



COLLEGE OF DuPAGE

Special Board of Trustees Meeting

March 19, 2013

Special Board Meeting Agenda
March 19, 2013

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

**COLLEGE OF DuPAGE
SPECIAL BOARD MEETING**

STANDARD BOARD APPROVAL

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 Special Board Meeting Agenda.

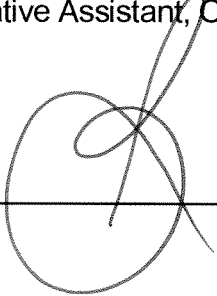
SIGNATURE PAGE FOR APPROVAL OF SPECIAL BOARD MEETING AGENDA

ITEM(S) ON REQUEST

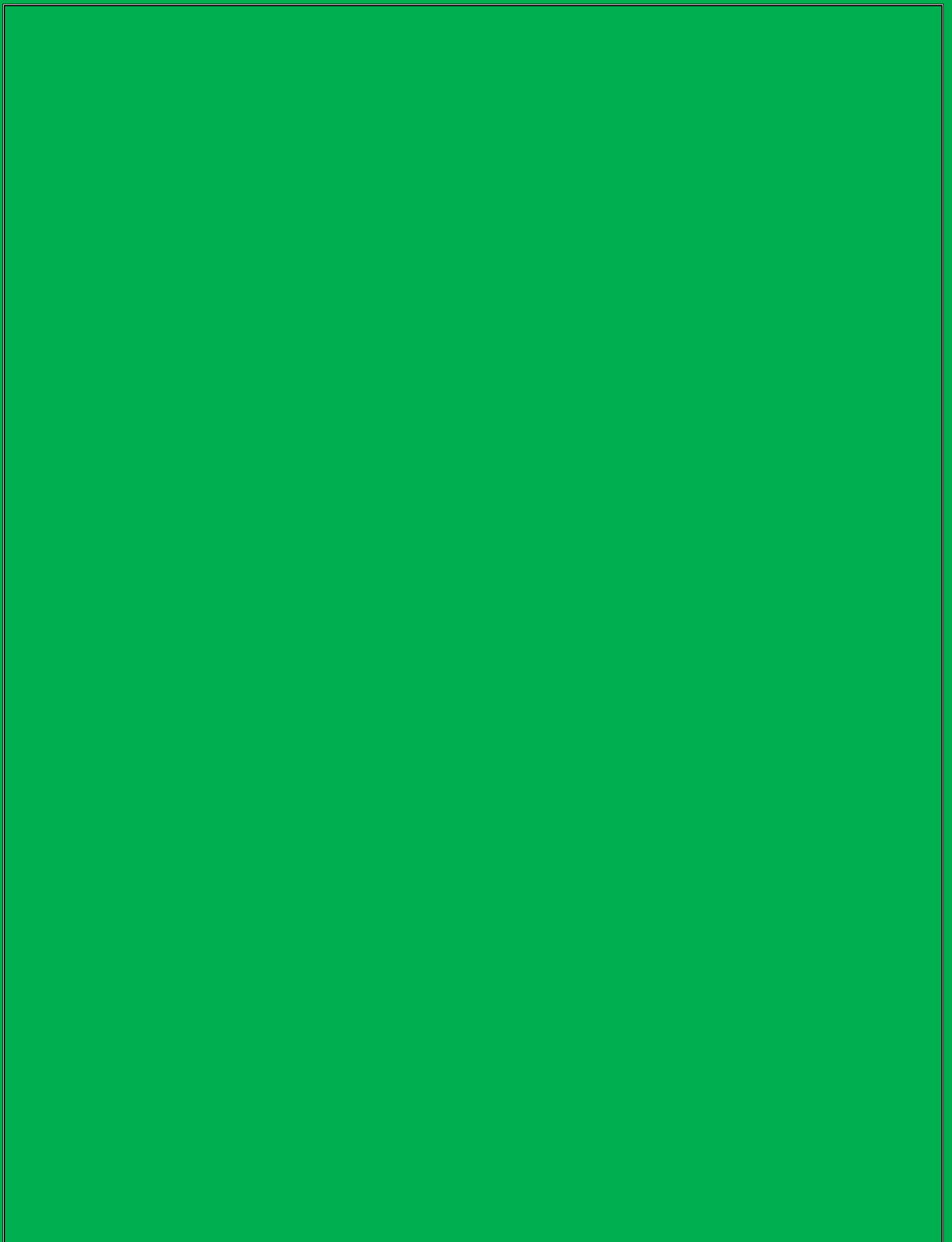
That the Board of Trustees approves the March 19, 2013 Special Board Meeting Agenda.

Gini Carrell

Administrative Assistant, Office of the President 3/6/13
Date



President 3/6/13
Date





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

TUESDAY, MARCH 19, 2013
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
 4. B. Culinary & Hospitality Program
 - Dr. Donna Stewart, Dean Business and Technology Division to introduce:
 - Chris Thielman, Professor and Program Coordinator
 - David Kramer, Associate Professor
 - Mary Beth Leone, Associate Professor
 4. C. 3 + 1 Update
 - Dr. Glenda Gallisath, Associate Vice President Academic Affairs
5. **STUDENT TRUSTEE'S REPORT**
6. **PRESIDENT'S 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
 9. A. 3) Financial Statements
 - a) Schedule of Investments
 - b) Operating Funds – Budget and Expenditures

9. B. For Approval: Standard items

9. B. 1) Minutes

- a) February 21, 2013 Regular Board Meeting

9. B. 2) Financial Reports

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

9. B. 3) Bid Items

- a) Ammunition for Suburban Law Enforcement Agency (SLEA)
- b) Document Cameras and Printers
- c) Moves, Phase II Department Moves
- d) Site Work, Infrastructure and Parking Improvements Project 2013 Bid Package 2
- e) Audio/Visual Equipment For Seaton Computing Center (SCC)
- f) East Campus Irrigation Well Rebid
- g) Site Work Infrastructure and Parking Improvements Bid Package Two Re-Bid

9. B. 4) Requests for Proposals

None

9. B. 5) Purchase Orders

None

9. B. 6) Personnel Actions

- a) Ratification of Administrator Appointments
- b) Ratification of Managerial Appointments
- c) Ratification of Classified Appointments
- d) Ratification of Managerial Promotions / Transfers
- e) Ratification of Classified Promotions / Transfers
- f) Ratification of Administrative Resignations / Terminations
- g) Ratification of Faculty Resignations / Terminations
- h) Ratification of Classified Resignations / Terminations

9. C. For Approval: Construction-Related Items

9. C. 1) Ratification of Construction Change Orders

- Referendum-Related Projects
- Capital Budget Projects – None

9. C. 2) Approval of Construction Change Orders

- Referendum-Related Projects
- Capital Budget Projects – None

10. **NEW BUSINESS**

10. A. **For Information**

- 1) Proposed Board Policy 25-76 - Assignment of Credit Hours

10. B. **For Approval**

- 1) Revised Board Policy 10-55, Investment of College Funds
- 2) Daily Herald Annual Advertising Campaign: March 2013 through March 2014
- 3) Michael Walters Advertising Annual Advertising Campaign
- 4) Software, Applicant Tracking System

11. **ANNOUNCEMENTS BY BOARD CHAIRMAN**

11. A. Communications

11. B. Calendar Dates

Campus Events (Note: * = Required Board Event)

- ***Thursday, April 18 – Regular Board Meeting – SSC-2200 – 7:00 p.m.**

12. **ADJOURN**

<p style="text-align: center;">FUTURE MEETING <u>Thursday, April 18, 2013</u> <u>7:00 p.m. – Regular Board Meeting – SSC-2200</u></p>
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** 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.

4. PRESENTATIONS

5. STUDENT TRUSTEE'S REPORT

6. PRESIDENT'S 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**
- 3) Financial Statements**

COLLEGE OF DuPAGE
REGULAR BOARD MEETING

STANDARD BOARD INFORMATION

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

February 1, 2013 - February 28, 2013

Fund Description	Gift Count	Cash	Pledges/Stocks	Gifts-In-Kind	Planned	Total
Athletic Fund	2	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
Budilovsky Literary Scholarship Endowment	1	\$0.00	\$24,084.80	\$0.00	\$0.00	\$24,084.80
Budilovsky Literary Scholarship Fund	1	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00
Carter Carroll Excellence in History Award	1	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Catherine M. Brod Endowed Scholarship for Speech and Theatre	1	\$80.00	\$0.00	\$0.00	\$0.00	\$80.00
College of DuPage Faculty Association Scholarship	4	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00
Culinary & Hospitality Center	1	\$0.00	\$0.00	\$11,870.00	\$0.00	\$11,870.00
Donald Carter Memorial Scholarship	2	\$106.00	\$0.00	\$0.00	\$0.00	\$106.00
Early Childhood Education	2	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Elmhurst Rotary Club Vocational/Technical Scholarship	1	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
General Scholarship Fund	37	\$1,676.46	\$0.00	\$0.00	\$0.00	\$1,676.46
Homeland Security Programs	2	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00
Horticulture Program	14	\$2,050.00	\$0.00	\$0.00	\$0.00	\$2,050.00
Kane County Cougars Ozzie's Reading Club Program Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
MAC Annual Fund	6	\$280.00	\$573.50	\$0.00	\$0.00	\$853.50
Morrissey Dental Hygiene Scholarship	1	\$0.00	\$1,720.50	\$0.00	\$0.00	\$1,720.50
Resource for Excellence Fund	23	\$2,545.33	\$0.00	\$498.47	\$0.00	\$3,043.80
Second Year Nursing Scholarship	1	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
Student Ambassador Scholarship	1	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00
Study Abroad Scholarship Fund	40	\$3,670.00	\$0.00	\$0.00	\$0.00	\$3,670.00
Tom Galloway Memorial Scholarship	2	\$65.00	\$0.00	\$0.00	\$0.00	\$65.00
Visiting Chefs Series (formerly Unique Pairings)	6	\$16,300.00	\$0.00	\$0.00	\$0.00	\$16,300.00
WDCB Public Radio Future Fund	6	\$164.60	\$60.00	\$0.00	\$0.00	\$224.60
Workforce Development Fund	1	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Grand Totals:		\$34,152.39	\$27,438.80	\$12,368.47	\$0.00	\$73,959.66

157 Gift(s) listed

College of DuPage Foundation
Fiscal Year 2013 Gift Summary Report
Year-to-Date as of February 28, 2013

Fund Description	Gift Count	Cash	Pledges/Stocks	Gifts-In-Kind	Planned	Total
A. Zarcone Memorial Scholarship	1	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
A.R.C. Memorial Scholarship	1	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
Athletic Fund	19	\$30,425.00	\$100.00	\$0.00	\$0.00	\$30,525.00
August Zarcone Endowment	2	\$550.00	\$0.00	\$0.00	\$0.00	\$550.00
Batavia Plain Dirt Gardeners Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
BioMerieux Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Budilovsky Literary Scholarship Endowment	1	\$0.00	\$24,084.80	\$0.00	\$0.00	\$24,084.80
Budilovsky Literary Scholarship Fund	1	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00
Buffalo Theatre Ensemble	21	\$3,634.20	\$200.00	\$0.00	\$0.00	\$3,834.20
Building Trades Scholarship	1	\$1,576.95	\$0.00	\$0.00	\$0.00	\$1,576.95
Carter Carroll Excellence in History Award	2	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00
Catherine M. Brod Endowed Scholarship for Speech and Theatre	16	\$1,280.00	\$0.00	\$0.00	\$0.00	\$1,280.00
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
Cleve Carney Art Space Endowment Fund	5	\$550.00	\$4,500.00	\$0.00	\$0.00	\$5,050.00
COD Foundation's Single Parent Scholarship	1	\$45.00	\$0.00	\$0.00	\$0.00	\$45.00
COD Foundation's Textbook Scholarship	1	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
College of DuPage Faculty Association Scholarship	38	\$1,055.00	\$0.00	\$0.00	\$0.00	\$1,055.00
Community Farm Fund	8	\$4,567.00	\$0.00	\$0.00	\$0.00	\$4,567.00
Community Promise Scholarship Fund	14	\$210.00	\$0.00	\$0.00	\$0.00	\$210.00
Community Relations Fund	59	\$14,242.24	\$0.00	\$17,639.00	\$0.00	\$31,881.24
Culinary & Hospitality Center	39	\$14,020.00	\$0.00	\$11,870.00	\$0.00	\$25,890.00
Culinary Student Scholarship (Teen Culinary Challenge)	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Dental Hygiene Fund	2	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
DiabeticLifestyle.com Scholarship Fund	1	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Dick Wood Memorial Scholarship	1	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Donald Carter Memorial Scholarship	14	\$742.00	\$0.00	\$0.00	\$0.00	\$742.00
DuPage Chapter Mothers and More Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Early Childhood Education	17	\$170.00	\$0.00	\$0.00	\$0.00	\$170.00
Eileen Ward Scholarship	6	\$2,450.00	\$1,000.00	\$0.00	\$0.00	\$3,450.00
Elizabeth Geyer Scholarship	2	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$8,000.00
Elmhurst Rotary Club Vocational/Technical Scholarship	1	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
Everyone Matters Scholarship Fund	5	\$1,180.00	\$0.00	\$0.00	\$0.00	\$1,180.00
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
Football Program Fund	2	\$15,250.00	\$0.00	\$0.00	\$0.00	\$15,250.00
General Scholarship Fund	296	\$17,041.46	\$0.00	\$0.00	\$100,000.00	\$117,041.46
Glen Ellyn Infant Welfare Scholarship	1	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00
Golf 2012	186	\$86,351.00	\$0.00	\$10,553.50	\$0.00	\$96,904.50
Greg Joos Memorial Scholarship	4	\$40.00	\$0.00	\$0.00	\$0.00	\$40.00
Healthcare Initiative Scholarship	1	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Healthcare Instructional Support	3	\$50,104.07	\$0.00	\$0.00	\$0.00	\$50,104.07
Homeland Security Programs	7	\$4,450.00	\$0.00	\$1,235.00	\$0.00	\$5,685.00
Horticulture Program	14	\$2,050.00	\$0.00	\$0.00	\$0.00	\$2,050.00

College of DuPage Foundation
Fiscal Year 2013 Gift Summary Report
 Year-to-Date as of February 28, 2013

Fund Description	Gift Count	Cash	Pledges/Stocks	Gifts-In-Kind	Planned	Total
Horticulture Student Competition	2	\$670.00	\$0.00	\$0.00	\$0.00	\$670.00
Hospitality Administration Program	3	\$2,102.99	\$0.00	\$0.00	\$0.00	\$2,102.99
Howard K. Canaday Music Scholarship	1	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00
Illinois Health Improvement Association Scholarship Fund	1	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00
Jerry Bradshaw Memorial Scholarship	1	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00
Jill Johnson Hall Memorial Scholarship	1	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
Julie Svec Memorial Scholarship Fund	1	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
Kane County Cougars Ozzie's Reading Club Program Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Louis J. Mannion Scholarship	4	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00
MAC Annual Fund	107	\$27,630.00	\$3,218.29	\$0.00	\$0.00	\$30,848.29
Margarita Salazar Respiratory Therapy Scholarship	1	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Marriott Chicagoland Business Council Hospitality Scholarship	1	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
Mary Mack Scholarship	10	\$525.00	\$0.00	\$0.00	\$0.00	\$525.00
Mary Pollard Scholarship for Nursing & Community Commitment	2	\$2,000.00	\$8,000.00	\$0.00	\$0.00	\$10,000.00
Mayes/McLean Scholarship	1	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Morrissey Dental Hygiene Scholarship	1	\$0.00	\$1,720.50	\$0.00	\$0.00	\$1,720.50
Naperville Rotary Charities & the Rotary Club of Naperville Scholarship	1	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00
New Philharmonic/DuPage Opera Theatre	45	\$11,623.20	\$100.00	\$0.00	\$0.00	\$11,723.20
Nursing Alumni Association Scholarship	1	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
Older Adult Institute Fund	1	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Resource for Excellence Fund	252	\$51,410.13	\$200.00	\$24,394.29	\$0.00	\$76,004.42
Robert L. Wagner Scholarship Endowment	1	\$75,000.00	\$0.00	\$0.00	\$0.00	\$75,000.00
Ruth Nechoda Memorial Scholarship	1	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
Second Year Nursing Scholarship	1	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
Student Ambassador Scholarship	1	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00
Student Crisis Emergency Fund (formerly Murphy Presidential Scholarship)	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Study Abroad Scholarship Fund	70	\$4,195.00	\$0.00	\$0.00	\$0.00	\$4,195.00
Tom Galloway Memorial Scholarship	3	\$1,921.35	\$0.00	\$0.00	\$0.00	\$1,921.35
Tuition Relief Fund	1	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00
US Bank Scholarship Fund	1	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
Veteran Services	1	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Veterans Textbook Scholarship	2	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00
Visiting Chefs Series (formerly Unique Pairings)	15	\$34,980.00	\$0.00	\$0.00	\$0.00	\$34,980.00
WDCB Public Radio Future Fund	93	\$20,067.50	\$3,880.00	\$0.00	\$0.00	\$23,947.50
Wilbur Walker Dodge Memorial Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Workforce Development Fund	5	\$3,050.00	\$0.00	\$0.00	\$0.00	\$3,050.00
Grand Totals:		\$582,169.09	\$52,003.59	\$65,691.79	\$100,000.00	\$799,864.47

1,436 Gift(s) listed
 15 total planned gifts (1 new)

**College of DuPage
FY13 Grants Awarded Report
July 1, 2012 - February 28, 2013**

Note: New Entries in Bold

Granting Agency	Title	Division	Project Director	Type	Amount	Start Date	End Date	Description
COMPETITIVE GRANTS								
Illinois Arts Council	FY13 Partner In Excellence (McAninch Arts Center)	Liberal Arts	Stephen Cummins Roland Raffel	State	\$24,300	9/15/12	8/31/13	General operating support for the 2012-2013 season.
Illinois Department of Commerce and Economic Opportunity (DCEO)	FY13 Procurement Technical Assistance Center (PTAC)	Business & Technology	Rita Haake	State	\$51,000	7/1/12	6/30/13	To support operations of the COD Center for Entrepreneurship Procurement Technical Assistance Center (PTAC).
Illinois State Library/Literacy Office	FY13 Adult Volunteer Literacy: People Educating People (PEP)	Continuing Education	Joseph Cassidy Dan Deasy	State	\$41,000	7/1/12	6/30/13	To offer individualized instruction and provide tutoring for ABE, GED, ESL classes.
Illinois State Library/Literacy Office	FY13 Family Literacy: West Chicago	Continuing Education	Joseph Cassidy Dan Deasy	State	\$29,750	7/1/12	6/30/13	To support the <i>Leer es Poder</i> (Reading is Power) family literacy program.
The Richard H. Driehaus Foundation	Buffalo Theatre Ensemble	Liberal Arts	Amelia Barrett Connie Canaday Howard	Private	\$18,000	7/1/12	6/30/14	Expand marketing efforts.
U.S. Bancorp	US Bank Scholarship Fund	COD Foundation	Cathy Brod	Private	\$5,000	7/1/12	6/30/13	To provide five \$1000 scholarships for low-income students.
U.S. Department of Defense/ Illinois Department of Commerce and Economic Opportunity (DCEO)	FY13 Procurement Technical Assistance Center (PTAC)	Business & Technology	Rita Haake	Federal	\$51,000	7/1/12	6/30/13	To support operations of the COD Center for Entrepreneurship Procurement Technical Assistance Center (PTAC).
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.)					\$220,050			

**College of DuPage
FY13 Grants Awarded Report
July 1, 2012 - February 28, 2013**

Note: New Entries in Bold

Granting Agency	Title	Division	Project Director	Type	Amount	Start Date	End Date	Description
AGENCY-ALLOCATED GRANTS								
Corporation for Public Broadcasting	FY13 Radio Community Service Grant	Marketing & Communications	Scott Wager	Private	\$157,684	10/1/12	9/30/14	General operating support.
Illinois Community College Board	FY13 Career & Technical Education Innovation Grant	Academic Affairs	Glenda Gallisath	Federal/State	\$22,464	7/1/12	6/30/13	To expand HVAC programming for students and professional development for faculty.
Illinois Arts Council	FY13 WDCB-FM Public Radio and Television Basic Grant	Marketing & Communications	Scott Wager	State	\$11,325	10/15/12	8/31/13	General operating support.
Illinois Community College Board	FY13 Adult Education and Family Literacy	Continuing Education	Joseph Cassidy Dan Deasy	Federal/State	\$1,917,549	7/1/12	6/30/13	To support the Adult Education and Family Literacy programming.
Illinois Community College Board	FY13 Career & Technical Education Program Postsecondary Perkins	Academic Affairs	Glenda Gallisath	Federal	\$565,193	7/1/12	6/30/13	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.
Illinois Community College Board	FY13 Program Improvement	Academic Affairs	Glenda Gallisath	Federal/State	\$75,335	7/1/12	6/30/13	To support the improvement of select CTE programming.
AGENCY-ALLOCATED GRANTS (Includes grants where it was necessary to develop a concept or project and follow comprehensive guidelines for proposal submission in order to receive allocated funds. Adherence to reporting requirements and ability to measure successful program outcomes determines the level of the award.)					\$2,749,550			

**College of DuPage
FY13 Grants Awarded Report
July 1, 2012 - February 28, 2013**

Note: New Entries in Bold

Granting Agency	Title	Division	Project Director	Type	Amount	Start Date	End Date	Description
SUBCONTRACTOR / PARTNER in GRANT								
IL Department of Human Services and IL Coalition for Immigrant and Refugee Rights	Illinois Refugee and Immigrant Citizenship Initiative (IRICI)	Continuing Education/Extended Learning	Dan Deasy	State	\$15,323	7/1/12	6/30/13	Partnership with World Relief DuPage, West Chicago High School District 94 and Exodus World Services to offer citizenship preparation classes, tutoring, legal assistance and application services to DuPage County permanent residents.
United States Department of Labor	TAACCCT: Illinois Network for Advanced Manufacturing Earn & Learn	Business & Technology	John Kronenberger	Federal	\$520,015	10/1/12	9/30/16	Partnership with Harper College and 19 other Illinois Community Colleges to offer additional training by earning certificates and degrees in advanced manufacturing while working.
SUBCONTRACTOR / PARTNER in GRANT					\$535,338			
FY13 Total All Grants as of February 28, 2013					\$3,504,938			

COLLEGE OF DuPAGE
SPECIAL BOARD MEETING

STANDARD BOARD APPROVAL

1. SUBJECT

Consortium/Cooperative Agreement

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

COLLEGE OF DuPAGE
SPECIAL BOARD MEETING

STANDARD BOARD INFORMATION

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.

**COLLEGE OF DUPAGE
COMMUNITY COLLEGE DISTRICT NO. 502
INVESTMENT SCHEDULE
2/28/2013**

<u>FINANCIAL INSTITUTION</u>	<u>DATE PURCHASED</u>	<u>DATE OF MATURITY</u>	<u>RATE OF RETURN</u>	<u>PRINCIPAL</u>
OPERATING INVESTMENTS:				
EDUCATIONAL FUND				
US Bank - IL FUNDS	N/A	N/A	0.07	\$ 1,519,883
Wheaton Bank & Trust NOW Acct	N/A	N/A	0.20	14,121,112
PFM Liquidity Acct	N/A	N/A	0.17	17,864,669
First Bank of Puerto Rico	2/8/2012	5/8/2013	0.55	249,000
GE Capital	8/2/2012	8/2/2013	0.45	249,000
Bank of India CD	9/12/2012	9/11/2013	0.50	249,000
Everbank Jacksonville CD	10/1/2012	3/28/2013	0.50	249,000
Chase High Yield Saving	N/A	N/A	0.21	64,834,091
Northern Trust Ultra-Short Fixed Income	N/A	N/A	2.43	10,094,867
Global Gov't Securities: FNMA	07/26/12	08/14/17	1.00	30,000,000
Global Gov't Securities: FMV Adjustment	N/A	N/A	N/A	91,369
Global Gov't Securities: Money Market	N/A	N/A	0.01	151,866
				<u>139,673,857</u>
WORKING CASH FUND				
PFM Investments	N/A	N/A	0.64	8,026,499
PFM Fair Market Value Adjustment	N/A	N/A	N/A	(43,406)
PFM IIIT	N/A	N/A	0.03	16,382
				<u>7,999,475</u>
SUB-TOTAL OPERATING INVESTMENTS				<u>147,673,332</u>
CONSTRUCTION INVESTMENTS:				
SERIES 2011A Bonds				
Chase High Yield Saving	N/A	N/A	0.21	12,359,378
Managed Portfolio - 5/3 Bank	N/A	N/A	0.66	19,602,763
Money Market	N/A	N/A	0.01	531,793
Managed Portfolio Fair Value Adjustment	N/A	N/A	N/A	(168,878)
PMA Citibank Savings	N/A	N/A	0.00	194
				<u>32,325,250</u>
OPERATIONS AND MAINTENANCE (RESTRICTED) FUND				
PFM Investments	N/A	N/A	0.64	17,639,972
PFM Fair Market Value Adjustment	N/A	N/A	N/A	(101,281)
PFM IIIT	N/A	N/A	0.03	38,224
				<u>17,576,915</u>
SUB-TOTAL CONSTRUCTION INVESTMENTS				<u>49,902,165</u>
GRAND TOTAL ALL INVESTMENTS				<u>\$ 197,575,497</u>

**COLLEGE OF DUPAGE
COMMUNITY COLLEGE DISTRICT NO. 502
INVESTMENT SCHEDULE
2/28/2013**

	CASH EQUIVALENTS AND INVESTMENTS	FY2013 INTEREST BUDGET	BUDGETED PLANNED TO DATE	INTEREST EARNED TO DATE
EDUCATIONAL FUND *	\$ 82,300,955	\$ 150,000	\$ 99,737	\$ 228,833
OPERATIONS AND MAINTENANCE FUND *	22,201,005	45,000	30,000	48,790
OPERATIONS AND MAINTENANCE (RESTRICTED) FUND	49,902,165	190,000	126,664	345,070
DEBT SERVICE FUND *	25,873,993	44,049	29,368	57,683
AUXILIARY FUND *	9,297,904	10,000	6,664	19,463
WORKING CASH FUND	7,999,475	20,000	13,328	53,873
	<u>\$ 197,575,497</u>	<u>\$ 459,049</u>	<u>\$ 305,761</u>	<u>\$ 753,712</u>

* - The actual cash equivalents and investments are held in the Education Fund. The allocation of these cash equivalents and investments are based on the cash balance for each of these funds.

**COLLEGE OF DUPAGE
COMMUNITY COLLEGE DISTRICT NO. 502
CONSTRUCTION BONDS
February 28, 2013**

College of DuPage - 2011A Building Bonds

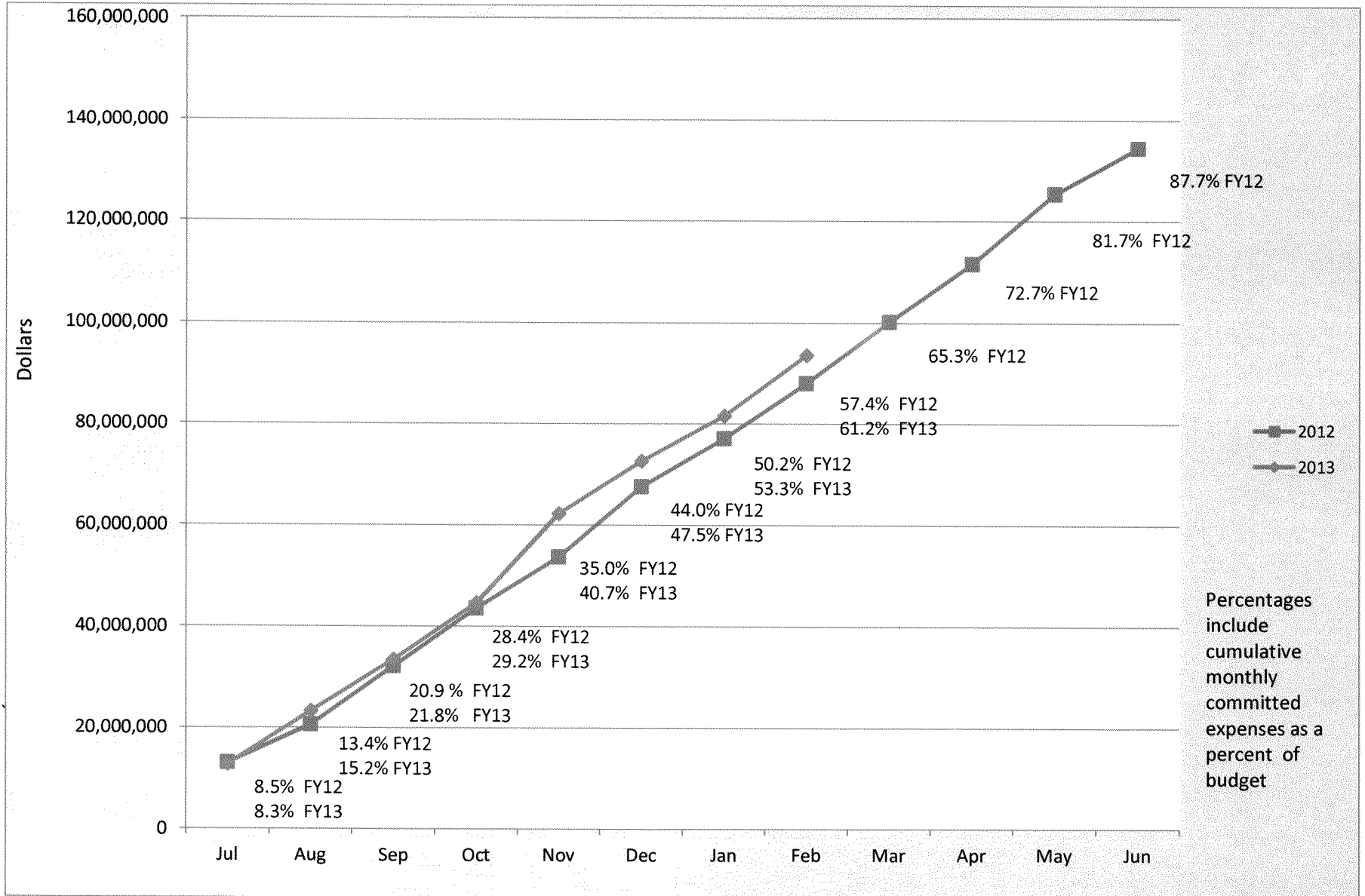
Date of Issue		8/10/2011
Original Bond Proceeds	\$	90,114,979
Original Expense Budget	\$	90,120,954
Expenses to Date	\$	57,903,697
Future Funds Available	\$	32,325,250

COLLEGE OF DUPAGE
FISCAL YEAR 2013 BUDGET AND EXPENDITURES
February 28, 2013
As of February 28, 2013 17 of 26 Payrolls have occurred = 65.4%

DIVISION	CURRENT ANNUAL BUDGET	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	TOTAL COMMITTED	UNCOMMITTED BALANCE	% OF BUDGET COMMITTED
EDUCATION FUND						
President	\$ 941,518	\$ 645,595	\$ 5,925	\$ 651,520	\$ 289,998	69.20%
Govern. Relations/Board of Trustees	434,800	276,633	12,222	288,855	145,945	66.43%
Academic Affairs						
Academic Affairs Administration	5,578,646	2,790,917	102,783	2,893,700	2,684,946	51.87%
Business & Technology	15,926,345	10,280,721	164,530	10,445,251	5,481,094	65.58%
Health & Social Sciences	31,379,340	20,134,922	326,596	20,461,518	10,917,822	65.21%
Liberal Arts	22,650,431	14,133,089	48,157	14,181,246	8,469,185	62.61%
Library	8,046,152	5,136,853	41,001	5,177,854	2,868,298	64.35%
Continuing Education	2,817,873	1,607,042	42,291	1,649,333	1,168,540	58.53%
Student Services	7,767,854	4,746,758	55,814	4,802,572	2,965,282	61.83%
Information Technology	14,457,630	7,908,658	528,014	8,436,672	6,020,958	58.35%
Plan & Inst Effectiveness	919,101	427,650	2,432	430,082	489,019	46.79%
Development & Foundation	1,229,619	753,947	70,747	824,694	404,925	67.07%
Enrollment Management	5,562,912	3,017,752	50,290	3,068,042	2,494,870	55.15%
Total Academic Affairs	116,335,903	70,938,309	1,432,655	72,370,964	43,964,939	62.21%
Administrative Affairs						
Administrative Affairs Admin.	680,881	315,835	83,361	399,196	281,685	58.63%
Business Affairs	1,797,986	946,781	499,155	1,445,936	352,050	80.42%
Police Department	2,040,660	1,177,138	40,980	1,218,118	822,542	59.69%
Finance Office	4,320,744	2,951,201	135,044	3,086,245	1,234,499	71.43%
Facilities/Plant Administration	4,240,880	2,351,201	514,333	2,865,534	1,375,346	67.57%
Risk Management	217,056	128,501	10,363	138,864	78,192	63.98%
General Institutional	15,822,760	7,554,724	32,443	7,587,167	8,235,593	47.95%
Total Administrative Affairs	29,120,967	15,425,381	1,315,679	16,741,060	12,379,907	57.49%
Human Resources	2,534,327	1,163,395	48,586	1,211,981	1,322,346	47.82%
External Relations	3,628,700	2,057,785	230,369	2,288,154	1,340,546	63.06%
Total Education Fund:	\$ 152,996,215	\$ 90,507,098	\$ 3,045,436	\$ 93,552,534	\$ 59,443,681	61.15%
OPERATIONS & MAINTENANCE FUND						
Administrative Affairs	\$ 14,487,172	\$ 7,204,756	\$ 2,213,616	\$ 9,418,372	\$ 5,068,800	65.01%
Information Technology	640,766	404,874	217,915	622,789	17,977	97.19%
Total Operations & Maintenance Fund:	\$ 15,127,938	\$ 7,609,630	\$ 2,431,531	\$ 10,041,161	\$ 5,086,777	66.37%
Total General Funds	\$ 168,124,153	\$ 98,116,728	\$ 5,476,967	\$ 103,593,695	\$ 64,530,458	61.62%

College of DuPage

FY 2012 & FY 2013 Education Fund Committed Expenditures



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

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.


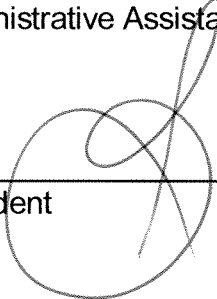
4. **RECOMMENDATION**
That the Board of Trustees approves the following Board Meeting Minutes:
 - a) February 21, 2013 Regular Board Meeting

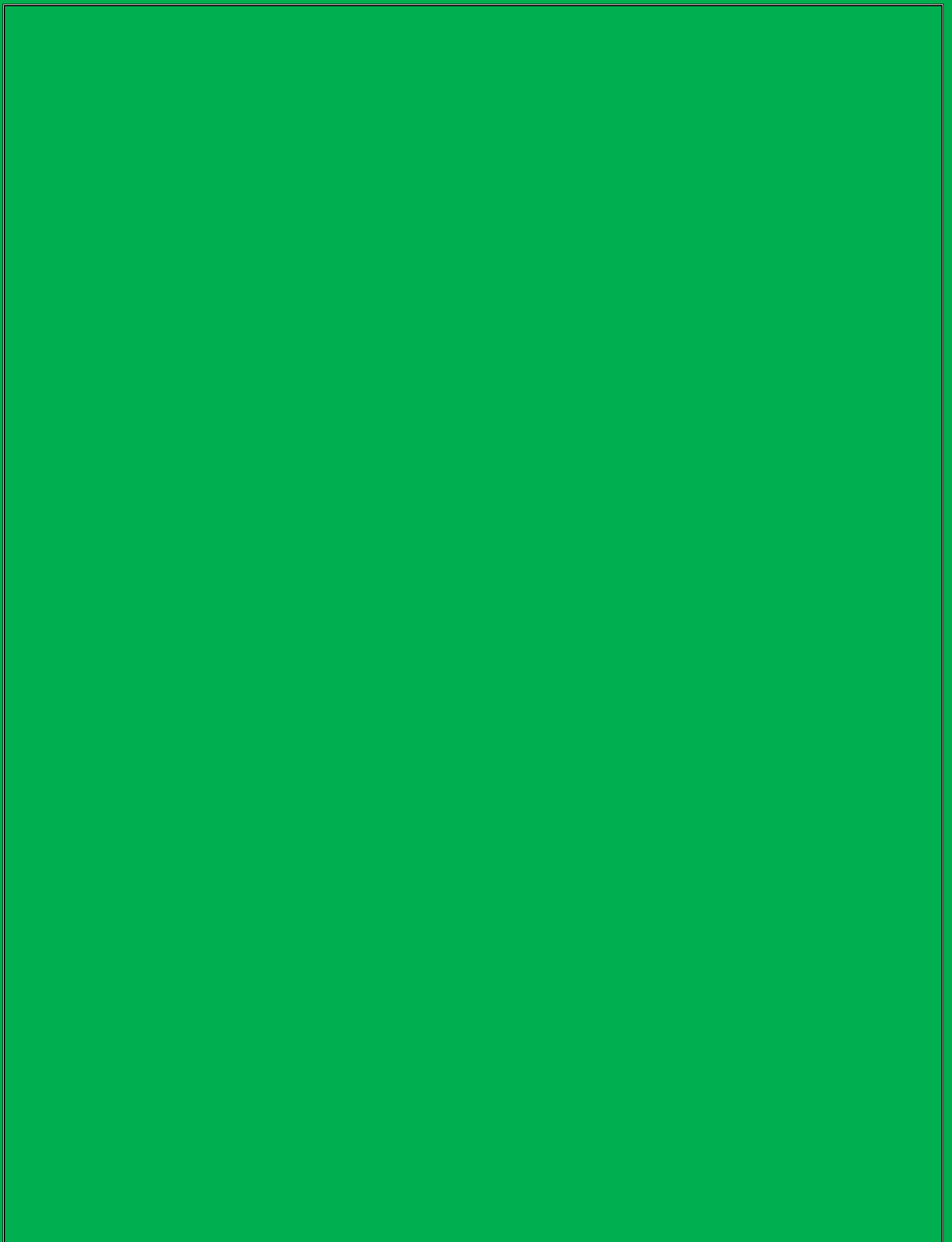
SIGNATURE PAGE FOR APPROVAL OF BOARD MEETING MINUTES

ITEM(S) ON REQUEST

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

- a) February 21, 2013 Regular Board Meeting

	<u>3/8/13</u>
Administrative Assistant, Office of the President	Date
	<u>3/8/13</u>
President	Date



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

**MINUTES
THURSDAY, FEBRUARY 21, 2013
HELD ON CAMPUS IN SSC-2200, GLEN ELLYN, IL**

1. CALL TO ORDER

At 7:00 p.m., the Regular Meeting of the Board of Trustees was called to order by Chairman Carlin.

2. ROLL CALL

Present: Student Trustee Olivia Martin, Trustees David Carlin, Erin Birt, Dianne McGuire, Allison O'Donnell, Kim Savage, Nancy Svoboda and Joe Wozniak.

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

3. APPROVAL OF AGENDA

Chairman Carlin called for a motion to approve tonight's Agenda. Trustee Savage moved, Trustee Svoboda seconded the motion. On voice vote, the Board of Trustees approved the Agenda for the Regular Board Meeting of February 21, 2013. The motion carried unanimously.

4. PRESENTATIONS

A. Faculty / Student Showcase

**B. Midwest Regional Training Center (MRTC) – Joseph Cassidy, Dean
Continuing Education/Extended Learning**

- Joseph Cassidy spoke regarding the Midwest Regional Testing Center
- This is Phase II – Phase I was the Homeland Security Educational Center
- First comprehensive, advanced training complex serving local, state and federal agencies
 - Center will provide state of the art facilities and equipment
 - Collaborative and integrated curriculum
 - Multi-agency exercises to shape the future of public safety and emergency planning and response
- Phase II founding partners are College of DuPage (under Dr. Breuder's leadership and the Board) and City of West Chicago, Laz Perez, Police Chief.
- MRTC Primary Planning Partners:
 - City of West Chicago
 - College of DuPage

- DHS
- ATF
- ICE
- Legat Architects
- Additional Partners:
 - Chicago Police Department
 - IEMA
 - DuPage OHSEM
 - BNSF Railway
 - Canadian National Railway
 - Growing list of local, state and federal first responder agencies
- Needs analysis survey is underway with combined first responders of 130 agencies, representing nearly 20,000 first responders
- Joseph Moore, Vice President, Marketing & Communications and his team developed a video presentation, narrated by Bill Kurtis.
- Next Steps:
 - Continue to build support among end users
 - Revise business/operating plan and budget
 - Further develop HSTI program model
 - Secure capital dollars and advanced training partnerships, intergovernmental agreements and expert training
- College of DuPage Police Chief Joe Mullin, along with Chief Pavlecezk from the Village Park Police Department and Chief Laz Perez from the West Chicago Police Department presented Dr. Breuder with a badge as a symbol of service he has provided to our community, the citizens of the district, the police officers and firemen.

C. Enrollment Update – Earl Dowling, Associate Vice President Enrollment Management

- Earl Dowling spoke regarding enrollment
 - “UP” by 3.8%
 - 8% increase in overall number of applications
 - All targets were hit with the exception of African American students – 7 fewer applications from Spring 2012
 - Maintained focus on diversity
- Enrollment Plan
 - Call Center made 22,254 calls
 - 510 students and parents came to learn about the offerings of College of DuPage on President’s Day
 - Middle School Partnership:
 - Campus Visit Day & Tour for 5th – 8th grade students:
 - Dundee Middle School
 - Francis Grange Middle School
 - O’Neil Middle School
 - Marquardt School District 14

- On Site College Awareness Presentation 6th – 8th grade students:
 - Herrick Middle School, Downers Grove
 - Fischer Middle School, Aurora
 - Albright Middle School, Villa Park
 - Indian Train Middle School, Addison
 - Downers Grove School District #58
- Middle School Conference Event, Saturday, October 5th
 - In partnership with the DuPage Workforce Board Youth Council
 - Sessions for parents and students
 - Hosted at College of DuPage
 - Presentations on the value of going on to college, perfect attendance, sitting in front of the classroom, study skills and studying hard

D. COD's Manufacturing Focus – Dr. Donna Stewart, Dean Business & Technology to introduce James Filipek, Associate Professor, Manufacturing & Technology

- Donna Stewart indicated College of DuPage is ready to meet the emerging needs of manufacturing and convert that to programming.
- Illinois Network for Advanced Manufacturing (INAM)
 - 21 community colleges
 - Crafted a grant application to the Department of Labor targeting TAA (Trade Adjustment Assistance) Dollars for employees who have been displaced as their jobs have been moved offshore
 - \$12.9 million was applied for from across the 21 schools
 - College of DuPage will receive just over \$500,000 over the next 3 years
- Illinois Manufacturing Association (IMA)
 - Putting together a network for the organization to identify manufacturing skill needs across the state.
- James Filipek, Associate Professor, Manufacturing Technology
 - Growth since 2011 related to dual credit program with 5 local high schools.
 - Held a Manufacturing Career Awareness Expo
 - 185 high school students visited COD
 - Currently working with multiple schools including TCD and Lake Park High School
 - Post Secondary opportunities:
 - Illinois Institute of Technology
 - Illinois State University
 - Northern Illinois University
- Grants
 - TAA will be used to update curriculum and capital equipment.

- \$16,000 Tooling and Manufacturing Association (TMA)
- \$28,000 (pending) Workforce Development Grant to help with tuition assistance for those desiring to obtain skills for a career in manufacturing
- Career Opportunities
 - In 2011 we received 58 postings
 - 26 of those postings were for multiple positions
 - In 2012 we received 72 postings
 - 23 of those postings were for multiple positions
- Manufacturing has enjoyed a complete facelift in TEC
 - \$300,000 new equipment since 2009
 - Welding lab and manufacturing labs are both state of the art
- Industry Partners
 - Caterpillar
 - DynoMax
 - Bison Gear & Engineering Corp.
 - TMA
 - FlexCo
- Scholarships
 - Praxair
 - Edward R. Valentis Technology Scholarship
 - Magnetrol
 - Grainger

5. STUDENT TRUSTEE'S REPORT

- Olivia Martin, Student Trustee, shared some of the Student Leadership Council's activities:
 - Raising awareness of different cultures and social issues
 - Holding different events around campus to encourage students to get involved
 - Hosted a Town Hall Meeting with Earl Dowling, Janet Pagan-Klehr and Joe Collins regarding the state of higher education in Illinois and economic issues and how they affect College of DuPage
 - Filmed a Harlem Shake video which ties in with Kindness Week
 - Student Advocacy Day will be held in April
 - Looking forward to passing on the torch to a new student trustee

6. PRESIDENT'S REPORT

- Dr. Breuder announced that there would be two speakers tonight, Stephen Cummins and Tom Glaser.
- Stephen Cummins, Director of Performing Arts
 - Spoke regarding the \$35,000,000 MAC renovations
 - The MAC has been a part of COD for 25 years
 - Attendance and events and performances have doubled since opening in 1986
 - Mission of the MAC is not changing – we are here to enrich the cultural

- vitality of the community
- Taking time to evaluate the operation, staff and production calendar
 - Pleased to announce that they will be presenting an abbreviated New Philharmonic Season
- The MAC looks to increase contributed revenue
 - Currently asking patrons for their support and have raised \$20,000 already.
- Tom Glaser, Senior Vice President – Administrator & Treasurer
 - Presented Curriculum Profitability Analysis
 - Explained Curriculum Profitability Methodology
 - In January 2013 Finance analyzed the profitability of all subject offerings in the College curriculum
 - Of the 72 subjects offered, 41 operated at a profit totaling \$25.4 million and the remaining 31 subjects operated at a loss totaling \$6.1 million.
 - Mathematics profit was the highest at \$5.6 million, while the Nursing ADN was ranked the lowest at (\$777,009)
 - A Net Profit/(Loss) was broken down by Division
- Dr. Breuder spoke that these presentations were a follow-up to the discussions at past Board meetings regarding the losses incurred by the Waterleaf and the MAC. Dr. Breuder wanted to stress the importance of showing the Profit/(Loss) of each subject so that the Board and the community have a better understanding of how and why the College supports programs that do not make a profit.

7. COMMENTS FROM COLLEGE OF DuPAGE EMPLOYEES

- Glenn Hansen, President of the Faculty Association and Faculty Senate spoke on behalf of CODFA regarding curriculum and making COD the best place to learn and the best place to work.
- Robert Hazard, Assistant Professor of English regarding the increase in tuition.
- Kurt Muspratt, Music Director of New Philharmonic thanked the Board for their support and spoke regarding wanting to be good business partners with COD and to bear their part financially.

8.A. COMMENTS FROM DISTRICT 502 CITIZENS

- Tom Gallagher spoke on the importance of the New Philharmonic to his family, friends and the community.
- Dorothy Deen spoke regarding the New Philharmonic and staffing.

8.B. COMMENTS FROM CITIZENS AT-LARGE

- None

At 9:06 p.m. Chairman Carlin called for a brief recess.

Board Meeting resumed at 9:14 p.m.

9. CONSENT AGENDA

- Chairman Carlin asked if there were any Consent Agenda items the Board would like to remove and vote on separately. Hearing none, Trustee Savage moved, Secretary O'Donnell seconded, that the Board of Trustees approve the Consent Agenda consisting of the following items:

A. The following items for BOARD INFORMATION only:

- 9. A. 1) Gifts and Grants Report
- 9. A. 2) Governmental Consortium/Cooperative Purchases Report
- 9. A. 3) Financial Statements
 - a) Schedule of Investments
 - b) Operating Funds – Budget and Expenditures
 - c) Disposal of Capital Assets

B. The following items for BOARD APPROVAL:

- 1) Minutes
 - a) February 21, 2013 Regular Board Meeting
- 2) Financial Reports
 - a) Treasurer's Report
 - b) Payroll and Accounts Payable Report
- 3) Bid Items
 - a) Waste Compactor to Groot Industries Inc., 2500 Landmeier Road, Elk Grove Village, Illinois 60007 in the amount of \$30,995.00
 - b) Plantings, Seasonal to Bella Flowers & Greenhouse, Inc., 7117 S. Roberts Road, Bridgeview, Illinois 60455 in the amount of \$31,608.50.
 - c) Furniture, Student Resource Center (SRC) Library Renovation Phase 1

<u>Item</u>	<u>Vendor</u>	<u>\$ Amount</u>
1,4,5,6,7,8,10,11, 12,13,16,17,20,21, 22,23,25,26,27,28, 29,30,31,35,36,37, 39,40,43,44,47,48, 49,50, 51,52, 53,54, 59,60,61,62,63,65, 66,67,68,70,71,72, 73,74,75,76,77,78,	Interior For Business 409 North River Street Batavia, Illinois 60510	\$448,550.58

79,80,81,113,114,115

34,45,46,88,89	InterSpace by BOS 444 North Orleans Street Suite 100 Chicago, Illinois 60654	\$ 10,016.94
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9,14,15,32,33,90,112	Kayhan International 1475 East Woodfield Road Suite 104 Schaumburg, Illinois 60173	\$ 85,851.31
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91,92,93,94,95,96,97, 98,99,100,101,102,103, 104,105,106,107,108, 109,110,111	Krueger International, Inc. 1330 Bellevue Street P.O. Box 8100 Green Bay, Wisconsin 54308	\$114,668.62
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82,83,84,87	Library Furniture International 1945 Techny Road Unit #10 Northbrook, Illinois 60062	\$157,443.66
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2,3,42,55,56,57,58,64	Office Concepts 1142 N. North Branch Street Chicago, Illinois 60642	\$93,657.01
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For a total expenditure of:		<u>\$910,188.12</u>
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d) Site Work Infrastructure and Parking Improvements
2013 Bid Package 1 as follows:

a) That the Board of Trustees awards the bids to the lowest responsible bidders and assign the contracts to Pepper Construction Company, 411 Zurich Road, Barrington, Illinois 60010 as follows:

- Site Utilities Work to Landworks, Ltd., 751 N. Bolingbrook Drive, Link 17, Bolingbrook, Illinois 60440 for a total of \$81,934.81.

- Building and Site Concrete Work to Matrix Concrete Construction, 10S274 Schoger Drive, Unit A, Naperville, Illinois 60564, for a base bid total of \$99,990.00
- Electrical Work to Utility Dynamics, 23 Commerce Drive, Oswego, Illinois 60543 for a total of \$26,440.00.
- Excavation and Earthwork to Lorusso Cement Contractors, Inc., 1090 Carolina Drive, West Chicago, Illinois 60185, for a base bid and accepted alternate 7-1 total of \$112,022.00.
- Landscape and Irrigation Work to Breezy Hill Nursery, 7530 288th Avenue, Salem, Wisconsin 53168, for a base bid and accepted alternate 4-1 total of \$546,200.00.

For a subtotal expenditure of \$866,586.81.

b) That the Board of Trustees accept the increase in the contract amount with Pepper Construction, 411 Zurich Road, Barrington, Illinois 60010 in the amount of \$68,806.99.

For a total expenditure of \$935,393.80.

- 4) Requests for Proposals:
 - There are no Requests for Proposals this month.
- 5) Purchase Orders:
 - There are no Purchase Orders this month.
- 6) Ratify the Personnel Actions.
 - a) Ratification of Managerial Appointments
 - b) Ratification of Classified Appointments
 - c) Ratification of Administrator Promotions / Transfers
 - d) Ratification of Classified Promotions / Transfers
 - e) Ratification of Managerial Resignations / Terminations
 - f) Ratification of Classified Resignations / Terminations

9. C. The following Construction-Related items were approved:

- 1) **Ratification of Construction Change Orders**
 - **Referendum-Related Projects**
- **2012 INFRASTRUCTURE AND LANDSCAPE IMPROVEMENTS #804 – AQUA DESIGN #004: (\$1,300.00)**. This change adjusts the contract to release irrigation audit requirements for a small number of irrigation zones. COD requested to phase this area later than originally scheduled to provide continued pedestrian access, resulting in finishing this work past the date when COD irrigation systems were shut-down for the winter period. *This was an Owner-Requested Scope Change.*
- **2012 INFRASTRUCTURE AND LANDSCAPE IMPROVEMENTS #804 – AQUA DESIGN #005: \$5,716.54**. This change adjusts the contract to cover added scope for performing additional work such as relocating irrigation control wiring and valve encountered under sidewalk during construction of BIC North Plaza. *This was an Owner-Requested Scope Change.*
- **2012 INFRASTRUCTURE AND LANDSCAPE IMPROVEMENTS #804 – AQUA DESIGNS #006 – CREDIT (\$20,017.69)**. This credit reconciles contracted quantities with actual work performed on Bid Package 3 Irrigation, 2012 Landscape Improvements. *This was an Owner-Requested Scope Change.*
- **2012 INFRASTRUCTURE AND LANDSCAPE IMPROVEMENTS #804 – CENTRAL LAWN #013: CREDIT (\$6,000.00)**. This credit adjusts the contract to provide a credit for 60 hours of unused street sweeping services originally purchased in Bid Package 2, however, not required to be used. *This was an Owner-Requested Scope Change.*
- **2012 INFRASTRUCTURE AND LANDSCAPE IMPROVEMENTS #804 – JJR #001: \$17,265.00**. On behalf of COD, the designer bid-purchased and managed the welding and quality control inspection at the Tensile Structure manufacturer's fabrication facility. Price includes inspection agency cost and JJR services. *This was an Un-bought Scope Change.*
- **2012 INFRASTRUCTURE AND LANDSCAPE IMPROVEMENTS #804 – THORNE ELECTRIC #001: CREDIT (\$12,651.18)**. This credit reconciles as-contracted quantities with actual work performed for Bid Package 2, 2012 Landscape Improvements. *This was an Owner-Requested Scope Change.*
- **2012 INFRASTRUCTURE AND LANDSCAPE IMPROVEMENTS #804 – VIXEN CONSTRUCTION #003: \$10,305.28**. This change adjusts for final quantity reconciliation versus originally contracted and includes 13 additional services requested by COD. Primary tasks include added foundation piers at gateway columns along East side of PE, undercutting unsuitable soil, installation of exposed aggregate concrete at SSC and epoxy coated rebar and couplers to expedite installation of the amphitheater stage lighting trees. *This was an Owner-Requested Scope Change.*

- **2012 PARKING PROJECT # 807– ABBEY #047: \$9,497.69.** This change compensates contractor to re-route existing sanitary sewer line uncovered and in conflict with installation of new storm sewer system along the East side of the PE building. *This was an Owner-Requested Scope Change.*
- **2012 WEST CAMPUS BASIN RETENTION BASIN #807– ENCAP #001: CREDIT (\$69,759.14).** This credit contains three items. COD accepts bid alternate #2, installing and established seeded turf versus installing sod; provide COD standard Kafka maintenance edge boulders in lieu of incorrectly specified quarry stone; and perform installation of 2013 project pump manhole under this contract rather than perform this work later, avoiding unnecessary rework in finished landscaping. *This was an Owner-Requested Scope Change.*
- **ARTWORK, CHAPARRAL SCULPTURE #771 – PLACZEK STUDIOS #001: \$3,850.00.** This change provides crating, delivery, insurance and oversight during installation of the Chaparral sculpture. *This was an Un-bought Scope Change.*
- **BIC/SRC – MORTENSON #226: \$15,461.00.** This change was for costs associated with Document Issue #89 BIC E L3 Human Services revisions. *This was an Owner-Requested Scope Change.*
- **BIC/SRC – MORTENSON #236: \$1,712.00.** During construction, it was discovered that the existing flow and tamper valve that ties into the fire alarm system required replacement. The valve was functional prior to construction, but in poor condition. Replacement of the valve was a better long-term solution to maintain the fire alarm system. *This was an Owner-Requested Scope Change.*
- **BIC/SRC – MORTENSON #238.2: CREDIT (\$300.00).** This credit was to provide a standard glass without an anti-reflective coating for the vision lights in the broadcast studios of the Radio Station. Anti-reflective coating is not required for use in these spaces. *This was an Owner-Requested Scope Change.*
- **BIC/SRC – MORTENSON #239.1: \$10,845.00.** This change was for the installation of a moisture-suppression underlayment product for a section of the concrete flooring next to the outside wall in the Radio/Fashion Merchandising renovation. The underlayment was required due to excessive moisture discovered in the concrete and to allow proper application of the floor tile in that area. *This was an Unforeseen Condition Scope Change.*
- **BIC/SRC – MORTENSON #244: CREDIT (\$24,904.00).** This credit was a result of COD's audit of initial owner change orders #15, and #17 through #41 and final close-out of all Ecker-related audit comments on the BIC project. *This change was the result of a Final Close-Out.*
- **BIC/SRC – MORTENSON #245: CREDIT (\$839.00).** This credit was a result of COD's audit and final close-out of the open contract with US Fire Protection on the BIC project. *This change was the result of a Final Close-Out.*

- **BIC/SRC – MORTENSON #246: CREDIT (\$6,788.00)**. This credit was a result of COD's audit and final close-out of the open contract with Anagnos Door on the BIC project. *This change was the result of a Final Close-Out.*
- **BIC/SRC – MORTENSON #247: CREDIT (\$10,559.00)**. This credit was a result of COD's audit and final close-out of the open contract with Art Iron on the BIC project. *This change was the result of a Final Close-Out.*
- **BIC/SRC – MORTENSON #248: CREDIT (\$5,275.00)**. This credit was a result of COD's audit and final close-out of the open contract with International Decorators on the BIC project. *This change was the result of a Final Close-Out.*
- **BIC/SRC – MORTENSON #249: CREDIT (\$31,479.00)**. This credit was a result of COD's audit and final close-out of the open contract with Klein Dickert on the BIC project. *This change was the result of a Final Close-Out.*
- **BIC/SRC – MORTENSON #250: CREDIT (\$15,133.00)**. This credit was a result of COD's audit of Pay Application #41 on the BIC project. *This change was the result of a Final Close-Out.*
- **BIC/SRC – MORTENSON #251: CREDIT (\$53,730.00)**. This credit was a result of COD's audit and final close-out of the open contract with Continental Electric on the BIC project. *This change was the result of a Final Close-Out.*
- **BIC/SRC – MORTENSON #252: CREDIT (\$8,145.00)**. This credit was a result of COD's audit and final close-out of the open contract with GE Riddiford Roofing on the BIC project. *This change was the result of a Final Close-Out.*
- **BIC/SRC – MORTENSON #253: CREDIT (\$35,329.00)**. This credit was a result of COD's final close-out of the Not-to-Exceed General Conditions for the SRC Enclosure Phase 1 Project. *This change was the result of a Final Close-Out.*
- **BIC/SRC – MORTENSON #254: CREDIT (\$25,829.00)**. This credit was a result of COD's final close-out of the Not-to-Exceed General Conditions for the SRC Atrium Enclosure Project. *This change was the result of a Final Close-Out.*
- **BIC/SRC – MORTENSON #255: CREDIT (\$16,539.00)**. This credit was a result of COD's audit and final close-out of the open contract with Just Rite Acoustics on the BIC project. *This change was the result of a Final Close-Out.*
- **CAMPUS MAINTENANCE CENTER (CMC) – PEPPER #051: \$14,564.00**. This change is to furnish and install additional lateral support and increase the panel width at the material storage bins. The design team is taking the responsibility for this change. *This was a Design-Related Scope Change.*
- **CAMPUS MAINTENANCE CENTER (CMC) – PEPPER #061: \$3,173.00**. This change is a Value-Engineering revision to the heated storage building's trench drain covers. The construction manager (Pepper Construction) was able to present COD an original Value Engineering savings to the project of \$9,820.00 to change from ductile iron to HDPE grating. However, DuPage County requires a heel-proof ductile

slotted grate which returns some of the savings for this material. *This was a Permit-Related Scope Change.*

- **CAMPUS MAINTENANCE CENTER (CMC) – PEPPER #063: \$3,314.00**. This change is a Value-Engineering revision to the building's steel roof deck. The construction manager (Pepper Construction) was able to present COD an original Value Engineering savings to the project of \$6,230.00 to change from 18-gauge Epic decking to 20-gauge (thinner material). However, after further structural review from the project's structural engineer, Larson Engineering, the 2.5" decking would be more appropriate for this application. *This was an Un-bought Scope Change.*
- **INFRASTRUCTURE – BLOCK #006: \$7,145.00**. This change is to provide a new 200 Amp circuit breaker in the PE Building switchgear slated for replacement in February to accommodate the new well pump. *This is an Owner-Requested Scope Change.*
- **PE RENOVATION – POWER #008: CREDIT (\$3,791.00)**. This credit is for work not required from the Contract Documents in the lower mechanical room and the installation of a new 5" shut-off valve within the building as a primary means of domestic water isolation. *This was an Owner-Requested Scope Change.*
- **PE RENOVATION – POWER #013: \$1,404.00**. This change includes a credit for louvers no longer required for airflow to the new air handling unit (addition), the replacement of two existing louvers, not part of the renovation work, and for treating an existing exterior roll-up door. *This was an Owner-Requested Scope Change.*
- **PE RENOVATION – POWER #026: \$5,617.00**. This change is for the additional structural steel components necessary for the new addition that was not included in the original Bid Package #1. *This was an Owner-Requested Scope Change.*
- **PE RENOVATION – POWER #032: \$6,804.00**. This change is for the infrastructure necessary for the installation of a sports equipment washing machine not originally part of the construction documents or Ed Specs, but added to improve sanitation. This work includes new water piping, drains, electrical conduit, wire and breaker. *This was an Owner-Requested Scope Change.*
- **PE RENOVATION – POWER #040: \$418.00**. This change is for the hollow metal frame and fire-rated wood door required for Storage Room 104 to meet DuPage County Code Requirements. *This was Permit-Related Scope Change.*
- **PE RENOVATION – POWER #041: \$34,748.00**. This change is for stripping and refinishing the existing main competition maple wood basketball court in the Arena/Fieldhouse including game lines, graphics and logos. *This was an Owner-Requested Scope Change.*
- **PE RENOVATION – POWER #042: CREDIT (\$3,985.00)**. This credit is for work not required from the Contract Documents in the Plaza Level. The slabs were shown on the Bid Package #1 but were able to be used for ductwork instead. *This was an Owner-Requested Scope Change.*

- **SCC RENOVATION – POWER #023: \$863.00.** This change is to provide and install aluminum doors with mid-rails and welded corners per the COD design standards. This was not indicated in the bid specifications. This change will be back-charged to Wight. *This was a Design-Related Scope Change.*
- **SCC RENOVATION – POWER #024: \$39,352.00.** This change is to provide and install Trespa wood panels in lieu of the Armstrong wood panels originally specified. The originally specified wood panels came in at \$80,000. The budgeted cost for the panels is \$26,460. The Trespa panel represents a \$12,892 add to the budgeted cost and is a quality product that is durable while being closer to the budgeted costs. *This was an Un-bought Scope Change.*
- **SCC RENOVATION – POWER #027: CREDIT (\$13,591.00).** This credit was realized as the result of COD's IT Department being able to get Panduit electrical and data equipment donated directly from Panduit. The credit is for the material that Gibson does not have to provide. *This was an Owner-Requested Scope Change.*
- **SCC RENOVATION – POWER #028: CREDIT (\$277.00).** This credit is for the recalculation of labor rates on a previously submitted change order by Eagles Concrete. *This was an Owner-Requested Scope Change.*
- **SCC RENOVATION – POWER #029: \$5,461.00.** This change is for the removal of a concrete block partition on the southeast corner of SCC Room 127. The wall required removal in order to excavate and pour a footing shown on the drawings. It was not possible to keep the wall to work under it. This was an item that was visible during the assessment of the work and should have been identified by the Architect. This change will be back-charged to Wight. *This was a Design-Related Scope Change.*
- **SCC RENOVATION – POWER #031: CREDIT (\$3,153.00).** This credit is for the removal of a security camera from the southeast corner of the building due to future landscaping that would impede the camera's photo line. The camera will be located on the BIC building to cover the walk way east of the SCC building. *This was an Owner-Requested Scope Change.*
- **SCC RENOVATION – POWER #032: \$1,242.00.** This change is to provide and install additional wood-blocking for wood door stops, light fixture mounting brackets, TV monitor support brackets and backing glass artwork support. This work is indicated in the COD educational specifications and was required as part of the base scope of work. This change will be back-charged to Wight. *This is a Design-Related Scope Change.*
- **SCC RENOVATION – POWER #033: \$1,721.00.** This change is to fur-out a drywall partition in the Data Closet room SCC100 in order to provide a wall-type that would allow for a fully recessed electrical panel in that room. This room is a special closet that is exposed to view off of the building's main entrance. The partition, as designed, would not accommodate a fully recessed panel and would leave conduits and connections to the panel exposed and at risk to damage. *This was an Owner-Requested Scope Change.*

- **SCC RENOVATION – POWER #035: \$1,636.00.** This change is to provide and install toilet accessories. The architectural drawings inadvertently referenced that these accessories were provided by COD. This is a coordination item that should have been properly noted as contractor to provide and install. This change will be back-charged to Wight. *This was a Design-Related Scope Change.*
- **SCC RENOVATION – POWER #036: \$7,152.00.** This change is to revise the light switching layout of the fixtures in the SCC classrooms. The architectural drawings did not coordinate the appropriate dimming ballast for the fixtures initially specified. The dimming ballast were removed and replaced with a modified switching layout to coordinate with the fixtures. This is a coordination item that should have been picked up by the Architect and Engineer. This change will be back-charged to Wight. *This was a Design-Related Scope Change.*
- **SCC RENOVATION – POWER #037: \$4,192.00.** This change is to provide and install floor boxes for data in rooms SCC 102 and 106. This is a design standard by COD which the Architect did not call out on their drawings. This change will be back-charged to Wight. *This was a Design-Related Scope Change.*
- **SCC RENOVATION – POWER #038: \$3,035.00.** This change is to provide and install AED cabinets. This is a design standard by COD which the Architect did not call out on their drawings. This change will be back-charged to Wight. *This was a Design-Related Scope Change.*
- **SCC RENOVATION – POWER #039: CREDIT (\$3,393.00).** This credit is for the relocation of data-room devices and emergency shutdown buttons in coordination with the COD engineers. The Architect and Engineer proposed an alternate location for the devices that resulted in shorter conduit runs and the elimination of a plywood backer panel. *This was a Design-Related Scope Change.*
- **SCC RENOVATION – POWER #041: \$2,295.00.** This change is for an adjustment in Power's pre-construction service fee. The general conditions and insurance fees for the initial purchase order and change order No.1 were not compounded. After the initial PO and CO No. 1 were signed, COD and Power agreed to compound the general conditions and insurance fees as is provided for by contract. *This was an Un-bought Scope Change.*
- **SCC RENOVATION – POWER #042: \$5,082.00.** This change is to provide and install 6-strand fiber from SCC to four computer classrooms in the BIC. This work is budgeted in the scope to make connections from the new computer network system to BIC during construction. *This was an Un-bought Scope Change.*
- **SCC RENOVATION – POWER #044: \$3,756.00.** This change is to provide and install revised clocks. The SCC project originally called for wireless solar powered clocks. Those clocks were changed after the project was bid to conform to the revised transceiver system now implemented on the Campus. These new clocks require hardwired electrical power. This work was not part of the initial scope. *This was an Owner-Requested Change.*

- **SCC RENOVATION – POWER #045: \$7,422.00.** This change is to provide and install a water meter to the water supply line. The meter could be installed by COD after completion of construction; however installation during construction is required in order to comply with LEED certification criteria. At present, the project is on track to receive a Gold certification status. *This was an Owner-Requested Scope Change.*
- **SCC RENOVATION – POWER #046: \$1,081.00.** This is for the installation of a Village of Lisle-Woodridge Fire Department compliant Knox Box. This box is required to provide the fire department with a secured location to store an entrance key to the building in case of an emergency. Village of Lisle-Woodridge implemented a different Knox Box requirement after the project started construction. *This was an Owner-Requested Scope Change.*
- **SCC RENOVATION – POWER #048: CREDIT (\$945.00).** This credit is to eliminate linear diffusers for fin tube heaters #4 and #5 as indicated on the mechanical drawings. The diffusers are not required due to the location of the fin tubes that are located on a soffit which is concealed above the line of sight in the main entrance. This condition was reviewed with COD engineering and found acceptable for maintenance and durability. *This was an Owner-Requested Scope Change.*
- **SCC RENOVATION – POWER #050: CREDIT (\$1,031.00).** This credit is to delete 12-strand fiber cabling from SCC 10 to the BIC MDF room and revises the location of the labels on data ports. It also adds power to two server cabinets in room SCC110. This was discovered after an RFI was proposed to the project engineer for clarification. This was reviewed by IT department and found acceptable. *This was an Owner-Requested Scope Change.*
- **SCC RENOVATION – POWER #051: \$5,523.00.** This is to buy-out the interior building signage for the project, exclusive of the tunnel signage. *This was an Un-bought Scope Change.*
- **SRC – MORTENSON #025: CREDIT (\$81,095.00).** This credit reflects various revisions to Library Phase One work. It includes modifications to plumbing lines, the provision of rated insulation around an existing storm drain concealed above the ceiling within a plenum space, removal of roof ballast during weekends to minimize noise disruptions, additional conduit and back boxes for IT connections and the incorporation of an Air Handling Unit alternate during bidding. *This was an Owner-Requested Scope Change.*
- **SRC – MORTENSON #027: \$8,212.00.** This change is to provide a security door in the IT equipment room. The door requires electrical hardware and a security card reader. This type of door was not indicated on the drawings, but is end-user requested for better access control due to the expensive equipment and operations of the IT department. *This was an Owner-Requested Scope Change.*
- **SRC – MORTENSON #029: \$3,532.00.** This change results from unforeseen conditions while routing electrical and data floor boxes through second floor concrete deck. It also includes coordination with the 3rd floor Library infrastructure. Power, data and A/V connections in group rooms was required to accommodate furniture.

The furniture was not specified during the design of the renovation, therefore additional conduit and wall boxes are required for adequate installation of the furniture. *This was an Unforeseen Condition Scope Change.*

- **SRC – MORTENSON #030.1: \$26,767.00.** This change is for the installation of conduit and junction boxes for electrical and data wiring to support revised computer connections on the 3rd floor meeting rooms. It also includes incorporation of the electrical, data and air-hose piping for the AV IT Repair space in the BIC. The design indicated for the AV IT Repair space was shown on the architectural drawings; however, the mechanical and electrical drawings did not show sufficient engineering to support the layout. *This was a Design-Related Scope Change.*
- **SRC – MORTENSON #031.1: \$56,530.00.** This change is to provide final cleaning services for a portion of the SRC Library project. It includes union labor to clean areas of the IT Phase One, IT Phase Two, AV Repair and Bathrooms 1, 2, 3, 4, 5, 6 and 7 only. *This was an Un-bought Scope Change.*
- **SRC – MORTENSON #032: \$6,262.00.** This change is for the replacement of rusted metal studs and two rusted 3' x 7' hollow-metal door frames in bathrooms 3106 and 3018. The replacement of studs includes new wood blocking to properly support handrails and accessories indicated on the design drawings. *This was an Unforeseen Condition Scope Change.*
- **WAYFINDING & SIGNAGE – WESTERN REMAC #002: \$16,097.55.** This change was for extra work performed at the four LED illuminated message display signs at the four corners of the campus. These upgrades were issued by V3 to better control the cabinet illumination, and to allow extra circuits for future use at each sign. *This was an Owner-Requested Scope Change.*
 - **Capital Budget Projects**
- **SRC NORTH CARPET – VORTEX COMMERCIAL FLOORING #001: \$2,720.00.** This change was for the overtime necessary to complete the project during the winter break. Work days were limited due to the SRC Building shutdown of the entire north side for the installation of the SRC AHU. *This was an Owner-Requested Scope Change.*
- **SRC NORTH CARPET – VORTEX COMMERCIAL FLOORING #002: \$2,940.00.** This change is for the installation of additional carpet at the foot of the HSC Bridge. This area was missed on the original design. *This was an Owner-Requested Scope Change.*

2) Approval of Construction-Related Change Orders

▪ Referendum-Related Projects

- **MAC – MORTENSON #001: \$112,002.00.** This change is for accepted Alternate #10 for the chilled-water coil replacement. The age of the cooling coil in this older air-handling system has exceeded industry standards for service-life and

replacement is needed. The majority of the system, with the exception of the coil, is in good-working order. *This was an Un-bought Scope Change.*

- **MAC – MORTENSON #002: \$136,596.00.** This change is for the final cleaning of the project. *This was an Un-bought Scope Change.*
- **MAC – MORTENSON #003: \$409,280.00.** This change is for the precast wall system for the Art Gallery. *This was an Un-bought Scope Change.*

- **Capital Budget Projects**
None

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

10. NEW BUSINESS

A. For Information Only:

- 1) Affirmative Action Plan
- 2) Revised Board Policy 10-55, Investment of College Funds

B. For Approval:

- 1) Trustee McGuire moved, Trustee Savage seconded, that the Board approve Reappointment of Administrators. Student Trustee Martin's preference is for the motion. On roll call, voting aye: Trustees Svoboda, Wozniak, Vice Chairman Birt, Trustee McGuire, Secretary O'Donnell, Trustee Savage and Chairman Carlin. Motion carried unanimously.
- 2) Trustee McGuire moved, Trustee Svoboda seconded, that the Board approve Semi-Annual Review of Closed Session Minutes. Student Trustee Martin's preference is for the motion. On roll call, voting aye: Trustees Svoboda, Wozniak, Vice Chairman Birt, Trustee McGuire, Secretary O'Donnell, Trustee Savage and Chairman Carlin. Motion carried unanimously.
- 3) Secretary O'Donnell moved, Vice Chairman Birt seconded, that the Board approve Semi-Annual Authorization for Destruction of Verbatim Records of Closed Session Meetings. Student Trustee Martin's preference is for the motion. On roll call, voting aye: Trustees Svoboda, Wozniak, Vice Chairman Birt, Trustee McGuire, Secretary O'Donnell, Trustee Savage and Chairman Carlin. Motion carried unanimously.

- 4) Secretary O'Donnell moved, Vice Chairman Birt seconded, that the Board approve the Brand Research and Strategy Services, with Ologie, LLC, 447 East Main Street, Columbus, OH, 43215, for a total expenditure of \$290,000. Student Trustee Martin's preference is for the motion. On roll call, voting aye: Trustees Svoboda, Wozniak, Vice Chairman Birt, Trustee McGuire, Secretary O'Donnell, Trustee Savage and Chairman Carlin. Motion carried unanimously.
- 5) Trustee Savage moved, Trustee McGuire seconded, that the Board approve the Resolution Authorizing Individuals to Act on Behalf of the 403(b) and 457(b) Plans, a Resolution Authorizing Amendment and Restatement of the 403(b) Plan and Resolution Authorizing Amendment and Restatement of the 457(b) Plan. Student Trustee Martin's preference is for the motion. On roll call, voting aye: Trustees Svoboda, Wozniak, Vice Chairman Birt, Trustee McGuire, Secretary O'Donnell, Trustee Savage and Chairman Carlin. Motion carried unanimously.
- 6) Chairman Carlin called a motion. Secretary O'Donnell moved, and Trustee McGuire seconded, that the Board approve the FY2014 Tuition and Fees.

Chairman Carlin called for a discussion on the increase in tuition. Dr. Breuder spoke that it was a decision by everyone to do incremental increases. Dr. Breuder pointed out that out-of-district enrollment continues to increase and that we are still the best deal in town. Dr. Breuder also stated that the earlier presentations were to demonstrate how we control costs as best we can. Dr. Breuder said he will never apologize to this Board or anyone for being able to save money at the end of the year. Trustee Savage mentioned that in the 5-year plan that the College planned to dip into the reserves by \$2.1 million. Trustee Svoboda wanted to hear what the students thought. Student Trustee Martin spoke about hosting a table outside of the SLC to get the information to students and to receive feedback. Trustee Martin discussed with students the economic crisis in Illinois and how that affects COD students. Tom Glaser provided information on income from state, or lack thereof, and the deficits COD has had to cover, specifically Veterans' tuition. Chairman Carlin provided more detail as to where the deficit is coming from so that the Board understands the reason for the increase in tuition. Chairman Carlin noted the need to consider the pension shift, the uncertainties of the Affordable Care Act and how that impacts COD and funding from the State of Illinois. Chairman Carlin feels that the recommendation presented by management is prudent and makes sense when looking

out for the long term of the college. Vice Chairman Birt asked what the last increase amount was and if they were looking at an increase every year? Trustee McGuire questioned where COD can generate new income. Trustee Wozniak stated he was against any faculty increases when doing negotiations and feels if they hadn't increased their salaries we wouldn't have to consider raising tuition. Dr. Breuder emphasized that there are many variables involved and that you can either play it loose and free – in which case there would be no increase – or you can be conservative and say we can't put the institution at risk.

After discussion, Chairman Carlin asked Secretary O'Donnell to call roll. Student Trustee Martin's preference is against the motion. On roll call, voting aye: Trustee Svoboda, Vice Chairman Birt, Trustee McGuire, Secretary O'Donnell, Trustee Savage and Chairman Carlin. On roll call voting no: Trustee Wozniak. Motion carried 6-2.

- 7) Vice Chairman Birt moved, and Secretary O'Donnell seconded, that the Board approve the Bond Counsel with Chapman & Cutler, 111 W. Monroe Street, Chicago, IL 60603 for a fee of \$40,000 plus reimbursable expenses and the recommendation that, given the concerns of market regulators, to have the underwriter hire their counsel directly. Student Trustee Martin's preference is for the motion. On roll call, voting aye: Trustees Svoboda, Wozniak, Vice Chairman Birt, Trustee McGuire, Secretary O'Donnell, Trustee Savage and Chairman Carlin. Motion carried unanimously.

11. ANNOUNCEMENTS:

ACCT Report

- Trustee Svoboda spoke of the ACCT meetings February 11-14, 2013 held in Washington
 - In attendance were Trustees Svoboda, McGuire, Savage and Wozniak, President Dr. Breuder and Mary Ann Millush, Director Government Relations
 - They were able to meet with Congressmen Dan Lipinski, Bill Foster, Randy Hultgren and Peter Roskam, Congresswoman Tammy Duckworth and Senators Dick Durbin and Mark Kirk.
 - They talked with each regarding Phase II – Homeland Security
 - Trustee Svoboda said she was impressed with the amount of information they were given in order to make these presentations
- Trustee Svoboda said that ICCTA also held a separate meeting with Senators Durbin and Kirk regarding Obama Care and the effect on providing part time faculty with health care.

ICCTA Report

- Next meeting is at the Westin Hotel, Lombard, IL March 8-9, 2013
- College will be hosting trustees from all over Illinois at the Silverleaf following meetings on March 8, 2013

Foundation Report

- Attended Association for Governing Boards Conference – with the following main topics:
 - Fundraising Capacity
 - Environmental Challenges
 - Supporting the Foundation Institution Partnership
 - Attendees found the meetings to be very valuable to their work for the College of DuPage Foundation
 - The Foundation has submitted FY12 fundraising results through a voluntary survey. This will allow the Foundation to benchmark their current and future efforts against those of their peers around the country.
 - Resource for Excellence Grant Committee is reviewing 16 applications from faculty and internal departments. The Foundation has earmarked \$100,000 for grant programs.
 - Winners will be announced in early Spring
 - The foundation is working with IT and the MAC to add approximately 55,000 alumni and MAC subscribers into the Foundation's database.
 - This will create an alumni relations program that will target segmented fundraising and friendraising appeals on behalf of all College departments, cultural arts programs and special initiatives.
 - Chef Leo Lindster of Luxembourg, a Michelin rated chef will preside over the first Chef event of the year on March 21, 2013.
 - This event is nearly sold out
 - Proceeds to benefit a culinary scholarship in Chef Lindster's name
 - Next Foundation meeting is March 12, 2013.
-
- Trustee Savage announced that February is Financial Aid Awareness Month in Illinois. The purpose is to help first generation college students fill out FASFA forms. The College also has workshops set up for this purpose.
 - Chairman Carlin mentioned that the March 21, 2013 meeting has been moved to March 19, 2013.

12. ADJOURN

At 9:58 p.m., Chairman Carlin noted that, if there was no further business to come before the Board, he would entertain a motion to adjourn. Trustee Savage moved, Secretary O'Donnell seconded, that the Board Meeting adjourn. On voice vote, the motion carried unanimously.

By: _____
Allison O'Donnell, Board Secretary

Approved: March 19, 2013

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.

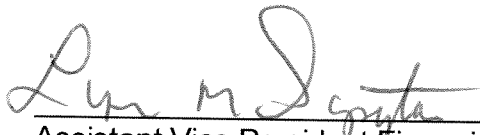
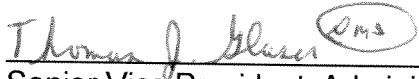

4. RECOMMENDATION

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	<u>3/8/2013</u> Date
 Senior Vice President, Administration and Treasurer	<u>3/12/13</u> Date
 Linda Sands-Vankerck, Vice President Human Resources	<u>3/12/13</u> Date

College of DuPage
Community College District No. 502
Treasurer's Report as of February 28, 2013

MB Financial and Chase Concentration Accounts

Beginning Balance	\$ 22,448,698
Current Activity	
Cash Receipts	14,475,011
Cash Disbursements	(23,702,177)
Wire Transfer/Bank Charges/Voids	16,827,117
Payroll	(5,698,049)
Total Month Activity	<u>1,901,902</u>
Ending Balance	<u>\$ 24,350,600</u>

Cash

MB Financial Concentration Account	\$ 12,652,044
Change Funds	17,920
Chase Concentration and Credit Card Accounts	11,698,556
Total Cash	<u>\$ 24,368,520</u>

Cash Equivalents

ILFUNDS	\$ 1,519,883
Wheaton NOW Account	14,121,112
Citibank	194
Money Market	683,660
PFM Liquidity Account	17,864,669
Chase High Yield	77,193,469
Total Cash Equivalents	<u>\$ 111,382,987</u>

Investments

Time Deposits	\$ 996,000
Northern Trust	10,094,867
PFM	25,666,471
PFM Fair Value Adjustment	(144,687)
IIIT PFM	54,605
Managed Portfolio	19,602,763
Managed Portfolio Fair Value Adjustment	(77,509)
Other Government Securities	30,000,000
Total Investments	<u>\$ 86,192,510</u>

Total Cash Equivalents & Investments	\$ 197,575,497
Total Cash, Cash Equivalents & Investments	\$ 221,944,017

College of DuPage
Community College District No. 502
PAYROLL AND ACCOUNTS PAYABLE REPORT
CASH DISBURSEMENTS
February 28, 2013

Payroll - February 2013

	Gross	Net
Advices	7,925,601	5,337,248
Checks	505,641	360,801
Total Payroll	\$ 8,431,242	\$ 5,698,049

Accounts Payable - February 2013*

Imprest checks - Vendors	\$ 614,144
Imprest Echecks - Vendors	707,148
Imprest checks - Employees	18,651
Imprest Echecks - Employees	62,520
Imprest checks - Student Refunds	4,107,099
Imprest Debit Cards - Student Refunds	2,328,398
Imprest E-commerce - Student Refunds	193,582
Total Imprest	\$ 8,031,542
Operating checks - Vendors	\$ 645,109
Operating Echecks - Vendors	13,525,947
ACH transfers - Vendors	1,499,579
Wire transfers - Vendors	-
Total Operating	\$ 15,670,635

Combined Payroll and Accounts Payable - February 2013

Total Net Payroll Disbursements	\$ 5,698,049
Total Accounts Payable Disbursements	23,702,177
Total Cash Disbursements	\$ 29,400,226

*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 MARCH 2013 BOARD MEETING

CHECKS ISSUED DURING ACCOUNTING MONTH - FEBRUARY

<u>NUMBER</u>	<u>PAYEE NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
IM*0111131	Rubicon Professional Services Llc	Commissioning service fees for Health & Science Center	\$ 18,492.00
IM*0112365	ComEd/Commonwealth Edison-Carol Stream	Distribution charges for December 2012 - January 2013	53,684.13
IM*0112366	Healthcare Service Corp	Run out of medical/dental claims November 2012	118,512.94
IM*0112367	Ramsey E. Lewis	Artist Fee for Performance at the MAC	21,000.00
IM*0112368	Linebarger, Goggan, Blair & Sampson, LLP	Commission for collections paid at COD May - December 2012	26,994.96
IM*0112369	Proliance Energy Llc	Gas services December 2012	104,638.11
IM*0112370	Reserve Account	Postage usage replenishment for January 2012	35,000.00
IM*0112371	Schneider Electric Buildings Americas, Inc.	Performance Contract fees for TEC building	16,767.58
IM*0112372	Sullivan Roofing Co.	Fees for SRC roof repairs	15,300.00
IM*0112373	Technology Center of Dupage	Rental fees for office/classroom space January - June 2013	63,839.35
IM*0112374	Wight & Company	Architctural and engineering services for MAC project	51,645.25
IM*0114014	RIYA Travel & Tours	Fees for Field Studies India trip (participant paid)	44,602.00
IM*0114071	IDES-Magnetic Media Unit	Unemployment claims October - December 2012	29,632.75
IM*0114186	Postmaster - Glen Ellyn	USPS postage usage replenishment - February 2012	45,000.00
IM*A231	Dept of Treasury	Federal Tax withholding 2/1/13 payroll	30,933.63
IM*A231	Dept of Treasury	College share Medicare tax withholding 2/1/13 payroll	1,150.59
IM*A233	Dept of Treasury	Federal Tax withholding 2/8/13 payroll	492,889.16
IM*A233	Dept of Treasury	College share FICA tax withholding 2/8/13 payroll	8,506.53
IM*A233	Dept of Treasury	College share Medicare tax withholding 2/8/13 payroll	55,402.17
IM*A234	IDES-Magnetic Media Unit	State tax withholding 2/8/13 payroll	171,142.84
IM*A236	Dept of Treasury	Federal Tax withholding 2/22/13 payroll	499,155.87
IM*A236	Dept of Treasury	College share FICA tax withholding 2/22/13 payroll	8,977.28
IM*A236	Dept of Treasury	College share Medicare tax withholding 2/22/13 payroll	56,502.84
IM*A237	IDES-Magnetic Media Unit	State tax withholding 2/22/13 payroll	174,917.61
IM*E0014775	Astral Precision Equipment	Mitutoyo measuring machine for Manufacturing program	23,745.00
IM*E0014776	Block Electric Company	Electrical services for Infrastructure project	290,970.00
IM*E0014777	CE Pro	Services for HVAC Testing - HSC building	26,300.00
IM*E0014778	Community College Health Consortium	Claims for Medical Insurance Plans January 2013	1,176,583.73
IM*E0014779	Corporate Lakes Property	Rental Fees - February 2013	15,203.08
IM*E0014780	Follett Higher Education	Pell Bookbills Spring 2013	865,329.50
IM*E0014781	Gallagher Benefits Services Inc.	Life Insurance college share December 2012	12,305.07
IM*E0014781	Gallagher Benefits Services Inc.	Payroll deductions November 2012	18,155.57
IM*E0014782	ICCTA	Second half dues to IL Community College Trustee Assoc	27,290.00
IM*E0014783	Interiors for Business, Inc.	Furnishings for Radio Station	52,275.89
IM*E0014784	Inverway Group Ltd	Interior painting services - BIC building	19,570.00
IM*E0014785	Landworks	Landscaping services for Site and Grounds project	31,280.59
IM*E0014786	Legat Architects	Professional services for the Physical Education Center	352,637.32
IM*E0014787	Mortenson Construction	Construction management services for BIC/SRC project	82,571.00
IM*E0014788	Pepper Construction	Construction services for Campus Maintenance Building project	533,008.60
IM*E0014789	Power Construction Co., LLC	Construction management services for SCC project	1,247,836.00
IM*E0014790	Stuckey Construction	Construction services for GED Testing Lab renovation	19,004.40
IM*E0014791	Testing Service Corp.	Geotechnical testing services for Site Development project	40,194.00
IM*E0014792	V3 Companies	Topographical mapping for Landscaping project	35,799.76
IM*E0015464	College of Dupage Faculty Assoc	Payroll deduction 2/8/13 payroll	23,291.00
IM*E0015465	DuPage Credit Union	Payroll deduction 2/8/13 payroll	49,253.02
IM*E0015467	Valic Retirement Services	Payroll deduction 2/8/13 payroll	120,995.36
IM*E0015469	Apple Computer	Macintosh/iMac computers for Information Technologies	41,382.00
IM*E0015470	Breezy Hill Nursery, Inc.	Landscape improvements for Site and Grounds project	301,554.21
IM*E0015471	Cambridge University Press	Ventures 4 Student	24,854.20
IM*E0015472	Columbia Pipe & Supply	Plumbing supplies	21,693.44
IM*E0015473	Commercial Alarm Systems	Panel Upgrades	34,897.50

COLLEGE OF DuPAGE
COMMUNITY COLLEGE DISTRICT NO. 502
ACCOUNTS PAYABLE TO BE APPROVED BY BOARD
AT THE MARCH 2013 BOARD MEETING

CHECKS ISSUED DURING ACCOUNTING MONTH - FEBRUARY

<u>NUMBER</u>	<u>PAYEE NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
IM*E0015474	Community College Health Consortium	Claims for Medical Insurance Plans January 2013	\$ 1,274,845.91
IM*E0015475	DAOES	Pass through funds from ISBE	368,321.00
IM*E0015476	Follett Higher Education	Pell Bookbills Spring 2013	465,327.18
IM*E0015477	Governet c/o Bibby Services	Annual Support, Hosting &	23,703.00
IM*E0015478	Integrays Energy Services Inc.	Electric energy fees January - February 2013	137,843.84
IM*E0015479	Interiors for Business, Inc.	Furnishings for South Lobby project	29,028.16
IM*E0015480	Loebl Schlossman & Hackl, Inc.	Professional services for BIC/SRC projects	36,178.33
IM*E0015481	Mortenson Construction	Construction management services for BIC/SRC project	4,673,397.00
IM*E0015482	SRO Artists, Inc.	Artist Fee for Performance at the MAC	15,000.00
IM*E0015483	Stuckey Construction	Student literacy workbooks	54,075.60
IM*E0015484	V3 Companies	Construction management services for SCC project	31,500.00
IM*E0015485	SURS-State Univ Retirement System	SURS withholding 2/8/13 payroll	323,713.79
IM*E0015485	SURS-State Univ Retirement System	College share SURS health 2/8/13 payroll	13,761.69
IM*E0015485	SURS-State Univ Retirement System	Trust & Federal funds 2/8/13 payroll	3,378.60
IM*E0016343	College of Dupage Faculty Assoc	Payroll deduction 2/22/13 payroll	23,212.00
IM*E0016344	DuPage Credit Union	Payroll deduction 2/22/13 payroll	49,243.02
IM*E0016345	Valic Retirement Services	Payroll deduction 2/22/13 payroll	121,719.05
IM*E0016520	SURS-State Univ Retirement System	SURS withholding 2/22/13 payroll	327,095.99
IM*E0016520	SURS-State Univ Retirement System	College share SURS health 2/22/13 payroll	13,765.47
IM*E0016520	SURS-State Univ Retirement System	Trust & Federal funds 2/22/13 payroll	52,856.96
TOTAL CHECKS, E-CHECKS, ACH, & WIRE TRANSFERS ISSUED DURING ACCOUNTING MONTH			<u>\$ 15,670,634.42</u>

**COLLEGE OF DuPAGE
SPECIAL BOARD MEETING**

SUMMARY OF BIDS

Item 9. B. 3) a) Ammunition, Suburban Law Enforcement Agency (SLEA)

That the Board of Trustees award the bid for Ammunition, Suburban Law Enforcement Academy (SLEA), to the lowest responsible bidder, Kiesler Police Supply, Inc., 2802 Sable Mill Road, Jefferson, IN 47130, on a total package basis, for a total expenditure of \$52,045.40.

Item 9. B. 3) b) Document Cameras and Printers

That the Board of Trustees approve a contract with Troxell Communications, 2413 W Algonquin Rd, Algonquin, IL 60103, in an amount of \$36,380.00 for document cameras.

That the Board of Trustees approve a contract with CDW-G, 230 North Milwaukee Ave, Vernon Hills, IL 60061 in an amount of \$21,240.00 for classroom laser printers.

Item 9. B. 3) c) Moves, Phase II Department Moves

a) That the Board of Trustees award the bids for Moves, Phase II Department Moves to the lowest responsible bidder and assign the contracts to Power Construction Company, LLC as follows:

- Moving and Storage work to 3MD Relocation Services, Inc., of 2600 S. 25th Avenue, Broadview, Illinois for a bid total of \$300,946.00.

For a subtotal of \$300,946.00;

b) That the Board of Trustees approve the increase in the contract amount with Power Construction Company, LLC, 2360 Palmer Drive, Schaumburg, Illinois 60137 for the contract related to Physical Education building change order (Moves, Phase II Department Moves) in accordance with contract terms for a .85% fee for insurance in the amount of \$2,615.60, a 2.25% fee for trade contract costs in the amount of \$6,771.29 and a 4.95% fee for General Conditions in the amount of \$15,232.01 for a total fee amount of \$24,618.90;

For a total expenditure of \$ 325,564.90.

Item 9. B. 3) d) Site Work, Infrastructure and Parking Improvements Project 2013 Bid Package 2

- a) That the Board of Trustees awards the bids for Site Work, Infrastructure and Parking Improvements Project 2013 Bid Package 2 to the lowest responsible bidders and assign the contracts to Pepper Construction Company as follows:
- Building and Site Concrete work to Matrix Concrete Construction, 10S274 Schoger Drive, Unit A, Naperville, Illinois, 60564, for a base bid total of \$52,940.00.
 - Electrical work to Associated Electrical Contractor's Inc., 319 Lamb Road, Woodstock, Illinois for a base bid total of \$11,500.00.
 - Excavation and Earthwork work to Landworks Limited, 751 North Bolingbrook Drive, Bolingbrook, Illinois 60440 for a base bid total of \$152,218.00.
 - Landscape work to Breezy Hill Nursery, 7530 288th Avenue, Salem, Wisconsin 53168, for the base bid total of \$128,000.00.
 - Irrigation work to Central Lawn Sprinkler, Inc., 239 King Street, Elk Grove Village, Illinois, 60007 for the base bid total of \$128,867.00.

For a subtotal total expenditure of \$473,525.00;

- b) That the Board of Trustees accept the increase in the contract amount with Pepper Construction, 411 Zurich Road, Barrington, Illinois 60010 related to Site Work, Infrastructure and Parking Improvements Project 2013 Bid Package 2 in accordance with the contract terms and the previously approved fee schedule that includes .85% fee for insurance in the amount of \$4,024.96 and a 2.5% fee for trade contract costs in the amount of \$11,838.13 and a 4.59% fee for General Conditions in the amount of \$21,734.80 for a total fee amount of \$37,597.89.

For a total expenditure of \$511,122.89.

Item 9. B. 3) e) Audio/Visual Equipment for Seaton Computing Center (SCC)

That the Board of Trustees awards the bid for Audio/Visual Equipment for Seaton Computing Center (SCC), on an item by item basis, to the lowest responsible bidders as follows:

Consent Agenda
Item 9. B. 3)
March 19, 2013

<u>Bid Item</u>	<u>Vendor</u>	<u>\$ Amount</u>
1	United Visual 1050 Spring Lake Drive Itasca, Illinois 60143	\$ 2,090.00
2	Pace Systems 2040 Corporate Lane Naperville, Illinois 60563	133.10
3, 5, 6	Midwest Computer 35W512 Roosevelt Road West Chicago, Illinois 60185	22,384.45
4	B & H photo 420 Ninth Avenue New York, New York 10001	989.45
7	Sound Incorporated 1550 Shore Road Naperville, Illinois 60563	162,157.00
	For a total expenditure of:	<u>\$187,754.00</u>

Item 9. B. 3) f) East Campus Irrigation Well Rebid

- a) That the Board of Trustees awards the bids for East Campus Irrigation Well Rebid, to the lowest responsible bidders and assign the contracts to Pepper Construction Company as follows:
- Building and Site Concrete work to Eagle Concrete, Inc., 1305 S. River Street, Batavia, Illinois 60510, for the value of \$12,000.00.
 - Electrical work to Associated Electrical Contractors, Inc., 319 Lamb Road, Woodstock, Illinois 60098, for the value of \$80,265.00.
 - Landscaping work to Landworks Limited, 751 N. Bolingbrook Dr, Link 17, Bolingbrook, Illinois 60440, for the value of \$20,250.00.
 - Irrigation work to Aqua Designs, Inc., 2133 Gould Court, Rockdale, Illinois 60436, for the value of \$5,292.00.
 - Site Utilities work to Central Lawn Sprinkler, Inc., 239 King Street, Elk Grove Village, Illinois 60007, for the value of \$47,032.00.
 - Water Supply Well work to Layne Water Resources, 721 W. Illinois Avenue, Aurora, Illinois 60506, for the value of \$403,696.00.

For a subtotal total expenditure of \$568,535.00;

- b) That the Board of Trustees accept the increase in the contract amount with Pepper Construction, 411 Zurich Road, Barrington, Illinois 60010, related to East Campus Irrigation Well Rebid in accordance with the contract terms and approve the increase in fee that includes .85% fee for insurance in the amount of \$4,832.55, a 2.5% fee for trade contract costs in the amount of \$14,213.38, and a 4.59% fee for General Conditions in the amount of \$26,095.76 for a total fee amount of \$45,141.69.

For a total expenditure of \$613,676.69.

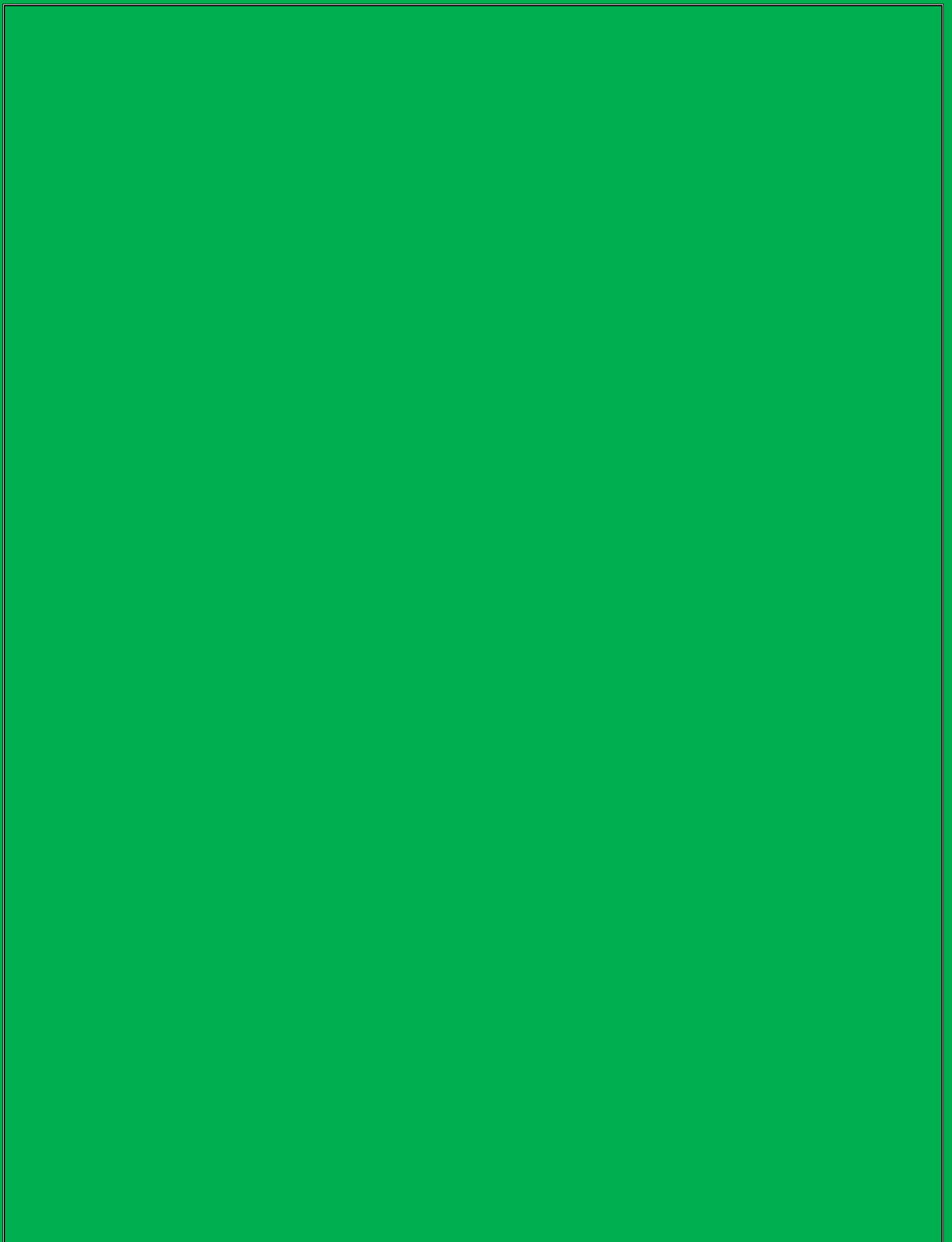
Item 9. B. 3) g) Site Work, Infrastructure, and Parking Improvements Project 2013 Bid Package 2, Rebid

- a) That the Board of Trustees awards the bid for Site Work, Infrastructure, and Parking Improvements Project 2013 Bid Package 2, Rebid, to the lowest responsible bidder and assign the contract to Pepper Construction Company as follows:
- Site Utilities work to Landworks, LTD, 751 N. Bolingbrook Dr., #17, Bolingbrook, Illinois 60440, for the value of \$111,731.00.

For a subtotal total expenditure of \$111,731.00;

- b) That the Board of Trustees accept the increase in the contract amount with Pepper Construction, 411 Zurich Road, Barrington, Illinois 60010, related to Site Work, Infrastructure, and Parking Improvements Project 2013 Bid Package 2, Rebid, in accordance with the contract terms and the previously approved fee schedule that includes .85% fee for insurance in the amount of \$949.71, a 2.5% fee for trade contract costs in the amount of \$ 2,793.28, and a 4.59% fee for General Conditions in the amount of \$5,128.45, for a total fee amount of \$8,871.44.

For a total expenditure of \$120,602.44.



COLLEGE OF DuPAGE
SPECIAL BOARD MEETING

STANDARD BOARD APPROVAL

1. **SUBJECT**

Ammunition, Suburban Law Enforcement Academy (SLEA).

2. **BUDGET STATUS**

Funds in the amount of \$52,045.40 are being provided by the Continuing Education - Suburban Law Enforcement Academy Instructional Supplies Budget #01-10-14165-5401002.

3. **BACKGROUND INFORMATION**

This bid represents the purchase of ammunition supplies for SLEA – Basic Academy. The supplies consist of pistol ammunition, which will be used for firearms training in the basic academy training classes for police recruits. The recruits or their employing agencies supply the weapons for this state-required training.

Currently, as prescribed by the Illinois Law Enforcement Training and Standards Board, each agency is charged \$336.37 per recruit to cover the cost of these supplies. To date 162 recruits have been trained during Fiscal Year 2013. One more class is scheduled to commence on April 8th for which enrollment is estimated at 35 recruits.

We recommend making the award to Kiesler Police Supply, Inc., the lowest responsible bidder meeting specifications.

A legal ad was published and twelve vendors were solicited including one minority vendor. Three vendors responded.

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

The following is a recap of the bid tabulation:

Vendor	Kiesler Police Supply *	Ray O'Herron	Streicher's
Bid	\$52,045.40	\$57,223.00	\$62,465.00

* Lowest bid meeting specifications


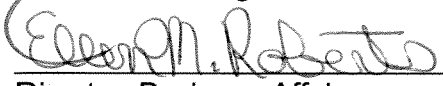
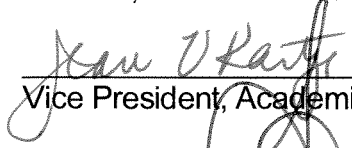
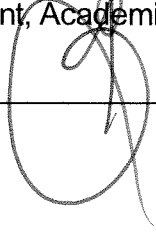
4. **RECOMMENDATION**

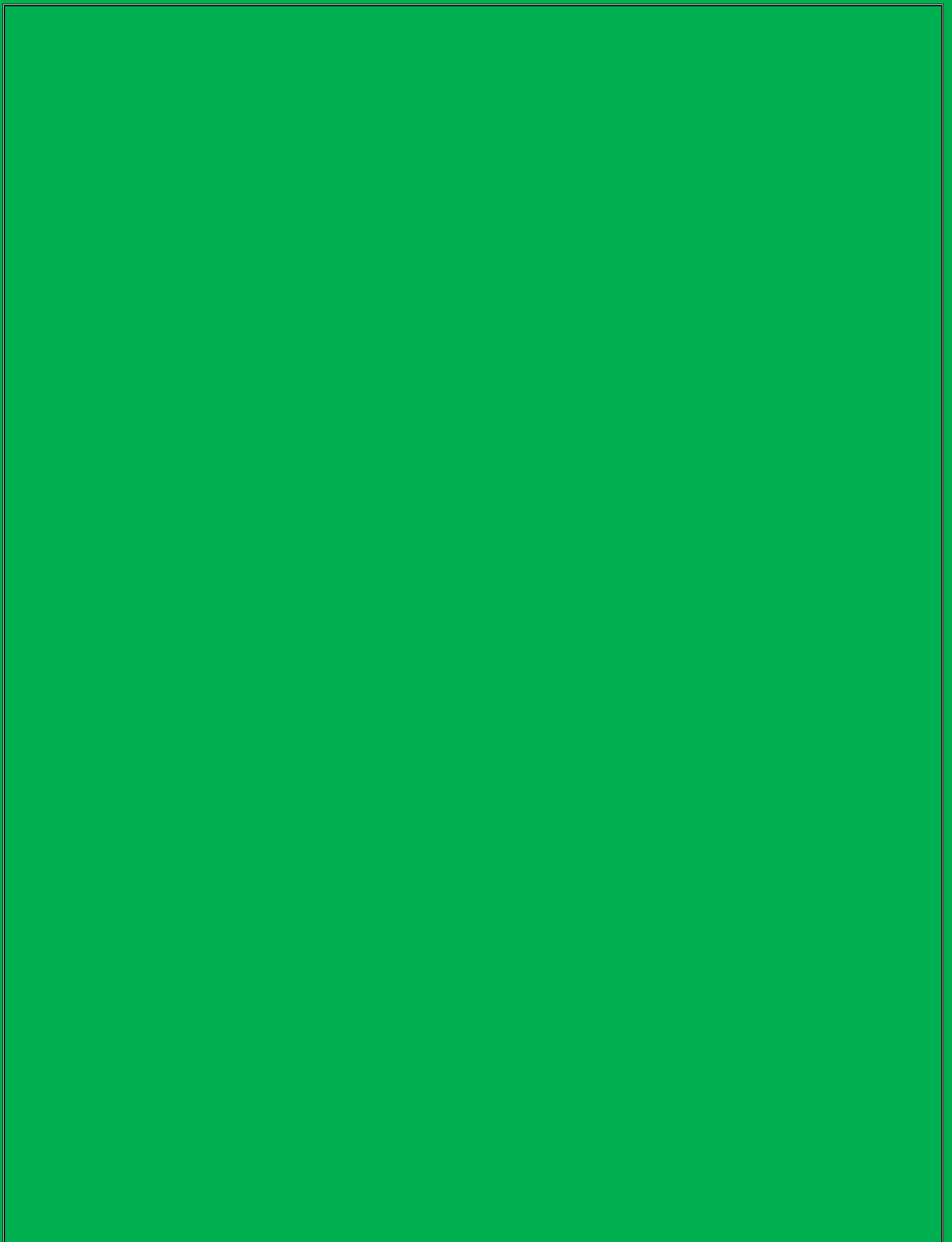
That the Board of Trustees award the bid for Ammunition, Suburban Law Enforcement Academy (SLEA), to the lowest responsible bidder, Kiesler Police Supply, Inc., 2802 Sable Mill Road, Jefferson, IN 47130, on a total package basis, for a total expenditure of \$52,045.40.

SIGNATURE PAGE FOR AMMUNITION, SUBURBAN LAW ENFORCEMENT ACADEMY
(SLEA)

ITEM(S) ON REQUEST

That the Board of Trustees award the bid for Ammunition, Suburban Law Enforcement Academy (SLEA) to the lowest responsible bidder, Kiesler Police Supply, Inc., 2802 Sable Mill Road, Jefferson, IN 47130, on a total package basis, for a total expenditure of \$52,045.40.

	3-1-13
Dean, Continuing Education/Extended Learning	Date
	3-1-13
Director, Business Affairs	Date
	3-1-13
Vice President, Academic Affairs	Date
	3/6/13
President	Date



**COLLEGE OF DuPAGE
SPECIAL BOARD MEETING**

STANDARD BOARD APPROVAL

1. SUBJECT

Document Cameras and Printers.

2. BUDGET STATUS

Funds in the amount of \$57,620.00 are budgeted in the IT Plan 01-90-90111-5304004.

3. BACKGROUND INFORMATION

This represents the purchase of document cameras and classroom printers for Information Technology. The FY13 IT plan calls for the cyclic replacement of document cameras and printers used in classrooms and computer laboratories on campus. Replacing classroom technology on a regular schedule ensures that faculty, students, and staff have up-to-date technology for use in their classroom activities.

The equipment specified matches other equipment in use on campus for similar educational purposes. The models specified were chosen by IT to minimize costs involved with service, security, end user training, and supplies.

A legal ad was published and twenty-seven vendors were solicited, five in district and two minority owned. Eight vendors responded, one in district, Midwest Computer of West Chicago, and one minority, SHI International.

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

The following is a recap of the bid tabulation:

Consent Agenda
Item 9. B. 3) b)
March 19, 2013

Section I
Lumens CD265 Ladibug Document Camera

Vendor	Troxell Communications *	Midwest Computer	B&H Photo	SHI
Item 1 Cameras	\$36,380.00	\$37,297.32	\$39,304.00	\$40,119.32

Vendor	Howard Technology	Four Point O	Adorama Camera	CDW
Item 1 Cameras	\$40,392.00	\$42,717.60	\$47,532.00	\$47,600.00

Section II
Hewlett Packard 600M602N Laser Printer

Vendor	CDW *	Midwest Computer	SHI	Adorama Camera
Item 2 Printers	\$21,240.00	\$21,955.20	\$22,200.00	\$23,184.00

Vendor	Howard Technology	Four Point O
Item 2 Printers	\$23,616.00	\$26,664.00

* Lowest bid meeting specifications

4. RECOMMENDATION

That the Board of Trustees approve a contract with Troxell Communications, 2413 W Algonquin Rd, Algonquin, IL 60103, in an amount of \$36,380.00 for document cameras.




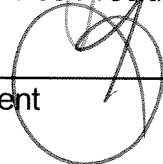
That the Board of Trustees approve a contract with CDW-G, 230 North Milwaukee Ave, Vernon Hills, IL 60061 in an amount of \$21,240.00 for classroom laser printers.

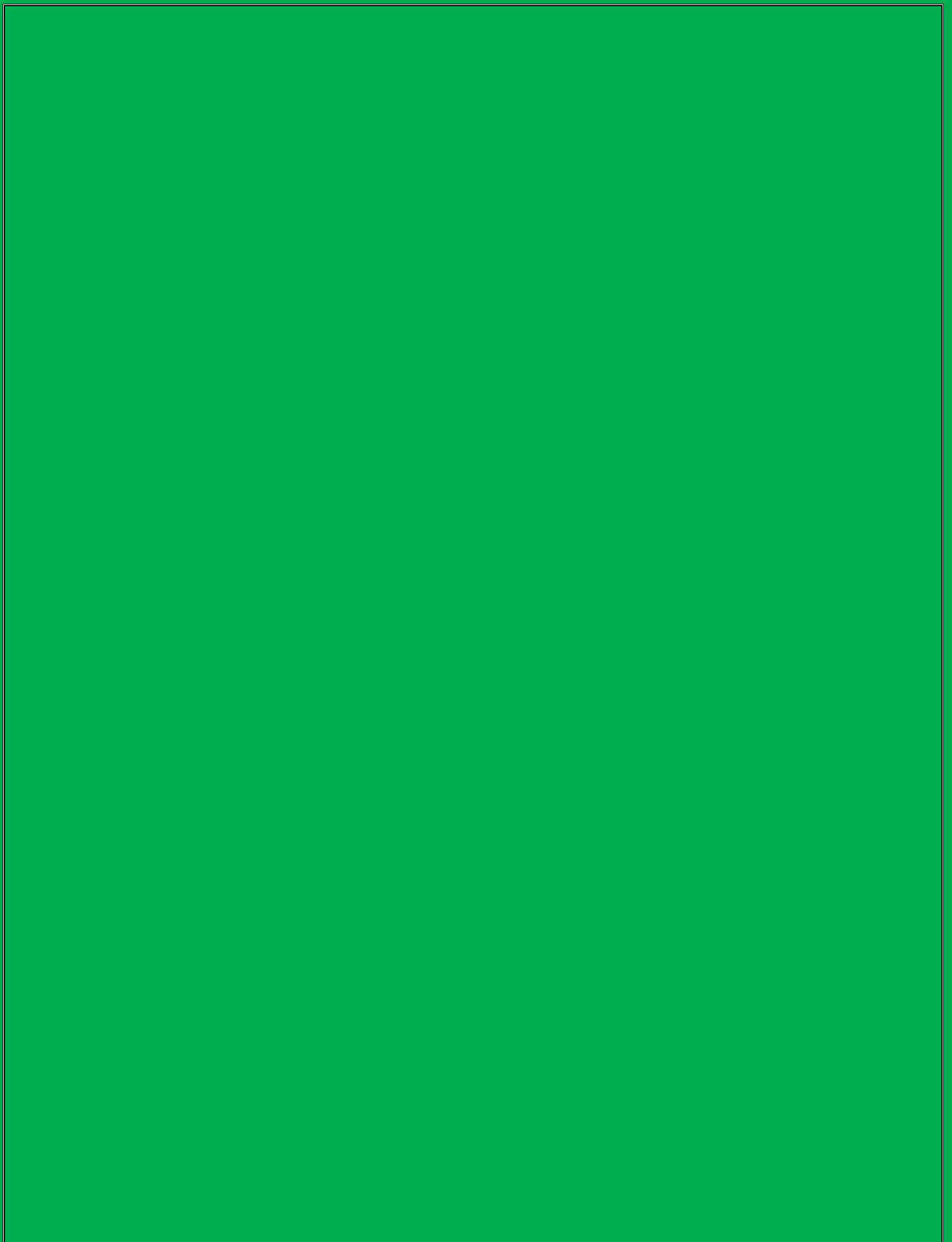
SIGNATURE PAGE FOR DOCUMENT CAMERAS AND PRINTERS

ITEM(S) ON REQUEST

That the Board of Trustees approve a contract with Troxell Communications, 2413 W Algonquin Rd, Algonquin, IL 60103, in an amount of \$36,380.00 for document cameras.

That the Board of Trustees approve a contract with CDW-G, 230 North Milwaukee Ave, Vernon Hills, IL 60061 in an amount of \$21,240.00 for classroom laser printers.

	3-1-13
Director, Business Affairs	Date
	3-1-13
Vice President, Information Technology	Date
	3/1/2013
Senior Vice President, Administration and Treasurer	Date
	3/6/13
President	Date



COLLEGE OF DuPAGE
SPECIAL BOARD MEETING

STANDARD BOARD APPROVAL

1. SUBJECT

Moves, Phase II Department Moves.

2. BUDGET STATUS

The College estimated the total cost of this bid package to be \$370,000.00. The recommended contractor's bid with the addition of Alternate #2 is \$300,946.00 or \$69,054.00 below the estimate. These funds are being provided by the Physical Education Renovation Construction Budget #03-90-36803-5804001.

3. BACKGROUND INFORMATION

The Moves, Phase II Department Moves was publicly bid in one package and includes one trade: Moving & Storage.

The awarded bidder's contract will be assigned to the project's Construction Manager, Power Construction Company, LLC.

This Moving and Storage bid package requested two alternate bids: Alternate #1 changed the move date of the McAninch Arts Center Academic Move from August 19, 2013 to December 23, 2013.

Alternate #2 requested a price for the relocation of approximately 250 pre-packed banker's boxes from the mezzanine in the 'L' Building to the lower level of the Berg Instructional Center for temporary storage pending scanning prior to disposal.

The College has agreed to accept Alternate #2 with this bid package.

A review of bids and recommendations are as follows:

Moving and Storage work includes all moving and storage for the entire project. We recommend that the bid be awarded to the lowest responsible bidder, 3MD Relocation Services, Inc., of 2600 S. 25th Avenue, Broadview, Illinois for the Bid of \$300,946.00. We ask that the apparent low bidder, Boyer-Rosene Moving and Storage, not be selected for this award due to their previous work history here at the College.

A legal bid notice was published and twenty one bidders were solicited, three in district and four minority. Three vendors responded, one minority vendor, Midwest Moving & Storage.

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

Following is a recap of the bid tabulation:

Vendor	Boyer Rosene	3 MD Relocation Services *	Midwest Moving & Storage
Bid	\$268,400.00	\$298,446.00	\$385,600.00
Alternate 1	\$0.00	\$0.00	\$0.00
Alternate 2	\$0.00	\$2,500.00	\$0.00
Total	\$268,400.00	\$300,946.00	\$385,600.00

* Lowest bid meeting specifications

4. **RECOMMENDATION**

a) That the Board of Trustees award the bids for Moves, Phase II Department Moves to the lowest responsible bidder and assign the contracts to Power Construction Company, LLC as follows:

- Moving and Storage work to 3MD Relocation Services, Inc., of 2600 S. 25th Avenue, Broadview, Illinois for a bid total of \$300,946.00.

For a subtotal of \$300,946.00;

b) That the Board of Trustees approve the increase in the contract amount with Power Construction Company, LLC, 2360 Palmer Drive, Schaumburg, Illinois 60137 for the contract related to Physical Education building change order (Moves, Phase II Department Moves) in accordance with contract terms for a .85% fee for insurance in the amount of \$2,615.60, a 2.25% fee for trade contract costs in the amount of \$6,771.29 and a 4.95% fee for General Conditions in the amount of \$15,232.01 for a total fee amount of \$24,618.90;

For a total expenditure of \$ 325,564.90.

SIGNATURE PAGE FOR MOVES, PHASE II DEPARTMENT MOVES

ITEMS ON REQUEST




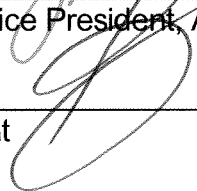
a) That the Board of Trustees award the bids for Moves, Phase II Department Moves to the lowest responsible bidder and assign the contracts to Power Construction Company, LLC as follows:

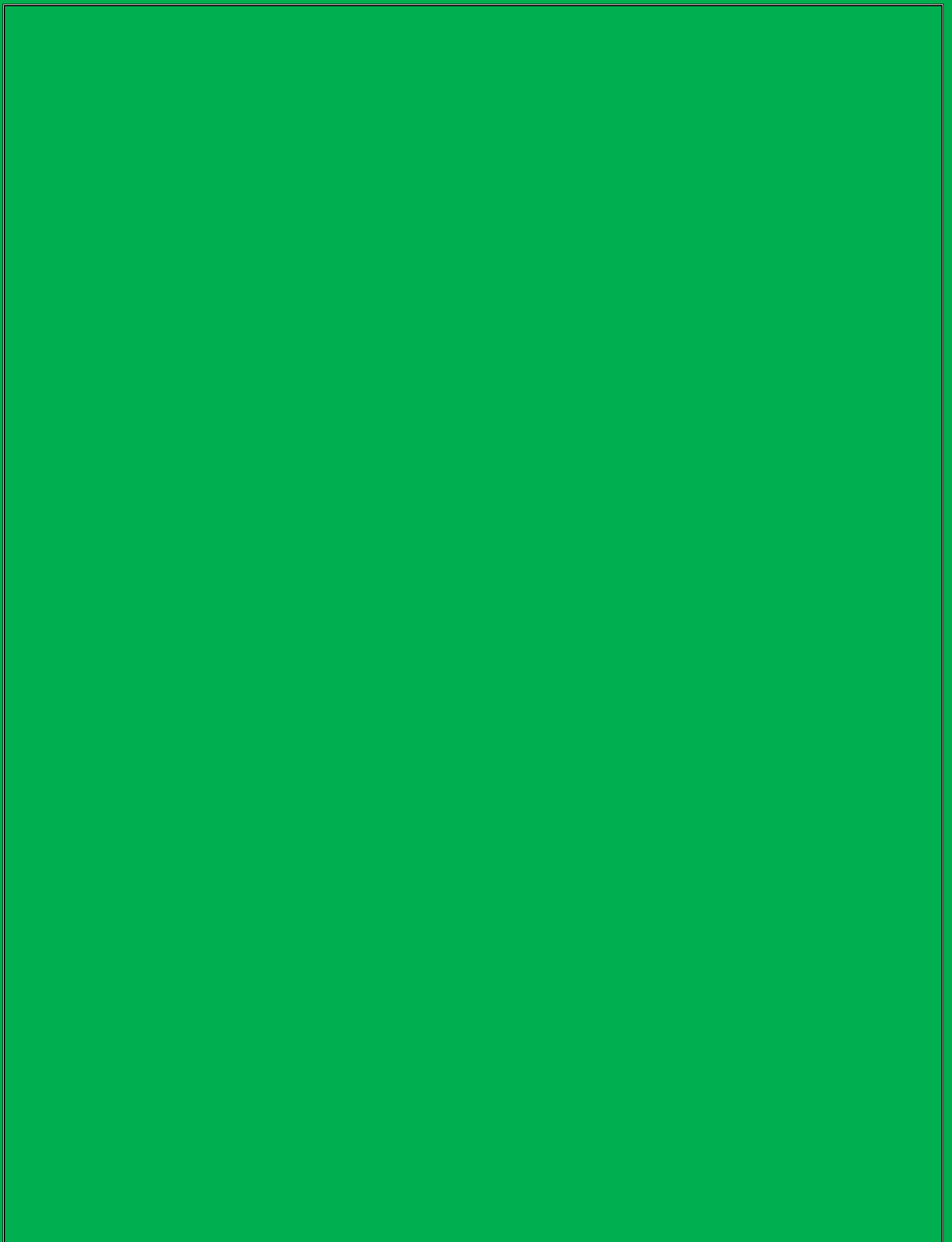
- Moving and Storage work to 3MD Relocation Services, Inc., of 2600 S. 25th Avenue, Broadview, Illinois for a bid total of \$300,946.00.

For a subtotal of \$300,946.00;

b) That the Board of Trustees approve the increase in the contract amount with Power Construction Company, LLC, 2360 Palmer Drive, Schaumburg, Illinois 60137 for the contract related to Physical Education building change order (Moves, Phase II Department Moves) in accordance with contract terms for a .85% fee for insurance in the amount of \$2,615.60, a 2.25% fee for trade contract costs in the amount of \$6,771.29 and a 4.95% fee for General Conditions in the amount of \$15,232.01 for a total fee amount of \$24,618.90;

For a total expenditure of \$ 325,564.90.

	3.4.13
Director, Facilities Planning and Development	Date
	3-1-13
Director, Business Affairs	Date
	3/4/2013
Senior Vice President, Administration and Treasurer	Date
	3/6/13
President	Date



COLLEGE OF DuPAGE
SPECIAL BOARD MEETING

STANDARD BOARD APPROVAL

1. SUBJECT

Site Work, Infrastructure and Parking Improvements Project 2013 Bid Package 2.

2. BUDGET STATUS

Pepper Construction Company, the College's Construction Manager, estimated the total cost of the work to be awarded in this bid package to be \$528,968.00. The recommended contractors' bids total \$473,525.00, or \$55,443.00 below budget. These funds are being provided by Land Improvements Budget: 03-90-36821-5802001.

3. BACKGROUND INFORMATION

The Site Work, Infrastructure and Parking Improvements Projects 2013 is being bid in five packages. Bid Package 2 represents: 13.8 – Drainage and Grading Restoration, Homeland Security Center (HEC) and Technical Education Center (TEC), 13.10 – Irrigation Project, Connect Ponds Nine and Six, 13.11 – Irrigation Project, North of College Lot Four, 13.12 – Grading and Restoration East of College Lot 5 and 13.14 – Perimeter Improvements, Early Childhood Center (ECC).

Six Trade Contracts were contained in Bid Package 2:

- a. Site Utilities
- b. Building & Site Concrete
- c. Electrical
- d. Excavation and Earthwork
- e. Landscape
- f. Irrigation

The awarded bidder's contracts and all future project construction contracts will be assigned to the project's Construction Manager, Pepper Construction Company.

This bid package requested seven alternate bids. Alternate # 8-1, to replace a small section of irrigation main. Alternate #11-1, a deduction to leave existing asphalt pull off service pad in place. Alternate #14 -1, site modifications in ECC parking island. Alternate #14-2, site modifications East of ECC building. Alternate #14 -3, site modifications West of ECC building. Alternate #14-4, to provide a slat material gate. Alternate #2.1, to revise topsoil depths at planting beds.

The College will not be accepting any alternates at this time.

A review of each of the trades and recommendations are as follows:

- a. Site Utilities: The five qualified bids were above the estimate for this trade package. We recommend that the College re-bid this scope under a separate bid package.
- b. Building and Site Concrete: We recommend that the bid be awarded to the lowest responsible bidder, Matrix Concrete Construction, 10S274 Schoger Drive, Unit A, Naperville, Illinois, 60564 for the value of \$52,940.00.
- c. Electrical: This bid was submitted by Associated Electrical Contractor's Inc. who has performed previously on our campus and provided quality work. We recommend that the bid be awarded to the lowest responsible bidder, Associated Electrical Contractor's Inc., 319 Lamb Road, Woodstock, Illinois for the value of \$11,500.00.
- d. Excavation and Earthwork: We recommend that the bid be awarded to the lowest responsible bidder, Landworks Limited, 751 North Bolingbrook Drive, Bolingbrook, Illinois 60440 for the value of \$152,218.00.
- e. Landscape: We recommend that the bid be awarded to the lowest responsible bidder, Breezy Hill Nursery, 7530 288th Avenue, Salem, Wisconsin, 53168 for the value of \$128,000.00.
- f. Irrigation: We recommend that the bid be awarded to the lowest responsible bidder, Central Lawn Sprinkler, Inc., 239 King Street, Elk Grove Village, Illinois, 60007 for the value of \$128,867.00.

A legal bid notice was published and 110 bidders were solicited, 18 in-district, 11 minority. Eighteen responses were received, one in district, Matrix Concrete of Naperville and two female-owned Christy Webber Landscapes and Vixen Construction.

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

The following is a recap of the bid tabulation:

Consent Agenda
Item 9. B. 3) d)
March 19, 2013

Building and Site Concrete

Vendor	Matrix Concrete *	Vixen Construction	Eagle Concrete, Inc.
Base Bid	52,940.00	54,305.00	57,000.00
Alternate 14-4	(16,000.00)	(12,500.00)	(15,360.00)

Electrical

Vendor	Associated Electrical *
Bid	11,500.00

Excavation and Earthwork

Vendor	Landworks *	Lorusso Cement
Bid	152,218.00	240,102.00
Alternate 11-1	(3,980.00)	(1,862.00)
Alternate 14-1	9,408.00	2,529.00
Alternate 14-2	6,104.00	22,485.00
Alternate 14-3	200.00	27,284.00
Alternate 2.1	1,920.00	(1,616.00)

Landscape

Vendor	Breezy Hill *	Twin Oaks Landscape	Landworks	Mitches Green Thumb	Christy Webber
Bid	128,000.00	155,659.00	158,560.00	174,280.00	207,060.00
Alternate 11-1			(1,565.00)		2,590.00
Alternate 14-1	23,400.00	27,414.00	21,406.00	23,245.00	8,195.00
Alternate 14-2	16,700.00	19,083.00	21,239.00	12,953.00	14,010.00
Alternate 14-3	22,000.00	21,633.00	39,829.00	18,376.00	7,505.00
Alternate	(1,900.00)	(29,865.00)	(1,664.00)	(1,836.00)	(7,560.00)

Irrigation

Vendor	Central Lawn Sprinkler *	Aqua Design
Bid	128,867.00	190,580.49
Alternate 8-1	8,100.00	12,380.11
Alternate 14-2	500.00	(5,080.00)

* Lowest bid meeting specifications

4. RECOMMENDATION

- a) That the Board of Trustees awards the bids for Site Work, Infrastructure and Parking Improvements Project 2013 Bid Package 2 to the lowest responsible bidders and assign the contracts to Pepper Construction Company as follows:
- Building and Site Concrete work to Matrix Concrete Construction, 10S274 Schoger Drive, Unit A, Naperville, Illinois, 60564, for a base bid total of \$52,940.00.
 - Electrical work to Associated Electrical Contractor's Inc., 319 Lamb Road, Woodstock, Illinois for a base bid total of \$11,500.00.
 - Excavation and Earthwork work to Landworks Limited, 751 North Bolingbrook Drive, Bolingbrook, Illinois 60440 for a base bid total of \$152,218.00.
 - Landscape work to Breezy Hill Nursery, 7530 288th Avenue, Salem, Wisconsin 53168, for the base bid total of \$128,000.00.
 - Irrigation work to Central Lawn Sprinkler, Inc., 239 King Street, Elk Grove Village, Illinois, 60007 for the base bid total of \$128,867.00.

For a subtotal total expenditure of \$473,525.00;

- b) That the Board of Trustees accept the increase in the contract amount with Pepper Construction, 411 Zurich Road, Barrington, Illinois 60010 related to Site Work, Infrastructure and Parking Improvements Project 2013 Bid Package 2 in accordance with the contract terms and the previously approved fee schedule that includes .85% fee for insurance in the amount of \$4,024.96 and a 2.5% fee for trade contract costs in the amount of \$11,838.13 and a 4.59% fee for General Conditions in the amount of \$21,734.80 for a total fee amount of \$37,597.89.

For a total expenditure of \$511,122.89.

SIGNATURE PAGE FOR SITE WORK, INFRASTRUCTURE AND PARKING
IMPROVEMENTS PROJECT 2013 BID PACKAGE 2

ITEM(S) ON REQUEST




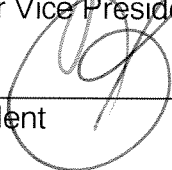
a) That the Board of Trustees awards the bids for Site Work, Infrastructure and Parking Improvements Project 2013 Bid Package 2 to the lowest responsible bidders and assign the contracts to Pepper Construction Company as follows:

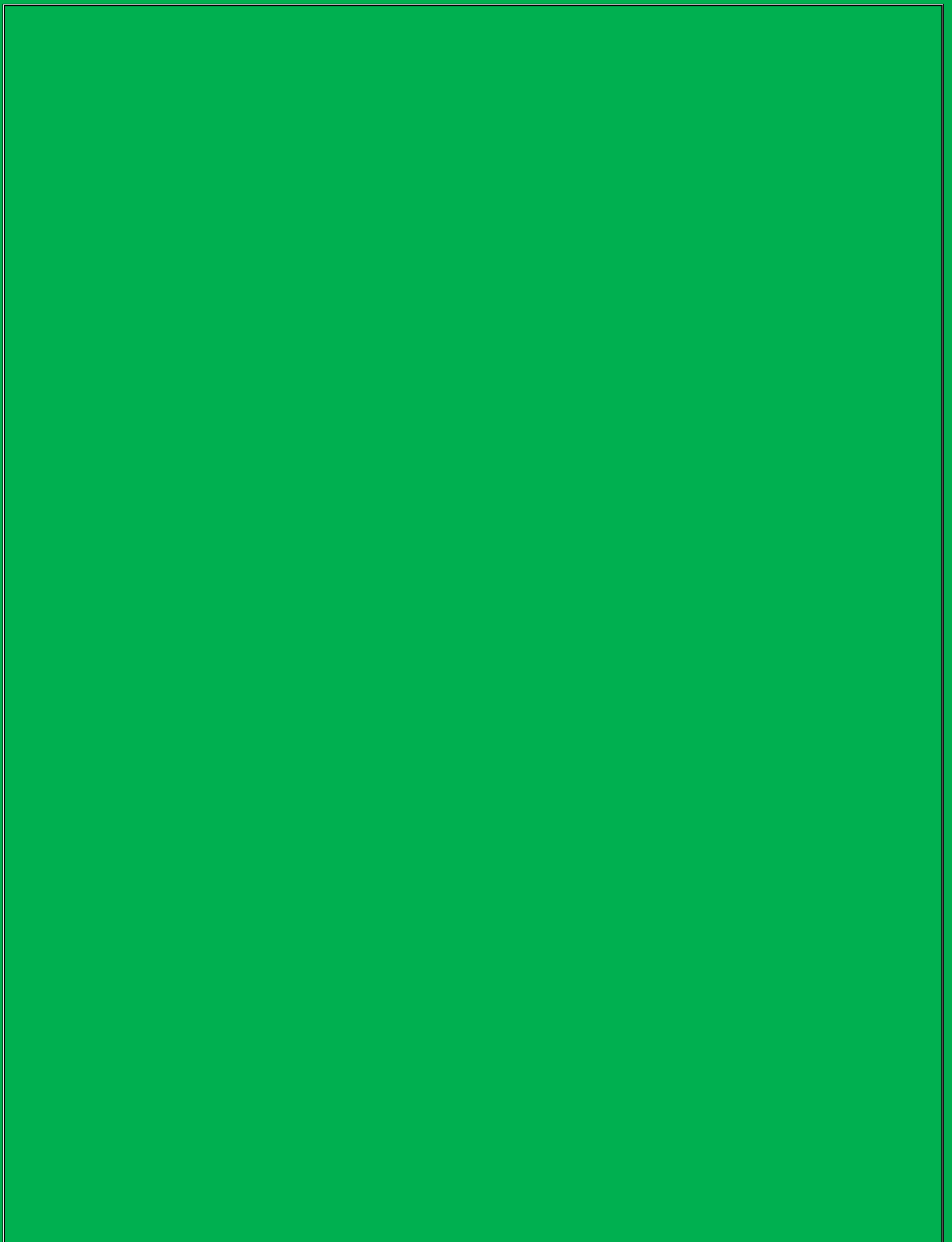
- Building and Site Concrete work to Matrix Concrete Construction, 10S274 Schoger Drive, Unit A, Naperville, Illinois, 60564, for a base bid total of \$52,940.00.
- Electrical work to Associated Electrical Contractor's Inc., 319 Lamb Road, Woodstock, Illinois for a base bid total of \$11,500.00.
- Excavation and Earthwork work to Landworks Limited, 751 North Bolingbrook Drive, Bolingbrook, Illinois 60440 for a base bid total of \$152,218.00.
- Landscape work to Breezy Hill Nursery, 7530 288th Avenue, Salem, Wisconsin 53168, for the base bid total of \$128,000.00.
- Irrigation work to Central Lawn Sprinkler, Inc., 239 King Street, Elk Grove Village, Illinois, 60007 for the base bid total of \$128,867.00.

For a subtotal total expenditure of \$473,525.00

b) That the Board of Trustees accept the increase in the contract amount with Pepper Construction, 411 Zurich Road, Barrington, Illinois 60010 related to Site Work, Infrastructure and Parking Improvements Project 2013 Bid Package 2 in accordance with the contract terms and the previously approved fee schedule that includes .85% fee for insurance in the amount of \$4,024.96 and a 2.5% fee for trade contract costs in the amount of \$11,838.13 and a 4.59% fee for General Conditions in the amount of \$21,734.80 for a total fee amount of \$37,597.89.

For a total expenditure of \$511,122.89.

 _____ Director, Facilities Planning & Development	3.6.13 _____ Date
 _____ Director, Business Affairs	3-6-13 _____ Date
 _____ Senior Vice President, Administration and Treasurer	3/7/2013 _____ Date
 _____ President	3/8/13 _____ Date



COLLEGE OF DuPAGE
SPECIAL BOARD MEETING

STANDARD BOARD APPROVAL

1. SUBJECT

Audio/Visual Equipment for Seaton Computing Center (SCC).

2. BUDGET STATUS

Funds in the amount of \$187,754.00 are being provided by the Seaton Computing Center Renovations Budget #03-90-36801-5805001.

3. BACKGROUND INFORMATION

This item represents a bid for new audio visual equipment for classrooms currently under construction as part of Seaton Computing Center renovation project. Items being purchased include projection screens, smart panel displays, DVD/VHS players, surge protectors, and equipment alarms. The bid also includes the installation of College-owned projection systems that were purchased separately using our contract with Epson. This equipment will be used by faculty and students in the new computer labs to be located in the Seaton Computing Center.

We recommend the bids be awarded to the lowest responsible bidders meeting specifications.

The apparent low bidder for item #4, CDW-G, did not meet specifications in that the DVD/VHS player offered does not have standard playback controls (REW, FF, PAUSE, NEXT, PREV) on the front panel of the player as called for in the specifications.

In that the bids for item #1 resulted in a tie bid, we recommend award to United Visual of Itasca, Illinois rather than CDW-G of Vernon Hills, Illinois as United Visual is located within Community College #502 boundaries.

A legal bid notice was published and 37 vendors were solicited, 15 in-district and eight minority-owned. Eight responses were received. Five in-district vendors responded; AVI Systems of Bensenville, United Visual of Itasca (awarded vendor), Pace Systems of Naperville (awarded vendor), Sound Incorporated of Naperville (awarded vendor), and Midwest Computer Products of West Chicago (awarded vendor).

4. RECOMMENDATION

That the Board of Trustees awards the bid for Audio/Visual Equipment for Seaton Computing Center (SCC), on an item by item basis, to the lowest responsible bidders as follows:

<u>Bid Item</u>	<u>Vendor</u>	<u>\$ Amount</u>
1	United Visual 1050 Spring Lake Drive Itasca, Illinois 60143	\$ 2,090.00
2	Pace Systems 2040 Corporate Lane Naperville, Illinois 60563	133.10
3, 5, 6	Midwest Computer 35W512 Roosevelt Road West Chicago, Illinois 60185	22,384.45
4	B & H photo 420 Ninth Avenue New York, New York 10001	989.45
7	Sound Incorporated 1550 Shore Road Naperville, Illinois 60563	162,157.00

For a total expenditure of: \$187,754.00

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

Following is a recap of the bid tabulation:

Vendor	AVI Systems	B&H Photo *	CDWG	Midwest Computer *
Item 1	no bid	\$2,359.94	\$2,090.00	\$2,112.00
Item 2	no bid	\$265.76	\$176.00	\$134.20
Item 3	no bid	\$755.48	\$803.00	\$725.45
Item 4	no bid	\$989.45	\$922.57	\$1,089.00
Item 5	no bid	no bid	\$2,226.00	\$1,672.00
Item 6	no bid	no bid	no bid	\$19,987.00
Item 7	\$162,778.00	no bid	no bid	no bid
Total Awarded	\$0.00	\$989.45	\$0.00	\$22,384.45

Vendor	Pace Systems *	Sound Incorporated *	Troxell	United Visual *
Item 1	\$2,092.42	\$2,155.78	\$2,433.86	\$2,090.00
Item 2	133.10	\$151.36	\$266.20	\$176.00
Item 3	\$753.50	\$824.67	\$781.33	\$880.00
Item 4	\$1,077.78	\$1,065.02	\$1,005.95	no bid
Item 5	\$2,406.80	\$2,831.18	\$2,152.92	\$1,738.00
Item 6	\$21,114.50	no bid	\$20,023.96	\$20,570.00
Item 7	\$167,704.46	\$162,157.00	no bid	no bid
Total Awarded	\$133.10	\$162,157.00	\$0.00	\$2,090.00

*Lowest bid meeting specifications




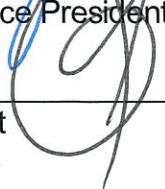
SIGNATURE PAGE FOR AUDIO/VISUAL EQUIPMENT FOR SEATON COMPUTING
 CENTER (SCC)

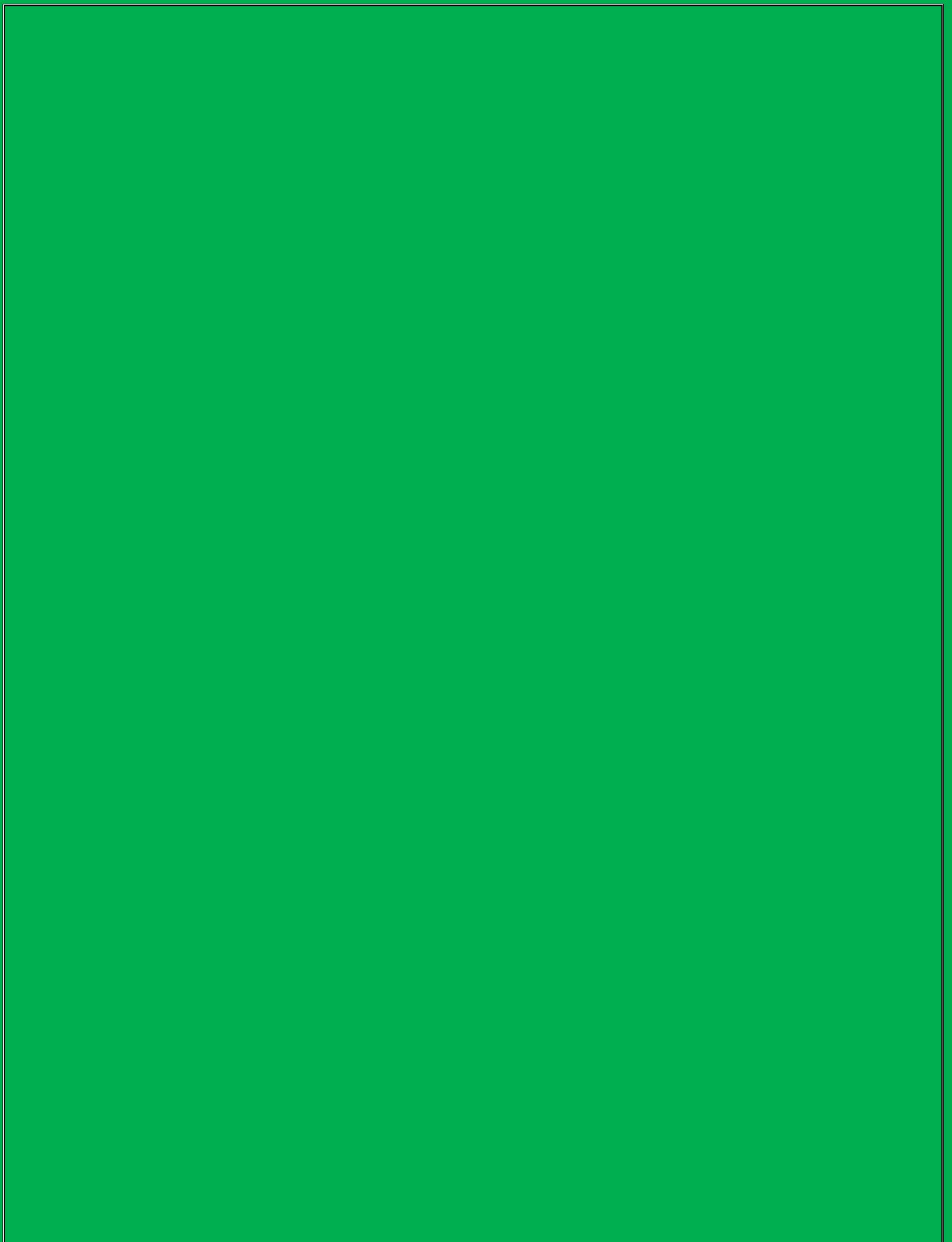
ITEM(S) ON REQUEST

That the Board of Trustees awards the bid for Audio/Visual Equipment for Seaton Computing Center (SCC), on an item by item basis, to the lowest responsible bidders as follows:

<u>Bid Item</u>	<u>Vendor</u>	<u>\$ Amount</u>
1	United Visual 1050 Spring Lake Drive Itasca, Illinois 60143	\$ 2,090.00
2	Pace Systems 2040 Corporate Lane Naperville, Illinois 60563	133.10
3, 5, 6	Midwest Computer 35W512 Roosevelt Road West Chicago, Illinois 60185	22,384.45
4	B & H photo 420 Ninth Avenue New York, New York 10001	989.45
7	Sound Incorporated 1550 Shore Road Naperville, Illinois 60563	162,157.00

For a total expenditure of: \$187,754.00

	<u>3.12.13</u>
Director, Facilities Planning and Development	Date
	<u>3-12-13</u>
Director, Business Affairs	Date
	<u>3/13/2013</u>
Senior Vice President, Administration and Treasurer	Date
	<u>3/13/13</u>
President	Date



COLLEGE OF DuPAGE
SPECIAL BOARD MEETING

STANDARD BOARD APPROVAL

1. SUBJECT

East Campus Irrigation Well Rebid.

2. BUDGET STATUS

Pepper Construction Company, the College's Construction Manager, estimated the total cost of the work to be awarded in this bid package to be \$684,510.00. The recommended contractors' bids, with Alternate #1, is \$568,535.00, or \$115,975.00 below estimate. These funds are being provided by Capital Maintenance Budget 02-90-20041-5802001.

3. BACKGROUND INFORMATION

The East Campus Irrigation Well is designed to draw from the available groundwater aquifer to provide 750 gallons of non-potable water, which will be adequate to overcome drought related irrigation water shortages such as those experienced in the summer of 2012.

Seven Trade Contracts are contained in East Campus Irrigation Well Rebid.

- a. Building and Site Concrete
- b. Electrical
- c. Landscaping
- d. Irrigation
- e. Site Utilities
- f. Asphalt Paving
- g. Water Supply Well

The awarded bidders' contracts will be assigned to the project's Construction Manager, Pepper Construction Company.

Consent Agenda
Item 9. B. 3) f)
March 19, 2013

This bid package requested two alternate bids; Alternate #1 to substantially complete the well by June 28, 2013 rather than August 2, 2013, Alternate # 2 to substantially complete the well by June 2, 2013 rather than August 2, 2013.

The College will be accepting Alternate #1 at this time.

A review of these trades and our recommendations are as follows:

Building and Site Concrete: We recommend that the bid be awarded to the lowest responsible bidder, Eagle Concrete, Inc., 1305 S. River Street, Batavia, Illinois 60510, for the value of \$12,000.00.

Electrical: We recommend that the bid be awarded to the sole responsible bidder, Associated Electrical Contractors, Inc., 319 Lamb Road, Woodstock, Illinois 60098, for the value of \$80,265.00.

Landscaping: We recommend that the bid be awarded to the sole responsible bidder, Landworks Limited, 751 N. Bolingbrook Dr, Link 17, Bolingbrook, Illinois 60440, for the value of \$20,250.00.

Irrigation: We recommend that the bid be awarded to the lowest responsible bidder, Aqua Designs, Inc., 2133 Gould Court, Rockdale, Illinois 60436, for the value of \$5,292.00.

Site Utilities: We recommend that the bid be awarded to the sole responsible bidder, Central Lawn Sprinkler, Inc., 239 King Street, Elk Grove Village, Illinois 60007, for the value of \$47,032.00.

Asphalt Paving: No bids were received for this trade package.

Water Supply Well: We recommend that the bid be awarded to the lowest responsible bidder, Layne Water Resources, 721 W. Illinois Avenue, Aurora, Illinois 60506, for the value of \$403,696.00.

A legal bid notice was published and 71 bidders were solicited, eight in-district, four minority. Nine responses were received, one in-district, Matrix Concrete of Naperville.

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

The following is a recap of the bid tabulation:

Building and Site Concrete

Vendor	Eagle Concrete *	Matrix Concrete
Base Bid	12,000.00	14,710.00

Electrical

Vendor	Associated Electrical *
Bid	80,265.00

Landscaping

Vendor	Landworks *
Bid	20,250.00

Irrigation

Vendor	Aqua Design *	Central Lawn Sprinkler
Bid	5,292.00	9,877.00

Site Utilities

Vendor	Central Lawn Sprinkler *
Bid	44,532.00
Alternate 1	2,500.00
Alternate 2	2,500.00
Total	47,032.00

Water Supply Well

Vendor	Layne Water Resources *	Municipal Well & Pump
Bid	394,366.00	403,948.00
Alternate 1	9,330.00	30,000.00
Alternate 2	n/a	\$60,000.00
Total	\$403,696.00	\$433,948.00

* Lowest bid meeting specifications

4. RECOMMENDATION

a) That the Board of Trustees awards the bids for East Campus Irrigation Well Rebid, to the lowest responsible bidders and assign the contracts to Pepper Construction Company as follows:

- Building and Site Concrete work to Eagle Concrete, Inc., 1305 S. River Street, Batavia, Illinois 60510, for the value of \$12,000.00.
- Electrical work to Associated Electrical Contractors, Inc., 319 Lamb Road, Woodstock, Illinois 60098, for the value of \$80,265.00.
- Landscaping work to Landworks Limited, 751 N. Bolingbrook Dr, Link 17, Bolingbrook, Illinois 60440, for the value of \$20,250.00.
- Irrigation work to Aqua Designs, Inc., 2133 Gould Court, Rockdale, Illinois 60436, for the value of \$5,292.00.
- Site Utilities work to Central Lawn Sprinkler, Inc., 239 King Street, Elk Grove Village, Illinois 60007, for the value of \$47,032.00.
- Water Supply Well work to Layne Water Resources, 721 W. Illinois Avenue, Aurora, Illinois 60506, for the value of \$403,696.00.

For a subtotal total expenditure of \$568,535.00;

b) That the Board of Trustees accept the increase in the contract amount with Pepper Construction, 411 Zurich Road, Barrington, Illinois 60010, related to East Campus Irrigation Well Rebid in accordance with the contract terms and approve the increase in fee that includes .85% fee for insurance in the amount of \$4,832.55, a 2.5% fee for trade contract costs in the amount of \$14,213.38, and a 4.59% fee for General Conditions in the amount of \$26,095.76 for a total fee amount of \$45,141.69.

For a total expenditure of \$613,676.69.

SIGNATURE PAGE FOR EAST CAMPUS IRRIGATION WELL REBID

ITEM(S) ON REQUEST

a) That the Board of Trustees awards the bids for East Campus Irrigation Well Rebid, to the lowest responsible bidders and assign the contracts to Pepper Construction Company as follows:

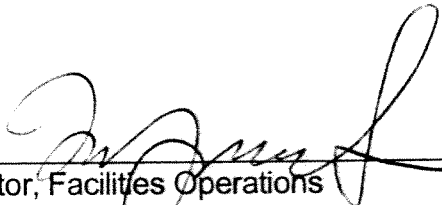
- Building and Site Concrete work to Eagle Concrete, Inc., 1305 S. River Street, Batavia, Illinois 60510, for the value of \$12,000.00.
- Electrical work to Associated Electrical Contractors, Inc., 319 Lamb Road, Woodstock, Illinois 60098, for the value of \$80,265.00.
- Landscaping work to Landworks Limited, 751 N. Bolingbrook Dr, Link 17, Bolingbrook, Illinois 60440, for the value of \$20,250.00.
- Irrigation work to Aqua Designs, Inc., 2133 Gould Court, Rockdale, Illinois 60436, for the value of \$5,292.00.
- Site Utilities work to Central Lawn Sprinkler, Inc., 239 King Street, Elk Grove Village, Illinois 60007, for the value of \$47,032.00.
- Water Supply Well work to Layne Water Resources, 721 W. Illinois Avenue, Aurora, Illinois 60506, for the value of \$403,696.00.

For a subtotal total expenditure of \$568,535.00;

b) That the Board of Trustees accept the increase in the contract amount with Pepper Construction, 411 Zurich Road, Barrington, Illinois 60010, related to East Campus Irrigation Well Rebid in accordance with the contract terms and approve the increase in fee that includes .85% fee for insurance in the amount of \$4,832.55, a 2.5% fee for trade contract costs in the amount of \$14,213.38, and a 4.59% fee for General Conditions in the amount of \$26,095.76 for a total fee amount of \$45,141.69.


For a total expenditure of \$613,676.69.

Consent Agenda
Item 9. B. 3) f)
March 19, 2013



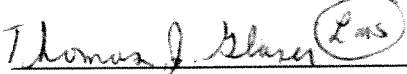
Director, Facilities Operations Date

3/12/2013



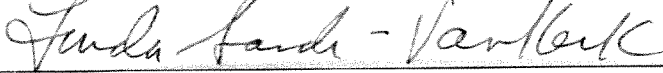
Director, Business Affairs Date

3-12-13



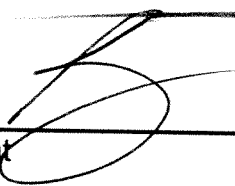
Senior Vice President, Administration and Treasurer Date

3/12/13



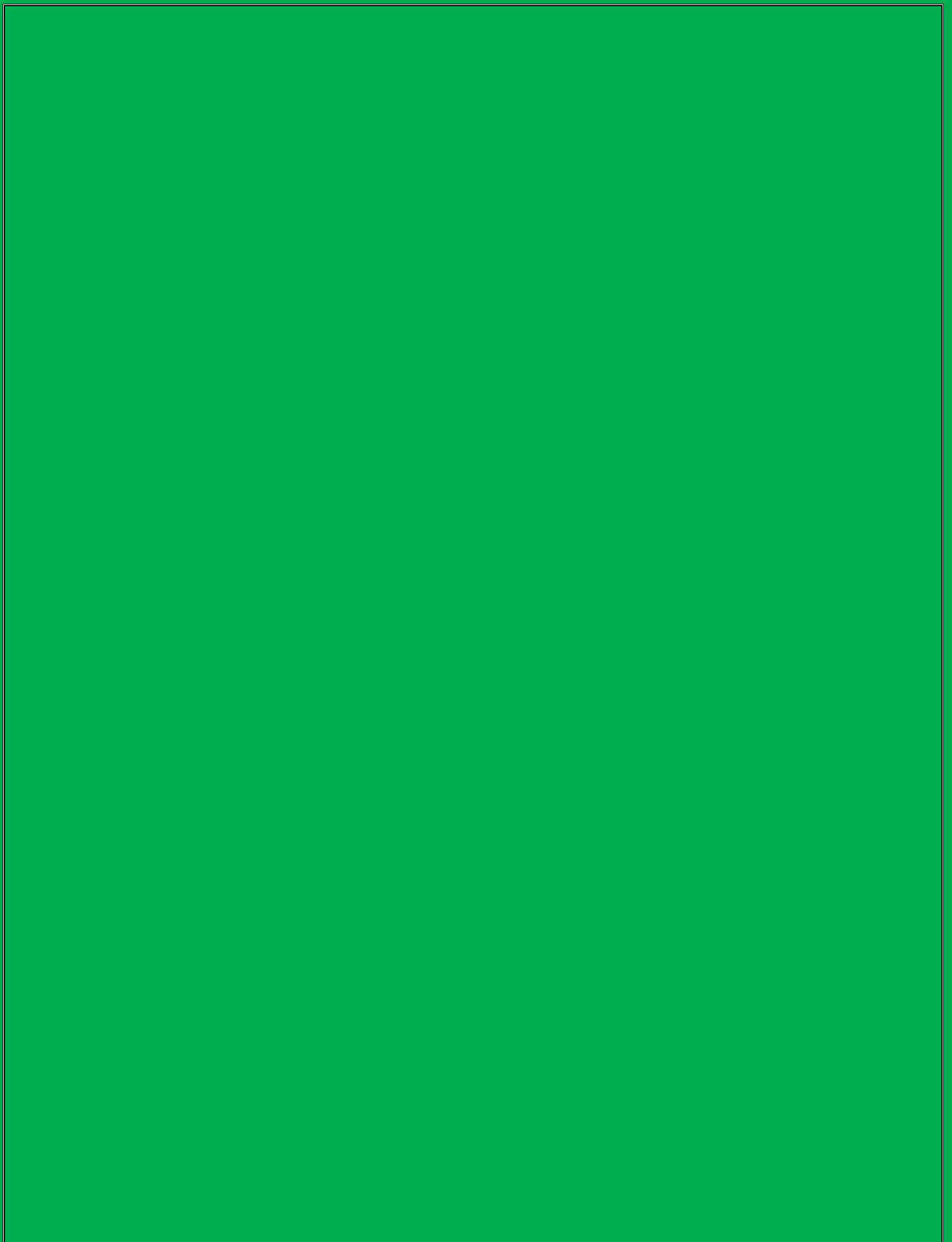
Linda Sands-Vanker, Vice President Human Resources Date

3/12/13



President Date

3/15/13



COLLEGE OF DuPAGE
SPECIAL BOARD MEETING

STANDARD BOARD APPROVAL

1. SUBJECT

Site Work, Infrastructure, and Parking Improvements Project 2013 Bid Package 2, Rebid.

2. BUDGET STATUS

Pepper Construction Company, the College's Construction Manager, estimated the total cost of the work to be awarded in this bid package to be \$125,861.00. The recommended contractor's bid is \$111,731.00, or \$14,130.00 below budget. These funds are being provided by Land Improvements Budget: 03-90-36821-5802001.

3. BACKGROUND INFORMATION

The Site Work, Infrastructure, and Parking Improvements Project 2013 Bid Package 2, Rebid contains eighteen projects and is being bid in 5 packages. The Site Utilities scope in Bid Package 2 provides drainage systems for 5 of the eighteen projects: 13.8 Drainage and Grading Restoration, Homeland Security Center (HEC) and Technical Education Center (TEC), 13.10 Irrigation Project, Connect Ponds 9 and 6, 13.11 Irrigation Project, North of College Lot 4, 13.12 Grading and Restoration East of College Lot 5, and 13.14 Perimeter Improvements, Early Childhood Center (ECC).

One trade contract is contained in Site Work, Infrastructure, and Parking Improvements Project 2013 Bid Package 2, Rebid:

Site Utilities

The awarded bidder's contract and all future project construction contracts will be assigned to the project's Construction Manager, Pepper Construction Company.

This bid package requested three alternate bids: Alternate #14-1 for site modifications in ECC parking island, Alternate #14-2 for site modifications east of ECC building and Alternate #14-3 for site modifications west of ECC building.

The College will not be accepting any alternates at this time.

We recommend that the work be awarded to the lowest responsible bidder, Landworks, LTD, 751 N. Bolingbrook Dr, #17, Bolingbrook, Illinois 60440, for the value of \$111,731.00.

A legal bid notice was published and five bidders were solicited. Four responses were received.

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

The following is a recap of the bid tabulation:

Site Utilities

Vendor	Landworks *	Breezy Hill	DiMeo Brothers	Central Lawn Sprinkler
Bid	111,731.00	114,700.00	144,459.00	145,387.00
Alternate 14-1	20,558.00	n/a	19,667.00	n/a
Alternate 14-2	19,186.00	n/a	6,325.00	n/a
Alternate 14-3	37,637.00	n/a	8,900.00	n/a

* Lowest bid meeting specifications

4. RECOMMENDATION

a) That the Board of Trustees awards the bid for Site Work, Infrastructure, and Parking Improvements Project 2013 Bid Package 2, Rebid, to the lowest responsible bidder and assign the contract to Pepper Construction Company as follows:

- Site Utilities work to Landworks, LTD, 751 N. Bolingbrook Dr, #17, Bolingbrook, Illinois 60440, for the value of \$111,731.00.

For a subtotal total expenditure of \$111,731.00;

- b) That the Board of Trustees accept the increase in the contract amount with Pepper Construction, 411 Zurich Road, Barrington, Illinois 60010, related to Site Work, Infrastructure, and Parking Improvements Project 2013 Bid Package 2, Rebid, in accordance with the contract terms and the previously approved fee schedule that includes .85% fee for insurance in the amount of \$949.71, a 2.5% fee for trade contract costs in the amount of \$ 2,793.28, and a 4.59% fee for General Conditions in the amount of \$5,128.45, for a total fee amount of \$8,871.44.

For a total expenditure of \$120,602.44.

SIGNATURE PAGE FOR SITE WORK, INFRASTRUCTURE, AND PARKING
IMPROVEMENTS PROJECT 2013 BID PACKAGE 2, REBID.

ITEM(S) ON REQUEST



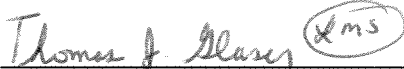

a) That the Board of Trustees awards the bid for Site Work, Infrastructure, and Parking Improvements Project 2013 Bid Package 2, Rebid, to the lowest responsible bidder and assign the contract to Pepper Construction Company as follows:

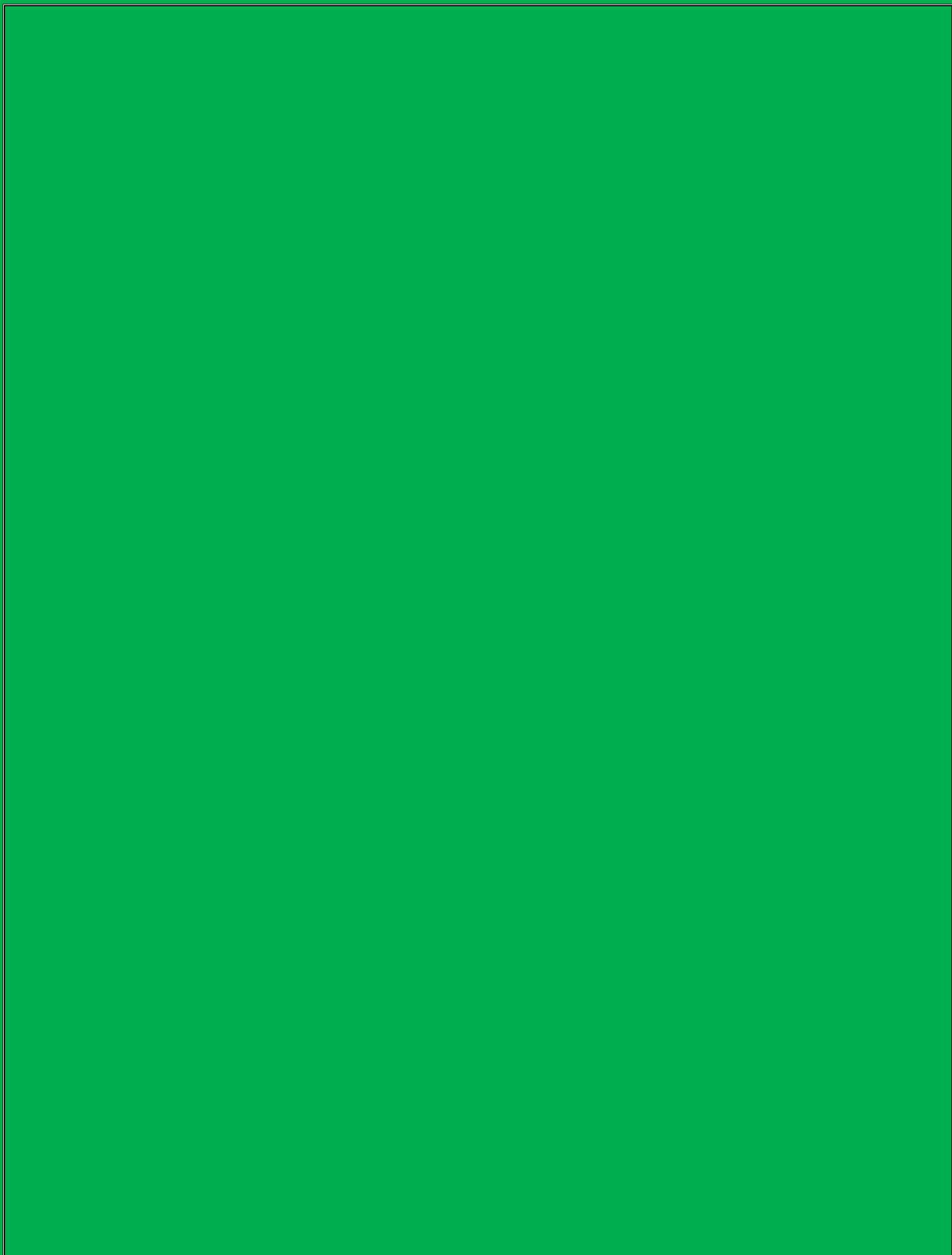
- Site Utilities work to Landworks, LTD, 751 N. Bolingbrook Dr, #17, Bolingbrook, Illinois 60440, for the value of \$111,731.00.

For a subtotal total expenditure of \$111,731.00;

b) That the Board of Trustees accept the increase in the contract amount with Pepper Construction, 411 Zurich Road, Barrington, Illinois 60010, related to Site Work, Infrastructure, and Parking Improvements Project 2013 Bid Package 2, Rebid, in accordance with the contract terms and the previously approved fee schedule that includes .85% fee for insurance in the amount of \$949.71, a 2.5% fee for trade contract costs in the amount of \$2,793.28, and a 4.59% fee for General Conditions in the amount of \$5,128.45 for a total fee amount of \$8,871.44.

For a total expenditure of \$120,602.44.

	3-11-13
Director, Facilities Planning and Development	Date
	3-11-13
Director, Business Affairs	Date
	3/12/13
Senior Vice President, Administration and Treasurer	Date
	3/12/13
Linda Sands-Vankerk, Vice President Human Resources	Date



**COLLEGE OF DuPAGE
SPECIAL BOARD MEETING**

SUMMARY OF REQUESTS FOR PROPOSALS

There are no Requests for Proposals to approve this month.

**COLLEGE OF DuPAGE
SPECIAL BOARD MEETING**

SUMMARY OF PURCHASE ORDERS

There are no Purchase Orders for approval this month.

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 Administrator Appointments
- b) Ratification of Managerial Appointments
- c) Ratification of Classified Appointments
- d) Ratification of Managerial Promotions / Transfers
- e) Ratification of Classified Promotions / Transfers
- f) Ratification of Administrative Resignations / Terminations
- g) Ratification of Faculty Resignations / Terminations
- h) Ratification of Classified Resignations / Terminations

4. RECOMMENDATION

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

**Consent Agenda
Item 9. B. 6)
March 19, 2013**

APPOINTMENTS

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Start Date</u>	<u>Type</u>	<u>Salary</u>
<u>ADMINISTRATOR</u>					
Thomas Brady	Associate Dean/Director Homeland Security Training Institute	Continuing Education	04/01/2013	New Hire Full Time	\$108,000
<u>MANAGERIAL</u>					
Joel Gallegos	Manager, Custodial Operations	Facilities	02/27/2013	New Hire Full Time	\$75,000
<u>CLASSIFIED</u>					
Martin Bartz	Lab Assistant II	Business and Technology	03/20/2013	New Hire Full Time	\$40,019
David Lesniak	Senior Project Manager	Facilities	02/25/2013	New Hire Full Time	\$90,000

PROMOTIONS / TRANSFERS

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Start Date</u>	<u>Type</u>	<u>Salary</u>
<u>MANAGERIAL</u>					
Peter Mumford	Supervisor	Regional Centers	02/25/2013	Promotion Full Time	\$55,187
Victoria Shaver	Coordinator, Graduation and Degree Audit	Records	02/25/2013	Promotion Full Time	\$49,691

PROMOTIONS / TRANSFERS - Continued

CLASSIFIED

Leah Cameron	Administrative Assistant V	Continuing Education	02/20/2013	Promotion Full Time	\$37,315
Sailaja Duggirala	Administrative Assistant III	Registration	03/04/2013	Transfer Part Time	\$16,338
DeAnna Duval	Administrative Assistant II	Continuing Education	03/04/2013	Promotion Part Time	\$18,033

RESIGNATIONS / TERMINATIONS

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>End Date</u>	<u>Type</u>	<u>Years of Service</u>
<u>ADMINISTRATOR</u>					
John Wandolowski	Director, Facilities Planning & Development	Administrative Affairs/ Facilities	03/01/2013	Resignation	5 Yrs. 4 Mos.
<u>FACULTY</u>					
Kathy Horton	Professor, Accounting	Business and Technology	05/31/2013	Resignation	16 Yrs. 6 Mos.
<u>CLASSIFIED</u>					
Paula Cebula	Coordinator, New Philharmonic	Liberal Arts	02/08/2013	Position Elimination/ Severance Agreement	11 Yrs. 11 Mos.
Ralph W. Keyes	GED Testing Assistant	Testing Center	02/14/2013	Deceased	24 Yrs. 0 Mos.
Joan M. Straughn	Campus Scheduling Specialist	Centralized Scheduling	02/24/2013	Resignation	0 Yrs. 7 Mos.

COLLEGE of DUPAGE

PERSONNEL DATA FOR RECOMMENDATION TO BOARD OF TRUSTEES

CANDIDATE: Tom Brady

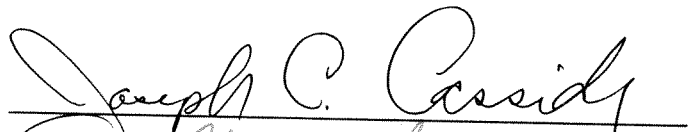
POSITION: Associate Dean/Director, Continuing Education and Homeland Security Training Institute

PREPARATION: MS Integrated Homeland Security Management, Towson University


MAJOR AREAS: Integrated Homeland Security Management

EXPERIENCE: Inspector in Charge
2007-Present
United States Postal Service – Chicago Division
Deputy Chief Inspector
2005-2007
USPS – Western Field Operations
Inspector in Charge
2003-2005
USPS – Washington Division


RECOMMENDED BY:



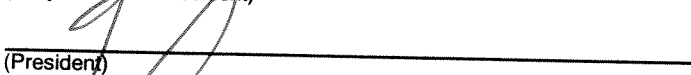
(Search Committee Chair)



(Vice President of Human Resources)



(Executive Vice President)



(President)

RANK AND SALARY: Administrator: \$108,000

DATE OF HIRE: April 1, 2013

**COLLEGE of DUPAGE
POSITION STATISTICS FOR RECOMMENDED CANDIDATE**

POSITION: Associate Dean/Director, Continuing Education and Homeland Security Training Institute

DEPARTMENT: Continuing Education

CANDIDATE: Mr. Tom Brady

SEARCH COMMITTEE: Joe Cassidy (Chair), Ray Byrne, Laz Perez, Dan Krakora, Deana Davison, Joseph Mullin, Julian Prendi, Debbie Hasse, Norm Sturm

ADVERTISEMENTS:

SOURCE	DATE
CareerBuilder	8/27/2012
Homeland Security Jobs	8/27/2012
International Association of Campus Law Enforcement Administrators	8/27/2012

DIVERSITY RECRUITMENT:

CANDIDATE POOL	STATS
Number of candidates	35
Number of candidates who did not meet minimum requirements	26
Self-identified diverse candidates	4
Number of candidates interviewed	6
Number of diverse candidates interviewed	1

9. CONSENT AGENDA

C. For APPROVAL: Construction-Related Items

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

- 2) *Approval* of Construction Change Orders**
 - **Referendum-Related Projects**
 - **Capital Budget Projects**

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

Decrease in Scope Change: CMC, Pepper #032, #037, #047, #057, #066; MAC, Mortenson #004, #005, #006, #008, #009, #010; PE, Power #045, #050, #053, #055.

Design-Related Scope Change: SCC, Power #034.

Owner-Requested Scope Change: CMC, Pepper #065, #068, #071, #073, #075; Infrastructure, Block Electric #007; MAC, Mortenson #012; PE, Power #017, #033, #034, #047, #049, #058; and SCC, Power #018.

Permit-Related Scope Change: MAC, Mortenson #011; PE, Power #038, #051, #054

Result of a Final Close-Out: BIC/SRC, Mortenson #256, #257; PE, Power #072.

Un-bought Scope Change: PE, Power #031; SCC, Power #006.

Unforeseen Condition Scope Change: MAC, Mortenson #007; PE, Power #046, #048, #061.

Winter Conditions Scope Change: PE, Power #056.

Capital Budget Projects

None

4. RECOMMENDATION

That the Board of Trustees ratifies the Construction-Related Change Orders from the attached Summary for March, 2013.

SUMMARY OF RATIFICATION OF CONSTRUCTION-RELATED CHANGE ORDERS

REFERENDUM-RELATED PROJECTS

- **BIC/SRC – MORTENSON #256: CREDIT (\$14,795.50)**. This credit was a result of COD's audit and final close-out of the open contract with Doherty on the BIC Radio Station project. *This change is the Result of a Final Close-Out.*
- **BIC/SRC – MORTENSON #257: CREDIT (\$208.43)**. This credit was a result of COD's audit of pay application #44 on the BIC project. *This change is the Result of a Final Close-Out.*
- **CAMPUS MAINTENANCE CENTER (CMC) – PEPPER #032: CREDIT (\$4,843.00)**. This credit is to install COD-furnished surplus light fixtures in lieu of fixtures specified in the construction drawings. *This is a Decrease in Scope Change.*
- **CAMPUS MAINTENANCE CENTER (CMC) – PEPPER #037: CREDIT (\$3,928.00)**. This credit is to eliminate the aluminum ships ladder, specified to be provided by the general trade's contractor. This work has already been included in the steel contractor's scope of work. *This is a Decrease in Scope Change.*
- **CAMPUS MAINTENANCE CENTER (CMC) – PEPPER #047: CREDIT (\$119.00)**. This credit is to install galvanized heavy-duty roof hatch in lieu of a lighter duty skylight type specified in the construction drawings. *This is a Decrease in Scope Change.*
- **CAMPUS MAINTENANCE CENTER (CMC) – PEPPER #057: CREDIT (\$3,458.00)**. This credit is to install PVC in lieu of cast iron underground piping in the office area as specified in the construction drawings. *This is a Decrease in Scope Change.*
- **CAMPUS MAINTENANCE CENTER (CMC) – PEPPER #065: \$6,101.00**. This change is a revision to the interior storefront and exterior glazing as requested by COD for the reconfiguration of the Facilities and Operation's offices. *This is an Owner-Requested Scope Change.*
- **CAMPUS MAINTENANCE CENTER (CMC) – PEPPER #066: CREDIT (\$1,638.00)**. This credit is for a revision to the electrical contractor's scope, removing the building's five electric hand driers that were already included in the general trade's scope of work. *This is a Decrease in Scope Change.*
- **CAMPUS MAINTENANCE CENTER (CMC) – PEPPER #068: \$3,753.00**. This change is a revision to the interior plumbing scope to accommodate the office revisions as requested by COD. *This is an Owner-Requested Scope Change.*
- **CAMPUS MAINTENANCE CENTER (CMC) – PEPPER #071: \$4,756.00**. This change is a revision to the vehicle storage bay plumbing work to accommodate a relocated hand washing station from the Buildings and Grounds Facility. *This is an Owner-Requested Scope Change.*

- **CAMPUS MAINTENANCE CENTER (CMC) – PEPPER #073: CREDIT (\$8,063.00).** This credit is to provide a traditional TPO roof system in lieu of the specified Fleeceback membrane system that was originally specified but not required. The specifications included accommodations for temporary roof during construction that the Construction Manager does not require in order to maintain the project schedule. *This is an Owner-Requested Scope Change.*
- **CAMPUS MAINTENANCE CENTER (CMC) – PEPPER #075: CREDIT (\$956.00).** This credit is to provide non-treated roof blocking in lieu of pressure treated lumber as specified. The roofing contractor has proposed this replacement as a Value Engineering item that the design team accepts as an acceptable substitute. *This is an Owner-Requested Scope Change.*
- **INFRASTRUCTURE PROJECT – BLOCK ELECTRIC #07: \$12,969.00.** This change is for the new 600 Amp circuit breaker required for the SRC renovation. The new breaker will provide additional feedback and control to the new mechanical systems not currently part of the SRC renovation work. *This is an Owner-Requested Scope Change.*
- **MAC RENOVATION – MORTENSON #004: CREDIT (\$10,802.00).** This is a credit to the Mortenson Construction contract associated with utilizing standard roof color copings with the roofing system replacement. *This is a Decrease in Scope Change.*
- **MAC RENOVATION – MORTENSON #005: CREDIT (\$7,201.00).** This is a credit to the Mortenson Construction contract associated with eliminating the removal and replacement of caulk around door frames that are not being replaced in the renovation. *This is a Decrease in Scope Change.*
- **MAC RENOVATION – MORTENSON #006: CREDIT (\$3,925.00).** This is a credit to the Mortenson Construction contract related to a revision on the exterior door thickness. *This is a Decrease in Scope Change.*
- **MAC RENOVATION – MORTENSON #007: \$5,614.00.** This change is for unforeseen conditions for thickening and adding reinforcing footing at the sanitary line work to stabilize the underground piping system by the Gallery addition. *This is an Unforeseen Condition Scope Change.*
- **MAC RENOVATION – MORTENSON #008: CREDIT (\$1,030.00).** This is a credit to the Mortenson Construction contract associated with eliminating (17) additional steam humidifier valves. *This is a Decrease in Scope Change.*
- **MAC RENOVATION – MORTENSON #009: CREDIT (\$3,432.00).** This is a credit to the Mortenson Construction contract for miscellaneous reductions in the electrical raceway configuration. *This is a Decrease in Scope Change.*
- **MAC RENOVATION – MORTENSON #010: CREDIT (\$6,259.00).** This is a credit to the Mortenson Construction contract associated with keeping the existing skylight curbs on the roofing system replacement. *This is a Decrease in Scope Change.*
- **MAC RENOVATION – MORTENSON #011: \$22,012.00.** This change is for additional code revisions requested by the County during document review that affected the scope of work for door systems in the project. *This is a Permit-Related Scope Change.*

- **MAC RENOVATION – MORTENSON #012: \$11,050.00.** This change is for unforeseen conditions with hard to handle soils and survey of the existing sanitary lines. *This is an Owner-Requested Scope Change.*
- **PE RENOVATION – POWER #017: \$18,381.00.** This change is for additional locker room and restroom fixtures and appliances not included in the original construction documents. Included are “membership style” fixtures and dispensers and robe hooks for the locker room areas. *This is an Owner-Requested Scope Change.*
- **PE RENOVATION – POWER #031: \$223.00.** This change is for the increased slab thickness to accommodate the new south stairwell not included in the project’s Bid Release #1 but finalized in the Bid Release #2. *This is an Un-bought Scope Change.*
- **PE RENOVATION – POWER #033: NTE \$29,837.00.** This time and material not-to-exceed change is for the infrastructure necessary for the future installation of a sports equipment field house power feed from the PE Building switchgear. This work includes running new conduit from the switchgear room underground through the existing building and new addition to a pull-box southeast of the new addition. This work has a very limited window of opportunity to execute before the addition is complete. A future power feed if/when the building is built will cost considerably more money and require routing through the new south landscape. *This is an Owner-Requested Scope Change.*
- **PE RENOVATION – POWER #34: \$2,366.00.** This change is for the additional time clocks and power for locations requested by the users not originally in the Educational Specifications. *This is an Owner-Requested Scope Change.*
- **PE RENOVATION – POWER #038: \$10,734.00.** This change is for the additional fire resistance rating in the common wall between the arena and the new athletic addition as required by the DuPage County Building Department during plan review. *This is a Permit-Related Scope Change.*
- **PE RENOVATION – POWER #045: CREDIT (\$595.00).** This credit is for masonry work not required from the contract documents in the concourse level between the coach’s locker rooms and the lower mechanical room. *This is a Decrease in Scope Change.*
- **PE RENOVATION – POWER #046: \$411.00.** This change is for the additional metal studs and drywall in the men’s and women’s locker rooms finalized by the design professionals after demolition of the space. *This is an Unforeseen Condition Scope Change.*
- **PE RENOVATION – POWER #047: \$3,805.00.** This change order is for the block wall revision of the common wall between the natatorium and the south entry to improve the final appearance of both spaces. *This is an Owner-Requested Scope Change.*
- **PE RENOVATION – POWER #048: \$2,227.00.** This change is for the additional framing, drywall and finishing of new walls in the new spinning room. It was discovered after demolition that the existing precast wall had unsightly and dysfunctional voids. *This is an Unforeseen Condition Scope Change.*
- **PE RENOVATION – POWER #049: \$4,644.00.** This change is for a new handicap door operator, hardware and electronics for the southeast entrance to the arena. While a second handicap door is not required in the arena by code, this was requested by COD. *This is an Owner-Requested Scope Change.*

- **PE RENOVATION – POWER #050: CREDIT (\$45.00).** This credit is for the corrected application of wet room ceilings in locker rooms and the natatorium and light fixture orientation. *This is a Decrease in Scope Change.*
- **PE RENOVATION – POWER #051: \$29,218.00.** This change is for the additional construction necessary to comply with the ADA accessibility requirements in the natatorium balcony not currently in place. *This is a Permit-Related Scope Change.*
- **PE RENOVATION – POWER #053: CREDIT (\$5,110.00).** This credit is for the reduction in floor tiles and trench drains not required by the final revisions of the men's and women's locker rooms. *This is a Decrease in Scope Change.*
- **PE RENOVATION – POWER #054: \$11,137.00.** This change is for the additional electrical work as required by the DuPage County Building Department after the permit review. *This is a Permit-Related Scope Change.*
- **PE RENOVATION – POWER #055: CREDIT (\$903.00).** This credit is for reusing the surplus light fixtures from previous campus projects in lieu of purchasing new fixtures in the remodel of the new spaces of the PE Building. *This is a Decrease in Scope Change.*
- **PE RENOVATION – POWER #056: \$8,714.00.** This change is for the labor and material necessary for winter conditions in order to maintain the construction schedule. Additional work includes additives for concrete, insulating blankets and late material deliveries. *This is a Winter Conditions Scope Change.*
- **PE RENOVATION – POWER #058: \$9,329.00.** This change is for new framing, abuse resistant drywall, and finishing and infrastructure for covering the existing masonry block walls currently in the project to remain in the main corridor and classrooms. Additionally, this change includes cost saving measures such as installing drywall and framing instead of concrete block walls in classrooms currently in the construction documents. *This is an Owner-Requested Scope Change.*
- **PE RENOVATION – POWER #061: \$812.00.** This change is for the additional foundation, structural and metal panels necessary to conjoin the new athletic addition to the existing east arena space. Several steel details and dimensions could not have been finalized until demolition was completed and inaccessible areas were reached. *This is an Unforeseen Condition Scope Change.*
- **PE RENOVATION – POWER #072: CREDIT (\$93,075.00).** This credit is for the remaining allowance balances from the Phase 1 move contracts. This includes four trade packages' completion of building moves. *This change is the Result of a Final Close-Out.*
- **SCC RENOVATION – POWER #006: \$27,813.00.** This change is for the weather barrier contract award to Kremer and Davis, Inc. *This was an Un-bought Scope Change.*
- **SCC RENOVATION – POWER #018: CREDIT (\$126.00).** This credit was realized as the result of revisions to the exterior metal soffit and sheathing. *This is an Owner-Requested Scope Change.*

- **SCC RENOVATION – POWER #034: \$19,994.00.** This change is to provide and install revised conduit and junction box connections to the reused computer furniture. The connections as designed are for new computer furniture. The design did not accommodate for the re-use of existing furniture. *This change will be back charged to Wight. This is a Design-Related Scope Change.*


CAPITAL BUDGET PROJECTS

None

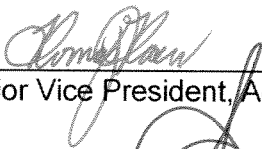
SIGNATURE PAGE FOR RATIFICATION OF CONSTRUCTION-RELATED
CHANGE ORDERS

ITEM(S) ON REQUEST

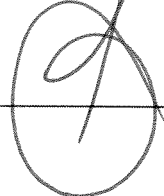
That the Board of Trustees ratifies the Construction-Related Change Orders from the attached Summary for March 2013.



Bruce Schmiedel, Director Facilities Planning and Development 3.4.13
Date



Senior Vice President, Administration and Treasurer 3/4/2013
Date



President 3/6/13
Date

COLLEGE OF DuPAGE
SPECIAL BOARD MEETING

CONSTRUCTION-RELATED BOARD APPROVAL

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: 2012 Site Improvements, A. Horn #012; and SCC Renovation, Power #012.

Capital Budget Projects

None

4. RECOMMENDATION

That the Board of Trustees approves the Construction-Related Change Orders from the attached Summary for March 2013.

SUMMARY OF APPROVED CONSTRUCTION-RELATED CHANGE ORDERS

REFERENDUM-RELATED PROJECTS

- **2012 SITE IMPROVEMENTS – A. HORN, INC. #012: \$9,170.42.** This change is for the removal and replacement of four (4) radius precast stones at the amphitheater seating area. This work was performed in conjunction with changes in the contiguous concrete slab work that eliminated a safety concern. This change also covers installing precast capstones at the piers that support the tensile structure in the amphitheater. *This is an Owner-Requested Scope Change.*
- **SCC RENOVATION – POWER #012: \$107,478.00.** This change is for revisions to trade contractors in association with “issued for construction” drawings and Bulletin 043 (Tunnel Costs). *This is an Owner-Requested Scope Change.*

CAPITAL BUDGET PROJECTS

None


SIGNATURE PAGE FOR CONSTRUCTION-RELATED CHANGE ORDERS

ITEM(S) ON REQUEST

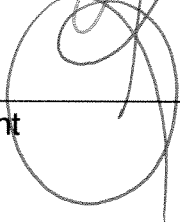
That the Board of Trustees approves the Construction-Related Change Orders from the attached Summary for March 2013.



Bruce Schmiel, Director Facilities Planning & Development
Date 3.4.13



Senior Vice President, Administration and Treasurer
Date 3/4/2013



President
Date 3/6/13

10. NEW BUSINESS

A. For INFORMATION

- 1) Proposed Board Policy 25-76.
Assignment of Credit Hours**

COLLEGE OF DUPAGE
SPECIAL BOARD MEETING

NEW BUSINESS INFORMATION

1. SUBJECT

Proposed Board Policy 25-76 - Assignment of Credit Hours

2. REASON FOR CONSIDERATION

Board approval is required to enact College policy.

3. BACKGROUND INFORMATION

Compliance with Higher Learning Commission Policy FDCR.A.10.020

The Higher Learning Commission Policy FDCR.A.10.020 - *Assignment of Credits, Program Length, and Tuition*, requires accredited institutions to have a Board Policy stipulating that the institution will equate its learning experiences with semester or quarter credit hours using practices common to institutions of higher education, will justify the lengths of its programs in comparison to similar programs found in accredited institutions of higher education, and will justify any program-specific tuition in terms of program costs, program length, and program objectives. The policy must also stipulate that significant changes in the relationships among credits, program length, and tuition will be reported to the Commission.

Board Policy 25-76 is attached for consideration. It is provided for first reading.



COLLEGE OF DUPAGE

Policy Manual of the Board of Trustees

**Educational Programs - Instructional
Policy No. 25-76**

Assignment of Credit Hours

College of DuPage will equate its learning experiences with semester credit hours using practices common to institutions of higher education. The lengths of academic programs shall be comparable to similar programs found in accredited institutions of higher education, and will base program-specific tuition on program costs, program length, and program objectives.

The College shall notify the Higher Learning Commission of any significant changes in the relationships among credits, program length, and tuition.

10. NEW BUSINESS

B. For APPROVAL

- 1) Revised Board Policy 10-55,
Investment of College Funds**
- 2) Daily Herald Annual Advertising
Campaign: March 2013 through
March 2014**
- 3) Michael Walters Advertising Annual
Advertising Campaign**
- 4) Software, Applicant Tracking System**

**COLLEGE OF DuPAGE
SPECIAL BOARD MEETING**

NEW BUSINESS APPROVAL

1. SUBJECT

Revised Board Policy 10-55, Investment of College Funds.

2. REASON FOR CONSIDERATION

Policy 10-55, Investment of College Funds, was last amended on November 19, 2009. Given the challenging economic environment and investment climate the College has operated in since that time, as well as the amount of cash reserves on hand, a review of the Policy was undertaken to determine whether or not the Policy still provided the proper internal controls, protection of principal and the opportunity to maximize investment earnings to help offset losses in State funding, limitations on our ability to raise property tax revenues and help minimize increases in tuition and fees.

3. BACKGROUND INFORMATION

The attached policy represents a complete re-write of Policy 10-55. The revised policy is in compliance with 30 ILCS 235, the Public Funds Investment Act, and clarifies the scope of funds subject to the Investment Policy; makes more explicit the objectives for the investment of College funds; adds the standard of care to be used in investing College funds; details the information to be received from financial institutions and intermediaries investing funds for the College and makes explicit several prohibited investments for College funds. This revised Investment Policy has been reviewed several times by the Treasurer's Advisory Committee before being presented to the Board for consideration.

No additional comments have been received since the revised policy was presented to the Board of Trustee for first reading on February 21, 2013.

4. RECOMMENDATION

That the Board of Trustees approves the Revised Board Policy 10-55, Investment of College Funds.

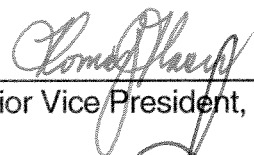
SIGNATURE PAGE

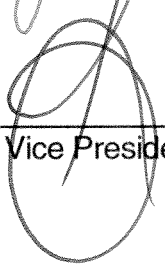
REVISED BOARD POLICY 10-55, INVESTMENT OF COLLEGE FUNDS

ITEM(S) ON REQUEST

That the Board of Trustees approves the Revised Board Policy 10-55, Investment of College Funds.


Assistant Vice President, Finance & Controller
Date 3/4/2013


Senior Vice President, Administration & Treasurer
Date 3/4/2013


Executive Vice President
Date 3/6/13



Investment of College Funds

Introduction

College of DuPage (“College”) has adopted this Investment Policy Statement (the “Policy”) to provide a clear understanding for and amongst College Trustees, outside investment managers and advisors and other interested parties concerning the investment of College funds. This Policy will be used to evaluate the performance of the investment portfolio and investment providers.

The College shall invest public funds in a manner that:

- Seeks to preserve capital while earning a market rate of return relative to the acceptable level of risk undertaken as defined in this Policy,
- Meets the cash flow needs of the College, and
- Satisfies all applicable governing laws, including, but not limited to, the Illinois Compiled Statutes, specifically 30 ILCS 235, the Public Funds Investment Act (the “Act”), and other state laws governing the investment of public funds, as amended from time to time.

Scope

As required by the Public Funds Investment Act, this Policy shall apply to all operating funds, special funds, interest and sinking funds, and other funds belonging to or in the custody of the College. These funds are accounted for in the College’s Comprehensive Annual Financial Report (“CAFR”) and generally include:

- i. Local property taxes received from the County Treasurers’ in DuPage, Cook and Will Counties;
- ii. Monies received from the State of Illinois for Base Operating and other grants or other funds received from any political or corporate subdivision;
- iii. All monies belonging to the College in its corporate capacity.

Upon approval and upon future amendment, if any, copies of this Policy will be delivered to:

- i. The Board of Trustees and Treasurer or other officer(s) of the College;
- ii. All depositories or fiduciaries of public funds of the College; and
- iii. Any investment advisers or managers used by the College.

The investment of bond funds or sinking funds shall comply with this Policy and the requirements of any applicable bond resolution.

This Policy does not apply to the College's 403(b) and 457 Deferred Compensation Plans, as well as funds managed separately and subject to the Investment Policy Statement of the Foundation.

Objectives of the Policy

The College's investment objectives, in order of priority, include:

- **Safety:** Safety and preservation of principal in the overall portfolio is the foremost investment objective.
- **Liquidity:** Portfolio must have sufficient liquidity to meet all projected cash flow needs of the College.
- **Return:** Maintain the purchasing power of the investable assets by producing positive real rates of return in excess of inflation. Maximize returns within reasonable and prudent levels of risk, as defined by this Policy and applicable law and Board policies.

The College's investment portfolio will be reviewed annually as to its effectiveness in meeting the College's needs for safety, liquidity, return, diversification, and its overall general performance.

Delegation of Authority

The Board of Trustees has ultimate fiduciary responsibility for the investment of College funds. To execute these responsibilities, the Board of Trustees approves the Policy and delegates responsibility to the Treasurer for implementation and ongoing monitoring and oversight of the investment portfolio. The Treasurer may delegate the day-to-day responsibility for the investment of College funds to the Assistant Vice President, Finance and Controller. The College may hire external investment managers to manage portfolios for the College within the stated investment policy guidelines of this Policy

Standard of Care

The standard of care to be used in the investment of College funds shall be the "prudent person" standard and shall be applied in the context of managing the overall investment portfolio. The prudent person standard states:

"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

Officers acting in accordance with this Policy and exercising due diligence shall be relieved of personal responsibility for an individual investment's credit or market risk, provided that deviations from expectations are reported in a timely manner and appropriate action is taken to minimize adverse developments.

Investments shall be made seeking the highest returns consistent with: (1) preservation of capital; (2) the College's anticipated cash flow needs; (3) prudent investment principles and (4) restrictions contained in applicable law and this Policy.

The adoption of this standard of care by the Board of Trustees does not grant any authority to invest College funds in any investments that are not specifically authorized by this Policy and the Act.

Ethics and Conflicts of Interest

Board members, officers and employees involved in the investment process will refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Further, all College employees involved in the investment of College funds, shall adhere to the standards prescribed in the Code of Professional Ethics for the Government Finance Officers Association of the United States and Canada ("GFOA"). This Code is attached to this Policy as Exhibit A.

Authorized Financial Institutions and Intermediaries

The Treasurer, with the assistance of staff, will limit investments to authorized depository financial institutions authorized to deposit College funds or provide investment services. These financial institutions may include depositories, investment advisors, broker/dealers and local government investment pools, such as banks, savings and loans, credit unions and Illinois Funds. Prior to initiating any transactions depositing or investing College funds, the financial institution must provide certification to the Treasurer of having read and understood this Policy, agree to comply with this Policy and ensure that all investments will conform to this Policy. Financial institutions selected to engage in transactions with the College shall be at the sole discretion of the College. Consideration for working with any financial institution will include financial condition, level and breadth of service, competitive pricing and experience working with other higher education institutions.

All depositories shall be insured by the Federal Deposit Insurance Corporation ("FDIC") or the National Credit Union Administration ("NCUA") and may consist of banks, savings and loan associations and credit unions that meet the following requirements:

- Minimum Capital, as defined by the FDIC, as Tier 1 Risk-Based Capital Ratio, at a level to be considered to be "Well Capitalized."
- Have been in operation for at least five years
- Have a Community Reinvestment Act rating of "Outstanding" or "Satisfactory"

All financial institutions serving as a depository for College funds shall supply the following information to the Treasurer:

- Depository contract
- Collateral Agreement
- Audited financial statements
- Statement of Condition (the "Call Report")
- Community Reinvestment Act report
- Certification as to having read and agreeing to comply with this Policy

All investment managers shall be registered under the SEC Investment Advisors Act of 1940.

All security broker/dealers desiring to provide investment transactions for the College must meet the following minimum requirements:

- Minimum Net Capital Requirements in compliance with SEC Rule 15c3-1
- Have been in operation for at least five years
- Maintains blanket SIPC insurance coverage

All security broker/dealers must also supply the following, as appropriate:

- Trading resolution
- Custodial Agreement
- Audited financial statements
- Proof of Financial Industry Regulatory Authority (FINRA) certification and compliance
- Certification as to having read and agreeing to comply with this Policy

The College is committed to developing its investment activities with minority-owned and local financial institutions that offer deposit or investment services that are competitively priced and provide high quality service and performance.

Authorized Investments

Funds shall be invested in such securities as authorized by the Act, as amended from time to time. The following investments will be permitted under this Policy, but may be further restricted at the discretion of the Treasurer for portfolio management purposes.

1. Funds may be deposited in Certificates of Deposit, Money Market Accounts, Time Deposits, or Savings Accounts, only with banks, savings banks, credit unions and savings and loan associations which are insured by the FDIC (Bank Insurance Fund or Savings Association Insurance Fund) or NCUSIF. The deposits must be collateralized or insured at levels acceptable to the College in excess of the current maximum limit provided by the FDIC or NCUSIF (See Section 9 - Collateralization).
2. Investments may be made in bonds, notes, certificates of indebtedness, treasury bills or other securities which are guaranteed by the full faith and credit of the United States of America as to principal and interest. Investments may be made in short term discount obligations such as the Federal National Mortgage Association, and other US Agency obligations as described in paragraph 2(b) and 2(c) of the Act with a maturity date not to exceed 5 years. All investment transactions by the College will be conducted on a delivery-versus-payment (DVP) basis. No more than 25% of the College's total investment portfolio may be invested in callable securities.
3. Local government investment pools (such as Illinois Funds or Illinois School District Asset Fund) provided that the pool is rated at the time of investment in one of the two highest rating categories by at least two of the three nationally recognized rating agencies. No more than 5% of the College's investment portfolio can be invested in any single fund.
4. Collateralized repurchase agreements which conform to the requirements stated in paragraph 2(g) or 2(h) of the Act.
5. Commercial paper meeting the following requirements:

- a. The corporation must be organized in the United States.
 - b. The investment must be rated at the time of purchase in the top tier of the three highest classifications established by at least two nationally recognized rating services.
 - c. The obligations cannot have a maturity longer than 270 days.
 - d. Not more than 20% of the College's operating investment portfolio can be invested in commercial paper at any time.
 - e. The total investment in any one corporation cannot exceed 5% of the corporation's total liabilities.
6. Money market mutual funds registered under the Investment Company Act of 1940 that invest in investment grade short term bonds. Such mutual funds must have assets of at least \$250 million, must be AA rated as established by a nationally recognized rating service. No more than 5% of the College's operating investment portfolio can be invested in such funds. The 5% restriction does not apply to the investment of the College's outstanding bond proceeds, which are segregated from the College's operating portfolio.
 7. The College may invest in money market mutual funds that invest primarily in U.S. Treasury securities or agencies backed by the full faith and credit of the United States of America as to principal and interest (i.e. Federated Treasury Obligations Fund or the Treasury Fund). The total investment in any one fund cannot exceed 5% of the total assets in the fund.
 8. The College may invest in the Illinois Institutional Investors Trust. No more than 25% of the total investment portfolio can be invested in this fund.
 9. The College may invest in the PFM/Prime Series Fund. No more than 25% of the total investment portfolio can be invested in this fund.

The College may contract with a bank or broker to manage a portfolio of investments subject to the provisions of this Policy.

The College may invest in tax-exempt and taxable municipal securities, including any issued by the College. The bonds shall be rated within the four highest rating classifications established by a nationally recognized rating service.

Prohibited Investments

The College strictly prohibits investing directly in the following financial instruments:

- Any derivatives such as forwards, swaps or futures contracts
- Private placements
- Unregistered stock

Collateralization

In recognition of the GFOA recommended practice on Collateralization of Public Deposits, it is the policy of the College to require that time deposits in excess of FDIC and NCUSIF insurable limits

must be secured by collateral or AAA-rated private insurance at time of purchase to protect public deposits in a single financial institution if it were to default.

1. Financial institutions must collateralize all deposits in excess of the maximum limit provided by the FDIC and NCUA limits to 102% of market value. The ratio of market value of collateral to the amount of funds on deposit shall be reviewed on a monthly basis. Additional collateral will be required should the ratio fall below the minimum required level.
2. Acceptable collateral includes the following:
 - a. Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued which are guaranteed by the full faith and credit of the United States of America as to principal and interest;
 - b. Bonds, notes or other securities constituting the direct and general obligations of any agency or instrumentality of the United States, the interest and principal of which is guaranteed by the United States;
 - c. Bonds issued by the College;
 - d. Obligations of United States Government Agencies; and
 - e. Certain surety bonds or letters of credit as approved by the Treasurer.
3. Safekeeping of Collateral. An executed collateral agreement must be on file with the College. Third party safekeeping is required for all collateral. To accomplish this, the securities must be held at one or more of the following locations:
 - a. At a Federal Reserve Bank or its branch office;
 - b. At another custodial facility in a trust or safekeeping department through book-entry at the Federal Reserve;
 - c. By a custodial agent of the pledging institution; or
 - d. By the trust department of the issuing bank.

Diversification

The College will diversify its investment portfolio to eliminate the risk of loss resulting in an over concentration in a specific maturity, issuer, financial institution, broker dealer, or class of securities. Diversification can be by type of investment, number of institutions invested in, and maturity. Diversification strategies shall be periodically reviewed and adjusted by the Treasurer.

Internal Control

The Treasurer is responsible for establishing and maintaining an internal control structure designed to insure that the assets of the entity are protected from loss, theft or misuse. The internal control structure will be designed to provide reasonable assurance that these objectives are met.

Performance Standards

This investment portfolio will be managed in accordance with the parameters specified within this Policy. The portfolio should earn a comparable rate of return during a market/economic environment of stable interest rates. Portfolio performance should be compared to benchmarks with similar maturity, liquidity and credit quality as the portfolio. The benchmarks used will be nationally recognized Treasury indexes of duration appropriate for the portfolio, Illinois Funds and the Prudent Man Index.

Reporting Requirements

The Treasurer will prepare a monthly investment report to summarize investment activities of the investment portfolio and report portfolio performance via rate of return. On at least a quarterly basis, the Treasurer shall provide the Board of Trustees a report on overall portfolio performance and shall include information on the investments in the portfolio by type, issuer, interest rate, maturity, book value, income earned, current market value as of the report date and comparison to any applicable benchmarks. This report will be reviewed by the Board.

Investment Policy Adoption

The Policy will be adopted by the Board. This Policy is available for public inspection at the Office of the Board Secretary, 425 Fawell Blvd., Glen Ellyn, IL. The Policy will be reviewed periodically by the Treasurer and any modifications made thereto must be approved by the Board.

Adopted: 3/19/09	Reviewed:	Amended:
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GOVERNMENT FINANCE OFFICERS ASSOCIATION

Code of Professional Ethics

The Government Finance Officers Association of the United States and Canada is a professional organization of public officials united to enhance and promote the professional management of governmental financial resources by identifying, developing and advancing fiscal strategies, policies, and practices for the public benefit.

To further these objectives, all government finance officers are enjoined to adhere to legal, moral, and professional standards of conduct in the fulfillment of their professional responsibilities. Standards of professional conduct as set forth in this code are promulgated in order to enhance the performance of all persons engaged in public finance.

I. Personal Standards

Government finance officers shall demonstrate and be dedicated to the highest ideals of honor and integrity in all public and personal relationships to merit the respect, trust, and confidence of governing officials, other public officials, employees, and of the public.

- They shall devote their time, skills, and energies to their office both independently and in cooperation with other professionals.
- They shall abide by approved professional practices and recommended standards.

II. Responsibility as Public Officials

Government finance officers shall recognize and be accountable for their responsibilities as officials in the public sector.

- They shall be sensitive and responsive to the rights of the public and its changing needs.
- They shall strive to provide the highest quality of performance and counsel.
- They shall exercise prudence and integrity in the management of funds in their custody and in all financial transactions.
- They shall uphold both the letter and the spirit of the constitution, legislation, and regulations governing their actions and report violations of the law to the appropriate authorities.

III. Professional Development

Government finance officers shall be responsible for maintaining their own competence, for enhancing the competence of their colleagues, and for providing encouragement to those seeking to enter the field of government finance. Finance officers shall promote excellence in the public service.

IV. Professional Integrity - Information

Government finance officers shall demonstrate professional integrity in the issuance and management of information.

- They shall not knowingly sign, subscribe to, or permit the issuance of any statement or report which contains any misstatement or which omits any material fact.
- They shall prepare and present statements and financial information pursuant to applicable law and generally accepted practices and guidelines.
- They shall respect and protect privileged information to which they have access by virtue of their office.
- They shall be sensitive and responsive to inquiries from the public and the media, within the framework of state or local government policy.

V. Professional Integrity - Relationships

Government finance officers shall act with honor, integrity, and virtue in all professional relationships.

- They shall exhibit loyalty and trust in the affairs and interests of the government they serve, within the confines of this Code of Ethics.
- They shall not knowingly be a party to or condone any illegal or improper activity.
- They shall respect the rights, responsibilities, and integrity of their colleagues and other public officials with whom they work and associate.
- They shall manage all matters of personnel within the scope of their authority so that fairness and impartiality govern their decisions.
- They shall promote equal employment opportunities, and in doing so, oppose any discrimination, harassment, or other unfair practices.

VI. Conflict of Interest

Government finance officers shall actively avoid the appearance of or the fact of conflicting interests.

- They shall discharge their duties without favor and shall refrain from engaging in any

outside matters of financial or personal interest incompatible with the impartial and objective performance of their duties.

- They shall not, directly or indirectly, seek or accept personal gain which would influence, or appear to influence, the conduct of their official duties.
- They shall not use public property or resources for personal or political gain.

**COLLEGE OF DuPAGE
SPECIAL BOARD MEETING**

NEW BUSINESS APPROVAL

1. **SUBJECT**

Daily Herald annual advertising campaign: March 2013 through March 2014.

2. **BUDGET STATUS**

Funds in the amount of \$160,000.00 are budgeted in the Marketing and Creative Services budget number 01-90-00825-5407001 for fiscal years 2013 and 2014.

3. **BACKGROUND INFORMATION**

Daily Herald/Paddock Publications, Inc. has been utilized by College of DuPage to provide media placement and other related services to support past marketing campaigns. The Daily Herald and subsidiary publications, Reflejos and The Business Ledger provide an opportunity to reach prospective students in the DuPage area.

This proposal includes print, online, e-mail and event marketing through the Daily Herald, Reflejos and The Business Ledger.

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

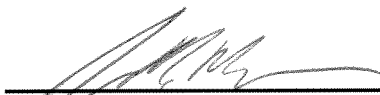

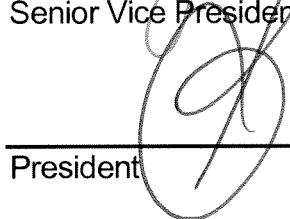
4. **RECOMMENDATION**

That the Board of Trustees approve the proposed purchase of Advertising Expenses for annual advertising campaign with Daily Herald/Paddock Publications, Inc., 4300 W Commerce CT, Lisle, IL 60532, in the amount of \$160,000.00.

SIGNATURE PAGE FOR DAILY HERALD ADVERTISING EXPENSES

ITEM(S) ON REQUEST

That the Board of Trustees approve the proposed purchase of Advertising Expenses for annual advertising campaign with Daily Herald/Paddock Publications, Inc., 4300 W Commerce CT, Lisle, IL 60532, in the amount of \$160,000.00.

	3-4-13
Vice President, Marketing and Communications	Date
	3/4/2013
Senior Vice President, Administration and Treasurer	Date
	3/6/13
President	Date

Advertising Revenue Agreement

We and/or I, herein referred to as "Advertiser" do hereby contract with Daily Herald/Paddock Publications, Inc., herein referred to as "Publisher," for advertising in the Daily Herald according to the option(s) selected below.

New (no prior contract last 6 months)
 Renewal (same level)
 Upgrade
 Downgrade
 Retail
 National
 Preprint
 Auto
 R.E./Builder
 Entertainment

To place ads totaling up to \$160,000.00 dollars on a yearly basis, commencing on (date) January 1, 2013 thereby entitling Advertiser to the discount rate per the current rate card.
 All rates are agency commissionable but contracts are based on net spending.

2013/2014 Advertising schedule

Total amount above to include all Daily Herald advertising and Marketing Options Print, Insert, Special Sections, Digital, Reflejos, and Business Ledger

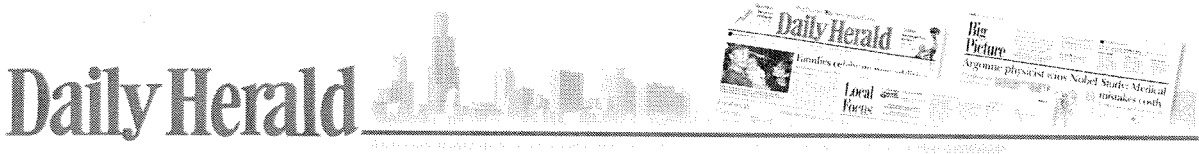
Advertiser

Important: Please do not sign this agreement until you have carefully read all terms and conditions in the agreement.

Advertiser College of DuPage
 Agency _____
 Phone 630 942 2755
 Email jorgensenl@cod.edu
 Billing Address 425 Fawell Blvd.
 City Glen Ellyn
 State IL Zip 60137

 Please print your name
 By _____
 Signature of owner/owners' agent required
 Title _____
 Date _____

Account #	<u>102582</u>
By	_____
Sales Representative	<u>Rob Bartolucci</u>
#	<u>158</u>
Date	<u>3-1-13</u>
Contract #	_____
Accepted by	_____
	<u>Advertising Manager, Daily Herald</u>
Accepted by	_____
	<u>Advertising Director, Daily Herald</u>
Accepted by	_____
	<u>VP of Advertising, Daily Herald</u>



Advertising Agreement General Terms and Conditions

1. Rejection of Ad Copy

Publisher reserves the right to reject any ad copy submitted or to modify or edit such ad copy for any reason including, but not limited to, libelous or other objectionable content.

2. Indemnification

Advertiser and Advertising Agency (if any) assume liability, jointly and severally, for the form and content of all advertisements published (including text, illustrations and photographs) and also assume full responsibility for any and all claims, actions or damages arising therefrom. Advertiser and Advertising Agency agree, jointly and severally, to indemnify and hold Publisher harmless from all claims, actions or damages arising from or caused by publication of any advertisement placed by Advertiser, including but not limited to claims for libel, defamation, invasion of privacy, copyright, trademark or trade name infringement or violation or other claim based on intellectual property laws, unfair business practices, or false advertising. Advertiser and Advertising Agency further agree, jointly and severally, to reimburse Publisher for all settlement of claims or satisfaction of judgments, together with all expenses incurred in connection with the defense of such claims including attorney's fees and costs of litigation. Without limiting the generality of the foregoing, Advertiser and the Advertising Agency represent and warrant that any copy submitted is truthful and in compliance with all applicable laws and regulations. Insertion orders containing or implying sequential liability or other such disclaimers are not accepted.

3. Errors and Omissions

Publisher shall not be liable for any error in published advertising unless a proof of advertisement to be published is requested in writing by the Advertiser and returned to Publisher clearly marked for corrections prior to the applicable publishing deadline established by Publisher. If an error occurs in published advertising which was properly corrected by the advertiser on the advertising proof, Publisher's liability for such an error shall be limited to the cost of the advertising space occupied by the error. Publisher shall not be liable for omission of an advertisement submitted for publication except that Publisher shall credit Advertiser with the value of the omitted advertising space already paid for. Any rescheduled run of the omitted advertisement shall be at Advertiser's cost. Credit or adjustment is allowable for the first insertion only. All claims for adjustments for errors or omitted advertising must be made within thirty (30) days from the scheduled date of publication. Publisher shall not be liable for any general, special or consequential damages suffered by Advertiser due to advertising errors, omissions or refusal to accept all or portions of an ad. No responsibility is assumed by the newspaper for incorrect printing material supplied by other publications and no refund will be given.

4. Rate Changes

The advertising rates set forth in this agreement, and incorporated by reference hereto, are given in consideration for Advertiser's promise to use and pay for the amount of advertising revenue set forth above. Should Advertiser fail to use or exceed the amount of advertising revenue committed to, the rate will be adjusted in accordance with the then current Advertising Rate Card. Rebates available only above \$2500 contract level. Rebates will not exceed any current twelve (12) month contract period, or one (1) contract level. Rebates will be credited to account's billing. Companies participating in corporate franchise agreements shall have all short rates/rebates distributed equally among signed users unless the Daily Herald is notified in writing otherwise. Publisher may change the rate listed herein in accordance within the Advertising Rate Card upon thirty (30) days notice to Advertiser. Upon receipt of notice from Publisher of a rate change, Advertiser may cancel this Agreement by so notifying Publisher in writing within thirty (30) days of receiving such notice, cancellation to be effective on the first day that the new rates go into effect. Failure to notify Publisher of cancellation within thirty (30) days or continuation of advertising by Advertiser after the new rates go into effect will constitute acceptance by Advertiser of the new rates under all the other remaining terms of this agreement.

5. Pre-Payment and Credit

All advertising shall be pre-paid unless Publisher has approved a credit application submitted by the Advertiser. If credit is extended to Advertiser, payment in full is due ten (10) days net of Publisher's invoice. Delinquent accounts will be subject to suspension of credit and Publisher may withhold any scheduled advertising by Advertiser until all accounts are paid in full. All commercial accounts handled through advertising agencies are required to guarantee payment to their accounts. Amounts unpaid thirty (30) or more days after billing date are assessed a late charge of 1.5% per month (18% annual percent rate) and are subject to credit discontinuance without notice.

6. Collection

In the event it becomes necessary for Publisher or its assignee to institute proceeding against Advertiser or Advertising Agency for collection of amounts unpaid under the terms of this Agreement, Advertiser and Advertising Agency agree, jointly and severally, to pay all costs of collection including attorney's fees and court costs.

7. Force Majeure

In the event of flood, fire, strike or other emergency beyond the control of the parties which prevents performance of this Agreement by either party, the Agreement shall be suspended during the period(s) either party is unable to perform and the Agreement shall, be extended for like period of time. No liability shall arise between the parties by reason of such emergency suspension except for the obligation to extend the Agreement as set forth above.

8. Assignment and Subletting

Advertiser shall not assign any of its rights, duties or obligations under this Agreement without the express written permission of Publisher. Advertiser shall not sublet or resell any advertising space purchased under this Agreement.

9. Additional Terms and Conditions

This Agreement is subject to and specifically incorporates those terms and conditions set forth in the current Daily Herald Advertising Rate Card. Advertiser hereby acknowledges that (s) he has read the terms and conditions set forth in the above mentioned Rate Card.

10. Notice

Any notice by either party to the other party as required by the terms of this Agreement must be given in writing and shall be deemed given if sent by first class mail, postage prepaid, or if personally delivered to the party at the address set forth herein.

11. Retention of Right to Layouts

The Daily Herald retains all rights, title and interest to all layouts which represent the relative efforts of the newspaper's staff and/or utilization of its own illustration, labor, composition or material and may not be sold, transferred or reused without prior written permission of the Publisher.

12. Resemblance to Editorial Matter

All Advertisements which, in Publisher's judgment, resemble news matter will have the word "Advertisement" printed at the top of the ad, and will have a border placed around the ad.

13. Acceptance

This Agreement is subject to acceptance by Publisher.

14. Term

Revenue Agreements signed for Local Retail/Local Classified, Category and Major/National Retail are for a period of one (1) year from date hereof until or unless cancelled by the Daily Herald or in writing by Advertiser.

Daily Herald

155 E. Algonquin Road, P.O. Box 280, Arlington Heights, IL 60005
(847) 427-4624, www.dailyherald.com

**COLLEGE OF DuPAGE
SPECIAL BOARD MEETING**

NEW BUSINESS APPROVAL

1. **SUBJECT**

Michael Walters Advertising annual advertising campaign.

2. **BUDGET STATUS**

Funds in the amount of \$425,000.00 are budgeted in the Marketing and Creative Services budget number 01-90-00825-5407001 for fiscal years 2013 and 2014.

3. **BACKGROUND INFORMATION**

The Michael Walters Agency has been utilized by College of DuPage to provide media placement and other related services to support past marketing campaigns. The services rendered provide a cost savings benefit to the College in that Michael Walters has the ability to buy media at bulk rates that the College cannot leverage independently.

This campaign includes broadcast radio spots, Pandora internet radio advertising and Admob mobile device advertising to promote the College's year-long enrollment efforts.

Summer 2013 Recruiting	\$100,000	FY2013 Budget
Fall 2013 Recruiting	\$200,000	FY2014 Budget
Spring 2013 Recruiting	\$150,000	FY2014 Budget

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

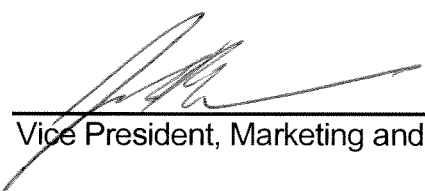

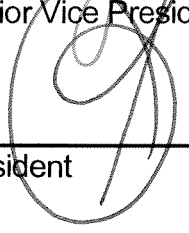
4. **RECOMMENDATION**

That the Board of Trustees approve the proposed purchase of Advertising Expenses for annual advertising campaign with Michael Walters Advertising, 444 N. Wabash Avenue, Chicago, IL 60611, in the amount of \$425,000.00.

SIGNATURE PAGE FOR MICHAEL WALTERS ADVERTISING EXPENSES

ITEM(S) ON REQUEST

That the Board of Trustees approve the proposed purchase of Advertising Expenses for the annual advertising campaign with Michael Walters Advertising, 444 N. Wabash Avenue, Chicago, IL 60611, in the amount of \$425,000.00.

	3-4-13
Vice President, Marketing and Communications	Date
	3/4/2013
Senior Vice President, Administration and Treasurer	Date
	3/6/13
President	Date

AGREEMENT

THIS AGREEMENT made effective this «1st» day of «April, 2013» by and between MICHAEL WALTERS ADVERTISING, INC., an Illinois corporation, with its principal place of business at 444 N. Wabash Ave., Suite 4 West, Chicago, IL 60611, (hereinafter referred to as the “Company”) and College of DuPage, an Illinois corporation, with its principal place of business at 425 Fawell Blvd, «Glen Ellyn», «IL» «60137» (hereinafter referred to as “COD”).

WITNESSETH:

WHEREAS, COD desires to engage and retain the Company on to perform certain advertising services; and

WHEREAS, the Company is willing to provide such services upon the terms and conditions set forth herein;

NOW, THEREFORE, in consideration of the above, and the mutual covenants, promises and undertakings herein contained, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by each of the parties hereto, it is mutually agreed by and between the parties as follows:

1. The Services. COD hereby engages, appoints and retains the Company to perform certain advertising services. During the term of the Agreement, the Company shall perform certain advertising services in the continental United States and Canada as specified by COD from time to time. Services may include the following activities:
 - (a) Create approved advertising campaigns for COD in the following media: radio, television.
 - (b) Develop concepts, designs, layouts, film work and revisions in the preparation and delivery of all advertising campaigns;
 - (c) Research and reporting to COD with respect to all media options available to;
 - (d) Implement approved marketing strategies;

(e) Serve as liaison for COD for purposes of negotiating with various media in the procurement of commercial television time, radio time, outdoor, direct mail and space in various print media; review and approval of quotes and references provided by such media;

(f) Perform such other activities of an advertising nature which COD shall from time to time request of Company; and

(g) To the extent it is able to do so, the Company shall, upon reasonable advance written notice by COD detailing the purpose, date, time, location and subject matter, attend all marketing and special session meetings held by COD related to the Services contemplated herein.

COD agrees, during the term of this Agreement, it will not, without the prior express written consent of the Company, engage or solicit, directly or indirectly, any advertising agency to render or perform any advertising services, including the Services covered herein, it being the express intention of COD to use the Company for all its advertising needs on an exclusive basis.

2. Term. This Agreement is effective upon the execution of this Agreement. The engagement of the Company shall terminate one (1) year from the effective date (the "Primary Term") and shall continue for consecutive one (1) year periods until this Agreement is terminated.

3. Fees and Expenses. In consideration of the Services provided to COD by the Company, COD agrees to pay the Company all fees and approved expenses as specified in this Agreement, and in accordance with the terms and condition set forth herein:

(a) With respect to media placements made during the term of this Agreement, COD agrees to pay the Company a commission equal to 15.0% of the total cost of all media placements (calculated without reduction for early payment or camera ready art work discounts, if applicable), less such commissions paid by the media organization to the Company. For example, if a certain media placement cost is \$1,000 (without reduction for early payment), and the media organization pays the Company a 15% commission, then COD shall pay the Company \$0. The Company shall also be entitled to retain all financial benefits resulting from early payment and camera ready art work discounts; and

(b) COD agrees to pay or reimburse the Company for all media placements without adjustment for any discounts, and any and all taxes, including but not limited to federal, state or property, license, sale, services, use, excise, value added, gross receipts, or other like taxes which may now or

hereafter be applicable to the Services performed under this Agreement, excluding those taxes relating to income and employee payroll taxes of the Company. For example, COD agrees to pay to or reimburse the Company all state and local sales tax incurred in connection with printing services rendered by outside vendors.

4. Expense Reimbursement. Expense billings will include all pre-approved air travel, hotel charges and reasonable meal miscellaneous expenses. COD will also be billed for Expenses incurred by the Company on COD behalf, such as overnight delivery charges, and the Company will provide reasonable details of Expenses incurred.

5. Payment Terms. All fees and Expenses will be invoiced as follows: COD will be billed monthly on the first day of the month for Service performed and Expenses incurred during the preceding one month period. Payment of fees resulting from media placements are due within thirty (30) days from date of invoice. If COD payment is delinquent beyond this period, the Company may request payment up front for any additional advertising. Payment of fees for Services (except media placements), plus Expenses incurred hereunder are due within thirty (30) days from date of invoice. If COD payment is delinquent beyond this period, the Company reserves the right to stop the Services being performed under this Agreement, request full payment of the outstanding amount. A 1.5% finance charge will be added to all invoices past thirty (30) days.

6. Disclaimer. The Company does not make any warranty, express or implied, with respect to the Services rendered by its personnel of the results obtained from their work, without limitation, any implied warranty of merchantability or fitness for a particular purpose. For example, the Company does not warrant that any ad campaign will generate a specific number of sales.

7. Liability and Indemnification. The Company shall have no liability whatsoever, including, but not limited to, liability for actual or consequential damages, loss of profits, sales, or business opportunities, whether on account of any campaign created by the Company, or reasonable delays in the delivery of same, or any Services performed or covered by or under this Agreement. Agency accepts responsibility regarding copyright infringements and photography usage rights and fees.

The Company shall be indemnified, reimbursed and held harmless by COD from and against any and all loss, liability, claims, actions, cause of action, damages, costs and expense,

including attorneys' fees and expenses, arising out of or incurred in connection with the Services provided by the Company to COD, including, without limitation, libel, slander, infringement, or any other claim arising out of, or in connection with, any media placements made or any Services covered by or under this Agreement.

8. Ownership. All copyrightable materials prepared expressly for COD by the Company shall become the exclusive property of the Company. The Company retains the right to utilize or modify existing general purpose materials to the benefit of other Company clients.

9. Non-Solicitation. COD agrees not to solicit for employment any Company employee assigned to COD to perform Services, either during the performance of or after the termination of this Agreement.

10. Agency. COD acknowledges and understands that the Company is the advertising agency for COD, and as such, is authorized to act on its behalf in connection with the performance of the Services of this Agreement, unless otherwise notified by COD in writing.

11. Arbitration. Any controversy or claim arising out of, or relating to this Agreement, or the breach thereof, shall be settled by arbitration in accordance with the rules of the American Arbitration Association, and judgment upon the award rendered may be entered in any court having jurisdiction thereof. Any arbitrators' award or finding, or any judgment or verdict thereon, shall be final and unappealable. All parties agree that venue for said arbitration shall be in Cook County, Illinois, and that any litigation or arbitration commenced in any other venue shall be transferred instantly to Cook County, Illinois upon the written request of any party to this Agreement. The Company shall be entitled to reimbursement for attorneys' fees, costs or other expenses pertaining to said arbitration or any litigation, and said attorneys' fees, costs or other expenses shall become a part of any award, judgment or verdict.

12. Assignment. Any assignment of this contract or any rights hereunder, without the prior written consent of COD or the Company shall be void.

13. Waiver and Enforcement. If the scope of any restriction contained in this Agreement is too broad to permit enforcement of such restriction to its full extent, then such restriction shall be enforced to the maximum extent permitted by law, and the Recipient hereby consents and agrees that the scope of such restriction may be judicially modified accordingly in any proceeding brought to enforce such restriction. If any term, covenant or condition in this Agreement shall, to

any extent, be invalid or unenforceable, the remainder of this Agreement and the covenants herein contained shall not be affected thereby and the residue shall be valid and enforceable to the fullest extent permitted by law. In the event it becomes necessary for the Company to commence proceedings to enforce this Agreement against COD, the Company shall be entitled to recover its costs, expenses and attorneys and expert fees, incurred in connection therewith.

14. Construction and Venue. This Agreement shall be construed and take effect in all respects in accordance with the laws of the State of Illinois.

15. Notices. All notices herein required shall be in writing and shall be served on the parties at the addresses set forth below, and the same shall be effective (i) upon receipt or refusal if delivered personally; (ii) one (1) business day after depositing with such an overnight courier service or (iii) two (2) business days after deposit in the mails if mailed certified mail, return receipt requested.

College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137

MICHAEL WALTERS ADVERTISING, INC.
444 N. Wabash Ave., Suite 4 West
Chicago, IL 60611

16. Entire Agreement. This Agreement contains the entire understanding between the parties. No amendments or variation, changes or modifications of the terms and conditions of this Agreement shall be valid unless the same is in writing and signed by all of the parties hereto.

In WITNESSETH WHEREOF, the parties have executed this Agreement on the day and year first above written.

MICHAEL WALTERS ADVERTISING, INC.,
an Illinois corporation

By: _____

By signature below, COD acknowledges and understands the nature of the Services to be provided by the Company, and agrees to be bound by all terms and conditions hereof, including the terms of payment.

College of DuPage
an Illinois corporation

By: _____

**COLLEGE OF DuPAGE
SPECIAL BOARD MEETING**

NEW BUSINESS APPROVAL

1. SUBJECT

Software, Applicant Tracking System.

2. BUDGET STATUS

Funds in the amount not to exceed \$82,000 are being provided by the Information Technology Strategic Plan account #01-90-90111-5309001 over a three year period (FY2013 - FY2015). The cost for the first year (FY2013) of this agreement is \$58,000 which includes a one-time fee for training and implementation services.

3. BACKGROUND INFORMATION

As the number of positions (591 positions filled in FY12) and the number of applicants have increased, our current applicant tracking system has become insufficient to handle the volume in response to advertised openings. The College currently uses NovusHR for its applicant tracking system, and is experiencing several problems with screening, tracking and hiring candidates due to the limited flexibility and features and cumbersome nature of operational tasks.

In order to handle our application volume, the College needs a more robust solution to provide improved features and functions, a wider variety of reports, a streamlined end user and candidate experience, as well as the ability to integrate with other College systems.

The College reviewed three product offerings: Acquire, HireTouch and PeopleAdmin. The vendors performed multiple online demonstrations of their products and discussed the features of their systems with an evaluation team comprised of representatives from Academic Affairs, Finance, Human Resources and IT. Of the vendors reviewed, the features of the HireTouch product demonstrated superior functionality and best meets our needs overall. Three HireTouch references within the higher education sector were successfully contacted. These clients provided their approval of the system and reported a positive experience with the product.

The purchase of software is exempt from bidding under Public Community College Act 110 ILCS 805/3-27.1.


4. RECOMMENDATION

As a result of our review, the committee has identified HireTouch as the best solution of all products demonstrated and recommend that the Board of Trustees approve the purchase of the HireTouch Applicant Tracking System from Image Trend Inc., 20855 Kensington Boulevard, Lakeville, Minnesota 55044 in order to assist with managing the recruitment process for the College at a total expenditure not to exceed \$82,000.

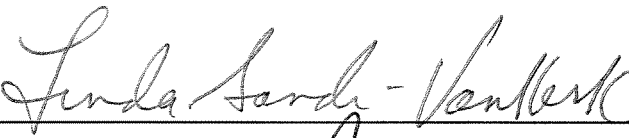
SIGNATURE PAGE FOR APPROVAL APPLICANT TRACKING
SOFTWARE AND SYSTEM

ITEM(S) ON REQUEST

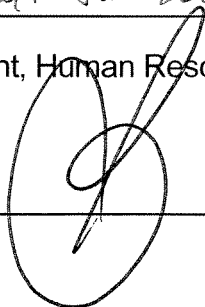
That the Board of Trustees approve the purchase of the HireTouch Applicant Tracking System from Image Trend Inc., 20855 Kensington Boulevard, Lakeville, Minnesota 55044 in order to assist with managing the recruitment process for the College at a total expenditure not to exceed \$82,000.



Vice President, Information Technology Date 3-6-2013



Vice President, Human Resources Date 3-6-13



President Date 3/6/13

11. ANNOUNCEMENTS

A. Communications

B. Calendar Dates

Campus Events

- **Thursday, April 18, 2013
Regular Board Meeting
SSC-2200 ~ 7:00 p.m.**

Special Board Meeting Agenda
March 19, 2013

12. ADJOURN

