 20	Horticulture Program	14	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00
D620 / 20	Horticulture Student Competition Support	6	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00
D640 / 20	International Education Development Support	1	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00
G201 / 35	Iyer Chemistry Scholarship	5	\$192.30	\$0.00	\$0.00	\$0.00	\$0.00	\$192.30
G880 / 35	John B. Schreiber III Lifelong Learning Scholarship	1	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
G230 / 35	John Belushi Memorial Scholarships for Music and Theater	3	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
G444 / 35	Kathy Marszalek Memorial Endowed Scholarship	2	\$2,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$8,000.00
R660 / 20	Library Development	7	\$35.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35.00
R659 / 20	Library Program Endowment	13	\$95.00	\$0.00	\$0.00	\$0.00	\$0.00	\$95.00
R619 / 30	McAninch Arts Center General Fund	83	\$7,470.13	\$0.00	\$0.00	\$1,500.00	\$0.00	\$8,970.13
G800 / 40	McAninch Endowment for the Arts Fund	1	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00
D694 / 20	Meteorology Program	1	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00
G454 / 35	Morrissey Dental Hygiene Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
D693 / 20	Music Program	7	\$35.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35.00
G501 / 35	Naperville Rotary Charities and the Rotary Club of Naperville Scholarship	1	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00
D660 / 20	New Philharmonic Orchestra	90	\$33,061.56	\$0.00	\$0.00	\$0.00	\$0.00	\$33,061.56
G130 / 25	Nursing Alumni Scholarship	3	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00
G881 / 35	Paralegal Program Scholarship	1	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
D707 / 20	Paralegal Student Success Fund	2	\$275.00	\$0.00	\$0.00	\$0.00	\$0.00	\$275.00
G980 / 40	Paul W. Hedburn and Katherine T. Hedburn Scholarship Endowment	1	\$64,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$64,000.00
G860 / 35	Professor Chris Goergen Political Science Scholarship	4	\$790.00	\$0.00	\$0.00	\$0.00	\$0.00	\$790.00
G100 / 10	Resource for Excellence Fund	100	\$6,747.82	\$0.00	\$0.00	\$0.00	\$0.00	\$6,747.82
R656 / 30	Ronald Lemme Lecture Series	7	\$35.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35.00
G835 / 35	Scalise Family Fashion Program Scholarship	3	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00
G469 / 35	Second Year Nursing Scholarship	7	\$35.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35.00
G115 / 25	Student Crisis Emergency Support	67	\$15,405.51	\$59.27	\$0.00	\$0.00	\$0.00	\$15,464.78
G848 / 35	Student Life Leadership Award	7	\$70.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70.00
G931 / 35	Student Need Scholarship	21	\$192.50	\$0.00	\$0.00	\$0.00	\$0.00	\$192.50
G520 / 35	Study Abroad Scholarships	25	\$183.10	\$0.00	\$0.00	\$0.00	\$0.00	\$183.10
G877 / 40	Susan Alice Scanlan Kremek Memorial Scholarship Endowment	1	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
G967 / 35	The Christopher Drop Welding Scholarship	6	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00
G563 / 35	The Honorable Bonnie M. Wheaton Endowed Scholarship	7	\$175.00	\$0.00	\$0.00	\$0.00	\$0.00	\$175.00
G938 / 35	Troy Scholarship for Engineering	7	\$140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$140.00
G939 / 35	Troy Scholarship for Nursing	7	\$140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$140.00
D632 / 20	Veteran Services Program	7	\$35.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35.00
G135 / 25	Vocational Skills Program Support for Special Populations	14	\$105.00	\$0.00	\$0.00	\$0.00	\$0.00	\$105.00
D697 / 20	WDCB Employer Matching Gift Revenue (EMG)	11	\$2,469.41	\$0.00	\$480.00	\$0.00	\$0.00	\$2,949.41
D687 / 20	WDCB Future Fund	3	\$14.02	\$0.00	\$0.00	\$0.00	\$0.00	\$14.02
D696 / 20	WDCB Individual Gifts	5,210	\$143,132.77	\$0.00	\$0.00	\$0.00	\$0.00	\$143,132.77
D695 / 20	WDCB Underwriting	23	\$15,736.00	\$0.00	\$468.00	\$0.00	\$0.00	\$16,204.00
G716 / 35	Westmont High School District 201 Scholarship	7	\$35.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35.00

College of DuPage Foundation
Fiscal Year 2021 Gift Summary Report
 Year-to-Date as of September 30, 2020

Fund ID	Fund Description	Gift Count	Cash	Stock	Pledge Balance	In-Kind	Planned	Total
R701 / 30	Youth Leadership Program and Scholarships	8	\$535.00	\$0.00	\$0.00	\$0.00	\$0.00	\$535.00
Grand Totals:			\$426,651.44	\$3,059.27	\$7,948.00	\$6,000.00	\$0.00	\$443,658.71

6,537 Gift(s) listed
 2,613 Donor(s) listed

**VENDOR DONATIONS RECEIVED
BY THE COLLEGE***

YTD as of September 30, 2020

JULY 2020

no activity

August 2020

no activity

September 2020

no activity

* Not processed through the COD Foundation

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD INFORMATION

1. **SUBJECT**

Construction Change Orders for Board Information.

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 information because they fall below the \$100,000 and percentage of contract thresholds established in Administrative Procedure 10-90 (Construction Contracts) for Board approval.

3. **BACKGROUND INFORMATION**

These Change Orders are issued for Board Information in accordance with Administrative Procedure 10-90.

a) **Fund 03 Budget Related Projects**

College Requested Change: Speech Lab, O'Malley Construction #02.

Unbought Scope: Speech Lab, O'Malley Construction #01.

b) **Fund 02 Budget Related Projects**

None

SUMMARY OF CONSTRUCTION CHANGE ORDERS

a) FUND 03 BUDGET RELATED PROJECTS

- **SPEECH LAB – O’MALLEY CONSTRUCTION COMPANY, INC. #01: \$1,232.00.** Unpurchased scope. The classroom walls will have acoustic sound absorbing panels adhered to the drywall surfaces, reducing noise in the room. The bid documents incorrectly indicated that the fabric for these panels would be purchased by the College and provided to the contractor for installation. Post award, the project team determined that the project will benefit in terms of timing, coordination and cost if the general contractor purchases the fabric direct from the sound panel subcontractor. This change order compensates the contractor to include purchasing the sound panel fabric that was originally bid as owner provided.

Contractor	Original Contract	Change Orders Amount to Date	Amount of This Change Order	New Contract Value
O'Malley Constructtton	\$151,889.00	\$00.00	\$1,232.00	\$153,121.00
Total this C.O.			\$1,232.00	

- **SPEECH LAB – O’MALLEY CONSTRUCTION COMPANY, INC. #02: CREDIT (\$627.48).** Owner requested change. The contracted scope includes an electronic sign at the hallway door indicating when the classroom is being used for presentations, avoiding interrupting the student presenters. Through value engineering presented by the contractor and their sign subcontractor, the sign will be provided with equal quality, but at a lower cost to the College. This change order adjusts the contract amount for the savings for altering the hallway sign design.

Contractor	Original Contract	Change Orders Amount to Date	Amount of This Change Order	New Contract Value
O'Malley Constructtton	\$151,889.00	\$1,232.00	\$(627.48)	\$152,493.58
Total this C.O.			\$(627.48)	

b) FUND 02 BUDGET RELATED PROJECTS

Staff Contact: Bruce Schmiedl, Facilities Director

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD INFORMATION

1. **SUBJECT**

Construction Status Overview provided for Board Information.

2. **REASON FOR CONSIDERATION**

The attached spreadsheet provides a brief summary of the status of College construction projects in various phases of development. This is being submitted to update the Board on the progress of activities to date.

3. **BACKGROUND INFORMATION**

The attached spreadsheet represents proposed projects, projects in progress and projects completed during this fiscal year.

(See attached spreadsheet)

Staff Contact: Bruce Schmiedl, Director of Facilities

College of DuPage Construction Projects Update
October 15, 2020

COMPLETED FY21			
Project Name	Origin/Scope	Anticipated Benefit/Timing	Actual Cost
PE Precast Exterior Wall Crack Repair & Joint Sealant Replacement	Origin: Request by Academic Leadership Scope: Power wash original existing precast concrete panels, remove failing sealant at panel joints, route out and seal panel cracks, apply water resistant sealer to all exterior panels.	The sealant joints in the existing exterior precast concrete wall panels have not been repaired or replaced since the building was built in 1983 and are exhibiting signs loss of adhesion and deterioration. Replacing deteriorating joint sealant and repairing cracks will reduce the potential for water intrusion into the wall system and expanded water damage. Additional discovered cracks are now repaired. Project completed at the end of September 2020.	\$140,000

College of DuPage Construction Projects Update

October 15, 2020

Board of Trustees Meeting

IN PROGRESS			
Project Name	Origin/Scope	Anticipated Benefit/Timing	Anticipated Cost
BIC Academic Backfill (former Marketing offices)	<p>Origin: Request by Academic Leadership</p> <hr/> <p>Scope: Create up to five flexible pilot classroom prototypes that enable Faculty to adjust classroom settings via various furniture and technology offerings.</p>	Piloting flexible classroom settings will enable Faculty to study and determine optimal classroom settings and configurations that best contribute to student success and completion in the future and position the College to respond to evolving instructional paradigms. Architect selection approved at September Board. Design Development complete. Construction drawings and bidding complete. Contractor award approved at the September Board. Anticipated completion mid-January 2021.	\$2,000,000
Stem Pilot Project	<p>Origin: Request by Academic Leadership</p> <hr/> <p>Scope: Remodel BIC classrooms 3555, 3559 and 3H05 to accommodate AR/VR technology, flexible classroom configurations and multi-media whiteboards, display and presentation surfaces.</p>	Three existing classrooms will be reconfigured in order to accommodate enhanced instruction in STEM fields as well as possibilities for Liberal Arts programs. Classrooms will promote interactive learning in Augmented Reality/Virtual Reality (AR/VR) as well as group work and flexible classroom instruction. Architect retained and construction drawings complete. Bids for AR/VR room approved at February Board. Construction suspended March 20th for one week due to Covid 19 order. AR/VR Room complete August 2020. Faculty continues their research to an select alternate interactive whiteboard instructional system. Original vendor stopped supporting software. Anticipated completion TBD.	\$573,650
Baseball Field & Outfield Drainage Mitigation	<p>Origin: Request by Athletics Leadership</p> <hr/> <p>Scope: The existing grass infields will be replaced with synthetic turf. Outfield drainage is insufficient and will be improved to drain more rapidly following rain events.</p>	Due to weather conditions, the infield is requiring increased maintenance. It is also difficult to return to playable conditions following rain events. Design of outfield drainage complete. Bids submitted to March Board for approval. Installation commenced mid-July and project was substantially complete early October 2020.	\$209,000
IRC Skylight Replacement	<p>Origin: Facilities Leadership</p> <hr/> <p>Scope: Remove existing original polycarbonate cell skylights and replace with new thermally enhanced acrylic units. The work includes new flashing and bird control.</p>	During recent weather events, significant leakage was observed at all of the existing skylights. New units will prevent the need for periodic minimal repairs that have occurred over time while at the same time improving thermal efficiency and sun control. Design is complete. Bidding is complete and presented to the June Board for approval. Shop drawings are complete and materials ordered. Anticipated completion late December 2020 due to manufacturing lead times.	\$150,000
PE Arena Scoreboard Upgrades.	<p>Origin: Request by PE/Academic Leadership</p> <hr/> <p>Scope: Remove existing aged scoreboards and replace with new multi-screen units to be inter-phased with an existing Athletics Department live-streaming video system.</p>	This upgrade replaces an outdated scoreboard system with one more in keeping with other collegiate institutions and current sports guidelines. The installation will improve the functionality of the scoreboard as well as increase the entertainment value for patrons and help to build interest in COD sports teams. Bidding complete and contractor award approved at the September Board. Anticipated completion late December 2020.	\$249,000
Speech Lab Upgrades	<p>Origin: Request by Academic Leadership</p> <hr/> <p>Scope: Upgrade/pilot one existing Speech Lab with new collaborative furniture and audio visual capabilities.</p>	Upgrading the Speech Lab will create a more collaborative and interactive environment for students and faculty with improved audio visual capabilities and playback/critique features that will improve the learning experience and outcomes. Construction drawings and bidding complete. Contractor award approved at the September Board. Anticipated completion December 2020.	\$125,000
Project Hire-Ed Leadership and Engagement Office	<p>Origin: Request by College Administrative Leadership</p> <hr/> <p>Scope: Repurpose BIC office space formerly occupied by the Marketing Department to create one office, one conference/interaction room, four work stations and receptionist workstation.</p>	This repurposing will enable all Project Hire-Ed functions and interaction spaces to be co-located in one space so as to provide better service to students and interaction with prospective employers. Architect hired and construction drawings complete and out to bid. Anticipated completion January 2021.	\$150,000

College of DuPage Construction Projects Update
October 15, 2020

IN PROGRESS (continued)			
Project Name	Origin/Scope	Anticipated Benefit/Timing	Anticipated Cost
PROPOSED			
Project Name	Origin/Scope	Anticipated Benefit/Timing	Anticipated Cost
DEFERRED/CANCELLED			
Project Name	Origin/Scope	Anticipated Benefit and Reason for Deferment or Cancellation	Anticipated Cost
Softball Field Infield Synthetic Turf Installation	Origin: Request by Athletics Leadership Scope: The existing granular infields will be replaced with synthetic turf.	Due to weather conditions, the infield is requiring increased maintenance. It is also difficult to rapidly return to playable conditions following rain events. Design, estimating and bid documents are complete. Project deferred to FY22 for reconsideration.	\$59,250 (project to be re-bid)

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Grants Status Report

2. **REASON FOR CONSIDERATION**

The Board is provided with a monthly update of grants received to date.

3. **BACKGROUND INFORMATION**

The attached report documents the current status of operational public and private grants to the College of DuPage.

Staff Contact: Marcia Frank, Grants Manager, College of DuPage

College of DuPage
FY2021 Grants Awarded Report
July 1, 2020 - June 30, 2021

Note: New Entries in Bold

ALLOCATED GRANTS									
<u>Grantor</u>	<u>Project Title</u>	<u>Department</u>	<u>Project Director</u>	<u>Type</u>	<u>FY2021 Amount</u>	<u>Total Award Amount</u>	<u>Start Date</u>	<u>End Date</u>	<u>Description</u>
Illinois Community College Board	Perkins Postsecondary Career & Tech. Education Program	Academic Affairs	Ellis	Federal	\$1,892,194	\$1,892,194	7/1/2020	6/30/2021	Federal Allocation restricted to support the academic achievement of CTE students in accordance with the FY 2021 Program Plan.
Partnership for College Completion	IL Equity Attainment	Student Success/ Pathways	Stock/Smith	Found.	\$12,000	\$12,000	8/15/2020	6/30/2021	Implementation of plans to promote equity through improved graduation outcomes for Black, Latinx, & low-income students at COD
ALLOCATED GRANTS (Includes grants where it was necessary to develop a concept or project and follow comprehensive guidelines for proposal submission in order to receive allocated funds. Adherence to reporting requirements and ability to measure successful program outcomes determines the level of the award.)					\$1,904,194				

College of DuPage
FY2021 Grants Awarded Report
July 1, 2020 - June 30, 2021

Note: New Entries in Bold

COMPETITIVE GRANTS									
<u>Grantor</u>	<u>Project Title</u>	<u>Department</u>	<u>Project Director</u>	<u>Type</u>	<u>FY2021 Amount</u>	<u>Total Award Amount</u>	<u>Start Date</u>	<u>End Date</u>	<u>Description</u>
ICCB CTE Leadership	PLATE: Preparatory Learning and Training Experiences	Culinary	Meyers	Federal	\$64,667	\$97,000	8/1/2020	12/30/2021	A program designed to actively engage young adults interested in academic and culinary workforce training in order to gain employable skills in the culinary industry.
National Security Agency	GenCyber Teacher Summer Camp	CIT/Learning Technologies	Chen/Landers	Federal	\$83,769	\$83,769	4/1/2020	3/31/2022	To help teachers (Grades 3-12) learn about cyber security, cybercrime, and cyber security careers
National Security Agency	GenCyber Beginning Student Summer Camp	CIT/Learning Technologies	Wagner/Landers	Federal	\$52,308	\$52,308	4/1/2020	3/31/2022	To help students (Grades 6-12) learn about cyber security, cybercrime, and cyber security careers
National Security Agency	GenCyber Advanced Student Summer Camp	CIT/Learning Technologies	Wagner/Landers	Federal	\$26,314	\$26,314	4/1/2020	3/31/2022	To help students (Grades 8-12) with advanced cybersecurity experience increase their skills in cyber security, cybercrime, and cyber security careers
Arts Midwest	Touring Fund	MAC	Martinez/Sarther	Federal	\$4,000	\$4,000	7/1/2020	12/31/2021	Support for American Ballet Theatre performances
National Science Foundation	Scholarships for STEM	STEM	Jarman	Federal	\$122,573	\$650,136	8/1/2016	7/30/2021	Funding for scholarships and other training opportunities for students pursuing STEM majors
IL Dept of Commerce & Economic Opportunity	Apprenticeship Expansion - Project Hire-Ed	Project Hire-Ed	Kuglin-Seago	Federal	\$147,715	\$221,572	6/1/2020	12/31/2021	TOTAL AWARD: \$221,572 for 18 months Funding to support pilot regional initiatives that expand Registered Apprenticeship and Pre-Apprenticeship programs in Illinois
Dept. of State	COD Africa Initiative	Study Abroad	Kerby/DiLiberti	Federal	\$35,000	\$35,000	7/1/2020	8/30/2021	COD Africa Initiative, in partnership with EDU Africa, integrates service learning into a sustainable model for interdisciplinary study abroad at a community college while highlighting non-traditional disciplines for study abroad.
Department of Commerce and Economic Development	Small Business Development Center (SBDC)	Continuing Ed./Ctr. for Entrepren.	Rita Haake	Federal	\$128,750	\$128,750	1/1/2020	12/30/2020	Federal funds to the COD Small Business Development Center to provide one-stop business management assistance to individuals and small businesses.
IL Board of Higher Education	IL Cooperative Work Study	Student Affairs	LaSorsa	State	\$44,573	\$44,573	7/1/2020	8/30/2021	Cooperative work-study programs for 20 students in 9 programs/majors
IL Community College Board	Transitional English and Math Program	English	Martins	State	\$11,613	\$14,180	7/1/2019	6/30/2021	To implement a transitional English (\$14,180) program in collaboration with 3 regional high schools

College of DuPage
FY2021 Grants Awarded Report
July 1, 2020 - June 30, 2021

Note: New Entries in Bold

COMPETITIVE GRANTS (Includes grants from federal, state and private grantors where the proposal was in competition with other proposals and awards were made to a select number of institutions based on the merits of the project and proposal.)					\$721,282				

College of DuPage
FY2021 Grants Awarded Report
July 1, 2020 - June 30, 2021

Note: New Entries in Bold

SUB-AWARDS or IN KIND GRANTS									
<u>Grantor</u>	<u>Project Title</u>	<u>Department</u>	<u>Project Director</u>	<u>Type</u>	<u>FY2021 Amount</u>	<u>Total Award Amount</u>	<u>Start Date</u>	<u>End Date</u>	<u>Description</u>
US Dept. of State/Northern Virginia Community College	FY21 Community College Initiative Student Exchange	Field & Experiential Learning	Smid	Federal	\$54,000	\$54,000	7/1/2020	6/30/2021	Grant agreement for funding of Program Administrator only; Grant provides opportunities for individuals from other countries to develop leadership, professional skills & English language proficiency, while studying at a community college in the US.
National Science Foundation	LSAMP-PUMA Stem	STEM	DiCarlo	Fed	\$33,007	\$165,035	7/1/2019	6/30/2024	Total award for five years: \$165,035; project with 7 four-year universities to promote STEM research opportunities for underrepresented groups
SUB-AWARD OR IN KIND GRANTS (Includes donations that have been granted to the institution for a particular period of time.)					\$87,007				
FY2021 Total College Grants Awarded as of September 30, 2020					\$2,712,483				

College of DuPage
FY2021 Grants Awarded Report
July 1, 2020 - June 30, 2021

Note: New Entries in Bold

COVID-RELATED FUNDS									
<u>Grantor</u>	<u>Project Title</u>	<u>Department</u>	<u>Project Director</u>	<u>Type</u>	<u>FY2021 Amount</u>	<u>Total Award Amount</u>	<u>Start Date</u>	<u>End Date</u>	<u>Description</u>
Illinois Community College Board	Governor's Emergency Education Relief (GEER)	Finance	Del Rosario	State	\$857,210	857,210	7/1/2020	6/30/2021	Funds to support underrepresented, low-income, and/or first generation students who experienced barriers to enrollment & retention due to the pandemic.
Illinois Dept. of Commerce & Economic Opportunity	Small Business Development Center - CARES	Business Development Center	Westphal/Haake	Federal	\$25,000	\$25,000	7/1/2020	6/30/2021	Funds to support SBDC at COD to assist regional small businesses cope with pandemic economy
Dept. of Education	COD CARES-Minority Serving Institution Funds	Finance	Del Rosario/Brady	Federal	37,411	\$37,411	5/29/2020	5/28/2021	TOTAL AWARD: \$37,411 Funds to support emergency needs experienced by COD institution due to COVID
Dept. of Education	COD CARES-Institution	Finance	Del Rosario/Brady	Federal	4,550,443	\$4,550,443	4/20/2020	4/19/2021	TOTAL AWARD: \$4,550,443 Funds to support emergency needs experienced by COD institution due to COVID
ICCB	Adult Education & Literacy	Adult Education	Deasy	Federal		\$100,000	4/20/2020	6/30/2020	Federal Basic Adult Education funding to help program transition instruction to alternative, remote or online learning as a result of COVID-19
Dept. of Education	COD CARES-Student	Finance	Del Rosario/Brady	Federal	\$4,550,443	\$4,550,443	4/24/2020	4/23/2021	TOTAL AWARD: \$4,550,443 Funds to support emergency needs experienced by COD students due to COVID
Corporation for Public Broadcasting	COVID Stabilization Fund	WDCB	Bindert	Federal		\$75,000	4/16/2020	6/30/2020	Funds to help public radio stations maintain local programming and services threatened by declines in non-federal revenue sources during the current COVID-19 economy
GRANTS provided in response to COVID Emergency March, 2020 to July 2021					\$10,020,507				

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD INFORMATION

1. **SUBJECT**

In-Kind Donations Report.

2. **REASON FOR CONSIDERATION**

According to Board Policy 10-100, *The Solicitation and Acceptance of Contributions (Gifts) and Exchange Transactions*, the Board of Trustees may accept contributions to the College.

3. **BACKGROUND INFORMATION**

The In-Kind Donations Report is presented to the Board of Trustees for their acceptance. This report is a combination of gifts given directly to the College and gifts given to the College through the efforts of the College of DuPage Foundation.

4. **NOTIFICATION**

The College of DuPage Foundation did not receive any in-kind donations between September 1 and September 30, 2020. (There were no gifts given directly to the College this quarter.)

COLLEGE OF DuPAGE
REGULAR BOARD MEETING

BOARD INFORMATION

**Revisions to Chapters 3 & 4 of the
College Manual – First Reading**



TABLE OF CONTENTS – SECTION 3: GENERAL COLLEGE OPERATIONS

New Policy No.	Old Policy Reference(s)	Status
<u>Ethics</u>		
3.01: College Ethics Policy	5-30, 15-25	New
3.02: Conflicts of Interest	5-25, 15-28	Revised/Combined
3.03: Economic Interests Disclosure	n/a	New
3.04: Related Party and Affiliated Entity Transactions	15-26	Revised/Moved.
3.05: Employment of Related Parties	15-35	Revised/Moved
3.06: Use of College Resources	n/a	New
3.07: Employees Engaged In Federally Funded Programs	15-160	Revised/Moved
3.08: Confidential Reporting of Wrongdoing	15-27	Revised/Moved
<u>Anti-Discrimination and Harassment</u>		
3.10: Prohibition of Discrimination and Harassment	15-10	Revised/Moved
3.11: Sexual Discrimination, Harassment, and Misconduct	15-11	Revised/Moved
<u>Use of College Facilities and Premises</u>		
3.20: Facilities Usage	10-105, 10-130	Revised/Combined
3.21: Children on Campus	10-165	Revised
3.22: Animals on Campus	10-170	Revised
3.23: Tobacco-Free Campus	10-160	Revised
3.24: Alcohol-Free Campus	15-30	Revised/Moved
3.25: Drug-Free Campus	15-30	New
3.26: Weapons and Firearms on Campus	15-40, 15-41	Revised/Moved
<u>Expression and Assembly on Campus</u>		
3.30: Freedom of Expression	10-110, 10-115, 10-120, 10-125	New
3.31: Political Events and Speech	10-120	Revised

New Policy No.	Old Policy Reference(s)	Status
<u>Health and Safety</u>		
3.40: Reporting Criminal Acts and Emergencies	10-150	Revised.
3.41: <i>Left Blank</i>	n/a	Blank
3.42: Sex Offender Registration	10-151	Revised
3.43: Traffic and Parking Control	10-155	Revised
3.44: Campus Security and Emergency Response Plan	10-135	Revised
3.46: Infectious Diseases	15-15, 20-10	Revised/Combined
3.47: Child Abuse Reporting	n/a	New
<u>Information Technology and Privacy</u>		
3.50: Access and Use of College Systems and Technology	n/a	New
3.51: Electronic Communications	10-126	Revised
3.52: Information Security	n/a	New
3.53: Identity Protection	10-127	Revised
3.54: HIPAA	15-20	Revised
3.55: Document Retention and Destruction	n/a	New
<u>Miscellaneous</u>		
3.60: Requests for Information	n/a	New
3.61: Access To Public Records	5-190	Revised/Moved



College Ethics Policy

All College Trustees and Employees have an obligation to act in the best interests of the College and prevent personal interests from interfering with that obligation. To that end, all College Trustees and Employees shall avoid actual or apparent conflicts of interest, solicitation and/or acceptance of gifts, and participation in certain political activities, that could impair their ability to make impartial decisions.

The Board adopts in its totality the Ethics Ordinance prescribed by sections 70-5(i) and (ii) of the Illinois State Officials and Employees Ethics Act, 5 ILCS 430/1-1 *et seq.*, as part of its Ethics Policy. A complete statement of the Ethics Ordinance is Appendix A to this Policy Manual.

Nothing in this Policy or the Ethics Ordinance shall restrict or limit a Trustee or Employee's obligations and duties under state and federal laws and regulations or other Policies with regard to conflicts of interests, ethics violations, malfeasance, misfeasance, non-feasance, or other misconduct.

The College's Internal Auditor is charged with developing and promulgating Administrative Procedures in furtherance of this Policy and shall be responsible for receiving and investigating complaints and allegations of violations of this Policy.

Authority: 5 ILCS 430/70-5; 5 ILCS 430/5-15; 5 ILCS 430/Art. 10; 5 ILCS 430/Art. 50.

Cross-references: Appendix A (Ethics Ordinance); Policy Nos. 3.02 (Conflicts of Interests), 3.03 (Economic Interest Disclosures), 3.04 (Related Party Transactions), 3.05 (Employment of Related Parties), 3.06 (Use of College Resources).

History:

- Adopted

**Conflicts of Interests**

Prohibition. All College Trustees and Employees (collectively, “College Personnel”) have an obligation to act in the best interests of the College and to prevent personal interests from interfering with that obligation. When College resources are used for personal benefit in a manner that is inconsistent with the College’s interests, or when College Personnel allow personal interests to interfere with their ability to make impartial decisions on behalf of the College, an impermissible conflict of interests is created. All College Personnel shall therefore avoid either actual or apparent conflicts of interests.

Recognizing Conflicts of Interests. College Personnel should recognize and avoid circumstances that may give rise to an actual or apparent conflict of interest. To that end, the following examples, which are not intended to be comprehensive or exhaustive, are intended to assist College Personnel in recognizing and avoiding common conflicts of interests:

- Business or financial relationships between the College and College Personnel (other than legitimate employment relationships).
- Business or financial relationships between the College and any Related Party and/or Affiliated Entity, unless the relationship has been reviewed and approved in advance by the Board’s Audit Committee and found to be of clear benefit to the College, capable of proper management and oversight, and compliant with all applicable College Policies, Administrative Procedures, and regulations regarding procurement and competitive bidding.
- Direct investments by a Trustee or Administrator, any Related Party of a Trustee or Administrator, or any Affiliated Entity of any of the foregoing, in any Investment Vehicle in which any of the foregoing individuals knows that the College has a Significant Financial Interest.
- Direct investments in an Investment Vehicle in which a Trustee or Administrator, a Related Party of a Trustee or Administrator, or an Affiliated Entity of any of the foregoing has a Significant Financial Interest, unless the investment has been reviewed and approved in advance by the Audit Committee.
- Proposed business or financial transactions between the College and the Foundation, Foundation Personnel, Foundation Related Parties and/or Foundation Affiliated Entities, unless reviewed and approved in advance by the Audit Committee and found to be of clear benefit to the College, capable of proper management and oversight, and compliant with all applicable College

Policies, Administrative Procedures, and regulations regarding procurement and competitive bidding.

- Offers of full-time employment to any Relative of a Trustee or Administrator, unless reviewed and approved in advance by the President and ratified by the Audit Committee.
- Acceptance for personal benefit of any gift, entertainment, or other favor where the provision of such item or service might create the appearance of improper influence (other than items or services of nominal value that are clearly tokens of respect and friendship and are unrelated to any particular transaction).

Disclosure and Review of Conflicts. The ability to evaluate whether a potential or actual conflict of interests exists is hampered by non-disclosure of the potential or actual conflict. All College Personnel, therefore, have a duty to report promptly to the College's General Counsel, Internal Auditor or the chair of the Audit Committee any actual or contemplated transactions that may reasonably be viewed as being contrary to this Policy or any other Policy.

Recusal from Consideration.

Employees. College Employees who have an actual or potential conflict of interests shall refrain from participating in the College's consideration of the proposed relationship or transaction that is the subject of the actual or potential conflict, except: (1) to respond to questions or to provide further information; or (2) as authorized by the Audit Committee.

Trustees. Trustees who have disclosed an actual or potential conflict of interests shall refrain from participating in the College's consideration of the proposed relationship or transaction that is the subject of the actual or potential conflict, except that if any proposed transaction or relationship becomes subject to a vote by the Board, a Trustee who has an actual or potential interest in the proposed transaction or relationship must either: (1) disclose the Trustee's actual or potential interest before the vote; and/or (2) not participate in the vote. If a Trustee discloses an actual or potential interest before the vote on a proposed transaction or relationship, such disclosure shall be recorded in the minutes of the meeting at which the vote was taken.

As set forth in this Policy, the Audit Committee shall consider and approve or reject, as appropriate, relationships and transactions that may involve actual or potential conflicts of interests.

This Policy shall be construed in accordance with other Policies relating to ethics, conflicts of interest, Related Party transactions, and the like.

Authority: 110 ILCS 805/3-48; 5 ILCS 430/70-5; 50 ILCS 105/3.

Cross-references: Appendix A (Ethics Ordinance); Policy Nos. 3.01 (Ethics Policy), 3.03 (Economic Interest Disclosures), 3.04 (Related Party Transactions), 3.05 (Employment of Related Parties), 3.06 (Use of College Resources).

History:

- Adopted 3/19/09
- Amended 3/16/17
- Amended



Economic Interests Disclosures

Mandatory Filing. It is the College's policy to comply with the requirements of the Illinois Governmental Ethics Act, 5 ILCS 420/1-101 *et seq.* On or before May 1 of each year (or such other time as otherwise required by law), all Trustees, Administrators, and other Employees in the designated categories identified in Section 4A-101.5(c) of that Act shall file verified written statements of economic interests with the DuPage County Clerk.

Internal Disclosures. In addition, all Trustees and Administrators shall, no later than February 15 of each year, disclose to the College's Internal Auditor all relationships, including but not limited to Related Parties, Affiliated Entities, and Significant Financial Interests, that constitute an actual conflict of interest, or which may reasonably be construed to constitute an actual or apparent conflict of interest. In the event of a change in circumstances, or if a disclosure is or becomes incomplete or inaccurate, the Trustee or Administrator shall promptly submit an amended disclosure.

This Policy carries a presumption that disclosure is required. If a Trustee, Administrator, or Employee is uncertain whether he/she is required to disclose a particular relationship, he/she should consult the College's General Counsel.

Failure to make the disclosures and filings required under this Policy shall be a basis for disciplinary action, up to and including termination.

Authority: 5 ILCS 420/4A-101.5; 110 ILCS 805/3-48; 5 ILCS 430/70-5.

Cross-references: Appendix A (Ethics Ordinance); Policy Nos. 3.01 (Ethics Policy), 3.02 (Conflicts of Interests), 3.04 (Related Party Transactions), 3.05 (Employment of Related Parties), 3.06 (Use of College Resources).

History:

- Adopted



Related Party and Affiliated Entity Transactions

All transactions, contracts, and business relationships between the College and Related Parties or Affiliated Entities are to be established and carried out on an arm's-length basis and in compliance with all relevant state and federal laws and regulations, including without limitation section 3 of the Illinois Public Officer Prohibited Activities Act, 50 ILCS 105/0.01 *et seq.*, Policies and corresponding Administrative Procedures, and the College's Ethics Ordinance. Arm's-length transactions are those in which a transaction is transparent, above board, and free from insider manipulation and/or interference.

Authority: 50 ILCS 105/3; 110 ILCS 805/3-48; 5 ILCS 430/70-5.

Cross-references: Appendix A (Ethics Ordinance); Policy Nos. 3.01 (Ethics Policy), 3.02 (Conflicts of Interests), 3.03 (Economic Interest Disclosures), 3.05 (Employment of Related Parties), 3.06 (Use of College Resources).

History:

- Adopted 3/19/09
- Amended



Employment of Related Parties

The Board is committed to ensuring the hiring and retaining of the most qualified persons for all positions and preventing nepotism at the College.

To avoid both the reality and the appearance of nepotism, Trustees and Employees may not participate in the hiring process relating to, supervision of, and/or employment-related decisions for Related Parties, whether as prospective employees or independent contractors, or for promotion or transfer within the College. Without limitation, this prohibition includes serving as references, checking references or qualifications, conducting background screenings, conducting interviews, making hiring decisions, supervising, performing evaluations or reviews, writing letters of recommendation, setting schedules or working hours, determining compensation and/or other benefits, and termination of a Related Party, and otherwise participating in, influencing, or recommending any of the foregoing in relation to a Related Party.

If, after the initial hire, an Employee becomes a Related Party of a subordinate, one or both of the individuals involved may be offered an opportunity for alternate employment, if available. Notwithstanding the foregoing, College reserves the right to exercise all available options, up to and including termination, consistent with federal and state law, the terms of any applicable CBA, Policies, Administrative Procedures, and Employee guidebooks.

Authority: 110 ILCS 805/3-30.

Cross-references: Appendix A (Ethics Ordinance); Policy Nos. 3.01 (Ethics Policy), 3.02 (Conflicts of Interests), 3.03 (Economic Interest Disclosures), 3.04 (Related Party and Affiliated Entity Transactions), 3.06 (Use of College Resources).

History:

- Adopted 3/19/09
- Amended



Use of College Resources

All College Trustees and Employees shall exercise sound judgment, perform their duties in the best interests of the College, adhere to reasonable ethical standards while working, and ensure that College resources are used for the benefit of the College and its constituents. To that end, no Trustee or Employee shall:

- (1) Use or permit to be used College equipment, materials, services, or other property for personal benefit or profit.
- (2) Influence or seek to influence or participate in the purchase of products, services, letting of contracts, or other transactions of the College when such influence or participation may result in personal gain.
- (3) Engage in illegal, dishonest, unethical, or unprofessional behavior in the workplace.
- (4) Fraudulently influence, coerce, manipulate, or mislead an engaged auditor, including an Independent Auditor, in the performance of an audit for the purpose of rendering the financial statements of the College materially misleading.

The foregoing are non-exhaustive examples of prohibited conduct. Nothing in this Policy, any other Policy, or the Ethics Ordinance shall restrict or limit a Trustee or Employee's obligations and duties under state and federal laws and regulations or other Policies with regard to conflicts of interests, ethics violations, malfeasance, misfeasance, non-feasance, or other misconduct.

The College's Internal Auditor is charged with developing and promulgating Administrative Procedures in furtherance of this Policy and shall be responsible for receiving and investigating complaints and allegations of violations of this Policy.

Authority: 110 ILCS 805/3-30; 5 ILCS 430/Art. 5; 5 ILCS 430/70-5; 50 ILCS 105/3.

Cross-references: Appendix A (Ethics Ordinance); Policy Nos. 3.01 (Ethics Policy), 3.02 (Conflicts of Interests), 3.03 (Economic Interest Disclosures), 3.04 (Related Party Transactions), 3.05 (Employment of Related Parties).

History:

- Adopted



Employees Engaged in Federally-Funded Programs

In accordance with applicable state and federal laws and regulations to ensure a reasonable expectation that the design, conduct, and/or reporting of sponsored grants, contracts, or cooperative agreements are unbiased by conflicting interests, the College requires that key personnel and any sub-grantee, contractor, and/or collaborator involved in such programs complete a Financial Disclosure Report Form.

The President and/or his/her designee is responsible for ensuring compliance with this Policy and all relevant state and federal laws and regulations and is authorized to develop and implement Administrative Procedures consistent with same.

This Policy is a supplement to, and does not serve to replace, College Employees' obligations under other Policies regarding ethical obligations, conflicts of interests, related party transactions, and the like.

Authority: 110 ILCS 805/3-30; United States Pub. L. 109-282, as amended by Pub. L. 110-252, § 6202; 2 C.F.R. Part 170.

History:

- Adopted 3/19/09
- Amended



Confidential Reporting of Wrongdoing

The College is committed to the highest ethical standards and conducting its operations in compliance with federal and state laws and regulations.

This Policy encourages College Employees, Students, vendors, and other members of the College community to disclose allegations of wrongdoing concerning the College. Wrongdoing may include, but is not limited to:

- Crimes or violations of the law or state or federal regulations;
- Fraud or financial irregularity;
- Improper use of College funds, property or assets;
- Corruption, bribery or blackmail;
- Endangering the health or safety of an individual;
- Harming College property;
- Abuse or harassment of Students, Employees, patrons, College guests, or visitors;
- Engaging in activity in violation of Policy, Administrative Procedures or other College rules and regulations;
- Other unethical conduct.

Methods Of Reporting.

Internal Reporting. The Board designates the Internal Auditor (or, if such position is vacant, an Administrator so designated by the President) to receive complaints and reports of wrongdoing at the College (the “Responsible Official”).

The College acknowledges that circumstances may warrant the making of a complaint or a report to a College official other than and/or in addition to the Responsible Official:

- If the reporter believes that the Responsible Official and/or his immediate staff may possess a conflict of interest, the reporter may instead submit a report to the President and/or the College’s General Counsel.
- Where the complaint involves the Responsible Official or his/her immediate staff, the reporter may instead submit the complaint to the President and/or the General Counsel.

- Where the complaint involves the President, Treasurer, College Controller, General Counsel, or other Administrator, the reporter may instead submit a report to the Chairman, the President, and/or the General Counsel.
- Where the complaint involves the President, Treasurer, Controller, or General Counsel, the Responsible Official (or President or General Counsel, if such individuals received the report instead of the Responsible Official) shall notify the Chairman immediately upon receipt of the same.
- Where the complaint involves a Trustee, the Responsible Official shall notify the President, the General Counsel, and the Chairman (or, in the event of a complaint regarding the Chairman, the Vice-Chairman) upon receipt of the same.

Anonymous Reporting. A mechanism for confidential anonymous reporting of perceived wrongdoing, using an external, independent party, is provided both via telephone and the internet, and via other channels, as appropriate. The President shall ensure the College's website includes a link for College Employees, Students and members of the public, to confidentially report wrongdoing to the Responsible Official, President and the Board.

Reporting to Government and Law Enforcement Agencies. Where an Employee or contractor has reasonable cause to believe that conduct violates a state or federal rule, law, or regulation, nothing in this Policy shall be construed as precluding the Employee from directly disclosing such information to a government or law enforcement agency.

Records of Complaints. For all complaints submitted to the Responsible Official, the Responsible Official will maintain a record of raised concerns and related outcomes. For all other complaints, the President, Chairman and/or General Counsel (as applicable) shall maintain a record of raised concerns and related outcomes. At a minimum, the Responsible Official will provide the Board with a quarterly update of all such complaints received and actions taken, although the Board may ask for reports at any time.

Retaliation Prohibited. The College will not tolerate any harassment of reporters. The College will take all appropriate actions to protect reporters who raise concerns or disclose information regarding wrongdoing in good faith.

Disclosure of Wrongdoer's Identity. An alleged wrongdoer's name may be disclosed only upon completion of the investigation and if found guilty. If wrongdoer is found guilty, appropriate legal and/or personnel action will be taken.

The Responsible Official, in consultation with the President and General Counsel, shall have authority to develop and implement Administrative Procedures and reporting mechanisms and processes consistent with this Policy. If substantial changes are made to Administrative Procedures implementing this Policy, the Board will be notified.

Authority: 5 ILCS 430/Art. 15; 740 ILCS 174/.

History:

- Adopted 3/19/09
- Reviewed 4/4/16
- Amended 5/19/16

**Prohibition of Discrimination and Harassment**

The College is committed to providing a safe, tolerant, and inclusive educational and employment environment. It is the College's intent to comply with all applicable state and federal laws regarding non-discrimination and non-harassment, including but not limited to: the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.*; the Illinois Preventing Sexual Violence in Higher Education Act, 110 ILCS 155/1 *et seq.*; the Illinois State Officials and Employees Ethics Act, 5 ILCS 430/1-1 *et seq.*; the federal Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, and related regulations, including 34 C.F.R. Part 100; the federal Education Amendments of 1972, as amended, 20 U.S.C. § 1681, and related regulations, including 34 C.F.R. Part 106; the federal Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794, and related regulations, including 34 C.F.R. Part 104; and the federal Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12101 *et seq.*, and related regulations, including 28 C.F.R. Part 35.

The College will not tolerate discrimination or harassment of any kind. No Student, Employee, Trustee, or visitor will discriminate against or harass a Student, Employee or visitor on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity and expression, or any other unlawful basis.

Individuals found to have violated this Policy will be subject to disciplinary action up to and including termination and/or expulsion from the College as determined by such administrative or Board action as is required by Illinois law or by Board Policy. Individuals who retaliate against any other individual for filing a complaint or participating in an investigation regarding allegations of violations of this Policy shall be subject to disciplinary action.

The President and/or his or her designee is charged with developing and promulgating Administrative Procedures consistent with this Policy to facilitate the College's prohibition of discrimination and harassment.

Authority: 110 ILCS 805/3-30; 110 ILCS 805/3-42; 5 ILCS 430/70-5; 110 ILCS 155/10; 740 ILCS 174/10; 775 ILCS 5/5A-101.1.

History:

- Adopted 4/16/09
- Rescinded 5/4/09
- Adopted 12/10/09
- Reviewed 3/10/14
- Amended 4/17/14
- Amended 2/19/15
- Amended



Prohibition of Sex Discrimination, Sexual Harassment, Sexual Violence, and Relationship Violence

Statement of Policy. The College does not discriminate on the basis of sex in the education programs and activities it operates and is committed to maintaining a safe and healthy educational and working environment that is free from discrimination and harassment on the basis of sex, sexual orientation, gender identity, and gender expression (“Sex Discrimination”), and free from Sexual Violence (to include sexual assault) and Relationship Violence (to include domestic violence, dating violence and stalking). The College prohibits Sex Discrimination, Sexual Violence and Relationship Violence (hereinafter collectively referred to as “Prohibited Conduct”), as set forth herein, and is committed to taking action, to the extent possible (i) to stop behavior that violates this policy; (ii) to take remedial action to overcome the effects of said conduct and ensure equal access to its educational programs and activities; (iii) to prevent its recurrence; and (iv) to prevent and respond to retaliation against anyone who, in good faith, reports or is involved in the investigation into or resolution of allegations of Prohibited Conduct. In so doing, the College will administer prompt, fair and impartial investigations and disciplinary proceedings to respond to reports of Prohibited Conduct, provide equal and timely access to information that will be used in any informal and formal proceedings and meetings related to said reports, and offer and implement interim measures to protect and support those directly involved and affected by the alleged behavior, to include the Survivors/Victims of Sexual Violence or Sex Discrimination and those accused of said behavior (“Respondent”). In implementing this policy, the College acknowledges that every Survivor/Victim has the right to be taken seriously and every Respondent has the right to know that guilt is not presumed.

Definitions. For purposes of this Policy, the following terms shall have the meanings set forth below:

- **Prohibited Conduct.** Prohibited Conduct includes the following conduct, as further defined herein: (1) Discrimination On The Basis Of Sex; (2) Sexual Harassment; (3) Dating Violence; (4) Domestic Violence; (5) Sexual Assault; (6) Sexual Violence; and (7) Stalking.
- **Discrimination On The Basis Of Sex.** Discrimination On The Basis Of Sex means an individual's exclusion from participation in or denial of the benefits of any educational program or activity on the basis of sex.
- **Sexual Harassment.** Sexual harassment includes conduct on the basis of sex that satisfies one or more of the following: (1) an Employee conditioning the provision of an aid, service or benefit of the College on an individual's participation in unwelcome sexual conduct; (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the College's education program or activity; and/or (3) Sexual Assault, Dating Violence, Domestic Violence, or Stalking as defined herein.
- **Dating Violence.** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Survivor/Victim based on the reporting party's statements, with consideration given to the length of the relationship, type of the relationship,

and the frequency of interaction between persons in the relationship. Dating Violence includes, but is not limited to sexual or physical abuse or threat of such abuse, but does not include acts covered as Domestic Violence (defined below).

- **Domestic Violence.** A felony or misdemeanor crime of violence committed by a: (1) current or former spouse or intimate partner of the victim; (2) person with whom the victim shares a child in common; (3) person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (4) person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (5) any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- **Sexual Assault.** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting program.
- **Sexual Violence.** Physical sexual acts attempted or perpetrated against a person's will or when a person is incapable of giving consent, including without limitation rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.
- **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress.
- **Consent:** Consent means a freely given agreement to sexual activity, and consent may be withdrawn at any time. A lack of verbal or physical resistance, or submission resulting from the use or threat of force does not constitute consent. A person's consent to past sexual activity does not constitute consent to future sexual activity. A person's consent to sexual activity with one person does not constitute consent to sexual activity with another person. A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent under the circumstances, which includes, but is not limited to, situations where: (1) the person is incapacitated due to drug or alcohol use or influence; (2) the person is asleep or unconscious; (3) the person is underage; and/or (4) the person is incapacitated due to a mental disability.
- **Survivor/Victim:** The person(s) alleged to have been directly affected by the Prohibited Conduct, whether or not that person is the one who reports the conduct or files a formal complaint related to the conduct.
- **Confidential Advisor:** A person who is employed or contracted by the College to provide emergency and ongoing support to student survivors of Sexual Violence with the training, duties and responsibilities described in section 20 of the Illinois Preventing Sexual Violence in Higher Education Act. The duties and responsibilities of a Confidential Advisor include, but are not limited to informing Survivor/Victims of reporting options, possible outcomes, available resources and services, and their rights and responsibilities regarding orders of protection and similar orders; providing confidential services to Survivor/Victims; and serving as a liaison between Survivor/Victims and others to secure supportive and protective measures and accommodation, or as appropriately requested by a Survivor/Victim.

- **Pastoral Counselor:** A Person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.
- **Professional Counselor:** A person whose official responsibilities include providing mental health counseling to members of the College's community and who is functioning within the scope of the counselor's license or certification.

Implementation & Oversight. The Board, or the President at the direction of the Board, shall designate one or more Employees, as Title IX Coordinators, who will be charged with oversight of this Policy for the College. The Title IX Coordinator(s) shall be responsible for:

1. Overall coordination and oversight of reports and complaints alleging Prohibited Conduct to ensure consistent practices and standards in the handling of said reports/complaints;
2. Overall coordination and oversight of investigations into allegations of Prohibited Conduct;
3. Effective implementation of any remedies and interim supportive and protective measures;
4. Coordination of recordkeeping that ensures that the College can and will resolve recurring problems and identify students or employees who have multiple complaints filed against them;
5. Promoting a College environment free from Prohibited Conduct;
6. Ensuring that there are no other policies or publications that state that the College treats applicants, students or employees differently on the basis of sex, except as such treatment is permitted by law; and
7. Developing and implementing Procedures consistent with this Policy and relevant state and federal laws, including without limitation:
 - a. Definitions of Prohibited Conduct described above and of Consent;
 - b. Responsibilities of and contact information for the College's Title IX Coordinator(s) and Department of Human Resources;
 - c. Options for assistance following an incident of Prohibited Conduct;
 - d. Procedures for reporting and confidentially disclosing Prohibited Conduct;
 - e. Complaint investigation, resolution, and appeal procedures;
 - f. Awareness, prevention and education programming provided to College students and employees; and
 - g. Training and education provided to the Title IX Coordinator; Department of Human Resources; College Police; victim advocates; and employees or anyone else involved in responding to, investigating or adjudicating reports of Prohibited Conduct.

Reporting & Investigating. The Title IX Coordinator(s), in consultation with the President and the Chief of the College Police Department, shall be responsible for developing, promulgating, and publishing comprehensive Procedures for the reporting and investigation of acts of Prohibited Conduct which shall include, at a minimum:

1. Meeting with the Survivor/Victim to take a report, privately and at a local place and time of his/her choice;

2. Identifying and locating witnesses to the alleged acts;
3. Assisting and interviewing the Survivor/Victim;
4. Contacting and interviewing the Respondent;
5. Contacting and cooperating with law enforcement, where applicable;
6. Providing information regarding the importance of preserving physical evidence of Sexual Violence; and
7. Providing information regarding the availability of a medical forensic examination at no charge to the Survivor/Victim.

Such procedures shall be published on the College's website and made available in hard copy form at the College Police Department, the Student Affairs Office, the Student Counseling and Advising Center, and the office of the Title IX Coordinator(s).

The College encourages Survivors/Victims of Prohibited Conduct to talk to someone regarding the incident so that they can receive support and the College can investigate and address the incident appropriately. Written or verbal reports (in person, by phone, via mail, etc..) of Prohibited Conduct can be made by anyone and should be directed to one of the College's Title IX Coordinators(s) utilizing one of the reporting mechanisms described on the College's website. The College offers options for:

Confidential Reporting: The ability to report prohibited conduct to an individual who has a duty to protect, to the extent permitted by law, the identity of and information about the persons reporting or directly involved in the incident. Those individuals who can provide confidentiality do not have a duty to disclose personally identifiable information to the Title IX Coordinator or others unless there is an immediate danger to the reporting individual or others.

Anonymous Reporting: The ability to make a report without including personally identifiable information such as the name or contact information for the reporter.

Electronic Reporting: The ability to submit a report electronically through the College's website.

In addition to making reports to the College, Survivors/Victims have a right to file or refuse to file: (i) claims of Sexual Violence and Relationship Violence to campus or local law enforcement; (ii) claims of Sex Discrimination, Sexual Harassment, and Retaliation to the U.S. Department of Education Office for Civil Rights; and (iii) claims of Sex Discrimination, Sexual Harassment, and Retaliation to the Illinois Department of Human Rights.

Notice of Rights. Upon receipt of a report of Prohibited Conduct, the College will provide the Survivor/Victim, if known, written notification of his/her rights and options to include the following:

1. The procedures Survivors/Victims should follow if a crime has occurred, including: (a) the importance of preserving evidence that may assist in proving a crime or may be helpful in obtaining a protective order; and (b) how and to whom a report may be made.
2. A statement regarding how the institution may protect the confidentiality of Survivors/Victims and other parties including how it will handle requests for confidentiality and the effect confidentiality may have on the school's ability to respond.

3. A list of resources, including all of the following: (a) list of and links to existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available both within the College and surrounding community; (b) the right to request and receive assistance navigating these services; (c) the name, address and telephone number of the medical facility nearest campus where a Survivor/Victim can receive a no cost medical forensic exam; (d) the name, address, telephone number, and website, if available, of community-based, State and/or national sexual assault crisis centers.
4. The Survivor/Victim's rights regarding notifying other school officials, law enforcement and College Police Department, including the right to: (a) notify or decline to notify; (b) privacy and methods for confidential reporting; and (c) request and receive assistance when notifying law enforcement.
5. The rights of Survivors/Victims and the responsibilities of the College regarding no contact orders, restraining orders, orders of protection or other similar orders issued by the court or the College.
6. The right to request accommodations and supportive and protective measures including: (a) description of the range of Supportive and Protective measures available; (b) the process for requesting these measures and the right to receive assistance in making these requests; (c) statement that these measures are available even if the Survivor/Victim refuses to report to law enforcement or file a formal complaint through one of the College's complaint resolution procedures; and (d) an explanation of how the privacy of the Survivor/Victim and other parties involved can be protected.
7. A summary of the College's complaint resolution procedures following a report of Prohibited Conduct, including the range of sanctions up to and including suspension, expulsion or removal of any student found to be in violation of this Policy.
8. A statement about the College's policy on Amnesty (as defined herein).
9. A statement prohibiting Retaliation (as defined herein).
10. The contact information for the College's Title IX Coordinator(s), Confidential Advisors, community-based sexual assault crisis centers, campus law enforcement, and local law enforcement.

Complaint Resolution. The College shall treat reports of Prohibited Conduct and the parties involved with courtesy, dignity, sensitivity, understanding, respect and professionalism. The Title IX Coordinator(s), in consultation with the President and the Chief of the College Police Department, shall be responsible for developing, promulgating, and publishing Procedures for the investigation and resolution of reports of Prohibited Conduct that takes these principles into consideration and also ensures that the guilt of a Respondent is not presumed. Such procedures shall include, at a minimum, the following provisions:

1. The method by which a Complaint may be made;
2. The party's right to request that the complaint resolution process begin promptly and proceed in a timely manner;

3. A requirement that all individuals whose duties include response to, investigation of, or resolution of complaints of Prohibited Conduct receive training as required by law;
4. Any rights the parties may have to request a substitution of an investigator, decision-maker or facilitator, and the circumstances under which that may be appropriate;
5. The right of Complainant and Respondent to receive notice of the identity of the individual(s) designated to make findings or impose sanctions prior to any meeting or hearing on allegations that may lead to findings, sanctions or remedies;
6. The College's procedures for requesting and receiving supportive/protective measures and accommodations before, during or after the complaint resolution process;
7. Any proceeding, meeting, or hearing shall protect, to the extent allowed by law, the privacy of the participating parties and witnesses;
8. The Complainant and Respondent shall have a fair and equal opportunity to provide or present evidence and witnesses on their behalf during the complaint resolution process;
9. The method by which the parties will be allowed to pose questions to other parties or to witnesses and the right of the parties to request that testimony occur in a separate rooms so long participants may simultaneously hear and see each other;
10. The right of both parties to have an advisor of their choice accompany them to any meeting or proceeding relating to a complaint of Prohibited Conduct as well as any rules associated with the advisor's involvement;
11. The parties' appeal rights;
12. The extent to which the College shall protect the identity of the Survivor/Victim, the Respondent, and any witnesses

Sanctions & Remedies. Individuals found to responsible for Prohibited Conduct, Retaliation, or to have knowingly made a false report of Prohibited Conduct, may be subject to disciplinary action up to and including termination and/or expulsion from the College, as determined by Board or administrative action consistent with state and federal law, Policy, Administrative Procedures, and/or applicable collective bargaining agreement procedures. Multiple sanctions may be imposed for any single violation. In addition, an individual may be required to participate in educational seminars or activities, restorative justice, and/or encouraged to seek counseling or medical attention, in lieu of or in addition to the imposition of sanctions. In the event of suspension, withdrawal from classes, or expulsion, the sanctioned student is not entitled to a refund of tuition or fees.

Survivors/Victims of Prohibited Conduct are entitled to remedies that are designed to restore and preserve equal access to the College's educational programs and activities.

Resources.

Medical Forensic Examination. The College encourages all Survivors/Victims of Sexual Assault, Sexual Violence, Dating Violence, or Domestic Violence to seek immediate assistance from a medical provider, including the treatment of any injuries, testing for and treating of sexually transmitted infections, and collecting and preserving of physical and other evidence. Under Illinois law, certain medical providers are required to alert police when an individual requesting treatment

appears to have sustained injury as a result of a criminal offense. The Survivor/Victim may choose whether to speak with police and is not required to do so. The College's website has information about the facilities closest to campus where an individual may have a medical forensic exam performed at no cost.

Supportive & Protective Measures. The College recognizes the importance of Survivors/Victims of Prohibited Conduct as well as Respondents to feel safe and secure on Campus. Accordingly, a Survivor/Victim or a Respondent is entitled to request, receive assistance in requesting, and receive (to the extent reasonably available) supportive/protective measures regardless of whether or not the Survivor/Victim chooses to file a Complaint. These measures include, but are not limited to:

1. Changes to academic, living, dining, financial, transportation, and working situations; and
2. Assistance with obtaining and enforcing Campus no-contact orders, orders of protection, no-contact orders, and/or any other order entered by a State civil or criminal court.

The Title IX Coordinator should be contacted to assist with requests and ensure implementation.

Protections.

Amnesty. The College encourages reporting of Prohibited Conduct, and it recognizes that students and employees may be hesitant to report an act of Prohibited Conduct in certain circumstances, such as when the reporter's own conduct may violate other College policies (e.g., underage drinking or drug use). To balance that concern and provide for the safety of the College community, no disciplinary action will be taken against an individual making a good faith report of Prohibited Conduct for the individual's own violation of other College policies that is revealed in the course of making such a report, unless the College determines that the violation was egregious (such as placing the health and safety of others at risk).

False Reporting or Testimony. Reports of Prohibited Conduct made pursuant to this Policy (and any corresponding procedures) that are later found to be intentionally false, made maliciously, or made with reckless disregard for the truth, or knowingly providing false or misleading testimony or evidence by a party or witness, shall constitute a violation of this Policy. This section does not apply to reports made or testimony given in good faith, even if the final disposition pursuant to the College's investigation and resolution procedures find that the reported conduct does not constitute Prohibited Conduct.

Retaliation Prohibited. Retaliation against an individual who makes a good-faith report alleging Prohibited Conduct, or who participates in the investigation or resolution of such a complaint is strictly prohibited. Retaliation includes, without limitation, threats, coercion, intimidation, or discrimination for the purpose of interfering with any right or privilege secured by law and this policy, and any materially adverse action taken against an individual as a result of the individual's participation in or assistance with the making of a good faith report of Prohibited Conduct, participation in or cooperation with or refusal to participate in or cooperate with the investigation and/or resolution of a report of Prohibited Conduct, and/or providing or refusing to provide testimony in connection with a report of Prohibited Conduct. Retaliation should be promptly reported to the Title IX Coordinator(s). Any acts of retaliation shall be grounds for disciplinary action, independent of any disciplinary action or interim measures imposed in response to the underlying report, and shall include the same potential penalties and disciplinary measures as those listed above. Whistleblower protections may be available to those reporting a violation of this Policy, including those provided under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Illinois Department of Human Rights Act. Methods for reporting Retaliation may be found on the College's website.

Training. The College will provide annual training to all College employees, students, and contracted service providers who are involved in: (1) the receipt of reports of Prohibited Conduct; (2) the referral or provision of services related to Prohibited Conduct; or (3) the College's investigation and complaint resolution procedures for reports of Prohibited Conduct.

Sexual Violence Task Force. The President or his/her designee shall establish a Campus-wide task force for the purpose of improving coordination between the College and the community to prevent Sexual Violence, and shall appoint members to the task force as provided in the Illinois Campus Security Enhancement Act, 110 ILCS 12/10(b).

Additional Information.

The following information shall be made available on the College's Website:

1. Contact information for the College's Title IX Coordinator(s), College Police Department, local law enforcement and community-based sexual assault crisis centers;
2. The various methods of reporting Prohibited Conduct;
3. Individuals to whom reports may be made and the extent of the person's obligation to disclose that report to others (e.g., to the Title IX Coordinator), including the identity of the person who made the report. (Note that different types of employees have different abilities and obligations to maintain reports of Prohibited Conduct in confidence);
4. The name, title and contact information for any College offices or employees that ensure Confidential Reporting, including Professional Counselors, Pastoral Counselors and Confidential Advisors, along with a description of what confidential reporting means;
5. Information about the process for responding to reports;
6. Information about the rights of the Survivor/Victim and Respondent following a report;
7. Information about the College's investigation and complaint resolution procedures following a report, including the range of sanctions and remedies; and
8. Information about a range of resources available to those directly affected by the alleged conduct, to include: interim supportive and protective measures; the name, address and phone number for the medical facility closest to campus that can provide a no-cost medical forensic exam; and community-based, State and National sexual assault crisis centers.

Authority: Title IX of the Educational Amendments of 1972 ("Title IX"), 20 U.S.C. §§1681 *et. seq.*; Title IX Implementing Regulations, 34 CFR Part 106; Illinois State Officials and Employees Ethics Act, 5 ILCS 430/5-65, 70-5; Illinois Campus Security Enhancement Act of 2008, 110 ILCS 12/1, *et seq.*; Illinois Preventing Sexual Violence in Higher Education Act, 110 ILCS 155/1, *et seq.*; The Violence Against Women Act, 42 U.S.C. §§ 13701-14040.

History:

- Adopted 3/19/09
- Amended 2/19/15
- Amended



Use of College Facilities

The primary purpose of the College Facilities is to accommodate the College's educational programs. First priority for the use of all Facilities will be given to College classes and scheduled College activities.

The College may make its Facilities available for use by constituencies of the College and the community at large, provided that any such non-College use:

- (1) Does not interfere or conflict with the normal operation or educational programs of the College;
- (2) Is consistent with College mission and vision;
- (3) Complies with all federal, state and local laws and ordinances; and
- (4) Complies with the College's Policies, Administrative Procedures, the terms of any agreement for such use, and all other guidelines or conditions governing the use of College Facilities.

Requests for non-College use of Facilities shall be made to the College's Facilities Department. The President and his/her designee are authorized: (i) to approve or deny requests that seek to use one or more Facilities for a period of less than one month; and (ii) to impose reasonable time, place and manner restrictions on any such use approvals. The President is authorized to establish a usage fee for non-College use of College Facilities. Any requests that seek to use one or more Facilities for a period of one month or more must be approved by the Board.

The Board, the President, and/or any other authorized representative acting at the direction of the Board may revoke the privilege of any patron who uses any of the College Facilities in violation of federal, state or local law; Policies and Administrative Procedures; the terms of any agreement for such use; and/or any other guidelines or conditions governing the use of the Facilities; or where circumstances require the use of the Facilities for College purposes.

The President or his/her designee may restrict access to College Facilities by individuals not enrolled at or employed by the College in the interest of public health, safety, and/or furtherance of the College's educational mission.

Authority: 110 ILCS 805/3-30; 110 ILCS 805/3-43.

History:

- Adopted 3/19/09
- Amended

**Children on Campus**

The College recognizes that minor children often accompany adults on Campus. As an institution of higher education, the College's primary focus is on providing high quality educational and support services principally to adult learners. To facilitate an appropriate learning environment and minimize disruption, minor children are not permitted in any classroom, laboratory, or other student work areas, unless said minor child is doing so as part of a College-sanctioned prospective student visit.

Minor children shall not be present at an Employee's workplace or a Student's classes in lieu of childcare arrangements. The President or his/her designee may grant exceptions to this rule, limited in time, on a case-by-case basis in the event of emergency or other exigent circumstances. No Student, Employee, or visitor shall leave a minor child unattended on Campus at any time, including outside classrooms, laboratories, or student work areas where the accompanying adult is attending a class, activity, or other program; in Campus buildings; on Campus grounds; or in a vehicle parked on Campus.

The College does offer certain activities, classes and programs to minor children. In such circumstances, minor children must be accompanied by a parent or guardian at all times while on Campus, except when the child is attending such College activity, class, program, or other service for children, and parent/guardian attendance is not required (e.g., day camps, music lessons, and childcare services).

The College does not supervise children outside of College-sponsored activities, classes and programs for minor children, and no Employee, contractor, Student, or agent may agree to do so on behalf of the College.

Authority: 110 ILCS 805/3-30.

History:

- Adopted 3/19/09
- Amended

**Animals on Campus**

No animals are permitted on Campus or in any College Facility except: (1) service animals, as that term is defined under the federal Americans With Disabilities Act regulations, including 28 C.F.R. § 35.104, and relevant provisions of Illinois law, including the Illinois Service Animal Access Act, 720 ILCS 5/48-8; (2) animals that have received prior approval from the College Police Department or the President or his/her designee; (3) those authorized by a Dean for laboratory use, in accordance with Policies and Administrative Procedures; and (4) as otherwise provided for by state or federal laws or regulations.

Authority: 110 ILCS 805/3-30; 720 ILCS 5/48-8; 775 ILCS 30/3; 28 C.F.R. § 35.136.

History:

- Adopted 3/19/09
- Amended



Tobacco-Free Campus Policy

It is the College's policy to comply with the provisions of state and local laws regarding smoking and the use of tobacco and tobacco-related products on Campus, including the Illinois Smoke-Free Campus Act, 110 ILCS 64/1 *et seq.*, and the Smoke Free Illinois Act, 410 ILCS 82/1 *et seq.* Use of tobacco and tobacco-related products (including electronic cigarettes) is strictly prohibited on Campus, all College Facilities, and in all vehicles owned, leased and/or operated by the College.

Tobacco use is permitted inside private vehicles on Campus. The improper disposal of tobacco and tobacco-related products from a vehicle while on Campus is prohibited. Improper disposal includes, but is not limited to, spitting smokeless tobacco product, littering, and any other action that creates fire hazards.

Irrespective of any of the terms of this Policy to the contrary, the possession and/or use of cannabis, including medical cannabis, remains strictly prohibited on College Property. See Policy No. 3.25 (Drug-Free Campus). This prohibition extends to private vehicles while present on College Property.

The President is authorized to develop and implement fines and Administrative Procedures for disciplinary action and appeals process for violations of this Policy. The College Police Department is authorized to issue citations to, and the President and his/her designee are authorized to initiate disciplinary action against any individual who fails to comply with this Policy.

On behalf of the Board, the Vice President, Administrative Affairs shall have administrative responsibility for ensuring the currency of this Policy and for initiating the process of recommending changes to the Board.

Authority: 110 ILCS 64/15, 25; 410 ILCS 82/15, 40.

History:

- Adopted 3/19/09
- Reviewed 2/16/12
- Amended 4/19/12
- Amended



Alcohol on Campus

The College is committed to maintaining an educational and employment environment free from the effects of alcohol use and abuse. To promote this goal, the College generally prohibits the possession, use, distribution, sale, and service of alcoholic beverages on College Property unless otherwise permitted under this Policy and/or the corresponding Administrative Procedures.

Use. Students and Employees are required to report for classes, work, and other College-related duties and activities in an appropriate mental and physical condition. Students and Employees are prohibited from being under the influence of alcohol on College Property, in association with College-related duties or activities, and/or during working hours, unless expressly permitted by this Policy or an exception made to this Policy granted by the President. In such an event, Students and Employees, as representatives of the College, are expected to use good judgment when consuming alcohol on College Property, during working hours, and/or in association with College-related duties, activities and/or events.

Sale and Service of Alcoholic Beverages. As a general policy, alcohol shall not be sold or served on Campus, unless otherwise specifically authorized by the Board or the President and in accordance with all local and state liquor laws, including the Illinois Liquor Control Act of 1934, 235 ILCS 5/1-1 *et seq.*, and licenses. The President and his/her designee are authorized to promulgate Administrative Procedures for the submission, consideration, and approval of requests for exceptions to the general prohibition of alcohol on Campus, and for the delivery, sale and/or service of alcohol on Campus.

Violations. Any Student or Employee who is found to be in violation of any provision of this Policy or the corresponding Administrative Procedures may be subject to disciplinary action, up to and including expulsion or termination, respectively.

The President, and/or his/her designee, shall have authority to develop and promulgate Administrative Procedures consistent with this Policy and applicable local, state and federal laws.

On behalf of the Board, the Vice President, Administrative Affairs, in consultation with the Vice President, Human Resources and the Assistant Provost, Student Affairs, shall have administrative responsibility for ensuring currency of this Policy and for initiating the process of recommending changes to the Board.

Authority: 235 ILCS 5/6-15; 110 ILCS 805/3-30, 3-42.

History:

- Adopted 3/19/09
- Amended



Drug-Free Campus

The College is committed to sustaining an environment that promotes the health, safety, and well-being of all members of the College community. The manufacture, possession, use, sale, distribution, or dispensing of a controlled substance (as that term is defined under Illinois and federal law, as may be amended from time to time), illegal drugs, unauthorized prescription medications, and/or any other substance that may be detrimental to health (collectively, “Drugs”) and drug paraphernalia is strictly prohibited on College Property or in association with any College-related activities or duties. Similarly, Students, Employees, contractors, and agents of the College are required to report for classes and work in an appropriate mental and physical condition and are prohibited from being under the influence of Drugs on College Property, in association with College-related duties or activities, and/or during working hours.

It is not a violation of this Policy to use a Drug if such use is: (1) at the direction of a licensed physician; (2) within the limits of a valid prescription; **and** (3) not in violation of federal or state law.

While the personal possession and use of cannabis has been legalized under certain circumstances in the State of Illinois, it has not been similarly legalized under federal law. In addition, Illinois employers and colleges are permitted to restrict the possession and use of cannabis, and the impairment of individuals, on their premises. Therefore, the possession and/or use of cannabis, including medical cannabis, is strictly prohibited on College Property.

Students. The President and/or his/her designee are to develop and promulgate standards of conduct for Students regarding Drug and alcohol use. The College will not tolerate violations of this Policy and/or any related Administrative Procedures, rules, codes of conduct, or other standards. Any Student who violates this Policy, or any standard of conduct promulgated pursuant to this Policy, may be subject to disciplinary action, up to and including expulsion from the College and/or referral for legal prosecution in accordance with local, state and/or federal laws and regulations. The College encourages Students who are dependent upon, addicted to, or struggling with issues relating to Drugs to seek professional assistance through the College's confidential Student Assistance Program. While participation in such program is strongly encouraged, participation may not preclude disciplinary action for violation of this Policy.

Employees. The President and/or his/her designee are to develop and promulgate Administrative Procedures and standards of conduct for Employees regarding Drug and alcohol use. Compliance with this Policy and all Administrative Procedures and standards of conduct is a condition of continued employment, and the College will not tolerate violations of this Policy and/or any related Administrative Procedures, rules, codes of conduct, or other standards. Any Employee who violates this Policy, or any Administrative Procedure or standard of conduct promulgated pursuant to this Policy, may be subject to disciplinary action, up to and including termination, and/or referral for legal prosecution in accordance with local,

state and/or federal laws and regulations. The College encourages Employees who are dependent upon, addicted to, or struggling with issues relating to Drugs to seek professional assistance through the College's confidential Employee Assistance Program. While participation in such programs is strongly encouraged, participation may not preclude disciplinary action for violation of this Policy.

In addition, as a condition of employment, any Employee directly engaged in work pursuant to a federal contract or grant, or a grant from the State of Illinois, must: (1) comply with this Policy; and (2) notify the College's Vice President of Human Resources within five (5) days of any criminal drug statute conviction where the criminal act upon which the conviction is based occurred on College Property. The Vice President of Human Resources or his/her designee must notify the federal or state grant authority of such conviction within ten (10) days after receiving notice from the Employee or otherwise receiving actual notice of the conviction.

On behalf of the Board, the Vice President, Human Resources, in consultation with the Assistant Provost, Student Affairs and the Office of General Counsel, shall have administrative responsibility for ensuring currency of this Policy and for initiating the process of recommending changes to the Board.

Authority: 41 U.S.C. § 8103; 34 C.F.R. § 86.100; 410 ILCS 130/50; 410 ILCS 705/; 110 ILCS 805/3-30, 3-42.

History:

- Adopted 3/19/09
- Amended 12/19/19



Firearms And Weapons On Campus

The College is committed to providing a safe and secure environment for all Students, Employees, and visitors to Campus. To that end, firearms and weapons are prohibited on College Property, and expressly including sidewalks, parking lots, College vehicles, common areas, and entertainment venues. This Policy applies to all Employees, Students, contractors, and agents of, and visitors to, the College, even if an individual possesses a valid state or federal license to carry a firearm or weapon.

Definitions.

“Firearm” shall have the meaning set forth in the Illinois Firearm Owners Identification Card Act, 430 ILCS 65/1.1, and includes, without limitation, any loaded or unloaded handgun (as that term is defined in the Illinois Firearm Concealed Carry Act, 430 ILCS 66/5), and/or any device which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand.

“Weapon” shall mean: (1) any device, whether loaded or unloaded, that shoots a bullet, pellet, flare or any other projectile, including without limitation machine guns, rifles, shotguns, handguns or other firearm, BB guns, pellet guns, spring guns, paint ball guns, flare guns, stun guns, tasers or dart guns and any ammunition for any such device; (2) any explosive device, including without limitation, bombs, grenades, fireworks, and black powder; (3) any device that is designed or traditionally used to inflict harm, including without limitation bows and arrows, hunting knives, fixed blade knives, axes, daggers, knives with blades longer than 3 inches, brass knuckles, clubs, and swords; and (4) noxious and/or toxic chemicals, gases, and substances. Any replica of the foregoing is also prohibited.

“Clear and present danger” shall have the meaning set forth in the Illinois Firearm Owners Identification Card Act, 430 ILCS 65/1.1, and includes threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions, or other behavior as determined by a physician, clinical psychologist, qualified examiner, school administrator, or law enforcement official.

Penalties. Any person covered by this Policy is who is found to have violated the Illinois Firearm Concealed Carry Act, this Policy, and/or any Administrative Procedures promulgated pursuant to this Policy is subject to disciplinary action, up to and including arrest, suspension, expulsion, termination, permanent exclusion from Campus and/or College Property, and/or referral to law enforcement authorities for prosecution.

Exceptions. This Policy does not apply to the following:

- (1) Weapons or firearms carried by a full-time law enforcement officer who is required to carry such weapon or firearm as a condition of his/her employment.

- (2) Weapons or firearms carried by a law enforcement officer from an external agency who is conducting official business at the College.
- (3) Weapons or firearms used in connection with a weapon or firearm safety course, weapon or firearm education course, military science program, or law enforcement training course offered by and/or authorized and approved by the Board.
- (4) Weapons or firearms used in connection with College classes, athletics, or College-sanctioned recreational sports practices, games, matches, tournaments and/or events on Campus where the activity requires the use of such weapons or firearms (e.g., starter pistols, fencing epees, chef's knives for culinary programs, and archery equipment).
- (5) Replica weapons or firearms used in connection with College-sanctioned theatrical classes and performances.
- (6) Weapons and firearms that are stored and concealed out of view in a locked case, glove compartment, console, or other container in a locked vehicle that is parked in a designated parking area in which weapons and firearms are permitted, and under such circumstances, the weapon or firearm may be removed from the vehicle for the sole purpose of storing or retrieving it from the trunk of a vehicle, and then only if the weapon or firearm is unloaded.
- (7) A person licensed to carry concealed firearms who is traveling along a public right of way that touches or crosses the College's Campus if the concealed firearm is carried in accordance with the provisions of the Illinois Firearm Concealed Carry Act and all other applicable provisions of law.
- (8) Any other exception to this Policy granted by the President, in consultation with the Chief of the College Police Department, that comports with all applicable state and federal laws and regulations.

Administrative Responsibilities.

- (1) The President and/or his/her designee, in consultation with the Chief of the College Police Department, may develop and promulgate Administrative Procedures to facilitate the implementation and enforcement of this Policy.
- (2) The President and/or his/her designee, in consultation with the Chief of the College Police Department, may establish certain parking areas on Campus as areas where weapons and firearms are permitted.
- (3) The College's Facilities Department, in consultation with the Chief of the College's Police Department, shall determine placement of clearly and conspicuously posted signs stating that concealed firearms are prohibited. Signs shall be in accordance with the design approved by the Illinois Department of State Police and shall be posted in accordance with any other signage regulations as may be

promulgated from time to time by the Illinois Department of State Police or other state or federal laws or regulations.

- (4) The Chief of the College Police Department, in consultation with the President, shall be responsible for the development and promulgation of procedures and protocols for storage and confiscation of weapons and firearms.

Threats of Violence. Where a Student, Employee, contractor, agent, or other individual is determined to pose a clear and present danger to himself/herself or to others, the President and/or the Dean of Student Development, in consultation with the Chief of the College Police Department, is required to report same to the Illinois State Police within 24 hours of such a determination.

Authority: 430 ILCS 65/8.1; 430 ILCS 66/65(a-5), 66/105; 405 ILCS 5/6-103.3; 110 ILCS 805/3-42.1.

History:

- Adopted 2/20/14
- Amended

**Freedom of Expression on Campus**

The College is committed to the principle of free and open inquiry, deliberation and Debate. In accordance with its mission and the ideals of academic freedom, the College embraces its role as a promoter and facilitator of the free exchange of ideas by Students, Employees and members of the community at large. In order to fulfill that role, the College will make every effort to provide all members of the College community with the broadest possible latitude to speak, write, listen, challenge, and learn. The College respects and supports the freedom of Students, Employees, and all members of the College community to engage in expressive activities on Campus – including peaceable assembly; distribution, posting, and display of printed materials; solicitation of signatures; and presentation of speeches and outside speakers.

The ideas of different members of the College community will often and quite naturally conflict. However, it is not the proper role of the College to attempt to shield individuals from ideas and opinions they find unwelcome, disagreeable, or even deeply offensive.

The College is committed to the principle that debate, deliberation, or expression must not be suppressed because the ideas put forth are thought by some, or even by most, members of the College community to be offensive, unwise, immoral, or wrong-headed. It is for the individual members of the College community, not for the College as an institution, to make those judgments for themselves, and to act on those judgments not by seeking to suppress expression, but by speaking out against and contesting the ideas that they oppose. Indeed, fostering the ability of Students, Employees, and members of the community at large to engage in such debate, deliberation, and expression in an effective and responsible manner is an essential part of the College's educational mission.

As a corollary to its commitment to protect and promote free expression, all Students, Employees and members of the community at large must act with civility and mutual respect in conformity with the principle of free expression. Although members of the College community are free to speak out against the views expressed, and to contradict speakers who are invited to express their views, members of the College community may not obstruct or otherwise interfere with the freedom of others to express views they reject or even loathe. The College has a solemn responsibility not only to promote a lively and fearless freedom of expression, debate and deliberation, but also to protect that freedom when others attempt to restrict it.

However, the freedom to engage in expressive activities does not, and cannot, mean that individuals may do or say whatever they wish, wherever they wish. The College may restrict expression that violates the law; that falsely defames a specific individual; that constitutes a genuine threat or unlawful discrimination or harassment; that unjustifiably invades substantial privacy or confidentiality interests; or that is otherwise directly incompatible with the functioning of the College. The College may also reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of College. However, such restrictions and regulations are narrow exceptions to the general principle of

freedom of expression, and the exceptions must never be used in a manner that is inconsistent with the College's commitment to freedom of expression and a completely free and open discussion of ideas.

The President and his/her designee(s) are authorized to develop and implement Administrative Procedures, rules, regulations, and guidelines regarding expressive activities on Campus—including peaceable assembly; distribution, posting, and display of printed materials; solicitation of signatures; presentation of speeches and outside speakers; and sponsorship of political events—consistent with this Policy; other Policies; the College's CBA obligations; the protections afforded by the First Amendment to the U.S. Constitution; and with all relevant federal and state laws and regulations, such as the Illinois Campus Demonstrations Policy Act, 110 ILCS 10/0.01 *et seq.*, and the Illinois College Campus Press Act, 110 ILCS 13/1 *et seq.*

Authority: 110 ILCS 805/3-30; 110 ILCS 10/1, 2; 110 ILCS 13/25, 30.

Cross-reference: Policy No. 3.31 (Political Events on Campus).

History:

- Adopted 4/16/09
- Rescinded 5/4/09
- Adopted 11/19/09
- Amended 2/24/11
- Amended

**Political Events on Campus**

Because Illinois law, including the Illinois Election Code, 10 ILCS 5/1-1 *et seq.* (the “Election Code”), prohibits the use of public funds to urge electors to vote for or against any candidate or public question, the College supplements its Policy regarding Freedom of Expression on Campus (“Freedom of Expression Policy”) in accordance with the Election Code as set forth herein.

In addition to the respective requirements under all relevant Administrative Procedures, rules, regulations, and guidelines promulgated pursuant to the College’s Freedom of Expression Policy, any individual or group wishing to sponsor a political event, speaker, program, or other political expressive activity on Campus must advise participating candidates for public office and individuals who support or oppose propositions before the electorate that:

- (1) A speech or appearance on Campus does not constitute an endorsement by the College of a candidate or the advocacy by the College of a position on a public question;
- (2) No direct solicitation of funds or distribution of campaign fundraising literature is permitted on Campus; and
- (3) No distribution of campaign materials which state or imply that the College supports or opposes a candidate or a public proposition is permitted on Campus or elsewhere.

Notwithstanding any other provision of this Policy, nothing in this Policy permits the College to regulate the content of political expressive activity protected by the First Amendment to the U.S. Constitution. Further, this Policy shall be construed consistent with all relevant federal and state laws and regulations, including but not limited to the Illinois State Officials and Employees Ethics Act, 5 ILCS 430/1-1 *et seq.*, the Freedom of Expression Policy and other Policies.

Authority: 110 ILCS 805/3-30; 10 ILCS 5/9-25.1; 5 ILCS 430/5-15, 70-5.

Cross-references: Board Policy No. 3.30 (Freedom of Expression on Campus); Appendix A (Ethics Ordinance).

History:

- Adopted 3/19/09
- Amended



Reporting Emergencies

The College is committed to providing a safe and secure Campus.

On the Glen Ellyn campus, matters requiring an immediate emergency response should be reported to the College Police Department from the nearest phone by calling (630) 942-2000.

Outside of the Glen Ellyn campus, matters requiring an immediate emergency response should be reported to the local first responders from the nearest phone by calling 911.

Any suspected or actual occurrence of criminal activity that does not require an immediate emergency response should be reported to the College Police Department by calling (630) 942-2000.

Victims are urged to report the occurrence of criminal activity immediately, even if an immediate emergency response is not required, and to preserve any evidence which may be necessary to prove criminal conduct.

Authority: 110 ILCS 805/3-30.

History:

- Adopted 3/19/09
- Amended

**Sex Offender and Sexual Predator Registration**

It is the College's policy to comply with the provisions of the Illinois Sex Offender Registration Act, 730 ILCS 150/1 *et seq.* (the "Act"). All sex offenders and sexual predators, as those terms are defined under the Act, enrolled and/or employed at the College are required to register as such with the College Police Department within three (3) days of beginning classes or employment with the College, or within three (3) days of conviction of any offense listed in Section 2(B)-(C-6), (E) and (E-5) of the Act, 730 ILCS 150/2(B)-(C-6), (E), (E-5). The Chief of the College Police Department is charged with promulgating the necessary Administrative Procedures, processes, and forms to ensure compliance with the Act.

The President and his/her designee are authorized to initiate disciplinary proceedings against any Employee or Student who fails to register with the College Police Department as required by Illinois law and this Policy.

The Chief of the College Police Department is further charged with promulgating the necessary Administrative Procedures and processes to ensure the receipt, maintenance, and utility of the information disclosed to the Board in accordance with the Illinois Sex Offender Community Notification Law, 730 ILCS 152/101 *et seq.*, and the Illinois Murderer and Violent Offender Against Youth Community Notification Law, 730 ILCS 154/75 through 105.

Authority: 730 ILCS 150/3; 730 ILCS 152/120; 730 ILCS 154/95; 110 ILCS 805/3-30, 3-42.

History:

- Adopted 10/15/12
- Amended



Traffic, Parking Control and Offense Fines

The Board adopts the Illinois Vehicle Code, 625 ILCS 5/1-100 *et seq.*, including but not limited to the Illinois Rules of the Road set forth therein, 625 ILCS 5/Ch. 11, to govern vehicular traffic on Campus.

To provide for a safe and orderly Campus, the President and/or his/her designee may enact traffic and parking regulations and a schedule of fines and penalties (including but not limited to towing, revocation of parking privileges, and monetary penalties) for violations of traffic and parking regulations on Campus.

The College Police Department is charged with enforcing traffic and parking regulations on Campus and issuing citations for violations of same. A recipient of a traffic or parking citation may appeal that citation in accordance with the College's Administrative Procedures. The President and/or his/her designee is charged with promulgating Administrative Procedures in accordance with this Policy, including appeal procedures.

Fines and penalties collected pursuant to this Policy will be deposited into the College's Operations, Building and Maintenance Fund and used for expenditures legally charged to that Fund.

Authority: 110 ILCS 805/3-42.2; 625 ILCS 5/.

History:

- Adopted 3/19/09
- Amended 8/20/09
- Amended

**Campus Security and Emergency Response Plan**

It is policy of the College that the College be able to cope effectively with any natural and human-caused disasters and emergencies, so as to be a safe and disaster-resilient place to learn and work. To meet this goal, the President, or his/her designee, and the Chief of the College Police Department, or his/her designee, shall establish, serve on, and appoint other appropriate members to a College "Incident Management Team," which shall be responsible for the security enhancement of the College in compliance with the Illinois Campus Security Enhancement Act of 2008, 110 ILCS 12/1 *et seq.*, and related regulations, including 29 Ill. Admin. Code Part 305.

The mandate of the Incident Management Team shall include:

- (1) The development of an all-hazards Campus security and emergency response plan that is compliant with the National Incident Management System ("NIMS") and utilizes the NIMS incident command system (the "Campus Emergency Operations Plan" or "CEOP");
- (2) The development of an inter-disciplinary and multi-jurisdictional Campus violence prevention plan that includes, but is not limited to, coordination with mental health and first response resources and the development and implementation of a campus violence prevention committee and campus threat assessment team (the "Campus Violence Prevention Plan" or "CVPP");
- (3) To coordination of the CEOP and the CVPP with DuPage County and other local emergency services and disaster agencies;
- (4) The review of the CEOP and the CVPP and evaluation of the continued effectiveness of each on an annual basis, and the updating of each as appropriate;
- (5) The coordination and facilitating of annual training and exercises for the CEOP and the CVPP; and
- (6) The circulation and dissemination of information regarding the CEOP and the CVPP and of any directives issued pursuant to either to College Employees and Students and, as appropriate, to the College community.

All Employees and Students are expected to abide by the CEOP and the CVPP and any directives issued pursuant to either, and to cooperate fully in the implementation of both the CEOP and the CVPP.

Authority: 110 ILCS 12/20; 29 Ill. Admin. Code Part 305; 110 ILCS 805/3-30.

History:

- Adopted 3/19/09
- Amended 8/20/09
- Amended

**Infectious Diseases**

This Policy shall apply to infectious diseases as defined by the Illinois Department of Public Health now or in the future (“Infectious Diseases”). For a list of Infectious Diseases, please consult the Office of the Dean of Students (in the case of Students) or the Human Resources Department (in the case of Employees). It is the responsibility of every member of the College community to report known or suspected cases of Infectious Disease to the Office of the Dean of Students or the Human Resources Department promptly.

The College is committed to safeguarding the wellness of the College community. Accordingly, the College will issue timely notice to Illinois public health officials and take additional steps as it deems necessary to safeguard the wellbeing of the College community when it becomes aware of a known or suspected case of Infectious Disease. The College will balance the need to safeguard the wellness of the College community with the twin goals of respecting the privacy of individuals and permitting access to the College’s Facilities, programs and activities to the greatest extent possible.

The College will treat reports of Infectious Disease as confidential and will limit disclosure of such reports to the extent permitted by law or as required to ensure the safety of the College community.

Except in the case of an emergency as declared the President or his/her designee, the College will not close due to discovery of a known or suspected case of an Infectious Disease. Access to Facilities, programs and activities will be denied to individuals, however, where those individuals are known or suspected to be:

- Carrying a reportable Infectious Disease requiring isolation; or
- Exhibiting acute symptoms of diarrhea or vomiting believed to be infectious in nature.

The College expects any individual with these conditions to refrain from entering or using College Facilities or participating in College activities or programs that could expose other members of the College community to these conditions. Individuals with these conditions may participate in College activities or programs remotely to the extent their health permits and remote participation is reasonably available. Individuals who fail to comply with this Policy will be required to leave the College’s Facilities and/or cease participation in a College program or activity immediately and may be subject to additional corrective action consistent with the College’s Policies, Administrative Procedures, Student Code of Conduct, and Employee guidebooks.

The College intends to comply with all applicable legal requirements relating to the subject of this Policy, including but not limited to the Illinois Communicable Disease Report Act, 745 ILCS 45/0.01 *et seq.*, and related regulations, including 77 Ill. Admin. Code Parts 690 and 696; Illinois Sexually Transmissible Disease Control Act, 410 ILCS 325/1 *et seq.*, and related

regulations, including 77 Ill. Admin. Code Part 693; as they may be amended from time to time.

The President and the President's designee are authorized to develop and promulgate Administrative Procedures consistent with this Policy.

Authority: 110 ILCS 805/3-30; 410 ILCS 325/4; 745 ILCS 45/1; 77 Ill. Admin. Code Parts 690, 693, 696.

History:

- Adopted 3/19/09
- Amended 6/22/10
- Amended 2/24/11
- Amended



Reporting Child Abuse, Neglect and Exploitation

The College recognizes and acknowledges that personnel of higher education institutions and law enforcement officers may be mandatory reporters of child abuse, neglect, and exploitation. It is the College's policy to fully comply with all provisions of the Illinois Abused and Neglected Child Reporting Act, 325 ILCS 5/1 *et seq.*, including requiring mandatory reporter training for all Employees whose responsibilities include teaching, counseling, or delivery of College services to minors, or installing, repairing, or otherwise servicing the College's Information Systems or Information Technology Equipment.

Authority: 325 ILCS 5/4, 4.5; 89 Ill. Admin. Code Part 300; 110 ILCS 805/3-30.

History:

- Adopted

**Access to and Use of College Information Systems and Technology**

The College recognizes that information systems and information technology are crucial tools for excellence in teaching, learning, and cultural experiences and the provision of accessible, affordable, and comprehensive education. Accordingly, the College has made, and continues to make, significant investments in its Information Systems and Information Technology Equipment.

The primary purpose of the College's Information Systems and Information Technology Equipment is to accommodate the College's educational programs and to support the operations and administration of the College for the benefit of the College's Faculty, Administration, Employees, and Students. As such, the integrity, reliable operation, and security of, and fair access to, the College's Information Systems and Information Technology Equipment are a high priority. The Board reserves the right to deny or restrict access to its Information Systems and Information Technology Equipment to insure the integrity, reliable operation, and security thereof.

The Director of Information Technology is authorized to develop and promulgate Administrative Procedures and guidelines for the use of College Information Systems and Information Technology Equipment consistent with this Policy, relevant federal and state laws and regulations, CBAs, the Student Code of Conduct and employee guidebooks. Such Administrative Procedures and guidelines, shall take into consideration the following concerns:

- (1) Virtual, electronic, and physical security of all Information Systems and Information Technology Equipment components.
- (2) Protection and security of all electronically stored personal and private information.
- (3) Record retention and archiving.
- (4) Authorized and unauthorized access to electronically stored information.
- (5) Allowable and impermissible uses of the Information Systems and Information Technology Equipment and electronically stored information therein.
- (6) Unauthorized use and fair use of intellectual property.
- (7) Employee training.
- (8) Enforcement of the Administrative Procedures and guidelines.

This Policy shall be construed consistent with the College's other Policies, including other Policies addressing information technology and privacy, as well as the College's CBA obligations.

Authority: 110 ILCS 805/3-30; 815 ILCS 530/; 820 ILCS 40/; 820 ILCS 55/10.

Cross-references: Policy Nos. 3.01 (Ethics Policy), 3.20 (Facilities Usage), 3.30 (Freedom of Expression), 3.51 (Electronic Communications), 3.52 (Information Security), 3.53 (Identity Protection), 6.12 (Protection of Copyrighted Materials), 6.15 (Academic Freedom); Appendix A (Ethics Ordinance).

History:

- Adopted 2/18/10
- Amended

**Electronic Communications**

The College has embraced the use of electronic communications as part of its educational programs and to support and facilitate its day-to-day operations and administration. To do so, the College provides tools for interactive and one-way electronic communications including, but not limited to, voice telephone, voice mail, facsimile services, teleconferencing, video conferencing, electronic mail (“e-mail”), electronic bulletin boards, Listservers, newsgroups, Internet access, web pages, social media platforms, traditional print information published electronically, licensed software, licensed computer systems, and electronic broadcasting in radio and television.

The College’s Director of Information Technology Services is authorized to develop and promulgate Administrative Procedures and guidelines regarding the College’s electronic communications tools consistent with this Policy and relevant state and federal laws and regulations. Such Administrative Procedures and guidelines, shall take into consideration the following concerns:

- (1) The importance of free speech and expression and academic freedom.
- (2) Protection and security of the College’s electronic communications tools.
- (3) Privacy and confidentiality.
- (4) Retention and archiving of electronic communications.
- (5) Authorized and unauthorized access to the College’s electronic communications tools.
- (6) Allowable and impermissible uses of the College’s electronic communications tools.
- (7) Use of disclaimers.
- (8) Use of and participation on social media platforms.
- (9) Employee training.
- (10) Enforcement of the Administrative Procedures, rules, regulations, and guidelines.

This Policy shall be construed consistent with the College’s other Policies, including other Policies addressing information technology and privacy, as well as the College’s CBA obligations.

Authority: 110 ILCS 805/3-30; 815 ILCS 530/; 820 ILCS 55/10.

Cross-references: Board Policy Nos. 3.01 (Ethics Policy), 3.20 (Facilities Usage), 3.30 (Freedom of Expression), 3.50 (Access to and Use of College Information Systems and Technology), 3.52 (Information Security), 3.53 (Identity Protection), 6.12 (Protection of Copyrighted Materials), 6.15 (Academic Freedom); Appendix A (Ethics Ordinance).

History:

- Adopted 2/18/10
- Amended

**Information Security**

The College is committed to ensuring the protection of Confidential Information in compliance with relevant state and federal laws and regulations, industry best practices, and the values and mission of the College.

The President and/or his/her designee, in conjunction with the College's Director of Information Technology Services, is authorized to develop and implement Administrative Procedures and an "Information Security Plan" consistent with this Policy and relevant laws and regulations that: (1) is designed to prevent, deter, detect, respond to, and remedy any compromise or breach to the College's systems or Confidential Information; and (2) details the responsibilities, duties, practices, processes, and procedures for College Employees with respect to the collection, maintenance, handling, and disclosure of Confidential Information.

Authority: 110 ILCS 805/3-30; 5 ILCS 179/35; 110 ILCS 805/3-60; 815 ILCS 530/; 820 ILCS 40/; 820 ILCS 55/10; 20 U.S.C. § 1232g; 34 C.F.R. Part 99; United States Pub. L. 104-191; 45 C.F.R. Parts 160, 162, 164; United States Pub. L. 106-102; 16 C.F.R. Part 313.

Cross-references: Policy Nos. 3.01 (Ethics Policy), 3.20 (Facilities Usage), 3.50 (Access to and Use of College Information Systems and Technology), 3.51 (Electronic Communications), 3.53 (Identity Protection), 3.54 (HIPAA Compliance Policy); Appendix A (Ethics Ordinance).

History:

- Adopted

**Identity Protection**

It is the College's policy to protect social security numbers from unauthorized disclosure. To further this policy, the Board requires that:

- (1) All Employees who have access to social security numbers in the course of performing their duties be trained to protect the confidentiality of social security numbers. Training shall include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.
- (2) Only Employees who are required to use or handle information or documents that contain social security numbers will have access to such information or documents.
- (3) Social security numbers requested from an individual are provided in a manner that makes the social security number easy to redact if included on a record required to be released as part of a public records request.
- (4) When collecting a social security number, or upon request by the individual, a statement of the purpose or purposes for which the social security number is being collected and used is provided.
- (5) Employees comply with all relevant laws regarding the public inspection and copying of information or documents containing all or any portion of an individual's social security number, including FOIA.
- (6) Employees redact social security numbers from information or documents before allowing public inspection or copying pursuant to relevant laws.
- (7) A copy of this Policy (and any amended version thereof) be made available to all Employees and any member of the public upon request.
- (8) The President and/or his/her designee promulgate Administrative Procedures for the use and disclosure of social security numbers consistent with this Policy and all applicable state and federal laws, including without limitation the Illinois Identity Protection Act, 5 ILCS 179/1 *et seq.*

This Policy does not apply to the collection, use, or disclosure of a social security number as required by state or federal law, rule, or regulation.

Authority: 5 ILCS 179/35; 110 ILCS 805/3-60.

Cross-references: Policy Nos. 3.52 (Information Security), 3.54 (HIPAA Compliance Policy).

History:

- Adopted 2/24/11
- Amended

**Health Insurance Portability and Accountability Act (HIPAA) Compliance Policy**

The College is a “hybrid entity” for purposes of the federal Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), Pub. L. 104-191, and the regulations promulgated thereunder (collectively, the “HIPAA Regulations”), 45 C.F.R. Parts 160, 162, and 164. While the College’s primary purpose is education, the College may have departments and components that provide functions covered by HIPAA. As such, it is the College’s policy to comply with all applicable HIPAA provisions and regulations, including but not limited to the HIPAA Privacy Rule, 45 C.F.R. Part 164, Subparts A and E, and the HIPAA Security Rule, 45 C.F.R. Part 164, Subparts A and C.

The President and/or his/her designee, as necessary, is authorized to develop and promulgate Administrative Procedures, rules and regulations, and training programs consistent with this Policy, HIPAA, and any other relevant state and federal laws and regulations. The President is also authorized to designate and/or appoint individual(s), as may be necessary under HIPAA or other relevant laws and regulations, to oversee the College’s compliance with applicable HIPAA requirements.

Authority: 110 ILCS 805/3-30; United States Pub. L. 104-191; 45 C.F.R. Parts 160, 162, 164.

Cross-references: Policy Nos. 3.52 (Information Security), 3.53 (Identity Protection).

History:

- Adopted 3/19/09
- Amended



Records Retention and Disposal

On an annual basis the College will apply for permission to dispose of records from the Illinois Local Records Commission.

The Office of the Vice President for Administrative Affairs shall be responsible for coordinating the annual review and disposition of College records in accordance with the Records Retention Schedule established by the Illinois Local Records Commission.

Records may be disposed of after the individual retention period is complete, and providing any local, state, and federal audit requirements are met, and they are not needed for any pending litigation, and an approved Disposal Certificate is received from the Illinois Local Records Commission.

Litigation Hold

In the event that the College has been notified of, or otherwise determines that, a lawsuit or an administrative agency claim has been filed or is reasonably likely to occur, the College may initiate a Litigation Hold on potentially relevant records.

Records that are subject to a Litigation Hold shall not be destroyed until such Litigation Hold has been released and authorization is received from the Office of the General Counsel or the Board.

Authority: 110 ILCS 805/3-30.

History:

- Adopted 6/6/19
- Amended



Requests For Information

The College operates in a highly regulated environment and is dependent upon maintaining its good reputation to recruit and retain students and qualified employees. Accordingly, the College is committed to providing timely, accurate, complete and truthful information to the public, and to federal and state agencies, accrediting bodies, and other third parties.

Accordingly, the President and/or his/her designee, in conjunction with the Office of the General Counsel, will establish and maintain Administrative Procedures to ensure the centralized receipt, maintenance and processing of requests for information from federal, state, and local law enforcement and public safety agencies, federal and state government agencies and regulators, accrediting bodies, and certain other third parties, including without limitation subpoenas, summonses, civil investigative demands, and complaints.

Authority: 110 ILCS 805/3-30; 5 ILCS 140/; 5 ILCS 430/Art. 15; 740 ILCS 174/.

History:

- Adopted



Access to Public Records

The College recognizes the right of members of the public to have access to public records in accordance with the provisions of FOIA and affirms that it is the policy of the College to comply with that Act.

The President shall designate one or more Employees of the College to serve as its Freedom of Information Officer(s), and the President and/or his/her designee is authorized to develop and promulgate Administrative Procedures consistent with this Policy and FOIA.

Authority: 5 ILCS 140/1, *et seq.*

History:

- Adopted 3/19/09
- Amended 8/18/10
- Amended

New Policy No.	Old Policy(ies)	Status	Notes
Ethics			
3.01: College Ethics Policy	5-30: Code of Ethics 15-25: Employee Code of Ethics	New/Drafted.	We recommend a single ethics policy covering both Trustees and employees that adopts the Ethics Ordinance. This new policy incorporates content from old Policies 5-30 and 15-25.
3.02: Conflicts of Interest	15-28: [Employee] Conflicts of Interest 5-25: [Trustee] Conflicts of Interest	Revised.	We recommend a single conflicts of interest policy to address both Trustees and employees. Incorporates content of old Policy No. 5-25, which is recommended to be deleted in favor of a single policy.
3.03: Economic Interests Disclosure	n/a	New/Drafted.	New, single policy outlining obligations of Trustees and employees to make required economic interest disclosures. Includes mandatory filings as well as required internal disclosures.
3.04: Related Party and Affiliated Entity Transactions	15-26: Related Party Transaction	Revised/Moved.	This was misplaced under HR. More appropriately grouped with other ethics policies and redlined to address all groups.
3.05: Employment of Related Parties	15-35: Employment of Related Parties	Revised/Moved.	This was misplaced under HR. More appropriately grouped with other ethics policies and redlined to address all groups.
3.06: Use of College Resources	n/a	New/Drafted.	Drafted to address ethical considerations regarding use of College property and resources.

New Policy No.	Old Policy(ies)	Status	Notes
3.07: Employees Engaged In Federally Funded Programs	15-160: Employees Engaged in Federally Funded Programs	Revised/Moved.	Redlined for clarity and designation of responsible official. This is more appropriately grouped with ethics policies.
3.08: Confidential Reporting of Wrongdoing	15-27: Confidential Reporting of Wrongdoing	Revised/Moved.	This was misplaced under HR. More appropriately grouped with other ethics policies and redlined to address all groups.
Anti-Discrimination and Harassment			
3.10: Prohibition of Discrimination and Harassment	15-10: Prohibition of Discrimination and Harassment	Revised/Moved.	Edited for clarity and inclusion of relevant statutory provisions. This applies to all students, Trustees, employees, and visitors, so it is misplaced under HR.
3.11: Sexual Discrimination, Harassment, and Misconduct	15-11: Prohibition of Sexual Discrimination, Harassment and Misconduct	Revised/Moved.	Applies to more than just employees; misplaced under HR. The redlines reflect the requirements of the Illinois State Officials and Employees Ethics Act and updating for new Title IX regulations.

Use Of College Facilities And Premises			
3.20: Facilities Usage	10-105: Facilities Usage 10-130: Access to College Facilities by Non-Enrolled or Non-Employed Individuals	Revised.	Revised to streamline and clarify the conditions under which facilities may be used for non-College purposes. Rolled up content from former 10-130. Query whether Board wants a shorter time frame for agreements for use – current policy provides that only agreements for use for more than one year need be approved by the Board. Suggested change is more than one month.
3.21: Children on Campus	10-165: Children on Campus	Revised.	Revised for clarity and completeness.
3.22: Animals on Campus	10-170: Animals on Campus	Revised.	Redlined for clarity. Query whether the College wants to permit emotional support animals on campus. We counsel against this – it is not required under ADA and opens up a number of potential liability issues. That said, recent Department of Education guidance suggests that institutions may be required to permit emotional support animals in classroom spaces. Our recommendation is to remain silent on this for now and deal with requests through Access & Accommodations if/when they arise.
3.23: Tobacco-Free Campus	10-160: Tobacco-Free Campus	Revised.	Revised to reflect requirements of statutes and to address possession and/or use of cannabis, including medical cannabis.

3.24: Alcohol-Free Campus	15-30: Drug and Alcohol Free College	Revised/Moved.	Revised to address alcohol use and possession on campus generally. This applies to more than just employees, so we moved it from the HR section. We also split the portion addressing drugs into a standalone policy.
3.25: Drug-Free Campus	15-30: Drug and Alcohol Free College	New/Drafted.	We split the old drug/alcohol policy into two separate policies to better align with various statutory requirements and to address possession and/or use of cannabis, including medical cannabis. We also moved this out of HR and made it a general policy applicable to all College employees, students, and visitors.
3.26: Weapons and Firearms on Campus	15-41: Concealed Carry 15-40: Possession or Use of Weapons	Revised/Moved.	Edited for clarity and brevity. This applies to all students, employees, and visitors, so it is misplaced under HR. Combined content of 15-40 for a single, comprehensive policy.
Expression and Assembly on Campus			
3.30: Freedom of Expression	10-110: Assemblage on Campus 10-115: Outside Speakers Programs 10-120: Political Events on Campus 10-125: Distribution of Printed Materials	New.	Revised to incorporate the Chicago Statement on freedom of expression and to provide a more comprehensive explanation of the College's policy with respect to the protection, and lawful restriction, of the exercise of individuals' freedom of expression. Borrows elements from the current "free speech" policies.

3.31: Political Events and Speech	10-120: Political Events on Campus	Revised.	Revised to coordinate with the new Freedom of Expression on Campus Policy (No. 3.30); sets forth the College's policy of political neutrality; provides certain parameters for political events on Campus to balance statutory restrictions on the use of public funds to sway votes with free speech rights.
Health and Safety			
3.40: Reporting Criminal Acts and Emergencies	10-150: Reporting Criminal Acts and Emergencies	Revised.	Minor revisions.
3.41: <i>Left Blank</i>			
3.42: Sex Offender Registration	10-151: Sex Offender and Sexual Predator Registration	Revised.	Revised to include more specific references to the Illinois Sex Offender Registration Act; designates the College official responsible initiating disciplinary action for failure to comply; also designates the College official responsible for processing information received by the College in accordance with the related Illinois Sex Offender Community Notification Law and Illinois Murderer and Violent Offender Against Youth Community Notification Law.
3.43: Traffic and Parking Control	10-155: Public Safety, Traffic and Parking Control	Revised.	Minor revisions to provide mechanism for appeal.
3.44: Campus Security and Emergency Response Plan	10-135: Emergency, Disaster, and Evacuation Plan	Revised.	We shortened the policy to include all requirements of the Illinois Campus Security Enhancement Act and eliminated unnecessary detail that can be placed in the Plans or in Administrative Procedures.

3.46: Infectious Diseases	20-10: Communicable Diseases, Students 15-15: Communicable Diseases, Employees	Revised/Moved.	One policy can cover both students and employees. We recommend moving this from Student Affairs, editing so it is applicable to all individuals, retitling to the more appropriate “Infectious Diseases,” and deleting the version that applies to employees.
3.47: Child Abuse Reporting	n/a	New/Drafted.	We recommend having a policy that sets forth a general statement on reporting child abuse and provides for corresponding Administrative Procedures regarding the required mandatory reporter training.
Information Technology and Privacy			
3.50: Access and Use of College Systems and Technology	n/a	New/Drafted.	College’s current Electronic Communications policy and guidelines address more than just electronic communications. We recommend having one policy addressing the use of the College’s systems and technology generally (new Policy No. 3.50); another policy directed to emails and other forms of electronic communication (new Policy No. 3.51); and another regarding the security and protection of individuals’ personal, private, and financial information from security breaches and improper disclosure (new Policy No. 3.52).

3.51: Electronic Communications	10-126: Electronic Communications	Revised	This policy is really more in the nature of procedures. We are currently working on streamlining this into policy statements and driving details down to Administrative Procedures and/or all-College Information Technology/Electronic Communications Guidelines (similar to what currently exists as Policy 10-126).
3.52: Information Security	n/a	New/Drafted.	We recommend having a policy statement regarding the security and protection of individuals' personal, private, and financial information from security breaches and improper disclosure.
3.53: Identity Protection	10-127: Identity Protection	Revised.	Redlined to cover all requirements of Illinois Identity Protection Act. Suggested that "prohibited activities" be moved to a corresponding Administrative Procedure.
3.54: HIPAA	15-20: HIPAA Compliance Policy	Revised/In Process.	Moved from HR; should be a general policy. <u>Requires more information to finalize.</u>
3.55: Document Retention and Destruction	n/a	New/Drafted.	We recommend having a policy regarding document retention and destruction. This addresses document retention and destruction and accounts for both the Illinois Record Retention Act provisions and litigation holds.
Miscellaneous			

3.60: Requests for Information	n/a	New/Drafted.	We recommend having a policy that calls for a centralized repository for outside communications, requests, and alerts such as government inquiries, subpoenas, FOIAs, etc., so that the College may properly respond to same; allows for a great deal of flexibility at the Administrative Procedures level.
3.61: Access To Public Records	5-190: Access to Public Records (formerly named Freedom of Information Policy)	Revised/Moved.	Moved from Board of Trustees section of Policy Manual and revised for clarity.

Old Policy No.	New Policy No.	Status	Notes
10-105: Facilities Usage	3.20: Facilities Usage	Revised.	Revised to streamline and clarify the conditions under which facilities may be used for non-College purposes. Rolled up content from former 10-130. Query whether Board wants a shorter time frame for agreements for use – current policy provides that only agreements for use for more than one year need be approved by the Board. Suggested change is more than one month.
10-106: Historical Preservation	n/a	Delete.	Unnecessary. If this is truly important, substance can be moved to preamble.
10-110: Freedom of Expression on Campus	3.30: Freedom of Expression	New/Revised.	New 3.30 provides for a comprehensive explanation of the College's policy with respect to the protection, and lawful restriction, of the exercise of individuals' freedom of expression. Borrows elements from the current "free speech" policies (10-110, 10-115, 10-120, and 10-125). Incorporates the Chicago Statement on freedom of speech and expression.
10-115: Outside Speakers and Programs	3.30: Freedom of Expression	Deleted/combined	See notes for 10-110 above.

Old Policy No.	New Policy No.	Status	Notes
10-120 Political Events on Campus	3.31: Political Events on Campus	Revised	Revised political events policy (new 3.31) to coordinate with the new Freedom of Expression on Campus Policy; sets forth the College's policy of political neutrality; provides certain parameters for political events on Campus to balance statutory restrictions on the use of public funds to sway votes with free speech rights.
10-125: Distribution of Printed Materials	3.30: Freedom of Expression	Deleted/combined	See notes for 10-110 above.
10-126: Electronic Communications	3.50: Access and Use of College Systems and Technology 3.51: Electronic Communications 3.52: Information Security	New/Significantly Revised.	<p>College's current Electronic Communications policy and guidelines address more than just electronic communications. We recommend having one policy addressing the use of the College's systems and technology generally (new Policy No. 3.50); another policy directed to emails and other forms of electronic communication (new Policy No. 3.51); and another regarding the security and protection of individuals' personal, private, and financial information from security breaches and improper disclosure (new Policy No. 3.52).</p> <p>Existing policy is really more in the nature of procedures. We recommend driving details down to Administrative Procedures and/or all-College Information Technology and Electronic Communications Guidelines (similar to what currently exists as Policy 10-126).</p>

Old Policy No.	New Policy No.	Status	Notes
10-127: Identity Protection	3.53: Identity Protection	Revised.	Revised to cover all requirements of the Illinois Identity Protection Act. Suggested that “prohibited activities” be moved to a corresponding Administrative Procedure.
10-130: Access to College Facilities by Non-Enrolled or Non-Employed Individuals	3.20: Facilities Usage	Combined and deleted.	Substance of this policy was combined with 10-105.
10-135: Emergency, Disaster, and Evacuation Plan	3.44: Campus Security and Emergency Response Plan	Revised.	We shortened the policy to include all requirements of the Illinois Campus Security Enhancement Act and eliminated unnecessary detail that can be placed in the Plans or in Administrative Procedures.
10-140: Environmental Health and Safety	4.10: Occupational and Environmental Health and Safety	Revised/Moved.	Revised to address College employees specifically and moved under General HR Policies. Edited to recognize the College’s obligations under the Illinois and federal Occupational Safety and Health Acts and regulations.
10-145: Criminal Background Checks – Security Sensitive Positions (formerly Campus Security Act Policy)	4.02: Evaluation of Prospective Employees and Promotees	Revised/Moved.	This is more appropriately placed under General HR Policies. Per the Illinois Campus Security Enhancement Act, we are required to identify the “security sensitive positions” that require criminal background checks. Need to know what those are. Act also requires that this be done both through policy and administrative procedures. No procedures currently exist, to our knowledge.

Old Policy No.	New Policy No.	Status	Notes
10-150: Reporting Criminal Acts and Emergencies	3.40: Reporting Criminal Acts and Emergencies	Revised.	Minor revisions.
10-151: Sex Offender and Sexual Predator Registration	3.42: Sex Offender Registration	Revised.	Revised to include more specific references to the Illinois Sex Offender Registration Act; designates person responsible for initiating disciplinary action for failure to comply; designates person responsible for processing information received by the College in accordance with the related Illinois Sex Offender Community Notification Law and Illinois Murderer and Violent Offender Against Youth Community Notification Law.
10-155: Public Safety Traffic and Parking Control	3.43: Traffic and Parking Control	Revised.	Minor revisions; need to provide for mechanism of appeal.
10-160: Tobacco Free Campus	3.23: Tobacco-Free Campus	Revised.	Revised to comply with relevant statutes and to address possession and/or use of cannabis, including medical cannabis.
10-165: Children on Campus	3.21: Children on Campus	Revised/substantively revised.	Revised for clarity and completeness.

Old Policy No.	New Policy No.	Status	Notes
10-170: Animals on Campus	3.22: Animals on Campus	Revised/for discussion.	Revised for clarity. Query whether the College wants to permit emotional support animals on campus. We counsel against this – it is not required under ADA and opens up a number of potential liability issues. That said, recent Department of Education guidance suggests that institutions may be required to permit emotional support animals in classroom spaces. Our recommendation is to remain silent on this for now and deal with requests through Access & Accommodations if/when they arise.
10-175: Business Enterprise Program	2.25: Business Enterprise Program	Moved to Finance.	More appropriately placed with Finance policies.
10-180: Privatization of College Services	2.26: Privatization of Services	Moved to Finance.	More appropriately placed with Finance policies.
10-185: Reimbursement of Non-Employees	2.41: Reimbursement of Non-Employees	Moved to Finance.	More appropriately placed with Finance policies.
10-190: Employee Business Travel Reimbursement	2.40: Employee Travel Reimbursement	Moved to Finance.	More appropriately placed with Finance policies.

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New Policy No.	Old Policy Reference(s)	Status
<u>General Policies</u>		
4.01: Equal Employment Opportunity & Commitment To Diversity	15-5	Revised
4.02: Evaluation of Prospective Employees and Promotees	10-145, 15-45	Revised
4.03: Medical Evaluations	15-50:	Revised
4.04: Drug and Alcohol Testing – Driver Employees	15-460	Revised
4.05: Employment Classifications	15-201	Revised
4.06: Outside Employment	15-95	Revised
4.07: Employment Verification and References	15-155	Revised
4.08: Reduction In Force	15-175	Revised
4.09: Separation Of Employment	15-180	Revised
4.10: Occupational and Environmental Health and Safety	10-140	Revised
<u>Benefits</u>		
4.11: Insurance Benefits	15-85, 15-90, 15-120	Revised
4.12: Leave Policy	15-105, 15-106, 15-110, 15-115, 15-125, 15-130	New
4.13: Worker’s Compensation/Occupational Disease Coverage	15-111	Revised
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4.15: Tax Sheltered and Deferred Income Plans	15-135	Revised
4.16: Tuition Assistance and Waivers	15-140	Revised
4.17: Employee Assistance Program	15-145	Revised
<u>Administration</u>		
4.21: Duties Of The President	15-205	Revised
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New Policy No.	Old Policy Reference(s)	Status
4.23: Advisory Committees	15-220	Revised
4.24: Duties and Assignment of Administrators	15-235, 15-240, 15-245	Revised/Combined
4.25: Administrator Compensation	15-230, 15-255, 15-256	Revised/Combined
4.26: Evaluation of Administrators	15-225, 15-250	Revised
4.27: Administrator Tenure	n/a	New
4.28: Administrator Appeal Process	15-251	Revised
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4.31: Full-Time Faculty	15-290, 15-310, 15-315, 15-320, 15-325, 15-330	Revised/Combined
4.32: Full-Time Faculty Appeal Process	15-340	Revised
4.33: Part-Time Faculty	15-360, 15-365, 15-370, 15-375	Revised/Combined
4.34: Part-Time Faculty Appeal Process	15-381	Revised
4.35: Faculty Employment Information	15-295	Revised
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4.37: Substitute Assignments	15-350	Revised
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4.41: Classified Employees	15-390, 15-395, 15-400, 15-405, 15-410, 15-420	Revised/Combined
4.42: Classified Employee Appeal Process	15-430	Revised
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4.44: College of DuPage Police Department and Personnel	15-440	Revised
4.45: Police Department Employee Drug and Alcohol Testing	15-445	Revised
4.46: Operating Engineers	15-450	Revised
4.48: Externally Funded Employees	15-455	Revised

**Equal Employment Opportunity and Commitment to Diversity**

The College is committed to equal opportunity in employment. In accordance with federal and state anti-discrimination laws, the College provides equal employment opportunities to all persons without regard to race, color, religion or creed, sex, national origin, ancestry, age, marital status, sexual orientation, gender identity and expression, arrest record, military status or service, disability status, or any other characteristic protected by law. The College conforms to the spirit, as well as to the letter, of all applicable laws and regulations.

The policy of equal employment opportunity and anti-discrimination applies to all aspects of the relationship between the College and its Employees, including recruitment, hiring, employment, promotion, transfer, training, working conditions, termination, wages and salary administration, benefits and application of policies, and all other privileges, terms, and conditions of employment.

The policy and principles of equal employment opportunity also apply to the selection and treatment of independent contractors, personnel working at the College who are employed by temporary agencies, and any other persons or firms doing business for or with the College.

The College will initiate and maintain a diversity plan to further the policy of equal opportunity through positive efforts. The President and/or his/her designee, in consultation with the Vice President of Human Resources, shall develop, promulgate, and implement Administrative Procedures for equal employment opportunities and practices within all College departments and divisions. The College's Human Resources Department is responsible for ensuring compliance and maintaining personnel records in compliance with all relevant laws and regulations.

Authority: 110 ILCS 805/3-30.

History:

- Adopted 3/19/09
- Amended 8/20/09
- Reviewed 3/10/14
- Amended 4/17/14
- Amended

**Evaluation of Prospective Employees and Promotees**

The College seeks to ensure that individuals who join the College's workforce or are promoted to positions within the College are qualified for the positions for which they have applied and have accurately presented their qualifications during the hiring process. This Policy also ensures that the College is exercising reasonable care in selecting its employees to promote a safe and productive educational environment and workplace.

References. For all positions, the hiring manager or his/her designee is responsible for checking professional references prior to an offer for employment being extended. Any questions regarding whether references are satisfactory must be discussed with the Vice President of Human Resources or his/her designee.

Background Screenings. All offers of employment (including internal transfers and promotions) may be contingent upon complete and satisfactory findings of all applicable background checks. Background screenings may include, but are not limited to, the following: social security number search, previous employers, sex offender registry, credit report, criminal records search, verification of academic credentials, driver's license and driving record check, verification of occupational and professional licenses, and/or a drug and alcohol screening.

The results of background screenings should be received and evaluated before an offer of employment is made to an applicant. In urgent situations that require a rapid employment action, an individual may begin to work contingent upon a satisfactory background screening result if: (1) professional references have been checked and are satisfactory; and (2) the appropriate Administrator and Vice President of Human Resources or his/her designee has approved the contingent hire.

Security Sensitive Positions. It is the College's policy that the College will comply with the requirements of the Illinois Campus Security Enhancement Act of 2008, 110 ILCS 12/1 *et seq.* (the "Campus Security Enhancement Act"). To that end, the Board requires that the Vice President of Human Resources and/or his/her designee complete criminal background investigations prior to employing individuals in security-sensitive positions. The Vice President of Human Resources or his/her designee shall identify security-sensitive positions in Administrative Procedures, which shall, at a minimum, include the following:

- Positions that are responsible for the safety and well-being of Students, Employees, and visitors to Campus, including without limitation all College Police Department Employees, Administrators, Faculty, and members of the counseling staff.
- Positions that have access to the entire Campus and College Property, including without limitation maintenance staff, groundskeeping staff, and other Employees of the Facilities Department.

- Positions that regularly handle and have access to confidential Student and personnel records, including without limitation Employees in the Human Resources Department, Employees in the Office of the Registrar, Employees in the Student Financial Aid Office, Employees of the Information Technology Department, the Internal Auditor and any Employee under his/her direct supervision, and the General Counsel and any Employee under his/her direct supervision.
- Positions that regularly handle and have access to United States currency and the College's financial information, including without limitation Employees in the Finance Department, Financial Aid Office, and Cashier's Office.

The Vice President of Human Resources shall review the list of security-sensitive positions at least annually.

The President or his/her designee, in consultation with the Vice President of Human Resources or his/her designee, is authorized to develop and promulgate Administrative Procedures consistent with this Policy, the Campus Security Enhancement Act, and state and federal laws and regulations for the screening of prospective employees and promotees.

Authority: 110 ILCS 12/5.

History:

- Adopted 3/19/09
- Amended

**Medical Evaluations**

The College does not discriminate against Employees or applicants for employment on the basis of disability. The College is also committed to employing and advancing in employment qualified individuals with disabilities. However, certain types of employment require particular physical standards and/or public health requirements.

The College may require post-offer and pre-employment health, fitness, and/or medical examinations in circumstances where the nature of the position renders it appropriate or where it is required by law. Such examinations will be conducted by a board-certified medical physician, psychiatrist, or equivalent selected by the College, and will be at the expense of the College. The Department of Human Resources is responsible for notifying applicants of any required examinations.

After the initial hire, an Employee's physical, mental, or emotional ability to continue to perform the essential duties of his/her position may come into question. Either the College or the Employee may seek a medical determination of whether the Employee is capable of performing the essential functions of his/her position. Where the College seeks such medical evaluation, such determination shall be made by the Vice President of Human Resources, and the College shall bear the expense of the medical testing and evaluation (subject to Board approval as necessary). Where the Employee seeks to claim disability, the Employee bears the cost of any necessary medical testing and evaluation. All such testing and evaluation shall be conducted by a board-certified medical physician, psychiatrist, or equivalent selected by the College.

Opportunity for employment or advancement will not be denied if, with reasonable accommodation, the applicant or Employee could perform the essential functions of the position.

The President and his/her designee, in consultation with the Vice President of Human Resources, are authorized to develop and promulgate Administrative Procedures consistent with this Policy and all state and federal laws and regulations, including without limitation the federal Americans with Disabilities Act, as amended, 42 U.S.C. §§ 12131-12134, and regulations promulgated thereunder, including 34 C.F.R. Part 35, and the federal Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794, and regulations promulgated thereunder, including 34 C.F.R. Part 104.

Authority: 29 U.S.C. § 794; 42 U.S.C. §§ 12131-12134; 34 C.F.R. Part 35; 34 C.F.R. Part 104.

History:

- Adopted 3/19/09
- Amended

**Drug and Alcohol Testing – Driver Employees**

The College is committed to the health and safety of its driver Employees. Drug and/or alcohol use may pose a serious threat to the health and safety of those College Employees in driving and/or safety-sensitive functioning positions (hereinafter “Driver Employees”). To that end, the U.S. Department of Transportation’s Federal Motor Carrier Safety Administration has promulgated certain regulations that require the College to enhance its policies with respect to drug and alcohol use for those Driver Employees. Driver Employees shall be subject to pre-employment, reasonable suspicion, random, post-accident, and return to duty drug and alcohol screenings at the College’s expense, in accordance with relevant state and federal laws and regulations.

The President and/or his/her designee shall develop and implement comprehensive Administrative Procedures to provide for drug and alcohol testing for Driver Employees consistent with this Policy, federal, state and local laws and regulations, including U.S. Department of Transportation regulations 49 C.F.R. Parts 40 and 382, and the terms of any applicable CBAs.

Authority: 49 C.F.R. Part 40; 49 C.F.R. Part 382; 110 ILCS 805/3-42.

History:

- Adopted 3/19/09
- Reviewed 3/19/15
- Amended 5/14/15
- Amended



Classified Employees

With respect to the five categories of Classified Employee at the College, including both Full-Time Employees and Part-Time Employees and both Exempt Employees and Non-Exempt Employees within each category, the President or his/her designee, in consultation with the Vice President of Human Resources and/or his/her designee, shall promulgate, revise, and/or update Administrative Procedures and employee handbooks, guidebooks, and manuals (such as the College's *Classified Employee Information Guidebook*) to cover, at a minimum:

- Classified Position Descriptions;
- Classified salary schedule or schedules;
- Eligibility for employment benefits;
- Engagement in remunerated activities outside the College.

All Administrative Procedures and employee handbooks, guidebooks, and manuals promulgated, revised, and/or updated under this Policy shall be consistent with the provisions of the Policy Manual (including the Definitions section and Ethics Ordinance); the terms of any applicable employment contracts, CBAs and benefit plan documents; and all federal, state, and local laws and regulations.

Authority: 110 ILCS 805/3-42.

History:

- Adopted 6/18/12
- Reviewed 4/8/16
- Amended 5/19/16
- Amended

**Employment Outside of the College**

Full-Time Employees are expected to devote their professional energies to the mission of the College. If Full-Time Employees engage in remunerated outside activities, these activities should not interfere with their responsibilities and professional duties at the College. For all Employees, any remunerated outside activities must comply with the Policies and corresponding Administrative Procedures; the College's Ethics Ordinance; the terms of any applicable employment contracts and CBAs; and the provisions of applicable employee handbooks, guidebooks, manuals, and benefit plan documents.

Authority: 110 ILCS 805/3-42.

History:

- Adopted 3/19/09
- Amended 6/22/10
- Amended 2/24/11
- Reviewed 11/19/15
- Amended 2/3/16
- Amended

**Employment Verification and References**

All requests for employment verification, references, and employment confirmation shall be directed to the Human Resources Department. The President, Vice President of Human Resources, and their designee(s) are authorized to provide verbal and written confirmation of employment on behalf of the College. No other Employees are authorized to provide such verification, confirmation, or references on behalf of the College.

The Vice President of Human Resources and his/her designee are authorized to develop and implement Administrative Procedures for requesting and supplying employment verifications, references, and confirmations of employment consistent with this Policy and the terms of applicable employment contracts and CBAs.

Authority: 110 ILCS 805/3-30, 3-42.

History:

- Adopted 3/19/09
- Amended



Reduction in Force

The President may recommend, and the Board may approve, a reduction in force of Employees in the event the Board determines that such a reduction is necessary based on financial exigency, program reduction, cost savings, or any other permissible reason under relevant state and federal laws, including the Community College Act; and the terms of any applicable employment contracts and CBAs.

The President, and/or his/her designee, in consultation with the Vice President of Human Resources, is authorized to develop and promulgate Administrative Procedures for the implementation of Board decisions described in this Policy, taking into consideration due process concerns as appropriate.

Authority: 110 ILCS 805/3-42; 110 ILCS 805/3B-2, 3B-4.

History:

- Adopted 3/19/09
- Amended 2/24/11
- Amended

**Separation of Employment**

All separated Employees must return all College property, including without limitation all keys, keycards, fobs, identification badges and cards, Information Technology Equipment, paper and electronic files, documents, and records, in his/her possession, custody, or control to his/her supervisor on or before his/her last day of employment. In addition, separated Employees may be requested to participate in an exit interview prior to their last day of employment with the College for a review of the Employee's rights, obligations and benefits as a result of the separation.

The Vice President of Human Resources, and/or his/her designee, is authorized to develop and promulgate Administrative Procedures implementing this Policy, consistent herewith and with applicable state and federal laws and regulations and the terms of any applicable employment agreements and/or CBAs.

Authority: 110 ILCS 805/3-42; 110 ILCS 805/3B-5.

History:

- Adopted 3/19/09
- Amended



Occupational and Environmental Health and Safety

The College is committed to protecting the health and safety of the College's Employees. Meeting this commitment is a primary management objective and the individual and collective responsibility of all College Employees. Accordingly, College Employees are entitled to:

- (1) Work under safe conditions.
- (2) Wear and use personal protective clothing and equipment.
- (3) Have basic and, when necessary, specific health and safety training.

The Vice President for Administrative Affairs and his/her designee are authorized to develop and implement Administrative Procedures consistent with this Policy and applicable laws and regulations, including but not limited to the Illinois Occupational Safety and Health Act, 820 ILCS 219/1 *et seq.*, and related regulations, including 56 Ill. Admin. Code Part 350 and 29 C.F.R. Parts 1904, 1908, 1910 and 1926 (as those federal regulations are incorporated into Illinois law by 56 Ill. Admin. Code § 350.700), and the facility requirements under 23 Ill. Admin. Code § 1501.603(g)(2).

Authority: 110 ILCS 805/3-30; 820 ILCS 219/20; 56 Ill. Admin. Code Part 350.

History:

- Adopted 3/19/09
- Amended

**Insurance Benefits**

The College provides an insurance program for eligible Employees, which may include health insurance, group term life insurance, and/or other insurance coverages. In addition, the College may offer eligible Employees the option to purchase certain supplemental insurance coverage at the Employee's sole expense. An Employee's eligibility for particular insurance coverage and benefits is determined by the Employee's position within the College and the terms of any employment contract or CBA covering that Employee.

The terms and conditions of the insurance programs provided by the College are those currently in effect under the relevant insurance policies and/or benefit plan documents, or as modified in the future. The Vice President of Human Resources and/or his/her designee shall maintain details of all College insurance programs and benefit plans in the Human Resources Office.

The Board shall determine the extent of insurance coverage and the ratio of cost-sharing between the College and Employees, in accordance with the terms of any applicable CBA(s), relevant federal and state laws and regulations, and employee guidebooks. The Board reserves the right to eliminate, modify, or change insurance benefits and/or coverage as necessary or appropriate based on budgetary, cost, or other factors, consistent with any applicable limitations in CBAs or laws.

The College's insurance programs will be administered consistent with all provisions of the federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), Pub. L. 104-191, and regulations promulgated thereunder, 45 C.F.R. Parts 160, 162, and 164; all other applicable federal and state laws and regulations; Policies; and the terms of applicable employment contracts, employee guidebooks, and CBAs.

The President and his/her designee are authorized to develop, implement and publish Administrative Procedures, employee handbooks, guidebooks, and manuals, and benefit plan documents consistent with this Policy, applicable state and federal laws and regulations, and the terms of applicable CBAs.

Authority: 110 ILCS 805/3-31.

History:

- Adopted 3/19/09
- Amended

**Leave Policy**

The College will provide certain paid and unpaid time off from assigned College duties, including vacation time, personal time, and leaves of absence, to eligible Employees (hereinafter "Leave Days"). An Employee's eligibility for particular types of Leave Days, the number and method of accrual of such Leave Days, the conditions under which such Leave Days may be used, and the procedures for requesting and securing such Leave Days are determined by the Employee's position within the College, applicable Policies and corresponding Administrative Procedures, the terms of any applicable employment contracts or CBAs, and the relevant employee handbooks, guidebooks, and manuals, and/or benefit plan documents.

The number of Leave Days, the method of accrual of Leave Days, and the measure and extent of compensation for Leave Days shall be approved by the Board.

The Vice President of Human Resources and his/her designee shall have authority to develop, promulgate, and implement Leave Days Administrative Procedures and employee handbooks, guidebooks, and manuals consistent with this Policy and the terms of any applicable employment contracts and CBAs.

Forms of Leave

Types of Leave Days offered by the College to eligible Employees may include the following:

Vacation Leave. The College will provide paid vacation leave from assigned College duties to eligible Employees.

Sick Leave. The College will provide all eligible Employees with paid sick leave days for recuperation from sickness or injury of the Employee, or sickness or injury of others, in accordance with the Community College Act, 110 ILCS 805/3-29.1 (Grant Sick Leaves), and the Illinois Employee Sick Leave Act, 820 ILCS 191/1 *et seq.*, or as otherwise required by law.

Disability Leave. Certain eligible Employees may be entitled to disability leave and/or other disability benefits through the State Universities Retirement System ("SURS").

Family and Medical Leave Act ("FMLA") Leave. The College will comply with the federal Family and Medical Leave Act of 1993 ("FMLA"), as amended, 29 U.S.C. § 2601 *et seq.*, and the related FMLA rules and regulations, including 29 C.F.R. Part 825, with regard to all eligible Employees.

Military Leave. The College will comply with the Community College Act, 110 ILCS 805/3-26.1 (Active Military Service); the Illinois Military Leave of Absence Act, 5

ILCS 325/1 *et seq.*; the federal Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. § 4301 *et seq.*; the Illinois Family Military Leave Act, 820 ILCS 151/1 *et seq.*; the Illinois Civil Air Patrol Act, 820 ILCS 148/1 *et seq.*; and any other applicable federal and state laws and regulations governing the employment rights and obligations with regard to Employees and their eligible family members who serve in designated branches of the U.S. Armed Forces and National Guard.

Bereavement Leave. The College will comply with the Illinois Child Bereavement Act, 820 ILCS 154/1 *et seq.* The College will further provide eligible Employees with paid bereavement leave.

Civic Duty Leave. All Employees are entitled to an unpaid leave of absence for jury duty or subpoenaed witness duty. An Employee summoned for jury duty or subpoenaed as a witness may request a paid leave of absence for same from his/her immediate supervisor. The Vice President of Human Resources, and his/her designee, shall have authority to approve or deny requests for paid leave.

Voting Leave. The College will comply with the Illinois Election Code, 10 ILCS 5/17-15, and allow eligible Employees up to two hours of paid leave for the purpose of voting in general elections, special elections, and elections at which propositions are submitted to popular vote in Illinois.

School Visitation Leave. The College will comply with the Illinois School Visitation Rights Act, 820 ILCS 147/15, and provide eligible Employees with unpaid leave to attend school conferences and/or classroom activities related to the Employee's child.

Personal Leave of Absence. Subject to approval of the President or his/her designee, the College may grant an Employee a leave of absence without compensation for a period of time up to one (1) year, including any time attributable to an unpaid FMLA leave. The College will run an Employee's leave granted under this Policy concurrent with the Employee's leave entitlement under the FMLA, when applicable. Eligible Employees may, at their own expense, continue their benefits during a personal leave of absence subject to the requirements of the College's insurance carriers.

In addition to the foregoing, certain Employees and/or employee groups may be entitled to additional types of Leave Days pursuant to the terms of employment contracts or CBAs. Employees should consult the relevant contracts, CBAs, Administrative Procedures, and employee handbooks, guidebooks and manuals for additional information regarding Leave Days, eligibility, and procedures for same.

Authority: 110 ILCS 805/3-26.1, 3-29.1, 3-42; 5 ILCS 325/; 10 ILCS 5/17-15; 820 ILCS 147/15; 820 ILCS 148/; 820 ILCS 151/; 820 ILCS 154/; 820 ILCS 191/; 29 U.S.C. §§ 2601-2654; 38 U.S.C. §§ 4301-4335; 29 C.F.R Part 825.

History:

- Adopted 3/19/09
- Amended



Workers' Compensation

The College will provide benefits under the Illinois Workers' Compensation Act, 820 ILCS 305/1 *et seq.*, and the Illinois Workers' Occupational Diseases Act, 820 ILCS 310/1 *et seq.*, for eligible Employees who suffer accidental injury or disabling occupational disease arising out of and in the course of their employment with the College.

The Vice President of Human Resources and the Vice President of Administrative Affairs are authorized to develop and implement Administrative Procedures and processes consistent with this Policy, the Illinois Workers' Compensation Act, the Illinois Workers' Occupational Diseases Act, any other relevant federal or state law or regulation, and the terms of applicable CBAs.

Authority: 110 ILCS 805/3-42; 820 ILCS 305/1, *et seq.*; 820 ILCS 310/1, *et seq.*

History:

- Adopted 3/19/09
- Amended



Retirement Benefits

The College will make a program of retirement benefits available to eligible Employees. Available retirement benefits and an Employee's eligibility for same shall be determined by the Employee's position within the College, applicable Policies and corresponding Administrative Procedures, the terms of any applicable employment contracts or CBAs, and the relevant employee handbooks, guidebooks and manuals, and/or applicable benefit plan documents.

The President and his/her designee are authorized to develop and implement Administrative Procedures, employee handbooks, guidebooks and manuals, and benefit plan documents regarding Employees' eligibility for and the provision of retirement benefits consistent with Policies, relevant state and federal laws and regulations, and the terms of any applicable employment contracts and/or CBAs.

All changes to employee retirement benefits programs must be approved by the Board.

Authority: 110 ILCS 805/3-42.

History:

- Adopted 3/19/09
- Amended

**Tax Sheltered and Deferred Income Programs**

All eligible Employees may participate in tax-sheltered annuity and/or deferred compensation programs through payroll deduction in accordance with Section 403(b) (tax-sheltered annuities) and Section 457 (deferred compensation) of the federal Internal Revenue Code, 26 U.S.C. §§ 403(b), 457. The Board assumes no liability for the investment decisions of any 403(b) program or 457(b) program vendors or for financial losses or other declines in the value of investments in such programs.

Every retirement plan agent providing services pursuant to this Policy must provide the Vice President of Administrative Affairs and College Chief Financial Officer with a certification that it complies with all Internal Revenue Service ("IRS") guidelines and U.S. Treasury Regulations for administering 403(b) and 457 programs.

The President and his/her designee are authorized to develop and implement Administrative Procedures, employee handbooks, guidebooks and manuals, and benefit plan documents, consistent with this Policy and the terms of any applicable employment contracts and/or CBAs, for the approval of, provision of, administration of, and participation in tax-sheltered annuity and deferred compensation programs.

The College's Deferred Compensation Plan Committee is authorized to make administrative decisions related to the College's tax-sheltered annuity and/or deferred compensation programs, consistent with this Policy and any corresponding Administrative Procedures.

Authority: 110 ILCS 805/3-31, 3-42.

History:

- Adopted 3/19/09
- Amended 2/24/11
- Amended



Tuition Assistance and Waivers

The College may offer a tuition assistance and/or tuition waiver program to eligible Employees and/or their eligible family members. Eligibility for any such tuition assistance and/or tuition waiver programs is determined by the Employee's position within the College, the terms of any applicable employment contracts and/or CBAs, and the relevant employee handbooks, guidebooks and manuals, and/or benefit plan documents.

The eligibility of employee groups for tuition assistance and waivers and the amounts thereof shall be approved by the Board. The registration of an Employee or an eligible family member in a particular course shall not preclude the cancellation of a course for any reason, including without limitation insufficient enrollment.

The President and his/her designee shall have authority to develop, promulgate, and implement tuition assistance and waiver Administrative Procedures and employee handbooks, guidebooks, and manuals consistent with this Policy and the terms of any applicable employment contracts, CBAs, and other Policies, including without limitation caps on tuition-free enrollment in particular courses.

Authority: 110 ILCS 805/3-30, 3-31, 3-42, 3-45.

History:

- Adopted 3/19/09
- Amended



Employee Assistance Program

The College will offer an Employee Assistance Program (“EAP”) to provide confidential and voluntary assistance to all Employees, and their immediate family members, when faced with challenges relating to personal matters (such as marital, financial, or emotional problems; illness of a family member; or substance or alcohol abuse) that may be adversely affecting their work performance. For the welfare of Employees as well as for effective College operations, the College encourages its Employees to take advantage of the EAP.

The Vice President of Human Resources and his/her designee are authorized to develop and implement Administrative Procedures and employee handbooks and guidebooks for the provision and use of the EAP, consistent with this Policy and the terms of any applicable employment contracts and CBAs.

Authority: 110 ILCS 805/3-30, 3-31.

History:

- Adopted 3/19/09
- Amended

**Duties Of The President**

The President is the chief executive officer of the College. The President derives his authority from, and is directly responsible to, the Board and the public. The primary responsibility of the President is to provide the leadership that enables the College to establish and achieve, to the greatest extent possible, its philosophy, mission and vision, and goals as approved by the Board in accordance with applicable provisions of the Community College Act. The specific duties of the President directly relate to the internal operation of the College and the College community at large. The President shall behave with the highest of ethical standards in carrying out the duties of the office. The President may delegate responsibilities as appropriate.

Duties and Responsibilities to the Board. The President is responsible to the Board for preparing, suggesting, ensuring Employee compliance with, and executing Policies and for implementing the Administrative Procedures in support of Policies. The President will:

- (1) Prepare and recommend to the Board the following:
 - (a) The budget and all budgetary ancillary processes;
 - (b) Educational programs;
 - (c) Facilities requirements; and
 - (d) Other matters necessary for the proper operation and control of the College.
- (2) Advise the Board by providing sufficient and timely information to enable all Trustees to make informed decisions, including providing for a budgetary cycle to facilitate Board review and approval; and in ensuring the Strategic Long-Range Plan is crafted consistently with the goals of the Board.
- (3) Inform the Board of the state of affairs, problems, and progress in appropriate aspects of the College's development.
- (4) Inform the Board of statutory duties requiring action in a manner sufficiently timely for the Board to take deliberative, considered action.
- (5) Serve as the Board's liaison with the College's Students, Faculty, Administration, and Personnel.
- (6) Prepare the agendas for Board meetings consistent with direction from the Board Chairman and Vice-Chairman and attend Board meetings, except when the President's own employment is being considered.

- (7) Immediately advise the Board of other administrative matters that arise for which no provision has been made in law or by Policy, to enable the Board to determine the appropriate action or response.
- (8) Follow directives issued by the Board relating to the direction and vision of the College (any four voting Trustees may issue directives to the President, provided that the directive is not in conflict with any other act or directive called for by a majority of the Board).
- (9) Be accessible to Trustees and assist in securing information Trustees require to competently execute their duties, where possible.

Duties and Responsibilities to the College. The President, as the chief executive officer, will develop an appropriate administrative organization for the management of the College, consistent with the will and direction of the Board and the public interest, as well as administrative guidelines that are fully consistent with Policy and Administrative Procedures.

The President may delegate responsibility as deemed appropriate. The President will:

- (1) Conduct strategic planning activities, including coordinating the development and execution of the Strategic Long-Range Plan.
- (2) Identify the educational needs of the community and develop programs and curricula to meet those needs.
- (3) Review and evaluate College programs, services and Employee performance on a continuing basis.
- (4) Recommend personnel actions including employment, retention and dismissal of Employees to the Board, unless the Board has conferred the authority to the President.
- (5) Direct the financial and physical operations of the College.
- (6) Maintain accreditation from the HLC and any other accreditation body overseeing any College program offered for academic credit.
- (7) Prepare and submit reports required by local, state and national agencies.
- (8) Direct and coordinate aspects of Student life and development.
- (9) Provide leadership to College Personnel by maintaining a high degree of ethics and professionalism, implementing sound and just policies, and promoting Employee morale.
- (10) Identify lawful opportunities to expand the College's funding sources and scholarship funding for Students.

Duties and Responsibilities to the College Community. The President will use best efforts to engage in activities that support the goals and educational mission of the College; to build public trust; and to maintain the good will of the various constituencies in District No. 502. The President will:

- (1) Communicate the role and services of the College to the community and coordinate appropriate efforts to involve the community in the College.
- (2) Participate directly, on behalf of the College, in the affairs of the community to improve the community's perception of the College and encourage Employees to take an active part in the concerns of the College as a whole.
- (3) Work cooperatively with elementary and secondary school districts, community colleges, and four-year colleges and universities to develop educational opportunities for Students.
- (4) Develop a positive working relationship with the business and industrial community.
- (5) Represent the College locally, statewide, nationally and internationally.
- (6) Influence the development of local, state, and national educational policies consistent with the public interest and to assist Students in District No. 502.
- (7) Be a good steward of College funds consistent with the College's educational mission.

Statements on Behalf of the College. The President shall not make or issue any statement regarding social or political issues on behalf of the College, unless expressly directed to do so by the Board.

Authority: 110 ILCS 805/3-26, 3-42, 3-75.

History:

- Adopted 3/19/09
- Reviewed 4/8/16
- Amended 5/19/16
- Amended

**Evaluation Of The President**

The Board will evaluate the President within 120 days of the end of each Fiscal Year. The Board will establish procedures and criteria in consultation with the President to facilitate the evaluation process, which shall include, without limitation, an evaluation of the President's performance of his/her duties as enumerated by Policy. A written copy of the Board's evaluation will be provided to the President and placed in his/her personnel file.

Authority: 110 ILCS 805/3-75.

History:

- Adopted 3/19/09
- Amended



Advisory Committees

The President is authorized to form advisory committees consisting of Employees representing the College's constituency groups and Students, as well as representatives of the College community for the purpose of addressing important issues facing the College.

Authority: 110 ILCS 805/3-30.

History:

- Adopted 3/19/09
- Amended



Duties And Assignment Of Administrators

The President may identify and recommend individuals for appointment to positions within the College Administration to the Board for final approval. Administrators will be issued a written employment contract, and a copy of such contract will be maintained in the Administrator's personnel file.

The specific duties and responsibilities of each Administrator shall be directed by the President and defined in the applicable job description, which shall be maintained by the Human Resources Department.

Authority: 110 ILCS 805/3-26.

History:

- Adopted 3/19/09
- Amended



Administrator Compensation

Salary. The President is authorized to establish criteria for determining the initial salary placement (the “Appointment Salary”) for each newly hired Administrator and to make recommendations to the Board for Administrator Appointment Salaries. The Board will approve all Appointment Salaries and any subsequent changes in salary.

Benefits. Administrators will be provided employee and leave benefits as approved by the Board. Administrators may also qualify for retirement benefits.

Authority: 110 ILCS 805/3-26, 3-42.

History:

- Adopted 3/19/09
- Amended



Evaluation of Administrators

The performance of all Administrators shall be evaluated prior to the end of each Fiscal Year.

Vice Presidents/Direct Reports to the President. The President shall conduct the evaluations of each of the College's Vice Presidents and each of the Administrators designated as direct reports to the President. The President shall establish criteria and procedures for conducting such evaluations. A copy of each evaluation shall be provided to the subject Vice President or Administrator, and it shall be made available to the Board upon request.

All Other Administrators. The President and/or the Administrator's supervisor shall conduct the evaluations of each Administrator who does not directly report to the President. Such evaluations shall be conducted in accordance with criteria and procedures established by the President. A copy of each evaluation shall be provided to the subject Administrator and the Vice President of Human Resources, and it shall be made available to the President and/or the Board upon request.

Authority: 110 ILCS 805/3-42.

History:

- Adopted 3/19/09
- Amended



Tenure and Return to Faculty - Administrators

Administrators are not eligible for tenure. A tenured Faculty member who is subsequently appointed as an Administrator shall retain his/her tenured status in a teaching position only and will retain his/her seniority in his/her respective discipline for a period of two years following his/her appointment to an Administrator position. If such an Administrator does not return to Faculty status within two years of his/her appointment, he/she will not retain tenure.

If such an Administrator returns to Faculty status within two years of his/her appointment to an Administrator position, he/she will be placed at the step and range placement within the Faculty salary schedule as though he/she had not left that status. Credits earned in the Administrative Development Program will not be applied toward range placement in this situation.

An Administrator who did not attain tenured Faculty status prior to his/her appointment as an Administrator ("Non-Tenured Administrator") and who returns to Faculty status will be placed at the highest earned step and range placement within the Faculty salary schedule as though he/she had not left that status. Credits earned in Professional Development will not be considered in range placement in this situation. Time spent as an Administrator shall not count toward tenure.

Authority: 110 ILCS 805/3-32, 3-42; 110 ILCS 805/Art. IIIB.

History:

- Adopted
- Amended



Administrator Appeal Process

The President, in consultation with the Vice President of Human Resources, is authorized to develop and implement an appeal process for matters of unpaid suspension and/or termination of employment of Administrators. An Administrator may request a review of his/her case by the Board if dissatisfied with the outcome of an appeal.

Authority: 110 ILCS 805/3-42.

History:

- Adopted 3/19/09
- Amended



Full-Time Faculty

The College is committed to the recruitment and selection of competent and outstanding Full-Time Faculty to carry out the College's mission and maintain its excellence in education. The President, with the assistance of the Administration, will identify and recommend individuals for employment as Full-Time Faculty to the Board for final approval.

Bargaining Unit. The College recognizes CODFA as the bargaining representative of College Full-Time Faculty. All matters agreed upon between the Board and CODFA, including without limitation, salary schedules, benefits, grievance processes, employment conditions, evaluation procedures, job responsibilities, duties, rights and obligations, are contained in the CODFA CBA. To the extent that a Policy is inconsistent with the terms of the relevant CBA, the terms and provisions of the CBA control.

Benefits. The College will comply with all state and federal anti-discrimination laws and regulations with regard to the provision of benefits to Full-Time Faculty.

Compensation. Upon recommendation from the President or his/her designee, the Board will approve the initial salary placement for Faculty members on the appropriate Faculty salary schedule.

Tenure. On an annual basis, the President will present the Board with his/her recommendation as to which Full-Time Faculty members should receive tenure for the Board's approval. Such recommendations and approval or denial of tenure shall be made in accordance with the Community College Act and the relevant provisions of the CODFA CBA.

Authority: 110 ILCS 805/3-26, 3-32, 3-42; 110 ILCS 805/Art. IIIB.

History:

- Adopted 3/19/09
- Amended



Full-Time Faculty Appeal Process

The College will provide an appeal mechanism for Full-Time Faculty members for those decisions that affect a member's property rights. This Policy will be administered consistent with state and federal law and the terms of any applicable CBAs.

Authority: 110 ILCS 805/3-42.

History:

- Adopted 3/19/09
- Amended



Part-Time Faculty

The College is committed to the recruitment and selection of highly competent Part-Time Faculty to carry out the College's mission and maintain its excellence in education.

Limited, Temporary Assignments. Part-Time Faculty positions are limited, temporary assignments based on the needs of the College and do not have any guarantees of continued employment or assignment. The Provost and his/her designee shall have authority to assign Part-Time Faculty to positions within the College, based on a continual assessment of the needs and interests of Students and the College community.

Bargaining Unit. The College recognizes CODAA as the bargaining representative of College Part-Time Faculty. All matters agreed upon between the Board and CODAA, including without limitation, salary schedules, benefits, grievance processes, evaluation procedures, job responsibilities, duties, rights and obligations, are contained in the CODAA CBA. To the extent that a Policy is inconsistent with the terms of the relevant CBA, the terms and provisions of the CBA control.

Benefits. The College will comply with all state and federal anti-discrimination laws and regulations with regard to the provision of benefits to Part-Time Faculty.

Compensation. Pay rates for Part-Time Faculty will be established by the Board, consistent with state and federal law and the terms of any applicable CBAs.

Authority: 110 ILCS 805/3-26, 3-31, 3-42.

History:

- Adopted 3/19/09
- Amended



Part-Time Faculty Appeal Process

The College will provide an appeal mechanism for matters of unpaid suspension and/or termination of employment of Part-Time Faculty. To the extent not provided for in an applicable CBA, the Vice President of Human Resources and his/her designee are authorized to develop and implement appeal procedures consistent with this Policy, state and federal law, and the terms of any applicable employee guidebooks.

Authority: 110 ILCS 805/3-42.

History:

- Adopted 3/19/09
- Amended

**Faculty Employment Information**

The College shall provide Faculty with information, procedures, processes, rules and regulations with respect to their employment with the College. The President and his/her designee, in consultation with the Vice President of Human Resources, shall have authority to develop, promulgate, and implement Administrative Procedures, employee guidebooks, and benefit plan documents consistent with Policies and the terms of any applicable CBAs and employment contracts.

Authority: 110 ILCS 805/3-30, 3-32, 3-42.

History:

- Adopted 3/19/09
- Amended



Spoken English Language Proficiency for Faculty

The ability to use spoken English effectively is an essential skill for Faculty. The College will assess oral English language proficiency of all persons providing classroom instruction to Students to ensure they are orally proficient in the English language or that they attain such proficiency prior to the provision of classroom instruction.

The President and his/her designee are authorized to develop and implement Administrative Procedures for the assessment and evaluation of oral proficiency in the English language consistent with this Policy and the Community College Act.

Authority: 110 ILCS 805/3-29.2.

History:

- Adopted 3/19/09
- Amended



Substitute Assignments

With prior approval of the supervising Dean or his/her designee, qualified persons may serve as substitute instructors for Faculty in the event of the absence of a Faculty member.

Compensation shall be paid to substitutes in accordance with the Part-Time Faculty rates. Where a substitute assignment does not exceed one-half the duration of a course, compensation will be paid on an hourly basis for actual hours worked. If the substitute assignment exceeds one-half the duration of the class, compensation will be paid on a pro-rata basis of the total compensation for the class, calculated using the applicable Part-Time Faculty pay schedule.

The Vice President of Human Resources, in consultation with the Provost and/or his/her designee, shall have authority to develop and implement Administrative Procedures, employee guidebooks, employee handbooks, and manuals for the provision, approval, and compensation of substitute instructors consistent with this Policy and the terms of any applicable CBAs.

Authority: 110 ILCS 805/3-42.

History:

- Adopted 3/19/09
- Amended



Managerial Employees

Assignment. The President, in consultation with and upon recommendation of the appropriate Cabinet Officer, has the authority to assign or reassign Managerial Employees. Such assignment and reassignment shall be based upon a continual assessment of the needs and interests of the College and the College community. The duties and responsibilities of Managerial Employees are determined by the Managerial Position Job Descriptions maintained by the Human Resources Department. The Vice President of Human Resources, or his/her designee, and the appropriate supervisor will be responsible for informing and orienting Managerial Employees regarding their job duties and responsibilities.

Wages and Salaries. The President is authorized to establish criteria for determining the initial wage or salary placement for each newly hired Managerial Employees. Each Fiscal Year, the Board will consider, and, where appropriate, approve a compensation increase pool for Managerial Employees.

Benefits. Managerial Employees will be provided employee and leave benefits as approved by the Board. Managerial Employees may also qualify for retirement benefits.

The President and/or his/her designee, shall have authority to develop and implement Administrative Procedures, employee guidebooks, and benefit plan documents for the employment and benefiting of Managerial Employees consistent with Policies and applicable state and federal laws and regulations.

Authority: 110 ILCS 805/3-42.

History:

- Adopted 5/19/16
- Amended



Managerial Employee Appeal Process

The President, in consultation with the Vice President of Human Resources, is authorized to develop and implement an appeal process for matters of unpaid suspension and/or termination of employment of Managerial Employees. A Managerial Employee may request a review of his/her case by the Board if dissatisfied with the outcome of an appeal.

Authority: 110 ILCS 805/3-42.

History:

- Adopted



Classified Employees

Assignment. Assignment or reassignment of Classified Employees is delegated to the Administration and shall be based upon a continual assessment of the needs and interests of the Students and the College community.

Generally, the duties and responsibilities of Classified Employees are determined by the particular requirements of the position. These requirements shall be defined in the Classified Position Descriptions provided by the Human Resources Department on the College's website. The Vice President of Human Resources, or his/her designee, and the appropriate supervisor will be responsible for informing and orienting Classified Employees regarding their job duties and responsibilities.

Compensation. Classified Employees will be compensated in accordance with the Classified Employee compensation schedule as set forth on the Human Resources page on the College's website, or, where applicable, the terms of a CBA.

Eligibility for Benefits. Regular Employees, Grant Employees, and Probationary Employees may be eligible for retirement or other benefits. The President and his/her designee have the authority to make recommendations for the provision of benefits to Classified Employees to the Board for approval. All changes to Classified Employee benefits must be approved by the Board.

Vacation and Holidays. The College will provide vacation, paid holidays, and certain forms of paid and unpaid leave allowances for Classified Employees.

Full-Time Classified Employees and Part-Time Classified Employees who work 30 hours or more a week are eligible for certain forms of paid and unpaid leave and vacation time.

Full-Time Classified Employees and Part-Time Classified Employees who work 20 hours or more a week are eligible for paid holidays. Holidays observed as paid legal holidays will be approved by the Board on an annual basis.

Transfer and Reclassification. Administrators may make recommendations to the President regarding reclassification of Classified Employees. The President has authority to approve such reclassifications.

Evaluation. No less than once each Fiscal Year, each Classified Employee shall be the subject of a written performance evaluation by his/her supervisor. Upon completion of a written evaluation, a copy will be provided to the Classified Employee. The Vice President of Human Resources, in consultation with responsible Administrators, shall develop and implement criteria and processes for annual and periodic performance evaluations of Classified Employees.

The President and his/her designee shall have authority to develop and implement Administrative Procedures, employee guidebooks, and benefit plan documents for the employment and benefiting of Classified Employees consistent with the Policies, applicable state and federal laws and regulations, and the terms of any applicable CBAs and employment agreements.

Authority: 110 ILCS 805/3-26, 3-42.

History:

- Adopted 3/19/09
- Amended



Classified Employee Appeal Process

The College will provide an appeal process for matters of adverse employment action and/or employment decisions affecting the welfare of certain groups of Classified Employees.

This Policy, and any appeal process promulgated pursuant to this Policy, shall apply to:

- (1) Full-Time and Part-Time Regular Employees; and
- (2) Full-Time and Part-Time Grant Employees during the grant period.

The Vice President of Human Resources is authorized to develop and implement Administrative Procedures, employee handbooks, and employee guidebooks for such appeal process consistent with this Policy, relevant state and federal laws and regulations, and the terms of any applicable CBAs.

Authority: 110 ILCS 805/3-42.

History:

- Adopted 3/19/09
- Amended



Classified Staff Association Bargaining Unit

The College recognizes CSA as the sole and exclusive bargaining representative of all Full-Time and Part-Time Regular Employees with the titles delineated in the Grounds Maintenance CBA (hereinafter, “Groundskeeper Personnel”). All matters agreed upon between the Board and CSA, including without limitation, salary schedules, benefits, grievance processes, evaluation procedures, job responsibilities, duties, rights and obligations, employment conditions, and disciplinary measures and processes, are contained in the Grounds Maintenance CBA.

To the extent that a Policy is inconsistent with the terms of the relevant CBA, the terms and provisions of the CBA control. The College will comply with all state and federal anti-discrimination laws and regulations with regard to the provision of benefits to Groundskeeper Personnel.

Authority: 110 ILCS 805/3-42.

History:

- Adopted 3/19/09
- Amended



College of DuPage Police Department and Personnel

The College is committed to maintaining a safe and secure Campus and providing for a highly competent College Police Department.

The College recognizes the Illinois Fraternal Order of Police Labor Council (the “Union”) as the sole and exclusive bargaining representative of all College Police. All matters agreed upon between the Board and the Union, including without limitation, salary schedules, benefits, grievance processes, duties, rights and obligations, employment conditions, and disciplinary measures and processes, are contained in the College Police CBA.

To the extent that a Policy is inconsistent with the terms of the relevant CBA, the terms and provisions of the CBA control. The College will comply with all state and federal anti-discrimination laws and regulations with regard to the provision of benefits to College Police.

The Chief of the College Police Department, in consultation with the President and Vice President of Administrative Affairs and/or their designee(s), is authorized to develop and implement Administrative Procedures for the operations of the College Police Department, consistent with the Policies, local, state and federal laws and regulations, and the terms of any applicable CBAs and employee guidebooks.

Authority: 110 ILCS 805/3-42, 3-42.1.

History:

- Adopted 3/19/09
- Amended



Police Department Employee Drug and Alcohol Testing

The College will maintain an employee drug and alcohol testing program for College Police.

The following rules shall apply to all College Police, including Probationary and Regular Employees, and applicants for positions within the College Police Department:

- (1) No Employee or applicant shall use, possess, sell, purchase or deliver any illegal drug at any time, whether on or off duty, unless in accordance with duty requirements.
- (2) No Employee shall use or be under the influence of alcohol while on duty.
- (3) No Employee shall possess, sell or deliver alcohol while on duty except in the execution of the responsibilities of his/her position.
- (4) No Employee or applicant shall sell any controlled substance at any time, whether on or off duty, unless in accordance with duty requirements.
- (5) No Employee or applicant shall possess, purchase, deliver or use any controlled or other dangerous substance, unless as prescribed by a licensed medical practitioner.
 - (a) An Employee shall notify his/her immediate supervisor when required to use prescription medicine that he/she have been informed has the potential to impair job performance. The Employee shall advise the supervisor of the known side effects of such medication and the prescribed period of use.
 - (b) The supervisor shall document this information through the use of an internal memorandum and maintain this memorandum in a secured file.
 - (c) When appropriate, the Employee may be temporarily reassigned to other duties.
- (6) No Employee shall use any prescribed medication in amounts beyond the recommended dosage that could result in impairments while on duty.
- (7) Any Employee who unintentionally uses, or is made to use, a controlled substance shall immediately report the incident to his/her supervisor so that appropriate medical steps may be taken to ensure the Employee's health and safety.

- (8) An Employee must notify the Vice President of Human Resources or his/her immediate supervisor the workday immediately following conviction arising from a drug or alcohol related offense.
- (9) Any Employee having a reasonable basis to believe that another Employee is illegally using or is in possession of any illegal drug or controlled substance or is illegally in possession of or under the influence of alcohol while on duty, shall immediately report the facts and circumstances to his/her supervisor.
- (10) Discipline of Employees for violation of this Policy shall be in accordance with the Policies and corresponding Administrative Procedures, within the due process rights provided in the Police Department's discipline and grievance procedures, and within the College Police CBA.

Authority: 110 ILCS 805/3-30; 3-42, 3-42.1.

History:

- Adopted 3/19/09
- Amended

**Operating Engineers**

The College recognizes the International Union of Operating Engineers Local No. 399 (the “Union”) as the sole and exclusive bargaining representative of all full-time and part-time operating engineers, maintenance mechanics, and helpers and trainees employed in the College’s Engineering Department (hereinafter, “Engineering Personnel”). All matters agreed upon between the Board and the Union, including without limitation, salary schedules, benefits, grievance processes, duties, rights and obligations, employment conditions, and disciplinary measures and processes, are contained in the Engineers CBA.

To the extent that a Policy is inconsistent with the terms of the relevant CBA, the terms and provisions of the CBA control. The College will comply with all state and federal anti-discrimination laws and regulations with regard to the provision of benefits to Engineering Personnel.

Authority: 110 ILCS 805/3-42.

History:

- Adopted 3/19/09
- Amended



Externally Funded Grant Employees

Solicitation of grant applications for external funding that will enable the College to fulfill its mission is encouraged. The intent of all grant projects will be to help achieve institutional goals more quickly and cost effectively than otherwise would be possible.

The President or his/her designee shall approve all Grant Employee positions that are externally funded. The continuation of Grant Employee positions is subject to continued funding from the respective grant. The President or his/her designee shall approve the conversion of any Grant Employee position to a Regular Employee position.

Authority: 110 ILCS 805/3-39, 3-39.1, 3-42.

History:

- Adopted 3/19/09
- Amended

**COLLEGE OF DUPAGE** Index of Policies*Policy Manual of the Board of Trustees*

New Policy No.	Old Policy(ies)	Status	Notes
Section 0 – General Policies			
4.01: Equal Employment Opportunity and Commitment To Diversity	15-5: EEOC and Affirmative Action	Revused	Revised to delegate authority for compliance and procedures, as well as for clarity.
4.02: Evaluation of Prospective Employees and Promotees	10-145: Criminal Background Checks – Security Sensitive Positions 15-45: Background Screening	Revised	This can be combined with content of 10-145 (criminal background checks) for one comprehensive policy on employee background checks.
4.03: Medical Evaluations	15-50: Medical Examination for Current and Prospective Employees	Revised	Revised to clarify non-discrimination policy and obligation for medical examinations.
4.04: Drug and Alcohol Testing – Driver Employees	15-460: CDL Employee Drug Testing Program	Revised	This has been broadened to comply with DOT regulations, as we presently believe them to apply. Will need to revise Procedures to reflect current DOT regulations and process for testing.
4.05: Employment Classifications	15-201: General Employment Classifications	Revised	Revised to remove the list of definitions (which are now included in the Policy Manual Definitions Section) and focus on the delegation of authority and responsibility for promulgating procedures and guidebooks etc. for Classified Employees.

New Policy No.	Old Policy(ies)	Status	Notes
4.06: Outside Employment	15-95: Outside Employment	Revised	Minor revisions to clarify that any outside employment must comply with Board Policy and ethics provisions.
4.07: Employment Verification and References	15-155: Employment Verification	Revised/For Discussion	Revised to route all requests for verification and references through HR and provide authority for provision of verification and references. Query whether this may present problems if faculty or administrators are seeking peer references. That said, general employment best practices are: (1) designate a person authorized to speak on behalf of the organization; and (2) limit provided information to title/salary/dates.
4.08: Reduction In Force	15-175: Reduction In Force Based On Financial Exigency	Revised	Revised for clarity and to simplify.
4.09: Separation Of Employment	15-180: Separation of Employment	Revised	Addresses exit interview and return of property; Revised to clarify and simplify.
4.10: Occupational and Environmental Health and Safety	10-140: Environmental Health and Safety	Revised/Moved	Revised to address College employees specifically and moved under General HR Policies. Edited to recognize the College's obligations under the Illinois and federal Occupational Safety and Health Acts and regulations.
Section 1 - Benefits			

New Policy No.	Old Policy(ies)	Status	Notes
4.11: Insurance Benefits	15-85: Health Insurance for College Employees 15-90: Life Insurance for College Employees 15-120: Disability Benefits	Revised	<p>Because the benefit thresholds and provisions vary based on an employee's position within the College and/or terms of employment contracts/CBAs, we recommend one policy regarding the program of insurance that may be offered to eligible employees, and then giving President/designee the authority to develop procedures and guidebooks setting forth the specifics for each class of employees.</p> <p>We combined the content re: long term disability insurance into the general Policy on insurance benefits. Query whether the remainder may be deleted as the benefit is actually provided through SURS, and thus we do not need a "policy" on it.</p>
4.12: Leave Policy	15-105: Sick Leave Days 15-106: Civic Duty Leave 15-110: Personal Leave of Absence 15-115: Voting Time Off 15-125: Unpaid Family and Medical Leave of Absence 15-130: Military Leave of Absence	New/Drafted	<p>Because the benefit thresholds and provisions vary based on an employee's position within the College and/or terms of employment contracts/CBAs, we recommend one policy regarding the program of leave that may be offered to eligible employees, and then giving President/designee the authority to develop procedures and guidebooks setting forth the specifics for each class of employees.</p> <p>Recommend combining content of old leave-related policies into one general leave policy. Detail regarding each form of leave (<i>i.e.</i>, FMLA, Military Leave, etc. can be placed in procedures and/or guidebooks).</p>

New Policy No.	Old Policy(ies)	Status	Notes
4.13: Worker's Compensation and Occupational Disease Coverage	15-111: Workers Compensation	Revised	Added provisions to cover Illinois Workers Occupational Disease Act.
4.14: Retirement Benefits	15-415: Retirement Benefits, Classified Employees	Revised/Moved	Recommend turning this into a single, general policy addressing retirement benefits for all Employees, requiring Board approval of provision of benefits, and driving detail to procedures and guidebooks.
4.15: Tax Sheltered and Deferred Income Plans	15-135: Tax Sheltered/Deferred Income Plans	Revised	Revised to delegate authority for compliance and procedures.
4.16: Tuition Assistance and Waivers	15-140: Tuition Assistance	Proposed New/For Discussion	The existing version of the policy does not really address tuition assistance and waivers. We have drafted a policy that provides that the Board will approve the eligibility and amounts of waivers and assistance (which may be done through CBAs), and delegates responsibility for compliance and procedures.
4.17: Employee Assistance Program	15-145: Employee Assistance Program	Revised	Revised for clarity.
Section 2 - Administration			
4.21: Duties Of The President	15-205: President	Revised	Minor revisions – this was amended in May 2016 and looks largely fine. Query whether the Board wishes to adjust duties and responsibilities at this point.
4.22: Evaluation of the President	15-210: President's Evaluation	Revised	Minor revisions for clarity and to include legal authority.

New Policy No.	Old Policy(ies)	Status	Notes
4.23: Advisory Committees	15-220: Advisory Committee	Revised	Minor revisions for clarity.
4.24: Duties and Assignment of Administrators	15-235: Administrative Personnel 15-240: Administrative Assignment 15-245: Administrator Duties	Revised/Combined content	Revised to include content from Policies 15-240 and 15-245 to streamline.
4.25: Administrator Compensation	15-230: Vice President Compensation 15-255: Administrator Compensation 15-256: Compensation For Newly Hired Administrators	Revised/Combined content	Combined for a single policy on administrator compensation. Revised for clarity on timing of compensation decisions. Move portion relating to retention of tenure to separate policy addressing same with respect to VPs and Administrators.
4.26: Evaluation of Administrators	15-225: Vice President Evaluation 15-250: Administrator Evaluation	Revised	Revisions for clarity on responsibilities. Combine content of Policy 15-250 for single policy re: evaluations of VPs and Administrators.

New Policy No.	Old Policy(ies)	Status	Notes
4.27: Administrator Tenure	n/a	New	Drafted a new policy to address the impact of administrator appointment on tenured faculty. After meeting with Human Resources and OCG, it is recommended that tenured faculty who are subsequently appointed to administrator positions be permitted to retain tenure status for a period of two years.
4.28: Administrator Appeal Process	15-251: Administrator Appeal Process	Revised	Combined to address both VPs and Administrators; address procedures in Administrative Procedures and/or contracts and guidebooks.
Section 3 – Faculty			
4.31: Full-Time Faculty	15-290: Collective Bargaining, Full-Time Faculty 15-310: Duties and Responsibility of Faculty 15-315: Faculty Evaluation 15-320: Compensation, Full-Time Faculty 1-325: Benefits, Full-Time Faculty 15-330: Tenure, Full-Time Faculty	Revised/Combined content	Revised and combined content of several policies for a single, streamlined policy addressing basic provisions regarding the employment of full-time faculty members. Specific matters will be dictated by CBAs and guidebooks, and other matters will be covered by academic affairs policies.
4.32: Full-Time Faculty Appeal Process	15-340: Faculty Administrative Review Board	Revised	Revised to simplify/clarify.

New Policy No.	Old Policy(ies)	Status	Notes
4.33: Part-Time Faculty	15-360: Collective Bargaining, Part-Time Faculty 15-365: Information Guide for Part-Time Faculty 15-370: Part-Time Faculty Assignments and Pay Rates 15-375: Benefits, Part-Time Faculty Members	Revised/Combined content	Revised and combined content of several policies for a single, streamlined policy addressing basic provisions regarding the employment of part-time faculty members. Specific matters will be dictated by CBAs and guidebooks, and other matters will be covered by academic affairs policies.
4.34: Part-Time Faculty Appeal Process	15-381: Appeal Process, Part-Time Faculty	Revised	Revised to simplify and provide authority to VP HR to develop a process to extent not covered by CBA. Needs Lily Kalin input.
4.35: Faculty Employment Information	15-295: Full-Time Faculty Guidebook	Revised	Revised to apply to all Faculty members and to delegate authority for Procedures and guidebooks.
4.36: Spoken English Language Proficiency for Faculty	15-300: Spoken English Proficiency for Faculty	Revised	Revised to more closely track statutory requirements and add legal authority.
4.37: Substitute Assignments	15-350: Substitute Assignments, Full-Time and Part-Time Faculty Members	Revised	Revised for clarity.
Section 4 – Classified And Other Employees			

New Policy No.	Old Policy(ies)	Status	Notes
4.41: Managerial Employees	15-470: Definition of Managerial Employee 15-475: Assignment of Managerial Employees	Revised	Moved the definition of Managerial Employee to Defined Terms. Revised the policy to more closely track the form of policies relating to other classes of employees. Addition of legal authority.
4.42: Managerial Employee Appeal Process	n/a	New	Added policy regarding appeal process for managerial employees at suggestion of Linda Sands-Vankerk.
4.43: Classified Employees	15-390: Classified Employee Guidebook 15-395: Assignment of Classified Employees 15-400: Classified Employee Evaluation 15-405: Compensation for Classified Employees 15-410: Vacations and Paid Holidays, Classified Employees 15-420: Reclassification and Reduction In Force, Classified Employees	Revised/Combined content	Revised for clarity and delegation of authority to develop and implement Procedures, guidebooks, etc. Addition of legal authority. Combined Revised content from 15-395, 15-400, 15-405, 15-410, 15-420.
4.44: Classified Employee Appeal Process	15-430: Appeal Process, Classified Employees	Revised	Revised for clarity and inclusion of authority.
4.45: Classified Staff Association	n/a	New	Drafted new policy to recognize groundskeeper personnel bargaining unit.

New Policy No.	Old Policy(ies)	Status	Notes
4.46: College of DuPage Police Department and Personnel	15-440: Collective Bargaining, College of DuPage Police	Revised	Revised to include authority for procedures and for clarity.
4.47: Police Department Employee Drug and Alcohol Testing	15-445: Police Department Employee Drug and Alcohol Testing Program	Revised	Revised for clarity.
4.48: Operating Engineers	15-450: Collective Bargaining, Operating Engineers	Revised	Revised to track similar collective bargaining policies.
4.49: Externally Funded Employees	15-455 Externally Grant Funded Employees	Revised	Minor revisions.



COLLEGE OF DUPAGE Index of Policies

Policy Manual of the Board of Trustees

Old Policy No.	New Policy No.	Status	Recommendation
15-5: EEOC and Affirmative Action	4.01: Equal Employment Opportunity and Commitment To Diversity	Revised	Revised to delegate authority for compliance and procedures, as well as for clarity.
15-10: Prohibition of Discrimination and Harassment	3.10: Prohibition of Discrimination and Harassment	Revised/Moved to College Operations	Edited for clarity and inclusion of relevant statutory provisions. This applies to all students, trustees, employees, and visitors, so it is misplaced under HR.
15-11: Sexual Discrimination, Harassment and Misconduct	3.11: Sexual Misconduct	Revised/Moved to College Operations	Applies to more than just employees; misplaced under HR.
15-15: Communicable Diseases – Employees	3.46: Infectious Diseases	Combined/Deleted/Moved to College Operations	Combined with similar policy relating to students (Policy 20-10) and moved to General College policies.
15-20: HIPAA Policy	3.54: HIPAA	Revised/In Progress/For Discussion/Moved to College Operations	HIPAA is a particularly dense area, and we need clarity on the College's health care components. This one will need some work to ensure it is compliant. This also applies to more than just employees, so it should be moved to College Operations.
15-25: Employee Code of Ethics	3.01: Ethics Policy	Combined/Deleted/Moved to College Operations	Recommend deleting in favor of one comprehensive College ethics policy that is placed under College Operations.

Old Policy No.	New Policy No.	Status	Recommendation
15-26: Related Party Transaction	3.04: Related Party Transactions	Combined/Deleted/Moved to College Operations	This is misplaced under HR. More appropriately grouped with other ethics-related policies and placed under College Operations. This policy also applies to more than just employees.
15-27: Confidential Reporting of Wrongdoing	3.08: Confidential Reporting of Wrongdoing	Combined/Deleted/Moved to College Operations	This is misplaced under HR. More appropriately grouped with other ethics-related policies and placed under College Operations. This policy also applies to more than just employees.
15-28: Conflicts of Interest	3.02: Conflicts of Interest	Combined/Deleted/Moved to College Operations	This is misplaced under HR. More appropriately grouped with other ethics-related policies and placed under College Operations. This policy also applies to more than just employees.
15-30: Drug and Alcohol Free College	3.24: Alcohol on Campus 3.25: Drug-Free Campus	Revised/split/moved to College Operations	We split this into two policies to cover: (1) the Illinois Drug-Free Workplace Act requirements; and (2) the Illinois Liquor Control Act. Both should be moved into College Operations because they affect more than just employees and are misplaced under HR.
15-35: Employment of Related Parties	3.05: Employment of Related Parties	Combined/Deleted/Moved to College Operations	This is misplaced under HR. More appropriately grouped with other ethics-related policies and placed under College Operations. This policy also applies to more than just employees.

Old Policy No.	New Policy No.	Status	Recommendation
15-40: Possession of Weapons	3.26: Weapons and Firearms on Campus	Combined/Deleted/Moved to College Operations	This can be combined with Policy 15-41 and renamed for a single, comprehensive policy regarding firearms and weapons on campus. This is also misplaced under HR and should be under College Operations.
15-41: Conceal Carry	3.26: Weapons and Firearms on Campus	Combined/Deleted/Moved to College Operations	Edited for clarity and brevity. This applies to all students, employees, and visitors, so it is misplaced under HR. Combined content of Policy 15-40 (Weapons) for a single, comprehensive policy under College Operations.
10-145: Criminal Background Checks – Security Sensitive Positions (formerly Campus Security Act Policy)	4.02: Evaluation of Prospective Employees and Promotees	Combined/Deleted	This is more appropriately placed under General HR and combined with content of Policy 15-45. Can then delete this policy. Per the Illinois Campus Security Enhancement Act, we are required to identify the “security sensitive positions” that require criminal background checks. Need to know what those are. Act also requires that this be done both through policy and administrative procedures. No procedures currently exist, to our knowledge.
15-45: Background Screening	4.02: Evaluation of Prospective Employees and Promotees	Revised/Combined content	This can be combined with content of Policy 10-145 (criminal background checks) for one comprehensive policy on employee background checks.

Old Policy No.	New Policy No.	Status	Recommendation
15-50: Medical Examination for Current and Prospective Employees	4.03: Medical Evaluations	Revised	Revised to clarify non-discrimination policy and obligation for medical examinations.
15-55: Reimbursement of Travel Expenses for Prospective Candidates	FINANCE	Revised/Move to Finance Section	Revised to provide documentation requirements and reimbursement limits consistent with those under Policy 10-190 (Employee Travel Reimbursements). While this is not technically required for non-employees, doing so provides guidance and consistency.
15-60: Reimbursement of Moving Expenses for New Employees	FINANCE	Revised/Move to Finance	Revised to provide maximum allowable reimbursement (this amount is flexible) and greater guidance on what is appropriately considered for relocation expenses.
15-65: Definition of Workweek	n/a	Deleted	We propose deleting this as a “policy” and moving to Defined Terms.
15-70: Pay Periods	n/a	Deleted	This is not necessary as a policy, given the Board’s general powers to run the College.

Old Policy No.	New Policy No.	Status	Recommendation
15-75: Shift Differential	n/a	Deleted and moved to relevant procedures and guidebooks	Differential pay is not required under the federal Fair Labor Standards Act. However, if the College desires to provide differential pay to shift employees (which appears to be the case given that there is a policy addressing it), we need to better understand the desired parameters (e.g., hours, increases, etc.). Those parameters should become part of the appropriate administrative procedures and guidebooks. This also affects how overtime pay is calculated, so just another aspect to keep in mind.
15-80: Remuneration of Overtime	n/a	Deleted	Recommend deleting as policy; this is required by law.
15-85: Health Insurance for College Employees	4.11: Insurance Benefits	Revised/Combined content	Because the benefit thresholds and provisions vary based on an employee's position within the College and/or terms of employment contracts/CBAs, we recommend one policy regarding the program of insurance that may be offered to eligible employees, and then giving President/designee the authority to develop procedures and guidebooks setting forth the specifics for each class of employees.
15-90: Life Insurance for College Employees	4.11: Insurance Benefits	Combined and deleted.	See comment for Policy 15-85 above.
15-95: Outside Employment	4.06: Outside Employment	Revised	Minor revisions to clarify that any outside employment must comply with Board Policy and ethics provisions.

Old Policy No.	New Policy No.	Status	Recommendation
15-105: Sick Leave Days	4.12: Leave Policy	Combined and deleted	Because the benefit thresholds and provisions vary based on an employee's position within the College and/or terms of employment contracts/CBAs, we recommend one policy regarding the program of leave that may be offered to eligible employees, and then giving President/designee the authority to develop procedures and guidebooks setting forth the specifics for each class of employees.
15-106: Civic Duty Leave	4.12: Leave Policy	Combined and deleted	Recommend combining content into one general leave policy.
15-110: Personal Leave of Absence	4.12: Leave Policy	Combined and deleted	Recommend combining content into one general leave policy.
15-111: Workers Compensation	4.13: Worker's Compensation and Occupational Disease Coverage	Revised	Added provisions to cover Illinois Workers Occupational Disease Act.
15-115: Voting Time Off	4.12: Leave Policy	Combined and deleted	Recommend combining content into one general leave policy.
15-120: Disability Benefits	4.11: Insurance Benefits	Combined portion/Deleted portion	Recommend combining the content regarding long-term disability insurance into the general policy on insurance benefits. Query whether the remainder may be deleted as the benefit is actually provided through SURS, and thus we do not need a "policy" on it.

Old Policy No.	New Policy No.	Status	Recommendation
15-125: Unpaid Family and Medical Leave of Absence.	4.12: Leave Policy	Combined and deleted	Recommend combining content into one general leave policy. Detail on FMLA process can go in procedures.
15-130: Military Leave of Absence	4.12: Leave Policy	Combined and deleted	Recommend combining content into one general leave policy. Detail on Military Leave can be placed in procedures.
15-135: Tax Sheltered/Deferred Income Plans	4.15: Tax Sheltered and Deferred Income Plans	Revised	Revised to delegate authority for compliance and procedures.
15-140: Tuition Assistance	4.16: Tuition Assistance and Waivers	Newly Drafted	The existing version of the policy does not really address tuition assistance and waivers. We have drafted a policy that provides that the Board will approve the eligibility and amounts of waivers and assistance (which may be done through CBAs), and delegates responsibility for compliance and procedures.
15-141: Professional Development	6.10: Professional Development	Moved to academic affairs	
15-145: Employee Assistance Program	4.17: Employee Assistance Program	Revised	Revised for clarity.
15-150: Access to Personnel Records	n/a	Deleted	Recommend deleting as this is dictated by statute.

Old Policy No.	New Policy No.	Status	Recommendation
15-155: Employment Verification	4.07: Employment Verification and References	Revised	Revised to route all requests for verification and references through HR and provide authority for provision of verification and references. Query whether this may present problems if faculty or administrators are seeking peer references. That said, general employment best practices are: (1) designate a person authorized to speak on behalf of the organization; and (2) limit provided information to title/salary/dates.
15-160: Employees Engaged In Federally Funded Programs	3.07: Employees In Federally Funded Programs	Revised/Moved to College Operations	Move to College Operations with other ethics policies. Revised for clarity and to provide responsible official.
15-165: Institutional Exchanges	6.11: Institutional Exchanges	Revised/Moved to Academic Affairs	Revised for clarity and to delegate authority for approval of exchanges and reimbursement of expenses.
15-170: Causes for Termination of College Personnel	n/a	Deleted	Having a general policy that states that College personnel may be "terminated whenever cause exists" arguably creates a property interest in every job at the College. Moreover, the enumerated bases "for cause" in the policy may be in conflict with employment agreements (for example, administrator contracts) and CBAs. Finally, enumerating bases "for cause" leaves lots of loopholes for employees. Best to delete and address by contract, if necessary.

Old Policy No.	New Policy No.	Status	Recommendation
15-175: Reduction In Force Based On Financial Exigency	4.08: Reduction In Force	Revised/Renamed	Revised for clarity and to simplify.
15-180: Separation of Employment	4.09: Separation of Employment	Revised	Addresses exit interview; redlined to clarify and simplify.
15-190: Protection of Copyrighted Materials	6.12: Copyrighted Materials	Revised/Moved to Academic Affairs	Revised and moved.
15-195: Intellectual Property Rights	6.13: Intellectual Property Rights	Revised/Moved to Academic Affairs	Revised and moved.
15-200: Marketing of Instructional Materials	6.14: Instructional Materials	Revised/Moved to Academic Affairs	Query whether to include language regarding faculty using books/materials they have written/gaining profit from sale of such materials.
15-201: General Employment Classifications	4.05: Employment Classifications	Revised	Note: the Word version of this policy was not provided with the rest, and so we do not have a full redlined version. Revised and revised to remove the list of definitions (which are now included in the Policy Manual Definitions Section) and focus on the delegation of authority and responsibility for promulgating procedures and guidebooks etc. for Classified Employees.
15-205: President Duties	4.21: Duties of the President	Revised	Minor revisions – this was amended in May 2016 and looks largely fine. Query whether the Board wishes to adjust duties and responsibilities at this point.
15-210: President's Evaluation	4.22: Evaluation of the President	Revised	Minor revisions for clarity and to include legal authority.

Old Policy No.	New Policy No.	Status	Recommendation
15-220: Advisory Committee	4.23: Advisory Committees	Revised	Minor revisions for clarity.
15-225: Vice President Evaluation	4.26: Evaluation of Administrators	Revised/Combined	Revisions for clarity on responsibilities. Combine content of Policy 15-250 for single policy re: evaluations of VPs and Administrators.
15-230: Vice President Compensation	4.25: Administrator Compensation	Revised/Combined	Revised for clarity on timing of compensation decisions. Combined policies relating to administrator (Policy 15-255) and new administrator compensation (Policy 15-256). Move portion relating to retention of tenure to separate policy addressing same with respect to VPs and Administrators.
15-235: Administrator Duties (formerly Administrative Personnel)	4.24: Duties and Assignment of Administrators	Revised/Combined	Revised to include content from duplicative Policy 15-245 and Policy 15-240 (Administrator Assignment)
15-240: Administrator Assignment	4.24: Duties and Assignment of Administrators	Combined and deleted	Combine with Policies 15-235 and 15-245.
15-245: Administrator Duties	4.24: Duties and Assignment of Administrators	Combined and deleted	This is a redundant policy – move additional content to Policy 15-235 and delete.
15-250: Administrator Evaluation	4.26: Evaluation of Administrators	Combined and deleted	Combined content with that of Policy 15-225 for single policy regarding VP and Administrator evaluations.

Old Policy No.	New Policy No.	Status	Recommendation
15-251: Administrator Appeal Process	4.27: Administrator Appeal Process	Combined and revised.	Combined to address both VPs and Administrators. Need to flesh out appeals process and triggering events.
15-255: Administrator Compensation	4.25: Administrator Compensation	Combine and delete	Content combined with Policy 15-256 and merged into content from Policy 15-225. However, under Section 3-26 of the Community College Act, the BOARD must fix the salaries of administrative personnel. (Policy 15-256 gave authority to President to make initial salary determination). Section 3-26 is a duty, not a power, and therefore cannot be delegated.
15-256: Compensation for Newly Hired Administrators	4.25: Administrator Compensation	Combined and deleted	Combined with Policies 15-225 and 15-255 for single policy on administrator compensation. See comments to Policy 15-255 above.
15-260: Vacation and Paid Holidays for Administrators	n/a	Deleted	Covered by general leave policy and relevant employment contracts.
15-261: Personal Leave Days for Administrators	n/a	Deleted	See comment to Policy 15-260.
15-265: Developmental Leave for Administrators	n/a	Deleted	See comment to Policy 15-260.
15-275: Administrator Separation	n/a	Deleted	This is in conflict with employment contracts. Recommend deleting policy setting forth reasons for separation and covering grounds for separation in contracts.

Old Policy No.	New Policy No.	Status	Recommendation
15-280: Administrator Emeritus	n/a	Deleted	Not necessary policy.
15-285: Full-Time Faculty	n/a	Delete/Defined Term	Move to Defined Terms.
15-290: Collective Bargaining, Full-Time Faculty	4.31: Full-Time Faculty	Revised/Combined	Revised to include a policy statement on commitment to hiring outstanding faculty, add legal authority, and clarify CBA. Combined content of Policies 15-320 and 15-330.
15-295: Full-Time Faculty Guidebook	4.35: Faculty Employment Information	Revised	Revised to apply to all faculty members and to delegate authority for Procedures and guidebooks.
15-300: Spoken English Proficiency for Faculty	4.36: Spoken English Proficiency for Faculty	Revised	Revised to more closely track statutory requirements and add legal authority.
15-305: Recruitment and Selection of Faculty	4.31: Full-Time Faculty	Combined and deleted	Combine content into Policy 15-290 for single policy addressing commitment to hiring outstanding full-time faculty and addressing CODFA as bargaining unit and CBA as governing document.
15-310: Duties and Responsibility of Faculty	4.31: Full-Time Faculty	Combined and deleted	Duties/responsibilities are in the CBA. Policy 15-290 has been revised to include the general content of this policy.
15-315: Faculty Evaluation	n/a	Combined and deleted	Contained in the CBA. Policy 15-290 has been revised to address generalities of evaluation.
15-320: Initial Salary Placement of Faculty	4.31: Full-Time Faculty	Combined and deleted	Combined content into Policy 15-290.

Old Policy No.	New Policy No.	Status	Recommendation
15-325: Benefits, Full-Time Faculty	4.31: Full-Time Faculty	Combined and deleted	Benefits are contained in the CBA. Policy 15-290 has been revised to include the general content of this policy.
15-330: Tenure, Full-Time Faculty	4.31: Full-Time Faculty	Revised	Combined content into Policy 15-290.
15-335: Academic Freedom/Instructional Material, Full-Time Faculty	6.15: Academic Freedom	Revised/Combined/Moved to Academic Affairs	Revised to include content of Policy 15-380 (academic freedom for part-time faculty) to have a single policy applicable to all faculty. Move to Academic Affairs
15-340: Faculty Administrative Review Board	4.32: Full-Time Faculty Appeal Process	Revised	Revised to simplify/clarify.
15-345: Professor Emeritus	n/a	Deleted	Not necessary as policy.
15-350: Substitute Assignments, Full-Time and Part-Time Faculty Members	4.37: Substitute Assignments	Revised	Revised for clarity.
15-355: Part-Time Faculty	n/a	Deleted/Defined Term	Move to Defined Terms.
15-360: Collective Bargaining, Part-Time Faculty	4.33: Part-Time Faculty	Revised	Revised to include a policy statement on commitment to hiring outstanding faculty, add legal authority, and clarify CBA.
15-365: Information Guide for Part-Time Faculty	4.33: Part-Time Faculty	Combined and deleted	Moved content to Policy 15-360.
15-370: Part-Time Faculty Assignments and Pay Rates	4.33: Part-Time Faculty	Combined and deleted	Moved content to Policy 15-360.

Old Policy No.	New Policy No.	Status	Recommendation
15-375: Benefits, Part-Time Faculty Members	4.33: Part-Time Faculty	Combined and deleted	Moved content to Policy 15-360.
15-380: Academic Freedom/Instructional Material, Part-Time Faculty	6.15: Academic Freedom	Revised/Combined/Moved to Academic Affairs	Combine content with Policy 15-335 for single policy addressing academic freedom for faculty generally.
15-381: Appeal Process, Part-Time Faculty	4.34: Part-Time Faculty Appeal Process	Revised	Revised to simplify – this will need to be fleshed out in Procedures, to the extent not covered by CBA.
15-385: Definition of Classified Employment	n/a	Deleted	Classified Employee is now a Defined Term; remainder is captured in Policy 15-201.
15-390: Classified Employee Guidebook	4.43: Classified Employees	Revised	Revised for clarity and delegation of authority to develop and implement Procedures, guidebooks, etc. Addition of legal authority. Combined redlined content from Policies 15-395, 15-400, 15-405, 15-410, 15-420.
15-395: Assignment of Classified Employees	4.43: Classified Employees	Combined and deleted	Combined redlined content into general policy governing classified employees.
15-400: Classified Employee Evaluation	4.43: Classified Employees	Combined and deleted	Revised to delegate authority, clarify process/timing, and add legal authority.
15-405: Compensation for Classified Employees	4.43: Classified Employees	Combined and deleted	Combined redlined content into general policy governing classified employees.
15-410: Vacations and Paid Holidays, Classified Employees	4.43: Classified Employees	Combined and deleted	Combined redlined content into general policy governing classified employees.

Old Policy No.	New Policy No.	Status	Recommendation
15-415: Retirement Benefits, Classified Employees	4.14: Retirement Benefits	Revised	Recommend turning this into a single, general policy addressing retirement benefits for all employees, requiring Board approval of provision of benefits, and driving detail to procedures and guidebooks. Move up to HR - Benefits
15-420: Reclassification and Reduction In Force, Classified Employees	n/a	Combined and deleted	Address this in a general Reduction In Force policy (Policy 15-175) and the general Classified Staff policy regarding reclassification/promotion.
15-425: Separation of Employment, Classified Employees	n/a	Deleted	Delete as unnecessary.
15-430: Appeal Process, Classified Employees	4.44: Classified Employees Appeal Process	Revised	Revised for clarity and delegation of authority.
15-435: Amendment or Appeal of Grievance Procedures for Classified Employees	n/a	Deleted	Delete as duplicative.
15-440: Collective Bargaining, College of DuPage Police	4.46: College of DuPage Police Department and Personnel	Revised	Revised for clarity. Consider addressing non-Union police department employees separately (unless they fall within Classified/Admins).
15-445: Police Department Employee Drug and Alcohol Testing Program	4.47: Police Department Employee Drug and Alcohol Testing	Revised	Minor revisions.

Old Policy No.	New Policy No.	Status	Recommendation
15-450: Collective Bargaining, Operating Engineers	4.48: Operating Engineers	Revised	Revised to track similar collective bargaining policies.
15-455 Externally Grant Funded Employees	4.49: Externally-Funded Employees	Revised	Minor revisions.
15-460: CDL Employee Drug Testing Program	4.04: Drug and Alcohol Testing – Driver Employees	Revised	This has been broadened to comply with DOT regulations, as we presently believe them to apply. Additional research is needed to ensure that this is comprehensive enough, and we will need to ensure that the corresponding procedures capture all of the regulatory requirements.
15-465: Independent Contractors	n/a	Deleted	Not necessary for a policy.
15-470: Definition of Managerial Employee	n/a	Delete/Defined Term	Move to Defined Terms
15-480: Assignment of Managerial Employee	4.41: Managerial Employees 4.42: Managerial Employee Appeal Process	Revised/split	Revised policies relating to managerial employees to more closely mirror those relating to other groups of employees. Moved definition of Managerial Employee to Defined Terms.

CONSENT AGENDA

- a. Annual Unclaimed Property Submission**
- b. Internet Service Provider**
- c. PACE Bus Advertisements**
- d. Travel Services**
- e. DMIS Ultrasound Machines**
- f. DuPage Public Art Initiative**
- g. Snow Removal for Regional Centers**
- h. Pool Water Heater Replacement – Bid Rejection**
- i. Capital Development Board (CDB)
Funding Increase for College of DuPage
Roadway and Sidewalk Maintenance and
Improvements Project**
- j. Berg Instructional Center (BIC) –
Classroom Monitors & AV Equipment**

- k. Authorization to Accept Statements of Candidacy / Nominating Petitions**
- l. Designation of Date, Time & Place for Holding Lottery to Determine Ballot Placement**
- m. Minutes of the September 17, 2020 Regular Board Meeting**
- n. Closed Session Minutes of the Following Meetings:**
 - a. September 17, 2020**
- o. Personnel Action Items**
- p. Financial Reports**
- q. Consulting Staffing Services for Human Resources**
- r. Dissolution of the General Counsel Search Committee**
- s. Construction Change Orders for Approval**

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Annual Unclaimed Property Submission

2. **REASON FOR CONSIDERATION**

Planned aggregate spend in excess of \$25,000 must be approved by the Board of Trustees.

3. **BACKGROUND INFORMATION**

This request is for approval for the aggregate payment of unclaimed property of \$36,900.11 to the Illinois State Treasurer's Office.

The Illinois Uniform Unclaimed Property Act requires all governmental entities to report and remit all unclaimed funds and other intangible personal property older than three years to the Illinois State Treasurer's Office each year.

Types of unclaimed property currently held by College of DuPage include "stale checks" or funds held to cover uncashed payroll checks, vendor checks, customer checks, student refunds, and unused scholarship funds.

The College contacted all required owners by mail at their last known addresses and email which subsequently resulted in the return of approximately \$15,000 to approximately 54 individuals and businesses. The remaining "stale check" funds for which no response was received are presumed abandoned and are required to be sent to the state by November 1, 2020.

Unclaimed Property Status (as of October 2, 2020)

General Ledger Account	Liability Account Balance	>3 Year Balances
01-00-00000-2300008 <i>General : Unclaimed Property Liability</i>	\$65,173.64	\$27,228.57
01-00-00000-2300009 <i>General : Unclaimed Property Liab - Payroll</i>	\$24,977.56	\$5,033.51
01-00-00000-2300022 <i>General : Unclaimed Prop. Scholarships</i>	\$4,638.03	\$4,638.03
	FY2021 Request	<u>\$36,900.11</u>

This action complies with state statute, Board Policy and Administrative procedures.

4. RECOMMENDATION

That the Board of Trustees approves the aggregate payment of unclaimed property to the Illinois State Treasurer's Office in the amount of \$36,900.11.

Staff Contact:

Scott Brady Interim CFO and Treasurer,
David Virgilio, Interim Controller

SIGNATURE PAGE

ANNUAL UNCLAIMED PROPERTY SUBMISSION

ITEM(s) ON REQUEST:

That the Board of Trustees approves the aggregate payment of unclaimed property to the Illinois State Treasurer's Office in the amount of \$36,900.11.

Board Chairman

Date

Board Secretary

Date

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. SUBJECT

Internet Service Provider

2. REASON FOR CONSIDERATION

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

3. BACKGROUND INFORMATION

Much of the College's business is conducted through the Internet and is mission-critical to our daily operation. In addition, the Internet is essential to many educational programs, provides a way for students to connect and encourages students to spend more time on campus. In 2006 the College first added a second Internet Service Provider (ISP) to the existing state-operated ISP, Illinois Century Network. Redundant ISP's help reduce the risk of a full network outage. In 2017, the College last solicited bids and signed a three-year agreement with Comcast for 1Gbps Internet service in response to continued bandwidth growth. ICN network capacity has seen similar growth across the same period and also provides a 1Gbps connection.

The College benefits from having two ISP's for load balancing efficiency and reducing the risk of a network outage. It also benefits the College to have the ISP's enter the campus through different physical locations on campus for disaster recovery. This Request for Proposals was to address the current three-year agreement with Comcast that ends in January 2021.

A legal notice for a Request for Proposal (RFP # 2020-R0002) was published on August 31, 2020, in the Daily Herald; the RFP was also posted on the College of DuPage Procurement Services website, and distributed to in-district Chambers of Commerce and to the College of DuPage Center for Entrepreneurship. Five (5) vendors were directly solicited. Twenty-five (25) vendors downloaded the RFP documents. The proposals were required to be submitted electronically to the College using Dropbox, and a public opening was held via Zoom on September 22, 2020 at 11:00 a.m. The following individuals were in attendance: Susan Castellanos (COD Buyer/Facilitator), Jordan Towne (COD Purchasing Expeditor/Recorder), Anne Marie Dando (COD Purchasing Assistant), Kevin Casey (COD Buyer), Rich Kulig

October 15, 2020

(COD Network Services Manager), Joe Brenner (COD Client Solutions Supervisor, Office & Classroom Technology), Michelle Olson Rzeminski (COD Human Resources Manager/Agent of the Board) and one (1) vendor representative. Four (4) proposals were received. No women/minority-owned businesses submitted a proposal.

One bid was rejected as non-responsive to the bid submission requirement for failure to submit a completed Signature Page and Addendum.

An additional bidder did not follow the submission instructions, which required uploading documents to the designated Dropbox, and therefore the bid was not received nor read at the public opening of the bids. Upon discovery of the bid submitted via e-mail, it was rejected.

An evaluation committee consisting of the following three (3) employees assessed the submitted proposal.

- Rich Kulig, Network Services
- David Bukowski, Network Services
- Swarup Gupta, Network Services

Based on the written proposal and committee discussions, the evaluation committee members independently rated the vendor on the pre-established criteria set forth in the RFP. The scoring summary matrix below reflects the average across the evaluators.

Internet Service Provider ISP for the College of DuPage		Evaluation Criteria Categories						Evaluation Results		
		Meeting Technical and Site Specifications		Vendor Viability and References		Total Cost				
		40% weight		10% weight		50% weight		Total is 100% weight		
Firm Name		Score 1 - 5	Weighted Score	Score 1 - 5	Weighted Score	Score 1 - 5	Weighted Score	Total Score 1 - 25	Total Weighted Score	Rank
AT&T		2	0.80	5	0.50	5	2.50	12.00	3.80	2
Granite Telecommunications		2	0.80	4	0.40	4	2.00	10.00	3.20	3
Comcast Business		5	2.00	5	0.50	3	1.50	13.00	4.00	1
Winner selected on highest WEIGHTED score										

Recommended Award in Bold

Although the recommended bidder had a slightly higher cost, they were the only vendor that met the technical and site requirement for the location of the services. This is a critical component to our disaster recovery capabilities. The cost difference between the highest and lowest bidder over the three-year agreement is \$8,344.60.

Budget Status

GL Account	FY2020	FY2021		
	YTD Spend	Annual Budget	YTD Spend	Available Balance
02-70-16465-5705001 O&M Telephone-Telephone Exps.	\$ 192,932	\$ 198,000	\$ 182,298	\$ 15,702
FY2021 Request				\$ 11,944
Future Commitments				\$ 56,218
Total Request				\$ 68,162

**YTD Spend equals actuals as of 9/29/20. Requested amount does not include taxes and fees as those amounts are unknown until the College receives the monthly billing statements.*

This purchase supports Goal #8 of the Strategic Long Range Plan: Infrastructure-Maintaining, improving and developing structures, systems, and facilities necessary for the delivery of high quality education and meaningful cultural events; as well as Strategic Objective 8.2 to revise, integrate and implement the Information Technology Strategic Plan in order to enhance student success, maximize institutional effectiveness and ensure hardware and software are reliable, secure (from data breaches) and are user friendly to students, employees and other stakeholders.

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

4. RECOMMENDATION

That the Board of Trustees approves the three (3) year contract for internet services from Comcast Business Communications, LLC, One Comcast Center, 1701 JFK Blvd., Philadelphia, PA for the total amount of \$68,162.20 plus any applicable taxes, surcharges, or fees.

Staff Contact: Donna Berliner, Director, Information Technology Services
Ellen Roberts, Interim Vice President, Administrative Affairs

SIGNATURE PAGE

Internet Service Provider

ITEM(S) ON REQUEST

That the Board of Trustees approves the three (3) year contract for internet services from Comcast Business Communications, LLC, One Comcast Center, 1701 JFK Blvd., Philadelphia, PA for the total amount of \$68,162.20 plus any applicable taxes, surcharges, or fees.

BOARD CHAIR

DATE

BOARD SECRETARY

DATE

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Advertising on PACE buses

2. **REASON FOR CONSIDERATION**

Total annual aggregate spend exceeding the statutory limit of \$25,000 must be approved by the Board of Trustees.

3. **BACKGROUND INFORMATION**

This contract is necessary to support the College's student recruiting efforts and promote the College throughout the community. As Asposure is the exclusive agency for PACE Bus Services, there is no option for competitive bidding.

Transit advertising provides a significant platform to reach multiple stakeholders in targeted areas without the barrier of "noise," which is created when customers no longer see advertising messages due to an array of promotional advertising clutter. Thus, end users do not become fatigued and have an increased likelihood to remember specific messages as compared to other forms of outdoor advertising. As noted in various research, including the BIMS International Journal of Social Science Research, which states: "local customers as well as visitors to your market coverage area will be exposed to your large moving messages."

This contract provides a 44 week program of advertising for College awareness and student recruiting (Marketing). This includes 40 bus tails (large ads placed on the back of buses) on suburban buses serving the District 502 area. It also includes two six week campaigns on 18 buses for Continuing Education and a 12 week, 18 bus campaign for the MAC to promote the Frida Kahlo exhibit. The combined purchase takes advantage of volume pricing.

There are a total of 105 buses currently in the DuPage County area fleet. With our ads on 40 of the buses, we have coverage on nearly 40% of the total number of buses in the area.



The estimated total cost of both campaigns is \$60,000; \$48,400.00 is to be charged against the Marketing Department account; \$5,940.00 is to be charged against the Continuing Education account; and \$5,660.00 charged to the MAC account

Budget Status

GL Account	FY2020	FY2021		Available Balance	FY2021 Request
	YTD Spend	Annual Budget	YTD Spend		
01-90-00825-5407001	\$ 1,025,433	\$ 1,032,700	\$ 867,014	\$ 165,686	\$ 48,400
<i>Marketing & Creative Services: Advertising Exps.</i>					
05-60-11999-5407001	8,862	213,900	55,694	158,206	5,660
<i>Frida Kahlo Exhibit: Advertising Exps.</i>					
01-10-14025-5407001	7,070	11,700	-	11,700	5,940
<i>ABE, GED, ESL Programs: Advertising Exps.</i>					
FY2021 Request				\$ 60,000	

**YTD Spend equals actuals as of 10/2/20.*

This contract supports Goal #2 of the Strategic Long Term Plan: Value-Added Education - Going beyond the standard expectations and providing something more to the students and communities we serve-Growing Enrollment.

This contract complies with State Statute, Board Policy and Administrative Procedures. Contracts for goods or services which are economically procurable from only one source are exempt from bidding under Illinois Public Community College Act, 110 ILCS 805/3-27.1.

4. **RECOMMENDATION**

That the Board of Trustees approves the contract for advertising on PACE buses with Adsposure, DBA Advertising Vehicles, Inc., 10810 Kenwood Rd, Blue Ash, OH 45242, for an amount not to exceed \$60,000.00.

Staff Contact: Laurie Jorgensen, Director, Marketing & Creative Services

SIGNATURE PAGE

Advertising on PACE buses

ITEM(S) ON REQUEST

That the Board of Trustees approves the contract for advertising on PACE buses with Adspposure, DBA Advertising Vehicles, Inc., 10810 Kenwood Rd, Blue Ash, OH 45242, for an amount not to exceed \$60,000.00.

Board Chair _____ Date _____

Secretary _____ Date _____

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. SUBJECT

Travel Agency Services

2. REASON FOR CONSIDERATION

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

3. BACKGROUND INFORMATION

The College utilizes an agency to provide both domestic and international travel services on an individual or group basis. Groups include Athletics and Field Studies. The agency is expected to provide the highest quality of customer service and lowest price opportunities for ticketing, hotel booking, car rental, and ground transportation. The agency will also provide customized reporting, knowledge, and personalized service to fit the needs of the College. The agency systems are to be fully integrated with the Concur Travel and Expense Management system utilized by the College for pre-travel authorization, expense reporting, and on-line workflow approval

A legal notice for a Request for Proposal (RFP # 2020-R0001) was published on August 6, 2020, in the Daily Herald; the RFP was also posted on the College of DuPage Procurement Services website, and distributed to in-district Chambers of Commerce and to the College of DuPage Center for Entrepreneurship. Twelve (12) vendors were directly solicited. Thirty-three (33) vendors downloaded the RFP documents. A pre-proposal meeting was held on August 12, 2020 at 2:00 p.m. via Zoom. Nine (9) representatives from seven (7) firms attended the pre-proposal meeting. The proposals were required to be submitted electronically to the College using Dropbox, and a public opening was held via Zoom on September 3, 2020 at 11:00 a.m. The following individuals were in attendance: Susan Castellanos (COD Buyer/Facilitator), Jordan Towne (COD Purchasing Expeditor/Recorder), Anne Marie Dando (COD Purchasing Assistant), Joyce Sekerka (COD Accounts Payable Supervisor), Eugene Refakes (COD Manager, Financial Operations and Systems Financial Affairs), Scott Brady (COD Interim Chief Financial Officer & Treasurer), Ellen Roberts (COD Interim Vice President, Administrative Affairs), Joe Brenner (COD Client Solutions Supervisor, Office & Classroom Technology), Craig Heavens

(COD Information Systems Programming Supervisor/Agent of the Board and three (3) representatives from two (2) firms. Two (2) proposals were received. Two (2) women/minority-owned businesses submitted a proposal.

An evaluation committee consisting of the following three (3) employees assessed the submitted proposal.

- Joyce Sekerka, Supervisor Accounts Payable
- Eugene Refakes, Manager Accounting Operations and Financial Systems
- Scott Brady, Interim Chief Financial Officer and Treasurer

Based on the written proposal and committee discussions, the evaluation committee members independently rated the vendors on the pre-established criteria set forth in the RFP. The scoring summary matrix below reflects the average across the evaluators.

Travel Agency RFP	Evaluation Criteria Categories										Evaluation Results		
	Cost of Services		Technology Capabilities		Evaluation of References		Customer Service Commitment		Agency Cost Savings Opportunities				
	25%	weight	20%	weight	15%	weight	25%	weight	15%	weight	Total is 100% weight		
Firm Name	Score 1 - 10	Weighted Score	Score 1 - 10	Weighted Score	Score 1 - 10	Weighted Score	Score 1 - 10	Weighted Score	Score 1 - 10	Weighted Score	Total Score 1 - 25	Total Weighted Score	Rank
*Teplis Travel	7.33	1.83	9.00	1.80	9.33	1.40	9.33	2.33	8.33	1.25	43.33	8.62	1
*Travelex	8.33	2.08	7.50	1.50	7.67	1.15	8.67	2.17	8.33	1.25	40.50	8.15	2

Recommended Award in Bold

*Woman/Minority Owned Business

Budget Status

GL Account	FY2020	FY2021		
	YTD Spend	Annual Budget	YTD Spend	Available Balance
01-80-00757-5309001	\$ 22,867	\$ 25,000	\$ 877	\$ 24,123
<i>Financial Affairs: Other Contractual Services Exp</i>				
			FY2021 Request	\$ 20,000
			Future Commitments	\$ 40,000
			Total Request	\$ 60,000

**YTD Spend equals actuals as of 9/30/20.*

This purchase supports the Strategic Long Range Plan Goal # 8.4 – Infrastructure

Revise, integrate and implement the Information Technology Strategic Plan in order to enhance student success, maximize institutional effectiveness, and ensure hardware and software are reliable, secure (from data breaches), and are user friendly to students, employees, and other stakeholders.

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

4. RECOMMENDATION

That the Board of Trustees approves a three (3) year contract, with two (2) additional one (1) year extension options, for Travel Agency services from Teplis Travel, 400 Perimeter Center Terrace Suite 151 North Terraces, Atlanta, GA 30346 for the total amount of \$60,000.00.

Staff Contact: Joyce Sekerka, Supervisor Accounts Payable
Eugene Refakes, Manager Accounting Operations and Financial Systems
Scott Brady, Interim Chief Financial Officer and Treasurer

SIGNATURE PAGE

Travel Agency Services

ITEM(S) ON REQUEST

That the Board of Trustees approves a three (3) year contract, with two (2) additional one (1) year extension options, for Travel Agency services from Teplis Travel, 400 Perimeter Center Terrace Suite 151 North Terraces, Atlanta, GA 30346 for the total amount of \$60,000.00.

BOARD CHAIR

DATE

BOARD SECRETARY

DATE

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Ultrasound Machines for the Sonography Department

2. **REASON FOR CONSIDERATION**

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

3. **BACKGROUND INFORMATION**

The ultrasound machines currently being used by the Diagnostic Medical Imaging – Sonography (DMI-S) program are over seven years old, and the technology is no longer relevant to that being used at clinical sites by students. During the Diagnostic Medical Imaging Sonography program’s accreditation site visit in spring of 2020, the Commission on Accreditation of Allied Health Education (CAAHEP) programs sited documentation from the past 3 years which stated that updated ultrasound equipment is needed. This was substantiated through advisory board meeting minutes, program resource surveys, faculty evaluations, student questionnaires, and interviews with clinical instructors.

A legal notice for an Invitation for Bids was published on August 24, 2020, in the Daily Herald; the invitation, Bid Number 2021-B0007, was also posted to the College of DuPage Procurement Services website and distributed to the College of DuPage Center for Entrepreneurship and in-district Chambers of Commerce. Twenty (20) vendors were directly solicited. Forty-nine (49) vendors downloaded the bid documents. A pre-bid meeting was held on September 1, 2020, at 11:00 a.m. via Zoom. Ten (10) representatives from seven (7) firms attended the pre-bid meeting. Bids were required to be submitted electronically to the College using Dropbox and a public opening was held on September 16, 2020, at 11:00 a.m. via Zoom. The following individuals were in attendance: Susan Castellanos (COD Buyer/Facilitator), Jordan Towne (COD Purchasing Expeditor/Recorder), Anne Marie Dando (COD Purchasing Assistant), Kevin Casey (COD Buyer), Richard Kulig (COD Manager, Network Services/Agent of the Board), Adrianna Costello (COD Academic Division Business Associate, Nursing and Health Sciences), Joe Brenner (COD Client Solution Supervisor, Office and Classroom Technology), and one (1) vendor representatives. Five (5) bids were received. One (1) woman/minority owned business submitted a bid.

Two (2) bids were rejected as non-responsive to the bid submission requirements; one (1) bidder failed to include the required Signature Page and the Conflict of Interest page. One (1) bidder submitted a bid response with equipment that is not available in the clinical sites.

The bid requirements established the basis of award as the lowest responsive and responsible total base bid. The following is a tabulation of the results:

Vendor	Total Base Bid	2 nd Machine
Phillips Healthcare	\$107,436.60	\$99,178.00
Canon Medical Systems USA, Inc	\$112,124.00	\$103,596.00
GE Healthcare	\$127,810.00	\$126,850.00

Recommended Award in Bold

Faculty Chair of the DMI-S program, Melissa McKirdie, reviewed the bids and determined that the low bidder was compliant with bid requirements, due to the fact that they are selling machines that are the brand, quality, and types of machines used by our students at clinical sites.

Budget Status

GL Account	FY2020	FY2021		
	YTD Spend	Annual Budget	YTD Spend	Available Balance
01-10-00157-5806001	\$ 66,690	\$ 390,400	\$ 8,282	\$ 382,118
<i>Diagnostic Medical Sonography: Equipment Instructional</i>				
FY2021 Request				\$ 206,615

**YTD Spend equals actuals as of 9/29/20.*

This purchase supports Strategic Long-Range Goal # 3.1 Student Centeredness – Enhance & expand opportunities to support student learning needs.

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

4. RECOMMENDATION

That the Board of Trustees approves the purchase of two (2) EPIQ Elite Ultrasound Systems from Philips Global Business Services, North America, 414 Union St., Suite 200, Nashville, TN 37219 for the total amount of \$206,614.60.

Staff Contacts: Dilyss Gallyot, Interim Dean, Nursing and Health Sciences

SIGNATURE PAGE

Ultrasound Machines for the Sonography Department

ITEM(S) ON REQUEST

That the Board of Trustees approves the purchase of two (2) EPIQ Elite Ultrasound Systems from Philips Global Business Services, North America, 414 Union St., Suite 200, Nashville, TN 37219 for the total amount of \$206,614.60.

BOARD CHAIR

DATE

BOARD SECRETARY

DATE

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

College of DuPage (COD) - DuPage Public Arts Project – A Creative, Cultural DuPage County

2. **REASON FOR CONSIDERATION**

Intergovernmental partnership approval from board.

3. **BACKGROUND INFORMATION**

The College of DuPage Board of Trustees voted to approve the FY22-FY26 Strategic Long Range Plan presented by Dr. Brian Caputo. The plan names Arts and Culture as a pillar of the strategic plan. In celebration of this plan the MAC proposes to begin a program called DuPage Public Arts Project.

Premise: Public art is essential to creating inspiring places, improving livability, adding uniqueness, and helping culture thrive.

The mission of the project is to

1. Infuse public art and culture throughout the 38 communities in District 502
2. Promote Arts, Culture and Community Pillar of College of DuPage
3. Help to develop committees of public art throughout the district to carry the mission forward after the partnership ends
4. Produce 1 public art event and 1-2 public art installations of a mural, or artistic feature during the contracted period
5. Improve the cultural landscape and livability of District 502

Requirements:

- The partner community will provide \$15,000 in matching funds per year to College of DuPage
- The McAninch Arts Center will partner with a community in District 502, for a one or two-year commitment and invest up to \$15,000 in matching funds per year.
- Communities without a public art program will be prioritized in the selection process by the McAninch Arts Center Leadership team.
- All installations will include a plaque that indicates this a College of DuPage Public Arts Project Initiative. The plaque will evidence the College's

commitment to advancing the arts in the county and serve to raise the visibility of the College for marketing and student recruitment purposes.

- All installations will be promoted to the press in the greater Chicago Area.
- The City/Village partner will fund the project and the College of DuPage will facilitate the payments of expenses through the current College of DuPage purchasing and approval systems. A budget and recap of expenses will be made available to the public annually

Process

- The College of DuPage McAninch Arts Center Director, Diana Martinez and Curator Justin Witte will meet quarterly with The Village, Chamber, and Downtown Alliance representatives to create an advisory group to create 1 public art event, and 1 – 2 public art installations. Example: 1 mural, 1 sculpture and 1 interactive community event such as Chalk Art Festival.
- The advisory group will recommend projects and areas in need of art and improvement, help to support and promote the projects, and consult with College Representatives in quarterly meetings.
- The Curator, for College of DuPage McAninch Arts Center, Justin Witte will recommend, contract and facilitate artists and installation of the public art.
- The MAC will present the projects to the COD Cabinet for comment and review and the City or Village Governance Board will have final approval on recommended projects presented by the committee.
- The MAC and community will promote the events and installations to the press for coverage in the greater Chicago Area.

Status:

The Village Manager, Mark Franz and President, Diane McGinley of Glen Ellyn have agreed to be the test pilot community and commit \$15,000. They have indicated that through an inter-governmental agreement they will make payment to COD to facilitate the projects. This agreement will establish the partnership for a period of one year. It is anticipated that similar partnerships will be developed with other communities within District 502 over the course of several subsequent years.

Test Pilot Projects suggested for Glen Ellyn by GE Village Officials and Citizens Advisory Group

- Frida Kahlo Murals
- Taylor Ave. Pedestrian Tunnel
- Central Business District (CBD) Streetscape and Utility Project (Project tentatively scheduled for 2021, no public art or plaza approved to date)
- Public Alley to Proposed Parking Garage (Project approved, construction has begun, no public art approved to date)
- Train Station and Pedestrian Tunnel (Project progressing, construction tentatively scheduled for 2024, no public art project approved to date)
- Public arts activity Chalk Art Day with visiting artists throughout the community

Budget Status:

GL Account	FY2020	FY2021		Available Balance	FY2021 Request
	YTD Spend	Annual Budget	YTD Spend		
01-30-12301-5309004 <i>Cleve Carney Museum of Art: Performing Arts Services</i>	\$ 17,923	\$ 26,650	\$ 691	\$ 25,959	\$ 11,250
01-30-12301-5401006 <i>Cleve Carney Museum of Art: Other Supplies</i>	407	10,800	70	10,730	3,750
FY2021 Request				\$ 15,000	

*YTD Spend equals actuals as of 10/2/20.

This project supports the following goals and objectives of the College's 2017-2021 Strategic Long Range Plan:

- **Goal #2 Value-Added Education:** Going beyond the standard expectations and providing something more to the students and communities we serve.
 - Strategic Objective 2.9: Grow credit enrollment by enhancing and being known for providing exceptional educational and cultural experiences to students (e.g., study abroad programs, learning technologies, and co-curricular activities).
- **Goal #4 Equality and Inclusiveness:** ensuring all stakeholders are involved in setting institutional direction that their perspectives are heard and valued and their needs are understood and addressed.
 - Strategic Objective 4.6: 4.6 Continue to foster a culture of inclusiveness for students, employees, and the community through programs, activities, policies, and procedures.
- **Goal #5 Relationships:** Cooperating and collaborating with all stakeholders in order to advance mutual interests.
 - Strategic Objective 5.1: Increase College of DuPage's exposure and partnerships in District 502 by utilizing existing facilities in cities, towns, and villages (e.g., municipal centers, libraries).
 - Strategic Objective 5.3: Identify and implement optimal methods of communicating with and engaging all College stakeholders (e.g., alumni, business leaders, elected officials).
 - Strategic Objective 5.4: Utilize internal resources to develop a new College of DuPage brand and implement a communications plan that considers the preferences and needs of students and other internal and external stakeholders.
 - Strategic Objective 5.6: Identify, assess and enhance College of DuPage's community outreach activities, with a focus on the visual and performing arts.

- Strategic Objective 5.7: Support collaboration, creation and learning by promoting and providing College of DuPage resources to all District 502 residents in DuPage, Will and Cook Counties

This project also supports the College's 2022-2026 Strategic Long Range Plan, approved by the Board of Trustees, approved at their July 16, 2020 meeting, which names Arts, Culture & Community Engagement as one of its four pillars.

4. **RECOMMENDATION**

That the Board of Trustees approves the proposal for the DuPage Public Art Project, and approves College of DuPage to enter into an inter-governmental agreement with the Village of Glen Ellyn, with a total expenditure not to exceed \$15,000 payable to the project artists and the release of the payment.

Staff Contact: Diana Martinez, Director, McAninch Arts Center

SIGNATURE PAGE FOR

COD - DuPage Public Arts Project – A Thriving, Creative DuPage County

ITEM(S) ON REQUEST

That the Board of Trustees approves the proposal for the DuPage Public Art Project, and approves College of DuPage to enter into an inter-governmental agreement with the Village of Glen Ellyn, with a total expenditure not to exceed \$15,000 payable to the project artists and the release of the payment.

Board Chair

Date

Board Secretary

Date

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Regional Centers Snow/Ice Removal Services

2. **REASON FOR CONSIDERATION**

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

3. **BACKGROUND INFORMATION**

This item represents an estimated cost for the snow removal services at the Naperville, Carol Stream and Westmont Centers for a three year period.

The bid was created based on a monthly cost of snow plowing and salting, offsite snow removal and sidewalk shoveling and salting services for seasonal snow fall of 60" or less for three (3) centers Naperville, Westmont and Carol Stream, for the months of December, January and February. Bidders were also asked to provide per occurrence pricing for the months of October, November, March and April, and in the event that the seasonal snowfall goes over 60".

The months of December, January, and February are priced on a per month basis. To determine the estimated occurrences for November, March, and April, we used historical snowfall averages in Glen Ellyn for these months. The cost includes twelve (12) occurrences of service at each center, with an additional cost associated with removing snow off-site (10 occurrences). For salting sidewalks, we estimate four (4) bags of salt to be used at each center per occurrence for a total of 12 bags of salt. We estimate a total of 27 occurrences for all 6 months.

Because per occurrence pricing and off-site snow removal is based on snowfall predictions, should we need more occurrences of service than estimated or have greater than 60" of snowfall, additional pricing as noted on the bid specifications will be adhered to.

A legal notice for an Invitation for Bids was published on September 3, 2020 in the Daily Herald. The invitation, Bid Number 2021-B0015, was also posted to the

College of DuPage Procurement Services website and distributed to the College of DuPage Center for Entrepreneurship and in-district Chambers of Commerce. Twenty (20) vendors were directly solicited. Twenty-seven (27) vendors downloaded the bid documents. A pre-bid meeting was held on September 10, 2020 at 11:00 a.m. via Zoom. Three (3) representatives from two (2) firms attended the pre-proposal meeting. Bids were required to be submitted electronically to the College using Dropbox and a public opening was held on September 24, 2020 at 11:00 a.m. via Zoom. The following individuals were in attendance: Susan Castellanos (COD Buyer/Facilitator), Jordan Towne (COD Purchasing Expeditor/Recorder), Anne Marie Dando (COD Purchasing Assistant), Kevin Casey (COD Buyer), Michelle Olson Rzeminski (COD Manager, Human Resources/Agent of the Board), Dirk Heid (COD Manager, Building and Grounds Facilities), Joe Brenner (COD Client Solution Supervisor, Office and Classroom Technology), and two (2) vendor representatives. Three (3) bids were received. No woman/minority owned businesses submitted a bid.

One (1) bid was rejected as non-responsive to the bid submission requirement for failure to submit a completed bid form.

The bid requirements established the basis of award as the lowest responsive and responsible total base bid. The following is a tabulation of the results:

Vendor	Total Cost
Tim's Snowplowing Inc DBA The Service Innovators	\$169,758.00
Tovar Snow Professionals	\$170,985.00

Recommended Award in Bold

Budget Status

GL Account	FY2020	FY2021		Available Balance	FY2021 Request
	YTD Spend	Annual Budget	YTD Spend		
02-70-24045-5304003	\$ 14,767	\$ 30,000	\$ 769	\$ 29,231	\$ 14,348
<i>Carol Stream Center- O&M: Facilities Maintenance Service</i>					
02-70-24145-5304003	39,736	55,000	1,548	53,452	25,834
<i>Naperville Center- O&M: Facilities Maintenance Service</i>					
02-70-24205-5304003	16,484	29,000	1,398	27,602	16,404
<i>Westmont Center- O&M: Facilities Maintenance Service</i>					
FY2021 Request				\$ 56,586	
Future Commitments				\$ 113,172	
Total Request				\$ 169,758	

*YTD Spend equals actuals as of 9/30/20.

This purchase supports Goal #8 infrastructure of the Strategic Long Range Plan: Maintaining improving and developing structures, systems, and facilities necessary for the delivery of high quality education and meaningful cultural events.

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

4. **RECOMMENDATION**

That the Board of Trustees approves the contract for three (3) years for snow/ice removal at the regional centers with Tim's Snowplowing Inc., 543 Diens Dr, Wheeling, Illinois 60090, for the total amount of \$169,758.00.

Staff Contacts: Bruce Schmiedl - Director of Facilities
 Ellen Roberts - Interim VP of Administrative Affairs

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Regional Centers Snow/Ice Removal Services

ITEM(S) ON REQUEST

That the Board of Trustees approves the contract for three (3) years for snow/ice removal at the regional centers with Tim's Snowplowing Inc., 543 Diens Dr, Wheeling, Illinois 60090, for the total amount of \$169,758.00.

BOARD CHAIR

DATE

BOARD SECRETARY

DATE

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Pool Water Heater Replacement – BID REJECTION

2. **REASON FOR CONSIDERATION**

The Board of Trustees must approve all bid rejections.

3. **BACKGROUND INFORMATION**

The water heating equipment serving the Albert Zamsky Natatorium in our Physical Education Center became non-functional earlier this year and requires replacement. This system is subject to permit approval from both the Village of Glen Ellyn and the Illinois Department of Health. Grumman/Butkus Associates has been hired to engineer the permit submission and construction drawings. The work to be performed under this project is necessary to have the pool water heating system back in service, which will provide proper water temperatures for College and community uses of the pool.

A legal notice for an Invitation for Bids was published on September 1, 2020 in the Daily Herald; the invitation, Bid Number 2021-B0016, was also posted to the College of DuPage Procurement Services website and distributed to the College of DuPage Center for Entrepreneurship and in-district Chambers of Commerce. Twelve (12) vendors were directly solicited. Seventy-six (76) vendors downloaded the bid documents. A pre-bid meeting was held on September 9, 2020 at 11:00 a.m. via Zoom. Six (6) representatives from four (4) firms attended this virtual pre-bid meeting. Additionally, an onsite pre-bid meeting walk-thru was held on September 9, 2020 at 1:00 p.m. Two (2) representatives from two firms attended. Bids were required to be submitted electronically to the College using Dropbox and a public opening was held on September 23, 2020 at 11:00 a.m. via Zoom. The following individuals were in attendance: Susan Castellanos (COD Buyer/Facilitator), Jordan Towne (COD Purchasing Expeditor/Recorder), Anne Marie Dando (COD Purchasing Assistant), Kevin Casey (COD Buyer), Michelle Olson Rzeminski (COD Manager, Human Resources/Agent of the Board), Joe Brenner (COD Client Solution Supervisor, Office and Classroom Technology), David Ditchfield (COD Chief Engineer) and two (2) vendor representatives. One (1) bid was received. No woman/minority owned businesses submitted a bid.

A survey was sent to prospective bidders who downloaded the document and did not respond. One (1) company responded explaining that they had been unsuccessful in obtaining pricing from subcontractors for some portions of the

work and therefore is unable to provide a bid at this time. One (1) vendor decided that due to Covid, it was best not to bid for the project.

Upon review of the bid received, which exceeded the College's budget for the work, it was determined that the bidding firm is not currently listed with the Illinois Department of Public Health (IDPH) as a Pre-Qualified Pool Contractor, which is both a project specification requirement and requirement of IDPH. This bid is therefore determined as non-compliant.

4. **RECOMMENDATION**

That the Board of Trustees rejects the bid received for the Pool Water Heater Replacement on the basis that the bid is not compliant with the project specifications.

Staff Contacts: Bruce Schmiedl - Director of Facilities
 Ellen Roberts - Interim VP of Administrative Affairs

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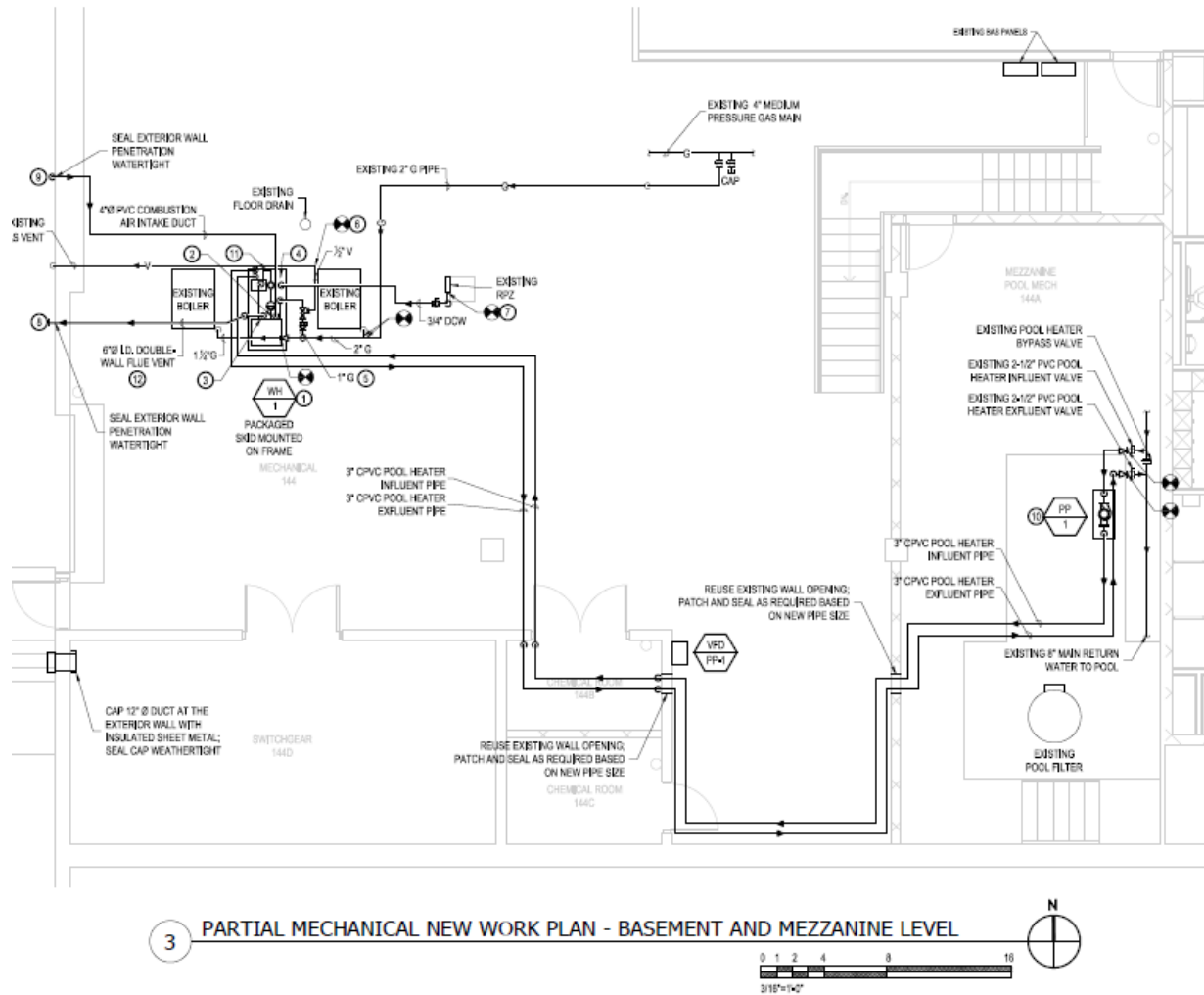
Pool Water Heater Replacement

ITEM(S) ON REQUEST

That the Board of Trustees rejects the bid received for the Pool Water Heater Replacement on the basis that the bid is not compliant with the project specifications.

BOARD CHAIR _____ DATE _____

BOARD SECRETARY _____ DATE _____



Engineering Drawings for Replacement Pool Heater, associating piping, valves and controls

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Capital Development Board (CDB) Funding Increase for College of DuPage Roadway and Sidewalk Maintenance and Improvements Project.

2. **REASON FOR CONSIDERATION**

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

3. **BACKGROUND INFORMATION**

During the March 21, 2019 and September 19, 2019 Board meetings, the Board of Trustees previously approved allocating \$143,590 of College funds toward Capital Development Board (CDB) Project 810-028-027 "College of DuPage Roadway and Sidewalk Maintenance and Improvements Project". The CDB was expected to provide \$430,770.00 of contributing funds. Those values indicate the common Using Agency/CDB agreement of a 25% and 75% funding split.

Through recent discussions with the CDB, we learned that the project funds for 810-028-027 were released to CDB through the ICCB and therefore the common split did not apply. The ICCB distributed the lump sum funds proportionately to the community college system resulting in a slight increase in local funding contributions. Therefore, the CDB will provide \$423,575.00 of funding, and the College portion will become \$150,785.00 or \$7,195.00 more than the Board of Trustees has previously approved.

The project budget for road, sidewalk and parking maintenance remains the same at \$574,360.00, of which \$423,575.00 is funded by the CDB and \$150,785.00 will be locally funded by the College.

The use of these funds supports the Strategic Long Range Plan Goal #8 Infrastructure: Maintaining, improving and developing structures systems and facilities necessary for the delivery of high quality education and meaningful cultural events.

Budget Status

GL Account	FY2020	FY2021		
	YTD Spend	Annual Budget	YTD Spend	Available Balance
02-90-20024-5304003	\$ 386,566	\$ 818,400	\$ 387,150	\$ 431,250
<i>Maintain Roads, Walks & Lots: Facilities Maintenance Service</i>				
			Current Request	\$ 7,195
			Prior Board Approved Request	\$ 143,590
			Total Request	\$ 150,785

**YTD Spend equals actuals as of 10/1/20.*

4. RECOMMENDATION

That the Board of Trustees approves an increase in the College's commitment to CDB Project 810-028-027 the College of DuPage Roadway and Sidewalk Maintenance and Improvements Project by \$7,195.00, providing a total commitment of \$150,785.00, when combined with the CDB funding of \$423,575.00, summing to a total project cost of \$574,360.00.

Staff Contact: Bruce Schmiedl – Director of Facilities
Ellen Roberts – Interim VP of Administrative Affairs

SIGNATURE PAGE

**Capital Development Board Funding Increase for College of DuPage
Roadway and Sidewalk Maintenance and Improvements Project**

ITEM(S) ON REQUEST

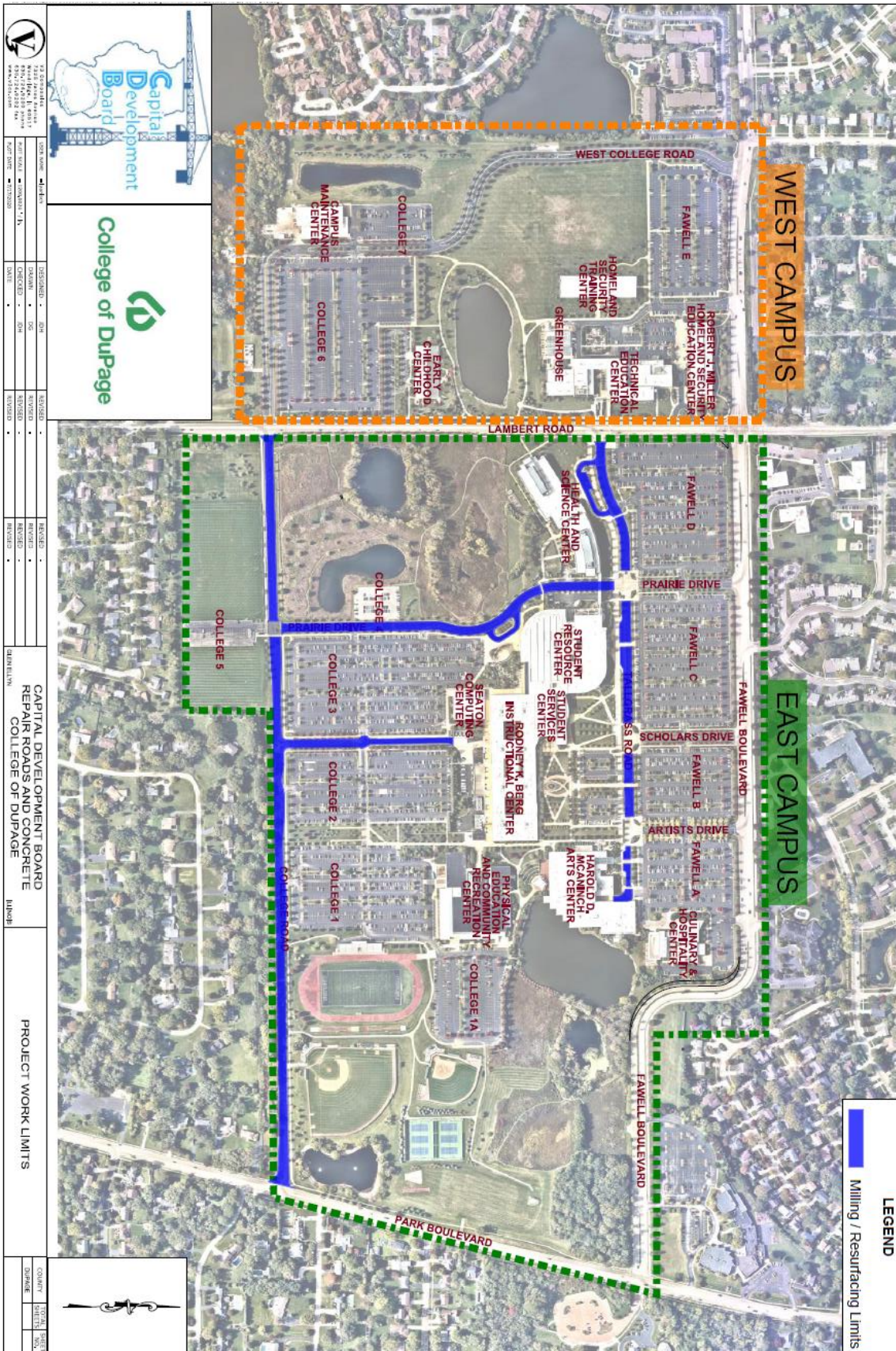
That the Board of Trustees approves an increase in the College's commitment to CDB Project 810-028-027 the College of DuPage Roadway and Sidewalk Maintenance and Improvements Project by \$7,195.00, providing a total commitment of \$150,785.00, when combined with the CDB funding of \$423,575.00, summing to a total project cost of \$574,360.00.

BOARD CHAIR

DATE

BOARD SECRETARY

DATE



**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Berg Instructional Center (BIC) – Classroom Monitors & AV Equipment.

2. **REASON FOR CONSIDERATION**

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

3. **BACKGROUND INFORMATION**

When the Early Childhood Center was remodeled into office space, the Marketing organization was moved into the newly renovated and renamed Institutional Resource Center. Their old suite in BIC 1D04 was earmarked to be remodeled into five (5) collaborative classrooms. The collaborative classroom enables students to work together in small groups on a laptop, iPad type device or smart phone with the capabilities to share their work with other small groups, with the entire classroom, or the teacher via technology. The monitors and equipment racks, when combined with the previously Board approved contract for Extron wireless switching equipment, provide a complete collaborative system available in each classroom. The base bid only provided for the current standard front of room overhead projector in four of the classrooms and one 86" front of room monitor. However, due to favorable pricing that fell within the anticipated budget, it will be possible to substitute the base overhead projector with alternate front of room monitors in all classrooms. A detailed list of equipment to be provided is included as an attachment.

A legal notice for an Invitation for Bids was published on August 18, 2020 in the Daily Herald; the invitation, Bid Number 2021-B0014, was also posted to the College of DuPage Procurement Services website and distributed to the College of DuPage Center for Entrepreneurship and in-district Chambers of Commerce. Twenty (20) vendors were directly solicited. Forty-nine (49) vendors downloaded the bid documents. Bids were required to be submitted electronically to the College using Dropbox and a public opening was held on September 15, 2020 at 11:00 a.m. via Zoom. The following individuals were in attendance: Susan Castellanos (COD Buyer/Facilitator), Jordan Towne (COD Purchasing Expeditor/Recorder), Anne Marie Dando (COD Purchasing Assistant), Richard Kulig (COD Manager, Network Services/Agent of the Board), Tim Loftus (COD

Senior Project Manager, Facilities), Joe Brenner (COD Client Solution Supervisor, Office and Classroom Technology), and three (3) vendor representatives. Thirteen (13) bids were received. Four (4) woman/minority owned businesses submitted a bid.

Four (4) bids were rejected as non-responsive to the bid submission requirements; two (2) bidders failed to include the required Signature Page, one (1) bidder failed to include the Conflict of Interest form and one (1) bidder failed to submit a completed Bid form.

The bid requirements established the basis of award as the lowest responsive and responsible total base bid. The following is a tabulation of the results:

Vendor	Total Base Bid	Alternate Bid
Midwest Computer Products, Inc	\$30,832.00	\$34,256.00
Hypertec USA Inc	\$31,531.80	N/A
Troxell Communications Inc	\$31,658.45	\$38,447.45
AVES Audio Video Systems Inc	\$35,758.00	\$37,550.00
*Jano Technologies	\$35,954.43	\$37,224.55
Howard Technology Solutions	\$36,779.00	\$37,775.00
Signal Perfection, LTD	\$39,860.61	\$41,249.85
*Tiles in Style LLC DBA Taza Supplies	\$40,403.28	\$40,294.67
MediaResources	\$44,518.00	\$47,160.00

Recommended Award in Bold

*Woman/Minority Owned Business

Budget Status

GL Account	FY2020	FY2021		
	YTD Spend	Annual Budget	YTD Spend	Available Balance
03-90-39036-5805001	\$ -	\$ 294,250	\$ -	\$ 294,250
<i>Marketing Office to Classroom Equipment - Office</i>				
			FY2021 Request	\$ 34,256

*YTD Spend equals actuals as of 9/30/20.

This contract supports the Strategic Long Range Plan Goal # 8 Infrastructure: Maintaining, improving and developing structures, systems and facilities necessary for the delivery of high quality education and meaningful cultural events.

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

4. RECOMMENDATION

That the Board of Trustees approves the award of a contract for the BIC classroom monitors and audio visual equipment racks to Midwest Computer Products, Inc., 33W512 Roosevelt Road, West Chicago, IL 60185 for the total amount of \$34,256.00.

Staff Contacts: Bruce Schmiedl - Director of Facilities
 Ellen Roberts - Interim VP of Administrative Affairs

SIGNATURE PAGE

Berg Instructional Center (BIC) – Classroom Monitors & AV Equipment

ITEM(S) ON REQUEST

That the Board of Trustees approves the award of a contract for the BIC classroom monitors and audio visual equipment racks to Midwest Computer Products, Inc., 33W512 Roosevelt Road, West Chicago, IL 60185 for the total amount of \$34,256.00.

BOARD CHAIR

DATE

BOARD SECRETARY

DATE

ALTERNATE BID

2021-B0014 BIC - Monitors, Projectors, Screens and Equipment Racks for Marketing Infill Project					
ITEM #	DESCRIPTION	QTY	UOM	UNIT COST	TOTAL
1	Net gear 16 X Gigabit Ethernet Ports 256 Ram Buffer 32 gbps Switching 8K MAC address Table Net gear Part Number JGS516NA	5	EA	\$ 132.00	\$ 660.00
2	Middle Atlantic Wall rack Middle Atlantic Part # DWR-12-17PD	5	EA	\$ 515.00	\$ 2,575.00
3	RACKMOUNT POWER/COOLING, 11 OUTLET, 15A, 2-STAGE SURGE Middle Atlantic Part # PDCOOL-1115R	5	EA	\$ 126.00	\$ 630.00
4	DRAWER, 3 RU, TEXTURED Middle Atlantic Part # TD3	5	EA	\$ 126.40	\$ 632.00
5	VENT PANEL, 1 RU, SLOTTED, 20% OPEN AREA Middle Atlantic Part # VTP-1	10	EA	\$ 19.65	\$ 196.50
6	LG 49UH5C-B 49 inch Monitor	25	EA	\$ 679.00	\$ 14,475.00
7	Peerless 49 In TV Mount Peerless AV MFR #ST640	25	EA	\$ 63.50	\$ 1,587.50
8	LG - 86" Class - NanoCell 90 Series - 4K UHD TV - Smart - LED - with HDR LG Part # 86NANO90UNA	5	EA	\$ 2,630.00	\$ 13,150.00
9	Peerless Large Screen Mount Peerless AV Part Number PT660	5	EA	\$ 70.00	\$ 350.00
TOTAL LUMP SUM PRICE					\$ 34,256.00

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Authorization to Accept Statements of Candidacy/Nominating Petitions.

2. **REASON FOR CONSIDERATION**

In accordance with the Illinois Election Code, certain functions relating to the election of Trustees for community college districts must be administered by the "Local Election Official," who is defined as "the . . . secretary of a unit of local government." 10 ILCS 5/1-3(10). To ensure that this process is administered efficiently, it is necessary to appoint a designee of the Local Election Official to candidacy papers and nominating petitions from persons who seek to run for election.

3. **BACKGROUND INFORMATION**

Consistent with the Election Code, the College has three six-year terms for the Board of Trustees to be voted upon at the Consolidated Election scheduled for April 6, 2021. The College must administer certain aspects related to the upcoming election, including the receipt of statements of candidacy and nominating papers. The Local Election Official (namely, the Secretary of the Board) must receive and record these papers.

For the April 6, 2021 election, the College must receive and record Statements of Candidacy and Nominating Petitions during the filing period of Monday, December 14, 2020 through Monday, December 21, 2020. Currently, the College of DuPage campus is closed to the public except for students with on-campus classes. To accommodate the acceptance of nominating petitions the College of DuPage will have limited hours and by appointment during the filing period. Specific hours will be: Monday, December 14th from 8:00 A.M. – 4:30 P.M. and on Monday, December 21st from 8:30 A.M. – 5:00 P.M. The college will also accept nominating petitions by appointment during the filing period.

To assist with this process, the Board of Trustees is permitted to appoint a designee to receive and record the candidacy papers and nominating petitions. In past elections, Erin Carrillo, Administrative Assistant, Office of the President, has been appointed the Local Election Official designee and has experience in receiving and recording candidacy papers and nominating petitions. This practice has ensured that previous elections have been efficiently and accurately administered.

4. **RECOMMENDATION**

That the Board of Trustees authorize Erin Carrillo, Administrative Assistant, Office of the President, to serve as the Local Election Official designee for the 2021 Consolidated Election, and further, to receive and record Statements of Candidacy and Nominating Petitions during the filing period of Monday, December 14, 2020 to Monday, December 21, 2020. Currently, the College of DuPage campus is closed to the public except for students with on-campus classes. To accommodate the acceptance of nominating petitions the College of DuPage will have limited hours and by appointment during the filing period. Specific hours will be: Monday, December 14th from 8:00 A.M. – 4:30 P.M. and on Monday, December 21st from 8:30 A.M. – 5:00 P.M. Nominating papers will be received by the Local Election Official designee at College of DuPage, in the Student Resource Center (SRC), outside the Cafeteria inside door 7 of the SRC, at 425 Fawell Blvd., Glen Ellyn, Illinois.

Staff Contacts: Wendy McCambridge, Director Legislative Relations
 Lilianna Kalin, General Counsel

BOARD APPROVAL

SIGNATURE PAGE

APPROVAL FOR AUTHORIZATION TO ACCEPT STATEMENTS OF CANDIDACY/NOMINATING PETITIONS

ITEM(S) ON REQUEST:

That the Board of Trustees authorize Erin Carrillo, Administrative Assistant, Office of the President, to serve as the Local Election Official designee for the 2021 Consolidated Election, and further, to receive and record Statements of Candidacy and Nominating Petitions during the filing period of Monday, December 14, 2020 to Monday, December 21, 2020. Currently, the College of DuPage campus is closed to the public except for students with on-campus classes. To accommodate the acceptance of nominating petitions the College of DuPage will have limited hours and by appointment during the filing period. Specific hours will be: Monday, December 14th from 8:00 A.M. – 4:30 P.M. and on Monday, December 21st from 8:30 A.M. – 5:00 P.M. Nominating papers will be received by the Local Election Official designee at College of DuPage, in the Student Resource Center (SRC), outside the Cafeteria inside door 7 of the SRC, at 425 Fawell Blvd., Glen Ellyn, Illinois.

CHAIRMAN

Date

SECRETARY

Date

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Designation of Date, Time, and Place for Holding Lottery to Determine Ballot Placement of candidates for election to the Board of Trustees.

2. **REASON FOR CONSIDERATION**

Under certain circumstances, the Illinois Election Code requires that a lottery be held to determine the ballot placement of candidates for election to the Board of Trustees. Should it be necessary to conduct a lottery for the upcoming April 2021 Consolidated Election, it is advisable that the Board designate in advance a date, time, and place for holding the lottery.

3. **BACKGROUND INFORMATION**

Consistent with the Election Code, the College has two six-year terms for the Board of Trustees to be voted upon at the Consolidated Election scheduled for April 6, 2021.

Under the Illinois Election Code (see 10 ILCS 5/7-12(6)), a lottery is required to determine ballot placement should two or more petitions be filed simultaneously, or deemed filed simultaneously, for the same office as of the opening hour of the filing period on December 14, 2020. In addition, a lottery is required if two or more nominating papers are filed between 4:00 – 5:00 p.m. on December 21, 2020 (the last day for filing). Under the Election Code, the Local Election Official (or his or her designee) shall break ties and determine ballot position order by means of a lottery.

If necessary, a lottery will be held for first position for the six-year terms; and if necessary, for the last position for the six-year terms. By law, the lottery must be conducted within nine days after the last day of the petition filing period, which is from December 14, 2020 to December 21, 2020, and the lottery shall be open to the public.

The Local Election Official (or designee) shall give seven days written notice of the time and place of the lottery to the candidates involved, as well as posting the notice in a conspicuous, open, and public place.

4. **RECOMMENDATION**

That the Board of Trustees designate December 23, 2020 at 9:30 a.m. to hold the lottery to determine ballot placement, if necessary. The lottery will be held in the Student Resource Center (SRC), outside the Cafeteria inside door 7 of the SRC, College of DuPage, 425 Fawell Boulevard, Glen Ellyn IL 60137.

Staff Contacts: Wendy McCambridge, Director, Legislative Relations
 Lilianna Kalin, General Counsel

BOARD APPROVAL

SIGNATURE PAGE

APPROVAL FOR DESIGNATION OF DATE, TIME AND PLACE FOR HOLDING LOTTERY TO DETERMINE BALLOT PLACEMENT

ITEM(S) ON REQUEST:

That the Board of Trustees designate December 23, 2020 at 9:30 a.m. to hold the lottery to determine ballot placement, if necessary. The lottery will be held in the Student Resource Center (SRC), outside the Cafeteria inside door 7 of the SRC, College of DuPage, 425 Fawell Boulevard, Glen Ellyn IL 60137.

CHAIRMAN

Date

SECRETARY

Date

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

THURSDAY, SEPTEMBER 17, 2020

REGULAR BOARD MEETING ~ 6:00 P.M.

MINUTES

HELD REMOTELY

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE / ROLL CALL

At 6:03 p.m., Chairman Napolitano called to order the September 17, 2020 the Regular Meeting of the College of DuPage Board of Trustees. Chairman Napolitano led the Pledge of Allegiance

ROLL CALL

Chairman Napolitano asked Secretary Markwell to call the roll.

Present: Student Trustee Samiha Syed, Trustees Charles Bernstein, Annette Corrigan, Maureen Dunne, Christine Fenne, Heidi Holan, Dan Markwell and Frank Napolitano.

Absent: None.

A quorum was present.

Also Present: Lilianna Kalin, General Counsel, Dr. Brian Caputo, President, staff members, representatives of the press and visitors,

2. PUBLIC COMMENT

- Bob Clark spoke regarding hybrid classes and the impressive screening process.
- Shannon Toler sent a comment via email – SEE ATTACHED

3. CLOSED SESSION

Motion: At 6:10 p.m., Chairman Napolitano entertained a motion that the Board of Trustees enter into closed session. Trustee Holan moved and Trustee Corrigan seconded the motion.

Lilianna Kalin, General Counsel read the reasons indicated for closed session as follows:

1. 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.
11. 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 probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
21. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes or approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

On roll call voting aye: Student Trustee Syed, Trustees Bernstein, Corrigan, Dunne, Holan and Secretary Markwell, Vice Chairman Fenne and Chairman Napolitano.

On roll call voting nay: None.

Chairman Napolitano declared the motion passed.

4. RETURN TO OPEN SESSION

At 6:58 p.m. Chairman Napolitano asked Secretary Markwell to call the roll.

Present: Student Trustee Syed, Trustees Charles Bernstein, Annette Corrigan, Maureen Dunne, Christine Fenne, Heidi Holan, Dan Markwell and Frank Napolitano.

A quorum was present.

Also Present: Lilianna Kalin, General Counsel, Dr. Brian Caputo, President, staff members, representatives of the press and visitors.

5. REPORTS

a. Chairman's Report

Chairman Napolitano read the following:

"I have many community members reach out to me to ask what the College is offering students. I explain the hybrid model and how we offer critical classes (hands on) in person and remotely. We are all eager to have this Pandemic behind us and return to in person learning. I appreciate all that faculty and administration has done. All the steps we are taking to keep our students and faculty and employees safe, while offering the best solution with these hybrid classes. I really appreciate our students faith in us through this and even though enrollment numbers are down, they are down less than our neighboring colleges. That's a testament to our student dedication here in the community and I appreciate their patience through this process as well. Hoping to return to normalcy soon but in the meantime continuing to offer the best solution that we can."

b. Student Trustee's Report

Student Trustee Samiha Syed read the following:

"Good Evening. Both leadership team of students, staff, faculty and community members helped to unify and coordinate nonpartisan civic engagement efforts and learning at the College of DuPage, including voter participation, civic literacy and political engagement events. Programs taking place include:

- Constitution Day Panel Discussion on September 17
- National Voter Registration Day Panel Discussion and both Virtual Voter Registration drive on September 22
- Dialogue over Distance Series Politics and Cartoons on October 13
- Election Night Virtual Event: What brings us to the Polls? on November 3
- Dialogue over Distance Series: Long Lines, Mail-in Ballots and Election Outcomes on November 17
- Dialogue over Distance Series: Local Impact of National Elections on December 15

In celebration of Constitution Day, the College of DuPage will virtually present: 100 Strong: Celebrating 100 Years of the 19th Amendment Women's Right to Vote on Thursday, September 17. The presentations will commemorate the formation and signing of the US Constitution. The Forum will be moderated by Stephanie Quirk, Coordinator of Student Life and Leadership Development. the Illinois Community College Student Association, is hosting its annual Student Leadership Conference. The Conference is just for Illinois Community College students and the topic is Leading Through Uncertainty. It takes place Tuesday, September 29 and Wednesday, September 30. This conference is open to all College of DuPage students. Students who participate in the conference will earn a digital badge from ICCSA and will be eligible to apply for 2020 to 2021 ICCSA of scholarships.

The Virtual Student Life website went live on September 16th on flip grid. Students are able to search clubs review videos posted by student leadership regarding opportunities for involvement and why it's meaningful to be an active participant in one's college experience. Students can also respond to videos posted by clubs by creating a video response to leaving messages and questions. Chaps unite is now a student leadership counsel committee where students have the opportunity to participate engage and serve to help foster unity and coalition there in supporting and empowering each other to achieve success. That concludes my report. Thank you."

c. President's Report

Dr. Brian Caputo presented the following:

USMC/AVCA Team Academic Award

The College of DuPage volleyball team, led by Coach Tolis Koskinaris, is a recipient of the 2020 USMC/AVCA Team Academic Award. This is awarded by

the United State Marine Corps (USMC) and the American Volleyball Coaches Association (AVCA), the award honors volleyball teams that maintain a year-long grade-point average of 3.30 on a 4.0 scale or 4.10 on a 5.0 scale. Coach Tolis Koskinaris was also acknowledged for his critical role in keeping our student-athletes focused on their academic success as players transitioned to remote learning and the future of their volleyball season was altered due to COVID-19.

6. PRESENTATIONS

- **Gen Cyber**
 - Susan Landers, Manager Learning Technologies
 - Marcia Frank, Grant Program Manager
- **Pathways**
 - Lisa Stock, Assistant Vice President Assessment & Student Success
 - Jane Smith, Director Pathways
- **Marketing & Communications Update**
 - Wendy Parks, Vice President Public Relations, Communications & Marketing

7. INFORMATION

The following items were provided to the Board for Information:

- a. Personnel Items
- b. Financial Statements
- c. Gifts Report
- d. Construction Change Orders
- e. Monthly Construction Update
- f. Grants Report
- g. In-Kind Donations Report
- h. Revisions of College Vision Statement and Chapters 1 & 2 of the College Manual – First Reading

8. CONSENT AGENDA

Chairman Napolitano asked if there were any Consent Agenda items the Board would like to pull and vote on separately.

Secretary Markwell asked to pull Item 8c ATI Software for Nursing.

Chairman Napolitano entertained a motion that the Board of Trustees approve the Consent Agenda. Secretary Markwell moved and Vice Chairman Fenne seconded the motion.

The Board of Trustees approve the Consent Agenda consisting of the following items:

- a. Approval of the 2021 projected aggregate costs for COD healthcare insurance plans and College-provided life insurance costs in an amount not to exceed **\$16,793,330** as follows:

Vendor	Plan
Blue Cross/Blue Shield of Illinois	Medical Plans
Delta Dental Illinois	Dental Plans
VSP	Vision Plans
Reliance Standard	Basic Life / AD&D

- b. Purchase of two (2) Arterial Doppler Machines for the DMIS program from Koven Technology, Inc., 477 N. Lindbergh Blvd., Suite 220, St. Louis, MO 63141 for the total amount of \$45,710.00.
- c. Item Pulled.
- d. Contract for the purchase and installation of office furniture as part of the remodeling of the BIC former Marketing area to Interiors for Business Inc., 409 N. River St., Batavia, IL 60510 for the total amount of \$72,404.82.
- e. Contract for the remodeling of the BIC previous Marketing space to Kandu Construction Inc., 8055 Ridgeway Ave, Skokie, IL 60076, for the total amount of \$635,000.00.
- f. Contract for the purchase and installation of faculty office furniture as part of the remodeling of the BIC former Marketing area to Interiors for Business Inc., 409 N. River St., Batavia, IL 60510 for the total amount of \$29,238.87.
- g. Contract for the Extron audio visual equipment to ACP CreativIT LLC, 851 Commerce Court, Buffalo Grove, IL 60089 for the total amount of \$71,680.38.
- h. General Contractor – Speech Lab to the lowest responsible bidder, O'Malley Construction Co., 55 W. Seegers Road, Arlington Heights, IL 60005 for the lump sum bid amount of \$151,889.00.
- i. Purchase of the Janitorial Supplies as outlined in the above table for Category A from The Warehouse Direct, 2001 S Mount Prospect Road, Des Plaines, Illinois 60018 in the amount of \$46,854.20; Category B from Central Poly Corp., 2400 Bedle Place, Linden, New Jersey 07036 in the amount of \$18,428.00; and Category C from Unipak Corporation, PO Box 300027, Brooklyn, New York, 11230 in the amount \$27,175.00, for the total expenditure of \$92,457.20 in accordance with a one-year agreement.
- j. Contract for the PEC Arena Score Board System from Fair-Play Corporation, 6100 Aviator Dr., Hazelwood, MO 63042 for the total amount of \$244,225.00.
- k. Contract for the replacement of the Westmont Regional Center Roof Top Unit to

Hill Mechanical Corporation, 11045 Belmont Ave, Franklin Park, IL 60131 for the total amount of \$95,978.00.

- l. Additional expenditures not to exceed \$7,500 annually for FY21 – FY23 from YuJa, Inc., 84 W Santa Clara St #690, San Jose, CA 95113 for a three-year additional expenditure not to exceed \$22,500 for auto-captioning services.

m. Personnel Action Items

n. Minutes of the August 13, 2020 Special Board Meeting.

o. Minutes of the August 20, 2020 Regular Board Meeting.

p. Closed Session Minutes of the Following Meetings:

- a. August 20, 2020

q. Financial Reports

On roll call voting aye: Student Trustee Syed, Trustees Bernstein, Corrigan, Dunne and Holan. Secretary Markwell, Vice Chairman Fenne and Chairman Napolitano.

On roll call voting nay: None.

Chairman Napolitano declared the motion passed.

PULLED ITEM

8c: ATI Nursing Software

Chairman Napolitano entertained a motion that the Board of Trustees approve the ATI Nursing Software. Secretary Markwell moved and Chairman Napolitano seconded the motion.

Discussion was had

On roll call voting aye: Student Trustee Syed, Trustees Bernstein, Dunne and Holan. Secretary Markwell and Chairman Napolitano.

On roll call voting nay: None.

On roll call abstaining: Trustee Corrigan and Vice Chairman Fenne.

Chairman Napolitano declared the motion passed.

9. TRUSTEE DISCUSSION

None.

10. CALENDAR DATES / Campus Events (Note: *= Required Board Event)

*September 17, 2020 Regular Board Meeting 6:00 p.m.

11. **CLOSED SESSION**

None.

12. **ADJOURN**

Motion: At 8:26 p.m., Chairman Napolitano entertained a motion that the Board of Trustees adjourn. Secretary Markwell moved and Vice Chairman Fenne seconded the motion.

Motion passed on a voice vote.

Chairman Napolitano declared that the September 17, 2020 Regular Board Meeting is adjourned.

Dan Markwell, Secretary

Dated: October 15, 2020

Frank Napolitano, Chairman

Dear Board of Trustees,

Good evening. As the semester rolls on, the determination and resilience of our students, staff, administration and faculty is a sight to behold – even if through a computer screen. I see colleagues from all constituent groups working hard to ensure our students have a positive learning experience at COD and am inspired by their efforts. Because these circumstances *are* difficult.

As I am sure you are aware, we experienced significant issues with the bookstore this Fall. While I understand these are operationally challenging times for any business, we should be especially conscious of the fact that the bookstore, run by Follett, does carry our COD name. Shortcomings of the bookstore reflect directly back on our institution. I am sure that you are already aware of the details, but I hope that this board will make clear to Follett that some kind of grand gesture toward our students is needed to make up for the disadvantages this situation created for them – especially because these difficulties disproportionately hurt our students receiving financial aid. This was the bookstore YOU selected. You are now in a position to demand some accountability from them.

I happened to drive up Lambert Road on Tuesday evening and it felt really good to see students in TEC classrooms and cars in the HSC parking lot. These hybrid classes are moving right along and both the faculty and students in those classes are grateful for the opportunity to continue that work. I hope that operationally we understand that every minute of this contact time is critical and that COD should be making extra effort, even back-up effort, to ensure that our screening stations and equipment are fully staffed and operational at all times.

Finally, thank you to Chairman Napolitano for his participation in the launch video for *Chaps Unite Against Racism*. This is an important part of our equity work. We can't talk about equity without also acknowledging racism. I look forward to continuing these discussions in the weeks and months to come.

I hope that all is well in your households.

Take care,

Shannon Toler

President, COD Faculty Association

tolers@cod.edu

COLLEGE OF DuPAGE
REGULAR BOARD MEETING

BOARD APPROVAL

CONFIDENTIAL
For Board Only

CLOSED SESSION MINUTES

COLLEGE OF DuPAGE
REGULAR BOARD MEETING

BOARD APPROVAL

CONFIDENTIAL
For Board Only

**Closed Session Minutes of the Regular
Board Meeting**

September 17, 2020

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**
Personnel Actions.

2. **REASON FOR CONSIDERATION**
Board Action is required to ratify and approve personnel actions.

3. **BACKGROUND INFORMATION**
 - a) Ratification of Administrator Appointments
 - b) Ratification of Administrator Resignations

4. **RECOMMENDATION**
That the Board of Trustees ratifies the Administrator Appointment and Administrator Resignation.

Staff Contact: Linda Sands-Vankerk, Vice President, Human Resources and Project Hire-Ed

APPOINTMENTS

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Start Date</u>	<u>Type</u>	<u>Salary</u>
<u>ADMINISTRATOR</u> Nishia Ikezoe	Senior Director – Student Financial Assistance, Veterans Services and Scholarships	Student Financial Aid	11/02/2020	Appointment Full-Time	\$105,000

RESIGNATIONS

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>End Date</u>	<u>Type</u>	<u>Years of Service</u>
<u>ADMINISTRATOR</u> Elizabeth O'Brien	Director, Human Resources/ Total Rewards	Human Resources	10/08/2020	Resignation	2 Yrs. 1 Mo.

EMPLOYMENT AGREEMENT

This Agreement is made this 15th of October, 2020, between the Board of Trustees of College of DuPage District No. 502 (the "Board") and Nishia Ikezoe ("Administrator" and collectively, the "Parties"):

RECITALS

WHEREAS, the Board is the body politic and corporate charged with the duty to make the appointments and fix the salaries for all administrative personnel at the College of DuPage (the "College"); and

WHEREAS, the President of the College has recommended Administrator's appointment as Senior Director – Student Financial Assistance, Veterans Services and Scholarships of the College to the Board; and

WHEREAS, the Board has approved such recommendation and desires to appoint Administrator to the position of Senior Director – Student Financial Assistance, Veterans Services and Scholarships for a term of one year;

NOW, THEREFORE, in exchange for the mutual covenants and conditions contained herein, and other good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Parties agree as follows:

TERMS OF EMPLOYMENT

1. Term and Duties. Administrator is appointed to the position of Senior Director – Student Financial Assistance, Veterans Services and Scholarships (the "Position") for the College for the period of **November 2, 2020 to June 30, 2021** (the "Term"). Administrator will perform the duties and carry out the responsibilities of the Position, as specified in Board Policy and the job description for the Position, and all such other duties and responsibilities as assigned from time to time by or at the direction of the President and/or the Board. Notwithstanding anything to the contrary in Board Policy or College procedures, Administrator acknowledges and agrees that he/she is not entitled to an automatic rollover or renewal of this Agreement, and that the Board may, but is not required to, re-appoint Administrator to a new term at the expiration of the Term.

2. Compensation and Benefits.

- a. Salary. During the Term, the College shall pay Administrator an annual salary of \$105,000, in accordance with Board Policy and the College's normal payroll procedures.
- b. Benefits. During the Term, Administrator shall be entitled to participate in employee welfare and health benefit plans afforded to administrator-level employees of the College, and any other employee benefit plans established by the Board from time to time for administrator-level employees. Administrator shall be

required to comply with the conditions attendant to coverage by such plans. Nothing contained herein limits the right of the Board to change, modify, reduce, or discontinue any particular benefit plan afforded to Administrator during the term of this Agreement.

- c. Leave. Administrator shall be entitled to leave and sick leave time in the amounts offered and accrued in accordance with Board Policy and corresponding College procedures and regulations.
 - d. SURS Contributions. Administrator is required to participate in the State Universities Retirement System (SURS). Currently, administrator-level employees contribute 8% of their gross annual salary to SURS, plus .5% of their gross annual salary to SURS health insurance on a pretax basis. If you are not a current SURS annuitant, but your status changes, you are required to immediately notify Human Resources. Failure to do so may result in penalties up to and including termination of employment.
 - e. Deductions from Salary and Benefits. The Board may withhold from any salary, benefit, or other amounts payable to Administrator all federal, state, local and other taxes, withholdings, and other amounts as permitted or required by law, rule or regulation, which includes a 1.45% contribution toward Medicare.
3. Early Termination. The Board may elect to terminate this Agreement prior to the end of the Term for any reason.
4. Severance. The following shall apply if the Board elects to terminate this Agreement prior to the end of the Term:
- a. If the termination occurs under the any of the following circumstances, there will be no liability or obligation on the part of the Board or the College for the payment to Administrator of any compensation, severance, or other benefits in connection with such termination (except as otherwise expressly provided herein or in any other contractual agreement or as otherwise provided by law) attributable to any period after such termination:
 - i. Administrator's resignation, retirement, or other election to terminate this Agreement;
 - ii. Administrator's death;
 - iii. Administrator's disability, as certified by a physician selected by, or acceptable to, the Board, which renders Administrator unable to perform the essential duties of his/her job; or
 - iv. Any reason set forth in Paragraph 4(b).

- b. This Agreement and Administrator's employment may be terminated for cause, as determined by the Board, the President, and/or their designee(s). For purposes of this Agreement, "cause" includes, without limitation:
 - i. Administrator's failure or refusal to perform the duties of the Position;
 - ii. Administrator's failure to meet performance standards for the Position;
 - iii. Administrator's violation or breach of Board Policy, College procedures, rules or regulations;
 - iv. Administrator's unreasonable failure to obey orders and directives given by the Board, the President, and/or Administrator's supervisors;
 - v. Misconduct by Administrator that involves dishonesty, theft, fraud, unethical conduct, misappropriation, misuse or waste of College funds or property, conviction of or a plea of guilty to a felony or crime of moral turpitude, or other conduct that is detrimental to the reputation of Administrator, the Board, and/or the College in the community; and/or
 - vi. Administrator's commission of any other act of misconduct, malfeasance, nonfeasance, malice, or gross negligence with regard to the College, College property, or Administrator's employment.
- c. If the election to terminate this Agreement and Administrator's employment is made for any reason other than those set forth in Paragraphs 4(a)-(b) above, Administrator may be eligible for a severance payment in an amount not to exceed one (1) year annual salary and applicable benefits, or any such lesser limitations provided by any amendment to Section 3-65 of the Illinois Community College Act, or by other applicable law or regulation. The decision to pay severance compensation, and the amount and manner of such severance, is within the sole discretion of the Board. In any event, the amount of severance shall not exceed an amount equal to seventy-five percent (75%) of the annual salary set forth in Paragraph 1.

5. Savings Clause. The provisions of this Agreement are intended to be interpreted and enforced in a manner which renders them valid and enforceable. In the event any provision of this Agreement is found to be invalid or unenforceable, such provision will be modified to the extent and in the manner in which a court of competent jurisdiction deems reasonable, and thereupon enforced upon such terms. If any such provision is not so modified, it will be deemed stricken from this Agreement without affecting the validity and enforceability of any of the remaining provisions hereof.

6. Applicable Law and Venue. This Agreement will be construed in accordance with the laws of the State of Illinois, without regard to conflict of law provisions. If any term or terms of this Agreement conflict with Illinois law (including the Public Community College Act), now

or as later amended, then the terms of Illinois law will control. Venue for any disputes arising under or in connection with this Agreement shall be in the Circuit Court for the Eighteenth Judicial Circuit of the State of Illinois, or in the United States District Court for the Northern District of Illinois, Eastern Division.

7. Entire Agreement. The Parties acknowledge and agree that this Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof, and all prior agreements, negotiations, and understandings with respect to the subject matter hereof are canceled and superseded by this Agreement.

8. No Oral Modifications. The Parties acknowledge and agree that the terms of this Agreement may not be modified, altered or varied except by a subsequently-dated written instrument approved by the Board of Trustees and executed by all Parties.

9. Effective Date. Administrator agrees and acknowledges that this Agreement shall not become effective, and is not and cannot be binding upon the College, unless and until it is approved by the Board and all Parties have executed this Agreement. Administrator agrees to return the executed Agreement to Human Resources within ten (10) business days of its approval by the Board.

Dated and returned this _____ day of _____ 2020 by:

Administrator

Board of Trustees approval received at the meeting of the Board of Trustees on October 15, 2020

On the behalf of and as authorized by
Board of Trustees, Community College District No. 502,
Counties of DuPage, Cook and Will, State of Illinois

President

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Financial Reports: Treasurer's Report, Payroll Report, Accounts Payable Report, All Disbursements Excluding Payroll, and Budget Transfer Report.

2. **REASON FOR CONSIDERATION**

Regarding orders and bills consistent with Section 3-27 of the Illinois Public Community College Act, Policy 10-65 requires that checks for items not previously approved by the Board shall require individual approval by the Board of Trustees for amounts of \$15,000 or over. We have listed all items for the month, including those over \$15,000, which will include the small subset of items over \$15,000 which is consistent with Section 3-27 of the Illinois Public Community College Act and not previously approved by the Board.

3. **BACKGROUND INFORMATION**

(a) Treasurer's Report – The Treasurer's Report goes to the Board for approval every month except July. The Treasurer's Report includes the receipts and disbursements for each month on strictly a cash basis.

(b) Payroll Report – This report includes disbursements from accounts payable related to Payroll items including taxes, SURS and benefits greater than \$15,000. This report is presented to the Board for approval each month.

(c) Accounts Payable Report – This report includes all Accounts Payable disbursements greater than \$15,000 excluding payroll items included in the Payroll Report. This report is presented to the Board for approval each month.

(d) All Disbursements Excluding Payroll – This report includes all disbursements for the month excluding personal payroll disbursements.

(e) Budget Transfer Report – This report is presented to the Board for approval on a monthly basis. The budget transfer report lists the funds, descriptions, amounts and reasons for the budget transfer.

(f) Legal, Professional, and Search Fees - Request approval for payment of Legal Fees, Professional Fees and Search Fees. This report is presented to the Board for approval each month.

(g) Travel Expense/Requests- Estimated travel expenses that exceed the maximum allowable rates set forth in Exhibit A of Administrative Procedure 10-190, or total estimated travel expenses that exceed \$5,000 or \$15,000 for group travel, must be approved by the Board by roll call vote at an open meeting. If estimated travel expenses are below the maximum allowable rates but actually incurred expenses end up exceeding the maximum allowable rates, the expenses must be approved by the Board by roll call vote at an open meeting prior to reimbursement. This report is presented to the Board for approval each month.

4. RECOMMENDATION

That the Board of Trustees approves all financial reports listed above.

Staff Contact:

Ellen Roberts, Interim VP Administration,
Scott Brady Interim CFO and Treasurer,
David Virgilio, Interim Controller

SIGNATURE PAGE

**SIGNATURE PAGE FOR
FINANCIAL REPORTS**

ITEM(s) ON REQUEST:

THAT THE BOARD OF TRUSTEES APPROVES THE FINANCIAL REPORTS FOR
THE PERIOD ENDED SEPTEMBER 30, 2020.

Board Chairman _____ Date _____

Board Secretary _____ Date _____

College of Dupage
Community College District No. 502
Treasurer's Report as of 9/30/2020

Chase Concentration and Credit Card Accounts

Beginning Balance	\$	13,971,083
Current Activity		
Cash Receipts		3,837,230
Cash Disbursements		(8,461,726)
Wire Transfers/Bank Charges/Voids		7,692,795
Payroll		(6,301,667)
Total Monthly Activity		(3,233,368)
Ending Balance	\$	10,737,715

Cash

Total Cash JPMorgan Chase	\$	10,737,715
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Disbursement Summary

Invoices less than \$15,000		
Checks - Vendors	\$	391,734
Echecks - Vendors		671,222
ACH transfers - Vendors		-
Wire transfers - Vendors		-
Sub-total Vendors	\$	1,062,956

Checks - Employees	\$	4,437
Echecks - Employees		26,237
Sub-total Employees	\$	30,674

Checks - Student Refunds	\$	129,409
E-commerce - Student Refunds		461,655
Sub-total Students	\$	591,064

Total invoices less than \$15,000	\$	1,684,694
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% Electronic	68.80%
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Invoices \$15,000 or more		
Checks - Vendors	\$	2,299,003
Echecks - Vendors		4,478,029
ACH transfers - Vendors		-
Wire transfers - Vendors		-
Total invoices \$15,000 or more	\$	6,777,032

% Electronic	66.1%
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Total Cash Disbursements	\$	8,461,726
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Invoices \$15,000 or more		
Payroll Related	\$	2,452,378
Accounts Payable Related		4,324,654
Total Invoices \$15,000 or more	\$	6,777,032

College of DuPage
Community College District No. 502
PAYROLL REPORT
CASH DISBURSEMENTS GREATER THAN \$15,000

Payroll - September 2020

	Gross	Net
Direct Deposits	\$8,891,431.39	\$6,174,877.68
Checks	\$193,461.15	\$126,788.97
Total Payroll	\$9,084,892.54	\$6,301,666.65
% Electronic		98.0%

Payroll Related Disbursements: Withholdings and Taxes
Grand Total Payroll Disbursements

Payroll Disbursements - September 2020

CHECK NUMBER	CHECK DATE	PAYEE NAME	DESCRIPTION	AMOUNT
IM*D21558	09/10/20	Department of Treasury	Withholding Tax - Federal 9/11/20 Payroll	\$470,298.76
IM*D21562	09/24/20	Department of Treasury	Withholding Tax - Federal 9/25/20 Payroll	\$494,340.32
IM*E0081501	09/10/20	DuPage Credit Union	Credit Union - PR Deduction 9/11/20	\$19,251.76
IM*E0081658	09/24/20	DuPage Credit Union	Credit Union - PR Deduction 9/25/20	\$19,321.39
IM*D21557	09/10/20	IDES-Magnetic Media Unit	Withholding Tax - State 9/11/20 Payroll	\$180,675.47
IM*D21561	09/24/20	IDES-Magnetic Media Unit	Withholding Tax - State 9/25/20 Payroll	\$193,675.43
IM*D21556	09/03/20	Navia Benefit Solutions	HSA Empl/COD Contr 8/28/20 Payroll	\$27,810.30
IM*E0081504	09/14/20	SURS-State University Retirement System	Employee Retirement Contributions - 9/11/20 Payroll	\$364,113.92
IM*E0081666	09/29/20	SURS-State University Retirement System	Employee Retirement Contributions - 9/25/20 Payroll	\$385,634.53
IM*E0081502	09/10/20	Valic Retirement Services	Annuities - 9/11/20 Payroll	\$148,511.65
IM*E0081659	09/24/20	Valic Retirement Services	Annuities - 9/25/20 Payroll	\$148,744.20
TOTAL				\$2,452,377.73

College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE REPORT
CASH DISBURSEMENTS GREATER THAN \$15,000
September 2020 Disbursements

Accounts Payable Disbursements - September 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - September 2020 FOR INVOICES GREATER THAN \$15,000

CHECK NUMBER	CHECK DATE	PAYEE NAME	DESCRIPTION	AMOUNT
IM*E0081505	09/15/20	Aggressive Energy LLC	Electricity Expense	\$195,891.70
IM*0272238	09/08/20	Antigua, Inc.	Building Remodeling Expense	\$20,686.29
IM*0272239	09/08/20	Blackboard, Inc.	IT Maintenance Services	\$139,449.44
IM*E0081423	09/08/20	BP&T Construction	Building Remodeling Expense	\$22,150.00
IM*E0081668	09/29/20	BP&T Construction	Building Remodeling Expense	\$22,818.00
IM*E0081662	09/29/20	Burlington English Inc	Instructional Supplies	\$96,000.00
IM*E0081424	09/08/20	Cengage Learning, Inc.	Books and Binding Costs	\$18,552.45
IM*0272659	09/22/20	Central Dupage Hospital Association	Instructional Service Contracts	\$19,728.00
IM*0272240	09/08/20	CliftonLarsonAllen LLP	Audit Services Expense	\$40,000.00
IM*E0081360	09/01/20	College Aid Services, LLC	Consultants Expense	\$20,058.06
IM*E0081506	09/15/20	College Aid Services, LLC	Consultants Expense	\$42,329.62
IM*0272227	09/01/20	Commonwealth Edison-Carol Stream	Electricity Expense	\$69,277.86
IM*0272724	09/29/20	Commonwealth Edison-Carol Stream	Electricity Expense	\$95,200.80
IM*E0081574	09/21/20	Community College Health Consortium	Medical HD Premium - September 2020	\$1,098,308.96
IM*E0081401	09/03/20	DAOES	Funds Held in Custody of Others	\$56,646.00
IM*E0081663	09/29/20	DAOES	Funds Held in Custody of Others	\$35,571.00
IM*E0081575	09/21/20	Delta Dental of Illinois	Dental PPO Premium August 2020	\$56,127.56
IM*D21558	09/10/20	Department of Treasury	Withholding Tax - Federal	\$63,170.79
IM*D21562	09/24/20	Department of Treasury	Withholding Tax - Federal	\$69,124.62
IM*E0081664	09/29/20	Follett Higher Education	Other Students Bookbills	\$785,973.11
IM*D21559	09/11/20	IDES-Magnetic Media Unit	Unemployment Insurance Expense	\$178,779.00
IM*0272241	09/08/20	Illinois Heartland Library System	Other Contractual Services Expense	\$48,415.95
IM*PC21432	09/29/20	JPMorgan Chase & Co	Pcard/Travel Card Clearing	\$15,592.52
IM*E0081419	09/03/20	K. K. Stevens Co.	Printing Expense	\$65,358.99
IM*E0081420	09/03/20	Kanopy, LLC	Books and Binding Costs	\$54,741.00
IM*0272725	09/29/20	KCW	Facilities Maintenance Service Expense	\$17,868.00
IM*0272726	09/29/20	LinkedIn Corporation	Books and Binding Costs	\$70,000.00
IM*E0081669	09/29/20	Nicor Enerchange	Gas Expense	\$19,251.94
IM*E0081421	09/03/20	Patriot Pavement Maintenance	Facilities Maintenance Service Expense	\$47,516.00
IM*E0081425	09/08/20	Proquest, LLC	Books and Binding Costs	\$71,237.00
IM*E0081670	09/29/20	Proquest, LLC	Books and Binding Costs	\$28,645.02
IM*0272652	09/21/20	Reliance Standard Life Insurance Company	Life Insurance Premium August 2020	\$47,524.01
IM*E0081400	09/03/20	Riverside Technologies, Inc.	Equipment - Instructional	\$85,320.00
IM*E0081665	09/29/20	Riverside Technologies, Inc.	Non-Capital Equipment	\$359,324.50
IM*E0081359	09/01/20	SAP Public Services, Inc.	IT Maintenance Services	\$15,346.00
IM*E0081572	09/18/20	SpeakWorks, Inc.	Computer Software	\$24,000.00
IM*E0081504	09/14/20	SURS-State University Retirement System	Employee Retirement Contributions - COD Share	\$19,949.74
IM*E0081666	09/29/20	SURS-State University Retirement System	Employee Retirement Contributions - COD Share	\$20,035.32
IM*E0081660	09/25/20	Village of Glen Ellyn, Illinois	Water - Sewage Expense	\$50,851.70
IM*E0081577	09/21/20	Vision Service Plan - (IV)	Vision Signature Premium - August 2020	\$16,892.82
IM*E0081426	09/08/20	VisionPoint Media, Inc.	Advertising Expense	\$63,554.94
IM*0272599	09/18/20	Xerox Corporation	Rental - Equipment	\$37,384.97
TOTAL				\$4,324,653.68

Purchases for approval to be paid in October

Computer Discount Warehouse	Apple 12.9-inch iPad Pro WiFi 256 GB - Tablet	\$23,366.67
Insight Public	Annual Zoom Meetings & Webinar Cloud SAAS License	\$22,750.00
American Association of Community Colleges	AACC Annual Institutional Dues Jan.01 - Dec. 31, 2021	\$21,095.00
Total		\$67,211.67

D. All Disbursements Excluding Payroll
College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS
September 30, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - September 2020

Check number sequence order excludes checks issued to students which results in check number sequence gaps. All students are covered under the Family Educational Rights and Privacy Act (FERPA). Checks listed include payroll cash disbursements made to vendors and government agencies for employee payroll deductions.					
To view invoices on line, click the hyperlink below to take you to the College's home page. http://www.cod.edu/about/office_of_the_president/planning_and_reporting_documents/invoices.aspx Click "About COD"; then click "COD Financial Documents"; then click Third Party Invoices and select a month					
AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice <\$15,000	4IMPRINT, Inc.	9/9/2020	IM*E0081427	\$ 273.21	Instructional Supplies
Invoice <\$15,000	A.M. Best Co.	9/2/2020	IM*E0081361	\$ 199.75	Books and Binding Costs
Invoice <\$15,000	ABC-CLIO, Inc.	9/15/2020	IM*0272384	\$ 56.40	Books and Binding Costs
Invoice <\$15,000	ABC-CLIO, LLC	9/30/2020	IM*E0081672	\$ 55.60	Books and Binding Costs
Invoice <\$15,000	ABT Electronics	9/15/2020	IM*0272385	\$ 1,178.00	Equipment - Office
Invoice <\$15,000	Acadental Inc	9/23/2020	IM*E0081578	\$ 209.25	Instructional Supplies
Invoice <\$15,000	ACCED- Association of Collegiate Conference & Events International	9/9/2020	IM*E0081428	\$ 850.00	Dues
Invoice <\$15,000	ACERT	9/15/2020	IM*0272386	\$ 150.00	Dues
Invoice <\$15,000	ACSA	9/15/2020	IM*0272387	\$ 528.00	Dues
Employee Reimb	Adam Wasilewski	9/15/2020	IM*0272594	\$ 83.92	Instructional Supplies
Employee Reimb	Adrianna Costello	9/24/2020	IM*E0081629	\$ 468.00	Dues - Classified
Invoice <\$15,000	Advanced Stores Company, Inc.	9/3/2020	IM*0272234	\$ 328.14	Purchase for Resale
Invoice <\$15,000	Advantage Team Sales Group	9/15/2020	IM*0272388	\$ 6,950.00	Other supplies
Invoice <\$15,000	Advantage Team Sales Group	9/1/2020	IM*0272228	\$ 14,509.00	Other supplies
Invoice <\$15,000	Aggressive Energy LLC	9/30/2020	IM*E0081673	\$ 9,142.36	Electricity Expense
Invoice <\$15,000	Aggressive Energy LLC	9/15/2020	IM*E0081512	\$ 864.50	Electricity Expense
Invoice <\$15,000	Aggressive Energy LLC	9/9/2020	IM*E0081429	\$ 8.72	Electricity Expense
Invoice <\$15,000	Aggressive Energy LLC	9/2/2020	IM*E0081362	\$ 1,404.31	Electricity Expense
Invoice >\$15,000	Aggressive Energy LLC	9/15/2020	IM*E0081505	\$ 195,891.70	Electricity Expense
Invoice <\$15,000	Airgas, Inc.	9/15/2020	IM*0272390	\$ 962.23	Instructional Supplies
Invoice <\$15,000	Alan Nathan	9/15/2020	IM*0272514	\$ 500.00	Other Contractual Services Expense
Invoice <\$15,000	Alexian Brothers Ambulatory Group	9/30/2020	IM*E0081674	\$ 404.00	Other Contractual Services Expense
Invoice <\$15,000	Alexian Brothers Ambulatory Group	9/2/2020	IM*E0081363	\$ 96.00	Other Contractual Services Expense
Invoice <\$15,000	Alibris	9/15/2020	IM*0272392	\$ 13.84	Books and Binding Costs
Invoice <\$15,000	Aldata	9/15/2020	IM*0272393	\$ 1,500.00	Books and Binding Costs
Invoice <\$15,000	Allied Electronics	9/15/2020	IM*0272394	\$ 610.24	Instructional Supplies
Invoice <\$15,000	Altorfer Industries Inc	9/15/2020	IM*0272396	\$ 200.00	Other Contractual Services Expense
Invoice <\$15,000	Amalgamated Bank of Chicago	9/15/2020	IM*0272397	\$ 300.00	Bond Interest
Invoice <\$15,000	Amazon.com, LLC	9/15/2020	IM*0272398	\$ 1,167.39	Books and Binding Costs
Invoice <\$15,000	American Accounting Association	9/15/2020	IM*0272399	\$ 90.00	Dues
Invoice <\$15,000	American Medical Association	9/15/2020	IM*0272400	\$ 73.90	Instructional Supplies
Employee Reimb	Amy Hull	9/24/2020	IM*E0081636	\$ 100.80	Instructional Supplies
Employee Reimb	Amy Hull	9/3/2020	IM*E0081408	\$ 258.50	Instructional Supplies
Employee Reimb	Amy Keppler	9/24/2020	IM*E0081638	\$ 60.06	Instructional Supplies
Employee Reimb	Andrea Polites	9/10/2020	IM*E0081494	\$ 145.81	Instructional Supplies
Employee Reimb	Andrew Luce	9/15/2020	IM*0272585	\$ 185.00	Tuition Reimbursement-Classified
Invoice <\$15,000	Anixter, Inc.	9/15/2020	IM*0272401	\$ 1,936.28	Maintenance Supplies
Employee Reimb	Anna Gay	9/10/2020	IM*E0081481	\$ 39.97	Office Supplies
Employee Reimb	Anna Gay	9/3/2020	IM*E0081406	\$ 232.54	Instructional Supplies
Employee Reimb	Anthony Ramos	9/10/2020	IM*E0081495	\$ 418.45	Instructional Supplies
Invoice >\$15,000	Antigua, Inc.	9/8/2020	IM*0272238	\$ 20,686.29	Building Remodeling Expense
Employee Reimb	Antoinette Stella	9/24/2020	IM*E0081652	\$ 135.00	Out-of-State Conference Costs
Invoice <\$15,000	AO Apparel Inc	9/23/2020	IM*E0081579	\$ 1,250.00	Instructional Supplies
Invoice <\$15,000	Apple Computer	9/15/2020	IM*E0081513	\$ 79.99	Computer Software
Invoice <\$15,000	Apple Computer	9/9/2020	IM*E0081430	\$ 45.00	Computer Software
Employee Reimb	April Zawlocki	9/10/2020	IM*E0081500	\$ 213.84	Instructional Supplies
Invoice <\$15,000	APTAC	9/30/2020	IM*E0081675	\$ 790.00	In-State Conference Costs
Invoice <\$15,000	Aqua Designs, Inc	9/23/2020	IM*E0081580	\$ 4,150.00	Facilities Maintenance Service Expense
Invoice <\$15,000	Aqua Pure Enterprises, Inc.	9/15/2020	IM*E0081514	\$ 1,053.65	Maintenance Supplies
Invoice <\$15,000	Aqua Pure Enterprises, Inc.	9/2/2020	IM*E0081364	\$ 1,069.95	Maintenance Supplies
Invoice <\$15,000	Archetype Innovations LLC	9/15/2020	IM*0272402	\$ 845.00	Instructional Supplies
Invoice <\$15,000	Arlington Glass & Mirror Co.	9/15/2020	IM*0272432	\$ 2,350.00	Facilities Maintenance Service Expense
Invoice <\$15,000	Arnell Steel Supply Company	9/15/2020	IM*0272403	\$ 4,228.45	Instructional Supplies
Invoice <\$15,000	Ascend Learning Holdings, LLC	9/15/2020	IM*0272404	\$ 13,455.00	Instructional Supplies
Invoice <\$15,000	ASR Analytics LLC	9/23/2020	IM*E0081581	\$ 13,470.00	IT Maintenance Services
Invoice <\$15,000	Assoc of Public Safety Comm Official Internl Inc	9/2/2020	IM*E0081365	\$ 94.00	Dues - Classified
Invoice <\$15,000	Associated Integrated Supply Chain Solutions	9/30/2020	IM*E0081676	\$ 239.81	Maintenance Services Expense
Invoice <\$15,000	Association of Small Business Development Centers	9/15/2020	IM*0272405	\$ 1,796.00	In-State Conference Costs
Invoice <\$15,000	AT&T Long Distance	9/22/2020	IM*0272655	\$ 116.24	Telephone Expense
Invoice <\$15,000	AT&T Long Distance	9/22/2020	IM*0272654	\$ 499.60	Telephone Expense
Invoice <\$15,000	AT&T Long Distance	9/15/2020	IM*0272408	\$ 5,757.07	Telephone Expense
Invoice <\$15,000	AT&T Long Distance	9/15/2020	IM*0272407	\$ 2,273.60	Telephone Expense
Invoice <\$15,000	AT&T Long Distance	9/15/2020	IM*0272406	\$ 390.69	Telephone Expense
Invoice <\$15,000	AT&T Long Distance	9/1/2020	IM*0272232	\$ 4,707.79	Telephone Expense
Invoice <\$15,000	AT&T Long Distance	9/1/2020	IM*0272231	\$ 21.72	Telephone Expense
Invoice <\$15,000	AT&T Long Distance	9/1/2020	IM*0272230	\$ 302.11	Telephone Expense
Invoice <\$15,000	AT&T Long Distance	9/1/2020	IM*0272229	\$ 115.57	Telephone Expense
Invoice <\$15,000	AT&T Mobility	9/15/2020	IM*0272410	\$ 68.75	Telephone Expense
Invoice <\$15,000	AT&T Mobility	9/15/2020	IM*0272409	\$ 648.45	Office Supplies
Invoice <\$15,000	AT&T Mobility	9/1/2020	IM*0272233	\$ 43.23	Cell Phone Allowance
Invoice <\$15,000	Athletico Management Llc	9/15/2020	IM*E0081515	\$ 3,040.00	Other Contractual Services Expense

D. All Disbursements Excluding Payroll
College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS
September 30, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - September 2020

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AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice <\$15,000	Axon Enterprises, Inc.	9/15/2020	IM*0272411	\$ 862.50	Other supplies
Invoice <\$15,000	B&H Foto & Electronics Corporation	9/30/2020	IM*E0081677	\$ 3,378.74	Audio/Visual Materials
Invoice <\$15,000	B&H Foto & Electronics Corporation	9/23/2020	IM*E0081582	\$ 5,545.67	Instructional Supplies
Invoice <\$15,000	B&H Foto & Electronics Corporation	9/15/2020	IM*E0081516	\$ 1,285.49	Instructional Supplies
Invoice <\$15,000	B&H Foto & Electronics Corporation	9/9/2020	IM*E0081432	\$ 447.98	Office Supplies
Invoice <\$15,000	B&H Foto & Electronics Corporation	9/2/2020	IM*E0081366	\$ 1,757.17	Non-Capital Equipment
Invoice <\$15,000	Banc Certified Merchant Services	9/15/2020	IM*0272412	\$ 96.00	Performing Arts Services
Invoice <\$15,000	Barnes & Noble Booksellers Inc.	9/23/2020	IM*E0081583	\$ 43.20	Instructional Supplies
Invoice <\$15,000	Barry Winograd	9/23/2020	IM*0272660	\$ 600.00	Other Contractual Services Expense
Invoice <\$15,000	Barry Winograd	9/15/2020	IM*0272579	\$ 300.00	Other Contractual Services Expense
Invoice <\$15,000	Barry Winograd	8/18/2020	IM*0271609	\$ (600.00)	Check issued in prior month; voided in current month
Invoice <\$15,000	Benco Dental Co.	9/15/2020	IM*0272414	\$ 534.93	Instructional Supplies
Employee Reimb	Benjamin Johnson	9/10/2020	IM*E0081482	\$ 182.52	In-State Travel Costs
Invoice <\$15,000	Benjamin Nadel	9/15/2020	IM*E0081510	\$ 1,415.00	Performing Arts Services
Invoice <\$15,000	BHFX Digital Imaging	9/15/2020	IM*0272415	\$ 265.06	Facilities Maintenance Service Expense
Invoice <\$15,000	Big Game Sports, Inc.	9/30/2020	IM*E0081678	\$ 791.90	Non-Capital Equipment
Invoice <\$15,000	Blackboard, Inc.	9/15/2020	IM*0272416	\$ 4,500.00	IT Maintenance Services
Invoice >\$15,000	Blackboard, Inc.	9/8/2020	IM*0272239	\$ 139,449.44	IT Maintenance Services
Invoice <\$15,000	Blick Art Materials	9/23/2020	IM*E0081584	\$ 791.24	Instructional Supplies
Invoice <\$15,000	Blick Art Materials	9/2/2020	IM*E0081367	\$ 41.30	Instructional Supplies
Invoice <\$15,000	Bloomington Chamber of Commerce	9/15/2020	IM*0272417	\$ 45.00	Advertising Expense
Invoice <\$15,000	Blue 360 Media, LLC	9/2/2020	IM*E0081368	\$ 93.75	Books and Binding Costs
Invoice <\$15,000	BP&T Construction	9/23/2020	IM*E0081585	\$ 4,290.35	Building Remodeling Expense
Invoice >\$15,000	BP&T Construction	9/29/2020	IM*E0081668	\$ 22,818.00	Building Remodeling Expense
Invoice >\$15,000	BP&T Construction	9/8/2020	IM*E0081423	\$ 22,150.00	Building Remodeling Expense
Employee Reimb	Brian Clement	9/3/2020	IM*E0081402	\$ 348.07	Instructional Supplies
Invoice <\$15,000	Brill USA, Inc.	9/15/2020	IM*0272418	\$ 116.50	Books and Binding Costs
Invoice <\$15,000	Brink's, Inc.	9/15/2020	IM*0272419	\$ 352.54	Financial Charges & Adjustments
Employee Reimb	Bruce Schmiedl	9/15/2020	IM*0272591	\$ 12.08	In-State Travel Costs
Invoice <\$15,000	Bryant Bell	9/15/2020	IM*0272413	\$ 50.00	Funds Held in Custody of Others
Invoice <\$15,000	Bumper to Bumper	9/22/2020	IM*0272656	\$ 212.21	Instructional Supplies
Invoice >\$15,000	Burlington English Inc	9/29/2020	IM*E0081662	\$ 96,000.00	Instructional Supplies
Invoice <\$15,000	Burris Equipment Company	9/9/2020	IM*E0081433	\$ 58.03	Maintenance Supplies
Invoice <\$15,000	C2 Publishing	9/15/2020	IM*0272420	\$ 1,877.00	Advertising Expense
Invoice <\$15,000	CAE Healthcare Inc	9/30/2020	IM*E0081679	\$ 2,939.00	Maintenance Services Expense
Invoice <\$15,000	Campagna-Turano Bakery, Inc.	9/15/2020	IM*0272421	\$ 58.08	Instructional Supplies
Invoice <\$15,000	Caption Access LLC	9/15/2020	IM*E0081546	\$ 472.50	Consultants Expense
Invoice <\$15,000	Cardinal Health	9/15/2020	IM*0272422	\$ 1,071.64	Instructional Supplies
Invoice <\$15,000	Carestream Dental Partnership, LLC	9/15/2020	IM*0272424	\$ 4,026.00	Instructional Supplies
Invoice <\$15,000	Carestream Dental Partnership, LLC	9/15/2020	IM*0272423	\$ 192.00	Instructional Supplies
Invoice <\$15,000	Carestream Dental Partnership, LLC	6/23/2020	IM*0269034	\$ (4,026.00)	Check issued in prior month; voided in current month
Employee Reimb	Carla Johnson	9/3/2020	IM*E0081409	\$ 339.00	Dues - Faculty
Invoice <\$15,000	Carol Fox & Associates	9/30/2020	IM*E0081680	\$ 1,940.00	Advertising Expense
Invoice <\$15,000	Carol Fox & Associates	9/15/2020	IM*E0081517	\$ 12,345.00	Advertising Expense
Invoice <\$15,000	Carol Fox & Associates	9/9/2020	IM*E0081434	\$ 14,450.00	Advertising Expense
Invoice <\$15,000	Carol Fox & Associates	9/2/2020	IM*E0081369	\$ 13,820.00	Advertising Expense
Invoice <\$15,000	Carol Stream Chamber of Commerce	9/15/2020	IM*0272425	\$ 50.00	Advertising Expense
Invoice <\$15,000	Carol Stream Postmaster	9/3/2020	IM*0272235	\$ 2,619.69	Postage
Invoice <\$15,000	Carolina Biological	9/30/2020	IM*E0081681	\$ 486.45	Instructional Supplies
Invoice <\$15,000	Carolina Biological	9/23/2020	IM*E0081586	\$ 45.00	Instructional Supplies
Invoice <\$15,000	Carrier Corporation	9/15/2020	IM*0272426	\$ 1,735.00	Maintenance Supplies
Invoice <\$15,000	Carrillo Photo	9/15/2020	IM*E0081518	\$ 800.00	Other Contractual Services Expense
Invoice <\$15,000	Carrillo Photo	9/2/2020	IM*E0081370	\$ 1,700.00	Other Contractual Services Expense
Employee Reimb	Catherine Fanelli Munguia	9/24/2020	IM*E0081633	\$ 98.29	Instructional Supplies
Invoice <\$15,000	CCH, Inc.	9/15/2020	IM*0272427	\$ 149.30	Books and Binding Costs
Invoice <\$15,000	Cengage Learning, Inc.	9/30/2020	IM*E0081682	\$ 1,228.97	Books and Binding Costs
Invoice >\$15,000	Cengage Learning, Inc.	9/8/2020	IM*E0081424	\$ 18,552.45	Books and Binding Costs
Invoice <\$15,000	Central Dupage Hospital Association	9/15/2020	IM*0272428	\$ 7,000.00	Consultants Expense
Invoice >\$15,000	Central Dupage Hospital Association	9/22/2020	IM*0272659	\$ 19,728.00	Instructional Service Contracts
Invoice <\$15,000	Central Turf and Irrigation Supply	9/15/2020	IM*E0081519	\$ 1,119.50	Maintenance Supplies
Invoice <\$15,000	Ceramic Supply Chicago Inc	9/15/2020	IM*0272429	\$ 187.00	Instructional Supplies
Invoice <\$15,000	Certol International, LLC	9/15/2020	IM*0272430	\$ 330.04	Instructional Supplies
Invoice <\$15,000	Charles C Thomas Publisher Ltd	9/15/2020	IM*0272431	\$ 854.80	Instructional Supplies
Invoice <\$15,000	Chemcraft Industries	9/30/2020	IM*E0081683	\$ 1,871.00	Maintenance Supplies
Invoice <\$15,000	Chemcraft Industries	9/2/2020	IM*E0081371	\$ 3,634.00	Maintenance Supplies
Invoice <\$15,000	Citrine Management Associates, Inc.	9/30/2020	IM*E0081684	\$ 612.00	Maintenance Supplies
Invoice <\$15,000	City of Naperville - Utilities	9/15/2020	IM*0272433	\$ 7,087.28	Electricity Expense
Employee Reimb	Clara Rogers-Green	9/3/2020	IM*E0081416	\$ 300.00	In-State Conference Costs
Invoice >\$15,000	CliftonLarsonAllen LLP	9/8/2020	IM*0272240	\$ 40,000.00	Audit Services Expense
Invoice >\$15,000	College Aid Services, LLC	9/15/2020	IM*E0081506	\$ 42,329.62	Consultants Expense
Invoice >\$15,000	College Aid Services, LLC	9/1/2020	IM*E0081360	\$ 20,058.06	Consultants Expense

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College of DuPage
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ACCOUNTS PAYABLE AND PAYROLL REPORT
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Invoice <\$15,000	College of Dupage Foundation	9/23/2020	IM*E0081621	\$ 2,079.89	Charitable Contributions
Invoice <\$15,000	College of Dupage Foundation	9/9/2020	IM*E0081476	\$ 2,029.89	Charitable Contributions
Invoice <\$15,000	College of Dupage Foundation	9/3/2020	IM*E0081422	\$ 2,204.65	Charitable Contributions
Invoice <\$15,000	Columbia Pipe & Supply	9/30/2020	IM*E0081685	\$ 28.31	Maintenance Supplies
Invoice <\$15,000	Combined Roofing Services, LLC	9/30/2020	IM*E0081686	\$ 941.32	Facilities Maintenance Service Expense
Invoice <\$15,000	Combined Roofing Services, LLC	9/23/2020	IM*E0081587	\$ 1,425.00	IT Maintenance Services
Invoice <\$15,000	Combined Roofing Services, LLC	9/2/2020	IM*E0081372	\$ 2,117.48	Facilities Maintenance Service Expense
Invoice <\$15,000	Comcast Holdings Corporation	9/15/2020	IM*E0081520	\$ 11,796.70	Advertising Expense
Invoice <\$15,000	Commission on Accreditation of Ophthalmic Medical Program	9/15/2020	IM*0272435	\$ 650.00	Dues
Invoice <\$15,000	Commonwealth Edison-Carol Stream	9/15/2020	IM*0272434	\$ 2,153.83	Electricity Expense
Invoice >\$15,000	Commonwealth Edison-Carol Stream	9/29/2020	IM*0272724	\$ 95,200.80	Electricity Expense
Invoice >\$15,000	Commonwealth Edison-Carol Stream	9/1/2020	IM*0272227	\$ 69,277.86	Electricity Expense
Invoice <\$15,000	Communications Supply Corporation	9/15/2020	IM*0272436	\$ 84.35	Facilities Maintenance Service Expense
Invoice >\$15,000	Community College Health Consortium	9/21/2020	IM*E0081574	\$ 1,098,308.96	Medical HD Premiums - August 2020
Invoice <\$15,000	CompTIA Certifications LLC	9/15/2020	IM*0272437	\$ 3,200.00	Other Contractual Services Expense
Invoice <\$15,000	Computer Discount Warehouse	9/30/2020	IM*E0081687	\$ 9,579.85	Equipment - Technology
Invoice <\$15,000	Computer Discount Warehouse	9/23/2020	IM*E0081588	\$ 9,865.89	Instructional Supplies
Invoice <\$15,000	Computer Discount Warehouse	9/15/2020	IM*E0081521	\$ 11,036.07	Equipment - Technology
Invoice <\$15,000	Computer Discount Warehouse	9/9/2020	IM*E0081435	\$ 12,779.85	Equipment - Technology
Invoice <\$15,000	Computer Discount Warehouse	9/2/2020	IM*E0081373	\$ 3,919.36	Non-Capital Equipment
Invoice <\$15,000	Computer Sports Medicine, Inc.	4/14/2020	IM*0266595	\$ (1,250.00)	Check issued in prior month; voided in current month
Invoice <\$15,000	Core & Main LP	9/15/2020	IM*0272438	\$ 597.28	Maintenance Supplies
Invoice <\$15,000	Creekside Printing	9/15/2020	IM*0272439	\$ 1,530.00	Printing Expense
Invoice <\$15,000	Crosstex	9/15/2020	IM*0272440	\$ 631.70	Instructional Supplies
Employee Reimb	Dana Thompson	9/24/2020	IM*E0081653	\$ 414.00	Dues - Faculty
Invoice <\$15,000	DAOES	9/15/2020	IM*E0081522	\$ 5,205.62	Rental Facility
Invoice >\$15,000	DAOES	9/29/2020	IM*E0081663	\$ 35,571.00	Funds Held in Custody of Others
Invoice >\$15,000	DAOES	9/3/2020	IM*E0081401	\$ 56,646.00	Funds Held in Custody of Others
Invoice <\$15,000	Darrell Katz	9/15/2020	IM*0272493	\$ 500.00	Non-Credit Instructional Serv
Employee Reimb	David Kramer	9/24/2020	IM*E0081640	\$ 159.48	Instructional Supplies
Employee Reimb	David Kramer	9/10/2020	IM*E0081485	\$ 800.00	Instructional Supplies
Employee Reimb	David Ouellette	9/24/2020	IM*E0081649	\$ 200.00	Dues - Faculty
Employee Reimb	David Virgilio	9/3/2020	IM*E0081417	\$ 210.00	In-State Conference Costs
Invoice >\$15,000	Delta Dental of Illinois	9/21/2020	IM*E0081575	\$ 56,127.56	Dental PPO Premium August 2020
Employee Reimb	Denise Cote	9/24/2020	IM*E0081630	\$ 119.40	Office Supplies
Invoice <\$15,000	Denson Shops, Inc.	9/15/2020	IM*0272441	\$ 12.00	Maintenance Services Expense
Invoice >\$15,000	Department of Treasury	9/24/2020	IM*D21562	\$ 563,464.94	Withholding Tax - Federal
Invoice >\$15,000	Department of Treasury	9/10/2020	IM*D21558	\$ 533,469.55	Withholding Tax - Federal
Invoice <\$15,000	DePaul University Music Department	9/15/2020	IM*0272442	\$ 2,090.00	Tuition Reimbursement-Faculty
Invoice <\$15,000	Dept. of Veterans Affairs	9/15/2020	IM*0272443	\$ 177.14	Other Federal Governmental Sources
Employee Reimb	Diana Martinez	9/10/2020	IM*E0081489	\$ 2,355.39	Other supplies
Employee Reimb	Diane Wawrejko	9/10/2020	IM*E0081496	\$ 92.00	Instructional Supplies
Employee Reimb	Diondra Whiteside	9/15/2020	IM*0272595	\$ 335.00	Tuition Reimbursement-CODA
Invoice <\$15,000	Drone Nerds Inc	9/15/2020	IM*0272444	\$ 4,223.20	Non-Capital Equipment
Invoice <\$15,000	Dupage County Clerk	9/15/2020	IM*0272445	\$ 4.00	Audit Services Expense
Invoice <\$15,000	DuPage County Health Department	9/2/2020	IM*E0081374	\$ 509.00	Other Contractual Services Expense
Invoice >\$15,000	DuPage Credit Union	9/24/2020	IM*E0081658	\$ 19,321.39	Credit Union
Invoice >\$15,000	DuPage Credit Union	9/10/2020	IM*E0081501	\$ 19,251.76	Credit Union
Invoice <\$15,000	Dupage Dodge Chrysler Jeep	9/15/2020	IM*0272446	\$ 275.02	Purchase for Resale
Invoice <\$15,000	EBSCO Information Services	9/30/2020	IM*E0081688	\$ 1,385.22	Publications
Invoice <\$15,000	EBSCO Information Services	9/15/2020	IM*E0081523	\$ 7.39	Publications
Invoice <\$15,000	EBSCO Information Services	9/9/2020	IM*E0081436	\$ 2,262.98	Publications
Invoice <\$15,000	Ecolab	9/15/2020	IM*0272447	\$ 2,054.10	Maintenance Supplies
Invoice <\$15,000	Economic Modeling, LLC	9/30/2020	IM*E0081689	\$ 7,500.00	Computer Software
Invoice <\$15,000	Economic Modeling, LLC	9/23/2020	IM*E0081589	\$ 13,500.00	Other Contractual Services Expense
Invoice <\$15,000	Educ Loan - AES PHEAA	9/23/2020	IM*0272661	\$ 111.85	Wage Assignments
Invoice <\$15,000	Educ Loan - AES PHEAA	9/9/2020	IM*0272334	\$ 111.84	Wage Assignments
Invoice <\$15,000	Edward Don & Company	9/23/2020	IM*E0081590	\$ 89.87	Instructional Supplies
Invoice <\$15,000	Edward Don & Company	9/9/2020	IM*E0081437	\$ 492.87	Instructional Supplies
Invoice <\$15,000	Edward Occupational Health	9/15/2020	IM*0272448	\$ 30.00	Office Supplies
Invoice <\$15,000	Electrical North, Inc.	9/15/2020	IM*0272449	\$ 1,154.99	Facilities Maintenance Service Expense
Invoice <\$15,000	Elizabeth Odom	9/15/2020	IM*0272522	\$ 4,500.00	Performing Arts Services
Invoice <\$15,000	Elliott Auto Supply Co., Inc.	9/22/2020	IM*0272657	\$ 80.31	Instructional Supplies
Invoice <\$15,000	Ellucian	9/23/2020	IM*E0081591	\$ 2,875.50	IT Maintenance Services
Employee Reimb	Elmir Husetovic	9/24/2020	IM*E0081637	\$ 71.65	Audio/Visual Materials
Invoice <\$15,000	Elsevier	9/15/2020	IM*0272450	\$ 10,958.20	Books and Binding Costs
Invoice <\$15,000	Enercon, LTD	9/30/2020	IM*E0081690	\$ 12,000.00	Architectural Services Expense
Invoice <\$15,000	Enercon, LTD	9/23/2020	IM*E0081592	\$ 7,104.72	Building Remodeling Expense
Invoice <\$15,000	Engineerica Systems, Inc.	9/15/2020	IM*0272451	\$ 2,850.00	Other Contractual Services Expense
Invoice <\$15,000	Enterprise Rent-A-Car - Glen Ellyn	9/15/2020	IM*0272452	\$ 405.10	In-State Vehicle Usage Expense
Invoice <\$15,000	Evoqua Water Technologies Llc	9/30/2020	IM*E0081691	\$ 224.35	Facilities Maintenance Service Expense

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Invoice <\$15,000	Fastsigns - Naperville	9/15/2020	IM*0272453	\$ 2,077.00	Instructional Supplies
Employee Reimb	Felix Davis	9/24/2020	IM*E0081631	\$ 194.87	Instructional Supplies
Employee Reimb	Fisher Parsons	9/15/2020	IM*0272588	\$ 51.94	Audio/Visual Materials
Invoice <\$15,000	Fisher Scientific Company	9/15/2020	IM*0272454	\$ 1,006.64	Instructional Supplies
Invoice <\$15,000	Fitzsimmons Surgical Supply	9/15/2020	IM*0272455	\$ 71.40	Maintenance Services Expense
Invoice <\$15,000	Flagg Creek Water Reclamation District	9/15/2020	IM*0272456	\$ 19.55	Refuse Disposal Expense
Invoice <\$15,000	Flinn Scientific	9/15/2020	IM*0272457	\$ 0.07	Instructional Supplies
Invoice >\$15,000	Follett Higher Education	9/29/2020	IM*E0081664	\$ 785,973.11	Other Students Bookbills
Invoice <\$15,000	Fortune Fish Company	9/23/2020	IM*E0081593	\$ 157.97	Instructional Supplies
Invoice <\$15,000	Fortune Fish Company	9/15/2020	IM*E0081524	\$ 178.40	Instructional Supplies
Invoice <\$15,000	Fortune Fish Company	9/9/2020	IM*E0081438	\$ 326.97	Instructional Supplies
Invoice <\$15,000	Foster Garvey PC	9/9/2020	IM*E0081439	\$ 2,743.20	Other Contractual Services Expense
Invoice <\$15,000	Fox Valley Fire & Safety Company, Inc.	9/15/2020	IM*E0081525	\$ 5,255.75	Facilities Maintenance Service Expense
Invoice <\$15,000	Full Compass Systems, Ltd	9/9/2020	IM*E0081440	\$ 376.43	Other supplies
Invoice <\$15,000	Full Compass Systems, Ltd	9/2/2020	IM*E0081375	\$ 6.40	Office Supplies
Invoice <\$15,000	Gavin Van Horn	9/15/2020	IM*0272572	\$ 250.00	Performing Arts Services
Invoice <\$15,000	Geckodrive Inc	9/15/2020	IM*0272459	\$ 143.75	Instructional Supplies
Invoice <\$15,000	General Electric Company	9/15/2020	IM*0272460	\$ 8,282.00	Equipment - Instructional
Employee Reimb	Gilbert Egge	9/10/2020	IM*E0081480	\$ 150.63	Office Supplies
Invoice <\$15,000	GovConnection Inc	9/15/2020	IM*0272462	\$ 1,971.00	Equipment - Office
Invoice <\$15,000	Grainger - Downers Grove	9/30/2020	IM*E0081692	\$ 858.00	Maintenance Supplies
Invoice <\$15,000	Grainger - Downers Grove	9/23/2020	IM*E0081594	\$ 1,377.91	Instructional Supplies
Invoice <\$15,000	Grainger - Downers Grove	9/15/2020	IM*E0081526	\$ 994.77	Maintenance Supplies
Invoice <\$15,000	Grainger - Downers Grove	9/9/2020	IM*E0081441	\$ 290.80	Maintenance Supplies
Invoice <\$15,000	Grainger - Downers Grove	9/2/2020	IM*E0081376	\$ 637.93	Maintenance Supplies
Invoice <\$15,000	Grand Stage Lighting Co., Inc.	9/30/2020	IM*E0081693	\$ 12,280.19	Non-Capital Equipment
Invoice <\$15,000	Great Lakes Kwik Space	9/9/2020	IM*E0081442	\$ 2,635.00	Other supplies
Invoice <\$15,000	Gregory Ward	9/15/2020	IM*0272575	\$ 600.00	Other Contractual Services Expense
Invoice <\$15,000	Grey House Publishing	9/15/2020	IM*0272463	\$ 148.50	Books and Binding Costs
Invoice <\$15,000	GW Berkheimer Co. Inc.	9/30/2020	IM*E0081694	\$ 255.98	Maintenance Supplies
Invoice <\$15,000	Hatchell & Associates	9/15/2020	IM*0272465	\$ 1,447.00	Maintenance Supplies
Invoice <\$15,000	Healy Awards, Inc.	9/23/2020	IM*E0081595	\$ 755.53	Non-Capital Equipment
Invoice <\$15,000	Heartland Video Systems Inc	9/15/2020	IM*0272466	\$ 973.05	Instructional Supplies
Invoice <\$15,000	Henry Schein	9/15/2020	IM*0272468	\$ 4,949.71	Instructional Supplies
Invoice <\$15,000	Heritage FS Inc.	9/30/2020	IM*E0081695	\$ 336.86	Non-Credit Instructional Serv
Invoice <\$15,000	Heritage FS Inc.	9/15/2020	IM*E0081527	\$ 638.57	Non-Credit Instructional Serv
Invoice <\$15,000	Hobson, Inc.	9/9/2020	IM*E0081443	\$ 400.00	Other Contractual Services Expense
Invoice <\$15,000	H-O-H Water Technology, Inc.	9/15/2020	IM*0272464	\$ 2,409.13	Maintenance Supplies
Invoice <\$15,000	Holstein's Garage	9/9/2020	IM*E0081444	\$ 105.00	Vehicle Supplies
Invoice <\$15,000	Home Training Tools, LTD	9/15/2020	IM*0272470	\$ 2,505.93	Instructional Supplies
Invoice <\$15,000	Honeywell International, Inc.	9/30/2020	IM*E0081696	\$ 13,400.00	Facilities Maintenance Service Expense
Invoice <\$15,000	Howard Lee & Sons Inc	9/9/2020	IM*E0081445	\$ 295.00	Maintenance Services Expense
Invoice <\$15,000	IACRAO - IL Assoc of Collegiate Registrars and Admission	9/15/2020	IM*0272471	\$ 595.00	Dues
Invoice <\$15,000	IBM Corporation	9/15/2020	IM*0272472	\$ 1,807.30	Books and Binding Costs
Invoice <\$15,000	ICCTA	9/30/2020	IM*E0081697	\$ 300.00	In-State Conference Costs
Invoice <\$15,000	ICN-CMS	9/15/2020	IM*0272473	\$ 3,600.00	IT Maintenance Services
Invoice <\$15,000	Ideal Shield LLC	9/2/2020	IM*E0081377	\$ 2,652.57	Maintenance Supplies
Invoice >\$15,000	IDES-Magnetic Media Unit	9/24/2020	IM*D21561	\$ 193,675.43	Withholding Tax - State
Invoice >\$15,000	IDES-Magnetic Media Unit	9/11/2020	IM*D21559	\$ 178,779.00	Unemployment Insurance Expense
Invoice >\$15,000	IDES-Magnetic Media Unit	9/10/2020	IM*D21557	\$ 180,675.47	Withholding Tax - State
Invoice <\$15,000	IL Liquor Control Commission	9/15/2020	IM*0272596	\$ 750.00	Other Contractual Services Expense
Invoice <\$15,000	IL Public Broadcasting Council	9/9/2020	IM*E0081446	\$ 1,100.00	Dues
Invoice <\$15,000	IL Truck Enforcement Assoc., LTD.	9/23/2020	IM*E0081596	\$ 2,212.50	Non-Credit Instructional Serv
Invoice <\$15,000	Illinois Education Association	9/23/2020	IM*E0081623	\$ 130.68	Professional Dues
Invoice <\$15,000	Illinois Education Association	9/9/2020	IM*E0081478	\$ 130.68	Professional Dues
Invoice <\$15,000	Illinois Fraternal Order of Police	9/23/2020	IM*E0081622	\$ 376.55	Professional Dues
Invoice <\$15,000	Illinois Fraternal Order of Police	9/9/2020	IM*E0081477	\$ 376.55	Professional Dues
Invoice <\$15,000	Illinois Heartland Library System	9/15/2020	IM*0272474	\$ 15.25	Other Contractual Services Expense
Invoice >\$15,000	Illinois Heartland Library System	9/8/2020	IM*0272241	\$ 48,415.95	Other Contractual Services Expense
Invoice <\$15,000	Illinois Secretary of State	9/15/2020	IM*0272476	\$ 8.00	Financial Charges & Adjustments
Invoice <\$15,000	Illinois Secretary of State	9/15/2020	IM*0272475	\$ 151.00	Vehicle Supplies
Invoice <\$15,000	Illinois Tactical Officers Association	9/15/2020	IM*0272477	\$ 40.00	Dues - Classified
Invoice <\$15,000	Impact Applications Inc.	9/15/2020	IM*0272478	\$ 875.00	Athletic Trainer Supplies
Invoice <\$15,000	Integration Partners	9/15/2020	IM*0272479	\$ 6,124.48	IT Maintenance Services
Invoice <\$15,000	Intellectspace Corporation	9/23/2020	IM*E0081597	\$ 5,184.00	Other Contractual Services Expense
Invoice <\$15,000	International Avaya Users Group	9/15/2020	IM*0272480	\$ 350.00	Dues - Classified
Invoice <\$15,000	International Union of Operating Engineers	9/23/2020	IM*0272662	\$ 703.35	Professional Dues
Invoice <\$15,000	International Union of Operating Engineers	9/9/2020	IM*0272335	\$ 703.35	Professional Dues
Invoice <\$15,000	Interstate Companies Inc	9/15/2020	IM*0272481	\$ 1,526.47	Maintenance Services Expense
Invoice <\$15,000	J W Pepper Music	9/23/2020	IM*E0081598	\$ 113.00	Instructional Supplies
Employee Reimb	Jacqueline Weaver	9/24/2020	IM*E0081656	\$ 200.00	Dues - Faculty

D. All Disbursements Excluding Payroll
College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS
September 30, 2020

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AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Employee Reimb	Jacqueline Weaver	9/10/2020	IM*E0081497	\$ 483.41	Instructional Supplies
Invoice <\$15,000	James Hebert	9/15/2020	IM*0272467	\$ 245.00	Community Memberships - PE
Employee Reimb	Jane Kielb	9/10/2020	IM*E0081484	\$ 296.99	Instructional Supplies
Employee Reimb	Jane Murtaugh	9/24/2020	IM*E0081646	\$ 106.25	Instructional Supplies
Employee Reimb	Jane Oldfield	9/24/2020	IM*E0081648	\$ 162.15	In-State Travel Costs
Employee Reimb	Janelle Walker	9/24/2020	IM*E0081655	\$ 49.00	Tuition Reimbursement-Classified
Employee Reimb	Janet Minton	9/10/2020	IM*E0081491	\$ 62.45	Instructional Supplies
Employee Reimb	Jason Hyatt	9/21/2020	IM*E0081573	\$ 3,289.50	Travel Advances
Invoice <\$15,000	JBH Technologies, Inc.	9/30/2020	IM*E0081698	\$ 412.00	Instructional Supplies
Invoice <\$15,000	JC Licht	9/30/2020	IM*E0081699	\$ 180.00	Maintenance Supplies
Invoice <\$15,000	JC Licht	9/23/2020	IM*E0081599	\$ 1,445.00	Maintenance Supplies
Employee Reimb	Jeffrey Papp	9/3/2020	IM*E0081413	\$ 125.00	Dues - Faculty
Employee Reimb	Jeffrey Priest	9/3/2020	IM*E0081414	\$ 50.00	Dues - Classified
Invoice <\$15,000	Jenn Sales Corporation	9/15/2020	IM*0272482	\$ 1,274.92	Instructional Supplies
Employee Reimb	Jennifer Butler	9/24/2020	IM*E0081625	\$ 199.00	Tuition Reimbursement-Classified
Employee Reimb	Jennifer Charles	9/24/2020	IM*E0081627	\$ 556.00	Tuition Reimbursement-Classified
Employee Reimb	Jennifer McIntosh	9/24/2020	IM*E0081642	\$ 286.00	Dues - Administrators
Invoice <\$15,000	JMA Construction, Inc.	9/30/2020	IM*E0081700	\$ 3,900.00	Building Remodeling Expense
Invoice <\$15,000	Job Target.com	9/15/2020	IM*0272483	\$ 2,026.00	Advertising Expense
Invoice <\$15,000	John Albrecht	9/15/2020	IM*0272391	\$ 17.50	Community Memberships - PE
Invoice <\$15,000	John Wiley & Sons - Boston	9/15/2020	IM*0272484	\$ 2,642.39	Other supplies
Invoice <\$15,000	Johnny's Selected Seeds	9/15/2020	IM*0272485	\$ 306.94	Purchase for Resale
Invoice <\$15,000	Johnstone Supply	9/15/2020	IM*0272488	\$ 60.00	Office Supplies
Invoice <\$15,000	Johnstone Supply	9/15/2020	IM*0272487	\$ 210.00	Instructional Supplies
Invoice <\$15,000	Johnstone Supply	9/15/2020	IM*0272486	\$ 500.00	Instructional Supplies
Invoice <\$15,000	Jonathan Abarbanel	9/15/2020	IM*0272383	\$ 150.00	Other Contractual Services Expense
Invoice <\$15,000	Jones & Bartlett Learning LLC	9/15/2020	IM*0272489	\$ 589.39	Instructional Supplies
Employee Reimb	Jordan Schumacher	9/15/2020	IM*0272592	\$ 45.00	Grant Funded Travel/Conf
Employee Reimb	Joseph Aranki	9/24/2020	IM*E0081624	\$ 127.93	Instructional Supplies
Employee Reimb	Joseph Aranki	9/15/2020	IM*E0081562	\$ 74.07	Instructional Supplies
Employee Reimb	Joseph Cassidy	9/24/2020	IM*E0081626	\$ 14.74	Instructional Supplies
Employee Reimb	Joseph DiSanto	9/3/2020	IM*E0081404	\$ 329.99	Non-Capital Equipment
Invoice <\$15,000	Joseph Liberator	9/15/2020	IM*0272501	\$ 60.00	Community Memberships - PE
Invoice <\$15,000	Josten's Inc	9/15/2020	IM*0272490	\$ 63.00	Non-Capital Equipment
Invoice >\$15,000	JPMorgan Chase & Co	9/29/2020	IM*PC21432	\$ 15,592.52	Pcard/Travel Card Clearing
Employee Reimb	Judith Coates	9/24/2020	IM*E0081628	\$ 59.93	Other supplies
Employee Reimb	Julie Clemment	9/3/2020	IM*E0081403	\$ 77.98	Office Supplies
Invoice <\$15,000	Just Business, Inc.	9/9/2020	IM*E0081448	\$ 295.00	Computer Software
Employee Reimb	Justin Witte	9/10/2020	IM*E0081499	\$ 435.38	Performing Arts Services
Invoice >\$15,000	K. K. Stevens Co.	9/3/2020	IM*E0081419	\$ 65,358.99	Printing Expense
Invoice <\$15,000	Kammes Auto & Truck Repair, Inc.	9/15/2020	IM*0272491	\$ 298.50	Maintenance Services Expense
Invoice >\$15,000	Kanopy, LLC	9/3/2020	IM*E0081420	\$ 54,741.00	Books and Binding Costs
Invoice <\$15,000	Kaplan	9/15/2020	IM*0272492	\$ 35.90	Instructional Supplies
Invoice <\$15,000	Karen Dickelman	9/15/2020	IM*E0081508	\$ 1,085.00	Performing Arts Services
Employee Reimb	Kathleen Kasprzyk Szetela	9/3/2020	IM*E0081411	\$ 1,175.00	Tuition Reimbursement-Classified
Invoice >\$15,000	KCW	9/29/2020	IM*0272725	\$ 17,868.00	Facilities Maintenance Service Expense
Employee Reimb	Kenneth Scott	9/15/2020	IM*E0081568	\$ 99.00	Dues - Classified
Invoice <\$15,000	Kennicott Brothers Company	9/15/2020	IM*0272494	\$ 386.49	Instructional Supplies
Employee Reimb	Kent Munsterman	9/15/2020	IM*0272586	\$ 599.00	Tuition Reimbursement-Classified
Invoice <\$15,000	Kerry Reid	9/15/2020	IM*E0081511	\$ 150.00	Other Contractual Services Expense
Invoice <\$15,000	Kewaunee Scientific Corporation	9/15/2020	IM*0272495	\$ 553.96	Instructional Supplies
Invoice <\$15,000	Kilgore International	9/23/2020	IM*E0081600	\$ 11,856.77	Instructional Supplies
Invoice <\$15,000	Kilgore International	9/15/2020	IM*E0081528	\$ 3,529.63	Instructional Supplies
Invoice <\$15,000	Kilgore International	9/2/2020	IM*E0081378	\$ 306.55	Instructional Supplies
Invoice <\$15,000	Kirhofer's Sports	9/30/2020	IM*E0081701	\$ 3,651.00	Non-Capital Equipment
Invoice <\$15,000	Kirk Muspratt	9/15/2020	IM*E0081509	\$ 4,625.00	Performing Arts Services
Invoice <\$15,000	Kirsten Leenaars	9/15/2020	IM*0272498	\$ 150.00	Performing Arts Services
Invoice <\$15,000	Krueger International, Inc.	9/15/2020	IM*E0081529	\$ 9,216.90	Equipment - Instructional
Invoice <\$15,000	Laerdal Medical Corporation	9/15/2020	IM*0272496	\$ 1,485.93	Equipment - Instructional
Employee Reimb	Laura Weiland	9/15/2020	IM*E0081569	\$ 45.21	Instructional Supplies
Invoice <\$15,000	Lawson Products, Inc	9/9/2020	IM*E0081449	\$ 197.80	Maintenance Supplies
Invoice <\$15,000	Learning Resources Network, Inc.	9/15/2020	IM*0272497	\$ 1,795.00	Out-of-State Conference Costs
Employee Reimb	Lee Kesselman	9/24/2020	IM*E0081639	\$ 18.20	Instructional Supplies
Invoice <\$15,000	Len's Ace Hardware, Inc.	9/30/2020	IM*E0081702	\$ 12.74	Non-Capital Equipment
Invoice <\$15,000	Len's Ace Hardware, Inc.	9/23/2020	IM*E0081601	\$ 284.67	Instructional Supplies
Invoice <\$15,000	Len's Ace Hardware, Inc.	9/15/2020	IM*E0081530	\$ 7.99	Non-Capital Equipment
Invoice <\$15,000	Len's Ace Hardware, Inc.	9/9/2020	IM*E0081450	\$ 87.11	Instructional Supplies
Invoice <\$15,000	Len's Ace Hardware, Inc.	9/2/2020	IM*E0081379	\$ 97.50	Non-Capital Equipment
Invoice <\$15,000	Len's Ace Hardware-Glen Ellyn	9/15/2020	IM*0272499	\$ 412.64	Maintenance Supplies
Invoice <\$15,000	Lex Meat, LTD	9/15/2020	IM*0272500	\$ 538.50	Instructional Supplies
Invoice <\$15,000	Limbs and Things	9/23/2020	IM*E0081602	\$ 9,751.21	Instructional Supplies

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College of DuPage
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AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice <\$15,000	Linda Osanka	9/28/2020	IM*0272666	\$ 1,200.00	Retiree Healthcare Payments
Invoice <\$15,000	Linda Osanka	3/13/2019	IM*0248340	\$ (1,200.00)	Check issued in prior month; voided in current month
Invoice >\$15,000	LinkedIn Corporation	9/29/2020	IM*0272726	\$ 70,000.00	Books and Binding Costs
Employee Reimb	Lisa Saltiel	9/15/2020	IM*0272590	\$ 153.29	Office Supplies
Employee Reimb	Lisa Vondra	9/24/2020	IM*E0081654	\$ 165.61	In-State Travel Costs
Invoice <\$15,000	Lisle Area Chamber of	9/15/2020	IM*E0081531	\$ 50.00	Advertising Expense
Invoice <\$15,000	Lund Industries, Inc	9/15/2020	IM*0272502	\$ 108.26	Vehicle Supplies
Invoice <\$15,000	Mable Martinez	9/15/2020	IM*0272504	\$ 190.00	Instructional Supplies
Employee Reimb	Maki Jursinic	9/3/2020	IM*E0081410	\$ 210.00	In-State Conference Costs
Invoice <\$15,000	Marberry Cleaners and Launderer's LLC	9/15/2020	IM*0272503	\$ 123.25	Maintenance Services Expense
Employee Reimb	Maren McKellin	9/10/2020	IM*E0081490	\$ 83.94	Office Supplies
Employee Reimb	Margaret Hernandez	9/15/2020	IM*E0081565	\$ 70.00	Dues - Classified
Employee Reimb	Margaret Hernandez	9/3/2020	IM*E0081407	\$ 65.00	Dues - Classified
Invoice <\$15,000	Marianna Pare' Art	9/2/2020	IM*E0081381	\$ 700.00	Performing Arts Services
Invoice <\$15,000	Marianna Industries, Inc.	9/15/2020	IM*E0081532	\$ 540.95	Instructional Supplies
Invoice <\$15,000	Marvin Feig & Associates, Ltd	9/9/2020	IM*E0081452	\$ 2,625.70	Maintenance Supplies
Invoice <\$15,000	Matthew Bender & Co., Inc.	9/15/2020	IM*0272505	\$ 724.71	Books and Binding Costs
Employee Reimb	Maureen Mitacek	9/24/2020	IM*E0081643	\$ 52.01	Office Supplies
Invoice <\$15,000	McKesson Medical-Surgical Inc	9/15/2020	IM*0272506	\$ 491.75	Non-Capital Equipment
Invoice <\$15,000	McMaster Carr Supply	9/15/2020	IM*0272507	\$ 3,866.79	Instructional Supplies
Invoice <\$15,000	Medical Priority Consultants, Inc	9/15/2020	IM*0272508	\$ 410.00	Instructional Supplies
Invoice <\$15,000	Medline Industries, Inc.	9/15/2020	IM*0272509	\$ 1,921.13	Instructional Supplies
Employee Reimb	Melissa Ericson	9/24/2020	IM*E0081632	\$ 77.00	Tuition Reimbursement-Classified
Employee Reimb	Melissa Ericson	9/15/2020	IM*E0081564	\$ 370.00	Tuition Reimbursement-Classified
Invoice <\$15,000	Mercer Tool Corp	9/9/2020	IM*E0081453	\$ 474.00	Instructional Supplies
Invoice <\$15,000	Merry X-Ray Chemical Corp.	9/15/2020	IM*0272510	\$ 4,650.00	Maintenance Services Expense
Employee Reimb	Mi Ran Lee	9/10/2020	IM*E0081486	\$ 99.00	Instructional Supplies
Employee Reimb	Michal Wilczewski	9/10/2020	IM*E0081498	\$ 28.69	Instructional Supplies
Employee Reimb	Michelle Resnick	9/15/2020	IM*E0081567	\$ 1,850.00	Tuition Reimbursement-Classified
Invoice <\$15,000	Midway Dental Supply Detroit, LLC	9/15/2020	IM*E0081533	\$ 168.75	Maintenance Services Expense
Invoice <\$15,000	Midway Staffing, Inc.	9/30/2020	IM*E0081703	\$ 8,904.01	Custodial Services
Invoice <\$15,000	Midway Staffing, Inc.	9/23/2020	IM*E0081603	\$ 9,787.85	Custodial Services
Invoice <\$15,000	Midway Staffing, Inc.	9/15/2020	IM*E0081534	\$ 9,698.08	Custodial Services
Invoice <\$15,000	Midway Staffing, Inc.	9/9/2020	IM*E0081454	\$ 10,748.67	Custodial Services
Invoice <\$15,000	Midway Staffing, Inc.	9/2/2020	IM*E0081382	\$ 10,870.14	Custodial Services
Invoice <\$15,000	Midwest Capital Managers	9/23/2020	IM*0272663	\$ 40.26	Wage Assignments
Invoice <\$15,000	Midwest Groundcovers	9/9/2020	IM*E0081455	\$ 338.90	Maintenance Supplies
Invoice <\$15,000	Midwest Imports	9/30/2020	IM*E0081704	\$ 225.14	Instructional Supplies
Employee Reimb	Min Pan	9/15/2020	IM*0272587	\$ 53.57	Office Supplies
Invoice <\$15,000	Mintel Group, LTD	9/15/2020	IM*E0081535	\$ 13,230.00	Books and Binding Costs
Invoice <\$15,000	Misfits Construction Company	9/8/2020	IM*0272237	\$ 1,100.00	Building Remodeling Expense
Invoice <\$15,000	Mobile Citizen LLC	9/23/2020	IM*E0081604	\$ 10,247.50	Non-Capital Equipment
Invoice <\$15,000	Mobile Citizen LLC	9/11/2020	IM*E0081503	\$ 10,247.50	Non-Capital Equipment
Invoice <\$15,000	Motion Industries	9/15/2020	IM*0272512	\$ 683.65	Maintenance Supplies
Invoice <\$15,000	Mouser Electronics	9/9/2020	IM*E0081456	\$ 73.32	Instructional Supplies
Employee Reimb	Ms Katherine Norris	9/24/2020	IM*E0081647	\$ 226.51	Office Supplies
Invoice <\$15,000	MSC Industrial Supply	9/15/2020	IM*0272513	\$ 14,952.48	COVID19 Related Mat & Supplies
Employee Reimb	Muhammed Saadiq	9/24/2020	IM*E0081650	\$ 59.92	Instructional Supplies
Employee Reimb	Nancy Keller	9/10/2020	IM*E0081483	\$ 175.56	Office Supplies
Employee Reimb	Nancy Nieto	9/10/2020	IM*E0081492	\$ 1,850.00	Tuition Reimbursement-Classified
Invoice <\$15,000	Navia Benefit Solutions	9/24/2020	IM*E0081657	\$ 11,601.84	Flexible Spending Accounts
Invoice <\$15,000	Navia Benefit Solutions	9/21/2020	IM*E0081576	\$ 2,036.25	HSA Admin Fees
Invoice <\$15,000	Navia Benefit Solutions	9/17/2020	IM*E0081570	\$ 12,046.46	Flexible Spending Accounts
Invoice <\$15,000	Navia Benefit Solutions	9/3/2020	IM*D21555	\$ 14,028.66	HSA Empl/COD Contr 01/01/17
Invoice >\$15,000	Navia Benefit Solutions	9/3/2020	IM*D21556	\$ 27,810.30	HSA Empl/COD Contr 01/01/17
Invoice <\$15,000	NCS Pearson Inc.	9/15/2020	IM*0272515	\$ 3,000.00	Other supplies
Invoice <\$15,000	NCTA-Natl College Testing	9/15/2020	IM*0272516	\$ 575.00	On-Campus Conf & Mtgs
Invoice <\$15,000	Newegg Business Inc	9/15/2020	IM*E0081536	\$ 939.80	Instructional Supplies
Invoice >\$15,000	Nicor Enerchange	9/29/2020	IM*E0081669	\$ 19,251.94	Gas Expense
Invoice <\$15,0001C	Nicor Gas	9/29/2020	IM*E0081671	\$ 15,325.10	Gas Expense
Invoice <\$15,0001C	Nicor Gas	9/3/2020	IM*E0081418	\$ 15,204.58	Gas Expense
Invoice <\$15,000	Niemann Investment Fund, LLC	9/15/2020	IM*0272518	\$ 2,016.82	Non-Capital Equipment
Invoice <\$15,000	NJCAA-Online Membership	8/10/2020	IM*0271343	\$ (4,308.00)	Check issued in prior month; voided in current month
Invoice <\$15,000	North East Multi Regional Training	9/15/2020	IM*0272517	\$ 175.00	Tuition Reimbursement-Classified
Invoice <\$15,000	Northern Illinois University	9/15/2020	IM*0272519	\$ 1,476.18	Tuition Reimbursement-Faculty
Invoice <\$15,000	Novus Pest Control	9/9/2020	IM*E0081447	\$ 917.94	Custodial Services
Invoice <\$15,000	Nub Games, Inc.	9/15/2020	IM*0272520	\$ 105.00	Other Contractual Services Expense
Invoice <\$15,000	Oaktree Products, Inc.	9/15/2020	IM*E0081537	\$ 27.20	Instructional Supplies
Invoice <\$15,000	Office Depot	9/15/2020	IM*0272523	\$ 8,829.69	Office Supplies
Invoice <\$15,000	Office of Glenn B. Stearns	9/23/2020	IM*0272664	\$ 371.54	Wage Assignments
Invoice <\$15,000	Office of Glenn B. Stearns	9/9/2020	IM*0272336	\$ 371.54	Wage Assignments

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AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice <\$15,000	Oh My God Music Inc	9/15/2020	IM*0272528	\$ 250.00	Other Contractual Services Expense
Invoice <\$15,000	Ohio Medical, LLC	9/15/2020	IM*0272529	\$ 500.00	Maintenance Services Expense
Invoice <\$15,000	Omnigraphics, Inc.	9/15/2020	IM*0272533	\$ 59.70	Books and Binding Costs
Invoice <\$15,000	Omnigraphics, Inc.	9/15/2020	IM*0272532	\$ 163.70	Books and Binding Costs
Invoice <\$15,000	Omnigraphics, Inc.	9/15/2020	IM*0272531	\$ 81.85	Books and Binding Costs
Invoice <\$15,000	Omnigraphics, Inc.	9/15/2020	IM*0272530	\$ 163.70	Books and Binding Costs
Invoice <\$15,000	O'Reilly Auto Parts	9/30/2020	IM*E0081705	\$ 472.61	Vehicle Supplies
Invoice <\$15,000	O'Reilly Auto Parts	9/9/2020	IM*E0081457	\$ 613.89	Vehicle Supplies
Invoice <\$15,000	Otto Frei	9/30/2020	IM*E0081706	\$ 1,445.12	Instructional Supplies
Invoice <\$15,000	OverDrive, Inc.	9/15/2020	IM*0272534	\$ 466.37	Books and Binding Costs
Invoice <\$15,000	Paddock Publications	9/23/2020	IM*E0081605	\$ 57.50	Advertising Expense
Invoice <\$15,000	Paddock Publications	9/15/2020	IM*E0081538	\$ 52.90	Advertising Expense
Invoice <\$15,000	Paddock Publications	9/2/2020	IM*E0081383	\$ 425.50	Advertising Expense
Invoice >\$15,000	Patriot Pavement Maintenance	9/3/2020	IM*E0081421	\$ 47,516.00	Facilities Maintenance Service Expense
Invoice <\$15,000	Patterson Dental	9/30/2020	IM*E0081707	\$ 50.12	Instructional Supplies
Invoice <\$15,000	Patterson Dental	9/23/2020	IM*E0081606	\$ 13.58	Instructional Supplies
Invoice <\$15,000	Patterson Dental	9/15/2020	IM*E0081539	\$ 1,624.41	Instructional Supplies
Invoice <\$15,000	Patterson Dental	9/2/2020	IM*E0081384	\$ 486.94	Instructional Supplies
Invoice <\$15,000	Paula Cebula	9/15/2020	IM*E0081507	\$ 3,580.00	Performing Arts Services
Invoice <\$15,000	Perkins + Will, Inc.	9/23/2020	IM*E0081607	\$ 7,810.00	Architectural Services Expense
Invoice <\$15,000	Perkins + Will, Inc.	9/2/2020	IM*E0081385	\$ 5,750.00	Architectural Services Expense
Invoice <\$15,000	Phi Theta Kappa Honor Society	9/15/2020	IM*0272535	\$ 500.00	Other Contractual Services Expense
Invoice <\$15,000	Planet Charley Productions, LLC	9/9/2020	IM*E0081458	\$ 125.00	Other Contractual Services Expense
Invoice <\$15,000	Plasco ID Holdings, LLC	9/9/2020	IM*E0081459	\$ 211.75	Office Supplies
Invoice <\$15,000	Poblocki Sign Co	9/9/2020	IM*E0081460	\$ 137.00	Building Remodeling Expense
Invoice <\$15,000	Pocket Nurse	9/30/2020	IM*E0081708	\$ 631.98	Instructional Supplies
Invoice <\$15,000	Pocket Nurse	9/23/2020	IM*E0081608	\$ 1,750.00	Instructional Supplies
Invoice <\$15,000	Pocket Nurse	9/15/2020	IM*E0081540	\$ 946.07	Instructional Supplies
Invoice <\$15,000	Pocket Nurse	9/9/2020	IM*E0081461	\$ 1,111.44	Instructional Supplies
Invoice <\$15,000	Porter Pipe & Supply Co.	9/15/2020	IM*0272536	\$ 114.00	Instructional Supplies
Invoice <\$15,000	POSTMASTER - GLEN ELLYN	9/9/2020	IM*0272332	\$ 10,000.00	USPS Prepaid
Invoice <\$15,000	Power Up Batteries, LLC	9/23/2020	IM*E0081609	\$ 33.12	Maintenance Supplies
Invoice <\$15,000	Power Up Batteries, LLC	9/2/2020	IM*E0081386	\$ 701.90	Audio/Visual Materials
Invoice <\$15,000	Praxair/Gas Tech	9/15/2020	IM*0272537	\$ 1,616.25	Instructional Supplies
Invoice <\$15,000	Press Photography Network	9/30/2020	IM*E0081709	\$ 350.00	Other Contractual Services Expense
Invoice <\$15,000	Press Photography Network	9/23/2020	IM*E0081610	\$ 350.00	Other Contractual Services Expense
Invoice <\$15,000	Pretrax, Inc.	9/15/2020	IM*0272538	\$ 1,692.74	Other Contractual Services Expense
Invoice <\$15,000	Proquest, LLC	9/30/2020	IM*E0081710	\$ 80.60	Books and Binding Costs
Invoice >\$15,000	Proquest, LLC	9/29/2020	IM*E0081670	\$ 28,645.02	Books and Binding Costs
Invoice >\$15,000	Proquest, LLC	9/8/2020	IM*E0081425	\$ 71,237.00	Books and Binding Costs
Invoice <\$15,000	R.A. Daugherty Sales, Inc.	9/15/2020	IM*0272539	\$ 689.99	Maintenance Supplies
Invoice <\$15,000	Rachel Staron	9/15/2020	IM*0272557	\$ 25.00	Locker Deposits Payable
Invoice <\$15,000	Radiation Detection Company	9/23/2020	IM*E0081611	\$ 19.40	Instructional Supplies
Invoice <\$15,000	Radiation Detection Company	9/2/2020	IM*E0081387	\$ 1,584.75	Instructional Supplies
Invoice <\$15,000	Radio Research Consortium	9/30/2020	IM*E0081711	\$ 3,695.00	Other Contractual Services Expense
Invoice <\$15,000	Radiology Subspecialists of Northern Illinois LLC	9/15/2020	IM*0272540	\$ 117.00	Other Contractual Services Expense
Invoice <\$15,000	Ramrod Distributors	9/15/2020	IM*0272541	\$ 2,797.42	Maintenance Supplies
Invoice <\$15,000	Rathje & Woodward, LLC	9/18/2020	IM*E0081571	\$ 21,788.34	Legal Services Expense
Invoice <\$15,000	Record-A-Hit, Inc.	9/15/2020	IM*E0081541	\$ 550.00	Other Contractual Services Expense
Invoice <\$15,000	Red River Press Inc.	9/15/2020	IM*0272542	\$ 3,250.00	Instructional Supplies
Invoice <\$15,000	Refrigeration Enterprises, Inc.	9/30/2020	IM*E0081712	\$ 808.24	Maintenance Services Expense
Invoice <\$15,000	Reinders, Inc.	9/9/2020	IM*E0081462	\$ 213.84	Maintenance Supplies
Invoice <\$15,000	Reliance Standard Life Insurance Company	9/21/2020	IM*0272652	\$ 47,524.01	Life Insurance
Employee Reimb	Remic Ensweiler	9/3/2020	IM*E0081405	\$ 1,850.00	Tuition Reimbursement-Classified
Invoice <\$15,000	Reserve Account	9/9/2020	IM*0272333	\$ 6,000.00	Pitney Bowes Prepaid
Invoice <\$15,000	Rev.com, Inc.	9/15/2020	IM*0272543	\$ 17.60	Other Contractual Services Expense
Invoice <\$15,000	Reveca Torres	9/15/2020	IM*0272566	\$ 700.00	Performing Arts Services
Invoice <\$15,000	Revere Electric Supply	9/30/2020	IM*E0081713	\$ 1,415.35	Maintenance Supplies
Employee Reimb	Richard Jarman	9/15/2020	IM*E0081566	\$ 215.00	Dues - Faculty
Employee Reimb	Rita Haake	9/24/2020	IM*E0081634	\$ 150.00	In-State Conference Costs
Employee Reimb	Rituparna Saha	9/24/2020	IM*E0081651	\$ 237.00	Instructional Supplies
Invoice <\$15,000	Riverside Technologies, Inc.	9/15/2020	IM*E0081542	\$ 130.00	Office Supplies
Invoice <\$15,000	Riverside Technologies, Inc.	9/2/2020	IM*E0081388	\$ 6,232.00	Equipment - Instructional
Invoice >\$15,000	Riverside Technologies, Inc.	9/29/2020	IM*E0081665	\$ 359,324.50	Non-Capital Equipment
Invoice >\$15,000	Riverside Technologies, Inc.	9/3/2020	IM*E0081400	\$ 85,320.00	Instructional Supplies
Invoice <\$15,000	Rma Supply	9/23/2020	IM*E0081612	\$ 4,430.84	Instructional Supplies
Employee Reimb	Robert Cannella Jr	9/15/2020	IM*0272582	\$ 138.55	Instructional Supplies
Employee Reimb	Robert Carrington	9/15/2020	IM*0272583	\$ 239.96	Instructional Supplies
Employee Reimb	Robert Clark	9/15/2020	IM*E0081563	\$ 265.99	Instructional Supplies
Invoice <\$15,000	Robert Gillespie	9/15/2020	IM*0272461	\$ 24.00	Community Memberships - PE
Employee Reimb	Robert Hayley	9/24/2020	IM*E0081635	\$ 135.00	In-State Conference Costs

D. All Disbursements Excluding Payroll
College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS
September 30, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - September 2020

Check number sequence order excludes checks issued to students which results in check number sequence gaps. All students are covered under the Family Educational Rights and Privacy Act (FERPA). Checks listed include payroll cash disbursements made to vendors and government agencies for employee payroll deductions.

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Click "About COD"; then click "COD Financial Documents"; then click Third Party Invoices and select a month

AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Employee Reimb	Robert Plank	9/10/2020	IM*E0081493	\$ 932.75	Instructional Supplies
Invoice <\$15,000	Rogers Pump Sales & Service	9/23/2020	IM*E0081613	\$ 1,024.00	Facilities Maintenance Service Expense
Employee Reimb	Roland Raffel	9/15/2020	IM*0272589	\$ 147.00	Advertising Expense
Invoice <\$15,000	Rowman & Littlefield Publ.	9/15/2020	IM*0272544	\$ 66.28	Books and Binding Costs
Employee Reimb	Rukshad Patel	9/28/2020	IM*0272667	\$ 435.00	Dues - Faculty
Invoice <\$15,000	Russo Power Equipment	9/30/2020	IM*E0081714	\$ 2,028.05	Maintenance Services Expense
Invoice <\$15,000	Russo Power Equipment	9/15/2020	IM*E0081543	\$ 425.00	Non-Capital Equipment
Invoice <\$15,000	Russo Power Equipment	9/9/2020	IM*E0081463	\$ 325.80	Vehicle Supplies
Invoice <\$15,000	Russo Power Equipment	9/2/2020	IM*E0081389	\$ 649.90	Vehicle Supplies
Invoice <\$15,000	Saf-T-Gard International, Inc.	9/30/2020	IM*E0081715	\$ 91.03	Maintenance Supplies
Invoice <\$15,000	Sage Learning Landscapes, LLC	9/9/2020	IM*E0081451	\$ 420.00	Other Contractual Services Expense
Invoice <\$15,000	Sage Learning Landscapes, LLC	9/2/2020	IM*E0081380	\$ 1,015.00	Other Contractual Services Expense
Invoice <\$15,000	Sage Publications, Inc.	9/15/2020	IM*0272545	\$ 120.00	Books and Binding Costs
Invoice <\$15,000	Sales Enterprise	9/30/2020	IM*E0081716	\$ 1,296.00	Other supplies
Invoice <\$15,000	Sally Beauty Supply	9/15/2020	IM*0272546	\$ 290.52	Instructional Supplies
Employee Reimb	Sandra Gonzales	9/15/2020	IM*0272584	\$ 1,850.00	Tuition Reimbursement-Classified
Employee Reimb	Sandra Marchetti	9/10/2020	IM*E0081488	\$ 120.00	Dues - Classified
Invoice <\$15,000	SAP Public Services, Inc.	9/9/2020	IM*E0081464	\$ 1,635.78	IT Maintenance Services
Invoice >\$15,000	SAP Public Services, Inc.	9/1/2020	IM*E0081359	\$ 15,346.00	IT Maintenance Services
Invoice <\$15,000	Sarah Fringero	9/15/2020	IM*0272458	\$ 250.00	Other Contractual Services Expense
Invoice <\$15,000	SCBAS Inc.	9/23/2020	IM*E0081614	\$ 685.00	Maintenance Services Expense
Invoice <\$15,000	Scenario Learning, LLC	9/15/2020	IM*0272548	\$ 8,200.00	Consultants Expense
Invoice <\$15,000	Scent Air Technologies, Inc.	9/15/2020	IM*0272549	\$ 93.45	Other Contractual Services Expense
Invoice <\$15,000	Scholar Buys	9/29/2020	IM*E0081667	\$ 1,620.00	Instructional Supplies
Employee Reimb	Scott Tenute	9/15/2020	IM*0272593	\$ 148.70	Maintenance Supplies
Invoice <\$15,000	Scribner Ochenschlager	9/15/2020	IM*0272521	\$ 136.00	Community Memberships - PE
Invoice <\$15,000	Service Sanitation, Inc.	9/30/2020	IM*E0081717	\$ 208.00	Other Contractual Services Expense
Invoice <\$15,000	Service Sanitation, Inc.	9/15/2020	IM*E0081544	\$ 235.72	Other Contractual Services Expense
Invoice <\$15,000	Sheffield Pottery Inc	9/15/2020	IM*E0081545	\$ 60.00	Instructional Supplies
Invoice <\$15,000	Sheffield Pottery Inc	9/9/2020	IM*E0081465	\$ 72.00	Instructional Supplies
Employee Reimb	Shelly Mocchi	9/24/2020	IM*E0081644	\$ 75.00	Dues - Faculty
Invoice <\$15,000	Sherwin Williams Company	9/15/2020	IM*0272550	\$ 456.01	Maintenance Supplies
Invoice <\$15,000	Simulation Curriculum Corp	9/15/2020	IM*0272551	\$ 646.00	Computer Software
Invoice <\$15,000	Smithgroup Inc	9/15/2020	IM*0272552	\$ 6,000.00	Facilities Maintenance Service Expense
Invoice <\$15,000	Snap-on, Inc.	9/30/2020	IM*E0081718	\$ 749.25	Publications
Invoice <\$15,000	Sock 101 LLC	9/30/2020	IM*E0081719	\$ 2,041.42	Other Contractual Services Expense
Invoice <\$15,000	Sona Systems, LTD	9/15/2020	IM*0272553	\$ 1,600.00	Instructional Supplies
Invoice <\$15,000	Sony Music Holdings, Inc.	9/15/2020	IM*0272554	\$ 54.00	Advertising Expense
Invoice <\$15,000	Southside Control Supply Company	9/2/2020	IM*E0081390	\$ 42.56	Maintenance Supplies
Invoice <\$15,000	Southwest Plastic Binding Co.	9/9/2020	IM*E0081466	\$ 253.80	Office Supplies
Invoice >\$15,000	SpeakWorks, Inc.	9/18/2020	IM*E0081572	\$ 24,000.00	Computer Software
Invoice <\$15,000	Sport Supply Group, Inc.	9/23/2020	IM*E0081615	\$ 33.53	Non-Capital Equipment
Invoice <\$15,000	Sport Supply Group, Inc.	9/15/2020	IM*E0081547	\$ 283.50	Non-Capital Equipment
Invoice <\$15,000	Sport Supply Group, Inc.	9/2/2020	IM*E0081391	\$ 1,635.50	Non-Capital Equipment
Invoice <\$15,000	Sportsoft, Inc.	9/15/2020	IM*0272555	\$ 2,876.00	IT Maintenance Services
Invoice <\$15,000	Springshare, LLC	9/15/2020	IM*E0081548	\$ 10,676.00	Other Contractual Services Expense
Invoice <\$15,000	Squeeze Bros., Inc.	9/15/2020	IM*0272556	\$ 480.00	Advertising Expense
Invoice <\$15,000	Stan A. Huber Consultants	9/9/2020	IM*E0081467	\$ 575.00	Maintenance Services Expense
Invoice <\$15,000	Starkey Laboratories, Inc.	9/2/2020	IM*E0081392	\$ 695.97	Instructional Supplies
Invoice <\$15,000	State Disbursement Unit	9/23/2020	IM*0272665	\$ 4,677.00	Wage Assignments
Invoice <\$15,000	State Disbursement Unit	9/9/2020	IM*0272337	\$ 4,756.31	Wage Assignments
Invoice <\$15,000	Statista Inc	9/15/2020	IM*0272558	\$ 5,439.00	Books and Binding Costs
Invoice <\$15,000	Steiner Electric Company	9/15/2020	IM*0272559	\$ 1,255.00	Instructional Supplies
Invoice <\$15,000	Stephanie Touzalin	9/15/2020	IM*0272567	\$ 150.00	Performing Arts Services
Invoice <\$15,000	Stevens & Tate, Inc.	9/30/2020	IM*E0081721	\$ 2,350.00	Performing Arts Services
Invoice <\$15,000	Strategic Cost Control, Inc.	9/15/2020	IM*0272560	\$ 1,600.00	Unemployment Insurance Expense
Invoice <\$15,000	Studica Inc.	9/15/2020	IM*0272561	\$ 3,875.00	Computer Software
Invoice <\$15,000	Supreme Lobster, Seafood	9/30/2020	IM*E0081722	\$ 418.82	Instructional Supplies
Invoice <\$15,000	SURS-State University Retirement System	9/2/2020	IM*E0081399	\$ 492.53	Employee Retirement Contributions
Invoice >\$15,000	SURS-State University Retirement System	9/29/2020	IM*E0081666	\$ 405,669.85	Employee Retirement Contributions
Invoice >\$15,000	SURS-State University Retirement System	9/14/2020	IM*E0081504	\$ 384,063.66	Employee Retirement Contributions
Employee Reimb	Susan Reed	9/3/2020	IM*E0081415	\$ 118.50	Tuition Reimbursement-Classified
Invoice <\$15,000	Swank Motion Pictures	9/15/2020	IM*E0081550	\$ 1,350.00	Books and Binding Costs
Invoice <\$15,000	Sweetwater Sound	9/9/2020	IM*E0081469	\$ 79.90	Instructional Supplies
Invoice <\$15,000	SYM Educational Consulting, LLC	9/15/2020	IM*0272547	\$ 8,000.00	Consultants Expense
Invoice <\$15,000	Symplify Corporation	9/15/2020	IM*0272562	\$ 11,139.20	IT Maintenance Services
Invoice <\$15,000	Tara Ahern	9/15/2020	IM*0272389	\$ 700.00	Performing Arts Services
Invoice <\$15,000	Teleflex LLC	9/15/2020	IM*0272563	\$ 223.69	Instructional Supplies
Invoice <\$15,000	Testa Produce, Inc.	9/30/2020	IM*E0081723	\$ 212.45	Instructional Supplies
Invoice <\$15,000	Testa Produce, Inc.	9/23/2020	IM*E0081616	\$ 3,336.58	Instructional Supplies
Invoice <\$15,000	Testa Produce, Inc.	9/9/2020	IM*E0081470	\$ 247.75	Instructional Supplies

D. All Disbursements Excluding Payroll
College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS
September 30, 2020

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AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice <\$15,000	Texthelp Inc.	9/15/2020	IM*0272564	\$ 7,154.45	Instructional Supplies
Invoice <\$15,000	The Board of Trustees of the Leland Stanford Junior University	9/3/2020	IM*0272236	\$ 200.00	Dues
Invoice <\$15,000	The Standard Companies	9/30/2020	IM*E0081720	\$ 4,085.00	COVID19 Related Mat & Supplies
Invoice <\$15,000	The Standard Companies	9/15/2020	IM*E0081549	\$ 2,760.00	COVID19 Related Mat & Supplies
Invoice <\$15,000	The Standard Companies	9/9/2020	IM*E0081468	\$ 1,085.00	Maintenance Supplies
Employee Reimb	Thomas Carter	9/10/2020	IM*E0081479	\$ 106.09	Instructional Supplies
Employee Reimb	Thomas Murray	9/24/2020	IM*E0081645	\$ 52.33	In-State Travel Costs
Employee Reimb	Thomas Ryan	3/11/2020	IM*0263658	\$ (1,200.00)	Check issued in prior month; voided in current month
Invoice <\$15,000	Thomas Ryan	9/16/2020	IM*0272598	\$ 1,200.00	Retiree Healthcare Payments
Invoice <\$15,000	Thomson Reuters	9/15/2020	IM*0272565	\$ 3,673.34	Books and Binding Costs
Invoice <\$15,000	TimeClock Plus LLC	9/30/2020	IM*E0081724	\$ 3,780.00	IT Maintenance Services
Invoice <\$15,000	TimeClock Plus LLC	9/15/2020	IM*E0081551	\$ 1,225.80	IT Maintenance Services
Employee Reimb	Tobey McCoy	9/15/2020	IM*E0081641	\$ 19.89	Instructional Supplies
Employee Reimb	Tobey McCoy	9/3/2020	IM*E0081412	\$ 40.00	Instructional Supplies
Invoice <\$15,000	Tree Towns Repro Service	9/15/2020	IM*E0081552	\$ 1,386.39	Building Remodeling Expense
Invoice <\$15,000	Truth & Fun	9/30/2020	IM*E0081725	\$ 325.00	Other Contractual Services Expense
Invoice <\$15,000	Tryad Solutions Inc	9/30/2020	IM*E0081726	\$ 282.45	Maintenance Supplies
Invoice <\$15,000	Tryad Solutions Inc	9/15/2020	IM*E0081553	\$ 505.50	Maintenance Supplies
Invoice <\$15,000	Tyco Fire & Security (US) Management, Inc.	9/2/2020	IM*E0081393	\$ 291.22	Facilities Maintenance Service Expense
Invoice <\$15,000	Ultradent Products	9/15/2020	IM*E0081554	\$ 255.44	Instructional Supplies
Invoice <\$15,000	United Parcel Service	9/15/2020	IM*0272570	\$ 140.71	Postage
Invoice <\$15,000	United Radio Communications, Inc.	9/2/2020	IM*E0081394	\$ 54.95	Maintenance Supplies
Invoice <\$15,000	United States Cylinder Gas	9/15/2020	IM*E0081555	\$ 28.80	Instructional Supplies
Invoice <\$15,000	United States Cylinder Gas	9/2/2020	IM*E0081395	\$ 86.40	Instructional Supplies
Invoice <\$15,000	University of Illinois At Springfield	9/15/2020	IM*0272569	\$ 350.00	Dues
Invoice <\$15,000	University of the Cumberland	9/15/2020	IM*0272568	\$ 905.00	Tuition Reimbursement-Admin
Invoice <\$15,000	Unum Life Insurance Company of America	9/21/2020	IM*0272653	\$ 7,693.67	Long Term Care - Insurance
Invoice <\$15,000	Urban Elevator Service, Inc.	9/15/2020	IM*0272571	\$ 1,968.75	Facilities Maintenance Service Expense
Invoice <\$15,000	USImprints LLC	9/23/2020	IM*E0081617	\$ 2,710.00	Instructional Supplies
Invoice >\$15,000	Valic Retirement Services	9/24/2020	IM*E0081659	\$ 148,744.20	Annuities
Invoice >\$15,000	Valic Retirement Services	9/10/2020	IM*E0081502	\$ 148,511.65	Annuities
Invoice <\$15,000	Verizon Wireless	9/29/2020	IM*0272722	\$ 665.85	Other Contractual Services Expense
Invoice <\$15,000	Verizon Wireless	9/8/2020	IM*0272330	\$ 510.14	Other Contractual Services Expense
Invoice <\$15,000	Vernier Software	9/2/2020	IM*E0081396	\$ 1,600.00	Instructional Supplies
Invoice <\$15,000	Village of Glen Ellyn, Illinois	9/25/2020	IM*E0081661	\$ 12,596.27	Water - Sewage Expense
Invoice >\$15,000	Village of Glen Ellyn, Illinois	9/25/2020	IM*E0081660	\$ 50,851.70	Water - Sewage Expense
Invoice <\$15,000	Village of Westmont	9/30/2020	IM*E0081727	\$ 50.00	Facilities Maintenance Service Expense
Invoice <\$15,000	Village of Westmont	9/15/2020	IM*E0081556	\$ 16.61	Water - Sewage Expense
Invoice >\$15,000	Vision Service Plan - (IV)	9/21/2020	IM*E0081577	\$ 16,892.82	Vision Choice Prem September 2020
Invoice >\$15,000	VisionPoint Media, Inc.	9/8/2020	IM*E0081426	\$ 63,554.94	Advertising Expense
Invoice <\$15,000	VizuALL	9/15/2020	IM*0272573	\$ 1,880.00	Other Contractual Services Expense
Invoice <\$15,000	VWR Funding, Inc.	9/15/2020	IM*0272574	\$ 1,012.00	Instructional Supplies
Invoice <\$15,000	Warehouse Direct, Inc.	9/30/2020	IM*E0081728	\$ 1,494.15	Office Supplies
Invoice <\$15,000	Warehouse Direct, Inc.	9/23/2020	IM*E0081618	\$ 767.02	Maintenance Supplies
Invoice <\$15,000	Warehouse Direct, Inc.	9/15/2020	IM*E0081557	\$ 2,709.22	Maintenance Supplies
Invoice <\$15,000	Warehouse Direct, Inc.	9/9/2020	IM*E0081471	\$ 4,618.01	COVID19 Related Mat & Supplies
Invoice <\$15,000	Warehouse Direct, Inc.	9/2/2020	IM*E0081397	\$ 435.84	Instructional Supplies
Invoice <\$15,000	Waste Management of Illinois-West	9/29/2020	IM*0272723	\$ 7,017.16	Refuse Disposal Expense
Invoice <\$15,000	Waste Management of Illinois-West	9/15/2020	IM*0272576	\$ 224.19	Refuse Disposal Expense
Invoice <\$15,000	Waste Management of Illinois-West	9/8/2020	IM*0272331	\$ 3,387.62	Refuse Disposal Expense
Employee Reimb	Wendy Maloney	9/10/2020	IM*E0081487	\$ 105.00	Tuition Reimbursement-CODA
Invoice <\$15,000	Wesco Distribution , Inc.	9/30/2020	IM*E0081729	\$ 11,241.25	Facilities Maintenance Service Expense
Invoice <\$15,000	Wesco Distribution , Inc.	9/15/2020	IM*E0081558	\$ 1,890.00	Facilities Maintenance Service Expense
Invoice <\$15,000	West Payment Center	9/15/2020	IM*E0081559	\$ 1,263.06	Books and Binding Costs
Invoice <\$15,000	West Publishing Corporation	9/15/2020	IM*E0081560	\$ 628.22	Instructional Service Contracts
Invoice <\$15,000	Western Illinois University	9/1/2020	IM*0272223	\$ 1,187.37	Tuition Reimbursement-Classified
Invoice <\$15,000	Westmont Interior Supply House	9/2/2020	IM*E0081472	\$ 700.40	Maintenance Supplies
Invoice <\$15,000	WideOpenWest IL, LLC	9/30/2020	IM*E0081730	\$ 450.16	Other Contractual Services Expense
Invoice <\$15,000	WideOpenWest IL, LLC	9/23/2020	IM*E0081619	\$ 378.24	Other Contractual Services Expense
Invoice <\$15,000	WideOpenWest IL, LLC	9/9/2020	IM*E0081473	\$ 900.32	Other Contractual Services Expense
Invoice <\$15,000	Widepoint Cybersecurity Solutions Corporation	9/15/2020	IM*0272577	\$ 249.00	Indirect Costs
Employee Reimb	William Anderson	9/15/2020	IM*0272581	\$ 1,159.36	In-State Travel Costs
Invoice <\$15,000	Windy City Truck Repair, Inc.	9/15/2020	IM*0272578	\$ 299.30	Maintenance Services Expense
Invoice <\$15,000	World Trade Press	9/9/2020	IM*E0081474	\$ 1,800.00	Books and Binding Costs
Invoice <\$15,000	Xerox Corporation	9/15/2020	IM*0272580	\$ 9,413.90	Rental - Equipment
Invoice >\$15,000	Xerox Corporation	9/18/2020	IM*0272599	\$ 37,384.97	Rental - Equipment
Invoice <\$15,000	Yankee Book Peddler, Inc.	9/30/2020	IM*E0081731	\$ 726.25	Books and Binding Costs
Invoice <\$15,000	Yankee Book Peddler, Inc.	9/23/2020	IM*E0081620	\$ 1,495.95	Books and Binding Costs
Invoice <\$15,000	Yankee Book Peddler, Inc.	9/15/2020	IM*E0081561	\$ 3,806.05	Books and Binding Costs
Invoice <\$15,000	Yankee Book Peddler, Inc.	9/9/2020	IM*E0081475	\$ 1,580.28	Books and Binding Costs
Invoice <\$15,000	Yankee Book Peddler, Inc.	9/2/2020	IM*E0081398	\$ 108.03	Books and Binding Costs

D. All Disbursements Excluding Payroll
College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS
September 30, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - September 2020

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AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Cares Act Student Portion	Cares Act Student Portion			\$ 22,620.00	Cares Act Student Portion via Touchnet ACH - 36 transactions
Student Refunds	Checks issued in prior month; voided in current month			\$ (9,841.98)	Student Refunds Voided Checks - 13 transactions
Student Refunds	Student Refunds			\$ 139,250.80	Student Refunds via Paper Check - 238 transactions
Student Refunds	Student Refunds			\$ 439,035.36	Student Refunds via Credit Cards - 1002 transactions
TOTAL VENDOR PAYMENTS DURING THE ACCOUNTING MONTH				\$ 8,461,601.45	

Reconciliation to Total Cash Disbursements:

Payment to Alphagraphics Wheaton, included on separate Board agenda item:	9/15/2020	IM*0272395	\$ 125.00	Printing Expense
			<u>\$ 8,461,726.45</u>	

D. All Disbursements Excluding Payroll
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AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice <\$15,000	Linda Osanka	3/13/2019	IM*0248340	\$ (1,200.00)	Check issued in prior month; voided in current month
Employee Reimb	Thomas Ryan	3/11/2020	IM*0263658	\$ (1,200.00)	Check issued in prior month; voided in current month
Invoice <\$15,000	Computer Sports Medicine, Inc.	4/14/2020	IM*0266595	\$ (1,250.00)	Check issued in prior month; voided in current month
Invoice <\$15,000	Carestream Dental Partnership, LLC	6/23/2020	IM*0269034	\$ (4,026.00)	Check issued in prior month; voided in current month
Invoice <\$15,000	NJCAA-Online Membership	8/10/2020	IM*0271343	\$ (4,308.00)	Check issued in prior month; voided in current month
Invoice <\$15,000	Barry Winograd	8/18/2020	IM*0271609	\$ (600.00)	Check issued in prior month; voided in current month
Invoice <\$15,000	Western Illinois University	9/1/2020	IM*0272223	\$ 1,187.37	Tuition Reimbursement-Classified
Invoice >\$15,000	Commonwealth Edison-Carol Stream	9/1/2020	IM*0272227	\$ 69,277.86	Electricity Expense
Invoice <\$15,000	Advantage Team Sales Group	9/1/2020	IM*0272228	\$ 14,509.00	Other supplies
Invoice <\$15,000	AT&T Long Distance	9/1/2020	IM*0272229	\$ 115.57	Telephone Expense
Invoice <\$15,000	AT&T Long Distance	9/1/2020	IM*0272230	\$ 302.11	Telephone Expense
Invoice <\$15,000	AT&T Long Distance	9/1/2020	IM*0272231	\$ 21.72	Telephone Expense
Invoice <\$15,000	AT&T Long Distance	9/1/2020	IM*0272232	\$ 4,707.79	Telephone Expense
Invoice <\$15,000	AT&T Mobility	9/1/2020	IM*0272233	\$ 43.23	Cell Phone Allowance
Invoice <\$15,000	Advanced Stores Company, Inc.	9/3/2020	IM*0272234	\$ 328.14	Purchase for Resale
Invoice <\$15,000	Carol Stream Postmaster	9/3/2020	IM*0272235	\$ 2,619.69	Postage
Invoice <\$15,000	The Board of Trustees of the Leland Stanford Junior University	9/3/2020	IM*0272236	\$ 200.00	Dues
Invoice <\$15,000	Misfits Construction Company	9/8/2020	IM*0272237	\$ 1,100.00	Building Remodeling Expense
Invoice >\$15,000	Antigua, Inc.	9/8/2020	IM*0272238	\$ 20,686.29	Building Remodeling Expense
Invoice >\$15,000	Blackboard, Inc.	9/8/2020	IM*0272239	\$ 139,449.44	IT Maintenance Services
Invoice >\$15,000	CliftonLarsonAllen LLP	9/8/2020	IM*0272240	\$ 40,000.00	Audit Services Expense
Invoice >\$15,000	Illinois Heartland Library System	9/8/2020	IM*0272241	\$ 48,415.95	Other Contractual Services Expense
Invoice <\$15,000	Verizon Wireless	9/8/2020	IM*0272330	\$ 510.14	Other Contractual Services Expense
Invoice <\$15,000	Waste Management of Illinois-West	9/8/2020	IM*0272331	\$ 3,387.62	Refuse Disposal Expense
Invoice <\$15,000	POSTMASTER - GLEN ELLYN	9/9/2020	IM*0272332	\$ 10,000.00	USPS Prepaid
Invoice <\$15,000	Reserve Account	9/9/2020	IM*0272333	\$ 6,000.00	Pinney Bowes Prepaid
Invoice <\$15,000	Educ Loan - AES PHEAA	9/9/2020	IM*0272334	\$ 111.84	Wage Assignments
Invoice <\$15,000	International Union of Operating Engineers	9/9/2020	IM*0272335	\$ 703.35	Professional Dues
Invoice <\$15,000	Office of Glenn B. Stearns	9/9/2020	IM*0272336	\$ 371.54	Wage Assignments
Invoice <\$15,000	State Disbursement Unit	9/9/2020	IM*0272337	\$ 4,756.31	Wage Assignments
Invoice <\$15,000	Jonathan Abarbanel	9/15/2020	IM*0272383	\$ 150.00	Other Contractual Services Expense
Invoice <\$15,000	ABC-CLIO, Inc.	9/15/2020	IM*0272384	\$ 56.40	Books and Binding Costs
Invoice <\$15,000	ABT Electronics	9/15/2020	IM*0272385	\$ 1,178.00	Equipment - Office
Invoice <\$15,000	ACERT	9/15/2020	IM*0272386	\$ 150.00	Dues
Invoice <\$15,000	ACSA	9/15/2020	IM*0272387	\$ 528.00	Dues
Invoice <\$15,000	Advantage Team Sales Group	9/15/2020	IM*0272388	\$ 6,950.00	Other supplies
Invoice <\$15,000	Tara Ahern	9/15/2020	IM*0272389	\$ 700.00	Performing Arts Services
Invoice <\$15,000	Airgas, Inc.	9/15/2020	IM*0272390	\$ 962.23	Instructional Supplies
Invoice <\$15,000	John Albrecht	9/15/2020	IM*0272391	\$ 17.50	Community Memberships - PE
Invoice <\$15,000	Alibris	9/15/2020	IM*0272392	\$ 13.84	Books and Binding Costs
Invoice <\$15,000	Alldata	9/15/2020	IM*0272393	\$ 1,500.00	Books and Binding Costs
Invoice <\$15,000	Allied Electronics	9/15/2020	IM*0272394	\$ 610.24	Instructional Supplies
Invoice <\$15,000	Altorfer Industries Inc	9/15/2020	IM*0272396	\$ 200.00	Other Contractual Services Expense
Invoice <\$15,000	Amalgamated Bank of Chicago	9/15/2020	IM*0272397	\$ 300.00	Bond Interest
Invoice <\$15,000	Amazon.com, LLC	9/15/2020	IM*0272398	\$ 1,167.39	Books and Binding Costs
Invoice <\$15,000	American Accounting Association	9/15/2020	IM*0272399	\$ 90.00	Dues
Invoice <\$15,000	American Medical Association	9/15/2020	IM*0272400	\$ 73.90	Instructional Supplies
Invoice <\$15,000	Anixter, Inc.	9/15/2020	IM*0272401	\$ 1,936.28	Maintenance Supplies
Invoice <\$15,000	Archetype Innovations LLC	9/15/2020	IM*0272402	\$ 845.00	Instructional Supplies
Invoice <\$15,000	Arnell Steel Supply Company	9/15/2020	IM*0272403	\$ 4,228.45	Instructional Supplies
Invoice <\$15,000	Ascend Learning Holdings, LLC	9/15/2020	IM*0272404	\$ 13,455.00	Instructional Supplies
Invoice <\$15,000	Association of Small Business Development Centers	9/15/2020	IM*0272405	\$ 1,796.00	In-State Conference Costs
Invoice <\$15,000	AT&T Long Distance	9/15/2020	IM*0272406	\$ 390.69	Telephone Expense
Invoice <\$15,000	AT&T Long Distance	9/15/2020	IM*0272407	\$ 2,273.60	Telephone Expense
Invoice <\$15,000	AT&T Long Distance	9/15/2020	IM*0272408	\$ 5,757.07	Telephone Expense
Invoice <\$15,000	AT&T Mobility	9/15/2020	IM*0272409	\$ 648.45	Office Supplies
Invoice <\$15,000	AT&T Mobility	9/15/2020	IM*0272410	\$ 68.75	Telephone Expense
Invoice <\$15,000	Axon Enterprises, Inc.	9/15/2020	IM*0272411	\$ 862.50	Other supplies
Invoice <\$15,000	Banc Certified Merchant Services	9/15/2020	IM*0272412	\$ 96.00	Performing Arts Services
Invoice <\$15,000	Bryant Bell	9/15/2020	IM*0272413	\$ 50.00	Funds Held in Custody of Others
Invoice <\$15,000	Benco Dental Co.	9/15/2020	IM*0272414	\$ 534.93	Instructional Supplies
Invoice <\$15,000	BHFX Digital Imaging	9/15/2020	IM*0272415	\$ 265.06	Facilities Maintenance Service Expense
Invoice <\$15,000	Blackboard, Inc.	9/15/2020	IM*0272416	\$ 4,500.00	IT Maintenance Services
Invoice <\$15,000	Bloomington Chamber of Commerce	9/15/2020	IM*0272417	\$ 45.00	Advertising Expense
Invoice <\$15,000	Brill USA, Inc.	9/15/2020	IM*0272418	\$ 116.50	Books and Binding Costs
Invoice <\$15,000	Brink's, Inc.	9/15/2020	IM*0272419	\$ 352.54	Financial Charges & Adjustments
Invoice <\$15,000	C2 Publishing	9/15/2020	IM*0272420	\$ 1,877.00	Advertising Expense
Invoice <\$15,000	Campagna-Turano Bakery, Inc.	9/15/2020	IM*0272421	\$ 58.08	Instructional Supplies
Invoice <\$15,000	Cardinal Health	9/15/2020	IM*0272422	\$ 1,071.64	Instructional Supplies
Invoice <\$15,000	Carestream Dental Partnership, LLC	9/15/2020	IM*0272423	\$ 192.00	Instructional Supplies

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College of DuPage
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AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice <\$15,000	Carestream Dental Partnership, LLC	9/15/2020	IM*0272424	\$ 4,026.00	Instructional Supplies
Invoice <\$15,000	Carol Stream Chamber of Commerce	9/15/2020	IM*0272425	\$ 50.00	Advertising Expense
Invoice <\$15,000	Carrier Corporation	9/15/2020	IM*0272426	\$ 1,735.00	Maintenance Supplies
Invoice <\$15,000	CCH, Inc.	9/15/2020	IM*0272427	\$ 149.30	Books and Binding Costs
Invoice <\$15,000	Central Dupage Hospital Association	9/15/2020	IM*0272428	\$ 7,000.00	Consultants Expense
Invoice <\$15,000	Ceramic Supply Chicago Inc	9/15/2020	IM*0272429	\$ 187.00	Instructional Supplies
Invoice <\$15,000	Certol International, LLC	9/15/2020	IM*0272430	\$ 330.04	Instructional Supplies
Invoice <\$15,000	Charles C Thomas Publisher Ltd	9/15/2020	IM*0272431	\$ 854.80	Instructional Supplies
Invoice <\$15,000	Arlington Glass & Mirror Co.	9/15/2020	IM*0272432	\$ 2,350.00	Facilities Maintenance Service Expense
Invoice <\$15,000	City of Naperville - Utilities	9/15/2020	IM*0272433	\$ 7,087.28	Electricity Expense
Invoice <\$15,000	Commonwealth Edison-Carol Stream	9/15/2020	IM*0272434	\$ 2,153.83	Electricity Expense
Invoice <\$15,000	Commission on Accreditation of Ophthalmic Medical Program	9/15/2020	IM*0272435	\$ 650.00	Dues
Invoice <\$15,000	Communications Supply Corporation	9/15/2020	IM*0272436	\$ 84.35	Facilities Maintenance Service Expense
Invoice <\$15,000	CompTIA Certifications LLC	9/15/2020	IM*0272437	\$ 3,200.00	Other Contractual Services Expense
Invoice <\$15,000	Core & Main LP	9/15/2020	IM*0272438	\$ 597.28	Maintenance Supplies
Invoice <\$15,000	Creekside Printing	9/15/2020	IM*0272439	\$ 1,530.00	Printing Expense
Invoice <\$15,000	Crosstex	9/15/2020	IM*0272440	\$ 631.70	Instructional Supplies
Invoice <\$15,000	Denson Shops, Inc.	9/15/2020	IM*0272441	\$ 12.00	Maintenance Services Expense
Invoice <\$15,000	DePaul University Music Department	9/15/2020	IM*0272442	\$ 2,090.00	Tuition Reimbursement-Faculty
Invoice <\$15,000	Dept. of Veterans Affairs	9/15/2020	IM*0272443	\$ 177.14	Other Federal Governmental Sources
Invoice <\$15,000	Drone Nerds Inc	9/15/2020	IM*0272444	\$ 4,223.20	Non-Capital Equipment
Invoice <\$15,000	Dupage County Clerk	9/15/2020	IM*0272445	\$ 4.00	Audit Services Expense
Invoice <\$15,000	Dupage Dodge Chrysler Jeep	9/15/2020	IM*0272446	\$ 275.02	Purchase for Resale
Invoice <\$15,000	Ecolab	9/15/2020	IM*0272447	\$ 2,054.10	Maintenance Supplies
Invoice <\$15,000	Edward Occupational Health	9/15/2020	IM*0272448	\$ 30.00	Office Supplies
Invoice <\$15,000	Electrical North, Inc.	9/15/2020	IM*0272449	\$ 1,154.99	Facilities Maintenance Service Expense
Invoice <\$15,000	Elsevier	9/15/2020	IM*0272450	\$ 10,958.20	Books and Binding Costs
Invoice <\$15,000	Engineerica Systems, Inc.	9/15/2020	IM*0272451	\$ 2,850.00	Other Contractual Services Expense
Invoice <\$15,000	Enterprise Rent-A-Car - Glen Ellyn	9/15/2020	IM*0272452	\$ 405.10	In-State Vehicle Usage Expense
Invoice <\$15,000	Fastsigns - Naperville	9/15/2020	IM*0272453	\$ 2,077.00	Instructional Supplies
Invoice <\$15,000	Fisher Scientific Company	9/15/2020	IM*0272454	\$ 1,006.64	Instructional Supplies
Invoice <\$15,000	Fitzsimmons Surgical Supply	9/15/2020	IM*0272455	\$ 71.40	Maintenance Services Expense
Invoice <\$15,000	Flagg Creek Water Reclamation District	9/15/2020	IM*0272456	\$ 19.55	Refuse Disposal Expense
Invoice <\$15,000	Flinn Scientific	9/15/2020	IM*0272457	\$ 0.07	Instructional Supplies
Invoice <\$15,000	Sarah Fringero	9/15/2020	IM*0272458	\$ 250.00	Other Contractual Services Expense
Invoice <\$15,000	Geckodrive Inc	9/15/2020	IM*0272459	\$ 143.75	Instructional Supplies
Invoice <\$15,000	General Electric Company	9/15/2020	IM*0272460	\$ 8,282.00	Equipment - Instructional
Invoice <\$15,000	Robert Gillespie	9/15/2020	IM*0272461	\$ 24.00	Community Memberships - PE
Invoice <\$15,000	GovConnection Inc	9/15/2020	IM*0272462	\$ 1,971.00	Equipment - Office
Invoice <\$15,000	Grey House Publishing	9/15/2020	IM*0272463	\$ 148.50	Books and Binding Costs
Invoice <\$15,000	H-O-H Water Technology, Inc.	9/15/2020	IM*0272464	\$ 2,409.13	Maintenance Supplies
Invoice <\$15,000	Hatchell & Associates	9/15/2020	IM*0272465	\$ 1,447.00	Maintenance Supplies
Invoice <\$15,000	Heartland Video Systems Inc	9/15/2020	IM*0272466	\$ 973.05	Instructional Supplies
Invoice <\$15,000	James Hebert	9/15/2020	IM*0272467	\$ 245.00	Community Memberships - PE
Invoice <\$15,000	Henry Schein	9/15/2020	IM*0272468	\$ 4,949.71	Instructional Supplies
Invoice <\$15,000	Home Training Tools, LTD	9/15/2020	IM*0272470	\$ 2,505.93	Instructional Supplies
Invoice <\$15,000	IACRAO - IL Assoc of Collegiate Registrars and Admission	9/15/2020	IM*0272471	\$ 595.00	Dues
Invoice <\$15,000	IBM Corporation	9/15/2020	IM*0272472	\$ 1,807.30	Books and Binding Costs
Invoice <\$15,000	ICN-CMS	9/15/2020	IM*0272473	\$ 3,600.00	IT Maintenance Services
Invoice <\$15,000	Illinois Heartland Library System	9/15/2020	IM*0272474	\$ 15.25	Other Contractual Services Expense
Invoice <\$15,000	Illinois Secretary of State	9/15/2020	IM*0272475	\$ 151.00	Vehicle Supplies
Invoice <\$15,000	Illinois Secretary of State	9/15/2020	IM*0272476	\$ 8.00	Financial Charges & Adjustments
Invoice <\$15,000	Illinois Tactical Officers Association	9/15/2020	IM*0272477	\$ 40.00	Dues - Classified
Invoice <\$15,000	Impact Applications Inc.	9/15/2020	IM*0272478	\$ 875.00	Athletic Trainer Supplies
Invoice <\$15,000	Integration Partners	9/15/2020	IM*0272479	\$ 6,124.48	IT Maintenance Services
Invoice <\$15,000	International Avaya Users Group	9/15/2020	IM*0272480	\$ 350.00	Dues - Classified
Invoice <\$15,000	Interstate Companies Inc	9/15/2020	IM*0272481	\$ 1,526.47	Maintenance Services Expense
Invoice <\$15,000	Jenn Sales Corporation	9/15/2020	IM*0272482	\$ 1,274.92	Instructional Supplies
Invoice <\$15,000	Job Target.com	9/15/2020	IM*0272483	\$ 2,026.00	Advertising Expense
Invoice <\$15,000	John Wiley & Sons - Boston	9/15/2020	IM*0272484	\$ 2,642.39	Other supplies
Invoice <\$15,000	Johnny's Selected Seeds	9/15/2020	IM*0272485	\$ 306.94	Purchase for Resale
Invoice <\$15,000	Johnstone Supply	9/15/2020	IM*0272486	\$ 500.00	Instructional Supplies
Invoice <\$15,000	Johnstone Supply	9/15/2020	IM*0272487	\$ 210.00	Instructional Supplies
Invoice <\$15,000	Johnstone Supply	9/15/2020	IM*0272488	\$ 60.00	Office Supplies
Invoice <\$15,000	Jones & Bartlett Learning LLC	9/15/2020	IM*0272489	\$ 589.39	Instructional Supplies
Invoice <\$15,000	Josten's Inc	9/15/2020	IM*0272490	\$ 63.00	Non-Capital Equipment
Invoice <\$15,000	Kammes Auto & Truck Repair, Inc.	9/15/2020	IM*0272491	\$ 298.50	Maintenance Services Expense
Invoice <\$15,000	Kaplan	9/15/2020	IM*0272492	\$ 35.90	Instructional Supplies
Invoice <\$15,000	Darrell Katz	9/15/2020	IM*0272493	\$ 500.00	Non-Credit Instructional Serv
Invoice <\$15,000	Kennicott Brothers Company	9/15/2020	IM*0272494	\$ 386.49	Instructional Supplies

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Invoice <\$15,000	Kewaunee Scientific Corporation	9/15/2020	IM*0272495	\$ 553.96	Instructional Supplies
Invoice <\$15,000	Laerdal Medical Corporation	9/15/2020	IM*0272496	\$ 1,485.93	Equipment - Instructional
Invoice <\$15,000	Learning Resources Network, Inc.	9/15/2020	IM*0272497	\$ 1,795.00	Out-of-State Conference Costs
Invoice <\$15,000	Kirsten Leenaars	9/15/2020	IM*0272498	\$ 150.00	Performing Arts Services
Invoice <\$15,000	Len's Ace Hardware-Glen Ellyn	9/15/2020	IM*0272499	\$ 412.64	Maintenance Supplies
Invoice <\$15,000	Lex Meat, LTD	9/15/2020	IM*0272500	\$ 538.50	Instructional Supplies
Invoice <\$15,000	Joseph Liberator	9/15/2020	IM*0272501	\$ 60.00	Community Memberships - PE
Invoice <\$15,000	Lund Industries, Inc	9/15/2020	IM*0272502	\$ 108.26	Vehicle Supplies
Invoice <\$15,000	Marberry Cleaners and Launderer's LLC	9/15/2020	IM*0272503	\$ 123.25	Maintenance Services Expense
Invoice <\$15,000	Mable Martinez	9/15/2020	IM*0272504	\$ 190.00	Instructional Supplies
Invoice <\$15,000	Matthew Bender & Co., Inc.	9/15/2020	IM*0272505	\$ 724.71	Books and Binding Costs
Invoice <\$15,000	McKesson Medical-Surgical Inc	9/15/2020	IM*0272506	\$ 491.75	Non-Capital Equipment
Invoice <\$15,000	McMaster Carr Supply	9/15/2020	IM*0272507	\$ 3,866.79	Instructional Supplies
Invoice <\$15,000	Medical Priority Consultants, Inc	9/15/2020	IM*0272508	\$ 410.00	Instructional Supplies
Invoice <\$15,000	Medline Industries, Inc.	9/15/2020	IM*0272509	\$ 1,921.13	Instructional Supplies
Invoice <\$15,000	Merry X-Ray Chemical Corp.	9/15/2020	IM*0272510	\$ 4,650.00	Maintenance Services Expense
Invoice <\$15,000	Motion Industries	9/15/2020	IM*0272512	\$ 683.65	Maintenance Supplies
Invoice <\$15,000	MSC Industrial Supply	9/15/2020	IM*0272513	\$ 14,952.48	COVID19 Related Mat & Supplies
Invoice <\$15,000	Alan Nathan	9/15/2020	IM*0272514	\$ 500.00	Other Contractual Services Expense
Invoice <\$15,000	NCS Pearson Inc.	9/15/2020	IM*0272515	\$ 3,000.00	Other supplies
Invoice <\$15,000	NCTA-Na'I College Testing	9/15/2020	IM*0272516	\$ 575.00	On-Campus Conf & Mtgs
Invoice <\$15,000	North East Multi Regional Training	9/15/2020	IM*0272517	\$ 175.00	Tuition Reimbursement-Classified
Invoice <\$15,000	Niemann Investment Fund, LLC	9/15/2020	IM*0272518	\$ 2,016.82	Non-Capital Equipment
Invoice <\$15,000	Northern Illinois University	9/15/2020	IM*0272519	\$ 1,476.18	Tuition Reimbursement-Faculty
Invoice <\$15,000	Nub Games, Inc.	9/15/2020	IM*0272520	\$ 105.00	Other Contractual Services Expense
Invoice <\$15,000	Scribner Ochenschlager	9/15/2020	IM*0272521	\$ 136.00	Community Memberships - PE
Invoice <\$15,000	Elizabeth Odum	9/15/2020	IM*0272522	\$ 4,500.00	Performing Arts Services
Invoice <\$15,000	Office Depot	9/15/2020	IM*0272523	\$ 8,829.69	Office Supplies
Invoice <\$15,000	Oh My God Music Inc	9/15/2020	IM*0272528	\$ 250.00	Other Contractual Services Expense
Invoice <\$15,000	Ohio Medical, LLC	9/15/2020	IM*0272529	\$ 500.00	Maintenance Services Expense
Invoice <\$15,000	Omnigraphics, Inc.	9/15/2020	IM*0272530	\$ 163.70	Books and Binding Costs
Invoice <\$15,000	Omnigraphics, Inc.	9/15/2020	IM*0272531	\$ 81.85	Books and Binding Costs
Invoice <\$15,000	Omnigraphics, Inc.	9/15/2020	IM*0272532	\$ 163.70	Books and Binding Costs
Invoice <\$15,000	Omnigraphics, Inc.	9/15/2020	IM*0272533	\$ 59.70	Books and Binding Costs
Invoice <\$15,000	OverDrive, Inc.	9/15/2020	IM*0272534	\$ 466.37	Books and Binding Costs
Invoice <\$15,000	Phi Theta Kappa Honor Society	9/15/2020	IM*0272535	\$ 500.00	Other Contractual Services Expense
Invoice <\$15,000	Porter Pipe & Supply Co.	9/15/2020	IM*0272536	\$ 114.00	Instructional Supplies
Invoice <\$15,000	Praxair/Gas Tech	9/15/2020	IM*0272537	\$ 1,616.25	Instructional Supplies
Invoice <\$15,000	Pretrax, Inc.	9/15/2020	IM*0272538	\$ 1,692.74	Other Contractual Services Expense
Invoice <\$15,000	R.A. Daugherty Sales, Inc.	9/15/2020	IM*0272539	\$ 689.99	Maintenance Supplies
Invoice <\$15,000	Radiology Subspecialists of Northern Illinois LLC	9/15/2020	IM*0272540	\$ 117.00	Other Contractual Services Expense
Invoice <\$15,000	Ramrod Distributors	9/15/2020	IM*0272541	\$ 2,797.42	Maintenance Supplies
Invoice <\$15,000	Red River Press Inc.	9/15/2020	IM*0272542	\$ 3,250.00	Instructional Supplies
Invoice <\$15,000	Rev.com, Inc.	9/15/2020	IM*0272543	\$ 17.60	Other Contractual Services Expense
Invoice <\$15,000	Rowman & Littlefield Publ.	9/15/2020	IM*0272544	\$ 66.28	Books and Binding Costs
Invoice <\$15,000	Sage Publications, Inc.	9/15/2020	IM*0272545	\$ 120.00	Books and Binding Costs
Invoice <\$15,000	Sally Beauty Supply	9/15/2020	IM*0272546	\$ 290.52	Instructional Supplies
Invoice <\$15,000	SYM Educational Consulting, LLC	9/15/2020	IM*0272547	\$ 8,000.00	Consultants Expense
Invoice <\$15,000	Scenario Learning, LLC	9/15/2020	IM*0272548	\$ 8,200.00	Consultants Expense
Invoice <\$15,000	Scent Air Technologies, Inc.	9/15/2020	IM*0272549	\$ 93.45	Other Contractual Services Expense
Invoice <\$15,000	Sherwin Williams Company	9/15/2020	IM*0272550	\$ 456.01	Maintenance Supplies
Invoice <\$15,000	Simulation Curriculum Corp	9/15/2020	IM*0272551	\$ 646.00	Computer Software
Invoice <\$15,000	Smithgroup Inc	9/15/2020	IM*0272552	\$ 6,000.00	Facilities Maintenance Service Expense
Invoice <\$15,000	Sona Systems, LTD	9/15/2020	IM*0272553	\$ 1,600.00	Instructional Supplies
Invoice <\$15,000	Sony Music Holdings, Inc.	9/15/2020	IM*0272554	\$ 54.00	Advertising Expense
Invoice <\$15,000	Sportsoft, Inc.	9/15/2020	IM*0272555	\$ 2,876.00	IT Maintenance Services
Invoice <\$15,000	Squeegie Bros., Inc.	9/15/2020	IM*0272556	\$ 480.00	Advertising Expense
Invoice <\$15,000	Rachel Staron	9/15/2020	IM*0272557	\$ 25.00	Locker Deposits Payable
Invoice <\$15,000	Statista Inc	9/15/2020	IM*0272558	\$ 5,439.00	Books and Binding Costs
Invoice <\$15,000	Steiner Electric Company	9/15/2020	IM*0272559	\$ 1,255.00	Instructional Supplies
Invoice <\$15,000	Strategic Cost Control, Inc.	9/15/2020	IM*0272560	\$ 1,600.00	Unemployment Insurance Expense
Invoice <\$15,000	Studica Inc.	9/15/2020	IM*0272561	\$ 3,875.00	Computer Software
Invoice <\$15,000	Symplcity Corporation	9/15/2020	IM*0272562	\$ 11,139.20	IT Maintenance Services
Invoice <\$15,000	Teleflex LLC	9/15/2020	IM*0272563	\$ 223.69	Instructional Supplies
Invoice <\$15,000	Texthelp Inc.	9/15/2020	IM*0272564	\$ 7,154.45	Instructional Supplies
Invoice <\$15,000	Thomson Reuters	9/15/2020	IM*0272565	\$ 3,673.34	Books and Binding Costs
Invoice <\$15,000	Reveca Torres	9/15/2020	IM*0272566	\$ 700.00	Performing Arts Services
Invoice <\$15,000	Stephanie Touzalin	9/15/2020	IM*0272567	\$ 150.00	Performing Arts Services
Invoice <\$15,000	University of the Cumberlands	9/15/2020	IM*0272568	\$ 905.00	Tuition Reimbursement-Admin
Invoice <\$15,000	University of Illinois At Springfield	9/15/2020	IM*0272569	\$ 350.00	Dues

D. All Disbursements Excluding Payroll
College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS
September 30, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - September 2020

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AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice <\$15,000	United Parcel Service	9/15/2020	IM*0272570	\$ 140.71	Postage
Invoice <\$15,000	Urban Elevator Service, Inc.	9/15/2020	IM*0272571	\$ 1,968.75	Facilities Maintenance Service Expense
Invoice <\$15,000	Gavin Van Horn	9/15/2020	IM*0272572	\$ 250.00	Performing Arts Services
Invoice <\$15,000	VizuALL	9/15/2020	IM*0272573	\$ 1,880.00	Other Contractual Services Expense
Invoice <\$15,000	VWR Funding, Inc.	9/15/2020	IM*0272574	\$ 1,012.00	Instructional Supplies
Invoice <\$15,000	Gregory Ward	9/15/2020	IM*0272575	\$ 600.00	Other Contractual Services Expense
Invoice <\$15,000	Waste Management of Illinois-West	9/15/2020	IM*0272576	\$ 224.19	Refuse Disposal Expense
Invoice <\$15,000	Widepoint Cybersecurity Solutions Corporation	9/15/2020	IM*0272577	\$ 249.00	Indirect Costs
Invoice <\$15,000	Windy City Truck Repair, Inc.	9/15/2020	IM*0272578	\$ 299.30	Maintenance Services Expense
Invoice <\$15,000	Barry Winograd	9/15/2020	IM*0272579	\$ 300.00	Other Contractual Services Expense
Invoice <\$15,000	Xerox Corporation	9/15/2020	IM*0272580	\$ 9,413.90	Rental - Equipment
Employee Reimb	William Anderson	9/15/2020	IM*0272581	\$ 1,159.36	In-State Travel Costs
Employee Reimb	Robert Cannella Jr	9/15/2020	IM*0272582	\$ 138.55	Instructional Supplies
Employee Reimb	Robert Carrington	9/15/2020	IM*0272583	\$ 239.96	Instructional Supplies
Employee Reimb	Sandra Gonzales	9/15/2020	IM*0272584	\$ 1,850.00	Tuition Reimbursement-Classified
Employee Reimb	Andrew Luce	9/15/2020	IM*0272585	\$ 185.00	Tuition Reimbursement-Classified
Employee Reimb	Kent Munsterman	9/15/2020	IM*0272586	\$ 599.00	Tuition Reimbursement-Classified
Employee Reimb	Min Pan	9/15/2020	IM*0272587	\$ 53.57	Office Supplies
Employee Reimb	Fisher Parsons	9/15/2020	IM*0272588	\$ 51.94	Audio/Visual Materials
Employee Reimb	Roland Raffel	9/15/2020	IM*0272589	\$ 147.00	Advertising Expense
Employee Reimb	Lisa Saltiel	9/15/2020	IM*0272590	\$ 153.29	Office Supplies
Employee Reimb	Bruce Schmiedl	9/15/2020	IM*0272591	\$ 12.08	In-State Travel Costs
Employee Reimb	Jordan Schumacher	9/15/2020	IM*0272592	\$ 45.00	Grant Funded Travel/Conf
Employee Reimb	Scott Tenute	9/15/2020	IM*0272593	\$ 148.70	Maintenance Supplies
Employee Reimb	Adam Wasilewski	9/15/2020	IM*0272594	\$ 83.92	Instructional Supplies
Employee Reimb	Diondra Whiteside	9/15/2020	IM*0272595	\$ 335.00	Tuition Reimbursement-CODA
Invoice <\$15,000	IL Liquor Control Commission	9/15/2020	IM*0272596	\$ 750.00	Other Contractual Services Expense
Invoice <\$15,000	Thomas Ryan	9/16/2020	IM*0272598	\$ 1,200.00	Retiree Healthcare Payments
Invoice >\$15,000	Xerox Corporation	9/18/2020	IM*0272599	\$ 37,384.97	Rental - Equipment
Invoice >\$15,000	Reliance Standard Life Insurance Company	9/21/2020	IM*0272652	\$ 47,524.01	Life Insurance
Invoice <\$15,000	Unum Life Insurance Company of America	9/21/2020	IM*0272653	\$ 7,693.67	Long Term Care - Insurance
Invoice <\$15,000	AT&T Long Distance	9/22/2020	IM*0272654	\$ 499.60	Telephone Expense
Invoice <\$15,000	AT&T Long Distance	9/22/2020	IM*0272655	\$ 116.24	Telephone Expense
Invoice <\$15,000	Bumper to Bumper	9/22/2020	IM*0272656	\$ 212.21	Instructional Supplies
Invoice <\$15,000	Elliott Auto Supply Co., Inc.	9/22/2020	IM*0272657	\$ 80.31	Instructional Supplies
Invoice >\$15,000	Central Dupage Hospital Association	9/22/2020	IM*0272659	\$ 19,728.00	Instructional Service Contracts
Invoice <\$15,000	Barry Winograd	9/23/2020	IM*0272660	\$ 600.00	Other Contractual Services Expense
Invoice <\$15,000	Educ Loan - AES PHEAA	9/23/2020	IM*0272661	\$ 111.85	Wage Assignments
Invoice <\$15,000	International Union of Operating Engineers	9/23/2020	IM*0272662	\$ 703.35	Professional Dues
Invoice <\$15,000	Midwest Capital Managers	9/23/2020	IM*0272663	\$ 40.26	Wage Assignments
Invoice <\$15,000	Office of Glenn B. Stearns	9/23/2020	IM*0272664	\$ 371.54	Wage Assignments
Invoice <\$15,000	State Disbursement Unit	9/23/2020	IM*0272665	\$ 4,677.00	Wage Assignments
Invoice <\$15,000	Linda Osanka	9/28/2020	IM*0272666	\$ 1,200.00	Retiree Healthcare Payments
Employee Reimb	Rukshad Patel	9/28/2020	IM*0272667	\$ 435.00	Dues - Faculty
Invoice <\$15,000	Verizon Wireless	9/29/2020	IM*0272722	\$ 665.65	Other Contractual Services Expense
Invoice <\$15,000	Waste Management of Illinois-West	9/29/2020	IM*0272723	\$ 7,017.16	Refuse Disposal Expense
Invoice >\$15,000	Commonwealth Edison-Carol Stream	9/29/2020	IM*0272724	\$ 95,200.80	Electricity Expense
Invoice >\$15,000	KCW	9/29/2020	IM*0272725	\$ 17,868.00	Facilities Maintenance Service Expense
Invoice >\$15,000	LinkedIn Corporation	9/29/2020	IM*0272726	\$ 70,000.00	Books and Binding Costs
Invoice <\$15,000	Navia Benefit Solutions	9/30/2020	IM*D21555	\$ 14,028.66	HSA Empl/COD Contr 01/01/17
Invoice >\$15,000	Navia Benefit Solutions	9/30/2020	IM*D21556	\$ 27,810.30	HSA Empl/COD Contr 01/01/17
Invoice >\$15,000	IDES-Magnetic Media Unit	9/10/2020	IM*D21557	\$ 180,675.47	Withholding Tax - State
Invoice >\$15,000	Department of Treasury	9/10/2020	IM*D21558	\$ 533,469.55	Withholding Tax - Federal
Invoice >\$15,000	IDES-Magnetic Media Unit	9/11/2020	IM*D21559	\$ 178,779.00	Unemployment Insurance Expense
Invoice >\$15,000	IDES-Magnetic Media Unit	9/24/2020	IM*D21561	\$ 193,675.43	Withholding Tax - State
Invoice >\$15,000	Department of Treasury	9/24/2020	IM*D21562	\$ 563,464.94	Withholding Tax - Federal
Invoice >\$15,000	SAP Public Services, Inc.	9/1/2020	IM*E0081359	\$ 15,346.00	IT Maintenance Services
Invoice >\$15,000	College Aid Services, LLC	9/1/2020	IM*E0081360	\$ 20,058.06	Consultants Expense
Invoice <\$15,000	A.M. Best Co.	9/2/2020	IM*E0081361	\$ 199.75	Books and Binding Costs
Invoice <\$15,000	Aggressive Energy LLC	9/2/2020	IM*E0081362	\$ 1,404.31	Electricity Expense
Invoice <\$15,000	Alexian Brothers Ambulatory Group	9/2/2020	IM*E0081363	\$ 96.00	Other Contractual Services Expense
Invoice <\$15,000	Aqua Pure Enterprises, Inc.	9/2/2020	IM*E0081364	\$ 1,069.95	Maintenance Supplies
Invoice <\$15,000	Assoc of Public Safety Comm Official Internl Inc	9/2/2020	IM*E0081365	\$ 94.00	Dues - Classified
Invoice <\$15,000	B&H Foto & Electronics Corporation	9/2/2020	IM*E0081366	\$ 1,757.17	Non-Capital Equipment
Invoice <\$15,000	Blick Art Materials	9/2/2020	IM*E0081367	\$ 41.30	Instructional Supplies
Invoice <\$15,000	Blue 360 Media, LLC	9/2/2020	IM*E0081368	\$ 93.75	Books and Binding Costs
Invoice <\$15,000	Carol Fox & Associates	9/2/2020	IM*E0081369	\$ 13,820.00	Advertising Expense
Invoice <\$15,000	Carrillo Photo	9/2/2020	IM*E0081370	\$ 1,700.00	Other Contractual Services Expense
Invoice <\$15,000	Chemcraft Industries	9/2/2020	IM*E0081371	\$ 3,634.00	Maintenance Supplies
Invoice <\$15,000	Combined Roofing Services, LLC	9/2/2020	IM*E0081372	\$ 2,117.48	Facilities Maintenance Service Expense

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College of DuPage
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Invoice <\$15,000	Computer Discount Warehouse	9/2/2020	IM*E0081373	\$ 3,919.36	Non-Capital Equipment
Invoice <\$15,000	DuPage County Health Department	9/2/2020	IM*E0081374	\$ 509.00	Other Contractual Services Expense
Invoice <\$15,000	Full Compass Systems, Ltd	9/2/2020	IM*E0081375	\$ 6.40	Office Supplies
Invoice <\$15,000	Grainger - Downers Grove	9/2/2020	IM*E0081376	\$ 637.93	Maintenance Supplies
Invoice <\$15,000	Ideal Shield LLC	9/2/2020	IM*E0081377	\$ 2,652.57	Maintenance Supplies
Invoice <\$15,000	Kilgore International	9/2/2020	IM*E0081378	\$ 306.55	Instructional Supplies
Invoice <\$15,000	Len's Ace Hardware, Inc.	9/2/2020	IM*E0081379	\$ 97.50	Non-Capital Equipment
Invoice <\$15,000	Sage Learning Landscapes, LLC	9/2/2020	IM*E0081380	\$ 1,015.00	Other Contractual Services Expense
Invoice <\$15,000	Mariam Pare' Art	9/2/2020	IM*E0081381	\$ 700.00	Performing Arts Services
Invoice <\$15,000	Midway Staffing, Inc.	9/2/2020	IM*E0081382	\$ 10,870.14	Custodial Services
Invoice <\$15,000	Paddock Publications	9/2/2020	IM*E0081383	\$ 425.50	Advertising Expense
Invoice <\$15,000	Patterson Dental	9/2/2020	IM*E0081384	\$ 486.94	Instructional Supplies
Invoice <\$15,000	Perkins + Will, Inc.	9/2/2020	IM*E0081385	\$ 5,750.00	Architectural Services Expense
Invoice <\$15,000	Power Up Batteries, LLC	9/2/2020	IM*E0081386	\$ 701.90	Audio/Visual Materials
Invoice <\$15,000	Radiation Detection Company	9/2/2020	IM*E0081387	\$ 1,584.75	Instructional Supplies
Invoice <\$15,000	Riverside Technologies, Inc.	9/2/2020	IM*E0081388	\$ 6,232.00	Equipment - Instructional
Invoice <\$15,000	Russo Power Equipment	9/2/2020	IM*E0081389	\$ 649.90	Vehicle Supplies
Invoice <\$15,000	Southside Control Supply Company	9/2/2020	IM*E0081390	\$ 42.56	Maintenance Supplies
Invoice <\$15,000	Sport Supply Group, Inc.	9/2/2020	IM*E0081391	\$ 1,635.50	Non-Capital Equipment
Invoice <\$15,000	Starkey Laboratories, Inc.	9/2/2020	IM*E0081392	\$ 695.97	Instructional Supplies
Invoice <\$15,000	Tyco Fire & Security (US) Management, Inc.	9/2/2020	IM*E0081393	\$ 291.22	Facilities Maintenance Service Expense
Invoice <\$15,000	United Radio Communications, Inc.	9/2/2020	IM*E0081394	\$ 54.95	Maintenance Supplies
Invoice <\$15,000	United States Cylinder Gas	9/2/2020	IM*E0081395	\$ 86.40	Instructional Supplies
Invoice <\$15,000	Vernier Software	9/2/2020	IM*E0081396	\$ 1,600.00	Instructional Supplies
Invoice <\$15,000	Warehouse Direct, Inc.	9/2/2020	IM*E0081397	\$ 435.84	Instructional Supplies
Invoice <\$15,000	Yankee Book Peddler, Inc.	9/2/2020	IM*E0081398	\$ 108.03	Books and Binding Costs
Invoice <\$15,000	SURS-State University Retirement System	9/2/2020	IM*E0081399	\$ 492.53	Employee Retirement Contributions
Invoice >\$15,000	Riverside Technologies, Inc.	9/3/2020	IM*E0081400	\$ 85,320.00	Instructional Supplies
Invoice >\$15,000	DAOES	9/3/2020	IM*E0081401	\$ 56,646.00	Funds Held in Custody of Others
Employee Reimb	Brian Clement	9/3/2020	IM*E0081402	\$ 348.07	Instructional Supplies
Employee Reimb	Julie Clement	9/3/2020	IM*E0081403	\$ 77.98	Office Supplies
Employee Reimb	Joseph DaSanto	9/3/2020	IM*E0081404	\$ 329.99	Non-Capital Equipment
Employee Reimb	Remic Ensweller	9/3/2020	IM*E0081405	\$ 1,850.00	Tuition Reimbursement-Classified
Employee Reimb	Anna Gay	9/3/2020	IM*E0081406	\$ 232.54	Instructional Supplies
Employee Reimb	Margaret Hernandez	9/3/2020	IM*E0081407	\$ 65.00	Dues - Classified
Employee Reimb	Amy Hull	9/3/2020	IM*E0081408	\$ 258.50	Instructional Supplies
Employee Reimb	Carla Johnson	9/3/2020	IM*E0081409	\$ 339.00	Dues - Faculty
Employee Reimb	Maki Jursinic	9/3/2020	IM*E0081410	\$ 210.00	In-State Conference Costs
Employee Reimb	Kathleen Kasprzyk Szetela	9/3/2020	IM*E0081411	\$ 1,175.00	Tuition Reimbursement-Classified
Employee Reimb	Tobey McCoy	9/3/2020	IM*E0081412	\$ 40.00	Instructional Supplies
Employee Reimb	Jeffrey Papp	9/3/2020	IM*E0081413	\$ 125.00	Dues - Faculty
Employee Reimb	Jeffrey Priest	9/3/2020	IM*E0081414	\$ 50.00	Dues - Classified
Employee Reimb	Susan Reed	9/3/2020	IM*E0081415	\$ 118.50	Tuition Reimbursement-Classified
Employee Reimb	Clara Rogers-Green	9/3/2020	IM*E0081416	\$ 300.00	In-State Conference Costs
Employee Reimb	David Virgilio	9/3/2020	IM*E0081417	\$ 210.00	In-State Conference Costs
Invoice <\$15,0001C	Nicor Gas	9/3/2020	IM*E0081418	\$ 15,204.58	Gas Expense
Invoice >\$15,000	K. K. Stevens Co.	9/3/2020	IM*E0081419	\$ 65,358.99	Printing Expense
Invoice >\$15,000	Kanopy, LLC	9/3/2020	IM*E0081420	\$ 54,741.00	Books and Binding Costs
Invoice >\$15,000	Patriot Pavement Maintenance	9/3/2020	IM*E0081421	\$ 47,516.00	Facilities Maintenance Service Expense
Invoice <\$15,000	College of DuPage Foundation	9/3/2020	IM*E0081422	\$ 2,204.65	Charitable Contributions
Invoice >\$15,000	BP&T Construction	9/8/2020	IM*E0081423	\$ 22,150.00	Building Remodeling Expense
Invoice >\$15,000	Cengage Learning, Inc.	9/8/2020	IM*E0081424	\$ 18,552.45	Books and Binding Costs
Invoice >\$15,000	Proquest, LLC	9/8/2020	IM*E0081425	\$ 71,237.00	Books and Binding Costs
Invoice >\$15,000	VisionPoint Media, Inc.	9/8/2020	IM*E0081426	\$ 63,554.94	Advertising Expense
Invoice <\$15,000	4IMPRINT, Inc.	9/9/2020	IM*E0081427	\$ 273.21	Instructional Supplies
Invoice <\$15,000	ACCED- Association of Collegiate Conference & Events International	9/9/2020	IM*E0081428	\$ 850.00	Dues
Invoice <\$15,000	Aggressive Energy LLC	9/9/2020	IM*E0081429	\$ 8.72	Electricity Expense
Invoice <\$15,000	Apple Computer	9/9/2020	IM*E0081430	\$ 45.00	Computer Software
Invoice <\$15,000	B&H Foto & Electronics Corporation	9/9/2020	IM*E0081432	\$ 447.98	Office Supplies
Invoice <\$15,000	Burns Equipment Company	9/9/2020	IM*E0081433	\$ 58.03	Maintenance Supplies
Invoice <\$15,000	Carol Fox & Associates	9/9/2020	IM*E0081434	\$ 14,450.00	Advertising Expense
Invoice <\$15,000	Computer Discount Warehouse	9/9/2020	IM*E0081435	\$ 12,779.85	Equipment - Technology
Invoice <\$15,000	EBSCO Information Services	9/9/2020	IM*E0081436	\$ 2,262.98	Publications
Invoice <\$15,000	Edward Don & Company	9/9/2020	IM*E0081437	\$ 492.87	Instructional Supplies
Invoice <\$15,000	Fortune Fish Company	9/9/2020	IM*E0081438	\$ 326.97	Instructional Supplies
Invoice <\$15,000	Foster Garvey PC	9/9/2020	IM*E0081439	\$ 2,743.20	Other Contractual Services Expense
Invoice <\$15,000	Full Compass Systems, Ltd	9/9/2020	IM*E0081440	\$ 376.43	Other supplies
Invoice <\$15,000	Grainger - Downers Grove	9/9/2020	IM*E0081441	\$ 290.80	Maintenance Supplies
Invoice <\$15,000	Great Lakes Kwik Space	9/9/2020	IM*E0081442	\$ 2,635.00	Other supplies
Invoice <\$15,000	Hobson, Inc.	9/9/2020	IM*E0081443	\$ 400.00	Other Contractual Services Expense

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Invoice <\$15,000	Holstein's Garage	9/9/2020	IM*E0081444	\$ 105.00	Vehicle Supplies
Invoice <\$15,000	Howard Lee & Sons Inc.	9/9/2020	IM*E0081445	\$ 295.00	Maintenance Services Expense
Invoice <\$15,000	Il Public Broadcasting Council	9/9/2020	IM*E0081446	\$ 1,100.00	Dues
Invoice <\$15,000	Novus Pest Control	9/9/2020	IM*E0081447	\$ 917.94	Custodial Services
Invoice <\$15,000	Just Business, Inc.	9/9/2020	IM*E0081448	\$ 295.00	Computer Software
Invoice <\$15,000	Lawson Products, Inc.	9/9/2020	IM*E0081449	\$ 197.80	Maintenance Supplies
Invoice <\$15,000	Len's Ace Hardware, Inc.	9/9/2020	IM*E0081450	\$ 87.11	Instructional Supplies
Invoice <\$15,000	Sage Learning Landscapes, LLC	9/9/2020	IM*E0081451	\$ 420.00	Other Contractual Services Expense
Invoice <\$15,000	Marvin Feig & Associates, Ltd	9/9/2020	IM*E0081452	\$ 2,625.70	Maintenance Supplies
Invoice <\$15,000	Mercer Tool Corp	9/9/2020	IM*E0081453	\$ 474.00	Instructional Supplies
Invoice <\$15,000	Midway Staffing, Inc.	9/9/2020	IM*E0081454	\$ 10,748.67	Custodial Services
Invoice <\$15,000	Midwest Groundcovers	9/9/2020	IM*E0081455	\$ 338.90	Maintenance Supplies
Invoice <\$15,000	Mouser Electronics	9/9/2020	IM*E0081456	\$ 73.32	Instructional Supplies
Invoice <\$15,000	O'Reilly Auto Parts	9/9/2020	IM*E0081457	\$ 613.89	Vehicle Supplies
Invoice <\$15,000	Planet Charley Productions, LLC	9/9/2020	IM*E0081458	\$ 125.00	Other Contractual Services Expense
Invoice <\$15,000	Plasco ID Holdings, LLC	9/9/2020	IM*E0081459	\$ 211.75	Office Supplies
Invoice <\$15,000	Poblocki Sign Co	9/9/2020	IM*E0081460	\$ 137.00	Building Remodeling Expense
Invoice <\$15,000	Pocket Nurse	9/9/2020	IM*E0081461	\$ 1,111.44	Instructional Supplies
Invoice <\$15,000	Reinders, Inc.	9/9/2020	IM*E0081462	\$ 213.84	Maintenance Supplies
Invoice <\$15,000	Russo Power Equipment	9/9/2020	IM*E0081463	\$ 325.80	Vehicle Supplies
Invoice <\$15,000	SAP Public Services, Inc.	9/9/2020	IM*E0081464	\$ 1,635.76	IT Maintenance Services
Invoice <\$15,000	Sheffield Pottery Inc	9/9/2020	IM*E0081465	\$ 72.00	Instructional Supplies
Invoice <\$15,000	Southwest Plastic Binding Co.	9/9/2020	IM*E0081466	\$ 253.80	Office Supplies
Invoice <\$15,000	Stan A. Huber Consultants	9/9/2020	IM*E0081467	\$ 575.00	Maintenance Services Expense
Invoice <\$15,000	The Standard Companies	9/9/2020	IM*E0081468	\$ 1,085.00	Maintenance Supplies
Invoice <\$15,000	Sweetwater Sound	9/9/2020	IM*E0081469	\$ 79.90	Instructional Supplies
Invoice <\$15,000	Testa Produce, Inc.	9/9/2020	IM*E0081470	\$ 247.75	Instructional Supplies
Invoice <\$15,000	Warehouse Direct, Inc.	9/9/2020	IM*E0081471	\$ 4,618.01	COVID19 Related Mat & Supplies
Invoice <\$15,000	Westmont Interior Supply House	9/9/2020	IM*E0081472	\$ 700.40	Maintenance Supplies
Invoice <\$15,000	WideOpenWest IL, LLC	9/9/2020	IM*E0081473	\$ 900.32	Other Contractual Services Expense
Invoice <\$15,000	World Trade Press	9/9/2020	IM*E0081474	\$ 1,800.00	Books and Binding Costs
Invoice <\$15,000	Yankee Book Peddler, Inc.	9/9/2020	IM*E0081475	\$ 1,580.28	Books and Binding Costs
Invoice <\$15,000	College of Dupage Foundation	9/9/2020	IM*E0081476	\$ 2,029.89	Charitable Contributions
Invoice <\$15,000	Illinois Fraternal Order of Police	9/9/2020	IM*E0081477	\$ 376.55	Professional Dues
Invoice <\$15,000	Illinois Education Association	9/9/2020	IM*E0081478	\$ 130.68	Professional Dues
Employee Reimb	Thomas Carter	9/10/2020	IM*E0081479	\$ 106.09	Instructional Supplies
Employee Reimb	Gilbert Egge	9/10/2020	IM*E0081480	\$ 150.63	Office Supplies
Employee Reimb	Anna Gay	9/10/2020	IM*E0081481	\$ 39.97	Office Supplies
Employee Reimb	Benjamin Johnson	9/10/2020	IM*E0081482	\$ 182.52	In-State Travel Costs
Employee Reimb	Nancy Keller	9/10/2020	IM*E0081483	\$ 175.56	Office Supplies
Employee Reimb	Jane Kielb	9/10/2020	IM*E0081484	\$ 296.99	Instructional Supplies
Employee Reimb	David Kramer	9/10/2020	IM*E0081485	\$ 800.00	Instructional Supplies
Employee Reimb	Mi Ran Lee	9/10/2020	IM*E0081486	\$ 99.00	Instructional Supplies
Employee Reimb	Wendy Maloney	9/10/2020	IM*E0081487	\$ 105.00	Tuition Reimbursement-CODA
Employee Reimb	Sandra Marchetti	9/10/2020	IM*E0081488	\$ 120.00	Dues - Classified
Employee Reimb	Diana Martinez	9/10/2020	IM*E0081489	\$ 2,355.39	Other supplies
Employee Reimb	Maren McKellin	9/10/2020	IM*E0081490	\$ 83.94	Office Supplies
Employee Reimb	Janet Minton	9/10/2020	IM*E0081491	\$ 62.45	Instructional Supplies
Employee Reimb	Nancy Nieto	9/10/2020	IM*E0081492	\$ 1,850.00	Tuition Reimbursement-Classified
Employee Reimb	Robert Plank	9/10/2020	IM*E0081493	\$ 932.75	Instructional Supplies
Employee Reimb	Andrea Polites	9/10/2020	IM*E0081494	\$ 145.81	Instructional Supplies
Employee Reimb	Anthony Ramos	9/10/2020	IM*E0081495	\$ 418.45	Instructional Supplies
Employee Reimb	Diane Wawrejko	9/10/2020	IM*E0081496	\$ 92.00	Instructional Supplies
Employee Reimb	Jacqueline Weaver	9/10/2020	IM*E0081497	\$ 483.41	Instructional Supplies
Employee Reimb	Michal Wilczewski	9/10/2020	IM*E0081498	\$ 28.69	Instructional Supplies
Employee Reimb	Justin Witte	9/10/2020	IM*E0081499	\$ 435.38	Performing Arts Services
Employee Reimb	April Zawlocki	9/10/2020	IM*E0081500	\$ 213.84	Instructional Supplies
Invoice >\$15,000	DuPage Credit Union	9/10/2020	IM*E0081501	\$ 19,251.76	Credit Union
Invoice >\$15,000	Valic Retirement Services	9/10/2020	IM*E0081502	\$ 148,511.65	Annuities
Invoice <\$15,000	Mobile Citizen LLC	9/11/2020	IM*E0081503	\$ 10,247.50	Non-Capital Equipment
Invoice >\$15,000	SURS-State University Retirement System	9/14/2020	IM*E0081504	\$ 384,063.66	Employee Retirement Contributions
Invoice >\$15,000	Aggressive Energy LLC	9/15/2020	IM*E0081505	\$ 195,891.70	Electricity Expense
Invoice >\$15,000	College Aid Services, LLC	9/15/2020	IM*E0081506	\$ 42,329.62	Consultants Expense
Invoice <\$15,000	Paula Cebula	9/15/2020	IM*E0081507	\$ 3,580.00	Performing Arts Services
Invoice <\$15,000	Karen Dickelman	9/15/2020	IM*E0081508	\$ 1,085.00	Performing Arts Services
Invoice <\$15,000	Kirk Muspratt	9/15/2020	IM*E0081509	\$ 4,625.00	Performing Arts Services
Invoice <\$15,000	Benjamin Nadel	9/15/2020	IM*E0081510	\$ 1,415.00	Performing Arts Services
Invoice <\$15,000	Kerry Reid	9/15/2020	IM*E0081511	\$ 150.00	Other Contractual Services Expense
Invoice <\$15,000	Aggressive Energy LLC	9/15/2020	IM*E0081512	\$ 864.50	Electricity Expense
Invoice <\$15,000	Apple Computer	9/15/2020	IM*E0081513	\$ 79.99	Computer Software

D. All Disbursements Excluding Payroll
College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS
September 30, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - September 2020

Check number sequence order excludes checks issued to students which results in check number sequence gaps. All students are covered under the Family Educational Rights and Privacy Act (FERPA). Checks listed include payroll cash disbursements made to vendors and government agencies for employee payroll deductions.

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Click "About COD"; then click "COD Financial Documents"; then click Third Party Invoices and select a month

AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice <\$15,000	Aqua Pure Enterprises, Inc.	9/15/2020	IM*E0081514	\$ 1,053.65	Maintenance Supplies
Invoice <\$15,000	Athletico Management Llc	9/15/2020	IM*E0081515	\$ 3,040.00	Other Contractual Services Expense
Invoice <\$15,000	B&H Foto & Electronics Corporation	9/15/2020	IM*E0081516	\$ 1,285.49	Instructional Supplies
Invoice <\$15,000	Carol Fox & Associates	9/15/2020	IM*E0081517	\$ 12,345.00	Advertising Expense
Invoice <\$15,000	Carrillo Photo	9/15/2020	IM*E0081518	\$ 800.00	Other Contractual Services Expense
Invoice <\$15,000	Central Turf and Irrigation Supply	9/15/2020	IM*E0081519	\$ 1,119.50	Maintenance Supplies
Invoice <\$15,000	Comcast Holdings Corporation	9/15/2020	IM*E0081520	\$ 11,796.70	Advertising Expense
Invoice <\$15,000	Computer Discount Warehouse	9/15/2020	IM*E0081521	\$ 11,036.07	Equipment - Technology
Invoice <\$15,000	DAOCES	9/15/2020	IM*E0081522	\$ 5,205.62	Rental Facility
Invoice <\$15,000	EBSCO Information Services	9/15/2020	IM*E0081523	\$ 7.39	Publications
Invoice <\$15,000	Fortune Fish Company	9/15/2020	IM*E0081524	\$ 178.40	Instructional Supplies
Invoice <\$15,000	Fox Valley Fire & Safety Company, Inc.	9/15/2020	IM*E0081525	\$ 5,255.75	Facilities Maintenance Service Expense
Invoice <\$15,000	Grainger - Downers Grove	9/15/2020	IM*E0081526	\$ 994.77	Maintenance Supplies
Invoice <\$15,000	Heritage FS Inc.	9/15/2020	IM*E0081527	\$ 638.57	Non-Credit instructional Serv
Invoice <\$15,000	Kigore International	9/15/2020	IM*E0081528	\$ 3,529.63	Instructional Supplies
Invoice <\$15,000	Krueger International, Inc.	9/15/2020	IM*E0081529	\$ 9,216.90	Equipment - Instructional
Invoice <\$15,000	Len's Ace Hardware, Inc.	9/15/2020	IM*E0081530	\$ 7.99	Non-Capital Equipment
Invoice <\$15,000	Listle Area Chamber of	9/15/2020	IM*E0081531	\$ 50.00	Advertising Expense
Invoice <\$15,000	Marianna Industries, Inc.	9/15/2020	IM*E0081532	\$ 540.95	Instructional Supplies
Invoice <\$15,000	Midway Dental Supply Detroit, LLC	9/15/2020	IM*E0081533	\$ 168.75	Maintenance Services Expense
Invoice <\$15,000	Midway Staffing, Inc.	9/15/2020	IM*E0081534	\$ 9,698.08	Custodial Services
Invoice <\$15,000	Mintel Group, LTD	9/15/2020	IM*E0081535	\$ 13,230.00	Books and Binding Costs
Invoice <\$15,000	Newegg Business Inc	9/15/2020	IM*E0081536	\$ 939.80	Instructional Supplies
Invoice <\$15,000	Oaktree Products, Inc.	9/15/2020	IM*E0081537	\$ 27.20	Instructional Supplies
Invoice <\$15,000	Paddock Publications	9/15/2020	IM*E0081538	\$ 52.90	Advertising Expense
Invoice <\$15,000	Patterson Dental	9/15/2020	IM*E0081539	\$ 1,624.41	Instructional Supplies
Invoice <\$15,000	Pocket Nurse	9/15/2020	IM*E0081540	\$ 946.07	Instructional Supplies
Invoice <\$15,000	Record-A-Hit, Inc.	9/15/2020	IM*E0081541	\$ 550.00	Other Contractual Services Expense
Invoice <\$15,000	Riverside Technologies, Inc.	9/15/2020	IM*E0081542	\$ 130.00	Office Supplies
Invoice <\$15,000	Russo Power Equipment	9/15/2020	IM*E0081543	\$ 425.00	Non-Capital Equipment
Invoice <\$15,000	Service Sanitation, Inc.	9/15/2020	IM*E0081544	\$ 235.72	Other Contractual Services Expense
Invoice <\$15,000	Sheffield Pottery Inc	9/15/2020	IM*E0081545	\$ 60.00	Instructional Supplies
Invoice <\$15,000	Caption Access LLC	9/15/2020	IM*E0081546	\$ 472.50	Consultants Expense
Invoice <\$15,000	Sport Supply Group, Inc.	9/15/2020	IM*E0081547	\$ 283.50	Non-Capital Equipment
Invoice <\$15,000	Springshare, LLC	9/15/2020	IM*E0081548	\$ 10,676.00	Other Contractual Services Expense
Invoice <\$15,000	The Standard Companies	9/15/2020	IM*E0081549	\$ 2,760.00	COVID19 Related Mat & Supplies
Invoice <\$15,000	Swank Motion Pictures	9/15/2020	IM*E0081550	\$ 1,350.00	Books and Binding Costs
Invoice <\$15,000	TimeClock Plus LLC	9/15/2020	IM*E0081551	\$ 1,225.80	IT Maintenance Services
Invoice <\$15,000	Tree Towns Repro Service	9/15/2020	IM*E0081552	\$ 1,386.39	Building Remodeling Expense
Invoice <\$15,000	Tryad Solutions Inc	9/15/2020	IM*E0081553	\$ 505.50	Maintenance Supplies
Invoice <\$15,000	Ultradent Products	9/15/2020	IM*E0081554	\$ 255.44	Instructional Supplies
Invoice <\$15,000	United States Cylinder Gas	9/15/2020	IM*E0081555	\$ 28.80	Instructional Supplies
Invoice <\$15,000	Village of Westmont	9/15/2020	IM*E0081556	\$ 16.61	Water - Sewage Expense
Invoice <\$15,000	Warehouse Direct, Inc.	9/15/2020	IM*E0081557	\$ 2,709.22	Maintenance Supplies
Invoice <\$15,000	Wesco Distribution , Inc.	9/15/2020	IM*E0081558	\$ 1,890.00	Facilities Maintenance Service Expense
Invoice <\$15,000	West Payment Center	9/15/2020	IM*E0081559	\$ 1,263.06	Books and Binding Costs
Invoice <\$15,000	West Publishing Corporation	9/15/2020	IM*E0081560	\$ 628.22	Instructional Service Contracts
Invoice <\$15,000	Yankee Book Peddler, Inc.	9/15/2020	IM*E0081561	\$ 3,806.05	Books and Binding Costs
Employee Reimb	Joseph Aranki	9/15/2020	IM*E0081562	\$ 74.07	Instructional Supplies
Employee Reimb	Robert Clark	9/15/2020	IM*E0081563	\$ 265.99	Instructional Supplies
Employee Reimb	Melissa Ericson	9/15/2020	IM*E0081564	\$ 370.00	Tuition Reimbursement-Classified
Employee Reimb	Margaret Hernandez	9/15/2020	IM*E0081565	\$ 70.00	Dues - Classified
Employee Reimb	Richard Jarman	9/15/2020	IM*E0081566	\$ 215.00	Dues - Faculty
Employee Reimb	Michelle Resnick	9/15/2020	IM*E0081567	\$ 1,850.00	Tuition Reimbursement-Classified
Employee Reimb	Kenneth Scott	9/15/2020	IM*E0081568	\$ 99.00	Dues - Classified
Employee Reimb	Laura Weiland	9/15/2020	IM*E0081569	\$ 45.21	Instructional Supplies
Invoice <\$15,000	Navia Benefit Solutions	9/17/2020	IM*E0081570	\$ 12,046.46	Flexible Spending Accounts
Invoice <\$15,000	Rathje & Woodward, LLC	9/18/2020	IM*E0081571	\$ 21,788.34	Legal Services Expense
Invoice >\$15,000	SpeakWorks, Inc.	9/18/2020	IM*E0081572	\$ 24,000.00	Computer Software
Employee Reimb	Jason Hyatt	9/21/2020	IM*E0081573	\$ 3,289.50	Travel Advances
Invoice >\$15,000	Community College Health Consortium	9/21/2020	IM*E0081574	\$ 1,098,308.96	Medical HD Premiums - August 2020
Invoice >\$15,000	Delta Dental of Illinois	9/21/2020	IM*E0081575	\$ 56,127.56	Dental PPO Premium August 2020
Invoice <\$15,000	Navia Benefit Solutions	9/21/2020	IM*E0081576	\$ 2,036.25	HSA Admin Fees
Invoice >\$15,000	Vision Service Plan - (IV)	9/21/2020	IM*E0081577	\$ 16,892.82	Vision Choice Prem September 2020
Invoice <\$15,000	Acadental Inc	9/23/2020	IM*E0081578	\$ 209.25	Instructional Supplies
Invoice <\$15,000	AO Apparel Inc	9/23/2020	IM*E0081579	\$ 1,250.00	Instructional Supplies
Invoice <\$15,000	Aqua Designs, Inc	9/23/2020	IM*E0081580	\$ 4,150.00	Facilities Maintenance Service Expense
Invoice <\$15,000	ASR Analytics LLC	9/23/2020	IM*E0081581	\$ 13,470.00	IT Maintenance Services
Invoice <\$15,000	B&H Foto & Electronics Corporation	9/23/2020	IM*E0081582	\$ 5,545.67	Instructional Supplies
Invoice <\$15,000	Barnes & Noble Booksellers Inc.	9/23/2020	IM*E0081583	\$ 43.20	Instructional Supplies

D. All Disbursements Excluding Payroll
College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS
September 30, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - September 2020

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AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice <\$15,000	Blick Art Materials	9/23/2020	IM*E0081584	\$ 791.24	Instructional Supplies
Invoice <\$15,000	BP&T Construction	9/23/2020	IM*E0081585	\$ 4,290.35	Building Remodeling Expense
Invoice <\$15,000	Carolina Biological	9/23/2020	IM*E0081586	\$ 45.00	Instructional Supplies
Invoice <\$15,000	Combined Roofing Services, LLC	9/23/2020	IM*E0081587	\$ 1,425.00	IT Maintenance Services
Invoice <\$15,000	Computer Discount Warehouse	9/23/2020	IM*E0081588	\$ 9,865.89	Instructional Supplies
Invoice <\$15,000	Economic Modeling, LLC	9/23/2020	IM*E0081589	\$ 13,500.00	Other Contractual Services Expense
Invoice <\$15,000	Edward Don & Company	9/23/2020	IM*E0081590	\$ 89.87	Instructional Supplies
Invoice <\$15,000	Ellucian	9/23/2020	IM*E0081591	\$ 2,875.50	IT Maintenance Services
Invoice <\$15,000	Enercon, LTD	9/23/2020	IM*E0081592	\$ 7,104.72	Building Remodeling Expense
Invoice <\$15,000	Fortune Fish Company	9/23/2020	IM*E0081593	\$ 157.97	Instructional Supplies
Invoice <\$15,000	Grainger - Downers Grove	9/23/2020	IM*E0081594	\$ 1,377.91	Instructional Supplies
Invoice <\$15,000	Healy Awards, Inc.	9/23/2020	IM*E0081595	\$ 755.53	Non-Capital Equipment
Invoice <\$15,000	IL Truck Enforcement Assoc., LTD.	9/23/2020	IM*E0081596	\$ 2,212.50	Non-Credit instructional Serv
Invoice <\$15,000	Intellectspace Corporation	9/23/2020	IM*E0081597	\$ 5,184.00	Other Contractual Services Expense
Invoice <\$15,000	J W Pepper Music	9/23/2020	IM*E0081598	\$ 113.00	Instructional Supplies
Invoice <\$15,000	JC Licht	9/23/2020	IM*E0081599	\$ 1,445.00	Maintenance Supplies
Invoice <\$15,000	Kilgore International	9/23/2020	IM*E0081600	\$ 11,856.77	Instructional Supplies
Invoice <\$15,000	Len's Ace Hardware, Inc.	9/23/2020	IM*E0081601	\$ 284.67	Instructional Supplies
Invoice <\$15,000	Limbs and Things	9/23/2020	IM*E0081602	\$ 9,751.21	Instructional Supplies
Invoice <\$15,000	Midway Staffing, Inc.	9/23/2020	IM*E0081603	\$ 9,787.85	Custodial Services
Invoice <\$15,000	Mobile Citizen LLC	9/23/2020	IM*E0081604	\$ 10,247.50	Non-Capital Equipment
Invoice <\$15,000	Paddock Publications	9/23/2020	IM*E0081605	\$ 57.50	Advertising Expense
Invoice <\$15,000	Patterson Dental	9/23/2020	IM*E0081606	\$ 13.58	Instructional Supplies
Invoice <\$15,000	Perkins + Will, Inc.	9/23/2020	IM*E0081607	\$ 7,810.00	Architectural Services Expense
Invoice <\$15,000	Pocket Nurse	9/23/2020	IM*E0081608	\$ 1,750.00	Instructional Supplies
Invoice <\$15,000	Power Up Batteries, LLC	9/23/2020	IM*E0081609	\$ 33.12	Maintenance Supplies
Invoice <\$15,000	Press Photography Network	9/23/2020	IM*E0081610	\$ 350.00	Other Contractual Services Expense
Invoice <\$15,000	Radiation Detection Company	9/23/2020	IM*E0081611	\$ 19.40	Instructional Supplies
Invoice <\$15,000	Rma Supply	9/23/2020	IM*E0081612	\$ 4,430.84	Instructional Supplies
Invoice <\$15,000	Rogers Pump Sales & Service	9/23/2020	IM*E0081613	\$ 1,024.00	Facilities Maintenance Service Expense
Invoice <\$15,000	SCBAS Inc.	9/23/2020	IM*E0081614	\$ 685.00	Maintenance Services Expense
Invoice <\$15,000	Sport Supply Group, Inc.	9/23/2020	IM*E0081615	\$ 33.53	Non-Capital Equipment
Invoice <\$15,000	Testa Produce, Inc.	9/23/2020	IM*E0081616	\$ 3,336.58	Instructional Supplies
Invoice <\$15,000	USImprints LLC	9/23/2020	IM*E0081617	\$ 2,710.00	Instructional Supplies
Invoice <\$15,000	Warehouse Direct, Inc.	9/23/2020	IM*E0081618	\$ 767.02	Maintenance Supplies
Invoice <\$15,000	WideOpenWest IL, LLC	9/23/2020	IM*E0081619	\$ 378.24	Other Contractual Services Expense
Invoice <\$15,000	Yankee Book Peddler, Inc.	9/23/2020	IM*E0081620	\$ 1,495.95	Books and Binding Costs
Invoice <\$15,000	College of DuPage Foundation	9/23/2020	IM*E0081621	\$ 2,079.89	Charitable Contributions
Invoice <\$15,000	Illinois Fraternal Order of Police	9/23/2020	IM*E0081622	\$ 376.55	Professional Dues
Invoice <\$15,000	Illinois Education Association	9/23/2020	IM*E0081623	\$ 130.68	Professional Dues
Employee Reimb	Joseph Aranki	9/24/2020	IM*E0081624	\$ 127.93	Instructional Supplies
Employee Reimb	Jennifer Butler	9/24/2020	IM*E0081625	\$ 199.00	Tuition Reimbursement-Classified
Employee Reimb	Joseph Cassidy	9/24/2020	IM*E0081626	\$ 14.74	Instructional Supplies
Employee Reimb	Jennifer Charles	9/24/2020	IM*E0081627	\$ 556.00	Tuition Reimbursement-Classified
Employee Reimb	Judith Coates	9/24/2020	IM*E0081628	\$ 59.93	Other supplies
Employee Reimb	Adrianna Costello	9/24/2020	IM*E0081629	\$ 468.00	Dues - Classified
Employee Reimb	Denise Cote	9/24/2020	IM*E0081630	\$ 119.40	Office Supplies
Employee Reimb	Felix Davis	9/24/2020	IM*E0081631	\$ 194.87	Instructional Supplies
Employee Reimb	Melissa Ericson	9/24/2020	IM*E0081632	\$ 77.00	Tuition Reimbursement-Classified
Employee Reimb	Catherine Fanelli Munguia	9/24/2020	IM*E0081633	\$ 98.29	Instructional Supplies
Employee Reimb	Rita Haake	9/24/2020	IM*E0081634	\$ 150.00	In-State Conference Costs
Employee Reimb	Robert Hayley	9/24/2020	IM*E0081635	\$ 135.00	In-State Conference Costs
Employee Reimb	Amy Hull	9/24/2020	IM*E0081636	\$ 100.80	Instructional Supplies
Employee Reimb	Elmir Husetovic	9/24/2020	IM*E0081637	\$ 71.65	Audio/Visual Materials
Employee Reimb	Amy Keppler	9/24/2020	IM*E0081638	\$ 60.06	Instructional Supplies
Employee Reimb	Lee Kesselman	9/24/2020	IM*E0081639	\$ 18.20	Instructional Supplies
Employee Reimb	David Kramer	9/24/2020	IM*E0081640	\$ 159.48	Instructional Supplies
Employee Reimb	Tobey McCoy	9/24/2020	IM*E0081641	\$ 19.89	Instructional Supplies
Employee Reimb	Jennifer McIntosh	9/24/2020	IM*E0081642	\$ 286.00	Dues - Administrators
Employee Reimb	Maureen Mitacek	9/24/2020	IM*E0081643	\$ 52.01	Office Supplies
Employee Reimb	Shelly Mocchi	9/24/2020	IM*E0081644	\$ 75.00	Dues - Faculty
Employee Reimb	Thomas Murray	9/24/2020	IM*E0081645	\$ 52.33	In-State Travel Costs
Employee Reimb	Jane Murtaugh	9/24/2020	IM*E0081646	\$ 106.25	Instructional Supplies
Employee Reimb	Ms Katherine Norris	9/24/2020	IM*E0081647	\$ 226.51	Office Supplies
Employee Reimb	Jane Oldfield	9/24/2020	IM*E0081648	\$ 162.15	In-State Travel Costs
Employee Reimb	David Ouellette	9/24/2020	IM*E0081649	\$ 200.00	Dues - Faculty
Employee Reimb	Muhammed Saadiq	9/24/2020	IM*E0081650	\$ 59.92	Instructional Supplies
Employee Reimb	Rituparna Saha	9/24/2020	IM*E0081651	\$ 237.00	Instructional Supplies
Employee Reimb	Antoinette Stella	9/24/2020	IM*E0081652	\$ 135.00	Out-of-State Conference Costs
Employee Reimb	Dana Thompson	9/24/2020	IM*E0081653	\$ 414.00	Dues - Faculty

D. All Disbursements Excluding Payroll
College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS
September 30, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - September 2020

Check number sequence order excludes checks issued to students which results in check number sequence gaps. All students are covered under the Family Educational Rights and Privacy Act (FERPA). Checks listed include payroll cash disbursements made to vendors and government agencies for employee payroll deductions.

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AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Employee Reimb	Lisa Vondra	9/24/2020	IM*E0081654	\$ 165.61	In-State Travel Costs
Employee Reimb	Janelle Walker	9/24/2020	IM*E0081655	\$ 49.00	Tuition Reimbursement-Classified
Employee Reimb	Jacqueline Weaver	9/24/2020	IM*E0081656	\$ 200.00	Dues - Faculty
Invoice <\$15,000	Navia Benefit Solutions	9/24/2020	IM*E0081657	\$ 11,601.84	Flexible Spending Accounts
Invoice >\$15,000	DuPage Credit Union	9/24/2020	IM*E0081658	\$ 19,321.39	Credit Union
Invoice >\$15,000	Valic Retirement Services	9/24/2020	IM*E0081659	\$ 148,744.20	Annuities
Invoice >\$15,000	Village of Glen Ellyn, Illinois	9/25/2020	IM*E0081660	\$ 50,851.70	Water - Sewage Expense
Invoice <\$15,000	Village of Glen Ellyn, Illinois	9/25/2020	IM*E0081661	\$ 12,596.27	Water - Sewage Expense
Invoice >\$15,000	Burlington English Inc	9/29/2020	IM*E0081662	\$ 96,000.00	Instructional Supplies
Invoice >\$15,000	DAOES	9/29/2020	IM*E0081663	\$ 35,571.00	Funds Held in Custody of Others
Invoice >\$15,000	Follett Higher Education	9/29/2020	IM*E0081664	\$ 785,973.11	Other Students Bookbills
Invoice >\$15,000	Riverside Technologies, Inc.	9/29/2020	IM*E0081665	\$ 359,324.50	Non-Capital Equipment
Invoice >\$15,000	SURS-State University Retirement System	9/29/2020	IM*E0081666	\$ 405,669.85	Employee Retirement Contributions
Invoice <\$15,000	Scholar Buys	9/29/2020	IM*E0081667	\$ 1,620.00	Instructional Supplies
Invoice >\$15,000	B&T Construction	9/29/2020	IM*E0081668	\$ 22,818.00	Building Remodeling Expense
Invoice >\$15,000	Nicor Enerchange	9/29/2020	IM*E0081669	\$ 19,251.94	Gas Expense
Invoice >\$15,000	Proquest, LLC	9/29/2020	IM*E0081670	\$ 28,645.02	Books and Binding Costs
Invoice <\$15,0001C	Nicor Gas	9/29/2020	IM*E0081671	\$ 15,325.10	Gas Expense
Invoice <\$15,000	ABC-CLIO, LLC	9/30/2020	IM*E0081672	\$ 55.60	Books and Binding Costs
Invoice <\$15,000	Aggressive Energy LLC	9/30/2020	IM*E0081673	\$ 9,142.36	Electricity Expense
Invoice <\$15,000	Alexian Brothers Ambulatory Group	9/30/2020	IM*E0081674	\$ 404.00	Other Contractual Services Expense
Invoice <\$15,000	APTAC	9/30/2020	IM*E0081675	\$ 790.00	In-State Conference Costs
Invoice <\$15,000	Associated Integrated Supply Chain Solutions	9/30/2020	IM*E0081676	\$ 239.81	Maintenance Services Expense
Invoice <\$15,000	B&H Foto & Electronics Corporation	9/30/2020	IM*E0081677	\$ 3,378.74	Audio/Visual Materials
Invoice <\$15,000	Big Game Sports, Inc.	9/30/2020	IM*E0081678	\$ 791.90	Non-Capital Equipment
Invoice <\$15,000	CAE Healthcare Inc	9/30/2020	IM*E0081679	\$ 2,939.00	Maintenance Services Expense
Invoice <\$15,000	Carol Fox & Associates	9/30/2020	IM*E0081680	\$ 1,940.00	Advertising Expense
Invoice <\$15,000	Carolina Biological	9/30/2020	IM*E0081681	\$ 486.45	Instructional Supplies
Invoice <\$15,000	Cengage Learning, Inc.	9/30/2020	IM*E0081682	\$ 1,228.97	Books and Binding Costs
Invoice <\$15,000	Chemcraft Industries	9/30/2020	IM*E0081683	\$ 1,871.00	Maintenance Supplies
Invoice <\$15,000	Citrine Management Associates, Inc.	9/30/2020	IM*E0081684	\$ 612.00	Maintenance Supplies
Invoice <\$15,000	Columbia Pipe & Supply	9/30/2020	IM*E0081685	\$ 28.31	Maintenance Supplies
Invoice <\$15,000	Combined Roofing Services, LLC	9/30/2020	IM*E0081686	\$ 941.32	Facilities Maintenance Service Expense
Invoice <\$15,000	Computer Discount Warehouse	9/30/2020	IM*E0081687	\$ 9,579.85	Equipment - Technology
Invoice <\$15,000	EBSCO Information Services	9/30/2020	IM*E0081688	\$ 1,385.22	Publications
Invoice <\$15,000	Economic Modeling, LLC	9/30/2020	IM*E0081689	\$ 7,500.00	Computer Software
Invoice <\$15,000	Enercon, LTD	9/30/2020	IM*E0081690	\$ 12,000.00	Architectural Services Expense
Invoice <\$15,000	Evoqua Water Technologies Llc	9/30/2020	IM*E0081691	\$ 224.35	Facilities Maintenance Service Expense
Invoice <\$15,000	Grainger - Downers Grove	9/30/2020	IM*E0081692	\$ 858.00	Maintenance Supplies
Invoice <\$15,000	Grand Stage Lighting Co., Inc.	9/30/2020	IM*E0081693	\$ 12,280.19	Non-Capital Equipment
Invoice <\$15,000	GW Berkheimer Co, Inc.	9/30/2020	IM*E0081694	\$ 255.98	Maintenance Supplies
Invoice <\$15,000	Heritage FS Inc.	9/30/2020	IM*E0081695	\$ 336.86	Non-Credit Instructional Serv
Invoice <\$15,000	Honeywell International, Inc.	9/30/2020	IM*E0081696	\$ 13,400.00	Facilities Maintenance Service Expense
Invoice <\$15,000	ICCTA	9/30/2020	IM*E0081697	\$ 300.00	In-State Conference Costs
Invoice <\$15,000	JBH Technologies, Inc.	9/30/2020	IM*E0081698	\$ 412.00	Instructional Supplies
Invoice <\$15,000	JC Licht	9/30/2020	IM*E0081699	\$ 180.00	Maintenance Supplies
Invoice <\$15,000	JMA Construction, Inc.	9/30/2020	IM*E0081700	\$ 3,900.00	Building Remodeling Expense
Invoice <\$15,000	Kirhofer's Sports	9/30/2020	IM*E0081701	\$ 3,651.00	Non-Capital Equipment
Invoice <\$15,000	Len's Ace Hardware, Inc.	9/30/2020	IM*E0081702	\$ 12.74	Non-Capital Equipment
Invoice <\$15,000	Midway Staffing, Inc.	9/30/2020	IM*E0081703	\$ 8,904.01	Custodial Services
Invoice <\$15,000	Midwest Imports	9/30/2020	IM*E0081704	\$ 225.14	Instructional Supplies
Invoice <\$15,000	O'Reilly Auto Parts	9/30/2020	IM*E0081705	\$ 472.61	Vehicle Supplies
Invoice <\$15,000	Otto Frei	9/30/2020	IM*E0081706	\$ 1,445.12	Instructional Supplies
Invoice <\$15,000	Patterson Dental	9/30/2020	IM*E0081707	\$ 50.12	Instructional Supplies
Invoice <\$15,000	Pocket Nurse	9/30/2020	IM*E0081708	\$ 631.98	Instructional Supplies
Invoice <\$15,000	Press Photography Network	9/30/2020	IM*E0081709	\$ 350.00	Other Contractual Services Expense
Invoice <\$15,000	Proquest, LLC	9/30/2020	IM*E0081710	\$ 80.60	Books and Binding Costs
Invoice <\$15,000	Radio Research Consortium	9/30/2020	IM*E0081711	\$ 3,695.00	Other Contractual Services Expense
Invoice <\$15,000	Refrigeration Enterprises, Inc.	9/30/2020	IM*E0081712	\$ 808.24	Maintenance Services Expense
Invoice <\$15,000	Revere Electric Supply	9/30/2020	IM*E0081713	\$ 1,415.35	Maintenance Supplies
Invoice <\$15,000	Russo Power Equipment	9/30/2020	IM*E0081714	\$ 2,028.05	Maintenance Services Expense
Invoice <\$15,000	Saf-T-Gard International, Inc.	9/30/2020	IM*E0081715	\$ 91.03	Maintenance Supplies
Invoice <\$15,000	Sales Enterprise	9/30/2020	IM*E0081716	\$ 1,296.00	Other supplies
Invoice <\$15,000	Service Sanitation, Inc.	9/30/2020	IM*E0081717	\$ 208.00	Other Contractual Services Expense
Invoice <\$15,000	Snap-on, Inc.	9/30/2020	IM*E0081718	\$ 749.25	Publications
Invoice <\$15,000	Sock 101 LLC	9/30/2020	IM*E0081719	\$ 2,041.42	Other Contractual Services Expense
Invoice <\$15,000	The Standard Companies	9/30/2020	IM*E0081720	\$ 4,085.00	COVID19 Related Mat & Supplies
Invoice <\$15,000	Stevens & Tate, Inc.	9/30/2020	IM*E0081721	\$ 2,350.00	Performing Arts Services
Invoice <\$15,000	Supreme Lobster, Seafood	9/30/2020	IM*E0081722	\$ 418.82	Instructional Supplies
Invoice <\$15,000	Testa Produce, Inc.	9/30/2020	IM*E0081723	\$ 212.45	Instructional Supplies

D. All Disbursements Excluding Payroll
College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS
September 30, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - September 2020

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AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice <\$15,000	TimeClock Plus LLC	9/30/2020	IM*E0081724	\$ 3,780.00	IT Maintenance Services
Invoice <\$15,000	Truth & Fun	9/30/2020	IM*E0081725	\$ 325.00	Other Contractual Services Expense
Invoice <\$15,000	Tryad Solutions Inc	9/30/2020	IM*E0081726	\$ 282.45	Maintenance Supplies
Invoice <\$15,000	Village of Westmont	9/30/2020	IM*E0081727	\$ 50.00	Facilities Maintenance Service Expense
Invoice <\$15,000	Warehouse Direct, Inc.	9/30/2020	IM*E0081728	\$ 1,494.15	Office Supplies
Invoice <\$15,000	Wesco Distribution , Inc.	9/30/2020	IM*E0081729	\$ 11,241.25	Facilities Maintenance Service Expense
Invoice <\$15,000	WideOpenWest IL, LLC	9/30/2020	IM*E0081730	\$ 450.16	Other Contractual Services Expense
Invoice <\$15,000	Yankee Book Peddler, Inc.	9/30/2020	IM*E0081731	\$ 726.25	Books and Binding Costs
Invoice >\$15,000	JPMorgan Chase & Co	9/29/2020	IM*PC21432	\$ 15,592.52	Pcard/Travel Card Clearing
Cares Act Student Portion	Cares Act Student Portion			\$ 22,620.00	Cares Act Student Portion via Touchnet ACH - 36 transactions
Student Refunds	Checks issued in prior month; voided in current month			\$ (9,841.98)	Student Refunds Voided Checks - 13 transactions
Student Refunds	Student Refunds			\$ 139,250.80	Student Refunds via Paper Check - 238 transactions
Student Refunds	Student Refunds			\$ 439,035.36	Student Refunds via Credit Cards - 1002 transactions
TOTAL VENDOR PAYMENTS DURING THE ACCOUNTING MONTH				\$ 8,461,601.45	

Reconciliation to Total Cash Disbursements:

Payment to Alphagraphics Wheaton, included on separate Board agenda item:	9/15/2020	IM*0272395	\$ 125.00	Printing Expense
			<u>\$ 8,461,726.45</u>	

College of DuPage
Community College District No. 502
Budget Transfer Report
September 2020

E. Budget Transfer Report

Date	Budget Adjustment Number	Fund	Dept. No.	Department Name	Object Number	Object Name	Debit	Credit
09/01/20	B010180	02	20999	Projects TBD	5304003	Facilities Maintenance Service	-	125,000.00
		02	21055	PEC Pool Water Heater	5303001	Architectural Services Exps	20,000.00	-
		02	21055	PEC Pool Water Heater	5804001	Building Remodeling Exps	105,000.00	-
	B010180 Subtotal					Approval Level: President	125,000.00	125,000.00
	To adjust budget per September Construction Meeting.							
09/02/20	B010181	01	00005	Accounting	5407001	Advertising Exps	-	360.00
		01	00005	Accounting	5406002	Dues	360.00	-
	B010181 Subtotal					Approval Level: Controller	360.00	360.00
	To adjust budget to cover dues to the Accounting Association.							
09/03/20	B010182	06	02860	SBA/DCEO/SBDC CARES 20/21	4309001	Other Federal Govt Sources	-	25,000.00
		06	02860	SBA/DCEO/SBDC CARES 20/21	5102003	Profess/Tech Staff, Temporary	4,000.00	-
		06	02860	SBA/DCEO/SBDC CARES 20/21	5299902	PT alloc Employee Benefits	80.00	-
		06	02860	SBA/DCEO/SBDC CARES 20/21	5309001	Other Contractual Services Exp	16,750.00	-
		06	02860	SBA/DCEO/SBDC CARES 20/21	5409001	Other Materials & Supplies Exp	4,170.00	-
	B010182 Subtotal					Approval Level: President	25,000.00	25,000.00
	To establish new grant budget.							
09/03/20	B010183	06	01921	DE/CARES Act Institutional	5909001	Other Expenditure	-	1,913,083.00
		06	01921	DE/CARES Act Institutional	4309001	Other Federal Govt Sources	1,913,083.00	-
	B010183 Subtotal					Approval Level: President	1,913,083.00	1,913,083.00
	To move funds to department 01924 to cover supplies and materials.							
09/03/20	B010184	06	01924	DE/CARES Act (Institutional B)	4309001	Other Federal Govt Sources	-	1,913,083.00
		06	01924	DE/CARES Act (Institutional B)	5409001	Other Materials & Supplies Exp	1,913,083.00	-
	B010184 Subtotal					Approval Level: President	1,913,083.00	1,913,083.00
	To establish budget for newly established department 01924 in order to cover other materials and supplies expense.							
09/03/20	B010185	01	00423	Dean-Arts, Comm. & Hospitality	5102001	Profess/Tech Staff - Full-Time	52,600.72	-
		01	00423	Dean-Arts, Comm. & Hospitality	5299901	FT Allocated Employee Benefits	10,520.14	-
		01	14227	Assoc. Dean, Public Service	5102001	Profess/Tech Staff - Full-Time	-	52,600.72
		01	14227	Assoc. Dean, Public Service	5299901	FT Allocated Employee Benefits	-	10,520.14
	B010185 Subtotal					Approval Level: President	63,120.86	63,120.86
	To adjust budget and move position within Public Service to Dean of Arts, Communication and Hospitality as a result of a reorganization.							
09/04/20	B010187	02	20910	Masonry Repair-BIC Ext Wall	5304003	Facilities Maintenance Service	48,000.00	-
		02	20999	Projects TBD	5304003	Facilities Maintenance Service	-	48,000.00
	B010187 Subtotal					Approval Level: President	48,000.00	48,000.00
	To adjust budget to cover additional expenses related to the Masonry Repair-BIC Ext. Wall.							
09/11/20	B010188	05	64005	Massage Therapy CE	5601001	Rental Facility	3,000.00	-
		05	69002	New Program Development	5309005	Non-Credit instructional Serv	-	3,000.00
	B010188 Subtotal					Approval Level: Controller	3,000.00	3,000.00
	To adjust budget to allow for Massage Therapy Church Rental for fall semester.							

College of DuPage
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E. Budget Transfer Report

Date	Budget Adjustment Number	Fund	Dept. No.	Department Name	Object Number	Object Name	Debit	Credit
09/11/20	B010189	06	02440*	NEA/Frida Kahlo 20/22	4309001	Other Federal Govt Sources		20,000.00
		06	02440*	NEA/Frida Kahlo 20/22	5309001	Other Contractual Services Exp		6,500.00
		06	02440*	NEA/Frida Kahlo 20/22	5401006	Other supplies		3,500.00
		06	02440*	NEA/Frida Kahlo 20/22	5407001	Advertising Exps		10,000.00
		06	02440	NEA/Frida Kahlo 20/22	4309001	Other Federal Govt Sources	20,000.00	
		06	02440	NEA/Frida Kahlo 20/22	5309001	Other Contractual Services Exp	6,500.00	
		06	02440	NEA/Frida Kahlo 20/22	5401006	Other supplies	3,500.00	
		06	02440	NEA/Frida Kahlo 20/22	5407001	Advertising Exps	10,000.00	
	B010189 Subtotal					Approval Level: Controller	40,000.00	40,000.00
	<i>To adjust budget to proper function within the same department.</i>							
09/16/20	B010190	01	00697	Police	5401002	Instructional Supplies	3,500.00	-
		01	00729	Vice President-Administration	5309001	Other Contractual Services Exp	-	3,500.00
	B010190 Subtotal					Approval Level: Controller	3,500.00	3,500.00
	<i>To cover additional instructional materials needed for the EMR Certification.</i>							
09/18/20	B010192	01	00825	Marketing & Creative Services	5309001	Other Contractual Services Exp	-	1,400.00
		01	00825	Marketing & Creative Services	5404002	Computer Software	1,400.00	-
	B010192 Subtotal					Approval Level: Controller	1,400.00	1,400.00
	<i>To adjust budget to cover annual costs for Zoom webinar software.</i>							
09/18/20	B010193	01	00374	Dual Credit	5304004	IT Maintenance Services	1,040.00	-
		01	00374	Dual Credit	5401001	Office Supplies	-	440.00
		01	00374	Dual Credit	5407001	Advertising Exps	-	600.00
	B010193 Subtotal					Approval Level: Controller	1,040.00	1,040.00
	<i>To adjust budget to cover an unanticipated increase in the annual renewal price of Dual Enroll software.</i>							
09/18/20	B010194	03	34029	#29 CDB Grounds Ponds Improve	5303001	Architectural Services Exps	560,000.00	-
		03	39005	Emerging Projects	5804001	Building Remodeling Exps	-	628,750.00
		03	39055	Baseball Softball Field Returf	5303001	Architectural Services Exps	8,750.00	-
		03	39062	Speech Lab	5804001	Building Remodeling Exps	60,000.00	-
	B010194 Subtotal					Approval Level: Board of Trustees	628,750.00	628,750.00
	<i>To adjust budget per September Construction Meeting.</i>							
09/22/20	B010195	01	00773	Public Relations	5309001	Other Contractual Services Exp	-	1,225.00
		01	00773	Public Relations	5406002	Dues	1,225.00	-
	B010195 Subtotal					Approval Level: Controller	1,225.00	1,225.00
	<i>To adjust budget to cover membership to the National Council for Marketing and Public Relations.</i>							
09/22/20	B010196	01	00689	Custodial Dept	5304005	Custodial Services	-	2,200.00
		01	00689	Custodial Dept	5401004	Maintenance Supplies	2,200.00	-
	B010196 Subtotal					Approval Level: Controller	2,200.00	2,200.00
	<i>To adjust budget to purchase additional maintenance supplies.</i>							

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09/23/20	B010197	01	00077	Horticulture	5107011	Service Staff FT High Risk	5,005.74	-
		01	00441	AVP of Curriculum & Assessment	5101001	Administrative Staff-full-time	10,000.00	-
		01	00453	Adjunct Faculty Support Office	5104501	Managerial Staff FT	1,502.46	-
		01	00466	Dean of Students	5106001	Clerical Full-Time	2,587.57	-
		01	00468	Center for Student Success	5104501	Managerial Staff FT	1,008.56	-
		01	00689	Custodial Dept	5104511	Managerial Staff FT High Risk	8,447.26	-
		01	00733	Print Services	5104501	Managerial Staff FT	5,188.14	-
		01	00737	Support Services	5104501	Managerial Staff FT	2,594.07	-
		01	00741	Mail Services	5104501	Managerial Staff FT	2,594.07	-
		01	00765	Warehouse Services	5104501	Managerial Staff FT	2,594.07	-
		01	00773	Public Relations	5102001	Profess/Tech Staff - Full-Time	6,469.63	-
		01	00797	Human Resources	5104001	Supervisory/Confidential FT	3,510.96	-
		01	00825	Marketing & Creative Services	5101001	Administrative Staff-full-time	10,000.00	-
		01	00833	General Institutional - Ed	5109001	Other Salary	-	61,502.53
		05	00529	AUX Misc Auxillary Services	5909999	Unanticipated Expenditures	-	22,527.37
		05	00577	AUX Plant Shop/Horticulture	5107011	Service Staff FT High Risk	2,145.31	-
		05	14627	Adult & Youth Academy Administ	5102001	Profess/Tech Staff - Full-Time	15,086.23	-
		05	14627	Adult & Youth Academy Administ	5104501	Managerial Staff FT	5,295.83	-
B010197 Subtotal						Approval Level: President	84,029.90	84,029.90
To move equity adjustment to appropriate ledger accounts.								
09/24/20	B010198	01	00434	Business Development Center	5501002	On-Campus Conf & Mtgs	-	1,000.00
		01	00434	Business Development Center	5502005	In-State Conference Costs	1,000.00	-
B010198 Subtotal						Approval Level: Controller	1,000.00	1,000.00
To adjust budget to cover attendance of two staff members to attend the virtual National APTAC Conference.								
09/25/20	B010199	01	00835	Fringe Benefit Unallocated	5202001	Workers Compensation Ins	-	5,002.00
		01	00835	Fringe Benefit Unallocated	5605001	General Insurance Exps	5,002.00	-
B010199 Subtotal						Approval Level: Controller	5,002.00	5,002.00
To adjust budget to cover the annual premium for new Fiduciary coverage over the College's 403(B) Plan.								
09/25/20	B010200	01	00445	Admissions	5401001	Office Supplies	-	400.00
		01	00445	Admissions	5404002	Computer Software	400.00	-
B010200 Subtotal						Approval Level: Controller	400.00	400.00
To adjust budget to cover Basecamp and Canvas Pro software.								
09/25/20	B010201	01	00393	Teaching/Learning Cntr	5302001	Consultants Exps	-	6,000.00
		01	00472	Project Hire-Ed	5102003	Profess/Tech Staff, Temporary	-	4,000.00
		01	00797	Human Resources	5108002	Student Worker NON-CSWP	-	5,000.00
		01	00797	Human Resources	5302001	Consultants Exps	15,000.00	-
B010201 Subtotal						Approval Level: President	15,000.00	15,000.00
To adjust budget to cover consultant expenses needed to hire an interim HR partner focused on COVID-19 related matters.								
09/25/20	B010202	01	00773	Public Relations	5104501	Managerial Staff FT	4,113.00	-
		01	00833	General Institutional - Ed	5109001	Other Salary	-	4,113.00
B010202 Subtotal						Approval Level: Controller	4,113.00	4,113.00
Subtotal						Approval Level: Controller	4,113.00	4,113.00
To move equity adjustment to appropriate ledger account.								
09/25/20	B010203	01	00434	Business Development Center	5106003	Clerical Temporary	-	17,000.00
		01	00434	Business Development Center	5309001	Other Contractual Services Exp	20,000.00	-
		01	00434	Business Development Center	5503006	Out-of-State Travel Costs	-	3,000.00
B010203 Subtotal						Approval Level: President	20,000.00	20,000.00
To adjust budget to cover temporary positions due to hiring freeze.								

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09/29/20	B010204	01	00423	Dean-Arts, Comm. & Hospitality	5101001	Administrative Staff-full-time	100,000.00	-
		01	00423	Dean-Arts, Comm. & Hospitality	5299901	FT Allocated Employee Benefits	20,000.00	-
		01	00453	Adjunct Faculty Support Office	5104501	Managerial Staff FT	-	72,000.00
		01	00453	Adjunct Faculty Support Office	5299901	FT Allocated Employee Benefits	-	14,000.00
		01	00833	General Institutional - Ed	5109001	Other Salary	-	34,000.00
	B010204 Subtotal					Approval Level: President	120,000.00	120,000.00

To adjust budget to cover the salary for the Interim Dean of Arts, Comm & Hosp (ACH).

09/29/20	B010205	01	00773	Public Relations	5309001	Other Contractual Services Exp	-	100.00
		01	00773	Public Relations	5407001	Advertising Exps	100.00	-
	B010205 Subtotal					Approval Level: Controller	25,000.00	25,000.00

To adjust budget to advertise Lilianna Kalin's new position as Chief Counsel in Crain's Publication.

B010186 and B010191 were temporary budget transfers related to CARES Act Phase II funding and excluded from this report. Both budget transfers will be reversed upon receipt of related invoices.

COLLEGE OF DuPAGE
COMMUNITY COLLEGE DISTRICT NO. 502
BUDGET TRANSFER FROM CONTINGENCY YEAR-TO-DATE THROUGH September 2020
FISCAL YEAR 2021

GENERAL FUND:

FROM:				TO:			
MONTH	ACCOUNT NUMBER	DESCRIPTION	Amount	ACCOUNT NUMBER	DESCRIPTION	AMOUNT	REASON

No activity year-to-date.

CONTINGENCY ACCOUNTS - YEAR TO DATE	ORIGINAL BUDGET	TRANSFER IN	TRANSFER OUT	ADJUSTED BUDGET
Education Fund	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000
Total Contingency in General Fund	<u>\$ 1,000,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>

College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE REPORT
September 2020

Professional and Legal Services for approval to be paid in October 2020

Rathje Woodward, LLC	August Legal Services	\$	12,409.64
Total		\$	12,409.64

College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE REPORT
GROUP TRAVEL REQUESTS \$15,000 OR GREATER
September 2020

Employee Name	Request ID	Request Date	Request Name	Request Description	Group Travel Category	Estimated Travel Amount
Total						\$0.00

College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE REPORT
INDIVIDUAL EMPLOYEE TRAVEL REQUESTS \$5,000 OR GREATER
September 2020

Employee Name	Request ID	Request Date	Request Name	Request Description	Travel Category	Estimated Travel Amount
Total						\$0.00

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Consulting Staffing Services for Human Resources

2. **REASON FOR CONSIDERATION**

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

3. **BACKGROUND INFORMATION**

Human Resources is an essential department and function of the College. Currently the department is experiencing staff shortages in key roles which is affecting the efficiency and effectiveness of providing essential services to the College and its employees.

To fill a current staffing gap, Premier Staffing Solution has been selected as the best-qualified Human Resources consulting service to provide an Interim Director of Human Resources due to their consultant's depth of experience with Human Resources operations and functions, as well as appropriateness of cost for these services. Utilizing these specialized consulting services for Human Resources will allow the department to continue providing effective and compliant human resources services to the College until professionally qualified staff can be hired to fill the vacant role.

The Human Resources staff consulted with three staffing agencies that specialize in Human Resources consulting personnel, seeking a Director level HR professional who will report to the Vice President of Human Resources. This consultant will direct and manage Employee Relations, Compensation and Benefits functions, and must have tangible hands-on experience and significant knowledge in each area. The consultant must have a proven track record in providing oversight to ensure compliance with regulatory, legal, and policy requirements; guidance to ensure consistent and appropriate application of policies and procedures; participation in employee relations; and compensation and benefits. Premier Staffing Solutions presented the most seasoned Human Resources leader with the ability to oversee and manage the required departments.

We are recommending a consulting contract for fiscal year 2021 with Premier Staffing Solutions for a total not to exceed the amount of \$110,000.

BUDGET STATUS

GL Account	FY2020	FY2021		
	YTD Spend	Annual Budget	YTD Spend	Available Balance
01-80-00797-5302001	\$ -	\$ 125,000	\$ 15,000	\$ 110,000
<i>Human Resources: Consultants Expense</i>				
FY2021 Request				\$ 110,000

**YTD Spend equals actuals as of 10/11/20.*

This contract supports the following goals and objectives of the College's Strategic Long Range Plan Accountability: Strategic Objective 1.5 Improve internal controls that create an auditable trail of evidence in order to promote efficiency and effectiveness of operations, ensure the safeguarding of assets, and to enhance fraud prevention and detection.

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

4. RECOMMENDATION

That the Board of Trustees approves a contract for consulting services for fiscal year 2021 with Premier Staffing Solution, 15 N St. Clair St., Toledo, OH 43604 not to exceed a total cost of \$110,000.

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

SIGNATURE PAGE FOR

Consulting Staffing Services for Human Resources

ITEM(S) ON REQUEST

That the Board of Trustees approves a contract for consulting services for fiscal year 2021 with Premier Staffing Solution, 15 N St. Clair St., Toledo, OH 43604 not to exceed a total cost of \$110,000.

BOARD CHAIR

DATE

BOARD SECRETARY

DATE

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

The dissolution of the General Counsel Search Committee.

2. **REASON FOR CONSIDERATION**

In accordance with Board Policy 5-100, Committees may established by the Board Chair or a majority of the Board of Trustees. The Committee may be dissolved by a vote of the Board of Trustees or the Board Chair, if appointed by the Chair.

3. **BACKGROUND INFORMATION**

Pursuant to Board Policy 5-100, the Chair of the Board of Trustees established the General Counsel Search Committee to advise the Board with respect to the identification of qualified candidates for the post of College of DuPage General Counsel.

The General Counsel Search Committee completed its mandate with the Board's approval of the employment contract of Lilianna Kalin at the August 20, 2020 Regular Meeting of the Board.

4. **RECOMMENDATION**

Having duly completed its mandate as directed by the Board of Trustees Chair, that the Board approves the dissolutionment of the General Counsel Search Committee with noted appreciation to its members.

SIGNATURE PAGE

The Dissolution of the General Counsel Search Committee

Item(s) on Request:

Having duly completed its mandate as directed by the Board of Trustees Chair, that the Board approves the dissolutionment of the General Counsel Search Committee with noted appreciation to its members.

BOARD CHAIRMAN

DATE

BOARD SECRETARY

DATE

COLLEGE OF DuPAGE
REGULAR BOARD MEETING

BOARD APPROVAL

1. SUBJECT

Construction Change Orders for Board Approval.

2. REASON FOR CONSIDERATION

Change orders will be funded from the designated project's overall budget and fall within the FY'20 approved budget. This change order is presented for approval because the work requested will revise the contract amount to exceed twenty percent (20%) of the original contract amount.

3. BACKGROUND INFORMATION

These Change Orders are issued for Board Approval in accordance with Administrative Procedure 10-90.

a) Fund 03 Budget Related Projects

College Requested Change: Athletic Fields Turf Upgrades, Smith Group #02;
BIC Plaza Deck Expansion Joint Repairs, Perkins & Will #03.

b) Fund 02 Budget Related Projects

None

SUMMARY OF CONSTRUCTION CHANGE ORDERS

a) FUND 03 BUDGET RELATED PROJECTS

- **ATHLETIC FIELDS – WOMENS SOFTBALL FIELD TURF – SMITH GROUP #02: \$15,200.00.** College requested change. The designer's contract includes bidding the football field turf replacement, softball field replacement with synthetic turf and baseball irrigation and drainage projects as one bid package and completed that task in January of 2019. Also included is the construction administration scope for football during the spring of 2020, and softball and baseball irrigation and drainage projects in summer of 2020 (Fiscal year 2021). The College recently determined to postpone the softball field turf replacement until fiscal year 2022. The designer will be required to revise the drawings and specifications to create a bid package distinctly for the softball bid package, revisit the storm water permit with the Village, attend our pre-bid meeting, participate in the scope review prior to award and provide site visits to support the re-bid softball project in a different calendar year. This change order increases the revised scope of the designer to provide necessary design and construction services to support the softball synthetic turf project in FY 2022 in lieu of the current FY 2021 contract scope and timetable.

Contractor	Original Contract	Change Orders Amount to Date	Amount of This Change Order	New Contract Value
Smith Group	\$147,500.00	\$19,250.00	\$15,200.00	\$181,950.00
Total this C.O.			\$15,200.00	

- **BIC PLAZA DECK EXPANSION JOINT REPAIRS – PERKINS+WILL #03: \$6,879.10.** College requested change. During the course of the design, not enough information could be gathered from visual observation of surface expansion joint failure, concrete degradation and below deck water damage to properly diagnose corrective repairs to failure of the deck system. This reimbursable cost is for the designer's forensic construction services to retain a contractor to the remove, test and restore concrete plaza deck sections identified by the design team at the two expansion joint locations. This forensic work provided the necessary information to properly correct the structural degradation in the concrete deck and expansion joint system.

Contractor	Original Contract	Change Orders Amount to Date	Amount of This Change Order	New Contract Value
Perkins & Will	\$49,800.00	\$15,798.65	\$6,879.10	\$72,477.75
Total this C.O.			\$6,879.10	

b) FUND 02 BUDGET RELATED PROJECTS

None

Staff Contact: Bruce Schmiedl, Director of Facilities

SIGNATURE PAGE

Construction Change Orders for Board Approval

ITEM(S) ON REQUEST

That the Board of Trustees approves the above listed change orders:

- Design revisions for Athletic Fields Turf, Smith Group #02, \$15,200.00.
- Designer reimbursable forensic construction services for BIC Plaza Deck Expansion Joint Repairs, Perkins & Will #03, \$6,879.10.

BOARD CHAIR _____ DATE _____

BOARD SECRETARY _____ DATE _____

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Financial Reports: AlphaGraphics - Wheaton

2. **REASON FOR CONSIDERATION**

In previous meetings of the Board of Trustees, Trustee Fenne has publicly disclosed her intent to abstain from voting upon motions to approve the College's Financial Reports whenever those reports reflect payments to AlphaGraphics of Wheaton, Illinois. In disclosing her intent to abstain, Trustee Fenne has read a statement in substantially the following form:

As it relates to the Policy Manual – Board Policy 15-28 I would like to publicly disclose my employment at AlphaGraphics Wheaton. The current Financial Reports of the College of DuPage reflect a payment to Alpha Graphics Wheaton. My employer has had a relationship with the College of DuPage for several years prior to my election to the Board and regularly directs invoices for completed projects to the College. It is my wish to always be transparent and ethical in my actions, therefore I will abstain from voting on these Financial Reports.

As a result of Trustee Fenne's abstentions, however, she has been precluded from voting upon any portion of the Financial Reports whenever an AlphaGraphics item has been included. To remedy this problem of overbreadth, it is proposed that, whenever an AlphaGraphics item is to be included in the Financial Reports, a separate board item pertaining only to a separate AlphaGraphics Financial Report be included on the meeting Agenda. This will permit Trustee Fenne to exercise her discretion to abstain from voting as to this item only, not to the entirety of the Financial Reports.

3. **BACKGROUND INFORMATION**

During the month ended September 30, 2020, disbursements to AlphaGraphics – Wheaton included:

AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice <\$15,000	Alphagraphics Wheaton	9/15/2020	IM*0272395	\$125.00	Printing Expense

4. **RECOMMENDATION**

That the Board of Trustees approves the disbursements for AlphaGraphics – Wheaton.

Staff Contact:

Ellen Roberts, Interim VP Administration,
Scott Brady Interim CFO and Treasurer,
David Virgilio, Interim Controller

SIGNATURE PAGE

FINANCIAL REPORTS – ALPHAGRAPHSICS – WHEATON

ITEM(s) ON REQUEST:

THAT THE BOARD OF TRUSTEES APPROVES THE FINANCIAL REPORTS – ALPHAGRAPHSICS - WHEATON FOR THE PERIOD ENDED SEPTEMBER 30, 2020.

Board Chairman

Date

Board Secretary

Date

* Trustee Fenne abstained from voting on this item and provided the following statement: "As it relates to the policy manual of the Board of Trustees, Policy 15-28, I would like to publicly disclose my employment at AlphaGraphics Wheaton. This item pertains to a current financial report of the College of DuPage reflecting a payment to Alphagraphics Wheaton. My employer has had a relationship with the College of DuPage for several years prior to my election to the Board and regularly directs invoices for completed projects to the College. It is my wish to always be transparent and ethical in my actions. Therefore, I will abstain from voting on this Financial Report."