COLLEGE OF DuPAGE

Special Board of Trustees Meeting

August 29, 2016
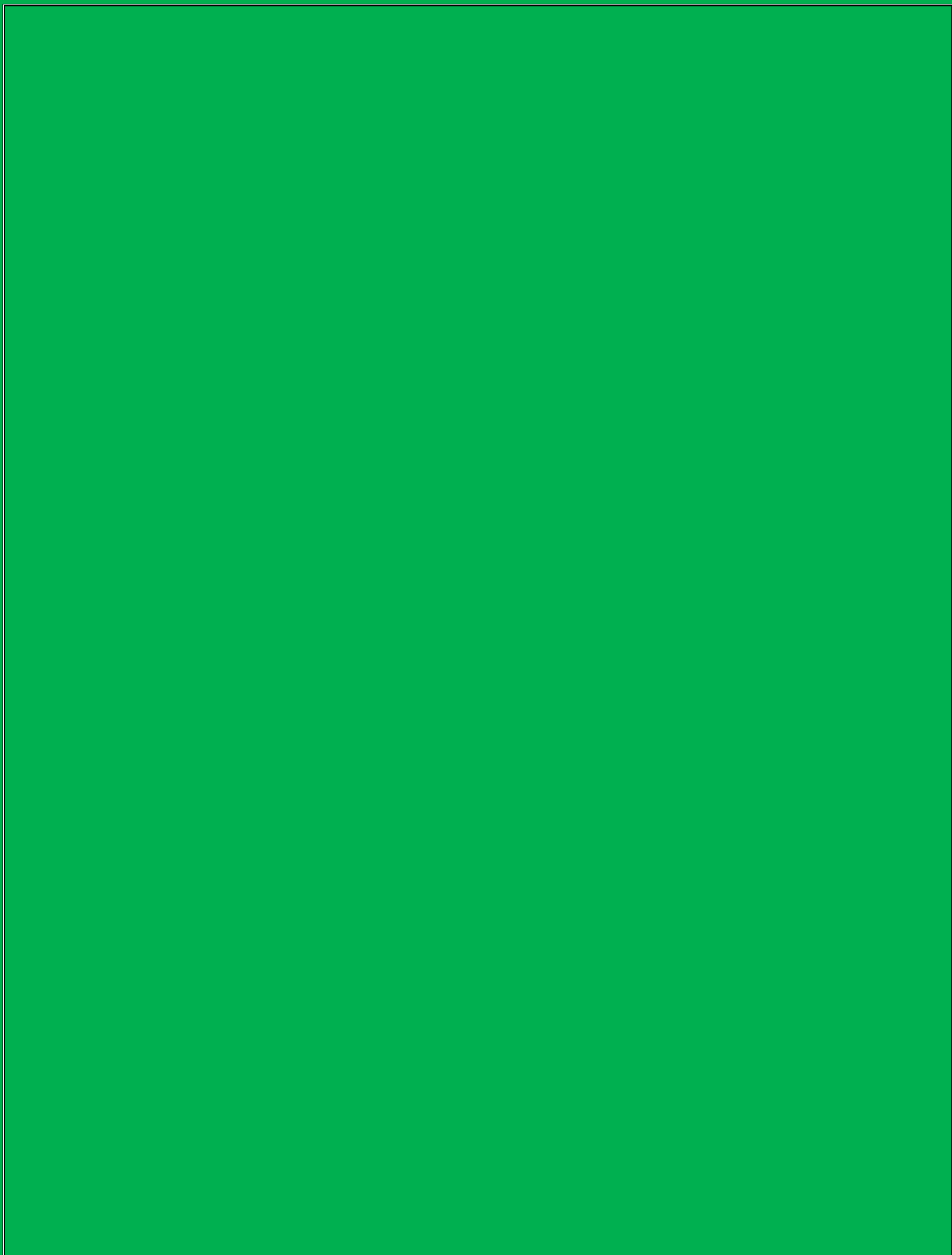
College of DuPage

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

**MONDAY, AUGUST 29, 2016
6:00 P.M. – STUDENT SERVICES CENTER, SSC 2200**

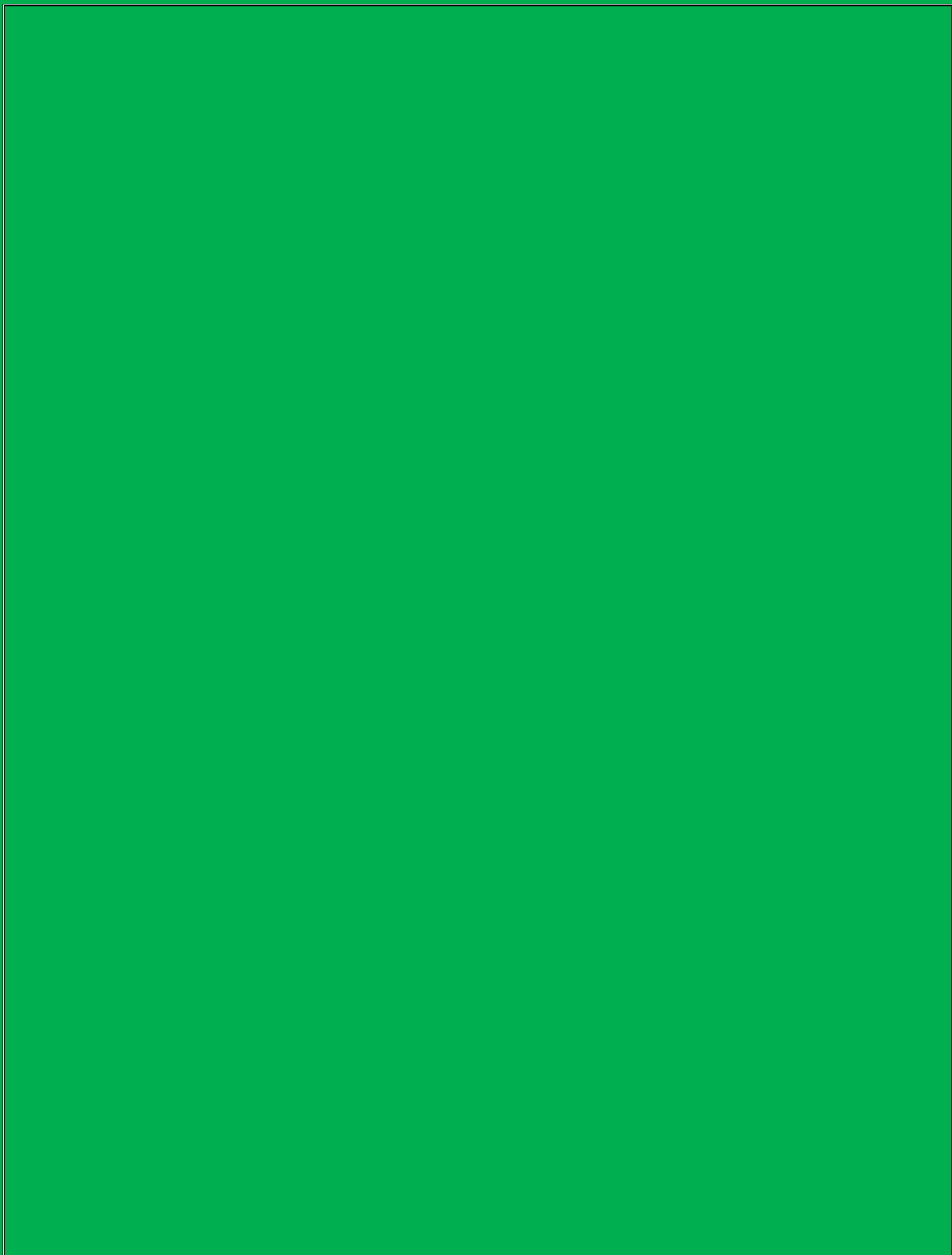**SPECIAL BOARD MEETING NOTICE/AGENDA**

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **PUBLIC COMMENT**

5. **PRESENTATION**
   National Community College Benchmarking Project
   - **Jim Benté, VP Planning and Institutional Effectiveness**

6. **CONSENT AGENDA**
   a. **Payments Requiring Board Approval**
   b. **Minutes**
      o **Special Board Meeting, July 20, 2016**
      o **Special Board Meeting, July 27, 2016**
      o **Regular Board Meeting, July 28, 2016**

7. **BOARD DISCUSSION**
   New Legislation
      o **Travel**
      o **Training**
      o **Compliance**

8. **CLOSED SESSION – Room: SSC 2200**

9. **RETURN TO OPEN SESSION**

10. **CALENDAR DATES / *Campus Events* (Note: * = Required Board Event)**
    ***Thursday, September 15, 2016 7:00 p.m. Regular Board meeting, SSC 2200**

11. **ADJOURN**

> **FUTURE MEETING**
> **Thursday, September 15, 2016**
> **7:00 p.m. – Regular Board Meeting - SSC 2200**

**FRANK NAPOLITANO, SECRETARY
BOARD OF TRUSTEES OF COMMUNITY COLLEGE
DISTRICT NO. 502, COUNTIES OF DuPAGE, COOK AND WILL, STATE OF ILLINOIS**
Posted 8/26/16

College of DuPage

National Community College
Benchmark Project

Jim Benté, Vice President
Planning and Institutional Effectiveness

August 29, 2016

National Community College Benchmarking Project (NCCBP)

- Since 2004, over 400 two-year institutions have participated in the NCCBP data-collection and reporting process.

- NCCBP is the largest community college comparative database in the nation.

- COD was one of the pioneering institutions that helped to create the NCCBP data elements.

- Resides at the National Higher Education Benchmarking Institute at Johnson County Community College in Overland Park, KS.

Evaluation Methodology

Levels …………   Places or positions an organization's results and performance on a meaningful measurement scale.

Trends ………..   Shows the direction or rate of change of an organization's results or consistency of performance over time.

Comparisons …   Demonstrates how well an organization performs in relationship to peers or best performers.
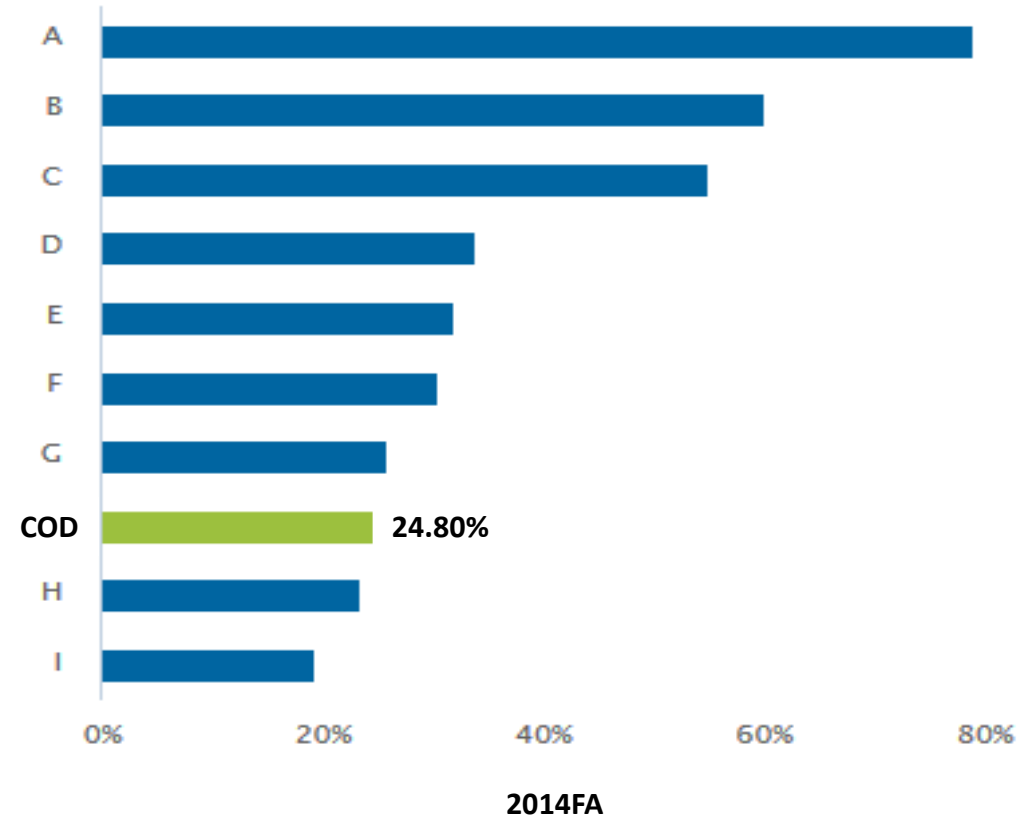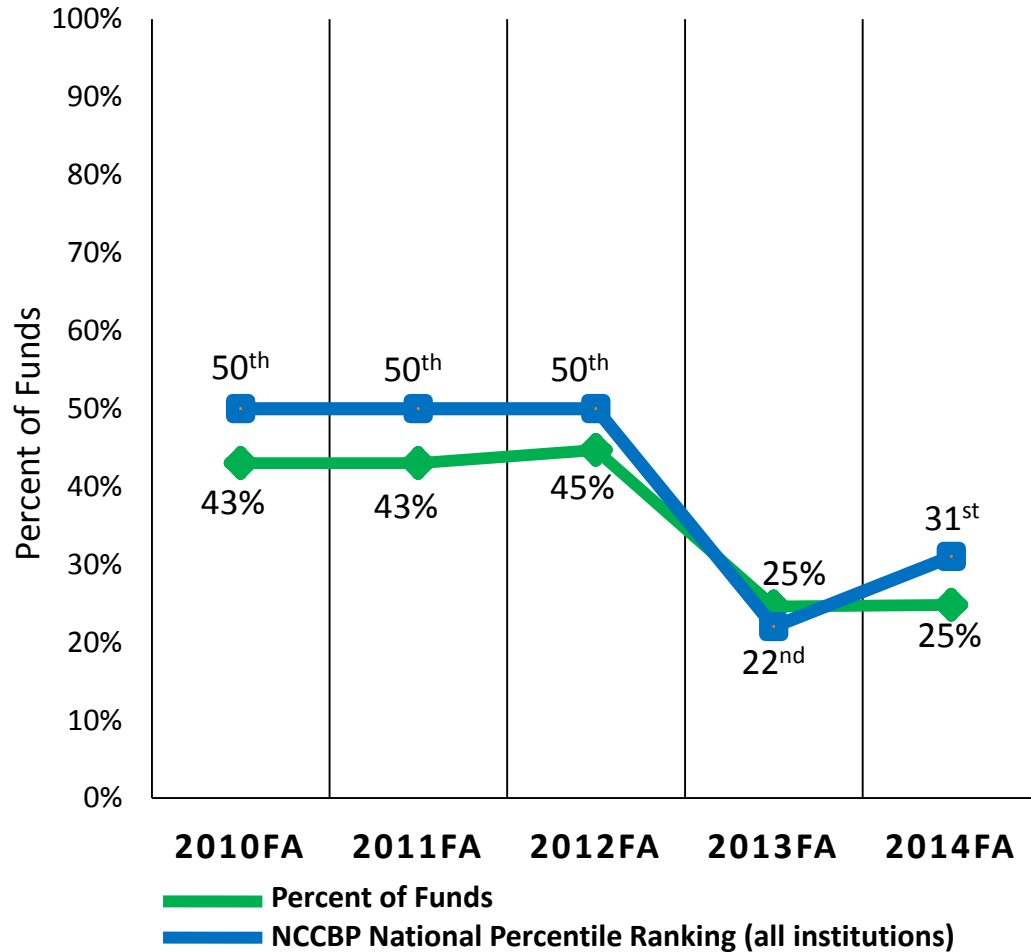
Data Orientation

Strength

Marked Improvement

OFI
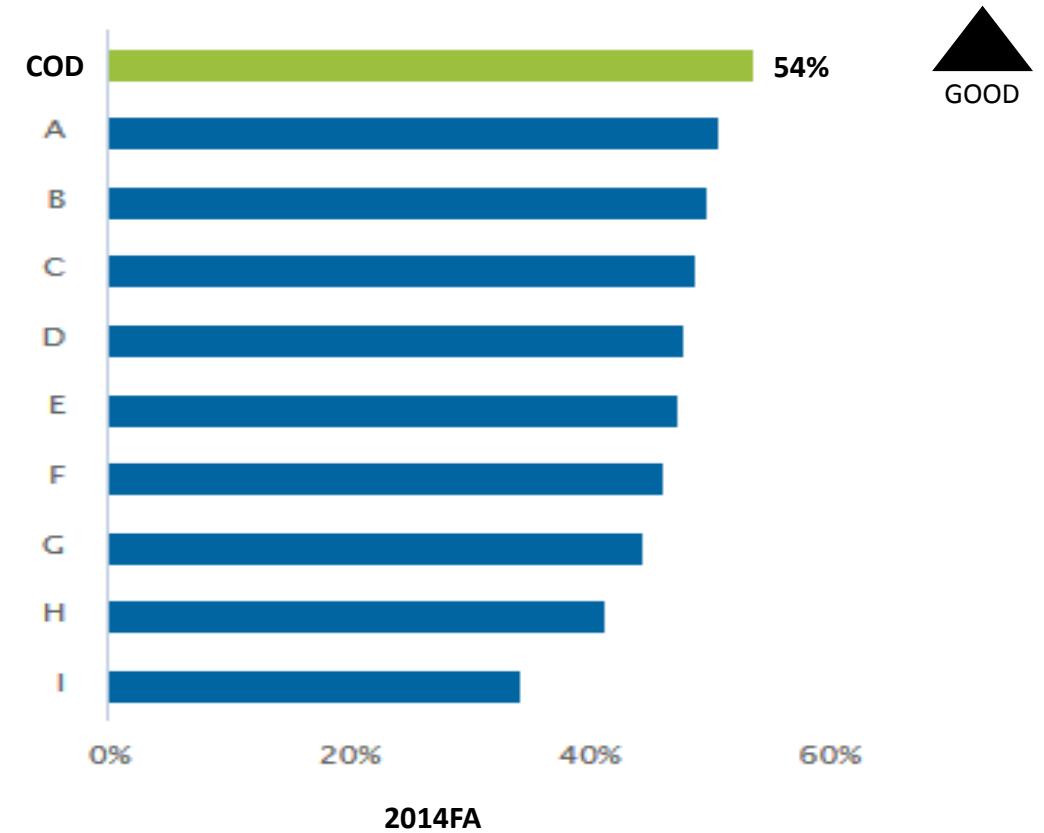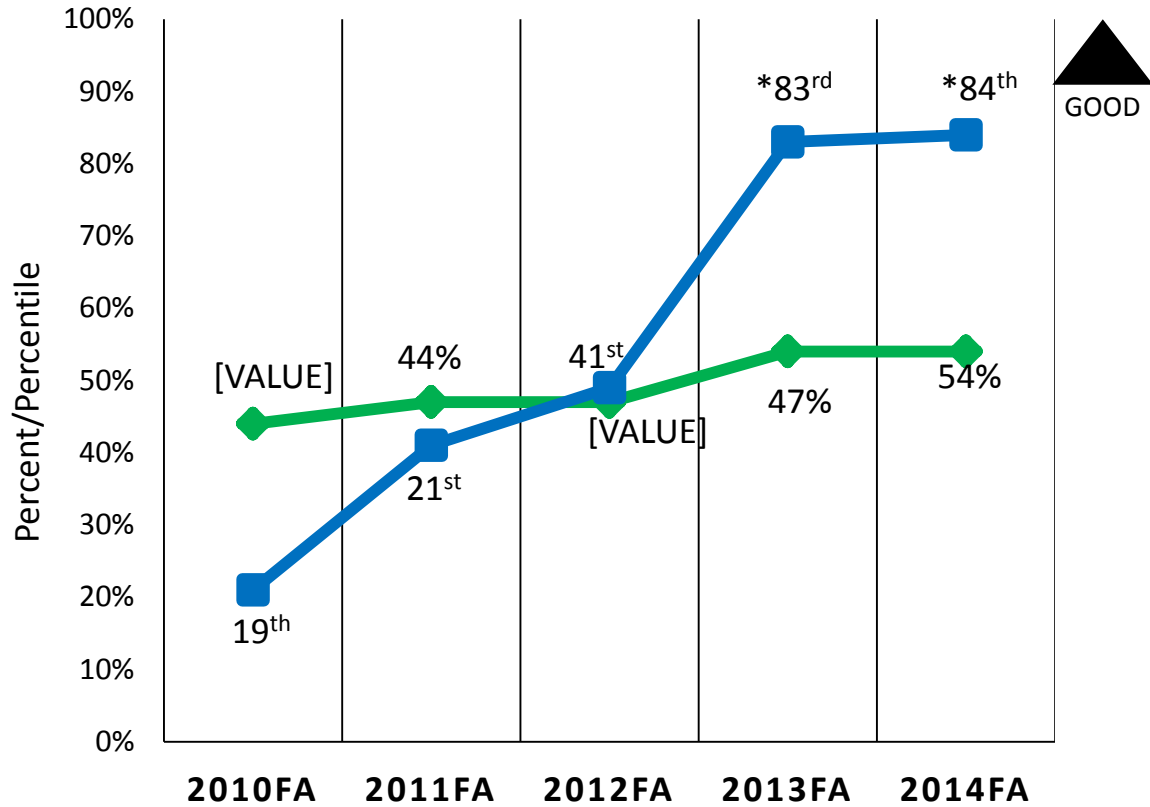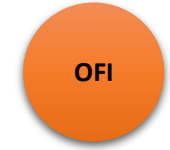
COD's Performance Over Time

COD's National Percentile Ranking (all institutions) Over Time

* Top Quartile Performance

Graph left (Percent/Percentile over time): 2010FA, 2011FA, 2012FA, 2013FA, 2014FA. COD's Performance: [VALUE], 44%, 41st, 47%, 54%. National Percentile Ranking: 19th, 21st, [VALUE], *83rd, *84th. GOOD ▲

Graph right (2014FA bar chart): COD 54% (GOOD ▲), A, B, C, D, E, F, G, H, I.

NCCBP Peer institutions > 10,000 Students:
Grand Rapids Community College (MI), Ivy Tech Community College of Indiana-Central Indiana (IN), Johnson County Community College (KS), Moraine Valley Community College (IL), Onondaga Community College (NY), Richland College (TX), Truckee Meadows Community College (NV), Washtenaw Community College (MI), William Rainey Harper College (IL)

Source: National Community College Benchmarking Project

Funding Sources

Percent of Funds from Tuition & Fees

Source: National Community College Benchmarking Project

Left chart axis: Percent of Funds

Year	Percent of Funds	NCCBP National Percentile Ranking (all institutions)
2010FA	43%	50th
2011FA	43%	50th
2012FA	45%	50th
2013FA	25%	22nd
2014FA	25%	31st

Legend:
- Percent of Funds
- NCCBP National Percentile Ranking (all institutions)

Right chart (2014FA):
- A
- B
- C
- D
- E
- F
- G
- COD: 24.80%
- H
- I

NCCBP Peer institutions > 10,000 Students:
Grand Rapids Community College (MI), Ivy Tech Community College of Indiana-Central Indiana (IN), Johnson County Community College (KS), Moraine Valley Community College (IL), Onondaga Community College (NY), Richland College (TX), Truckee Meadows Community College (NV), Washtenaw Community College (MI), William Rainey Harper College (IL)

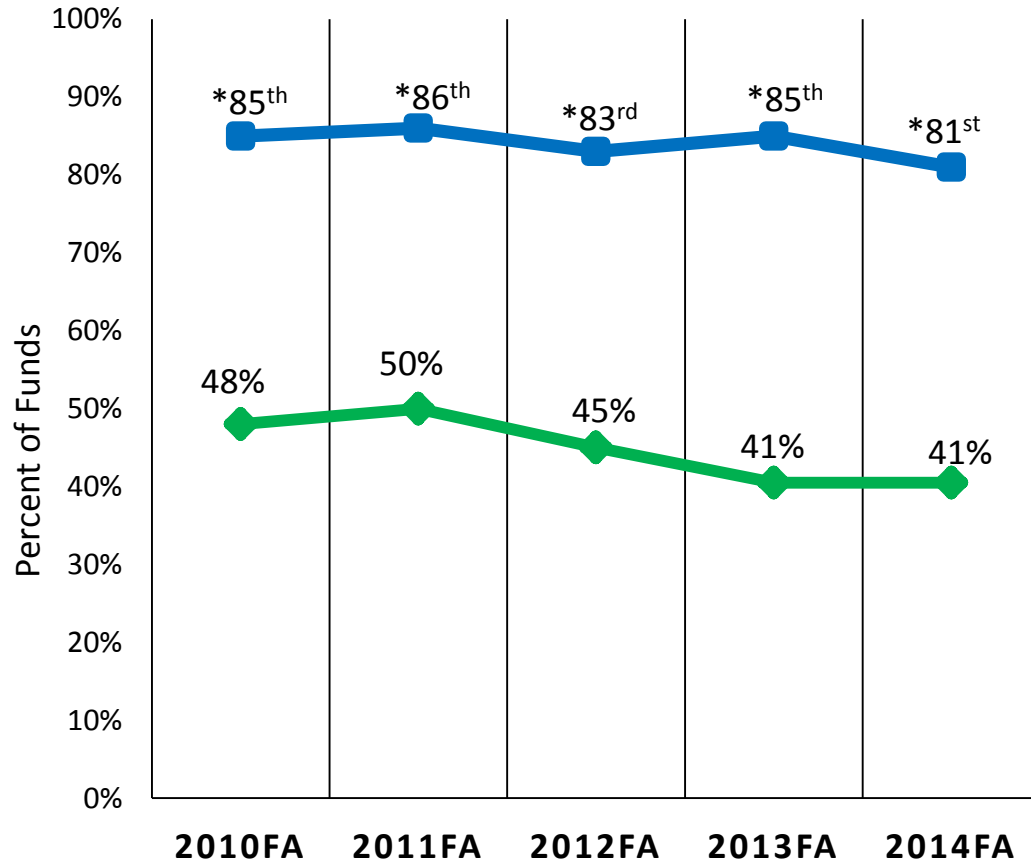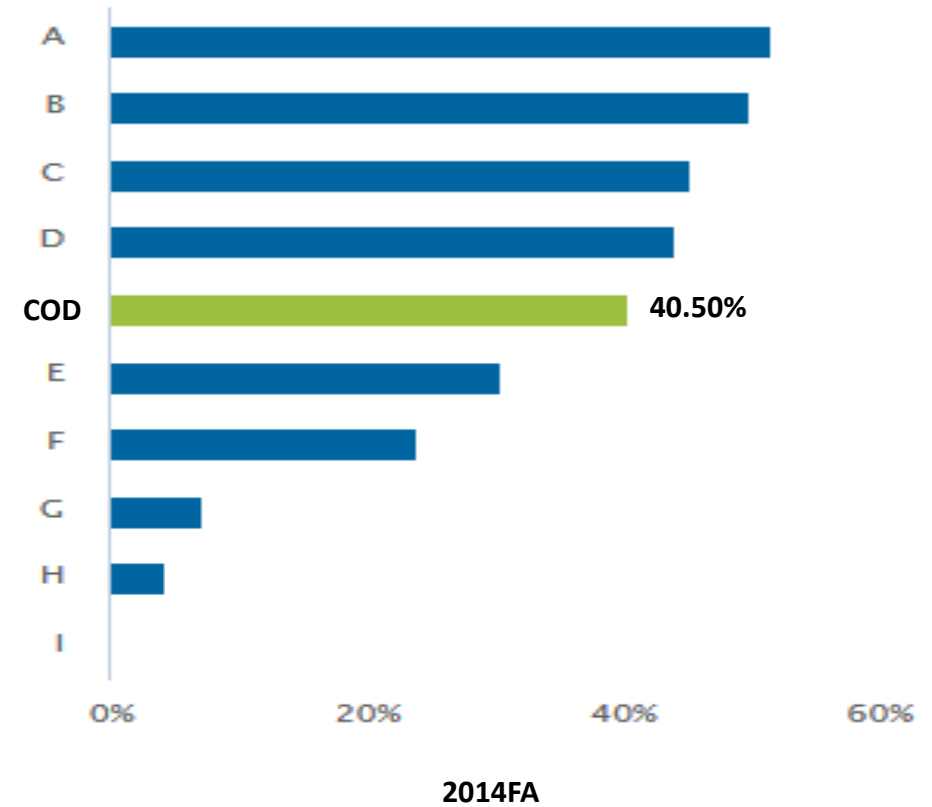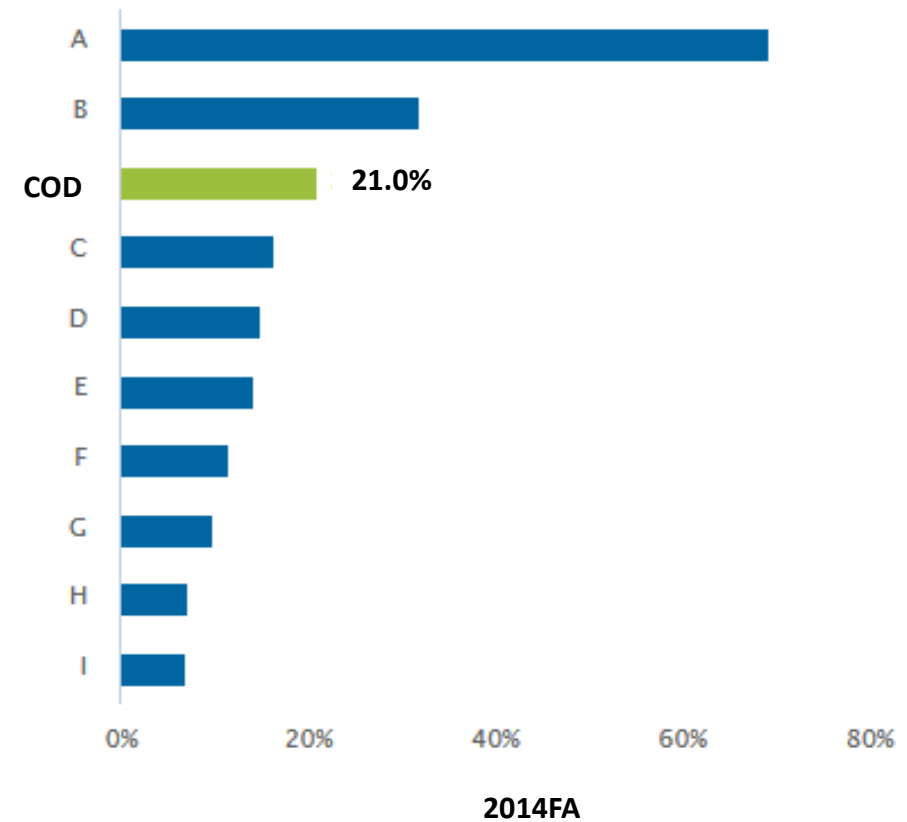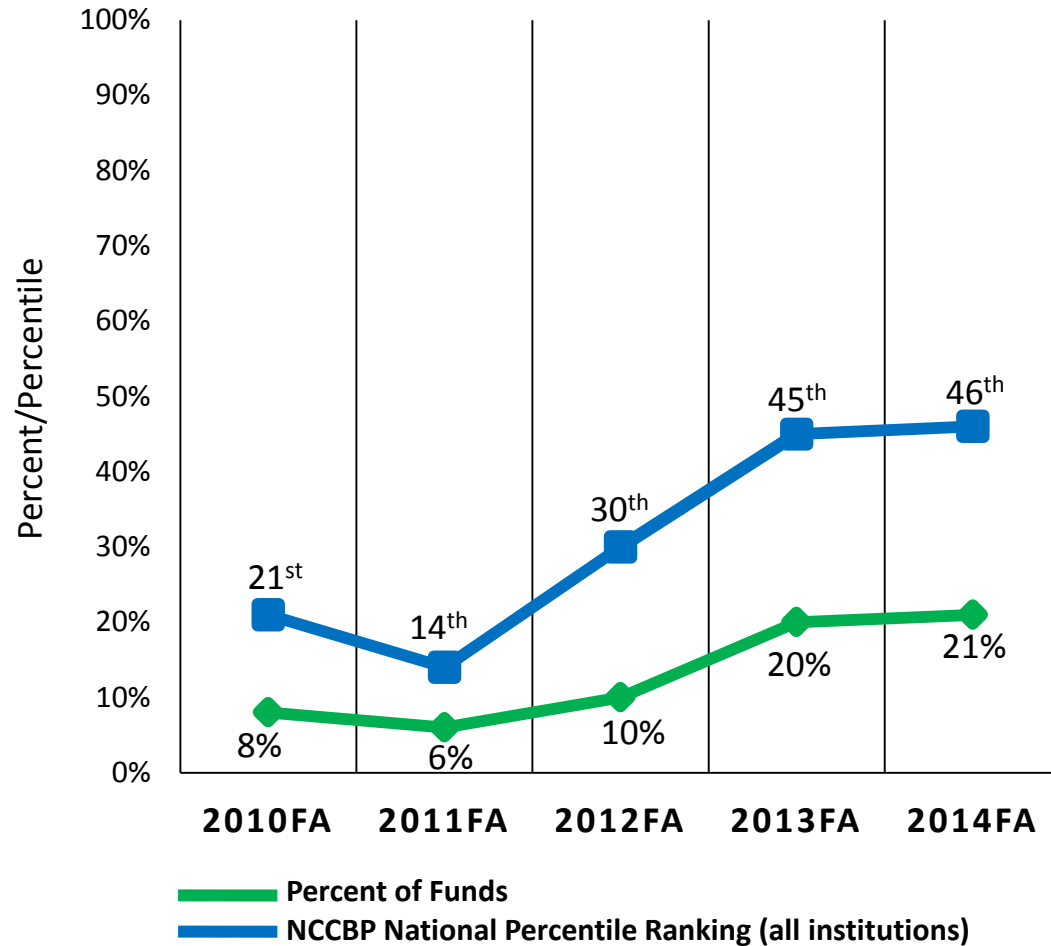# Percent of Funds from Local Sources

Left chart — Percent of Funds (green line with diamond markers) and NCCBP National Percentile Ranking (blue line):

- 2010FA: 48%, *85th
- 2011FA: 50%, *86th
- 2012FA: 45%, *83rd
- 2013FA: 41%, *85th
- 2014FA: 41%, *81st

Legend:
- Percent of Funds
- NCCBP National Percentile Ranking (all institutions)
- * Top Quartile Performance

Right chart — 2014FA bar chart (institutions A–I and COD):
- COD: 40.50%

NCCBP Peer institutions > 10,000 Students:
Grand Rapids Community College (MI), Ivy Tech Community College of Indiana-Central Indiana (IN), Johnson County Community College (KS), Moraine Valley Community College (IL), Onondaga Community College (NY), Richland College (TX), Truckee Meadows Community College (NV), Washtenaw Community College (MI), William Rainey Harper College (IL)

Source: National Community College Benchmarking Project

Percent of Funds from State Sources

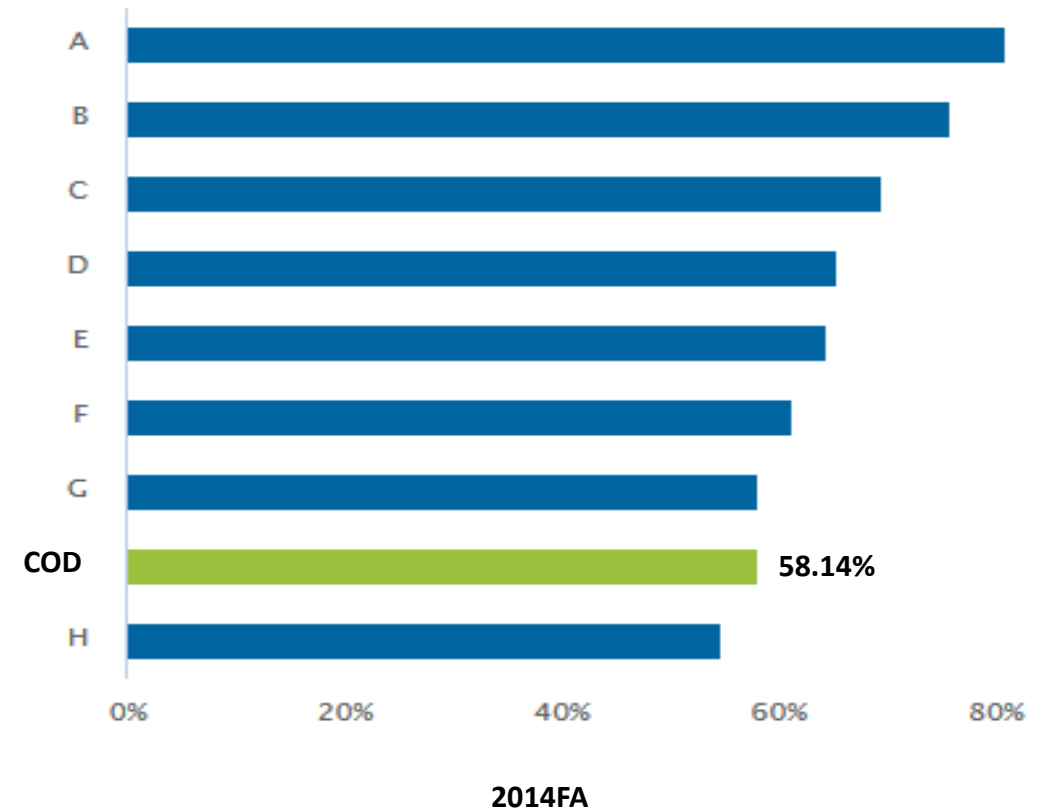Source: National Community College Benchmarking Project

NCCBP Peer institutions > 10,000 Students:
Grand Rapids Community College (MI), Ivy Tech Community College of Indiana-Central Indiana (IN), Johnson County Community College (KS), Moraine Valley Community College (IL), Onondaga Community College (NY), Richland College (TX), Truckee Meadows Community College (NV), Washtenaw Community College (MI), William Rainey Harper College (IL)

Transfer Credits

Percent/Percentile

	2010FA	2011FA	2012FA	2013FA	2014FA
Percent of Total Credits	60%	61%	59%	59%	58%
NCCBP National Percentile Ranking	58th	58th	56th	57th	52nd

— Percent of Total Credits
— NCCBP National Percentile Ranking (all institutions)
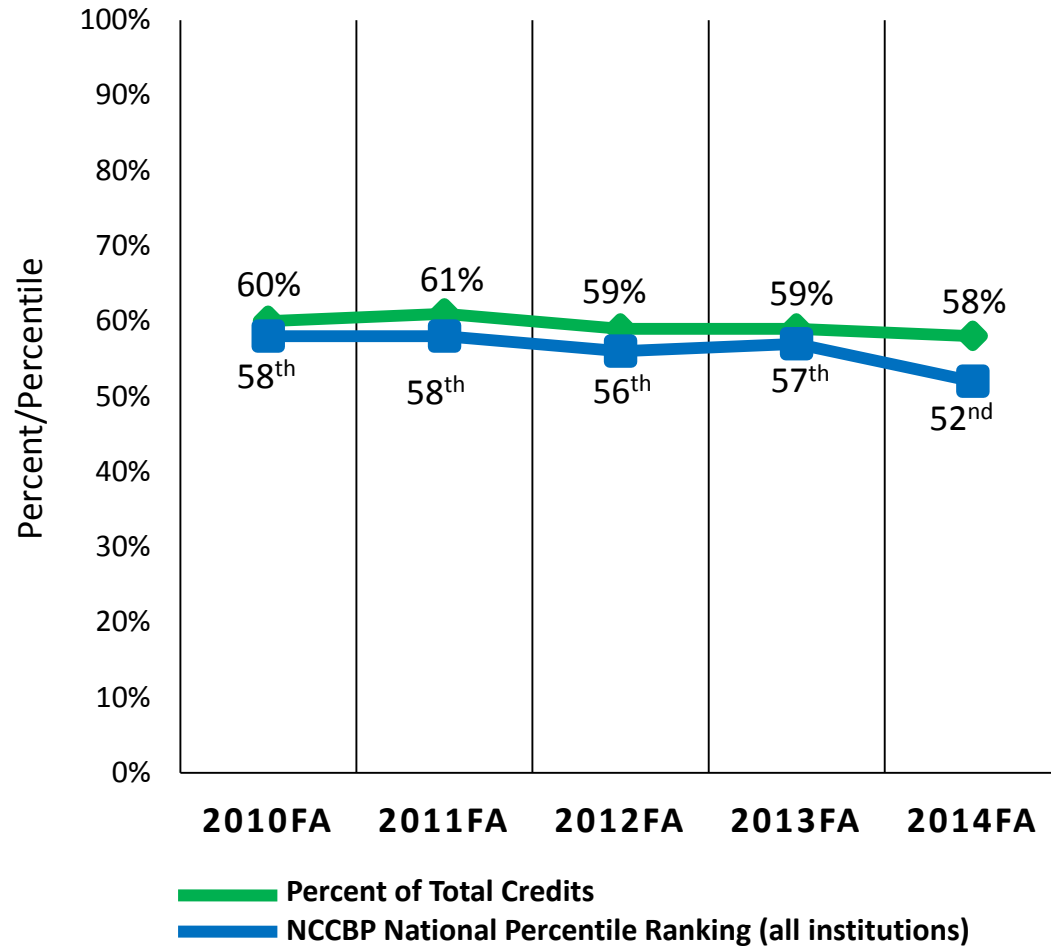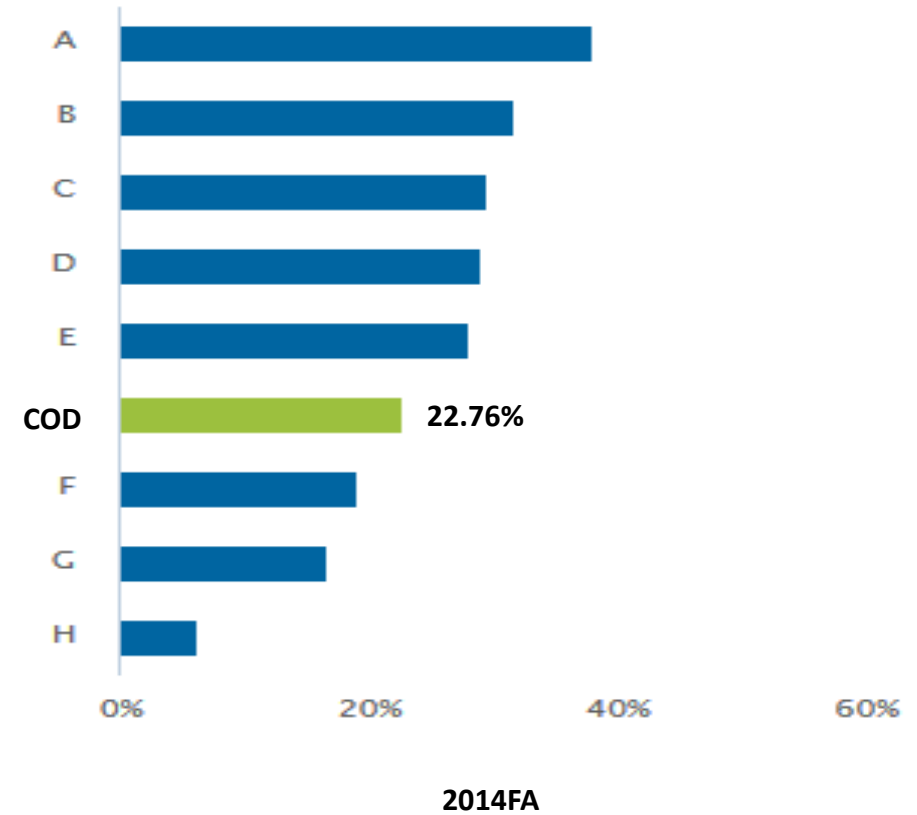
COD 58.14%

2014FA

NCCBP Peer institutions > 10,000 Students:
Grand Rapids Community College (MI), Ivy Tech Community College of Indiana-Central Indiana (IN), Johnson County Community College (KS), Moraine Valley Community College (IL), Onondaga Community College (NY), Richland College (TX), Truckee Meadows Community College (NV), Washtenaw Community College (MI)

Source: National Community College Benchmarking Project

Career/Technical Credits

Source: National Community College Benchmarking Project
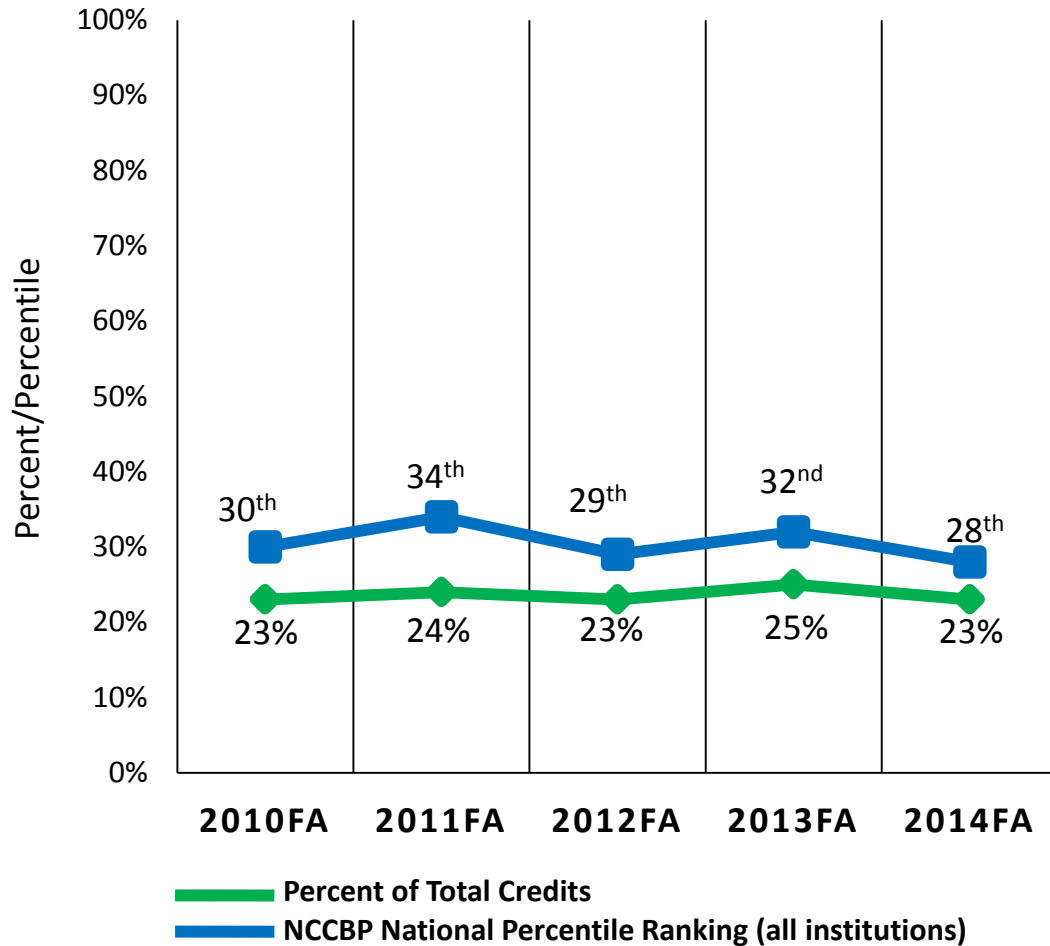
NCCBP Peer institutions > 10,000 Students:
Grand Rapids Community College (MI), Ivy Tech Community College of Indiana-Central Indiana (IN), Johnson County Community College (KS), Moraine Valley Community College (IL), Onondaga Community College (NY), Richland College (TX), Truckee Meadows Community College (NV), Washtenaw Community College (MI)

Developmental Credits

Source: National Community College Benchmarking Project

NCCBP Peer institutions > 10,000 Students:
Grand Rapids Community College (MI), Ivy Tech Community College of Indiana-Central Indiana (IN), Johnson County Community College (KS), Moraine Valley Community College (IL), Onondaga Community College (NY), Richland College (TX), Truckee Meadows Community College (NV), Washtenaw Community College (MI)
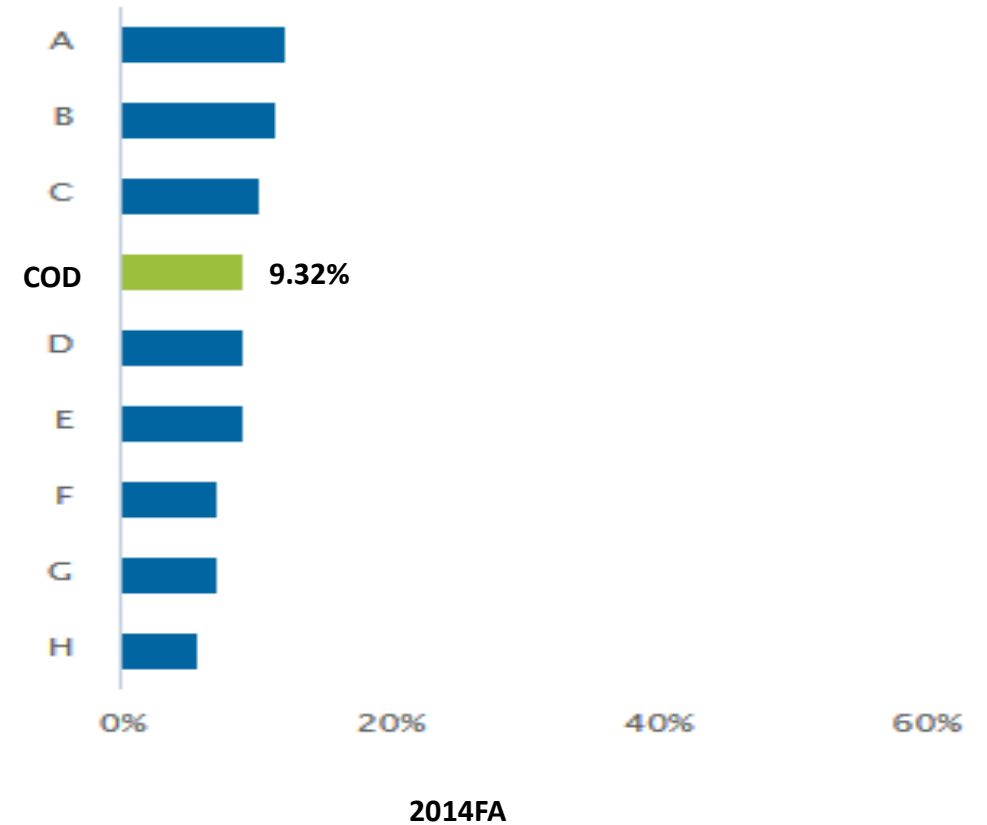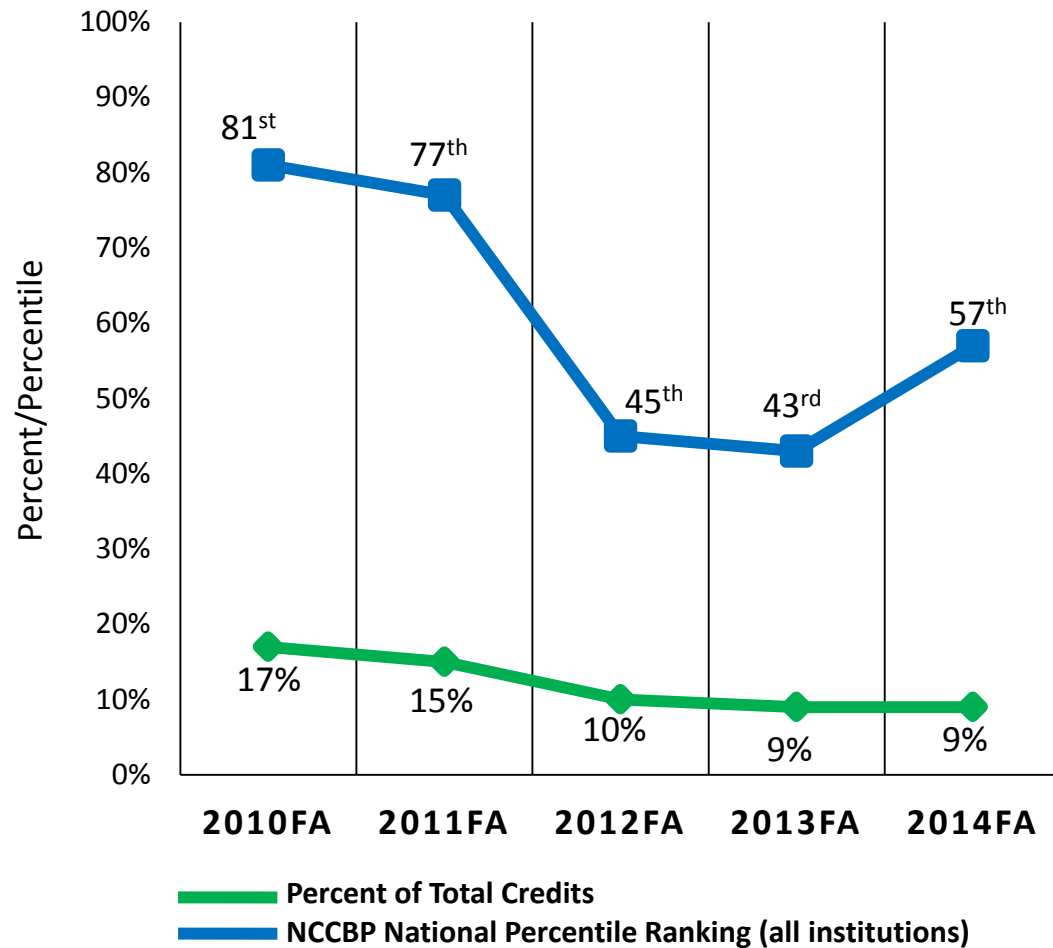
Student Persistence

Fall-Fall Student Persistence
Students Who Start in Fall and Return the Following Fall

Strength

Percent/Percentile

- 100%
- 90%
- 80%
- 70%
- 60%
- 50%
- 40%
- 30%
- 20%
- 10%
- 0%

*83rd   *84th   GOOD

[VALUE]   44%   41st   47%   54%
19th   21st   [VALUE]

2010 COHORT Return 2011FA
2011 COHORT Return 2012FA
2012 COHORT Return 2013FA
2013 COHORT Return 2014FA
2014FA COHORT Return 2015FA

── Percent Returning
── NCCBP National Percentile Ranking (all institutions)
* Top Quartile Performance

Source: National Community College Benchmarking Project

COD   53.99%   GOOD
A
B
C
D
E
F
G
H
I

0%   20%   40%   60%

2014FA Cohort – Returned in 2015FA
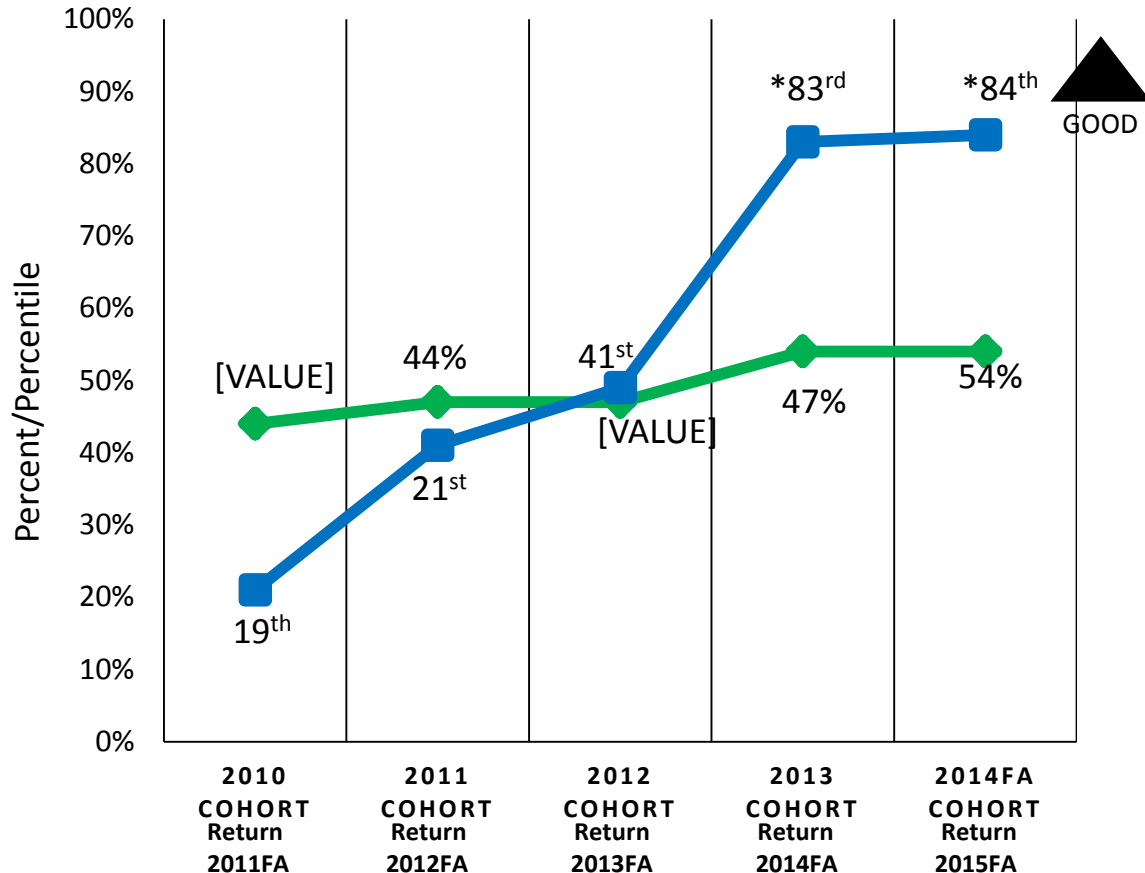
NCCBP Peer institutions > 10,000 Students:
Grand Rapids Community College (MI), Ivy Tech Community College of Indiana-Central Indiana (IN), Johnson County Community College (KS), Moraine Valley Community College (IL), Onondaga Community College (NY), Richland College (TX), Truckee Meadows Community College (NV), Washtenaw Community College (MI), William Rainey Harper College (IL)
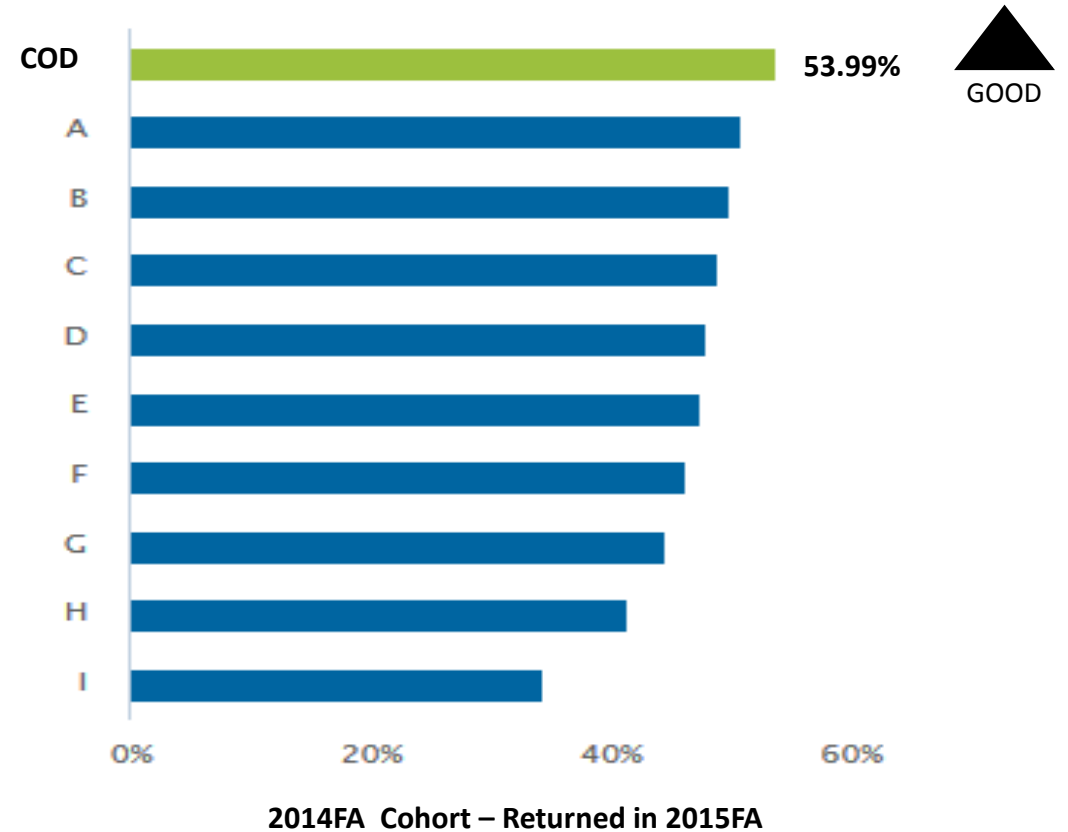
Fall-Spring Student Persistence
Students Who Start in the Fall and Return the Following Spring
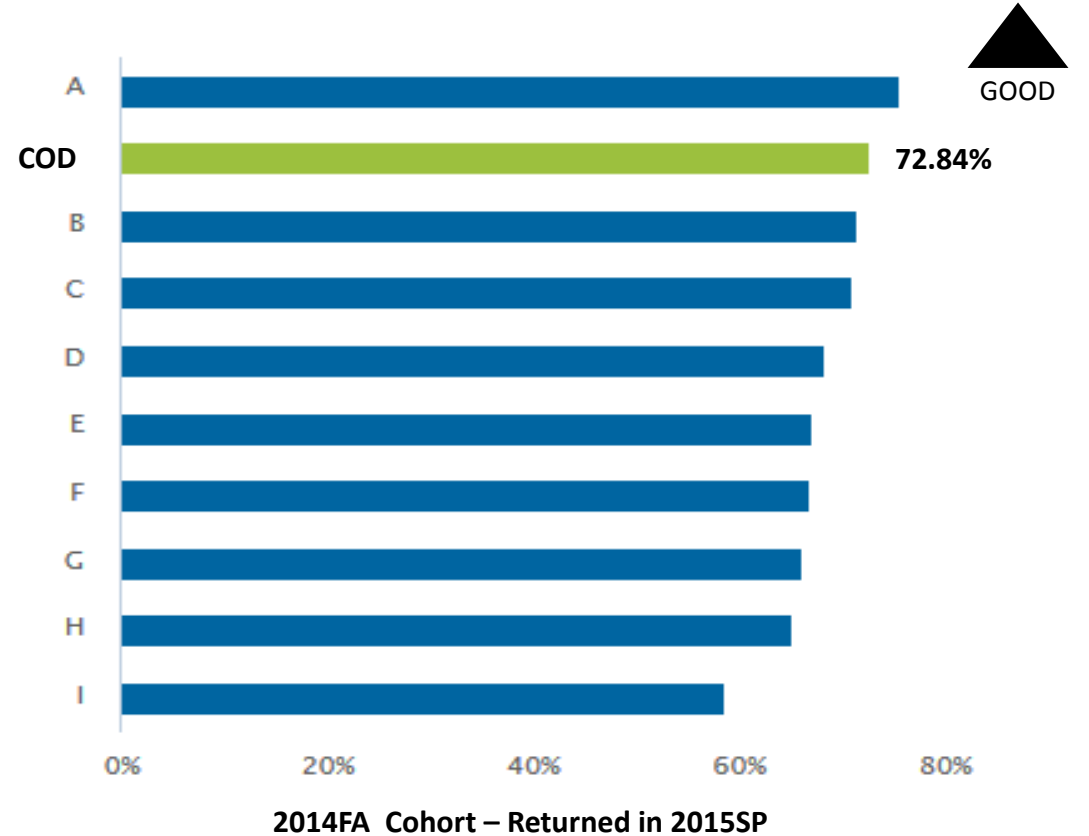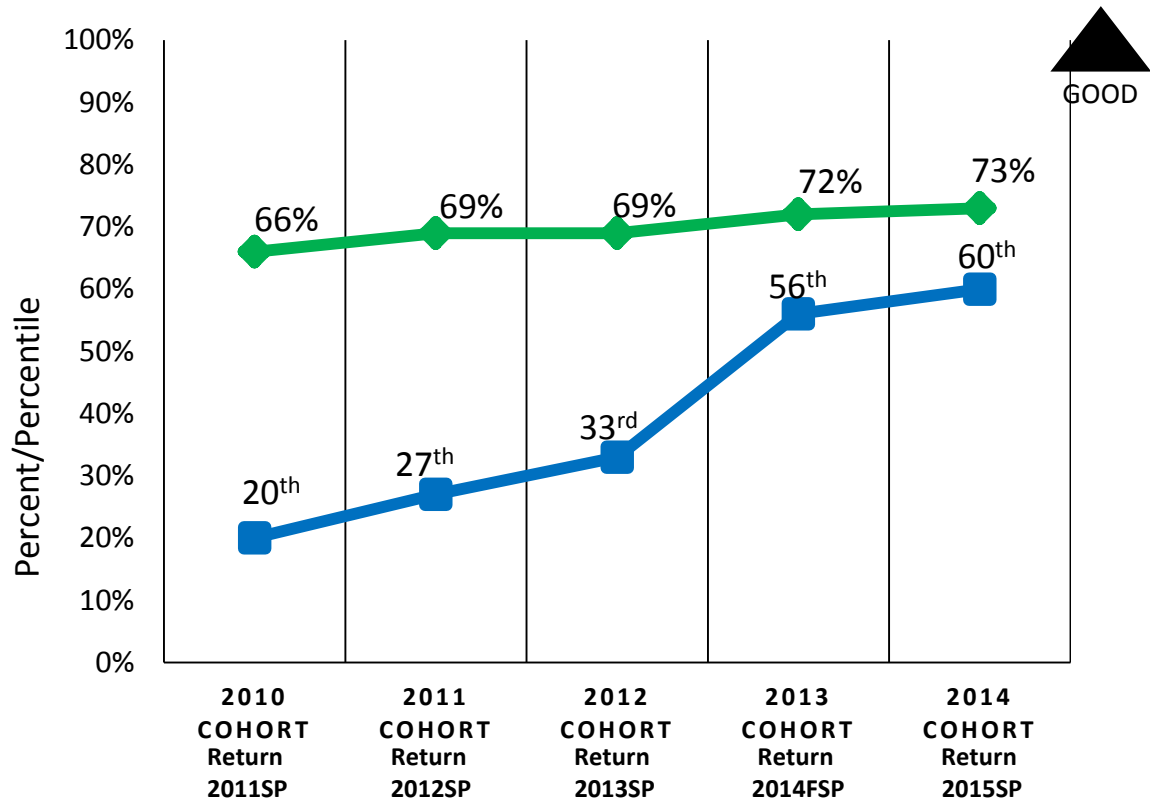
Marked Improvement

Percent Returning

NCCBP National Percentile Ranking (all institutions)

GOOD

2014FA Cohort – Returned in 2015SP

COD 72.84%

NCCBP Peer institutions > 10,000 Students:
Grand Rapids Community College (MI), Ivy Tech Community College of Indiana-Central Indiana (IN), Johnson County Community College (KS), Moraine Valley Community College (IL), Onondaga Community College (NY), Richland College (TX), Truckee Meadows Community College (NV), Washtenaw Community College (MI), William Rainey Harper College (IL)

Source: National Community College Benchmarking Project

Student Completion/Transfer

Students Who Complete in Three Years
Full-Time, First-Time Students

GOOD

GOOD

Percent/Percentile (y-axis)

- 2008 COHORT Completed 2011: 20th, 12%
- 2009 COHORT Completed 2012: 29th, 15%
- 2010 COHORT Completed 2013: 42nd, 17%
- 2011 COHORT Completed 2014: 38th, [VALUE]
- 2012 COHORT Completed 2015: 43rd, 20%

— Percent Completing Degree or Certificate
— NCCBP National Percentile Ranking (all institutions)

Source: National Community College Benchmarking Project

Bar chart: 2012 Cohort – Completed by 2015
- A
- B
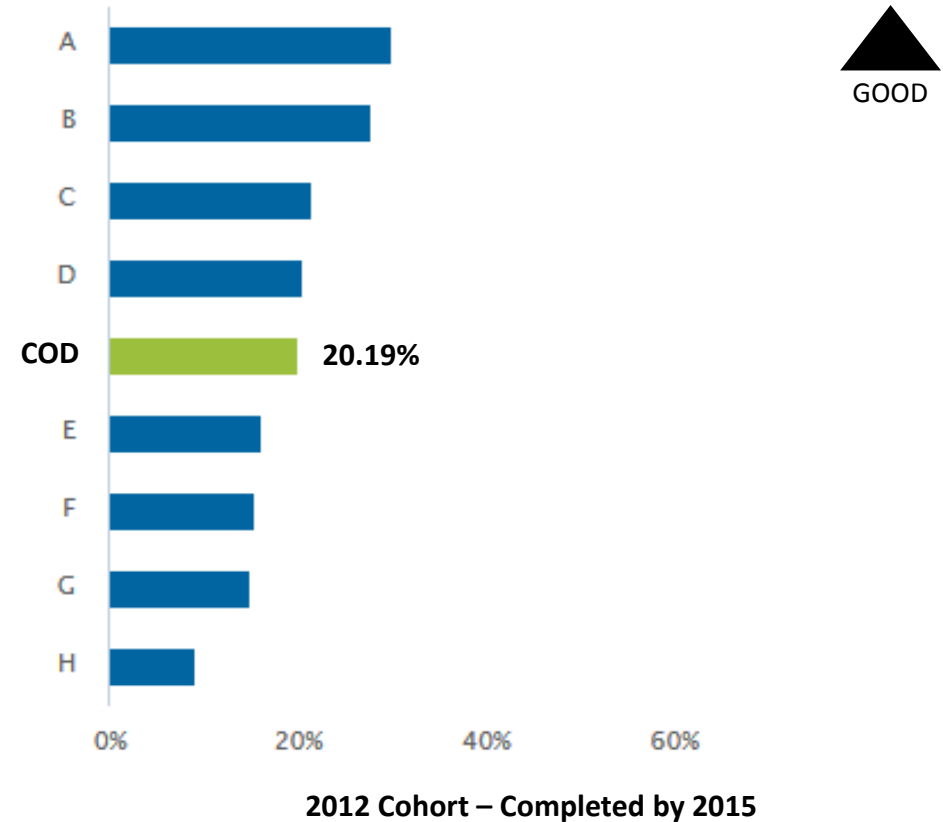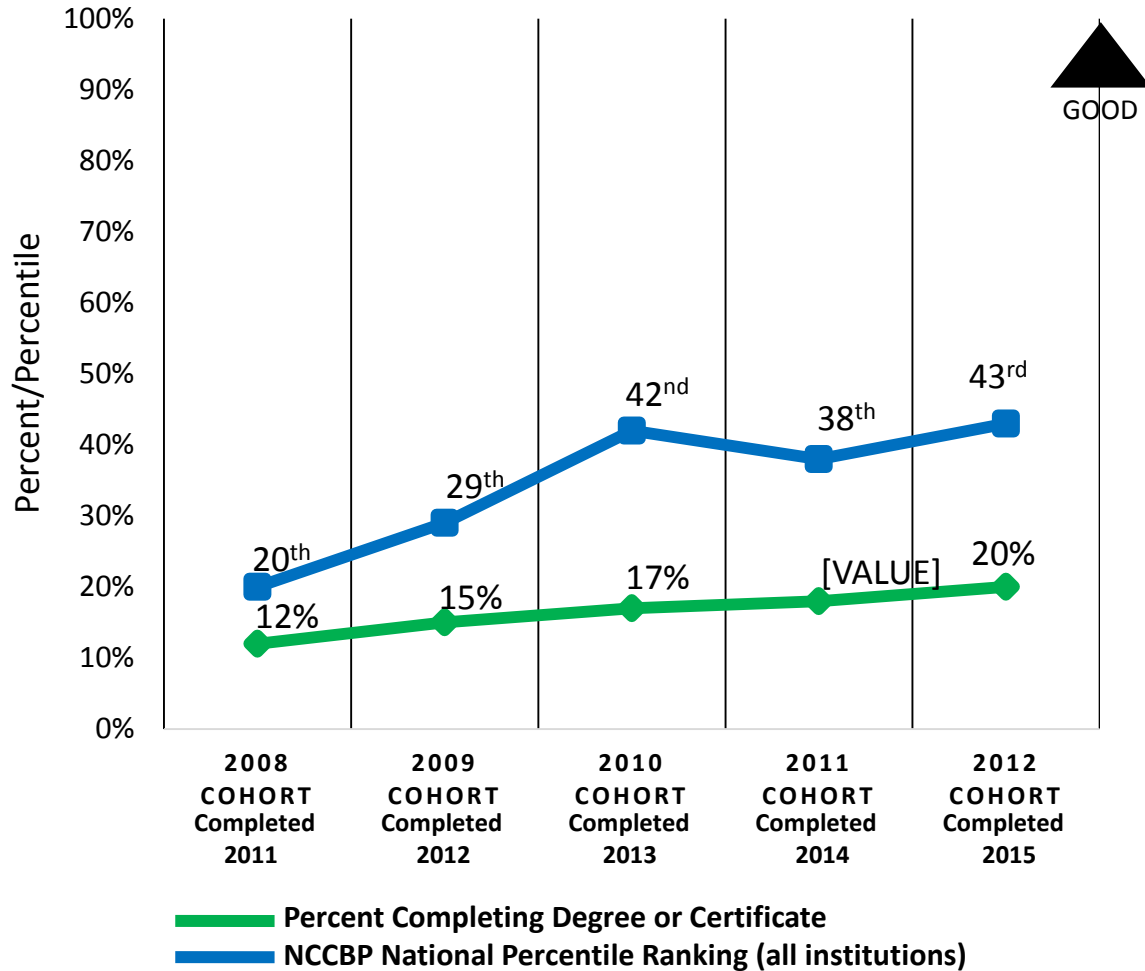- C
- D
- COD: 20.19%
- E
- F
- G
- H

NCCBP Peer institutions > 10,000 Students:
Grand Rapids Community College (MI), Ivy Tech Community College of Indiana-Central Indiana (IN), Johnson County Community College (KS), Moraine Valley Community College (IL), Onondaga Community College (NY), Richland College (TX), Truckee Meadows Community College (NV), Washtenaw Community College (MI)

Students Who Transferred in Three Years
Full-Time, First-Time Students

Strength

Source: National Community College Benchmarking Project

Left chart — Percent/Percentile by cohort:

Cohort	Percent Who Transferred	NCCBP National Percentile Ranking
2008 COHORT Transferred 2011	26%	*83rd
2009 COHORT Transferred 2012	36%	*97th
2010 COHORT Transferred 2013	31%	*92nd
2011 COHORT Transferred 2014	[VALUE]	*94th
2012 COHORT Transferred 2015	30%	*94th

GOOD

Legend:
- ▬ Percent Who Transferred
- ▬ NCCBP National Percentile Ranking (all institutions)
- * Top Quartile Performance

Right chart:

COD — 30.32%

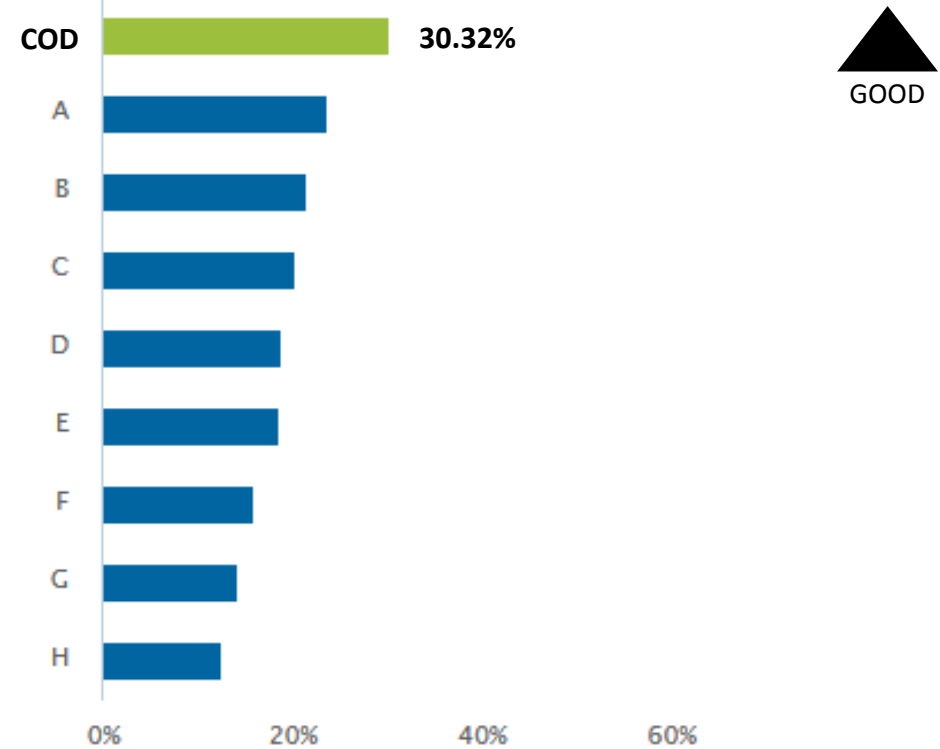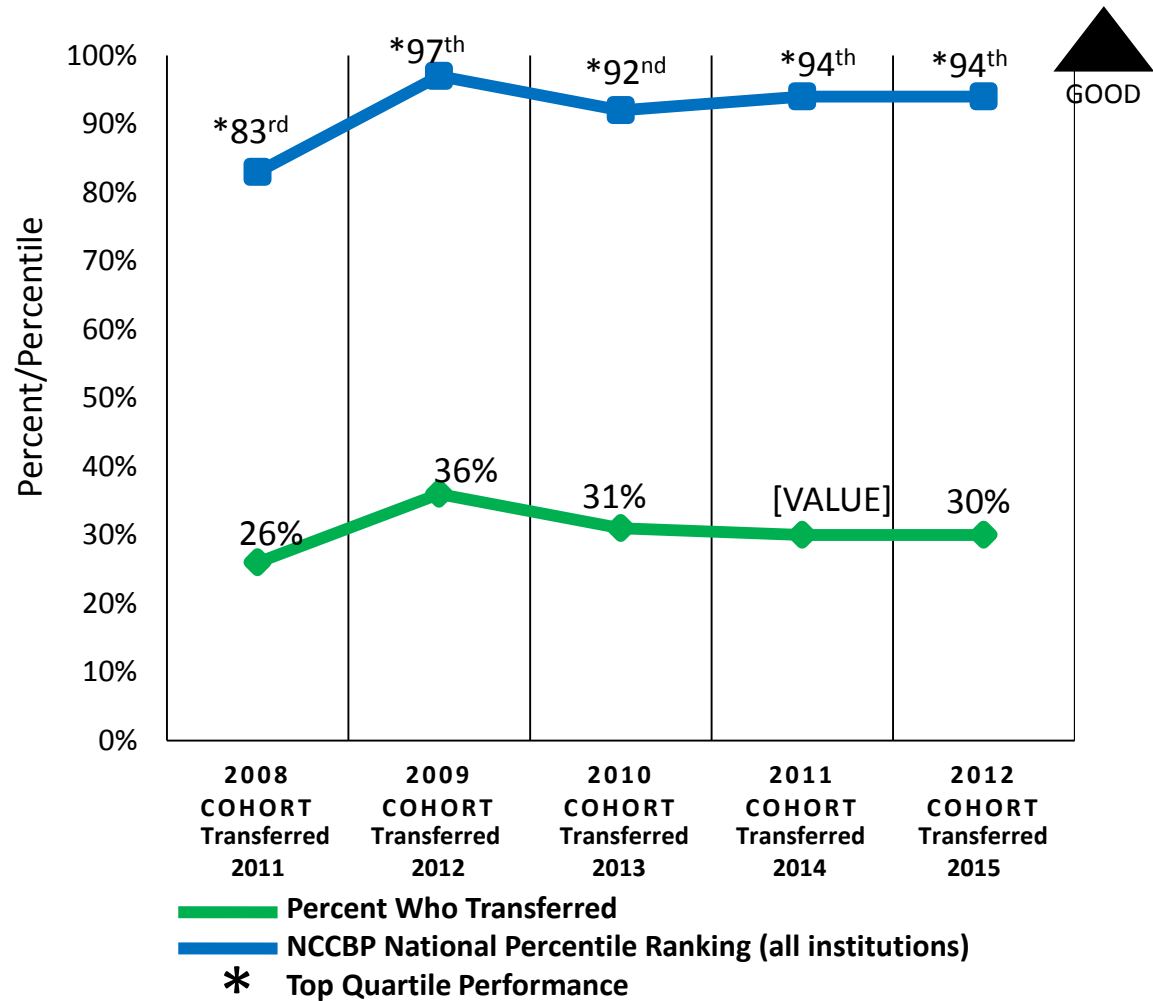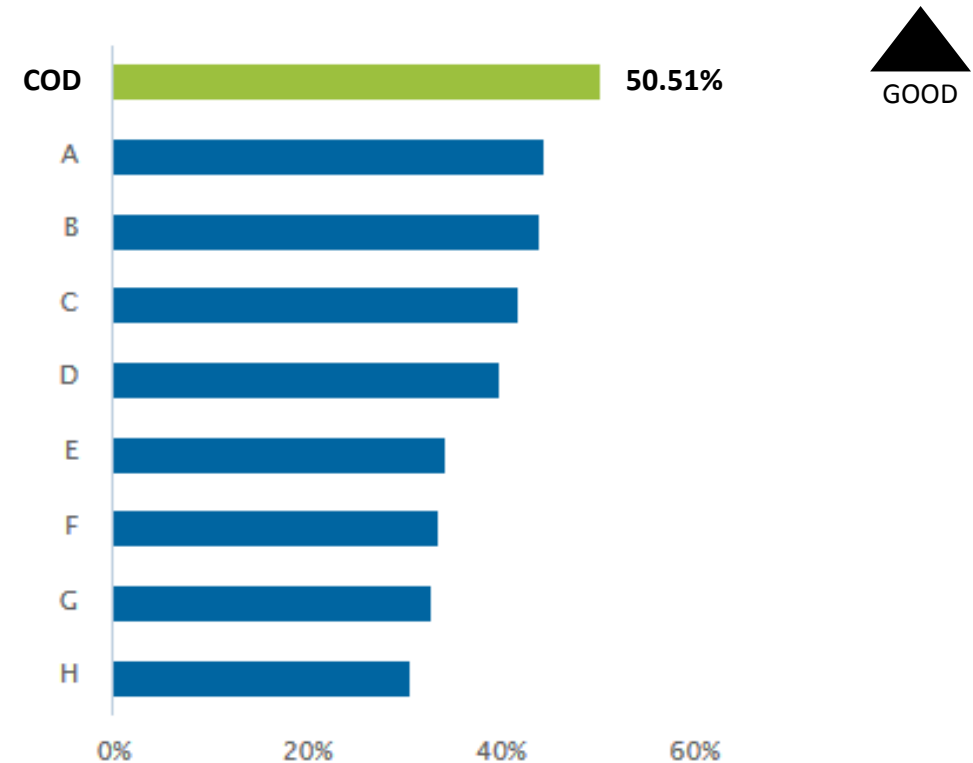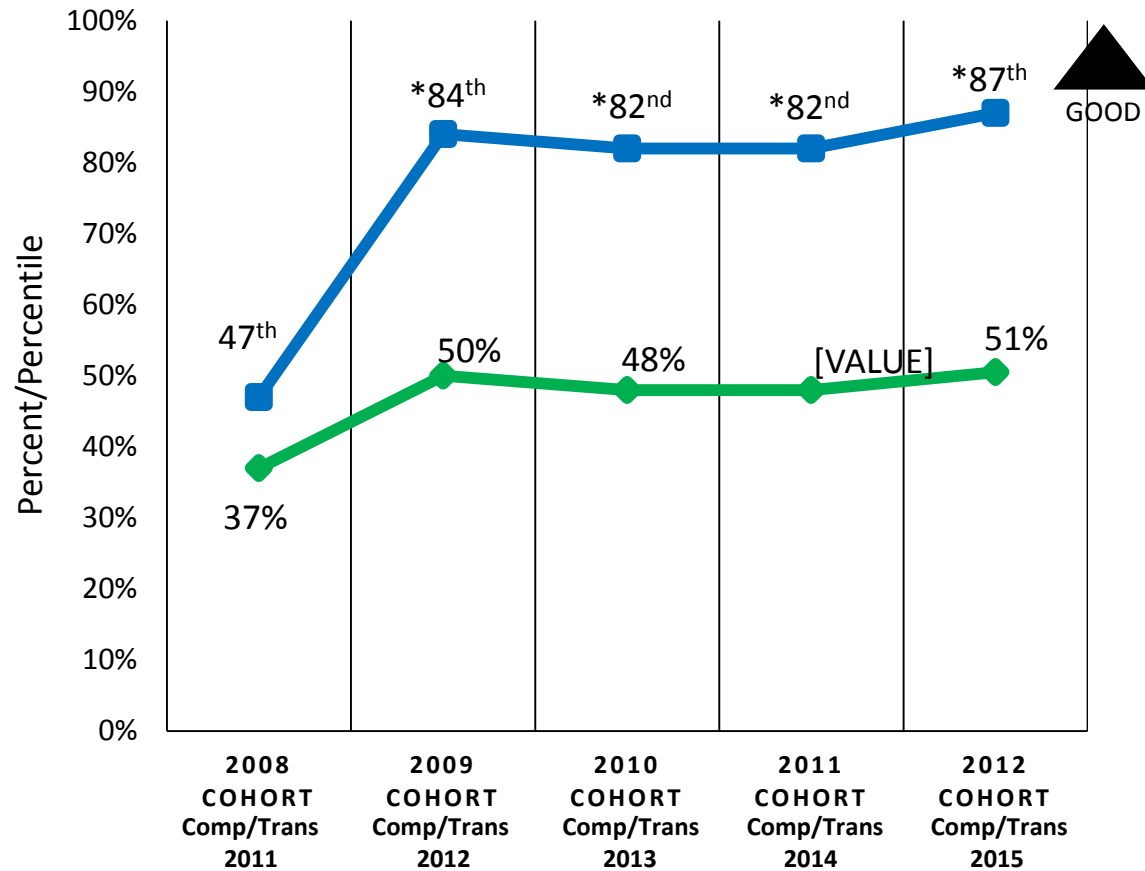2012 Cohort – Transferred by 2015

GOOD

NCCBP Peer institutions > 10,000 Students:
Grand Rapids Community College (MI), Ivy Tech Community College of Indiana-Central Indiana (IN), Johnson County Community College (KS), Moraine Valley Community College (IL), Onondaga Community College (NY), Richland College (TX), Truckee Meadows Community College (NV), Washtenaw Community College (MI)

Students Who Completed or Transferred in Three Years
Full-Time, First-Time Students

Source: National Community College Benchmarking Project

2012 Cohort – Completed/Transferred by 2015

COD — 50.51%

NCCBP Peer institutions > 10,000 Students:
Grand Rapids Community College (MI), Ivy Tech Community College of Indiana-Central Indiana (IN), Johnson County Community College (KS), Moraine Valley Community College (IL), Onondaga Community College (NY), Richland College (TX), Truckee Meadows Community College (NV), Washtenaw Community College (MI)

Students Who Complete in Three Years
Part-Time, First-Time Students

Marked Improvement

2012 Cohort – Completed by 2015

- **Percent Completing Degree or Certificate**
- **NCCBP National Percentile Ranking (all institutions)**

NCCBP Peer institutions > 10,000 Students:
Grand Rapids Community College (MI), Ivy Tech Community College of Indiana-Central Indiana (IN), Johnson County Community College (KS), Moraine Valley Community College (IL), Onondaga Community College (NY), Richland College (TX), Truckee Meadows Community College (NV), Washtenaw Community College (MI)

Source: National Community College Benchmarking Project

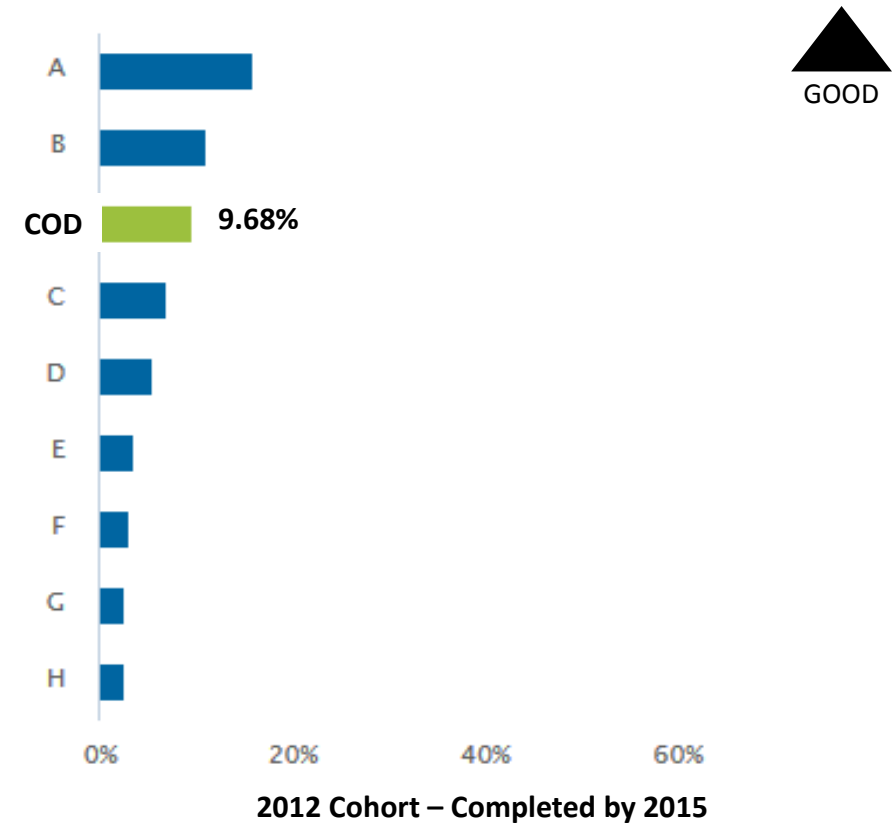# Students Who Transfer in Three Years
Part-Time, First-Time Students

Strength

Left chart — Percent/Percentile vs. Cohort year:

- 2008 COHORT Transferred 2011: 40th percentile, 10%
- 2009 COHORT Transferred 2012: *87th percentile, 23%
- 2010 COHORT Transferred 2013: *79th percentile, 17%
- 2011 COHORT Transferred 2014: *81st percentile, [VALUE]
- 2012 COHORT Transferred 2015: *89th percentile, 20%

GOOD

Percent Who Transferred
NCCBP National Percentile Ranking (all institutions)
* Top Quartile Performance

Source: National Community College Benchmarking Project

Right chart:

- COD: 19.62%
- A
- B
- C
- D
- E
- F
- G
- H

GOOD

2012 Cohort – Transferred by 2015

NCCBP Peer institutions > 10,000 Students:
Grand Rapids Community College (MI), Ivy Tech Community College of Indiana-Central Indiana (IN), Johnson County Community College (KS), Moraine Valley Community College (IL), Onondaga Community College (NY), Richland College (TX), Truckee Meadows Community College (NV), Washtenaw Community College (MI)

Students Who Completed or Transferred in Three Years
Part-Time, First-Time Students

Strength

GOOD

Percent/Percentile

37th

*79th

*75th

*80th

*89th

GOOD

16%

30%

28%

[VALUE]

29%

2008 COHORT Comp/Trans 2011
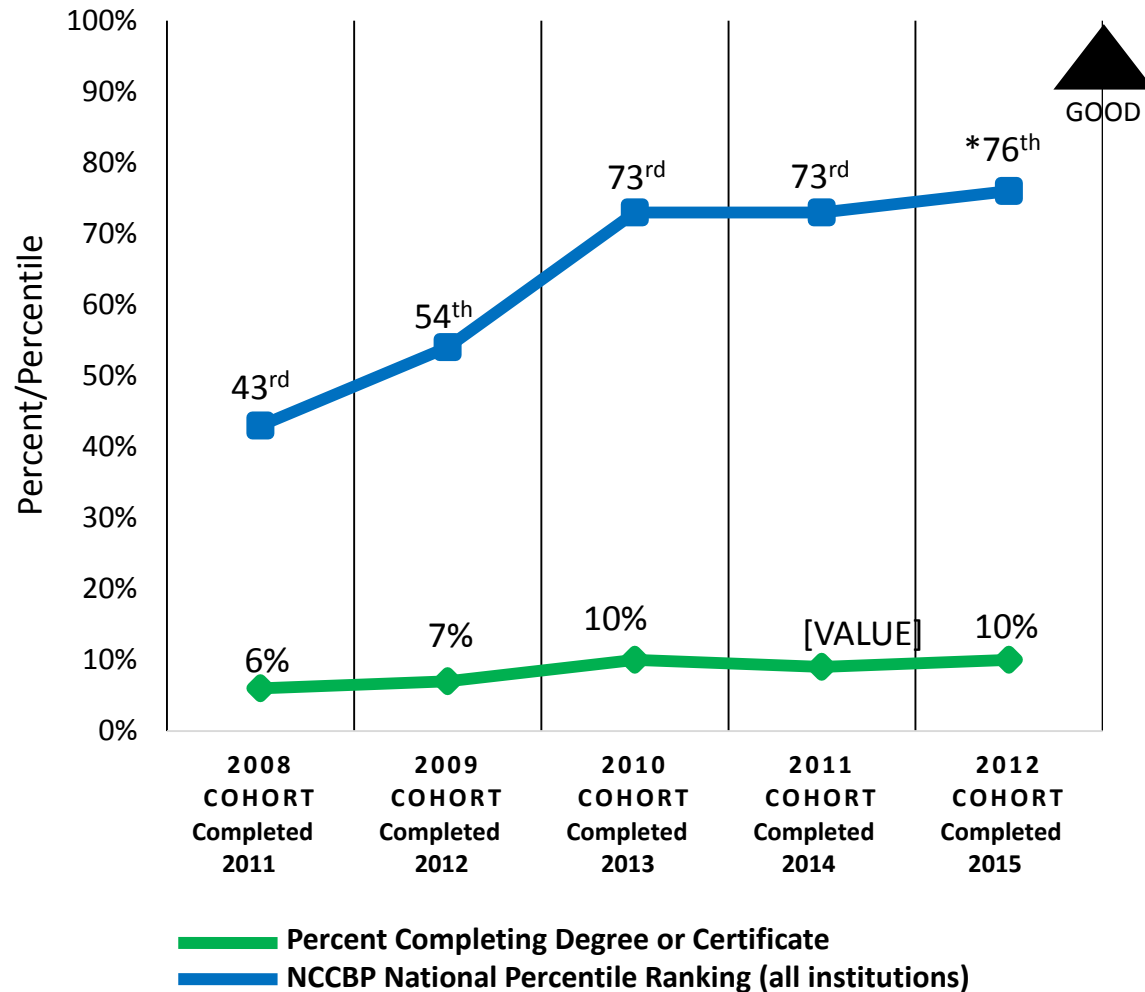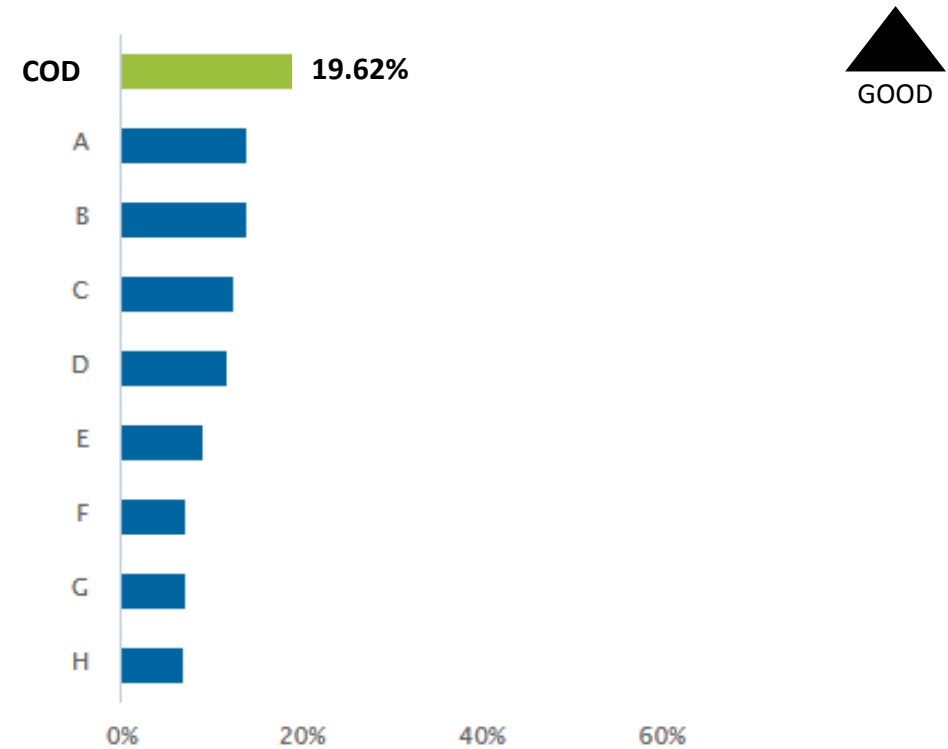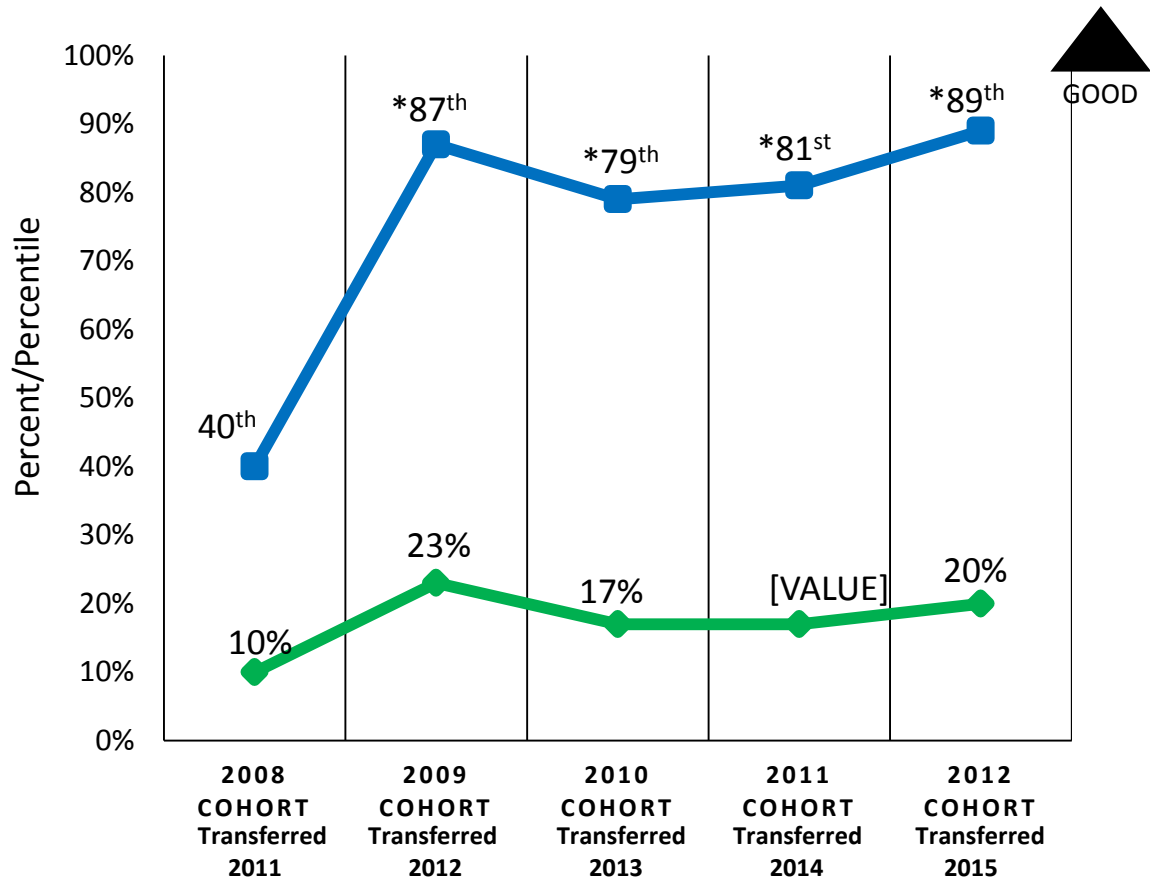2009 COHORT Comp/Trans 2012
2010 COHORT Comp/Trans 2013
2011 COHORT Comp/Trans 2014
2012 COHORT Comp/Trans 2015

— Percent Who Completed or Transferred
— NCCBP National Percentile Ranking (all institutions)
* Top Quartile Performance

Source: National Community College Benchmarking Project

A

COD   29.30%

B

C

D

E

F

G

H

0%   20%   40%   60%

2012 Cohort – Completed/Transferred by 2015

NCCBP Peer institutions > 10,000 Students:
Grand Rapids Community College (MI), Ivy Tech Community College of Indiana-Central Indiana (IN),
Johnson County Community College (KS), Moraine Valley Community College (IL), Onondaga
Community College (NY), Richland College (TX), Truckee Meadows Community College (NV),
Washtenaw Community College (MI)

Student Success

College Level Course Retention
Institution Wide

Source: National Community College Benchmarking Project

Left chart — Percent/Percentile by year:

Percent who Started and Completed Course (green line):
- 2010FA: 88%
- 2011FA: 88%
- 2012FA: 87%
- 2013FA: 89%
- 2014FA: 89%

NCCBP National Percentile Ranking (all institutions) (blue line):
- 2010FA: 34th
- 2011FA: 29th
- 2012FA: 21st
- 2013FA: 23rd
- 2014FA: 27th

GOOD ▲

Legend:
— Percent who Started and Completed Course
— NCCBP National Percentile Ranking (all institutions)
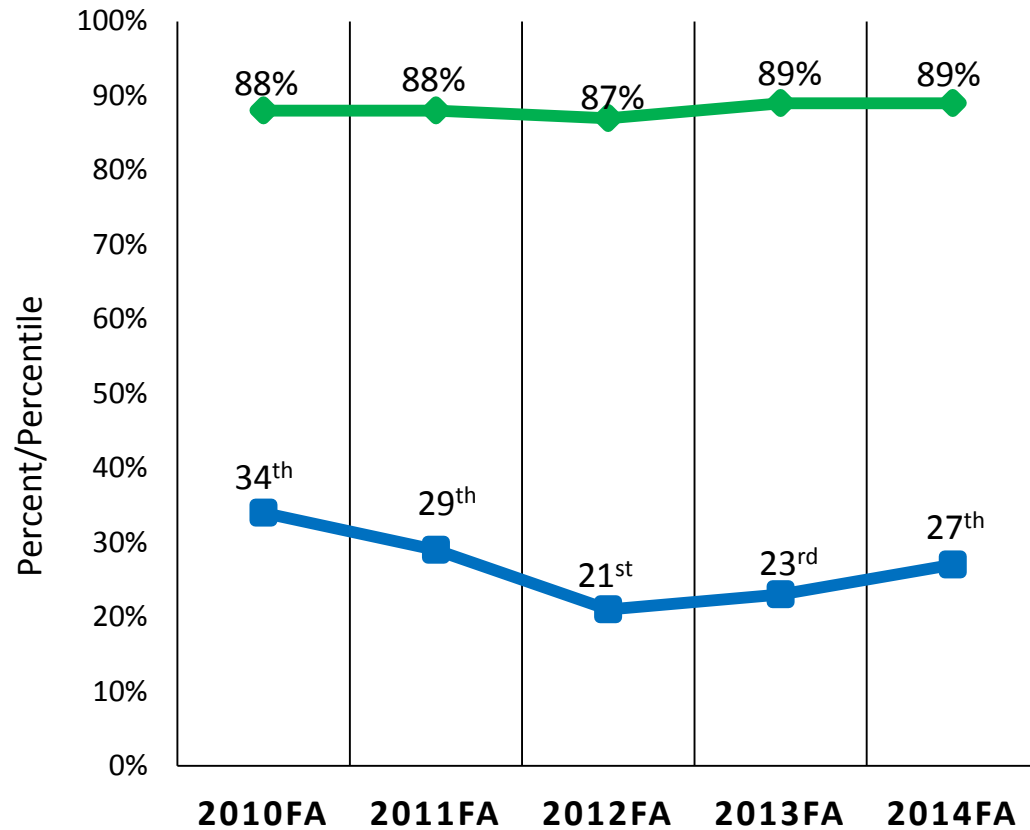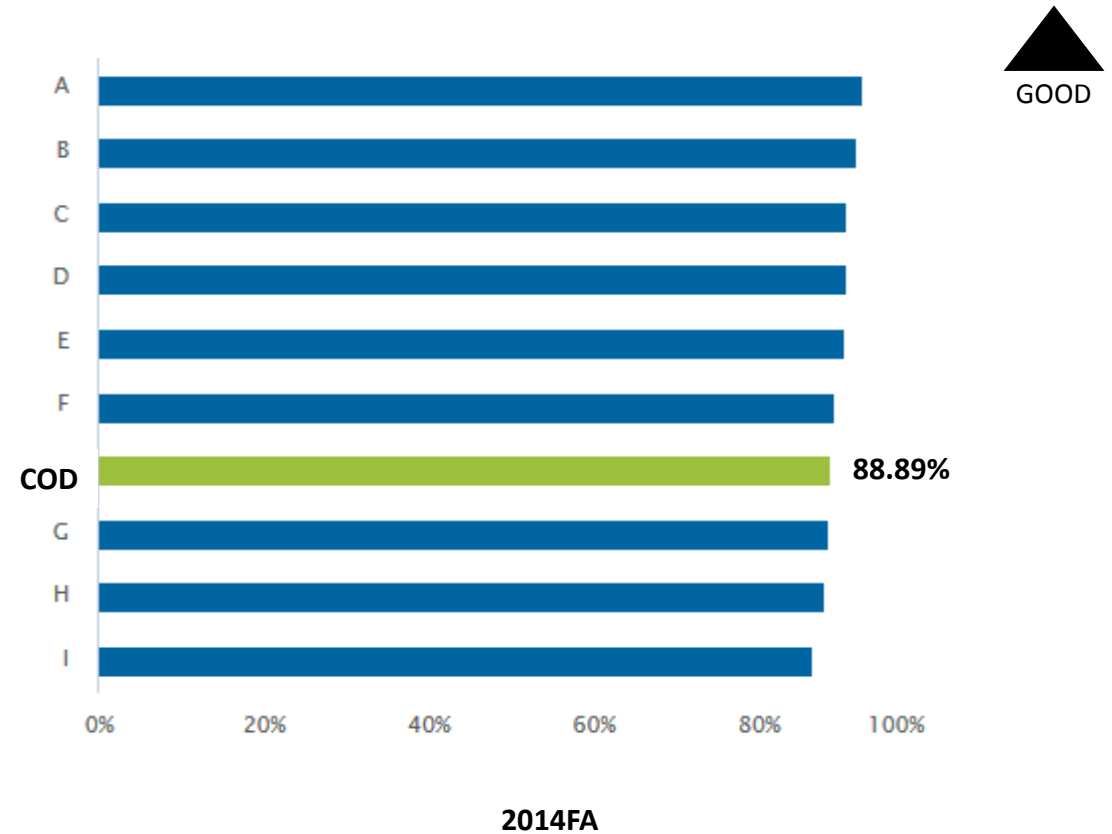
Right chart — 2014FA:

COD: 88.89%

GOOD ▲

NCCBP Peer institutions > 10,000 Students:
Grand Rapids Community College (MI), Ivy Tech Community College of Indiana-Central Indiana (IN), Johnson County Community College (KS), Moraine Valley Community College (IL), Onondaga Community College (NY), Richland College (TX), Truckee Meadows Community College (NV), Washtenaw Community College (MI), William Rainey Harper College (IL)

College Level Course Success
Institution Wide
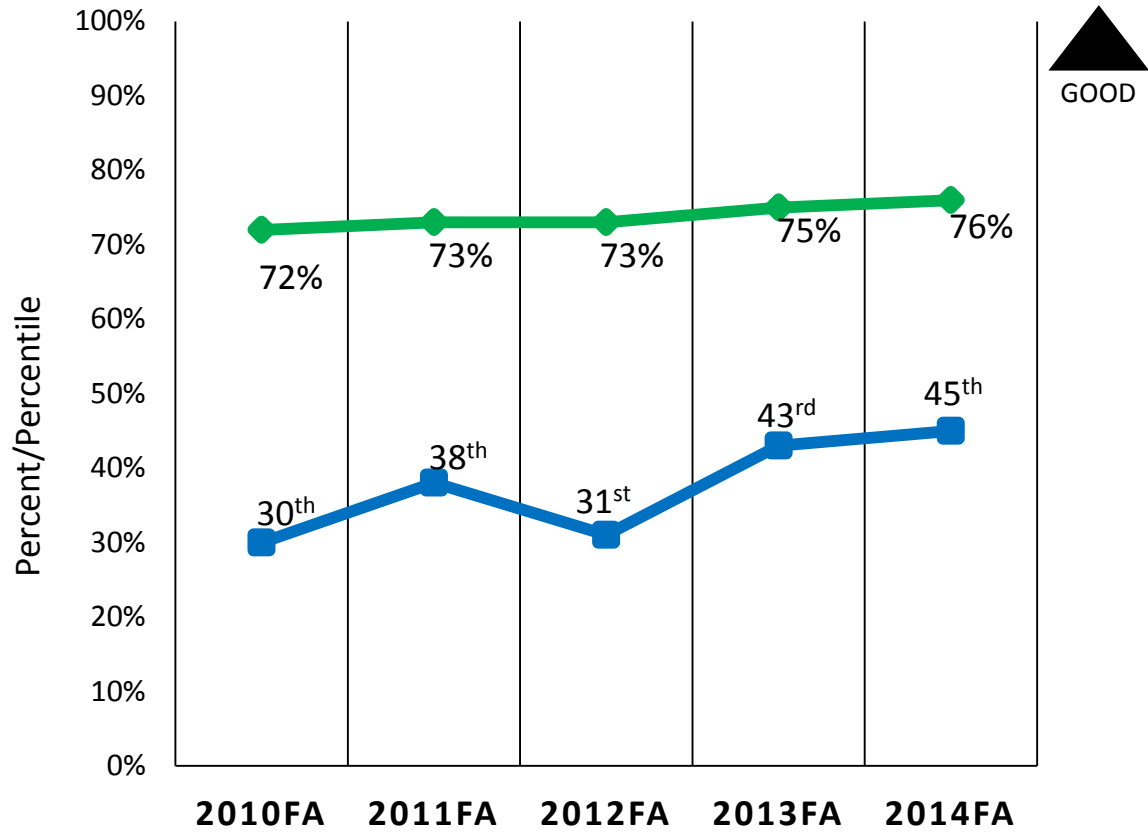
Marked Improvement

GOOD

- **Percent Receiving A, B or C Grade**
- **NCCBP National Percentile Ranking (all institutions)**

Source: National Community College Benchmarking Project

COD — 76.24%

2014FA

GOOD

NCCBP Peer institutions > 10,000 Students:
Grand Rapids Community College (MI), Ivy Tech Community College of Indiana-Central Indiana (IN), Johnson County Community College (KS), Moraine Valley Community College (IL), Onondaga Community College (NY), Richland College (TX), Truckee Meadows Community College (NV), Washtenaw Community College (MI), William Rainey Harper College (IL)

Overall Credit Grades
Students Receiving A or B Grades

Marked Improvement

Percent/Percentile

- 52% (2010FA)
- 54% (2011FA)
- 55% (2012FA)
- 57% (2013FA)
- 58% (2014FA)

- 18th (2010FA)
- 32nd (2011FA)
- 36th (2012FA)
- 42nd (2013FA)
- 41st (2014FA)

GOOD

Percent Receiving A or B Grade
NCCBP National Percentile Ranking (all institutions)

Source: National Community College Benchmarking Project

GOOD

A
B
C
COD — **57.54%**
D
E
F
G
H
I

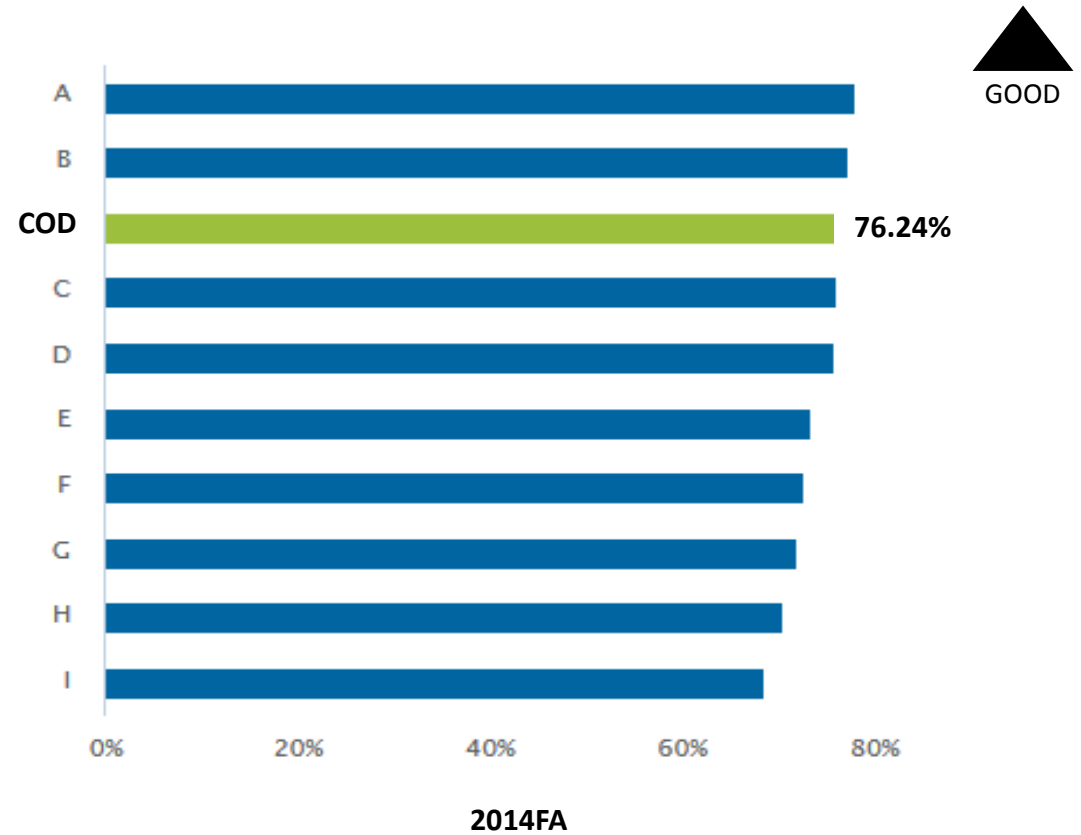0%   20%   40%   60%   80%

2014FA

NCCBP Peer institutions > 10,000 Students:
Grand Rapids Community College (MI), Ivy Tech Community College of Indiana-Central Indiana (IN), Johnson County Community College (KS), Moraine Valley Community College (IL), Onondaga Community College (NY), Richland College (TX), Truckee Meadows Community College (NV), Washtenaw Community College (MI), William Rainey Harper College (IL)
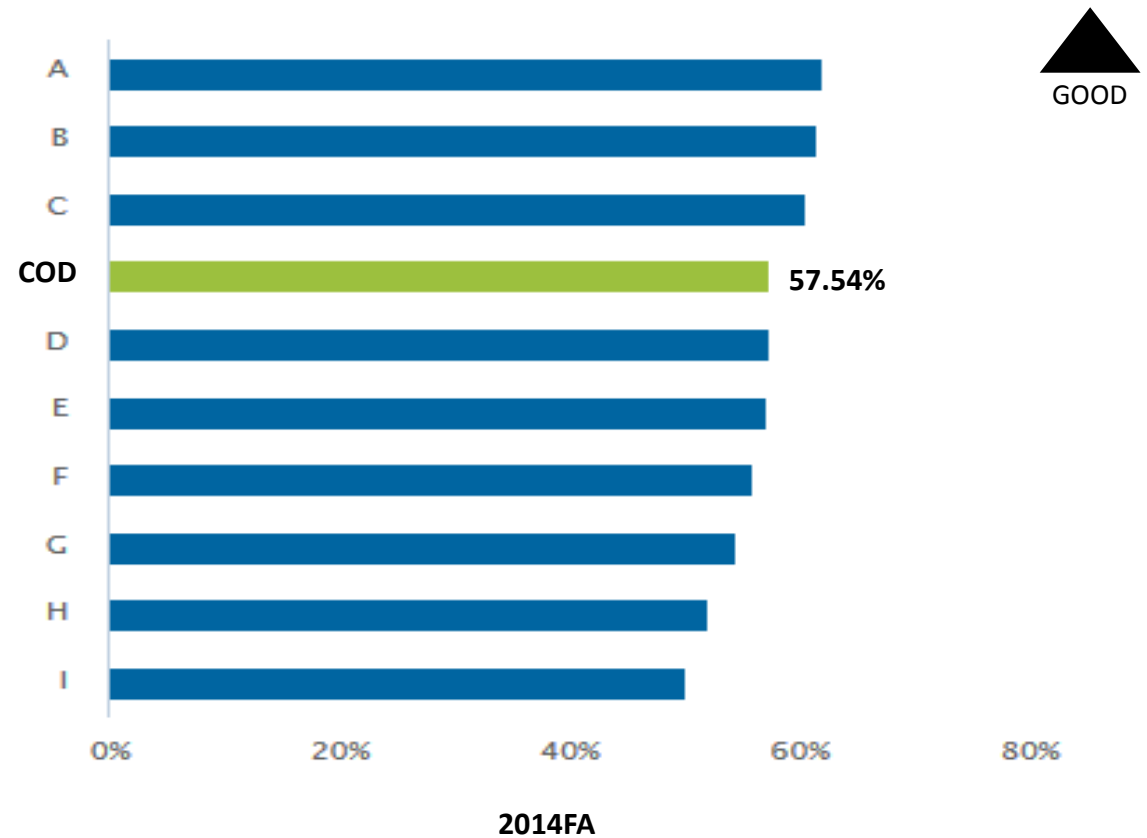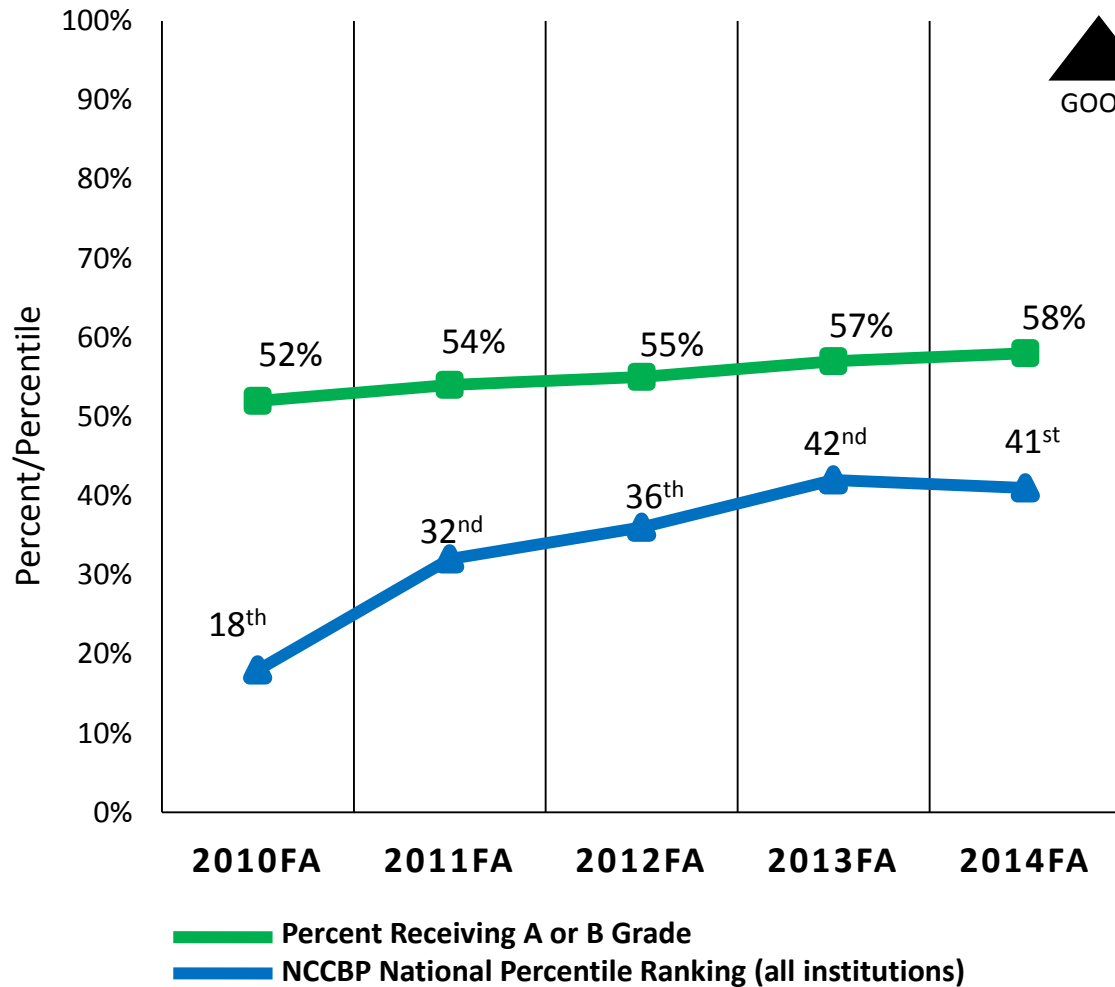
Developmental English
Student Success

Strength

Percent/Percentile

100%
90%
80% — *79th
70% — 72nd, 77th, 69%, 73%
60% — 70%, 71%, 66%, 60th
50% — 51st
40%
30%
20%
10%
0%

2010FA 2011FA 2012FA 2013FA 2014FA

GOOD

— Percent Receiving A, B or C Grade
— NCCBP National Percentile Ranking (all institutions)
* Top Quartile Performance

Source: National Community College Benchmarking Project

COD — 73.44%   GOOD

A
B
C
D
E
F
G
H
I

0%   20%   40%   60%   80%

2014FA

NCCBP Peer institutions > 10,000 Students:
Grand Rapids Community College (MI), Ivy Tech Community College of Indiana-Central Indiana (IN), Johnson County Community College (KS), Moraine Valley Community College (IL), Onondaga Community College (NY), Richland College (TX), Truckee Meadows Community College (NV), Washtenaw Community College (MI), William Rainey Harper College (IL)

Developmental Mathematics
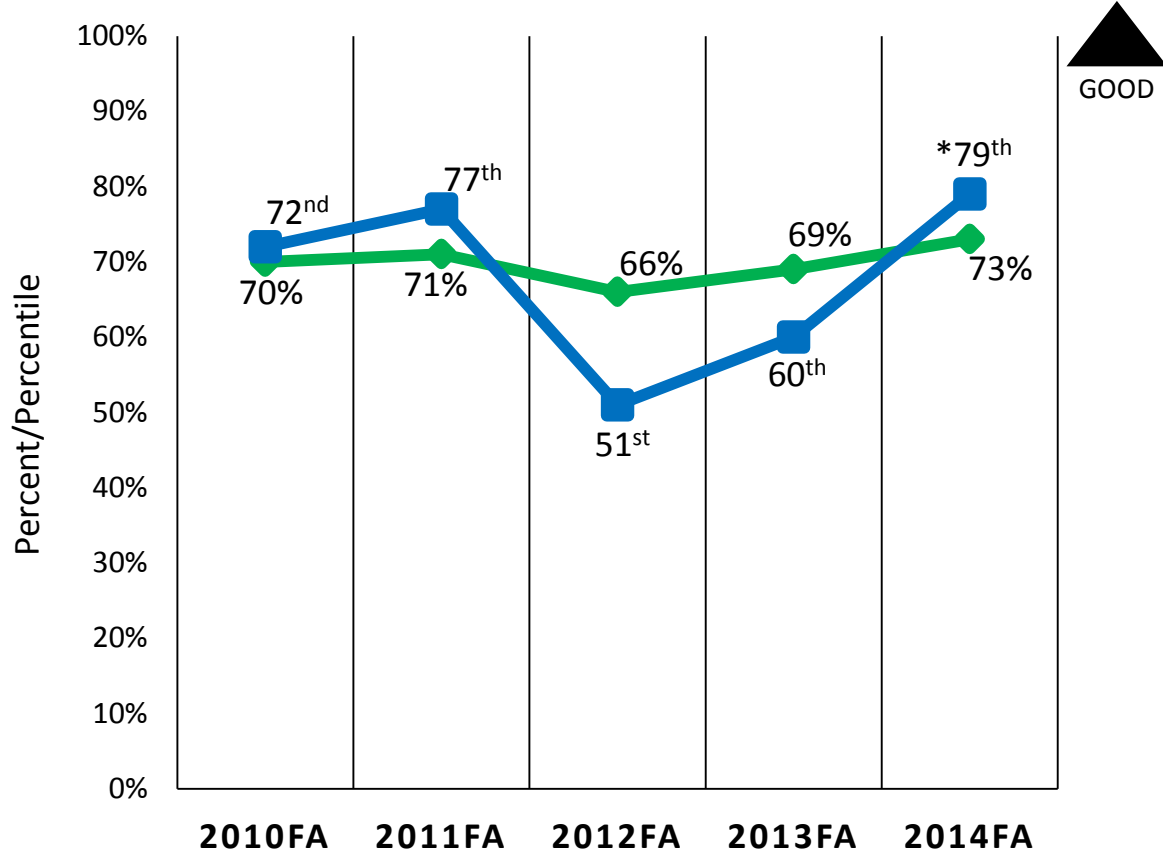## Student Success
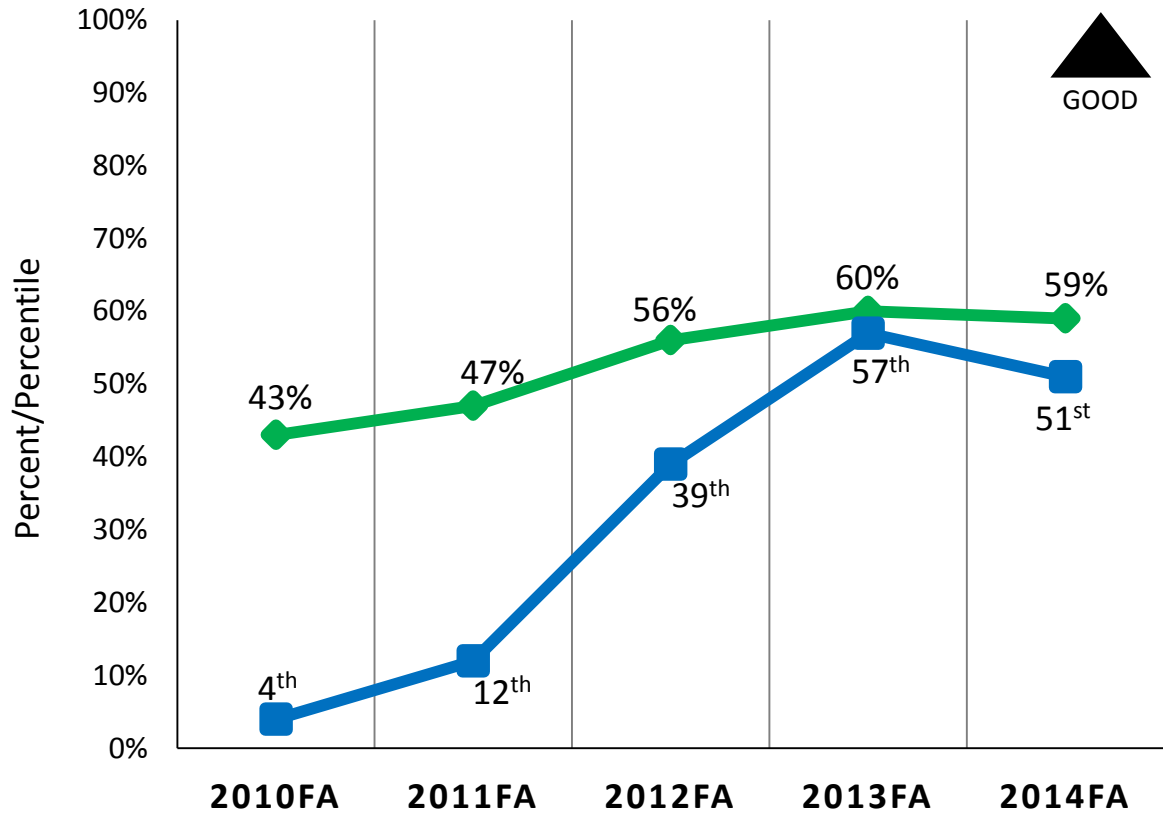
Source: National Community College Benchmarking Project

Percent Receiving A, B or C Grade
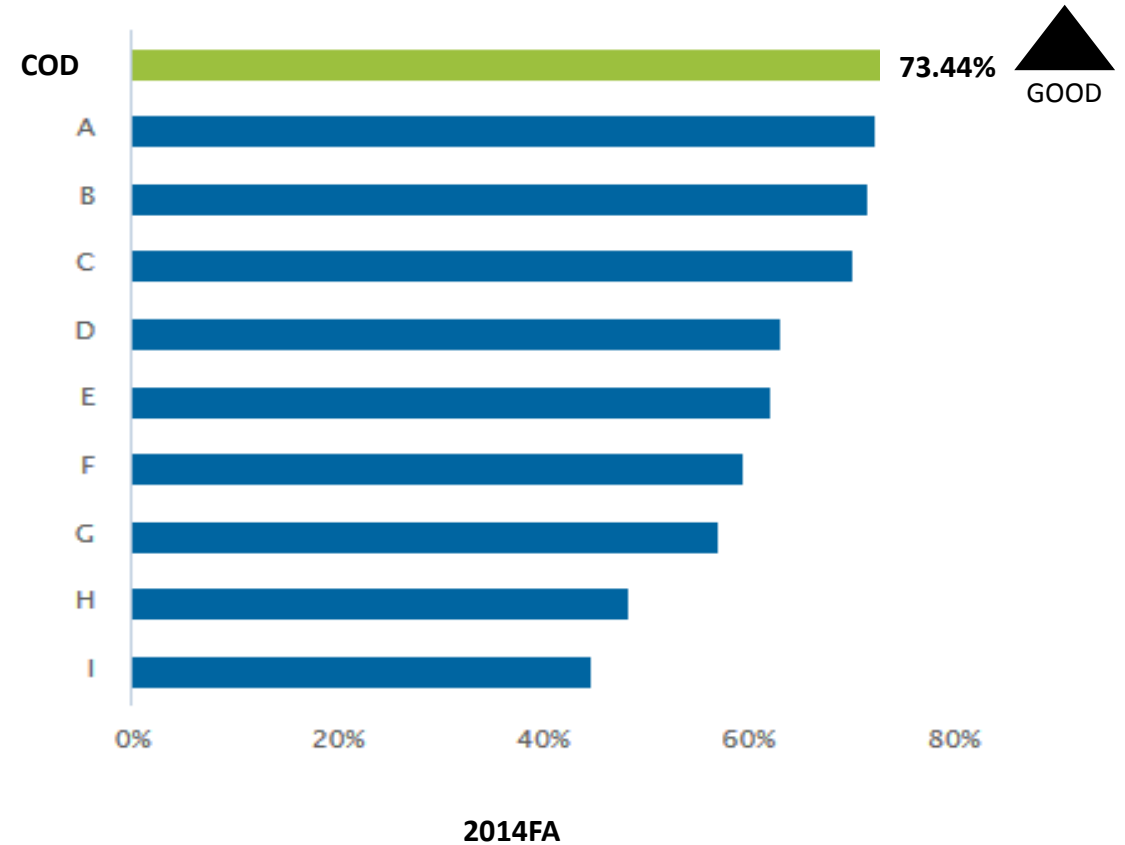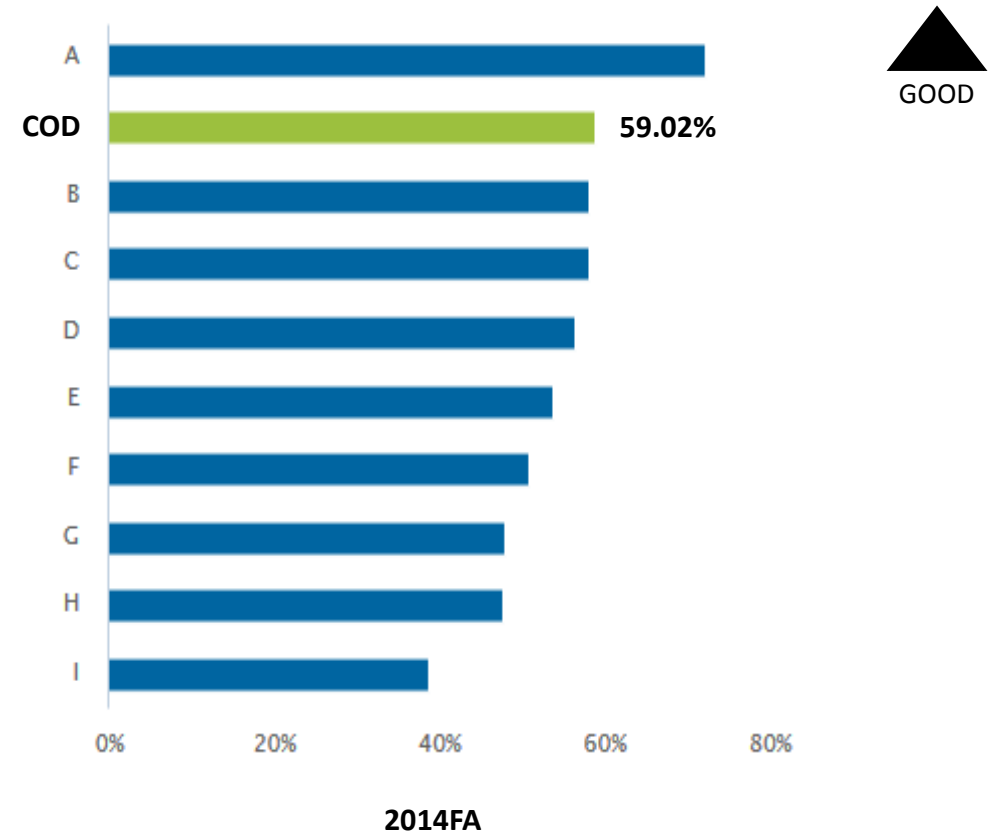**NCCBP National Percentile Ranking (all institutions)**

NCCBP Peer institutions > 10,000 Students:
Grand Rapids Community College (MI), Ivy Tech Community College of Indiana-Central Indiana (IN), Johnson County Community College (KS), Moraine Valley Community College (IL), Onondaga Community College (NY), Richland College (TX), Truckee Meadows Community College (NV), Washtenaw Community College (MI), William Rainey Harper College (IL)

First College Level English Course After Developmental English Student Success

Strength

Left chart — Percent/Percentile by year:
- 2010FA: *83rd (NCCBP), 79% (A, B or C Grade)
- 2011FA: *89th (NCCBP), 82% (A, B or C Grade)
- 2012FA: 62nd (NCCBP), 74% (A, B or C Grade)
- 2013FA: *88th (NCCBP), 83% (A, B or C Grade)
- 2014FA: *82nd (NCCBP), 81% (A, B or C Grade)

GOOD

Legend:
- **Percent Receiving A, B or C Grade**
- **NCCBP National Percentile Ranking (all institutions)**
- * **Top Quartile Performance**

Right chart — 2014FA:
- A through I institutions
- COD: 81.25%

GOOD

Source: National Community College Benchmarking Project

NCCBP Peer institutions > 10,000 Students:
Grand Rapids Community College (MI), Ivy Tech Community College of Indiana-Central Indiana (IN), Johnson County Community College (KS), Moraine Valley Community College (IL), Onondaga Community College (NY), Richland College (TX), Truckee Meadows Community College (NV), Washtenaw Community College (MI), William Rainey Harper College (IL)
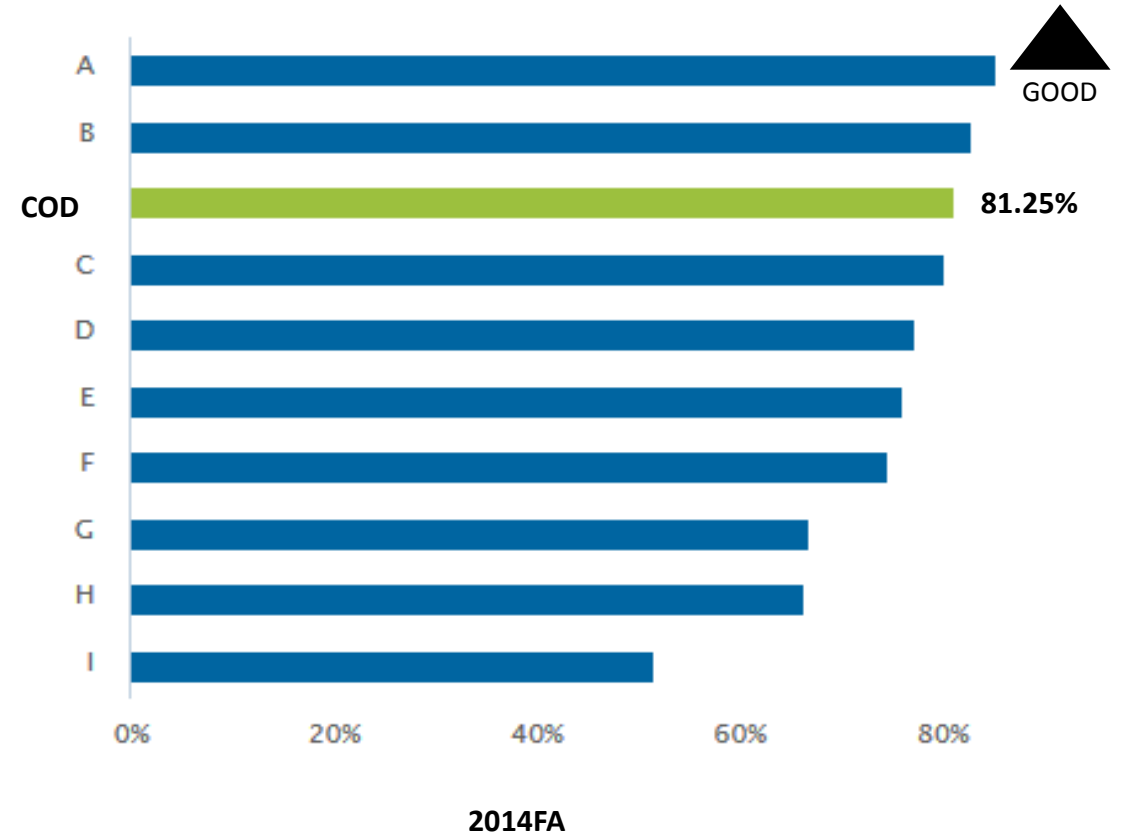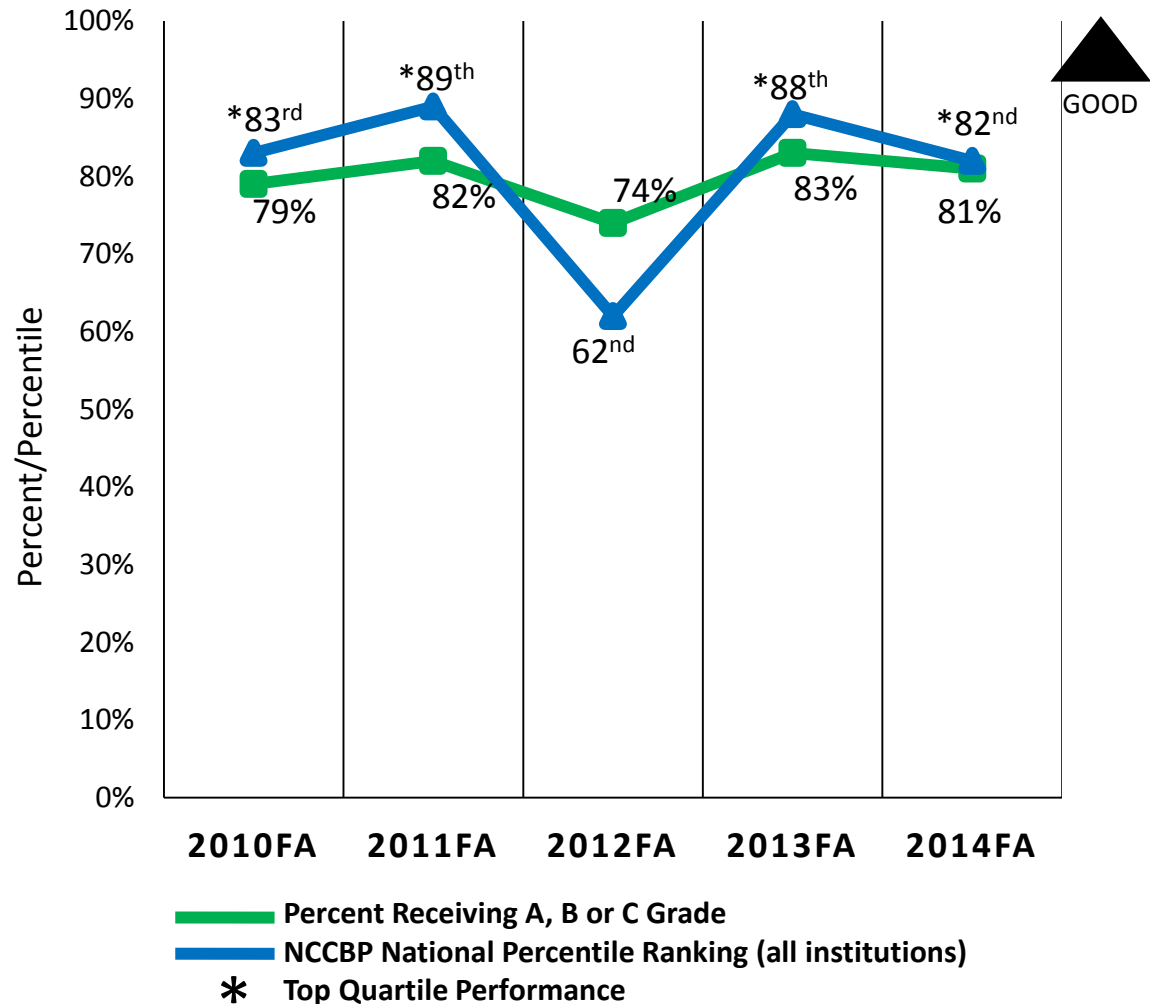
First College Level Math Course After Developmental Math Student Success

OFI

Legend (line chart):
- Percent Receiving A, B or C Grade
- NCCBP National Percentile Ranking (all institutions)

Percent Receiving A, B or C Grade values: 70% (2010FA), 59% (2011FA), 62% (2012FA), 65% (2013FA), 63% (2014FA)

NCCBP National Percentile Ranking: 66th (2010FA), 29th (2011FA), 36th (2012FA), 42nd (2013FA), 34th (2014FA)

GOOD ▲

Y-axis: Percent/Percentile

Bar chart (2014FA):
COD: 63.45%

Categories A–I, COD

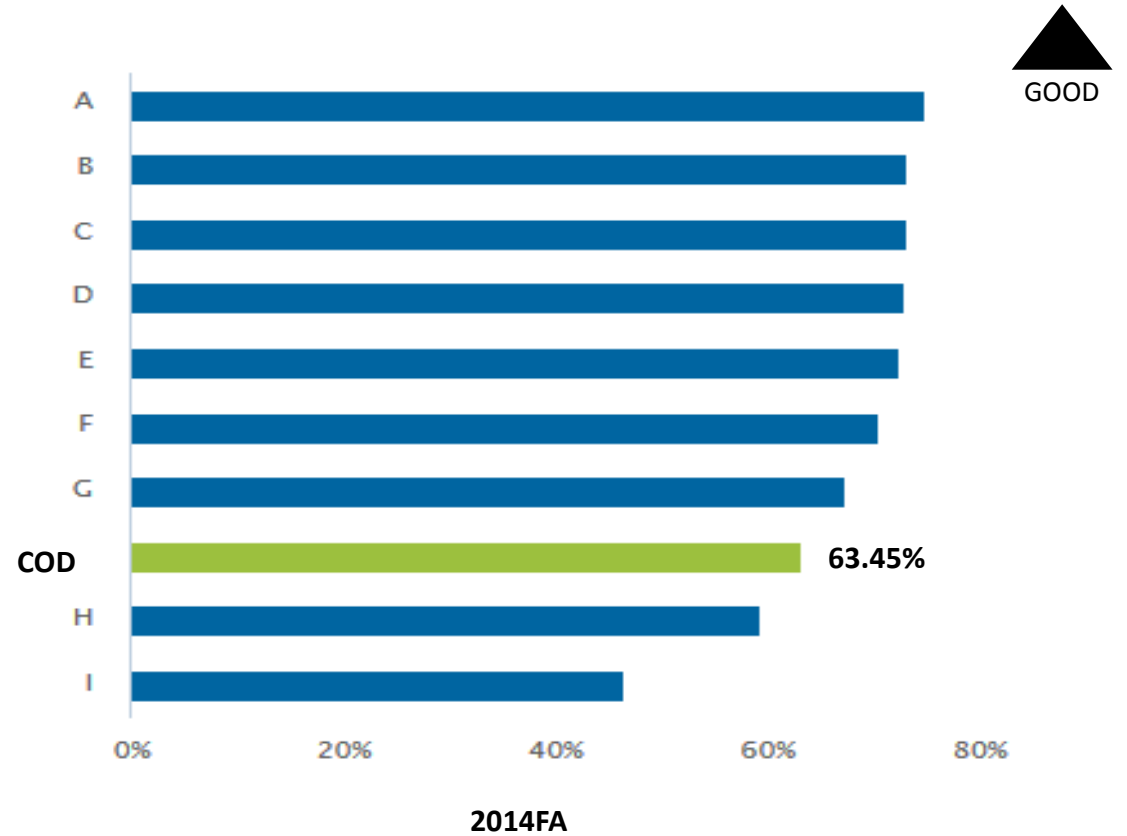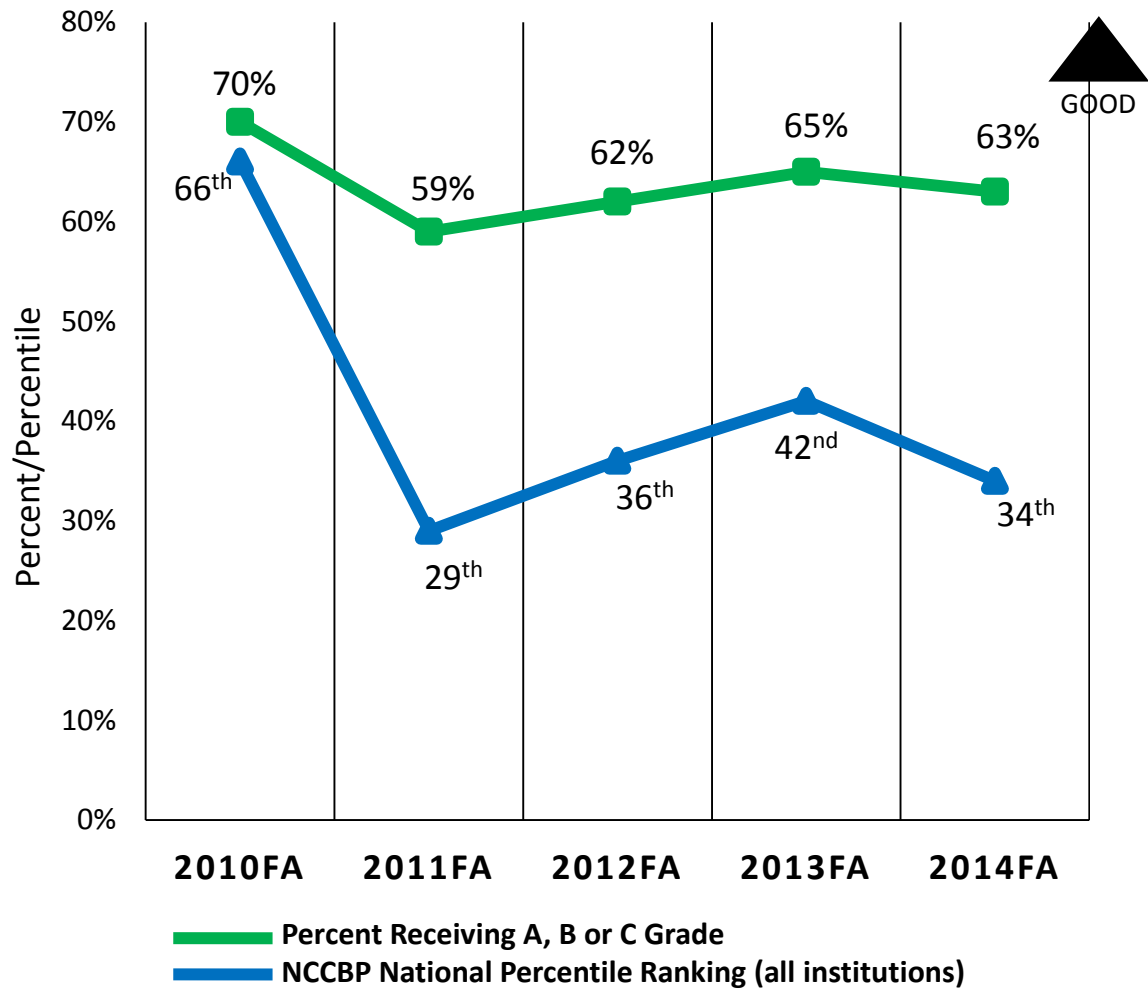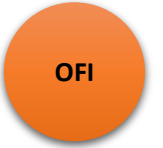Source: National Community College Benchmarking Project

NCCBP Peer institutions > 10,000 Students:
Grand Rapids Community College (MI), Ivy Tech Community College of Indiana-Central Indiana (IN), Johnson County Community College (KS), Moraine Valley Community College (IL), Onondaga Community College (NY), Richland College (TX), Truckee Meadows Community College (NV), Washtenaw Community College (MI), William Rainey Harper College (IL)

Composition I
Student Success

Marked Improvement

Percent/Percentile

	2010FA	2011FA	2012FA	2013FA	2014FA

Percent Receiving A, B or C Grade: 68%, 71%, 74%, 74%, 75%

NCCBP National Percentile Ranking (all institutions): 35th, 47th, 62nd, 64th, 58th

GOOD

Percent Receiving A, B or C Grade
NCCBP National Percentile Ranking (all institutions)

Source: National Community College Benchmarking Project
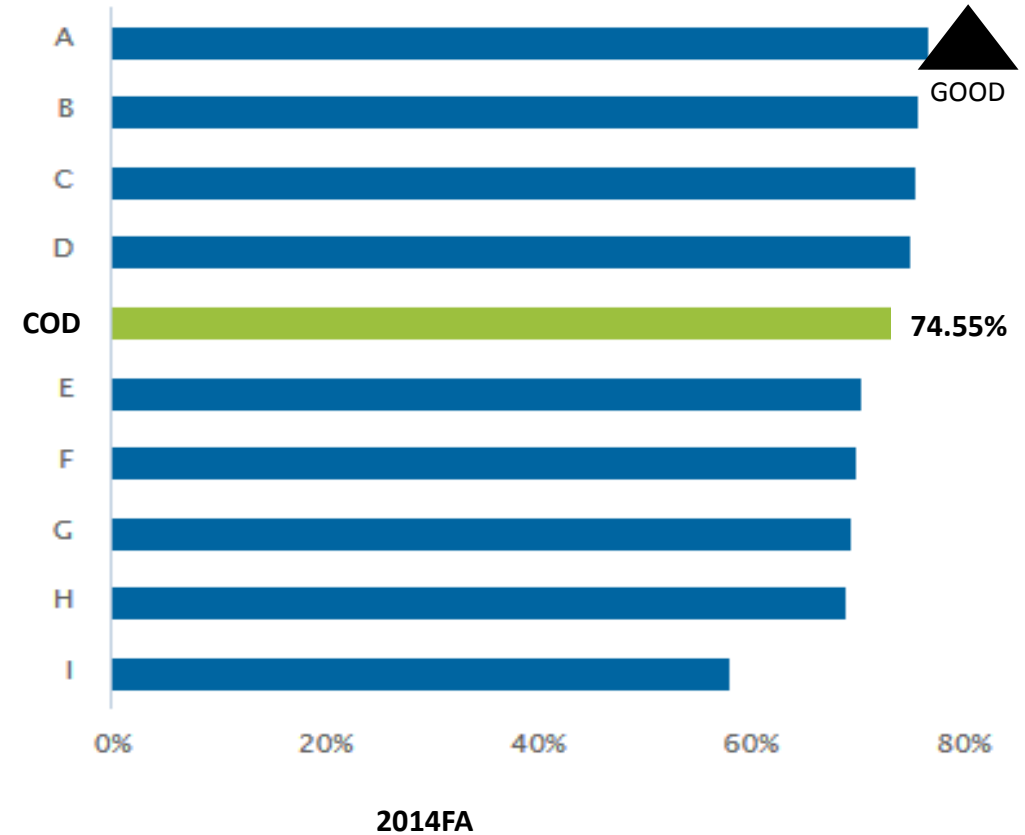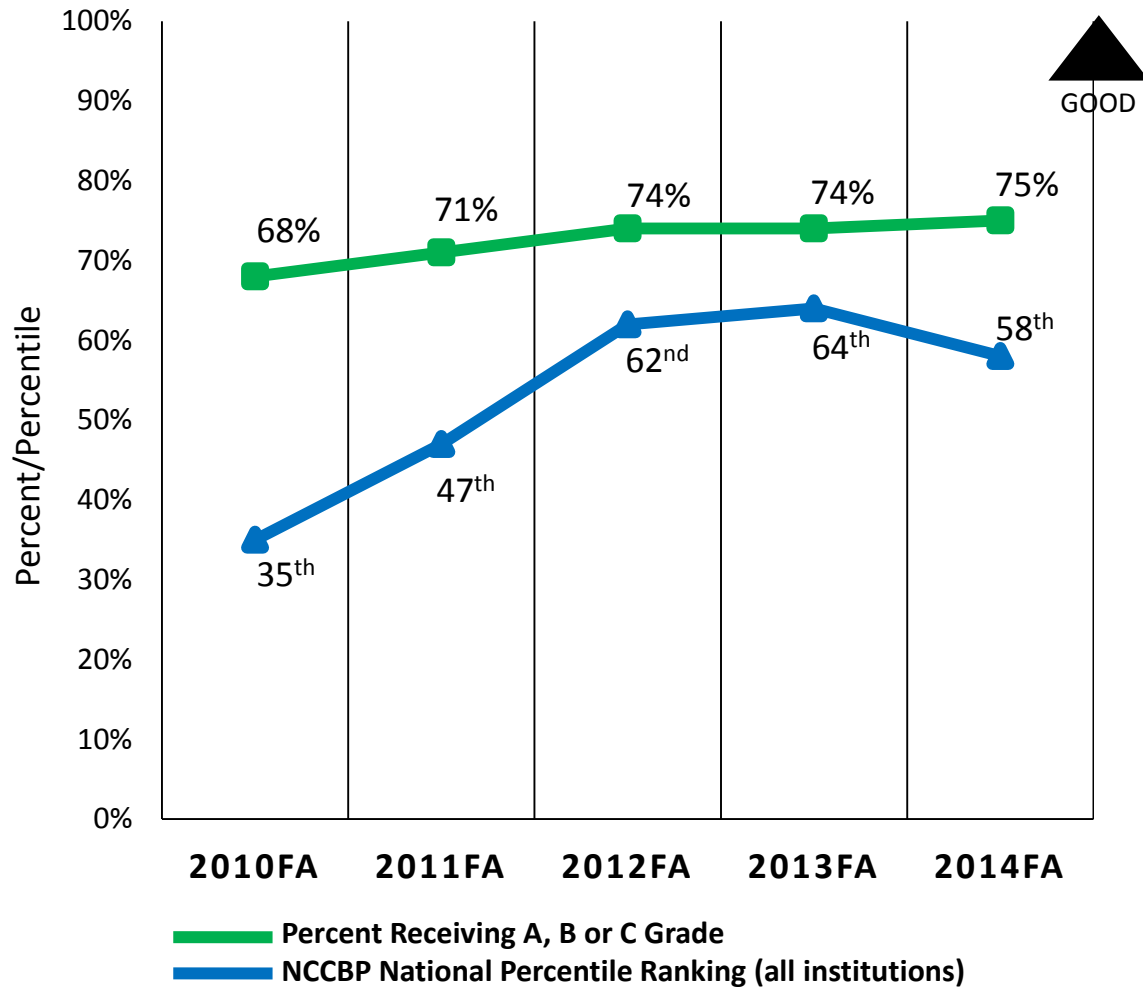

GOOD

COD — 74.55%

2014FA

NCCBP Peer institutions > 10,000 Students:
Grand Rapids Community College (MI), Ivy Tech Community College of Indiana-Central Indiana (IN), Johnson County Community College (KS), Moraine Valley Community College (IL), Onondaga Community College (NY), Richland College (TX), Truckee Meadows Community College (NV), Washtenaw Community College (MI), William Rainey Harper College (IL)

Composition II
Student Success

GOOD

Percent Receiving A, B or C Grade
NCCBP National Percentile Ranking (all institutions)

Source: National Community College Benchmarking Project

GOOD
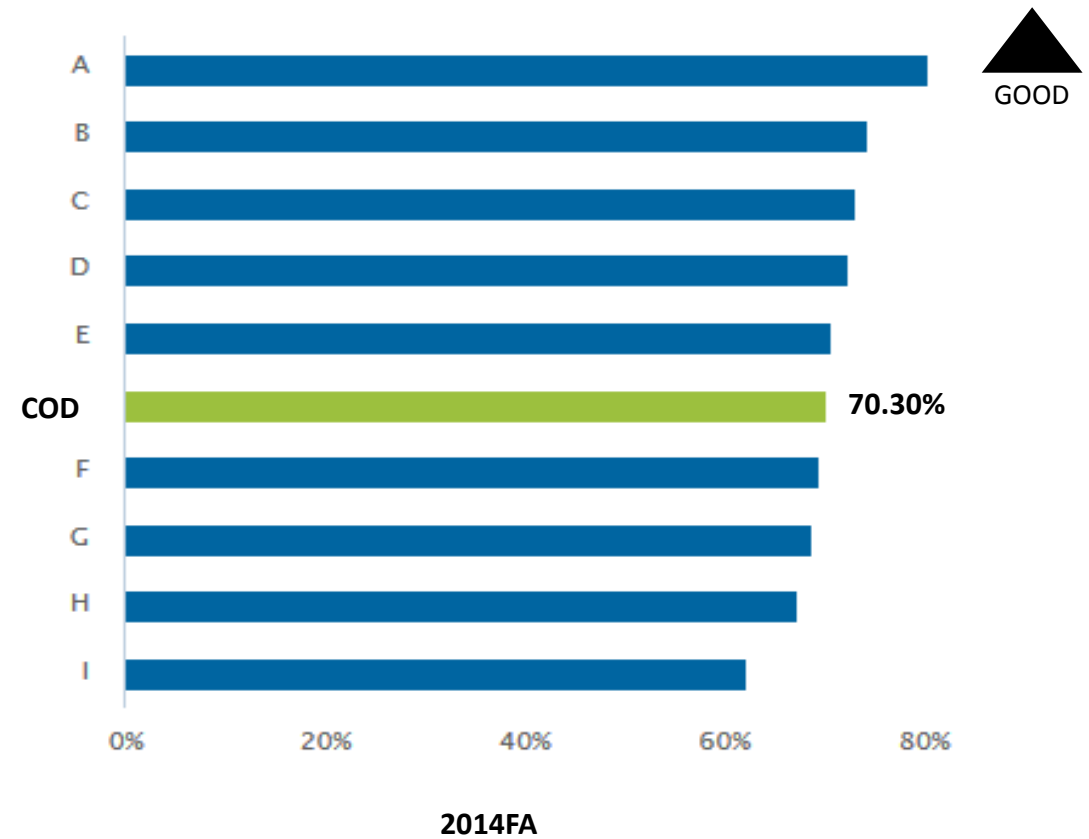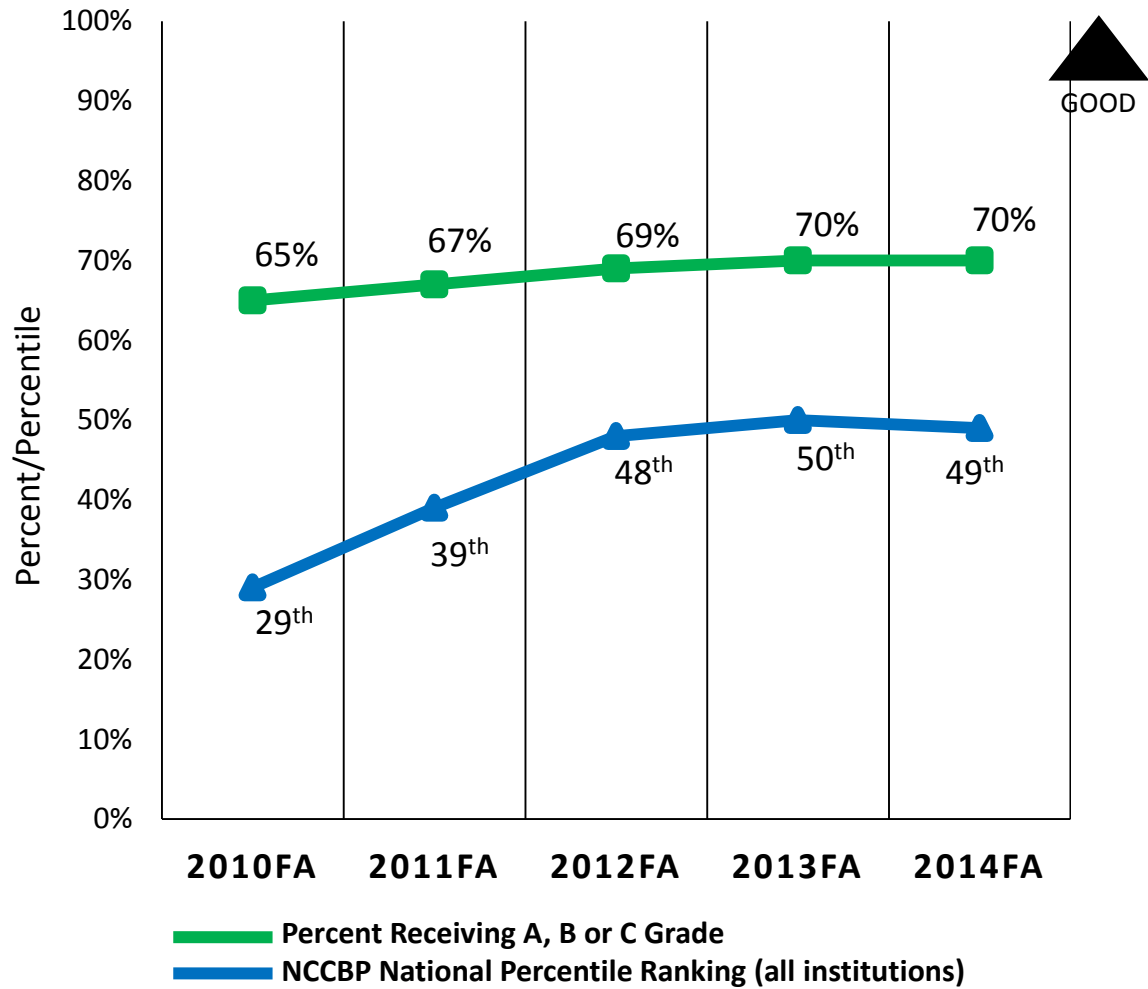
COD **70.30%**

2014FA

NCCBP Peer institutions > 10,000 Students:
Grand Rapids Community College (MI), Ivy Tech Community College of Indiana-Central Indiana (IN), Johnson County Community College (KS), Moraine Valley Community College (IL), Onondaga Community College (NY), Richland College (TX), Truckee Meadows Community College (NV), Washtenaw Community College (MI), William Rainey Harper College (IL)

Speech
Student Success

Marked Improvement

GOOD

Year	Percent Receiving A, B or C Grade	NCCBP National Percentile Ranking
2010FA	73%	31st
2011FA	76%	43rd
2012FA	76%	41st
2013FA	80%	56th
2014FA	79%	51st

Percent Receiving A, B or C Grade
NCCBP National Percentile Ranking (all institutions)

Source: National Community College Benchmarking Project
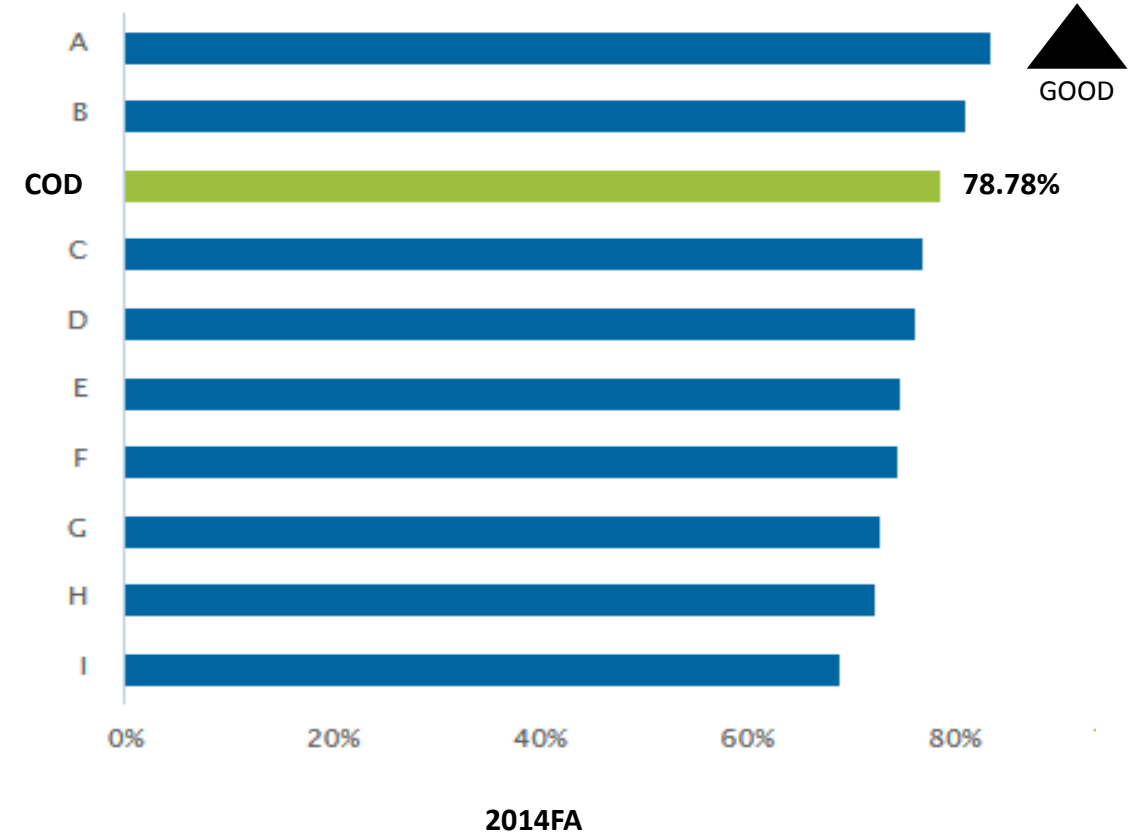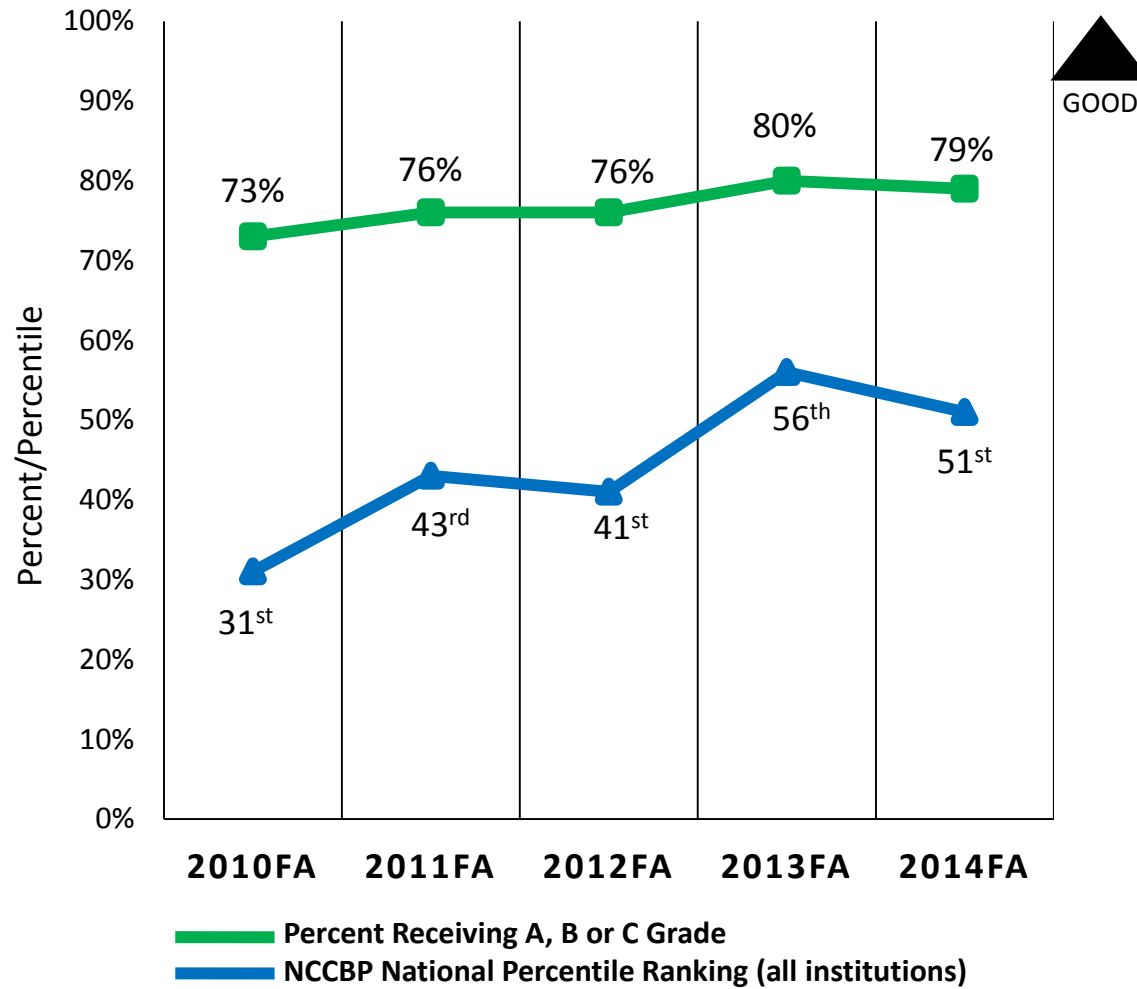
COD 78.78%

2014FA

NCCBP Peer institutions > 10,000 Students:
Grand Rapids Community College (MI), Ivy Tech Community College of Indiana-Central Indiana (IN), Johnson County Community College (KS), Moraine Valley Community College (IL), Onondaga Community College (NY), Richland College (TX), Truckee Meadows Community College (NV), Washtenaw Community College (MI), William Rainey Harper College (IL)

Algebra
Student Success

Left chart (line graph): Percent/Percentile vs. year

GOOD ▲

Year	Percent Receiving A, B or C Grade	NCCBP National Percentile Ranking
2010FA	43%	4th
2011FA	49%	7th
2012FA	45%	6th
2013FA	50%	11th
2014FA	55%	21st

— Percent Receiving A, B or C Grade
— NCCBP National Percentile Ranking (all institutions)

Source: National Community College Benchmarking Project

Right chart (bar graph): 2014FA

GOOD ▲

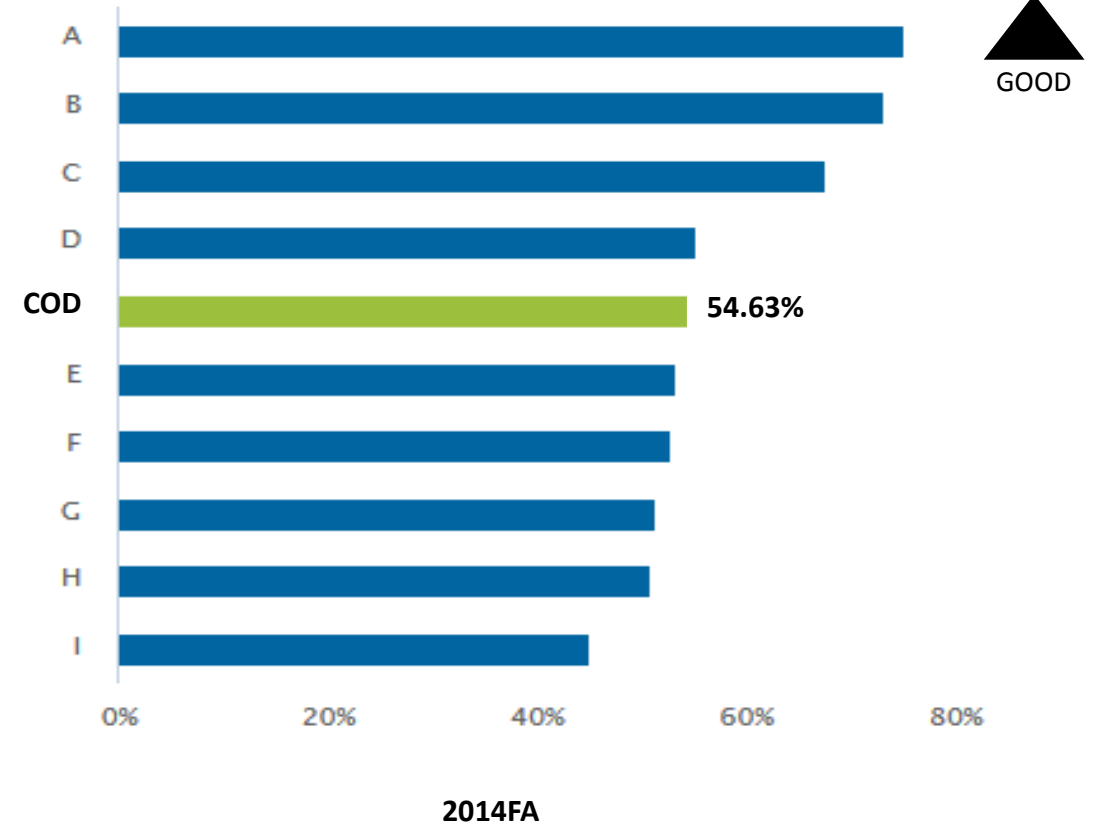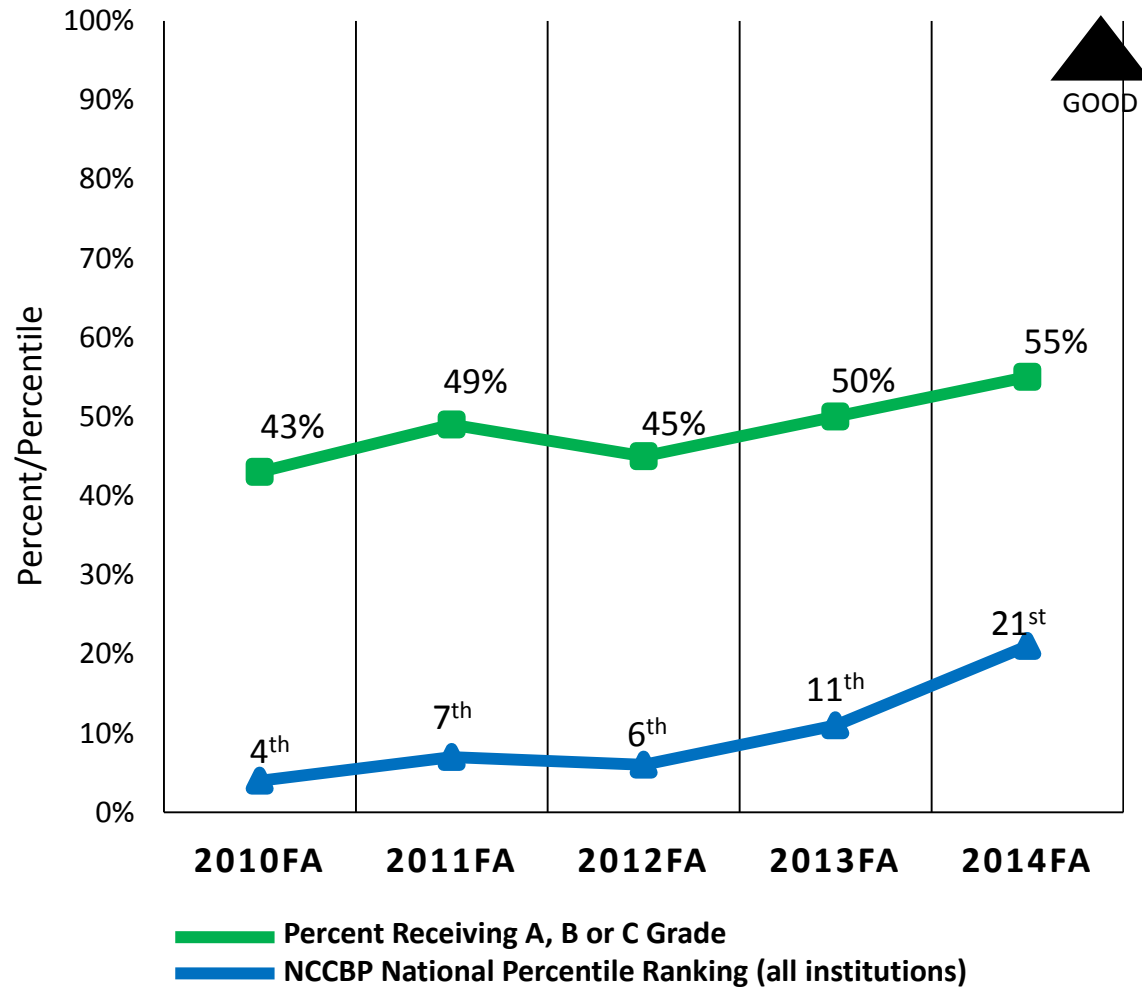| Institution	Value
A	
B	
C	
D	
COD	54.63%
E	
F	
G	
H	
I	

2014FA

NCCBP Peer institutions > 10,000 Students:
Grand Rapids Community College (MI), Ivy Tech Community College of Indiana-Central Indiana (IN), Johnson County Community College (KS), Moraine Valley Community College (IL), Onondaga Community College (NY), Richland College (TX), Truckee Meadows Community College (NV), Washtenaw Community College (MI), William Rainey Harper College (IL)

Distance Learners
Completers

OFI

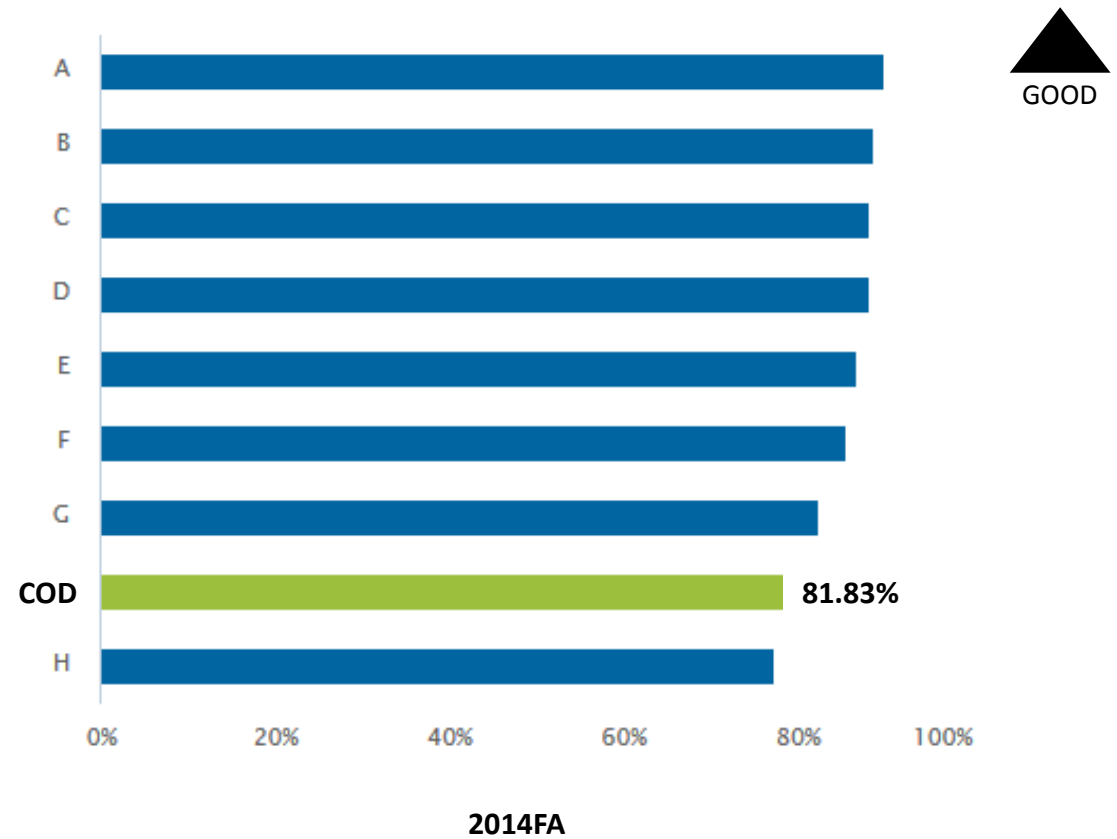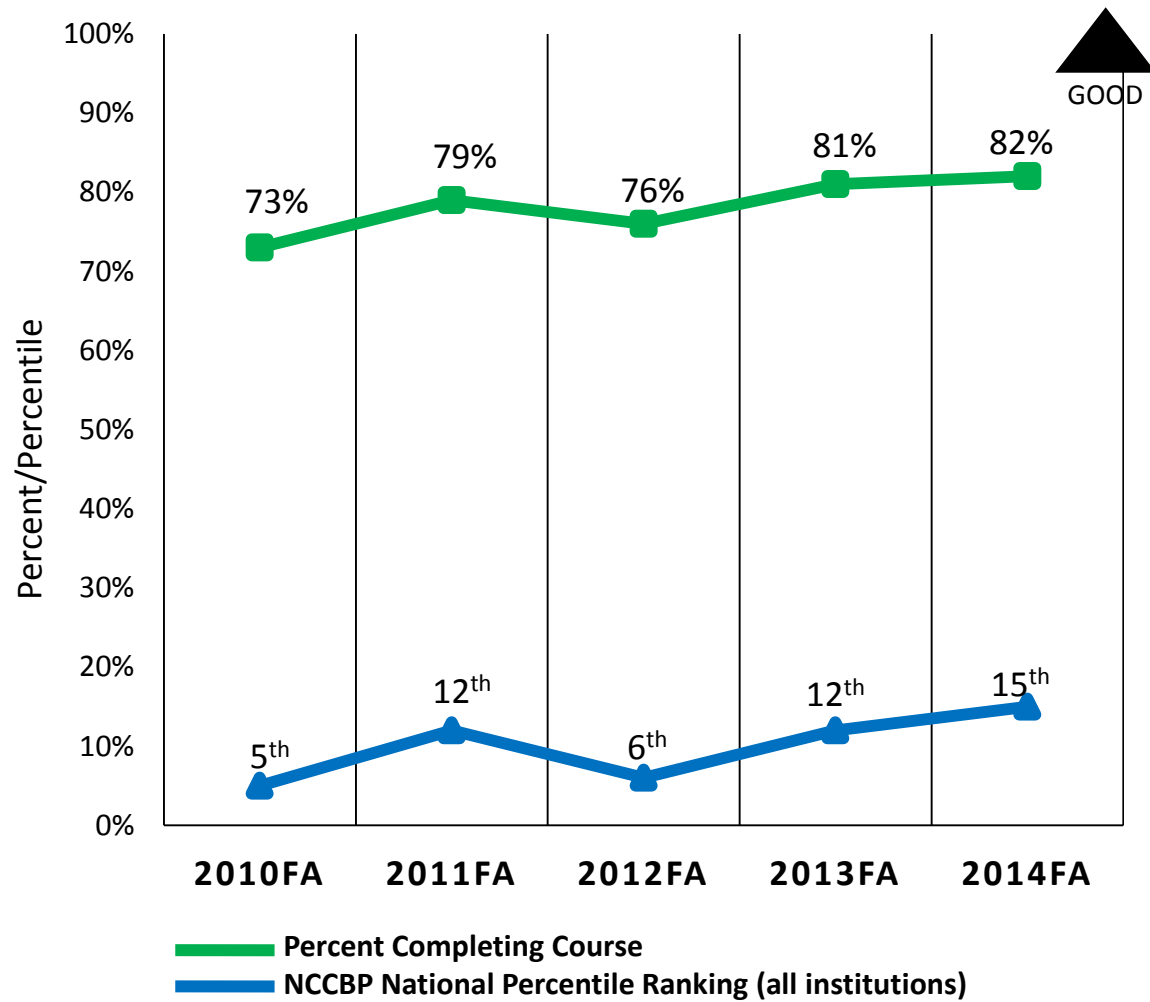Source: National Community College Benchmarking Project

NCCBP Peer institutions > 10,000 Students:
Grand Rapids Community College (MI), Ivy Tech Community College of Indiana-Central Indiana (IN), Johnson County Community College (KS), Moraine Valley Community College (IL), Onondaga Community College (NY), Richland College (TX), Truckee Meadows Community College (NV), Washtenaw Community College (MI)

Distance Learners
Student Success

Source: National Community College Benchmarking Project

Marked Improvement

Legend:
- Percent Receiving an A, B or C Grade
- NCCBP National Percentile Ranking (all institutions)

Left chart data (Percent/Percentile vs Year):
- 2010FA: 50% (2nd)
- 2011FA: 57% (11th)
- 2012FA: 57% (9th)
- 2013FA: 61% (20th)
- 2014FA: 64% (28th)

GOOD

Right chart (2014FA):
- A
- B
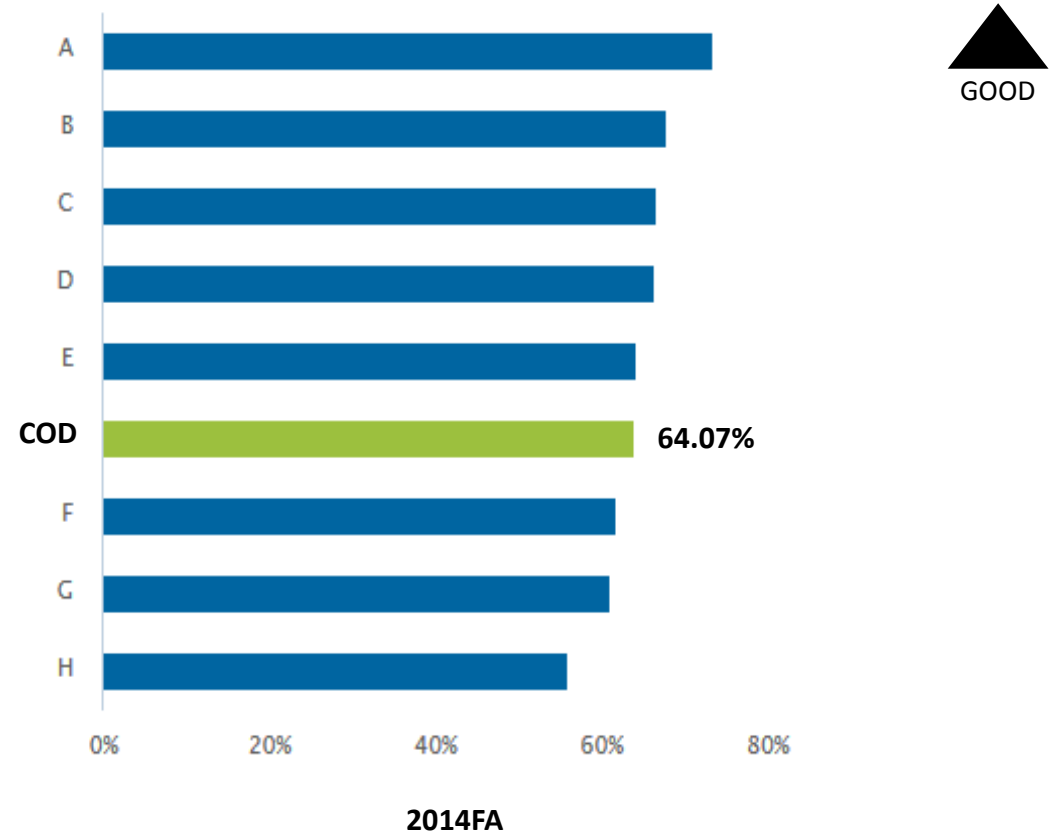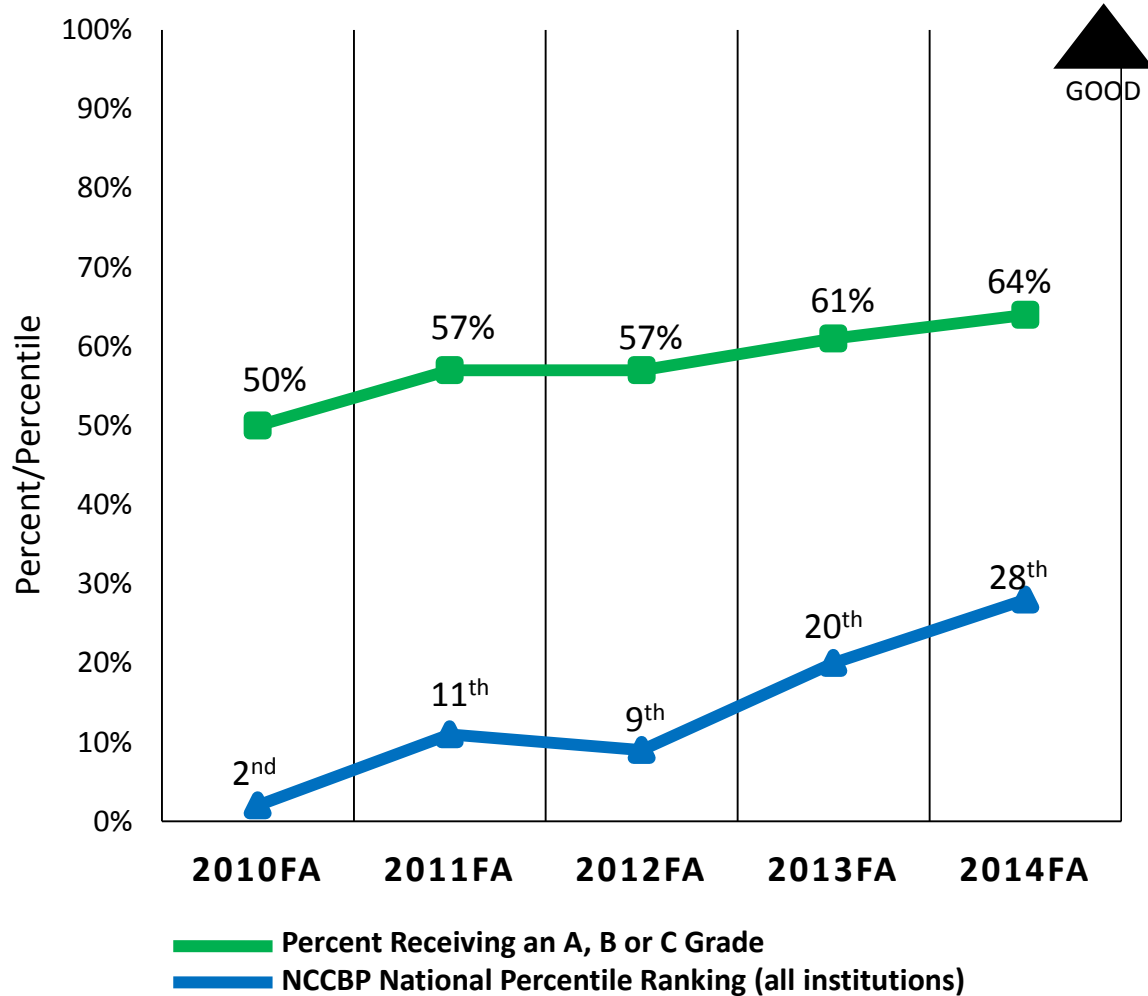- C
- D
- E
- **COD — 64.07%**
- F
- G
- H

GOOD

NCCBP Peer institutions > 10,000 Students:
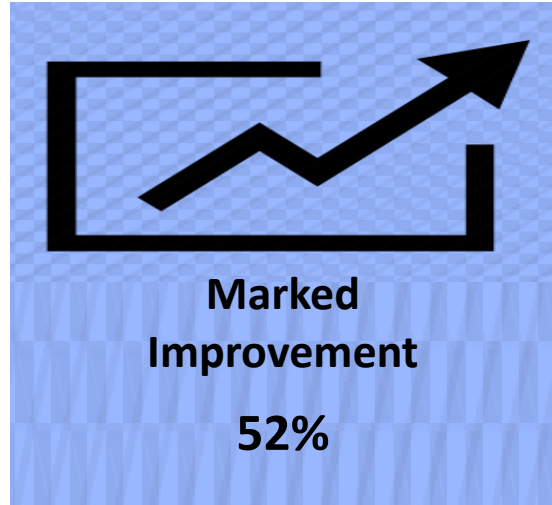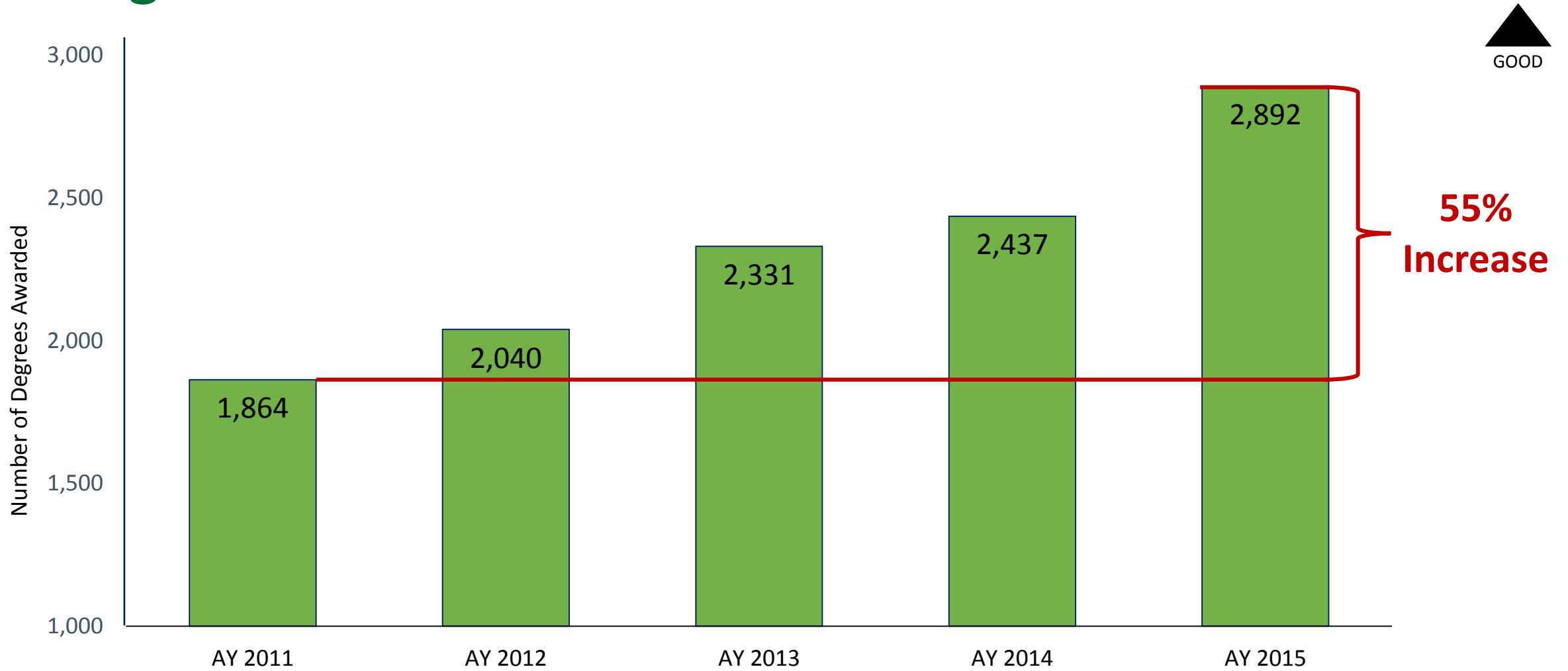Grand Rapids Community College (MI), Ivy Tech Community College of Indiana-Central Indiana (IN), Johnson County Community College (KS), Moraine Valley Community College (IL), Onondaga Community College (NY), Richland College (TX), Truckee Meadows Community College (NV), Washtenaw Community College (MI)
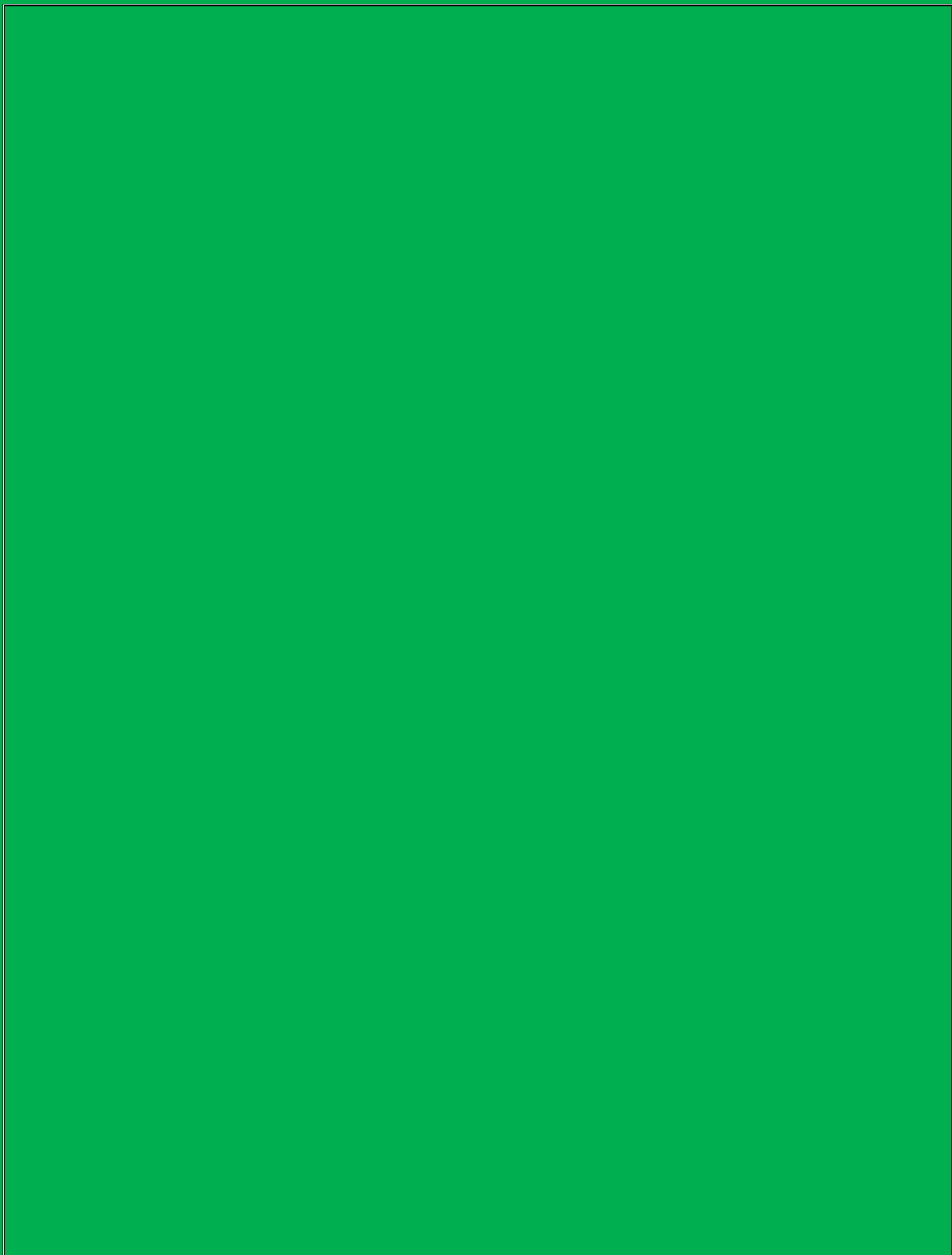
Summary

Strength

33%

Marked Improvement

52%

OFI

10%

COLLEGE OF DuPAGE
SPECIAL BOARD MEETING

BOARD APPROVAL

_____

1.   SUBJECT

Financial Reports: Accounts Payable Report – Professional Services

2.   REASON FOR CONSIDERATION

Regarding orders and bills consistent with Section 3-27 of the Illinois Public Community College Act, Policy 10-65 requires that checks for items not previously approved by the Board shall require individual approval by the Board of Trustees for amounts of $15,000 or over. We have listed all items for the month, including those over $15,000, which will include the small subset of items over $15,000 which is consistent with Section 3-27 of the Illinois Public Community College Act and not previously approved by the Board.

3.   BACKGROUND INFORMATION

(f) Legal, Professional, and Presidential Search Fees - Request approval for payment of Legal Fees, Professional Fees and Presidential Search Fees. This report is presented to the Board for approval each month.

4.   RECOMMENDATION

That the Board of Trustees approves the Accounts Payable Report – Professional services

Staff Contact: Kim Michael-Lee, Interim CFO and Treasurer and
                      Scott Brady, Interim Controller

COLLEGE OF DuPAGE
SPECIAL BOARD MEETING

SIGNATURE PAGE FOR
FINANCIAL REPORTS

ITEM(S) ON REQUEST

THAT THE BOARD OF TRUSTEES APPROVES THE FINANCIAL REPORTS FOR THE SPECIAL BOARD MEETING AUGUST 29TH, 2016.

_____

BOARD CHAIR   DATE

_____

SECRETARY   DATE

College of DuPage
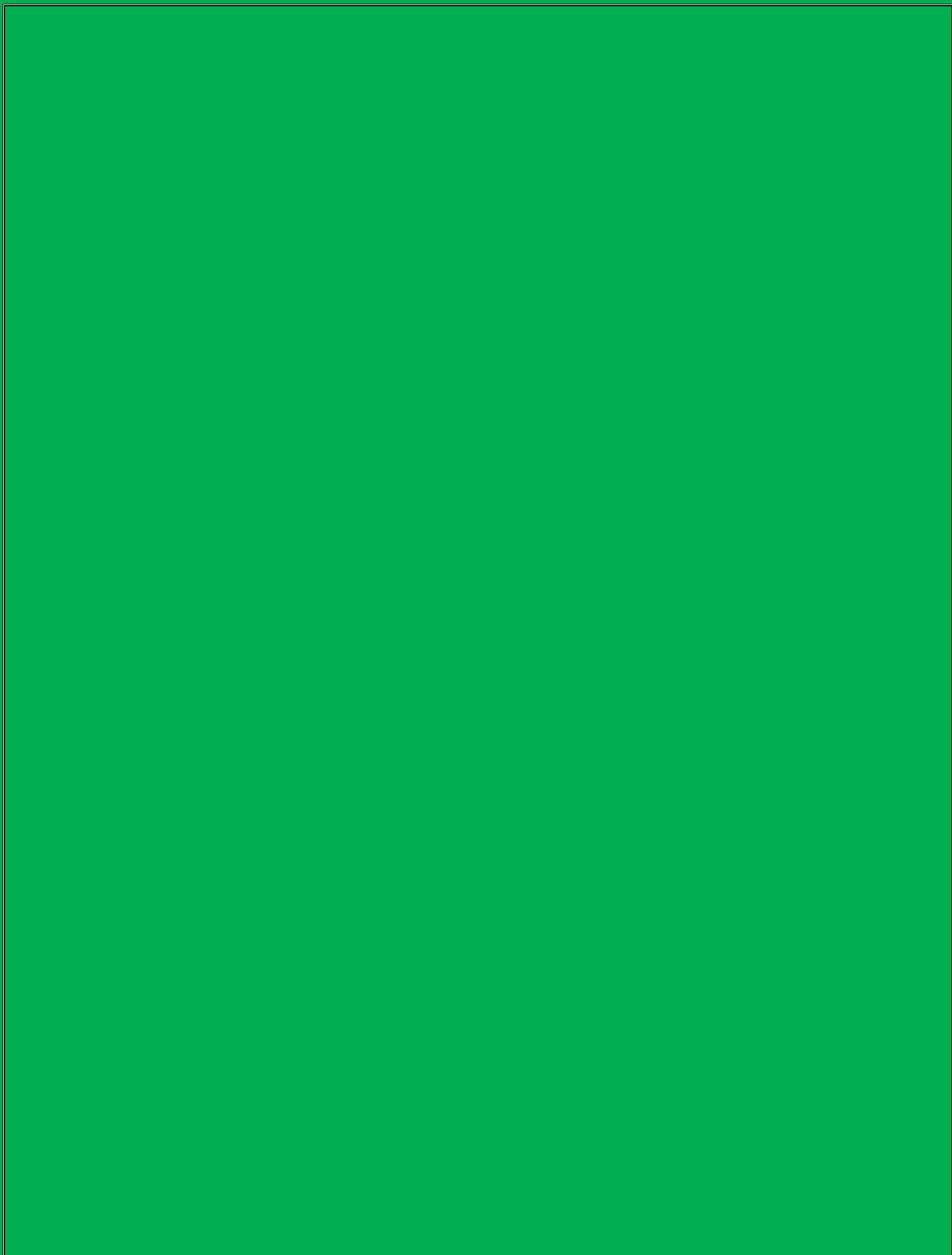**Community College District No. 502**
ACCOUNTS PAYABLE REPORT

Professional Services

Professional and Legal Services for approval to be paid in August 2016

Schuyler Roche	Legal Fees/Services June 2016	$	59,442.36
Rathe Woodward	Legal Fees/Services June 2016	$	8,412.69
Rathe Woodward	Legal Fees/Services July 2016	$	36,657.03
		$	104,512.08

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

WEDNESDAY, JULY 20, 2016
SPECIAL BOARD MEETING ~ BOARD & SENIOR MANAGEMENT ETHICS & GOVERNANCE TRAINING
5:00 P.M.

MINUTES

HELD ON CAMPUS IN CHC-2001, GLEN ELLYN, IL

1. **CALL TO ORDER**
   At 5:00 p.m., Chairman Mazzochi called to order the July 20, 2016 Special Meeting of the College of DuPage Board of Trustees – Board & Senior Management Ethics & Governance Training.

2. **PLEDGE OF ALLEGIANCE**
   Chairman Mazzochi led the Pledge of Allegiance.

3. **OPENING ROLL CALL**
   Chairman Mazzochi asked Secretary Napolitano to call the roll.

   Board Members Present: *Student Trustee Escamilla, Trustees Charles Bernstein, Deanne Mazzochi, Dianne McGuire, Frank Napolitano and David Olsen.*

   Board Members Absent: *Trustees Erin Birt and Joseph Wozniak.*

   Cabinet Present*: Jim Benté, Chuck Currier, Earl Dowling, Jean Kartje, Kim Michael-Lee, Mary Ann Millush, Joe Moore and Linda Sands-Vankerk.*

   Cabinet Absent*: Joe Collins and Dr. Rondeau.*

   A quorum was present.

   Also Present: *Dr. Michael Risen, Dr. Rebecca Hendrick and Joseph Selbka.*
   (Minutes prepared by Erin Carrillo.)

4. **PUBLIC COMMENT**
   None

Trustee Joseph Wozniak arrived at 5:30 p.m.

Dr. Ann Rondeau arrived at 5:35 p.m.

5. **ETHICS & GOVERNANCE TRAINING: Provided by Dr. Michael Risen, Dr. Rebecca Hendricks and Joseph Selbka Joint Venture**
   I.   Introduction to Board Governance
   II.   Procurement:
         A.   Interacting ethically with vendors (including stakeholders like donors who are also vendors);
         B.   Ethical Questions around "Pinstripe patronage";
         C.   Understanding the necessity and legal requirements for sealed bids;
         D.   Developing procedures and internal regulations for ensuring honest services through budgeting and financial accountability procedures.
   III. Legal requirements for use of public funds and property
         A.   The requirements of the State Employees and Officials Ethics Act and Federal Fair Services Act;
         B.   Limitations on gifts from vendors to board members and College employees under Illinois law;
         C.   Illinois criminal law of official misconduct;
         D.   The mandate of the Illinois Constitution.
   IV.   The mandates of the federal Constitution in regard to Board members and senior administration of the College
         A.   Constitutional bans on patronage;
         B.   Ensuring freedom of speech at the College;
         C.   Ensuring equal protection of all persons as required by the Constitution;
         D.   Ensuring due process for employees and students;
         E.   The constitutional protections of academic freedom;
         F.   Constitutional limitations on searches and seizures;
   V.   Ethical Issues Associated with Board governance for the College
         A.   Exercising stewardship over the College through the following (and Team)
              i.   Establishing and guiding the College's mission through strategic planning;
              ii.   Establishing key elements to success in sustaining the mission;
              iii. Approving a process for risk management to assist the Board in Anticipating Risk; assessing risk; and managing the outcome of risky actions;
              iv.   Overseeing and monitoring the achievement of the mission by setting measurable goals, defined in terms of desired outcomes or impacts on clients.
         B.   Creating and maintaining transparency for a public organization including the following:
              i.   The requirements of the Open Meetings Act;
              ii.   The requirements of the Freedom of Information Act;
              iii. Establishing policies for communicating and receiving feedback

from stakeholders;
iv. Ensuring a complaint and grievance procedure which works effectively as part of a code of ethical conduct;
v. Creating processes for staff and administration to participate in regular meetings with the Board for discussions related to College administration;
vi. Creating processes for appropriate record keeping and ensuring Board meetings are held.
C. Developing appropriate structures to ensure fiscal responsibility for the College
i. Creating and structuring an audit committee;
ii. Creating internal regulations to ensure the Board and College administrators and employees avoid conflicts of interest;
iii. Creating internal regulations to guide relationships between College Board Members and Administrators and other stakeholders including donors;
iv. Budgeting ethically by balancing control over the administration and discretion for the administration;
v. Using the budget as a tool to monitor administration;
vi. Understanding the auditing process;
vii. Ensuring proper accounting procedures to increase accountability;
viii. Understanding a desire for secrecy in budgeting especially in regard to labor relations;
ix. Understanding and considering using competition in budgeting.
D. Creating and developing strategies to implement policy without micromanaging College Administration and employees
i. Developing a code of ethics and monitoring procedure to ensure the code is followed;
ii. Developing a framework of internal regulations to ensure compliance with a culture of ethical conduct.
E. Understanding fiduciary duties of administrators and trustees.
F. Understanding the relationship between the faculty and the College.
G. Creating accountability for the Board through the following ways
i. Understanding the nature of the public trust given to the Board to carry out its mandate;
ii. Setting up procedures for communicating to the public and stakeholders how funds are spent and what outcomes have been achieved;
iii. Creating procedures to ensure an appropriate range and quality of programs are in place for the College;
iv. Creating internal regulations and reporting methods for the Board to monitor donor and government funds and expenditures.
VI. Designing internal regulations to ensure ethical grading and procedures.
VII. An introduction to statutes which govern the College

    A.   Title VII and the prohibition of discrimination in employment;
    B.   Title IX and the prohibition of discrimination against students;
    C.   The Americans with Disabilities Act and the Rehabilitation Act of 1973 and the prohibition against discrimination against those with disabilities;
    D.   The Illinois Human Rights Act.
    E.   Ethical implication of Labor Laws;
    F.   Whistleblower protections.
VIII.   Personnel Management aspects of Board Governance
    A.   Recruiting staff fairly;
    B.   Ensuring a fair place to work and fair guidelines to judge employee performance;
    C.   Preparing policies and practices to allow for regular interaction between the staff and the Board.

6.   <u>TRUSTEE DISCUSSION</u>

Trustees and Cabinet discussed what other topics should be talked about at the next meeting.

7.   <u>CALENDAR DATES / Campus Events (Note: * = Required Board Event)</u>

- *Wednesday, July 27, 2016: Board & SMT Ethics & Governance Training – CHC-2001
- Thursday, July 28, 2016: Regular Board Meeting – 7:00 p.m. SSC-2200

8.   <u>ADJOURN</u>

Motion: At 9:00 p.m., Chairman Mazzochi entertained a motion that the Board of Trustees adjourns. Vice Chairman Olsen moved and Secretary Napolitano seconded the motion.
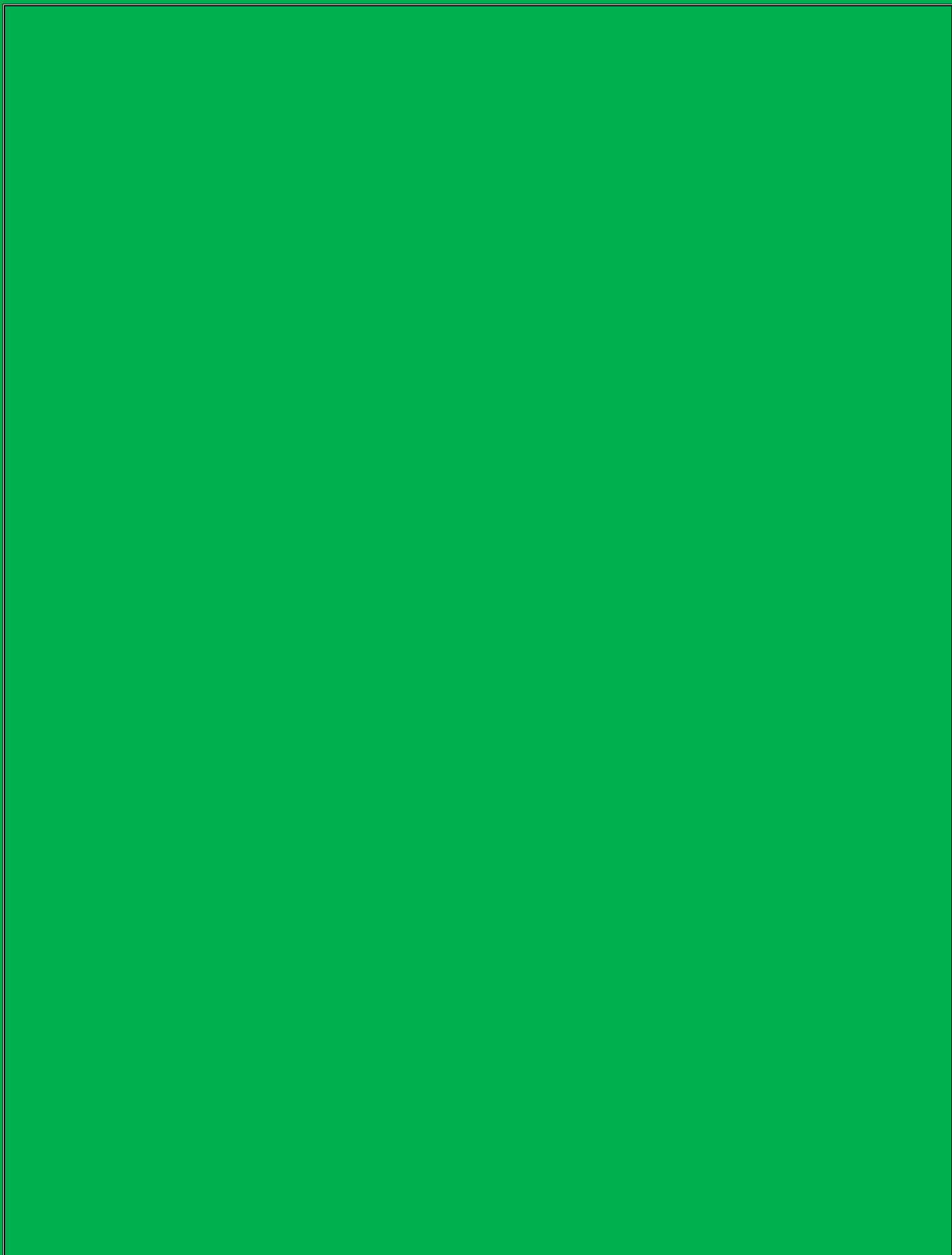
Motion passed on a voice vote.

Chairman Mazzochi declared the July 20, 2016 Special Meeting of the Board – Ethics & Governance Training and adjourned.

_____
Frank Napolitano, Secretary

Dated: August 29, 2016

_____
Deanne Mazzochi, Chairman

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

WEDNESDAY, JULY 27, 2016
SPECIAL BOARD MEETING ~ BOARD & SENIOR
MANAGEMENT ETHICS & GOVERNANCE TRAINING
5:00 P.M.

MINUTES

HELD ON CAMPUS IN CHC-2001, GLEN ELLYN, IL

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2. **PLEDGE OF ALLEGIANCE**
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3. **OPENING ROLL CALL**
    Chairman Mazzochi asked Secretary Napolitano to call the roll.

    Board Members Present: *Student Trustee Escamilla, Trustees Charles Bernstein,
    Erin Birt, Deanne Mazzochi, Frank Napolitano, David Olsen and Joseph Wozniak.*

    Board Members Absent: *Dianne McGuire.*

    Cabinet Present*: Jim Benté, Joe Collins, Chuck Currier, Earl Dowling, Jean Kartje,
    Kim Michael-Lee, Mary Ann Millush, Joe Moore and Dr. Ann Rondeau.*

    Cabinet Absent*: Linda Sands-Vankerk.*

    A quorum was present.

    Also Present: *Dr. Michael Risen, Dr. Rebecca Hendrick and Joseph Selbka.*
    (Minutes prepared by Erin Carrillo.)

4. **PUBLIC COMMENT**
    Scott Heck spoke regarding personnel matters.

Linda Sands-Vankerk arrived at 5:15 p.m.

5.   **ETHICS & GOVERNANCE TRAINING: Provided by Dr. Michael Risen, Dr.**
Rebecca Hendricks and Joseph Selbka Joint Venture
1.   Fiscal Stewardship and Accountability
2.   What is fiscal stewardship and accountability?
- Making good financial decisions.
- Guarding and caring for the finances of the institution.
- Providing good financial guidance and leadership of the institution.
- Being responsible for the financial well-being of the institution.
- Being answerable and liable for the financial affairs and condition of the institution.
- Having fiscal honesty and integrity.
- Having appropriate oversight of the fiscal actions of the institution.
3.   Basic Fiscal responsibilities of Governing Boards
- Adopt and support financial strategies and policies that ensure the institution's fiscal integrity.
- Preserve and protect its assets for posterity (e.g. sound investments and reinvestment in infrastructure).
- Maintain the institution's financial condition and bond rating.
- Do no harm to the future- *intergenerational equity* and financial sustainability of the business model.
- Good use of public resources: efficient operation, minimal waste and quality service.
- Other basic financial responsibilities of governing boards?
4.   Major Areas of Fiscal Responsibility and Action
A.   Forward-looking financial thinking and decisions by college boards:
- Financial planning, policy making, strategy making and budgeting.
B.   Backward-looking observation and assessment of fiscal actions by governing boards.
- Financial monitoring, evaluation and audit.
C.   Important areas of fiscal literacy and understanding.
- Financial condition of institution (and governments generally)
- Asset values. Risks and protection of assets.
- Cost drivers of delivering services.
- How objectives, resources, and programmatic activities are linked.
5.   COD Policy Manual of the Board of Trustees
Section 5-15: Responsibilities of the Board
6)   Ensure ongoing long-range planning through direction to, participation in, and annual approval of a strategic long range plan.
9)   Review and evaluate progress toward accomplishment of the College's mission and goals.
11)   Review the financial management of the College and cause an audit to be made at least annually.
12)   Ensure the quality of education provided by the College.
13)   Review and approve the College's annual budget, and perform (at

least quarterly) budget variation and performance reviews.

6. <u>Audit Committee</u>: Section 5-220
GFOA Citation (no source is provided)
OVERALL: "A practical means for a governing body to provide much needed independent review and oversight of the government's financial reporting processes, internal controls and independent auditors."
- Provides a forum separate from management in which auditors and other interested parties can candidly discuss concerns.
- Helps ensure that management properly develops and adheres to a sound system of internal controls.
- Helps ensure that procedures are in place to objectively assess management's financial practices.
- Helps ensure that independent auditors objectively assess the government's financial reporting practices.

7. COD Policy Manual of the Board of Trustees
Sections 10-5 to 10-100: <u>Fiscal Policy</u> (under College Operations)
- Basis of accounting (GASB).
- Annual budget process (not much here).
- Size of the unrestricted fund balance 50% of annual revenues.
- Budget transfers without approval.
- Investments (great deal of rules here GFOA).
- Purchasing procedures and vendor payments.
- Insurance.
- Contracts (not much here).
- Financial reports provided to the board.
- Regulations on conflicts of interest.

8. <u>Significant overlap</u> of fiscal stewardship and accountability responsibilities between the President (with other administrative officers) and the Board!
- The board shares some critical forward looking responsibilities with the president, e.g. it is the president's budget.
- The president and fiscal officers bear major burden of fiscal stewardship and accountability for backward looking responsibilities compared to board.
- Collaborative leadership between board and president is critical in achieving the big picture responsibilities of fiscal stewardship and accountability.
- Rule of thumb for board versus administrative roles in fiscal stewardship and accountability: Noses in; fingers out.

9. Noses vs Fingers in fiscal stewardship and accountability
- What is the Board's role and administration's role in forward looking areas of fiscal responsibility?
- What is the board's role and administration's in backward looking areas of fiscal responsibility?

10. Forward-Looking Responsibilities: Planning
- A long-term strategic plan that includes goals and priorities tells the board

what the college should be achieving and provides basis for spending and revenue priorities.

- Long-term strategic financial planning gives the board a clear understanding of current fiscal reality, strategic financial issues, and provides basis for revenue and spending projections.
- Long-term planning gives the institution better capacity to respond to environmental changes both positive and negative.
- Long-term planning is also a useful political tool, not just a forward thinking management and decision making tool.
- Operating and capital budgets are more coherent and better coordinated when aligned with the strategic and financial plan.

11. Aligning budget (administrative units) with the strategic plan
    - Easiest with programmatic budget
        - What is a program?
            - A collection of activities and operations that are intended to achieve the same objectives or goals.
        - Programmatic budgets are difficult to implement
            - Programs cross administrative units
            - Programs share line items
        - Costs are best expressed in programmatic or other operational units, not line items.
12. Linking the Executive Summary and Operating / Line Item Budget: Building Inspection
13. Milwaukee Account Code Structure
14. Understanding Costs (not the same as line-items)
    - Direct Cost: attributable to one action, purpose or service
    - Indirect Cost: attributable to many actions, purposes or services
        - Overhead (external)
        - Administrative costs
        - Internal services
    - Full costs: direct + indirect
    - Unit Cost: cost per unit = full cost / # units
    - Fixed Cost: does not change when quantity of service or goods change
    - Variable Cost: changes when quantity of service of goods change
    - Expense: decrease in the value of an item
    - Expenditure: decrease in a spendable or liquid asset
15. The Budget Document (GFOA)
    - The budget is a policy guide
    - The budget is a financial plan
    - The budget is an operations or management guide
    - The budget is a communications device
    Which is the most important?
16. Areas of Accountability – Focus on Outcomes
    GASB's Service Efforts and Accomplishments Reporting: Levels of Accountability

1. Probity and legality accountability: spend funds according to the approved budget and in compliance with laws and regulations.
2. Process accountability: use adequate processes, procedures, or measures in performing the actions (planning, allocating and managing)
3. Performance accountability: efficient operation (efficiency and productivity)
4. Program accountability: establish and achieve goals (outcomes and effectiveness)
5. Policy accountability: select policies in accordance with governing responsibilities (pursued and rejected)

17. Backward-Looking Responsibilities:
Monitoring Performance Using the Logic Model
   - Inputs: resources required to implement strategies and action plans, deliver services, or achieve objectives and goals. Demands for service.
   - Processes, activities and operations: the activities, processes, steps, or tasks required to implement the programs, strategies, action plans, and deliver services.
   - Outputs: are the immediate products of processes, activities, and operations such as the number of services delivered or the number of people served (objectives).
   - Short-range outcomes: early results of the program or its preliminary impacts on clients or the problem the program is addressing (objectives or goals).
   - End outcomes: "ultimate" impacts and results that occur in the long-run (goals).
18. Logic Model
19. Food Service Inspect – Health Department
20 Backward-Looking Responsibilities – Auditing
Comprehensive Annual Financial Report (CAFR)
   - Affirm financial position of government
   - Determine whether reported finances are "materially misstated"
   - Determine the extent to which assets are accounted for and safe guarded (internal controls)
   Other Audits
   - Performance audit: waste and efficiency (internal or external)
   - Compliance audit: probity of budgeted funds and compliance with laws (internal or external)
   - Interim reports: quarterly cash flow reports and budget variance (internal)
21. Understanding Risks – Enterprise Risk Management (ERM)
   1. Identifying risks across the entire enterprise
      - Risk register: comprehensive list of risks across the institution.
      - Every two years or as needed.
   2. Assessing the impact of risks to the operations and mission: score the risks according to:

- Levels or impacts: insignificant to catastrophic.
- Levels of likelihood: unlikely to highly likely.

22. Understanding Risks – ERM
    3. A) Determine risk tolerance and residual risk
        1. Requires no addition risk mitigated.
        2. Will accept risk if mitigated in the long run.
        3. Will accept risk if mitigated in the short run.
        4. Will not accept this risk.
    3. B) Allocated resources to manage or mitigate risks based on the institution's risk tolerance.

23. Understanding Risks – ERM
    4. Developing and practicing response or mitigation plans.
        - Risk is transferred or shared, either through purchasing an insurance policy or signing a contract with a third party.
        - Risk is eliminated because the program or risk is discontinued.
        - Risk is accepted but changes are made to mitigate and reduce the risk.
    5. Monitoring the identified risks, informing the board, and consistently scanning for emerging risks.

24. Sample Risk Management Report for the Board

25. Indirect Control and Oversight Mechanisms
    - Accounting Controls: before the fact (ex-ante) preventing bad behavior and actions before they occur using policies, rules, limited discretion and documentation of actions.
    - Administrative Controls: after the fact (ex-post): focus on the goals you want employees to achieve, give them discretion and authority to respond and monitor.
    - Internal Controls: e.g. separation of financial responsibilities; overlapping and rotating financial responsibilities.
    - Transparency.
    - Reporting.
    - Competition: resource allocation and purchasing.

26. Comprehensive System of Internal Controls:
    View from the top
    - Establish and support culture that promotes efficiency, effectiveness, protection and ethical behavior.
    - Create and maintain an internal environment conducive to efficiency, effectiveness and protection of resources.
    - Communicate expectations, standards, controls, procedures, etc.
    - Ensure that internal and external risks are assessed, managed and monitored on an on-going basis.
    - Design and implement appropriate procedures and controls.
    - Monitor the effectiveness of control-related policies and procedures.

27. Understanding Financial Condition: EQUILIBRIUM
    - Balanced budget (spending = revenues + fund balance)

- Rate of change in revenues = rate of change in spending
- Balancing property taxes with tuition.
- Balancing surplus and flexibility with risk and volatility.
- Balancing liquidity with short-term obligations.
- Balance capital spending with capital needs.
- Operational spending is appropriate to goals and desire quality – not over or under spending.
- A balanced tax burden – not too high or too low.
- Intergenerational equity.

28.   Understanding Financial Condition: SOLVENCY
- Long-Term Solvency: ability to satisfy future liabilities and deliver adequate services in future. Long-run balance between the revenue wealth and spending needs.
- Service-Level Solvency: ability to provide adequate services. Balance of near-term spending obligations, actual spending, available revenues and revenues collected.
- Budgetary Solvency: ability to balance the annual budget.
- Cash Solvency: the ability to generate enough cash over thirty or sixty days to pay bills during that time period. Balance of short-term assets and liabilities.

6.   TRUSTEE DISCUSSION
None.

7.   CALENDAR DATES / Campus Events (Note: * = Required Board Event)
- Thursday, July 28, 2016: Regular Board Meeting – 6:00 p.m. SSC-2200

8.   ADJOURN
Motion: At 8:57 p.m., Chairman Mazzochi entertained a motion that the Board of Trustees adjourns. Vice Chairman Olsen moved and Trustee Bernstein seconded the motion.
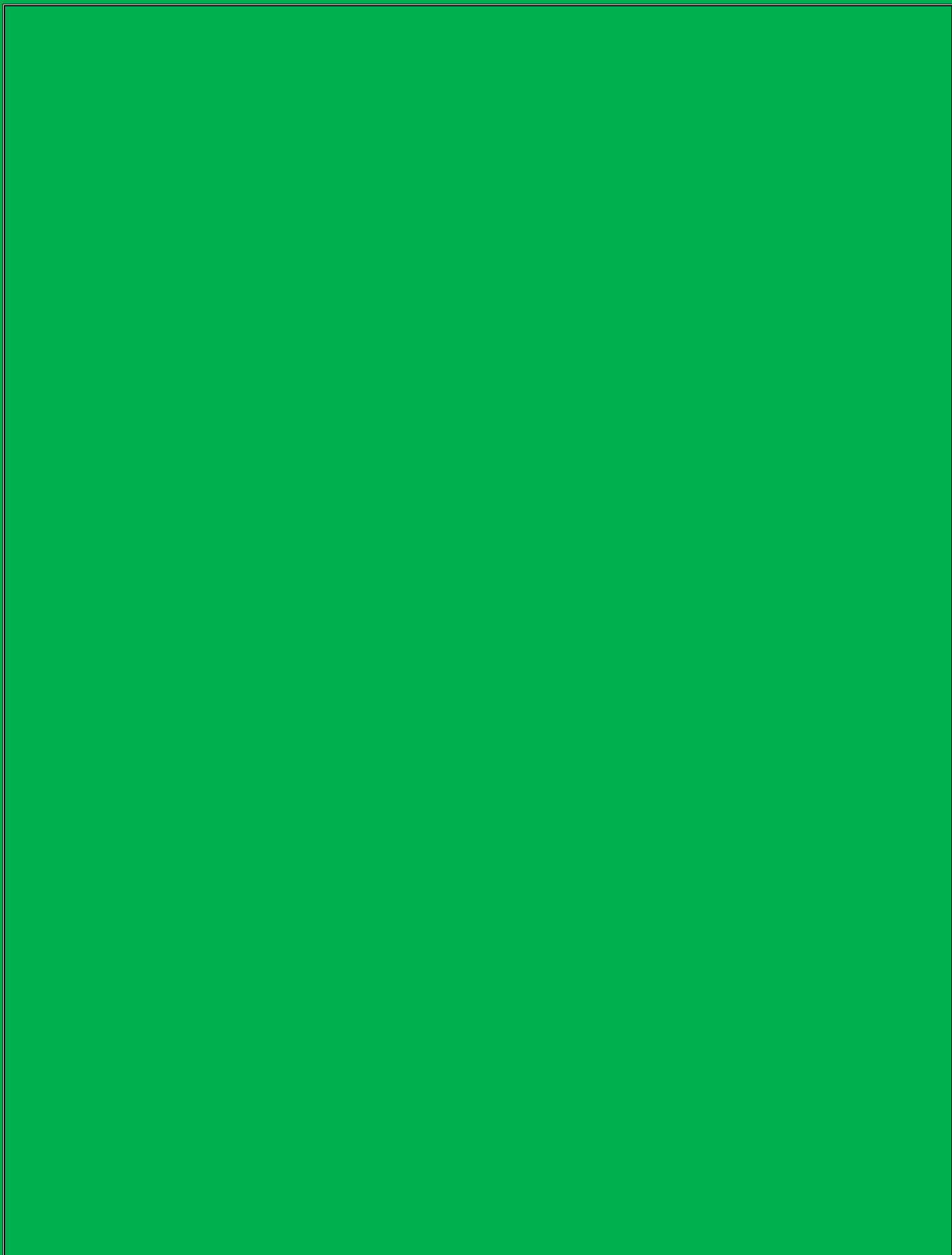
Motion passed on a voice vote.

Chairman Mazzochi declared the July 27, 2016 Special Meeting of the Board – Ethics & Governance Training and adjourned.

_____
Frank Napolitano, Secretary

Dated: August 29, 2016

_____
Deanne Mazzochi, Chairman

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

THURSDAY, JULY 28, 2016
REGULAR BOARD MEETING ~ 6:00 P.M.

MINUTES

HELD ON CAMPUS IN SSC-2200, GLEN ELLYN, IL

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1. **CALL TO ORDER**
   At 6:01 p.m., Chairman Mazzochi called to order the July 28, 2016 Regular Meeting of the College of DuPage Board of Trustees.

2. **PLEDGE OF ALLEGIANCE**
   Chairman Mazzochi led the Pledge of Allegiance.

3. **OPENING ROLL CALL**
   Chairman Mazzochi asked Secretary Napolitano to call the roll.

   Present: *Student Trustee Escamilla, Trustees Charles Bernstein, Deanne Mazzochi, Frank Napolitano and David Olsen.*

   Absent: *Trustees Erin Birt, Dianne McGuire and Joseph Wozniak.*

   A quorum was present.

   Also Present: *Emily Shupe, Rathje Woodward; Dr. Ann Rondeau, President; staff members, representatives of the press and visitors. (Minutes prepared by Erin Carrillo.)*

4. **CLOSED SESSION**
   Motion: At 6:02 p.m., Chairman Mazzochi entertained a motion that the Board of Trustees moves into closed session. Vice Chairman Olsen moved and Secretary Napolitano seconded the motion.

   Attorney Emily Shupe read the reasons indicated for closed session as follows: "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity;" "Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees;" "Litigation, when an action

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against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting;" and "Discussion of minutes of meetings lawfully closed under this Act, whether for purposes or approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06."

On roll call voting aye: Student Trustee Escamilla, Trustees Bernstein, Secretary Napolitano, Vice Chairman Olsen and Chairman Mazzochi.
On roll call voting nay: None.

Chairman Mazzochi declared the motion passed.

Trustee Wozniak arrived during the Closed Session at 6:13 p.m.

Motion: At 6:51 p.m., Chairman Mazzochi entertained a motion that the Board of Trustees moves back into open session. Vice Chairman Olsen moved and Secretary Napolitano seconded the motion.

On roll call voting aye: Student Trustee Escamilla, Trustees Bernstein and Wozniak, Secretary Napolitano, Vice Chairman Olsen and Chairman Mazzochi.
On roll call voting nay: None.

5.   **PUBLIC COMMENT**
- Kirk Allen spoke regarding Dillon's Law and SLEA.
- John Kraft spoke regarding the best utilization of the gun range.
- Richard Jarman spoke regarding the advancement of faculty from D to E range.

6.   **REPORTS**
     a.   Chairman's Report
          Chairman Mazzochi spoke regarding the return to the Boardroom. Chairman Mazzochi and the Trustees read a Statement of Welcome to Dr. Rondeau. Chairman Mazzochi also gave an update regarding the recent Ethics and Governance Training.

     b.   Vice Chairman's Report
          Vice Chairman Olsen spoke regarding the General Counsel Search Committee's work and where they are at in the process. Vice Chairman Olsen noted that they are trying to wrap the search up as quickly as possible.

     c.   Student Trustee's Report
          Student Trustee Escamilla spoke regarding her study abroad program to Italy. Maren McKellin, Manager Field & Experiential Learning and Sue Kerby, Study Abroad Program Specialist, spoke regarding the different study abroad programs that COD has to offer.

d. **President's Report**
Dr. Rondeau will be presenting a written narrative to the Board each month for accountability purposes. Dr. Rondeau thanked the Trustees for their involvement and presence on campus. She also highlighted some of the events taking place around campus and focused on student achievement.

e. **Academic Committee Report**
Vice Chairman Olsen announced that he will be chairing the committee and that the committee will re-convene in the Fall.

f. **Audit Committee Report**
Trustee Bernstein announced that the Audit Committee had a meeting on June 29, 2016. The Committee had discussions about investments and internal audit controls. The College's outside auditor, Clayton Larson Allen was present at the meeting. The Audit Committee will meet again in September.

g. **Budget Committee Report**
Secretary Napolitano noted that the budget has been approved and the committee has submitted the transmittal letter. The Audit Committee will begin to meet again in the spring of 2017.

7. **PRESENTATIONS:**
BMO Harris – Investment Manager
Kim Michael-Lee, Interim Vice President Administration & Treasurer, introduced Eric Mandell and Peter Arts from BMO who gave a presentation on the College's relationship with BMO and investment and risk management.

Student Affairs Overview
Earl Dowling, Vice President Student Affairs gave an overview on the Student Affairs division and the services they offer.

8. **INFORMATION**
The following items were provided to the Board for Information:
        a.   Personnel Items
        b.   Financial Statements
        c.   Gifts & Grants Report
        d.   Construction Change Orders
        e.   In-Kind Quarterly Donations Report

9. **CONSENT AGENDA**
Chairman Mazzochi asked if there were any Consent Agenda items the Board would like to pull and vote on separately. Chairman Mazzochi requested that the following Agenda Items be pulled:

- 9q Trustee McGuire Reimbursable Expenses.
- 9dd Review and Approval of Closed Session Minutes.

Trustee Bernstein requested that the following Agenda Items be pulled:
- Item 9t Financial Reports.
- Item 9x Approval of $56,100.00 to Technology Center of DuPage (TCD), 301 S. Swift Road, Addison, IL 60101, payable upon receipt of invoices consistent with the existing contract.

Motion: Chairman Mazzochi entertained a motion to approve the Consent Agenda with the above items pulled. Vice Chairman Olsen moved and Secretary Napolitano seconded, that the Board of Trustees approve the Consent Agenda consisting of the following items:

a. Approval to appoint Kim Michael-Lee to serve on the Board of the Illinois Community College Risk Management Consortium.

b. Approval of expenditures to AT&T, 208 S. Akard Street, Dallas, TX 75202, for telecommunication circuits not to exceed $47,600.00.

c. Approval of the bid for the Microsoft Enrollment for Education Solutions to CDWG Inc., 230 N. Milwaukee, Ave., Vernon Hills, IL 60061, for a total expenditure of $203,525.62.

d. Approval to release closed session minutes from the following dates, which have been reviewed by the Board and no longer require confidential treatment:

October 30, 2000 (No. 292)	October 20, 2011
November 8, 2000 (No. 293)	November 16, 2011
December 16, 2000 (No. 295)	November 30, 2011
January 10, 2001 (No. 296)	February 21, 2012
February 2, 2010 (No. 493)	April 19, 2012
March 18, 2010 (No. 494)	May 10, 2012
April 29, 2010 (No. 495)	June 18, 2012
May 20, 2010 (No. 496)	July 19, 2012
June 22, 2010 (Nos. 497 & 498)	October 15, 2012
October 28, 2010 (No. 500)	November 15, 2012
November 18, 2010 (No. 501)	September 19, 2013
December 4, 2010 (No. 502)	October 17, 2013
December 12, 2010 (No. 503)	December 11, 2013
December 13, 2010 (No. 504)	February 20, 2014 (closed session
January 24, 2011 (Nos. 505 & 506)	beginning at 10:12 p.m.)
February 8, 2011 (No. 507)	March 6, 2014
February 24, 2011 (No. 508)	June 26, 2014
March 14, 2011 (No. 509)	September 25, 2014
May 23, 2011	November 6, 2014
July 12, 2011	November 20, 2014
August 18, 2011	December 18, 2014

That the Board of Trustees approves the release of redacted closed session minutes from the following dates, which have been reviewed by the Board and portions thereof no longer require confidential treatment.

September 12, 2011

Approval to maintain the closed session minutes from the following dates as confidential, and not release them for public review:

August 24, 2000 (No. 286)	August 21, 2014
August 26, 2010 (No. 499)	October 16, 2014
June 23, 2011	January 22, 2015
January 19, 2012	March 19, 2015
February 20, 2014 (closed	May 14, 2015
session beginning at 7:30 p.m.)	May 21, 2015
March 20, 2014	June 11, 2015
July 17, 2014	June 25, 2015

e.   Approval to increase to the contract amount limit by $1,824.00 with Advanced Communications Inc. to a new contract amount limit not to exceed $116,536.00 for unseen costs to the PEC Sound System Replacement Project.

f.   Approval of a one (1) year contract with the option to renew the term of this contract with Infinity Bus Company for a not-to-exceed expenditure of $90,500.00 for FY17.

g.   Agreement to pay for testing services provided by Elsevier, Inc., P.O. Box 9555, New York, NY 10087-9555 in the amount not to exceed $56,047.50 to cover payments in FY17 for the A.D.N. students in four cohorts.

h.   Approval of contract for Paula Cebula, 606 High Road, Glen Ellyn, IL 60137, for a total expenditure not to exceed $76,000.00.

i.   Purchase of beef, pork, lamb, chicken and variety meats from Consumers Meat Packing Company, 1301 Carson Drive, Melrose Park, IL 60160, for an amount not to exceed $42,000.00.

j.   Purchase of produce from Testa Produce, Inc., 4555 S. Racine Avenue, Chicago, IL 60609, for an amount not to exceed $70,000.00.

k.   Increase to the contract amount limit by $965.00 with Correct Digital Displays Inc., to a new contract amount limit not to exceed $107,524.00 for additional costs to the PEC Facility exterior Scoreboard Project.

l.   Purchase of Paper for College-wide use, on an item-by-item basis, to the lowest responsible bidder as follows:

ITEM #	VENDOR	AMOUNT
5, 10	Paper 101	$64,578.00
	P.O. Box 248	
	Ankeny, IA 50021	
1, 2, 3, 4	Midland Paper	$ 4,792.00
6, 7, 8, 9	7016 A.C. Skinner Pkwy	
	Jacksonville, FL 32256	
11, 12, 13,	Lindenmeyr Munroe	$29,289.05
14, 15, 16,	112 Alexandria Way	
17	Carol Stream, IL 60188	

For a total expenditure of: $98,659.05

m. One year contract with an option to renew for two additional years with CAIRS, 4801 Southwick Drive, Suite 610, Matteson, IL 60443 for the Interpreting Services for Hearing Impaired Students for an annual contract amount not-to-exceed $75,000.00.

n. 2nd year of contract for event rental equipment with Classic Party Rental, 9480 W. 55th Street, McCook, IL 60525 for a not-to-exceed expenditure of $50,000 for FY17 for CES events, and for use by all COD Department requests with adequate budgets for other COD events.

o. Payment in the amount of $80,000.00 to Cambridge University Press, 100 Brook Hill Drive, West Nyack, NY 10994-2133, payable upon receipt of invoices for textbook/workbooks purchases through June 30, 2017.

p. Adopt a resolution regarding the prevailing wage rates for DuPage County in accordance with Illinois Prevailing Wage Act (Ill. Rev. Stat. 820 ILCS 130/1).

q. Item Pulled.

r. Purchase of printing and mailing services from Precise Printing Network Inc.. 1242B Remington Road, Schaumburg, IL 60173, in the amount of $14,149.00; and the purchase of postage from the US Postmaster in the amount of $29,200.00 for a total project cost not to exceed $43,349.00.

s. Personnel Actions

t. Item pulled.

u. Minutes of the June 23, 2016 Regular Board of Trustees Meeting.

v.   Minutes of the July 7, 2016 Special Board of Trustees Meeting.

w.   Blanket purchase order in the amount of $36,200.00 to SYSCO Food Services, Inc., 250 Wieboldt Drive, Des Plaines, IL 60016-3192.

x.   Item pulled.

y.   Approval of $35,000.00 to educational partner World Instructor Training Schools (WITS) owned by S.F. & Wellness, Inc., 244 Sunstates Ct., Suite 107, Virginia Beach, VA 23451.

z.   Expenditure in the amount of $64,000.00 for payment to educational partner Bell Enterprises CDL, Inc., 306 Roscommon Court, Glen Ellyn, IL 60137 payable upon receipt of invoices consistent with the terms of the Memorandum of Understanding between Bell Enterprises, Inc. and the College to cover contractual expenses for CDL instructional delivery and operations support.

aa.   Two (2) year contract with a one (1) year option to renew on June 23, 2016, for Athletic Training Services with Athletico, Ltd. and that the Board of Trustees ratifies the contract approved on June 23, 2016 not to exceed $75,000 in FY2017.

bb.   Approval of the Illinois Fraternal Order of Police Labor Council (FOP) two-year Contract extension with the following provisions:

  o Increases to the salary schedule pool (as an increase percentage) for FY2018 and FY2019 equivalent to the Consumer Price Increase – Urban (CPI-U) as published by the Bureau of Labor Statistics (BLS) in December of the year prior to the increase plus 0.5%; with the minimum overall increase no less than one percent (1%) and the maximum overall increase no more than three percent (3%). Further, if the College offers any other group an increase to their respective salary or wage schedule pool in excess of these provisions for FY2018 or FY2019, the same percent increase will be extended to the Fraternal Order of Police Labor Council (FOP) salary schedule pool for that year. Includes increase in the Special Duty Pay-Back Events provision: $48/hour
  o 2017 Medical Transition Plan
  o Unused vacation rollover hours limit: one hundred sixty (160) hours
  o Elimination of current vacation offset provision.

All other terms and conditions in the current Contract remain in effect for the two-year extension period.

cc.   3-year Employee Medical Insurance Transition Plan (2017-2019) as outlined

for all employee groups, participating in the three year medical insurance transition plan beginning in January, 2017.

dd.   Item pulled.

ee.   Approval of proposed collective bargaining agreement between the Classified Staff Association, IEA-NEA and the College of DuPage Board of Trustees.

On roll call voting aye: Student Trustee Escamilla, Trustees Bernstein and Wozniak, Secretary Napolitano, Vice Chairman Olsen and Chairman Mazzochi.
On roll call voting nay: None.

Chairman Mazzochi declared the motion passed.

PULLED ITEM:

Item 9q
Chairman Mazzochi announced that Item 9q Trustee McGuire Expenses for Reimbursement will be pulled from Agenda for further review and be brought back in a future meeting.

Item 9t
Chairman Mazzochi entertained a motion to approve the Financial Reports. Vice Chairman Olsen moved and Student Trustee Escamilla seconded the motion.

On roll call voting aye: Student Trustee Escamilla, Trustees Bernstein and Wozniak, Secretary Napolitano, Vice Chairman Olsen and Chairman Mazzochi.
On roll call voting nay: None.

Chairman Mazzochi declared the motion passed.

Item 9x
Chairman Mazzochi entertained a motion to approve $56,100.00 to Technology Center of DuPage (TCD), 301 S. Swift Road, Addison, IL 60101, payable upon receipt of invoices consistent with the existing contract. Vice Chairman Olsen moved and Secretary Napolitano seconded the motion.

On roll call voting aye: Student Trustee Escamilla, Trustees Bernstein and Wozniak, Secretary Napolitano, Vice Chairman Olsen and Chairman Mazzochi.
On roll call voting nay: None.

Chairman Mazzochi declared the motion passed.

Item 9dd
Chairman Mazzochi announced that Item 9dd Review and Approval of Closed Session Minutes will be pulled from Agenda for further review and be brought back

in a future meeting.

10. **NAPERVILLE REGIONAL CENTER (NRC) RENOVATION, ILLINOIS COMMUNITY COLLEGE BOARD (ICCB) STATEMENT OF FINAL COMPLETITION**
    Motion: Chairman Mazzochi entertained a motion that the Board of Trustees approves Naperville Regional Center (NRC) Renovation, Illinois Community College Board (ICCB) Statement of Final Completion. Vice Chairman Olsen moved and Trustee Bernstein seconded the motion.

    Trustees discussed the format of the information displayed on the statement.

    On roll call voting aye: Student Trustee Escamilla, Trustees Bernstein and Wozniak, Secretary Napolitano, Vice Chairman Olsen and Chairman Mazzochi.
    On roll call voting nay: None

    Chairman Mazzochi declared the motion passed.

11. **TRUSTEE DISCUSSION**
    Trustee Bernstein noted that he is pleased with the reporting of the Investments.

    Secretary Napolitano is excited about the 50th anniversary and the upcoming celebrations.

    Trustee Wozniak spoke of his study abroad trip to Italy when he was in college and was happy that Student Trustee Escamilla was able to attend as well.

    Chairman Mazzochi informed the Board that during the August meeting there will be Parliamentary Procedure Training. Chairman Mazzochi also invited full-time faculty and part-time adjuncts to present at upcoming Board meetings. Chairman Mazzochi congratulated those faculty members who were promoted from D range to E range and noted some changes in administration that she is hoping will bring more synergy.

12. **CALENDAR DATES /** *Campus Events* **(Note: *= Required Board Event)**
    *Thursday, August 18, 2016 – Regular Board Meeting, SSC-2200

13. **CLOSED SESSION**
    Motion: At 8:58 p.m., Chairman Mazzochi entertained a motion that the Board of Trustees moves into closed session. Vice Chairman Olsen moved and Student Trustee Escamilla seconded the motion. No action will be taken following Closed Session.

    Attorney Emily Shupe read the reasons indicated for closed session as follows: "Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when

the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting;" and "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity."

On roll call voting aye: Student Trustee Escamilla, Trustees Bernstein and Wozniak, Secretary Napolitano, Vice Chairman Olsen and Chairman Mazzochi.
On roll call voting nay: None

Chairman Mazzochi declared the motion passed.

14. **ADJOURN**
Motion: At 10:00 p.m., Chairman Mazzochi entertained a motion that the Board of Trustees moves to open session at adjourns. Vice Chairman Olsen moved and Student Trustee Escamilla seconded the motion.
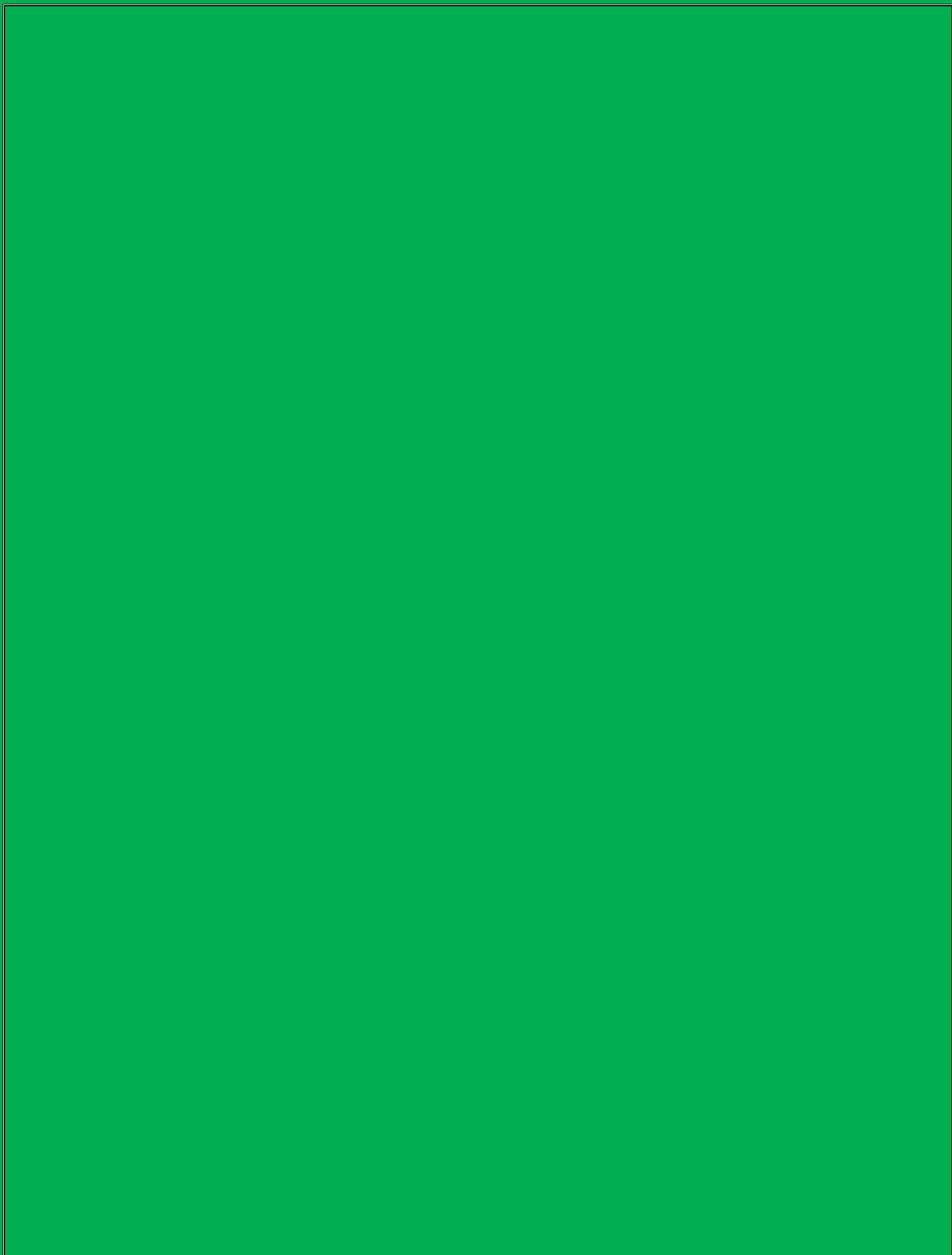
Motion passed on a voice vote.

Chairman Mazzochi declared the July 28, 2016 Regular Meeting of the Board adjourned.

_____
Frank Napolitano, Secretary

Dated: August 29, 2016

_____
Deanne Mazzochi, Chairman

AN ACT concerning local government.

Be it enacted by the People of the State of Illinois, represented in the General Assembly:

Section 1. Short title. This Act may be cited as the Local Government Travel Expense Control Act.

Section 5. Definitions. As used in this Act:

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Local public agency" means a school district, community college district, or unit of local government other than a home rule unit.

"Travel" means any expenditure directly incident to official travel by employees and officers of a local public agency or by wards or charges of a local public agency involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

Section 10. Regulation of travel expenses. All local public agencies shall, by resolution or ordinance, regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: (1) the

types of official business for which travel, meal, and lodging
expenses are allowed; (2) maximum allowable reimbursement for
travel, meal, and lodging expenses; and (3) a standardized form
for submission of travel, meal, and lodging expenses supported
by the minimum documentation required under Section 20 of this
Act. The regulations may allow for approval of expenses that
exceed the maximum allowable travel, meal, or lodging expenses
because of emergency or other extraordinary circumstances. On
and after 180 days after the effective date of this Act of the
99th General Assembly, no travel, meal, or lodging expense
shall be approved or paid by a local public agency unless
regulations have been adopted under this Section.

    Section 15. Approval of expenses. On or after 60 days after
the effective date of this Act of the 99th General Assembly,
expenses for travel, meals, and lodging of: (1) any officer or
employee that exceeds the maximum allowed under the regulations
adopted under Section 10 of this Act; or (2) any member of the
governing board or corporate authorities of the local public
agency, may only be approved by roll call vote at an open
meeting of the governing board or corporate authorities of the
local public agency.

    Section 20. Documentation of expenses. Before an expense
for travel, meals, or lodging may be approved under Section 15
of this Act, the following minimum documentation must first be

submitted, in writing, to the governing board or corporate
authorities:

>   (1) an estimate of the cost of travel, meals, or
>   lodging if expenses have not been incurred or a receipt of
>   the cost of the travel, meals, or lodging if the expenses
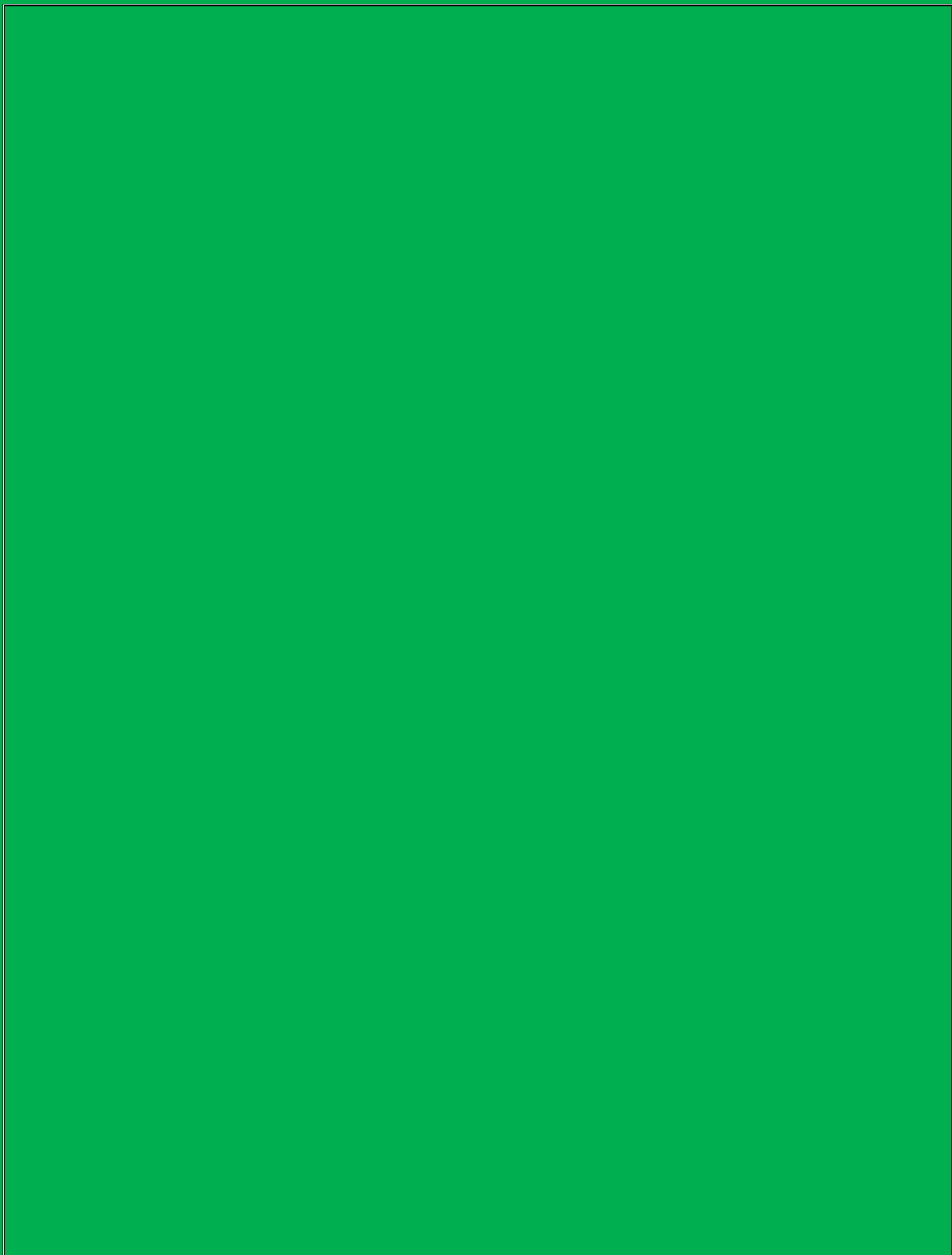>   have already been incurred;

>   (2) the name of the individual who received or is
>   requesting the travel, meal, or lodging expense;

>   (3) the job title or office of the individual who
>   received or is requesting the travel, meal, or lodging
>   expense; and

>   (4) the date or dates and nature of the official
>   business in which the travel, meal, or lodging expense was
>   or will be expended.

All documents and information submitted under this Section are
public records subject to disclosure under the Freedom of
Information Act.

Section 25. Entertainment expenses. No local public agency
may reimburse any governing board member, employee, or officer
for any entertainment expense.

Public Act 099-0692

AN ACT concerning education.

Be it enacted by the People of the State of Illinois, represented in the General Assembly:

Section 5. The Public Community College Act is amended by adding Section 3-8.5 as follows:

(110 ILCS 805/3-8.5 new)

Sec. 3-8.5. Community college trustee's leadership training.

(a) This Section applies to all community college districts with elected or appointed board trustees serving pursuant to this Article who have been elected or appointed after the effective date of this amendatory Act of the 99th General Assembly or appointed to fill a vacancy of at least one year's duration of an elected trustee after the effective date of this amendatory Act of the 99th General Assembly.

(b) Every voting member of a board under subsection (a) of this Section shall complete a minimum of 4 hours of professional development leadership training covering topics that shall include, but are not limited to, open meetings law, community college and labor law, freedom of information law, contract law, ethics, sexual violence on campus, financial oversight and accountability, audits, and fiduciary responsibilities of a community college trustee during the

first, third, and fifth year of his or her term. The community
college district shall maintain on its Internet website, if
any, the names of all elected or appointed voting trustees of
the board who have successfully completed the training, as well
as the names of all elected or appointed voting trustees of the
board who have not successfully completed the training, as
required under this Section.

    (c) The training under this Section may be provided by an
association established under this Code for the purpose of
training community college district board trustees or by other
qualified providers approved by the State Board, in
consultation with an association so established.

    (d) The board member shall certify completion of the
training required under this Section to the secretary of the
board. If a board member does not satisfy all requirements
provided in subsection (b) of this Section or the certification
indicates that a board member has not completed the training,
the secretary shall send a notice to all elected or appointed
members serving on the board and the president or acting chief
executive officer of the community college of that fact.