



**COLLEGE OF DuPAGE**

**Board of Trustees Special Board Meeting**

**Tuesday, February 21, 2012**



Special Board Meeting Agenda  
February 21, 2012

- 1. Call to Order**
- 2. Roll Call**





**COLLEGE OF DUPAGE  
SPECIAL BOARD MEETING**

**STANDARD BOARD APPROVAL**

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1. **SUBJECT**

Approval of Special Board Meeting Agenda.

2. **PURPOSE**

At this time, the Board may approve tonight's Agenda.

3. **RECOMMENDATION**

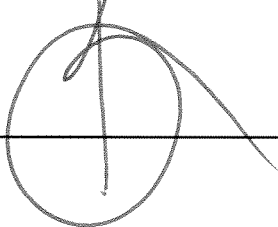
It is recommended that the Board of Trustees approve tonight's Board Meeting Agenda.

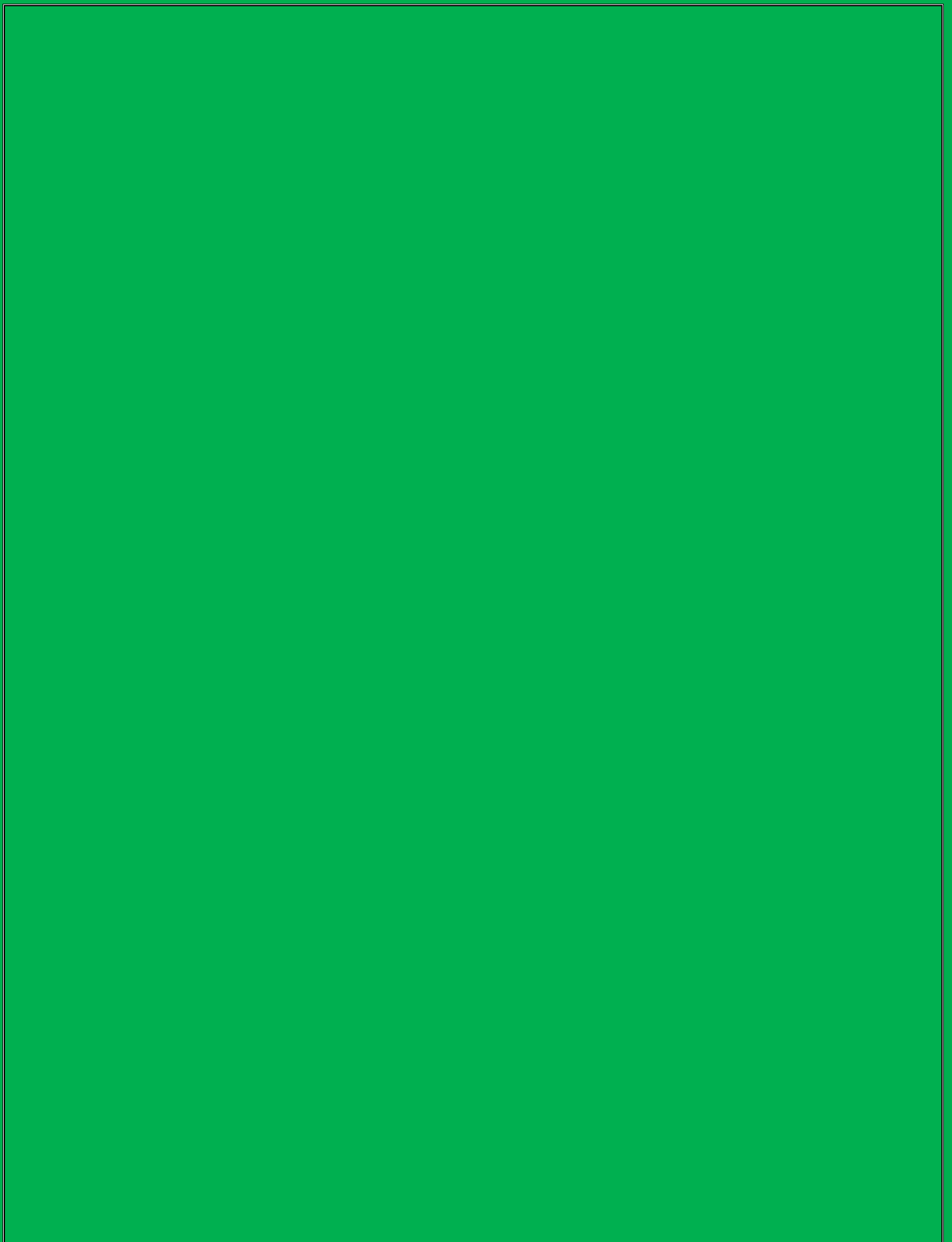
SIGNATURE PAGE FOR APPROVAL OF SPECIAL BOARD MEETING AGENDA

ITEM(S) ON REQUEST

That the Board of Trustees approves the February 16, 2012 Special Board Meeting Agenda.

*Carol A. Slotteaux*  
\_\_\_\_\_  
Administrative Assistant, Office of the President *2/1/12*  
Date

  
\_\_\_\_\_  
President *2/6/12*  
Date



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

**TUESDAY, FEBRUARY 21, 2012**

**7:00 P.M. ~ SSC-2200**

**SPECIAL BOARD MEETING AGENDA**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **PRESENTATIONS**
  4. A. **Faculty / Student Showcase**
    - Patricia Belmonte, Professor, Dental Hygiene Program and Coordinator
    - Barbara Czahor, Associate Professor, Dental Hygiene Program
  4. B. **Physical Education Center Renovation Update**
    - Legat Architects, Inc.
5. **STUDENT TRUSTEE'S REPORT**
6. **PRESIDENT'S REPORT**
  - Tom Glaser, Sr. Vice President Administration/Treasurer
    - College of DuPage Economic Indicators Report
7. **COMMENTS FROM COLLEGE OF DuPAGE EMPLOYEES**
8. **COMMENTS FROM CITIZENS**
  8. A. **District No. 502 Citizens**
  8. B. **Citizens-at-Large**
9. **CONSENT AGENDA\*\*** (Roll Call Vote)
  9. A. **For Information: Standard Items**
    9. A. 1) **Gifts and Grants Report**
    9. A. 2) **Governmental Consortium/Cooperative Purchases Report - None**
    9. A. 3) **Financial Statements**
      - a) **Schedule of Investments**
      - b) **Operating Funds – Budget and Expenditures**
      - c) **Disposal of Capital Assets**

**9. B. For Approval: Standard items**

**9. B. 1) Minutes**

- a) 1/19/12 Closed Session Minutes – Confidential for Board Only
- b) 1/19/12 Regular Board Meeting

**9. B. 2) Financial Reports**

- a) Treasurer's Report
- b) Payroll and Accounts Payable Report

**9. B. 3) Bid Items**

- a) BIC/SRC Phase 2 Furniture
- b) HSC Nursing Simulation Lab Renovations
- c) SRC & PE Buildings Electrical Testing Project
- d) Naperville Regional Center Anatomy & Physiology Equipment

**9. B. 4) Requests for Proposals**

- a) Credit Card Processing Services (Rejection)

**9. B. 5) Purchase Orders**

- a) BIC/SRC Phase 2 Furniture Purchase
- b) Interpreting Services for Hearing Impaired Students
- c) Landscaping Design Contract
- d) Landscaping Construction Manager Services
- e) Oracle Hyperion Financial Software Purchase

**9. B. 6) Personnel Actions**

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

**9. C. For Information: Construction-Related Items**

**9. C. 1) Monthly Construction Project Summary**

**9. C. 2) Architect Selection for Demolition of College Buildings**

**9. D. For Approval: Construction-Related Items**

**9. D. 1) Ratification of Construction Change Orders**

- Referendum-Related Projects
- Capital Budget Projects – None

**9. D. 2) Approval of Construction Change Orders**

- Referendum-Related Projects
- Capital Budget Projects – None

10. **NEW BUSINESS**

10. A. **For Information**

- 1) Affirmative Action Plan

10. B. **For Approval**

- 1) Reappointment of Administrators
- 2) Approval of Academic Calendars 2013-2014 and 2014-2015
- 3) Approval to Revise the 2012-2013 Academic Calendar
- 4) Approval of a New Business Anthropology Certificate
- 5) Seaton Computing Center (SCC) Renovation Project ICCB Application
- 6) McAninch Arts Center (MAC) Renovation Project ICCB Application
- 7) FY2013 Tuition and Fees
- 8) Ratification of Agreement Between College of DuPage and Village of Glen Ellyn and Approval of the Operational Agreement prepared by DuPage County
- 9) Illinois Fraternal Order of Police (FOP) Labor Council Contract
- 10) Approval of Petition to Annex College of DuPage (the "College") into the Lisle/Woodridge Fire Protection District (the "District") and other related Intergovernmental Agreements

11. **ANNOUNCEMENTS BY BOARD CHAIRMAN**

11. A. Communications

11. B. Calendar Dates

**On-Campus Events** (Note: \* = Required Board Event)

- \***Thursday, March 15 – Regular Board Meeting – SSC-2200 – 7:00 p.m.**

**Off-Campus Events**

14. **ADJOURN**

\*\* Certain recurring recommendations may be included in the Consent Agenda at the discretion of the President. At the request of a Trustee or the President, an item may be removed from the Consent Agenda for separate discussion or approval.

<p style="text-align: center;"><b><i>FUTURE MEETING</i></b></p> <p style="text-align: center;"><b><u>Thursday, March 15, 2012</u></b></p> <p style="text-align: center;"><b><u>7:00 p.m. – Regular Board Meeting – SSC-2200</u></b></p>
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**4. PRESENTATIONS**

**A. Faculty / Student Showcase**

- Patricia Belmonte, Professor and Coordinator, Dental Hygiene Program
- Barbara Czahor, Associate Professor, Dental Hygiene Program

**B. Physical Education Center Renovation Update**

- Legat Architects, Inc.

**5. STUDENT TRUSTEE'S REPORT**

**6. PRESIDENT'S REPORT**

- Tom Glaser, Sr. Vice President Administration/Treasurer
  - College of DuPage Economic Indicators Report





- 7. Comments from College of DuPage Employees**
  
- 8. Comments from Citizens**
  - A. District No. 502 Citizens**
  - B. Citizens-at-Large**



**9. CONSENT AGENDA**

**A. For INFORMATION: Standard Items**

- 1) Gifts and Grants Report**
- 2) Governmental Consortium /  
Cooperative Purchases Report - None**
- 3) Financial Statements**



COLLEGE OF DUPAGE  
SPECIAL BOARD MEETING

STANDARD BOARD INFORMATION

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1. SUBJECT

Gifts and Grants Status Report.

2. REASON FOR CONSIDERATION

The Board is provided with a monthly update of gifts and grants.

3. BACKGROUND INFORMATION

The attachments report the status of cash donations and in-kind gifts to the Foundation and the current status of operational public and private grants to the College.

**College of DuPage Foundation  
Monthly Gift Summary Report**

Dec 30, 2011 - Jan 27, 2012

<b>Fund Description</b>	<b>Gift Count</b>	<b>Cash</b>	<b>Pledges/Stocks</b>	<b>Gifts-In-Kind</b>	<b>Other</b>	<b>Total</b>
A. Zarcone Memorial Scholarship	1	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
Athletic Fund	1	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
Automotive Service Technology Program	2	\$0.00	\$0.00	\$11,205.00	\$0.00	\$11,205.00
Belushi Artist-In-Residence Fund	1	\$2,324.16	\$0.00	\$0.00	\$0.00	\$2,324.16
Buffalo Theatre Ensemble	1	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
College of DuPage Faculty Association Scholarship	3	\$45.00	\$0.00	\$0.00	\$0.00	\$45.00
Community Promise Scholarship Fund	2	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Culinary & Hospitality Center	2	\$5,005.00	\$0.00	\$0.00	\$0.00	\$5,005.00
Donald Carter Memorial Scholarship	1	\$53.00	\$0.00	\$0.00	\$0.00	\$53.00
Early Childhood Education	1	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Eileen Ward Scholarship Fund	1	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00
Flexible Steel Lacing Scholarship	1	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00
General Fund	30	\$5,258.50	\$0.00	\$0.00	\$0.00	\$5,258.50
General Scholarship Fund	17	\$474.00	\$0.00	\$0.00	\$0.00	\$474.00
George Macht Endowment	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Greg Joos Memorial Scholarship	1	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Healthcare Instructional Support	1	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
Homeland Security Programs	1	\$5.00	\$0.00	\$0.00	\$0.00	\$5.00
Horticulture Student Competition	1	\$207.31	\$0.00	\$0.00	\$0.00	\$207.31
Louis J. Mannion Scholarship	1	\$15.00	\$0.00	\$0.00	\$0.00	\$15.00
MAC Annual Fund	16	\$17,075.00	\$0.00	\$0.00	\$0.00	\$17,075.00
Mary Mack Scholarship	5	\$360.00	\$0.00	\$0.00	\$0.00	\$360.00
New Philharmonic/DuPage Opera Theatre	5	\$1,300.00	\$0.00	\$0.00	\$0.00	\$1,300.00
Power Construction Scholarship	1	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
Study Abroad Scholarship Fund	2	\$35.00	\$0.00	\$0.00	\$0.00	\$35.00
WDCB Public Radio Future Fund	16	\$6,190.68	\$1,468.68	\$0.00	\$0.00	\$7,659.36
<b>Grand Totals:</b>		<b>\$48,412.65</b>	<b>\$1,468.68</b>	<b>\$11,205.00</b>	<b>\$0.00</b>	<b>\$61,086.33</b>

115 Gift(s) listed

No new planned gifts.

**College of DuPage Foundation**  
**FY12 Year-to-Date Gift Summary**  
through Jan 27, 2012

<b>Fund Description</b>	<b>Gift Count</b>	<b>Cash</b>	<b>Pledges/Stocks</b>	<b>Gifts-In-Kind</b>	<b>Other</b>	<b>Total</b>
A. Zarcone Memorial Scholarship	4	\$230.00	\$0.00	\$0.00	\$0.00	\$230.00
Assurance Golden Jubilee Endowment	1	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00
Athletic Fund	12	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00
August Zarcone Endowment	1	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Automotive Service Technology Program	2	\$0.00	\$0.00	\$11,205.00	\$0.00	\$11,205.00
Belushi Artist-In-Residence Fund	1	\$2,324.16	\$0.00	\$0.00	\$0.00	\$2,324.16
Buffalo Theatre Ensemble	19	\$2,785.00	\$0.00	\$0.00	\$0.00	\$2,785.00
Carter Carroll Excellence in History Award	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
CDW Women in Technology Scholarship Fund	1	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00
Christopher & Karen Thielman Culinary & Hospitality Scholarship	1	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Christopher & Karen Thielman International Field Studies Scholarship	1	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
College of DuPage Faculty Association Scholarship	40	\$1,295.00	\$0.00	\$0.00	\$0.00	\$1,295.00
Community Farm Fund	15	\$1,006.25	\$0.00	\$0.00	\$0.00	\$1,006.25
Community Promise Scholarship Fund	15	\$886.66	\$0.00	\$0.00	\$0.00	\$886.66
Community Relations Fund	37	\$3,275.60	\$0.00	\$11,860.04	\$0.00	\$15,135.64
Culinary & Hospitality Center	37	\$22,659.17	\$2,800.00	\$0.00	\$0.00	\$25,459.17
Culinary Student Scholarship (Teen Culinary Challenge)	1	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
DiabeticLifestyles.com Scholarship Fund	1	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Donald Carter Memorial Scholarship	11	\$583.00	\$0.00	\$0.00	\$0.00	\$583.00
Early Childhood Education	12	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00
Eileen Ward Scholarship Fund	6	\$1,250.00	\$0.00	\$0.00	\$0.00	\$1,250.00
Elizabeth Geyer Scholarship	2	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$8,000.00
Ellen Johnson Memorial Scholarship	1	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
Fine Arts Program	1	\$0.00	\$0.00	\$6,500.00	\$0.00	\$6,500.00
Flexible Steel Lacing Scholarship	1	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00
Floral Design Memorial Scholarship	1	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
General Fund	187	\$41,720.50	\$0.00	\$0.00	\$0.00	\$41,720.50
General Scholarship Fund	224	\$6,224.00	\$0.00	\$0.00	\$0.00	\$6,224.00
George Macht Endowed Scholarship Fund	2	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00
George Macht Endowment	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Golf 2012	1	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Golf 2013	1	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Golf Day 2011	281	\$106,001.00	\$132.00	\$13,660.98	\$0.00	\$119,793.98
Greg Joos Memorial Scholarship	1	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Healthcare Initiative Scholarship	1	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Healthcare Instructional Support	2	\$50,050.00	\$0.00	\$0.00	\$0.00	\$50,050.00



**College of DuPage Foundation**  
**FY12 Year-to-Date Gift Summary**  
through Jan 27, 2012

<b>Fund Description</b>	<b>Gift Count</b>	<b>Cash</b>	<b>Pledges/Stocks</b>	<b>Gifts-In-Kind</b>	<b>Other</b>	<b>Total</b>
Homeland Security Programs	48	\$15,539.00	\$666.67	\$258,105.00	\$0.00	\$274,310.67
Horticulture Student Competition	15	\$1,977.96	\$0.00	\$0.00	\$0.00	\$1,977.96
Hospitality Administration Program	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Howard K. Canaday Music Scholarship	2	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00
HVAC	1	\$2,550.00	\$0.00	\$0.00	\$0.00	\$2,550.00
Jill Johnson Hall Memorial Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Julie Svec Memorial Scholarship Fund	1	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
Lecture Series	1	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Library Development Fund	1	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00
Louis J. Mannion Scholarship	16	\$317.00	\$0.00	\$0.00	\$0.00	\$317.00
MAC Annual Fund	132	\$30,437.00	\$0.00	\$4,842.00	\$0.00	\$35,279.00
Mary Mack Scholarship	18	\$1,306.00	\$25.00	\$0.00	\$0.00	\$1,331.00
Morrissey Dental Hygiene Scholarship	1	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
Murphy Presidential Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
New Philharmonic/DuPage Opera Theatre	34	\$6,745.00	\$1,000.00	\$0.00	\$0.00	\$7,745.00
Older Adult Institute Fund	1	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Power Construction Scholarship	1	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
Road Builder Charities Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
S.C. Reed Scholarship	1	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
Second Year Nursing Scholarship	1	\$33.00	\$0.00	\$0.00	\$0.00	\$33.00
Shirley A. Benson Nursing Endowment	1	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00
Shirley A. Benson Nursing Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Short Term Purpose	1	\$0.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00
Study Abroad Scholarship Fund	31	\$535.00	\$0.00	\$0.00	\$0.00	\$535.00
Tom Galloway Scholarship	1	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Veterans Textbook Scholarship	7	\$1,300.00	\$0.00	\$0.00	\$0.00	\$1,300.00
WDCB Public Radio Future Fund	67	\$12,661.68	\$3,813.68	\$0.00	\$0.00	\$16,475.36
Wilbur Walker Dodge Memorial Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
<b>Grand Totals:</b>		<b>\$405,471.98</b>	<b>\$22,437.35</b>	<b>\$356,173.02</b>	<b>\$0.00</b>	<b>\$784,082.35</b>

1,314 Gift(s) listed

13 Planned Gifts on record

**College of DuPage  
FY12 Grants Report  
July 1, 2011 - January 27, 2012**

*Note: New Entries in Bold*

Granting Agency	Title	Division	Project Director	Type	Amount	Start Date	End Date	Description
<b>COMPETITIVE GRANTS</b>								
IBM Corporation	FY12 Corporate Citizenship & Corporate Affairs Grant	WDCB	Ken Scott	Private	\$1,000	12/19/11	6/30/12	General operating support.
Illinois Arts Council	FY12 Partner In Excellence (McAninch Arts Center)	Liberal Arts	Stephen Cummins Roland Raffel	State	\$24,300	9/15/11	8/31/12	General operating support for the 2011-2012 season.
Illinois Department of Commerce and Economic Opportunity (DCEO)	FY12 Small Business Development Center/International Trade Center (SBDC/ITC)	Business & Technology	David Gay Rita Haake Luanne Mayorga	Federal/ State	\$10,000	1/1/11	12/31/11	To support COD Center for Entrepreneurship Small Business Development Center (SBDC), Procurement Technical Assistance Center (PTAC), and International Trade Center (ITC).
Illinois Department of Commerce and Economic Opportunity (DCEO)	FY12 Procurement Technical Assistance Center (PTAC) (1st Half)	Business & Technology	Rita Haake	Federal/ State	\$51,000	7/1/11	6/30/12	To support operations of the COD Center for Entrepreneurship Procurement Technical Assistance Center (PTAC).
Illinois Department of Commerce and Economic Opportunity (DCEO)	FY12 Procurement Technical Assistance Center (PTAC) (2nd Half)	Business & Technology	Rita Haake	Federal/ State	\$51,000	7/1/11	6/30/12	To support operations of the COD Center for Entrepreneurship Procurement Technical Assistance Center (PTAC).
Illinois State Library/Literacy Office	FY12 Adult Volunteer Literacy: People Educating People (PEP)	Continuing Education	Joseph Cassidy Dan Deasy	State	\$41,000	7/1/11	6/30/12	Community volunteers will give individualized instruction and provide tutoring for ABE, GED, ESL classes.
Illinois State Library/Literacy Office	FY12 Family Literacy: West Chicago	Continuing Education	Joseph Cassidy Dan Deasy	State	\$29,750	7/1/11	6/30/12	Support the <i>Leer es Poder</i> (Reading is Power) family literacy program.
The DuPage Community Foundation	FY12 SchoolStage	Liberal Arts	Stephen Cummins Janey Sarther	Private	\$15,000	12/7/11	11/1/12	To support the MAC SchoolStage Series, a collection of curriculum-based performances targeted to students pre-kindergarten through 8th grade; submitted through the College of DuPage Foundation.
Tooling & Manufacturing Association Education Foundation	Machinery & Equipment Purchase Grant	Business & Technology	James Filipek	Private	\$15,999	7/1/11	6/30/12	To support a portion of the cost to purchase five Bridgeport vertical milling machines that will be used in basic and advanced machine shop classes for the Manufacturing Technology program.

**COMPETITIVE GRANTS** (Includes grants from State, Federal and Private Agencies 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.)

**\$239,049**

**College of DuPage  
FY12 Grants Report  
July 1, 2011 - January 27, 2012**

*Note: New Entries in Bold*

Granting Agency	Title	Division	Project Director	Type	Amount	Start Date	End Date	Description
<b>AGENCY-ALLOCATED GRANTS</b>								
Illinois Community College Board	<b>FY12 Career &amp; Technical Education Innovation Grant</b>	<b>Academic Affairs</b>	<b>Mary Klinefelter</b>	<b>Federal/State</b>	<b>\$32,006</b>	<b>7/1/11</b>	<b>6/30/12</b>	<b>To purchase instructional equipment, materials and supplies to provide course offerings in medical terminology, medical instrumentation, and information technology at the Regional Centers.</b>
Illinois Arts Council	FY12 WDCB-FM Public Radio and Television Basic Grant	Information Technology	Scott Wager	State	\$12,387	11/1/11	8/31/12	General operating support.
Illinois Community College Board	FY12 Adult Education and Family Literacy	Continuing Education	Joseph Cassidy	Federal/State	\$1,821,534	7/1/11	6/30/12	To support FY12 Adult Education and Family Literacy programming.
Illinois Community College Board	FY12 Program Improvement Grant	Academic Affairs	Glenda Gallisath	Federal/State	\$77,094	7/1/11	6/30/12	To purchase a vehicle for the Automotive Technology program, a 3-D printer for the Graphic Design program, an ambulance hydraulic lift for Fire Science and a BiPAP ventilator for Respiratory Care.
Illinois Community College Board	FY12 Workforce Development Grant: Business and Industry Services Component	Business & Technology	David Gay Rita Haake Luanne Mayorga	State	\$165,098	7/1/11	6/30/12	To support COD Center for Entrepreneurship Small Business Development Center (SBDC), Procurement Technical Assistance Center (PTAC), and International Trade Center (ITC).
Illinois Community College Board	FY12 Career & Technical Education Program Postsecondary Perkins Grant	Academic Affairs	Glenda Gallisath	Federal/State	\$583,410	7/1/11	6/30/12	For CTE programs and activities, equipment acquisition, faculty and staff development, and education and industry collaborations that will support student opportunities to enhance academic success, build technical skills, and prepare for future careers.
Jack H. Marston II Melanoma Fund (Jack's Fund)	FY12 Early Childhood Education Center Sun Shades Grant	Continuing Education	Joseph Cassidy Marsha Pobst	Private	\$10,060	7/1/11	6/30/13	For the purchase of shade structures on the pre-kindergarten and toddler playgrounds as well as educational materials that teach about sun safety.
<b>AGENCY-ALLOCATED GRANTS</b> (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.)					<b>\$2,701,589</b>			
<b>FY12 Total All Grants: as of January 27, 2012</b>					<b>\$2,940,638</b>			

**COLLEGE OF DUPAGE  
SPECIAL BOARD MEETING**

**STANDARD BOARD INFORMATION**

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1. SUBJECT

Governmental Consortium/Cooperative Purchases Report.

There are no Governmental Consortium/Cooperative Purchases to report this month.



COLLEGE OF DUPAGE  
SPECIAL BOARD MEETING

STANDARD BOARD INFORMATION

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1. SUBJECT

Financial Statements.

2. REASON FOR CONSIDERATION

For monthly 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) Operating Funds - 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 Operating Funds.
- c) 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.

**COLLEGE OF DUPAGE  
COMMUNITY COLLEGE DISTRICT NO. 502  
INVESTMENT SCHEDULE  
January 31, 2012**

<u>FINANCIAL INSTITUTION</u>	<u>DATE PURCHASED</u>	<u>DATE OF MATURITY</u>	<u>INTEREST RATE %</u>	<u>PRINCIPAL</u>
<b>OPERATING INVESTMENTS:</b>				
<b>EDUCATIONAL FUND</b>				
US Bank - IL FUNDS	N/A	N/A	0.14	\$ 12,794,134
Wheaton Bank & Trust NOW Acct	N/A	N/A	0.15	14,096,375
PFM Liquidity Acct	N/A	N/A	0.15	26,152,292
MB Invest acct	N/A	N/A	0.20	8,192,678
Sovereign Bank CD	2/1/2012	8/1/2012	0.30	249,000
Bank of China CD	1/11/2012	1/11/2013	0.55	249,000
State Bank of India CD	1/27/2012	1/25/2013	0.50	249,000
Chase High Yield Saving	N/A	N/A	0.30	31,202,211
Northern Trust Short Ultra Bond	N/A	N/A		5,023,328
Global Gov't Securities	10/17/11	10/17/14	0.70	30,000,000
				<u>128,208,018</u>
<b>OPERATIONS AND MAINTENANCE FUND</b>				
US Bank - IL FUNDS	N/A	N/A	0.14	128,878
				<u>128,878</u>
<b>OPERATIONS AND MAINTENANCE (RESTRICTED) FUND</b>				
Citibank Savings Deposit Account	N/A	N/A	0.11	1,614,382
PFM Liquidity Acct	N/A	N/A	0.21	2,018,547
MB Invest Acct	N/A	N/A	0.20	7,514,066
PFM Investments	N/A	N/A		17,499,746
PFM Fair Market Value Adjustment	N/A	N/A		(4,256)
PFM IIIT	N/A	N/A		36,475
				<u>28,678,960</u>
<b>DEBT SERVICE FUND</b>				
PMA Citibank	N/A	N/A	0.11	905,393
				<u>905,393</u>
<b>WORKING CASH FUND</b>				
PFM Investments	N/A	N/A		7,966,403
PFM Fair Market Value Adjustment	N/A	N/A		(1,824)
PFM IIIT	N/A	N/A		15,632
				<u>7,980,211</u>
<b>SUB-TOTAL OPERATING INVESTMENTS</b>				<u><b>165,901,460</b></u>
<b>BOND INVESTMENTS:</b>				
<b>SERIES 2009B</b>				
PFM Cons't Bond Fund	N/A	N/A	0.21	324
ISDLAF+ Money Market Account	N/A	N/A	0.04	9
				<u>333</u>
<b>SERIES 2011A</b>				
Chase High Yield Saving	N/A	N/A	0.30	30,015,516
PMA Citibank Savings	N/A	N/A	0.11	48,271,745
				<u>78,287,261</u>
<b>SUB-TOTAL BOND INVESTMENTS</b>				<u><b>78,287,594</b></u>
<b>GRAND TOTAL ALL INVESTMENTS</b>				<u><b>\$ 244,189,054</b></u>

**COLLEGE OF DUPAGE**  
**COMMUNITY COLLEGE DISTRICT NO. 502**  
**INVESTMENT SCHEDULE**  
 January 31, 2012

	OUTSTANDING INVESTMENTS PRINCIPAL	FY2012 INTEREST BUDGET	BUDGETED PLANNED TO DATE	INTEREST EARNED TO DATE
EDUCATIONAL FUND	\$ 128,208,018	\$ 150,000	\$ 93,625	\$ 83,761
OPERATIONS AND MAINTENANCE FUND	128,878	35,000	23,486	25,456
OPERATIONS AND MAINTENANCE (RESTRICTED) FUND	106,966,554	262,500	128,400	235,452
DEBT SERVICE FUND	905,393	262,500	159,890	27,298
AUXILIARY FUND	-	-	-	8,648
WORKING CASH FUND	7,980,211	40,000	26,817	25,230
	<u>\$ 244,189,054</u>	<u>\$ 750,000</u>	<u>\$ 432,218</u>	<u>\$ 405,845</u>



**COLLEGE OF DUPAGE  
COMMUNITY COLLEGE DISTRICT NO. 502  
CONSTRUCTION BONDS  
January 31, 2012**

College of DuPage - 2009 B Taxable Building Bonds

Date of Issue		5/4/2009
Original Bond Proceeds	\$	62,175,928
Original Expense Budget	\$	62,175,928
Expenses to Date	\$	62,562,615
Future Funds Available	\$	333

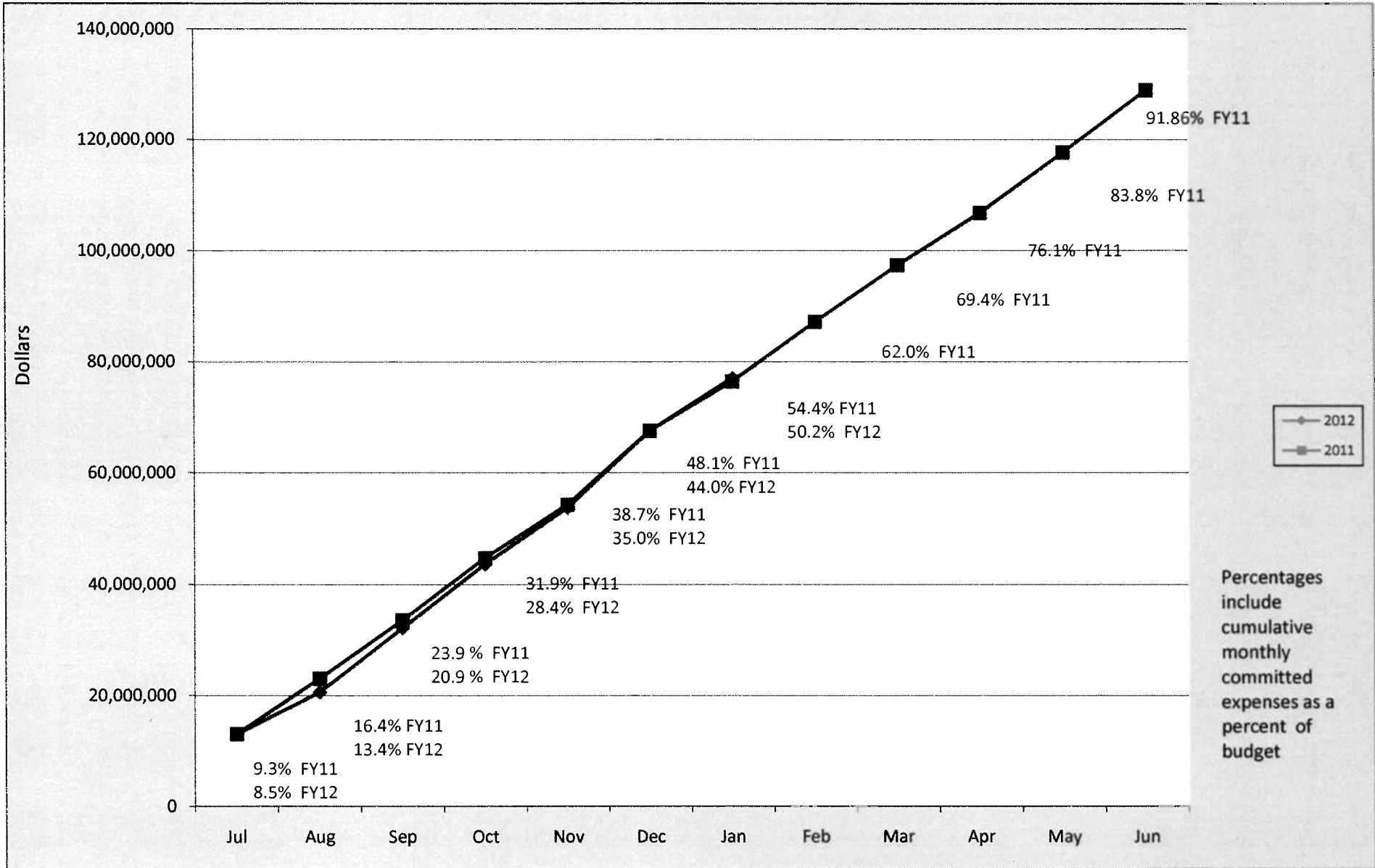
College of DuPage - 2011A Building Bonds

Date of Issue		8/10/2011
Original Bond Proceeds	\$	90,114,979
Original Expense Budget	\$	90,120,954
Expenses to Date	\$	11,881,952
Future Funds Available	\$	78,287,261

**COLLEGE OF DUPAGE**  
**FISCAL YEAR 2011 BUDGET AND EXPENDITURES**  
**January 31, 2012**  
As of January 31, 2012 15 of 26 Payrolls have occurred = 57.7%

<u>DIVISION</u>	<u>CURRENT ANNUAL BUDGET</u>	<u>EXPENDITURES YEAR TO DATE</u>	<u>FUTURE COMMITMENTS</u>	<u>TOTAL COMMITTED</u>	<u>UNCOMMITTED BALANCE</u>	<u>% OF BUDGET COMMITTED</u>
<b>EDUCATION FUND</b>						
President	\$ 1,066,260	\$ 484,498	\$ 1,978	\$ 486,476	\$ 579,784	45.62%
Govern. Relations/Board of Trustees	549,355	274,398	39,118	313,516	235,839	57.07%
<b>Academic Affairs</b>						
Academic Affairs Administration	5,314,796	2,311,453	345,574	2,657,027	2,657,769	49.99%
Business & Technology	14,769,197	8,450,673	260,064	8,710,737	6,058,460	58.98%
Health & Social Sciences	30,512,897	16,343,052	158,464	16,501,516	14,011,381	54.08%
Liberal Arts	21,702,464	11,501,989	57,976	11,559,965	10,142,499	53.27%
Library	7,407,035	4,277,436	80,531	4,357,967	3,049,068	58.84%
Continuing Education	2,256,444	913,625	9,790	923,415	1,333,029	40.92%
Student Services	6,976,287	3,327,106	28,695	3,355,801	3,620,486	48.10%
Information Technology	14,761,625	7,823,361	348,617	8,171,978	6,589,647	55.36%
Plan & Inst Effectiveness	962,030	509,587	2,933	512,520	449,510	53.27%
Development & Foundation	1,187,309	670,820	64,247	735,067	452,242	61.91%
Enrollment Management	5,153,725	2,322,345	16,020	2,338,365	2,815,360	45.37%
<b>Total Academic Affairs</b>	<b>111,003,809</b>	<b>58,451,447</b>	<b>1,372,911</b>	<b>59,824,358</b>	<b>51,179,451</b>	<b>53.89%</b>
<b>Administrative Affairs</b>						
Administrative Affairs Admin.	767,136	267,039	3,243	270,282	496,854	35.23%
Business Affairs	2,058,083	895,748	316,303	1,212,051	846,032	58.89%
Police Department	2,192,277	1,115,120	25,956	1,141,076	1,051,201	52.05%
Finance Office	3,972,456	1,848,985	21,450	1,870,435	2,102,021	47.09%
Facilities/Plant Administration	4,014,955	2,089,289	456,791	2,546,080	1,468,875	63.41%
Risk Management	357,682	99,871	37,823	137,694	219,988	38.50%
General Institutional	21,164,828	5,771,193	143,155	5,914,348	15,250,480	27.94%
<b>Total Administrative Affairs</b>	<b>34,527,417</b>	<b>12,087,245</b>	<b>1,004,721</b>	<b>13,091,966</b>	<b>21,435,451</b>	<b>37.92%</b>
Human Resources	2,545,389	1,251,519	15,451	1,266,970	1,278,419	49.78%
External Relations	3,718,337	1,745,011	297,031	2,042,042	1,676,295	54.92%
<b>Total Education Fund:</b>	<b>\$ 153,410,567</b>	<b>\$ 74,294,118</b>	<b>\$ 2,731,210</b>	<b>\$ 77,025,328</b>	<b>\$ 76,385,239</b>	<b>50.21%</b>
<b>OPERATIONS &amp; MAINTENANCE FUND</b>						
Administrative Affairs	\$ 13,684,470	\$ 5,533,530	\$ 2,180,907	\$ 7,714,437	\$ 5,970,033	56.37%
Information Technology	748,541	322,427	271,306	593,733	154,808	79.32%
<b>Total Operations &amp; Maintenance Fund:</b>	<b>\$ 14,433,011</b>	<b>\$ 5,855,957</b>	<b>\$ 2,452,213</b>	<b>\$ 8,308,170</b>	<b>\$ 6,124,841</b>	<b>57.56%</b>
<b>Total General Funds</b>	<b>\$ 167,843,578</b>	<b>\$ 80,150,075</b>	<b>\$ 5,183,423</b>	<b>\$ 85,333,498</b>	<b>\$ 82,510,080</b>	<b>50.84%</b>

**College of DuPage**  
**FY 2011 & FY 2012 Education Fund Committed Expenditures**



COLLEGE OF DUPAGE  
DISPOSAL OF CAPITAL ASSETS  
SUMMARY PAGE  
FOR THE PERIOD OCTOBER 1, 2011 THROUGH DECEMBER 31, 2011

REASON FOR DISPOSAL	NUMBER OF ITEMS	ORIGINAL COST VALUE	PROCEEDS
DAMAGED	1	\$ 4,000.00	\$ -
DISCARDED FOR OBSOLESCENCE	3	9,405.33	\$ -
SOLD	27	139,624.60	11,632.00
SCRAP			
TOTAL	30	\$ 153,029.93	\$ 11,632.00

Locations partially inventoried during the quarter included: CHC Building, MAC Building, HEC Building and TEC Building .

Reviewed at the Board of Trustees Meeting on February, 2012.



**9. CONSENT AGENDA**

**B. For APPROVAL: Standard Items**

- 1) Minutes**
- 2) Financial Reports**
- 3) Bids**
- 4) Requests for Proposals (RFP)**
- 5) Purchase Orders (PO)**
- 6) Personnel Actions**



**COLLEGE OF DUPAGE  
SPECIAL BOARD MEETING**

**STANDARD BOARD APPROVAL**

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1. SUBJECT  
Approval of Board Meeting Minutes.
  
2. REASON FOR CONSIDERATION  
The minutes of all Board of Trustees Meetings of Community College District 502 must be approved by the Trustees at a public Board Meeting.
  
3. BACKGROUND INFORMATION  
Minutes are normally approved the month following the meeting dates.
  
4. RECOMMENDATION  
That the Board of Trustees approves the following Board Meeting Minutes:
  - a) 1/19/12 Closed Session Minutes – *Confidential for Board Only*
  - b) 1/19/12 Board Meeting Minutes



SIGNATURE PAGE FOR APPROVAL OF BOARD MEETING MINUTES

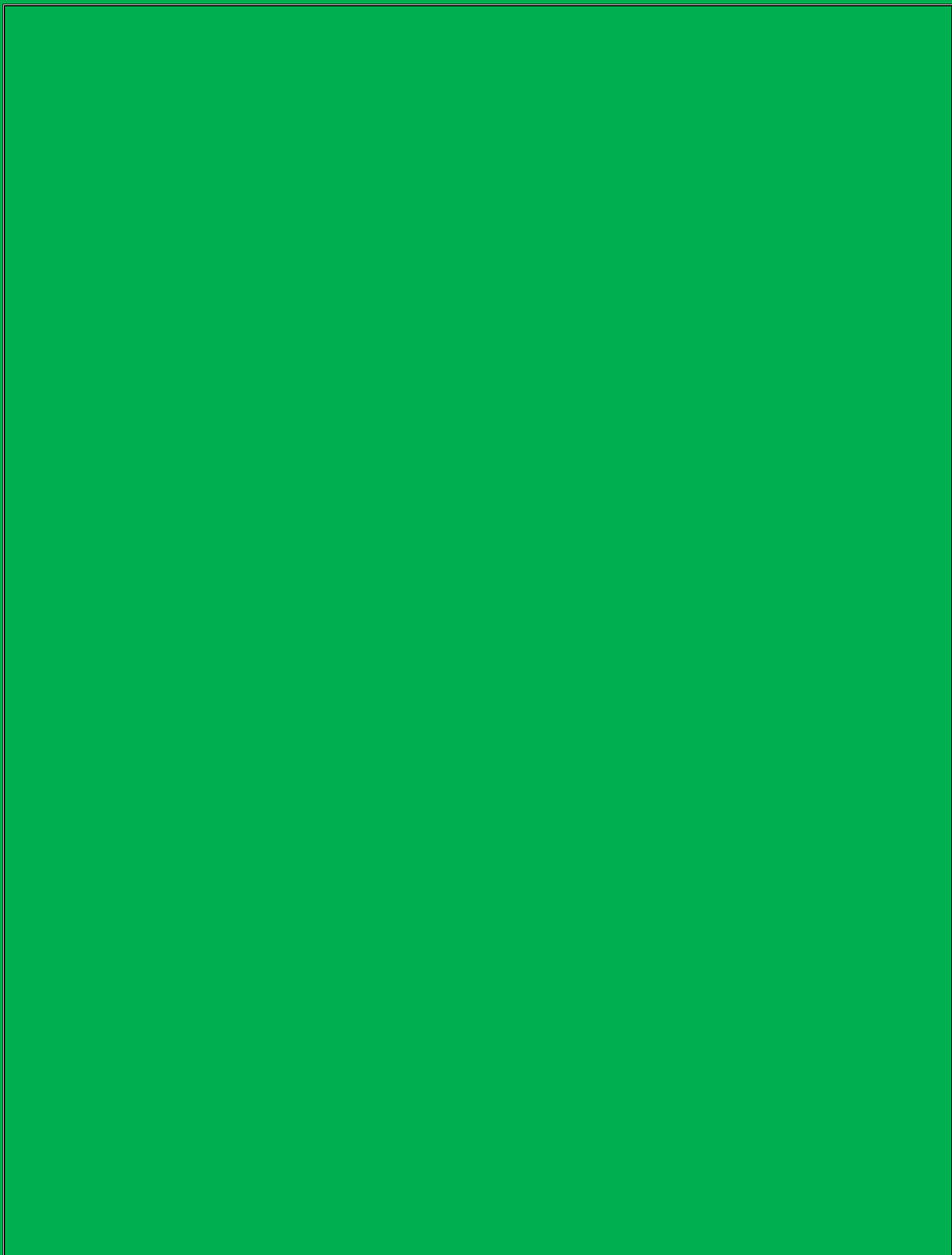
ITEM(S) ON REQUEST

That the Board of Trustees approves the following Board Meeting Minutes:

- a) 1/19/12 Closed Session Minutes – *Confidential for Board Only*
- b) 1/19/12 Regular Board Meeting Minutes

*Carol A. Blotteroux* \_\_\_\_\_ *2/1/12*  
Administrative Assistant, Office of the President Date

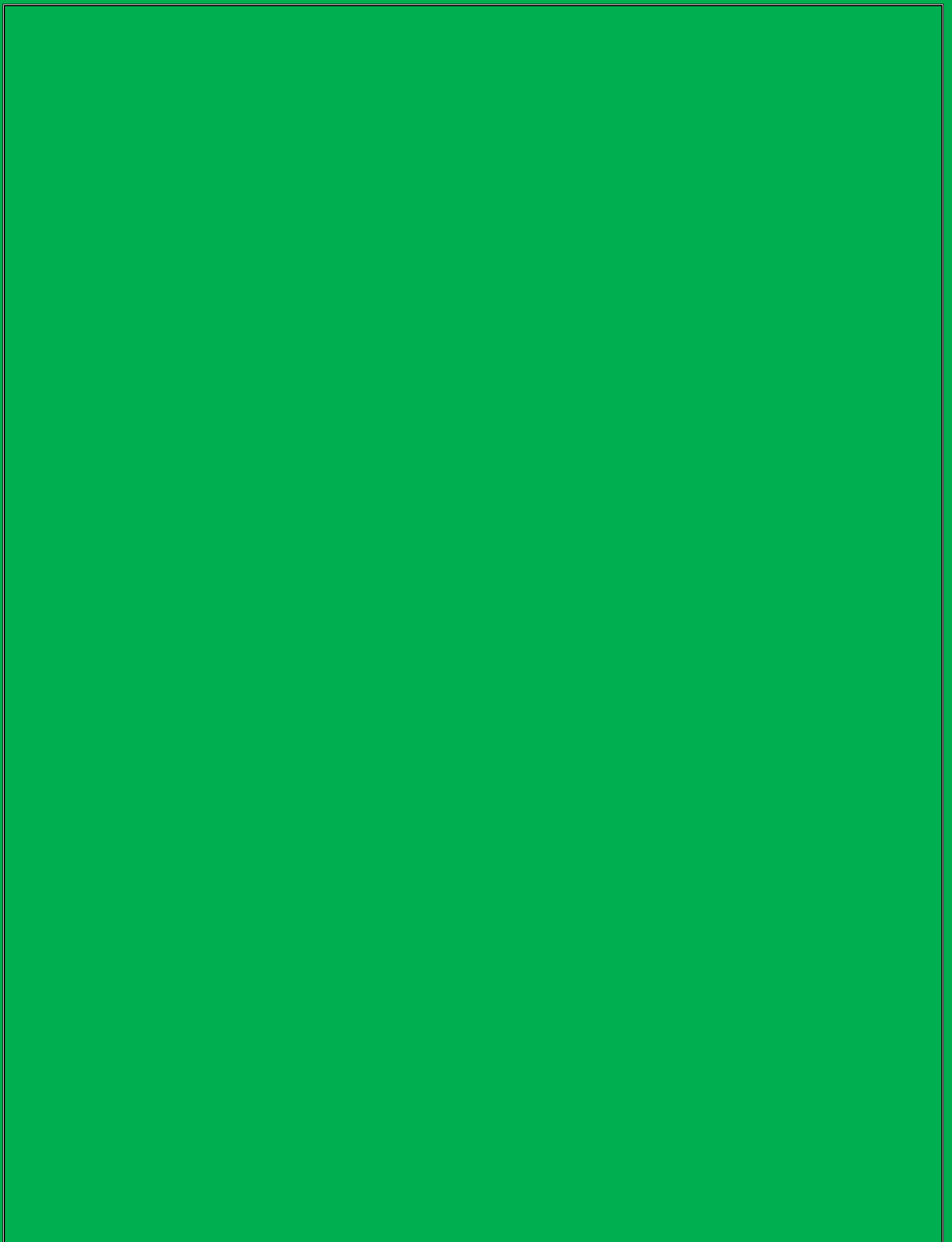
\_\_\_\_\_ *2.6.12*  
President Date



## **1/19/12 Closed Session Minutes**

**CONFIDENTIAL**

**FOR BOARD ONLY**



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

**MINUTES  
THURSDAY, JANUARY 19, 2012  
HELD ON CAMPUS IN SSC-2200, GLEN ELLYN, IL**

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**CALL TO ORDER**

At 7:02 p.m., the Meeting of the Board of Trustees was called to order by Chairman Carlin. Chairman Carlin noted that there would be a closed session at the end of tonight's Board meeting for the purpose of discussing:

- The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for 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.
- Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

Chairman Carlin noted no action would be taken following this closed session.

**ROLL CALL**

Present: Trustees Erin Birt, Dianne McGuire, Allison O'Donnell, Kim Savage, Nancy Svoboda, Joseph Wozniak (arrived 7:06 p.m.), David Carlin and Student Trustee Lydia Whitten.

Also Present: President Dr. Robert L. Breuder, Legal Counsel Respicio F. Vazquez of Franczek Radelet P.C.P.C., staff members, representatives of the press and visitors. (Minutes prepared by Carol Blotteaux, Administrative Assistant, Office of the President.)

**APPROVAL OF AGENDA**

Chairman Carlin stated that before they approved tonight's Agenda, the administration had asked the Board to pull items 10.B.6) and 10.B.7) relating to the Academic Calendar. He stated no action would be taken on those items tonight. Chairman Carlin called for a motion to approve the remainder of the Agenda. Trustee Savage moved, Trustee Svoboda seconded the motion. On voice vote, the Board of Trustees approved the Agenda for the Board Meeting of January 19, 2012. The motion carried unanimously.

## **PRESENTATIONS**

### **Faculty / Student Showcase**

- Bob Hazard, Interim CODFA President introduced Theo Darden, Professor and Coordinator of Criminal Justice. Professor Darden delivered a PowerPoint presentation showcasing the Criminal Justice Program and what they have done for the community and students at the College. He indicated there has been a large increase in the number of Criminal Justice courses and certificates since 2006. The College continues to schedule the courses at times which meet the diverse needs of the students.

The College of DuPage has an International Criminal Justice Program of Crime and Punishment where they partner with organizations in London / Scotland Yard. The College also partners with other institutions, including the University of Tennessee in Field Studies on Death Investigations. Professor Darden listed some of the locations where College of DuPage Criminal Justice students are currently employed:

- The Department of Defense
- The Department of Homeland Security
- U.S. Border Patrol
- Illinois Department of Corrections

Professor Darden introduced one of his students, Kelly Strumillo, who discussed her invaluable experience in his Criminal Justice classes. She is currently employed as a booking officer at the DuPage County Jail.

- Dr. Breuder introduced Gregory Berk, Fire Chief of the City of Wheaton and President of the DuPage Fire Chiefs Association. He was accompanied by Chief Mike Kelly of the Hinsdale Fire Department, and Chief Andy Bonomo of the York Center Fire Protection District. Also present were Daniel Krakora, Manager, and Timothy Caldwell, Instructor, of the Fire Science and EMS Program at College of DuPage. Chief Berk and his associates acknowledged the support given by the College of DuPage for the Fire Science and EMS programs. He said there is a tradition in fire service – leadership is recognized by a white helmet. In recognition of the leadership here at College of DuPage and the work of Dr. Breuder and the Board of Trustees in this area, they presented Dr. Breuder with a white helmet, making him an honorary member of the DuPage County Fire Chief's Association.
- Dr. Breuder indicated sometime in the second quarter of this year or early third quarter, we will be going out for an additional \$135 million for building and renovations of our physical plant. Because he felt it important for the Board to see what is on the horizon, he invited Michael Lubbers and Ed Ferrin of Wight & Company and Tyler Lampke of Power Construction to give a brief update on upcoming construction of the Seaton Computing Center. The architects gave a comprehensive PowerPoint presentation to the Board showing planned construction at the Seaton Computing Center.

Dr. Breuder expects to have monthly presentations regarding other construction projects on campus.

- Dr. Breuder introduced Joe Moore, Associate Vice President for External Relations/Marketing. Dr. Breuder asked that he tell the COD story so citizens of District 502 become more aware of College of DuPage, which will help the College become the primary source for secondary education in DuPage County. Mr. Moore indicated some of the ways in which awareness of the College is accomplished is through:
  - The “Unexpected Advertising Campaign,” where inserts featuring COD professors emphasizing what they do and their professional caliber are placed in the Daily Herald.
  - Jill & Salam Radio Advertising.
  - *impact* Magazine is sent to 374,000 households 3 times a year. It tells individual stories of people whose lives have been touched by the College of DuPage.
  - Website Redesign for ease in navigating the COD website.
  - Social Media to allow interaction between COD and our users.
  - Community Relations.
  - Enrollment Management Team.
  - Foundation Scholarships.

### **STUDENT TRUSTEE’S REPORT**

Student Trustee Whitten reported on happenings on campus. They are concerned about the de-annexation and whether it will cause tuition and fees to increase. In speaking to Dr. Breuder, they were advised there will be no change. They also surveyed the students regarding becoming a tobacco-free campus and learned 59% were in favor of that.

She will be going to Springfield Friday to attend the ICCB Student Advisory Committee meeting, where they will be gathering information about Lobby Day.

### **PRESIDENT’S REPORT**

- Dr. Breuder introduced Dr. Joe Collins, Executive Vice President, who delivered detailed information on Program Accreditation visits resulting in accreditation or re-accreditation. A private industry consortium evaluates the quality of the programs, facilities, curriculum, faculty credentials, etc. under consideration, and then determines if they qualify for accreditation.
- Dr. Breuder introduced Paul Zakowski, Director of Athletics and Associate Dean of Physical Education. Mr. Zakowski indicated they were here tonight because of a newspaper article in the Naperville Sun regarding a District 502 resident, Mike Stech, and his family. Mr. Stech was a police officer in the City of Lisle for twenty years. As a result of a series of stroke-like episodes which caused damage to his brain, he was impaired to the point where he became unable to care for himself. He was placed into long-term care at Arden Courts of Glen Ellyn. COD received a call from Arden Courts to see if anyone from the athletic department would be available to spend some time with Mr. Stech, playing catch and getting involved with him. After a phone call to the baseball coach, Terry Tyrell, twelve players volunteered and

have been visiting Mr. Stech. He and the COD players have benefited from this relationship.

- Tom Glaser, Sr. Vice President of Administrative Affairs, noted that College of DuPage Police Chief Mark Fazzini has announced his retirement, effective mid-February. After extensive advertising for a new Chief, the Search Committee selected three candidates to come to the campus for face-to-face interviews with the Search Committee, the Senior Management team and Dr. Breuder. Mr. Joe Mullin, the current College of DuPage Deputy Police Chief, was selected to fill this vacancy. Mr. Glaser introduced Mr. Mullin to the assembly.
- Tom Glaser introduced Lynn Sapyta, Assistant Vice President of Finance/Controller. Mr. Glaser indicated Ms. Sapyta has been a great addition to the College, with her financial and accounting expertise. She is largely responsible for the rewrite of the budget document, making it more user friendly.

Mr. Glaser then introduced Anne Spray Kinney, Research and Consulting Director of the Government Finance Officers Association (GFOA), who presented the College with the FY2011 Distinguished Budget Award.

- Dr. Breuder commented on the presentations of the past hour. He is extremely proud to be affiliated with this institution and the people who make things happen.

#### **COMMENTS FROM COLLEGE OF DuPAGE EMPLOYEES**

- Professor Bob Hazard, Interim College of DuPage Faculty Association (CODFA) President, spoke regarding the beginning of a new semester. He indicated his predecessor, Ken Gray, stepped down at the end of last semester. There will be an election for a new CODFA President prior to the February Board of Trustees meeting.

Professor Hazard commented on Dr. Breuder's remarks at the Spring In-Service Meeting where he focused on the need for civil discourse and the meaning of two of the Core Values at COD: respect and integrity. He stated CODFA works to hold themselves to these standards.

#### **COMMENTS FROM DISTRICT 502 CITIZENS**

There were no comments from District 502 citizens.

#### **COMMENTS FROM CITIZENS AT-LARGE**

There were no comments from citizens at-large.

#### **CONSENT AGENDA**

Prior to the reading of Consent Agenda items, Trustee Savage noted she was disappointed in the application pool for the position of Vice President for Development. Although the person who was selected has good credentials, she would hope that, in the future, the College would generate additional applicants for job postings.



Trustee Svoboda moved, Trustee McGuire seconded, that the Board of Trustees approve the Consent Agenda consisting of the following items:

- A. The following items for BOARD INFORMATION only:
  - 1) Gifts and Grants Report
  - 2) There were no Governmental Consortium/Cooperative Purchases.
  - 3) Financial Statements consisting of Schedule of Investments, Operating Funds – Budget and Expenditures, Tax Levy Collections
  
- B. The following items for BOARD APPROVAL:
  - 1) Minutes of the December Board Meeting:
    - a) 12/15/11 Regular Board Meeting
  
  - 2) Financial Reports
    - a) Treasurer’s Report
    - b) Payroll and Accounts Payable Report
    - c) Budget Transfer Report
  
  - 3) Bid Items:

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a) Multimedia Services Equipment to the lowest responsible bidders, on an item-by-item basis as indicated below:

Item #	Vendor	\$ Amount
8, 9	AT&T 2411 Williamstown Court Naperville, IL 60564	\$ 3,332.12
1, 12, 13, 16, 17, 18, 19, 21, 22, 26, 30, 31, 32, 35, 36, 37, 38	B & H Photo 420 9th Avenue New York, NY 10001	\$ 80,751.60
33	Markertek Video Supply 1 Tower Drive Saugerties, NY 12477	\$ 57.64
10	Midwest Computer 33W512 Roosevelt Road West Chicago, IL 60185	\$ 8,016.00
5, 6, 7, 28	Serial Scene, Inc. 410 Wilmot Road Deerfield, IL 60015	\$ 10,578.00
2, 3, 4, 11, 14, 15, 20, 23, 24, 25, 27, 29	Video Service of America 6929 Seward avenue Lincoln, NE 68529	\$ 39,552.11

- Rejecting auto mixing controller card due to a lack of competitive bidding.

for a total expenditure of: \$142,287.47

- b) Manufacturing Technology Program CNC Lathe to Haas Factory Outlet for a total expenditure of \$34,820.50.

- c) Parking Lot, Roadway and Walkway Lighting Project to the lowest responsible bidders, rejecting the Base Bid in favor of Option #1 and Option #2, as follows:

Item	Vendor	\$ Amount
Option #1 - Materials Only	WESCO Distribution 723 Oaklawn Avenue Elmhurst, IL 60126	\$295,329.00
Option #2 - Labor Only	Ross Electric, Inc. 2 S 342 Harter Road Kaneville, IL 60144	\$ 31,992.00
for a total expenditure of:		<u>\$327,321.00</u>

- 4) Requests for Proposals:
- Approval of a two-year contract extension for the Personal Computer Partnership with Hewlett Packard Company (HP) along with additional partnership benefits delivered by Riverside Technologies, Inc. for a contract period of September 15, 2012 through September 14, 2014, per RFP pricing and discount structures.
- 5) Purchase Orders for:
- Electro-Mechanical Program Training System with Advanced Technologies Consultants, 110 W. Main Street, Northville, MI 48167, for a total expenditure of \$61,313.40.
  - The non-bid purchase of ABE/GED/ESL Textbooks from Cambridge University Press, 100 Brook Hill Drive, West Nyack, NY 10994, for a total expenditure of \$72,312.00.
- 6) The Board ratified the following Personnel Actions:
- Ratification of Classified Appointments
  - Ratification of Classified Promotions / Transfers
  - Ratification of Managerial Promotions / Transfers
  - Ratification of Classified Resignations / Terminations

- e) Ratification of Classified Resignations / Terminations
- f) Ratification of Faculty Retirements

7) Gifts and Donations Quarterly Report

C. For Information: Construction-Related Items

- 1) Monthly Construction Project Summary

D. For Approval:

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

- **RATIFY ATHLETIC FIELDS – SCHAEFGES BROTHERS #01: \$33,987.05.** This change is to add a Vortex separator storm sewer structure and related storm sewer piping to obtain a storm water permit from the Village of Glen Ellyn. These changes were provided to V3 after the construction contract for this work was awarded to Schaeffges Brothers. *This is a Village-Requested Scope Change.*
- **RATIFY ATHLETIC FIELDS – SCHAEFGES BROTHERS #02: \$18,761.90.** This change is to remove the javelin runway surface product included in the bid plans and replace with a superior product as requested by College of DuPage staff. The replacement product will match the product currently in place on the running track. *This is an Owner-Requested Scope Change.*
- **RATIFY ATHLETIC FIELDS – SCHAEFGES BROTHERS #03: (\$2,160.00).** This change is a credit for the removal of the storage building from the contract. *This is an Owner-Requested Scope Change.*
- **RATIFY ATHLETIC FIELDS – SCHAEFGES BROTHERS #04: (\$2,23.50).** This change is a credit for the removal of 845 square feet of proposed sidewalk southeast of the tennis courts and replace with eight inches of topsoil and sod. *This is an Owner-Requested Scope Change.*
- **RATIFY ATHLETIC FIELDS – SCHAEFGES BROTHERS #05: (\$84.00).** This change is a credit for the use of Hunter Industries half inch swing joint instead of the Dura half inch swing joint. The Hunter product was suggested by the contractor as a substitute over the Dura product specified in the contract. The product change was approved by C.O.D. and V3. *This is a Design-Related Scope Change.*
- **RATIFY ATHLETIC FIELDS – SCHAEFGES BROTHERS #06: \$4,800.76.** This change is to revise electrical conduit feeds into light pole bases and to increase the size of the light pole bases at the direction the lighting manufacturer. The foundations could not accept the conduit sizes that were shown in the plans and the soils in this area were poorer than anticipated. *This is an Unforeseen Condition Scope Change.*
- **RATIFY BIC/SRC – MORTENSON #112.1: \$45,110.00.** During demolition, BIC West foundation wall leaks were discovered. This cost is to apply a coating on the interior of the wall that will eliminate the leaking. *This is an Unforeseen Condition Scope Change.*
- **RATIFY BIC/SRC – MORTENSON #130: \$65,294.00.** During coordination with the SRC Exterior wall project, it was determined that changes were required to the exterior of the intersection of the BIC and SRC buildings. These changes included pushing out the exterior of the BIC wall due to the removal of the overhead canopy. There were also changes required to the light-pole bases and patching to the existing concrete slab. *This is a Design-Related Scope Change.*
- **RATIFY BIC/SRC – MORTENSON #134: \$8,921.00.** Due to grade changes and coordination with the SSC landscape drawings, additional granite base is required at the main entrance to the SSC. *This is a Design-Related Scope Change.*

- **RATIFY BIC/SRC – MORTENSON #135: \$3,467.00.** Due to an unknown field condition, the expansion joint around the window that overlooks the SSC Atrium required reframing work. The top and bottom framing were reworked from 3" to 1". *This is an Unforeseen Condition Scope Change.*
- **RATIFY BIC/SRC – MORTENSON #137: \$8,610.00.** Transfer ducts were not shown on the design drawings between the offices and the open area in the Counseling and Advising area. This cost is to add ten transfer ducts between the spaces to allow air to flow into the plenum space. *This is a Design-Related Scope Change.*
- **RATIFY BIC/SRC – MORTENSON #152: \$9,460.00.** Black-out shades were discussed with the user in the Astronomy Lab during design, but not included in the original bid documents. This cost is to install black-out shades as originally intended. *This is a Design-Related Scope Change.*
- **RATIFY BIC/SRC – MORTENSON #153.1: \$2,516.00.** During review of the office space of the Dean of Health and Sciences, it was requested that changes be made to the office space to make for a better flowing office. This cost is to rework the space. *This is an Owner-Requested Scope Change.*
- **RATIFY BIC/SRC – MORTENSON #154: \$3,329.00.** During user meetings, it was requested to add three power and three data ports in classroom 37416 so that computers could be used in this room. *This is an Owner-Requested Scope Change.*
- **RATIFY BIC/SRC – MORTENSON #159: \$3,868.00.** The original design in the SSC mechanical room had a lift to allow equipment to be brought down into the lower level space. It was later determined that the lift was not needed. This cost is to infill the space where the lift was going to be placed with a railing. *This is an Owner-Requested Scope Change.*
- **RATIFY BIC/SRC – MORTENSON #160: \$19,482.00.** During the walk of the project with the Village of Glen Ellyn, several items were requested to be corrected or fixed that were not in the original scope of work. These items included raising existing cleanouts in the BIC west bathrooms (pricing includes BIC east bathrooms), add an RPZ (reduced pressure zone) for BIC west Courtyard (pricing includes adding RPZ for BIC east Courtyard), providing wing walls for drinking fountains in BIC West and the SSC, additional exit sign on 2<sup>nd</sup> floor and reworking the controllers for the SSC coiling doors. *This is a Village-Requested Scope Change.*
- **RATIFY BIC/SRC – MORTENSON #166: (\$25,000).** Mortenson had an allowance of \$25,000 in their original contract for owner design changes in the mail room. There are no changes planned for this space; this credit is for dollars not spent. *This is an Owner-Requested Scope Change.*
- **RATIFY BIC/SRC – COLFAX #23: \$10,624.00.** During demolition in the SRC, additional asbestos containing tile was discovered underneath some carpeted areas. A portion of this cost is to abate the tile in these areas. The additional costs is to remove and dispose of additional mold found during demolition on the lower level of the BIC and to remove four asbestos containing panels from the interior courtyard, where ductwork penetration is required. *This is an Unforeseen Condition Scope Change.*
- **RATIFY BIC/SRC – LSH #37: \$7,190.00.** This request is to provide additional Architectural Services for design work associated with structural and water proofing repair work on the northeast wall of the lower level of the BIC. During mold abatement, it was discovered that an existing section of the wall was built with concrete masonry unit (CMU) block and does not meet code requirements to structurally support the soil on the exterior of the building. Along with structurally repairing the wall, a water-proofing will be added to CMU to protect from future water leaks in this area. *This is an Unforeseen Condition Scope Change.*
- **RATIFY CHC – W.B. OLSON #093 REVISED: \$21,592.00.** This change was to enclose the columns in fine dining with drywall and millwork to better conceal them. Original costs proposed were \$24,856.00. After review, the cost was reduced slightly. The expense of this change is mostly due to

extra time necessary to work around finished conditions. *This is an Owner-Requested Scope Change.*

- **RATIFY CHC – W.B. OLSON #098 REVISED: \$26,427.00.** This change was to remove the existing electrical conduit and wire below-grade and replace at a lower elevation. During the initial excavation of the site, it was found that the as-built drawings did not reflect the elevation of the existing parking lot lighting conduits. The new site grades were below this elevation and it was found to be less expensive to run new conduit and wire rather than try to re-bury existing. *This is an Unforeseen Condition Scope Change.*
- **RATIFY CHC – W.B. OLSON #100: \$945.00.** This change was to remove the drywall and the frame to reverse the swing of an interior door. Cost includes patching, sanding and painting of the wall and re-hanging the door. *This is an Owner-Requested Scope Change.*
- **RATIFY CHC – W.B. OLSON #103 REVISED: \$4,535.00.** This change was to fire-safe low voltage and AV cables along with replacing ceiling grid and tile noted during Village of Glen Ellyn inspection. A portion of this change order is being back-charged to one of the low voltage installers. *This is an Un-bought Scope Change.*
- **RATIFY CHC – W.B. OLSON #104: \$4,089.00.** This change is for installing light fixtures in three closets on the second floor. This was not the original design intent, but was requested by several building users. A sketch was subsequently issued to W.B. Olson and installed. *This is an Owner-Requested Scope Change.*
- **RATIFY CHC – W.B. OLSON #105: \$2,520.00.** This change is for the added cost of factory startup to maintain the warranty on the existing UPS unit that was relocated for multimedia. Though this information was available to the contractor at the time of bid, it was not included in their scope. There is significant value to the College in having the existing warranty carried over with this UPS unit. *This is an Owner-Requested Scope Change.*
- **RATIFY CHC – W.B. OLSON #106: \$1,293.00.** This change is for unforeseen costs related to repairs from a water leak in an AT&T box in the courtyard that connects the BIC and CHC. This cost is for the time involved for these contractors to investigate a leak that was not their responsibility. *This is an Unforeseen Field Condition Scope Change.*
- **RATIFY CHC – W.B. OLSON #107 REVISED: \$6,288.00.** This change is for the installation of two card readers that were to be tied to the Onity hotel system. One card-reader was to be at the main entrance and the other in the main elevator. The original proposed scope of this change order was \$10,414 but after further review, the cost was reduced to include only those portions of the installation that were not on the bid documents and are un-bought scope. This includes the actual readers and some additional wiring in these two locations. *This is an Un-bought Scope Change.*
- **RATIFY CHC – W.B. OLSON #109: \$1,364.00.** This change is to upgrade the in-swing French door handles on the south terrace door. The new handles more closely represent the interior finishes and provide a lower profile. *This is an Un-bought Scope Change.*
- **RATIFY CHC – W.B. OLSON #111: \$1,368.00.** This change is to adjust one outlet in the Business Center to a more appropriate height to coordinate with furniture and owner provided printers. *This is an Un-bought Scope Change.*
- **RATIFY CHC – W.B. OLSON #112: \$2,643.00.** This change is for cleaning and sweeping of the parking lots prior to resurfacing activities. A portion of this change order has been back-charged to the landscaping firm (Clauss) as it was their responsibility to clean up prior to installation of the asphalt surface. *This is an Un-bought Scope Change.*
- **RATIFY CHC – W.B. OLSON #119: \$31,079.00.** This change is to provide the additional electrical circuits to the Bake Shops, due to the increased use and class schedules, as the building opened.

Included in this item is the ceiling removal and replacement work for both Bake Shops. *This is an Un-bought Scope Change.*

- **RATIFY CHC – W.B. OLSON #120: \$10,001.00.** This change is to provide electrical connections to the second cooling tower fan, per code, and provide electrical receptacles for the heat tracing in the walk-in freezers that were not included in the contract drawings. *This is an Un-bought Scope Change.*
- **RATIFY CHC – W.B. OLSON #122: \$2,402.00.** This change is to adjust the height of the chair-rail in classrooms. This cost is for new chair-rail, repainting and touch up of the walls. The original chair-rails were installed at the specified, but incorrect, height. The College also requested additional locations for installation of chair-rail. *This is an Un-bought Scope Change.*
- **RATIFY CHC – W.B. OLSON #124: \$2,300.00.** This change is to adjust the exposed foundation wall of the TV studio. The foundation change was to avoid an exposed ledge in the foundation wall and have the sidewalk four inches away from the building. *This is an Unforeseen Field Condition Scope Change*
- **RATIFY CHC – W.B. OLSON #126: \$11,767.00.** This change is to upgrade the existing fire alarm devices in the toilet rooms, install an additional speaker/strobe in the 2<sup>nd</sup> floor corridor and adjust settings for code-compliance following the final fire alarm test. *This is an Un-bought Scope Change.*
- **RATIFY CHC – W.B. OLSON #129: \$30,223.00.** This change is to provide an additional moisture barrier under the flooring to prevent future warranty issues. *This is an Un-bought Scope Change.*
- **RATIFY CHC – W.B. OLSON #133: \$24,446.00.** This change is the labor and materials to correct numerous code items from Village inspections required for Final Occupancy. *This is an Un-bought Scope Change.*
- **RATIFY CHC – W.B. OLSON #135: \$11,331.00.** This change is to adjust the location of wall receptacles in the fine dining patio area. This was a recommendation by the landscape architect and was unfortunately missed in the design, but was caught prior to final installation. This will be sent to JJR as a back-charge for poor coordination. This also includes some adjustments to the wiring of the fire pits for better control capability. *This is an Un-bought Scope Change.*
- **RATIFY CHC – W.B. OLSON #138: \$6,008.00.** This change is to saw-cut and relocate under-slab conduits feeding the Casual Dining Wait Station, provide an additional outlet and relocate the station per the Architectural Supplemental Information No. 054. *This is an Un-bought Scope Change*
- **RATIFY CHC – W.B. OLSON #139: \$5,943.00** This change is to revise the electrical service to the third floor appliances, Casual and Fine Dining Kitchens, provide an electric solenoid valve on the incoming water service and provide additional electrical connections and fixtures not shown on the contract drawings. *This is an Un-bought Scope Change*
- **RATIFY CHC – W.B. OLSON #146: \$9,286.00.** This change is to remove and replace areas of damaged curb. Those areas damaged by other subcontractors are being back-charged to them appropriately. This change is to reimburse W.B. Olson for the work that was performed while those back-charges are being processed. *This is an Un-bought Scope Change.*
- **RATIFY CHC – W.B. OLSON #147: \$3,206.00.** This change is to reroute the electrical power, control conduits and wire in the Skills Kitchen. There were multiple Ansul cabinets that would not fit, unobstructed, between the kitchen shelving and without interfering with the light fixtures. *This is an Un-bought Scope Change.*
- **RATIFY CHC – W.B. OLSON #148: \$1,567.00.** This change is to provide new framing and drywall on the west walls of Rooms 1009K and 1009L to provide a finished appearance in lieu of the painted concrete walls on the contract drawings. *This is an Un-bought Scope Change.*



- **RATIFY CHC – W.B. OLSON #149: \$1,629.00.** This change is to add an air transfer duct from the second floor corridor to the electrical room 2016 that was not shown on the contract drawings. This price includes drywall repairs above the ceiling. *This is an Un-bought Scope Change.*
- **RATIFY CHC – W.B. OLSON #151: \$1,372.00.** This change is to furnish a combustion flue to vent the mangle iron added to the laundry room on the 3<sup>rd</sup> floor. Included is the Thermoplastic Polyolefin (TPO) roofing and flashing necessary to add the B-vent and maintain the factory warranty. *This is an Un-bought Scope Change.*
- **RATIFY CHC – W.B. OLSON #153: \$17,939.00.** This change is to upgrade the hydronic valves in the boiler piping loop, revise the heating loop to eliminate the cross-over connection and rework the primary and secondary loops for proper water balance. *This is an Un-bought Scope Change.*
- **RATIFY CHC – W.B. OLSON #154: \$2,456.00.** This change is to pull additional electrical wire, revise breakers and wall receptacles for three-phase power in lieu of the single phase power as indicated on the electrical drawings. *This is an Owner-Requested Scope Change.*
- **RATIFY CHC – W.B. OLSON #162: \$2,051.00.** This change is to adjust the exhaust system on the dish machines in fine and casual dining. Though design conditions are appropriate, the users have requested this change for better functionality of the machines for their purposes. *This is an Owner-Requested Scope Change.*
- **RATIFY CHC – W.B. OLSON #163: \$534.00.** This change is to remove the specified 30 amp breaker for the Laundry Room hot water heater and provide a 40-amp breaker as recommended by the manufacturer. *This is an Un-bought Scope Change.*
- **RATIFY HEC – POWER #139: \$7,086.00.** This change is for adjusting the lighting outside of the police arrest-processing area to more effectively use the one-way glass. It was determined that, though the one-way glass was specified correctly, it does not perform if lighting levels on either side of the glass are not just right. Additional layers of film have been investigated and none exist. This is the best solution for resolving this issue. This change was reduced from \$9,997 after careful review of redundant scope to the contract. *This is an Un-bought and Owner-Requested Scope Change.*
- **RATIFY HEC – POWER #141: \$3,943.00.** This change is for miscellaneous adjustments to exterior grades after the initial work was laid out and excavation was ready to be performed. *This is an Unforeseen Field Condition Scope Change.*
- **RATIFY HEC – POWER #143: \$2,174.00.** This change is for adjusting one wall of the SLEA office to better accommodate furniture for the users. Additionally, engineering requested that the location of the Building Automation System control desk be moved in the main mechanical room for better accommodations and use than the location initially specified on the drawings. *This is an Owner-Requested Scope Change.*
- **RATIFY HEC – POWER #145: \$11,636.00.** This change is to accommodate field versus drawing dimensional differences for furniture electrical stubs on the furniture layout drawing in the Criminal Justice Lab and Recruit Rooms. The remedial work includes concrete coring, conduit removal, flexible conduit installation and new flooring per Legat. *This is a Field Coordination Scope Change.*
- **RATIFY HEC – POWER #146: \$5,304.00.** This change is to provide additional mechanical equipment per the Village of Glen Ellyn's inspections, including a de-ionized booster pump which was added per Amsco Engineering for building equipment, a RPZ backflow preventer was added at the Haz Mat simulator and a dual-check valve was added at the coffee machine. *This is an Owner-Requested Scope Change.*
- **RATIFY HEC – POWER #148: \$2,912.00.** This change is to provide additional electrical controls at the request of the owner. An override switch was added for the Corridor 2D fixtures and a switch was added to the Training Room 2005D fixtures. *This is an Owner-Requested Scope Change.*

- **RATIFY HEC – POWER #149: \$2,005.00.** This change is to provide additional equipment as required by the Village of Glen Ellyn including an additional exit sign in the NW stairwell, change the direction of exit signage in vehicle ops lab, and provide a battery back-up to the Squad Room #1046. *This is an Owner-Requested Scope Change.*
- **RATIFY HEC – POWER #150: \$1,800.00.** This change is for the labor and material to provide an additional wall as required by the Village of Glen Ellyn during their inspection to comply with the 'cain rule'. The wall installation was under Room #1004A (SCBA Lab). *This is an Owner-Requested Scope Change.*
- **RATIFY HEC – POWER #151: \$6,927.00.** This change is to provide labor, material and subcontractors for access and service work to accommodate the Village of Glen Ellyn through inspections. Also included are materials and labor for the media day event including moving furniture, equipment and cleaning. *This is an Owner-Requested Scope Change.*
- **RATIFY HEC – POWER #152: \$3,772.00.** This change is to provide labor and materials as required for the Village of Glen Ellyn inspections and includes recalling subcontractors after they are completely demobilized from the building. *This is an Owner-Requested Scope Change.*
- **RATIFY HEC – POWER #153: \$1,452.00.** This change is to provide labor, material and subcontractors for the rework of cabinets in the Conference Room #1010 per Legat RFP #055 and Item #09 on the Village of Glen Ellyn inspection list that required ADA accessible front approach shroud. *This is an Owner-Requested Scope Change.*
- **RATIFY HEC – POWER #154: \$5,602.00.** This change is to provide labor and material for the revised hardware as requested by C.O.D. and Legat Architects on Power submittals #01 through #04. *This is an Owner-Requested Scope Change.*
- **RATIFY HEC – POWER #155: \$10,673.00.** This change is to provide labor, material and subcontractors for the installation of the World Trade Center Memorial stainless steel guard rail. This work was bid out to realize significant cost savings by accepting the lowest proposal. *This is an Owner-Requested Scope Change.*
- **RATIFY HEC LANDSCAPING – POWER #02: (\$28,817.00).** This credit is to delete the removal and restoration of the temporary construction parking from the contract. *This is an Unused and Owner-Requested Scope Change.*
- **RATIFY HEC LANDSCAPING – POWER #03: \$5,774.00.** This change is for labor to move furniture delivered early in areas being final cleaned as requested by C.O.D., and for miscellaneous adjustments to exterior grades. *This is an Unforeseen Field Condition Scope Change.*
- **RATIFY HEC LANDSCAPING – POWER #05: \$74,407.00.** This change is to provide Fawell Road planting revisions, per JJR sketch dated July 16, 2011 and C.O.D. direction to proceed on July 19, 2011. Included in this change is the overtime required to complete this scope of work prior to the start of the fall semester. *This is an Owner-Requested Scope Change.*
- **RATIFY PARKING – ABBEY PAVING #03: \$39,882.03.** This change is to remove the metal-halide lighting and replace with LED fixtures. *This is an Owner-Requested Scope Change.*
- **RATIFY PARKING – ABBEY PAVING #04: (\$930.00).** This change is a credit for the use of Hunter Industries half inch irrigation swing joint in place of the specified product. *This is an Owner-Requested Scope Change.*
- **RATIFY PARKING – ABBEY PAVING #05: \$3,499.65.** This change is for the additional work necessary to relocate existing irrigation-control wire in conflict with topsoil removal and proposed shrub plantings. The existing irrigation-control wire was buried too shallow and was damaged during



topsoil excavation. The repair of the existing wire would have been unreliable. *This is an Unforeseen Field Condition Scope Change.*

- **RATIFY PARKING – ABBEY PAVING #06: \$15,903.30.** This change is for the work necessary to furnish and install a 5' x 5' x 6' communication manhole north of College Lot 6 and south of the ECC Building. *This is an Unforeseen Field Condition Scope Change.*
- **RATIFY PARKING – ABBEY PAVING #07: \$5,659.20.** This change is to replace four inch PVC irrigation main with a six inch PVC irrigation main to provide a six inch main connection to the irrigation pump house south of Pond 2. *This is an Owner-Requested Scope Change.*
- **RATIFY PARKING – ABBEY PAVING #08: \$1,041.60.** This change is to add a modified steel-plate restrictor to the Pond 2 outlet structure as a requirement of the stormwater permit from the Village of Glen Ellyn. *This is a Village-Requested Scope Change.*
- **RATIFY PARKING – ABBEY PAVING #09: (\$7,551.27).** This change is a credit for using light poles currently in C.O.D. inventory. *This is an Owner-Requested Scope Change.*
- **RATIFY PARKING – ABBEY PAVING #10: \$8,688.33.** This change is for additional work associated with modifying traffic control as requested by the Village of Glen Ellyn. The existing traffic signal at Lambert and College Roads had to be modified to include temporary vehicle detection. *This is a Village-Requested Scope Change.*
- **RATIFY PARKING – ABBEY PAVING #11: \$6,447.00.** This change is for the additional cost necessary to reroute the Pond 2 fill line from the groundwater well located northwest of the softball field, which was in conflict with the proposed storm sewer for expanded College parking Lot 1A. *This is an Unforeseen Field Condition Scope Change.*
- **RATIFY PARKING – ABBEY PAVING #12: \$6,170.22.** This change is for additional wetland buffer-plantings that are necessary as a condition of the stormwater permit. *This is a Village-Requested Scope Change.*
- **RATIFY PARKING – ABBEY PAVING #13: (\$172,536.29).** This change is a credit for deleted scope. The work located southwest of the PE Building is no longer part of this scope due to the future expansion of the PE Building. *This is an Owner-Requested Scope Change.*
- **RATIFY PARKING – ABBEY PAVING #14: (\$2,194.08).** This change is a credit for the removal of swale crossing bollards (total of 32) and adding swale marker lights (total of 8) at sidewalk crossings in College Lot 6. This change to the design better meets the College's desired aesthetic for lighting at these crossings. *This is an Owner-Requested Scope Change.*
- **RATIFY PARKING – ABBEY PAVING #15: \$3,991.69.** This change is to add handrails and detectable warning tiles to the stairs north of College Lot 6 connecting College Lot 6 to ECC parking. *This is an Owner-Requested Scope Change.*
- **RATIFY PARKING – ABBEY PAVING #16: (\$4,180.05).** This change is a credit for the reuse of existing parking lot ID signs and deleting five new signs that are currently in the contract. *This is an Owner-Requested Scope Change.*
- **RATIFY PARKING – ABBEY PAVING #17: \$3,408.30.** This change is for costs associated with machine and hand excavation along existing ComEd line in order to lift the line and place proposed storm sewer under the line. *This is an Unforeseen Field Condition Scope Change.*
- **RATIFY PARKING – ABBEY PAVING #18: \$2,206.05.** This change is for costs associated with reconstructing existing water-valve vault located ten feet east of electrical panels, adjacent to old tennis courts, so that they will be flush with the new PE parking lot elevation. *This is an Unforeseen Field Condition Scope Change.*

- There were no Capital Budget Projects.
- 2) Approval of Construction Change Orders
- Referendum-Related Projects
- **APPROVE BIC/SRC MORTENSON #162: \$179,327.00.** The original design showed re-using the existing steel and cable railings at the SRC South stairs. This cost is to change these railings to stainless steel and glass railings. *This is an Owner-Requested Scope Change.*
  - **APPROVE BIC/SRC MORTENSON #163: \$154,874.00.** The original scope of work did not include replacing the existing exterior concrete stairs from the first floor to the second floor of the SRC south. This cost is to demo and replace the concrete stairs in this area. *This is an Owner-Requested Scope Change.*
- There were no Capital Budget Projects.

Chairman Carlin asked if any Trustee had a question regarding any Consent Agenda item. Hearing no questions or comments from the Board, Secretary O'Donnell called the roll. Voting aye: Student Trustee Whitten, Trustees Savage, Svoboda, Wozniak, Birt, McGuire, O'Donnell and Chairman Carlin. Motion to approve all Consent Agenda items listed above carried unanimously.

## **NEW BUSINESS**

- A. There was no New Business for Information Only.
- B. For Approval:
- 1) Secretary O'Donnell moved, Trustee Savage seconded, that the Board approve a New Sports Performance Training Certificate Program. On roll call, voting aye: Student Trustee Whitten, Trustees Svoboda, Wozniak, Birt, McGuire, O'Donnell, Savage and Chairman Carlin. Motion carried unanimously.
  - 2) Vice Chairman Birt moved, Trustee McGuire seconded, that the Board approve a New Teaching On-Line Utilizing Technology (TOUT) Certificate Program. On roll call, voting aye: Student Trustee Whitten, Trustees Wozniak, Birt, McGuire, O'Donnell, Savage, Svoboda and Chairman Carlin. Motion carried unanimously.
  - 3) Secretary O'Donnell moved, Trustee Savage seconded that the Board approve a New Central Processing Distribution Technician Certificate Program. On roll call, voting aye: Student Trustee Whitten, Trustees Birt, McGuire, O'Donnell, Savage, Svoboda, Wozniak and Chairman Carlin. Motion carried unanimously.
  - 4) Vice Chairman Birt moved, Secretary O'Donnell seconded, that the Board approve a New Private Security Certificate Program. On roll call, voting aye: Student Trustee Whitten, Trustees McGuire,

O'Donnell, Savage, Svoboda, Wozniak, Birt and Chairman Carlin.  
Motion carried unanimously.

- 5) Trustee Savage moved, Vice Chairman Birt seconded approval of the Variable Tuition for Pharmacy Technician Program. On roll call, voting aye: Student Trustee Whitten, Trustees O'Donnell, Savage, Svoboda, Wozniak, Birt, McGuire and Chairman Carlin. Motion carried unanimously.
- 6) This item was pulled from the Agenda. No action will be taken on it this evening.
- 7) This item was pulled from the Agenda. No action will be taken on it this evening.
- 8) Trustee Svoboda moved, Trustee Savage seconded, that the Board of Trustees approve the WDCB-FM Radio Station Audit.
  - Tom Glaser, Sr. Vice President of Administrative Affairs, indicated the audit was conducted by Crowe Horwath, and copies had been distributed to Board members at the beginning of the Board meeting. He discussed details of the audit, noting the radio station has made a profit over the last several years and currently has a fund balance of about \$1.1 million. Neither the profit nor the fund balance would have been realized if not for the subsidy supplied by the College. About a year ago, Dr. Breuder had a study conducted to find the estimated sales value of the radio station, which is \$22-25 million. However, it was felt loyal listeners to the station would be upset if the College sold the "last jazz station" in the Chicago market.

Dr. Breuder commented that, at a meeting with union leaders this morning, there was a discussion of the ancillary services at the College: the radio station, the MAC, the Inn at Waters Edge, Waterleaf. Although they are not part of the core business of the College, they are entwined in the fabric of the institution. If we had to make financial adjustments within the institution, we could go to those ancillary services to sustain our core activity: teaching and learning.

On roll call, voting aye: Student Trustee Whitten, Trustees Savage, Svoboda, Wozniak, Birt, McGuire, O'Donnell and Chairman Carlin.  
Motion carried unanimously.

- 9) Secretary O'Donnell moved, Vice Chairman Birt seconded, that the Board of Trustees approve the Non-Renewal of Faculty Appointments resolution authorizing the dismissal of Stephanie Forbes at the end of the Spring Semester, 2012. On roll call, voting aye:

Student Trustee Whitten, Trustees Savage, Svoboda, Wozniak, Birt, McGuire, O'Donnell and Chairman Carlin. Motion carried unanimously.

10. Secretary O'Donnell moved, Trustee Svoboda seconded, that the Board of Trustees approve the Termination of the Intergovernmental Agreement with Indian Prairie Community Unit School District #204. On roll call, voting aye: Student Trustee Whitten, Trustees Svoboda, Wozniak, Birt, McGuire, O'Donnell, Savage and Chairman Carlin. Motion carried unanimously.

## **ANNOUNCEMENTS**

- **ACCT Report**

- Trustee Svoboda noted there will be a National Legislative Summit in Washington, DC February 13-16. Six Trustees will be attending to meet with legislators and learn more about the duties of the Trustees.

ICCTA will meet in Schaumburg for their March 2012.

- **Foundation Report**

- Trustee Savage reported that the Foundation has made funds available to Enrollment Management to assist students in need for spring and summer 2012. She listed the amount of funds pledged or contributions made. The Foundation is at 50% of its \$2 million fundraising goal. They expect to reach 85% of that goal after receipt of a major gift which has been pledged.
- The 30<sup>th</sup> annual Golf event will be Monday, September 17, at the Glen Oaks Country Club in Glen Ellyn.
- The next meeting of the Foundation is scheduled for Monday, January 23, at 7:30 a.m.
- Dr. Breuder noted that the College will be receiving \$700,000 from the donor Trustee Savage mentioned. The donor is also giving 40% of the proceeds of his art collection to the College. Because of his generosity, it has been decided to move forward with the renovation of the gallery, as part of the MAC renovation.
- Trustee Savage also reported she and Trustee McGuire attended the City Club of Chicago luncheon today. Lt. Governor Sheila Simon spoke of her community college tours and what she learned visiting all 48 community colleges in Illinois. She visited the College of DuPage, and was able to tour the Homeland Education Center in its early stages of development. Lt. Governor Simon made recommendations in a report, which can be found on her website, which will hopefully result in more students coming out of K-12 better prepared for college work.

- **Open Meetings Act Training**

- Chairman Carlin noted information has been given to the Trustees regarding training required by the Office of the Illinois Attorney General on the Open

Meetings Act. A new state law requires online training must be completed by each Trustee during calendar year 2013.

- Chairman Carlin took this opportunity to recognize Ken Gray and thank him for his participation at Board meetings as a representative of the faculty. He noted it was greatly appreciated. Dr. Breuder added that, in his 31 years in the presidency, he has never worked with anyone in the faculty senate for whom he has had higher regard.

**CLOSED SESSION**

Chairman Carlin announced that the meeting would move into closed session for the purpose of discussing:

- The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for 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.
- Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

At 8:44 p.m., Trustee Savage moved, Trustee Svoboda seconded, that the Board move into closed session. No action would be taken following this closed session. On voice vote, the motion carried unanimously. Chairman Carlin noted they would take a brief break, and go into closed session at 8:50 p.m.

**RETURN TO OPEN SESSION AND ADJOURN**

At 10:04 p.m., Chairman Carlin noted that, if there was no further business to come before the Board, he would entertain a motion to adjourn. Secretary O'Donnell moved, Trustee Svoboda seconded, that the Board Meeting adjourn. On voice vote, the motion carried unanimously.

By: \_\_\_\_\_  
Allison O'Donnell, Board Secretary

Approved: February 21, 2012

By: \_\_\_\_\_  
David Carlin, Board Chairman



COLLEGE OF DUPAGE  
SPECIAL BOARD MEETING

STANDARD BOARD APPROVAL

---

1. SUBJECT

Financial Reports.

2. REASON FOR CONSIDERATION

For monthly Board approval and information.

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 by fund on strictly a cash basis. Therefore, the ending balance in each fund is equal to the balance of the cash and investments by fund.

b) Payroll and Accounts Payable Report – This report is presented to the Board for approval each month.

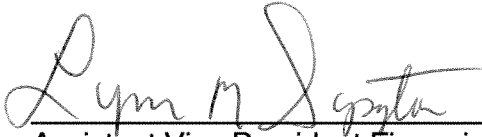
4. RECOMMENDATION


That the Board of Trustees approves the Treasurer's report and Payroll & Accounts Payable report.


SIGNATURE PAGE FOR FINANCIAL REPORTS

ITEM(S) ON REQUEST

That the Board of Trustees approves the Treasurer's Report and Payroll & Accounts Payable Report.

  
Assistant Vice President Financial Affairs and Controller 2/8/12  
Date

  
Senior Vice President, Administration and Treasurer 2/9/2012  
Date

  
President 02/15/12  
Date



College of DuPage  
Community College District No. 502  
Treasurer's Report as of January 31, 2012

**MB Financial and Chase Concentration Accounts**

<b>Beginning Balance</b>	\$ 16,396,521
<b>Current Activity</b>	
Cash Receipts	34,386,069
Cash Disbursements	(20,606,081)
Wire Transfer/Bank Charges	(765,096)
Payroll	(3,892,856)
<b>Total Month Activity</b>	<u>9,122,036</u>
<b>Ending Balance</b>	<u>\$ 25,518,557</u>

**Cash**

MB Financial Concentration Account	\$ 3,440,881
MB Financial Fed Account	10,004
Change Funds	17,694
Chase Concentration and Credit Card Accounts	\$ 22,077,676
<b>Total Cash</b>	<u>\$ 25,546,255</u>

**Cash Equivalents**

ILFUNDS	\$ 12,923,011
ISDLAF	9
Wheaton NOW Account	14,096,375
Citibank	50,791,521
PFM Liquidity Account	28,170,839
PFM Cons't Bond Fund	324
MB Investment	15,706,744
Chase High Yield	61,217,727
<b>Total Cash Equivalents</b>	<u>\$ 182,906,550</u>

**Investments**

Time Deposits	747,000
Northern Trust	5,023,328
PFM	25,466,149
PFM Fair Market Adjustment	(6,080)
IIIT PFM	52,107
Other Gov't Securities	30,000,000
<b>Total Investments</b>	<u>\$ 61,282,504</u>

<b>Total Cash Equivalents &amp; Investments</b>	<b>\$ 244,189,054</b>
<b>Total Cash, Cash Equivalents &amp; Investments</b>	<b>\$ 269,735,308</b>

College of DuPage  
Community College District No. 502  
**PAYROLL AND ACCOUNTS PAYABLE REPORT**  
**CASH DISBURSEMENTS**  
January 31, 2012

**Payroll - January 2012**

	Gross	Net
Advices	5,671,049	3,595,882
Checks	396,711	296,974
<b>Total Payroll</b>	<b>6,067,760</b>	<b>3,892,856</b>

**Accounts Payable - January 2012\***

Imprest checks - Vendors	354,444
Imprest Echecks - Vendors	500,401
Imprest checks - Employees	3,058
Imprest Echecks - Employees	17,412
Imprest checks - Student Refunds	8,792,092
Imprest E-commerce - Student Refunds	732,208
<b>Total Imprest</b>	<b>10,399,615</b>

Operating checks - Vendors	1,074,836
Operating Echecks - Vendors	1,143,091
ACH transfers - Vendors	7,988,539
Wire transfers - Vendors	0
<b>Total Operating</b>	<b>10,206,466</b>

**Combined Payroll and Accounts Payable - January 2012**

Total Net Payroll Disbursements	3,892,856
Total Accounts Payable Disbursements	20,606,081
<b>Total Cash Disbursements</b>	<b>24,498,937</b>

\*Includes payroll cash disbursements made to vendors and government agencies for employee withholdings.

COLLEGE OF DuPAGE  
COMMUNITY COLLEGE DISTRICT NO. 502  
ACCOUNTS PAYABLE TO BE APPROVED BY BOARD  
AT THE FEBRUARY 2012 BOARD MEETING

CHECKS ISSUED DURING ACCOUNTING MONTH - JANUARY 2012

<u>NUMBER</u>	<u>PAYEE NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
50368	ComEd/Commonwealth Edison-Carol Stream	Distribution charges for December 2011	\$ 54,887.01
50369	Official Payments	Credit card merchant transaction fees November 2011	89,675.15
50370	OmniUpdate, Inc. FKA Website ASP, Inc.	Enterprise server implementation, license, and support services	77,500.00
50371	Wight & Company	Architectural services for the SCC renovation	46,935.84
50372	Xerox Corporation	Xerox copier lease/usage fees December 2011	34,362.50
50373	BCBS Healthcare Service Corp	Claims paid for medical and dental December 2011	691,475.22
50374	Reserve Account	Postage usage replenishment for December 2011	50,000.00
50375	Postmaster - Glen Ellyn	USPS postage usage	30,000.00
A142	Dept of Treasury	Federal Tax withholding 1/13/12 payroll	382,307.12
A142	Dept of Treasury	College share Medicare tax withholding 1/13/12 payroll	38,297.13
A142	Dept of Treasury	College share FICA tax withholding 1/13/12 payroll	3,023.87
A143	IDES-Magnetic Media Unit	State tax withholding 1/13/12 payroll	118,494.00
A145	Dept of Treasury	Federal Tax withholding for Retiree 945 October 2011 payments	43,974.74
A146	Dept of Treasury	Federal Tax withholding 1/27/12 payroll	389,536.21
A146	Dept of Treasury	College share Medicare tax withholding 1/27/12 payroll	38,944.37
A146	Dept of Treasury	College share FICA tax withholding 1/27/12 payroll	4,942.96
A147	IDES-Magnetic Media Unit	State tax withholding 1/27/12 payroll	123,570.75
E0005275	Clauss Brothers Inc.	Landscaping services for Culinary Arts Center	237,417.27
E0005276	Colfax	Fees for asbestos abatement BIC/SRC renovation	62,412.64
E0005277	Columbia Artists Management	Artist Fees for MAC performance	38,000.00
E0005278	DAOES	Pass through funds from ISBE	320,000.00
E0005279	Dukane Contract Services Inc.	Cleaning services of BIC building post construction build out	15,662.50
E0005280	Hewlett Packard	HP equipment for IT	84,225.00
E0005281	Integrus Energy Services Inc.	Electric energy fees October - November 2011	413,183.75
E0005282	Interiors for Business, Inc.	Furniture for SRC (Finance and Human Resources) renovation project	234,187.40
E0005283	Krueger International, Inc.	Classroom Furniture for K, M, OCC, and PE buildings	20,934.68
E0005284	Legat Architects	Architectural services for the PE Center	121,376.20
E0005285	Nelnet Business Solutions	Credit card discount fees (November) for FACTS	21,070.27
E0005286	Peoples Resource Center	Revenues earned for Gavin Coyle performance	18,066.80
E0005287	Power Construction Co., LLC	Trade work for Homeland Security Center project	760,845.00
E0005288	Precise Printing Network Inc.	Printing services for Continuing Ed 2012 spring class schedule	24,695.00
E0005289	Proliance Energy Lic	Gas services November 2011	60,076.77
E0005290	Smith Maintenance Company	Janitorial services for December 2011	30,266.63
E0005291	Thorne Electric	Electrical work for Lambert Road traffic signal	17,434.00
E0005292	W.B. Olson Inc	Management services for Culinary Arts Center project	1,414,115.00
E0005327	Flex-Plan Services, Inc.	Payroll deduction November/December 2011 payrolls	65,583.28
E0005328	SURS-State Univ Retirement System of IL	Trust & Federal funds 12/22/11 payroll	2,684.55
E0005328	SURS-State Univ Retirement System of IL	SURS withholding 12/22/11 payroll	241,231.63
E0005328	SURS-State Univ Retirement System of IL	College share SURS health 12/22/11 payroll	13,136.79
E0005401	College of Dupage Faculty Assoc	Payroll deduction 1/13/12 payroll	23,098.40
E0005402	DuPage Credit Union	Payroll deduction 1/13/12 payroll	54,252.73
E0005406	Abbey Paving Co. Inc.	Services for Parking Improvement project	602,575.51
E0005407	Aqua Designs, Inc	Landscaping services for Site and Grounds project	20,880.65
E0005408	Great Lakes Hotel Supply Company	Food service equipment for Culinary Arts Center	137,803.80
E0005409	Herricane Graphics Inc.	Design fees for 911 Exhibit	18,095.00
E0005410	Illinois Community College Trustees Association	Second half dues for FY 2012	27,290.00
E0005411	JMA Construction Inc.	Electric and data for TECH room expansion project	17,991.00
E0005412	Joliet Junior College	Tuition chargeback for fall term 2011	27,282.72
E0005413	Moore Landscapes, Inc	Landscaping services for Site and Grounds project	335,327.52

COLLEGE OF DuPAGE  
COMMUNITY COLLEGE DISTRICT NO. 502  
ACCOUNTS PAYABLE TO BE APPROVED BY BOARD  
AT THE FEBRUARY 2012 BOARD MEETING

CHECKS ISSUED DURING ACCOUNTING MONTH - JANUARY 2012

<u>NUMBER</u>	<u>PAYEE NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
E0005414	Mortenson Construction	Construction management fees for BIC/SRC renovations	\$ 2,322,185.00
E0005415	Robbins, Schwartz, Nicholas, Lifton & Taylor	Legal services November 2011	19,912.79
E0005428	Valic Retirement Services	Payroll deduction 1/13/12 payroll	111,611.41
E0005429	DuPage Credit Union	Payroll deduction 1/27/12 payroll	53,627.73
TOTAL CHECKS, E-CHECKS, ACH, & WIRE TRANSFERS ISSUED DURING ACCOUNTING MONTH			<u>\$ 10,206,466.29</u>

**COLLEGE OF DUPAGE  
SPECIAL BOARD MEETING**

**SUMMARY OF BIDS**

- 
- Item 9. B. 3) a) BIC/SRC Phase 2 Furniture.  
That the Board of Trustees awards the bid for BIC/SRC Phase 2 Furniture, on an item by item basis, to the lowest responsible bidders as follows:

<u>Item</u>	<u>Vendor</u>	<u>\$ Amount</u>
2a, 2b, 3	Corporate Concepts 500 Waters Edge Lombard, IL 60148	\$ 25,189.84
1a, 1b, 1c, 1d	Interiors for Business 409 N. River Street Batavia, IL 60510	\$ 25,169.00
4, 5a, 5b, 5c, 6a, 6b	OEC Business Interiors 900 N. Church Road Elmhurst, IL 60126	\$ 10,344.25

for a total expenditure of: \$ 60,703.09

- Item 9. B. 3) b) HSC Nursing Simulation Lab Renovations.  
That the Board of Trustees awards the bid for HSC Nursing Simulation Lab Renovations to the lowest responsible bidder, Schwartz Construction Group, Inc., 7023 Willow Springs Road, Countryside, IL 60525, for the base bid total of \$261,800.00, rejecting alternate #1 due to budgetary concerns.
- Item 9. B. 3) c) SRC/PE Buildings Electrical Testing Project  
That the Board of Trustees awards the bid for SRC & PE Building Electrical Switchgear Testing to the lowest responsible bidder, Dude Electrical Testing, 554 Anderson Drive, Suite A, Romeoville, IL 60446, for the base bid total of \$187,365.00.

Item 9. B. 3) d) Naperville Regional Center Anatomy & Physiology Equipment.

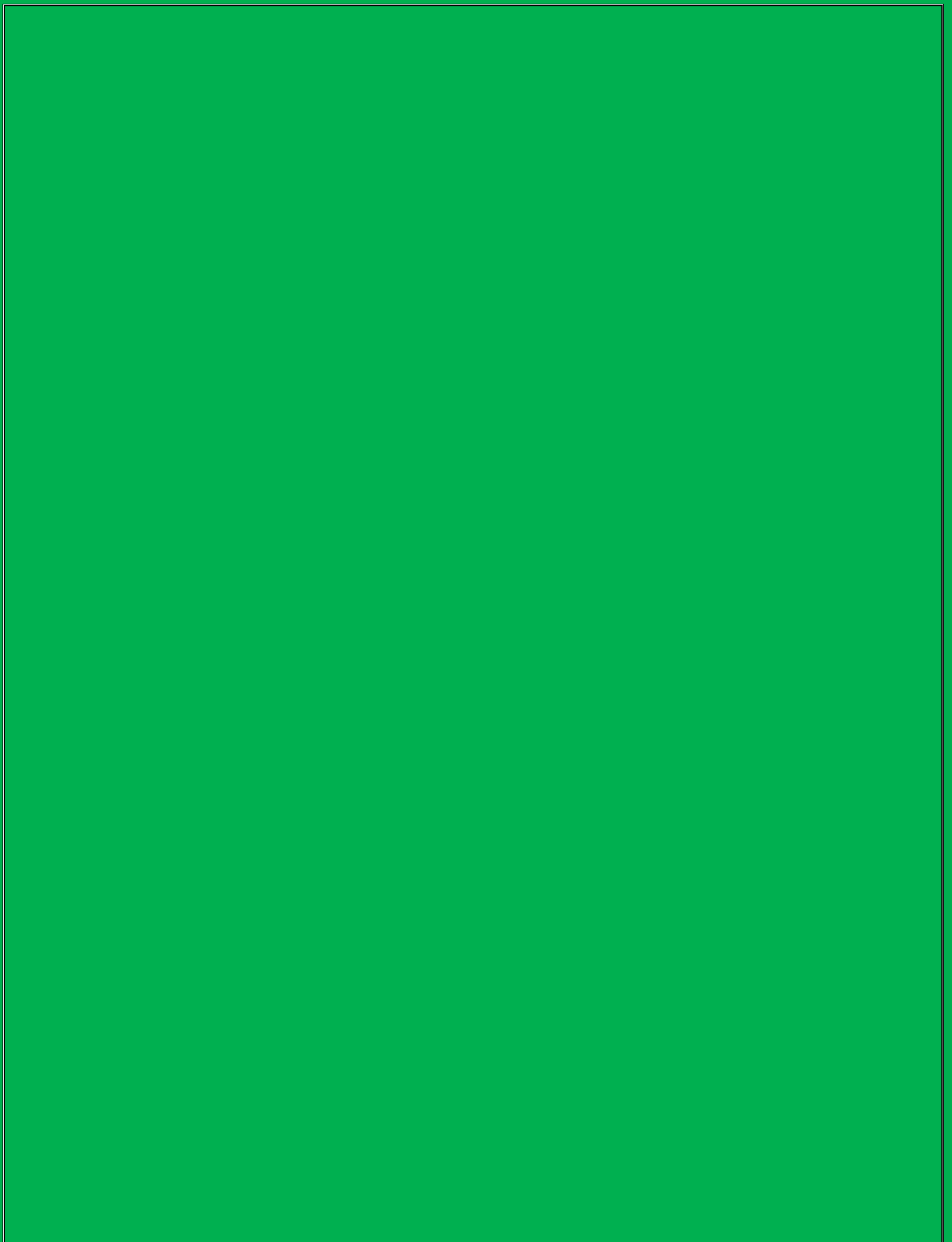
A recommendation will available on February 21, 2012.

That the Board of Trustees awards the bid for Naperville Regional Center Anatomy & Physiology Equipment, on an item by item basis, to the lowest responsible bidders as follows:

<u>Item</u>	<u>Vendor</u>	<u>\$ Amount</u>
1, 5, 6, 7, 9, 18	Denoyer Geppert 7701 N. Austin Avenue Skokie, IL 60077	\$ 14,453.91
10, 24, 27, 40, 49, 70, 71, 74	Fisher Scientific 4500 Turnberry Drive Hanover Park, IL 60133	\$ 2,524.26
73	W. Nushbaum, Inc. 760 Ridgeview Drive McHenry, IL 60050	\$ 26,951.00
72	Scope Shoppe, Inc. 113 Read Street Elburn, IL 60119	\$ 979.00
2, 3, 4, 11, 12, 13, 14, 16, 17, 25, 32, 34, 38, 39, 44, 46, 47, 49	Shop Anatomical 161 Medical Circle West Columbia, SC 29169	\$ 14,150.54
8, 15, 19, 20, 21, 22, 23, 26, 28, 29, 30, 31, 33, 35, 36, 37, 41, 42, 43, 45, 48, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 66, 67, 68, 69	Wards Natural Science 5100 W. Henrietta Road Rochester, NY 14692	\$ 24,405.22

for a total expenditure of: \$ 83,463.93;

rejecting items 64 and 65 due to non-response.



**COLLEGE OF DUPAGE  
SPECIAL BOARD MEETING**

**STANDARD BOARD APPROVAL**

---

1. SUBJECT

BIC/SRC Phase 2 Furniture.

2. BUDGET STATUS

Funds in the amount of \$60,703.09 are being provided by the BIC/SRC Construction budget #03-90-32727-5804001.

3. BACKGROUND INFORMATION

This represents a bid for replacement furniture items for BIC/SRC Phase 2 Renovations. Items being purchased include office furniture, science lab and drafting tables for classrooms, and office mail sorters and wire shelving for storage areas. The awarded vendors are responsible for delivery and complete installation of all items.

A legal bid notice was published and ten vendors were solicited. Six responses were received. Two minority vendors were solicited with one responding, OEC Business Interiors of Elmhurst that is being awarded a portion of the contract. Six local vendors were solicited with three responding: Corporate Concepts of Lombard; OM Workspace of Lombard; and OEC Business Interiors of Elmhurst that is being awarded a portion of this contract.

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



The following is a recap of the bid tabulation:

Item	Qty	Description	Corporate Concepts	Interiors for Business	Interior Investments	OEC Business Interiors	Office Concepts	OM Workspace
1a	2	Wood Storage Cabinet	\$3,633.26	<b>\$3,476.00</b>	No Bid	\$3,744.82	\$3,714.00	\$4,068.00
1b	6	Wood Display Cabinet	\$15,031.93	<b>\$14,382.00</b>	No Bid	\$15,630.90	\$15,366.00	\$15,930.00
1c	1	Wood Work Station	\$5,082.07	<b>\$4,864.00</b>	No Bid	\$5,521.58	\$5,195.00	\$5,575.60
		Delivery/Installation:	\$1,300.24	<b>\$775.00</b>	No Bid	Included	\$1,164.00	Included
		Total Items 1a, 1b, 1c	\$25,047.50	<b>\$23,497.00</b>	No Bid	\$24,897.30	\$25,439.00	\$25,573.60
1d	1	Option: Wood Wardrobe Storage	\$1,752.35	<b>\$1,672.00</b>	No Bid	\$1,710.41	\$1,686.00	\$1,970.00
2a	3	Lab Table 96x48x36	<b>\$5,778.00</b>	\$6,048.00	No Bid	\$6,789.48	\$6,000.00	No Bid
2b	3	Lab Table 96x48x32	<b>\$5,788.00</b>	\$6,048.00	No Bid	\$6,789.48	\$6,000.00	No Bid
		Delivery/Installation	<b>\$1,890.00</b>	\$2,638.00	No Bid	Included	\$2,100.00	No Bid
		Total items 2a, 2b	<b>\$13,456.00</b>	\$14,734.00	No Bid	\$13,578.96	\$14,100.00	No Bid
3	24	Adjustable Drafting Table	<b>\$11,733.84</b>	\$13,536.00	No Bid	\$14,896.23	\$23,232.00	No Bid
4	8	Coat Tree	\$2,353.68	\$2,096.00	\$2,248.00	<b>\$1,972.61</b>	\$2,381.88	No Bid
5a	1	Freestanding Sorter 72 Openings	\$1,633.47	\$1,596.10	\$1,708.00	<b>\$1,691.16</b>	\$1,612.89	\$1,740.00
5b	1	Freestanding Sorter 57 Openings	\$1,516.95	\$1,492.92	\$1,596.00	<b>\$1,591.79</b>	\$1,508.00	\$1,640.00
5c	1	High Density Storage/Filing Unit	\$2,142.17	\$2,167.88	\$2,318.00	<b>\$2,269.26</b>	\$2,189.77	\$2,306.00
		Delivery/Installation	\$475.00	\$897.00	\$400.00	<b>Included</b>	\$470.00	Included
		Total Items 5a, 5b, 5c	\$5,767.59	\$6,153.90	\$6,022.00	<b>\$5,552.21</b>	\$5,780.66	\$5,686.00
6a	6	Wire Shelving (7 shelves per unit)	\$2,103.24	\$3,597.60	No Bid	<b>\$2,657.10</b>	\$2,149.98	\$13,326.00
6b	1	Wire Shelving Base (no shelving)	\$60.88	\$130.56	No Bid	<b>\$162.33</b>	\$358.33	\$468.00
		Delivery/Installation	\$730.11	\$281.00	No Bid	<b>Included</b>	\$855.00	Included
		Total Items 6a, 6b	\$2,894.23	\$4,009.16	No Bid	<b>\$2,819.43</b>	\$3,363.31	\$13,794.00

**Recommended Vendors in Bold**

4. RECOMMENDATION

That the Board of Trustees awards the bid for BIC/SRC Phase 2 Furniture, on an item by item basis, to the lowest responsible bidders as follows:

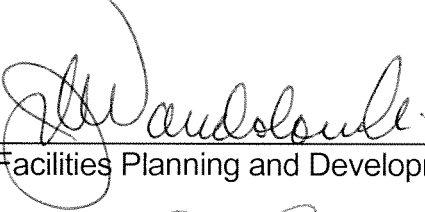
<u>Item</u>	<u>Vendor</u>	<u>\$ Amount</u>
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4, 5a, 5b, 5c, 6a, 6b	OEC Business Interiors 900 N. Church Road Elmhurst, IL 60126	\$ 10,344.25
		_____
for a total expenditure of:		<u>\$ 60,703.09</u>


SIGNATURE PAGE FOR BIC/SRC PHASE 2 FURNITURE (BID).

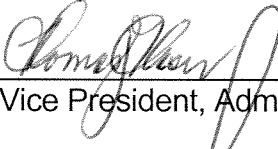
ITEM(S) ON REQUEST –

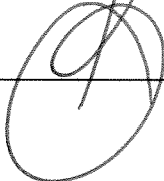
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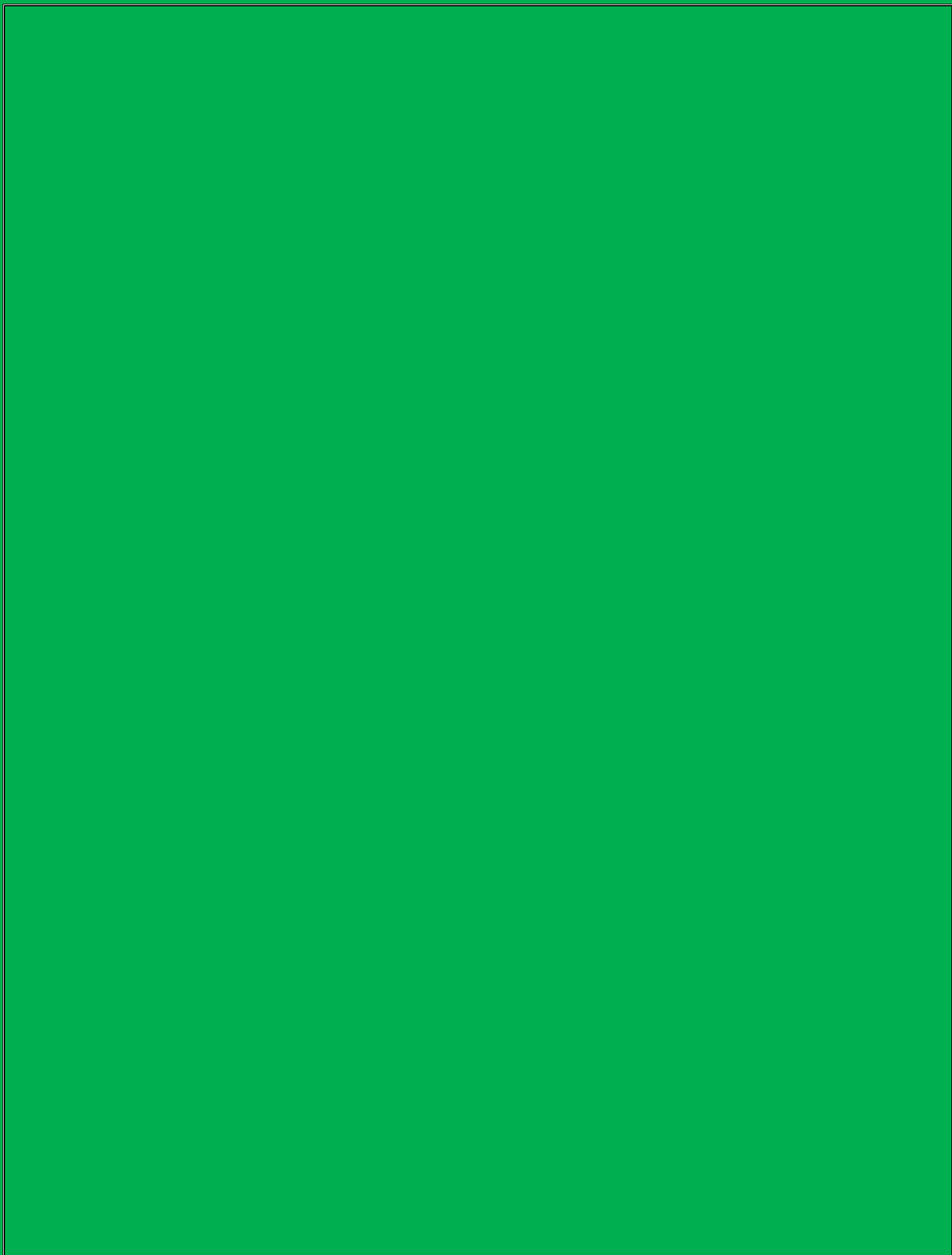
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4, 5a, 5b, 5c, 6a, 6b	OEC Business Interiors 900 N. Church Road Elmhurst, IL 60126	\$ 10,344.25
for a total expenditure of:		<u>\$ 60,703.09</u>

  
\_\_\_\_\_  
Director, Facilities Planning and Development      1/30/12  
Date

  
\_\_\_\_\_  
Director, Business Affairs      1/26/12  
Date

  
\_\_\_\_\_  
Senior Vice President, Administration and Treasurer      1/31/2012  
Date

  
\_\_\_\_\_  
President      2/6/12  
Date



**COLLEGE OF DUPAGE  
SPECIAL BOARD MEETING**

**STANDARD BOARD APPROVAL**

---

1. SUBJECT

HSC Nursing Simulation Lab Renovations.

2. BUDGET STATUS

Funds in the amount of \$261,800.00 will be provided by the Non-FMP Construction budget #02-90-20903-5804001.

3. BACKGROUND INFORMATION

This item represents a bid for remodeling of the existing Nursing Lab located in the Health Sciences Center. The renovations include retrofitting the current Nursing Lab (HSC 2145) and adjacent storage room (HSC 2143) into a simulated hospital setting with four private rooms, an operational nurse's station, and a simulation de-briefing room.

The lab will be used for instructional purposes by approximately 400 students per semester enrolled in the various Nursing programs including Certified Nursing Assistant, Associate Degree Nursing, and Practical Nursing.

Alternate #1 represents the installation of an audio visual system for the lab. We recommend rejecting this alternate due to budgetary constraints. Bid pricing received is more than 100% over the budgeted amount. Legat Architects will work with Nursing and Facilities staff to redesign the system and the audio-visual equipment will be re-bid in an attempt to reduce the cost.

A legal bid notice was published and 58 vendors were solicited. Seventeen responses were received. Three minority vendors were solicited with one responding, Sumac Inc. of Chicago. Eight local vendors were solicited with two responding, Chicagoland Building Contractors of Addison and Sigalos Construction of Itasca.

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

Following is a recap of the bid tabulation:

Vendor	Base Bid	Alternate #1
		AV System
Best Construction	\$ 323,000.00	\$ 249,600.00
Boller Construction	\$ 309,000.00	\$ 209,500.00
Chicagoland Building	\$ 294,445.00	\$ 213,000.00
Constuction Solutions	\$ 308,723.00	\$ 228,760.00
Dora Builders	\$ 275,000.00	\$ 218,000.00
Expedia Construction	\$ 311,000.00	\$ 242,000.00
Lamp Incorporate	\$ 288,900.00	\$ 207,000.00
Lite Construction	\$ 319,970.00	\$ 234,137.00
R.J. Olmen	\$ 429,908.00	\$ 251,350.00
R.L. Schol General Contractor	\$ 310,500.00	\$ 221,500.00
Ruddy Brothers	\$ 348,300.00	\$ 221,600.00
<b>Schwartz Construction</b>	<b>\$ 261,800.00</b>	\$ 210,500.00
Sigalos & Associates	\$ 306,600.00	\$ 205,000.00
Staalsen Construction	\$ 352,000.00	\$ 216,400.00
Stuckey Construction	\$ 265,265.00	\$ 205,000.00
Sumac, Inc.	\$ 385,000.00	\$ 236,000.00
Walter Daniels Construction	\$ 288,000.00	\$ 214,000.00

**Recommended Vendor in Bold**

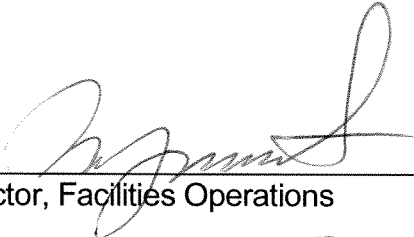
#### 4. RECOMMENDATION


That the Board of Trustees awards the bid for HSC Nursing Simulation Lab Renovations to the lowest responsible bidder, Schwartz Construction Group, Inc., 7023 Willow Springs Road, Countryside, IL 60525, for the base bid total of \$261,800.00, rejecting alternate #1 due to budgetary concerns.

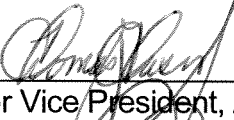
SIGNATURE PAGE FOR HSC NURSING SIMULATION LAB RENOVATIONS (BID).

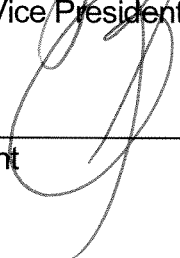
ITEM(S) ON REQUEST

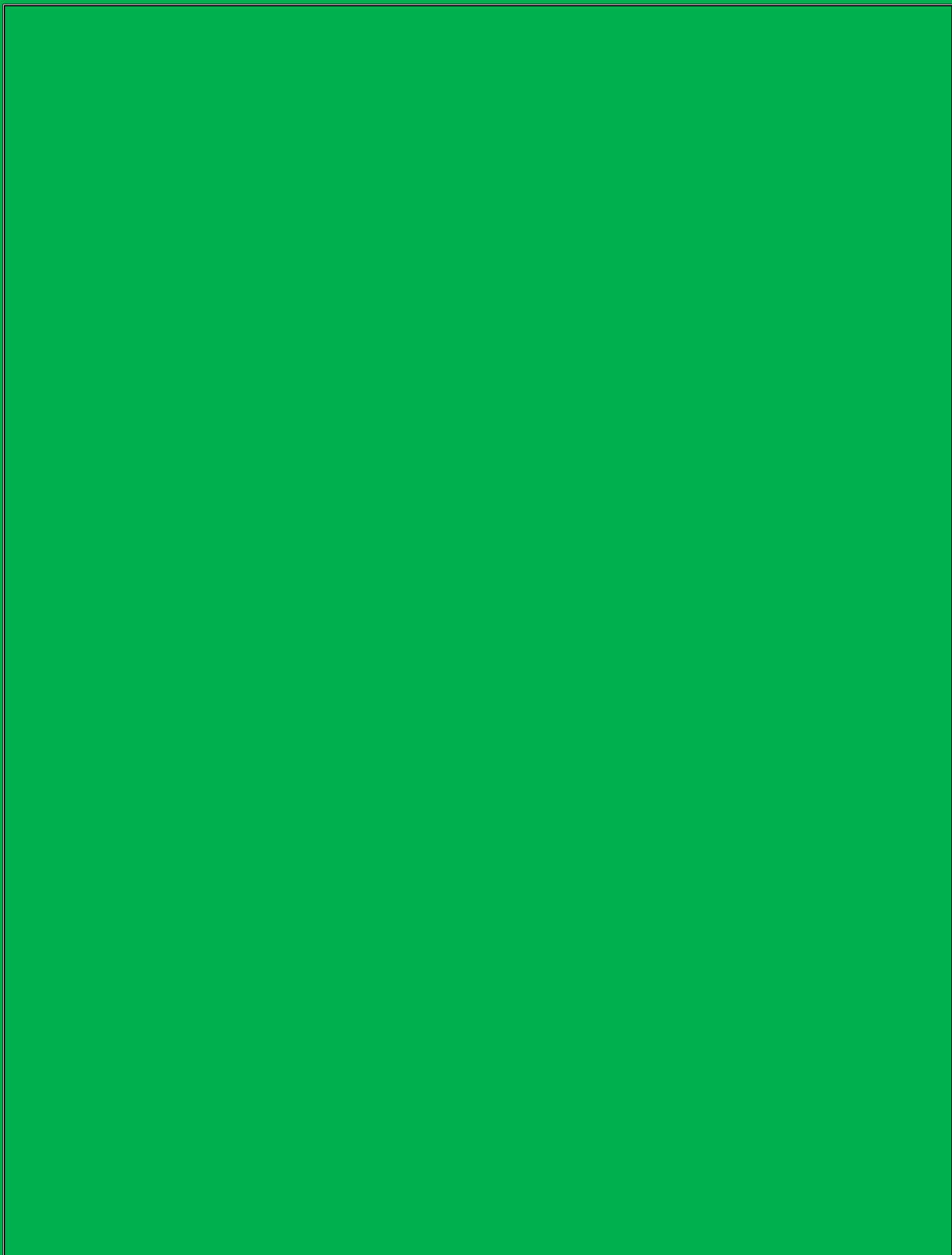
That the Board of Trustees awards the bid for HSC Nursing Simulation Lab Renovations to the lowest responsible bidder, Schwartz Construction Group, Inc., 7023 Willow Springs Road, Countryside, IL 60525, for the base bid total of \$261,800.00, rejecting alternate #1 due to budgetary concerns.

  
\_\_\_\_\_  
Director, Facilities Operations 2/16/12  
Date

  
\_\_\_\_\_  
Director, Business Affairs 2/16/12  
Date

  
\_\_\_\_\_  
Senior Vice President, Administration and Treasurer 2/16/2012  
Date

  
\_\_\_\_\_  
President 2/16/12  
Date





**COLLEGE OF DUPAGE  
SPECIAL BOARD MEETING**

**STANDARD BOARD APPROVAL**

---

1. **SUBJECT**

SRC & PE Buildings Electrical Switchgear Testing.

2. **BUDGET STATUS**

Funds in the amount of \$187,365.00 are being provided by the Referendum #2 Infrastructure Project Budget #03-90-36805-5804001.

3. **BACKGROUND INFORMATION**

The purpose of the project is to inspect, clean, test and identify the electrical distribution systems from the main electrical service distribution equipment to the branch panel and equipment disconnect level in the SRC and PE Buildings. Work to be performed will include inspection for worn, cracked or missing parts; infrared scanning (thermo scan) of equipment; testing of circuit breakers and fused switches; cleaning of bus bars, conductors and insulators; re-torque of bus bars and bolt-on equipment; megohm test equipment and conductors; measure and record phase-to-phase and phase-to-ground voltages; and identification and labeling of all distribution equipment.

A detailed report will be issued by the contractor to the College that describes the condition of existing electrical equipment and conductors to help assure proper and safe operation.

In early November, bids were sent to fifteen contractors, with no vendors responding. In early December, we re-bid the project, contacting another fifteen vendors in an attempt to increase interest in this project. Due to the nature of this work, we could only identify three contractors that specialized in electrical testing. Of these three vendors, only one responded. When following up with non-responding vendors, we found that they did not submit bids because they could not provide a bid bond or performance and payment bond, which was a requirement of the bid.

Due to the nature of this work, required repair work will not be determined until the testing is performed. The bid pricing includes a replacement allowance of \$25,000.00 for each building to cover any repair work that will be required. This work will be performed by Dude Electrical Testing on a time and material basis.

The recommended vendor, Dude Electrical Testing has performed similar services for the College in the past and has performed satisfactorily. Amsco Engineering, the project engineering firm also recommends that the project be awarded to Dude Electrical Testing.

A legal bid notice was published and 15 vendors were solicited. One response was received. Two minority vendors were solicited but did not respond. Seven local vendors were solicited with none responding.

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

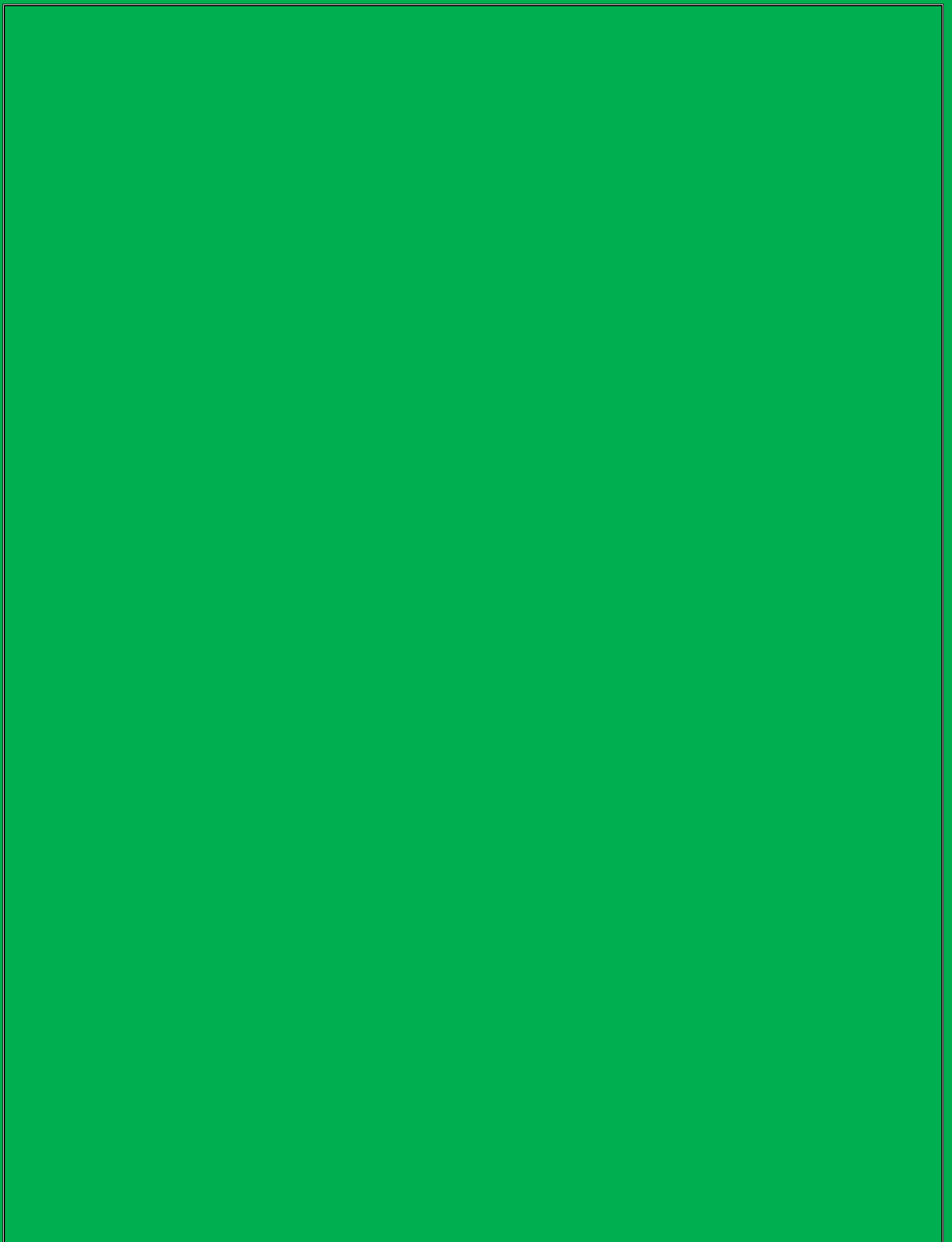
Following is a recap of the bid tabulation:

	<b>Dude Electrical Testing</b>
SRC Electrical Testing Base Bid	<b>\$86,780.00</b>
Equipment Replacement Allowance	<b>\$25,000.00</b>
Total SRC Building	<b>\$111,780.00</b>
PE Electrical Testing Base Bid	<b>\$52,585.00</b>
Equipment Replacement Allowance	<b>\$25,000.00</b>
Total PE Building	<b>\$77,585.00</b>
Deduct for lump sum award	<b>-\$2,000.00</b>
Total for both projects:	<b>\$187,365.00</b>
<b>Recommended Vendor in Bold</b>	

4. RECOMMENDATION

That the Board of Trustees awards the bid for SRC & PE Building Electrical Switchgear Testing to the lowest responsible bidder, Dude Electrical Testing, 554 Anderson Drive, Suite A, Romeoville, IL 60446, for the base bid total of \$187,365.00.





**COLLEGE OF DUPAGE  
SPECIAL BOARD MEETING**

**STANDARD BOARD APPROVAL**

---

1. SUBJECT

Naperville Regional Center Anatomy & Physiology Equipment.

2. BUDGET STATUS

Funds in the amount of \$14,565.06 are being provided by the Sciences Capital budget #01-10-00261-5806001 and \$68,898.87 by the Sciences Supply budget #01-10-00261-5401002.

3. BACKGROUND INFORMATION

This item represents a bid for the purchase of supplies and equipment for the new Anatomy and Physiology Lab located at the Naperville Regional Center. The equipment being purchased includes new microscopes, anatomical models, slide cabinets, and miscellaneous supplies needed for the new lab.

The addition of these classes will not only increase student enrollment, but serve a need in the community for Health Career employment opportunities. People are living longer, new medical procedures are emerging and there is a shortage of trained employees in health career fields. The College is offering degree and certificate programs in Dental Hygiene, Nursing, Diagnostic Medical Imaging, Physical Therapist Assistant and other numerous health career fields. Anatomy & Physiology is a pre-requisite to entering all of these programs.

We recommend that the following low bids be rejected due to non-compliance with bid specifications:

Item #18 from Shop Anatomical – The ultra-flex knee model they are offering is made of non pliable plastic, making it less flexible as the specified model which is constructed of non-breakable vinyl.

Items #22 and #23 from Fisher Scientific – The striated muscle fiber and bone models they are offering do not offer as many details or show as many structures as the specified model.

Item #26 from Shop Anatomical – The Coronary Bypass Heart Model they are offering is a life-size model, not the 2x life-size model specified.

Item #31 from Fisher Scientific – the Kidney Structure Model they are offering does not offer the same kidney detail or show as many structures as the specified model.

Item #35 from Fisher Scientific – the Central Nervous System Model they are offering is ½ life-size, not the life-size model specified.

Item #42 from Fisher Scientific – the lung microstructure model they are offering is life-size, not 150x enlarged as specified.

Item #43 from Fisher Scientific – the larynx model they are offering does not offer as many details or show as many structures as the specified model and is separated at the second tracheal cartilage instead of the sixth.

Item #49 from Fisher Scientific – they are offering a 3-part ear model as opposed to the specified enlarged cochlea section model.

No bids were received for items 64 and 65. These items have an estimated value of \$335 and will be purchased on a quotation basis.

A legal bid notice was published and ten vendors were solicited. Six responses were received. No minority vendors were identified. Two local vendors were solicited with one responding, Fisher Scientific of Hanover Park that is being awarded a portion of this contract.

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

Following is a recap of the bid tabulation:

Item	Description	Qty	Denoyer Geppert	Fisher Scientific	W. Nuhsbaum	Scope Shoppe	Shop Anatomical	Wards Natural Science
1	Life Size Muscular Anatomy Set	2	<b>\$8,834.12</b>	No Bid	No Bid	No Bid	No Bid	No Bid
2	Muscular Anatomy Figure w/ Int. Org.	1	\$6,227.50	No Bid	No Bid	No Bid	<b>\$5,730.94</b>	No Bid
3	Six-Part Muscular Arm	1	\$436.05	No Bid	No Bid	No Bid	<b>\$405.95</b>	No Bid
4	Nine-Part Muscular Leg	1	\$595.02	No Bid	No Bid	No Bid	<b>\$569.99</b>	No Bid
5	Deluxe Male Skeleton w/stand	1	<b>\$1,272.05</b>	No Bid	No Bid	No Bid	No Bid	No Bid
6	Deluxe Female Skeleton w/stand	1	<b>\$1,691.06</b>	No Bid	No Bid	No Bid	No Bid	No Bid
7	Double Header Disarticulated Skeleton	2	<b>\$1,878.12</b>	No Bid	No Bid	No Bid	No Bid	No Bid
8	Altay Skull	10	No Bid	No Bid	No Bid	No Bid	No Bid	<b>\$498.60</b>
9	Fetal Skull - Unpainted	6	<b>\$466.56</b>	\$637.14	No Bid	No Bid	No Bid	No Bid
10	Ear Ossicles	3	\$132.00	<b>\$114.42</b>	No Bid	No Bid	\$205.89	No Bid
11	Flexible Spine with Occipital Bone	1	\$120.96	No Bid	No Bid	No Bid	<b>\$115.93</b>	No Bid
12	Seven Piece Vertebrae Collection	3	\$216.00	No Bid	No Bid	No Bid	<b>\$188.34</b>	No Bid
13	Pelvis - Male	1	\$70.00	No Bid	No Bid	No Bid	<b>\$52.73</b>	No Bid
14	Pelvis - Female	1	\$65.00	No Bid	No Bid	No Bid	<b>\$52.73</b>	No Bid
15	Vascular arm	1	\$605.76	No Bid	No Bid	No Bid	No Bid	<b>\$521.44</b>
16	Hand Skeleton with distal radius and ulna	2	\$222.00	No Bid	No Bid	No Bid	<b>\$184.60</b>	No Bid
17	Foot Skeleton with distal tibia and fibula	2	\$224.00	No Bid	No Bid	No Bid	<b>\$132.24</b>	No Bid
18	UltraFlex Full-Function Knee	2	<b>\$312.00</b>	No Bid	No Bid	No Bid	<u>\$187.48</u>	No Bid
19	Altay Half Head	3	No Bid	No Bid	No Bid	No Bid	\$702.00	<b>\$425.19</b>
20	Deluxe Spinal Cord	3	\$857.22	No Bid	No Bid	No Bid	\$835.86	<b>\$795.42</b>
21	Neuron Model	1	No Bid	\$574.86	No Bid	No Bid	\$366.72	<b>\$301.53</b>
22	Striated Muscle Fiber Model	1	No Bid	<u>\$212.94</u>	No Bid	No Bid	\$643.20	<b>\$527.41</b>
23	Comprehensive Bone Model	1	No Bid	<u>\$243.14</u>	No Bid	No Bid	\$656.64	<b>\$609.15</b>
24	Circulatory System Model	3	No Bid	<b>\$681.09</b>	No Bid	No Bid	\$688.02	\$689.10
25	Heart of America	4	\$1,492.40	\$1,444.24	No Bid	No Bid	<b>\$1,377.28</b>	\$1,445.76
26	Coronary Bypass Heart Model	1	\$422.24	No Bid	No Bid	No Bid	<u>\$199.66</u>	<b>\$409.39</b>
27	Stomach Model	3	No Bid	<b>\$614.91</b>	No Bid	No Bid	\$1,186.56	\$965.34
28	Pancreas, Spleen, and Duod.	3	No Bid	\$1,069.71	No Bid	No Bid	\$829.44	<b>\$599.55</b>
29	Liver and Gallbladder	3	No Bid	\$1,046.58	No Bid	No Bid	\$1,163.52	<b>\$959.34</b>
30	Kidney Model	3	No Bid	No Bid	No Bid	No Bid	\$650.88	<b>\$223.50</b>
31	Kidney Structures	3	No Bid	<u>\$874.98</u>	No Bid	No Bid	\$1,992.96	<b>\$1,606.50</b>

**Recommended Vendors in Bold**

*Rejected – Does not meet bid specifications*

Bid Tabulation (continued)

Item	Description	Qty	Denoyer Geppert	Fisher Scientific	W. Nuhsbaum	Scope Shoppe	Shop Anatomical	Wards Natural Science
32	Skin Section Model	3	No Bid	\$279.27	No Bid	No Bid	<b>\$236.04</b>	\$244.23
33	Lymphatic System	1	No Bid	No Bid	No Bid	No Bid	\$1,724.16	<b>\$1,602.59</b>
34	Nervous System - "Nervous Ned"	3	No Bid	No Bid	No Bid	No Bid	<b>\$888.90</b>	\$908.62
35	Central Nervous System	1	No Bid	<u>\$293.54</u>	No Bid	No Bid	\$1,640.40	<b>\$1,474.60</b>
36	Altay Brain	6	No Bid	No Bid	No Bid	No Bid	\$545.76	<b>\$370.44</b>
37	Synapse Model	1	No Bid	No Bid	No Bid	No Bid	\$523.08	<b>\$320.14</b>
38	Male Pelvis Model	1	\$168.26	No Bid	No Bid	No Bid	<b>\$157.36</b>	\$166.81
39	Female Pelvis Model	1	\$168.26	No Bid	No Bid	No Bid	<b>\$157.36</b>	\$166.81
40	Pregnancy Model Set	1	\$699.36	<b>\$664.51</b>	No Bid	No Bid	\$690.53	\$734.28
41	Brain Ventricles	3	No Bid	No Bid	No Bid	No Bid	\$313.20	<b>\$264.81</b>
42	Lung Microstructure Model	1	No Bid	<u>\$91.43</u>	No Bid	No Bid	\$994.56	<b>\$831.98</b>
43	Larynx with Trachae Model	6	No Bid	<u>\$2,147.64</u>	No Bid	No Bid	\$3,780.00	<b>\$3,349.80</b>
44	Eye Model	3	\$808.08	No Bid	No Bid	No Bid	<b>\$746.16</b>	\$783.18
45	Half Eye Model	3	No Bid	\$185.37	No Bid	No Bid	\$256.68	<b>\$138.48</b>
46	Eye in Orbit Model	3	\$1,946.49	No Bid	No Bid	No Bid	<b>\$1,799.43</b>	\$1,807.53
47	Ear Model	3	\$879.06	No Bid	No Bid	No Bid	<b>\$812.16</b>	\$885.48
48	Ear Model	3	No Bid	\$177.42	No Bid	No Bid	\$244.44	<b>\$105.33</b>
49	Cochlea Section Model	1	No Bid	<u>\$283.89</u>	No Bid	No Bid	<b>\$542.40</b>	\$543.72
50	Inner Ear Model	3	No Bid	No Bid	No Bid	No Bid	\$1,292.40	<b>\$1,222.71</b>
51	Hubbard Circulatory System	3	No Bid	No Bid	No Bid	No Bid	No Bid	<b>\$363.00</b>
52	Hubbard Digestive System	3	No Bid	No Bid	No Bid	No Bid	No Bid	<b>\$363.00</b>
53	Hubbard Endocrine System	3	No Bid	No Bid	No Bid	No Bid	No Bid	<b>\$363.00</b>
54	Hubbard Urinary System	3	No Bid	No Bid	No Bid	No Bid	No Bid	<b>\$363.00</b>
55	Hubbard Skin	3	No Bid	No Bid	No Bid	No Bid	No Bid	<b>\$363.00</b>
56	Hubbard Nervous System	3	No Bid	No Bid	No Bid	No Bid	No Bid	<b>\$363.00</b>
57	Hubbard Respiratory System	3	No Bid	No Bid	No Bid	No Bid	No Bid	<b>\$363.00</b>
58	Hubbard Male Reproductive	3	No Bid	No Bid	No Bid	No Bid	No Bid	<b>\$363.00</b>
59	Hubbard Female Reproductive	3	No Bid	No Bid	No Bid	No Bid	No Bid	<b>\$363.00</b>
60	Hubbard Cell to Embryo	3	No Bid	No Bid	No Bid	No Bid	No Bid	<b>\$363.00</b>
61	Hubbard Ear	3	No Bid	No Bid	No Bid	No Bid	No Bid	<b>\$592.50</b>
62	Hubbard Eye	3	No Bid	No Bid	No Bid	No Bid	No Bid	<b>\$592.50</b>
63	500 Microscope Slide Cabinet	2	No Bid	No Bid	No Bid	No Bid	No Bid	<b>\$1,323.02</b>

**Recommended Vendors in Bold**

*Rejected – Does not meet bid specifications*



Bid Tabulation (continued)

Item	Description	Qty	Denoyer Geppert	Fisher Scientific	W. Nuhsbaum	Scope Shoppe	Shop Anatomical	Wards Natural Science
64	Sphygmomanometer and Stethoscope	6	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
65	Penlight with clip switch	12	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
66	Percussion Hammer	6	No Bid	No Bid	No Bid	No Bid	No Bid	<b>\$17.10</b>
67	Spirometer	6	No Bid	No Bid	No Bid	No Bid	No Bid	<b>\$1,016.58</b>
68	Disposable Cardboard Mouthpieces	1	No Bid	\$31.64	No Bid	No Bid	No Bid	<b>\$13.55</b>
69	Tuning Fork Set	1	No Bid	No Bid	No Bid	No Bid	No Bid	<b>\$62.07</b>
70	Label Tape Dispenser	1	No Bid	<b>\$24.16</b>	No Bid	No Bid	No Bid	No Bid
71	Rainbow Pack of Label Tape	1	No Bid	<b>\$40.06</b>	No Bid	No Bid	No Bid	No Bid
72	Video Camera for Microscope	1	No Bid	\$1,350.82	\$1,514.10	<b>\$979.00</b>	No Bid	No Bid
73	Compound Microscopes	25	No Bid	No Bid	<b>\$26,951.00</b>	No Bid	No Bid	No Bid
74	Anatomical Charts set of 6	1	No Bid	<b>\$385.11</b>	No Bid	No Bid	No Bid	No Bid

**Recommended Vendors in Bold**

*Rejected – Does not meet bid specifications*

4. RECOMMENDATION

That the Board of Trustees awards the bid for Naperville Regional Center Anatomy & Physiology Equipment, on an item by item basis, to the lowest responsible bidders as follows:

<u>Item</u>	<u>Vendor</u>	<u>\$ Amount</u>
1, 5, 6, 7, 9, 18	Denoyer Geppert 7701 N. Austin Avenue Skokie, IL 60077	\$ 14,453.91
10, 24, 27, 40, 49, 70, 71, 74	Fisher Scientific 4500 Turnberry Drive Hanover Park, IL 60133	\$ 2,524.26
73	W. Nushbaum, Inc. 760 Ridgeview Drive McHenry, IL 60050	\$ 26,951.00
72	Scope Shoppe, Inc. 113 Read Street Elburn, IL 60119	\$ 979.00
2, 3, 4, 11, 12, 13, 14, 16, 17, 25, 32, 34, 38, 39, 44, 46, 47, 49	Shop Anatomical 161 Medical Circle West Columbia, SC 29169	\$ 14,150.54
8, 15, 19, 20, 21, 22, 23, 26, 28, 29, 30, 31, 33, 35, 36, 37, 41, 42, 43, 45, 48, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 66, 67, 68, 69	Wards Natural Science 5100 W. Henrietta Road Rochester, NY 14692	\$ 24,405.22

for a total expenditure of: \$ 83,463.93;

rejecting items 64 and 65 due to non-response.





SIGNATURE PAGE FOR NAPERVILLE REGIONAL CENTER ANATOMY &  
PHYSIOLOGY EQUIPMENT (BID).

ITEM(S) ON REQUEST –

That the Board of Trustees awards the bid for Naperville Regional Center Anatomy & Physiology Equipment, on an item by item basis, to the lowest responsible bidders as follows:

<u>Item</u>	<u>Vendor</u>	<u>\$ Amount</u>
1, 5, 6, 7, 9, 18	Denoyer Geppert 7701 N. Austin Avenue Skokie, IL 60077	\$ 14,453.91
10, 24, 27, 40, 49, 70, 71, 74	Fisher Scientific 4500 Turnberry Drive Hanover Park, IL 60133	\$ 2,524.26
73	W. Nushbaum, Inc. 760 Ridgeview Drive McHenry, IL 60050	\$ 26,951.00
72	Scope Shoppe, Inc. 113 Read Street Elburn, IL 60119	\$ 979.00
2, 3, 4, 11, 12, 13, 14, 16, 17, 25, 32, 34, 38, 39, 44, 46, 47, 49	Shop Anatomical 161 Medical Circle West Columbia, SC 29169	\$ 14,150.54
8, 15, 19, 20, 21, 22, 23, 26, 28, 29, 30, 31, 33, 35, 36, 37, 41, 42, 43, 45, 48, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 66, 67, 68, 69	Wards Natural Science 5100 W. Henrietta Road Rochester, NY 14692	\$ 24,405.22
	for a total expenditure of:	<u>\$ 83,463.93;</u>

rejecting items 64 and 65 due to non-response.

	2/10/12
Director, Business Affairs	Date
	2/10/12
Executive Vice President	Date
	2/13/2012
Senior Vice President, Administration & Treasurer	Date
	2/15/12
President	Date

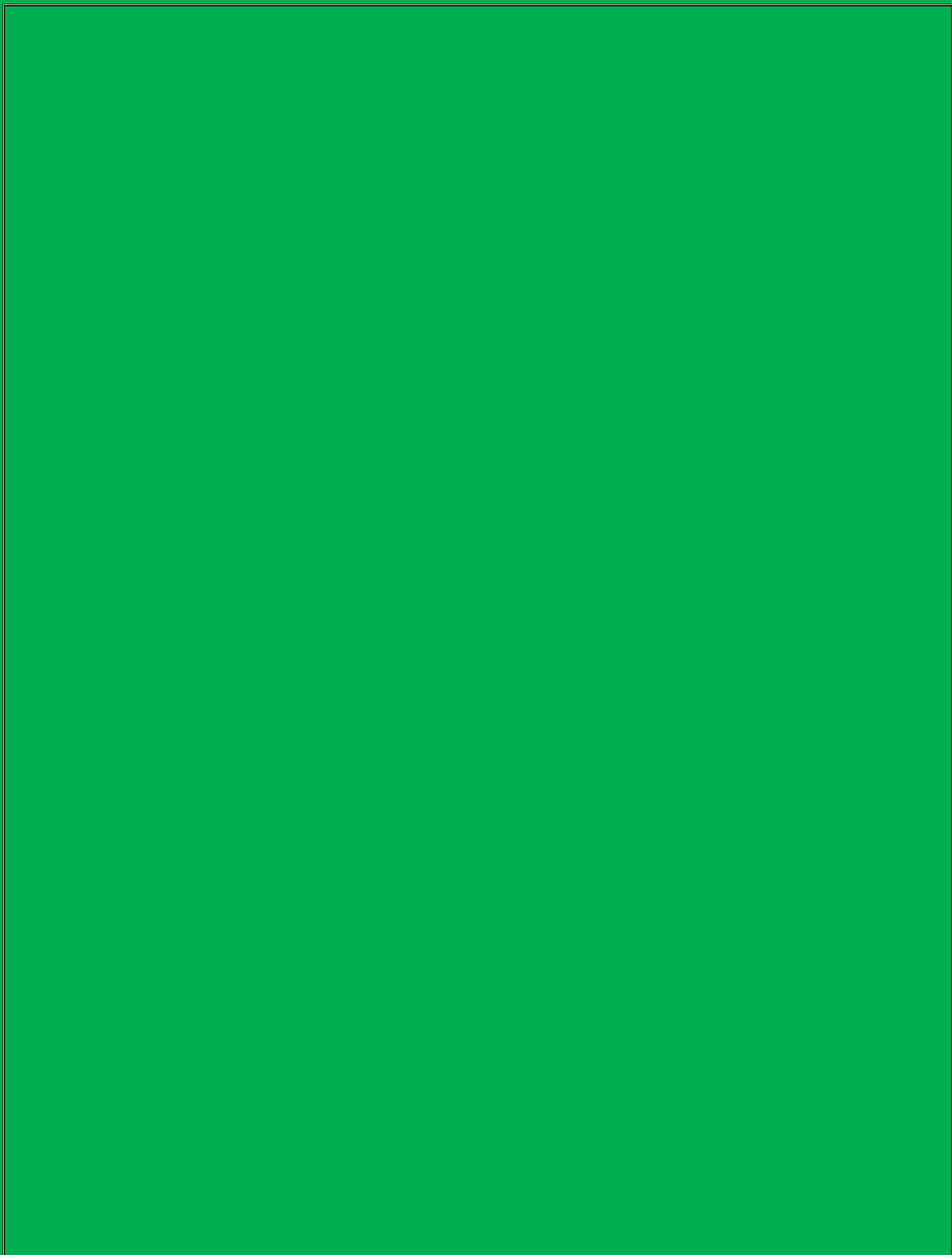


COLLEGE OF DUPAGE  
SPECIAL BOARD MEETING

SUMMARY OF REQUESTS FOR PROPOSALS

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- Item 9. B. 4) a) Credit Card Processing Services (Rejection).  
That the Board of Trustees rejects all proposals received for Credit Card Processing Services due to a lack of qualified proposals.



**COLLEGE OF DUPAGE  
SPECIAL BOARD MEETING**

**STANDARD BOARD APPROVAL**

---

1. SUBJECT

Credit Card Processing Services (RFP - Rejection).

2. BUDGET STATUS

Funds to support credit card processing fees are provided by the Financial Affairs operating budget #01-80-00757-5904001.

3. BACKGROUND INFORMATION

The purpose of this RFP was to investigate the potential of lowering our overall cost for credit card payment processing. The College consulted with PE Systems, a consulting firm who has expertise in the management of credit card processing and fees. The consultant performed a no cost study for the College that was based on the College's prior year actual credit card volume and fees paid. Based on this study, the consultant's analysis showed the College could save approximately \$100,000 annually in lower credit card processing fees.

The Datatel Colleague financial system that the College currently utilizes can only use two gateways – Official Payments Corporation (OPC) and PayPal. The College currently uses OPC as its credit card processor. When the College approached OPC with the consultant's findings, they stated that they only provide bundled services and were not interested in acting as a gateway. The College, based on the consultant's report, attempted to negotiate a lower price from OPC. OPC stated that the College already receives their best price and there was no room for price reductions. All proposals received were predicated on utilizing OPC as the gateway, however, since OPC has refused to serve in this capacity, we recommend that all proposals be rejected due to the proprietary nature of the services provided by OPC, and due to a lack of qualified proposals.


A legal bid notice was published and 16 vendors were solicited. Eight responses were received. One minority vendor was solicited and responded, Merchant First of Castle Rock, CO. One local vendor was solicited and responded, JP Morgan Chase of Wheaton.

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

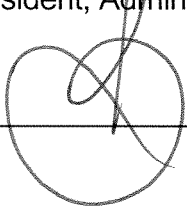
SIGNATURE PAGE FOR CREDIT CARD PROCESSING SERVICES (RFP - REJECTION).

ITEM(S) ON REQUEST –

That the Board of Trustees rejects all proposals received for Credit Card Processing Services due to a lack of qualified proposals.

  
\_\_\_\_\_  
Director, Business Affairs 1/31/12  
Date

  
\_\_\_\_\_  
Senior Vice President, Administrative Affairs & Treasurer 2/2/2012  
Date

  
\_\_\_\_\_  
President 2/6/12  
Date



**COLLEGE OF DUPAGE  
SPECIAL BOARD MEETING**

**SUMMARY OF PURCHASE ORDERS**

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- Item 09. B. 5) a) BIC/SRC Phase 2 Furniture and Fixture Purchase.  
That the Board of Trustees approves the purchase of BIC/SRC Phase 2 Furniture and Fixtures with the following vendors:

<u>Description</u>	<u>Vendor</u>	<u>\$ Amount</u>
Trash & Recycling Containers	Forms & Surfaces 30 Pine Street Pittsburgh, PA 15223	\$ 81,108.00
Faculty/Staff Office & Conference/ Lounge Furniture	Interiors for Business 409 N. River Street Batavia, IL 60510	\$ 1,027,141.67
Classroom Fixtures & Furnishings	KI 1181 Merchandise Mart Chicago, IL 60654	\$ 892,134.15
Classroom Lecterns	Sound Vision 1450 Davis Road Elgin, IL 60123	\$ 290,536.00
for a total expenditure of :		<u>\$ 2,290,919.82</u>

- Item 09. B. 5) b) Interpreting Services for Hearing Impaired Students.  
That the Board of Trustees approves the non-bid purchase of Interpreting Services from Deaf Communication by Innovation, 3711 N. Ravenswood Avenue, Suite 144, Chicago, IL 60613 at an hourly rate of \$53.00 for an estimated annual expenditure of \$30,600.00.

- Item 09. B. 5) c) Landscaping Design Contract.  
That the Board of Trustees approves the Landscaping Design Contract to include the following projects: PE Building east and southwest, Pond 2 south & north edges, Pond 2 fountain, SRC South Plaza enhancements, MAC Courtyard tunnel enhancements, HSC South enhancements, and Pond 1 modifications with JJR LLC, 35 E. Wacker Drive, Chicago, IL 60601, for a total expenditure of \$206,499.00.

Item 09. B. 5) d)

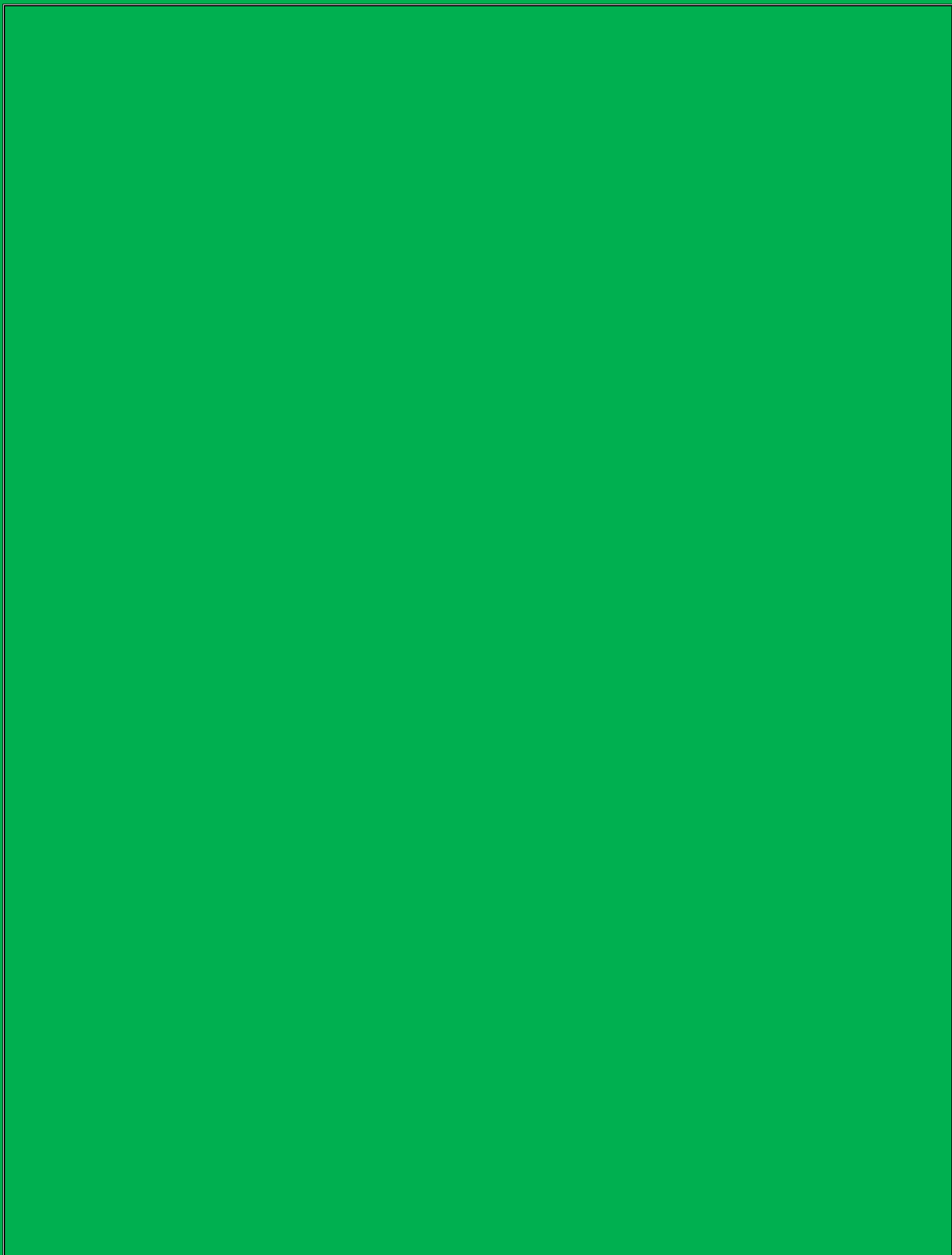
Landscaping Construction Manager Services.

That the Board of Trustees approves a contract for Landscaping Construction Manager Services with V3 Companies of Illinois, 7325 Janes Avenue, Woodridge, IL 60517, for a not to exceed expenditure of \$226,388.00 including reimbursables.

Item 09. B. 5) e)

Oracle Hyperion Financial Software Purchase

That the Board of Trustees approves a contract for the purchase of Oracle Hyperion Financial Software from Oracle America, Inc., 500 Oracle Parkway, Redwood Shores, CA 94065, for a total expenditure of \$201,080.40.



**COLLEGE OF DUPAGE  
SPECIAL BOARD MEETING**

**STANDARD BOARD APPROVAL**

---

1. SUBJECT

BIC/SRC Phase 2 Furniture and Fixtures Purchases.

2. BUDGET STATUS

Funds in the amount of \$2,290,919.82 are being provided by the BIC/SRC Construction Budget #03-90-32727-5804001.

3. BACKGROUND INFORMATION

This represents the purchase of various furniture and fixture items for Phase 2 of the BIC/SRC Renovations project. Items being purchased include conference and meeting room tables and seating; fixed and mobile classroom tables and seating; student lounge seating and tables; computer lab tables and seating; classroom lecterns, faculty and staff office workstations and seating; and trash and recycling receptacles. These items will be installed throughout the newly remodeled areas in the BIC and SRC Buildings.

The cost of these items includes all delivery and installation charges.

The bid pricing being used for this furniture purchase was solicited as part of the Health Science Center, Technology Education Center, and BIC/SRC/SSC furniture bid that was awarded by the Board in October of 2008. These bids included price discounts for future purchases which allow us to take advantage of these economies of scale and utilize the bid pricing for the BIC and SRC Building furniture purchases.

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

4. RECOMMENDATION

That the Board of Trustees approves the purchase of BIC/SRC Phase 2 Furniture and Fixtures with the following vendors:


<u>Description</u>	<u>Vendor</u>	<u>\$ Amount</u>
Trash & Recycling Containers	Forms & Surfaces 30 Pine Street Pittsburgh, PA 15223	\$ 81,108.00
Faculty/Staff Office & Conference/Lounge Furniture	Interiors for Business 409 N. River Street Batavia, IL 60510	\$ 1,027,141.67
Classroom Fixtures & Furnishings	KI 1181 Merchandise Mart Chicago, IL 60654	\$ 892,134.15
Classroom Lecterns	Sound Vision 1450 Davis Road Elgin, IL 60123	\$ 290,536.00
for a total expenditure of :		<u>\$ 2,290,919.82</u>


SIGNATURE PAGE FOR BIC/SRC PHASE 2 FURNITURE AND FIXTURES PURCHASES.

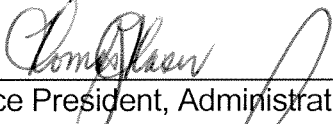
ITEM(S) ON REQUEST –

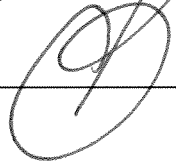
That the Board of Trustees approves the purchase of BIC/SRC Phase 2 Furniture and Fixtures with the following vendors:

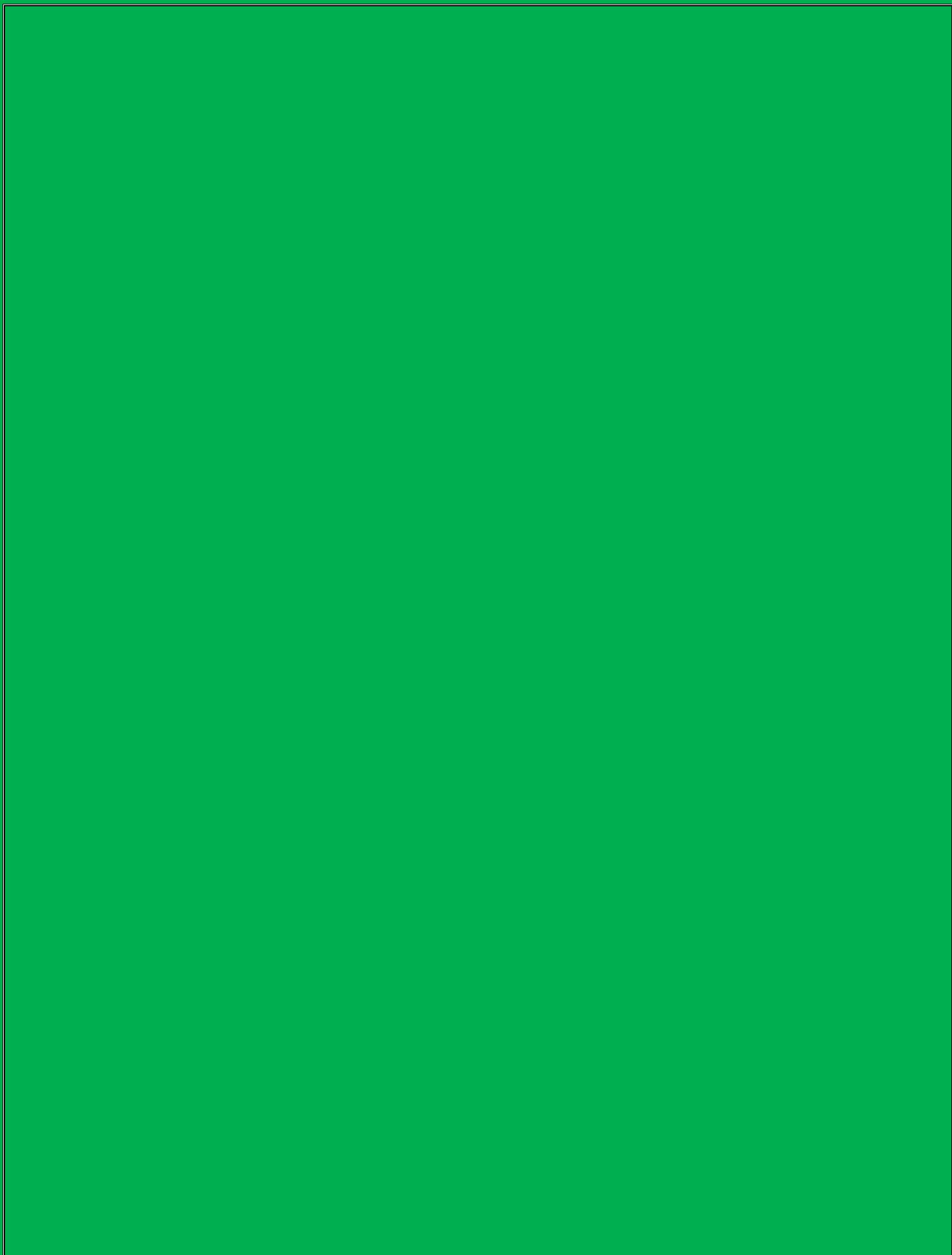
<u>Description</u>	<u>Vendor</u>	<u>\$ Amount</u>
Trash & Recycling Containers	Forms & Surfaces 30 Pine Street Pittsburgh, PA 15223	\$ 81,108.00
Faculty/Staff Office & Conference/Lounge Furniture	Interiors for Business 409 N. River Street Batavia, IL 60510	\$ 1,027,141.67
Classroom Fixtures & Furnishings	KI 1181 Merchandise Mart Chicago, IL 60654	\$ 892,134.15
Classroom Lecterns	Sound Vision 1450 Davis Road Elgin, IL 60123	\$ 290,536.00
for a total expenditure of :		<u>\$ 2,290,919.82</u>

  
\_\_\_\_\_  
Director, Facilities Planning and Development  
Date 1/30/12

  
\_\_\_\_\_  
Director, Business Affairs  
Date 1/26/12

  
\_\_\_\_\_  
Senior Vice President, Administration and Treasurer  
Date 1/31/2012

  
\_\_\_\_\_  
President  
Date 2/6/12



**COLLEGE OF DUPAGE  
SPECIAL BOARD MEETING**

**STANDARD BOARD APPROVAL**

---

1. SUBJECT

Interpreting Services for Hearing Impaired Students.

2. BUDGET STATUS

Funds in the amount of \$30,600.00 are being provided by the Health Services Consultants Budget #01-30-00469-5302001.

3. BACKGROUND INFORMATION

Due to an increase in the number of hearing impaired students taking classes, there is a need to contract with an outside agency to fill interpreting requests. Currently, there are a limited number of sign language interpreters on staff who hold part-time temporary positions. Our current staff are not able to accommodate the increased number of hearing impaired students. This is an ongoing issue since the number of students that will be taking classes each term and the number of hours of interpreting required cannot be accurately predicted. The College is mandated by law to provide reasonable accommodations for students with disabilities.

There are currently 17 hearing impaired students that have registered for 39 classes for the Spring Semester. Our staff interpreters will cover 125 hours per week, and will use the agency interpreters for approximately 40 hours per week at a cost of \$53.00 per hour as needed. The hourly rate for this contract remains consistent with the price paid last year for these services.

Last year, a similar situation occurred and three local agencies that provide these services were investigated. Deaf Communication by Innovation (DCI) provided the most competitive price and has been performing extremely well.

This purchase complies with State Statute, Board Policy and Administrative Procedures. The purchase of professional services where the ability of the individual plays an important part are exempt from bidding under Illinois Public Community College Act, 110 ILCS 805/3-27.1.



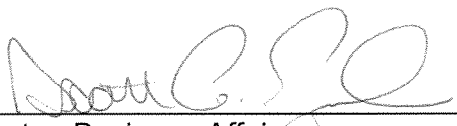
4. RECOMMENDATION

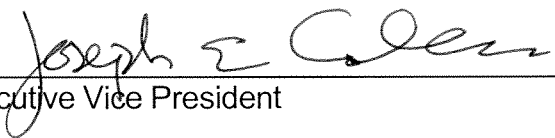
That the Board of Trustees approves the non-bid purchase of Interpreting Services from Deaf Communication by Innovation, 3711 N. Ravenswood Avenue, Suite 144, Chicago, IL 60613 at an hourly rate of \$53.00 for an estimated annual expenditure of \$30,600.00.

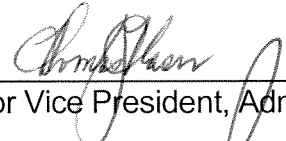
SIGNATURE PAGE FOR INTERPRETING SERVICES FOR HEARING IMPAIRED STUDENTS.

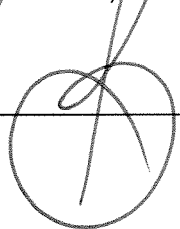
ITEM(S) ON REQUEST –

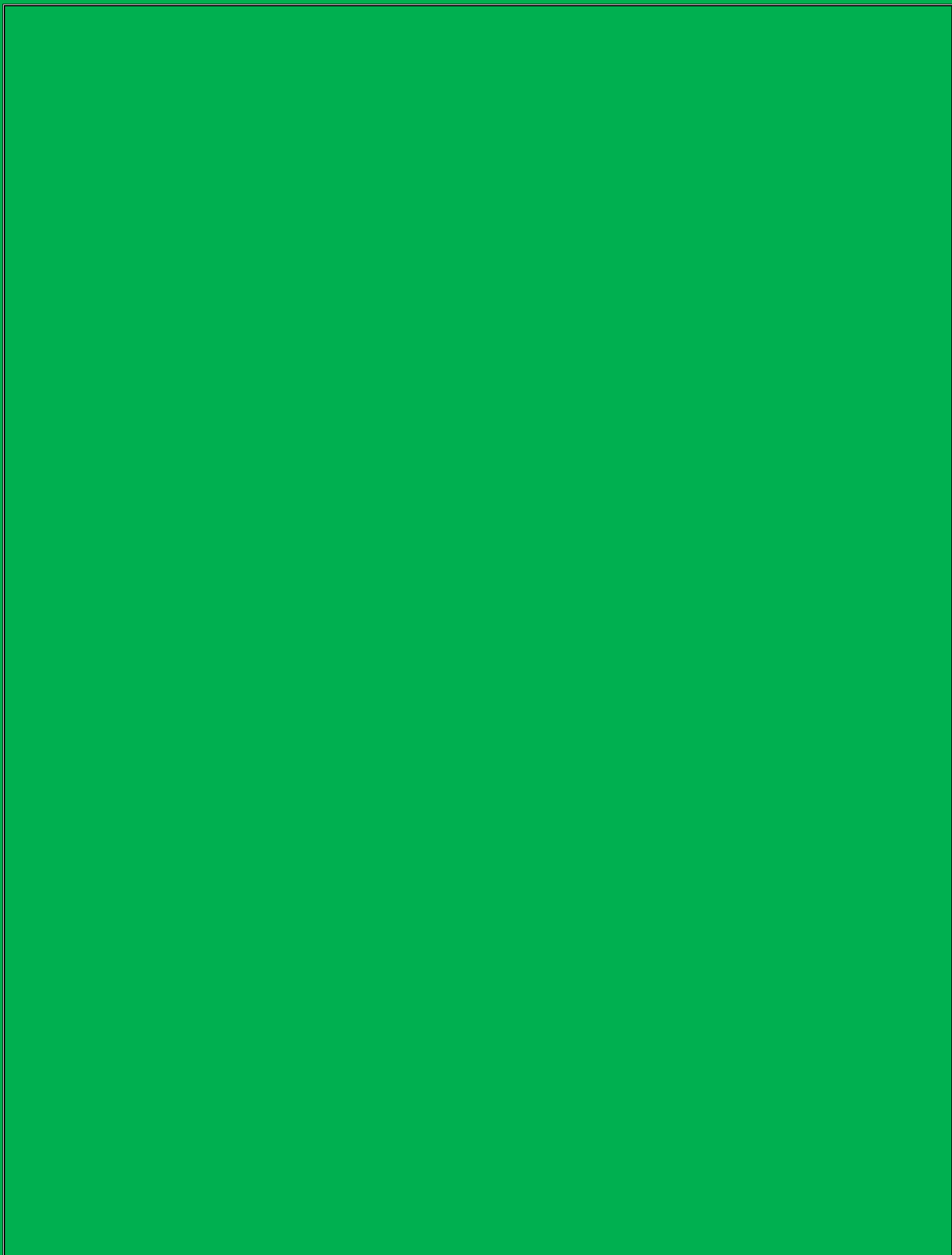
That the Board of Trustees approves the non-bid purchase of Interpreting Services from Deaf Communication by Innovation, 3711 N. Ravenswood Avenue, Suite 144, Chicago, IL 60613 at an hourly rate of \$53.00 for an estimated annual expenditure of \$30,600.00.

  
\_\_\_\_\_  
Director, Business Affairs 1/26/12  
Date

  
\_\_\_\_\_  
Executive Vice President 1/31/12  
Date

  
\_\_\_\_\_  
Senior Vice President, Administration & Treasurer 1/31/2012  
Date

  
\_\_\_\_\_  
President 2/6/12  
Date



**COLLEGE OF DUPAGE  
SPECIAL BOARD MEETING**

**STANDARD BOARD APPROVAL**

---

1. **SUBJECT**

Landscaping Design Contract.

2. **BUDGET STATUS**

The costs associated with the landscape design services for the 2012 landscape projects will be funded from the Bond Referendum #2 Site & Grounds project.

3. **BACKGROUND INFORMATION**

At the December 2011 Board Meeting, the Board approved a contract with JJR for Landscaping Design for the BIC North Plaza, the MAC Courtyard Stage architectural structures, the SRC South Plaza architectural structures, areas along Prairie Drive, the BIC South Hill and plaza planters, Lambert Road southeast of TEC, BIC Courtyards, and the SRC South plaza stone seating.

In addition to these projects, the 2012 landscape plan will include areas immediately east and southwest of the PE Building, Pond 2 south & north edges, Pond 2 water feature, SRC South Plaza enhancements, MAC Courtyard tunnel enhancements, HSC South enhancements, and Pond 1 modifications.

The landscape plans will include landscaping, irrigation, lighting, electrical and hardscape to create a cohesive landscaping scheme across campus. Below is a brief description of each project:

PE East – The project adds soil, sod, irrigation and trees immediately east of the PE building to compliment the soon to be renovated PE building.

PE Southwest – The project includes the addition of canopy trees and irrigation to create a strong sense of entry into the recently enhanced MAC courtyard.

Pond 2 South Edge – The addition of canopy, evergreen and ornamental trees and shrubs will provide a natural screening for the recently completed PE parking lot on the south side of the pond.

Pond 2 North Edge – The existing edge treatment will be modified to include stone with an aggregate base, cattails will be removed, and sod, trees and irrigation will be added to the areas closest to the MAC building.

Pond 2 Water Feature – The project includes the addition of a floating water feature to the pond next to the MAC.

SRC South Plaza – The project includes enhancements to the landscaping with the addition of larch and evergreen trees and large stones for seating.

MAC Courtyard Tunnel – The project modifies the existing retaining wall to include a new railing and includes minor landscape additions.

HSC South – The project addresses pedestrian traffic route maintenance issues with the addition of trees, topsoil, sod and irrigation.

Pond 1 – The pond located at the intersection of Park Blvd. and College Road will be modified for increased water retention, a requirement of the 2011 parking and athletic fields storm water permits. The project includes grading, storm sewer work and site restoration.

JJR, Legat Architects, and Hitchcock Design were asked to provide their professional qualifications for architectural services for the 2012 landscape projects. Based on the review of proposals received, JJR was selected as the most qualified firm. Facilities staff negotiated a fee with JJR based on a percent of the estimated cost of construction:

Anticipated total 2012 project cost:	\$8,997,557.00
Anticipated 2012 construction cost:	\$7,467,354.00
A/E percent of anticipated construction fee:	7.75% with CM
A/E reimbursables:	0.20% with CM

Fee previously approved by the Board:	\$357,750.00
Fee to be approved by the Board:	\$206,499.00

The fee for all projects includes schematic design, design development, construction documents, bidding, construction administration and reimbursable expenses. These fees are consistent with industry norms.

This purchase complies with State Statute, Board Policy, Administrative Procedures, and the Local Government Professional Services Selection Act. The act does not require a formal Request for Qualifications process when a satisfactory relationship exists between the design firm and the public entity. JJR has provided the College with landscape architectural services in the past and has performed very well.

4. RECOMMENDATION

That the Board of Trustees approves the Landscaping Design Contract to include the following projects: PE Building east and southwest, Pond 2 south & north edges, Pond 2 water feature, SRC South Plaza enhancements, MAC Courtyard tunnel enhancements, HSC South enhancements, and Pond 1 modifications with JJR LLC, 35 E. Wacker Drive, Chicago, IL 60601, for a total expenditure of \$206,499.00.


SIGNATURE PAGE FOR LANDSCAPING DESIGN CONTRACT.

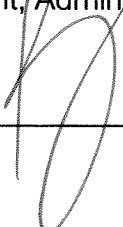
ITEM(S) ON REQUEST

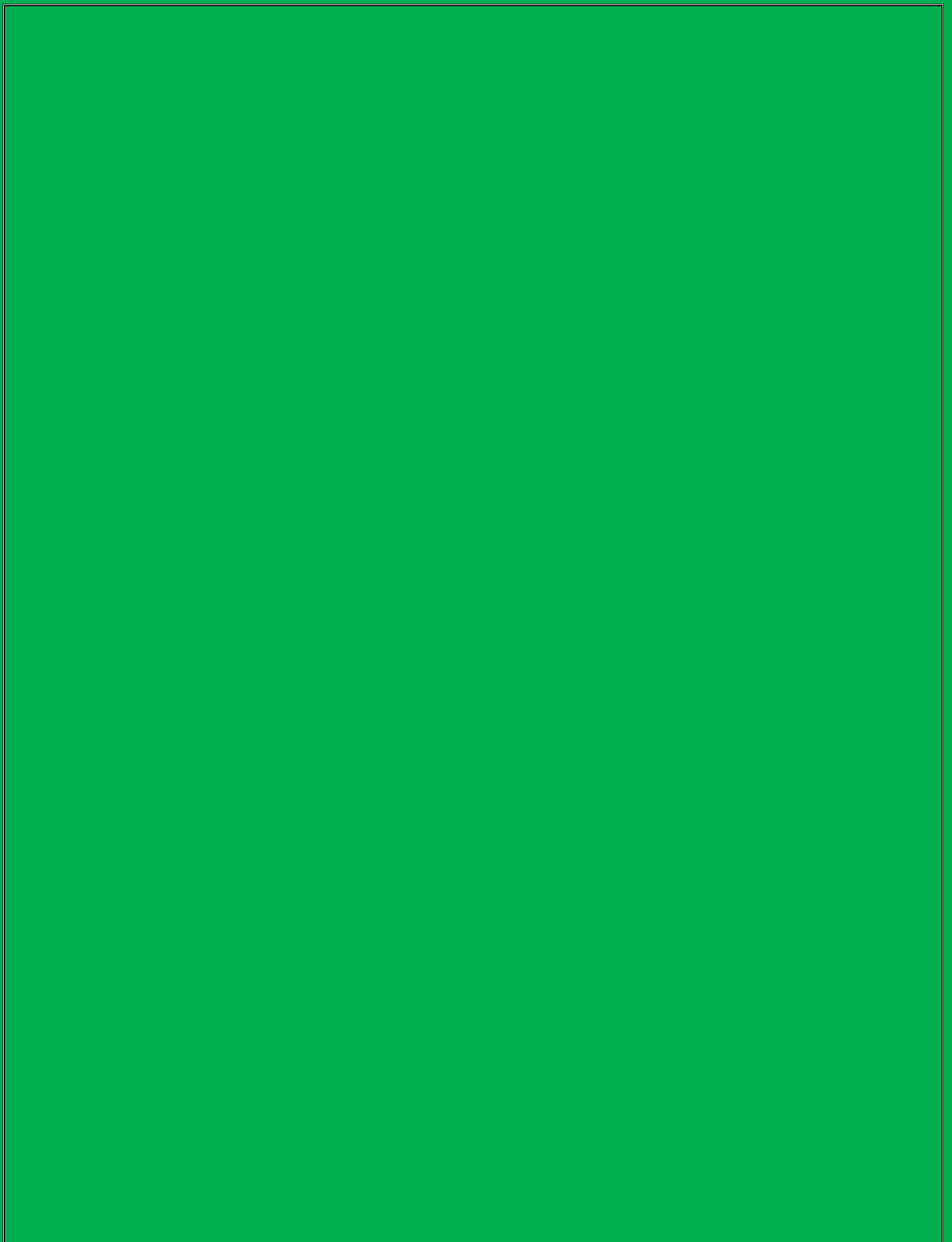
That the Board of Trustees approves the Landscaping Design Contract to include the following projects: PE Building east and southwest, Pond 2 south & north edges, Pond 2 water feature, SRC South Plaza enhancements, MAC Courtyard tunnel enhancements, HSC South enhancements, and Pond 1 modifications with JJR LLC, 35 E. Wacker Drive, Chicago, IL 60601, for a total expenditure of \$206,499.00.

  
\_\_\_\_\_  
Director, Facilities Planning and Development 2/1/12  
Date

  
\_\_\_\_\_  
Director, Business Affairs 1/31/12  
Date

  
\_\_\_\_\_  
Senior Vice President, Administration 2/1/2012  
Date

  
\_\_\_\_\_  
President 2/1/12  
Date





COLLEGE OF DUPAGE  
SPECIAL BOARD MEETING

STANDARD BOARD APPROVAL

---

1. SUBJECT

Landscaping Construction Manager Services.

2. BUDGET STATUS

The costs associated with the landscape Construction Management (CM) services for the 2012 landscape projects will be funded from the Bond Referendum #2 Site & Grounds project.

3. BACKGROUND INFORMATION

V3 Companies of Illinois was asked to provide their professional qualifications for CM services for this project. This request was based on the College's existing satisfactory relationship with this firm. Based on the review of the qualifications and proposed schedule, the Board approved a contract with V3 Companies of Illinois in the amount of \$371,000.00 in December 2011.

In addition to the projects brought to the Board in December, the 2012 landscape projects will include areas immediately east and southwest of the PE Building, Pond 2 south & north edges, Pond 2 water feature, SRC South Plaza enhancements, MAC Courtyard tunnel enhancements, HSC enhancements, and Pond 1 modifications.

Facilities staff negotiated a fee with V3 Companies of Illinois based on a percent of the estimated cost of construction:

V3 CM – 2012 Landscape:

Anticipated total 2012 project cost:	\$8,997,557.00
Anticipated 2012 construction cost:	\$7,467,354.00
CM percent of anticipated construction fee:	8.00%
Fee previously approved by the Board:	\$371,000.00
Fee to be approved by the Board:	\$226,388.00

This purchase complies with State Statute, Board Policy and Administrative Procedures. The purchase of services of individuals possessing a high degree of professional skill are exempt from bidding under Illinois Public Community College Act, 110 ILCS 805/3-27.1.

4. RECOMMENDATION


That the Board of Trustees approves a contract for Landscaping Construction Manager Services with V3 Companies of Illinois, 7325 Janes Avenue, Woodridge, IL 60517, for a not to exceed expenditure of \$226,388.00 including reimbursables.


SIGNATURE PAGE FOR LANDSCAPING CONSTRUCTION MANAGER SERVICES.


ITEM(S) ON REQUEST –

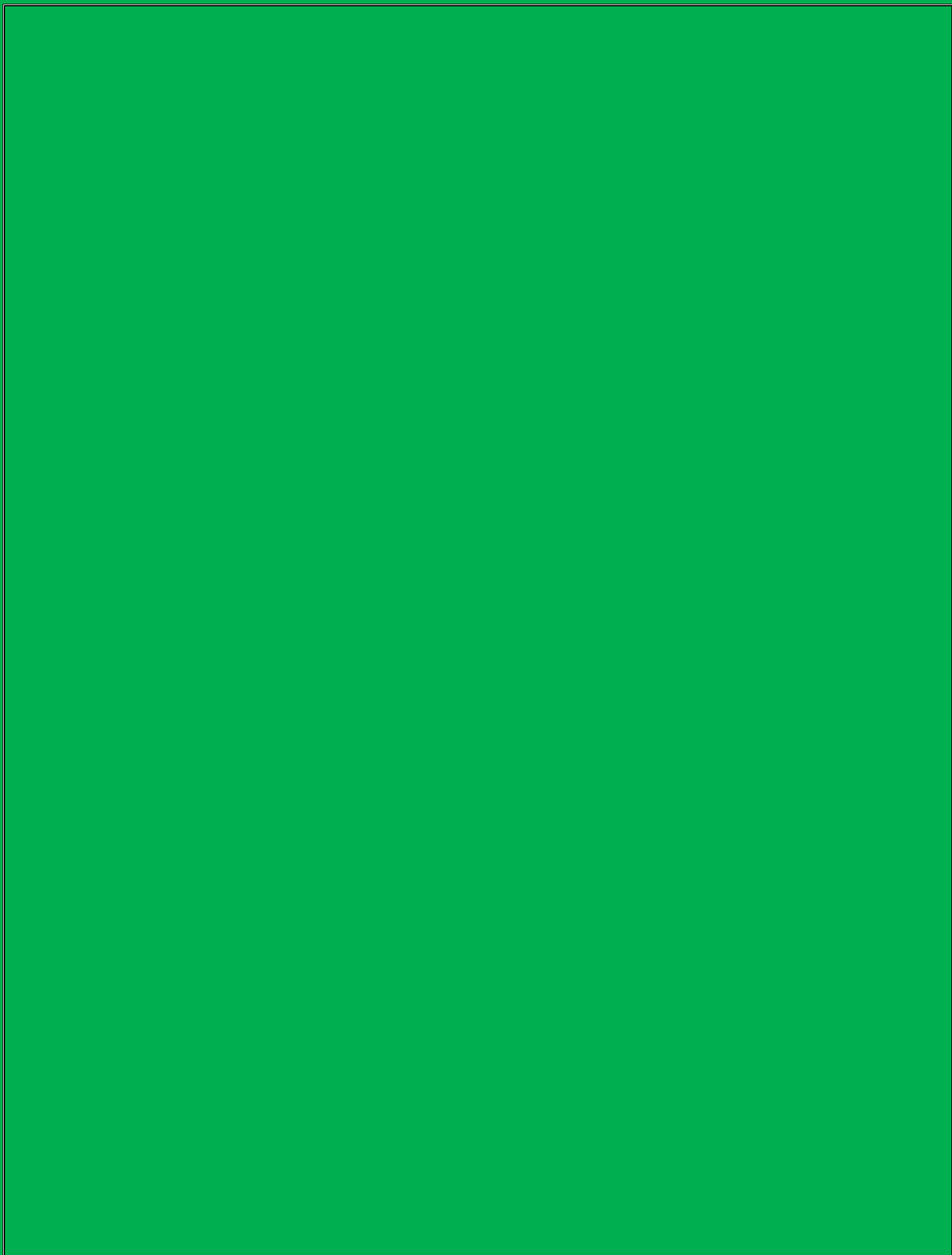
That the Board of Trustees approves a contract for Landscaping Construction Manager Services with V3 Companies of Illinois, 7325 Janes Avenue, Woodridge, IL 60517, for a not to exceed expenditure of \$226,388.00 including reimbursables.

  
\_\_\_\_\_  
Director, Facilities Planning and Development 2/1/12  
Date

  
\_\_\_\_\_  
Director, Business Affairs 1/31/12  
Date

  
\_\_\_\_\_  
Senior Vice President, Administration and Treasurer 2/1/2012  
Date

  
\_\_\_\_\_  
President 2.6.12  
Date



**COLLEGE OF DUPAGE  
SPECIAL BOARD MEETING**

**STANDARD BOARD APPROVAL**

---

1. SUBJECT

Oracle Hyperion Financial Software Purchase.

2. BUDGET STATUS

Funds to support this purchase are budgeted in the Finance Office  
Contractual Services Budget #01-90-00833-5309001.

3. BACKGROUND INFORMATION

Every year as part of the budget process, the College prepares a five year annual plan and current year budget projection. The plan is prepared on a top down approach while the budget is prepared on both a top down and bottoms up approach. The College also prepares a monthly projection of the current year operating funds revenues and expenses. The system the College uses to prepare the five year plan is outdated and needs to be replaced. The College implemented the budget module of the Datatel system in FY2010. This system lacks the financial modeling sophistication required for "what if" modeling. The College has had difficulties in utilizing this system to prepare the budget. Labor costs account for approximately 75% of the College's operating budget. The College does not have a position control system to manage authorized positions approved in the budget and monitor actual filled positions to vacancies. The College seeks to streamline its planning process by preparing the five year plan, annual budget and monthly projections all in one system as well as maintain position budgeting control via a position control system.

Last year the College Finance department evaluated three different budget systems to meet its needs to streamline the planning process in one system. The system identified that would best fulfill the objectives was the Oracle Hyperion planning system. This project was deferred last year due to budgetary concerns. Last year the College received a price quote from the vendor of \$267,000 to purchase this system. The College resumed negotiations with Oracle in January and was able to get the price reduced to \$215,000. February is the end of the fiscal year and Oracle has offered the

College a reduction in price to \$201,080.40 (software \$164,820.00 and annual maintenance fee (\$36,260.40). This price includes a discount on the annual maintenance fee of \$2,200.00 if the College can purchase this system in February. Oracle has offered the College very favorable pricing—70% off their list price.

Hyperion planning system offers many benefits to the College planning process; some of these benefits include:

- Position control budgeting module
- Sophisticated modeling capability
- Five year planning using a bottoms up and top down approach
- Integration of the five year plan with the annual budget
- Empower all department users with financial reporting and ad hoc query and modeling capabilities.
- Dashboards

Contracts for the purchase of software are exempt from bidding under the Illinois Public Community College Act, 110 ILCS 805/3-27.1.

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

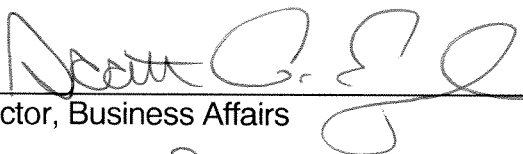
#### 4. RECOMMENDATION

That the Board of Trustees approves a contract for the purchase of Oracle Hyperion Financial Software from Oracle America, Inc., 500 Oracle Parkway, Redwood Shores, CA 94065, for a total expenditure of \$201,080.40.

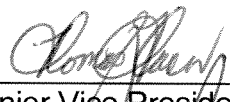
SIGNATURE PAGE FOR ORACLE HYPERION FINANCIAL SOFTWARE PURCHASE

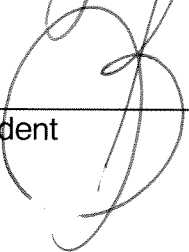
ITEM(S) ON REQUEST –

That the Board of Trustees approves a contract for the purchase of Oracle Hyperion Financial Software from Oracle America, Inc., 500 Oracle Parkway, Redwood Shores, CA 94065, for a total expenditure of \$201,080.40.

  
\_\_\_\_\_  
Director, Business Affairs 2/15/12  
Date

  
\_\_\_\_\_  
Assistant Vice President, Financial Affairs & Controller 2/15/2012  
Date

  
\_\_\_\_\_  
Senior Vice President, Administration and Treasurer 2/15/2012  
Date

  
\_\_\_\_\_  
President 2/16/12  
Date





**COLLEGE OF DUPAGE  
SPECIAL BOARD MEETING**

**STANDARD BOARD APPROVAL**

1. SUBJECT

Personnel Actions.

2. REASON FOR CONSIDERATION

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

3. BACKGROUND INFORMATION

- A. Ratification of Managerial Appointments
- B. Ratification of Classified Appointments
- C. Ratification of Classified Promotions / Transfers
- D. Ratification of Classified Resignations / Terminations
- E. Ratification of Faculty Retirements
- F. Ratification of Classified Retirements

4. RECOMMENDATION

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

**Consent Agenda  
Item 9.B.6)  
February 21, 2012**

**APPOINTMENTS**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Start Date</u>	<u>Type</u>	<u>Salary</u>
<u>MANAGERIAL</u>					
Mary Brew	Administrative Supervisor	Registration	01/23/2012	New Hire Full Time	\$42,307
<u>CLASSIFIED</u>					
Joseph A. Carnana	Maintenance Painter	Facilities	02/27/2012	New Hire Full Time	\$39,540
Aldo Corral	Wait Staff	Culinary & Hospitality	01/21/2012	New Hire Part Time	\$18,047
Alexander Cruz-Montes	Wait Staff Assistant	Culinary & Hospitality	01/15/2012	New Hire Part Time	\$15,247
Ann-Margaret Luciano	Program Support Assistant	Communications	02/06/2012	New Hire Part Time	\$33,965
Molly K. Moore	Duplicating Machine Operator	Business Affairs	02/22/2012	New Hire Part Time	\$14,352

**PROMOTIONS / TRANSFERS**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Start Date</u>	<u>Type</u>	<u>Salary</u>
<u>CLASSIFIED</u>					
Naomi Barr	Student Financial Aid Specialist	Financial Aid	01/29/2012	Promotion Full Time	\$52,707

**PROMOTIONS / TRANSFERS - Continued**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Start Date</u>	<u>Type</u>	<u>Salary</u>
<u>CLASSIFIED - Continued</u>					
Joanna J. Grabenhofer	Financial Assistance Specialist	Financial Assistance	02/22/2012	Promotion Full Time	\$48,526
Brenda Marcy	Student Financial Aid Specialist	Financial Aid	01/29/2012	Promotion Full Time	\$68,556
Janet L. Schuda	Cashier II	Finance	01/01/2012	Promotion Full Time	\$32,718
Paul Schmidt	Electronic Reconciliation Specialist	Financial Aid	01/29/2012	Promotion Full Time	\$62,524
Vito Selvaggio	Maintenance Painter	Facilities	02/22/2012	Promotion Full Time	\$39,540
Laura Sievers	Administrative Assistant III	Registration	01/19/2012	Transfer Part-time	\$15,652

**RESIGNATIONS / TERMINATIONS**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>End Date</u>	<u>Type</u>	<u>Years of Service</u>
<u>CLASSIFIED</u>					
Ann Marie Lazarski	Wait Staff	Culinary & Hospitality Center	01/05/2012	Resignation	0 Yrs. 1 Mos.
Lucas M. Loury	Wait Staff Assistant	Culinary & Hospitality Center	01/02/2012	Resignation	0 Yrs. 4 Mos.
Lauren J. Lukacek	Wait Staff Assistant	Culinary & Hospitality Center	01/13/2012	Resignation	0 Yrs. 4 Mos.
Rajeev V. Mathai	LRC Monitor	Library	01/17/2012	Resignation	0 Yrs. 3 Mos.
Bruce J. Stockdale	Dishwasher	Culinary & Hospitality Center	01/31/2012	Resignation	0 Yrs. 4 Mos.

**RETIREMENTS**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>End Date</u>	<u>Type</u>	<u>Current Years of Service</u>
<u>FACULTY</u>					
Lynn M. Mackenzie	Professor, Art History	Liberal Arts	08/05/2012	Retirement	21 Yrs. 5 Mos.
Catherine M. Stablein	Professor, Journalism & Mass Communication	Liberal Arts	08/05/2012	Retirement	24 Yrs. 5 Mos.
<u>CLASSIFIED</u>					
Janet K. Fix	Purchasing Manager	Purchasing	04/30/2012	Retirement	31 Yrs. 5 Mos.
Pamela R. Fortino	Administrative Assistant V	Human Resources	06/30/2012	Retirement	21 Yrs. 1 Mos.

**9. CONSENT AGENDA**

**C. For INFORMATION: Construction-Related  
Items**

**1) Monthly Construction Project  
Summary**



COLLEGE OF DUPAGE  
SPECIAL BOARD MEETING

CONSTRUCTION BOARD INFORMATION

---

1. SUBJECT

Monthly Construction Project Summary.

2. REASON FOR CONSIDERATION

Standard reports provided to the Board monthly for their review.

3. BACKGROUND INFORMATION

All projects are proceeding on schedule.

## Referendum-Related Projects

### Renovate Berg Instructional Center, SRC and SSC #727

---

- Millwork has started on the third floor of the BIC East.
- Carpeting has started on the second floor of the BIC East.
- Drywall has started on the first floor of the BIC East.
- Ceiling grid is nearly complete in the Learning Commons in the SRC.

### Culinary & Hospitality #760

---

- Close-out documentation and training complete.
- Finalizing cost reconciliations and contract close-outs.
- Landscaping complete. Review of audits and as-builts has been postponed until spring due to irrigation system being shut down.

### Homeland Security Education Center #761

---

- Close-out documentation and training complete.
- Finalizing cost reconciliations and contract close-outs.
- Landscaping complete. Review of audits and as-builts has been postponed until spring due to irrigation system being shut down.

## Capital Budget Projects

### McAninch Arts Center #802

---

- Design Development (DD) Drawings, cost reconciliation and focus group meetings complete.
- DD drawings out to all departments for review and comments to be formally addressed by Wight Architects.
- Move management of academic and performance programs being finalized and space allocated, Defining Furniture, Fixtures and Equipment specifications and locations for temporary and final placement with users.

### Physical Education Building #803

---

- Design Development (DD) Drawings, cost reconciliation and focus group meetings complete.
- Move management athletic, academic and fitness programs being finalized and space allocated, Defining Furniture, Fixtures and Equipment (FF&E) specifications and locations for temporary and final placement with users.

### Landscaping #804

---

- Construction drawings are being developed for the 2012 landscape projects. Construction times vary starting in mid-April and running through the end of October.

### Parking #807

---

- Construction on the new west campus pond will continue through the winter. Construction on Phase 2 of the west campus parking lot will begin in April.

### Athletic Fields #811

---

- Construction is complete for the winter. Temperature sensitive top surface material to be applied to the tennis court and javelin throw in the spring.



COLLEGE OF DUPAGE  
SPECIAL BOARD MEETING

**CONSTRUCTION BOARD INFORMATION**

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1. **SUBJECT**

Architect Selection for Demolition of College Buildings.

2. **BUDGET STATUS**

Funding for this project will come from the \$25,000,000 being provided by the State of Illinois Capital Development Board (CDB).

The cost and schedule for demolition of the M/K/OCC/L Buildings are estimated as follows:

• M Building	\$ 1,4000.00	Scheduled 2012
• K Building	\$ 1,500,000	Scheduled 2014
• OCC Building	\$ 1,500,000	Scheduled 2014
• L Building	\$ 500,000	Scheduled 2013

3. **BACKGROUND INFORMATION**

At the request of the CDB, Requests for Qualifications were solicited from Architectural and Engineering (A/E) firms for the demolition of M, K, OCC and L Buildings. The selected firm will contract directly with the CDB. The firm will provide complete A/E services for design, preparation of contract documents, bidding, and demolition administration phases of these projects.

Two proposals were received: Legat Architects and Loebel Schlossman & Hackl (LSH). Staff from Business Affairs, Facilities Planning & Construction, and Purchasing reviewed and scored the proposals. Selection criteria included the professional qualifications of the firm, relevant experience in demolition, understanding of the project, design team and consultants assigned to the project, previous work with CDB and the College and budget accountability.

The recommended firm, Legat Architects has performed related A/E services for the College and the CDB in the past and has performed satisfactorily.

A legal bid notice was published and five firms were solicited. Two responses were received. No minority vendors were identified. Two local firms were solicited with none responding.

This purchase complies with State Statute, Board Policy, Administrative Procedures, and the Local Government Professional Services Selection Act.



## **9. CONSENT AGENDA**

### **D. For APPROVAL: Construction-Related Items**

- 1) *Ratification* of Construction Change Orders**
  - **Referendum-Related Projects**
  - **Capital Budget Projects - None**
  
- 2) *Approval* of Construction Change Orders**
  - **Referendum-Related Projects**
  - **Capital Budget Projects - None**



COLLEGE OF DUPAGE  
SPECIAL BOARD MEETING

CONSTRUCTION-RELATED BOARD APPROVAL

---

1. SUBJECT

Ratification of Construction-Related Change Orders.

2. BUDGET STATUS

Change orders will be funded from the designated project's overall budget and fall within the project's approved budget. All change orders not in excess of \$100,000.00, or 10% of the contract price, have been approved by the Director of Facilities Planning and Development. All single change orders exceeding \$50,000.00 have been approved by the President. All single change orders exceeding \$100,000.00, or 10% of the contract price, require approval by the Board of Trustees. Multiple change orders to a single construction-related contract are allowed up to a cumulative limit of 20% of the original contract price. Multiple change orders exceeding 20% of the contract price require approval by the Board of Trustees.

3. BACKGROUND INFORMATION

Referendum-Related Projects

*Design-Related Scope Change:* BIC/SRC, Mortenson #136.1 and #169.

*Owner-Requested Scope Change:* BIC/SRC, Mortenson #129.1, #144, #168.1, #171, #172, #176, #178, #192.1; SRC South Lobby Glass, Mortenson #195; Parking, Abbey #021, #022, #023, #024; Site & Grounds, Muellermist #001, Vixen #001; CHC, Clauss #001, #002, #003, #004, #005, #006, #009, #010, and #013.

*Un-bought Scope Change:* BIC/SRC, Mortenson #141.1, #142; Parking, Abbey #019 and #020.

*Unforeseen Field Condition Scope Change:* BIC/SRC, Mortenson #138.1, #140, #148.1, #149.1, #150, #158, #183; CHC, Clauss #007, #012; and HEC, Power #005.

Capital Budget Projects

*None*

4. RECOMMENDATION

That the Board of Trustees ratifies the Construction-Related Change Orders from the attached Summary for February 2012.

SIGNATURE PAGE FOR RATIFICATION OF CONSTRUCTION-RELATED  
CHANGE ORDERS

ITEM(S) ON REQUEST

That the Board of Trustees ratifies the Construction-Related Change Orders listed for February 2012.

	1/30/12
_____ John Wandolowski, Director Facilities Planning and Development	Date
	2/1/2012
_____ Senior Vice President, Administration and Treasurer	Date
	2/6/12
_____ President	Date

## SUMMARY OF RATIFICATION OF CONSTRUCTION-RELATED CHANGE ORDERS

### REFERENDUM-RELATED PROJECTS

- **RATIFY BIC/SRC – MORTENSON #129.1: \$84,384.00.** This change is for revisions to the SRC second floor terrace wall and doors. The original design included painting and re-using the existing steel and doors. This cost is to remove the existing doors and steel and install a new concrete curb, new entrance doors and Trespa panels. *This is an Owner-Requested Scope Change.*
- **RATIFY BIC/SRC – MORTENSON #136.1: \$4,246.00.** During the shop drawing review, it was determined that the design of the Financial Aid reception desk would not support the large panels that were on top of the desk. This cost is to add structural steel and additional framing to support the weight of these panels. *This is a Design-Related Scope Change.*
- **RATIFY BIC/SRC – MORTENSON #138.1: \$2,950.00.** This change is for revisions to the SSC first floor ceiling plan. Due to a conflict with an existing concrete beam, the ceiling needed to be lowered and a drywall soffit needed to be installed to cover the beam. *This is an Unforeseen Field Condition Scope Change.*
- **RATIFY BIC/SRC – MORTENSON #140: \$74,531.32.** In May, 2010, the Board of Trustees approved an amount of \$461,318.00 for unforeseen storm sewer issues that came up during the construction of the BIC West. To date, change orders have been written to Mortenson totaling \$386,786.68 for reworking the storm sewer on the West side. This change order is to put the balance into Mortenson's contract to resolve conflicts that have occurred during the construction of the East side of the BIC. *This is an Unforeseen Field Condition Scope Change.*
- **RATIFY BIC/SRC – MORTENSON #141.1: \$61,913.00.** This is a change associated with the Phase I move. A portion of this cost is for disconnecting furniture that was being relocated. Other changes include revisions to electrical locations and equipment hook-ups in the Copy Center and Sign Shop due to changes in equipment or incorrect electrical hook-ups. Additional items included adding a water line to an area that was scheduled to get a refrigerator, but the drawings did not show a water line; adding ventilation to machines in Copy Center that were required, but not shown on the drawings; and miscellaneous door hardware changes. *This is an Un-bought Scope Change.*
- **RATIFY BIC/SRC – MORTENSON #142: \$35,877.00.** During construction, it was noted that there were several fire smoke-dampers in areas of the BIC and SSC that were not included on the original drawings. During the Request for Information (RFI) process, numerous fire smoke-dampers were added. This cost is to add fire smoke-dampers in areas where penetrations were made, and a fire rating is required. *This is an Un-bought Scope Change.*
- **RATIFY BIC/SRC – MORTENSON #144: \$7,182.00.** Due to changes in the stand-up work stations in the hallway outside the Registration office, additional power and data were required to accommodate the layout. *This is an Owner-Requested Scope Change.*
- **RATIFY BIC/SRC – MORTENSON #148.1: \$16,320.00.** This change order is to address items that came up during the construction of BIC East Level 2. These items include fattening walls to accommodate AV conduits and relocating lecterns to avoid structural conflicts. The ground-floor level had additional costs to saw-cut the concrete floor. *This is an Unforeseen Field Condition Scope Change.*
- **RATIFY BIC/SRC – MORTENSON #149.1: \$8,891.00.** This change order is to address items that came up during the construction of BIC East Level 3. These items include fattening walls to accommodate AV conduits and relocating lecterns to avoid structural conflicts. *This is an Unforeseen Field Condition Scope Change.*

- **RATIFY BIC/SRC – MORTENSON #150: \$9,999.00.** This change order is to address items that came up during the construction of BIC East Level 4. These items include fattening walls to accommodate AV conduits and relocating lecterns to avoid structural conflicts. *This is an Unforeseen Field Condition Scope Change.*
- **RATIFY BIC/SRC – MORTENSON #168.1: CREDIT (\$3,669.00).** The original design had two classrooms with casework that was going to remain. This credit is for deleting this casework. Pricing includes credits for not refinishing the casework and deleting the hook ups for the plumbing lines. *This is an Owner-Requested Scope Change.*
- **RATIFY BIC/SRC – MORTENSON #169: \$41,589.00.** The water feed, to the PE building, was shown on the design drawings to be demolished. This line was demolished and a temporary line was brought to keep water to the PE building. This cost is to run a new permanent 6" line to the PE building. *This is a Design-Related Scope Change.*
- **RATIFY BIC/SRC – MORTENSON #171: \$4,226.00.** The original design did not include any exhaust for the Computer Plate room in the Print Center. The equipment and materials used in this room require the space to have an exhaust. This cost is to add additional exhaust systems into the space. *This is an Owner-Requested Scope Change.*
- **RATIFY BIC/SRC – MORTENSON #172: \$6,794.00.** The design drawings called for the preaction system to be placed in a storage room of the SSC Building. This cost is to add a door and a fence around the system. *This is an Owner-Requested Scope Change.*
- **RATIFY BIC/SRC – MORTENSON #176: \$1,326.00.** The existing DVR in the Police Dispatch was not working. A request was made to install a new DVR, prior to final move, to replace the one that stopped working. *This is an Owner-Requested Scope Change.*
- **RATIFY BIC/SRC – MORTENSON #178: CREDIT (\$302.00.).** This is a change order credit to not remove a door on the lower level. During review of the drawings, Engineering requested that a door, that was planned to be removed during demolition, remain in place. *This is an Owner-Requested Scope Change.*
- **RATIFY BIC/SRC – MORTENSON #183: \$3,446.00.** It was discovered that there was existing piping in the BIC East L2 south corridor that conflicts with the ceiling height. The lowest cost option is to add bulk heads in the corridors to lower this section of ceiling. *This is an Unforeseen Field Condition Scope Change.*
- **RATIFY BIC/SRC – MORTENSON #158: \$13,456.00.** It was found that a section of the existing roof in the SSC northwest corner, above the area well and tunnel, was in poor shape. This cost is to remove the gravel, insulation and EPDM roof and replace with new. *This is an Unforeseen Field Condition Scope Change.*
- **RATIFY BIC/SRC – MORTENSON #192.1: CREDIT (\$4,572.00).** This is a change order credit for not demolishing a section of floor. During review of the drawings and existing conditions, it was determined that a section of the lower level floor, that was scheduled to be removed, can remain in place. *This is an Owner-Requested Scope Change.*
- **RATIFY SRC SOUTH LOBBY GLASS – MORTENSON #195: \$59,520.00.** This cost is to add an additional staff member to Mortenson Construction for management of SRC South Glazing project. *This is an Owner-Requested Scope Change.*
- **RATIFY PARKING – ABBEY PAVING #019: \$659.40.** The irrigation work in the MAC Courtyard and SRC South Plaza were added to the Parking project as change order #02. This work was added at the unit-price amounts that are included within the Parking project. Since the work is being performed in areas outside of the construction areas covered by the Parking contract, additional private locates were incurred to clear the utilities within the landscape projects. *This is an Un-bought Scope Change.*



- **RATIFY PARKING – ABBEY PAVING #020: \$1,641.50.** The project was bid without landscaping or sidewalk shown in one corner-island on west campus. This change is to include costs for excavating and placing concrete sidewalk in the island. *This is an Un-bought Scope Change.*
- **RATIFY PARKING – ABBEY PAVING #021: \$3,634.68.** Add 8 techny arborvitae at the pond 2 irrigation pump house after a decision was made to remove existing large trees and replace with new plantings. *This is an Owner-Requested Scope Change.*
- **RATIFY PARKING – ABBEY PAVING #022: \$2,906.75.** Install temporary stone access from northwest corner of college lot 7 to connect to existing asphalt past west of M building for Building & Grounds staff access. *This is an Owner-Requested Scope Change.*
- **RATIFY PARKING – ABBEY PAVING #023: \$1,032.57.** Install limestone screenings in lieu of sod to provide a maintenance edge between the new PE lot sidewalk and the existing athletic field fence. This was added to eliminate the need to maintain a small strip of grass between the fence and the new sidewalk. *This is an Owner-Requested Scope Change.*
- **RATIFY PARKING – ABBEY PAVING #024: \$5,145.00.** Addition of premium parking signage posts & bases for a total of 21 spaces added to the PE lot and 20 spaces added to the west campus lot. *This is an Owner-Requested Scope Change.*
- **RATIFY SITE & GROUNDS – VIXEN #001: (\$888.39).** This is a unit-price contract for concrete work on Bid Package #1, SSC Plaza, Lambert Road & North Lot Entrances. This credit is the result of unit adjustments made to the contract to reflect the final number of units utilized for project completion. *This is an Owner-Requested Scope Change.*
- **RATIFY SITE & GROUNDS – MUELLERMIST #001: \$5,742.18.** This is a unit-price contract for irrigation on Bid Package #1, SSC Plaza, Lambert Road & North Lot Entrances. This change order is the result of unit adjustments made to the contract to reflect the final number of units utilized for project completion. *This is an Owner-Requested Scope Change.*
- **RATIFY CHC – CLAUSS #001: CREDIT (\$19,239.00).** This credit was for six pedestrian light poles and one bollard light not installed as originally contracted. *This is an Owner-Requested Scope Change.*
- **RATIFY CHC – CLAUSS #002: CREDIT (\$8,510.00).** This credit was for the reduction of 23 arborvitae not installed as recommended by the Landscaping Architect. *This is an Owner-Requested Scope Change.*
- **RATIFY CHC – CLAUSS #003: CREDIT (\$2,800.00).** This credit was for three new exterior planters not installed as originally contracted. *This is an Owner-Requested Scope Change.*
- **RATIFY CHC – CLAUSS #004: \$9,267.67.** This change was to install a new cleanout pit, install a fan and temporary fencing. Also included is the time and material required for additional atrium drainage and floor protection material during installation. *This is an Owner-Requested Scope Change.*
- **RATIFY CHC – CLAUSS #005: \$7,390.00.** This change was to clear the existing shrubs on the northern end of the Fawell berm (shown to remain on the bid documents), install additional planting beds/soil and add sodded lawn areas. *This is an Owner-Requested Scope Change.*
- **RATIFY CHC – CLAUSS #006: \$6,141.31.** This change was an addition to the bid documents at the request of COD to mitigate a roadway ponding splash problem on the north Fawell berm by installing new cobblestone as required by the Landscaping Architect (JJR). *This is an Owner-Requested Scope Change.*

- **RATIFY CHC – CLAUSS #007: \$2,730.00.** This change was an addition to the bid documents at the request of COD to locate site lighting conduit under pavement to avoid future utility conflicts. *This is an Unforeseen Field Condition Scope Change.*
- **RATIFY CHC – CLAUSS #009: \$5,231.85.** This change was for irrigation system adjustments for site changes and audit requirements. The Change Order request from Clauss was for \$10,463.70. Modifications to the site are audit-based work and included in the base bid. However, there were a number of additional changes that affected the work for the irrigation installation; therefore, we are reducing the request by 50 percent of the amount to compensate accordingly. *This is an Owner-Requested Scope Change.*
- **RATIFY CHC – CLAUSS #010: \$56,823.81.** This change was for providing and installing additional plant material as requested by the College and the Landscaping Architect. Clauss' original request was \$85,403 but documentation was not provided to substantiate this amount. The College's landscaping consultant recommended a reduced amount based on current material costs. *This is an Owner-Requested Scope Change.*
- **RATIFY CHC – CLAUSS #012: \$10,740.00.** This change was for the additional manpower necessary for hand digging around the critical utilities at the north side of the McAninch Art Center. *This is an Unforeseen Field Condition Scope Change.*
- **RATIFY CHC – CLAUSS #013: \$7,102.00.** This change was for the additional screening of Fawell Blvd, the existing buildings and utilities from the CHC dining areas. Clauss' original request was \$21,305. However, most of the work identified in this change order was considered by the architect within the base project costing. Therefore, they have recommended adding \$7,102 for the work that was added at the end of the project. *This is an Owner-Requested Scope Change.*
- **RATIFY HEC – POWER #005: \$2,639.00.** This change is for the removal and reinstallation of storm sewer piping at a higher elevation in the existing storm structure as direct by V3 via RFI #006. It also includes the labor and material to patch the first cutout for the storm piping and saw cut a new hole for the storm piping. Finally, to install backfill materials and piping at the new elevation. This work was performed on a time and material basis as to not delay the time-critical excavation and site work. *This is Unforeseen Field Condition Scope Change.*

#### CAPITAL BUDGET PROJECTS

None

COLLEGE OF DUPAGE  
SPECIAL BOARD MEETING

CONSTRUCTION-RELATED BOARD APPROVAL

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1. SUBJECT

Approval of Construction-Related Change Orders.

2. BUDGET STATUS

Change orders will be funded from the designated project's contingency and fall within the project's approved budget. All change orders not in excess of \$100,000.00, or 10% of the contract price, have been approved by the Director of Facilities. All single change orders exceeding \$50,000.00 have been approved by the President. All single change orders exceeding \$100,000.00, or 10% of the contract price, require approval by the Board of Trustees. Multiple change orders to a single construction-related contract are allowed up to a cumulative limit of 20% of the original contract price. Multiple change orders exceeding 20% of the contract price require approval by the Board of Trustees.

3. BACKGROUND INFORMATION

Board approval is required due to the change order cumulative total exceeding 20% of the original contract value.

Referendum-Related Projects

*Owner-Requested Scope Change:* BIC/SRC, Mortenson #155.2 and #156.

Capital Budget Projects

*None*

4. RECOMMENDATION


That the Board of Trustees approves the Construction-Related Change Orders from the attached Summary for February 2012.

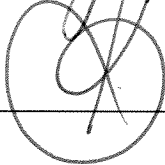
**SIGNATURE PAGE FOR CONSTRUCTION-RELATED CHANGE ORDERS**

**ITEM(S) ON REQUEST**

That the Board of Trustees approves the Construction-Related Change Orders listed for February 2012.

  
\_\_\_\_\_  
John Wandolowski, Director Facilities Planning & Development  
Date 1/30/12

  
\_\_\_\_\_  
Senior Vice President, Administration and Treasurer  
Date 2/1/2012

  
\_\_\_\_\_  
President  
Date 2/6/12

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

### **REFERENDUM-RELATED PROJECTS**

- **RATIFY BIC/SRC – MORTENSON #155.2: \$377,280.00.** Revisions to the C.O.D. designed coffee shop are required to accommodate the Starbucks standards. Revisions included: additional electrical, including a new electrical service to the space, revisions to the plumbing layout, relocation of walls, changing out the overhead security grill, adding FRP board in the work area behind the counter, adding millwork and accessories, revising the flooring from carpet to ceramic tile, adding rub rail in seating area, installing stainless steel cladding on door to back work area. This pricing also included work from a previous document issue that added a triple basin to the design. *This is an Owner-Requested Scope Change.*
- **RATIFY BIC/SRC – MORTENSON #156: \$355,423.00.** During review with the users, changes were requested to revise the plans to move offices to the exterior wall in the Finance and Human Resources Departments. Layout changes required additional HVAC, electrical and doors. During construction, it was found that the exterior walls, at the perimeter of the space and the interior walls, did not go to the deck. Additional drywall work was required for these walls to meet COD standards. Also during construction, it was found that several of the interior walls did not have insulation, and the perimeter soffit and insulation had gotten wet from years of the building leaking. Drywall and insulation was removed and replaced at these locations. *This is an Owner-Requested Scope Change.*

### **CAPITAL BUDGET PROJECTS**

**None**



**10. NEW BUSINESS**

**A. For INFORMATION**

**1) Affirmative Action Plan**





**COLLEGE OF DUPAGE  
SPECIAL BOARD MEETING**

**NEW BUSINESS INFORMATION**

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1. SUBJECT

Affirmative Action Plan 2012.

2. REASON FOR CONSIDERATION

Board Policy 15-5, *Equal Employment Opportunity and Affirmative Action*, states:  
In accordance with federal law, the College will maintain a written Affirmative Action Program to implement and maintain the policy of equal opportunity through positive efforts.

3. BACKGROUND INFORMATION

College of DuPage has adopted Board Policy 15-5 as a statement of its commitment to Equal Opportunity and Affirmative Action.

Each year we look at our workforce and affirmative action efforts and create an Affirmative Action Plan that sets goals for minority hires.

College of DuPage  
AFFIRMATIVE ACTION PLAN  
2012

Prepared by:  
Toni Woolsey  
Manager, Employment and Employee Relations  
February 2012

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# I. THE POLICY STATEMENT

The College of DuPage has adopted Board Policy #15-5 as a statement of its commitment to Equal Opportunity and Affirmative Action which states:

Consistent with federal and state law, the Board of Trustees will facilitate through the Affirmative Action Officer equal employment opportunities to all persons regardless of their race, color, religion or creed, sex, national origin, ancestry, age, marital status, sexual orientation, arrest record, military status or unfavorable discharge from military service, citizenship status, use of lawful products while not at work, physical or mental handicap or disability (if otherwise able to perform the essential functions of the job with reasonable accommodation), or other factors which cannot lawfully be the basis for an employment decision.

The term "employment opportunities" includes hiring, promotion, termination, wages, benefits, and all other privileges, terms, and conditions of employment.

In accordance with federal law, the College will maintain a written Affirmative Action Program to implement and maintain the policy of equal opportunity through positive efforts.

## II. PREFACE

This plan is an annual update reviewing last reporting year's activity October 1, 2010 to September 30, 2011 and planning for the next the EEO reporting year: October 1, 2011 to September 30, 2012.

## III. INTRODUCTION

As part of the implementation of this board policy and in accordance with regulations, the college has developed this affirmative action plan and will continue to make annual updates thereafter.

The affirmative action plan consists of the following elements:

- Overview of federal laws and executive orders for background information.
- Overview of Affirmative Action Policy, the responsibilities of the Affirmative Action Officer, the dissemination policy on Harassment and the Affirmative Action Committee.
- A utilization analysis which compares College of DuPage work force with the available work force and sets recruitment goals for areas of under-utilization of women and minorities.
- A utilization review which discusses the recruitment goals established by the analysis and methods planned for goal accomplishment.
- Full-time employment activity.
- A summary of recent institutional initiatives we feel will assist in the hiring and retention of underrepresented minorities.
- A summary of employment activity for major occupational activities to analyze progress toward goals.

- A complete copy of the Equal Employment Opportunity and Affirmative Action Policy 15-5.
- Other considerations.

## IV. OVERVIEW OF LAWS AND EXECUTIVE ORDERS

TITLE VII OF THE CIVIL RIGHTS ACT OF 1964 – Title VII outlaws any kind of discrimination against employees or applicants for employment on the basis of race, color, religion, sex, or national origin. In 1978 the Pregnancy Discrimination Act amended Title VII and clarified that women affected by pregnancy and related conditions must be treated the same as other applicants and employees on the basis of their ability or inability to work.

EQUAL PAY ACT OF 1963 – This act, part of the Fair Labor Standards Act, requires that men and women performing equal work must receive equal pay.

AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967 – This act prohibits discrimination against individuals 40 years of age and over and applies to employers of 25 or more.

EXECUTIVE ORDERS – Executive Order 11246 (as amended by EO 11375) not only bans discrimination, but requires affirmative action on the part of federal government contractors and requires contractors to submit a written affirmative action plan. Executive Order 11141 prohibits discrimination on the basis of age by government contractors. (COD is a federal government contractor.) Executive Order 11914 bars discrimination against the handicapped in federally assisted programs.

TITLE IX SEX DISCRIMINATION – Title IX of the Education Act amendments of 1972 prohibits discrimination against students on the basis of sex in educational programs receiving federal funds.

REHABILITATION ACT – The Rehabilitation Act of 1973, sections 503 and 504, applies to government contractors and subcontractors as well as to those receiving government grants. The Act prohibits discrimination based on physical and mental handicaps and mandates affirmative action to employ qualified handicapped persons. Alcoholism, drug addiction, and mental illness are included under the Act’s definition of handicap.

VIETNAM ERA VETERANS READJUSTMENT ACT OF 1974 – This federal statute, effective December 3, 1974, requires organizations holding federal contracts of \$10,000 or more to take “affirmative action to hire and advance in employment disabled and Vietnam-era veterans”.

ILLINOIS HUMAN RIGHTS ACT OF 1980 – This state law broadens federal law to prevent discrimination based upon marital status, unfavorable discharge from military service, and ancestry.

AMERICANS WITH DISABILITIES ACT OF 1990 – This federal statute, effective July 26, 1992, prohibits discrimination against a qualified individual with a disability in regard to job application procedures, hiring, advancement or discharge, compensation, training and other terms, conditions and privileges of employment.

OLDER WORKERS BENEFIT PROTECTION ACT – This federal statute, effective April 14, 1991, or June 1, 1992 if covered by a collective bargaining agreement, or October 16, 1992 for local governmental entities requiring ordinance changes, prohibits age-based discrimination in the structure and administration of employee benefit plans unless justified by costs incurred.

THE 1991 CIVIL RIGHTS ACT – This federal statute, signed into law on November 21, 1991, provided technical corrections to court precedent in the area of civil rights. It capped damages at \$300,000 and expanded the applicability of compensatory and punitive damages to areas previously excluded. It allowed jury trials in these cases. It prohibits race norming of test scores and requires employers to “demonstrate” challenged practices as job related.

## V. POLICY DISSEMINATION

### Internal Dissemination

Internal dissemination of the Equal Employment Opportunity and Affirmative Action policy and plan shall include:

1. Meetings will be conducted as appropriate with administrators and supervisory staff to explain the intent of the policy and to reiterate the college’s commitment, as well as the expectations regarding each individual administrator/supervisor’s responsibility for effective implementation of the plan.
2. The Equal Employment Opportunity and Affirmative Action policy will be included in the Employee Guidebook and available to all employees.
3. The Equal Employment Opportunity and Affirmative Action policy will be communicated through appropriate college publications.
4. A copy of the Equal Employment Opportunity and Affirmative Action policy will always be available to all employees by request.
5. The Affirmative Action Plan is posted on the COD portal and is accessible to all college employees.

### External Dissemination

External dissemination of the Equal Employment Opportunity and Affirmative Action policy and plan shall include:

1. Inform all external recruiting sources that the College of DuPage is an Equal Employment Opportunity employer and request that these sources actively recruit and refer protected group members to the College for employment.
2. The College will incorporate an Equal Opportunity statement in all purchase orders, leases and contracts where required by law.
3. All advertisements of employment positions shall clearly state that the College of DuPage is an Equal Opportunity/Affirmative Action employer.
4. All required notices pertaining to the employment of minorities, woman, veterans, and individuals with disabilities will be posted in places visible to employees and applicants for employment.

5. Include a link to the Affirmative Action plan which includes the Equal Employment Opportunity and Affirmative Action policies on the College of DuPage Human Resources homepage.

## VI. RESPONSIBILITIES OF THE AFFIRMATIVE ACTION OFFICER

The Procedure for Board Policy # 15-5, Equal Employment Opportunity and Affirmative Action, appoints the Vice President of Human Resources as the Affirmative Action Officer of the College of DuPage and charges her with the responsibilities that include:

1. Developing Affirmative Action Policy statements and programs.
2. Writing an Affirmative Action Plan, compile data and present to the Affirmative Action Committee and the College of DuPage Board of Trustees.
3. Assisting management in identifying problem areas.
4. Act as a contact person for anyone who has an Equal Opportunity or Affirmative Action concern.
5. Serve as liaison between the college and concerned groups representing protected individuals.
6. Ensure that protected individuals are afforded an opportunity and encouraged to participate in all college-sponsored education, training, recreational, and social activities.
7. Ensure that all supervisors take action to prevent harassment.
8. Perform other duties as necessary to develop and maintain an effective Affirmative Action Program.

## VII. HARASSMENT

Every employee has the right to a workplace free of harassment. The College has a strong policy prohibiting sexual and other illegal types of harassment. The policy includes current legal definitions of harassment and provides guidelines for obtaining advice, filing formal complaints and seeking resolution.

Supervisory personnel should review required action if they become aware of any conduct which may be harassment. Employees can contact the Affirmative Action Officer for more information.

## VIII. AFFIRMATIVE ACTION COMMITTEE

The Procedure for Board Policy # 15-5, Equal Employment Opportunity and Affirmative Action creates the Affirmative Action Committee that is charged with advising and monitoring the Affirmative Action Officer in the performance of the responsibilities of this policy.

## IX. UTILIZATION ANALYSIS

Federal regulations promulgated pursuant to Executive Order 11246 provide a basis for determining an affirmative action plan. The basis for the plan is as follows:

1. Divide the work force into job groups with more than six persons in each group;
2. Determine the percentage of men, women, Blacks, Hispanics, Asians, Whites, and others in the work force by job group;
3. Determine the available percentage of women, Blacks, Hispanics, Asians, and others in the available pool of job applicants by defining the labor recruitment area using eight factors measuring availability. (This is called the availability determination.);
4. Compare the availability percentages against the work force percentages, taking a ratio of work force to available candidates where the work force percentages are smaller than the availability figures. (This is called the utilization analysis.);
5. Where the ratio of work force to available minority or female candidates is 80% or less, determine the number of persons needed to reach parity, defined as a 1 to 1 ratio between work force and available minority and female workers. (This number is called a recruitment goal.); and
6. Determine the steps needed to reach the recruitment goal, such as increased minority recruitment activities. Determine how long will be needed to implement such steps and reach the goal. (This will be referred to as the timetable.).

In the preparation of the College of DuPage plan, the work force has been divided into several groups designated as occupational activities where comparative statistics are reasonably available.

Full-Time Faculty (Teaching)  
Full-Time Professionals (Librarians, Counselors, etc.)  
Administrators  
Full-Time Technical/Para-Professional (High level Classified)  
Full-Time Secretarial/Clerical (Classified)  
Full-Time Skilled Craft (Classified)  
Full-Time Service Maintenance (Classified)  
Part-Time Faculty  
Part-Time Technical/Para-Professional  
Part-Time Secretarial/Clerical  
Part-Time Skilled Craft and Service Maintenance

Utilization analysis has been prepared for each occupational activity for women and men as well as each ethnic code established by the EEOC (Equal Employment Opportunity Commission).



Columns have been established for each element of the table.

- A. Eight factors were considered for determination of availability:
- I. Minority population in the labor area. This item has not been used because we need to look at minorities within particular skill areas. This is done in items IV and V.
  - II. Minority unemployment in the labor area. This was not used because we need to look at minorities within particular skill areas. This is done in items IV and V.
  - III. Minority percentage in the work force in the labor area. This item has not been used because we need to look at minorities within particular skill areas. This is done in items IV and V.
  - IV. General availability of minorities with requisite skills in the immediate labor area. For purposes of this analysis, local availability figures used were based on the *2000 Census EEO Computer Listing for DuPage Counties* published in 2004 by the US bureau of the Census. Note: The required 2010 detailed census data is not yet available.
  - V. The availability of minorities with requisite skills in an area where the employer can reasonably recruit. For purposes of this analysis national availability was used for some skill areas based upon the *2000 Census of Population* published 2004 by the US Bureau of the Census.
  - VI. The availability of promotable and transferable minorities.
  - VII. The existence of training institutions capable of training persons in the requisite skills. The effect of this factor is considered embodied in the minorities with requisite skills in the local and expanded local minority availability numbers.
  - VIII. The degree of training which the employer can reasonably undertake as a means of making all job classes available to minorities. This training, which is embodied in the College fringe benefit programs, is likely to impact all employees equally and not likely to change availability of minorities. See "Employee Development".
- B. This is the percentage distribution of our work force by sex and ethnic code.
- C. Utilization is the percentage of the particular category in our work force divided by the availability (B divided by A). Utilization percentages in excess of 100% indicates a utilization rate greater than the distribution in the available pool. A utilization percentage of less than 100% indicates a utilization rate of less than the available pool.
- D. The long term recruitment goal is set wherever our utilization rate (C) is at or less than 80% for female and minority groups. The computation is done by taking the national availability minus our work force percentage multiplied times the total number of people in our work force in that occupational activity.  $(A \text{ minus } B) \times \text{Our Work Force Total Both Sexes} (C) = \text{Goal } (D)$ . This number is always rounded to a whole number. The recruitment goals are discussed further in the utilization review.

E. This is the total number of employees as well as their sex and ethnic code distribution. Please notice that the total is obtained by adding up the ethnic codes or the sex distribution. These numbers are used to create the percentage distribution of our work force (B). The total of both sexes is also used to calculate the recruitment goal.

These figures do not include temporary (casual) employees.

Availability Table			
	National	Expanded	Cook
	<u>%</u>	<u>%</u>	<u>%</u>
<u>FULL-TIME</u>			
Faculty/Professional	20%	65%	15%
Administrative	35%	40%	25%
Technical/Para	5%	85%	10%
Secretary/Clerical	5%	90%	5%
Skilled Craft	--	85%	15%
Service Maintenance	5%	85%	10%
 <u>PART-TIME</u>			
Faculty	15%	65%	20%
Technical/Para	5%	85%	10%
Secretary/Clerical	5%	90%	5%
Skilled & Service	--	95%	5%

Table prorations are based upon survey data of recruitment sources and represent the relative weight of the factor analysis.

*In the Utilization Analysis, there may be variances between the Workforce Data and Actual Employment Activity (pp 16 & 17) due to the timing of data reports generated. In addition, 2000 census data has been used as 2010 detailed census data is not yet available.*

## *UTILIZATION ANALYSIS*

### *OCCUPATIONAL ACTIVITY FULL-TIME FACULTY*

Category	Ethnic Code	A Availability % 2000 Census Data	B 2012 Our Work Force %	C 2012 % Utilization B/A	D 2012 Recruitment vs. Goal #	E 2012 Our Work Force #
Both Sexes		100.00%	100.00%			276
	1	81.10%	86.59%	106.77%		239
	2	2.50%	3.99%	159.42%		11
	3	3.20%	1.81%	56.61%	4	5
	4	13.10%	6.88%	52.55%	17	19
	5	0.10%	0.72%	724.64%		2
Females	Total	49.20%	53.26%	108.25%		147
Males	Total	50.80%	46.74%	92.01%		129

Ethnic Code

- 1 - White (Non-Hispanic)
- 2 - Black
- 3 - Hispanic
- 4 - Asian or Pacific Islander
- 5 - American Indian or Alaskan Native

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### *OCCUPATIONAL ACTIVITY FULL-TIME PROFESSIONAL/LIBRARIANS, COUNSELORS*

Category	Ethnic Code	A Availability % 2000 Census Data	B 2012 Our Work Force %	C 2012 % Utilization B/A	D 2012 Recruitment vs. Goal #	E 2012 Our Work Force #
Both Sexes		100.00%	100.00%			22
	1	81.10%	72.73%	89.68%		16
	2	2.50%	22.73%	909.09%		5
	3	3.20%	0.00%	0.00%	1	0
	4	13.10%	4.55%	34.70%	2	1
	5	0.10%	0.00%	0.00%		0
Females	Total	49.20%	63.64%	129.34%		14
Males	Total	50.80%	36.36%	71.58%		8

## *UTILIZATION ANALYSIS*

### *OCCUPATIONAL ACTIVITY ADMINISTRATORS*

Category	Ethnic Code	A Availability % 2000 Census Data	B 2012 Our Work Force %	C 2012 % Utilization B/A	D 2012 Recruitment vs. Goal #	E 2012 Our Work Force #
Both Sexes		100.00%	100.00%			43
	1	88.70%	97.67%	110.12%		42
	2	2.50%	0.00%	0.00%	1	0
	3	3.50%	0.00%	0.00%	2	0
	4	5.20%	2.33%	44.72%	1	1
	5	0.10%	0.00%	0.00%		0
Females	Total	34.80%	53.49%	153.70%		23
Males	Total	65.20%	46.51%	71.34%		20
Ethnic Code	1 - White (Non-Hispanic) 2 - Black 3 - Hispanic 4 - Asian or Pacific Islander 5 - American Indian or Alaskan Native					

### *OCCUPATIONAL ACTIVITY FULL -TIME TECHNICAL/PARA PROFESSIONAL*

Category	Ethnic Code	A Availability % 2000 Census Data	B 2012 Our Work Force %	C 2012 % Utilization B/A	D 2012 Recruitment vs. Goal #	E 2012 Our Work Force #
Both Sexes		100.00%	100.00%			257
	1	84.01%	88.33%	105.14%		227
	2	2.72%	3.11%	114.44%		8
	3	3.32%	4.67%	140.64%		12
	4	9.85%	2.72%	27.65%	18	7
	5	0.10%	1.17%	1167.32%		3
Females	Total	47.96%	52.14%	108.72%		134
Males	Total	52.04%	47.86%	91.97%		123

## *UTILIZATION ANALYSIS*

### *OCCUPATIONAL ACTIVITY FULL-TIME SECRETARIAL/GLERICAL*

Category	Ethnic Code	A Availability % 2000 Census Data	B 2012 Our Work Force %	C 2012 % Utilization B/A	D 2012 Recruitment vs. Goal #	E 2012 Our Work Force #
Both Sexes		100.00%	100.00%			134
	1	85.30%	82.09%	96.24%		110
	2	3.40%	4.48%	131.69%		6
	3	5.70%	4.48%	78.55%	2	6
	4	5.50%	8.21%	149.25%		11
	5	0.10%	0.75%	746.27%		1
Females	Total	64.00%	91.04%	142.26%		122
Males	Total	36.00%	8.96%	24.88%		12
Ethnic Code	1 - White (Non-Hispanic) 2 - Black 3 - Hispanic 4 - Asian or Pacific Islander 5 - American Indian or Alaskan Native					

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### *OCCUPATIONAL ACTIVITY FULL-TIME SKILLED CRAFT*

Category	Ethnic Code	A Availability % 2000 Census Data	B 2012 Our Work Force %	C 2012 % Utilization B/A	D 2012 Recruitment vs. Goal #	E 2012 Our Work Force #
Both Sexes		100.00%	100.00%			32
	1	83.90%	81.25%	96.84%		26
	2	1.90%	0.00%	0.00%	1	0
	3	9.80%	18.75%	191.33%		6
	4	4.10%	0.00%	0.00%	1	0
	5	0.30%	0.00%	0.00%		0
Females	Total	7.10%	9.38%	132.04%		3
Males	Total	92.90%	90.63%	97.55%		29

## UTILIZATION ANALYSIS

### OCCUPATIONAL ACTIVITY FULL-TIME SERVICE MAINTENANCE

Category	Ethnic Code	A	B	C	D	E
		Availability % 2000 Census Data	2012 Our Work Force %	2012 % Utilization B/A	2012 Recruitment vs. Goal #	2012 Our Work Force #
Both Sexes		100.00%	100.00%			103
	1	67.10%	60.19%	89.71%		62
	2	3.30%	4.85%	147.10%		5
	3	22.20%	32.04%	144.32%		33
	4	7.20%	2.91%	40.45%	4	3
	5	0.20%	0.00%	0.00%		0
Females	Total	40.20%	35.92%	89.36%		37
Males	Total	59.80%	64.08%	107.15%		66
Ethnic Code	1 - White (Non-Hispanic) 2 - Black 3 - Hispanic 4 - Asian or Pacific Islander 5 - American Indian or Alaskan Native					

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### OCCUPATIONAL ACTIVITY PART-TIME FACULTY/OTHER PROFESSIONALS

Category	Ethnic Code	A	B	C	D	E
		Availability % 2000 Census Data	2012 Our Work Force %	2012 % Utilization B/A	2012 Recruitment vs. Goal #	2012 Our Work Force #
Both Sexes		100.00%	100.00%			*2333
	1	84.54%	88.34%	104.50%		2061
	2	2.50%	2.66%	106.30%		62
	3	3.36%	3.00%	89.30%		70
	4	9.54%	5.62%	58.86%	92	131
	5	0.06%	0.39%	642.95%		9
Females	Total	57.27%	53.45%	93.33%		1247
Males	Total	42.73%	46.55%	108.94%		1086

\*This number reflects all Part-time Faculty either active or inactive (employees removed from system when they have been inactive for 18 months)

## UTILIZATION ANALYSIS

### OCCUPATIONAL ACTIVITY PART-TIME TECHNICAL/PARA-PROFESSIONAL

Category	Ethnic Code	A	B	C	D	E
		Availability % 2000 Census Data	2012 Our Work Force %	2012 % Utilization B/A	2012 Recruitment vs. Goal #	2012 Our Work Force #
Both Sexes		100.00%	100.00%			147
	1	84.01%	87.76%	104.46%		129
	2	2.72%	3.40%	125.05%		5
	3	3.32%	4.08%	122.94%		6
	4	9.85%	4.76%	48.34%	7	7
	5	0.10%	00.0%	0.00%		0
Females	Total	47.96%	66.67%	139.00%		98
Males	Total	52.04%	33.33%	64.05%		49
Ethnic Code	1 - White (Non-Hispanic) 2 - Black 3 - Hispanic 4 - Asian or Pacific Islander 5 - American Indian or Alaskan Native					

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### OCCUPATIONAL ACTIVITY PART-TIME SECRETARIAL/CLERICAL

Category	Ethnic Code	A	B	C	D	E
		Availability % 2000 Census Data	2012 Our Work Force %	2012 % Utilization B/A	2012 Recruitment vs. Goal #	2012 Our Work Force #
Both Sexes		100.00%	100.00%			*254
	1	85.30%	84.25%	98.77%		214
	2	3.40%	3.94%	115.79%		10
	3	5.70%	6.30%	110.51%		16
	4	5.50%	5.12%	93.06%		13
	5	0.10%	0.39%	393.70%		1
Females	Total	64.00%	79.53%	124.26%		202
Males	Total	36.00%	20.08%	55.77%		51

\*This number is impacted by the change of reporting of positions as noted on page 11 footnote under the Part-time Faculty/Professionals section.

## UTILIZATION ANALYSIS

### OCCUPATIONAL ACTIVITY PART-TIME SKILLED CRAFT & SERVICE MAINTENANCE

Category	Ethnic Code	A Availability % 2000 Census Data	B 2012 Our Work Force %	C 2012 % Utilization B/A	D 2012 Recruitment vs. Goal #	E 2012 Our Work Force #
Both Sexes		100.00%	100.00%			44
	1	72.11%	86.36%	119.77%		38
	2	2.90%	2.27%	78.37%		1
	3	18.49%	2.27%	12.29%	7	1
	4	6.29%	9.09%	144.53%		4
	5	0.21%	0.00%	0.00%		0
Females	Total	30.38%	45.45%	149.62%		20
Males	Total	69.62%	54.55%	78.35%		24

Ethnic Code

- 1 - White (Non-Hispanic)
- 2 - Black
- 3 - Hispanic
- 4 - Asian or Pacific Islander
- 5 - American Indian or Alaskan Native



## X. UTILIZATION REVIEW

The Utilization Review is prepared for each occupational activity where a recruitment goal was identified by the utilization analysis (under 80% utilization of a protected group). The review contains a restatement of the goal as well as a general plan and timetable for the achievement of the goal.

Each goal is to be obtained by the recruitment of females and minorities for the applicant pool. By increased efforts to obtain minority applicants, we hope to increase the odds that a person from the under-utilized group will be chosen as the person most suitable for a given opening. The affirmative action plan is not a quota system, but a goal sought after through special efforts toward a target population.

Overall, the college utilizes the following methods to enhance minority recruitment:

- Has a designated administrator as its AA Officer.
- Maintains a Diversity Committee comprised of members of each College group.
- Targets advertising in publications with high minority subscription.
- Participates in selected diversity job fairs to draw minority applicants.
- Hosted a Diversity Employment Fair at the College in order to draw minority applicants.
- Will publish AA goals to supervisors.
- Discusses and reinforces the need for minority recruitment with supervisors and search committees.

### Recruitment

Minority recruitment for full-time faculty, professionals and administrators is enhanced by the following plan:

- Request minority referrals from employees.
- Encourage all faculty and administrators to network to identify qualified minorities and notify selection committee chairs of the application/referral.
- Monitor the status of applicant pools at each stage of the process for minority composition.
- Require Diversity Training for all search committees.
- Human Resources will meet with each hiring committee. The objectives are to encourage the committee to include more minorities in its interview pools, encourage the acceptance of diversity, and discuss procedures and minority/female hiring goals at the first search committee meeting.

### Goals

#### Occupational Activity – Full-Time Faculty

The long term goals include four (4) Hispanic faculty and seventeen (17) Asian/Pacific Islanders. We hope to add one (1) Hispanic and one (1) Asian/Pacific Islander faculty member in 2012 .

Occupational Activity – Full-Time Professional/Librarians, Counselors

The long term goals for this category are one (1) Hispanic and two (2) Asian/Pacific Islanders. We hope to add one (1) Hispanic and one (1) Asian/Pacific Islander Professional/Librarian/Counselor in 2012.

Occupational Activity - Administrators

The long term goals for this category are one (1) Black, two (2) Hispanics and one (1) Asian/Pacific Islander Administrators. We hope to add one (1) Black, one (1) Hispanic and one (1) Asian Pacific/Islander Administrator in 2012.

Occupational Activity – Full-Time Technical/Para-Professional

These positions are high level classified jobs. Our long term goal in this area is eighteen (18) Asian/Pacific Islanders. Our goal for 2012 is one (1) Asian/Pacific Islander.

Occupational Activity – Full-Time Secretarial

These positions are high level classified jobs. Our long term goal in this area are two (2) Hispanics. Our goal for 2012 is one (1) Hispanic.

Occupational Activity – Full-Time Skilled Crafts

The long term goal indicates one (1) Black and one (1) Asian/Pacific Islander. We hope to add one (1) Black and one (1) Asian/Pacific Islander in 2012.

Occupational Activity – Full-Time Service Maintenance

The long term goal for this category is four (4) Asian/Pacific Islanders. We hope to add one (1) Asian/Pacific Islander in 2012.

## XI. FULL-TIME EMPLOYMENT ACTIVITY

The following are a one (1) year and a three (3) year summary of hiring activity provided for an indication of progress toward affirmative action goals.

**FULL-TIME EMPLOYMENT ACTIVITY**

*Numbers shown are hiring goals for the reporting year and the actual hires in that reporting year*

Goal Category	2009-10		2010-11		2011-12
	<u>Annual Goal</u>	<u>Annual Actual</u>	<u>Annual Goal</u>	<u>Annual Actual</u>	<u>Annual Goal</u>
<b>Faculty</b>					
Female	0	3	0	1	0
Black	0	0	0	1	0
Hispanic	1	0	1	0	1
Asian/Pacific Islander	1	0	1	0	1
American Indian/Alaskan Native	0	0	0	0	0
<b>Full-Time Professional</b>					
Female	0	1	0	0	0
Black	0	0	0	0	0
Hispanic	1	0	1	0	1
Asian/Pacific Islander	1	1	1	0	1
American Indian/Alaskan Native	0	0	0	0	0
<b>Administrator</b>					
Female	0	6	0	0	0
Black	0	0	0	0	1
Hispanic	0	0	1	0	1
Asian/Pacific Islander	1	0	1	1	1
American Indian/Alaskan Native	0	0	0	0	0
<b>Technical/Para-Professional</b>					
Female	0	0	0	10	0
Black	0	0	0	0	0
Hispanic	0	0	0	0	0
Asian/Pacific Islander	1	1	1	0	1
American Indian/Alaskan Native	0	1	0	0	0
<b>Secretarial</b>					
Female	0	2	0	7	0
Black	0	0	0	1	0
Hispanic	0	0	0	0	1
Asian/Pacific Islander	0	0	0	0	0
American Indian/Alaskan Native	0	0	0	0	0
<b>Skilled Craft</b>					
Female	0	0	0	0	0
Black	1	0	1	0	1
Hispanic	0	0	0	0	0
Asian/Pacific Islander	1	0	1	0	1
American Indian/Alaskan Native	0	0	0	0	0
<b>Service Maintenance</b>					
Female	0	0	0	4	0
Black	0	0	0	0	0
Hispanic	0	1	0	0	0
Asian/Pacific Islander	1	0	1	0	1
American Indian/Alaskan Native	0	0	0	0	0
	<u>2</u>	<u>16</u>	<u>10</u>	<u>25</u>	<u>12</u>

## FULL-TIME EMPLOYMENT ACTIVITY

*Numbers shown are the long-term hiring goals and the actual hires in that reporting year*

Goal Category	2000 Census Data				2010-11		2011-12
	2008-09		2009-10		Goal	Actual	Goal
	Goal	Actual	Goal	Actual			
<b>Faculty</b>							
Female	0	0	0	3	0	1	0
Black	0	1	0	0	0	1	0
Hispanic	2	0	4	0	4	0	4
Asian/Pacific Islander	18	1	19	0	17	0	17
American Indian/Alaskan Native	0	0	0	0	0	0	0
<b>Full-Time Professional</b>							
Female	0	3	0	1	0	0	0
Black	0	0	0	0	0	0	0
Hispanic	1	0	1	0	1	0	1
Asian/Pacific Islander	2	0	2	1	2	0	2
American Indian/Alaskan Native	0	0	0	0	0	0	0
<b>Administrator</b>							
Female	0	4	0	6	0	0	0
Black	0	0	0	0	0	0	1
Hispanic	1	1	0	0	1	0	2
Asian/Pacific Islander	1	0	2	0	2	1	1
American Indian/Alaskan Native	0	0	0	0	0	0	0
<b>Technical/Para-Professional</b>							
Female	0	2	0	0	0	10	0
Black	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0
Asian/Pacific Islander	16	1	18	1	18	0	18
American Indian/Alaskan Native	0	0	0	1	0	0	0
<b>Secretarial</b>							
Female	0	5	0	2	0	7	0
Black	0	1	0	0	0	1	0
Hispanic	2	1	0	0	0	0	2
Asian/Pacific Islander	0	0	0	0	0	0	0
American Indian/Alaskan Native	0	0	0	0	0	0	0
<b>Skilled Craft</b>							
Female	0	0	0	0	0	0	0
Black	1	0	1	0	1	0	1
Hispanic	0	1	0	0	0	0	0
Asian/Pacific Islander	1	0	2	0	1	0	1
American Indian/Alaskan Native	0	0	0	0	0	0	0
<b>Service Maintenance</b>							
Female	0	0	0	0	0	4	0
Black	0	0	0	0	0	0	0
Hispanic	0	2	0	1	0	0	0
Asian/Pacific Islander	3	0	3	0	4	0	4
American Indian/Alaskan Native	0	0	0	0	0	0	0
<b>TOTAL GOALS</b>	<b>48</b>	<b>23</b>	<b>52</b>	<b>16</b>	<b>51</b>	<b>25</b>	<b>54</b>

## XII. SUMMARY OF CURRENT YEAR RECRUITMENT VERSUS GOALS

Last year's Affirmative Action Plan set hiring goals for the 2010-11 plan year for Faculty, Professionals, Administrators, Technical/Para-Professionals, Skilled Craft, and Service Maintenance employees. The goal was a total of ten (10) targeted minority hires. This past reporting year, we were successful in hiring women and minority candidates in five of our targeted job categories. Of all hires made in 2010/2011, twenty five (25) were women and minorities.

## XIII. RECENT INITIATIVES

The College of DuPage, the Board of Trustees and all the employee constituency groups, are committed to the idea of diversity as a broader concept than ethnicity, race, and gender. At the college, we strive to take diversity beyond legal mandates and become an environment that is inclusive of all groups, maximizing the potential of all students and employees, and value the variety of perspectives that everyone brings to the college. This commitment to diversity is consistent with the shared ethical values of integrity, honesty, respect and responsibility adopted by the college as the guide from which we interact with each other. The traditional policies, programs, and legal mandates of Equal Employment Opportunity (EEO) and Affirmative Action (AA) are still the first and most important steps to achieving diversity in the workplace. The College makes a number of efforts to attract minority applicants that include diversity focused advertisements as well as providing diversity training for screening committee members.

In 2009, two initiatives were implemented to strengthen our diversity efforts.

- All screening committee members were required to complete six hours of diversity training offered and monitored by HR & TLC. Hiring process did not commence until all committee members had completed training.
- Established two Presidential Commissions, one Hispanic and one Asian and refocused resources and job responsibilities towards the enrollment and retention of Hispanic and Asian population.

In 2010, we offered Safe Zone as our credit course on diversity and began the following initiatives to strengthen our diversity efforts:

- There were two forms of piloted diversity training classes rolled out to search committee members in order to enhance our diversity training initiative. Training consisted of an outside consultant facilitating a large diversity class on campus and another class consisted of utilizing Human Resources and Faculty facilitators.
- We began exploring additional advertisement strategies above and beyond our normal diversity advertisement sources in order to proactively advertise our positions to diversity candidates.

In 2011/2012, we continued to strengthen our diversity efforts thru the following initiatives:

- Rolled out two diversity training classes for new search committee members developed and facilitated by an outside consultant.
- Created a Shared Governance Diversity Committee to bring diversity awareness and to promote diversity initiatives throughout the College. This committee consists of representation from each of the College groups.
- Attended three Diversity Job Fairs in order to draw diversity candidates to the College.

- Hosted our own Diversity Employment Job Fair to draw diversity candidates to apply for our open positions with emphasis on our open Full-Time Faculty positions.
- Advertised our open positions on multiple diversity advertisement sites and now have a one year advertisement agreement with Diverse Education providing COD the benefit of posting any of our positions on this diversity advertisement resource specifically targeted to Education.

## XIV. Board Policies & Administrative Procedures



**COLLEGE OF DUPAGE**

*Policy Manual of the Board of Trustees*

**Human Resources - General**

**Policy No. 15-5**

### Equal Employment Opportunity and Affirmative Action

Consistent with federal and state law, the Board of Trustees will facilitate through the Affirmative Action Officer equal employment opportunities to all persons regardless of their race, color, religion or creed, sex, national origin, ancestry, age, marital status, sexual orientation, arrest record, military status or unfavorable discharge from military service, citizenship status, use of lawful products while not at work, physical or mental handicap or disability (if otherwise able to perform the essential functions of the job with reasonable accommodation), or other factors which cannot lawfully be the basis for an employment decision.

The term "employment opportunities" includes hiring, promotion, termination, wages, benefits, and all other privileges, terms, and conditions of employment.

In accordance with federal law, the College will maintain a written Affirmative Action Program to implement and maintain the policy of equal opportunity through positive efforts.

Adopted: 3/19/09	Reviewed:	Amended: 8/20/09
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For purposes of policy 15-5, the government has set forth the following definitions:

A. *Race*:

- 1) White (Non-Hispanic) – All persons having origins in any of the original peoples of Europe, North America, and the Middle East (except those of Hispanic origin).
- 2) Black (Non-Hispanic) – All persons having origins in any of the black racial groups of Africa.
- 3) Hispanic – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- 4) Asian or Pacific Islanders – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.
- 5) American Indian or Alaskan Native – All persons having origins in any of the original peoples of North America.

B. *Color* – A person's skin pigmentation.

C. *Religion* – Includes all aspects of religious observance and practice as well as belief or non-belief.

D. *Creed* – A system of religious beliefs, including moral or ethical beliefs, about right and wrong which are sincerely held with the strength of traditional religious views.

E. *National Origin/Ancestry* – The place in which a person or an ancestor was born.

F. *Sex* – The status of being male or female.

G. *Age* – Those individuals who are at least forty (40) years old.

H. *Marital Status* – The legal status of being married, single, separated, divorced or widowed.

I. *Sexual Orientation* – Actual or perceived status of heterosexuality, homosexuality or bisexuality.

J. *Arrest Record* – Includes, but is not limited to, information indicating that an individual has been questioned, apprehended, taken into custody, held for investigation, arrested, charged with, indicted or tried for any felony, misdemeanor or other offense pursuant to any law enforcement or military authority.

K. *Unfavorable Military Discharge* – Discharge from the Armed Forces of the United States, their Reserve components, or any National Guard or Naval Militia which are classified as RE-3, or the equivalent thereof, but does not include those characterized as RE-4 or "Dishonorable".

L. *Citizenship Status* – All United States citizens or non-U.S. citizens legally eligible to work in the United States.

M. *Use of Lawful Products while not at Work* – The Illinois Workplace Privacy Act of 1986 prohibits an employer from discriminating against an applicant because of their use of lawful products off the employer's premises during non-working hours (for example, cigarettes).

N. *Disability* – An individual with a disability is one who: (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of having such an impairment; or (3) is regarded as having such an impairment.





Prohibition of Discrimination and Harassment

No student, employee, Board member, 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 or any other unlawful basis. The College will not tolerate discrimination or harassment.

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 employee for filing a complaint or participating in a harassment investigation shall be subject to disciplinary action.

The College will maintain and publish a complaint process consistent with this Policy.

Adopted: 4/16/09 Rescinded: 5/04/09 Adopted: 12/10/09	Reviewed:	Amended:
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Prohibition of Sexual Harassment

Sexual harassment is illegal and violates state and federal laws. It is the policy of College of DuPage that no staff member or student shall be subject to sexual harassment.

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive education or employment environment.

Adopted: 3/19/09	Reviewed:	Amended:
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## Prohibition of Sexual Harassment

### 1. Employee Complaint against another Employee or Student Complaint against an Employee

- A. Oral complaints from an alleged victim made to any supervisor or other College employee should be referred to the Affirmative Action Officer or designee. The Affirmative Action Officer will request the supervisor to confer with the alleged offender and, if the offense is substantiated by the supervisor, warn the offender.
- B. Oral complaints from an alleged victim may be made to the Affirmative Action Officer or designee and will be handled as noted above.
- C. Signed written complaints from an alleged victim will be referred to the Affirmative Action Officer or designee. The Affirmative Action Officer will contact the supervisor of the alleged offender. If the complaint is substantiated by the supervisor, there will at least be a written warning placed in the offender's file, along with the complaint by the victim. If the offender disagrees with the allegation, an appeal may be made to the appropriate review board (FARB for Faculty and Administrators; CABA for Classified) for a determination on the factual grounds of the complaint and whether harassment occurred. The extent of discipline will be subject to administrative decision.

### 2. Student Complaint against a Student or Employee Complaint against a Student

- A. Oral complaints from an alleged victim made to any member of the College community will be referred to the Vice President of Student Affairs or designee. The Vice President of Student Affairs will recommend action to be taken by another, or take action on the authority of the office, up to a verbal warning.
- B. Signed written complaints by an alleged victim will be referred to the Vice President of Student Affairs or designee for action up to, and including, recommendation from the President for dismissal from the College. The alleged offender may appeal to the Judicial Review Board.

### 3. Employee and/or Student Complaint against a Visitor

All complaints from an alleged victim will be directed to the College of DuPage Police Department who will assess the nature and severity of the complaint and will take action, from a minimum of a verbal warning up to, and including, expulsion from all College facilities.

4. General Guidelines

Any office receiving a complaint of harassment will consult with the Affirmative Action Officer or designee for direction in the investigation of the complaint to determine if the conduct is unreasonably interfering with work performance or creating an intimidating, hostile or offensive environment. Meetings with the complainant and accused will generally be scheduled within five to ten (5-10) working days of receipt of the complaint, with the understanding that the most immediate time possible will be utilized. If the allegation is factual, appropriate corrective/disciplinary action will be taken immediately based on the facts and circumstances in each case. The Affirmative Action Officer or designee will work with the office receiving the complaint in the disposition of the case.

If a College employee or student is charged with, or is a victim of, harassment, he/she may appeal a final decision to FARB (for Faculty and Administrators), CABA (for Classified), or the Student Judicial Review Board (for students). The normal procedures of each appeal process will be followed.

Should an alleged victim elect to challenge a decision in any administrative or judicial proceeding or forum other than the procedure herein, the alleged victim waives the right to utilize this procedure to resolve such matters or, if already resolved in the alleged victim's favor, to forego the implementation of such award.

At any time, an employee may refer the complaint to the College-designated Employee Assistance Program (EAP) provider for consultation and advice.

5. Information Distribution and Training

The Affirmative Action Officer is charged with distributing this Board Policy and Administrative Procedure to the College community. The Affirmative Action Officer, along with the Teaching and Learning Center (TLC), is charged with providing appropriate sexual harassment prevention training. Because the College prohibits all types of harassment, employees are encouraged to attend all available training. Employees should understand that they could be personally liable for violations of this Board Policy and Administrative Procedure or violations of the law.

Adopted: 10/01/09	Reviewed:	Amended:
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## XV. VETERANS

Definition: A person who served on active duty for a period of more than 180 days, some occurring between August 5, 1964 and May 7, 1975, and who received other than a dishonorable discharge. Any person released after May 7, 1975 because of a service-connected disability occurring before that date would also qualify.

A disabled veteran is one who has a thirty percent or greater disability and is entitled to disability compensation under laws administered by the Veterans Administration or was released from service for a disability incurred in the line of duty.

Provision of information identifying an employee as a disabled veteran or Vietnam era veteran is voluntary; consequently, the data may be somewhat incomplete.

Legislation: Vietnam Era Veterans Readjustment Assistance Act of 1972 as amended by the Vietnam Era Veterans Readjustment Assistance Act of 1974.

The Vietnam Era Veterans Readjustment Assistance Act requires firms holding federal contracts or subcontracts of \$10,000 or more to take “affirmative action to hire and advance in employment” disabled and Vietnam era veterans. Goals and timetables are not required.

## XVI. DISABLED

Definition: An individual with a disability is one who: (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of having such an impairment; or (3) is regarded as having such an impairment.

Legislation:

Rehabilitation Act of 1973 as amended by the Rehabilitation Act of 1974

Section 503 requires firms holding federal contracts or subcontracts of \$2,500 or more to take “affirmative action to hire and advance in employment” the handicapped. Goals and timetables are not required.

Section 504 provides that “no otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

## Americans with Disabilities Act of 1990

This federal statute, which is effective July 26, 1992, prohibits discrimination against a qualified individual with a disability in regard to job application procedures, hiring, advancement or discharge, compensation, training and other terms, conditions and privileges of employment.

No attempt is made to gather data on applicants or employees who may be disabled.

Applicants are screened without regard to any disability or perceived disability. If an individual self identifies a disability or if there is a perceived disability which may affect the ability of the applicant to perform the duties, an accommodation conference will be held with the applicant after it has been determined the individual is the best suited for the position, based upon qualifications and experience.

For existing employees, the college relies upon self identification in cases where accommodations are requested.

## XVII. EMPLOYEE DEVELOPMENT

An essential part of an affirmative action program is a process to encourage the promotability of female and minority employees after hire. In addition to the job posting provisions contained in the procedures for Board Policy 15-5, the college offers many opportunities to obtain skills for promotion on an equal opportunity basis. Those provisions are as follows:

### Classified Staff (Benefited)

Classified have available up to \$2,000 per fiscal year for tuition reimbursement which can be used for seminar fees and credit courses at other institutions of higher learning when job related. Reimbursement may also be used for professional exam expenses such as Certified Public Accountant exam. Additionally, an eligible employee may be reimbursed for tuition costs associated with pursuit of accredited degrees (not available at College of DuPage), bachelors, masters and doctoral degrees subject to satisfactory completion of each course.

### Faculty (Benefited)

Faculty have available up to \$1,850 per year for tuition reimbursement which can be used for seminar fees and credit courses at other institutions of higher learning when job related.

### Administration (Benefited)

Administrators have available up to \$1,850 per year for tuition reimbursement which can be used for seminar fees and credit courses at other institutions of higher learning when job related.

### All Groups (Benefited)

The College of DuPage provides waived or discounted tuition charges for benefited employees when enrolled for College of DuPage credit courses. In-Service programs are also made available to all employees.

### Classified Staff and Faculty (Part-Time)

Eligible part-time employees who work a minimum level may enroll in one tuition discounted class per quarter.

## **10. NEW BUSINESS**

### **B. For APPROVAL**

- 1) Reappointment of Administrators**
- 2) Approval of Academic Calendars 2013-2014 and 2014-2015**
- 3) Approval to Revise the 2012-2013 Academic Calendar**
- 4) Approval of a New Business Anthropology Certificate**
- 5) Seaton Computing Center (SCC) Renovation Project ICCB Application**
- 6) McAninch Arts Center (MAC) Renovation Project ICCB Application**
- 7) FY2013 Tuition and Fees**
- 8) Ratification Agreement with Village of Glen Ellyn**
- 9) Illinois Fraternal Order of Police (FOP) Labor Council Contract**
- 10) Approval of Petition to Annex College of DuPage (the "College") into the Lisle/Woodridge Fire Protection District (the "District") and other related intergovernmental agreements.**





**COLLEGE OF DUPAGE  
SPECIAL BOARD MEETING**

**NEW BUSINESS APPROVAL**

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1. SUBJECT

Reappointment of Administrators.

2. REASON FOR CONSIDERATION

Board Action is required to appoint administrators for each fiscal year.

3. BACKGROUND INFORMATION

In accordance with Board Policy 15-240, Administrative Assignment, all administrators are appointed annually upon recommendation of their supervisor and with the approval of the President and the Board of Trustees. A list of administrators and their titles to be appointed for one (1) year appointments for fiscal year 2012-2013, two (2) year appointments for fiscal years 2012-2014 and for those currently with a two (2) year appointment, approval of an additional one (1) year appointment for fiscal year 2013-2014, which continues the two (2) year appointment cycle, is attached. Some exceptions are noted where the administrator will be retiring before the end of the 2012-2013 fiscal year. Also listed are administrative positions to be filled by Fall Term 2012.

4. RECOMMENDATION

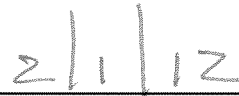
That the Board of Trustees approves the reappointment of administrators on the list provided for the 2012-2013, 2012-2014 and 2013-2014 fiscal years.

SIGNATURE PAGE FOR APPROVAL OF REAPPOINTMENT OF ADMINISTRATORS.

ITEM(S) ON REQUEST

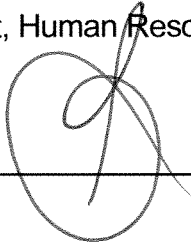
That the Board of Trustees approves the reappointment of administrators on the list provided for the 2012-2013, 2012-2014 and 2013-2014 fiscal years.





Vice President, Human Resources

Date





President

Date

**COLLEGE OF DuPAGE  
2011-2012 ADMINISTRATORS**

	<u>NAME</u>	<u>CURRENT TITLE</u>
#	Abromitis, Barbara	Director, Grants
+	Benté, James	Vice President, Planning & Institutional Effectiveness
+	Berliner, Donna	Assistant Vice President, Information Systems & Multimedia Services
+	Cameron, Thomas	Dean, Health & Sciences
#	Cassidy, Joseph	Dean, Continuing Education/Extended Learning
+	Collins, Joseph	Executive Vice President
#	Collins, Mark	Assistant Dean, Adjunct Faculty Support
+	Cummins, Stephen	Director, Performing Arts
+	Currier, Charles	Vice President, Information Technology
◇	Dowling, Earl	Associate Vice President Enrollment Management
▲	Engel, Scott	Director, Business Affairs (retiring 8/31/2012)
#	Fay, Kristine	Associate Dean, Business & Technology
#	Gallisath, Glenda	Associate Vice President, Academic Affairs
+	Glaser, Tom	Senior Vice President, Administration
#	Gukenberger, Vickie	Director, Nursing Programs
#	Hunnicut, Marianne	Associate Dean, Social & Behavioral Sciences
#	Igyarto, Mia	Director, Labor & Employee Relations
#	Jorgensen, Laurette	Director, Marketing & Creative Services
#	Klinefelter, Mary	Director, Academic Partnerships
#	Kronenburger, John	Associate Dean, Computer & Applied Technology
+	Lloyd, Daniel	Dean, Liberal Arts
#	Ma, Jim	Director, Facilities Operations
#	Mannion, Laura	Assistant Vice President, Resource Development
■	Martin, Susan	Dean, Student Services
+	Martner, James	Internal Auditor
+	Millush, Mary Ann	Director, Legislative Relations and Special Assistant to the President
+	Moore, Joseph	Associate Vice President, External Relations
#	Mullin, Joseph	Police Chief
#	Ortiz, Laura	Associate Dean, Humanities
+	Reed, Beverly	Associate Dean, Communications
+	Sands-Vanker, Linda	Vice President, Human Resources
#	Sapyta, Lynn	Assistant Vice President, Financial Affairs/Controller
#	Schrader, Thomas	Associate Dean, Math & Physical Sciences
▲	Schweer, Harlan	Director, Research & Planning (retiring 8/31/2012)
■	Smith, Jane	Dean, Admission Services & Registrar
+	Solt, Karen	Associate Dean, Health & Biological Sciences
#	Stewart, Donna	Dean, Business & Technology
+	Stock, Lisa	Dean, Learning Resources
+	Sutton, Ellen	Associate Dean, Learning Resources
~	Wandolowski, John	Director, Facilities Planning and Development
#	Wilkinson, Cathryn	Associate Dean, Fine & Applied Arts
#	Zakowski, Paul	Associate Dean, Physical Education & Athletic Director
+	Current Two (2) year appointment per Board Policy # 15-240 through 6/30/2013; approve additional year through 6/30/2014	
■	Two (2) year appointment per Board Policy # 15-240 through 6/30/2014	
◇	Two (2) year appointment per Board Policy # 15-240 through 6/30/2014 per exception	
~	Current Two (2) year appointment per Board Policy # 15-240 through 6/30/2013	
#	One (1) year appointment per Board Policy # 15-240 through 6/30/2013	
▲	Short-term appointment due to retirement	

**Administrative Vacancies**

Vice President, Academic Affairs

Associate Dean, Business Solutions and Extended Learning

Assistant Dean, Adjunct Faculty Support



**COLLEGE OF DUPAGE  
SPECIAL BOARD MEETING**

**NEW BUSINESS**

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1. **SUBJECT**

Approval of Academic Calendars for 2013-14 and 2014-15.

2. **REASON FOR CONSIDERATION**

The Board of Trustees will establish and approve an academic calendar for each school year.

3. **BACKGROUND INFORMATION**

The proposed Academic Calendars have been developed by the Academic Administration, with input from the Credit Class Schedule Task Force. The Task Force included representation from administration, faculty and classified staff. The Academic Calendars have been communicated to the Faculty Association for comment per the contractual agreement. The proposed calendars conform to all guidelines outlined in the Administrative Rules of the Illinois Community College Board, April 2006.


4. **RECOMMENDATION**

That the Board of Trustees approves the Academic Calendars for 2013-14 and 2014-15.

SIGNATURE PAGE FOR  
APPROVAL OF ACADEMIC CALENDARS FOR 2013-14 AND 2014-15.

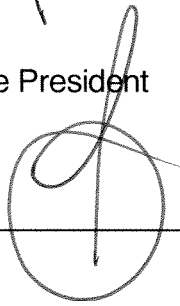
ITEM(S) ON REQUEST

That the Board of Trustees approves the Academic Calendars for 2013-14 and 2014-15.

 \_\_\_\_\_ 2/1/12

Executive Vice President

Date

 \_\_\_\_\_ 2.6.12

President

Date

COLLEGE OF DuPAGE  
ACADEMIC CALENDAR\*  
**2013-2014\***

**FALL SESSION, 2013**

Wednesday-Friday	August	21-22-23	All Faculty Return / Convocation Days
Monday	August	26	16-Week and 1 <sup>st</sup> 8-Week Classes Begin
Monday	September	2	Legal Holiday (Labor Day) (No Classes)
Tuesday	September	17	12-Week Classes Begin
Wednesday	October	16	End of 1 <sup>st</sup> 8-Week Classes
Thursday	October	17	2 <sup>nd</sup> 8-Week Classes Begin
Tuesday	October	22	In-Service Day/Professional Day (No Classes)
Wednesday	November	27	College Open; No Classes
Thursday-Sunday	Nov/Dec	28-1	Thanksgiving Recess
Saturday	December	14	End of 2 <sup>nd</sup> 8-Week Classes
Saturday-Friday	December	14-20	Final Evaluations/Culminating Activities (16- & 12-Week Classes Only)
Friday	December	20	End of 16-Week and 2 <sup>nd</sup> 8-Week Classes

**SPRING SESSION, 2014**

Monday-Tuesday	January	13-14	In-Service Days/Professional Days (No Classes)
Wednesday	January	15	16-Week and 1 <sup>st</sup> 8-Week Classes Begin
Monday	January	20	Legal Holiday (M. L. King's Birthday) (No Classes)
Thursday	February	6	12-Week Classes Begin
Monday	March	10	End of 1 <sup>st</sup> 8-Week Classes
Tuesday	March	11	2 <sup>nd</sup> 8-Week Classes Begin
Thursday	March	13	In-Service Day/Professional Day (No Classes)
Sunday-Saturday	Mar/Apr	30-5	Spring Break
Sunday	April	20	No Classes (Easter)
Saturday	May	10	End of 2 <sup>nd</sup> 8-Week Classes
Saturday-Friday	May	10-16	Final Evaluations/Culminating Activities (16- & 12-Week Classes Only)
Friday	May	16	End of 16-Week and 2 <sup>nd</sup> 8-Week Classes
Friday	May	16	Commencement

**SUMMER SESSION, 2014**

Monday	May	26	Legal Holiday (Memorial Day) (No Classes)
Tuesday	May	27	1 <sup>st</sup> 5-Week and 10-Week Classes Begin
Monday	June	9	8-Week Classes Begin
Sunday	June	29	End of 1 <sup>st</sup> 5-Week Classes
Monday	June	30	2 <sup>nd</sup> 5-Week Classes Begin
Friday	July	4	Legal Holiday (Independence Day) (No Classes)
Sunday	August	3	End of 10-Week, 8-Week, and 2 <sup>nd</sup> 5-Week Classes

\*Approved 2/21/12 Board of Trustees Meeting

\*Please consult the current College Class Schedule publication for any revisions in the calendar.

COLLEGE OF DuPAGE  
ACADEMIC CALENDAR\*  
**2014-2015\***

**FALL SESSION, 2014**

Wednesday-Friday	August	20-21-22	All Faculty Return / Convocation Days
Monday	August	25	16-Week and 1 <sup>st</sup> 8-Week Classes Begin
Monday	September	1	Legal Holiday (Labor Day) (No Classes)
Tuesday	September	16	12-Week Classes Begin
Wednesday	October	15	End of 1 <sup>st</sup> 8-Week Classes
Thursday	October	16	2 <sup>nd</sup> 8-Week Classes Begin
Tuesday	October	21	In-Service Day/Professional Day (No Classes)
Wednesday	November	26	College Open; No Classes
Thursday-Sunday	November	27-30	Thanksgiving Recess
Saturday	December	13	End of 2 <sup>nd</sup> 8-Week Classes
Saturday-Friday	December	13-19	Final Evaluations/Culminating Activities (16- & 12-Week Classes Only)
Friday	December	19	End of 16-Week and 2 <sup>nd</sup> 8-Week Classes

**SPRING SESSION, 2015**

Monday-Tuesday	January	12-13	In-Service Days/Professional Days (No Classes)
Wednesday	January	14	16-Week and 1 <sup>st</sup> 8-Week Classes Begin
Monday	January	19	Legal Holiday (M. L. King's Birthday) (No Classes)
Thursday	February	5	12-Week Classes Begin
Monday	March	9	End of 1 <sup>st</sup> 8-Week Classes
Tuesday	March	10	2 <sup>nd</sup> 8-Week Classes Begin
Thursday	March	12	In-Service Day/Professional Day (No Classes)
Sunday-Saturday	Mar/Apr	29-4	Spring Break
Sunday	April	5	No Classes (Easter)
Saturday	May	9	End of 2 <sup>nd</sup> 8-Week Classes
Saturday-Friday	May	9-15	Final Evaluations/Culminating Activities (16- & 12-Week Classes Only)
Friday	May	15	End of 16-Week and 2 <sup>nd</sup> 8-Week Classes
Friday	May	15	Commencement

**SUMMER SESSION, 2015**

Monday	May	25	Legal Holiday (Memorial Day) (No Classes)
Tuesday	May	26	1 <sup>st</sup> 5-Week and 10-Week Classes Begin
Monday	June	8	8-Week Classes Begin
Sunday	June	28	End of 1 <sup>st</sup> 5-Week Classes
Monday	June	29	2 <sup>nd</sup> 5-Week Classes Begin
Saturday	July	4	Legal Holiday (Independence Day) (No Classes)
Sunday	August	2	End of 10-Week, 8-Week, and 2 <sup>nd</sup> 5-Week Classes

\*Approved 2/21/12 Board of Trustees Meeting

\*Please consult the current College Class Schedule publication for any revisions in the calendar.



# COLLEGE OF DuPAGE

## 2013-2014 ACADEMIC CALENDAR

1<sup>st</sup> Draft 8/18/09-Rev 9/15/11 Rev 12-9-11 Rev 12/20/11

### FALL SESSION 2013     16 – Week Term

<b>Wednesday-Friday</b>	<b>August</b>	<b>21-22-23</b>	<b>All Faculty Return/Convocation Days</b>
<b>Monday</b>	<b>August</b>	<b>26</b>	<b>16-Week and 1<sup>st</sup> 8-Week Classes Begin</b>
<b>Monday</b>	<b>September</b>	<b>2</b>	<b>Legal Holiday (Labor Day)</b>
<b>Tuesday</b>	<b>September</b>	<b>17</b>	<b>Begin 12-Week Classes</b>
<b>Wednesday</b>	<b>October</b>	<b>16</b>	<b>End of 1<sup>st</sup> 8-Week Classes</b>
<b>Thursday</b>	<b>October</b>	<b>17</b>	<b>Begin 2<sup>nd</sup> 8-Week Classes</b>
<b>Tuesday</b>	<b>October</b>	<b>22</b>	<b>In-Service Day/Professional Day (No Classes)</b>
<b>Wednesday</b>	<b>November</b>	<b>27</b>	<b>College Open; No Classes</b>
<b>Thursday-Sunday</b>	<b>Nov/Dec</b>	<b>28-1</b>	<b>Thanksgiving Recess</b>
<b>Saturday</b>	<b>December</b>	<b>14</b>	<b>End of 2<sup>nd</sup> 8-week Classes</b>
<b>Saturday-Friday</b>	<b>December</b>	<b>14-20</b>	<b>Final Evaluations/Culminating Activities (16-Week/12-Week Classes only)</b>
<b>Friday</b>	<b>December</b>	<b>20</b>	<b>End of 16-Week and 12-Week Classes</b>

**80 Instructional Days**

**4 Convocation and In-Service/Professional Days**

**84 Contract Days**

### SPRING SESSION 2014     16 – Week Term

<b>Monday-Tuesday</b>	<b>January</b>	<b>13-14</b>	<b>In-Service Days/Professional Days (No Classes)</b>
<b>Wednesday</b>	<b>January</b>	<b>15</b>	<b>16-Week and 1<sup>st</sup> 8-Week Classes Begin</b>
<b>Monday</b>	<b>January</b>	<b>20</b>	<b>Legal Holiday (M.L. King's Birthday)</b>
<b>Thursday</b>	<b>February</b>	<b>6</b>	<b>12-Week Classes Begin</b>
<b>Monday</b>	<b>March</b>	<b>10</b>	<b>End of 1<sup>st</sup> 8-Week Classes</b>
<b>Tuesday</b>	<b>March</b>	<b>11</b>	<b>2<sup>nd</sup> 8-Week Classes Begin</b>
<b>Thursday</b>	<b>March</b>	<b>13</b>	<b>In-Service Day/Professional Day (No Classes)</b>
<b>Sunday-Saturday</b>	<b>Mar/Apr</b>	<b>30-5</b>	<b>Spring Break</b>
<b>Sunday</b>	<b>April</b>	<b>20</b>	<b>No Classes (Easter)</b>
<b>Saturday</b>	<b>May</b>	<b>10</b>	<b>End of 2<sup>nd</sup> 8-Week Classes</b>
<b>Saturday-Friday</b>	<b>May</b>	<b>10-16</b>	<b>Final Evaluations/Culminating Activities (16-Week/12-Week Classes only)</b>
<b>Friday</b>	<b>May</b>	<b>16</b>	<b>End of 16-Week and 12-Week Classes</b>
<b>Friday</b>	<b>May</b>	<b>16</b>	<b>Commencement</b>

**81 Instructional Days**

**3 Convocation and In-Service/Professional Days**

**84 Contract Days**

### **Number of Instructional Days:**

#### **16-Week: 80**

M=16    T=16;    W=16;    Th=16;    F=16;    (S=15; Su=15)

#### **12-Week: 65**

M=13;    T=13;    W=13;    Th=13;    F=13;    (S=12; Su=12)

#### **1<sup>st</sup> 8-Week: 37**

M=7;    T=8;    W=8;    Th=7;    F=7;    (S=7; Su=7)

#### **2<sup>nd</sup> 8-Week: 38**

M=8;    T=7;    W=7;    Th=8;    F=8;    (S=8; Su=7)

Convocation/In-Service/Professional Days = 4

Holidays = 3

### **Number of Instructional Days:**

#### **16-Week: 81**

M=15;    T=16;    W=17;    Th=16;    F=17;    (S=16; Su=15)

#### **12-Week: 66**

M=13;    T=13;    W=13;    Th=13;    F=14;    (S=12; Su=12)

#### **1<sup>st</sup> 8-Week: 38**

M=7;    T=7;    W=8;    Th=8;    F=8;    (S=8; Su=8)

#### **2<sup>nd</sup> 8-Week: 38**

M=7;    T=8;    W=8;    Th=7;    F=8;    (S=8; Su=7)

Convocation/In-Service/Professional Days = 3

Holidays = 2 (Spring Break = 7 days)

**SUMMER SESSION 2014*****1<sup>st</sup> 5 – Week Term***

<b>Monday</b>	<b>May</b>	<b>26</b>
<b>Tuesday</b>	<b>May</b>	<b>27</b>
<b>Sunday</b>	<b>June</b>	<b>29</b>

**Legal Holiday (Memorial Day)**  
**Classes Begin for 1<sup>st</sup> 5-week term**  
**End of 1<sup>st</sup> 5-week term**

**Number of Instructional Days:**1<sup>st</sup> 5-Week: 24

M= 4; T= 5; W= 5; Th= 5; F= 5; (S= 5; Su= 5)

2<sup>nd</sup> 5-Week: 24

M= 5; T= 5; W= 5; Th= 5; F= 4; (S= 5; Su= 5)

***2<sup>nd</sup> 5 – Week Term***

<b>Monday</b>	<b>June</b>	<b>30</b>
<b>Friday</b>	<b>July</b>	<b>4</b>
<b>Sunday</b>	<b>August</b>	<b>3</b>

**Classes Begin for 2<sup>nd</sup> 5-week term**  
**Legal Holiday (Independence Day)**  
**End of 2<sup>nd</sup> 5-week term**

8-Week: 39

M=8; T=8; W=8; Th=8; F= 7; (S=8; Su=8)

10-Week: 48

M= 9; T= 10; W= 10; Th= 10; F= 9; (S= 10; Su= 10)

***8 – Week Term***

<b>Monday</b>	<b>June</b>	<b>9</b>
<b>Friday</b>	<b>July</b>	<b>4</b>
<b>Sunday</b>	<b>August</b>	<b>3</b>

**Classes Begin for 8-week term**  
**Legal Holiday (Independence Day)**  
**End of 8-week term**

Convocation/In-service/Professional Days = 0

Holidays = 2

***10 – Week Term***

<b>Monday</b>	<b>May</b>	<b>26</b>
<b>Monday</b>	<b>May</b>	<b>27</b>
<b>Friday</b>	<b>July</b>	<b>4</b>
<b>Sunday</b>	<b>August</b>	<b>3</b>

**Legal Holiday (Memorial Day)**  
**Classes Begin for 10-week term**  
**Legal Holiday (Independence Day)**  
**End of 10-week term**

# COLLEGE OF DuPAGE

## 2014-2015 ACADEMIC CALENDAR

1<sup>st</sup> Draft 8/18/09-Rev 9/15/11 Rev 12/9/11

**FALL SESSION 2014**      *16 – Week Term*

<b>Wednesday-Friday</b>	<b>August 20-21-22</b>	<b>All Faculty Return/Convocation Days</b>
<b>Monday</b>	<b>August 25</b>	<b>16-Week and 1<sup>st</sup> 8-Week Classes Begin</b>
<b>Monday</b>	<b>September 1</b>	<b>Legal Holiday (Labor Day)</b>
<b>Tuesday</b>	<b>September 16</b>	<b>Begin 12-Week Classes</b>
<b>Wednesday</b>	<b>October 15</b>	<b>End of 1<sup>st</sup> 8-Week Classes</b>
<b>Thursday</b>	<b>October 16</b>	<b>Begin 2<sup>nd</sup> 8-Week Classes</b>
<b>Tuesday</b>	<b>October 21</b>	<b>In-Service Day/Professional Day (No Classes)</b>
<b>Wednesday</b>	<b>November 26</b>	<b>College Open; No Classes</b>
<b>Thursday-Sunday</b>	<b>November 27-30</b>	<b>Thanksgiving Recess</b>
<b>Saturday</b>	<b>December 13</b>	<b>End of 2<sup>nd</sup> 8-Week Classes</b>
<b>Saturday-Friday</b>	<b>December 13-19</b>	<b>Final Evaluations/Culminating Activities (16-Week/12-Week classes only)</b>
<b>Friday</b>	<b>December 19</b>	<b>End of 16-Week and 12-Week Classes</b>

**80 Instructional Days**

**4 Convocation and In-Service/Professional Days**

**84 Contract Days**

**SPRING SESSION 2015**      *16 – Week Term*

<b>Monday-Tuesday</b>	<b>January 12-13</b>	<b>In-Service Days/Professional Days (No Classes)</b>
<b>Wednesday</b>	<b>January 14</b>	<b>16-Week and 1<sup>st</sup> 8-Week Classes Begin</b>
<b>Monday</b>	<b>January 19</b>	<b>Legal Holiday (M.L. King’s Birthday)</b>
<b>Thursday</b>	<b>February 5</b>	<b>12-Week Classes Begin</b>
<b>Monday</b>	<b>March 9</b>	<b>End of 1<sup>st</sup> 8-Week Classes</b>
<b>Tuesday</b>	<b>March 10</b>	<b>2<sup>nd</sup> 8-Week Classes Begin</b>
<b>Thursday</b>	<b>March 12</b>	<b>In-Service Day/Professional Day (No Classes)</b>
<b>Sunday-Saturday</b>	<b>Mar/Apr 29-4</b>	<b>Spring Break</b>
<b>Sunday</b>	<b>April 5</b>	<b>No Classes (Easter)</b>
<b>Saturday</b>	<b>May 9</b>	<b>End of 2<sup>nd</sup> 8-Week Classes</b>
<b>Saturday-Friday</b>	<b>May 9-15</b>	<b>Final Evaluations/Culminating Activities (16-Week/12-Week classes only)</b>
<b>Friday</b>	<b>May 15</b>	<b>End of 16-Week and 12-Week Classes</b>
<b>Friday</b>	<b>May 15</b>	<b>Commencement</b>

**81 Instructional Days**

**3 Convocation and In-Service/Professional Days**

**84 Contract Days**

**Number of Instructional Days:**

**16-Week: 80**

M=16    T=16;    W=16;    Th=16;    F=16;    (S=15; Su=15)

**12-Week: 65**

M=13;    T=13;    W=13;    Th=13;    F=13;    (S=12; Su=12)

**1<sup>st</sup> 8-Week: 37**

M=7;    T=8;    W=7;    Th=8;    F=7;    (S=7; Su=7)

**2<sup>nd</sup> 8-Week: 38**

M=8;    T=7;    W=7;    Th=8;    F=8;    (S=8; Su=7)

Convocation/In-Service/Professional Days = 4

Holidays = 3

**Number of Instructional Days:**

**16-Week: 81**

M=15;    T=16;    W=17;    Th=16;    F=17;    (S=16; Su=15)

**12-Week: 66**

M=13;    T=13;    W=13;    Th=13;    F=14;    (S=13; Su=12)

**1<sup>st</sup> 8-Week: 38**

M=7;    T=7;    W=8;    Th=8;    F=8;    (S=8; Su=8)

**2<sup>nd</sup> 8-Week: 38**

M=7;    T=8;    W=8;    Th=7;    F=8;    (S=8; Su=6)

Convocation/In-Service/Professional Days = 3

Holidays = 2 (Spring Break = 7 days)

**SUMMER SESSION 2015****1<sup>st</sup> 5 – Week Term**

<b>Monday</b>	<b>May</b>	<b>25</b>
<b>Tuesday</b>	<b>May</b>	<b>26</b>
<b>Sunday</b>	<b>June</b>	<b>28</b>

**Legal Holiday (Memorial Day)**  
**Classes Begin for 1<sup>st</sup> 5-week term**  
**End of 1<sup>st</sup> 5-week term**

**Number of Instructional Days:**1<sup>st</sup> 5-Week: 24

M= 4; T= 5; W= 5; Th= 5; F= 5; (S= 5; Su= 5)

2<sup>nd</sup> 5-Week: 24

M= 5; T= 5; W= 5; Th= 5; F= 4; (S= 5; Su= 5)

**2<sup>nd</sup> 5 – Week Term**

<b>Monday</b>	<b>June</b>	<b>29</b>
<b>Saturday</b>	<b>July</b>	<b>4</b>
<b>Sunday</b>	<b>August</b>	<b>2</b>

**Classes Begin for 2<sup>nd</sup> 5-week term**  
**Legal Holiday (Independence Day)**  
**End of 2<sup>nd</sup> 5-week term**

8-Week: 39

M=8; T=8; W=8; Th=8; F= 7; (S=8; Su=8)

**8 – Week Term**

<b>Monday</b>	<b>June</b>	<b>8</b>
<b>Saturday</b>	<b>July</b>	<b>4</b>
<b>Sunday</b>	<b>August</b>	<b>2</b>

**Classes Begin for 8-week term**  
**Legal Holiday (Independence Day)**  
**End of 8-week term**

10-Week: 48

M= 9; T= 10; W= 10; Th= 10; F= 9; (S= 10; Su= 10)

Convocation/In-service/Professional Days = 0

Holidays = 2

**10 – Week Term**

<b>Monday</b>	<b>May</b>	<b>25</b>
<b>Monday</b>	<b>May</b>	<b>26</b>
<b>Saturday</b>	<b>July</b>	<b>4</b>
<b>Sunday</b>	<b>August</b>	<b>2</b>

**Legal Holiday (Memorial Day)**  
**Classes Begin for 10-week term**  
**Legal Holiday (Independence Day)**  
**End of 10-week term**

COLLEGE OF DUPAGE  
SPECIAL BOARD MEETING

NEW BUSINESS

---

1. SUBJECT

Approval to revise the 2012-13 Academic Calendar.

2. REASON FOR CONSIDERATION

The Board of Trustees will establish and approve an academic calendar for each school year.

3. BACKGROUND INFORMATION

At the August 18, 2012 meeting the Board of Trustees approved a revision in the 2011-12 Academic Calendar. The revisions, which allowed for a different approach to the scheduling of summer courses, were based on the work of the Credit Class Schedule Task Force that included input from administrators, faculty, and classified staff. The revisions replaced the current first-eight week and second-eight week summer terms with a single eight week summer term. A ten-week summer term was added, while the two five-week sessions will remain. The reasons for the changes were to provide better access and convenience for our student populations, and to bring us into standard practice with our peers.

The current proposal applies the same changes to the 2012-13 Academic Calendar, which has already gone through the College approval process and has been published. The proposed calendar conforms to all guidelines outlined in the Administrative Rules of the Illinois Community College Board, April 2006.

4. RECOMMENDATION

That the Board of Trustees approves the revision of the 2012-13 Academic Calendar.

SIGNATURE PAGE FOR

APPROVAL TO REVISE THE 2012-13 ACADEMIC CALENDAR.

ITEM(S) ON REQUEST

That the Board of Trustees approves the revision of the 2012-13 Academic Calendar.

*Joseph E. Colan*

2/1/12

Executive Vice President

Date

*[Signature]*

2/6/12

President

Date

COLLEGE OF DuPAGE  
ACADEMIC CALENDAR\*  
**2012-2013\***

**FALL SESSION, 2012**

Wednesday-Friday	August	15-16-17	All Faculty Return / Convocation Days
Monday	August	20	16-Week and 1 <sup>st</sup> 8-Week Classes Begin
Monday	September	3	Legal Holiday (Labor Day) (No Classes)
Tuesday	September	11	12-Week Classes Begin
Monday	October	15	End of 1 <sup>st</sup> 8-Week Classes
Tuesday	October	16	In-Service Day/Professional Day (No Classes)
Wednesday	October	17	2 <sup>nd</sup> 8-Week Classes Begin
Wednesday	November	21	College Open; No Classes
Thursday-Sunday	November	22-25	Thanksgiving Recess
Sunday	December	9	End of 12-Week Classes
Saturday-Friday	December	8-14	Final Evaluations/Culminating Activities
Friday	December	14	End of 16-Week and 2 <sup>nd</sup> 8-Week Classes

**SPRING SESSION, 2013**

Monday-Wednesday	January	7-8-9	In-Service Days/Professional Days (No Classes)
Thursday	January	10	16-Week and 1 <sup>st</sup> 8-Week Classes Begin
Monday	January	21	Legal Holiday (M. L. King's Birthday) (No Classes)
Thursday	January	31	12-Week Classes Begin
Thursday	March	7	End of 1 <sup>st</sup> 8-Week Classes
Friday	March	8	In-Service Day/Professional Day (No Classes)
Saturday	March	9	2 <sup>nd</sup> 8-Week Classes Begin
Monday-Sunday	March	25-31	Spring Break
Sunday	March	31	No Classes
Thursday	May	2	End of 12-Week Classes
Saturday-Friday	May	4-10	Final Evaluations/Culminating Activities
Friday	May	10	End of 16-Week and 2 <sup>nd</sup> 8-Week Classes
Friday	May	10	Commencement

**SUMMER SESSION, 2013 – REVISED**

Monday	May	27	Legal Holiday (Memorial Day) (No Classes)
Tuesday	May	28	1 <sup>st</sup> 5-Week and 10-Week Classes Begin
Monday	June	10	8-Week Classes Begin
Sunday	June	30	End of 1 <sup>st</sup> 5-Week Classes
Monday	July	1	2 <sup>nd</sup> 5-Week Classes Begin
Thursday	July	4	Legal Holiday (Independence Day) (No Classes)
Sunday	August	4	End of 10-Week, 8-Week, and 2 <sup>nd</sup> 5-Week Classes

\*Approved 11/19/09 Board of Trustees Meeting

\*Revision Approved 2/21/12 Board of Trustees Meeting

\*Please consult the current College Class Schedule publication for any revisions in the calendar.

**COLLEGE OF DuPAGE**  
**2012-2013 ACADEMIC CALENDAR**

1<sup>st</sup> Draft 8/13/09; rev 9/11/09; rev 9/15/11

**FALL SESSION 2012**     *16 – Week Term*

Wednesday-Friday	August 15-16-17	All Faculty Return/Convocation Days
Monday	August 20	16-Week and 1 <sup>st</sup> 8-Week Classes Begin
Monday	September 3	Legal Holiday (Labor Day)
Tuesday	September 11	Begin 12-Week Classes
Monday	October 15	End of 1 <sup>st</sup> 8-Week Classes
Tuesday	October 16	In-Service Day/Professional Day (No Classes)
Wednesday	October 17	Begin 2 <sup>nd</sup> 8-Week Classes
Wednesday	November 21	College Open; No Classes
Thursday-Sunday	November 22-25	Thanksgiving Recess
Sunday	December 9	End of 12-Week Classes
Saturday-Friday	December 8-14	Final Evaluations/Culminating Activities
Friday	December 14	End of 16-Week and 2 <sup>nd</sup> 8-Week Classes

*80 Instructional Days*

*4 Convocation and In-Service/Professional Days*

*84 Contract Days*

**SPRING SESSION 2013**     *16 – Week Term*

Monday-Wednesday	January 7-8-9	In-Service Days/Professional Days (No Classes)
Thursday	January 10	16-Week and 1 <sup>st</sup> 8-Week Classes Begin
Monday	January 21	Legal Holiday (No Classes)
Thursday	January 31	12-Week Classes Begin
Thursday	March 7	End of 1 <sup>st</sup> 8-Week Classes
Friday	March 8	In-Service Day/Professional Day (No Classes)
Saturday	March 9	2 <sup>nd</sup> 8-Week Classes Begin
Monday-Sunday	March 25-31	Spring Break
Sunday	March 31	No Classes (Easter)
Thursday	May 2	End of 12-Week Classes
Saturday-Friday	May 4-10	Final Evaluations/Culminating Activities
Friday	May 10	End of 16-Week and 2 <sup>nd</sup> 8-Week Classes
Friday	May 10	Commencement

*80 Instructional Days*

*4 Convocation and In-Service/Professional Days*

*84 Contract Days*

**Number of Instructional Days:**

16-Week: 80

M=16    T=16;    W=16;    Th=16;    F=16;    (S=15; Su=15)

12-Week: 60

M=12;    T=12;    W=12;    Th=12;    F=12;    (S=12; Su=12)

1<sup>st</sup> 8-Week: 40

M=8;    T=8;    W=8;    Th=8;    F=8;    (S=8; Su=8)

2<sup>nd</sup> 8-Week: 40

M=8;    T=8;    W=8;    Th=8;    F=8;    (S=7; Su=7)

Convocation/In-Service/Professional Days = 4

Holidays = 3

**Number of Instructional Days:**

16-Week: 80

M=15;    T=16;    W=16;    Th=17;    F=16;    (S=16; Su=16)

12-Week: 60

M=12;    T=12;    W=12;    Th=12;    F=12;    (S=12; Su=12)

1<sup>st</sup> 8-Week: 40

M=7;    T=8;    W=8;    Th=9;    F=8;    (S=8; Su=8)

2<sup>nd</sup> 8-Week: 40

M=8;    T=8;    W=8;    Th=8;    F=8;    (S=8; Su=8)

Convocation/In-Service/Professional Days = 3

Holidays = 1 (Spring Break = 7 days)



**SUMMER SESSION 2013- REVISED*****1<sup>st</sup> 5 – Week Term***

<b>Monday</b>	<b>May</b>	<b>27</b>
<b>Tuesday</b>	<b>May</b>	<b>28</b>
<b>Thursday</b>	<b>June</b>	<b>30</b>

**Legal Holiday (Memorial Day)**  
**Classes Begin for 1<sup>st</sup> 5-week term**  
**End of 1<sup>st</sup> 5-week term**

**Number of Instructional Days: 48**1<sup>st</sup> 5-Week: 24

M= 4; T= 5; W= 5; Th= 5; F= 5; (S= 5; Su= 5)

2<sup>nd</sup> 5-Week: 24

M= 5; T= 5; W= 5; Th= 4; F= 5; (S= 5; Su= 5)

***2<sup>nd</sup> 5 – Week Term***

<b>Monday</b>	<b>July</b>	<b>1</b>
<b>Thursday</b>	<b>July</b>	<b>4</b>
<b>Sunday</b>	<b>August</b>	<b>4</b>

**Classes Begin for 2<sup>nd</sup> 5-week term**  
**Legal Holiday (Independence Day)**  
**End of 2<sup>nd</sup> 5-week term**

8-Week: 39

M=8; T=8; W=8; Th=7; F= 8; (S=8; Su=8)

***8 – Week Term***

<b>Monday</b>	<b>June</b>	<b>10</b>
<b>Thursday</b>	<b>July</b>	<b>4</b>
<b>Sunday</b>	<b>August</b>	<b>4</b>

**Classes Begin for 8-week term**  
**Legal Holiday (Independence Day)**  
**End of 8-week term**

10-Week: 48

M= 9; T= 10; W= 10; Th= 9; F= 10; (S= 10; Su= 10)

Convocation/In-service/Professional Days = 0

Holidays = 2

***10 – Week Term***

<b>Monday</b>	<b>May</b>	<b>27</b>
<b>Tuesday</b>	<b>May</b>	<b>28</b>
<b>Thursday</b>	<b>July</b>	<b>4</b>
<b>Sunday</b>	<b>August</b>	<b>4</b>

**Legal Holiday (Memorial Day)**  
**Classes Begin for 10-week term**  
**Legal Holiday (Independence Day)**  
**End of 10-week term**



COLLEGE OF DUPAGE  
SPECIAL BOARD MEETING

NEW BUSINESS APPROVAL

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1. SUBJECT

Approval for a New Business Anthropology Certificate Program.

2. REASON FOR CONSIDERATION

Board approval is required for new degree and certificate programs.

3. BACKGROUND INFORMATION

The purpose of the Business Anthropology Certificate Program is to train students for jobs in the global workforce by providing them with cultural literacy and an interdisciplinary focus to addressing contemporary problems.

This Certificate is designed to increase the marketability of individuals interested in working in cross-cultural and international work environments by sharpening interpersonal and critical-thinking skill sets as it relates to working in these environments. The program emphasizes a practical, interdisciplinary, real world approach to anthropology with the purpose of attaining employment outside of academia.

4. RECOMMENDATION

That the Board of Trustees approves a 14-credit hour Business Anthropology Certificate Program.

SIGNATURE PAGE FOR THE APPROVAL FOR A NEW BUSINESS ANTHROPOLOGY CERTIFICATE PROGRAM

ITEM(S) ON REQUEST

That the Board of Trustees approves a 14-credit hour Business Anthropology Certificate Program.



1/31/12

Dean, Health & Sciences Division

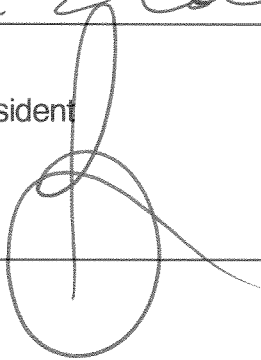
Date



1/31/12

Executive Vice President

Date



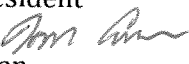
2/6/12

President

Date

January 24, 2012

To: Dr. Joseph Collins  
Executive Vice President

From: Tom Cameron, Dean   
Health and Sciences Division

Re: Board of Trustee Approval on  
New Certificate – **Business Anthropology**

I am in support of, and am requesting Board of Trustee Approval on the following new certificate within the Health and Sciences Division:

### **Business Anthropology**

The Business Anthropology Certificate is designed to increase the marketability of individuals interested in working in cross-cultural and international work environments by sharpening interpersonal and critical-thinking skill-sets as it relates to working in these environments. In addition, the Business Anthropology Certificate will provide a competitive advantage for students seeking placement in a four-year college for applied anthropology. The four classes will cover a broad range of anthropological topics including methods, business anthropology, and cultural anthropology, with a focus on holism (understanding how various aspects of a society are integrated such as family, gender roles, economics, religion and politics), critical thinking and problem solving. The program emphasizes a practical, interdisciplinary, real world approach to anthropology with the purpose of attaining employment outside of academia. There are a multitude of jobs available to someone with applied anthropology training. Indeed, with the ever-increasing interconnectedness of work in a global workforce, anthropology increases one's cultural competencies in a diverse workplace. While many disciplines teach quantitative analysis, anthropology's qualitative analysis via participant observation and ethnography operates as cornerstones of its methodological training.

Form 20 is attached; and all required forms (for division and college curriculum committees) have been completed by the faculty and have been forwarded on to Betty Willig, Coordinator of College Curriculum. This certificate will be processed through the Illinois Community College Board once C.O.D.'s Board has approved it.

Please place the Business Anthropology Certificate approval on the February 21, 2012 Board of Trustees' agenda.

Please contact me if you have any questions.

cc: B. Willig, Curriculum  
encl: Form 20 – Business Anthropology

Illinois Community College Board

**APPLICATION FOR PERMANENT APPROVAL  
OF A CAREER & TECHNICAL EDUCATION CURRICULUM**  
**Submit THREE Complete Copies**

**COLLEGE NAME** – College of DuPage      **5-DIGIT COLLEGE NUMBER** 502-01

**CONTACT PERSON** – Tom Cameron

**PHONE** – 630-942-2291

**FAX** 630-858-5409

**EMAIL** – Cameron@cod.edu

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**CURRICULUM INFORMATION**

**CERTIFICATE:**

**TITLE** ANTHR 4301 Business Anthropology **CREDIT HOURS** 14 **CIP CODE** = 45.0101

**PROPOSED CLASSIFICATION:**   X   District      \_\_\_\_\_ Regional      \_\_\_\_\_ Statewide

**PROPOSED IMPLEMENTATION DATE:** Fall 2012

**SUBMISSION INCLUDES:**

  X   Part A: Feasibility Analysis

  X   Part B: Curriculum Quality and Cost Analysis. **Also, complete the following when submitting Part B:**

This curriculum was approved by the college Board of Trustees on: \_\_\_\_\_  
Date

State approval is hereby requested: \_\_\_\_\_  
*Required-* Chief Administrative Officer Signature      Date

**ICCB USE ONLY:**

**ICCB APPROVAL DATE:** AAS \_\_\_\_\_ 7-29 cr hrs Cert. \_\_\_\_\_ 30+ Cert. \_\_\_\_\_

**IBHE APPROVAL DATE for AAS**

# APPLICATION FOR PERMANENT APPROVAL OF A CAREER & TECHNICAL EDUCATION CURRICULUM

## INSTRUCTIONS

**Application Components:** The curriculum approval application includes two parts, **Part A: Feasibility Analysis** and **Part B: Curriculum Quality and Cost Analysis**.

**Part A: Feasibility Analysis.** This section is designed to verify that the program is feasible from a labor market standpoint and solicits conclusive or convincing evidence of labor market need. Colleges are advised to complete this section in advance to indicate feasibility and provide evidence to the state curriculum review team regarding the program's need and the district's ability to sustain it.

**Part B: Curriculum Quality and Cost Analysis.** This section is intended to solicit information from the college that documents quality in response to identified needs and that it is a cost-effective program with commensurate financial support

Community colleges may submit both Parts A and B separately or together as a package.

**Approval of Related AAS Degree and Certificate Curricula.** When applying for approval of closely related AAS degree and certificate programs, the college should submit a single application that reflects all programs. (For example, a hospitality management AAS and certificate would use a single application.) In the application, ensure that information is tailored as needed to each curriculum, as the rationale and supporting information may vary for each program. For Chart B: Enrollment, provide separate enrollment and completion figures for each program. For Chart C: Curriculum, submit a separate chart for each program.

**Application Submission.** Submit **three (3)** complete copies of the application.

**For More Information.** Community colleges are encouraged to contact ICCB staff with questions on the application process. Pertinent information is also contained in the *Administrative Rules of the Illinois Community College Board*.

# OCCUPATIONAL CURRICULUM APPROVAL APPLICATION

## PART A: FEASIBILITY ANALYSIS

### 1. CURRICULUM DESCRIPTION. Provide a description addressing:

- a. the program's purpose and a catalog description

The purpose of the Business Anthropology Certificate Program is to train students for jobs in the global workforce by providing students with cultural literacy and an interdisciplinary focus to addressing contemporary problems.

*CATALOG: The Business Anthropology Certificate is designed to increase the marketability of individuals interested in working in cross-cultural and international work environments by sharpening interpersonal and critical-thinking skill-sets as it relates to working in these environments. In addition, the Business Anthropology Certificate will provide a competitive advantage for students seeking placement in a four-year college for applied anthropology. The four classes will cover a broad range of anthropological topics including methods, business anthropology, and cultural anthropology, with a focus on holism (understanding how various aspects of a society are integrated such as family, gender roles, economics, religion and politics), critical thinking and problem solving. The program emphasizes a practical, interdisciplinary, real world approach to anthropology with the purpose of attaining employment outside of academia.*

- b. the type of jobs for which it would train graduates (e.g., job titles, occupations, clusters of occupations, cross-functional positions, emerging occupations)

*There are a multitude of jobs available to someone with applied anthropology training. Indeed, with the ever-increasing interconnectedness of work in a global workforce, anthropology increases one's cultural competencies in a diverse workplace. For business administration majors applied anthropology is a seamless fit because it provides them with essential insights often not taught in business school such as cultural factors that shape consumer behavior and taking a holistic approach which calls on "taking into account all variables at all levels" according to the American Anthropological Association. Applied anthropology allows engineers to move beyond looking purely at technology in a vacuum or theoretical setting to better understand how people practically use the technology that one designs. Cultural knowledge produced by a Business Anthropology Certificate would benefit individuals working in fields with diverse workforces and customers such as healthcare workers and human resource staff. Market research analysts would find such a certificate particularly beneficial because job descriptions often call on applicants to know both quantitative and qualitative analysis. While many disciplines teach quantitative analysis, anthropology's qualitative analysis via participant observation and ethnography operates as cornerstones of its methodological training.*



- c. the target population; e.g., current employees and/or persons desiring career entry

*The Business Anthropology Certificate program at College of DuPage serves any student; however, the students in our classes typically fall into three categories – 1) employed non-traditional students who are seeking to add applied anthropology skills in order to enhance their careers, 2) unemployed non-traditional students who are seeking to add applied anthropology skills in order to increase their marketability in today's economy, and 3) young students looking to transfer to four-year colleges in order to major in Business Administration, a healthcare related field or Anthropology and pursue a career in one of these fields.*

- d. unique or noteworthy features of the program

*While the precedence for Business Anthropology has been established at four year colleges and universities i.e. Wayne State University, San Jose State University, Santa Clara University, Oregon State University, University of Northern Texas, and University of North Carolina – Greensboro, College of DuPage would be the only community college in the nation to create a Business Anthropology Certificate. This certificate is designed for the person who has been in the workforce with a bachelor's degree and wants to update his or her skill sets. The certificate will provide opportunities to advance within his or her field or to change careers and work in an industry where cross-cultural knowledge, critical thinking and analytical skills are required.*

- e. relationship of the program to existing curricula at the college (e.g., how the program complements or shares resources with existing programs)

*Business Anthropology classes are part of the Anthropology curriculum at College of DuPage.*

- f. how will the college recruit and retain minorities, individuals with disabilities, non-traditional students or other students defined as “special populations” in this program?

*College of DuPage admissions and advising department have outreach efforts to the district, the community at large, the professional community and area high schools. These efforts include career nights, and visits to local professional employers. Provisions are made for those students who require special accommodations for test taking, class participation and other needs. The lead instructor has extensive experience working with diverse student bodies and retaining minority, non-traditional students and “special populations”.*

2. **LABOR MARKET NEED.** Document labor market need for the proposed curriculum. Consult ICCB's "*Labor Market Need Analysis: Ten Easy Steps to Conduct a Basic Analysis for Program Approval*" (Appendix B of the *Program Manual*)
  - a. **Supply-Demand Data.** Attach information on program completers versus projected job openings for your district. For comparison purposes you may want to include statewide data. Regional proposals should include data reflective of all districts to be served.

*At the community college level there are only three institutions nationally offering certificates in applied anthropology: Truckee Meadows Community College of Reno, NV, Lake Tahoe Community College of South Lake Tahoe, CA, and University of Hawaii Community college (Forensic Anthropology). COD would be the only community college in the state providing this service and the only community college in the nation providing applied anthropology courses in business and medical anthropology. There are two four-year institutions in Illinois offering Applied Anthropology certification: DePaul University and Northern Illinois University. Neither of these institutions focuses on Business Anthropology, which places College of DuPage in a complementary relationship to these institutions. The Business Anthropology Certificate is designed primarily for improving the skill sets of individuals majoring in business administration, health-related fields and working in occupations such as market research analysts and other related fields that involve interaction with a diverse body of clients. Among the companies currently employing applied anthropologists are: Boeing (Corporate Headquarters in Chicago, IL), Intel, Citicorp, AT&T, Kodak, Motorola, Walt Disney, Microsoft, General Mills, and Hallmark. Illinois will need to fill 11,030 Management occupations between 2008-2018 according to the Illinois Department of Employment Security, Economic Information and Analysis Division.*

**b. Alternate Documentation.** If supply-demand data is not supportive, not applicable (such as with some new and emerging occupations), or not available (such as for your district) provide alternate documentation of labor market need. This might include career information, such as occupational growth rates, wage information, or a job outlook summary. This might also include data from employers assessing current openings in your area or their need to retrain employees.

*Numerous websites, including but not limited to those listed here, specialize in jobs that a Business Anthropology Certificate could enhance an applicant's prospects. Business administration and engineering routinely list numerous openings in their respective fields. Companies that have positions for employees overseas would view this certificate as highly desirable for their employees to possess. A few sample job ads are attached:*

<http://www.salesjob.com/>

<http://www.marketingjobs.com/>

*Note that the skills and knowledge acquired and demonstrated through earning the Business Anthropology Certificate have different applications in the job market. Some of the program's students may simply earn the certificate and seek an entry-level job. Other students will pair the certificate with a two-year degree in order to pursue a job perhaps higher than entry level. Another set of students will transfer with the certificate and the two-year degree, thus seeking a four-year degree and subsequently looking in a different job market. Still other students begin the certificate program with a B.A. or post-graduate degree, and add the Business Anthropology certificate in order to pursue high-level management positions.*

c. **Need Summary.** Summarize the key findings on Chart A: Labor Market Need.

Employment in Business Management Occupations, Community and Social Services Occupations and Market Research Analyst Occupations continues to see growth. According to the U.S. Bureau of Labor Statistics (BLS), the job forecast for business management, community and social services, and market research are expected to grow faster than other occupations through 2018. According to the State of Illinois Occupational Employment Projections for DuPage County (Long-term) 2006 -2016:

- Management Occupations will have annual job openings due to growth (401) and replacement (681) for a total of 1,082 jobs which is 1.44% growth annually.
- Community and Social Services Occupations will have annual job openings due to growth (173) and replacement (106) for a total of 279 jobs which is 2.52% growth annually.
- Market Research Analyst Occupations will have annual job openings due to growth (37) and replacement (10) for a total of 47 jobs which is 2.2% growth annually.

d. **Planning and Collaboration.** Describe how the proposed curriculum fits into the college's overall plans and goals to meet career and technical education/workforce preparation needs within the district/region. Address how the program meets priority needs, and describe steps taken to plan and deliver the curriculum in collaboration with others, such as the education-to-careers partnership, the Tech Prep consortium, the regional community college/university consortium, or other local/regional initiatives and partners.

*The proposed curriculum was developed with the guidance of the anthropology*

*faculty to address the interests and inquiries of students at the College of DuPage.*

*The program will assist in training and educating students to fill current and future job vacancies in Business Management, Market Analysis Research, Community and Health related fields. Students pursuing advanced educational degrees may further complement their instruction with a business anthropology certificate.*

*The United States Department of Labor indicates that job prospects are best for people who are educated and have formal training and experience, in particular those individuals who have degrees and certifications. The August 2011 Bureau of Labor Statistics (BLS) jobs report indicated that the unemployment rate for college graduates (that is, those holding at least a Bachelor's degree) is only 4.3 percent.*

- e. **Regional Programs.** If the college is seeking "regional" designation for the proposed program, define the "region" to be served, describe how the college will ensure the region is adequately served by the program, (e.g., via cooperative arrangements or telecommunications) and include separate letters from each of the colleges within the defined region indicating their support for the proposed program at your college.

*We are not seeking regional approval. We are seeking district approval only.*

3. **ENROLLMENT DATA.** Project enrollments and completions on Chart B: Enrollment.

**CHART A: LABOR MARKET NEED.** Summarize key findings from labor market data (including alternate data if appropriate) to document need for the proposed program.

<u>SOC Job Titles &amp; Codes</u> * (and other job titles if alternate data also submitted)	Employment Projections:	
	Annual District Openings *	Annual Program Completers **
	<b>DuPage County</b>	
11-000 Management Occupations	1,082	
21-000 Community and Soc. Serv. Occupations	279	
13-1161 Market Research Analyst Occupations	47	

\* SOC (Standard Occupational Classification) Job titles/codes & AAJO (Average Annual Job

Openings) by Community College district can be found through the IDES (Illinois Dept. of Employment Security) website at [www.il.workinfo.com](http://www.il.workinfo.com).

\*\* Program completer data can be used from the most current ICCB Data and Characteristics Report or completer data provided by the college.

**CHART B: ENROLLMENT:** Project enrollments and completions:

	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Full-Time Enrollments:	2	4	6
Part-Time Enrollments:	12	20	30
Completions:	10	22	30

**OCCUPATIONAL CURRICULUM APPROVAL APPLICATION  
PART B: CURRICULUM QUALITY AND COST ANALYSIS**

1. **OCCUPATIONAL CURRICULUM APPROVAL APPLICATION COVER SHEET.** If Part A: Feasibility Analysis was submitted previously and Part B: Curriculum Quality and Cost Analysis is a separate submission:

- a. **Cover Sheet.** Attach a copy of the cover sheet from the original submission that includes the local college board of trustees approval date and the chief administrative officer's signature.

*Attached*

- b. **Part A Revisions.** Verify if the information submitted previously on Part A is still accurate and pertinent. If any revisions are needed, please submit.

*Original submission*

2. **CURRICULUM INFORMATION.** Provide the following information on the program:

- a. **Curriculum.** Complete Chart C: Curriculum to present the proposed curriculum. Include separate chart C's for each proposed program.
- b. **Articulation.** Specify how the program is structured or articulated to provide a career ladder for students. Include information on articulation with secondary schools (such as dual credit opportunities) articulation between certificate and AAS degrees, and articulation with baccalaureate institutions.

*The Business Anthropology Certificate directly complements the Anthropology program in that it, like the recently added Forensic Anthropology course, provides an applied focus which translates into employability outside the academic arena. Globalization has made understanding culture as relevant as understanding basic arithmetic. This certificate helps students already in the workforce in the fields of Business Administration, or with Market Research Analyst or Human Resources backgrounds and/or who have bachelor's degrees an edge in their respective disciplines navigate the 21<sup>st</sup> century workplace with its growing demand for cultural knowledge, critical thinking and qualitative analysis skill sets.*

- c. **Course Syllabi.** Append course syllabi for new courses or any existing courses that are being modified significantly for the proposed curriculum.

*Attached.*

- d. **Work-Based Learning.** Append a list of work-based learning sites to be used; e.g., for internship, career exploration, job shadowing, clinical practicum, or apprenticeship coursework.

*Work-based learning is required. Internships and partnerships are desirable and may be established and/or continued with local businesses and non-Profits in DuPage County.*

- e. **Equipment.** List equipment to be purchased, shared, or leased to implement the curriculum.

*At this time the college owns computers in standard computer labs for use by Business Anthropology students. The college maintains an existing licensure agreement with the software provider Microsoft Office and SPSS.*

3. **EDUCATION AND SKILL REQUIREMENTS.** Describe how the college ensures that the proposed curriculum will provide needed education and skills for the occupation and will meet program objectives by addressing the following:

- a. **Employer Input.** Append employer advisory committee meeting minutes and other pertinent documents to reflect the private sector input obtained in the development of the proposed curriculum.

*Establishment of an employer advisory committee is underway.*

- b. **Skill Level.** Describe how the program incorporates the appropriate level of academic, technical, and workplace skills, including SCANS skills (Secretary's Commission on Achieving Necessary Skills), Work Keys and state and/or national skill standards, if available.

*The College of DuPage will ensure that the Business Anthropology Certificate will incorporate the appropriate level of academic, technical, and workplace skills into the curriculum.*

- c. **Skills Standards/Credentialing/Licensure for Students.** Regarding the *students*, please specify:

What skill standards have been set in this occupation or what professional credentialing (licensure, certification, registration, etc.) is available to students and through what agency/entity? Is it optional or required; i.e., is licensure or certification required or optional for job entry? What steps has the college completed to ensure that students will learn the skills required to obtain the necessary licensure or certification?

*There are no such skill standards.*

- d. **Skills Standards/Accreditation for Programs.** Regarding the proposed *program*, please specify:

What external approval or accreditation can be obtained for this program and through what agency/entity? Is it optional or required; i.e., is program approval/accreditation by a regulatory agency or industry-related entity required prior to enrolling students or graduates earning their licensure/certification? What steps has the college completed to obtain that approval/accreditation?

*There is no external approval or accreditation.*

4. **ASSESSMENT OF STUDENT LEARNING.** Describe how the college plans to ensure students will meet the objective for this program by providing the following:

- a. **Student Learning Objectives.** Describe or list the learning objectives/outcomes that each student is expected to have mastered upon completion of the program related to 1) the general education component of the curriculum, and 2) the career and technical education component of the curriculum. *These are program-level outcomes rather than course-level outcomes.*

1. Explain hypotheses of culture using anthropological theory and research tools
2. Identify shifts in economies from Fordism to Post-Modernism
3. Explain how economic systems are integrated within cultures
4. Explain ethnocentrism regarding self and others
5. Define and apply the concepts of cultural relativism and differentiate between them.
6. Explain verbal and nonverbal dimensions of communication in cross-cultural settings
7. Prepare a rapid ethnography assessment
8. Implement qualitative and quantitative data analysis
9. Demonstrate participant observation
10. Explain how institutions and individuals respond to a contemporary problem



- b. **Assessment of Student Learning Objectives.** Describe the end-of-program evaluation process(es) the college has in place to ensure that students demonstrate these learning objectives just prior to program completion. For example, assessment through portfolio review, cumulative course, team project, written/performance test, or industry/state certification/licensure examination.

*To ensure that students can demonstrate learning objectives, end of program/certificate assessments may include all or part of the following: comprehensive exams, practicum-based course research projects and program portfolios. Students must have completed all courses with at least "C" in order to be awarded the certificate. In addition, the Field Experience in Applied Anthropology course requires submission and evaluation of field notes as well as a culminating project.*

- c. **Program Improvement.** Describe how the college will use this assessment for continuous quality improvement of the curriculum.

*The college will use the assessments from the above to measure if students are succeeding in the program and gauge if certain areas of the curriculum could use revision. Student outcomes will be carefully monitored for each course within the certificate and instructors will be encouraged to develop useful end of course evaluations. These tools will allow faculty to assess the current curriculum and to revise accordingly.*

## 5. FACULTY

- a. **Faculty Qualifications.** Complete and append Chart D1: Faculty Qualifications to specify the minimum qualifications for program faculty, including new and existing faculty.

*Attached.*

- b. **Faculty Needs.** Complete and append Chart D2: Faculty Needs to specify the number of full- and part-time faculty the program will need for each of the first three years, including new and existing faculty.

*Attached.*

6. **ACADEMIC CONTROL.** If another entity is involved in the delivery of the program in addition to the community college through a cooperative arrangement or contract; e.g., with another college or university, the regional consortia, an apprenticeship organization, a private institution or business, or other outside entity:

- a. **Contractual/Cooperative Agreements.** Append a copy of the contractual or cooperative agreement.

b.

*Not applicable*

**b.Academic Control.** Describe how the college will maintain academic control over the program, including student admissions, faculty, and program content and quality.

The College of DuPage will have full academic control over the Business Anthropology Certificate.

7. **COST DATA.** Document the financial feasibility of the proposed program.

**a.Source of Funds.** Specify the source of resources to support the proposed program and note what portion of funds will come from reallocation of existing resources as compared to new resources.

*Not Applicable*

**b.Finance.** Complete and append Chart E: Finance to identify new direct costs to establish the program.

*Chart E completed, no new direct costs.*

**CHART C: CURRICULUM.** List courses within the proposed program, and *asterisk new courses.*

	Course Prefix/#	Course Title	Asterisk New Courses	Credit Hours	Lecture Contact Hours	Lab Contact Hours
General Education Courses ( <i>required</i> coursework).  Note which courses are transferable.	ANTHR 1100	Cultural Anthropology (transferable)		3	3	0
	ANTHR 1110	Business Anthropology (transferable)	*	3	3	0
	ANTHR 2100	Intro to Anthropology Methods (transferable)	*	4	4	0
	ANTHR 2210	Field Experience in Applied Anthropology (transferable)	*	4	0	8
<b>Total</b>						
Career and Technical Education Courses ( <i>required</i> coursework)						
<b>Total</b>						
Work-Based Learning Courses ( <i>required</i> internship, practicum, apprenticeship, etc.)						
<b>Total</b>						
Electives		None, though the program will look for opportunities for cooperation with other programs at COD such as Business Administration, Criminal Justice, Homeland Security, and Health Sciences				
<b>Total</b>						
<b>TOTAL CREDIT HOURS REQUIRED FOR COMPLETION</b>				14		

**CHART D1: FACULTY QUALIFICATIONS.** Cite the minimum qualifications for new and existing faculty.

<u>Degree</u>	<u>Field</u>	<u>Years of Related Occupational Experience</u>	<u>Years of Teaching Experience</u>
For ANTHR classes:			
MA	Anthropology or related field	2	2

**CHART D2: FACULTY NEEDS.** : Cite the number of faculty, including new and existing faculty, that the program will need for each of the first three years, noting if they will serve as full-time faculty or part-time.

	<u>First Year</u>		<u>Second Year</u>		<u>Third Year</u>	
	<u>Full-Time</u>	<u>Part-Time</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>Full-Time</u>	<u>Part-Time</u>
# of New Faculty	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
# of Existing Faculty	<u>1</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>1</u>	<u>0</u>

**CHART E: FINANCE:** Identify projected new direct costs to establish the program.

	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Faculty Costs	<u>\$ 0</u>	<u>0</u>	<u>0</u>
Administrator Costs	<u>\$ 0</u>	<u>0</u>	<u>0</u>
Other Personnel Costs (specify positions)	<u>\$ 0</u>	<u>0</u>	<u>0</u>
Equipment Costs	<u>\$ 0</u>	<u>0</u>	<u>0</u>
Library/LRC Costs	<u>\$ 0</u>	<u>0</u>	<u>0</u>
Facility Costs	<u>\$ 0</u>	<u>0</u>	<u>0</u>
Other (specify)	<u>\$ 0</u>	<u>0</u>	<u>0</u>
<b>TOTAL NEW COSTS</b>	<b><u>\$ 0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>

COLLEGE OF DUPAGE  
SPECIAL BOARD MEETING

NEW BUSINESS APPROVAL

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1. SUBJECT

Seaton Computing Center (SCC) Renovation Project ICCB Application.

2. BUDGET STATUS

Funds in the amount of \$6,500,000 are being provided by the FMP SCC Construction Budget.

3. BACKGROUND INFORMATION

Locally Funded capital projects require ICCB approval. Attached is the ICCB capital projects application for the Seaton Computing Center project.


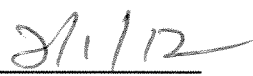
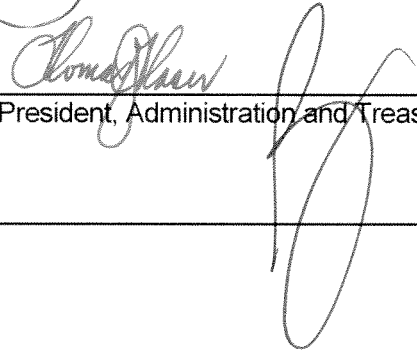

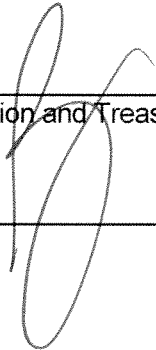

4. RECOMMENDATION

That the Board of Trustees approve the Seaton Computing Center project submittal to the ICCB per the capital projects application form attached. The project budget is \$6,500,000.

SIGNATURE PAGE FOR SEATON COMPUTING CENTER (SCC) ICCB APPLICATION

ITEM(S) ON REQUEST

That the Board of Trustees approve the Seaton Computing Center project submittal to the ICCB per the capital projects application form attached. The project budget is \$6,500,000.

	
John Wandolowski, Director Facilities Planning and Development	Date
	
Senior Vice President, Administration and Treasurer	Date
	
President	Date

## Appendix A

### Project Application Forms

(Revised 11/3/99)

## CAPITAL PROJECT APPLICATION FORM (One Application Form per Project)

District/College and District #

Contact Person Steve Lane Phone # 630-942-2565

Project Title

Project Budget \$ 6,500,000 ( ) check There if the proposed project is to be financed with a combination of local, state, federal, foundation gifts, etc and disclose on funding attachment 2

Date January 23, 2012

### Application Type (check the appropriate application type and follow instructions):

- Locally Funded New Construction--complete/submit Sections I, II, and II.
- Locally Funded Remodeling--complete/submit Sections I and III.
- Locally Funded New Construction and Remodeling--complete/submit Sections I, II, and III.
- Protection, Health and Safety--complete/submit Section I and Attachment PHS.
- Capital Renewal Project--complete/submit Section I and the Architect Recommendation form.
- ADA Project--complete/submit Section I, Attachment ADA, and Architect Recommendation form.

### Section I (submit for ALL project approval requests)

- A. Board of trustees action--attach a copy of the local board's resolution and certified minutes
- B. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)
- C. A detailed description of the project's programmatic justification (*complete the narration section and attach*)
- D. Board of trustees approved budget (*use the appropriate format on Attachment #1*)
- E. Funding source (*use the appropriate format on Attachment #2*)

### Section II

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes  No   
If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion
- B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)
- C. Has the site been determined professionally to be suitable for construction purposes? Yes  No  If yes, how was the suitability determined.  
An Asbestos Containing Building Material Inspection Report was completed in March, 1990. Per the report, no asbestos was found.

### Section III

- A. Submit the remodeled square footage allocation (*use Square Footage Summary Attachment*)



# Programmatic Justification and Scope of Work

## INSTRUCTIONS FOR COMPLETION OF THE PROGRAMMATIC JUSTIFICATION NARRATIVE

These instructions are intended to provide the college with a baseline of the type of information to describe the programmatic benefits of the proposed project. The length of the programmatic description should reflect the magnitude and complexity of the proposed project. Descriptions of work to be performed should be addressed in the Scope of Work section.

A narrative setting forth the specific purposes for which the project is requested must be presented. The programmatic justification should clearly describe the project explaining the rationale, the instructional areas affected, and functional relationships between instruction and the project. To assist in the development of a clear and concise programmatic justification, the following questions are presented for consideration. A programmatic justification does not necessarily lend itself to a question and answer format. The programmatic justification narrative should provide answers to the following questions for ICCB staff to better understand the project and consider it for approval.

1. What will the proposed project accomplish?
2. State how the project will meet the instructional objectives of the college.
3. How will the new or remodeled space better serve instructional/programmatic areas as compared to existing facilities?
4. What facilities are already available to meet the above-referenced objectives? (Should be reflected on the Square Footage Summary form if remodeling existing facilities.)
  - A. What is the current utilization rate of space designated for this instructional/programmatic area?
  - B. Why are existing facilities considered inadequate? Describe the condition of existing space designated for this instructional/programmatic area.
  - C. What factors are driving the need for new space? State the factors/conditions such as changes in enrollment patterns or enrollment mix, insufficient or inadequate types of space, an emerging local district issue/relationship/partnership, etc., which demonstrates programmatic need.
5. Is the project a part of the college master plan? (If not, explain why it is a priority and is the master plan being updated?)

Square footage discussed and explained in this section should also be reported on the Square Footage Summary form.

## Programmatic Justification

*Provide an explanation of the programmatic impact of the proposed project.*

Constructed in 1990, the antiquated Seaton Computing Center (SCC) houses computer-dependent courses offering specialized software specific to Office Technology, Computer Information Services, and Computer and Internetworking Technology. Though minor appearance upgrades have been applied during the facility's 20-year life, the SCC no longer serves today's teaching or learning styles, which require spaces that support collaboration, flexibility, and innovation, currently standard in today's corporate climate.

Renovating the SCC will create an education facility that will support cutting-edge, experimental and highly-specialized computer applications. The Seaton Computing Center will be fully updated to be in-line with the education-focused upgrades occurring in the adjacent facilities. SCC upgrades will integrate the building's interior with its neighboring buildings, while its exterior is made attractive and inviting for current and new College of DuPage students. In order for the facility to serve as a 'state-of-the-art' instructional center, it requires a complete interior overhaul. Additionally, this renovation will repair vital infrastructure including an inefficient, rusting HVAC system, and a leaking roof.

### *1. What will the proposed project accomplish?*

Creating a state-of-the-art teaching facility will improve the image of the programs housed within the facility, including Computer and Information Systems, Office Technology and Computer and Internetworking Technology programs. The renovation will reflect support of cutting edge, experimental, and highly-specialized applications and hardware to be utilized in the Seaton Computing Center accomplishing the following objectives:

- Create a modern facility that conveys a "high tech" image from the exterior as well as the interior.
- Allow for enrollment growth through a flexible space allocation plan.
- Meet current and projected trends for computing technology education.
- Allow for remote access to applications for internet section growth and student homework access convenience.
- Create student work areas that allow students to work with their peers and faculty outside of the classroom.
- Reconfigure space within the facility to create a more effective learning environment.
- Build a home for specialized high-tech and entrepreneurial business applications.

### *2. State how the project will meet the instructional objectives of the college.*

See #1 above.

3. *How will the new or remodeled space better serve instructional/programmatic areas as compared to existing facilities?*

See #1 above.

4. *What facilities are already available to meet the above-referenced objectives?*

The existing SCC and various areas of other buildings on campus inadequately house the current programs.

5. *What is the current utilization rate of space designated for this instructional/programmatic area?*

The current utilization rate, as defined by the possible assignable square footage per Chapter 5 of the Postsecondary Education Facilities Inventory Classification Manual, is 69%. After the renovation, the utilization rate will increase to 71.1%.

6. *Why are existing facilities considered inadequate? Describe the condition of existing space designated for this instructional/programmatic area.*

The existing building does not have the spaces or technology that are required to support collaboration, flexibility, and innovation, currently standard in today's corporate climate.

7. *What factors are driving the need for new space? State the factors/conditions such as changes in enrollment patterns or enrollment mix, insufficient or inadequate types of space, an emerging local district issue/relationship/partnership, etc., which demonstrates programmatic need.*

The spaces both in terms of configuration and equipment are inefficient and outdated for today's technology teaching needs. Additionally, the buildings infrastructure is in need of upgrading and enhanced energy efficiency. Further factors are addressed above in what this renovation will accomplish.

8. *Is the project a part of the college master plan? (If not, explain why it is a priority and is the master plan being updated?)*

Yes

## INSTRUCTIONS FOR COMPLETION OF THE SCOPE OF WORK NARRATIVE

These instructions are intended to provide the college with a baseline of the type of information to describe the construction/work elements of the project. The length of the scope of work description should reflect the magnitude and complexity of the proposed project. Descriptions of the programs residing in the effected space should be addressed in the Programmatic Justification Narrative section.

This narrative is a statement setting forth the proposed work and defining the design parameters. The scope of work narrative should explain the nature of the work to be performed, general building conditions, and a site analysis. To assist in the development of a clear and concise scope of work narrative, the following questions are presented for consideration. A scope of work narrative does not necessarily lend itself to a question and answer format. The scope of work narrative should provide answers to the following questions for ICCB staff to better understand the project and consider it for approval.

1. What does the project include? Clearly describe the site(s), building(s), room(s), structure(s), equipment, utilities, land, and site improvements (i.e. landscaping, parking lot areas/spaces) affected by this proposed project. Describe the project using the applicable budget categories listed in Attachment #1 Project Budget. Clearly identify the name and address of any structures included in the project.
2. How does the proposed project relate to other ongoing or proposed projects?
3. Are there any state or federal rules or regulations which may impact the project budget? (IEPA, Historic Preservation, etc.) If so, be sure that costs of compliance are included in the estimated project costs?

## Scope of Work

- 1 *What does the project include? Clearly describe the site(s), building(s), room(s), structure(s), equipment, utilities, land, and site improvements (i.e. landscaping, parking lot areas/spaces) affected by this proposed project. Describe the project using the applicable budget categories listed in Attachment #1 Project Budget. Clearly identify the name and address of any structures included in the project.*

The following narratives describe the project scope of work by discipline.

### Architectural

The SCC renovation includes a total interior gut and remodel, in addition to a significant exterior alteration to create a new entry. All interior partitions, flooring, ceilings, and building systems will be demolished. The majority of the existing steel structure and concrete shell will remain with the exception of a portion at the southwest corner which will be removed to create the new double-height entry and lobby space.

Existing exterior concrete walls will be clad with a metal panel system that will integrate the SCC with other newly renovated buildings on campus. A new curtainwall at the southwest corner of the building will create a new lobby and entrance with vestibule, as well as bring daylight into interior spaces. The curtainwall shall be aluminum with 1" insulated glazing units with a low-e coating. The northern end of the clerestory will be semi-opaque to screen the mechanical room. Aluminum sunshades will be utilized on the south and west facades in an accent color. An existing concrete ramp along the west side of the building will be provided with a new glass handrail in accordance with COD's new handrail standard.

All existing roof membranes will be replaced. All roof areas will be minimum R-30 polyisocyanurate insulation with white PVC or TPO single-ply membrane. The elevated roof area along the west side of the building will be metal with cantilevered overhangs.

New interior partitions will typically be 5/8" abuse resistant gypsum board over 3 5/8" metal studs. Interior partitions will extend full height to the deck above where required. Partitions terminated above the ceiling will be treated acoustically. Sound attenuation batting will be utilized within walls separating learning areas. Full-height interior glazing will be utilized at all classrooms and labs, in addition to door sidelights. The classroom doors may be solid wood or hollow metal with glazing panels. Featured doors may potentially be aluminum with glazing panels as dictated by further design development.

The new interior configuration supports standard class sizes and offers flexibility to support varied teaching styles. The interior spaces will receive new hardware and software for high-tech programs, provided by the College of Dupage, and the renovated SCC will support these programs housed within. Video wall displays will be located along the corridors and touchdown computer stations will be provided for students' use between classes. Smart boards, projectors/screens, and printers will be provided in each learning space.

The majority of ceilings will be a 2'x2' acoustical ceiling tile in a standard suspended grid. Ceilings within classrooms will be high-NRC. The ceiling at the new entry lobby will be exposed structure with a specialty metal plank ceiling system. Gypsum board ceiling may be used in particular locations such as toilet rooms.

A raised floor will be provided underneath classrooms and IT spaces to facilitate wire management. The majority of flooring will be modular carpet tile with 4" rubber base. Floors in IT closets and server room will be static dissipative VCT or similar. Flooring in the toilet rooms will be ceramic tile.

## Structural

According to the as-built drawings, the structure for the one-story Seaton Computing Center consists of a self-supporting structural steel frame on shallow footing foundations. The roof structure is composed of wide flanged steel beams supporting a 2.5" thick concrete slab over 2" steel decking. The exterior wall of the building is a 9" thick cast-in-place concrete wall on all four sides supported by continuous strip footings. The concrete walls span from their foundation to the roof diaphragm and resist out-of-plane wind pressures and act as a shear-wall for in-plane wind loads transferred from the roof diaphragm. Although these walls are tied into the roof diaphragm, the weight of the roof structure is typically supported by the steel frame. The existing floor construction consists of a 5" thick reinforced concrete slab-on-grade.

A portion of the existing roof structure at the west side of the building will be removed in order to create an open two-story lobby space. The new clerestory and roof framing will consist of structural steel column and beam framing for support of the new roof structure and to transfer lateral wind forces to the existing roof diaphragm and perimeter concrete shear walls. Secondary roof framing will likely be composed of open web steel bar joists with a galvanized steel roof deck. Supplemental steel columns and footing foundations will be required to frame the new roof opening and the two-story structure.

Significant portions of the exterior concrete wall along the west elevation will be removed to allow for new glass curtain wall and window openings. The existing self-supporting steel frame will allow for the removal of these walls without re-supporting the roof structure. The remaining concrete walls below the curtain walls and windows will be forced to act as retaining walls for the new ramp grading. Supplemental reinforcement or bracing of the remaining concrete walls will likely be required since they will no longer span to the roof diaphragm. New window openings on the south elevation of the building will be provided. The remaining concrete above the windows will act as headers and may require supplemental reinforcement and/or bracing to the roof diaphragm.

## MEP/FP Building Systems

This report is based on best information available at the time with the intention that as the project requirements are further defined a subsequent design development report will refine the work scope.

The Seaton Computing Center (SCC) was originally constructed in 1989 to serve the students of College of DuPage. The facility is now over 20 years old and is in need of renovations to continue to serve the campus.

This report describes the new systems which will be installed as part of the building renovation. Generally, all existing mechanical and electrical distribution will be removed and replaced as part of this project. Plumbing modifications will be limited to fixture replacement and the installation of new hydration stations. Fire protection systems will be modified as necessary for new space layouts.

The College of DuPage Seaton Computing Center facility is an existing 16,000 square foot building consisting of one floor above grade. The scope of work for this project includes the renovation of the entire building except for the existing electrical room. The renovation and new construction work of this project will be performed under the LEED-NC guidelines for sustainable construction.

The existing building is served from the campus chilled water and steam distribution system. Existing chilled water serves a central variable volume air-handling unit on the roof. The existing rooftop unit will be replaced with a new unit to be located in the northwest corner of the roof and screened by a new architectural facade. Variable air volume boxes will be provided throughout the building as required for temperature control zoning. Refer to the supplemental mechanical plan sheets for equipment sizes and quantities. The existing steam service will be utilized, through a heat exchanger and circulating pumps, to heat water for VAV box reheat coils and perimeter fin tube baseboard.

A new building automation system will be specified to provide web based user access to temperature control zones, air handling units, heat exchangers, pumps, VAV boxes and peripheral mechanical devices. This system will be used for troubleshooting, monitoring, set point adjustment and scheduling of mechanical systems. The building automation system will also provide scheduling for interior and exterior building lighting.

The electrical power supply for the building is served from the campus high voltage system. The existing main switchboard, low voltage transformer and low voltage distribution panel will be re-used. New panel boards and branch circuit wiring will be designed to serve the renovated building.

Lighting systems will be replaced throughout the building as part of this project. New lighting will be specified for conformance with LEED requirements will be designed for all spaces. New lighting will be based on energy efficient fixtures, including LED types, to reduce the overall lighting energy consumption. Exterior building mounted lighting will also be replaced as part of the project. Site lighting will be upgraded as part of other projects on the campus.

The existing low voltage systems in the building will be upgraded as required as part of this project scope. Telecommunication connections will be provided in spaces throughout the building to meet program requirements along with a wireless network accessible in the building.

Security cameras will be added to the building and recorded by a digital video recorder. The cameras will not be continuously monitored. The DVR device will be accessible by the public safety department over the campus IT infrastructure.

A new proximity card system will be extended to this building based on campus standards to provide access control to spaces as defined by the school.

The plumbing systems in the building will receive minor upgrades related to fixture replacement and addition of plumbing fixtures in areas that are to be reconfigured. Domestic hot water production will be provided by an electric tank type heater located in a janitor's closet.



# Attachment #1 Project Budget

Check One:

- New Construction  
 Remodeling

Project Name Seaton Computing Center

## Budget Amounts

### Remodeling

Land	<u>N/A</u>
Site Development	<u>N/A</u>
Construction (including Fixed Equipment)	<u>4,532,264</u>
Mechanical	<u>included above</u>
Electrical	<u>included above</u>
General Conditions (including CM Fees)	<u>324,000</u>
Contingency (16%)	<u>648,181</u>
A/E Professional Fees	<u>634,147</u>
Total	<u>6,318,112*</u>

\*Based on Power Construction DD estimate

Protection, Health, and Safety Project Name

Not Applicable

Project Costs  
Contingency  
A/E Professional Fees

### Budget Amounts

Total

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Attachment #2 Funding Source

District/College Name  
Project Name

### Check the source(s) of funds:

Available fund balance  
(Including excess funds from  
previously approved protection,  
health, and safety projects)

N/A Fund name (s):

Bond Proceeds  
(including protection, health,  
and safety bonds)

\$6,500,000 Type of bond issuance (s):

Protection, Health, and  
Safety Tax Levy  
(ILCS 805/3-20.3.01)

N/A Tax rate/fiscal year:

Contract for Deed  
(ILCS 805/3-36)

N/A Term of Contract for Deed in months:

Lending Arrangement with a  
Financial Institution  
(ILCS 805/3-37)

N/A Term of Lending Arrangements in months:

Lease Agreement  
(ILCS 805/3-38)

N/A Term of Lease in months:

Capital Renewal Funding

N/A Proposed Fiscal Year Source(s):

ADA  
Access for All Funding

N/A Proposed Fiscal Year Source(s):

COLLEGE OF DUPAGE  
SPECIAL BOARD MEETING

NEW BUSINESS APPROVAL

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1. SUBJECT

McAninch Arts Center (MAC) Renovation Project ICCB Application.

2. BUDGET STATUS

Funds in the amount of \$35,000,000 are being provided by the FMP MAC Construction Budget.

3. BACKGROUND INFORMATION

Locally Funded capital projects require ICCB approval. Attached is the ICCB capital projects application for the McAninch Arts Center project.

4. RECOMMENDATION

That the Board of Trustees approve the McAninch Arts Center project submittal to the ICCB per the capital projects application form attached. The project budget is \$35,000,000.



Appendix A  
Project Application Forms

(Revised 11/3/99)

## CAPITAL PROJECT APPLICATION FORM (One Application Form per Project)

District/College and District #

Contact Person David Giuffre

Phone # (630) 942-3076

Project Title McAninch Arts Center (MAC)

Project Budget \$ 34,642,762 ( ) check There if the proposed project is to be financed with a combination of local, state, federal, foundation gifts, etc. and disclose on funding attachment 2

Date January 28, 2012

### Application Type (check the appropriate application type and follow instructions):

- Locally Funded New Construction--complete/submit Sections I, II, and II.
- Locally Funded Remodeling--complete/submit Sections I and III.
- Locally Funded New Construction and Remodeling--complete/submit Sections I, II, and III.
- Protection, Health and Safety--complete/submit Section I and Attachment PHS.
- Capital Renewal Project--complete/submit Section I and the Architect Recommendation form.
- ADA Project--complete/submit Section I, Attachment ADA, and Architect Recommendation form.

### Section I (submit for ALL project approval requests)

- A. Board of trustees action--attach a copy of the local board's resolution and certified minutes
- B. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)
- C. A detailed description of the project's programmatic justification (*complete the narration section and attach*)
- D. Board of trustees approved budget (*use the appropriate format on Attachment #1*)
- E. Funding source (*use the appropriate format on Attachment #2*)

### Section II

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes  No

If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion

- B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)
- C. Has the site been determined professionally to be suitable for construction purposes? Yes  No

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.)?

Soil borings were completed for new west gallery soil profile and College of DuPage maintains a current building-specific Hazardous Material Report for the MAC.

### Section III

- A. Submit the remodeled square footage allocation (*use Square Footage Summary Attachment*)

# Programmatic Justification and Scope of Work

## INSTRUCTIONS FOR COMPLETION OF THE PROGRAMMATIC JUSTIFICATION NARRATIVE

These instructions are intended to provide the college with a baseline of the type of information to describe the programmatic benefits of the proposed project. The length of the programmatic description should reflect the magnitude and complexity of the proposed project. Descriptions of work to be performed should be addressed in the Scope of Work section.

A narrative setting forth the specific purposes for which the project is requested must be presented. The programmatic justification should clearly describe the project explaining the rationale, the instructional areas affected, and functional relationships between instruction and the project. To assist in the development of a clear and concise programmatic justification, the following questions are presented for consideration. A programmatic justification does not necessarily lend itself to a question and answer format. The programmatic justification narrative should provide answers to the following questions for ICCB staff to better understand the project and consider it for approval.

1. What will the proposed project accomplish?
2. State how the project will meet the instructional objectives of the college.
3. How will the new or remodeled space better serve instructional/programmatic areas as compared to existing facilities?
4. What facilities are already available to meet the above-referenced objectives? (Should be reflected on the Square Footage Summary form if remodeling existing facilities.)
  - A. What is the current utilization rate of space designated for this instructional/programmatic area?
  - B. Why are existing facilities considered inadequate? Describe the condition of existing space designated for this instructional/programmatic area.
  - C. What factors are driving the need for new space? State the factors/conditions such as changes in enrollment patterns or enrollment mix, insufficient or inadequate types of space, an emerging local district issue/relationship/partnership, etc., which demonstrates programmatic need.
5. Is the project a part of the college master plan? (If not, explain why it is a priority and is the master plan being updated?)

Square footage discussed and explained in this section should also be reported on the Square Footage Summary form.

## Programmatic Justification

*Provide an explanation of the programmatic impact of the proposed project.*

### Facility Recommendations

Since its founding in 1965, College of DuPage (COD) has provided a 'Value of a Lifetime' to the surrounding region, serving as a world-class center for teaching, learning, and cultural experiences that are accessible and affordable. More than four decades later, the College remains at the forefront of higher education and cultural opportunity, serving more than 30,000 students per semester. Many thousands more from surrounding communities enjoy the McAninch Arts Center. The McAninch Arts Center (MAC) opened in 1986, and has provided a variety of excellent performance venues and arts education. After nearly 25 years of service to students and community, the 60,000 gsf facility is in need of a renovation.

#### *1. What will the proposed project accomplish?*

The mission of the McAninch Arts Center is to foster enlightened educational and performance opportunities that encourage artistic expression, establish a lasting relationship between people and art, and enrich the cultural vitality of the community. Since the construction of the McAninch Arts Center has provided academic opportunities in addition to cultivating the MAC as a cultural hub for the local community. The college faculty and administration foresee the MAC serving future generations of students, performers, and patrons.

#### *2. State how the project will meet the instructional objectives of the college.*

College of DuPage will update the Mainstage Theater. These upgrades will aid in attracting a wide variety of entertainment for the enjoyment of students and the community. Basic improvements to comfort and safety must be addressed in all the theater spaces including Theater 2 and the Studio Theater to maintain College of DuPage's leadership in quality music, drama, and dance performances.

In addition to performance space improvements, updates to the MAC academic spaces are also desired. Traditional studio/classrooms need to be transformed into collaborative teaching environments that encourage learning beyond traditional lecture-based instruction. Specialty art educational spaces such as photography and MPTV should be updated to keep programs current with recognized standards for modern instruction. All teaching spaces effected by the renovation project shall be technology-enriched, multimedia environments that permit both student and instructor participation in the worldwide "conversation on the arts."

College of DuPage will be adding a new 2,600 square foot art gallery as an extension to its existing lobby and gallery space. This elegant space will boast of hydronic heating, a glass entry from the lobby and exterior and include a new concession and lounge space for intermission and event service.

#### *3. How will the new or remodeled space better serve instructional/programmatic areas as compared to existing facilities?*

The instructional and theatrical spaces are not conducive to support the needs of expanding curriculums and a majority of the spaces do not allow for the necessary materials and technology required now or in the future. Codes have changed in the 25 years since the building was built and though the College has met all applicable regulations, a more complete and though upgrade of the facility will provide better accessibility going forward. Many of the existing spaces were not designed to house the programs they currently contain or meet the needs of the changes in materials and technology that are used with the building programs. Renovating these existing spaces to



facilitate the new studios and classrooms is a cost effective method of resolving these issues.

4. *What facilities are already available to meet the above-referenced objectives? (Should be reflected on the Square Footage Summary form if remodeling existing facilities.)*

In order for the College to remain at the forefront of higher education and cultural opportunity; improvements to the building need to occur. The current programs are inadequately equipped for the 21<sup>st</sup> century technology needs of theater and academic programs. Basic improvements to comfort and life safety must also be addressed throughout the building.

5. *Why are the existing facilities considered inadequate? Describe the condition of existing space designated for this instructional/ programmatic area. What factors are driving the need for new space? State the factors/conditions such as changes in enrollment patterns or enrollment mix, insufficient or inadequate types of space, an emerging local district issue/relationship/ partnership, etc., which demonstrates programmatic need.*

Refer to response 3 above.

6. *Is the project a part of the college master plan? (If not, explain why it is a priority and is the master plan being updated?)*

As part of the Board-approved 2005 Facilities Master Plan, the renovation of the MAC is a project that will address space and vacancy issues and technology needs of theater and academic programs. College of DuPage will be able to increase student enrollment, provide state-of-the-art studios for music and art and update technology for programs long overdue for such an upgrade. An addition to the building was done in 2005 to house Graphic Arts and upgrades were done to Ceramics, Sculpture, and Jewelry Studios. As these few areas were done recently, they will be largely untouched as part of the renovation. The intent of the MAC Renovation project is to update and upgrade all other parts of the building that were not part of this addition and renovation in 2005.

INSTRUCTIONS FOR COMPLETION OF THE  
SCOPE OF WORK NARRATIVE

These instructions are intended to provide the college with a baseline of the type of information to describe the construction/work elements of the project. The length of the scope of work description should reflect the magnitude and complexity of the proposed project. Descriptions of the programs residing in the effected space should be addressed in the Programmatic Justification Narrative section.

This narrative is a statement setting forth the proposed work and defining the design parameters. The scope of work narrative should explain the nature of the work to be performed, general building conditions, and a site analysis. To assist in the development of a clear and concise scope of work narrative, the following questions are presented for consideration. A scope of work narrative does not necessarily lend itself to a question and answer format. The scope of work narrative should provide answers to the following questions for ICCB staff to better understand the project and consider it for approval.

1. What does the project include? Clearly describe the site(s), building(s), room(s), structure(s), equipment, utilities, land, and site improvements (i.e. landscaping, parking lot areas/spaces) affected by this proposed project. Describe the project using the applicable budget categories listed in Attachment #1 Project Budget. Clearly identify the name and address of any structures included in the project.
2. How does the proposed project relate to other ongoing or proposed projects?
3. Are there any state or federal rules or regulations which may impact the project budget? (IEPA, Historic Preservation, etc.) If so, be sure that costs of compliance are included in the estimated project costs?

# Scope of Work

Provide an explanation of the specific work to be performed as part of this project.

1. What does the project include? Clearly describe the site(s), building(s), room(s), structure(s), equipment, utilities, land, and site improvements (i.e. landscaping, parking lot areas/spaces) affected by this proposed project. Describe the project using the applicable budget categories listed in Attachment #1 Project Budget. Clearly identify the name and address of any structures included in the project.

The following is a scope of work summary for the McAninch Arts Center renovation project. The scope was initially set forth by the needs of the College as defined in the Master Plan and as recorded by the currently completed McAninch Arts Center Educational Specifications (Ed Specs). The scope has been prioritized to the items described below in order to align more closely with the project budget.

## Site Development and Landscaping

- Site Development
  - New pavement achieving reflectance conforming to LEED criteria for reducing the “heat island effect” and the possibility of incorporating permeable pavement remains a consideration at the main entrance plaza.
  - Trash/Recycling dumpster enclosures and architectural gates to conceal the truck dock are planned for.
- Landscaping
  - An expansion of landscaping on the West Gallery addition creates the potential to achieve the minimum 5,000sf of landscaped space needed in the LEED Boundary to achieve the LEED landscaping credit.
  - Native planting or the extension of the non-potable irrigation system is planned to capture LEED credit for non-potable water use in these landscaped areas.

## Building Expansion

- Entrance Renovations
  - Existing entry space will be reconfigured and partially excavated within the existing footprint as described in Interior Scope below.
- Loading Dock Expansion
  - Approximately 11’ of additional space that extends the face of existing dock platform
- New Gallery Addition and Existing Gallery Renovation
  - Located to the west of the existing gallery
  - Fire wall separating new gallery from the existing building
  - Stone wall veneer at gallery entry
  - Repurposing and renovating existing gallery into lounge space

## Exterior Scope

- The bronze aluminum framing and tinted glass at the existing vestibule, building entrance level, skylights and elsewhere will be removed and replaced with clear aluminum and glass framing in a new configuration.
  - Reglazing will include a designed mullion pattern rather than a standard framing pattern.
  - Fritted glass will be utilized at skylights and selected curtain wall locations
- New canopy extension at main entrance
- Modifications to existing utilities as required by renovations
- Existing underground diesel fuel tank under loading dock shall remain and continue to be utilized.

- Controls to the existing generator serving the MAC and Culinary Arts Building shall be updated and modified, as required.
- Re-grading due to renovations
- New roof for entire building
  - Replacement of existing built-up roof with single-ply roof membrane
  - Entire roof system replaced including insulation, gravel stops, sheet metal, and flashing
  - Provide coverboard and (2) layers dens deck staggered for sound isolation over theater spaces
- New concrete walkways adjacent to building, extent to be determined. The existing road in front of the building will remain at the current configuration.
- Replacement of landscaping disturbed by other exterior improvements and additional landscaping TBD

### Interior Spaces- General

- Lighting at selected locations exclusive of specialty performance lighting, will be replaced with energy efficient lighting to meet LEED goals.
- Existing ductwork and diffusers will remain, except as required by area renovations
- VAV boxes are budgeted to be replaced throughout
- Existing AHUs will be rebuilt with new parts to the greatest extent possible using the space available through existing doors
- Existing doors and hardware to be evaluated. Existing flush panel doors shall be replaced with new doors incorporating vision panels and new hardware matching existing keying system.

### Front Entry/Ticketing

- Existing footprint to remain
- Excavation at current ticket queue area to allow for a new ticket counter facing out onto the lower level
- Two new offices adjacent to new ticket counter
- New floor finish at vestibule and lobby entry

### Lobby and Theater Area Public Spaces

- Existing carpet and finishes to remain
- Repainting likely needed due to lighting

### Mainstage Theater

- Plan modifications
  - The main level center aisle will have sections of existing concrete tiers and seats removed to provide a total of (10) ten available ADA positions with adjacent companion seats
  - The front two existing main level patron entries will be closed off on both sides with gypsum board to provide better acoustical reflections. Four total patron entries on the main level will exist.
  - The middle two existing balcony level patron entries will be closed off on both sides with gypsum board to provide better acoustical reflections. Two total patron entries on the balcony level will exist.
  - Due to the removal of entries on the main level and balcony levels, the extra length of the vomitoriums can be used either for patron overflow or partitioned off to increase storage
- Wall modifications and finishes
  - Existing wood grills on walls to be demolished and new layer of painted gypsum board to be installed over existing CMU walls to provide a hard, reflective acoustical surface

- Accent areas on walls to have painted or stained wood trim
  - Both side walls to have curved acoustical gypsum board shelves to provide reflective acoustical surface
  - Wood veneer panels with two-tone stain with isolated locations of metal mesh accents to accentuate the side walls of the proscenium
  - The existing entry ceilings at the main level and balcony levels will be lowered to provide more acoustically reflective surfaces
- Floor finishes
  - Broadloom carpet with rubber transition strips in aisles
  - Resinous flooring under all seats
  - Existing recessed rope lighting strips will remain
- Ceiling modifications and finishes
  - The existing front catwalk will be removed to define the new proscenium opening
  - Wood veneer panels with two-tone stain on layers of curved gypsum board to provide a hard, reflective acoustical surface, as well as aesthetically accentuate the top of the proscenium. The proscenium surface will have slots cut in to provide
  - Curved gypsum board surface, located above the rear catwalk and spanning the width of the theater to provide a reflective acoustical surface
  - Brushed aluminum perforated mesh panels following the profile of the curved acoustical gypsum board shelves to conceal most of the above ceiling mechanicals and catwalks
  - Painted steel shapes to support the ceiling mesh panels
- Structural
  - Existing roof joist bridging members will be removed for the new ductwork layout. The roof joists at these areas will have to be reinforced.
- Furniture, Fixtures and Equipment
  - New fixed folding theater seating with wood veneer backs and combination of hard plastic and wood veneer bottoms
  - Seating wagons for additional seats when the orchestra lift is in the down position
  - New fabric theater stage curtain
  - Existing wall handrails to be reused
  - A new screw-type orchestra lift is included in the pricing budget, however, repairing the existing leveling issue as well as providing new safety provisions is currently being explored
  - A new permanent guardrail and gate system will be installed on the main floor level in front of the orchestra lift
  - New Wenger Diva type orchestra shell with provisions for one new rigging line added to move and dock one ceiling orchestra shell panel to the back wall
  - Operational assessment and safety repair to the existing non-asbestos stage fire curtain
  - New mixing booth location on main level with under-slab power and data provisions
- Vomitorium modifications and finishes
  - New gypsum ceilings with recessed linear lighting
  - Carpet tiles on floors
  - Wood veneer panels with two-tone stain on walls facing and visible from theater
  - New wide leaf solid wood double doors with acoustical seals and solid wood door frames at vestibules on both sides and at both levels
- Sound Booth, Control Booth, Lighting Booth and Follow spot modifications and finishes
  - New lay in ceilings and lighting
  - Carpet tiles on floors
  - Full height fabric wrapped acoustical panels on the walls
  - New sliding glass windows and hollow metal frames in the Sound Booth, Control Booth and Lighting Booth

### Theater 2

- Safety improvements including modification of steps, additional handrails, and addition of tread lighting
- Floor finish modifications due to seat relocation & painting the room

### Studio Theater

- Removal of wood dressing room construction. Wall will be rebuilt with noncombustible construction
- Paint Room

### Scene Shop

- Demolition of wood platforms and enclosures
- Addition of enclosed staircase from Costume Shop
- Reconfiguration including new storage racks, paint area, office, and storage rooms
- Functional improvements including dust removal and compressed air outlets

### Support Spaces

- Dressing rooms
  - Finish upgrades
  - Addition of two new dressing rooms
- Performance Back of House Spaces
  - New Green Room
  - Additional staff and actor restrooms
  - New Laundry Room
  - New Electrical Workshop

### Academic Corridors

- All new finishes
  - Walls repainted, new displays on walls, covering of existing block with new materials in select areas
  - Replacement of carpet where existing, replace existing quarry tile with new floor finish
  - New ceilings

### Café (Einstein's)

- New exhaust system through the roof
- No changes to finishes

### Public Toilet Rooms (Adjacent to Theater)

- Repaint walls, all other finishes and plumbing fixtures to remain

### Student Toilet Rooms

- Gutted down to studs
- All new finishes, fixtures, and ventilation

### New Student Toilet Rooms at North Academic

- Renovate & repurpose existing space into new toilet rooms
- All new finishes, fixtures, and ventilation

### Smart Classrooms

- Provide technology upgrades
- Provide finish upgrades

- Provide new furniture
- Provide acoustic separation as required

### Music

- Provide (10) pre-manufactured sound rooms with virtual acoustic environments.
- Mitigate sound transfer between adjacent spaces with the use of acoustic walls, doors, and seals as required.

### Drawing Graphic Design Studios

- Remodel (10) art studios and adjacent support spaces
- Provide finish upgrades
- Provide technology upgrades

### North Academics

- New painting, print press, and acting rehearsal studios
- Provide technology upgrades
- Renovate (2) existing classrooms
- New division office suite

### MPTV and Photography Suites

- Base bid modifications to MPTV & Photography suites include
  - Fire protection system
  - New ceilings, grids, and supports
  - Remove and reuse existing ceiling light fixtures in new ceiling.
- Alternate bid includes complete renovation to MPTV & Photography suites

## 2. How does the proposed project relate to other ongoing or proposed projects?

Completion of the McAninch Arts Center (MAC) will holistically complete all building construction projects on the East Campus as it links the recently completed Culinary & Hospitality Center (CHC) (East of the MAC) and the addition/ renovation to the BIC (West of the MAC).

## 3. Are there any state or federal rules or regulations which may impact the project budget? (IEPA, Historic Preservation, etc.) If so, be sure that costs of compliance are included in the estimated project costs?

No.





## Attachment #2 Funding Source

District/College Name College of DuPage  
Project Name McAninch Arts Center

### Check the source(s) of funds:

Available fund balance NA Fund name (s):  
(Including excess funds from  
previously approved protection,  
health, and safety projects)

Bond Proceeds \$34,642,762 Type of bond issuance (s):  
(including protection, health,  
and safety bonds)

Protection, Health, and NA Tax rate/fiscal year:  
Safety Tax Levy  
(ILCS 805/3-20.3.01)

Contract for Deed NA Term of Contract for Deed in months:  
(ILCS 805/3-36)

Lending Arrangement with a NA Term of Lending Arrangements in months:  
Financial Institution  
(ILCS 805/3-37)

Lease Agreement NA Term of Lease in months:  
(ILCS 805/3-38)

Capital Renewal Funding NA Proposed Fiscal Year Source(s):

ADA NA  
Access for All Funding Proposed Fiscal Year Source(s):



**COLLEGE OF DUPAGE  
SPECIAL BOARD MEETING**

**NEW BUSINESS APPROVAL**

---

1. **SUBJECT**

FY2013 Tuition and Fees.

2. **REASON FOR CONSIDERATION**

To establish the tuition and fee rates for Fiscal Year 2013.

3. **BACKGROUND INFORMATION**

The initial projections for the College's FY2013 operating budget reflect a deficit of \$6.1 million. The primary assumptions used in generating this shortfall include:

- The initial budget projections included receipt of only four (4) Base Operating Grant payments from the State. While the College continues to be concerned about the level of funding to be received from the State, our experience from FY2011 of receiving all 12 payments supports budgeting additional payments from the State as reasonable. Note, however, that we have currently received only five (5) payments from the State; they are currently two months behind in payments to COD. Further, in FY2011, the State was current with their payments to the College. As a result, we are cautiously increasing the number of Base Operating Grant payments received from the State to six (6) from four (4). This is projected to generate approximately \$2.1 million in additional revenue.
- To reflect the national phenomenon of softening in enrollment and our own experience this academic year (down an estimated 17,293 credit hours from FY2011), the total number of credit hours taken by students for the FY2013 academic year (as measured by 10<sup>th</sup> day enrollment) is reduced by approximately 25,000 credit hours from the FY2012 budget assumption of 549,735 credit hours. This

assumption is estimated to decrease our tuition revenue by approximately \$5 million.

- Based on the Consumer Price Index (CPI) – Urban recently released for December 2011, the College's property tax levy increase is capped at 3.0%. Property tax levy can grow by the lesser of 5% or CPI plus new construction. Assessed valuations of properties in the District declined by 5.1% in tax year 2010, and DuPage County projects an additional 4.0% reduction in tax year 2011. Overall, these assumptions increase property tax revenues by approximately \$2.5 million in FY2013 from the FY2012 budget.
- Following the parameters approved by the Board for union negotiations, salaries for all employees in FY2013 are increased 3.15%.
- Based on our participation in the health care consortium, health insurance costs are expected to increase 10% next year, while prescription drug costs are anticipated to increase 14%. Had the College not joined the consortium, our health insurance costs were projected to increase 12% next year.
- Utility expenses are projected to increase due to added capacity (BIC East) coming back online, coupled with the Illinois State legislature approval of Commonwealth Edison's "Smart Grid" that provides for significant capital investment by Edison to improve service reliability in exchange for higher utility rates.
- Given the current economic environment, property tax and state revenues are expected to be severely constrained in the next fiscal year and will pose some serious financial challenges for the College. In order to balance the FY2013 budget, the College will have to increase revenues and/or further decrease expenditures.

As a result, we are recommending that the per credit hour tuition increase \$4.00, or 3.0% to match inflation, to \$136.00 per credit hour. This increase will generate approximately \$2.1 million in additional revenue to help offset the loss in credit hours. The new Tuition and Fee structure is as follows:

	<u>FY2013</u>	<u>FY2012</u>	<u>Change</u>
Tuition	\$103.15	\$99.15	\$4.00
Service Fee	3.00	3.00	0.00
Technology Fee	8.00	8.00	0.00
Construction Fee	9.00	9.00	0.00
Debt Service Fee	10.00	10.00	0.00
Student Activity Fee	<u>2.85</u>	<u>2.85</u>	<u>0.00</u>
TOTAL	\$136.00	\$132.00	\$ 4.00

In discussions with other local community colleges, most are increasing tuition rates for FY2013. The following tuition increases are reported for the upcoming academic year.

<u>Community College</u>	<u>Tuition Increase</u>	<u>Total Tuition</u>
Elgin	\$6.00	\$105.00
Harper	\$4.00	\$122.50
Illinois Valley	\$8.25	\$ 91.77
Lake County	\$3.00	\$112.00
Moraine Valley	\$5.00	\$113.00
Oakton	\$2.75	\$98.35
Prairie State	\$8.00-\$10.00	\$112.00-\$114.00
Triton	\$5.00	\$106.00
Waubonsee	\$2.00	\$102.00

The State of Illinois continues to fail to address the structural deficit in its budget. The State's unfunded pension liabilities are currently estimated to be \$82 **BILLION**, and the Civic Federation warns that Illinois could face an unprecedented \$34.8 billion backlog of unpaid bills if action is not taken immediately by the Governor and General Assembly to stabilize the State's finances in FY2013 and beyond. Recent proposed actions by the Legislature include pushing the pension funding obligation, currently provided by the State, back to local school districts, including community colleges. Such an action would result in a \$17.0 million hole in the College's budget. As a result, we are recommending that \$17 million of our FY2011 fund balance of \$101.4 million, be reserved for the possibility of College of DuPage being required to make the pension obligation payments rather than the State making the payment on our behalf. By this recommendation, we are not expecting to put any of the potential pension funding onto our students through tuition increases, because doing so would require raising tuition by approximately \$34.00 per credit hour.

In addition, because of the expansion of our physical plant and infrastructure, annual maintenance costs are expected to increase to

preserve the significant investments that have been made on campus over the past three years. To insure that adequate funding is available to maintain these significant investments, we are recommending that \$3 million of the fund balance be reserved for “funded depreciation.”

The creation of these two reserve accounts would lower the FY2011 fund balance target to 49.6% versus the Board-approved goal of having a fund balance equal to 50% of the general operating revenues of the College.

4. RECOMMENDATION

That the Board of Trustees increases tuition rates by \$4.00 per credit hour for in-District, out-of-District and out-of-state students, beginning with the Fall 2012 semester, and maintains fees at the same rate as FY2012:

In-district tuition rate .....	\$103.15
In-district audited rate.....	\$119.15
Out-of-district Illinois residents rate.....	\$290.15
Out-of-district Illinois residents .....	\$103.15
With approved chargeback rate	
Out-of-state residents rate .....	\$360.15
COD online and distance courses rate .....	\$103.15
Senior citizen rate .....	\$ 35.15
Service fee rate .....	\$ 32.85

Further, that the Board reserve \$17 million of the FY2011 fund balance for the possibility of College of DuPage may be required to make all or a portion of the SURS pension obligation payment rather than the State on our behalf, and that the Board reserve \$3.0 million of the FY2011 fund balance for a “funded depreciation” account to address the ongoing maintenance of the significant capital investments made by the College in the last three years.







**COLLEGE OF DUPAGE  
SPECIAL BOARD MEETING**

**NEW BUSINESS APPROVAL**

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1. SUBJECT

Ratification of Agreement between College of DuPage and Village of Glen Ellyn and approval of the Operational Agreement prepared by DuPage County.

2. REASON FOR CONSIDERATION

The Board of Trustees must ratify the recently executed agreement between College of DuPage and Village of Glen Ellyn and approve the Operational Agreement prepared by the County.

3. BACKGROUND INFORMATION

The College of DuPage Board of Trustees empowered President Breuder and the Village of Glen Ellyn Board empowered President Pfefferman to execute an agreement between both bodies that would alter the current relationship between the two organizations. Such an agreement was executed on February 7, 2012 through mediation assistance provided by Judge Hollis Webster. The agreement was signed by both President Pfefferman and President Breuder. Subsequently, the County prepared the Operational Agreement which contains additional provisions requested by the County.

4. RECOMMENDATION

That the Board of Trustees ratifies the agreement executed by Presidents Pfefferman and Breuder on February 7, 2012 and the Operational Agreement as herein presented subject to final approval by the College attorneys.

SIGNATURE PAGE FOR RATIFICATION OF AGREEMENT WITH THE VILLAGE OF GLEN ELLYN AND APPROVAL OF THE OPERATIONAL AGREEMENT PREPARED BY THE COUNTY

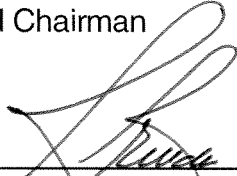
ITEM(S) ON REQUEST

That the Board of Trustees ratifies the agreement executed by Presidents Pfefferman and Breuder on February 7, 2012 and the Operational Agreement as herein presented subject to final approval by the College attorneys.

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Board Chairman

Date



2.17.12

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President

Date



**COLLEGE OF DUPAGE – VILLAGE OF GLEN ELLYN  
DRAFT AGREEMENT**

- 1. The Village of Glen Ellyn “Village” and the College of DuPage “College” enter into this agreement, subject to the acceptance by the County of DuPage “County”.**
- 2. The Village shall transfer all regulatory control and authority over the College, its property and operations on the campus to the County and State of Illinois authority.\)**
- 3. The College shall pay all applicable Village taxes, including but not limited to sales, utility, and hotel and motel taxes, unrelated to regulatory control transferred to the County.**
- 4. The College shall recognize the jurisdiction of the County, but may seek variances, waivers or changes in County ordinances, consistent with State law.**
- 5. The Village will serve the College with water and sewer at residential rates during the term of this Agreement. The College will use these services during the term of this Agreement.**
- 6. The Agreement shall have an initial term of five years. Before the end of each five year term, the parties may, upon one year’s written notice:**
  - A. Renew this Agreement,**
  - B. Exercise a de-annexation option from the Village pursuant to the terms set forth in Exhibit A, attached and incorporated into this Agreement,**
  - C. Agree that the College remains in the Village, subject to its jurisdiction; or**
  - D. Provided, however, upon no written notice, elect to automatically renew this agreement for another five year term.**
- 7. At the end of twenty years, this Agreement shall automatically renew unless terminated as provided in Paragraph 6, for successive five year terms.**
- 8. Any disconnection shall be by Court Order pursuant to the terms of Exhibit A, with the Village waiving any objections and any conditions required by law. The Village shall not take any actions that would prevent the College from being legally able to de-annex from the Village.**
- 9. The current court case, 2010CH356, and ordinance citations shall be dismissed with prejudice, each party bearing their own fees and costs. The Village releases the College from any Ordinance Violations alleged to have occurred prior to the date of this Agreement. The College agrees to pay agreed upon inspection fees and the Village agrees to continue inspections on the BIC East, until jurisdiction is transferred pursuant to Paragraph 2.**

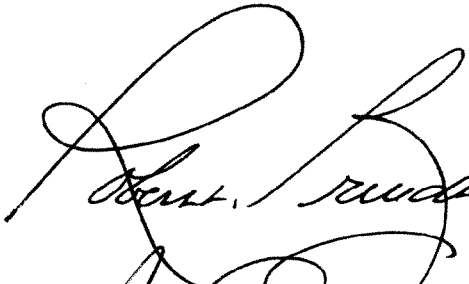
10. The College may obtain fire protection service from a provider of their choice, without objection or interference by the Village.
11. The College shall request supplemental police protection from the County, rather than the Village.
12. If the Village performs any work on College or Village property, and work damages any College improvements/installations (i.e. trees and other landscaping), the Village shall restore such improvements/installations to their original condition. This provision is reciprocal.
13. The Court, Judge Hollis L. Webster, if available, or any Judge sitting in Chancery Courtroom 2005, retains jurisdiction to enforce the terms of this Agreement. In the event of an enforcement action in Circuit Court, the prevailing party will be entitled to reasonable fees from the non-prevailing party.

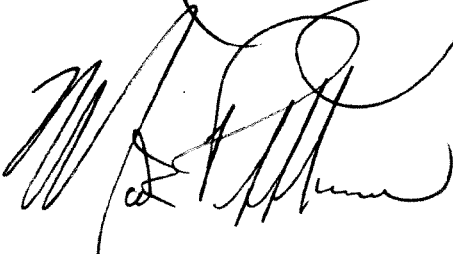
*Hollis L. Webster 2/7/12*

*[Signature] 2/7/12*

Exhibit A

1. The Village agrees that the College shall have the option of purchasing water and/or sewer services from the Village at the 1.125% of residential rate. The College commits to continue to purchase water and sewer for a minimum of three years following de-annexation pursuant to the terms set forth above, and the Village will commit to provide these services.
2. The college shall keep those parts of its property annexed into the Village minimally required by law to maintain Village contiguity for new annexations from Park Boulevard to the City of Wheaton border, with annexations being subject to Paragraph 8 of the attached Agreement.
3. The College shall provide the Village with an easement for a future water line to service areas south of the College, subject to the College's approval of:
  - a. The location
  - b. The project specifications and conditions, and
  - c. The Village's full restoration of the affected areas.Approval shall not be unreasonably denied.
4. The College will provide the Village with a license for the Village's existing lift station on College property until the Village removes the lift station and existing sewer lines for which a bill of sale and easement has not been granted. Rent for such license agreement shall be included and paid for through the discount afforded the College in Paragraph 1 of this Exhibit A.
5. The College shall obtain fire protection service from another agency or by agreement with the Village of Glen Ellyn Fire Company.
6. The College commits that it will not improve property north of Fawell with a building.

  
Paul Lewis 2/7/12

  
Matt Hume 2/7/12



**COLLEGE OF DUPAGE  
SPECIAL BOARD MEETING**

**NEW BUSINESS APPROVAL**

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1. **SUBJECT**

Unit No. 741, Illinois Fraternal Order of Police Labor Council Contract February 26, 2012 through June 30, 2015.

2. **REASON FOR CONSIDERATION**

Board Action is required to ratify and approve Unit No. 741, Illinois Fraternal Order of Police Labor Council Contract February 26, 2012 through June 30, 2015.

3. **BACKGROUND INFORMATION**

The current Unit No. 741, Illinois Fraternal Order of Police Labor Council Contract July 1, 2006 through June 30, 2011 expired June 30, 2011. The wages and working conditions in that contract have been extended through the effective date of this new contract. The bargaining unit voted and approved the new contract. The key provisions are indicated on the following pages. The new agreement shall be in effect February 26, 2012 and shall remain in effect until June 30, 2015.

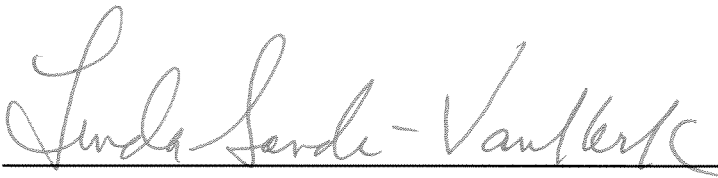
4. **RECOMMENDATION**

That the Board of Trustees approves the Unit No. 741, Illinois Fraternal Order of Police Labor Council Contract and associated terms as herein presented.

SIGNATURE PAGE FOR UNIT NO. 741, ILLINOIS FRATERNAL ORDER OF  
POLICE LABOR COUNCIL CONTRACT  
FEBRUARY 26, 2012 THROUGH JUNE 30, 2015.

ITEM(S) ON REQUEST-

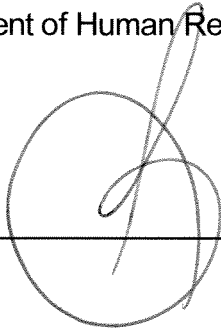
That the Board of Trustees approves the Unit No. 741, Illinois Fraternal Order of Police Labor Council Contract and associated terms as herein presented.



February 21, 2012

Vice President of Human Resources

Date



February 21, 2012

President

Date



## **Unit No. 741 Illinois Fraternal Order of Police Labor Council Contract Summary of Changes**

- **TERM OF CONTRACT:** 3.5 Year Contract February 21, 2012 – June 30, 2015
  
- **REMUNERATION: (Compensation rate increases)**
  - Year 1 – 2.85% (effective February 25, 2012 – June 30, 2012)
  - Year 2 – 3.15%
  - Year 3 – 3.55%
  - Year 4 – 4.15%
  
- **OVERTIME**

New: Holidays will be counted toward overtime hours only for Dispatchers and Community Service Officers. Vacation time will only count towards overtime for any employee if he/she is required to report to work in a week that includes vacation time.

Previous: Holidays (non-worked) and vacation days are counted toward overtime hours for all Dispatchers, Community Services Officers, Officers and Sergeants.
  
- **MEDICAL INSURANCE**

New: Employees will pay twenty percent (20%) of the premiums for health insurance. Any premium increase in excess of ten percent requires the Insurance Advisory Committee to consider plan design changes or other alternatives to keep the increase costs to less than ten percent (10%) percent. Current PPO Premier plan will only be available to employees who elect this plan during the 2012 Open Enrollment.

Previous: Employees who elected single coverage contributed four percent (4%) of the premiums and employees who elected family coverage contributed thirteen percent (13%) of the premiums.
  
- **ATTENDANCE INCENTIVE**

New: Eliminate Attendance Incentive of additional vacation time for not using (or limited use of) sick days.

Previous: Attendance Incentive included as benefit.
  
- **TUITION WAIVER**

New: Employees and eligible dependents receive two thirds (2/3) tuition waiver.

Previous: Employees and eligible dependents receive full tuition waiver and up to fifty dollars (\$50) course fee waiver.
  
- **RETIREE BENEFITS**

New: Retirees and eligible dependents will receive one-half (1/2) tuition waiver for credit courses. Additional Salary opportunity for prospective retirees is eliminated. College will provide \$10,000 life insurance coverage for five years following retirement.

Previous: Retirees and eligible dependents received full tuition waiver for credit courses. Eligible prospective retirees could earn additional compensation (up to fifty percent (50%) salary). College provides \$6,000 life insurance coverage.

**New Business**  
**Item 10.B.9)**  
**February 21, 2012**

- **NEW OFFICER TRAINING / PROFESSIONAL DEVELOPMENT PROGRAM**

New: A new Officer who leaves within two (2) years of employment will be required to reimburse the College \$3,000 or \$1,500 if they complete less than one (1) or two (2) years respectively. Previously earned Professional Development Plan stipends are included in base pay going forward. Incentive plan is eliminated. Officers who complete and maintain Emergency Medical Responder certification will receive a fifty-five cent (\$0.55) per hour stipend.

Previous: No training payback provision for new officers. Employees could receive up to four (4) two percent (2%) stipends for completing Professional Development Plans.

- **WORK SCHEDULE**

New: College will publish a shift assignment schedule for assignments effective January, May and August (to accommodate the COD academic terms).

Previous: Trial schedule was provided on a semi-annual basis.

- **SPECIAL DUTY PAY BACK**

New: College will pay employees who work special duty pay back events at a rate of \$40 per hour until FY 2015. In FY 2015, College will pay \$45 per hour.

Previous: College paid at a one and one-half base rate for all employees who worked special duty pay back events.

- **HOLIDAYS**

New: Benefit includes ten (10) specific holidays designated by the College and four (4) floating holidays.

Previous: Benefit included fourteen (14) holidays designated by the College.

- **VACATION**

New: Employees may take up to three (3) days unplanned, emergency vacation days per year. Employees may submit up to two (2) vacation requests (up to twelve (12) days total) for approval. Requirement to pay overtime will not be a decision factor for one such employee request per shift up to a maximum of two (2) per day.

Previous: There was no limit on unplanned, emergency vacation requests which created difficulty in covering shifts without significant overtime expense. The requirement to pay overtime was a factor in whether planned vacation requests were approved.

- **MILITARY DUTY**

New: Language was added to clarify obligations under Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

Previous: Language was incomplete.

- **FAMILY MEDICAL LEAVE OF ABSENCE**

New: Any medical leave will run concurrently with Family Medical Leave of Absence (FMLA) eligibility.

Previous: Employees could exhaust all paid leave before FMLA eligibility began.

COLLEGE OF DUPAGE  
SPECIAL BOARD MEETING

NEW BUSINESS

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1. SUBJECT

Approval of Petition to Annex College of DuPage (the "College") into the Lisle-Woodridge Fire Protection District (the "District") and other related Intergovernmental Agreements.

**Pulled at February 21, 2012 Board Meeting**

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## **11. ANNOUNCEMENTS**

### **A. Communications**

### **B. Calendar Dates**

#### ***On-Campus Events***

- **Thursday, March 15, Regular Board Meeting; SSC-2200; 7:00 p.m.**

#### ***Off-Campus Events***



Special Board Meeting Agenda  
February 21, 2012

**12. ADJOURN**