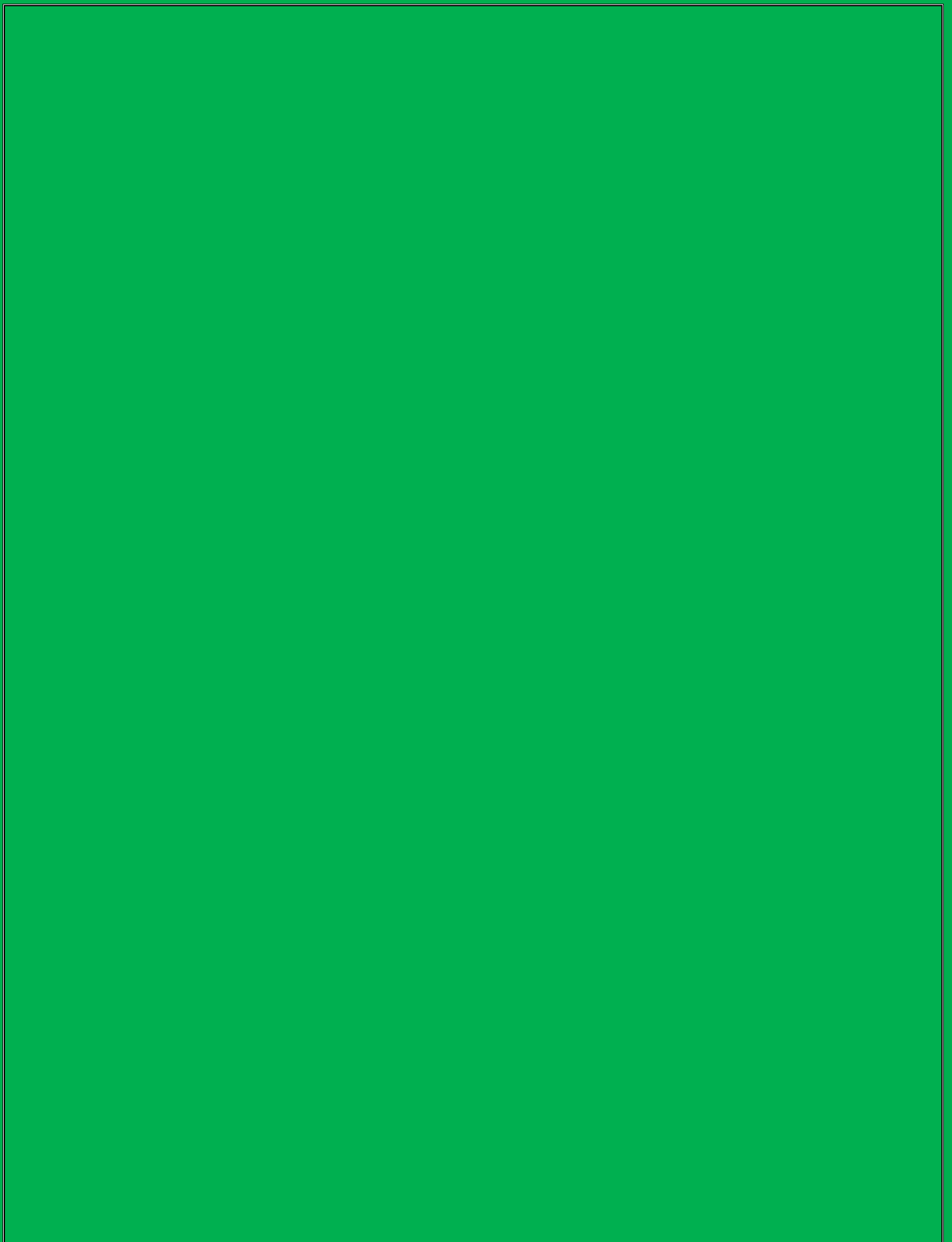




COLLEGE OF DuPAGE

Special Board of Trustees Meeting

January 7, 2016





**NOTICE AND AGENDA
BOARD OF TRUSTEES SPECIAL MEETING**

THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT #502, COUNTIES OF DuPAGE, COOK AND WILL, STATE OF ILLINOIS, WILL HOLD THE FOLLOWING SPECIAL MEETING IN THE STUDENT SERVICES CENTER (SSC), ROOM SSC-2206, MAIN CAMPUS, 425 FAWELL BLVD., GLEN ELLYN, ILLINOIS:

THURSDAY, JANUARY 7, 2016
7:00 P.M. ~ ROOM SSC-2206

SPECIAL MEETING: BOARD OF TRUSTEES

AGENDA

1. **CALL TO ORDER / PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **CLOSED SESSION**
4. **ELECTION OF BOARD CHAIR PRO TEM (IF NEEDED)**
5. **NOMINATION AND ELECTION OF BOARD CHAIRMAN**
6. **NOMINATION AND ELECTION OF BOARD VICE-CHAIRMAN (IF NEEDED)**
7. **NOMINATION AND ELECTION OF BOARD SECRETARY (IF NEEDED)**
8. **APPOINTMENT OF TREASURER (IF NEEDED)**
9. **AGENDA APPROVAL**
10. **APPROVAL OF TIM ELLIOTT AND THE FIRM RATHJE & WOODWARD TO CONTINUE AS LEGAL COUNSEL TO THE COLLEGE OF DUPAGE**

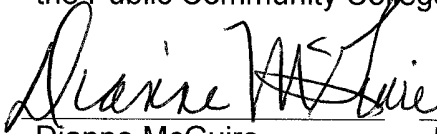
11. APPROVAL OF DAN KINSELLA AND THE FIRM SCHUYLER, ROCHE & CRISHAM TO CONTINUE AS LEGAL COUNSEL TO THE COLLEGE OF DUPAGE
12. APPROVAL OF ANDREW PORTER AND THE FIRM SCHIFF HARDIN TO CONTINUE AS LEGAL COUNSEL TO THE COLLEGE OF DUPAGE
13. APPROVAL OF WILLIAM HAY & CO. TO CONTINUE PRESIDENTIAL SEARCH PROCESS
14. RATIFICATION OF THE TERMINATION OF CHRIS ROBLING AS ASSISTANT TO THE PRESIDENT FOR INSTITUTIONAL AND TRANSITION AFFAIRS
15. APPROVAL TO REINSTATE MEMBERSHIP IN ILLINOIS COMMUNITY COLLEGE TRUSTEES ASSOCIATION (ICCTA)
16. APPROVAL TO UTILIZE REPRESENTATIVE FROM ILLINOIS COMMUNITY COLLEGE TRUSTEES ASSOCIATION (ICCTA) TO CONDUCT BOARD SELF EVALUATIONS PRIOR TO AND FOLLOWING APPOINTMENT OF TRUSTEE TO REPLACE KATHY HAMILTON
17. DISCUSSION ON HIGHER LEARNING COMMISSION FORMAL NOTIFICATION OF ACTION
18. PUBLIC COMMENT
19. CONSENT AGENDA
 - a. Approval of Consortium Purchase for Anatomy & Physiology Models
 - b. Approval of Purchase of Computer Training Library including Ethics Training for College Staff and Faculty
 - c. Approval of Purchase of Comcast Spotlight LLC Advertising for the MAC
 - d. Approval of Planned Capital Purchase of an Electronic Organ
 - e. Approval of Purchase of Articulating Tractor
 - f. Approval of Homeland Security Training Center (HTC) Exterior Capsule Sign
 - g. Approval of Miller Exterior Capsule Signage Bid Rejection
 - h. Approval of Digital X Ray Unit Purchase
 - i. Approval of Foundations Of Data Science Certificate
 - j. Approval of Fund Development in Human Services Certificate

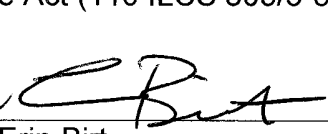
- k. Approval of Paraprofessional in Education Certificate
 - l. Approval of Budget Transfer of Contingency to Professional Services
 - m. Approval of New Philharmonic Orchestra Conductor Contract
 - n. Approval of Apple Computer Purchases
 - o. Approval of Contractual Fees for Bell Enterprises CDL, Inc.
 - p. Approval of Contractual Fees for MK Education
 - q. Approval of Motion Picture Television Capital Purchase
 - r. Approval of Acquisition of Ellucian Student Planning Solution
 - s. Approval of Intergovernmental Agreement with DuPage County
 - t. Policy 15-95: Employment Outside of the College (General) – Revised Policy 15-270: Employment Outside of the College (Administrative) – Deleted Policy 15-351: Employment Outside of the College, Full-time Faculty – Deleted
 - u. Approval of Personnel Action Items
 - v. Approval for Revised/Deleted Policy 10-65: Vendor Payment
20. APPROVAL OF MINUTES OF THE NOVEMBER 5, 2015 SPECIAL BOARD MEETING
21. APPROVAL OF MINUTES OF THE NOVEMBER 19, 2015 REGULAR BOARD MEETING
22. APPROVAL OF FINANCIAL REPORTS – EXCLUDING LEGAL BILLS
23. APPROVAL OF LEGAL BILLS
24. APPROVAL OF PBX SOFTWARE UPGRADE
25. APPROVAL OF ARCHITECTURAL SERVICES FOR UPDATING FACILITIES MASTER PLAN
26. APPROVAL OF ADDITIONAL ARCHITECTURAL SERVICES FOR FACILITIES NEEDS ANALYSIS
27. TRUSTEE DISCUSSION
28. CANCEL REGULAR BOARD MEETING SCHEDULED FOR THURSDAY, JANUARY 21, 2016 AND SCHEDULE SPECIAL MEETING FOR JANUARY 28, 2016 AT 7:00 P.M.

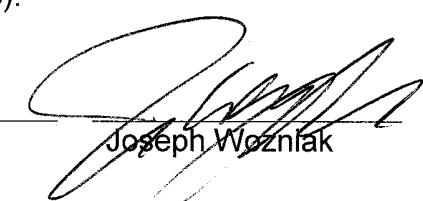
29. CLOSED SESSION (without reconvening in open session)

30. ADJOURN

Special Meeting called by the undersigned Trustees pursuant to section 3-8 of the Public Community College Act (110 ILCS 805/3-8).

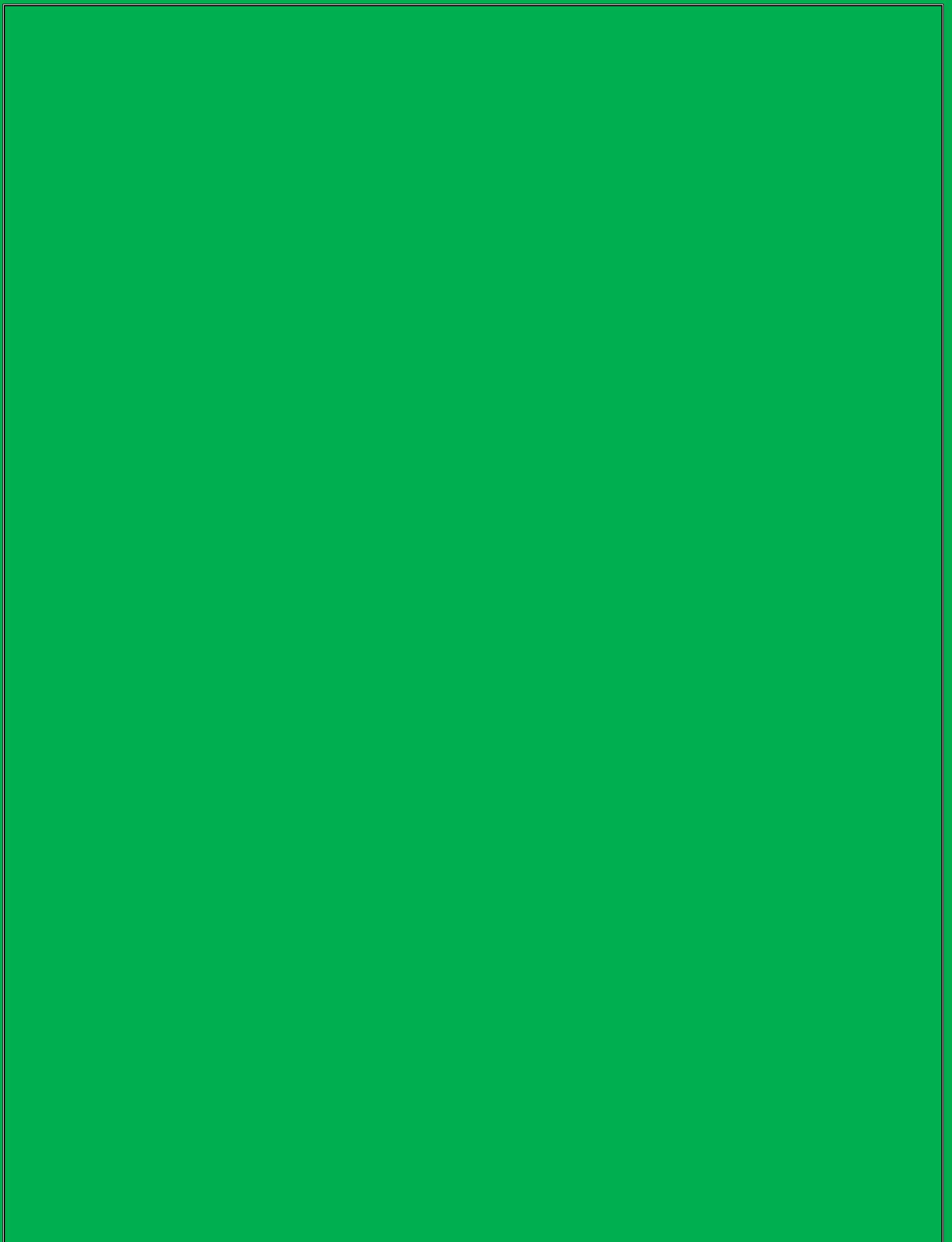

Dianne McGuire


Erin Birt


Joseph Wozniak

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

Posted: _____
(Date)



CONSENT AGENDA

- a. **Approval of Consortium Purchase for Anatomy & Physiology Models**
- b. **Approval of Purchase of Computer Training Library including Ethics Training for College Staff and Faculty**
- c. **Approval of Purchase of Comcast Spotlight LLC Advertising for the MAC**
- d. **Approval of Planned Capital Purchase of an Electronic Organ**
- e. **Approval of Purchase of Articulating Tractor**
- f. **Approval of Homeland Security Training Center (HTC) Exterior Capsule Sign**
- g. **Approval of Miller Exterior Capsule Signage Bid Rejection**
- h. **Approval of Digital X Ray Unit Purchase**
- i. **Approval of Foundations of Data Science Certificate**
- j. **Approval of Fund Development in Human Services Certificate**
- k. **Approval of Paraprofessional in Education Certificate**
- l. **Approval of Budget Transfer of Contingency to Professional Services**
- m. **Approval of New Philharmonic Orchestra Conductor Contract**
- n. **Approval of Apple Computer Purchases**
- o. **Approval of Contractual Fees for Bell Enterprises CDL, Inc.**
- p. **Approval of Contractual Fees for MK Education**
- q. **Approval of Motion Picture Television Capital Purchase**
- r. **Approval of Acquisition of Ellucian Student Planning Solution**
- s. **Approval of Intergovernmental Agreement with DuPage County**

Item 19
January 7, 2016

t. Approval for Revised/Deleted Policies:

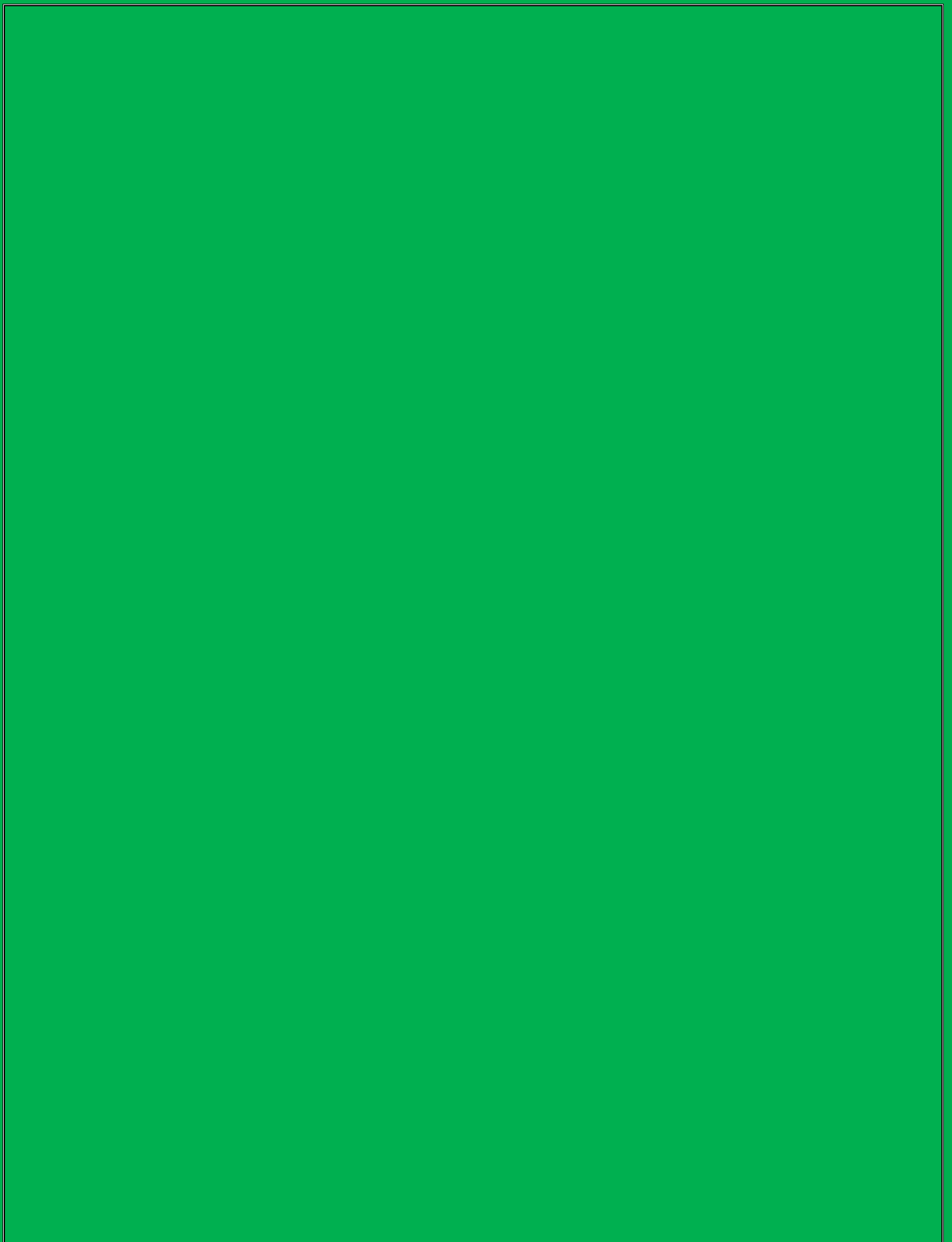
Policy 15-95: Employment Outside of the College (General) – Revised

Policy 15-270: Employment Outside of the College (Administrative) – Deleted

Policy 15-351: Employment Outside of the College, Full-time Faculty – Deleted

u. Approval of Personnel Action Items

v. Approval for Revised/Deleted Policy 10-65: Vendor Payment



**COLLEGE OF DuPAGE
SPECIAL BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**
Consortium Purchase for anatomy and physiology models for A&P classes from VWR.

2. **REASON FOR CONSIDERATION**
A single contract exceeding the statutory limit of \$25,000.00 must be approved by the Board of Trustees (Board Policy 10-60).

3. **BACKGROUND INFORMATION**
Board Policy 10-60, 2-D states: The Board of Trustees delegates authority to the Purchasing Department to purchase from governmental contracts or cooperatives/consortium agreements that fully meet the requirements of Illinois law, in lieu of competitive bidding.

These governmental contracts, cooperatives/consortium agreements meet the competitive bidding requirements of Illinois law.

Below is a list of items purchased using governmental consortium/cooperative agreements.

E&I Cooperative Services, Agreement # CNR-01163. Contract includes all Illinois Community Colleges.

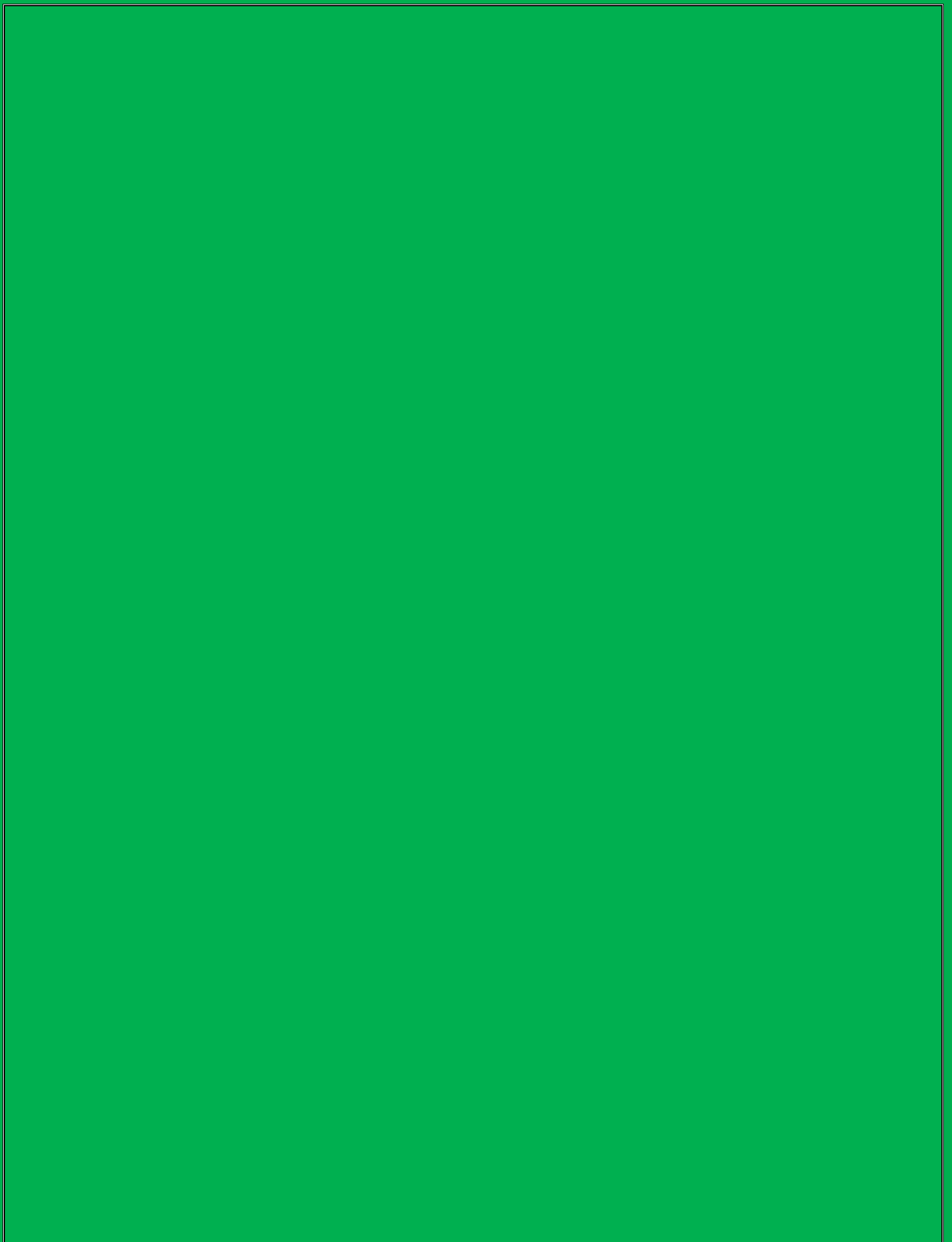
Governmental Consortium/Cooperative Agreements
Purchases for December, 2015

<u>Date</u>	<u>Vendor</u>	<u>Agreement</u>	<u>Description</u>	<u>\$ Amount</u>
12/07/15	VWR	E&I	Models for A&P classes	\$ 63,599.14

We tested the market by obtaining quotes from multiple vendors, and found VWR E&I contract pricing lowest and they had the most items stocked.

4. **RECOMMENDATION**
That the Board of Trustees approve the payment of \$ 63,599.14 for the purchase of models for A&P classes on the E&I cooperative agreement from VWR.

Staff Contact: Marianne Hunnicutt; Associate Dean, Social & Behavioral Sciences



**COLLEGE OF DuPAGE
SPECIAL BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Workplace Answers, LLC currently provides three compliance training courses for the College at the annual cost of \$12,890. The Ethics Training Course will also be included in this price, contingent upon entering into a three year contract. In addition, approximately 30 other Higher Education Courses will also be available to us in the Workplace Answers, LLC online training library.

2. **REASON FOR CONSIDERATION**

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

3. **BACKGROUND INFORMATION**

Year	Budget	YTD Spend	Variance
FY16	\$12,890.00	\$12,890.00	0%

The evaluation of the Higher Learning Commission pointed out that the College currently has no ethics training program for our administrators, faculty and staff. Upon receipt of the report a comprehensive ethics training program specifically for institutions of higher education was identified. All administrators, faculty and staff will be required to complete this training.

With an estimated annual cost of approximately \$15,000, written quotes were obtained from three vendors per policy. Appropriate training was identified by researching options available through the State of Illinois Executive Ethics Commission, The Office of the Executive Inspector General for the Agencies of the Illinois Governor, Illinois University employees, and peer community colleges.

Ethics training provided by three vendors most used by peer community colleges for compliance training were evaluated by Judy Coates, Manager of Learning and Organizational Development, and Jim Martner, Director of Internal Audit. It was determined that the *Code of Conduct for Higher Education* by Workplace Answers, LLC was the most applicable to College of DuPage and covered the topics required in Board Policies.

Online Compliance Training Library Quotes

Vendor	Total Base Bid
*Workplace Answers, LLC	\$12,890 per year with a three year contract (total \$38,670)
LawRoom	\$17,257 per year with a three year contract (total \$51,771)
WeComply, a Thomson Reuters business	\$17,665 - \$23,825 per year with a three year contract (total \$52,995 - \$71,475)

***Awarded Vendor**

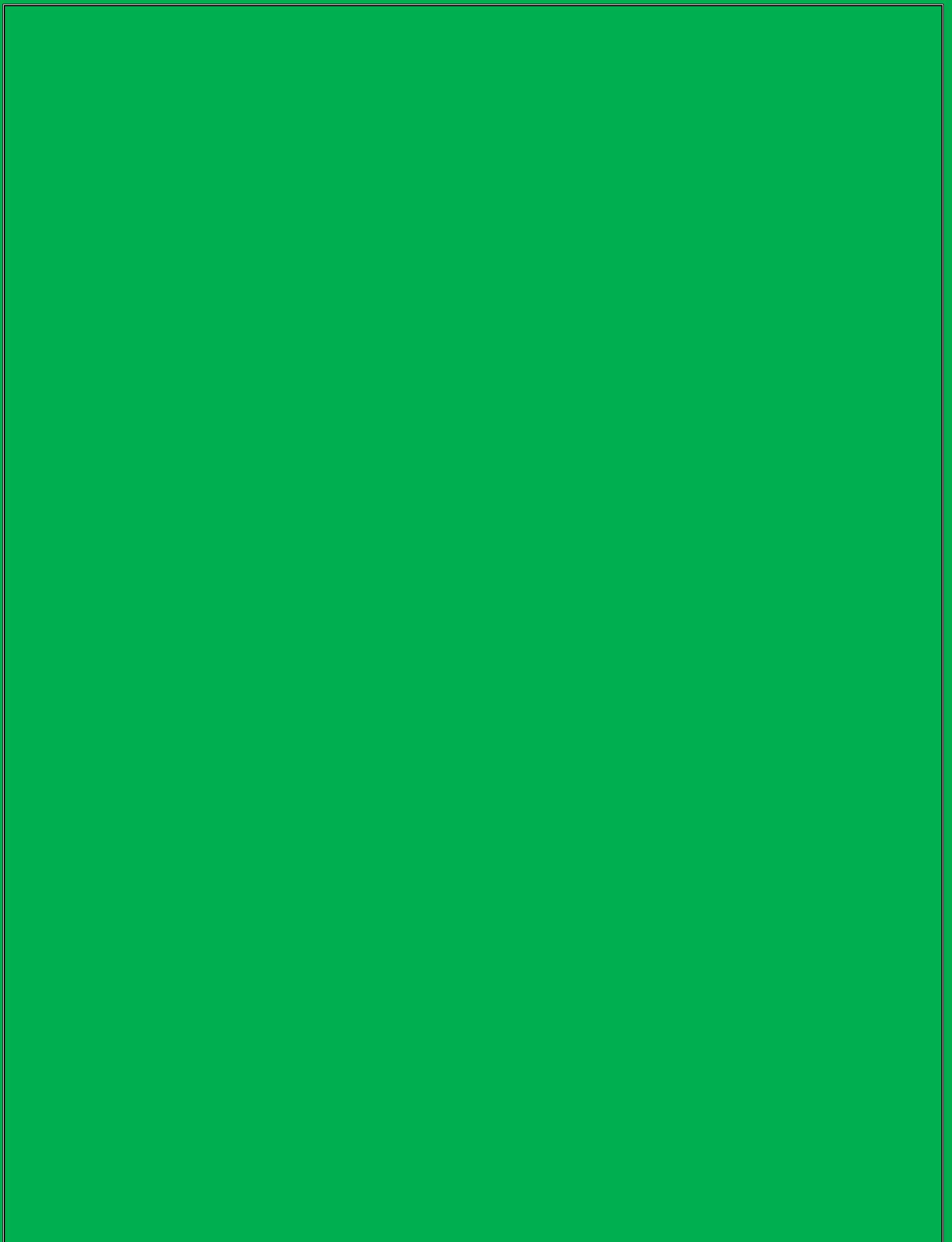
Workplace Answers, LLC currently provides other compliance training for the College. For the same annual cost we are paying, with a three year contract Workplace Answers, LLC will upgrade our current subscription of three online courses to the subscription of an online library of 30 higher education courses, including the ethics course.

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

4. RECOMMENDATION

That the Board of Trustees awards a three year contract for an online compliance training course library including ethics training to Workplace Answers, LLC, 4030 W. Braker Ln., Ste. 250, Austin, TX 78759, for an expenditure of an annual fee of \$12,890.00, with a total three year cost of \$38,670.00.

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



**COLLEGE OF DuPAGE
SPECIAL BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**
Comcast Spotlight LLC Advertising in the amount not to exceed \$40,000 for McAninch Arts Center (MAC), Fiscal Year 2016.

2. **REASON FOR CONSIDERATION**
A single contract exceeding the statutory limit of \$25,000 must be approved by the Board of Trustees.

3. **BACKGROUND INFORMATION**
Comcast Spotlight will provide the MAC with targeted cable television and online advertising services to promote multiple Touring, New Philharmonic and Family Series Events. With cable reaching over 90% of TV households, the services provided by Comcast Spotlight will allow the MAC to cost effectively reach and engage very specific target markets in our district with the goal to sell tickets and strengthen brand awareness of the MAC. Because of positive results in FY15 combined with a very unique targeting capability, the MAC has decided to increase the use of Comcast Spotlight in its FY16 advertising campaign for a total 25 shows. In FY16, the planned spend is not to exceed \$40,000 as compared to the actual spend of \$27,320.69 in FY15.

Quote comparisons and bidding does not exist for Comcast Spotlight because it is considered a sole source of advertising. Comcast Spotlight is the only TV provider that can run ads on both Comcast and AT&T, the two predominant TV provider companies in the district required to reach the MAC targeted audiences. This proposal expenditure is based on the best rates available and Comcast has agreed to also provide a match of free commercials for every dollar the MAC spends, which doubles the impact of our very conservative schedules.

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

This expenditure is budgeted in the Touring and New Philharmonic MAC accounts.

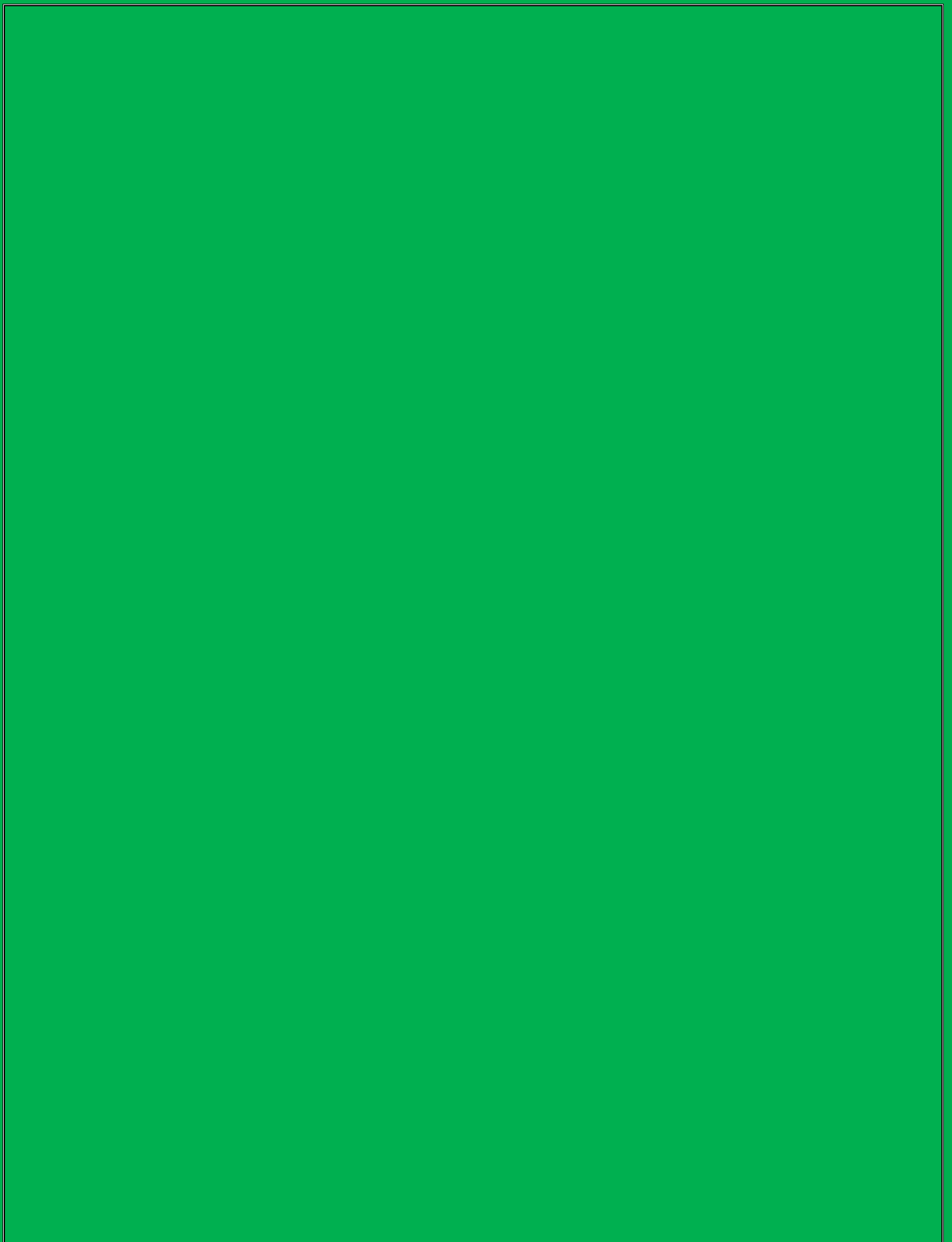
Budget Status

Year	Budget	YTD Spend	Variance/ Remaining Spend
FY15	\$36,000.00	\$27,320.69	(\$8,679.31)
FY16	\$40,000.00	\$19,168.57	(\$20,831.43)

4. RECOMMENDATION

That the Board of Trustees approves the annual purchase of advertising media from Comcast Spotlight LLC, 12964 Collections Center Drive, Chicago, IL 60693, in the amount not to exceed \$40,000.00

Diana Martinez, Director, McAninch Arts Center



COLLEGE OF DuPAGE
SPECIAL BOARD MEETING

BOARD APPROVAL

1. **SUBJECT**

The planned capital purchase of an electronic organ for the Music Program.

2. **REASON FOR CONSIDERATION**

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

3. **BACKGROUND INFORMATION**

Budget status:

GL: 01-10-00345-5806001	Annual Music : Capital Equipment – Instructional Budget	Actual YTD	Variance
FY 2016	<u>\$48,725.04</u>	0	<u>\$48,725.04</u>

This purchase is necessary in support of student education and performance within the Music Program. The purchase is to replace an antiquated and unreliable electric organ, used in concert and accompaniment with student music ensembles and rental performances.

The current electric organ, purchased as a discontinued model in the 1960s, relies upon vacuum tube technology; replacement parts are scarce if not unavailable. The unreliable performance has required altered music selections for choral and ensemble performances and makes it difficult to offer students a full range of choral accompaniment.

A legal notice was published and four (4) vendors requested documents. Three vendors submitted bids. All three are in-district vendors. No women- or minority-owned businesses responded.

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

Bid Tabulation:

Vendor	Bid Amount
Allen Organs of Chicago: <i>Allen Organ CF-15DK:</i>	\$45,000
Smith and Howard: <i>Rodgers Model 838:</i>	\$45,795**
SB Smith and Associates: <i>Rodgers Model 599:</i>	\$55,823**

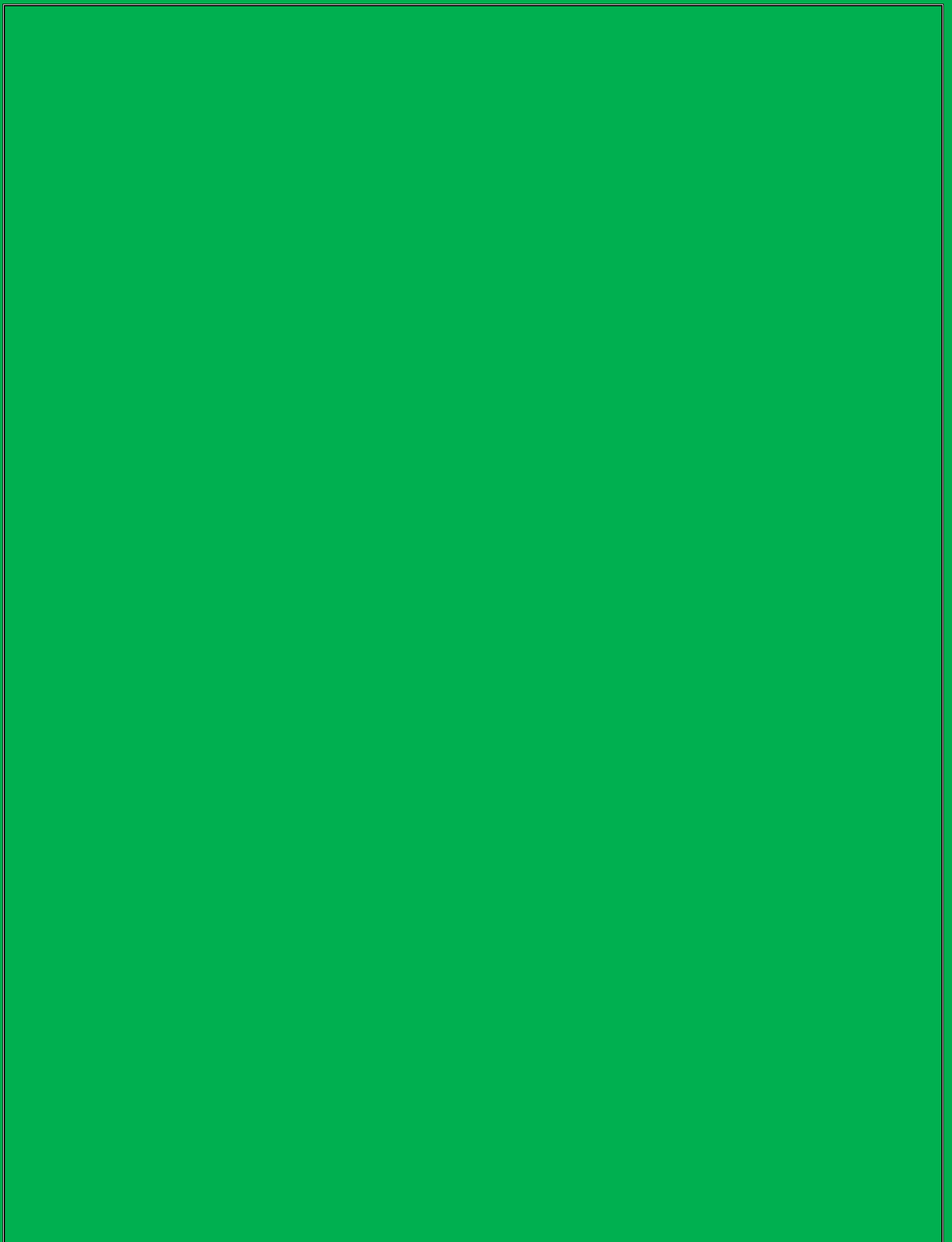
Low bidder shaded

**Bidders appear to be the same company, bids were dropped off by the same person and physical address is the same.

4. RECOMMENDATION

That the Board of Trustees approves the purchase of one Allen Organ CF-15DK from Allen Organs of Chicago, 181 Crossroads Parkway, Suite D, Bolingbrook, IL 60440-3692, 630-428-9701 (www.allenorganschicago.com) in the amount of \$45,000.

Staff Contact: Charles Boone, Interim Associate Dean, Fine and Applied Arts



**COLLEGE OF DuPAGE
SPECIAL BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Purchase of Articulating Tractor

2. **REASON FOR CONSIDERATION**

A single contract exceeding \$25,000.00 must be approved by the Board of Trustees.

3. **BACKGROUND INFORMATION**

The Buildings and Grounds department is replacing an older piece of equipment used for snow removal. The existing piece is prone to breakdowns and creates a safety hazard for operational use due to carbon monoxide leaking into the cab system.

Funds for this purchase are being provided by Capital Purchase FY'16 budget 02-90-00713-5807001.

A legal ad was published and an Invitation to Bid was released requesting bids for a new or used Articulating Tractor. Five (5) vendors requested the documents, and we received three (3) bid responses. No in-district or minority/women-owned businesses responded.

Of the three respondents, Russo Power Equipment of Schiller Park Illinois was the lowest responsible bidder with a total price of \$58,476.16 for a demo (used) unit.

Bidder	Total Bid- New Equipment	Total Bid- Demo/Used Equipment
Russo Power	\$67,403.01	\$58,476.16
Circle Tractor	\$69,487.64	No Bid
OER Services	\$72,338.48	\$62,624.00

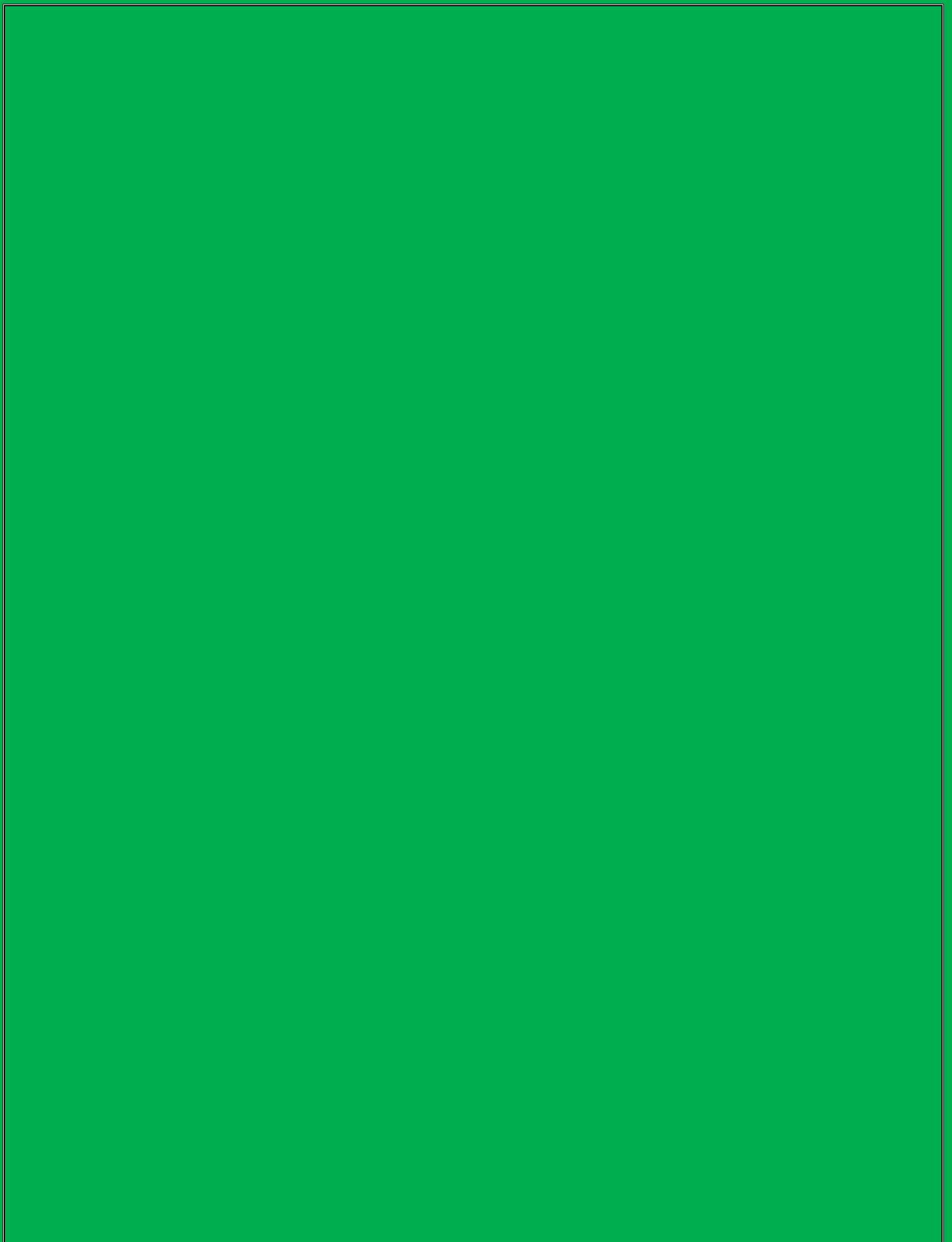
Recommended award in bold

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

4. **RECOMMENDATION**

That the Board of Trustees approve the purchase of an Articulating Tractor to the lowest responsible bidder, Russo Power Equipment, 9525 W. Irving Park Rd, Schiller Park, IL 60176, in the amount of \$58,476.16.

Staff Contact: Jim Ma, Director of Facilities Operations



**COLLEGE OF DuPAGE
SPECIAL BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Bid for the Homeland Security Training Center (HTC) Exterior capsule signs.

2. **REASON FOR CONSIDERATION**

All bid items that exceed the statutory limit of \$25,000 must be approved by the Board of Trustees.

3. **BACKGROUND INFORMATION**

Year	Budget	YTD Spend	Variance
FY15	0.00	0.00	0.00
FY16	\$80,000.00	\$52,291.00	\$27,709.00

All College buildings have exterior capsule signs to allow way finding for our students and the community. The new Homeland Security Training Center is now ready to have these signs installed.

One trade bid package was published for two exterior capsule signs for the Homeland Security Training Center (HTC) Project that included the exterior capsule signs to be installed on the west and north elevations. The costs of all materials were included in the lump sum bid amount.

The College estimated the total cost of this bid package to be \$80,000.00. The recommended contractor bid is \$52,291.00 or \$27,709.00 below the estimate. A scope review meeting was conducted. Based on the College's review, it is recommended that the bid be awarded to the lowest responsible bidder: All American Sign Co., Inc.

A legal bid notice was published and 19 vendors were solicited. Fifteen vendors downloaded the bid documents. Five responses were received. One vendor is in-district and no minority vendors were identified. One response was disqualified because not all proper documentation was submitted.

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

The following is a recap of the bid tabulation.

Homeland Training Center Exterior Capsule Signs	
Vendor	Total Base Bid
All American Sign	\$ 52,291.00
Poblocki Sign Co., LLC.	\$ 54,422.00
ASI Signage Innovations	\$ 59,307.10
Parvin Clauss Sign Company **	\$ 82,960.00
Complete Signs *	\$24,895.00

Recommended award in bold

* Bid Disqualified

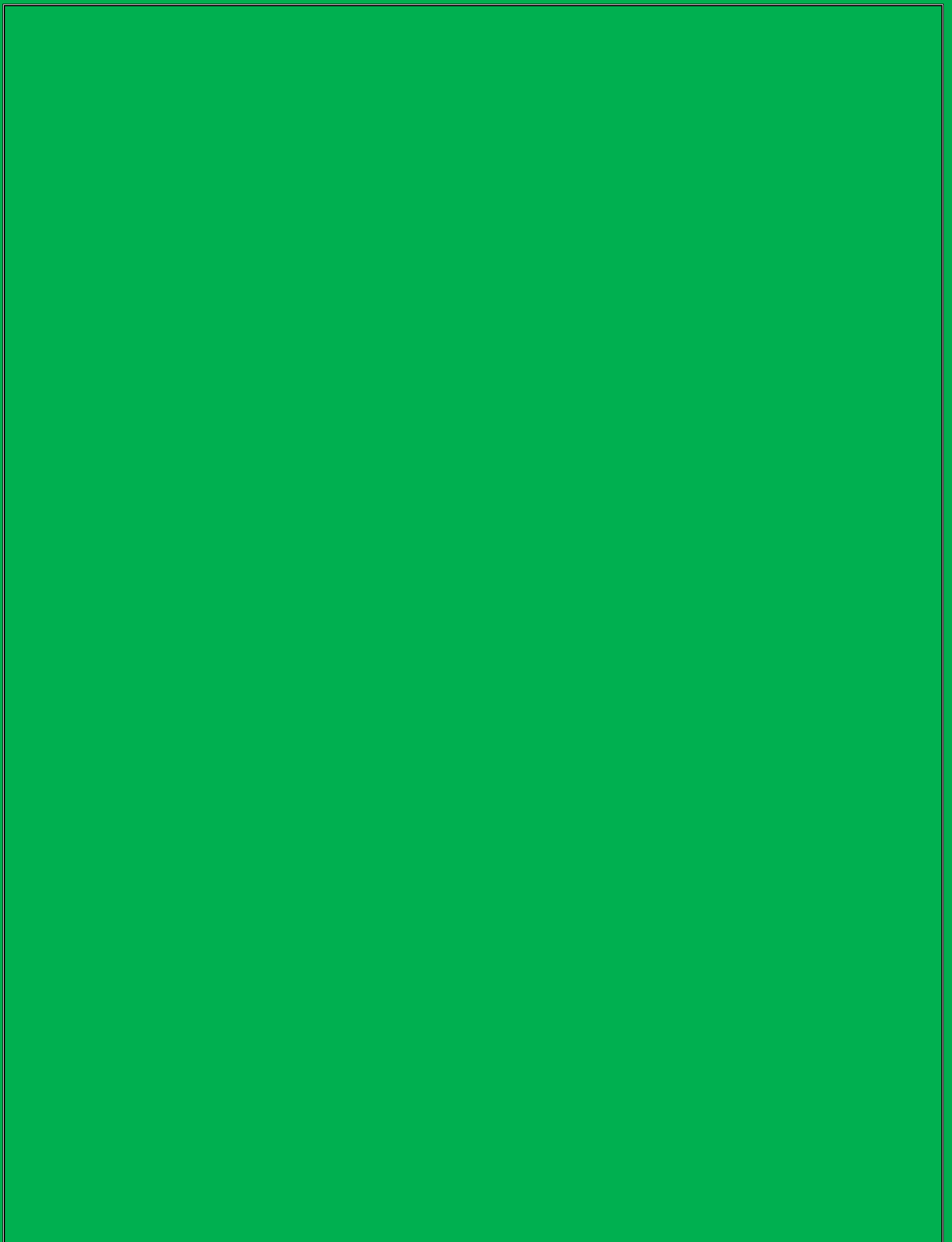
** In-District

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

4. RECOMMENDATION

That the Board of Trustees award the Homeland Security Training Center (HTC) Exterior Capsule Signs to the lowest responsible bidder, All American Sign Co., Inc., 5501 W 109th St, Oak Lawn, IL 60453 for the lump sum bid amount of \$52,291.00.

Staff Contact: Bruce H. Schmiedl, Director Facilities Planning and Development



**COLLEGE OF DuPAGE
SPECIAL BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Miller Exterior Capsule Signage Bid No. 2016-B0013 (Bid Rejection).

2. **REASON FOR CONSIDERATION**

Bid rejections must be approved by the Board of Trustees.

3. **BACKGROUND INFORMATION**

This item represents a bid to furnish all labor, materials, equipment and services as required to fabricate and install replacement signage on the Homeland Security Education Center (HEC). The current name on the facility to be changed to SSG Miller Homeland Security Center.

A legal notice was published and 41 vendors were solicited. 16 firms downloaded the documents. One firm provided a bid response, but it was deemed invalid because it did not acknowledge the addendum. There were no minority/women-owned or in-district responses. One (1) valid response was received. This bid exceeded the budget by over 10%.

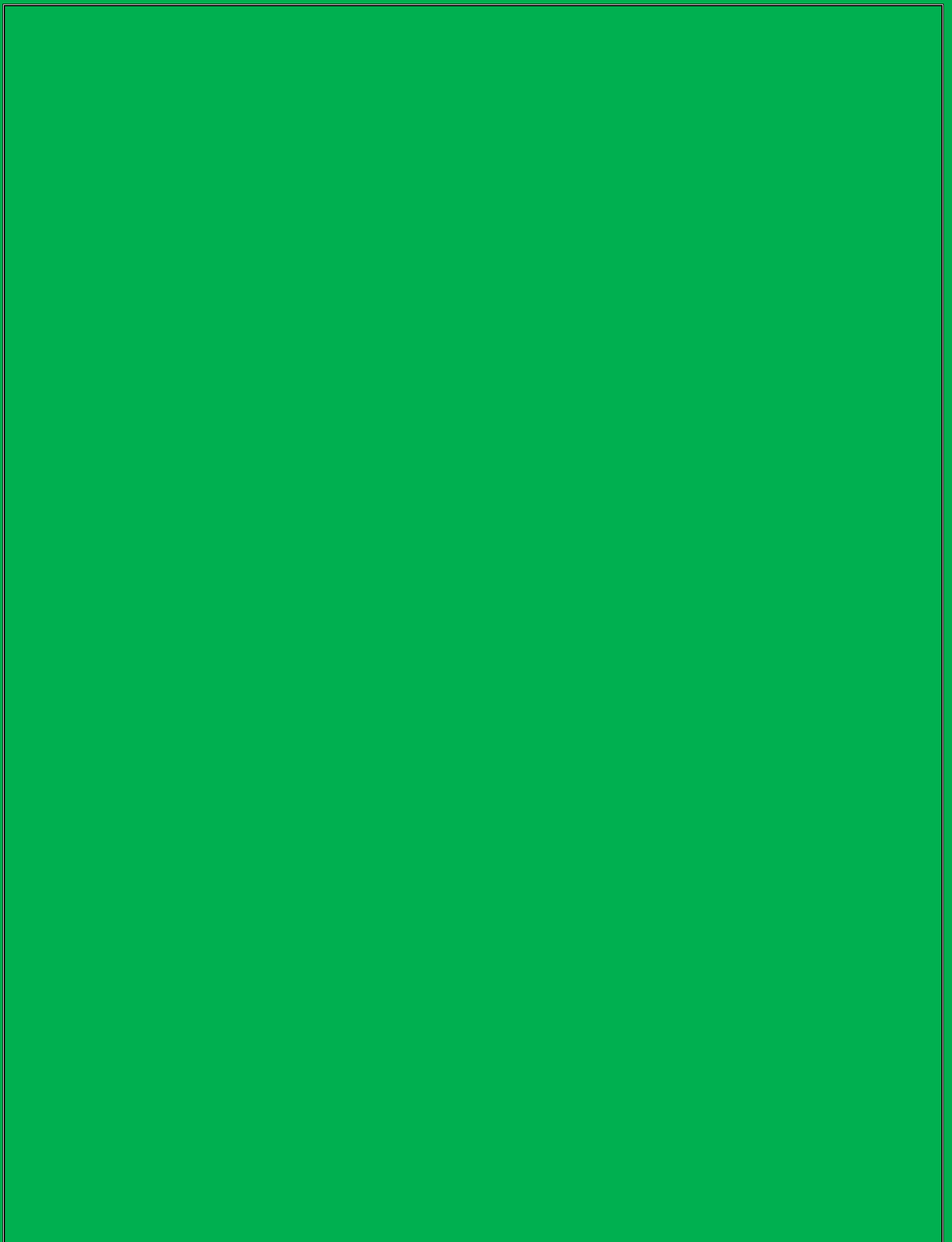
A follow-up survey was sent to those firms which downloaded documents:

- One firm advised after bid that they believed there was a requirement for WBE/MBE and chose not to pursue that type of arrangement.
- One firm advised that they thought they had submitted a response. It was later determined that they had responded to a different but similar bid package.

4. **RECOMMENDATION**

That the Board of Trustees rejects the bid received for the Miller Exterior Capsule Signage due to budgetary concerns and limited participation.

Staff Contact: Bruce Schmiedl, Director Facilities Planning and Development



**COLLEGE OF DuPAGE
SPECIAL BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Digital X-Ray Units for the Radiography program.

2. **REASON FOR CONSIDERATION**

Bid items over \$25,000.00 require the approval of the Board of Trustees.

3. **BACKGROUND INFORMATION**

This bid includes all labor, materials, equipment and supervision necessary, incidental or reasonable inferred, to deliver and install and train for this scope of work and related work in accordance with the aforementioned specifications. A remanufactured/reconditioned item will be considered as long as it meets all specifications listed. Funds in the amount of \$249,999.96 are budgeted in the Radiologic Tech Equipment –Instructional Capital fund.

A legal ad was published and an invitation to bid was released. Four (4) vendors were solicited, 11 vendors requested documents and five (5) responses were received. No women/minority owned vendors responded. No in-district vendors responded. Two (2) respondents, Digital Radiology and Mobile CR LLC, were disqualified due to the following reasons: the addendums were not signed, the certifications and signature pages were incomplete, and the bids were not notarized. The award is being recommended to the lowest responsible bidder, Blue Ox Medical Technologies of Charlotte, NC.

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

The following is a recap of the bid tabulation:

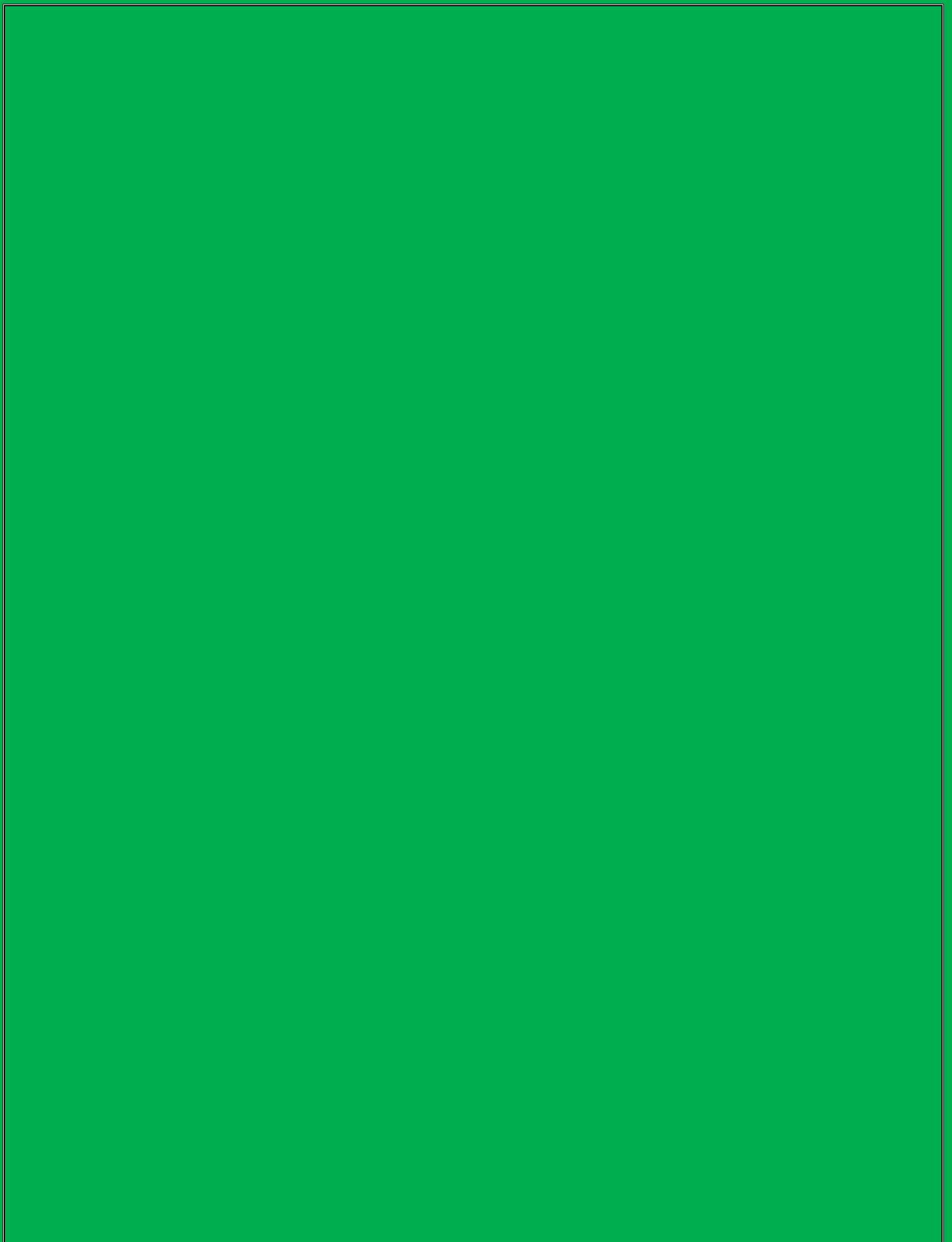
Vendor	Bid Item 1 Total	Bid Item 1 Brand/Model	Bid Item 2 Total	Bid Item 2 Brand/Model
Blue Ox Medical Technologies	\$112,000	Amrad AA2OTS	\$82,000	Amrad FMT 30KW
Digital Radiology**	\$95,000	ControlX Vision Single Panel Radiographic APX Halo	\$75,000	ControlX Vision Single Panel Radiographic System APX325 TS99
AGFA Healthcare	\$161,722.48	AGFA DXD-600 Semi Automatic	\$134,789.05	AGFA DXD-400
Mobile CR LLC**	\$110,000	ControlX DR tech Single Panel Radiographic APX425 Halo	\$90,000	ControlX DR tech Single Panel Radiographic System APX325 TS99
Phillips Healthcare	\$229,353.60	DigitalDiagnost 4.1 Flex/Value Room	\$146,104.40	DuraDiagnost 4.0 Value Room

**Disqualified/incomplete bid
Recommended award in bold.

4. RECOMMENDATION

That the Board of Trustees awards the bid for the Digital X-Ray Units to Blue Ox Technologies, 7845 Colony Road Suite C4-327, Charlotte, NC 28226, for a total expenditure of \$194,000.00.

Staff Contact: Shelli Thacker, Radiography Program Coordinator; Jeff Papp, Radiation Therapy Program Coordinator.



**COLLEGE OF DUPAGE
SPECIAL BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Foundations of Data Science Certificate Program

2. **REASON FOR CONSIDERATION**

Board approval is required for new degree and certificate programs.

3. **BACKGROUND INFORMATION**

This certificate is intended for individuals seeking advancement or cross-training opportunities for existing employees in data analysis fields. It will provide students with the skills to work in career fields such as; Data Scientist, Data Analyst, Business Analyst, Business Intelligence, and Market Research, etc.

New degrees and certificates are originated by faculty members. They are then sent through the College Curriculum Process:

- Review by subject discipline faculty members;
- Review by Library Liaison for resource support;
- Review by associate dean;
- Approval by Division Curriculum Committee (faculty members only)
- Review by Dean;
- Approval by College Curriculum Committee (faculty members and administrators);
- Approval by Vice President for Academic Affairs.

4. **RECOMMENDATION**

That the Board of Trustees approves the 13-credit hour Foundations of Data Science Certificate Program.

Staff Contact: Tom Cameron, Dean of Health Sciences

November 16, 2015

To: Jean Kartje, Ph.D.
Vice President of Academic Affairs

From: 
Tom Cameron, Dean
Health and Sciences Division

Re: Board of Trustee Approval on
New Certificate – **Foundations of Data Science Certificate**

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

Foundations of Data Science Certificate

The purpose of the Foundations of Data Science certificate is dual: (1) to provide professionals in various fields with general education and training, as well as skills updating in data collection, research methods, basic statistics, exploratory data analysis, data visualization, data mining; (2) to provide basic education in the field of data science for students wishing to pursue either further education or careers in that field.

This certificate is intended for individuals seeking advancement or cross-training opportunities for existing employees in data analysis fields, as well as for those looking to increase their skill set through further education and training. It also targets students interested in careers in research and data-related fields either in the public, academic, or private sector.

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

Please place the Foundations of Data Science Certificate on the Thursday, December 17, 2015 Board of Trustees' agenda for approval.

Please contact me if you have any questions.

cc: B. Willig, Curriculum
encl: Form 20 – Foundations of Data Science Certificate and Appendices

Illinois Community College Board

Application for Permanent Approval Career & Technical Education Curriculum

Submit TWO Complete Copies

COLLEGE NAME:	College of DuPage	5-DIGIT COLLEGE NUMBER:	502-01
CONTACT PERSON:	Dean Tom Cameron	PHONE:	630-942-2291
EMAIL:	cameron@cod.edu	FAX:	630-942-2759

CURRICULUM INFORMATION

AAS TITLE:		CREDIT HOURS:		CIP CODE:	
AAS TITLE:		CREDIT HOURS:		CIP CODE:	
CERTIFICATE TITLE:	SOCIO 4420 - Foundations of data Science	CREDIT HOURS:	13	CIP CODE:	45.0102
CERTIFICATE TITLE:		CREDIT HOURS:		CIP CODE:	
CERTIFICATE TITLE:		CREDIT HOURS:		CIP CODE:	
CERTIFICATE TITLE:		CREDIT HOURS:		CIP CODE:	

PROPOSED CLASSIFICATION:	District	<input checked="" type="checkbox"/>	Regional	<input type="checkbox"/>	Statewide	<input type="checkbox"/>
PROPOSED IMPLEMENTATION DATE:	Fall 2016					

SUBMISSION INCLUDES:	
<input checked="" type="checkbox"/>	Part A: Feasibility, Curriculum Quality and Cost Analysis
<input checked="" type="checkbox"/>	Part B: Supportive Documentation and Data

<i>This curriculum was approved by the college Board of Trustees on:</i>	<i>Date:</i>
State approval is hereby requested:	
Signature	<i>Required- Chief Administrative Officer</i>
	<i>Date</i>

ICCB USE ONLY:			
ICCB APPROVAL DATE:	AAS:	7-29 cr. hrs Cert:	30+ Cert:
IBHE APPROVAL DATE for AAS:			

OCCUPATIONAL CURRICULUM APPROVAL APPLICATION
PART A: Feasibility, Curriculum Quality and Cost Analysis

FEASIBILITY

1. Labor Market Need.

a. Program purpose: The purpose of the Foundations of Data Science certificate is dual: (1) to provide professionals in various fields with training, as well as skills updating in data collection, research methods, basic statistics, exploratory data analysis, data visualization, data mining to provide advancement for individuals already in the field; (2) to provide basic education in the field of data science for students wishing to pursue either further education or careers in that field.

b. Target population. This certificate is intended for individuals seeking advancement or cross-training opportunities for existing employees in data analysis fields, as well as for those looking to increase their skill set through further education and training. It also targets students interested in careers in research and data-related fields either in the public, academic, or private sector.

c. Related occupations. The label “data scientist” is still relatively new and not yet indexed in a lot of labor market databases, such as the Bureau of Labor Statistics (BLS). However, the certificate specifically targets people in the following occupations as well as occupations adjacent to these (such as assistants):

- Data scientist
- Data analyst
- Business analyst
- Business intelligence
- Information analyst
- Statistician / statistical analyst
- Market research

The proposed certificate is based on imparting skills that are applicable to a variety of fields, such as:

- Social sciences / Academic research
- Business / market research
- Criminal Justice
- Natural sciences
- Health / Public health
- Government
- Non-profit sector

d. Supply-Demand Information. As mentioned, the BLS has not yet indexed the title of “data scientist”. However, the proposed certificate would be applicable to the occupations mentioned above or related (assistants, analysts), lower-level, occupations. There are applicable data for two such occupations:

Statistician

Statisticians – Regional – long-term (2013 – 2024)

% occupational change Chicago: +35%, median hourly earnings: \$35.93

% occupational change Illinois: +34%, median hourly earnings: \$34.40

Statisticians – County – long-term (2013 – 2024)

% occupational change Cook: +33%, median hourly earnings: \$35.44

% occupational change Kane: 21%, median hourly earnings: \$30.76

% occupational change DuPage: 41%, median hourly earnings: \$32.70

Statisticians – Regional – short-term (2013 – 2015)

% occupational change Chicago: +7%, median hourly earnings: \$35.93

% occupational change Illinois: +7%, median hourly earnings: \$34.40

Statisticians – County – short-term (2013 – 2015)

% occupational change Cook: +5%, median hourly earnings: \$35.44

% occupational change Kane: 0%, median hourly earnings: \$30.76

% occupational change DuPage: 10%, median hourly earnings: \$32.70

Operations research analyst

Operations research analyst – Regional – long-term (2013 – 2024)

% occupational change Chicago: +23%, median hourly earnings: \$37.25

% occupational change Illinois: +22%, median hourly earnings: \$39.71

Operations research analyst – County – long-term (2013 – 2024)

% occupational change Cook: +18%, median hourly earnings: \$38.10

% occupational change Will: +41%, median hourly earnings: \$32.16

% occupational change Kane: 17%, median hourly earnings: \$32.25

% occupational change DuPage: 33%, median hourly earnings: \$33.70

Operations research analyst – Regional – short-term (2013 – 2015)

% occupational change Chicago: +3%, median hourly earnings: \$37.25

% occupational change Illinois: +3%, median hourly earnings: \$39.71

Operations research analyst – County – short-term (2013 – 2015)

% occupational change Cook: +2%, median hourly earnings: \$38.10

% occupational change Will: +11%, median hourly earnings: \$32.16

% occupational change Kane: 1%, median hourly earnings: \$32.25

% occupational change DuPage: 7%, median hourly earnings: \$33.70

e. Alternate Documentation.

There is no alternate documentation for this certificate.

f. Planning and Collaboration. Data science skills are applicable to many career and technical fields (see above). There is a need for a beginner-level curriculum both for employees involved in any kind of research and data analysis work, and for undergraduate students seeking transfer curriculum in research and analysis.

1) Educational & Workforce Partnerships. The certificate is designed primarily for online delivery, therefore targeting already-employed students as well as current transfer students. Part of the curriculum is IAI-compliant, while the rest of the curriculum will be integrated within transfer degrees. In addition, part of the curriculum will be used in other programs, such as Human Services, and potentially, management. Partnerships with baccalaureate institutions will be explored.

2) Employer Input. Not applicable.

g. Related Offerings: There is currently no other local school that offers this curriculum.

h. Regional Programs: The program is not seeking regional designation.

2. Need Summary. Existing certificates (undergraduate or graduate) are very specialized and focus on narrower aspects of the data analysis process. Certificates also exist in schools of Continuing Education but they often carry prerequisites or prior undergraduate degrees.

There are very few generalist (non-disciplinary) certificates. Moreover, most of these certificates focus on the technical and statistical aspects of data processing (which is why they are often housed in computer science department) and almost never on the production of data through the research process. The proposed certificate offers an introduction to the entire data process: production, processing, treatment, analysis, and presentation of data, at undergraduate / beginner level.

This certificate will allow professional in multiple fields to acquire the fundamental skills of research and data analysis. Their position may not be titled "data analyst" per se but does require the skills.

The certificate will also allow professionals to enhance their resumes as these skills are in high demand in multiple fields.

CURRICULUM QUALITY

1. Curriculum Information

a. Program purpose:

1) Catalog description. Data science is an emerging field due to the explosion of "big data". The importance of a good understanding of data is crucial in a multiplicity of fields, such as the social sciences, criminal justice, education, public health, the non-profit sector, and many others. By completing this certificate, students will acquire the fundamental skills of research and data analysis.

2) Curriculum. See Part B.

b. Educational alignment:

1) Academic/Curricular Alignment. Currently there are no opportunities for dual credit within this curriculum.

2) Relationship to existing curricula at the college: The Foundations of Data Science Certificate draws on two current Sociology courses and one current Psychology or Anthropology course while adding one new Sociology course that will be housed in the Sociology program. Students who complete the Foundations of Data Science certificate will be able to apply all of the credits toward both the certificate and the Associate in Arts (AA) or Associate in Science (AS).

3) Articulation. None.

4) Academic & Technical Skill Requirements.

(a) Academic Entry Skills: Aside from appropriate college placement scores, this program has no specific entry skills requirements aside from admission to the College. If students encounter reading or writing difficulties, they will be given the full assistance of the College's vast resources, including the Library and Learning Commons. As with other programs which also do not have any prerequisites, students who are identified as needing remedial assistance will be addressed directly by faculty within the program.

(b) General Education: All the courses in the certificate are general education courses, in the social science area.

(c) Technical Skills: The certificate does not involve any licensure or certification.

5) Career Development. All courses are general education courses, in the social sciences. No resources are allocated for career development.

6) Course Syllabi. See Part B. Active course file for new course (Sociology 1205) provided.

c. Work-Based Learning. This certificate does not require work-based learning.

d. Accreditation for Programs. There is no accreditation for this certificate.

e. Assessment of Student Learning:

1) Student Learning Objectives. Graduates of the Foundation of Data Science Certificate program are expected to meet the following objectives:

- Describe the different steps in the data analysis process.

- Use the tools of data analysis.
- Compare and contrast different research methods.
- Apply statistical techniques appropriately.

2) Assessment of Student Learning Objectives.

Goal: The primary purpose of this program is to provide education and training in the field of research and data science.				
Outcomes	Measurement Tool	Benchmark	Time Frame	Responsibility
1. Graduates will demonstrate knowledge in the steps in the data analysis process.	Course assignments Instructor rubric	Passing grade	Each semester	Course instructors
2. Graduates will demonstrate proper use of the tools of data analysis.	Course assignments Instructor rubric	Passing grade	Each semester	Course instructors
3. Graduates will compare and contrast different research methods.	Course assignments Instructor rubric	Passing grade	Each semester	Course instructors
4. Graduates will demonstrate proper application and interpretation of statistical techniques.	Course assignments Instructor rubric	Passing grade	Each semester	Course instructors

f. Continuous Quality Improvement.

- 1) College of DuPage has an extensive continuous quality improvement mechanism that is part of the Academic Program Review process. Each program is required to conduct an annual Student Outcomes Assessment Project (SOAP) and report not only the findings of the project each year, but also report how the data obtained from the project was used to improve the quality of the program.
- 2) An integral part of the program review process includes an in-depth examination of student learning objectives, and how effectively our students attained those objectives. Usually, this includes an affirmation of the items that are determined to be attained successfully. This also includes review of areas where additional examination is needed, and an exploration of instruction, instructional resources, and how student learning can be improved. College of DuPage is a member of the AQIP (Academic Quality Improvement Process) of the Higher Learning Commission, and continuous improvement of the learning paradigm is an expected role within each department. Continuous improvement begins with the use of the classroom level assessment evidence obtained by each faculty member in the program. Improvement at this level can occur on a day-to-day, i.e., immediate basis. Continuous improvement at the program level is measured and determined within each round of program review activity. Not as immediate as day-to-day processes by instructors using classroom assessment techniques, but nevertheless, conducted in a scheduled and systematic manner, just as with the general education process.
- 3) The Foundations of Data Science certificate does not require educational, business, or community partners that will participate in the improvement process.

2. Unique or noteworthy features of the program. There are currently no similar programs at the College. This certificate is designed for full online delivery, which will be convenient for students already in the workforce looking

to upgrade their skills in data science and who might not have the time for classroom instruction. In the initial stages, this will also broaden the general pool of potential students.

3. Faculty Requirements.

a) **Faculty Qualifications.** See Faculty Qualifications Chart in Part B.

b) **Faculty Needs.** One existing full-time faculty member will be needed to implement this program. No additional faculty are required.

4. Academic Control.

a) **Internal Oversight.** Academic control of the program will be maintained by the College of DuPage administration and in particular the Associate Dean of Social and Behavioral Sciences will be responsible for control over the program, faculty, student admissions, and program content and quality.

b) **Contractual/Cooperative Agreements.**

There are no contractual or cooperative agreements for this certificate.

COST ANALYSIS

1. Source of Funds.

No additional funds will be needed beyond the current allocation for faculty member's professional development.

2. Equipment.

No additional equipment is needed.

3. Facilities.

The certificate is designed to be run online. There are no additional expenses for facilities. The college has sufficient online support.

4. Finance.

See Finance Chart in section 4b.

**OCCUPATIONAL CURRICULUM APPROVAL APPLICATION
PART B: Supportive Documentation and Data**

OCCUPATIONAL DEMAND

OO

1. a) Labor Market Data. See attached.

1. b) Occupational Chart. List occupational titles related to the proposed program(s) and corresponding employment projections and completer data.		
Soc Job Titles & Codes * (and other Job titles if alternate date also submitted)	Annual District Openings*	Employment Projections: Annual Program Completers ** (indicate from which surrounding districts)
15-2031 Operations Research Analysts	155	2015-2025 Regional Employment Projections: + 16.8%, 3,903 to 4,558, an increase of 655 jobs; 2015-2025 DuPage County Employment Projections: +22.9% 882 to 1,084 increase of 202 jobs; 2014 Annual Program Completers: CIPS:52.1399-Management Services and Quantitative Methods, Other: 67 Regional Completions: Northwestern University 63 master degrees and Benedictine 4 bachelor degrees
15-2041 Statisticians	25	2015-2025 Regional Employment Projections: + 26.8%, 370 to 469, an increase of 99 jobs; 2015-2025 DuPage County Employment Projections: +32.4% 74 to 98 increase of 24 jobs; 2014 Annual Program Completers: CIPS:27.0501 - Statistics, General: 136 Regional Completions: University of Chicago 30 bachelor, 30 master and 2 doctoral degrees; Loyola University Chicago 1 Certificate; 8 bachelor and 19 master degrees; Northwestern University 10 bachelor, 4 master and 6 doctoral degrees; DePaul University 17 master degrees and 3 post master certificates; University of Illinois at Chicago 6 bachelor degrees
19-3021 Market Research Analysts	620	2015-2025 Regional Employment Projections: + 26.4%, 12,921 to 16,327, an increase of 3,304 jobs; 2015-2025 DuPage County Employment Projections: +31.9% 2,516 to 3,304 increase of 788 jobs; 2014 Annual Program Completers: CIPS:52.1402-Marketing Research: 26 Regional Completions: DePaul University 26 master degrees
19-3022 Survey Researchers	23	2015-2025 Regional Employment Projections: + 3.6%, 605 to 626, an increase of 21 jobs; 2015-2025 DuPage County Employment Projections: +9.3% 75 to 82 increase of 7 jobs; 2014 Annual Program Completers: CIPS:52.1402-Marketing Research: 26 Regional Completions: DePaul University 26 master degrees

* SOC (Standard Occupational Classification) Job titles/codes & AAJO (Average Annual Job Openings) by Community College district can be found through the [IDES Illinois Dept. of Employment Security website](http://www.ides.state.il.us/).

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

1. c) Enrollment Chart. Provide an estimate of enrollments and completions over the first three years of the program. Include separate figures for each program (i.e. separate estimates for each degree and/or certificate included in this application).

	First Year	Second Year	Third Year
Full-Time Enrollments:	5	5	5
Part-Time Enrollments:	10	10	10
Completions:	10	15	15

CURRICULUM STRUCTURE

2. a) Curriculum Chart. List general education, career and technical education, work-based learning, and elective courses within the proposed program. Asterisk "*" courses with pre-requisites; *Italicize* transferrable courses. **BOLD** new courses.

Program Title:	Course Prefix/#	Course Title	Credit Hours	Lecture Hours (include contact hrs new courses only)	Lab Hours (include contact hrs new courses only)
General Education Courses (required coursework). Specify Courses.	SOCIO 1205	<i>Introduction to Data Sciences</i>	3	2	2
	<i>SOCIO 2200*</i>	<i>Introduction to Research Methods</i>	3		
	<i>SOCIO 2205*</i>	<i>Statistics for the Social and Behavioral Sciences</i>	3		
	<i>PSYCH 1180*</i>	<i>Introduction to Behavioral Research</i>	4		
	OR <i>ANTHRO 2100*</i>	<i>Introduction to Anthropological Methods</i>	4		
Total			13	2	2
Career and Technical Education (CTE) Courses (required coursework)		There are no CTE courses required for this certificate	0	0	0
Total			0	0	0

Work-Based Learning Courses (internship, practicum, apprenticeship, etc.)		There are no work-based learning courses required for this certificate	0	0	0
Total			0	0	0
CTE Electives		There are no CTE elective courses required for this certificate	0	0	0
Total			0	0	0
TOTAL CREDIT HOURS REQUIRED FOR COMPLETION			13	2	2

2. b) Curriculum Sequence.

- Semester 1: Sociology 1205, Sociology 2200
- Semester 2: Sociology 2205, Psychology 1180 OR Anthropology 2100

2. c) Contractual/Cooperative Agreements.

There are no contractual or cooperative agreements required for this certificate.

FACULTY REQUIREMENTS

3. a) Faculty Qualifications. Cite the minimum qualifications for new and existing faculty.

Degree	Field	Credential	Years of Related Occupational Experience	Years of Teaching Experience
Master's degree	Sociology (for sociology courses), Psychology (for psychology course), anthropology (for anthropology course)	N/A	0	0

3. b) Faculty Needs. Cite the number of faculty, including new and existing faculty that the program will need for each of the first three years noting if they will serve as full-time faculty or part-time.

	First Year		Second Year		Third Year	
	Full-Time	Part-time	Full-Time	Part-time	Full-Time	Part-time
# of New Faculty	0	0	0	0	0	0
# of Existing Faculty	2	2	2	2	2	2

FISCAL SUPPORT

4. a) Equipment. No additional equipment will be used.

4. b) Finance Chart. Identify projected new direct costs to establish the program.			
	First Year	Second Year	Third Year
Faculty Costs	\$0	0	0
Administrator Costs	0	0	0
Other Personnel costs (specify positions)	0	0	0
Equipment Costs	0	0	0
Library/LRC Costs	0	0	0
Facility Costs*	0	0	0
Other (specify)	\$0	0	0
TOTAL NEW COSTS	\$0	\$0	0

*Capital projects that use state funds require prior ICCB approval, as do capital projects over \$250,000 that use local funds.

College of Dupage

Implementation Term: Fall 2016

Active Course File

Curricular Area: Sociology

Course Number: Sociology 1205

Course title: Introduction to Data Science

Semester Credit hours: 3

Clinical hours: 0

Lecture hours: 2

Lab hours: 2

Course Description

This beginner-level course provides a basic understanding of the concepts related to data science, including but not limited to data gathering, data description, exploratory data analysis (EDA), data visualization, and data mining. Introduces the techniques of EDA, visualization, and mining through the use of specialized software. Examines the copyrights and ethical issues related to the use of public datasets.

Course Objectives

Upon successful completion of this course, the student should be able to do the following:

1. Identify the different types of data
2. Locate public sources of data
3. Identify the different types of research methods
4. Assess data quality
5. Perform basic exploratory data analysis
6. Present data in appropriate visual forms
7. Compare and contrast different data visualizations
8. Perform basic data mining operations
9. Use data exploration, visualization, and mining software
10. Interpret relationships between variables
11. Evaluate data mining models
12. Summarize the copyrights and ethical issues related to the use of public data

Topical Outline

This course will include but not be restricted to the following topics:

1. Conceptual lectures on data science
 - a. Data types
 - i. Categorical data
 - ii. Numerical data
 - iii. Variable types
 - b. Data analysis
 - i. Description
 - ii. Exploration

- c. Data mining
 - i. Classification
 - ii. Clustering
 - iii. Regression
 - iv. Trees
 - d. Research methods
 - i. Surveys
 - ii. Experiments
 - iii. Field work / ethnographies
 - iv. Case studies
 - v. Secondary data
 - 1. Social media analysis
 - 2. Text analysis
2. Software labs
- a. Statistical software (including, but not limited to, R and R Studio)
 - i. Installing and running software
 - ii. Basics of software use
 - iii. Descriptive statistics with software
 - b. Data visualization software (including, but not limited to, R and R Studio)
 - i. Exploratory data analysis
 - ii. Data visualizations and plotting
 - c. Data mining software (including, but not limited to, WEKA)
 - i. Installing and running software
 - ii. Basics of software use
 - iii. Data mining with software
3. Exploratory data analysis and data visualization using software
- a. One variable data visualization
 - i. Pie charts
 - ii. Donut chart
 - iii. Bar plots
 - iv. Histograms
 - v. Boxplots
 - b. Two variables / comparative data visualization
 - i. Scatterplots
 - ii. Line graphs
 - c. Grouping
 - i. Grids
 - ii. Facets
4. Data visualization assessment (including but not limited to):
- a. Gapminder
 - b. Human Development Index
 - c. Corruption Perception Index
 - d. OECD – Better Life Index

5. Library / research modules
 - a. Library statistical data bases
 - b. Finding public data using library tools
 - c. Copyrights and ethical issues in data analysis

Course Materials

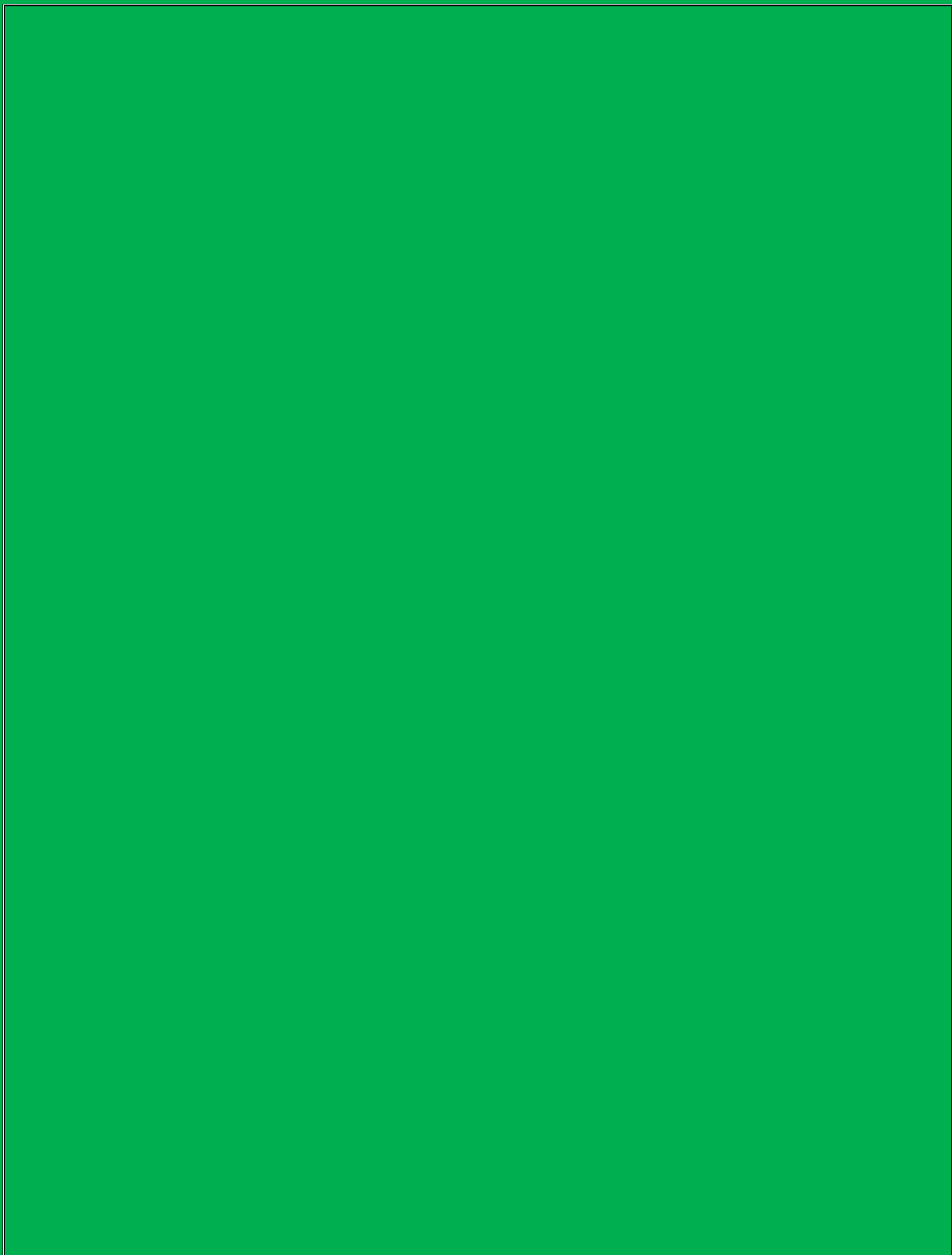
Including but not limited to:

1. Video lectures
2. Written materials
3. Texts
4. Software

Methods of Evaluating Students

Assessments include (but are not limited to):

1. Software labs
2. Exploratory data analysis exercises
3. Data visualization labs using software
4. Data mining labs using software
5. Library tool exercises



**COLLEGE OF DUPAGE
SPECIAL BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Fund Development in Human Services Certificate Program

2. **REASON FOR CONSIDERATION**

Board approval is required for new degree and certificate programs.

3. **BACKGROUND INFORMATION**

This 15-credit hour certificate program will provide individuals in the Human Services program, and related career fields, knowledge and expertise in the areas of fund raising.

This certificate will prepare the student to be a Fund Raising Assistant. It will also provide skills to professionals who are responsible for fund development in non-profit organizations.

New degrees and certificates are originated by faculty members. They are then sent through the College Curriculum Process:

- Review by subject discipline faculty members;
- Review by Library Liaison for resource support;
- Review by associate dean;
- Approval by Division Curriculum Committee (faculty members only)
- Review by Dean;
- Approval by College Curriculum Committee (faculty members and administrators);
- Approval by Vice President for Academic Affairs.

4. **RECOMMENDATION**

That the Board of Trustees approves the 15-credit hour Fund Development in Human Services Certificate Program.

Staff Contact: Tom Cameron, Dean of Health Sciences

November 16, 2015

To: Jean Kartje, Ph.D.
Vice President of Academic Affairs

From: 
Tom Cameron, Dean
Health and Sciences Division

Re: Board of Trustee Approval on
New Certificate – **Fund Development in Human Services Certificate**

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

Fund Development in Human Services Certificate

The purpose of the Fund Development in Human Services Certificate is to provide students in the Human Services program, and related disciplines, as well as professionals from non-profit organizations, advocates and providers, knowledge and expertise in the areas of fund development. The courses in the Fund Development in Human Services Certificate focus on fundraising theory, history, strategy, implementation, and practice.

This certificate targets students in the Human Services program, and related disciplines, as well as professionals from non-profit organizations, advocates and providers. We believe that students in Human Services would have an interest in adding this certificate to their portfolio. This certificate will prepare the student to be a Fund Raising Assistant. In addition, the skills gained from this certificate are considered useful to professionals who are responsible for fund development in non-profit organizations.

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

Please place the Fund Development in Human Services Certificate on the Thursday, December 17, 2015 Board of Trustees' agenda for approval.

Please contact me if you have any questions.

cc: B. Willig, Curriculum
encl: Form 20 – Fund Development in Human Services Certificate and Appendices

Form 20
(September 2013)

Illinois Community College Board

Application for Permanent Approval Career & Technical Education Curriculum

Submit TWO Complete Copies

COLLEGE NAME:	College of DuPage	5-DIGIT COLLEGE NUMBER:	502-01
CONTACT PERSON:	Tom Cameron	PHONE:	630-942-2291
EMAIL:	cameron@cod.edu	FAX:	630-942-2759

CURRICULUM INFORMATION

AAS TITLE:		CREDIT HOURS:		CIP CODE:	
AAS TITLE:		CREDIT HOURS:		CIP CODE:	
CERTIFICATE TITLE:	HUMAN 4478 Fund Development In Human Services	CREDIT HOURS:	15	CIP CODE:	44.0000
CERTIFICATE TITLE:		CREDIT HOURS:		CIP CODE:	
CERTIFICATE TITLE:		CREDIT HOURS:		CIP CODE:	
CERTIFICATE TITLE:		CREDIT HOURS:		CIP CODE:	

PROPOSED CLASSIFICATION:	District	<input checked="" type="checkbox"/>	Regional	<input type="checkbox"/>	Statewide	<input type="checkbox"/>
PROPOSED IMPLEMENTATION DATE:	Fall 2016					

SUBMISSION INCLUDES:	
<input checked="" type="checkbox"/>	Part A: Feasibility, Curriculum Quality and Cost Analysis
<input checked="" type="checkbox"/>	Part B: Supportive Documentation and Data

<i>This curriculum was approved by the college Board of Trustees on:</i>	Date:	
State approval is hereby requested:		
<i>Required- Chief Administrative Officer Signature</i>		<i>Date</i>

ICCB USE ONLY:			
ICCB APPROVAL DATE:	AAS:	7-29 cr. hrs Cert:	30+ Cert:
IBHE APPROVAL DATE for AAS:			

OCCUPATIONAL CURRICULUM APPROVAL APPLICATION
PART A: Feasibility, Curriculum Quality and Cost Analysis

FEASIBILITY

1. Labor Market Need.

a. Program purpose:

The purpose of the Fund Development in Human Services Certificate is to provide students in the Human Services program, and related disciplines, as well as professionals from non-profit organizations, advocates and providers, knowledge and expertise in the areas of fund development. The courses in the Fund Development in Human Services Certificate focus on fundraising theory, history, strategy, implementation, and practice.

b. Target population.

This certificate targets students in the Human Services program, and related disciplines, as well as professionals from non-profit organizations, advocates and providers. We believe that students in Human Services would have an interest in adding this certificate to their portfolio.

c. Related occupations.

This certificate will prepare the student to be a Fund Raising Assistant (job description in Appendix B). In addition, the skills gained from this certificate are considered useful to professionals who are responsible for fund development in non-profit organizations.

d. Supply-Demand Information.

Labor market data does not directly reflect the purpose of this certificate. Information on fields to which this certificate will be marketed is included – See Occupational Data and Enrollment Chart in part B.

e. Alternate Documentation.

There is no alternate documentation for this certificate.

f. Planning and Collaboration.

1) Educational & Workforce Partnerships.

See attached advisory committee meeting minutes (Appendix B).

2) Employer Input.

See attached advisory committee meeting minutes (Appendix B). In addition, several other community partners have expressed interest and support in the Fund Development in Human Services Certificate. During site visits at Teen Parent Connection, the YWCA and Ray Graham Association the value supporting fund developers was discussed.

g. Related Offerings:

There is currently no other local school that offers this curriculum.

h. Regional Programs:

The program is not seeking regional designation.

2. Need Summary.

Based on conversations with community service providers and our advisory committee, this program appears to fill an important niche. The certificate could possibly lead to employment opportunities as a fundraising assistant. In addition it is clear that the skills and knowledge taught will benefit workers across many occupations.

CURRICULUM QUALITY

1. Curriculum Information.

a. Program purpose:

1) Catalog description.

The Fund Development in Human Services Certificate is designed to provide knowledge and expertise in the areas of fund development. Courses focus on fundraising theory, history, strategy, implementation, and practice. Students in the Human Services program, professionals from non-profit organizations, advocates, and providers, would benefit from completion of this program.

2) Curriculum.

See Chart B

b. Educational alignment:

1) Academic/Curricular Alignment

Currently there are no opportunities for dual credit within this curriculum. Students who are new to the certificate or who are considering the certificate will have one-to-one advising opportunities. The program has three full-time faculty members and a dedicated advisor to address student questions and concerns. This allows for smooth transition into and through the certificate.

2) Relationship to existing curricula at the college:

The Fund Development in Human Services Certificate draws on three current Human Services courses while adding two new course that will be housed in Human Services. It will also include one new course housed in Sociology, fostering interdepartmental collaboration. The current courses are well-established and regularly offered in the program. All of the courses – both new and old –will be taught by current faculty in the Human Services department and utilize existing resources.

3) Articulation.

Human Services has recently completed an articulation agreement with National-Louis University (NLU), which will accept up to 90 hours of transfer credit, including all of the coursework required for an AAS in Human Services. Three courses contained in this proposed certificate will transfer toward a BA degree at NLU if students choose that path.

4) Academic & Technical Skill Requirements.

(a) Academic Entry Skills:

This program has no specific entry skills requirements aside from admission to the College. If students encounter reading or writing difficulties, they will be given the full assistance of the College's vast resources, including the Library and Learning Commons. As with other programs within Human Services, which also do not have any prerequisites, students who are identified as needing remedial assistance will be addressed directly by faculty within the program and encouraged to improve their skills before continuing on.

(b) General Education:

There are no general education courses or requirements in this certificate.

(c) Technical Skills:

There is currently no professional licensure or certification associated with the training provided by this certificate.

5) Career Development.

All Human Services students are exposed to professionals in the field who speak about trends occurring within human services. The College provides career assistance in the form of resume development and interviewing skills. The Human Services office continuously updates students about job opportunities via a bulletin board and email notifications.

6) Course Syllabi.

A syllabus for each of the two new proposed courses, Human 2230 and 2235 are attached as Appendix A.

c. Work-Based Learning.

This certificate does not require work-based learning.

d. Accreditation for Programs.

The Human Services program maintains accreditation through the Council for Standards in Human Service Education, with the current accreditation running through October 2018. The Fund Development in Human Services certificate will be held to the same high standards as all of the existing programs within the Human Services curriculum and monitored under the current accrediting body.

e. Assessment of Student Learning:

1) Student Learning Objectives.

Graduates of the COD Fund Development in Human Services Certificate program are expected to meet the following objectives:

- a) **Identify funding sources for non-profit organizations**
- b) **Develop a basic program budget**
- c) **Create a fundraising plan**
- d) **Identify resources available to various populations**
- e) **Prepare the narrative components of a request for grant proposal**

2) Assessment of Student Learning Objectives.

Goal: The primary purpose of this program is to provide students in the Human Services program, and related disciplines, as well as professionals from non-profit organizations, advocates and providers, knowledge and expertise in the areas of fund development..				
Outcomes	Measurement Tool	Benchmark	Time Frame	Responsibility
1. Graduates will identify funding sources for non-profit organizations.	Instructor rubric	Passing grade	Each semester	Course instructors
2. Graduates will develop a basic program budget.	Course project	Passing grade	Each semester	Course instructors
3. Graduates will create a fundraising plan.	Course project	Passing grade	Each semester	Course instructors
4. Graduates will identify resources available to various populations.	Instructor rubric	Passing grade	Each semester	Course instructors
5. Graduates will prepare the narrative components of a request for grant proposal.	Course project	Passing grade	Each semester	Course instructors

f. Continuous Quality Improvement.

- 1) College of DuPage has an extensive continuous quality improvement mechanism that is part of the Academic Program Review process. Each program is required to conduct an annual Student Outcomes Assessment Project (SOAP) and report not only the findings of the project each year, but also report how the data obtained from the project was used to improve the quality of the program.

- 2) An integral part of the program review process includes an in-depth examination of student learning objectives, and how effectively our students attained those objectives. Usually, this includes an affirmation of the items that are determined to be attained successfully. This also includes review of areas where additional examination is needed, and an exploration of instruction, instructional resources, and how student learning can be improved. College of DuPage is a member of the AQIP (Academic Quality Improvement Process) of the Higher Learning Commission, and continuous improvement of the learning paradigm is an expected role within each department. Continuous improvement begins with the use of the classroom level assessment evidence obtained by each faculty member in the program. Improvement at this level can occur on a day-to-day, i.e., immediate basis. Continuous improvement at the program level is measured and determined within each round of program review activity. Not as immediate as day-to-day processes by instructors using classroom assessment techniques, but nevertheless, conducted in a scheduled and systematic manner, just as with the general education process.

- 3) The Human Services Advisory Committee meets twice per year and consists of members of faculty and local service providers. The members from local providers accept our students at their facilities for internships and often hire them as employees. The committee's input is invaluable in determining program changes and updates that need to be made.

2. Unique or noteworthy features of the program.

Whereas other certificates offered in Human Services are lengthy and require field learning, the Fund Development in Human Services certificate could be completed in 2 semesters and could be tailored to include service learning hours. In addition, the intention is to make all of the courses required for the certificate available online, thus enhancing the pool of potential students.

The Fund Development in Human Services certificate draws on three current Human Services courses while adding two new courses that will be housed in Human Services. It will also include one new course housed in Sociology, fostering interdepartmental collaboration. The current courses are well-established and regularly offered in the program. All of the courses – both new and old – will be taught by current faculty and utilize existing resources.

3. Faculty Requirements.

a) Faculty Qualifications.

See Faculty Qualifications Chart in Part B.

b) Faculty Needs.

One existing full-time faculty member and two existing adjunct faculty members will be needed to implement this program. No additional faculty are required.

4. Academic Control.

a) Internal Oversight.

Academic control of the program will be maintained by the College of DuPage. Administration, and in particular the Associate Dean of Social and Behavioral Sciences, will be responsible for control over the program, faculty, student admissions, and program content and quality.

b) Contractual/Cooperative Agreements.

There are no contractual or cooperative agreements for this certificate.

COST ANALYSIS

1. Source of Funds.

There are minimal costs associated with the creation and implementation of this certificate.

2. Equipment.

No additional equipment is needed.

3. Facilities.

The College has adequate space to offer all of the required courses. There are no additional expenses for facilities.

4. Finance.

See Finance Chart in section 4b.

**OCCUPATIONAL CURRICULUM APPROVAL APPLICATION
PART B: Supportive Documentation and Data**

OCCUPATIONAL DEMAND

OO

1. a) Labor Market Data.

See attached job descriptions that relate to the target student population in Appendix B.

1. b) Occupational Chart.		
Soc Job Titles & Codes * (and other Job titles if alternate date also submitted)	Annual District Openings*	Employment Projections: Annual Program Completers ** (indicate from which surrounding districts)
Fundraiser (13-1131)	126	total completers: 0 from College of DuPage, from Harper College, from Elgin Community College, from Waubensee Community College, and from Joliet Junior College

Data on annual district openings comes from the Illinois Department of Employment Security. Retrieved from: http://www.ides.illinois.gov/LMI/Pages/Employment_Projections.aspx

Data on annual program completers comes from The Illinois Community College Board. Retrieved from: <http://iccbdsrv.iccb.org/databook/home.cfm>

1. c) Enrollment Chart. Provide an estimate of enrollments and completions over the first three years of the program. Include separate figures for each program (i.e. separate estimates for each degree and/or certificate included in this application).			
	First Year	Second Year	Third Year
Full-Time Enrollments:	0*	0*	0*
Part-Time Enrollments:	5	7	10
Completions:	5	7	10

* No full-time enrollments anticipated due to the program consisting of only seven credit hours.

CURRICULUM STRUCTURE

2. a) Curriculum Chart.					
Program Title:		Fund Development in Human Services			
	Course Prefix/#	Course Title	Credit Hours	Lecture Hours (include contact hrs new courses only)	Lab Hours (include contact hrs new courses only)
General Education Courses (<i>required</i> coursework). Specify Courses.		There are no general education courses required for this certificate			
Total					
Career and Technical Education (CTE) Courses (<i>required</i> coursework)	HUMAN 1100	Introduction To Human Services	4		
	HUMAN 1170	Role of Advocacy in Human Services	2		
	HUMAN 2230	Grant Development for Non-Profit Organizations	2	2	0
	HUMAN 2235	Dynamics of Fund Development for the Human Service Professional	2	2	0
	HUMAN 2279	Ethics and Legal Issues in Human Services	2		
	SOCIO 1205	Introduction to Data Science	3	2	1
Total			15	6	1
Work-Based Learning Courses (internship, practicum, apprenticeship, etc.)		There are no work-based learning courses required for this certificate			
Total					
CTE Electives		There are no elective courses required for this certificate			
Total					
TOTAL CREDIT HOURS REQUIRED FOR COMPLETION			15	6	1

2. b) Curriculum Sequence.

Two semester completion of required courses.

Semester One: HUMAN 1100 (Intro to Human Services), HUMAN 2230 (Grant Development for Non-Profit Organizations), and HUMAN 1170 (The Role of Advocacy in Human Services).

Semester Two: HUMAN 2235 (Dynamics of Fund Development for the Human Service Professional), HUMAN 2279 (Ethics and Legal Issues in Human Services), and SOCIO 1205 (Introduction to Data Science).

2. c) Contractual/Cooperative Agreements.

Not Applicable to this certificate.

FACULTY REQUIREMENTS**3. a) Faculty Qualifications.**

Degree	Field	Credential	Years of Related Occupational Experience	Years of Teaching Experience
Master's degree	Social Work, Counseling, or substantially similar	Licensure or certification in field of expertise	2+	0

3. b) Faculty Needs.

	First Year		Second Year		Third Year	
	Full-Time	Part-time	Full-Time	Part-time	Full-Time	Part-time
# of New Faculty	0	0	0	0	0	0
# of Existing Faculty	1	2	1	2	1	2

FISCAL SUPPORT

4. a) Equipment.

No additional equipment will be used.

4. b) Finance Chart.			
	First Year	Second Year	Third Year
Faculty Costs	\$0	0	0
Administrator Costs	0	0	0
Other Personnel costs (specify positions)	0	0	0
Equipment Costs	0	0	0
Library/LRC Costs	0	0	0
Facility Costs*	0	0	0
Other (specify) Training two faculty members on Mental Health First Aid Curriculum	0	0	0
TOTAL NEW COSTS	\$0	\$0	0

*Capital projects that use state funds require prior ICCB approval, as do capital projects over \$250,000 that use local funds.

Syllabus
Grant Development for Non-Profit Organizations

NOTE: You are responsible for knowing all of the information contained in this Syllabus.

Human Services 2230
College of DuPage
Glen Ellyn, IL 60137

Fall 2016

Instructor:
Contact:
Office:
Office hours:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

*During virtual office hours, you can contact me by email or arrange a phone or live chat session.

Required Texts:

Title:	Grant Writing and Fundraising Tool Kit for Human Services
Author:	Jill C. Dustin
ISBN:	978-0-205-08869-0
Publisher:	Pearson
Publication Date:	January 1, 2013

Catalogue Description:

Overview of the basic concepts of the grant process, including how to identify funding prospects, determine funding requirements, understand grant guidelines, understand the basic steps in developing a sound grant proposal, and grant management. This class provides the learner with the tools to understand grants and their role in the fundraising schema of human service organizations.

General Course Objectives:

Upon successful completion of the course the student will be able to:

1. Discuss the grant process
2. List funding sources
3. Locate appropriate funders for a given proposal
4. Identify the fundamental components of a grant proposal
5. Prepare the narrative portion of a grant proposal
6. Prepare a basic budget

Topical Outline:

This course will include but not be restricted to the following topics:

1. Grants
2. Funding sources
3. Funding/program requirements
4. Components of a grant
5. Evaluation report
6. Funded project

Grading and Evaluation:

- 160 points – Attendance and Participation
- 80 points – Assignments
- 60 points – 3 Quizzes (20 points each)

Points	Grade	Logic
270-300 (90%)	A	Exceptional Accomplishments
240-269 (80%)	B	Excellent grasp of subject matter
210-239 (70%)	C	Basic understanding of subject matter
180-209 (60%)	D	Minimum performance
179>	F	Failure to demonstrate acceptable competence

Assignment Requirements:

Attendance and Participation – 160 points

Active participation is a critical element of this class. You need to read all materials before class and come prepared. Activities may be given in class or as homework to further our discussions and understanding of the material and they will be worth points toward the participation grade.

Each class period = 10 points. Points are lost if students are not present, not prepared, arrive significantly late or leave early, or do not participate.

Assignment #1: Identifying Funding Resources – 40 points

Identify 5 funding resources for your proposed funding project. Summarize the resource and analyze/explore it's "fit" for your funding project.

Assignment #2: Identifying Goals and Objectives – 40 points

List and explain what you hope to achieve with your project. Goals refer to the general things that you want to accomplish — for example, "We will start an after-school program for children from our community," or "We will try to help people earn more income through the creation of a cooperative business." Objectives are outcomes, more specific things that can be easily measured — for example, "Reading ability for 65 children will be improved; we will show this improvement by comparing before and after scores on a short reading test," or "People who participate in this cooperative will show an increase in their income after one year."

For both goals and objectives, be as specific as possible. This is key.

Quizzes – 60 points

Students will be quizzed on various terms and concepts from class readings and class discussions

ABSENCES

It is the student's responsibility to obtain any information or materials missed. Any missed exams or projects will result in a "0" for the exam or project. In the event there is an absence you will be allowed to turn in the assignment at the beginning of the next scheduled class. Students are allowed two unexcused absences. Each absence after that will deduct 10 points from the

ASSIGNMENT POLICY

All assignments are due on the date listed on the syllabus; any exceptions need to be cleared with the instructor. Late assignments are not accepted unless approved by instructor. It is assumed that students will perform professionally in preparing work required for this class and will submit all assignments by their due date. Please review and follow the course outline.

All papers must be typed and double spaced, with a one inch maximum margin. Papers must be presented in a professional manner, including correct punctuation, spelling, proper sentence structure, and word usage. All work submitted should reflect the same concern and professional approach expected in the working world. If you are absent, assignments may be turned in at the beginning of the next class. Hand written assignments WILL NOT BE ACCEPTED.

You are required to submit all assignments via the assignments link. You are also responsible for ensuring all attachments are made and assignments are posted to the right assignment link. Do not email any assignments to my email. All assignments are to be posted via Blackboard.

Late/Missing Assignments/Makeup Work

It is assumed that students will perform professionally in preparing work required for this class and will submit all assignments by their due date. All assignments due on the date listed on the syllabus; any exceptions need to be cleared with the instructor.

Pass / Fail Option and Withdrawing

The pass/fail option is not available for this course.

Withdrawal Policy – (see COD catalog “Student Rights and Responsibilities,” Administrative Procedure 5715)

The last day to withdraw from this class is **XX/XX/16**. After that date, you may file a Petition for Late Withdrawal through the Registration Office. Petitions for Late Withdrawal will be granted for extenuating circumstances only, including student illness, death in the immediate family, family emergencies, call to active duty, or other appropriate extenuating circumstances. You will be required to provide appropriate documentation for all requests for Late Withdrawal. Prior to withdrawing from the class, you are encouraged to speak with me.

Non-Discrimination Policy

College of DuPage is committed to Affirmative Action and equal opportunities and does not discriminate in its programs and activities on the basis of race, color, national origin, sex, disability, ancestry, marital status, religion, unfavorable military discharge or sexual orientation.

Academic Honesty / Plagiarism

Students are responsible for the honest completion and representation of their work and for the appropriate citation of sources. Incidents of academic dishonesty are serious and will receive a disciplinary response. If you cheat or plagiarize work you will receive a failing grade and we will meet with the appropriate college personnel to discuss your status in the Human Services program. Plagiarizing occurs when you use another person's work and do not give proper credit and citation. See the College's Academic Honesty Policy, COD catalog, Course-Related Academic Integrity, Board Policy 5050 and Board Procedure 5715 for more information.

Disciplinary action will be pursued in all instances in which it is determined that academic dishonesty has occurred. Disciplinary action may include, but is not limited to:

- Assignment of a failing grade for a test, examination or assignment.
- Assignment of a failing grade for a course.
- Student disciplinary sanction under Board Procedure #5715, Student Rights and Responsibilities.

COURSE SCHEDULE

UNIT #	DATE S	OBJECTIVES	ASSIGNMENTS
I		<ul style="list-style-type: none"> • Discuss the grant process • List funding sources 	Read Dustin Chapter 1 – <i>Gearing Up for Fundraising</i> Handout on Philanthropy Read Dustin Chapter 8 – <i>Setting the Stage</i> Submit Assignment #1 Take Quiz #1
II		<ul style="list-style-type: none"> • Locate appropriate funders for a given proposal • Identify the fundamental components of a grant proposal 	Read Dustin Chapter 9 – <i>Exploring Grant Possibilities and Searching Funding Databases and Resources</i> Guest Speaker – Christine Kickels (COD Librarian) to review the COD Philanthropic database Take Quiz #2
III		<ul style="list-style-type: none"> • Prepare the narrative portion of a grant proposal • Discuss the grant process • Prepare a basic budget 	Read Dustin Chapter 10: <i>Writing, Submitting, and Revising Grant Proposals</i> Budget worksheet Submit Assignment #2
IV		<ul style="list-style-type: none"> • Discuss the grant process 	Read Dustin Chapter 11: <i>Implementing, Managing, and Closing a Funded Project</i> Take Quiz #3

Syllabus
Dynamics of Fund Development for the Human Service Professional

NOTE: You are responsible for knowing all of the information contained in this Syllabus.

Human Services 2235
College of DuPage
Glen Ellyn, IL 60137

Fall 2016

Instructor:
Contact:
Office:
Office hours:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

*During virtual office hours, you can contact me by email or arrange a phone or live chat session.

Required Texts:

Title:	Grant Writing and Fundraising Tool Kit for Human Services
Author:	Jill C. Dustin
ISBN:	978-0-205-08869-0
Publisher:	Pearson
Publication Date:	January 1, 2013

Catalogue Description:

Students are introduced to basic concepts and terminology of fundraising operations, fundraising strategies, relationship building, the solicitation process, and the realities of asking for money. Students will refine their skills through analysis of case studies, participation in role playing exercises, and may include a service learning component.

General Course Objectives:

Upon successful completion of the course the student will be able to:

1. Identify prospective members of a fundraising team
2. Create a fundraising plan
3. Develop a marketing strategy
4. Identify funding sources
5. Design fundraising events
6. Describe ways to motivate prospective donors

Topical Outline:

This course will include but not be restricted to the following topics:

1. Relevant terms and definitions
2. Fundraising team
3. Fundraising plan
4. Marketing strategy
5. Funding sources
6. Fundraisers

Donors Grading and Evaluation:

- 160 points – Attendance and Participation
- 80 points – Assignments
- 60 points – 3 Quizzes (20 points each)

Points	Grade	Logic
270-300 (90%)	A	Exceptional Accomplishments
240-269 (80%)	B	Excellent grasp of subject matter
210-239 (70%)	C	Basic understanding of subject matter
180-209 (60%)	D	Minimum performance
179>	F	Failure to demonstrate acceptable competence

Assignment Requirements:

Attendance and Participation – 160 points

Active participation is a critical element of this class. You need to read all materials before class and come prepared. Activities may be given in class or as

homework to further our discussions and understanding of the material and they will be worth points toward the participation grade.

Each class period = 10 points. Points are lost if students are not present, not prepared, arrive significantly late or leave early, or do not participate.

Assignment #1: Developing a Market Strategy – 40 points

A marketing plan involves creating a plan for the organization's marketing activities. It describes how the organization will implement its marketing strategy. Identify the components to be included in a marketing plan.

Assignment #2: Identifying and Managing Funding Sources – 40 points

Although each agency has different target markets, there are common target markets that the majority of nonprofit agencies tend to pursue. Describe three common markets that nonprofits are inclined to pursue.

Quizzes – 60 points

Students will be quizzed on various terms and concepts from class readings and class discussions

ABSENCES

It is the student's responsibility to obtain any information or materials missed. Any missed exams or projects will result in a "0" for the exam or project. In the event there is an absence you will be allowed to turn in the assignment at the beginning of the next scheduled class. Students are allowed two unexcused absences. Each absence after that will deduct 10 points from the

ASSIGNMENT POLICY

All assignments are due on the date listed on the syllabus; any exceptions need to be cleared with the instructor. Late assignments are not accepted unless approved by instructor. It is assumed that students will perform professionally in preparing work required for this class and will submit all assignments by their due date. Please review and follow the course outline.

All papers must be typed and double spaced, with a one inch maximum margin. Papers must be presented in a professional manner, including correct punctuation, spelling, proper sentence structure, and word usage. All work submitted should reflect the same concern and professional approach expected in the working world. If you are absent, assignments may be turned in at the beginning of the next class. Hand written assignments WILL NOT BE ACCEPTED.

You are required to submit all assignments via the assignments link. You are also responsible for ensuring all attachments are made and assignments are posted to the right assignment link. Do not email any assignments to my email. All assignments are to be posted via Blackboard.

Late/Missing Assignments/Makeup Work

It is assumed that students will perform professionally in preparing work required for this class and will submit all assignments by their due date. All assignments due on the date listed on the syllabus; any exceptions need to be cleared with the instructor.

Pass / Fail Option and Withdrawing

The pass/fail option is not available for this course.

Withdrawal Policy – (see COD catalog “Student Rights and Responsibilities,” Administrative Procedure 5715)

The last day to withdraw from this class is **XX/XX/16**. After that date, you may file a Petition for Late Withdrawal through the Registration Office. Petitions for Late Withdrawal will be granted for extenuating circumstances only, including student illness, death in the immediate family, family emergencies, call to active duty, or other appropriate extenuating circumstances. You will be required to provide appropriate documentation for all requests for Late Withdrawal. Prior to withdrawing from the class, you are encouraged to speak with me.

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College of DuPage is committed to Affirmative Action and equal opportunities and does not discriminate in its programs and activities on the basis of race, color, national origin, sex, disability, ancestry, marital status, religion, unfavorable military discharge or sexual orientation.

Academic Honesty / Plagiarism

Students are responsible for the honest completion and representation of their work and for the appropriate citation of sources. Incidents of academic dishonesty are serious and will receive a disciplinary response. If you cheat or plagiarize work you will receive a failing grade and we will meet with the appropriate college personnel to discuss your status in the Human Services program. Plagiarizing occurs when you use another person's work and do not give proper credit and citation. See the College's Academic Honesty Policy, COD catalog, Course-Related Academic Integrity, Board Policy 5050 and Board Procedure 5715 for more information.

Disciplinary action will be pursued in all instances in which it is determined that academic dishonesty has occurred. Disciplinary action may include, but is not limited to:

- Assignment of a failing grade for a test, examination or assignment.
- Assignment of a failing grade for a course.
- Student disciplinary sanction under Board Procedure #5715, Student Rights and Responsibilities.

COURSE SCHEDULE

UNIT #	DATES	OBJECTIVES	ASSIGNMENTS
I		<ul style="list-style-type: none"> Identify prospective members of a fundraising team Create a fundraising plan 	Read Dustin Chapter 1 – <i>Gearing Up for Fundraising</i> Read Dustin Chapter 2 – <i>Pulling the Team Together</i> Read Dustin Chapter 3 – <i>Creating Fundraising Plan</i> Handout on Fundraising Strategies Take Quiz #1
II		<ul style="list-style-type: none"> Develop a marketing strategy Describe ways to motivate prospective donors 	Read Dustin Chapter 4 – <i>Developing and Implementing a Marketing Strategy</i> Submit Assignment #1 Guest Speaker – Fundraiser from Local Community Agency Take Quiz #2
III		<ul style="list-style-type: none"> Identify funding sources Prepare a basic budget 	Read Dustin Chapter 5: <i>Identifying and Managing Funding Sources</i> Read Chapter 6: <i>Selecting the Best Fundraisers</i> Submit Assignment #2
IV		<ul style="list-style-type: none"> Design fundraising events Describe ways to motivate prospective donors 	Read Dustin Chapter 7: <i>Fundraising Tips for Success</i> Take Quiz #3

Appendix B: Supporting Occupational Data

The number of organizations that qualify for grant funds has risen sharply over the last three decades. Nearly 90,000 trusts, foundations, government agencies, and other organizations provide more than \$40 billion annually in awarded grants in the United States, and more than \$240 billion is contributed worldwide by individuals, bequests, foundations and corporations (*The Foundation Center, 2008*).

The Fund Development in Human Services Certificate will prepare the student to be a *Fund Raising Assistant* – see *job description below*.

There is not a separate SOC category for Fund Raising Assistant in the Occupational Outlook Handbook. The best match appears to be the *Fundraiser* occupation.

According to the Occupational Outlook Handbook, the job outlook, 2012-22 for Fundraisers (SOC 13-1131) is 17% (faster than average).

According to the Occupational Outlook Handbook, the 2012 Median Pay for *Fundraisers* is \$50,680/year.

A *Fundraising Assistant* earns an average salary of \$35,728 per year. For the first five to ten years in this position, salary increases somewhat, but any additional experience does not have a big effect on pay. A skill in Grant Writing is associated with high pay for this job. Most people move on to other jobs if they have more than 10 years' experience in this field.

National Hourly Rate Data

Hourly Rate \$12.15 - \$21.53

Overtime \$15.32 - \$31.51

National Annualized Data

Bonus \$0.00 - \$1,939

Total Pay \$26,670 - \$45,723

http://www.payscale.com/research/US/Job=Fundraising_Assistant/Salary

Job Description for Fundraising Assistant

A fundraising assistant is responsible for administrative support to fundraising staff and the fundraising director. The assistant also participates in all fundraising activities, including donor relations, direct mailings, and special events.

Primary duties include processing donations and writing acknowledgement letters and other correspondence; maintaining office files for corporate, foundation, and individual donors; producing and mailing annual letters of appeal; and updating the database containing records of donations, including tax deduction documentation. The assistant will also research donors, including identifying potential new donors and updating information on current and past donors.

The assistant will help with charity events, including preparing registration materials for guests and insuring their correct completion. Attending these charity events is often required, and there are typically several such events each year. The assistant is also responsible for helping with quarterly meetings of the development committee, including preparing/distributing the notice of meeting, the agenda, and typing the minutes. Other duties are often assigned as needed.

Although the work is performed mostly in offices, there is some physical labor involved in transporting boxes of materials to fundraising events. The ability to lift 25 pounds is necessary. Familiarity with Microsoft Office, Excel, and PowerPoint are required and knowledge of GiftMaker Pro would be a plus.

While an *Associate's or Bachelor's degree is often required* for this position, experience could substitute for education. Typically, three years of experience in a development office or similar fundraising or charitable setting would be required for an applicant without a degree. An ability to prioritize assignments is important, as are excellent communication skills, both written and verbal. Applicants must be able to write correspondence from scratch with little to no input from staff or the director.

Perhaps the most important aspect of this position is interacting with donors and potential donors. Donors are the lifeblood of any charitable organization; the assistant must not only be diplomatic, accommodating, and outgoing, but must possess exceptional social skills and a fair amount of emotional intelligence.

Although most of the work is performed in an office, some will be performed at local hotels, ballrooms, and other meeting spaces where events are held.

The work schedule is usually Monday to Friday from 8:30 to 5:30, but some days could start as early as 7:00 am and last late into the evening when board meetings are held or charitable events are scheduled. Because charitable events are often held on weekends, some weekend work is necessary.

Typically, the fundraising assistant works closely with the development director and fundraising staff. On any given day, however, he/she could work with anyone from the wealthy CEO of a major international corporation to the maitre d' at a local hotel.

Fundraising Assistant Tasks

- Helps recruit and train volunteers for fundraising events.
- Assists in planning fundraising activities.
- Responds to inquiries and requests for fundraising information.
- Updates and maintains volunteer and donor record

http://www.payscale.com/research/US/Job=Fundraising_Assistant/Salary

Source: Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-15 Edition*, on the Internet at <http://www.bls.gov/ooh/> (visited *September 20, 2015*).

Name of Career & Technical Education Program or Regional Center: Human Services
Date: October 29, 2014 Time: 6:30 pm Location of Meeting: College of DuPage - BIC 2641
Members Present and Expertise/Area Represented: Debbie Perry – Director of Advocacy for YWCA Chicago’s sexual assault program
College of DuPage Administrators/Staff Present (names and titles): Jason Florin – Human Services Coordinator, Full-time faculty Andrea Polites – Full-time instructor, Human Services Julie Trytek – Full-time instructor, Human Services
Meeting Facilitator: Jason Florin
The Minutes: Meeting called to order and approval of the agenda: All members approved the agenda at 6:34 p.m. Minutes approved from the last meeting <u>Introductions / Agency Updates</u> <ul style="list-style-type: none">- All members introduced themselves and provided an overview of their agency’s services- Debbie Perry shared agency updates for YWCA including restructuring the sexual assault program into three separate departments: Counseling, Advocacy & Crisis Intervention, and Education, each with its own manager.- Debbie sees growth in their services, especially working with local hospitals and college campuses around the issue of sexual assault prevention. In particular, schools such as Governors State University, which recently built housing units for students, are seeing issues around sexual violence. <u>Trends in Human Services Field</u>

- Debbie Perry said she has seen a trend in DuPage County where the State's Attorney requests that video recordings be made when police interview sexual assault victims. This happens only after the victim has completed two full sleep cycles to ensure accuracy. Survivors have the right to refuse to be videotaped, but this is creating new issues in court cases.

Curriculum

- Jason Florin introduced the plan to restructure the Human Services Domestic Violence curriculum to address the training needs of students and local agencies without being prohibitively lengthy.
- Debbie Perry supported the concept of students completing approximately one year of education followed by practicum/field placement hours at one of the agencies working with DV, such as YWCA.
- Currently the DV curriculum requires 48 credit hours, but this could be shortened almost in half and still remain rigorous and prepare students to be entry-level professionals.
- Andrea Polites also suggested that specific training for students interested in working with domestic violence offenders might be an option.
- Debbie Perry voiced her support of the creation of courses around Fund Development/Raising. The YWCA is already a service learning site and would be willing to work with students enrolled in these courses.

Partnership on Protocol

- Jason Florin introduced the possibility of working with the YWCA to establish protocol for prevention of and response to sexual assault among College of DuPage students. This is a requirement of the federal law known as Title IX, which requires college campuses to have protocol in place to prevent and respond to sexual assault on campus.

Upcoming Events

Reported on upcoming events at COD:

- Public Benefits Training 11/19/14
- Child Abuse and Sexual Assault Awareness Symposium in spring 2015

Field Placement Process

- Distributed a handout that explains the expectations for each student and

agency during the field placement

- Debbie Perry said that her recent experiences with student interns from COD had been positive; no concerns noted

Date: October 29, 2014

Time: 7:30 pm

Location of the next Committee Meeting:

April 1, 2015 at College of DuPage, BIC 2603

Proposed agenda items for next meeting:

- Revisit curriculum proposals
- Examine role of advisory committee members in the process / look for ways to increase participation

Time that this meeting was adjourned: 7:30 p.m.

Minutes prepared by: Julie Trytek, 10/31/14

Name of Career & Technical Education Program or Regional Center:
Human Services

Date: April 9, 2015

Time: 6:30 pm

Location of Meeting: College of DuPage - BIC 2608

Members Present (full names) and Expertise/Area Represented:

Bruce Sewick (LCPC) – Coordinator of Leyden Family Services, adjunct faculty, mental health rehabilitation

Louie Zaino (LCSW) – Director of Residential Services at Lutherbrook, adjunct faculty, residential child care

Maryann Krieglstein – Retired Human Services faculty

Debbie Perry – YWCA, Domestic violence & sexual assault support services

Brian Katz – Veterans counseling

Nancy Connelly – Gateway, substance abuse treatment

Maryellen Schaeffer – DuPage County Senior Services, senior housing and support

Gina Strafford-Ahmed – DuPage County Senior Services, senior housing and support

Amy Matthews – Way Back Inn, Substance abuse treatment

College of DuPage Administrators/Staff Present (names and titles):

Jason Florin – Human Services Coordinator, Full-time faculty

Andrea Polites – Full-time instructor

Julie Trytek – Full-time instructor

Meeting Facilitator (name):

Jason Florin

The Minutes:

Meeting called to order and approval of the agenda: All members approved the agenda at 6:30 p.m.

Minutes approved from the last meeting: All members approved the previous meeting minutes.

Introductions / Agency Updates

- All members introduced themselves and provided an overview of their agency's services
- Nancy Connelly shared that Gateway is planning to expand residential treatment beds in 2015
- Bruce Sewick reported reduction in state funding for medication and ancillary services for people with mental illness
- Maryellen Schaeffer expressed that DuPage Senior Services employs 70+ people, several of whom are former COD graduates
- Amy Matthews indicated that she is leaving her position with Way Back Inn this spring; also stated that the agency lost 100% of its problem gambling funding due to state cuts

Impact of State Budget on Programming

- Consensus emerged that agencies have already begun to see reductions in services related to cuts made by the Illinois governor for social services
- Several members of the committee expressed concerns that cuts would deepen in coming months and years, but that these reduction could lead to greater expenses when people who are aided by social services experience relapses and recidivism

Future Curriculum Development

- Described one new (Mental Health First Aid) and one upcoming (Funding and grant development in Human Services) certificate
- Strong support for both the Mental Health First Aid certificate for fall 2015 and a proposed Fundraising & Grant Development for Non-Profit Agencies in 2016
- Bruce Sewick, Nancy Connelly, and Maryellen Schaeffer all expressed an interest in the fundraising program and said it would be a benefit to interns and employees in their agencies
- Addressed the existing course requirements in both the AAS Addictions and AAS Generalist programs. Changes were made to coursework requirements in 2012 and have improved student retention and ease of movement through the programs. However, small additional changes at this time can further enhance learning and transferability:

1. AAS Human Services (Generalist) --- No need to require 2223, which is a repeat of information given elsewhere, namely 1113, 2212, & 1175. Students are not receiving as much information on family dynamics, and there has been support for bringing the 2240 course back in as a requirement. If 2240 replaces 2223, then we can reduce electives by 1 credit and maintain the same number of total hours.
2. AAS Addictions Counseling --- The new 3+1 agreement with national Louis University specifies that students need to take Human 2280, which is currently a program option. Making this part of the core requirement in lieu of the three elective hours will prevent students from taking additional, unnecessary credits prior to transferring. The agreement with NLU also requires transfer students to take Human 2240, but not Human 1180. By making either course an option to fulfill the AASA degree requirement, students can choose the one that works for their particular situation.

Upcoming Events

Reported on four upcoming events at COD:

- Rock Away Violence for Eva Alliance on 4/17
- Child Abuse and Sexual Assault Awareness Fair on 4/20
- Recovery Month Event on 9/11
- Human Trafficking Event on 10/22

Field Placement Process

- Distributed a handout that explains the expectations for each student and agency during the field placement
- All present who accept interns said that their recent experiences with student interns from COD had been positive; no concerns noted

Date: April 9, 2015

Time: 8:10 pm

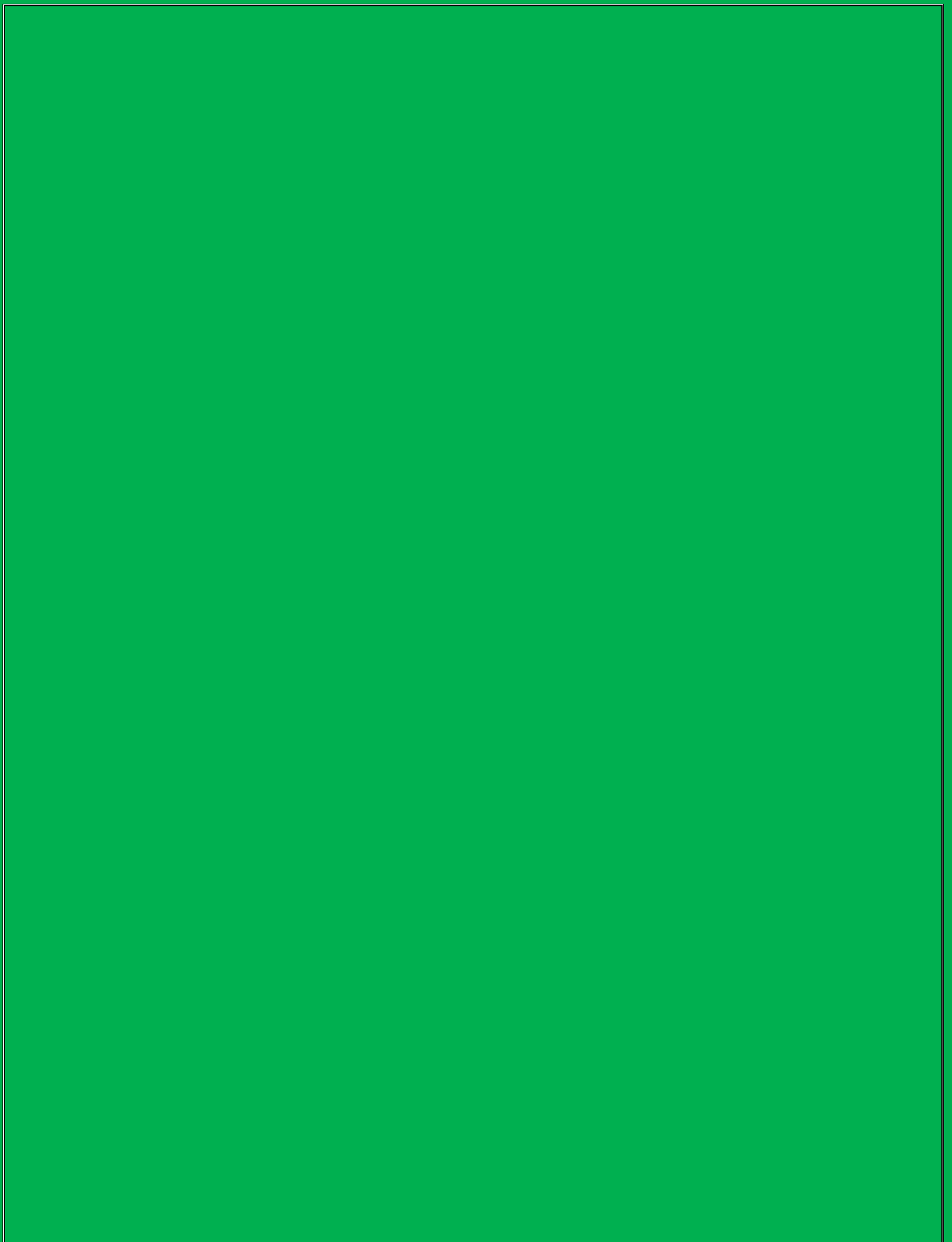
Location of the next Committee Meeting: October 2015 --- College of DuPage, SRC 2000

Proposed agenda items for next meeting:

1. Status of Mental Health certificate
2. DSM 5 updates

Time that this meeting was adjourned: 8:10 p.m.

Minutes prepared by (full name and date): Jason Florin, 4/13/15



**COLLEGE OF DuPAGE
SPECIAL BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Paraprofessional in Education Certificate Program

2. **REASON FOR CONSIDERATION**

Board approval is required for new degree and certificate programs.

3. **BACKGROUND INFORMATION**

The certificate will prepare students to be employed as paraprofessionals in K-12 schools and can also be used as a stepping-stone for students who wish to transfer to a four-year institution to further their education and obtain their teaching license.

The courses included in this certificate can also be used toward an Enhanced 2+2 agreement COD has with Lewis University in the field of Education.

New degrees and certificates are originated by faculty members. They are then sent through the College Curriculum Process:

- Review by subject discipline faculty members;
- Review by Library Liaison for resource support;
- Review by associate dean;
- Approval by Division Curriculum Committee (faculty members only)
- Review by Dean;
- Approval by College Curriculum Committee (faculty members and administrators);
- Approval by Vice President for Academic Affairs.


4. **RECOMMENDATION**

That the Board of Trustees approves the 24-credit hour Paraprofessional in Education Certificate Program

Staff Contact: Tom Cameron, Dean of Health Sciences

November 16, 2015

To: Jean Kartje, Ph.D.
Vice President of Academic Affairs

From: 
Tom Cameron, Dean
Health and Sciences Division

Re: Board of Trustee Approval on
New Certificate – **Paraprofessional in Education Certificate**

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

Paraprofessional in Education Certificate

Offering this certificate would give students a well-rounded introduction to the teaching profession. The certificate may also allow the discipline of Education the opportunity to offer some methods courses. The field of teaching was once saturated with licensed teachers who would accept work as paraprofessionals due to the fact that they were unable to find teaching positions, but that pool of teachers has been exhausted, and districts are currently in need of paraprofessionals.

The Paraprofessional in Education certificate targets those students who wish to become a teacher assistant, and would like to have experience in working with students prior to obtaining employment. Additionally, students who wish to transfer to four-year institutions to obtain their teaching license could use this certificate as a stepping-stone.

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

Please place the Paraprofessional in Education Certificate on the Thursday, December 17, 2015 Board of Trustees' agenda for approval.

Please contact me if you have any questions.

cc: B. Willig, Curriculum
encl: Form 20 – Paraprofessional in Education Certificate and Appendices

Illinois Community College Board

Application for *Permanent* Approval Career & Technical Education Curriculum

Submit TWO Complete Copies

COLLEGE NAME:	College of DuPage	5-DIGIT COLLEGE NUMBER:	502-01
CONTACT PERSON:	Tom Cameron	PHONE:	630-942-2291
EMAIL:	Cameron@cod.edu	FAX:	630-942-2759

CURRICULUM INFORMATION

AAS TITLE:		CREDIT HOURS:		CIP CODE:	
AAS TITLE:		CREDIT HOURS:		CIP CODE:	
CERTIFICATE TITLE:	EDUCA 4371 – Paraprofessional in Education	CREDIT HOURS:	24	CIP CODE:	13.1299
CERTIFICATE TITLE:		CREDIT HOURS:		CIP CODE:	
CERTIFICATE TITLE:		CREDIT HOURS:		CIP CODE:	
CERTIFICATE TITLE:		CREDIT HOURS:		CIP CODE:	

PROPOSED CLASSIFICATION:	District	<input checked="" type="checkbox"/>	Regional	<input type="checkbox"/>	Statewide	<input type="checkbox"/>
PROPOSED IMPLEMENTATION DATE:	Fall 2016					

SUBMISSION INCLUDES:	
<input checked="" type="checkbox"/>	Part A: Feasibility, Curriculum Quality and Cost Analysis
<input checked="" type="checkbox"/>	Part B: Supportive Documentation and Data

<i>This curriculum was approved by the college Board of Trustees on:</i>	<i>Date:</i>
State approval is hereby requested:	
Signature	<i>Required- Chief Administrative Officer</i>
	<i>Date</i>

ICCB USE ONLY:			
ICCB APPROVAL DATE:	AAS:	7-29 cr. hrs Cert:	30+ Cert:
IBHE APPROVAL DATE for AAS:			

PART A: Feasibility, Curriculum Quality and Cost Analysis

FEASIBILITY

1. Labor Market Need.

a. Program purpose:

Offering this certificate would give students a well-rounded introduction to the profession. The field was once saturated with licensed teachers who would take paraprofessional positions because they were unable to find teaching positions, but that pool of teachers has been exhausted, and districts are in need of paraprofessionals.

b. Target population.

This certificate targets those students who wish to become a teacher assistant. Additionally, students who wish to transfer to four-year institutions to obtain their teaching license could use this certificate as a stepping-stone.

c. Related occupations.

See Occupational Chart in section 1b.

d. Supply-Demand Information.

See Enrollment Chart in section 1c.

e. Alternate Documentation.

See attached Education Advisory Board minutes.

f. Planning and Collaboration.

1) Educational & Workforce Partnerships.

See attached Education Advisory Board minutes.

2) Employer Input.

See attached Education Advisory Board Minutes.

g. Related Offerings:

A Paraprofessional Certificate is offered at many community colleges in the state of Illinois. The Associate in Arts of Teaching is also offered at many community colleges, which leads into a bachelor's degree and to teacher licensure.

h. Regional Programs:

This program is not seeking regional designation.

2. Need Summary.

CURRICULUM QUALITY

1. Curriculum Information.

a. Program purpose:

The purpose of this program is to prepare students to be employed as paraprofessionals in K-12 schools.

1) Catalog description.

The Paraprofessional certificate is designed to prepare individuals to take on the role of a paraprofessional, also known as a teacher's assistant, in a K-12 classroom. Students will take a variety of classes to introduce them to aspects of teaching and learning that will help them to be successful as a paraprofessional. Additional requirements must be met for Illinois licensure.

2) Curriculum.

See Curriculum Chart in section 2a.

b. Educational alignment:

1) Academic/Curricular Alignment.

The Education discipline currently has dual credit agreements with a number of local high schools. Those schools teach Education 1100 and Education 1101. Articulation between College of DuPage dual credit instructors has improved significantly, as they use the same standards-based, common summative assessments that are used at the College. Using the same summative assessments allows for the alignment of courses, even those taught outside of the College.

2) Relationship to existing curricula at the college:

This program will allow students who wish to become a teacher assistant that opportunity. It will also allow students to use the program as a stepping stone to completing a bachelor's degree at a four year institution in the field of Education.

3) Articulation.

The Education discipline currently has a 2+2 with Lewis University in which students complete a portion of the courses at the College and then transfer to Lewis. The courses required for the Paraprofessional Certificate are also courses that could be used for the Lewis 2+2 program. The Education department has also invested in articulating with other four year institutions including, Elmhurst College and DePaul University.

4) Academic & Technical Skill Requirements.

(a) Academic Entry Skills:

This program has no specific entry skill requirements aside from admission to the College. If students encounter reading or writing difficulties, they will be given the full assistance of the College's vast resources, including the Library and Learning Commons. Students who are identified as needing remedial assistance will be addressed directly by faculty within the program and encouraged to improve their skills before progressing through the program.

(b) General Education:

The general education requirements support the technical requirements because they are preparing students for the Work Keys exam. Through the general education courses, students are also building their professional portfolio, which will support the development of their technical skills.

(c) Technical Skills:

Obtaining a Paraprofessional License from the State of Illinois is required for students who wish to become employed as a teacher assistant. Students will need to complete the application for their license through the DuPage County Regional Office of Education. If students have less than 60 hours of college coursework, they will also have to sit for the Work Keys exam prior to obtaining their license.

5) Career Development.

Beginning with the first meeting with the program advisor students will develop a comprehensive plan to complete their education. With each class, students will be building their professional portfolio, which will serve as a tool for future employment. The practicum will also serve as a chance for students to develop relationships with potential employers. The full-time faculty members and the program advisor will be available for interview coaching when students are applying for jobs. The College also provides career assistance in the form of resume development and interviewing skills to support the efforts of the faculty and program advisor.

6) Course Syllabi.

See Appendix A.

c. Work-Based Learning.

There are no Contractual/Cooperative agreements in place at this time.

d. Accreditation for Programs.

There is no state certification for the Paraprofessional License, but students will apply for the Paraprofessional License through the State of Illinois at the completion of the certificate.

e. Assessment of Student Learning:

1) Student Learning Objectives.

- Design educational material, instructional aides, and activities to support learning under the direction of classroom teacher
- Under the direction of the teacher, review lessons, reinforce instructional concepts, and provide drill and practice opportunities with individuals or small groups of students
- Supervise or assist students using technology tools
- Establish a positive rapport with students, staff, and families
- Consult or meet with teachers or other professionals as scheduled or directed.
- Participate in meetings by contributing information, ideas, and assistance related to student performance
- For additional details see Appendix B

2) Assessment of Student Learning Objectives.

Students will develop a portfolio and participate in a capstone practicum. Students will be assessed on the course objectives both formatively and summatively. The formative assessments will provide information to drive instruction within the classroom. Summative assessments will be common among all instructors of the course and will be project-based. The final summative assessment of the certificate will be a portfolio developed during the practicum. This portfolio will address all of the Illinois Professional Teaching Standards (IPTS) from the courses and practicum.

f. Continuous Quality Improvement.

- 1) College of DuPage has an extensive continuous quality improvement mechanism that is part of the Academic Program Review process. Each program is required to conduct an annual Student Outcomes Assessment Project (SOAP) and report not only the findings of the project each year, but also report how the data obtained from the project was used to improve the quality of the program.
- 2) The Education faculty members are passionate about assessment in their courses and use formative assessment techniques on a daily basis to inform instruction. Standards-based, common summative assessments are utilized in all Education courses, which allows instructors to analyze student success across the entire department. Based on the data collected from those assessments, changes to the curriculum can be made.
- 3) The Education faculty members have created an Education Advisory Board which consists of local school district representatives as well as representatives from four year institutions. This advisory board allows for discussion of how this certificate can better meet their needs by preparing students to work in their schools.

2. Unique or noteworthy features of the program.

The Paraprofessional Certificate is offered at a number of community colleges in the surrounding area, but those programs do not have the depth of coursework that we are able to offer to our students. We have created courses based on the Illinois Professional Teaching Standards (IPTS) and have ensured that students completing the program will be well versed in the standards. This certificate also serves as a stepping-stone for students who wish to become a licensed teacher but lack the funds or interest to do so at the present moment.

3. Faculty Requirements.

a) Faculty Qualifications.

See Faculty Qualifications Chart in section 3a.

b) Faculty Needs.

See Faculty Needs Chart in section 3b.

4. Academic Control.

a) Internal Oversight.

Academic control of the program will be maintained by the College of DuPage. Administration, and in particular the Associate Dean of Social and Behavioral Sciences, will be responsible for control over the program, faculty, student admissions, and program content and quality.

b) Contractual/Cooperative Agreements.

There are no Contractual/Cooperative agreements in place at this time.

COST ANALYSIS

Verify the college has the fiscal resources in place or budgeted to support the program in a cost-effective manner. Document the financial feasibility of the proposed program.

1. Source of Funds.

There are no additional funds associated with this certificate.

2. Equipment.

No additional equipment is needed.

3. Facilities.

The college has adequate space to offer the new courses face-to-face, as well as support for the courses to run online. There are no additional expenses for facilities.

4. Finance.

See Finance Chart in section 4b.

**OCCUPATIONAL CURRICULUM APPROVAL APPLICATION
PART B: Supportive Documentation and Data**

OCCUPATIONAL DEMAND

OO

1. a) Labor Market Data.

Teacher Assistant job description: Teacher assistants work under the supervision of a teacher and provide additional attention and instruction to students. 2015-2025 Regional Employment Projections: + 5.1%, 30,522 to 32,065, an increase of 1,543 jobs; 2015-2025 DuPage County Employment Projections: + 6.7% 4,131 to 4,407, increase of 276 jobs.

1. b) Occupational Chart.		
Soc Job Titles & Codes * (and other Job titles if alternate date also submitted)	Annual District Openings*	Employment Projections: Annual Program Completers ** (indicate from which surrounding districts)
25-9041 Teacher Assistants	976 (2014)	2013 Comp. CIPS:13.1501-Teacher Assistant/Aide: 26 Regional Completions (CCC – Washington: 1 Degree; Moraine Valley CC: 7 Certificates/6 Degrees; Joliet Junior College: 3 Certificates/2 Degrees; Morton College: 2 Certificates; Oakton CC: 1 Certificate; South Suburban College: 2 Certificates; and Waubensee CC: 1 Certificate/1 Degree)

* SOC (Standard Occupational Classification) Job titles/codes & AAJO (Average Annual Job Openings) by Community College district can be found through the IDES [Illinois Dept. of Employment Security website](#).

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

1. c) Enrollment Chart. Provide an estimate of enrollments and completions over the first three years of the program. Include separate figures for each program (i.e. separate estimates for each degree and/or certificate included in this application).			
	First Year	Second Year	Third Year
Full-Time Enrollments:	10	20	30
Part-Time Enrollments:	10	10	10
Completions:	5	10	15

CURRICULUM STRUCTURE

2. a) Curriculum Chart.					
Program Title:		Paraprofessional in Education			
	Course Prefix/#	Course Title	Credit Hours	Lecture Hours (include contact hrs new courses only)	Lab Hours (include contact hrs new courses only)
General Education Courses (required coursework). Specify Courses.	EDUCA 1100	<i>Introduction to Education</i>	3		
	EDUCA 2201	<i>Education of the Exceptional Child</i>	3		
	EDUCA 2220	<i>Instructional Psychology</i>	3	3	0
	EDUCA 2230	<i>Diversity in K-12 Schools</i>	3	3	0
	PSYCH 1100	<i>Introduction to Psychology</i>	3		
Total			15	6	0
Career and Technical Education (CTE) Courses (required coursework)		There are no CTE courses required for this certificate.			
Total					
Work-Based Learning Courses (internship, practicum, apprenticeship, etc.)	EDUCA 2250	Practicum	3	0	3
Total			3		
Electives Select 9 credits from the Elective courses	EDUCA 1101	School Procedures I	3		
	EDUCA 1102	Educational Assessment	3		
	EDUCA 1150	Technology Integration in K-12 Schools	3		
	EDUCA 2202	Introduction to Learning Disabilities	3		
	EDUCA 2700	Best Practices in Online Education	3		
	EDUCA 2720	Course Design for Online Teaching	3		
	PSYCH 2230	Developmental Psychology: Childhood	3		
Total			9		
TOTAL CREDIT HOURS REQUIRED FOR COMPLETION			27	6	3

2. b) Curriculum Sequence.

Two semesters of coursework to complete required courses.

Semester One: EDUCA 1100 (Introduction to Education), EDUCA 2230 (Diversity in K-12 Schools), Psych 1100 (Introduction to Psychology), Program Elective

Semester Two: EDUCA 2201 (Education of the Exceptional Child), EDUCA 2220 (Instructional Psychology), EDUCA 2250 (Practicum), (2) Program Elective

2. c) Contractual/Cooperative Agreements.

No other entities are involved in the delivery of this program.

FACULTY REQUIREMENTS

3. a) Faculty Qualifications.

Degree	Field	Credential	Years of Related Occupational Experience	Years of Teaching Experience
Master's	Education	Teaching license	5	5

3. b) Faculty Needs.

	First Year		Second Year		Third Year	
	Full-Time	Part-time	Full-Time	Part-time	Full-Time	Part-time
# of New Faculty	0	0	0	0	0	0
# of Existing Faculty	2	5	2	5	2	5

FISCAL SUPPORT

4. a) Equipment.

4. b) Finance Chart. Identify projected new direct costs to establish the program.

	First Year	Second Year	Third Year
Faculty Costs	\$0	0	0
Administrator Costs	0	0	0
Other Personnel costs Academic Discipline Chair			
Equipment Costs	0	0	0
Library/LRC Costs	0	0	0
Facility Costs*	0	0	0
Other (specify)	0	0	0
TOTAL NEW COSTS	\$	\$	\$

*Capital projects that use state funds require prior ICCB approval, as do capital projects over \$250,000 that use local funds.

College of DuPage

Course Syllabus

<http://www.cod.edu>

EDUCA 2230 Diversity in K-12 Schools

Term: Fall - Year: 2016

Course Date:

IAI Course Code for Majors:

IAI Course Code For General Education:

Credit Hours

Credit Hours: 3

Lab Hours: 0

Lecture Hours: 3

Contact Hours: 3

Clinical Hours: 0

Catalog Description

Students will be introduced to aspects of diversity in K-12 schools. The course will emphasize home-school communication and culturally responsive teaching. Learning to support students from diverse populations will be addressed.

Course Methods of Instruction

Objectives/Goals

Upon successful completion of this course, the student should be able to do the following:

- Identify the spectrum of student diversity (e.g., race and ethnicity, socioeconomic status, special education, gifted, English language learners (ELL), sexual orientation, gender, gender identity) and the assets that each student brings to learning across the curriculum
- Describe how each student constructs knowledge, acquires skills
- Identify how teaching and student learning are influenced by development (physical, social and emotional, cognitive, linguistic), past experiences, talents, prior knowledge, economic circumstances and diversity within the community
- Describe the impact of cognitive, emotional, physical, and sensory disabilities on learning and communication pursuant to the Individuals with Disabilities Education Improvement Act
- Collect evidence of the impact of linguistic and cultural diversity on learning and communication
- Evaluate his or her personal perspectives and biases and their effects on one's teaching
- Propose a plan to identify individual needs and how to locate and access technology, services, and resources to address those needs
- Identify how diverse student characteristics and abilities affect processes of inquiry and influence patterns of learning
- Describe cultural, linguistic, cognitive, physical, and social and emotional differences

- Collaborates with others in the use of data to design and implement effective school interventions that benefit all students

Topical Outline

This course will include but not be restricted to the following topics:

- The spectrum of student diversity (e.g., race and ethnicity, socioeconomic status, special education, gifted, English language learners (ELL), sexual orientation, gender, gender identity)
- Influences on teaching and student learning
 - development (physical, social and emotional, cognitive, linguistic),
 - past experiences,
 - talents,
 - prior knowledge,
 - economic circumstances and
 - diversity within the community
- Impact of cognitive, emotional, physical, and sensory disabilities on learning
- Linguistic and cultural diversity
- Personal perspectives and biases
- Individual needs and how to locate and access technology, services, and resources
- Diverse student characteristics and abilities
- Cultural, linguistic, cognitive, physical, and social and emotional differences of students
- Use of data to design and implement effective school interventions

Course Materials

Required Texts

Supplemental Assignments

Assignments

Activities/Assignments

None

Examinations

Your final course grade will be computed as follows:

<u>Grade</u>	<u>Percentage</u>	<u>Points</u>
A=		
B=		
C=		
D=		
F=		

S=
I=
R=
W=
X=

Withdrawal Policy

Withdrawal from a Class

The final day for a student to withdraw from any course will be equal to 75% of the time for the respective academic session (see the Registration Calendar http://www.cod.edu/registration/pdf/reg_calendar.pdf) through myACCESS <https://myaccess.cod.edu> or in person at the Registration office, Student Services Center (SSC), Room 2221.

Administrative Withdrawal

After the deadline, students will be required to appeal for late withdrawal and provide appropriate documentation to the Student Registration Services Office for all requests. Students who are granted approval to withdraw by petition will not be eligible for refunds of tuition or fees and will receive a 'W' grade on their transcript. Appeals must be submitted prior to the designated final exam period for 16-week classes and before the last class meeting for all other session classes.

Date Syllabus Prepared: _____

College of DuPage

Course Syllabus

<http://www.cod.edu>

EDUCA 2250 Practicum: Paraprofessional in a K-12 Classroom

Term: Fall - Year: 2016

Course Date:

IAI Course Code for Majors:

IAI Course Code For General Education:

Credit Hours

Credit Hours: 3

Lab Hours: 0

Lecture Hours: 0

Contact Hours: 3

Clinical Hours: 3

Catalog Description

Students will participate on a daily basis in a K-12 school. Students will assist students under the supervision of a licensed teacher. 150 hours of practicum are required.

Prerequisites and Compliance Criteria

Consent of Instructor:

Course Methods of Instruction

Objectives/Goals

Upon successful completion of this course, the student should be able to do the following:

- Assess prior knowledge to link ideas to already familiar ideas and experiences
- Differentiate strategies, materials, pace, levels of complexity, and language to introduce concepts and principles so that they are meaningful to students at varying levels of development and to students with diverse learning needs
- Use information about students' individual experiences, families, cultures, and communities to create meaningful learning opportunities and enrich instruction for all students
- Facilitate learning experiences that make connections to other content areas and to life experiences
- Create a safe and healthy environment that maximizes student learning
- Work with all school personnel (e.g., support staff, teachers, paraprofessionals) to develop learning climates for the school that encourage unity, support a sense of shared purpose, show trust in one another, and value individuals
- Participate in collaborative decision-making and problem-solving with colleagues and other professionals to achieve success for all students
- Develop professional relationships with parents and guardians that result in fair and equitable treatment of each student to support growth and learning
- Model professional behavior that reflects honesty, integrity, personal responsibility, confidentiality, altruism and respect

- Maintain accurate records, manages data effectively, and protects the confidentiality of information pertaining to each student and family
- Communicate with families, responds to concerns
- Contribute to enhanced family participation in student education
- Collaborate with other teachers, students, parents or guardians, specialists, administrators, and community partners to enhance students' learning and school improvement
- Participate in professional development, professional organizations, and learning communities
Engage in peer coaching and mentoring activities to enhance personal growth and development

Topical Outline

This course will include but not be restricted to the following topics:

- Prior knowledge
- Differentiation strategies, materials, pace, levels of complexity, and language to introduce concepts and principles
- Students' individual experiences, families, cultures, and communities
- Learning experiences that make connections to other content areas and to life experiences
- Safe and healthy environment
- Working with all school personnel
- Collaborative decision-making and problem-solving
- Professional relationships
- Professional behavior
- Confidentiality regarding student records and data
- Communication with families
- Family participation in student education
- Enhancing students' learning and school improvement
- Professional development, professional organizations, and learning communities
- Peer coaching and mentoring

Course Materials

Required Texts

Supplemental Assignments

Assignments

Activities/Assignments

None

Examinations

Your final course grade will be computed as follows:

<u>Grade</u>	<u>Percentage</u>	<u>Points</u>
A=		
B=		
C=		
D=		
F=		
S=		
I=		
R=		
W=		
X=		

Withdrawal Policy

Withdrawal from a Class

The final day for a student to withdraw from any course will be equal to 75% of the time for the respective academic session (see the Registration Calendar http://www.cod.edu/registration/pdf/reg_calendar.pdf) through myACCESS <https://myaccess.cod.edu> or in person at the Registration office, Student Services Center (SSC), Room 2221.

Administrative Withdrawal

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Date Syllabus Prepared: _____

College of DuPage

Course Syllabus

<http://www.cod.edu>

EDUCA 2220 Instructional Psychology

Term: Fall - Year: 2016

Course Date:

IAI Course Code for Majors:

IAI Course Code For General Education:

Credit Hours

Credit Hours: 3

Lab Hours: 0

Lecture Hours: 3

Contact Hours: 3

Clinical Hours: 0

Catalog Description

Students will be introduced to psychological principles underlying educational practice with emphasis on application for instruction, including assessment. Emphasis will also be placed on learner-centered instruction and diversity.

Prerequisites and Compliance Criteria

Concurrent Enrollment: EDUCA 1100 Introduction to Education and

Prerequisites and Compliance Criteria

Prerequisite: PSYCH 1100 General Psychology with a grade of "C" or better, or equivalent.and

Course Methods of Instruction

1. D Discussion/Lecture

Objectives/Goals

Upon successful completion of this course, the student should be able to do the following:

- Describe the spectrum of student diversity (e.g., race and ethnicity, socioeconomic status, special education, gifted, English language learners (ELL), sexual orientation, gender, gender identity) and the assets that each student brings to learning across the curriculum
- Describe how each student constructs knowledge, acquires skills, and develops effective and efficient critical thinking and problem-solving capabilities
- Identify how teaching and student learning are influenced by development (physical, social and emotional, cognitive, linguistic), past experiences, talents, prior knowledge, economic circumstances and diversity within the community
- Assess theories and philosophies of learning and human development as they relate to the range of students in the classroom

- Identify the Illinois Learning Standards (23 Ill. Adm. Code 1.Appendix D), curriculum development process, content, learning theory, assessment, and student development
- Describe principles of and strategies for effective classroom and behavior management
- Describe how individuals influence groups
- Develop a plan to help students work cooperatively and productively in groups
- Describe the factors (e.g., self-efficacy, positive social interaction) that influence motivation and engagement
- Identify strategies to create a smoothly functioning learning community in which students assume responsibility for themselves and one another, participate in decision-making, work collaboratively and independently, use appropriate technology, and engage in purposeful learning activities
- Describe the cognitive processes associated with various kinds of learning
- Evaluate principles and techniques, along with advantages and limitations, associated with a wide range of evidence-based instructional practices
- Describe the purposes, characteristics, and limitations of different types of assessments, including standardized assessments, universal screening, curriculum-based assessment, and progress monitoring tools
- Consider measurement theory and assessment-related issues, such as validity, reliability, bias, and appropriate and accurate scoring
- Define current terminology and procedures necessary for the appropriate analysis and interpretation of assessment data
- Use assessment strategies and instruments for diagnosis and evaluation of learning and instruction
- Define the collaborative process and the skills necessary to initiate and carry out that process
- Evaluate best practices and research-based materials against benchmarks within the disciplines
- Identify paths for continuous professional growth and improvement, including the design of a professional growth plan

Topical Outline

This course will include but not be restricted to the following topics:

- The spectrum of student diversity
- Effective and efficient critical thinking and problem-solving capabilities
- Influences on teaching and student learning
- Theories and philosophies of learning and human development as they relate to the range of students in the classroom
- Describe principles of and strategies for effective classroom and behavior management
- Working in groups
- Motivation and engagement
- Strategies to create a smoothly functioning learning community
- The cognitive processes
- Evaluate principles and techniques of evidence-based instructional practices
- Purposes, characteristics, and limitations of different types of assessments
- Measurement theory
- Terminology and procedures
- Assessment strategies and instruments
- The collaborative process
- Best practices and research-based materials

- Paths for continuous professional growth and improvement

Course Materials

Required Texts

Supplemental Assignments

Assignments

Activities/Assignments

None

Examinations

Your final course grade will be computed as follows:

<u>Grade</u>	<u>Percentage</u>	<u>Points</u>
A=		
B=		
C=		
D=		
F=		
S=		
I=		
R=		
W=		
X=		

Withdrawal Policy

Withdrawal from a Class

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Administrative Withdrawal

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Date Syllabus Prepared: _____

College of DuPage

Course Syllabus

<http://www.cod.edu>

EDUCA 2201 Education for Exceptional Children

Term: Fall - Year: 2016

Course Date:

IAI Course Code for Majors:

IAI Course Code For General Education:

Credit Hours

Credit Hours: 3

Lab Hours: 2

Lecture Hours: 2

Contact Hours: 4

Clinical Hours: 0

Catalog Description

Students will be introduced to the historical, legal, and philosophical foundations of special education. The primary focus will be on children with disabilities, but will also include at-risk children. Course work will include the categories of exceptionality as identified by the Individuals with Disabilities Education Act (IDEA), their characteristics, and collaborative strategies to address their needs. Students will spend a minimum of 20 hours observing and assisting in special education settings. A background check will be required.

Course Methods of Instruction

I. D Discussion/Lecture

Objectives/Goals

Upon successful completion of this course, the student should be able to do the following:

1. Identify how teaching and student learning are influenced by development (physical, social and emotional, cognitive, linguistic), past experiences, talents, prior knowledge, economic circumstances and diversity within the community
2. Explain the impact of cognitive, emotional, physical, and sensory disabilities on learning and communication pursuant to the Individuals with Disabilities Education Improvement Act (also referred to as "IDEA") (20 USC 140 et seq.), its implementing regulations (34 CFR 300; 2006), Article 14 of the School Code [105 ILCS 5/Art. 14] and 23 Ill. Adm. Code 226 (Special Education)
3. Analyze his or her personal perspectives and biases and their effects on one's teaching
4. Facilitate a learning community in which individual differences are respected
5. Adjust plans based on outcome data, as well as student needs, goals, and responses
6. Plan with other classroom teachers, parents or guardians, paraprofessionals, school specialists, and community representatives to design learning experiences
7. Analyze the classroom environment

8. Utilize the classroom environment to make decisions to enhance cultural and linguistic responsiveness, mutual respect, positive social relationships, student motivation, and classroom engagement
9. Describe concerns of families of students with disabilities
10. Identify appropriate strategies to collaborate with students and their families in addressing these concerns
11. Participate in the design and implementation of individualized instruction for students with special needs (i.e. Individualized Education Plan (IEP), Individualized Family Service Plan (IFSP), transition plans, Section 504 plans), English Language Learners (ELL), and students who are gifted
12. Apply laws and rules (e.g. mandatory reporting, sexual misconduct, corporal punishment) as a foundation for the fair and just treatment of all students and their families in the classroom and school
13. Reflect on professional practice and resulting outcomes
14. Engage in self-assessment
15. Revise practices to improve student performance, school goals, and professional growth

Topical Outline

This course will include but not be restricted to the following topics:

1. IDEA (20 USC 140 et seq.)
 - a. (34 CFR 300; 2006)
 - b. Article 14 of the School Code [105 ILCS 5/Art. 14]
 - c. 23 Ill. Adm. Code 226 (Special Education)
2. Linguistic and cultural diversity
3. Personal perspectives and biases in teaching
4. Co-teaching models
5. Co-planning
6. Data-driven decision making
7. Classroom environment to enhance
 - a. Cultural and linguistic responsiveness
 - b. Mutual respect
 - c. Positive social relationships
 - d. Student motivation
 - e. Classroom engagement
8. School-Home partnership
9. Design and implementation of individualized instruction
10. Special needs
 - a. IEPs
 - i. IFSP
 - ii. Transition plan
 - iii. Section 504 plans
 - b. ELLs
 - c. Gifted students
11. Laws and rules for fair and just treatment
 - a. IDEA
 - b. Americans with Disabilities Act (ADA)
 - c. Inclusion
 - d. Response to Intervention
 - e. Differentiated instruction
 - f. Section 504
12. Professionalism
13. Reflective practice

14. Categories of disabilities
 - a. History
 - b. Etiology
 - c. Characteristics

Course Materials

Required Texts

1. Garguilo. Special Education in Contemporary Society. Pearson, 2015.

Supplemental Assignments

Assignments

Activities/Assignments

None

Examinations

Your final course grade will be computed as follows:

<u>Grade</u>	<u>Percentage</u>	<u>Points</u>
A=		
B=		
C=		
D=		
F=		
S=		
I=		
R=		
W=		
X=		

Withdrawal Policy

Withdrawal from a Class

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refunds of tuition or fees and will receive a 'W' grade on their transcript. Appeals must be submitted prior to the designated final exam period for 16-week classes and before the last class meeting for all other session classes.

Date Syllabus Prepared: _____

College of DuPage

Course Syllabus

<http://www.cod.edu>

EDUCA 1150 Technology Integration in K-12 Schools

Term: Fall - Year: 2016

Course Date:

IAI Course Code for Majors:

IAI Course Code For General Education:

Credit Hours

Credit Hours: 3

Lab Hours: 0

Lecture Hours: 3

Contact Hours: 3

Clinical Hours: 0

Catalog Description

Students will be introduced to integrating instructional technology into K-12 schools. Emphasis is on current and emerging theories of learning with instructional technology and how to best integrate, utilize, and adapt technology as a resource in teaching and learning. A variety of technology will be incorporated, and practical application of technology in traditional and e-learning environments will be addressed.

Prerequisites and Compliance Criteria

Prerequisite: EDUCA 1100 Introduction to Education with a grade of "C" or better, or equivalent.

Course Methods of Instruction

1. D Discussion/Lecture

Objectives/Goals

Upon successful completion of this course, the student should be able to do the following:

1. Access the tools and knowledge related to latest findings (e.g., research, practice, methodologies) and technologies in the disciplines
2. Demonstrate fluency in technology systems
3. Use technology to support instruction and enhance student learning
4. Design learning experiences to develop student skills in the application of technology appropriate to the disciplines
5. Use assistive technology and digital tools to provide access to general curricular content to individuals with disabilities
6. Describe the appropriate role of technology, including assistive technology, to address student needs, as well as how to incorporate contemporary tools and resources to maximize student learning
7. Demonstrate effective use of current and emerging digital tools to locate, analyze, evaluate, and use information resources to support research and learning
8. Implement a wide range of printed, visual, or auditory materials, and online resources appropriate to the content areas and the reading needs and levels of each

student (including ELLs (English Language Learners), and struggling and advanced readers)

9. Use appropriate technologies to conduct assessments, monitor performance, and assess student progress
10. Select digital tools and resources to promote collaborative interactions
11. Communicate relevant information and ideas effectively to students, parents or guardians, and peers, using a variety of technology and digital-age media and formats
12. Demonstrate digital etiquette and responsible social actions in the use of digital technology
13. Teach safe, legal, and ethical use of digital information and technology, including respect for copyright, intellectual property, and the appropriate documentation of sources

Topical Outline

This course will include but not be restricted to the following topics:

1. Research in technology integration
2. Technology that supports instruction
3. Assistive technology
4. Current/emerging digital tools
5. Assessment using technology
6. School-home-community communication using technology
7. Digital etiquette
8. Use of digital information

Course Materials

Technology - Smartphone, tablet, or laptop

Required Texts

1. ASCD. Educational Leadership. ASCD. There are a number of high quality resources for this course in this journal, most of which are free.

Supplemental Assignments

Assignments

Activities/Assignments

None

Examinations

Your final course grade will be computed as follows:

<u>Grade</u>	<u>Percentage</u>	<u>Points</u>
A=		
B=		
C=		
D=		

F=
S=
I=
R=
W=
X=

Withdrawal Policy

Withdrawal from a Class

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Date Syllabus Prepared: _____

Paraprofessional Certificate Curriculum Alignment

Type/Number of Standard	Educa 1100 Introduction to Education	Educa 2201 Education of the Exceptional Child	Educa 2220 Instructional Psychology	Educa Diversity in Schools	Educa 2780 Practicum	Educa 1101 School Procedures	Educa 1102 Educational Assessment	Educa 1150 Technology Integration in K-12 Schools	Educa 2202 Introduction to Learning Disabilities
Standard 1: Teaching Diverse Students The competent teacher understands the diverse characteristics and abilities of each student and how individuals develop and learn within the context of their social, economic, cultural, linguistic, and academic experiences. The teacher uses these experiences to create instructional opportunities that maximize student learning.									
Knowledge Indicators: <i>The competent teacher</i> 1A. understands the spectrum of student diversity (e.g., race and ethnicity, socioeconomic status, special education, gifted, English language learners (ELL), sexual orientation, gender, gender identity) and the assets that each student brings to learning across the curriculum			X	X					
1B. understands how each student constructs knowledge, acquires skills, and develops effective and efficient critical thinking and problem-solving capabilities			X	X					
1C. understands how teaching and student learning are influenced by development (physical, social and emotional, cognitive, linguistic), past experiences, talents, prior knowledge, economic circumstances and diversity within the community	X	X	X	X					
1D. understands the impact of cognitive, emotional, physical, and sensory disabilities on learning and communication pursuant to the Individuals with Disabilities Education Improvement Act (also referred to as "IDEA") (20 USC 1400 et seq.), its implementing regulations (34 CFR 300; 2006), Article 14 of the School Code [105	X	X		X					X

Type/Number of Standard	Educa 1100 Introduction to Education	Educa 2201 Education of the Exceptional Child	Educa 2220 Instructional Psychology	Educa Diversity in Schools	Educa 2780 Practicum	Educa 1101 School Procedures	Educa 1102 Educational Assessment	Educa 1150 Technology Integration in K-12 Schools	Educa 2202 Introduction to Learning Disabilities
ILCS 5/Art.14] and 23 Ill. Adm. Code 226 (Special Education)									
1E. understands the impact of linguistic and cultural diversity on learning and communication;	X			X					
1F. understands his or her personal perspectives and biases and their effects on one's teaching; and	X	X		X					
1G. understands how to identify individual needs and how to locate and access technology, services, and resources to address those needs				X					X
Performance Indicators – The competent teacher: 1H. analyzes and uses student information to design instruction that meets the diverse needs of students and leads to ongoing growth and achievement;						X			
1I. stimulates prior knowledge and links new ideas to already familiar ideas and experiences					X				
1J. differentiates strategies, materials, pace, levels of complexity, and language to introduce concepts and principles so that they are meaningful to students at varying levels of development and to students with diverse learning needs;					X				
1K. facilitates a learning community in which individual differences are respected; and		X							
1L. uses information about students' individual experiences, families, cultures, and communities to create meaningful learning opportunities and enrich instruction for all students.					X	X		X	
Illinois Professional Teaching Standards Standard 2: Content Area & Pedagogical Knowledge The competent teacher has in-depth understanding of content area knowledge that includes central concepts,									

Type/Number of Standard	Educa 1100 Introduction to Education	Educa 2201 Education of the Exceptional Child	Educa 2220 Instructional Psychology	Educa Diversity in Schools	Educa 2780 Practicum	Educa 1101 School Procedures	Educa 1102 Educational Assessment	Educa 1150 Technology Integration in K-12 Schools	Educa 2202 Introduction to Learning Disabilities
methods of inquiry, structures of the disciplines, and content area literacy. The teacher creates meaningful learning experiences for each student based upon interactions among content area and pedagogical knowledge, and evidence-based practice.									
Knowledge Indicator: <i>The competent teacher:</i> 2A. understands theories and philosophies of learning and human development as they relate to the range of students in the classroom			X						
2B. understands major concepts, assumptions, debates, and principles; processes of inquiry; and theories that are central to the disciplines;									
2C. understands the cognitive processes associated with various kinds of learning (e.g., critical and creative thinking, problem-structuring and problem-solving, invention, memorization, and recall) and ensures attention to these learning processes so that students can master content standards;			X						
2D. understands the relationship of knowledge within the disciplines to other content areas and to life applications;					X				
2E. understands how diverse student characteristics and abilities affect processes of inquiry and influence patterns of learning;				X					
2F. knows how to access the tools and knowledge related to latest findings (e.g., research, practice, methodologies) and technologies in the disciplines						X		X	
2G. understands the theory behind and the process for providing support to promote learning when concepts and skills are first being introduced; and			X						
2H. understands the relationship among language		X							

Type/Number of Standard	Educa 1100 Introduction to Education	Educa 2201 Education of the Exceptional Child	Educa 2220 Instructional Psychology	Educa Diversity in Schools	Educa 2780 Practicum	Educa 1101 School Procedures	Educa 1102 Educational Assessment	Educa 1150 Technology Integration in K-12 Schools	Educa 2202 Introduction to Learning Disabilities
acquisition (first and second), literacy development, and acquisition of academic content and skills									
Performance Indicators: <i>The competent teacher:</i> 2I. evaluates teaching resources and materials for appropriateness as related to curricular content and each student's needs						X			
2J. uses differing viewpoints, theories, and methods of inquiry in teaching subject matter concepts						X			
2K. engages students in the processes of critical thinking and inquiry and addresses standards of evidence of the disciplines							X		
2L. demonstrates fluency in technology systems, uses technology to support instruction and enhance student learning, and designs learning experiences to develop student skills in the application of technology appropriate to the disciplines								X	
2M. uses a variety of explanations and multiple representations of concepts that capture key ideas to help each student develop conceptual understanding and address common misunderstandings									
2N. facilitates learning experiences that make connections to other content areas and to life experiences					X				
2O. designs learning experiences and utilizes assistive technology and digital tools to provide access to general curricular content to individuals with disabilities								X	
2P. adjusts practice to meet the needs of each student in the content areas; and		X							
2Q. applies and adapts an array of content area literacy strategies to make all subject matter accessible to each student.						X			

Type/Number of Standard	Educa 1100 Introduction to Education	Educa 2201 Education of the Exceptional Child	Educa 2220 Instructional Psychology	Educa Diversity in Schools	Educa 2780 Practicum	Educa 1101 School Procedures	Educa 1102 Educational Assessment	Educa 1150 Technology Integration in K-12 Schools	Educa 2202 Introduction to Learning Disabilities
<i>Illinois Professional Teaching Standards</i>									
Standard 3: Planning for Differentiated Instruction The competent teacher plans and designs instruction based on content area knowledge, diverse student characteristics, student performance data, curriculum goals, and the community context. The teacher plans for ongoing student growth and achievement.									
Knowledge Indicator: <i>The competent teacher</i> 3A. understands the Illinois Learning Standards (23 Ill. Adm. Code 1.Appendix D), curriculum development process, content, learning theory, assessment, and student development and knows how to incorporate this knowledge in planning differentiated instruction			X			X			
3B. understands how to develop short- and long-range plans, including transition plans, consistent with curriculum goals, student diversity, and learning theory						X			
3C. understands cultural, linguistic, cognitive, physical, and social and emotional differences, and considers the needs of each student when planning instruction				X		X			
3D. understands when and how to adjust plans based on outcome data, as well as student needs, goals, and responses		X							
3E. understands the appropriate role of technology, including assistive technology, to address student needs, as well as how to incorporate contemporary tools and resources to maximize student learning	X							X	
3F. understands how to co-plan with other classroom teachers, parents or guardians, paraprofessionals, school specialists, and community representatives to design learning experiences		X							
3G. understands how research and data guide							X		

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instructional planning, delivery, and adaptation.									
Performance Indicators: <i>The competent teacher</i>									
3H. establishes high expectations for each student's learning and behavior									
3I. creates short-term and long-term plans to achieve the expectations for student learning									
3J. uses data to plan for differentiated instruction to allow for variations in individual learning needs									
3K. incorporates experiences into instructional practices that relate to a student's current life experiences and to future life experiences									
3L. creates approaches to learning that are interdisciplinary and that integrate multiple content areas									
3M. develops plans based on student responses and provides for different pathways based on student needs									
3N. accesses and uses a wide range of information and instructional technologies to enhance a student's ongoing growth and achievement									
3O. when planning instruction, addresses goals and objectives contained in plans developed under Section 504 of the Rehabilitation Act of 1973 (29 USC 794), individualized education programs (IEP) (see 23 Ill. Adm. Code 226 (Special Education)) or individual family service plans (IFSP) (see 23 Ill. Adm. Code 226 and 34 CFR 300.24; 2006)									
3P. works with others to adapt and modify instruction to meet individual student needs; and									
3Q. develops or selects relevant instructional content, materials, resources, and strategies (e.g., project-based learning) for differentiating instruction									

Type/Number of Standard	Educa 1100 Introduction to Education	Educa 2201 Education of the Exceptional Child	Educa 2220 Instructional Psychology	Educa Diversity in Schools	Educa 2780 Practicum	Educa 1101 School Procedures	Educa 1102 Educational Assessment	Educa 1150 Technology Integration in K-12 Schools	Educa 2202 Introduction to Learning Disabilities
<i>Illinois Professional Teaching Standards</i>									
Standard 4: Learning Environment									
The competent teacher structures a safe and healthy learning environment that facilitates cultural and linguistic responsiveness, emotional well-being, self-efficacy, positive social interaction, mutual respect, active engagement, academic risk-taking, self-motivation, and personal goal-setting.									
Knowledge Indicators: <i>The competent teacher:</i>			X			X			
4A. understands principles of and strategies for effective classroom and behavior management			X			X			
4B. understands how individuals influence groups and how groups function in society			X			X			
4C. understands how to help students work cooperatively and productively in groups			X			X			
4D. understands factors (e.g., self-efficacy, positive social interaction) that influence motivation and engagement			X						
4E. knows how to assess the instructional environment to determine how best to meet a student's individual needs							X		
4F. understands laws, rules, and ethical considerations regarding behavior intervention planning and behavior management (e.g., bullying, crisis intervention, physical restraint)	X								
4G. knows strategies to implement behavior management and behavior intervention planning to ensure a safe and productive learning environment						X			
4H. understands the use of student data (formative and summative) to design and implement behavior management strategies							X		
Performance Indicators: <i>The competent teacher:</i>					X				

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4I. creates a safe and healthy environment that maximizes student learning									
4J. creates clear expectations and procedures for communication and behavior and a physical setting conducive to achieving classroom goals						X			
4K. uses strategies to create a smoothly functioning learning community in which students assume responsibility for themselves and one another, participate in decision-making, work collaboratively and independently, use appropriate technology, and engage in purposeful learning activities			X						
4L. analyzes the classroom environment and makes decisions to enhance cultural and linguistic responsiveness, mutual respect, positive social relationships, student motivation, and classroom engagement		X							
4M. organizes, allocates, and manages time, materials, technology, and physical space to provide active and equitable engagement of students in productive learning activities									
4N. engages students in and monitors individual and group-learning activities that help them develop the motivation to learn									
4O. uses a variety of effective behavioral management techniques appropriate to the needs of all students that include positive behavior interventions and supports									
4P. modifies the learning environment (including the schedule and physical arrangement) to facilitate appropriate behaviors and learning for students with diverse learning characteristics						X			

Type/Number of Standard	Educa 1100 Introduction to Education	Educa 2201 Education of the Exceptional Child	Educa 2220 Instructional Psychology	Educa Diversity in Schools	Educa 2780 Practicum	Educa 1101 School Procedures	Educa 1102 Educational Assessment	Educa 1150 Technology Integration in K-12 Schools	Educa 2202 Introduction to Learning Disabilities
4Q. analyzes student behavior data to develop and support positive behavior.									
<i>Illinois Professional Teaching Standards</i> Standard 5: Instructional Delivery The competent teacher differentiates instruction by using a variety of strategies that support critical and creative thinking, problem-solving, and continuous growth and learning. This teacher understands that the classroom is a dynamic environment requiring ongoing modification of instruction to enhance learning for each student.									
Knowledge Indicators: <i>The competent teacher</i> 5A. understands the cognitive processes associated with various kinds of learning			X						
5B. understands principles and techniques, along with advantages and limitations, associated with a wide range of evidence-based instructional practices			X			X	X		
5C. knows how to implement effective differentiated instruction through the use of a wide variety of materials, technologies, and resources		X							
5D. understands disciplinary and interdisciplinary instructional approaches and how they relate to life and career experiences	X								
5E. knows techniques for modifying instructional methods, materials, and the environment to facilitate learning for students with diverse learning characteristics									X
5F. knows strategies to maximize student attentiveness and engagement			X		X				
5G. knows how to evaluate and use student performance data to adjust instruction while teaching							X		
5H understands when and how to adapt or modify							X		

Type/Number of Standard	Educa 1100 Introduction to Education	Educa 2201 Education of the Exceptional Child	Educa 2220 Instructional Psychology	Educa Diversity in Schools	Educa 2780 Practicum	Educa 1101 School Procedures	Educa 1102 Educational Assessment	Educa 1150 Technology Integration in K-12 Schools	Educa 2202 Introduction to Learning Disabilities
instruction based on outcome data, as well as student needs, goals, and responses									
Performance Indicators- The competent teacher: 5I. uses multiple teaching strategies, including adjusted pacing and flexible grouping, to engage students in active learning opportunities that promote the development of critical and creative thinking, problem-solving, and performance capabilities									
5J. monitors and adjusts strategies in response to feedback from the student							X		
5K. varies his or her role in the instructional process as instructor, facilitator, coach, or audience in relation to the content and purposes of instruction and the needs of students									
5L. develops a variety of clear, accurate presentations and representations of concepts, using alternative explanations to assist students' understanding and presenting diverse perspectives to encourage critical and creative thinking									
5M. uses strategies and techniques for facilitating meaningful inclusion of individuals with a range of abilities and experiences									
5N. uses technology to accomplish differentiated instructional objectives that enhance learning for each student									X
5O. models and facilitates effective use of current and emerging digital tools to locate, analyze, evaluate, and use information resources to support research and learning								X	
5P. uses student data to adapt the curriculum and implement instructional strategies and materials according to the characteristics of each student							X		

Type/Number of Standard	Educa 1100 Introduction to Education	Educa 2201 Education of the Exceptional Child	Educa 2220 Instructional Psychology	Educa Diversity in Schools	Educa 2780 Practicum	Educa 1101 School Procedures	Educa 1102 Educational Assessment	Educa 1150 Technology Integration in K-12 Schools	Educa 2202 Introduction to Learning Disabilities
5Q. uses effective co-planning and co-teaching techniques to deliver instruction to all students									
5R. maximizes instructional time (e.g., minimizes transitional time)									
5S. implements appropriate evidence-based instructional strategies									
<i>Illinois Professional Teaching Standards</i> Standard 6: Reading, Writing & Oral Communication The competent teacher has foundational knowledge of reading, writing, and oral communication within the content area and recognizes and addresses student reading, writing, and oral communication needs to facilitate the acquisition of content knowledge									
Knowledge Indicator: <i>The competent teacher</i> 6A. understands appropriate and varied instructional approaches used before, during, and after reading, including those that develop word knowledge, vocabulary, comprehension, fluency, and strategy use in the content areas						X			
6B. understands that the reading process involves the construction of meaning through the interactions of the reader's background knowledge and experiences, the information in the text, and the purpose of the reading situation	X								
6C. understands communication theory, language development, and the role of language in learning			X						
6D. understands writing processes and their importance to content learning									
6E. knows and models standard conventions of written and oral communications	X	X	X	X	X	X	X	X	X

Type/Number of Standard	Educa 1100 Introduction to Education	Educa 2201 Education of the Exceptional Child	Educa 2220 Instructional Psychology	Educa Diversity in Schools	Educa 2780 Practicum	Educa 1101 School Procedures	Educa 1102 Educational Assessment	Educa 1150 Technology Integration in K-12 Schools	Educa 2202 Introduction to Learning Disabilities
6F. recognizes the relationships among reading, writing, and oral communication and understands how to integrate these components to increase content learning									
6G. understands how to design, select, modify, and evaluate a wide range of materials for the content areas and the reading needs of the student									
6H. understands how to use a variety of formal and informal assessments to recognize and address the reading, writing, and oral communication needs of each student							X		
6I. knows appropriate and varied instructional approaches, including those that develop word knowledge, vocabulary, comprehension, fluency, and strategy use in the content areas									
Performance Indicators: <i>The competent teacher:</i> 6J. selects, modifies, and uses a wide range of printed, visual, or auditory materials, and online resources appropriate to the content areas and the reading needs and levels of each student (including ELLs, and struggling and advanced readers)								X	
6K. uses assessment data, student work samples, and observations from continuous monitoring of student progress to plan and evaluate effective content area reading, writing, and oral communication instruction							X		
6L. facilitates the use of appropriate word identification and vocabulary strategies to develop each student's understanding of content									
6M. teaches fluency strategies to facilitate comprehension of content									

Type/Number of Standard	Educa 1100 Introduction to Education	Educa 2201 Education of the Exceptional Child	Educa 2220 Instructional Psychology	Educa Diversity in Schools	Educa 2780 Practicum	Educa 1101 School Procedures	Educa 1102 Educational Assessment	Educa 1150 Technology Integration in K-12 Schools	Educa 2202 Introduction to Learning Disabilities
6N. uses modeling, explanation, practice, and feedback to teach students to monitor and apply comprehension strategies independently, appropriate to the content learning									
6O. teaches students to analyze, evaluate, synthesize, and summarize information in single texts and across multiple texts, including electronic resources									
6P. teaches students to develop written text appropriate to the content areas that utilizes organization (e.g., compare/contrast, problem/solution), focus, elaboration, word choice, and standard conventions (e.g., punctuation, grammar)									
6Q. integrates reading, writing, and oral communication to engage students in content learning									
6R. works with other teachers and support personnel to design, adjust, and modify instruction to meet students' reading, writing, and oral communication needs									
6S. stimulates discussion in the content areas for varied instructional and conversational purposes									
<i>Illinois Professional Teaching Standards</i> Standard 7: Assessment The competent teacher understands and uses appropriate formative and summative assessments for determining student needs, monitoring student progress, measuring student growth, and evaluating student outcomes. The teacher makes decisions driven by data about curricular and instructional effectiveness and adjusts practices to meet the needs of each student.									
Knowledge Indicators: <i>The competent teacher</i> 7A. understands the purposes, characteristics, and limitations of different types of assessments, including			X				X		

Type/Number of Standard	Educa 1100 Introduction to Education	Educa 2201 Education of the Exceptional Child	Educa 2220 Instructional Psychology	Educa Diversity in Schools	Educa 2780 Practicum	Educa 1101 School Procedures	Educa 1102 Educational Assessment	Educa 1150 Technology Integration in K-12 Schools	Educa 2202 Introduction to Learning Disabilities
standardized assessments, universal screening, curriculum-based assessment, and progress monitoring tools									
7B. understands that assessment is a means of evaluating how students learn and what they know and are able to do in order to meet the Illinois Learning Standards						X	X		
7C. understands measurement theory and assessment-related issues, such as validity, reliability, bias, and appropriate and accurate scoring			X				X		
7D. understands current terminology and procedures necessary for the appropriate analysis and interpretation of assessment data			X				X		
7E. understands how to select, construct, and use assessment strategies and instruments for diagnosis and evaluation of learning and instruction			X				X		
7F. knows research-based assessment strategies appropriate for each student							X		
7G. understands how to make data-driven decisions using assessment results to adjust practices to meet the needs of each student							X		
7H. knows legal provisions, rules, and guidelines regarding assessment and assessment accommodations for all student populations									
7I. knows assessment and progress monitoring techniques to assess the effectiveness of instruction for each student		X							X
Performance Indicators: <i>The competent teacher</i> 7J. uses assessment results to determine student performance levels, identify learning targets, select appropriate research-based instructional strategies, and									

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implement instruction to enhance learning outcomes									
7K. appropriately uses a variety of formal and informal assessments to evaluate the understanding, progress, and performance of an individual student and the class as a whole									
7L. involves students in self-assessment activities to help them become aware of their strengths and needs and encourages them to establish goals for learning							X		
7M. maintains useful and accurate records of student work and performance									
7N. accurately interprets and clearly communicates aggregate student performance data to students, parents or guardians, colleagues, and the community in a manner that complies with the requirements of the Illinois School Student Records Act [105 ILCS 10], 23 Ill. Adm. Code 375 (Student Records), the Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g) and its implementing regulations (34 CFR 99; December 9, 2008)									
7O. effectively uses appropriate technologies to conduct assessments, monitor performance, and assess student progress								X	
7P. collaborates with families and other professionals involved in the assessment of each student									
7Q. uses various types of assessment procedures appropriately, including making accommodations for individual students in specific contexts		X							X
7R. uses assessment strategies and devices that are nondiscriminatory, and take into consideration the impact of disabilities, methods of communication, cultural background, and primary language on measuring									

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knowledge and performance of students									
Standard 8: Collaborative Relationships The competent teacher builds and maintains collaborative relationships to foster cognitive, linguistic, physical, and social and emotional development. This teacher works as a team member with professional colleagues, students, parents or guardians, and community members.									
Knowledge Indicator: <i>The competent teacher</i> 8A. understands schools as organizations within the larger community context	X								
8B. understands the collaborative process and the skills necessary to initiate and carry out that process			X						
8C. collaborates with others in the use of data to design and implement effective school interventions that benefit all students						X			
8D. understands the benefits, barriers, and techniques involved in parent and family collaborations	X			X					
8E. understands school- and work-based learning environments and the need for collaboration with all organizations (e.g., businesses, community agencies, nonprofit organizations) to enhance student learning	X					X			
8F. understands the importance of participating on collaborative and problem-solving teams to create effective academic and behavioral interventions for all students					X				
8G. understands the various models of co-teaching and the procedures for implementing them across the curriculum		X							
8H. understands concerns of families of students with disabilities and knows appropriate strategies to collaborate with students and their families in addressing these		X							X

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concerns									
8I. understands the roles and the importance of including students with disabilities, as appropriate, and all team members in planning individualized education programs (i.e, IEP, IFSP, Section 504 plan) for students with disabilities		X							X
Performance Indicators: <i>The competent teacher</i> 8J. works with all school personnel (e.g., support staff, teachers, paraprofessionals) to develop learning climates for the school that encourage unity, support a sense of shared purpose, show trust in one another, and value individuals					X				
8K. participates in collaborative decision-making and problem-solving with colleagues and other professionals to achieve success for all students					X				
8L. initiates collaboration with others to create opportunities that enhance student learning						X			
8M. uses digital tools and resources to promote collaborative interactions								X	
8N. uses effective co-planning and co-teaching techniques to deliver instruction to each student									
8O. collaborates with school personnel in the implementation of appropriate assessment and instruction for designated students									
8P. develops professional relationships with parents and guardians that result in fair and equitable treatment of each student to support growth and learning					X				
8Q. establishes respectful and productive relationships with parents or guardians and seeks to develop cooperative partnerships to promote student learning and well-being									

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8R. uses conflict resolution skills to enhance the effectiveness of collaboration and teamwork									
8S. participates in the design and implementation of individualized instruction for students with special needs (i.e., IEPs, IFSP, transition plans, Section 504 plans), ELLs, and gifted students		X							
8T. identifies and utilizes community resources to enhance student learning and to provide opportunities for students to explore career opportunities									
Standard 9: Professionalism, Leadership, and Advocacy The competent teacher is an ethical and reflective practitioner who exhibits professionalism; provides leadership in the learning community; and advocates for students, parents or guardians, and the profession.									
Knowledge Indicator: <i>The competent teacher</i> 9A. evaluates best practices and research-based materials against benchmarks within the disciplines			X				X		
9B. knows laws and rules (e.g., mandatory reporting, sexual misconduct, corporal punishment) as a foundation for the fair and just treatment of all students and their families in the classroom and school	X	X							
9C. understands emergency response procedures as required under the School Safety Drill Act [105 ILCS 128/1], including school safety and crisis intervention protocol, initial response actions (e.g., whether to stay in or evacuate a building), and first response to medical emergencies (e.g., first aid and life-saving techniques)	X								
9D. identifies paths for continuous professional growth and improvement, including the design of a professional growth plan	X		X			X			

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9E. is cognizant of his or her emerging and developed leadership skills and the applicability of those skills within a variety of learning communities						X			
9F. understands the roles of an advocate, the process of advocacy, and its place in combating or promoting certain school district practices affecting students									
9G. understands local and global societal issues and responsibilities in an evolving digital culture								X	
9H. understands the importance of modeling appropriate dispositions in the classroom.									
Performance Indicators: <i>The competent teacher:</i> 9I. models professional behavior that reflects honesty, integrity, personal responsibility, confidentiality, altruism and respect	X				X				
9J. maintains accurate records, manages data effectively, and protects the confidentiality of information pertaining to each student and family					X				
9K. reflects on professional practice and resulting outcomes; engages in self-assessment; and adjusts practices to improve student performance, school goals, and professional growth	X	X					X		
9L. communicates with families, responds to concerns, and contributes to enhanced family participation in student education;					X				
9M. communicates relevant information and ideas effectively to students, parents or guardians, and peers, using a variety of technology and digital-age media and formats								X	
9N. collaborates with other teachers, students, parents or guardians, specialists, administrators, and community					X				

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partners to enhance students' learning and school improvement									
9O. participates in professional development, professional organizations, and learning communities, and engages in peer coaching and mentoring activities to enhance personal growth and development	X				X				
9P. uses leadership skills that contribute to individual and collegial growth and development, school improvement, and the advancement of knowledge in the teaching profession									
9Q. proactively serves all students and their families with equity and honor and advocates on their behalf, ensuring the learning and well-being of each child in the classroom									
9R. is aware of and complies with the mandatory reporter provisions of Section 4 of the Abused and Neglected Child Reporting Act [325 ILCS 5/4]	X								
9S. models digital etiquette and responsible social actions in the use of digital technology								X	
9T. models and teaches safe, legal, and ethical use of digital information and technology, including respect for copyright, intellectual property, and the appropriate documentation of sources					X			X	

**College of DuPage
Program Advisory Committee Minutes**

Name of Career & Technical Education Program or Regional Center: Education
Date: Wednesday, October 24, 2015 Time: 7:00 pm Location of Meeting: BIC 2618
Members Present (full names) and Expertise/Area Represented: <ul style="list-style-type: none">• Dr. Jeanne White, Department Chair, Elmhurst College• Dan Jares, Licensure Officer, Elmhurst College• Lynn Andrees, Naperville Central High School• Dr. Frank Piekarz, Downers Grove North High School, Program Coordinator• Valerie Hardy, Downers Grove South High School, Program Coordinator• Dr. Maureen Kincaid, North Central College, Department Chair• Ann O'Brien, Lewis University, Instructor• Dr. MeShelda Jackson, Benedictine University, Department Chair• Dr. Richard Campbell, Benedictine University, Certification Officer
College of DuPage Administrators/Staff Present (names and titles): April Zawlocki, Assistant Professor, Education Shannon Brown, Assistant Professor, Education Dr. Robert Cappetta, Professor, Mathematics
Meeting Facilitator (name): April Zawlocki
Agenda: Meeting called to order and approval of the agenda: 7:00 pm <ul style="list-style-type: none">• Curriculum at COD<ul style="list-style-type: none">○ Data update: Increase in enrollment for Fall 2015○ Paraprofessional Certificate at COD starting Fall 2016: Going to CCC in November<ul style="list-style-type: none">▪ Discussion ensued – Positive addition to curriculum at COD, creates a pipeline for teachers, support for the certificate from dual credit schools as well as 4 year institutions.○ SOAP (Pre/Post test for 1100) – All dual credit schools are also administering the SOAP• Service learning<ul style="list-style-type: none">○ Professional Development Schools?○ Student PLC groups in 2201 or similar class?• Articulation with 4 year institutions<ul style="list-style-type: none">○ Elmhurst○ DePaul○ University of Illinois at Springfield (online secondary programs)○ North Central○ 2+2 with Lewis University○ Benedictine• Any further updates on state changes? (Have specific info to share? Please add line items here)

College of DuPage Program Advisory Committee Minutes

- Tests that demonstrate basic academic competency do not expire
- Other tests are valid for 10 years
- Time between retakes has been reduced from 60 to 30 days
- As of September 1, 2015, ACT writing subscore is simply writing, not English/writing as per the revised ACT score reports
- Curriculum updates from 4 year colleges/universities
 - Update on edTPA: How's it going?
 - Last date to complete middle school endorsement? All the endorsements using the current structure must be on PELs by February 1, 2018
 - Clarification of when students must complete degree to stay under old licensure system--depends on the program
- Organization of ICCEFA (Illinois Community College Education Faculty Association)
 - Still working on this – no new update
 - If a good number of 4 year institutions want to articulate, we could arrange to have several CC's together to work
- Field experiences update
 - Update on partnership with Glenbard for 2201 students
 - Lunch Intervention Program (work with students and observe)
 - Partnership with dual credit districts?
 - If any other districts are interested in forming a partnership, please email April
 - Need to establish agreements with districts for placement of students in Paraprofessional Certificate: Possibly working with dual credit schools since they already have a point of contact
- Support for dual credit schools: School visits
 - Setting up a visit with Lewis University to go to Naperville Central (Lynn Andrees)
 - Other colleges/universities are also interested
- Higher Edcamp Midwest: March 5, 2016 (www.higheredcampmidwest.com)
- Education Tech Fair: April 26, 2016
- Online conference for pre-service teachers: April 19, 2016
- 2016 meetings (T/W 12-2)
 - February
 - April
- Future topics?
 - Sharing of SOAP data
 - Opportunities to come to COD classes to introduce students to programs at 4 year colleges/universities
 - Department chairs coming to college fair
 - Talking to COD classes

Concluding the Minutes:

Date: October, 2015 (Fall Advisory Board Kickoff)

Time: 5-9pm

Location of the next Committee Meeting: TBD

Proposed agenda items: Continue many of these topics next year; discuss ways to communicate with potential students

Time that this meeting was adjourned: 8:30 pm

Minutes prepared by (full name and date): April Zawlocki (11/4/15)


Emails of support for Paraprofessional Certificate from local school administrators

Re: Paraprofessional Certificate at COD

Scott M Dart

Sent: Tuesday, October 20, 2015 at 6:08 AM

To: Zawlocki, April

 You replied to this message on 10/20/15, 7:08 AM.

Yes. I think it would be beneficial. A TA candidate who can speak of educational experiences puts them ahead of others. It is why I try to hire certified teachers.

Scott

Sent from my iPhone

On Oct 19, 2015, at 9:29 PM, Zawlocki, April <zawlockia@cod.edu> wrote:

Hi Scott,

The students would actually need 60 hours, or take the exam. The coursework at COD would be to introduce them to the field of education, but would not get them licensure. Do you think this coursework would be beneficial? Would it at all be an advantage to students to have this coursework?

Thanks!

Re: Paraprofessional Certificate at COD

Sarah K Waddell

Sent: Wednesday, October 14, 2015 at 5:46 AM

To: Zawlocki, April

Good to hear from you!

I think that the more experience that a person has, the better. With that said, in EA131 we desperately need bilingual candidates in all areas. Being bilingual gives people an edge here! Hope this helps!

Dr. Sarah Waddell
Assistant Superintendent for Teaching and Learning
East Aurora, District 131

From: Zawlocki, April <zawlockia@cod.edu>

Sent: Tuesday, October 13, 2015 3:05 PM

To: Sarah K Waddell

Subject: Paraprofessional Certificate at COD

Hi Sarah!

I hope that all is well with you! Congratulations on the new position!!

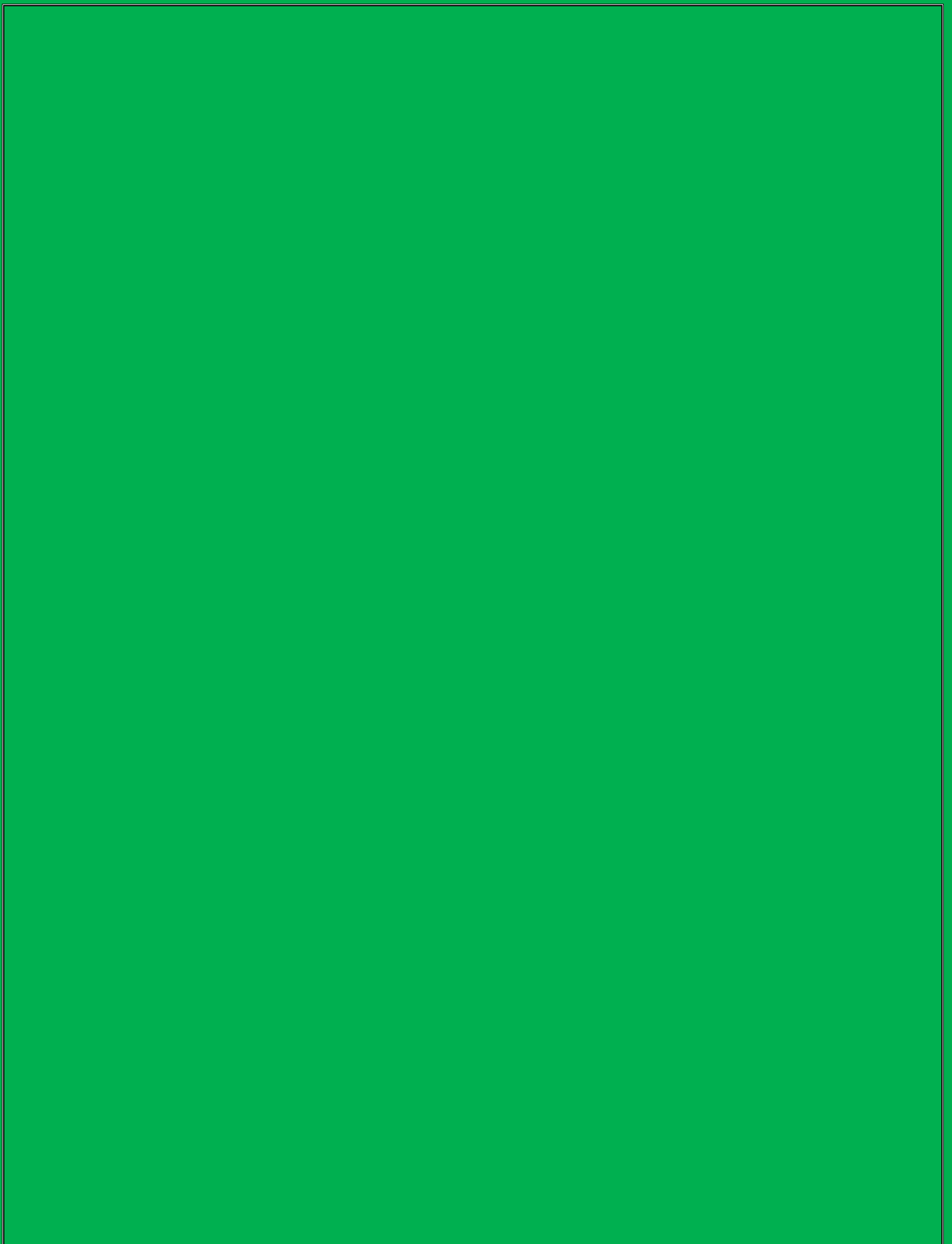
We are working on developing a Paraprofessional Certificate and I'm hoping you can provide me with some input.

When looking to hire a paraprofessional, would it be beneficial for that person to have 27 hours of Education coursework and field experience hours? Would this in any way give the potential employee an edge in the hiring process?

I appreciate any input you can provide!

--

April Zawlocki
Assistant Professor, Education
College of DuPage



**COLLEGE OF DuPAGE
SPECIAL BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Budget transfer of Contingency to Professional Services.

2. **REASON FOR CONSIDERATION**

Request of budget transfer from contingency account to legal services and other contractual accounts to cover professional and legal fees related to investigations, cooperation with law enforcement, ordinary legal services and interim management.

3. **BACKGROUND INFORMATION**

The FY2016 Budget included \$3.4 million of ordinary legal and professional fees and \$4.0 million of contingency to cover one-time costs associated with the issues at the College. A portion of the \$3.4 million of ordinary legal and professional fee budget has been used to fund one-time costs.

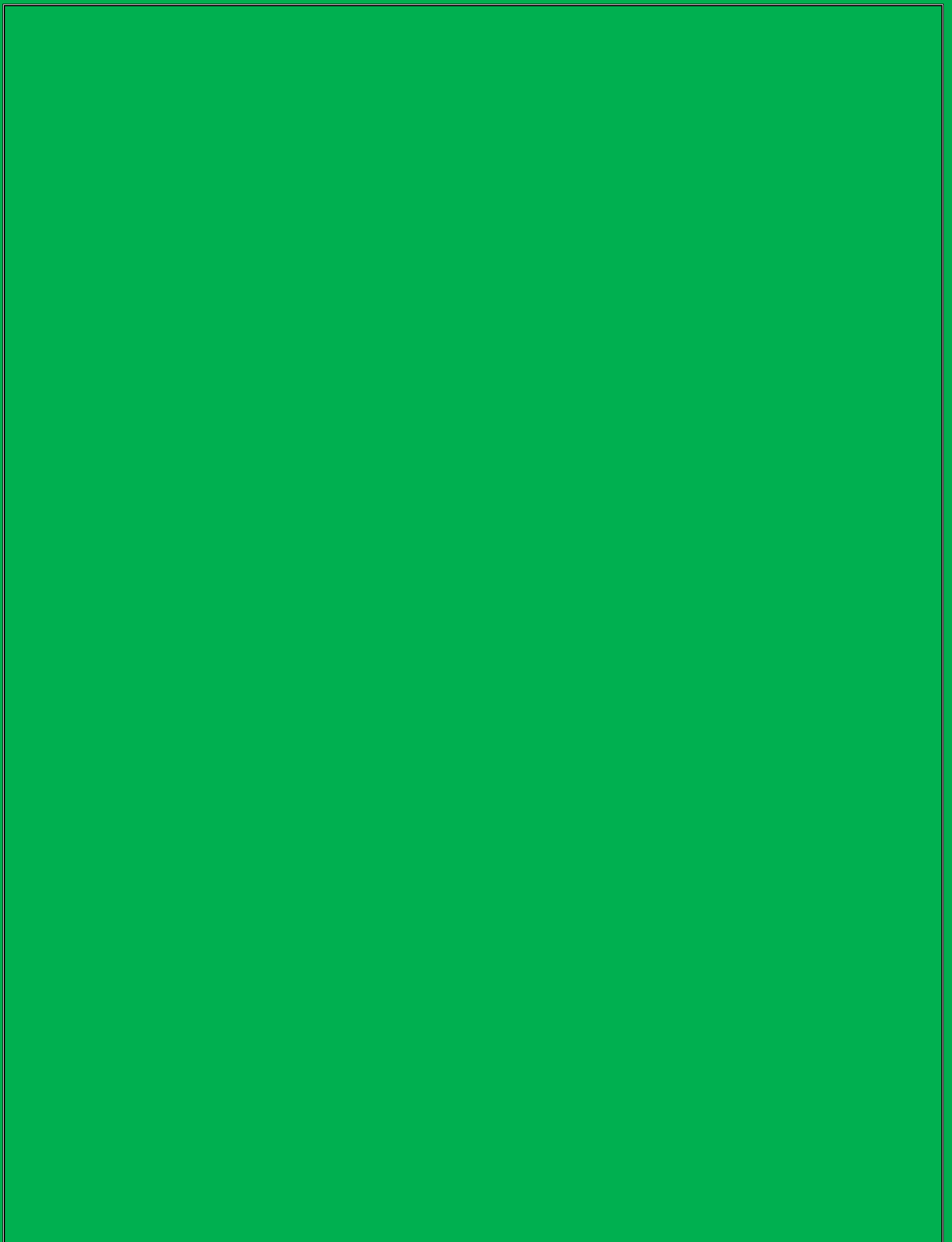
At the time the FY2016 budget was developed there was significant uncertainty regarding the one-time costs. As a result of the uncertainty the FY2016 Budget also included a \$4.0 million contingency to fund unknown one-time costs related to investigations, cooperation with law enforcement, ordinary legal services and interim management. Management utilized the contingency account to ensure adequate funding was included in the FY2016 Budget and to allow for additional Board oversight.

Based on FY2016 incurred fees through November and estimate of incurred fees for December 2015 and January 2016 management is requesting a transfer of \$500 thousand from the contingency account to fund any potential outstanding legal and professional obligations. Management intends to develop a longer-term forecast of legal and professional fees for presentation at a first quarter 2016 Board of Trustee meeting.

4. **RECOMMENDATION**

That the Board approves the \$500 thousand transfer of funds from the contingency account to fund current and future outstanding ordinary legal fees and one-time costs associated with investigations, interim management and cooperation with law.

Staff Contact: John Dischner, Interim CFO and Treasurer,
Kurt Beckeman, Interim Controller



**COLLEGE OF DuPAGE
SPECIAL BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Orchestra Conductor Contract for New Philharmonic Orchestra for McAninch Arts Center Services for two-year contract, July 1, 2016 - June 30, 2018.

2. **REASON FOR CONSIDERATION**

A contract exceeding the statutory bid limit of \$25,000 must be approved by the Board of Trustees (Board Policy 10-60).

3. **BACKGROUND INFORMATION**

Kirk Muspratt has served as the Orchestra Manager for The New Philharmonic since 2008. The current contract will expire in July. The two-year contract is renewed in January so that planning for the next season can begin in a timely manner. The MAC orchestra conductor services, include:

- Provide artistic vision for the organization
- Select repertoire and guest artists (in collaboration with the Director of the McAninch Arts Center)
- Audition and selection of orchestra musicians, opera artists, directors, and contracted artistic staff
- Assist in fund development and sponsor solicitation
- Assist in budget development and work within budgetary constraints
- Assist in marketing and public relations as requested- Arts Center has final approval of all marketing
- Participate in arts engagement and education activities
- Strive to maintain and grow audience and assure good welfare of the organization
- Provide direction to orchestra including orchestra manager, librarian, and personnel manager. (Official supervisory responsibilities will be assigned to COD employees)

A standard concert year shall include but not be limited to:

- The following events:
 - 1 New Year's Eve show – 3 performances
 - 1 pops concert – 2 performances
 - 2 classical concerts – 2 performances each

- 1 concert opera or Opera
- 1 summer pops concert
- Nutcracker series at the MAC
- School stage concerts
- Outreach and arts engagement events
- Young people's concert competition
- All marketing, fundraising, and public relations events associated with the support of these concerts/ productions.

Mr. Muspratt has a unique combination of expertise and experience in managing a professional orchestra. The services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part is exempt from bidding under Illinois Public Community College Act, 110 ILCS 805/3-27.1(a).

BUDGET STAUS

Fiscal Year	Budget	Actual YTD	Variance
FY15	\$48,000	\$48,000	
FY16	\$49,500	\$49,500	\$1,500
FY17	\$51,000	\$51,000	\$1,500

4. **RECOMMENDATION**

That the Board of Trustees approve the contract for Kirk Muspratt, Chicago, IL 60137, for a total expenditure not to exceed \$51,000.00 in any one year.

Staff Contact: Diana Martinez, Director, McAninch Arts Center

**Performance Agreement between
College of DuPage and Kirk Muspratt**

This Agreement entered into this December __, 2015 by and between McAninch Arts Center at College of DuPage, 425 Fawell Boulevard, Glen Ellyn, IL 60137, a body corporate and politic and Kirk Muspratt, through William Reinert, William Reinert Associates, Inc., 163 Amsterdam Ave., #334, New York, NY 10023 acting as agent for Kirk Muspratt.

Kirk Muspratt will provide services to College of DuPage as a consultant to New Philharmonic at the McAninch Arts Center. His title shall be Music Director/ Conductor of New Philharmonic.

TERM

The term of this agreement shall be from July 1, 2015 through June 30, 2017, which aligns with the funding in the foundation budget.

PAYMENT

Payment to Kirk Muspratt:

\$49,500 year 1

\$51,000 year 2

Kirk Muspratt will be provided with local hotel accommodations for no more than 2 nights per year at the Hilton.

SERVICES TO BE RENDERED

Services shall include all responsibilities related to Music Director/ Conductor of New Philharmonic.

- Provide artistic vision for the organization
- Select repertoire and guest artists (in collaboration with the Director of the McAninch Arts Center)
- Audition and selection of orchestra musicians, opera artists, directors, and contracted artistic staff
- Assist in fund development and sponsor solicitation
- Assist in budget development and work within budgetary constraints
- Assist in marketing and public relations as requested- Arts Center has final approval of all marketing
- Participate in arts engagement and education activities
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 - 1 concert opera or Opera
 - 1 summer pops concert
 - Nutcracker series at the MAC
 - Schoolstage concerts
 - Outreach and arts engagement events
 - Young people's concert competition
- and all marketing, fundraising, and public relations events associated with the support of these concerts/ productions.

Any outside or additional New Philharmonic engagements shall be addressed separate from this agreement on a per event basis.

Final approval of concert season lies solely with the Director of the McAninch Arts Center.

It is understood that the 2015 - 2016 and 2016-2017 season promotion, sales and fundraising are a responsibility of the director.

RESTRICTIONS

During the term of this contract Kirk Muspratt may accept outside engagements that do not conflict with the interests of the New Philharmonic.

It is understood that Kirk Muspratt also serves as the music director of the Northwest Indiana Symphony Orchestra (NISO) and that New Philharmonic and NISO will collaborate artistically; however, the staff, marketing, funding partners, and public relations resources of the McAninch Arts Center and the New Philharmonic will not be directed towards NISO events by Kirk Muspratt or any College of DuPage or New Philharmonic employee without the approval of the Arts Center Director.

LIAISON

While performing the services outlined in this agreement it is understood that Kirk Muspratt will report to and work with the Director of the McAninch Arts Center and communicate through the established hierarchy and protocol through Orchestra Manager for any administrative, marketing and foundation support.

TAXES

Kirk Muspratt will be responsible for all state and federal taxes due related to income from the above services. No check will be presented without completion of a W-9 form.

INSURANCE

It is understood that Kirk Muspratt is self-employed and must carry at his own cost and expense any insurance coverage, such as, workers' compensation, medical, property, liability, and auto related to the above mentioned services.

INDEMNIFICATION

Kirk Muspratt agrees to hold College of DuPage, its trustees, officers, directors, agents, successors, and assignees, harmless from any and all losses, damages, injuries, claims, demands, and expenses, including attorney's fees which may arise during the performance of this agreement.

TERMINATION/ RENEWAL

This agreement may be terminated for cause by College of DuPage at any time, in the event that Kirk Muspratt does not fulfill the agreed upon responsibilities, or in the event The New Philharmonic does not meet 80% of its fundraising or sales goals. Performance will be reviewed on an annual basis in March of each year. Both parties shall work in good faith to resolve any concerns that arise during the course of this process. Review/ renewal of this agreement will commence in good faith by both parties in January 2017. Both parties understand and accept that renewal is dependent on the financial strength of the MAC and The New Philharmonic Fundraising efforts.

This agreement and attachment 1 (payment schedules) constitutes the entire understanding between the parties. In consideration thereof, all parties agree to the conditions set forth and above.

_____ Date: _____
Kirk Muspratt, Artist

_____ Date: _____
Diana Martinez
Director, McAninch Arts Center

_____ Date: _____
John Dischner
Interim CFO and Treasurer for College of DuPage

**Kirk Muspratt
Music Director, New Philharmonic Orchestra**

**FY2016-2017
Payment Schedule**

Contract Attached

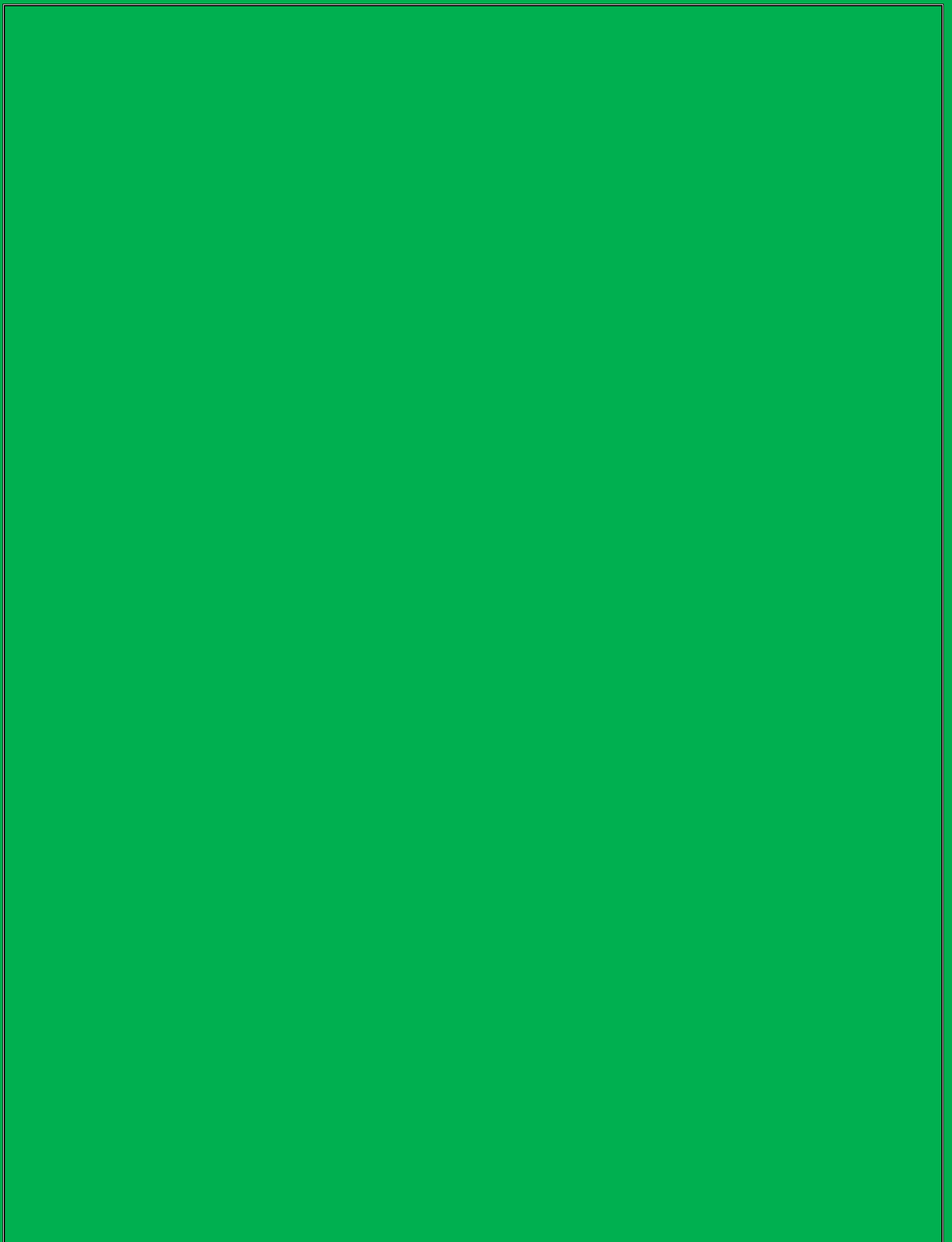
<u>DATE</u>	<u>AMOUNT</u>
July 31, 2016	\$ 4,125.00
August 31, 2016	\$ 4,125.00
September 30, 2016	\$ 4,125.00
October 31, 2016	\$ 4,125.00
November 30, 2016	\$ 4,125.00
December 31, 2016	\$ 4,125.00
January 31, 2017	\$ 4,125.00
February 28, 2017	\$ 4,125.00
March 31, 2017	\$ 4,125.00
April 30, 2017	\$ 4,125.00
May 31, 2017	\$ 4,125.00
June 30, 2017	\$ 4,125.00
TOTAL	\$49,500.00

**Kirk Muspratt
Music Director, New Philharmonic Orchestra**

**FY2017-2018
Payment Schedule**

Contract Attached

<u>DATE</u>	<u>AMOUNT</u>
July 31, 2017	\$ 4,250.00
August 31, 2017	\$ 4,250.00
September 30, 2017	\$ 4,250.00
October 31, 2017	\$ 4,250.00
November 30, 2017	\$ 4,250.00
December 31, 2017	\$ 4,250.00
January 31, 2018	\$ 4,250.00
February 28, 2018	\$ 4,250.00
March 31, 2018	\$ 4,250.00
April 30, 2018	\$ 4,250.00
May 31, 2018	\$ 4,250.00
June 30, 2018	\$ 4,250.00
TOTAL	\$51,000.00



**COLLEGE OF DuPAGE
SPECIAL BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Apple Computer Equipment.

2. **REASON FOR CONSIDERATION**

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

3. **BACKGROUND INFORMATION**

This represents the purchase of replacement Apple computer equipment for use in the following areas:

Quantity	Description	Total
49	iMac 21.5-inch SRC 3600 Open Lab (Quantity 16) MAC 189A Open Lab (Quantity 16) MAC 284 Photo Lab (Quantity 17)	\$58,838.06
42	iMac 27-inch with Retina 5K display MAC 286 Photo Lab (Quantity 17) MAC 252 Graphic Design Lab (Quantity 25)	\$68,602.90
4	iMac 27-inch with Retina 5K display with built-in VESA Mount Adapter MAC 161 MPTV Lab (Quantity 4)	\$7,379.63
21	iMac 27-inch with Retina 5K display MAC 172 MPTV Lab (Quantity 21)	\$37,935.51
3	iMac 21.5-inch with Retina 4K display MAC 175 MPTV Lab (Quantity 1) MAC 176A MPTV Lab (Quantity 1) MAC 179 MPTV Lab (Quantity 1)	\$5,073.26

Item 19n
January 7, 2016

Quantity	Description	Total
8	Mac Pro 3.5GHz 6-Core Intel Xeon E5 MAC 176 – 177 MPTV Labs (Quantity 8)	\$33,294.88
8	Apple Keyboard with numeric keypad – US MAC 176 – 177 MPTV Labs (Quantity 8)	\$376.87
8	Apple Mouse MAC 176 – 177 MPTV Labs (Quantity 8)	\$376.87
8	Apple Thunderbolt Display (27-inch) MAC 176 – 177 MPTV Labs (Quantity 8)	\$7,298.88
5	Thunderbolt to Gigabit Ethernet Adapter Faculty/staff use	\$139.40
6	Apple 21.5" iMac Intel Core i5 Faculty Offices	\$7,204.66
9	MacBook Pro 15" w/Retina Display Faculty Offices	\$21,951.43
7	Apple USB SuperDrive Faculty Offices	\$ 531.65
		\$249,004.00

The student lab equipment will be used by students for instructional purposes. The remaining equipment is for Faculty members for use in their offices. The units slated for replacement are approximately four years old and are in need of replacement due to the advanced technology needs of the department. The old units will be disposed of in accordance with current Board Policy #10-85, Sale or Disposal of College Property.

Information Technology has reviewed the selection of Apple equipment in these areas and reaffirms the selection based on input that considered faculty, advisory group, and administrator feedback in regards to the standards for the industry and each area's goals.

This equipment is being purchased directly through Apple Inc., who is the sole-source distributor of this equipment for education customers. All purchases must be made directly through the Apple Higher Education Sales Department.

Budget Status

<u>Account</u>	<u>FY16 Budget</u>	<u>YTD Spend</u>	<u>Variance</u>
01-90-90111-5401007	\$1,299,359.04	(\$550,808.69)	\$748,550.35
<u>Account</u>	<u>FY16 Budget</u>	<u>YTD Spend</u>	<u>Variance</u>
01-90-90111-5806001	\$986,000.04	(\$935,167.23)	\$50,832.81

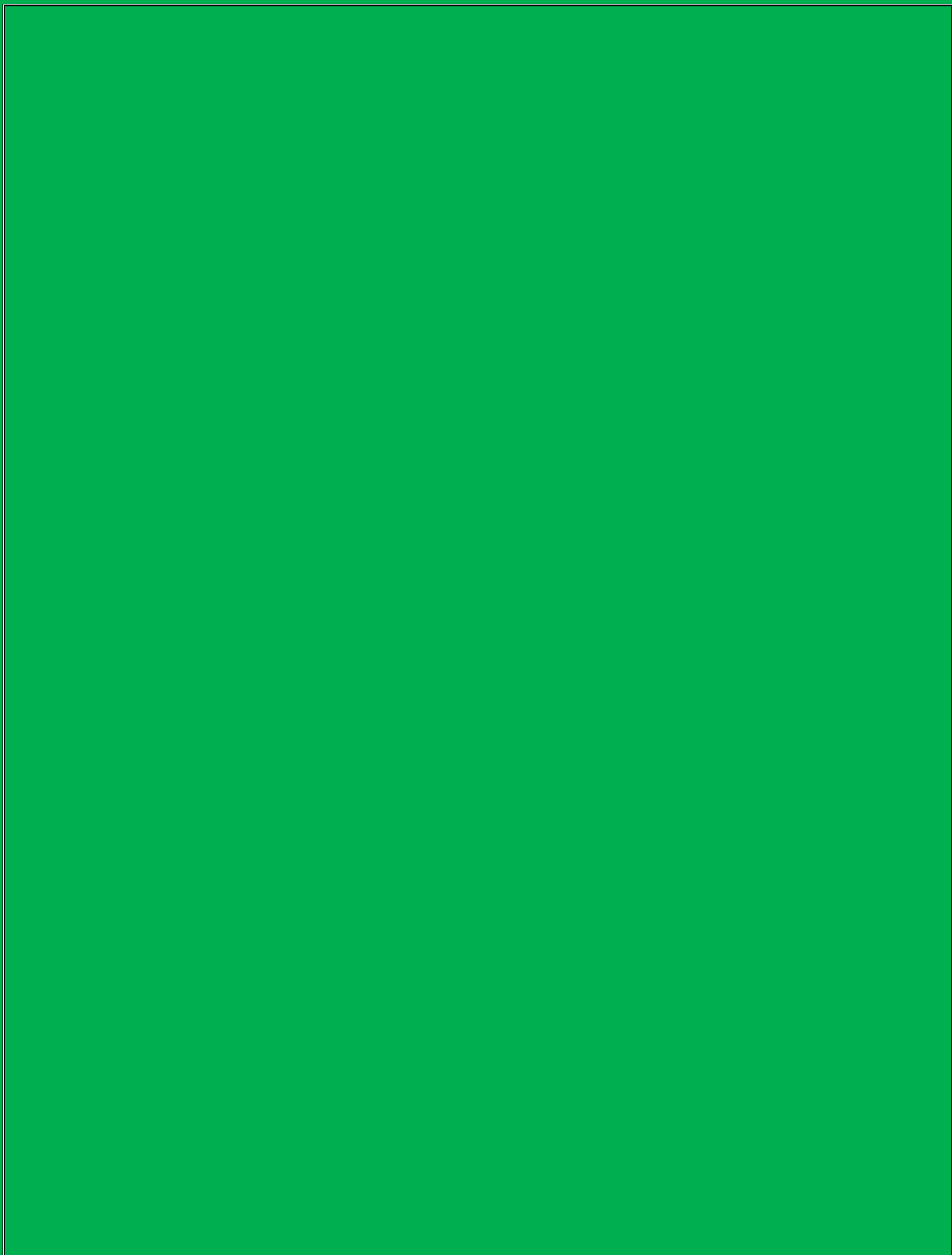
This purchase complies with State Statute, Board Policy and Administrative Procedures. Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services in telecommunications and inter-connect equipment, software, and services are exempt from bidding under Illinois Public Community College Act, 110 ILCS 805/3-27.1 (f).

As per the Board's directive, these purchases from the sole source distributor will be audited by the Department of Internal Audit on a quarterly basis and the audit results will be provided to the Board.

4. RECOMMENDATION

That the Board of Trustees approves the purchase of computer equipment from Apple Inc., 12545 Riata Vista Circle, Austin, TX 78727 for a total expenditure of \$249,004.00.

Staff Contact: Chuck Carrier, Vice President, Information Technology



**COLLEGE OF DuPAGE
SPECIAL BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Fiscal Year 2016 contractual fees in the amount of \$55,475.00 for educational partner Bell Enterprises CDL, Inc. 306 Roscommon Court, Glen Ellyn, IL 60137. This submission is pursuant to the information item approved by the Board of Trustees at the August 20, 2015 meeting. The Information Item and MOU are attached.

2. **REASON FOR CONSIDERATION**

A single contract exceeding the statutory limit of \$25,000.00 must be approved by the Board of Trustees.

3. **BACKGROUND INFORMATION**

Budget Status

	Tuition Revenue	Expense	Revenue – Expense
FY13	\$284,900	\$270,277	\$14,623
FY14	\$334,839	\$317,895	\$16,944
FY15	\$352,726	\$341,642	\$11,084

College of DuPage and Bell Enterprises CDL, Inc. have collaborated since 2011 to provide high-quality commercial driver's license (CDL) training. The COD Truck Driving School provides participants with the technical driving skills, classroom instruction and professional development to prepare for gainful employment in a high growth industry.

To date, 99% of the participants who entered the program have successfully completed. Of this group, 100% found employment within one month of completion of the program. Since its inception, this program has put 275 unemployed or underemployed district residents to work in a high-paying, rapidly growing field. The program achieved a positive cash flow within six months of its first cohort and achieved positive net revenue after one year of operation. The program has returned positive net revenue each year since.

4. **RECOMMENDATION**

That the Board of Trustees approve a blanket purchase order in the amount of \$55,475.00 to Bell Enterprises CDL, Inc., 306 Roscommon Court, Glen Ellyn, IL 60137, payable upon receipt of specific invoices related to the CDL program and consistent with the terms of the agreement between Bell Enterprises, Inc. and the College to cover contractual expenses for the CDL instructional delivery.

Staff Contact: Joe Cassidy, Dean Continuing Education and Extended Learning
Joanne Ivory, Associate Dean, Continuing Education/Extended Learning, Director, Business Solutions

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD INFORMATION

1. **SUBJECT**

Renewal of Memorandum of Understanding (MOU) between College of DuPage Continuing Education (CE) and Bell CDL Enterprises, Inc. (Bell).

2. **BACKGROUND INFORMATION**

CE and Bell have collaborated since 2011 to provide high-quality commercial driver's license (CDL) training. The COD Truck Driving School provides participants with the technical driving skills, classroom instruction and professional development to prepare students for gainful employment in a high growth industry.

To date, 99% of the participants who entered the program have successfully completed. Of this group, 100% found employment within one month of completion of the program. This program, launched in 2011, has put 275 unemployed or underemployed district residents to work in a high-paying, rapidly growing field. This program achieved a positive cash flow within six months of its first cohort and achieved positive net revenue after one year of operation. The program has returned a positive net revenue each year since. The attached MOU, FY16 budget (exhibit A) and Bell capital inventory/depreciation schedule (exhibit B) collectively outline partner responsibilities, and revenue/expense sharing. This final, two-year MOU extension transitions the COD Truck Driving School fully to COD CE as of June 30, 2017.

Staff Contact: Joe Cassidy, Dean Continuing Education/Extended Learning

Memorandum of Understanding

WHEREAS College of DuPage (hereinafter “COD”) provides educational trainings for both credit and non-credit courses;

WHEREAS Bell CDL Enterprises, Inc. (hereinafter “Bell”) formed a fully equipped professional truck driving school in 2011 and has been working with COD since that time in the establishment and operation of the COD Commercial Driving License Program (“COD CDL”).

WHEREAS the parties believe that their objectives and educational efforts will continue to be strengthened by joining their combined experience in program design, administration and marketing for the production of the COD CDL Program beyond its current expiry date of June 30st 2015.

NOW THEREFORE the parties hereto do hereby agree as follows:

This Agreement is entered into effective July 1st, 2015 by and between Bell and COD; Bell and COD are from time to time collectively referred to as “Parties” or “Program Sponsors”, for the purpose of offering the Program at the Technology Center of DuPage (hereinafter TCD) from July 1, 2015 through June 30th 2017.

1. License. COD grants to Bell a non-exclusive and limited license to the name “COD” and the Logo associated therewith solely for the purposes of marketing and other aspects of the Program. Bell grants to COD the non-exclusive right to use the name “Bell CDL Enterprises, Inc.” and like names in the title, marketing and other materials and aspects associated with the Program. These cross licenses are solely for the Program and terminate at the end of the Program.
2. Duties and Responsibilities of the Parties. Each Party agrees to perform the following responsibilities and duties with regard to the Program:

2.1 COD. COD shall provide the following:

- a.) The site and adequate facilities for the Program at the TCD campus, specifically including, without limitation, one classroom, offices and access to restrooms. Classroom will be furnished with tables and chairs that are comfortable for up to 25 students who will be engaged in the classroom portion of the intensive training program.
- b.) Its best efforts to supervise the production of the CDL Program (including providing the primary role in maintaining an active marketing program through traditional and interactive media, effective Search Engine Optimization, marketing materials, program brochures, etc.); student registration, financial management, the payment of Accounts Payable and the collection of Accounts Receivable (along with the provision of any working capital need associated therewith) facilities management (liaison), faculty contracts and payments, assisting participants with enrollment, background checks, and the like.
- c.) Primary COD CDL Program Sponsor involved in contact with government and similar programs which feeds into the COD CDL Program (e.g. WIA).
- d.) Register all Program participants, process tuition payments, vendor payments and generate regular and timely reports and such as monthly profit and loss and monthly cash flow statements.
- e.) Hire any and all COD CDL Program training staff and temporary staff. Employee salary and benefits to be paid by College of DuPage out of the COD CDL program budget.
- f.) Manage budget, approve capital purchases, etc. Such approval shall not be unreasonably withheld.

- g.) All monthly rent payments for the through June 30, 2017.
- h.) Obtain premises liability insurance as required under the Lease, naming Bell as an additional insured. Arrange for, or assist Bell with the arranging of, personal injury, property damage and liability on all Program capital equipment.
- i.) Ensure that all steps which need to be taken by COD are taken to comply with State regulations regarding classrooms, offices and restrooms.
- j.) With the assistance of Bell, permitting and other paperwork related to State approval and ongoing State monitoring of COD CDL operations.
- k.) With the assistance of Bell, ensure compliance with state regulations, coordinate onsite license testing for program completers and otherwise see to the safety and success of program students.
- l.) Be jointly responsible with Bell for the overall promotion of the Program, relationship cultivation with employers, program refinement/continuous improvement, advocacy and ambassadorial outreach.
- m.) Provide COD dedicated support staff member (“Coordinator”), job description and pay rate to be jointly determined within COD HR hiring/pay standards and protocols. This position has been budgeted and will be added as growth demands with agreement by both Parties according to the program budget and COD HR policies and practices.
- n.) Ensure meetings are held at least quarterly between the Parties, involving the Director of Business Solutions, support staff associated with the COD CDL Program and Bell. These meetings will be used to track actual performance of COD CDL against budget/projections and to continue to focus on ways to grow the Program profitably such as investigating grant money availability, opportunities to enroll Veterans, third party finance availability and employing innovative marketing tools. While Bell CDL and COD staff will coordinate and communicate on a daily basis as needed, the President of Bell CDL and the Director of Business Solutions CE COD will serve as primary program liaisons.
- o.) Purchase additional capital as necessary to expand the program with the exception of the physical grounds annual maintenance which is shared at 1/3 TCD (lessor) and 2/3 COD up to \$15,000 per year. Annual grounds maintenance will be paid out of the COD CDL Program budget.

2.2 Bell. Bell shall provide the following:

- a.) Assist COD with recruiting of all training staff ensuring faculty meet all State qualifications.
- b.) Assist COD with Program Management, budget creation, lease negotiations, third party service contracts, permitting and all paperwork related to State approval and ongoing State monitoring of COD CDL operations.
- c.) Assist in the ongoing development of curricula of the Program, the quality and expertise of the faculty as it relates to said curricula, and design according to best knowledge of the current issues and topics in the field in accordance with state regulations and COD specifications.
- d.) Assist in the admissions and student retention/engagement/completion processes.
- e.) Assist COD in resolving any misunderstandings that may arise with faculty or students.
- f.) Approve the final number of participants per cohort and cohort per year as outlined in the program budget and attached as Exhibit “A”.
- g.) Assist COD in securing additional capital equipment (“Capital Equipment”) at COD’s sole expense sufficient to expand the COD CDL Program at all times, including, but not limited to, trucks, tractors, trailers, painting and lettering of trucks.
- h.) Bell has also previously provided significant leasehold improvements such as fencing. Bell shall be responsible for maintaining such tractors, trailers and fencing and ensuring that these comply with all federal, state and local laws, regulations and ordinances such maintenance costs to be paid for out of the COD CDL budget.
- i.) With COD, insure personal injury, property damage and liability insurance is maintained on all Program capital equipment costs, if any, to be paid for out of the COD CDL program budget.

- j.) Assist COD with maintenance and fueling of all Program vehicles, costs to be paid for out of the COD CDL program budget, and the creation of a capital maintenance, replacement and addition schedule.
 - k.) Assist COD with ensuring compliance with state regulations, coordinate onsite license testing for program completers and otherwise see to the safety and success of program students.
 - l.) Provide one (1 FTE) support staff to provide onsite, daily program management, student enrollment support services, to employer coordination, the State of Illinois and any and all duties as assigned in support of the program. Employee will be employed by and paid by Bell. Bell will submit a monthly invoice to COD. COD will pay this expense out of the COD CDL program budget as defined in Exhibit "A", budget line item "Managerial Staff FT". Benefits, insurance, taxes, etc. will be the responsibility of Bell and not billed to the COD CDL program.
 - m.) Ensure meetings are held at least quarterly between the Parties, involving the Director of Business Solutions, support staff associated with the COD CDL Program and Bell. These meetings to track actual performance of COD CDL against budget/projections and to continue to focus on ways to grow the Program profitably such as investigating grant money availability, opportunities to enroll Veterans, third party finance availability and employing innovative marketing tools. While Bell CDL and COD staff will coordinate and communicate on a daily basis as needed, the President of Bell CDL and Director of Business Solutions of CE COD will serve as primary program liaisons.
 - n.) Provide annual enrollment projections, enrollment growth and capital expansion plan. Update quarterly with Dean of Continuing Education.
3. Program Name. The Program will be advertised by the Parties as the "College of DuPage CDL Program" provided by Bell CDL Enterprises, Inc.
 4. Budget. The budget for the Program with expenses and projected revenues and distributions is approved by the Parties and attached as Exhibit "A" and incorporated by reference into this Agreement (the "Budget"). The parties may not exceed by more than 10 percent any line item or 10 percent of the total budget without prior agreement by both parties.
 5. Compensation. Bell shall receive twenty-five (25) percent of Program Net Revenues for program management and support as defined above. Bell shall receive an additional one thousand nine hundred and seventy-three dollars and thirteen cents (\$1,973.13) per month as compensation for existing (depreciated) capital items already purchased by Bell (tractors, trailers, signage, fencing, etc. as itemized and depreciated in Exhibit B), to be transferred to COD at the conclusion of this two year agreement. Compensation for the transfer of capital equipment will be paid by COD Continuing Education rather than the COD CDL Program budget. Distributions of net revenues to Bell CDL and COD shall be made on the following schedule: (a) initial distribution date under this agreement will be December 31, 2015; (b) subsequent distributions will be at the end of each calendar six month period thereafter. When this agreement terminates on June 30th, 2017, the final distribution will be made within forty-five (45) days thereafter. "Program Net Revenues" will be defined as; Program income (principally tuition and fees from students to be paid in the form of checks, credit card payments, vouchers from government agencies and similar) billed by COD Continuing Education up to the last day of each six month period as reported by COD to Bell (and as agreed to by Bell) minus Program expenses paid up to the last day of each six month period as reported by COD to Bell (and as agreed to by Bell), in the manner outlined in (7) below. Distributions will be made from the COD CDL Program to Bell no later than 45 days after the end of each Six Month Period as defined in this section 5 above.

6. No Option to Negotiate an Extension. The Parties hereto agree that COD will solely produce the COD CDL Program in subsequent years beginning July 1, 2017. Bell forfeits, thereafter, all rights and responsibilities with respect to the Program under this Agreement. Bell transfers ownership of initial capital to COD in full at this point (capital inventory attached as exhibit "B"). The Parties agree to terminate except those payments or distributions still outstanding. COD shall be free to proceed to offer the Program independently or to contract with other parties to do so.
7. Accounting. COD will provide Bell with a detailed income and expense report (the "Accounting") on a monthly basis no later than the 25th day of the following month. Bell shall have fifteen days to review the Accounting and request further information or review. In the event that Bell shall request further information or review, such monthly accounting shall not be deemed accepted until all issues regarding the Accounting have been resolved by the mutual agreements of the Parties. If the Parties are unable to agree, the matter shall be resolved by arbitration in accordance with the Commercial Arbitration rules of the American Arbitration Association, with the arbitration to be held in DuPage County, Illinois. Failure of Bell to make any request in writing within the time period will be deemed acceptance of the Accounting by COD and Bell. The Accounting will also be binding on the Parties for the purposes of any Extension of the Agreement.
8. Nature of Association.
 - 8.1. No Partnership Formed. This Agreement shall not be, or construed to be, a merger or partnership of any kind. Other than specifically provided with respect to the Program, COD takes no ownership interest in Bell, nor does it assume in any way any liabilities of Bell. Likewise Bell undertakes no liabilities of COD.
 - 8.2 No Liabilities Assumed. COD does not undertake to pay or otherwise assume any of the liabilities or obligations of Bell, except for the Program Expenses and except as expressly agreed to by COD in writing. Bell assumes full liability for the acquisition of capital equipment. Bell does not undertake to pay for or otherwise assume any of the liabilities or obligations of COD, except for the Program Expenses which may be charged against Program Revenues only. COD assumes full liability for the lease and the other items specified in Section 2.1.
9. Public Announcements. All public announcements, statements, press releases, brochures, advertising copy and all marketing materials of any kind relating to the activities, present or planned of the Parties shall be approved in writing by COD ("Approved Statements") and in writing (email accepted) by Bell. Bell shall not use the name College of DuPage except in the context of an Approved Statement or in a similarly approved disclaimer, nor shall COD use "Bell CDL Enterprises, Inc." in any other context other than in publicity related to the marketing of the program or its annual reporting of activities.
10. Ownership Rights.
 - 10.1 Ownership. COD shall own the rights to the Program and any other related programs. COD agrees to furnish Bell with copies of records as permissible by law and state higher education regulations, on student, sponsor, and faculty contacts, photographs, course syllabi, and other program materials pertinent to the management of the program. Bell agrees to furnish COD

with copies of records as permissible by law and state higher education regulations, on student, sponsor, and faculty contacts, photographs, course syllabi, and other program materials pertinent to the management of the program.

10.2 COD Intangibles. The Parties agree that all trademarks, tradenames, service marks, trade or commercial names, logos, art work, copyrights and other intangible rights affecting COD's trademarks or services, or utilized in the marketing of the Program shall be and remain the property of COD ("COD Intangible Rights"), and shall be procured solely for the benefit of and in COD's name. The foregoing notwithstanding, this Agreement shall not grant to BELL any right, title or interest in or to the term and name "COD", or any marks, logos, or art work related exclusively thereto, except as specifically licensed for the purposes of the Program and activities pursuant to this Agreement. To this end, if and to the extent the Program as developed by the Parties hereunder utilize, embody or incorporate, either in whole or in part, any of the COD Intangible Rights, then to such extent, subject to the terms of this Agreement, COD grants to BELL, its successors and assigns, an exclusive, world-wide, right and license, during the Term of this Agreement, to utilize said COD Intangible Rights in the development, marketing, teaching, presentation and/or dissemination of the Program and, if applicable any books or tapes produced at or after the Program. Otherwise, BELL shall not use any of the COD Intangible Rights, or any component part thereof, without the express written consent of COD.

10.3 Bell Intangibles. The Parties agree that all trademarks, tradenames, service marks, trade or commercial names, logos, art work, copyrights and other intangible rights affecting Bell's trademarks or services, or utilized in the marketing of the Program shall be and remain the property of Bell ("Bell Intangible Rights"), and shall be procured solely for the benefit of and in Bell's name. The foregoing notwithstanding, this Agreement shall not grant to COD any right, title or interest in or to the term and name "Bell CDL Enterprises, Inc." or "Bell CDL Driving School", or any marks, logos, or art work related exclusively thereto, except as specifically licensed for the purposes of the Program and activities pursuant to this Agreement.

11. Indemnification. Each Party (the "Indemnifying Party") shall jointly and severally defend, indemnify and hold the other Party (the "Claiming Party") harmless against and in respect of any damage, loss, liability, cost or expense, including expert witness fees and reasonable attorneys' fees, whether or not recoverable under applicable state law, resulting or arising from or incurred in connection with:

- (a.) any misrepresentation, breach of warranty, or nonfulfillment or nonperformance of any agreement on the part of the Indemnifying Party under this Agreement;
- (b.) any and all liabilities of the Indemnifying Party of any nature whatsoever, whether accrued, absolute, contingent or otherwise and whether known or unknown, except to the extent that any such liability arises from The Claiming Party's failure to perform or discharge, when due, The Claiming Party's future obligations; and
- (c.) any actions, suits, proceedings, damages, assessments, judgments, costs or expenses incident to any of the foregoing.

12. Insurance. During the Term hereof and any Extended Term, COD shall maintain insurance, public liability and property damage, fire and theft, workers compensation, unemployment insurance and business interruption insurance to cover its employees and the Site and the Program (the

“Policies”) in such amounts and coverages as the law requires and as COD covers those activities in DuPage County, Illinois. Bell shall maintain liability insurance for Bell CDL Enterprises, Inc., its owners, employees, independent contractors and agents. The cost of such insurance for both parties shall be an expense included in the budget.

13. Miscellaneous.

13.1 Government Restrictions. Anything contained in this Agreement to the contrary notwithstanding, the obligations of the parties hereto shall be subject to all laws, both present and future, including those of any government agency having jurisdiction over either party hereto, and to orders, regulations, directions or requests of any such government agency, or any department thereof, and the parties hereto shall be excused from any failure to perform any obligation hereunder to the extent such failure is caused by any such law, order, regulation, direction or request.

13.2 Force Majeure. Neither party shall be liable for any loss, damage or injury whatsoever, whether direct, indirect, incidental or consequential, arising from or in connection with any cause or reason whatsoever, including but not limited to by reason of delay or inability to deliver because of fire, casualty, labor troubles, acts of civil or military authorities, flood, hurricane, material shortages or any other reason beyond such party's reasonable control.

13.3 Governing Law. This Agreement shall be construed, interpreted and applied according to the substantive laws of the state of Illinois. Venue for any action related to this Agreement shall be in the Circuit Court of DuPage County.

13.4 Nonwaiver. The waiver of either party of a breach or default in any of the provisions of this Agreement by the other party, shall not be construed as a waiver of any succeeding breach of the same or other provisions of this Agreement, nor shall any delay or omission on the part of either party to exercise or avail itself of any right, power or privilege that it has or may have hereunder, operate as a waiver of any such right, power or privilege by such party.

13.5 Cooperation. The parties shall promptly execute such other documents as may be reasonably necessary for the implementation and consummation of this Agreement.

13.6 Modification. No modification of this Agreement or any of its provisions shall be binding upon the party against whom enforcement of such modification, renewal, extension, or waiver is sought, unless made in writing, and signed on behalf of such party or by one of its duly authorized and empowered officers.

13.7 Parties. This Agreement will be binding upon the contracting parties, their successors and permitted assignees.

13.8 Multiple Originals. This Agreement may be executed by the parties in any number of counterparts and each fully executed copy shall be an original for all purposes, and all copies taken together shall be one Agreement.

13.9 Entire Agreement. This Agreement constitutes the entire agreement, and supersedes any and all prior agreements, between the Parties. No amendment, modification or waiver of any of the

provisions of this Agreement will be valid unless set forth in a written instrument signed by the party to be bound thereby.

13.10 Notices. Any notice, communication, offer, acceptance, request, consent, reply, or advice (herein severally and collectively, for convenience, called "Notice"), in this Agreement provided or permitted to be given, served, made, or accepted by any party or person to any other party or parties, person or persons, hereunder must be in writing, addressed to the party to be notified at the address set forth below, or such other address as to which one party notifies the other in writing pursuant to the terms of this Section, and must be served by (1) telefax or other similar electronic method, or (2) depositing the same in the United States mail, certified, return receipt requested and postage paid to the party or parties, person or persons to be notified or entitled to receive same, or (3) delivering the same in person to such party.

Notice shall be deemed to have been given immediately when sent by telefax or other electronic method and seventy-two hours after being deposited in the United States mail, or when personally delivered in the manner hereinabove described. Notice provided in any manner not specified above shall be effective only if and when received by the party or parties, person or persons to be, or provided to be notified.

All notices, requests, demands and other communications required or permitted under this Agreement shall be addressed as set forth below:

If COD, to:
College of DuPage
Attention: President and Joe Cassidy
425 Fawell Blvd.
Glen Ellyn, Illinois
tel: (630) 942-2316
fax: (630) 942-3785

If Bell, to:
James Bell
President
Bell CDL Enterprises, Inc.

306 Roscommon Court
Glen Ellyn, Illinois, 60137
Tel: (630) 790-1361

Any party receiving a facsimile transmission shall be entitled to rely upon a facsimile transmission to the same extent as if it were an original. Any party may alter the address to which communications or copies are to be sent by giving notice of such change of address in conformity with the provisions of this Section for the giving of notice.

14. Severability. If any of the provisions of this Agreement are held to be invalid or unenforceable, the remaining provisions shall nevertheless continue to be valid and enforceable to the extent permitted by law.

15. Presumption. This Agreement or any section thereof shall not be construed against any party due to the fact that said Agreement or section thereof was drafted by said party.

College of DuPage

Bell CDL Enterprises, Inc.

By: _____

By: _____

Its: _____

Its: _____

Date: _____

Date: _____

COD CDL FY16 & FY 17 Budget Summary**FY2016
Proposed
Budget**

Exhibit A

Revenues

Other Student Tuition & Fees	570,000
Total Revenues	<u>570,000</u>

Expenses**Salaries**

Profess/Tech Staff - Full-Time	152,388
Managerial Staff FT	64,700
	<u>217,088</u>

Employee Benefits

Health - PPO Basic	76,258
Dental/Vision PPO Premiums	2,779
Dental/Vision DMO Premiums	1,345
Medicare Exps	3,148
FT Allocated Employee Benefits	15,196
	<u>98,726</u>

Contractual Services

Maintenance Services Exps	30,000
Instructional Service Contr	20,000
Other Contractual Services Exp	50,000
	<u>100,000</u>

Materials & Supplies

Office Supplies	3,500
Dues	1,500
Advertising Exps	15,000
	<u>20,000</u>

Travel & Conference/Meeting Exp

Rental Facility	62,000
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Total Expenses	<u>497,814</u>
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**Excess (Deficiency) of Revenues
Over Expenditures**72,186

COD CDL Program
FY 16

Exhibit A

6 Week A Tuition
\$4,500.00

Yearly Total					
To Date	Budget	Actual	Variance	To Date	
WIA	(324,000)	324,000	0	(324,000)	0
Installments	(216,000)	216,000	0	(216,000)	0
Full Payment	0	0	0	0	0
Total Receipts	(\$540,000)	\$540,000	\$0	(\$540,000)	\$0

4 Week A Tuition
\$3,200.00

Yearly Total					
To Date	Budget	Actual	Variance	To Date	
WIA	(22,400)	22,400	0	(22,400)	0
Installments	0	0	0	0	0
Full Payment	0	0	0	0	0
Total Receipts	(\$22,400)	\$22,400	\$0	(\$22,400)	\$0

REFRESHERS, PERMITS
PHYSICALS ONLY ETC

Yearly Total					
To Date	Budget	Actual	Variance	To Date	
Receipts	(5,400)	5,400	0	(5,400)	0
	0	0	0	0	0
	0	0	0	0	0
Total Receipts	(\$5,400)	\$5,400	\$0	(\$5,400)	\$0

*Program can accommodate 16 students every month, projecting at 10 - 12

Yearly Total					
To Date	Budget	Actual	Variance	To Date	
	(2,200)	2,200	0	(2,200)	0
	0	0	0	0	0
	0	0	0	0	0
Total Incoming Payments	(\$2,200)	\$2,200	\$0	(\$2,200)	\$0

Total Incoming Payments	-\$570,000	\$570,000	\$0	-\$570,000	\$0
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Total Enrollments	123				
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Expenses

Salaries					
Profess/Tech Staff - Full-Time		152388.00			
Managerial Staff FT		39000.00			
Program Coordination		25700.00			

Employee Benefits

Health - PPO Basic		76258.00			
Dental/Vision PPO Premiums		2779.00			
Dental/Vision DMO Premiums		1345.00			
Medicare Exps		3148.00			
FT Allocated Employee Benefits		15196.00			

Contractual Services

Maintenance Services Exps		30000.00			
Instructional Service Contr		20000.00			
Other Contractual Services Exps		50000.00			

Materials & Supplies

Office Supplies		3500.00			
Dues		1500.00			
Advertising Exps		15000.00			

Travel & Conference/Meeting Exps

Rental Facility		62000.00			
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	\$0	\$ 497,814.00		(497,814)	\$0
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Net Cash Flow

	(\$72,186)	\$ 72,186.00	\$0	(72,186)	\$0
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Net Cash Flow

Total Receipts		570,000	0	Total Receipts	
Payments		497,814	0	Payments	

Closing Cash Balance

	\$72,186	\$0	Closing Cash Balance		
Partner Split			Partner Split		
COD CE	\$54,139	\$0	75%		
Bell	\$18,047	\$0	25%	revenue split	

Exhibit B

INVENTORY of BELL CDL CAPITAL EQUIPMENT		For
transfer to COD on 6/30/2017		
Item	Amount	
2005 Mack Single axle CXN 612 tractor (Arrow truck sales)	\$	24,919.00
2007 Freightliner Columbia double axle sleeper cab (Ryder Truck Sales)	\$	38,673.00
Lettering of two tractors (Jake the Striper)	\$	1,010.00
Two 1995 Dorsey Dry Van, double axle trailers (Castle Trailer Sales)	\$	7,128.00
Repair to Trailer to pass DOT inspection (Road Wrench Inc)	\$	133.49
Lettering of trailers (Fastsigns of Naperville)	\$	1,530.33
Fencing of COD CDL manoeuvres yard with related installation and maintenance work (David Diaz Remodeling)	\$	19,740.00
New COD Addison Center lighted entry sign to include Truck Driving School	\$	3,644.00
Striping Machine for practice yard (Home Depot)	\$	147.91
Total	\$	96,925.73

Bell Depreciated Capital

Calculated Using Straight Line Depreciation

		# of years	Annual Depreciation
\$	96,925.73	7	\$13,847
	Years in service*	3.58	\$49,570.59
Intitial Investment			96925.73
Residual Value as of 7/1/2015			\$47,355
Monthly (24) payments for capital transfer			\$1,973.13

*3 years 7 months (3.58, January 1, 2012 through June 30, 2015)

Memorandum of Understanding

WHEREAS College of DuPage (hereinafter “COD”) provides educational trainings for both credit and non-credit courses;

WHEREAS Bell CDL Enterprises, Inc. (hereinafter “Bell”) formed a fully equipped professional truck driving school in 2011 and has been working with COD since that time in the establishment and operation of the COD Commercial Driving License Program (“COD CDL”).

WHEREAS the parties believe that their objectives and educational efforts will continue to be strengthened by joining their combined experience in program design, administration and marketing for the production of the COD CDL Program beyond its current expiry date of June 30st 2015.

NOW THEREFORE the parties hereto do hereby agree as follows:

This Agreement is entered into effective July 1st, 2015 by and between Bell and COD; Bell and COD are from time to time collectively referred to as “Parties” or “Program Sponsors”, for the purpose of offering the Program at the Technology Center of DuPage (hereinafter TCD) from July 1, 2015 through June 30th 2017.

1. License. COD grants to Bell a non-exclusive and limited license to the name “COD” and the Logo associated therewith solely for the purposes of marketing and other aspects of the Program. Bell grants to COD the non-exclusive right to use the name “Bell CDL Enterprises, Inc.” and like names in the title, marketing and other materials and aspects associated with the Program. These cross licenses are solely for the Program and terminate at the end of the Program.
2. Duties and Responsibilities of the Parties. Each Party agrees to perform the following responsibilities and duties with regard to the Program:

2.1 COD. COD shall provide the following:

- a.) The site and adequate facilities for the Program at the TCD campus, specifically including, without limitation, one classroom, offices and access to restrooms. Classroom will be furnished with tables and chairs that are comfortable for up to 25 students who will be engaged in the classroom portion of the intensive training program.
- b.) Its best efforts to supervise the production of the CDL Program (including providing the primary role in maintaining an active marketing program through traditional and interactive media, effective Search Engine Optimization, marketing materials, program brochures, etc.); student registration, financial management, the payment of Accounts Payable and the collection of Accounts Receivable (along with the provision of any working capital need associated therewith) facilities management (liaison), faculty contracts and payments, assisting participants with enrollment, background checks, and the like.
- c.) Primary COD CDL Program Sponsor involved in contact with government and similar programs which feeds into the COD CDL Program (e.g. WIA).
- d.) Register all Program participants, process tuition payments, vendor payments and generate regular and timely reports and such as monthly profit and loss and monthly cash flow statements.

- e.) Hire any and all COD CDL Program training staff and temporary staff. Employee salary and benefits to be paid by College of DuPage out of the COD CDL program budget.
- f.) Manage budget, approve capital purchases, etc. Such approval shall not be unreasonably withheld.
- g.) All monthly rent payments for the through June 30, 2017.
- h.) Obtain premises liability insurance as required under the Lease, naming Bell as an additional insured. Arrange for, or assist Bell with the arranging of, personal injury, property damage and liability on all Program capital equipment.
- i.) Ensure that all steps which need to be taken by COD are taken to comply with State regulations regarding classrooms, offices and restrooms.
- j.) With the assistance of Bell, permitting and other paperwork related to State approval and ongoing State monitoring of COD CDL operations.
- k.) With the assistance of Bell, ensure compliance with state regulations, coordinate onsite license testing for program completers and otherwise see to the safety and success of program students.
- l.) Be jointly responsible with Bell for the overall promotion of the Program, relationship cultivation with employers, program refinement/continuous improvement, advocacy and ambassadorial outreach.
- m.) Provide COD dedicated support staff member ("Coordinator"), job description and pay rate to be jointly determined within COD HR hiring/pay standards and protocols. This position has been budgeted and will be added as growth demands with agreement by both Parties according to the program budget and COD HR policies and practices.
- n.) Ensure meetings are held at least quarterly between the Parties, involving the Director of Business Solutions, support staff associated with the COD CDL Program and Bell. These meetings will be used to track actual performance of COD CDL against budget/projections and to continue to focus on ways to grow the Program profitably such as investigating grant money availability, opportunities to enroll Veterans, third party finance availability and employing innovative marketing tools. While Bell CDL and COD staff will coordinate and communicate on a daily basis as needed, the President of Bell CDL and the Director of Business Solutions CE COD will serve as primary program liaisons.
- o.) Purchase additional capital as necessary to expand the program with the exception of the physical grounds annual maintenance which is shared at 1/3 TCD (lessor) and 2/3 COD up to \$15,000 per year. Annual grounds maintenance will be paid out of the COD CDL Program budget.

2.2 Bell. Bell shall provide the following:

- a.) Assist COD with recruiting of all training staff ensuring faculty meet all State qualifications.
- b.) Assist COD with Program Management, budget creation, lease negotiations, third party service contracts, permitting and all paperwork related to State approval and ongoing State monitoring of COD CDL operations.
- c.) Assist in the ongoing development of curricula of the Program, the quality and expertise of the faculty as it relates to said curricula, and design according to best knowledge of the current issues and topics in the field in accordance with state regulations and COD specifications.
- d.) Assist in the admissions and student retention/engagement/completion processes.
- e.) Assist COD in resolving any misunderstandings that may arise with faculty or students.
- f.) Approve the final number of participants per cohort and cohort per year as outlined in the program budget and attached as Exhibit "A".
- g.) Assist COD in securing additional capital equipment ("Capital Equipment") at COD's sole expense sufficient to expand the COD CDL Program at all times, including, but not limited to, trucks, tractors, trailers, painting and lettering of trucks.

- h.) Bell has also previously provided significant leasehold improvements such as fencing. Bell shall be responsible for maintaining such tractors, trailers and fencing and ensuring that these comply with all federal, state and local laws, regulations and ordinances such maintenance costs to be paid for out of the COD CDL budget.
 - i.) With COD, insure personal injury, property damage and liability insurance is maintained on all Program capital equipment costs, if any, to be paid for out of the COD CDL program budget.
 - j.) Assist COD with maintenance and fueling of all Program vehicles, costs to be paid for out of the COD CDL program budget, and the creation of a capital maintenance, replacement and addition schedule.
 - k.) Assist COD with ensuring compliance with state regulations, coordinate onsite license testing for program completers and otherwise see to the safety and success of program students.
 - l.) Provide one (1 FTE) support staff to provide onsite, daily program management, student enrollment support services, to employer coordination, the State of Illinois and any and all duties as assigned in support of the program. Employee will be employed by and paid by Bell. Bell will submit a monthly invoice to COD. COD will pay this expense out of the COD CDL program budget as defined in Exhibit "A", budget line item "Managerial Staff FT". Benefits, insurance, taxes, etc. will be the responsibility of Bell and not billed to the COD CDL program.
 - m.) Ensure meetings are held at least quarterly between the Parties, involving the Director of Business Solutions, support staff associated with the COD CDL Program and Bell. These meetings to track actual performance of COD CDL against budget/projections and to continue to focus on ways to grow the Program profitably such as investigating grant money availability, opportunities to enroll Veterans, third party finance availability and employing innovative marketing tools. While Bell CDL and COD staff will coordinate and communicate on a daily basis as needed, the President of Bell CDL and Director of Business Solutions of CE COD will serve as primary program liaisons.
 - n.) Provide annual enrollment projections, enrollment growth and capital expansion plan. Update quarterly with Dean of Continuing Education.
3. Program Name. The Program will be advertised by the Parties as the "College of DuPage CDL Program" provided by Bell CDL Enterprises, Inc.
4. Budget. The budget for the Program with expenses and projected revenues and distributions is approved by the Parties and attached as Exhibit "A" and incorporated by reference into this Agreement (the "Budget"). The parties may not exceed by more than 10 percent any line item or 10 percent of the total budget without prior agreement by both parties.
5. Compensation. Bell shall receive twenty-five (25) percent of Program Net Revenues for program management and support as defined above. Distributions of net revenues to Bell CDL and COD shall be made on the following schedule: (a) initial distribution date under this agreement will be December 31, 2015; (b) subsequent distributions will be at the end of each calendar six month period thereafter. When this agreement terminates on June 30th, 2017, the final distribution will be made within forty-five (45) days thereafter. "Program Net Revenues" will be defined as; Program income (principally tuition and fees from students to be paid in the form of checks, credit card payments, vouchers from government agencies and similar) billed by COD Continuing Education up to the last day of each six month period as reported by COD to Bell (and as agreed to by Bell) minus Program expenses paid up to the last day of each six month period as reported by COD to Bell (and as agreed

to by Bell), in the manner outlined in (7) below. Distributions will be made from the COD CDL Program to Bell no later than 45 days after the end of each Six Month Period as defined in this section 5 above.

6. No Option to Negotiate an Extension. The Parties hereto agree that COD will solely produce the COD CDL Program in subsequent years beginning July 1, 2017. Bell forfeits, thereafter, all rights and responsibilities with respect to the Program under this Agreement. The Parties agree to terminate except those payments or distributions still outstanding. COD shall be free to proceed to offer the Program independently or to contract with other parties to do so.
7. Accounting. COD will provide Bell with a detailed income and expense report (the "Accounting") on a monthly basis no later than the 25th day of the following month. Bell shall have fifteen days to review the Accounting and request further information or review. In the event that Bell shall request further information or review, such monthly accounting shall not be deemed accepted until all issues regarding the Accounting have been resolved by the mutual agreements of the Parties. If the Parties are unable to agree, the matter shall be resolved by arbitration in accordance with the Commercial Arbitration rules of the American Arbitration Association, with the arbitration to be held in DuPage County, Illinois. Failure of Bell to make any request in writing within the time period will be deemed acceptance of the Accounting by COD and Bell. The Accounting will also be binding on the Parties for the purposes of any Extension of the Agreement.
8. Nature of Association.
 - 8.1. No Partnership Formed. This Agreement shall not be, or construed to be, a merger or partnership of any kind. Other than specifically provided with respect to the Program, COD takes no ownership interest in Bell, nor does it assume in any way any liabilities of Bell. Likewise Bell undertakes no liabilities of COD.
 - 8.2. No Liabilities Assumed. COD does not undertake to pay or otherwise assume any of the liabilities or obligations of Bell, except for the Program Expenses and except as expressly agreed to by COD in writing. Bell does not undertake to pay for or otherwise assume any of the liabilities or obligations of COD, except for the Program Expenses which may be charged against Program Revenues only. COD assumes full liability for the lease and the other items specified in Section 2.1.
9. Public Announcements. All public announcements, statements, press releases, brochures, advertising copy and all marketing materials of any kind relating to the activities, present or planned of the Parties shall be approved in writing by COD ("Approved Statements") and in writing (email accepted) by Bell. Bell shall not use the name College of DuPage except in the context of an Approved Statement or in a similarly approved disclaimer, nor shall COD use "Bell CDL Enterprises, Inc." in any other context other than in publicity related to the marketing of the program or its annual reporting of activities.

10. Ownership Rights.

10.1. Ownership. COD shall own the rights to the Program and any other related programs. COD agrees to furnish Bell with copies of records as permissible by law and state higher education regulations, on student, sponsor, and faculty contacts, photographs, course syllabi, and other program materials pertinent to the management of the program. Bell agrees to furnish COD with copies of records as permissible by law and state higher education regulations, on student, sponsor, and faculty contacts, photographs, course syllabi, and other program materials pertinent to the management of the program.

10.2. COD Intangibles. The Parties agree that all trademarks, tradenames, service marks, trade or commercial names, logos, art work, copyrights and other intangible rights affecting COD's trademarks or services, or utilized in the marketing of the Program shall be and remain the property of COD ("COD Intangible Rights"), and shall be procured solely for the benefit of and in COD's name. The foregoing notwithstanding, this Agreement shall not grant to BELL any right, title or interest in or to the term and name "COD", or any marks, logos, or art work related exclusively thereto, except as specifically licensed for the purposes of the Program and activities pursuant to this Agreement. To this end, if and to the extent the Program as developed by the Parties hereunder utilize, embody or incorporate, either in whole or in part, any of the COD Intangible Rights, then to such extent, subject to the terms of this Agreement, COD grants to BELL, its successors and assigns, an exclusive, world-wide, right and license, during the Term of this Agreement, to utilize said COD Intangible Rights in the development, marketing, teaching, presentation and/or dissemination of the Program and, if applicable any books or tapes produced at or after the Program. Otherwise, BELL shall not use any of the COD Intangible Rights, or any component part thereof, without the express written consent of COD.

10.3. Bell Intangibles. The Parties agree that all trademarks, tradenames, service marks, trade or commercial names, logos, art work, copyrights and other intangible rights affecting Bell's trademarks or services, or utilized in the marketing of the Program shall be and remain the property of Bell ("Bell Intangible Rights"), and shall be procured solely for the benefit of and in Bell's name. The foregoing notwithstanding, this Agreement shall not grant to COD any right, title or interest in or to the term and name "Bell CDL Enterprises, Inc." or "Bell CDL Driving School", or any marks, logos, or art work related exclusively thereto, except as specifically licensed for the purposes of the Program and activities pursuant to this Agreement.

11. Indemnification. Each Party (the "Indemnifying Party") shall jointly and severally defend, indemnify and hold the other Party (the "Claiming Party") harmless against and in respect of any damage, loss, liability, cost or expense, including expert witness fees and reasonable attorneys' fees, whether or not recoverable under applicable state law, resulting or arising from or incurred in connection with:

(a.) any misrepresentation, breach of warranty, or nonfulfillment or nonperformance of any agreement on the part of the Indemnifying Party under this Agreement;

(b.) any and all liabilities of the Indemnifying Party of any nature whatsoever, whether accrued, absolute, contingent or otherwise and whether known or unknown, except to the extent that any such liability arises from The Claiming Party's failure to perform or discharge, when due, The Claiming Party's future obligations; and

(c.) any actions, suits, proceedings, damages, assessments, judgments, costs or expenses incident to any of the foregoing.

12. Insurance. During the Term hereof and any Extended Term, COD shall maintain insurance, public liability and property damage, fire and theft, workers compensation, unemployment insurance and business interruption insurance to cover its employees and the Site and the Program (the "Policies") in such amounts and coverages as the law requires and as COD covers those activities in DuPage County, Illinois. Bell shall maintain liability insurance for Bell CDL Enterprises, Inc., its owners, employees, independent contractors and agents. The cost of such insurance for both parties shall be an expense included in the budget.

13. Miscellaneous.

13.1. Government Restrictions. Anything contained in this Agreement to the contrary notwithstanding, the obligations of the parties hereto shall be subject to all laws, both present and future, including those of any government agency having jurisdiction over either party hereto, and to orders, regulations, directions or requests of any such government agency, or any department thereof, and the parties hereto shall be excused from any failure to perform any obligation hereunder to the extent such failure is caused by any such law, order, regulation, direction or request.

13.2. Force Majeure. Neither party shall be liable for any loss, damage or injury whatsoever, whether direct, indirect, incidental or consequential, arising from or in connection with any cause or reason whatsoever, including but not limited to by reason of delay or inability to deliver because of fire, casualty, labor troubles, acts of civil or military authorities, flood, hurricane, material shortages or any other reason beyond such party's reasonable control.

13.3. Governing Law. This Agreement shall be construed, interpreted and applied according to the substantive laws of the state of Illinois. Venue for any action related to this Agreement shall be in the Circuit Court of DuPage County.

13.4. Nonwaiver. The waiver of either party of a breach or default in any of the provisions of this Agreement by the other party, shall not be construed as a waiver of any succeeding breach of the same or other provisions of this Agreement, nor shall any delay or omission on the part of either party to exercise or avail itself of any right, power or privilege that it has or may have hereunder, operate as a waiver of any such right, power or privilege by such party.

13.5. Cooperation. The parties shall promptly execute such other documents as may be reasonably necessary for the implementation and consummation of this Agreement.

13.6. Modification. No modification of this Agreement or any of its provisions shall be binding upon the party against whom enforcement of such modification, renewal, extension,

or waiver is sought, unless made in writing, and signed on behalf of such party or by one of its duly authorized and empowered officers.

- 13.7. Parties. This Agreement will be binding upon the contracting parties, their successors and permitted assignees.
- 13.8. Multiple Originals. This Agreement may be executed by the parties in any number of counterparts and each fully executed copy shall be an original for all purposes, and all copies taken together shall be one Agreement.
- 13.9. Entire Agreement. This Agreement constitutes the entire agreement, and supersedes any and all prior agreements, between the Parties. No amendment, modification or waiver of any of the provisions of this Agreement will be valid unless set forth in a written instrument signed by the party to be bound thereby.
- 13.10. Notices. Any notice, communication, offer, acceptance, request, consent, reply, or advice (herein severally and collectively, for convenience, called "Notice"), in this Agreement provided or permitted to be given, served, made, or accepted by any party or person to any other party or parties, person or persons, hereunder must be in writing, addressed to the party to be notified at the address set forth below, or such other address as to which one party notifies the other in writing pursuant to the terms of this Section, and must be served by (1) telefax or other similar electronic method, or (2) depositing the same in the United States mail, certified, return receipt requested and postage paid to the party or parties, person or persons to be notified or entitled to receive same, or (3) delivering the same in person to such party.

Notice shall be deemed to have been given immediately when sent by telefax or other electronic method and seventy-two hours after being deposited in the United States mail, or when personally delivered in the manner hereinabove described. Notice provided in any manner not specified above shall be effective only if and when received by the party or parties, person or persons to be, or provided to be notified.

All notices, requests, demands and other communications required or permitted under this Agreement shall be addressed as set forth below:

If COD, to:
College of DuPage
Attention: President and Joe Cassidy
425 Fawell Blvd.
Glen Ellyn, Illinois
tel: (630) 942-2316
fax: (630) 942-3785

If Bell, to:
James Bell
President

Bell CDL Enterprises, Inc.


306 Roscommon Court
Glen Ellyn, Illinois, 60137
Tel: (630) 790-1361

Any party receiving a facsimile transmission shall be entitled to rely upon a facsimile transmission to the same extent as if it were an original. Any party may alter the address to which communications or copies are to be sent by giving notice of such change of address in conformity with the provisions of this Section for the giving of notice.


14. Severability. If any of the provisions of this Agreement are held to be invalid or unenforceable, the remaining provisions shall nevertheless continue to be valid and enforceable to the extent permitted by law.

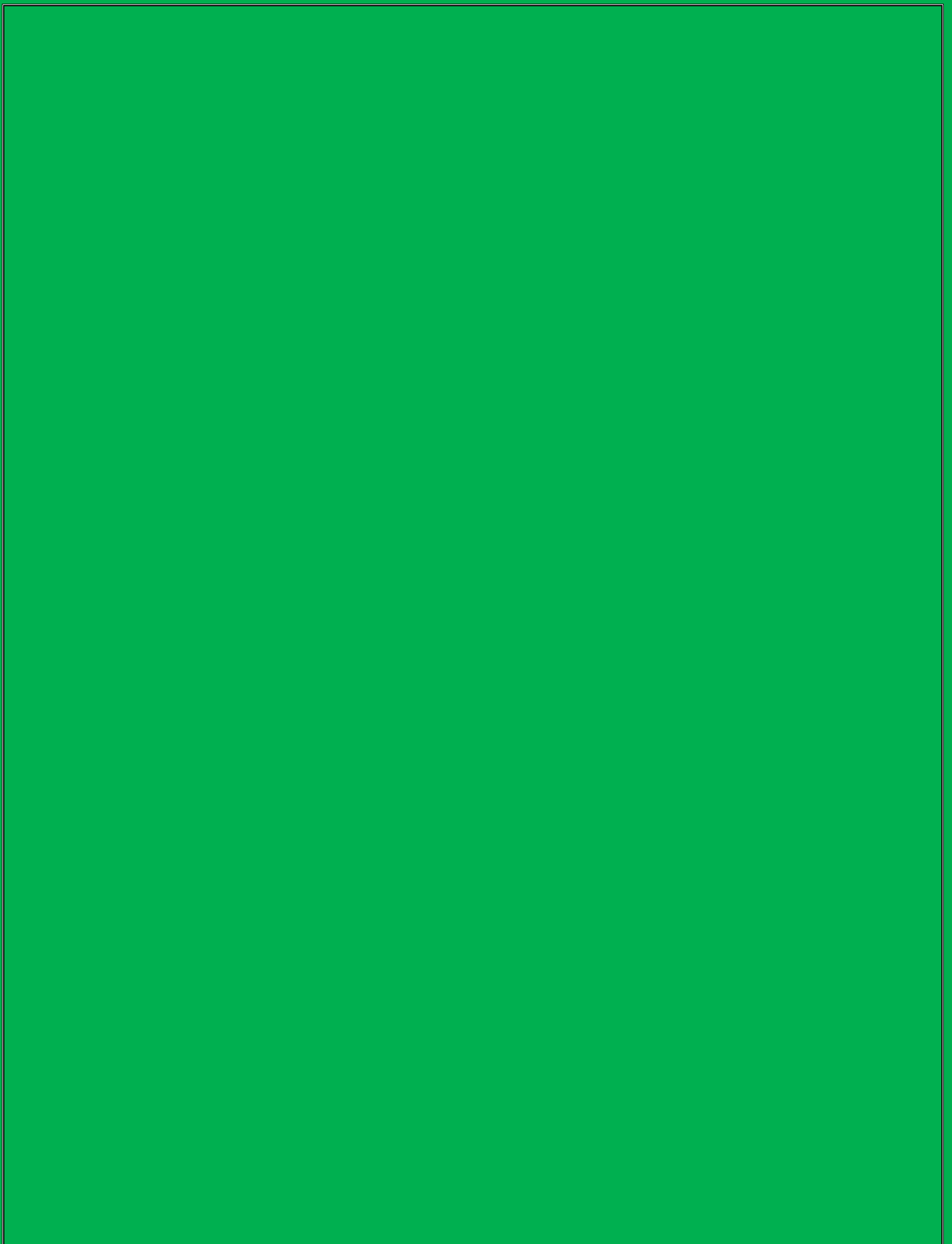
15. Presumption. This Agreement or any section thereof shall not be construed against any party due to the fact that said Agreement or section thereof was drafted by said party.

College of DuPage

By: 
Its: Interim CFO and Treasurer
Date: Oct. 29, 2015

Bell CDL Enterprises, Inc.

By: 
Its: President
Date: Nov 2/2015



COLLEGE OF DuPAGE
SPECIAL BOARD MEETING

BOARD APPROVAL

1. **SUBJECT**

Request to pay Contractual Fees for Educational Partner MK Education for Fiscal Year 2016.

2. **REASON FOR CONSIDERATION**

A contract exceeding the statutory limit of \$25,000.00 must be approved by the Board of Trustees (Board Policy 10-60).

3. **BACKGROUND INFORMATION**

College of DuPage and MK Education (comprised of MRxl Corporation and Kushan LLC) have been partnering over the past ten years to provide quality healthcare career preparation courses. Offerings include the Pharmacy Technician, Dental Assistant, Veterinary Assistant and Hemodialysis Technician professional training programs.

Each term Continuing Education, in partnership with MK Education, enrolls multiple cohorts of the above programs, which continue to grow. In 2011, the partnership was formally renewed through a master agreement between the College and MK Education, accompanied by individual riders for each of the individual training programs.

During Fiscal Year 2016, combined fees to be paid to MK Education for the Pharmacy Technician, Veterinary Assistant, Dental Assistant and Hemodialysis Technician are estimated at a not-to-exceed amount of \$250,000.00.

The collaboration between College of DuPage and MK Education has produced an enrollment growth of approximately 177% from Fiscal Year 2011 to Fiscal Year 2016. The partnership allows College of DuPage to meet short-term training needs of both traditional and non-traditional students who need additional credentials to strengthen their resumes and skill sets, to gain immediate employment, to advance in the workplace and to actively explore new career pathways. Strong program growth and the addition of multiple sections have increased program expenses beyond the threshold that requires

Board of Trustee approval. Positive net revenue is generated for College of DuPage above and beyond the estimated partner payout of \$250,000.00.

Budget Status:

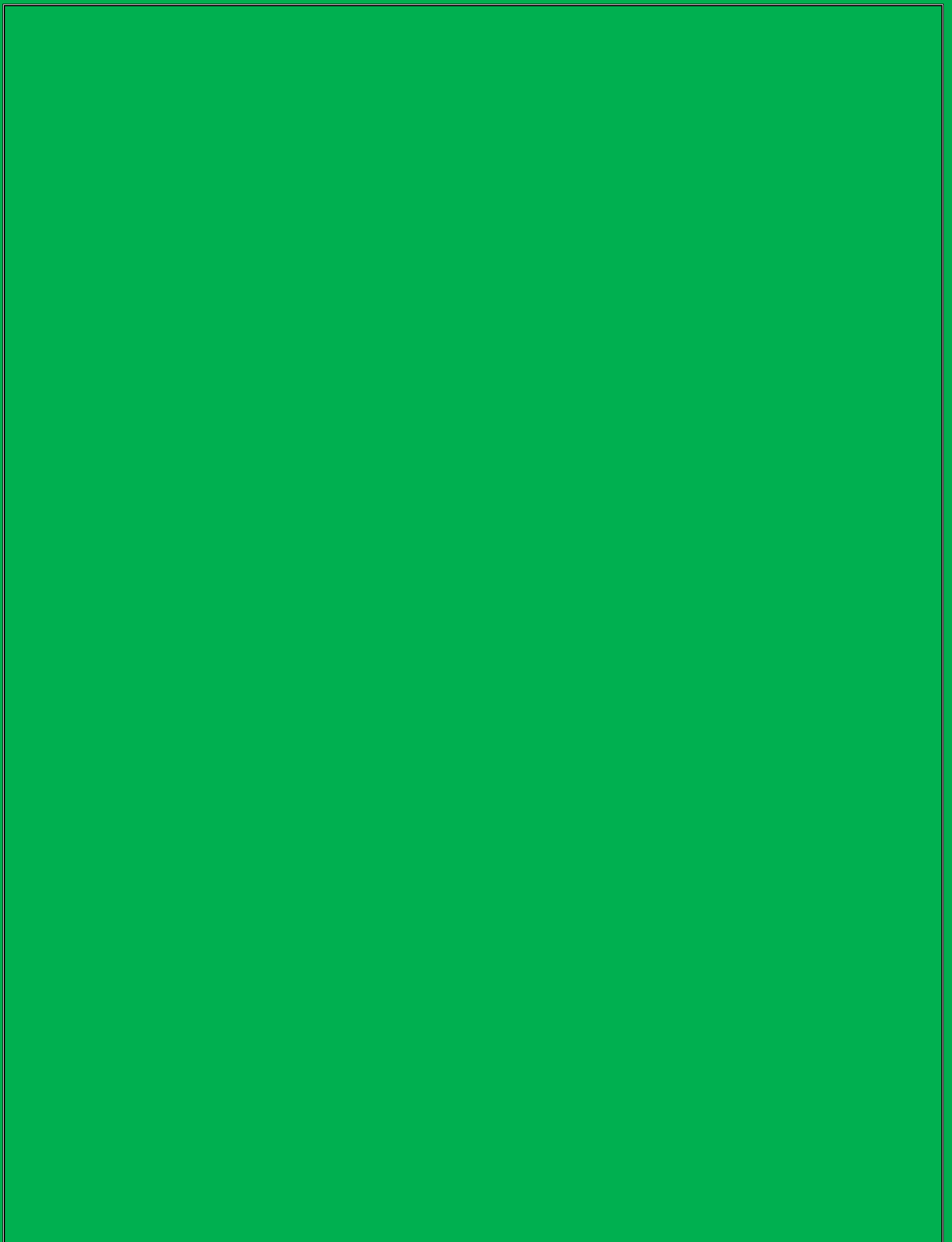
FYE 15 (Actual)	Total Revenue	Total Expense	Revenue - Expense
Pharm Tech	135,697	100,050	35,647
Vet Assist	123,670	44,800	78,870
Dental Assist	155,948	77,600	78,348
Hemodialysis	21,403	25,900	-4,497
TOTAL	436,718	248,350	188,368

FYE 16 (Projected)	Projected Revenue	Projected Expense	Revenue - Expense
Pharm Tech	110,450	75,000	35,450
Vet Assist	129,999	50,000	79,999
Dental Assist	155,000	77,000	78,000
Hemodialysis	55,000	48,000	7,000
TOTAL	450,449	250,000	200,449

4. **RECOMMENDATION**

That the Board of Trustees approve the Fiscal Year 2016 amount of \$250,000.00 with MK Education (comprised of MRxI Corporation and Kushan LLC), 920 Curtiss Street, Suite 338, Downers Grove, IL 60515, payable upon receipt of specific invoices related to each program and consistent with the terms of the agreement between MK Education and the College, to cover both contractual and instructional supply fees for providing the Pharmacy Technician, Veterinary Assistant, Dental Assistant and Hemodialysis Technician education programs.

Staff Contact: Joe Cassidy, Dean Continuing Education and Extended Learning
Joanne Ivory, Associate Dean, Continuing Education/Extended Learning, Director, Business Solutions



COLLEGE OF DuPAGE
SPECIAL BOARD MEETING

BOARD APPROVAL

1. SUBJECT

Bid for Fiscal Year 2016 Motion Picture Television Capital Purchase.

2. REASON FOR CONSIDERATION

Bids of \$25,000 or more must be approved by the Board of Trustees.

3. BACKGROUND INFORMATION

Year	Budget	YTD Spend	Variance
FY16	\$90,150.00	0.00	\$90,150.00

This purchase represents the FY16 capital purchase for the Motion Picture Television departments requests for Cinema Lenses and Studio Camera Pedestals.

A legal bid notice was published and six (6) vendors were solicited. 23 vendors downloaded the bid documents. Five (5) responses were received. No minority/women-owned or in-district vendors responded. We recommend the award goes to to the lowest responsible bidder, Woodgate Sales LLC of Long Branch, NJ.

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

The following is a recap of the bid tabulation.

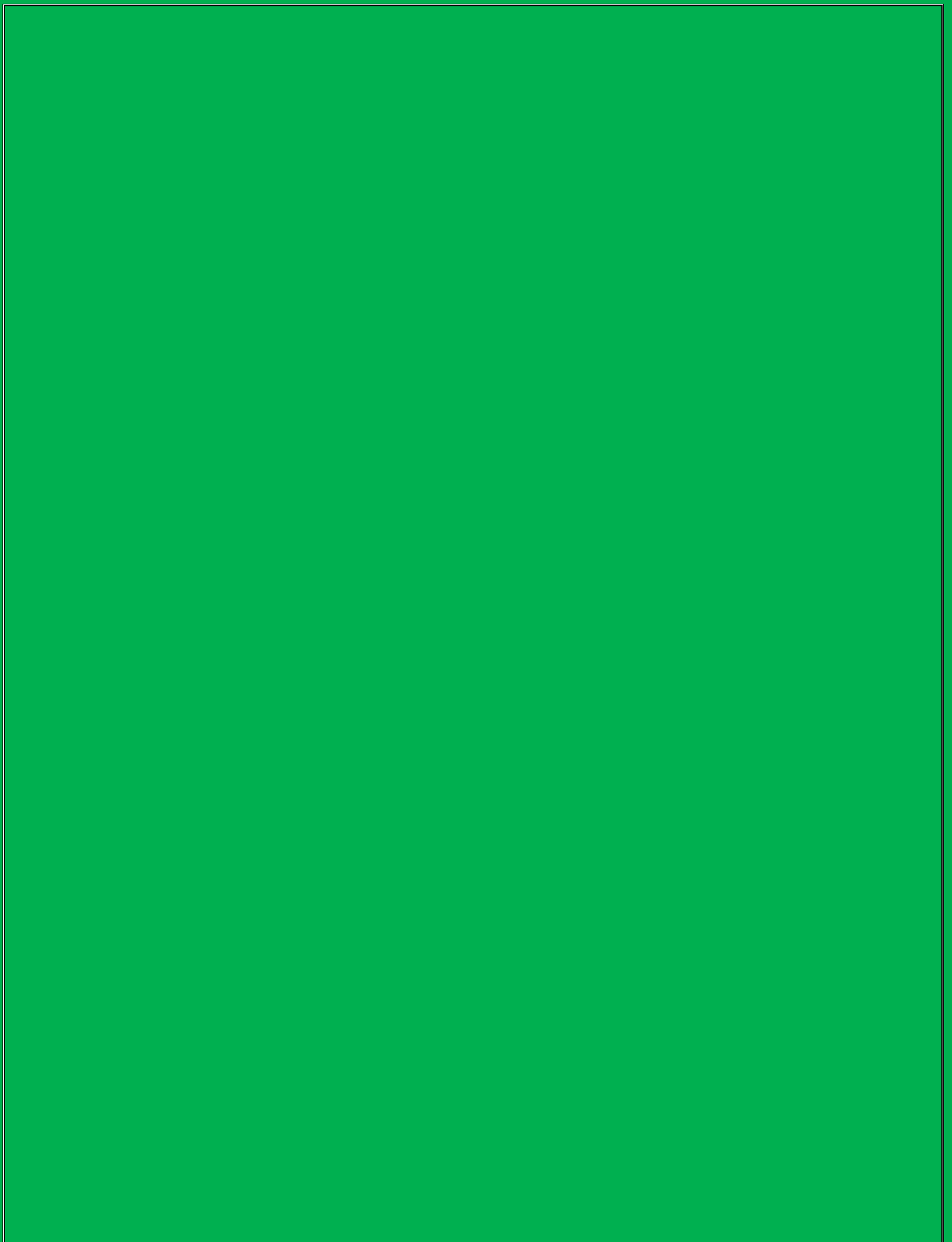
	Woodgate Sales, LLC	WB Hunt CO, Inc	VSA, Inc	B&H	Adorama Camera
Bid Item 1	\$13,596.00	\$19,800.00	\$17,800.00	\$19,800.00	\$19,800.00
Bid Item 2	\$13,596.00	\$19,800.00	\$17,800.00	\$19,800.00	\$19,800.00
Bid Item 3	\$13,596.00	\$19,800.00	\$17,800.00	\$19,800.00	\$19,800.00
Bid Item 4	\$3,479.00	\$5,220.00	\$4,720.00	\$5,220.00	\$5,220.00
Bid Item 5	\$3,479.00	\$5,220.00	\$4,720.00	\$5,220.00	\$5,220.00
Bit Item 6	\$3,399.00	\$4,950.00	\$4,450.00	\$5,220.00	\$4,950.00
Bid Item 7	\$29,025.00	\$29,913.00	\$18,807.00	\$25,935.00	\$26,735.70
Total Bid	\$80,170.00	\$104,703.00	\$86,097.00	\$100,995.00	\$101,525.70

Recommended Vendor in Bold

4. **RECOMMENDATION**

That the Board of Trustees approve the bid for Fiscal Year 2016 Motion Picture Television Capital Purchase from Woodgate Sales LLC, 920 Woodgate Ave, Long Branch, NJ 07740 in the amount of \$80,170.00.

Staff Contact: Glenn Glinke, Program Specialist



**COLLEGE OF DuPAGE
SPECIAL BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Ellucian, Inc. Student Planning Solution implementation in the amount of \$82,101.00.

2. **REASON FOR CONSIDERATION**

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

3. **BACKGROUND INFORMATION**

Account	Budget	YTD Spend	Variance
01-90-90111-5304004			
FY16	\$1,769,300.04	(\$63,790.01)	\$1,705,510.03

This represents the purchase of Ellucian's Student Planning solution. Student Planning gives students the tools to develop and track their course of study and is designed to accelerate time to degree by offering effective communications, appropriate engagement and intervention, and strategic planning solutions to achieve better student outcomes. Student Planning:

- Provides insightful advising to help students make better decisions
- Frees advising staff from administrative duties to spend more time with at-risk students
- Delivers clear "on track" and "on time" indicators to help students stay on their academic path
- Offers an online solution with mobile capabilities
- Maps course offerings more effectively

This purchase includes the software module, software maintenance and consulting services.

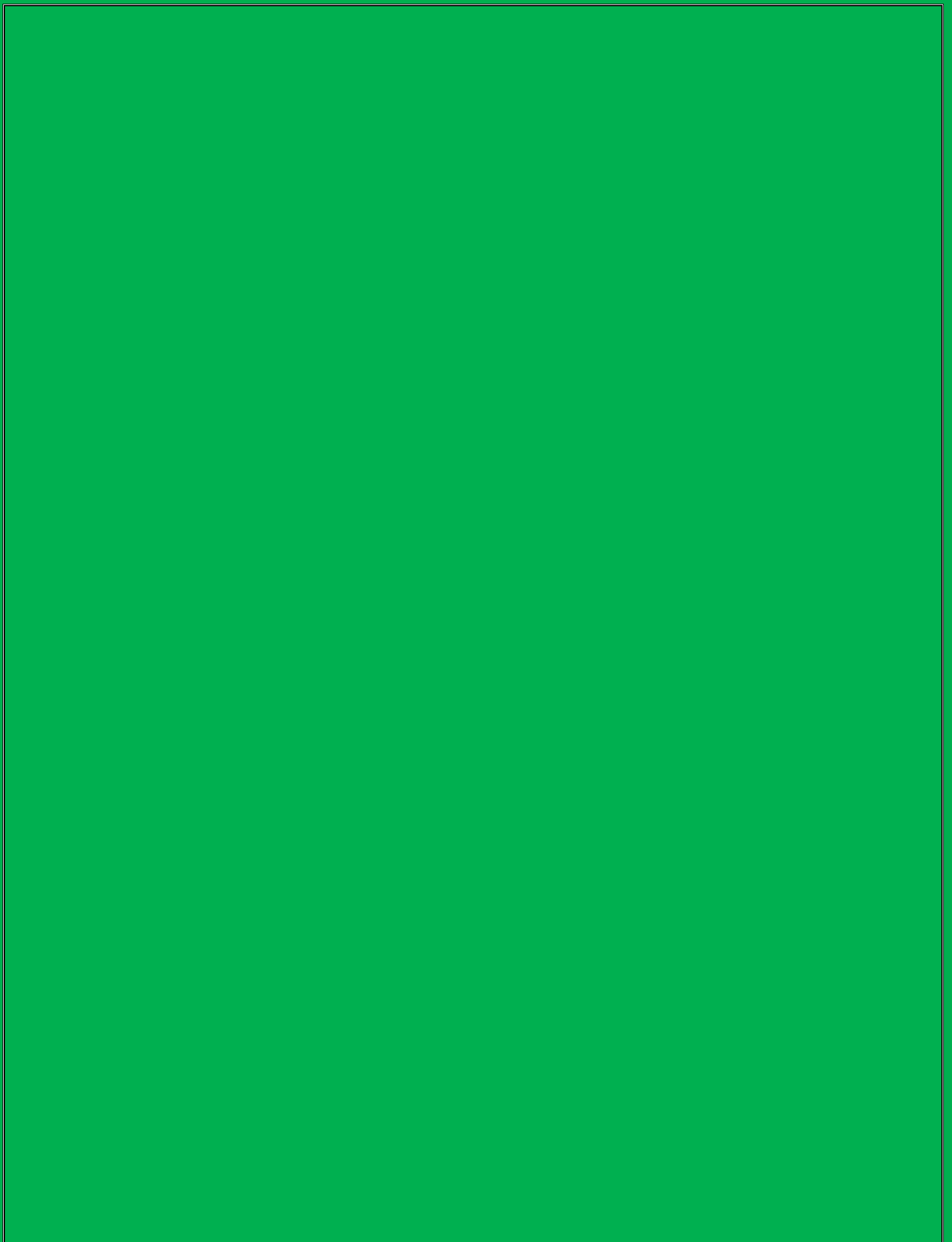
This purchase complies with State Statute, Board Policy and Administrative Procedures. Purchases and contracts for the use, purchase, delivery, movement, or

installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services are exempt from bidding under Illinois Public Community College Act, 110 ILCS 805/3-27.1 (f).

4. **RECOMMENDATION**

That the Board of Trustees approve a contract with Ellucian, Inc., 4375 Fair Lakes Ct., Fairfax, VA 22033 for a total expenditure not to exceed \$82,101.00.

Staff Contact: Chuck Carrier, Vice President Information Technology



**COLLEGE OF DuPAGE
SPECIAL BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Authorization of Intergovernmental Agreement between the County of DuPage and Community College District No. 502 permitting the use of College Facilities for Continuity of Essential County Services and Functions.

2. **REASON FOR CONSIDERATION**

Seek authorization by the College of DuPage Board of Trustees to validate the 2014 Intergovernment Agreement with DuPage County.

3. **BACKGROUND INFORMATION**

College of DuPage reached agreement to permit the County to use College Facilities for Continuity of Essential County Services and Functions in the event of an emergency.

The agreement was initially executed between the County and the College in 2014. A presentation of the partnership was made to the College Trustees at their meeting on November 20, 2014.

The parties seek authorization of the agreement by the College of DuPage Board of Trustees.

4. **RECOMMENDATION**

That the Board of Trustees authorizes the 2014 Intergovernmental Agreement between the County of DuPage and Community College District No. 502 permitting the use of College Facilities for Continuity of Essential County Services and Functions.

Resolution

JPS-R-0062-14

**AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE
COUNTY OF DUPAGE AND COMMUNITY COLLEGE DISTRICT NO. 502
PERMITTING THE USE OF COLLEGE FACILITIES FOR CONTINUITY OF
ESSENTIAL COUNTY SERVICES AND FUNCTIONS**

WHEREAS, the COUNTY OF DUPAGE ("COUNTY") is a unit of local government established by the Constitution and laws of the State of Illinois; and

WHEREAS, COMMUNITY COLLEGE DISTRICT NO. 502 ("COLLEGE") is a community college district established pursuant to the Public Community College Act of the State of Illinois; and

WHEREAS, the Illinois Constitution and the Intergovernmental Cooperation Act authorize public agencies, including counties and community college districts, to contract or otherwise associate among themselves in any manner not prohibited by law and to jointly exercise any power, privilege or authority conferred upon them by law; and

WHEREAS, Section 5-1106 of the Illinois Counties Code imposes upon the COUNTY the duty of providing proper buildings, rooms and offices for the transaction of COUNTY business; and

WHEREAS, certain emergencies may from time to time require the COUNTY to temporarily relocate its personnel and operations to remote locations to ensure the continuity of essential COUNTY services; and

WHEREAS, the COLLEGE is willing to accommodate the temporary relocation of COUNTY governmental personnel and operations in such emergencies upon its premises; and

WHEREAS, the COUNTY and the COLLEGE have negotiated the attached INTERGOVERNMENTAL AGREEMENT ("AGREEMENT") to provide for the temporary relocation of COUNTY governmental personnel and operations upon the premises of the COLLEGE in emergencies;

NOW, THEREFORE, BE IT RESOLVED, that the County Board accepts and approves the attached AGREEMENT between the COUNTY and the COLLEGE; and

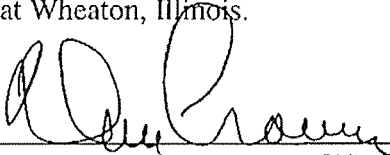
BE IT FURTHER RESOLVED that the County Board hereby authorizes and directs the Chairman of the County Board to execute the attached AGREEMENT on behalf of the COUNTY.

Resolution

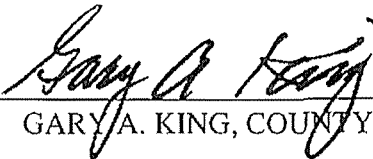
JPS-R-0062-14

BE IT FURTHER RESOLVED that the County Board directs the County Clerk to transmit certified copies of this Resolution and the executed attached AGREEMENT to the COLLEGE, 425 Fawell Blvd, Glen Ellyn, IL 60137, and to County Department of Homeland Security and Emergency Management and to the State's Attorney.

Enacted and approved this 27th day of May, 2014 at Wheaton, Illinois.



DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: 

GARY A. KING, COUNTY CLERK

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Sean T Noonan, District 2
SECONDER:	Elizabeth Chaplin, District 2
AYES:	Fichtner, Puchalski, Eckhoff, Zay, Larsen, Chaplin, Noonan, Grasso
ABSENT:	JR McBride, James Healy, John Curran, Tonia Khouri

Ayes: 18

INTERGOVERNMENTAL AGREEMENT

**PERMITTING THE USE OF FACILITIES
FOR CONTINUITY OF ESSENTIAL COUNTY AND JUDICIAL SERVICES
AND FUNCTIONS**

THIS INTERGOVERNMENTAL AGREEMENT ("Agreement") is hereby made and entered into by and between the COUNTY OF DU PAGE (hereinafter referred to as "COUNTY"), and COMMUNITY COLLEGE DISTRICT 502 (commonly known as COLLEGE OF DUPAGE and hereinafter referred to as "COLLEGE").

WHEREAS, Article VII, Section 10, of the 1970 Constitution of the State of Illinois and the Intergovernmental Cooperation Act provides that public agencies "may contract or otherwise associate among themselves ... to obtain or share services and to exercise, combine, or transfer any power or function, in any manner not prohibited by law or by ordinance;" and

WHEREAS, 55 ILCS 5/5-1106 requires county boards to provide proper rooms and offices for the accommodation of county officers and employees and those of the judiciary ; and

WHEREAS, emergency situations may require the temporary relocation of certain COUNTY and judicial personnel and operations for the continuity of governmental services, including those offered by the judiciary ; and

WHEREAS, the COLLEGE is willing to accommodate the temporary relocation of COUNTY governmental and judicial personnel and operations in such emergencies upon its premises; and

WHEREAS, the Agreement is determined to be a vital component to maintain essential COUNTY and judicial services and functions in the event of an emergency situation.

NOW THEREFORE, in consideration of the foregoing recitals and mutual covenants and promises contained herein, the sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

I. DEFINITIONS

For purposes of this agreement the following definitions shall apply:

COUNTY – COUNTY OF DU PAGE, ILLINOIS

COLLEGE – COMMUNITY COLLEGE DISTRICT NO. 502 (commonly known as College of DuPage).

MOVABLE – A resource/equipment owned by the County intended for the County’s exclusive use while temporarily relocated.

JUDICIAL OR JUDICIARY – Any officer, employee, or function of, or under the control or supervision of the Circuit Court of the Eighteenth Judicial Circuit.

II. SCOPE

In case of a natural or man-made disaster or other emergency which renders normal operations impracticable within the existing County facilities, the COLLEGE shall, as its capabilities will reasonably allow, permit the COUNTY the temporary use of a portion of its facilities for the conduct of COUNTY and judicial business.

III. IDENTIFICATION OF FACILITIES FOR COUNTY OF DU PAGE USE

The COLLEGE shall determine which of its facilities may be made available to the COUNTY based upon the availability of COLLEGE resources, the needs of the COUNTY, and the duration of use.

IV. USE OF COLLEGE RESOURCES BY THE COUNTY

The COLLEGE agrees to allow the COUNTY to use any necessary resources, with the approval of the President of the COLLEGE. Such resources shall include, but not be limited to, the following:

1. Phone, data and internet facilities
2. Security, as may be required
 - a. The COUNTY will provide its own security personnel (un-armed) for people, processes, equipment, and information, as required, in conjunction and cooperation with COLLEGE Police.
3. Parking, including such reserved spaces as may be required
4. Space, including customary janitorial services, for County Board and County Elected Official Department Operations as needed.
5. Upon the request of the Chief Judge of the Circuit Court of the Eighteenth Judicial Circuit, the COLLEGE shall further provide the following resources for use by the judiciary:
 - a) A minimum of ten (10) rooms for Court proceedings;
 - b) Two (2) rooms for jury deliberations;
 - c) One (1) room for jury administration;
 - d) Two (2) rooms for attorney conferences;
 - e) Three (3) rooms for judicial staff, court administration, and court reporter operations;

- f) Additional security as the situation may require.
6. Access to restrooms for staff and the public

Use shall be subject to all applicable security and operating rules and regulations of the COLLEGE, except that the COLLEGE agrees it will not interfere with the lawful duties of any officer or employee of the COUNTY or of the judiciary.

The COUNTY shall be permitted, with the approval of the President of the COLLEGE, to furnish and deliver any additional movables as necessary to function properly. The COUNTY shall be responsible for all maintenance, upkeep, repairs, and technical and engineering assistance for such movables. The COUNTY shall promptly remove all movables at the end of any period of relocation. The COLLEGE shall have no claim or interest in any movable of the COUNTY. The COUNTY shall insure its movables at its own expense.

V. TERMS

A) DURATION

This Agreement will become effective upon passage by the governing Boards of both parties. Either party may choose to opt out of this agreement by providing a thirty (30) day written notice to all parties stating their intent to opt out. All notices shall be sent to the undersigned parties, as well as to the COUNTY, by certified mail, return receipt requested. Notwithstanding the forgoing, the parties may agree to amend this agreement to provide additional conditions or services that are mutually advantageous to both parties without terminating the agreement.

B) MODIFICATIONS

Provided rationale and reasonable notice to the other party, either the COLLEGE or the COUNTY may modify a specific temporary use of facilities, resources and personnel.

VI. COMPENSATION

The COUNTY shall reimburse the COLLEGE for any actual out-of-pocket expenses, or additional costs such as employee overtime, that the COLLEGE incurs in providing temporary space to the COUNTY.

VII. LOSS OF REVENUE

In the event that use by the COUNTY occasions the loss to the COLLEGE of revenue from previously scheduled third-party rentals, the COUNTY shall reimburse the COLLEGE for the net amount which the COLLEGE would otherwise have realized.

VIII. DAMAGE TO PROPERTY

The COUNTY agrees to reimburse the COLLEGE for the verified actual costs incurred by the COLLEGE to repair any damage to COLLEGE property which may result from the actions of COUNTY employees, but shall have no liability for damage caused by members of the public who may be present for COUNTY business. No party waives protections under the Illinois Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1-101 *et seq.*)

IX. MUTUALITY

If the COLLEGE is stricken by a natural or man-made disaster or other emergency situation which does not at the same time affect the COUNTY, the COUNTY shall permit the temporary use of its available space by the COLLEGE on the same terms and conditions as the COLLEGE provides herein for the COUNTY.

X. ASSIGNMENT

This agreement shall not be assigned.

XI. NOTICE

Any notice required under this Agreement shall be sent to the following addresses:

To the COUNTY:

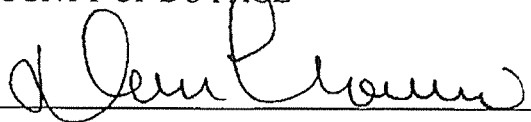
Facilities Management Director, 421 N. County Farm Road, Wheaton, IL 60187

To the COLLEGE:

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the day and year first written above:


AGREED:

COUNTY OF DU PAGE

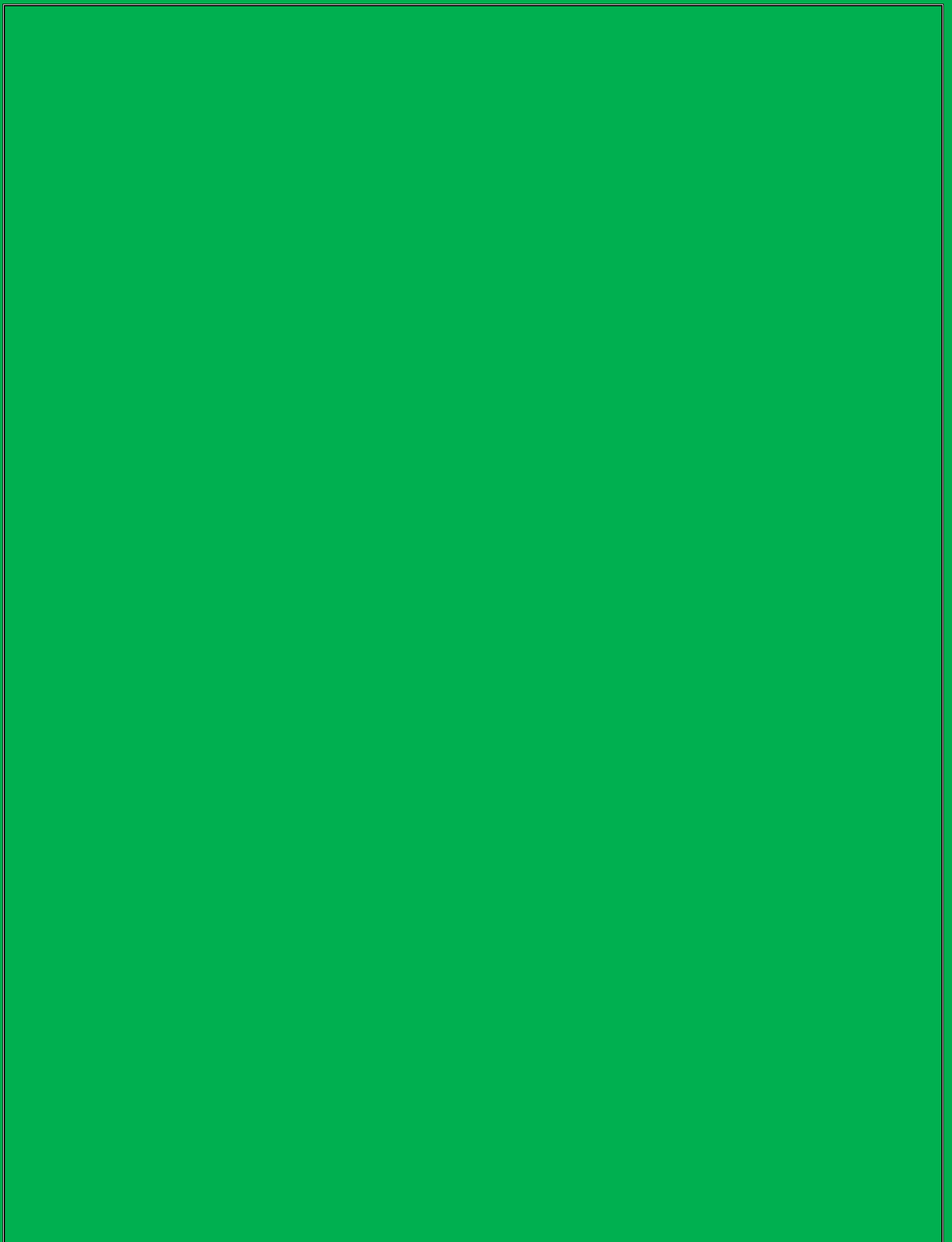
By: 

5/21/14
Date

COLLEGE OF DU PAGE

By: 

4/28/2014
Date



**COLLEGE OF DuPAGE
SPECIAL BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Revised Board Policies:

Policy 15-95: Employment Outside of the College (General)

Deletion of Board Policies:

Policy 15-270: Employment Outside the College (Administrative)

Policy 15-351: Employment Outside of the College, Full-time Faculty

2. **REASON FOR CONSIDERATION**

Board approval is required to enact College policy.

3. **BACKGROUND INFORMATION**

In accordance with Board Policy 5-85: Formulation of Board Policy, *The Board will continually monitor existing policies of the College to ensure their currency and applicability to existing conditions and will update as necessary and appropriate.*

The proposed revisions to Board Policy 15-95 and deletion of Board Policies 15-270 and 15-351 were placed on the November 19, 2015 Board of Trustees agenda for information and first reading.

No additional comments have been received since the policies were presented to the Board of Trustees for first reading on November 19, 2015.

4. **RECOMMENDATION**

That the Board of Trustees approves revised Board Policy 15-95 and delete Board Policies 15-270 and 15-351.

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



COLLEGE OF DUPAGE

Policy Manual of the Board of Trustees

Human Resources – General

Policy No. 15-95

Employment Outside of the College

Full-time employees are expected to devote their professional energies to the mission of the College. If Full-time employees engage in remunerated outside activities, these activities should not interfere with their responsibilities and professional duties at the College and shall also comply with Board Policy 15-25 Employee Code of Ethics.

This policy will be administered consistent with the College’s collective bargaining agreement obligations.

Adopted: 3/19/09

Reviewed:

Amended: 6/22/10
2/24/11



COLLEGE OF DUPAGE

Policy Manual of the Board of Trustees

Human Resources – Administrative

Policy No. 15-270

Employment Outside the College

~~Administrators are expected to devote their full professional energies to the mission of the College. Administrators will not engage in on-going business or be regularly employed for remuneration by other agencies during their contractual period of full-time service to the College. The President may make exceptions to this Policy. Failure for the administrator to comply with this Policy may result in disciplinary action.~~

Adopted: 3/19/09

Reviewed:

Amended:



COLLEGE OF DUPAGE

Policy Manual of the Board of Trustees

Human Resources – Full-time Faculty

Policy No. 15-351

Employment Outside of the College, Full-time Faculty

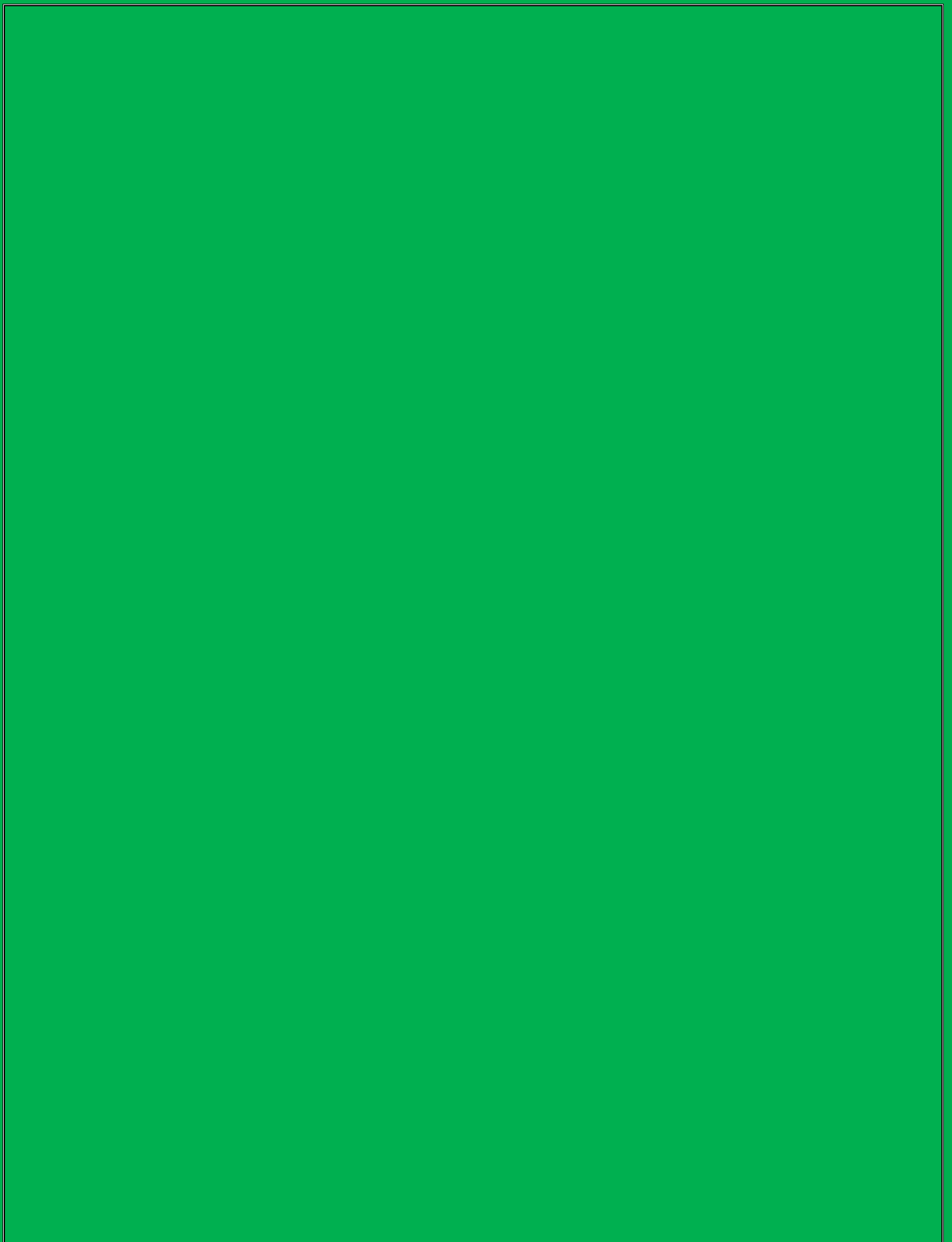
~~Full-time faculty are expected to devote their full professional energies to the mission of the College. When full-time faculty are being compensated for service to the College during the academic year, they will not engage in other remunerated activities that may interfere with their professional duties and performance at the College, except with prior approval of the President of the College.~~

~~This policy will be administered consistent with the College's collective bargaining agreement obligations.~~

Adopted: 3/19/09

Reviewed:

Amended: 2/24/11



**COLLEGE OF DuPAGE
SPECIAL BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**
Personnel Actions.

2. **REASON FOR CONSIDERATION**
Board Action is required to ratify and approve personnel actions for Full Time Faculty and Administrators.

3. **BACKGROUND INFORMATION**
 - a) Ratification of Faculty Appointments
 - b) Ratification of Faculty Resignations / Terminations
 - c) Ratification of Administrator Retirements
 - d) Ratification of Faculty Retirements

4. **RECOMMENDATION**
That the Board of Trustees ratifies the Faculty Appointments, Faculty Resignations / Terminations; Administrator Retirements and Faculty Retirements.

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

APPOINTMENTS

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Start Date</u>	<u>Type</u>	<u>Salary</u>
<u>FACULTY</u>					
Jill Dziak*	Instructor, Physical Therapy Assistant	Health & Sciences	01/25/2016	New Hire Full Time	\$29,355.50

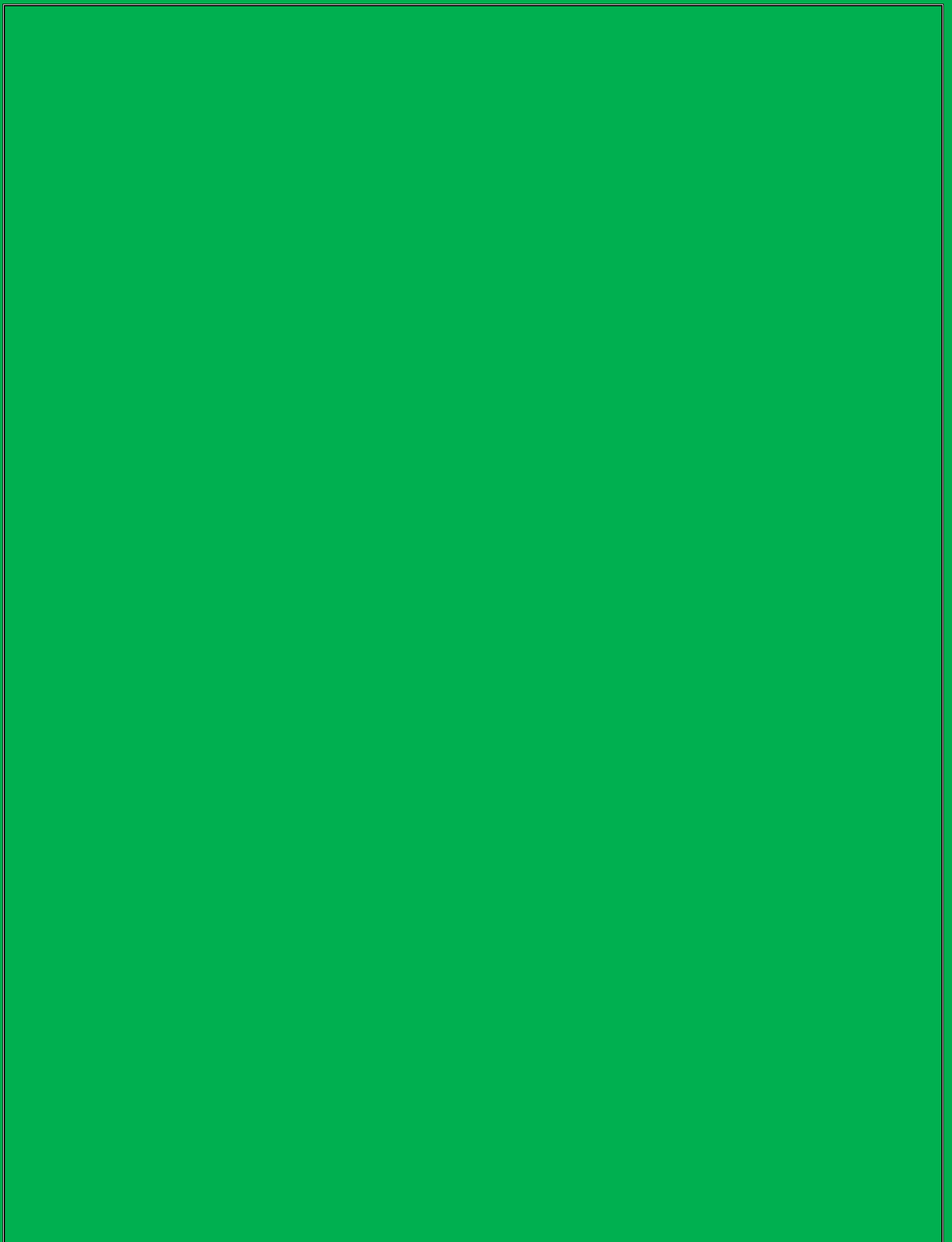
**One semester temporary assignment*

RESIGNATIONS / TERMINATIONS

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>End Date</u>	<u>Type</u>	<u>Years of Service</u>
<u>FACULTY</u>					
Nina Minnear	Assistant Professor, Physical Therapy Assistant	Health & Sciences	12/22/2015	Resignation	1 Yrs. 4 Mos.

RETIREMENTS

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>End Date</u>	<u>Type</u>	<u>Years of Service</u>
<u>ADMINISTRATORS</u>					
Daniel E. Lloyd	Dean, Liberal Arts	Liberal Arts	06/29/2016	Retirement	12 Yrs. 10 Mos.
<u>FACULTY</u>					
Robert Cappetta	Professor, Mathematics	Health & Sciences	05/25/2016	Retirement	21 Yrs. 8 Mos.
Linda Elaine	Assoc. Professor, English	Liberal Arts	05/20/2016	Retirement	15 Yrs. 8 Mos.



**COLLEGE OF DuPAGE
SPECIAL BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Proposed Revised Board Policy No. 10-65.

2. **REASON FOR CONSIDERATION**

The Board is charged with the responsibility of enacting, reviewing, and revising College policy.

3. **BACKGROUND INFORMATION**

In accordance with Board Policy 5-85, the Board continually monitors existing policies of the College to ensure their currency and applicability to existing conditions and must supplement and update them as necessary and appropriate.

At this time, the Board believes it necessary to revise Board Policy 10-65 regarding vendor payments so as to provide for better Board control over such payments. A proposed revision to Board Policy No. 10-65 has been drafted to address that issue.

The proposed revision to Board Policy No. 10-65 was provided to the Board for 1st read at the November 5th Board Meeting. Attached is the proposed revised Board Policy No. 10-65 for 2nd read and action.

4. **RECOMMENDATION**

That the Board of Trustees approves revisions to Board Policy No. 10-65.



Vendor Payment

The Board of Trustees shall exercise its authority with respect to the payment of the orders and bills consistent with Section 3-27 of the *Illinois Public Community College Act*, 110 ILCS 805/3- 27. Consistent with this authority, the Board may establish revolving funds by resolution authorizing the Treasurer of the College (appropriately bonded) to make payments to vendors prior to approval of the Board, subject to the following conditions and limitations:

- ~~1. Checks for items not previously approved by the Board shall require individual approval by the Board of Trustees for amounts of \$15,000 and over. Payments for items not previously approved by the Board between the values of \$15,000 and \$25,000 (or \$50,000 for construction related and other items which have the \$50,000 limits per policy 10-60) may be paid without pre-approval by the Board, but shall be presented to the Board for ratification in next regular financial reporting cycle to board after payment.~~
- ~~2. Payments made for items not previously approved by the Board of Trustees, which are greater than \$25,000 (or \$50,000 for construction and other items which have \$50,000 limits per Policy 10-60) will require approval by the Board prior to payment, except as noted below:~~
- ~~3. Certain items will be deemed previously approved through the annual budget approval process, including aggregate benefit, payroll funding and withholding payments, as well as payments for utilities, corporate credit cards, student field studies, athletic travel, bond interest and principal, and postage. These payments will still be shown for ratification.~~
- ~~4.4. Policy 10-95 allows for contracting of certain auxiliary professional services (see Policy 10-95 for specific details) without Board approval provided that they are within budget limits. These payments will not require pre-approval, but will be presented for ratification.~~
- ~~2.5. Payment may be made only for items delineated in a category of the College's budget, or otherwise approved by the Board.~~
- ~~3.6. No payment shall be made under the terms of this Policy unless there is documentation that the services and goods have been received and that the invoice is consistent with the transaction.~~
- ~~7. No payment shall be made in an amount in excess of the dollar amount established by the Board in its resolution.~~
- ~~8. Expenditures exceeding \$25,000, or \$50,000 for construction related and other items which have the \$50,000 limits per Policy 10-60, (the "approval threshold"), including planned aggregate spend in excess of approval threshold; require approval by the Board of Trustees prior to purchase. Planned aggregate spend is considered to be the expected purchase of related items from the same vendor by a single department within a fiscal year. Planned aggregate spend should be brought to the board at the time when management believes the amount will exceed the approval threshold. In the event that planned aggregate expenditures are initially not expected to exceed the approval threshold and~~



COLLEGE OF DUPAGE

Policy Manual of the Board of Trustees

**College Operations - Fiscal
Policy No. 10-75**

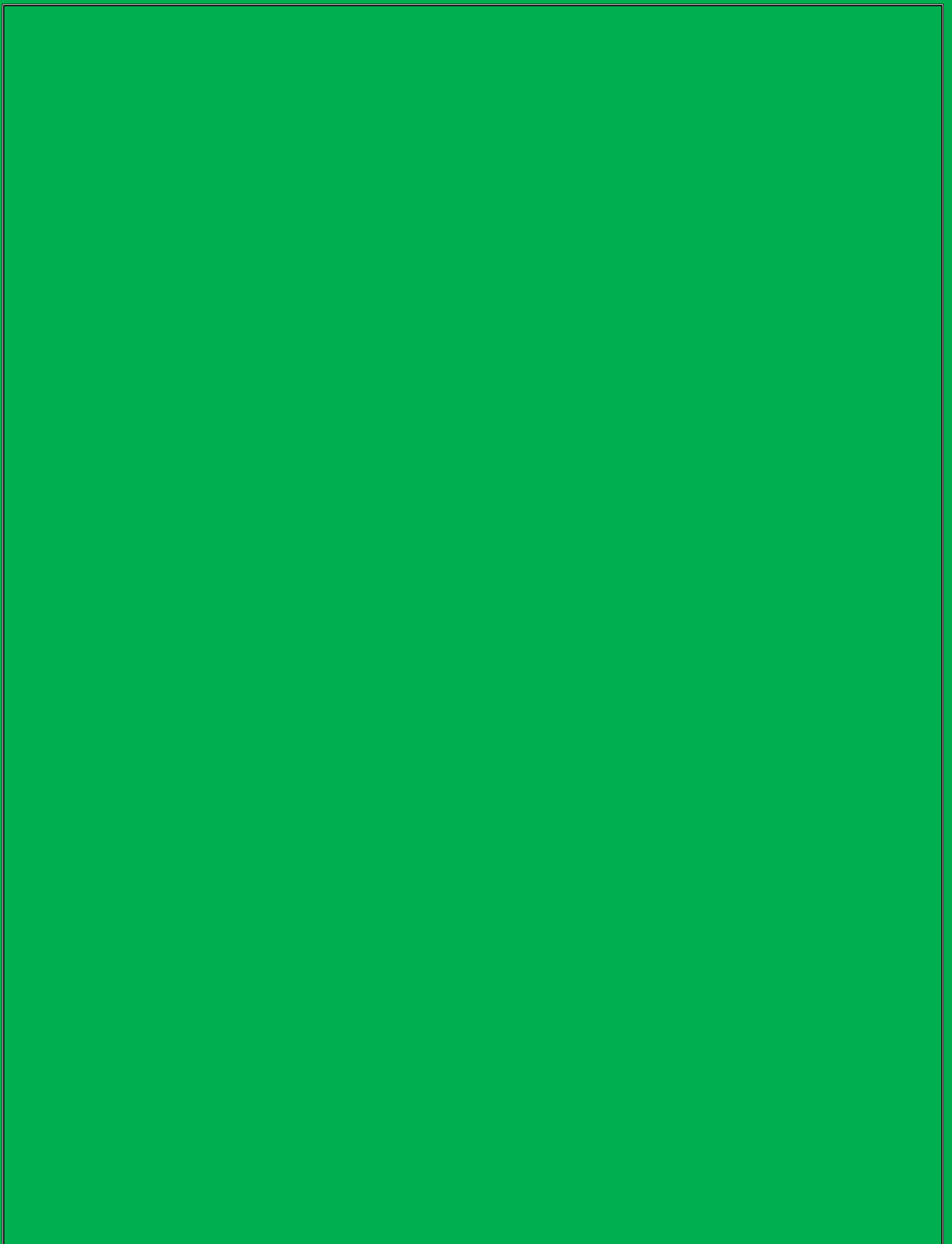
are later expected to exceed the approval threshold, these expenditures must be approved by the Board prior to the purchase(s) that exceeds the approval threshold.

4.9. On at least a monthly basis, the College shall provide to the Board a listing of all payments made by the College (regardless of amount or classification of payment). Because of issues related to personally identifiable information, payroll and student reimbursement, or other info with personally identifiable information, will be provided in aggregate. Such a listing shall be made in an electronic format that is searchable, and shall also be made available to the public on the College's website (in the same searchable format).

Adopted: 3/19/09

Reviewed:

Amended:



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

THURSDAY, NOVEMBER 5, 2015
SPECIAL BOARD MEETING ~ 7:00 P.M.

MINUTES

HELD ON CAMPUS IN SSC-2206, GLEN ELLYN, IL

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE

At 7:03 p.m., Chairman Hamilton called to order the November 5, 2015 Special Meeting of the College of DuPage Board of Trustees and led the pledge of allegiance.

2. ROLL CALL

Chairman Hamilton asked Secretary Napolitano to call the roll.

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

Absent at Roll Call: Trustee Joseph Wozniak.

Also Present: Emily Shupe, Rathje Woodward; Dr. Joseph Collins, Acting Interim President; staff members, representatives of the press and visitors. (Minutes prepared by Erin Carrillo.)

3. AGENDA

Chairman Hamilton called for a motion that the Board of Trustees approve the November 5, 2015 Special Board Meeting Agenda.

Vice Chairman Mazzochi moved and Secretary Napolitano seconded a motion to approve the November 5, 2015 Special Board Meeting Agenda.

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

Joseph Wozniak arrived at 7:10 p.m.

4. PUBLIC COMMENT

Joe Stahl commented on the Board meetings moving back to Board room to give the

space back to the students.

Keith Yearman commented on the Higher Learning Commission's Report.

Mark Misiorowski commented on in-house counsel.

Dianne McGuire commented on political spotlight.

Deanne Mazzochi commented on article in the Daily Herald.

Glenn Hansen commented on the Academic Committee Charter.

Richard Jarman commented on Strategic Long Range Plan process.

Debra Smith commented on lack of faculty counselors.

Karin Evans commented on lack of faculty counselors.

5. **STUDENT TRUSTEE'S REPORT**

None

6. **PRESIDENT'S REPORT**

Acting Interim President Joseph Collins mentioned several events that were happening around campus, including the following:

- Explore Engineering Night
- Coffee with Cabinet
- Meeting with new President of Benedictine University
- Looking to hire six new full time teaching faculty.

7. **PRESENTATIONS**

a. **Strategic Plan Overview**

- Dr. Joseph Collins, Interim Acting President
- James Benté, Vice President Planning and Institutional Effectiveness

b. **Investment Management Report and Next Steps**

- John Dischner, Interim Acting Chief Financial Officer & Treasurer

c. **Imposing Controls: Preventing another WDCB or Waterleaf**

- John Dischner, Interim Acting Chief Financial Officer & Treasurer

Trustee Bernstein moved and Vice Chairman Mazzochi seconded that the Board take a 5 minute break. Approved on a voice vote.

Return to open session. On roll call: Student Trustee Roark, Trustees Bernstein, Birt, McGuire and Wozniak, Secretary Napolitano, Vice Chairman Mazzochi and Chairman Hamilton.

8. **Organization of a Board Retreat, Establish Augmented Board Orientation Program and to Direct the Administration to Describe and Establish Ethics Training Program for Administration, including the identification of any potential vendors, within the next thirty (30) days.**

Vice Chairman Mazzochi moved and Secretary Napolitano seconded a motion to approve the Organization of a Board Retreat, Establish Augmented Board Orientation Program and to Direct the Administration to Describe and Establish Ethics Training Program for Administration, including the identification of any

potential vendors, within the next thirty (30) days.

Trustee Bernstein moved and Vice Chairman Mazzochi seconded a motion to amend this item and append faculty and staff to the end of the Ethics Training.

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

Trustee McGuire inquired on who the “vendors” are?

Chairman Hamilton explained those vendors are for the ethics training.

Linda Sands-Vankerk presented information on the progress of identifying an Ethics Training Program.

Voting to approve motion, as amended:

Organization of a Board Retreat, Establish Augmented Board Orientation Program and to Direct the Administration to Describe and Establish Ethics Training Program for Administration, Faculty and Staff, including the identification of any potential vendors, within the next thirty (30) days.

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

9. ACADEMIC COMMITTEE CHARTER

Trustee Bernstein moved and Secretary Napolitano seconded a motion that the Board approve the Academic Committee Charter.

Vice Chairman Mazzochi indicated some of the changes that were made.

Trustee McGuire asked to amend Article 2, 2nd paragraph change “may” to “shall.”

Student Trustee Roark wanted to see two student representatives assigned to this committee.

Trustee Birt mentioned that this document needs revisions.

Trustee Birt made a motion and Trustee McGuire seconded a motion to table this item.

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

Vice Chairman Mazzochi moved and Frank Napolitano seconded motion that the Academic Committee Charter be amended.

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

On roll call voting nay: Trustee Birt. Motion passed.

Voting to approve motion, as amended:

Article 2: Purpose and Responsibilities, 2nd paragraph, 4th line down “may” shall be amended to read “shall.”

On second page, Item A.1) First bullet point “a” student representative will be changed to “2” student representatives.

Second bullet point “a” representative will be modified to “2” representatives from the Administration, Vice President Student Affairs and Vice President Academic Affairs.

Third bullet point stays as is.

Fourth bullet point which is new: “2 adjunct faculty members selected by the COD Adjunct Association.”

Add a new paragraph sub 2) “One or two members of the Board of Trustees.”

Item 2. a) the phrase “also an additional member” will be replaced with “also a Trustee is.”

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

10. EXPENDITURES OF FUNDS TO HEWLETT PACKARD COMPANY AND RIVERSIDE TECHNOLOGIES, INC., not to exceed a total of \$1,086,109.57, in accordance with the five-year Computer Partnership Agreement

Trustee McGuire moved and Vice Chairman Mazzochi seconded a motion that the Board approve the planned Expenditures of Funds to Hewlett Packard Company and Riverside Technologies, Inc.

Vice Chairman Mazzochi asked Chuck Currier to walk through the invoice amounts listed.

Chuck Currier explained that the prices are from RTI who was the winning bidder on the RFP which was approved at the September 25, 2014 Board Meeting.

Secretary Napolitano asked if you can pick and choose different vendors for specific items.

Chuck Currier said most of the pricing was given based on the products as a unit and not separately.

Trustee Bernstein asked why the pricing in laptops was so different.

Chuck Currier stated that some of the higher end laptops include other products such as docking stations and other items.

Trustee McGuire asked if Mr. Currier felt he was getting what he needed in a timely fashion.

Student Trustee Roark inquired how students can take advantage of equipment/software.

Chuck Currier directed her to the website and mentioned that Microsoft allows free downloads for up to 5 computers.

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

11. AMENDING OF THE FY2016 BUDGET BY TRANSFERRING \$470,000 IN REVENUES, \$622,500 IN EXPENSES AND \$152,500 IN TRANSFERS FROM THE EDUCATION FUND (FUND 01) TO THE AUXILIARY FUND (FUND 05)

Vice Chairman Mazzochi moved and Secretary Napolitano seconded a motion that the Board approve the Amending of the FY2016 Budget by transferring \$470,000 in Revenues, \$622,500 in Expenses and \$152,500 in Transfers from the Education Fund (Fund 01) to the Auxiliary Fund (Fund 05).

Trustee McGuire voiced concerns on passing this item. She would feel more comfortable tabling the motion.

Dr. Jean Kartje explained that she felt this was the right thing to do at the right time.

Trustee McGuire asked Tom Brady to share his thoughts.

Tom Brady explained why this transfer was necessary. Credit is no longer offered for SLEA, therefore, expenditures and revenues cannot be in the Education Fund and should be in the Auxiliary Fund.

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

12. FIRST READING OF PROPOSED REVISED BOARD POLICY 5-180

Chairman Hamilton announced that this item is for Information only.

Trustee McGuire indicated that she is not in favor of this policy change.

13. FIRST READING OF PROPOSED REVISED BOARD POLICY NO. 10-65

Chairman Hamilton announced that this item is for Information only.

Trustee McGuire inquired as to what the purpose of the change is.

Chairman Hamilton explained that it addresses various different control issues and makes it clear to the people that work here what their limitations are.

14. COMMITTEE REPORTS

Audit Committee: Chairman Hamilton said they will be meeting soon to discuss the Management letter. Chairman Hamilton expressed her desire to have Internal Auditor James Martner and Acting Interim President Joseph Collins present at the next meeting.

Outreach Committee: Trustee Wozniak had no update.

15. TRUSTEE DISCUSSION

Trustee McGuire requested the Board table be configured in a semicircle. She also asked to have a conversation about indemnification of legal bills.

Attorney Shupe said this discussion would need to happen in closed session.

Vice Chairman Mazzochi mentioned that she was pleased to hear that the College was reaching out to city managers and the community.

16. PUBLIC COMMENT

Tim Pessel commented on getting on with the business at hand.

Glenn Hansen commented on Academic Committee.

Roger Kempa commented that Joliet Junior College might be able to use culinary equipment we don't need.

17. COMMENTS BY BOARD CHAIRMAN

Chairman Hamilton spoke of change in action at COD.

18. Calendar Dates

Campus Events (Note: * = Required Board Event)

- **Thursday, November 19, 2015 – Regular Board Meeting – SSC-2206 – 7:00 p.m.**
- **Thursday, December 17, 2015 – Regular Board Meeting – SSC-2206 – 7:00 p.m.**

19. ADJOURN

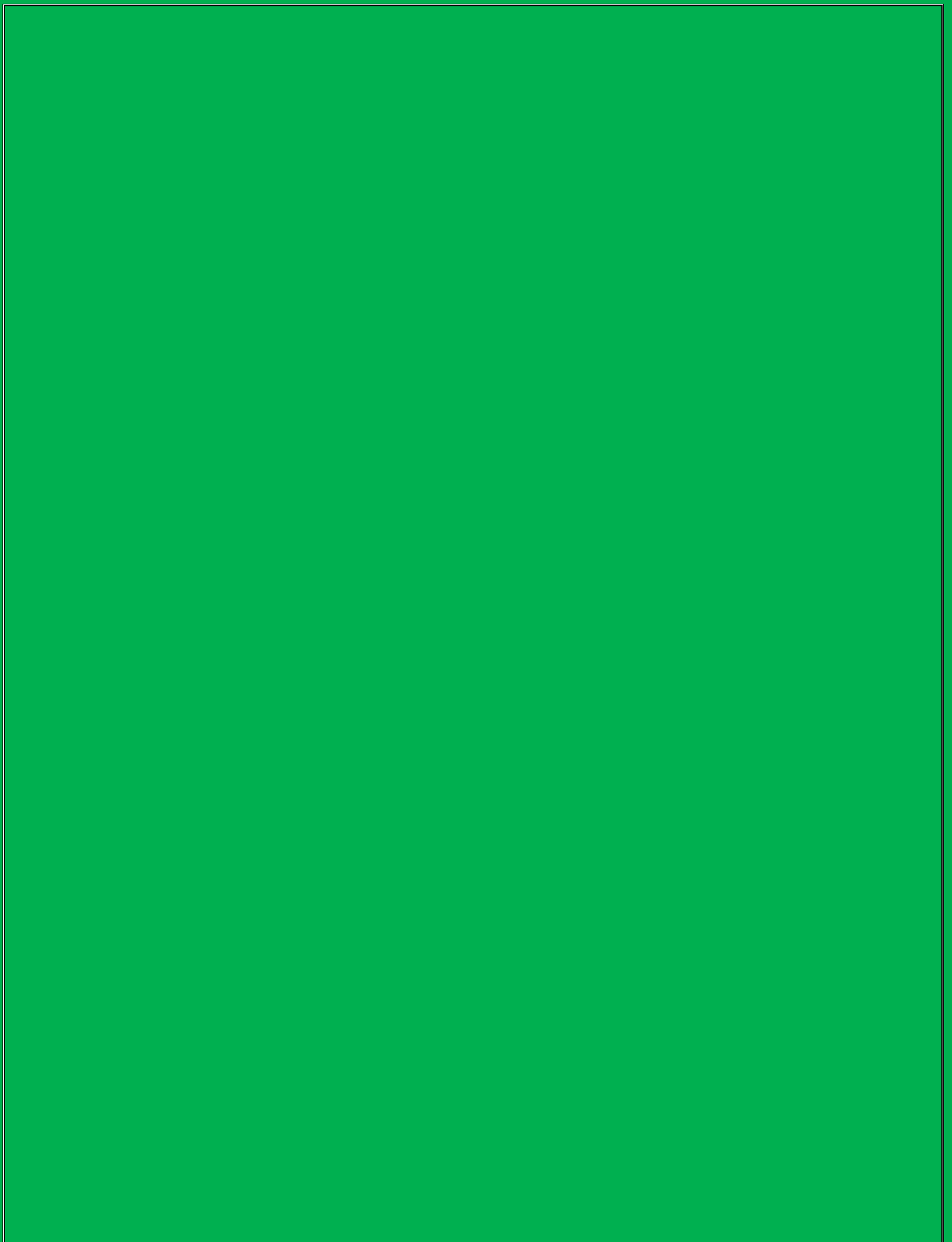
At 11:11 p.m., seeing no other business before the Board, Chairman Hamilton called for a motion to adjourn. Vice Chairman Mazzochi moved and Trustee Bernstein seconded a motion to adjourn the November 5, 2015 Special Meeting of the Board.

Motion passed on a voice vote.

Frank Napolitano, Secretary

Dated: January 7, 2015

Deanne Mazzochi, Chairman



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

THURSDAY, NOVEMBER 19, 2015
REGULAR BOARD MEETING ~ 7:00 P.M.

MINUTES

HELD ON CAMPUS IN SSC-2206, GLEN ELLYN, IL

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE

At 7:02 p.m., Chairman Hamilton called to order the November 19, 2015 Regular Meeting of the College of DuPage Board of Trustees and led the pledge of allegiance.

2. ROLL CALL

Chairman Hamilton asked Secretary Napolitano to call the roll.

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

Absent: Trustee Erin Birt.

Also Present: John Zemenak, Rathje Woodward; Dr. Joseph Collins, Acting Interim President; staff members, representatives of the press and visitors. (Minutes prepared by Erin Carrillo.)

3. AGENDA

Chairman Hamilton called for a motion that the Board of Trustees approve the November 19, 2015 Regular Board Meeting Agenda.

Vice Chairman Mazzochi moved, Trustee Bernstein seconded a motion to approve the November 19, 2015 Regular Board Meeting Agenda.

Motion passed on a voice vote.

4. PUBLIC COMMENT

Roger Kempa commented on the Search Firm hiring and Investment Report.

Glenn Hansen commented on Search Firm hiring.

Judy Wherley commented on the Search Firm hiring and HLC Report.

Richard Jarman commented on HLC Report.

Keith Yearman commented on Honors Program review.

Laura Reigle commented on HLC response.

Bob Hazard commented on the Search Firm hiring and Trustee response to HLC.

Carol Davis commented on the vision of COD and Presidential Search.

Jan Shaw commented on the Presidential Search.

Adam Andrzejewski commented on the Presidential Search.

Miguel Marino commented on the vision of COD.

5. STUDENT TRUSTEE'S REPORT

- International Exchange Students
 - Nicole Spizzirri, Program Manager
 - Cathy Smid, Manager, International Student Services

6. PRESIDENT'S REPORT

Dr. Collins congratulated COD's Study Abroad Program for having the most community college students in the country study abroad.

The COD football team was invited to the El Toro Bowl, in Yuma, Arizona.

Dr. Collins also thanked the Adjunct Faculty who often go unnoticed.

7. PRESENTATION

- Incurred Legal Fee Analysis
 - John Dischner, Interim Chief Financial Officer & Treasurer
- Management Audit Letter
 - William Kresse, Member Board Audit Committee
- Executive Search Recommendation from Presidential Search Committee
 - Paul LeFort, Secretary Presidential Search Committee
 - John Dischner, Interim Chief Financial Officer & Treasurer

8. EXECUTIVE SEARCH FIRM

Secretary Napolitano moved and Trustee Bernstein seconded that the Board of Trustees approves the Executive Search Firm of William E. Hay & Company to provide assistance to the Board in connection with the search, selection and hiring process for the positions of College President, Chief Financial Officer, Controller and Executive Vice President of Development, and to authorize William E. Hay & Company to partner with an educational search firm to assist in its efforts.

Trustee McGuire moved and Vice Chairman Mazzochi seconded that the Board approves a motion to table the hiring of William E. Hay & Company.

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

Vice Chairman Mazzochi moved and Trustee McGuire seconded that the Board approves an amendment to the motion as follows:

Part One: The Board approves the resolution to obtain William E. Hay & Company to provide assistance to the Board in connection with the search, selection and hiring process for the position of College President.

Part Two: The Board approves a resolution to retain William E. Hay & Company to provide assistance to the Board and acting interim College President in connection with the search, selection and hiring process for the positions of Chief Financial Officer and Controller, if no suitable candidate internally can be identified to fill those positions.

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

Trustee McGuire moved and Vice Chairman Mazzochi seconded that the Board approves the motion to table the hiring of William E. Hay & Company.

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

Secretary Napolitano moved and Trustee Bernstein seconded that the Board approves the Executive Search Firm of William E. Hay & Company to provide assistance to the Board in connection with the search, selection and hiring process for the positions of College President, Chief Financial Officer, Controller and Executive Vice President of Development, and to authorize William E. Hay & Company to partner with an educational search firm to assist in its efforts.

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

9. **INFORMATION**

The following items were provided to the Board for Information:

- a. Personnel Actions
- b. Financial Statements
- c. Gifts & Grants Reports
- d. Construction Change Orders
- e. Revised/New Board Policies – First Reading
 - Policy 15-95 Employment Outside of the College
 - Policy 15-201 General Employment Classifications (non-faculty)
 - Policy 15-385 Definition of Classified Employment
 - Policy 15-470 Definition of Managerial Employment
 - Policy 15-480 Assignment of Managerial Employees
 - Policy 15-270 Employment Outside the College

Policy 15-351 Employment Outside the College (full-time faculty)

10. CONSENT AGENDA

Chairman Hamilton asked if there were any Consent Agenda items the Board would like to pull and vote on separately. Seeing and hearing none, Chairman Hamilton entertained a motion to approve the Consent Agenda.

Vice Chairman Mazzochi moved, Trustee Bernstein seconded, that the Board of Trustees approve the Consent Agenda consisting of the following items:

- a. Approval of Minutes of the October 8, 2015 Special Board Meeting
- b. Approval of Minutes of the October 20, 2015 Special Board Meeting
- c. Approval of Minutes of the October 22, 2015 Regular Board Meeting
- d. Personnel Action Items
- e. Trustee Expense Reimbursements
- f. Approval of 2017-2018 and 2018-2019 Academic Calendars

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

11. TAX LEVY RESOLUTION

Vice Chairman Mazzochi moved and Trustee Bernstein seconded a motion that the Board approve the Tax Levy Resolution.

Trustee McGuire urged the Board not to vote in favor of this item for a few more months.

Vice Chairman Mazzochi stated that she heard from several faculty members and community members who all were against the item, she felt that the College was holding a sizeable amount of money that should rightfully be returned to the taxpayers.

Trustee Wozniak inquired about the Board just approving this item.

Chairman Hamilton explained to Trustee Wozniak that the item was put into the budget, but that this vote makes it official.

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

12. TAX ABATEMENT

Trustee McGuire moved and Vice Chairman Mazzochi seconded a motion that the Board approve the resolution abating the taxes heretofore levied for the year 2015 to pay debt service on the General Obligation Refunding Bond Series 2006, General

Obligation Bonds Series 2009B and General Obligation Refunding Bond Series 2011B of Community College District No. 502, Counties of DuPage, Cook and Will and State of Illinois.

Chairman Hamilton asked the Board members to think about the possibility of a future tax cut.

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

13. FINANCIAL REPORTS

Secretary Napolitano moved and Vice Chairman Mazzochi seconded a motion that the Board approve the Financial Reports.

Trustee Bernstein questioned a Sodexo invoice for SLEA Advisory Council Meeting and a DuPage County Collector late fee.

Trustee McGuire questioned a legal fee from Schiff Hardin & Waite.

Daniel Kinsella, Schuyler Roche & Crisham said although he doesn't want to speak on behalf of Schiff Hardin & Waite he does believe that the charge stems from their work on the recovery of the IMET funds.

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

14. PAYMENT OF \$35,100.00 TO BRUCE SOKOLOVE OF FIELD TRAINING ASSOCIATES

Trustee Bernstein moved and Vice Chairman Mazzochi seconded a motion that the Board approves payment of \$35,100.00 to Bruce Sokolove of Field Training Associates to deliver the courses listed.

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

15. EARLY CHILDHOOD ADMINISTRATION AAS DEGREE PROGRAM

Vice Chairman Mazzochi moved and Trustee Bernstein seconded a motion that the Board approves the 64-credit hour Early Childhood Administration AAS Degree Program:

Vice Chairman Mazzochi asked how the process works on bringing a new certificate to the Board.

Dean Tom Cameron explained the development of the item and Assistant Professor Cynthia Rice spoke to the need in the community and of how this certificate will be

specific to the College of DuPage.

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

16. ADVERTISING MEDIA FROM ZEHNDER COMMUNICATIONS

Trustee Bernstein moved and Trustee McGuire seconded that the Board approves the annual purchase of advertising media from Zehnder Communications in the amount of \$383,120.00.

Trustee Bernstein asked why there were no comparative amounts on the write up.

Laurie Jorgensen explained that out of five responses to the RFP only two met the criteria. One had a commission at 15% while the selected bidder (Zehnder) had a 12 ½% commission.

Secretary Napolitano suggested that any RFP write up should come with a comparison chart so the Board knows exactly what they are approving.

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

17. STATEMENT OF FINAL CONSTRUCTION COMPLIANCE

Trustee McGuire moved and Secretary Napolitano seconded that the Board approves the Statement of Final Compliance of the Student Resource Center project for submittal to the ICCB, with a project budget of \$39,711,449.29.

Vice Chairman Mazzochi was uncertain as to how the numbers were generated.

Bruce Schmiendl gave an explanation of the overall process.

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

18. RIVERSIDE TECHNOLOGIES, INC. COMPUTER PARTNERSHIP AGREEMENT

Secretary Napolitano moved and Trustee McGuire seconded that the Board approves the budgeted expenditure of funds to Riverside Technologies, Inc. Computer Partnership Agreement, not to exceed \$1,289,838.00 for the seven-month period of November 2015 through June 2016 in accordance with the five-year partnership.

Trustees discussed how to ensure these contracts comply with the RFP bidding requirements yet still give us the most competitive pricing available. Chairman

Hamilton suggested that an audit of the IT Department take place every six months to ensure that all invoices and requests are in accordance with Board policy.

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

19. WESTMONT TESTING CENTER AND LEARNING COMMONS

Vice Chairman Mazzochi moved and Trustee McGuire seconded that the Board approves the payment of \$32,469.32 for the purchase of Westmont Testing Center and Learning Commons furniture on the IPHEC cooperative agreement from Krueger International.

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

20. McANINCH ARTS CENTER (MAC) WITH TRIBUNE MEDIA GROUP

Vice Chairman Mazzochi moved and Secretary Napolitano seconded that the Board approves the FY2016 marketing and advertising expenses for the McAninch Arts Center (MAC) with Tribune Media Group, in the amount not to exceed \$74,000.00.

Vice Chairman Mazzochi inquired as to why this expense wasn't included in the Carol Fox contract.

Diana Martinez explained that this type of advertising is for radio, newsprint, brochures and those are separate fees.

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

21. CLASSIC PARTY RENTAL

Vice Chairman Mazzochi moved and Secretary Napolitano seconded that the Board approves a one-year contract for event rental equipment with Classic Party Rental, for a not-to-exceed FY2016 expenditure of \$45,000.00.

Secretary Napolitano mentioned there was no cross comparison chart for their review.

Ellen Roberts provided a copy to the Board table.

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

22. EL TORO BOWL GAME

Vice Chairman Mazzochi moved and Secretary Napolitano seconded that the Board approves the expenditure of funds to pay for airfare for the College of DuPage football team to travel to the El Toro Bowl Game.

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

23. COMMITTEE REPORTS

Audit Committee: Chairman Hamilton had no report.

Budget Committee: Secretary Napolitano said they will be meeting in the next week to go over the timeline for next year's budget.

24. TRUSTEE DISCUSSION

Trustee Bernstein talked about the Daily Herald Article on a written response to the HLC from a Trustee. He encouraged all trustees to start thinking of the students first, the faculty first and the people whose livings are made at the College.

Secretary Napolitano noted that there is a free service called Demand Star (Onvia) that reaches out to companies for RFPs. He thought it might be a useful service for the College.

Trustee McGuire attended the 2015 Distinguished Alumni where 8 individuals were honored. Trustee McGuire also explained why she felt compelled to write the letter to the HLC.

Chairman Hamilton mentioned that the Board will be having a retreat coming up sometime in the New Year.

25. PUBLIC COMMENT

Roger Kempa commented on the decrease of taxes and tuition reduction.

Mark Misiorowski commented on the Presidential Search Committee.

Laura Reigle commented on the hiring practices and attorney fees.

26. COMMENTS BY BOARD CHAIRMAN

Chairman Hamilton stated that reform cannot be stopped.

27. Calendar Dates

Campus Events (Note: * = Required Board Event)

- **Thursday, December 17, 2015 – Regular Board Meeting – SSC-2206 – 7:00 p.m.**
- **Thursday, January 21, 2016 – Regular Board Meeting – SSC-2206 – 7:00 p.m.**

28. ADJOURN

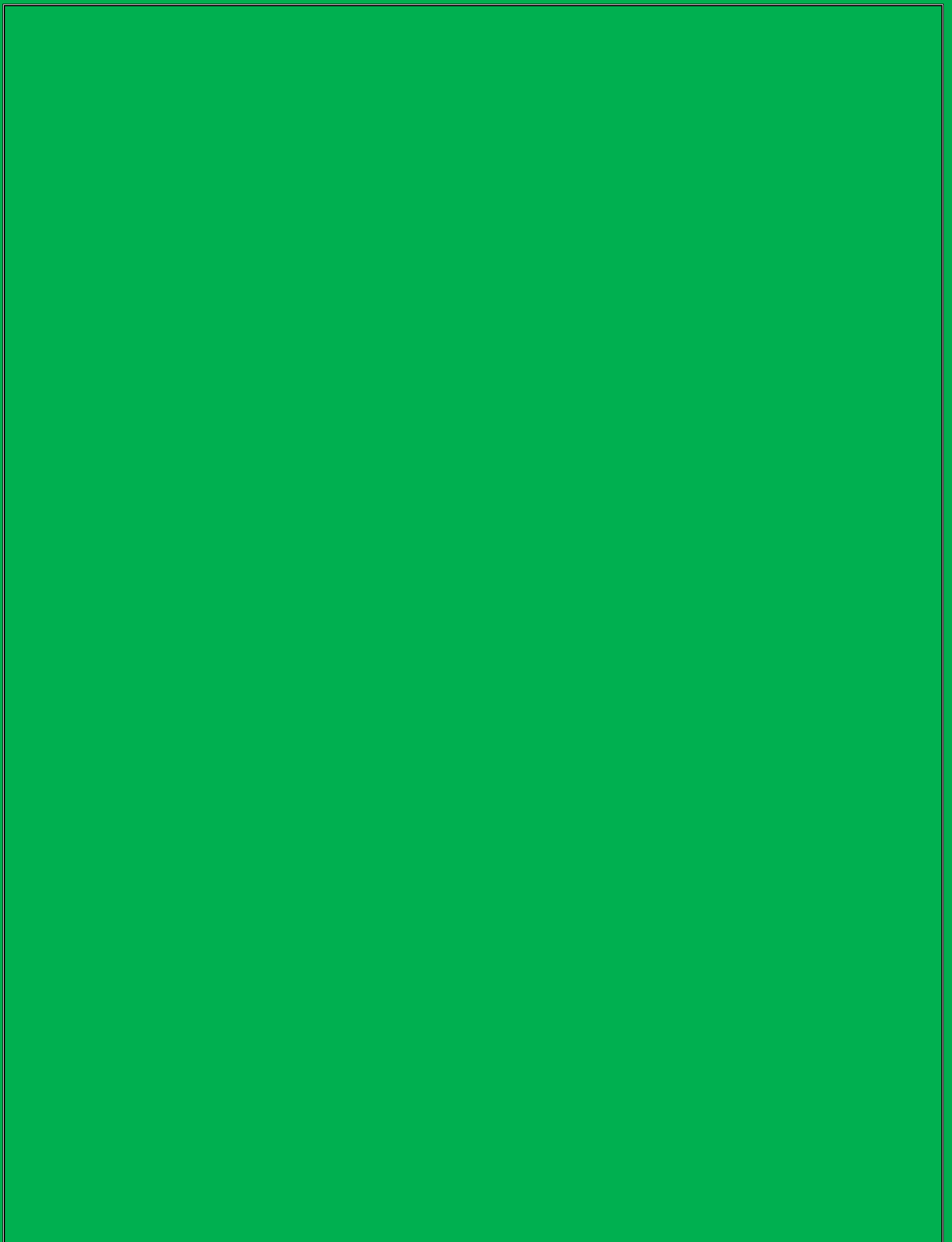
At 11:55 p.m., seeing no other business before the Board, Chairman Hamilton called for a motion to adjourn. Secretary Napolitano moved and Trustee Bernstein seconded a motion to adjourn the November 19, 2015 Regular Meeting of the Board.

Motion passed on a voice vote.

Frank Napolitano, Secretary

Dated: January 7, 2016

Deanne Mazzochi, Chairman



**COLLEGE OF DuPAGE
SPECIAL BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Financial Reports: Treasurer's Report, Payroll Report, Accounts Payable Report and All Disbursements Excluding Payroll.

2. **REASON FOR CONSIDERATION**

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

3. **BACKGROUND INFORMATION**

- a) **Treasurer's Report** - The Treasurer's Report goes to the Board for approval every month except July. The Treasurer's Report includes the receipts and disbursements for each month on strictly a cash basis.
- b) **Payroll Report** – This report includes disbursements from accounts payable related to Payroll items including taxes, SURS and benefits greater than \$15,000. This report is presented to the Board for approval each month.
- c) **Accounts Payable Report** – This report includes all Accounts Payable disbursements greater than \$15,000 excluding payroll items included in the Payroll Report. This report is presented to the Board for approval each month.
- d) **All Disbursements Excluding Payroll** – This report includes all disbursements for the month excluding personal payroll disbursements.

4. **RECOMMENDATION**

That the Board of Trustees approves the Treasurer's Report, Payroll Report, Accounts Payable Report and All Disbursements Excluding Payroll.

Staff Contact: John Dischner, Interim CFO and Treasurer and
Kurt Beckeman, Interim Controller

College of Dupage
Community College District No. 502
Treasurer's Report as of November 30, 2015

A. Treasurer Report

Chase Concentration and Credit Card Accounts

Beginning Balance	\$	20,044,075
 Current Activity		
Cash Receipts		10,713,334
Cash Disbursements		(12,995,464)
Wire Transfers/Bank Charges/Voids		(927,615)
Payroll		(6,214,008)
Total Monthly Activity		(9,423,753)
 Ending Balance	 \$	 10,620,322

Disbursement Summary

Invoices less than \$15,000

Checks - Vendors	\$	591,668
Echecks - Vendors		516,133
ACH transfers - Vendors		-
Wire transfers - Vendors		-
Sub-total Vendors	\$	1,107,801
 Checks - Employees	 \$	 11,266
Echecks - Employees		79,201
Sub-total Employees	\$	90,467
 Checks - Student Refunds	 \$	 1,073,066
E-commerce - Student Refunds		165,062
Sub-total Students	\$	1,238,128
 Total invoices less than \$15,000	 \$	 2,436,396

% Electronic 31.2%

Invoices \$15,000 or more

Checks - Vendors	\$	180,051
Echecks - Vendors		3,996,390
ACH transfers - Vendors		1,481,749
Wire transfers - Vendors		4,900,878
Total invoices \$15,000 or more	\$	10,559,068

% Electronic 98.3%

Total Cash Disbursements	\$	12,995,464
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Invoices \$15,000 or more

Payroll Related	\$	3,067,264
Accounts Payable Related		7,491,804
Total Invoices \$15,000 or more	\$	10,559,068

**College of DuPage
Community College District No. 502
PAYROLL REPORT
CASH DISBURSEMENTS GREATER THAN \$15,000
November 30, 2015**

Payroll - OCTOBER 2015

	Gross	Net
Direct Deposits	\$ 8,695,688	\$ 5,960,096
Checks	346,508	253,912
Total Payroll	\$ 9,042,197	\$ 6,214,008
% Electronic		95.9%

Payroll Related Disbursements: Withholdings and Taxes	3,067,264
Grand Total Payroll Disbursements	\$ 9,281,272

Payroll Disbursements - November 2015

CHECKS ISSUED DURING ACCOUNTING MONTH - NOVEMBER 2015 FOR INVOICES GREATER THAN \$15,000

CHECK NUMBER	PAYEE NAME	DESCRIPTION	AMOUNT
IM*0192290	Reliance Standard Life Insurance	Payroll deductions Life Insurance October 2015	\$ 23,861.49
IM*0192290	Reliance Standard Life Insurance	Payroll deductions Long-term disability October 2015	8,788.26
IM*E0051086	Valic Retirement Services	Payroll deductions 10/30/15 payroll	125,529.97
IM*E0051187	SURS-State Univ Retirement System	SURS withholding 10/30/15 payroll	368,569.96
IM*E0051189	Navia Benefit Solutions	Payroll deductions 10/30/15 payroll	15,840.22
IM*E0051340	College of Dupage Faculty Association	Payroll deductions 11/13/15 payroll	26,331.25
IM*E0051341	College of Dupage-CODAA	Payroll deductions 11/13/15 payroll	34,054.21
IM*E0051342	DuPage Credit Union	Payroll deductions 11/13/15 payroll	34,927.16
IM*E0051345	Navia Benefit Solutions	Payroll deductions 11/13/15 payroll	15,702.92
IM*E0051346	Valic Retirement Services	Payroll deductions 11/13/15 payroll	124,145.80
IM*E0051347	SURS-State Univ Retirement System	SURS withholding 11/13/15 payroll	369,130.73
IM*E0051540	College of Dupage Faculty Association	Payroll deductions 11/25/15 payroll	26,331.25
IM*E0051541	DuPage Credit Union	Payroll deductions 11/25/15 payroll	35,177.16
IM*E0051566	Navia Benefit Solutions	Payroll deductions 11/25/15 payroll	15,604.85
IM*E0051567	SURS-State Univ Retirement System	SURS withholding 11/25/15 payroll	366,586.33
IM*E0051568	Valic Retirement Services	Payroll deduction 11/25/15	121,971.19
IM*A430	Dept of Treasury	Federal Tax withholding 11/13/15 payroll	543,728.74
IM*A431	IDES-Magnetic Media Unit	State tax withholding 11/13/15 payroll	141,601.83
IM*A435	Dept of Treasury	Federal Tax withholding 11/25/15 payroll	529,234.11
IM*A434	IDES-Magnetic Media Unit	State tax withholding 11/25/15 payroll	140,146.66
TOTAL CHECKS, E-CHECKS, ACH & WIRE TRANSFERS ISSUED DURING ACCOUNTING MONTH			\$ 3,067,264.09

C. Accounts Payable

College of DuPage
 Community College District No. 502
ACCOUNTS PAYABLE REPORT
CASH DISBURSEMENTS GREATER THAN \$15,000
October 2015 and November 2015 Professional Services

Accounts Payable Disbursements - November 2015

CHECKS ISSUED DURING ACCOUNTING MONTH - NOVEMBER 2015 FOR INVOICES GREATER THAN \$15,000

CHECK NUMBER	PAYEE NAME	DESCRIPTION	AMOUNT
IM*0191962	ComEd/Commonwealth Edison	Distribution charges for September - October 2015	\$ 87,085.73
IM*0192289	Healthcare Service Corp.	Run out of medical claims; dental claims November 2015	50,498.37
IM*0192290	Reliance Standard Life Insurance	Life Insurance college share October 2015	9,816.86
IM*E0051187	SURS-State Univ Retirement System	Trust & Federal Funds 10/30/15 payroll	2,104.48
IM*E0051187	SURS-State Univ Retirement System	College share SURS health 10/30/15 payroll	14,736.69
IM*E0051190	Follett Higher Education	Pell Bookbills October 2015	67,994.94
IM*E0051191	Riverside Technologies, Inc.	HP ProDesk Business PC (Qty 160)	116,160.00
IM*E0051192	Community College Health Consortium	Claims for medical insurance plans October 2015	1,243,096.60
IM*E0051193	Village of Glen Ellyn	Water charges for the period 9/1-10/5/15	60,299.42
IM*E0051347	SURS-State Univ Retirement System	Trust & Federal Funds 11/23/15 payroll	2,463.90
IM*E0051347	SURS-State Univ Retirement System	College share SURS health 11/13/15 payroll	14,784.58
IM*E0051416	Desks Inc.	Furnishings for Homeland Security Center Phase II	27,122.60
IM*E0051417	Corporate Lakes Property	Monthly rental payment - Lisle	15,868.48
IM*E0051457	UPS Power Management	ENERSYS 12HX300 Batteries (Qty 80) for TV/Audio	15,621.00
IM*E0051458	DuPage Area Occupational Education System	Pass through funds from ISBE	478,283.00
IM*E0051459	The Lewer Agency, Inc.	International Student Health Insurance (student paid)	68,462.42
IM*E0051536	Patriot Paving Maintenance	Concrete repairs Glen Ellyn campus	172,634.48
IM*E0051567	SURS-State Univ Retirement System	Trust & Federal Funds 11/25/15 payroll	2,179.86
IM*E0051567	SURS-State Univ Retirement System	College share SURS health 11/25/15 payroll	14,674.79
IM*A430	Dept of Treasury	College share FICA tax withholding 11/13/15 payroll	61,852.98
IM*A430	Dept of Treasury	College share Medicare tax withholding 11/13/15 payroll	2,358.42
IM*A435	Dept of Treasury	College share FICA tax withholding 11/25/15 payroll	1,642.27
IM*A435	Dept of Treasury	College share Medicare tax withholding 11/25/15 payroll	61,184.38
IM*W414	Amalgamated Bank	Bond Interest Payments	4,900,877.50
TOTAL CHECKS, E-CHECKS, ACH & WIRE TRANSFERS ISSUED DURING ACCOUNTING MONTH			<u>\$ 7,491,803.75</u>

Items for approval consideration to be paid in January

AP Services	Professional services 11/1 - 11/15/15	100,141.43
Levic Strategic Communicaiton	Professional services 10/1 - 10/31/15	13,043.81
AP Services	Professional services 11/16 - 11/30	79,191.64
Claro Group	Professional Services - August	14,778.75
Claro Group	Professional Services - September	8,417.50
Claro Group	Professional Services - October	14,468.75
Art Institute of Chicago	Universit Partner Progrm	15,000.00
Edward Hospital	Fees for Paramedic Education Program	16,800.00
West Payment Center	Campus Research News and Law on Westlaw	18,468.72
Tactical Structgures, LLC	Security fencing surround stairs at HEC Training Tower	23,468.00
Total payments for consideration in January		<u>\$ 303,778.60</u>

D. All Disbursements Excluding Payroll

College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS
November 30, 2015

CHECKS ISSUED DURING ACCOUNTING MONTH - NOVEMBER

Check number sequence order excludes checks issued to students resulting in check number sequence gaps. All students are covered under the Family Educational Rights and Privacy Act (FERPA). Checks listed include payroll cash disbursements made to vendors and government agencies for employee payroll deductions.

AP TYPE	CHECK NUMBER	PAYEE	CHECK DESCRIPTION	CHECK AMOUNT
Invoice > \$15,000	IM*W414	Amalgamated Bank	Bond Interest Payments	\$ 4,900,877.50
Invoice > \$15,000	IM*E0051192	Community College Health Consortium	Claims for medical insurance plans October 2015	1,243,096.60
Invoice > \$15,000	IM*A430	Dept of Treasury	Federal Tax withholding 11/13/15 payroll	543,728.74
Invoice > \$15,000	IM*A435	Dept of Treasury	Federal Tax withholding 11/25/15 payroll	529,234.11
Invoice > \$15,000	IM*E0051458	DuPage Area Occupational Education System	Pass through funds from ISBE	478,283.00
Invoice > \$15,000	IM*E0051347	SURS-State Univ Retirement System	SURS withholding 11/13/15 payroll	369,130.73
Invoice > \$15,000	IM*E0051187	SURS-State Univ Retirement System	SURS withholding 10/30/15 payroll	368,569.96
Invoice > \$15,000	IM*E0051567	SURS-State Univ Retirement System	SURS withholding 11/25/15 payroll	366,586.33
Invoice > \$15,000	IM*E0051536	Patriot Paving Maintenance	Concrete repairs Glen Ellyn campus	172,634.48
Invoice > \$15,000	IM*A431	IDES-Magnetic Media Unit	State tax withholding 11/13/15 payroll	141,601.83
Invoice > \$15,000	IM*A434	IDES-Magnetic Media Unit	State tax withholding 11/25/15 payroll	140,146.66
Invoice > \$15,000	IM*E0051086	Valic Retirement Services	Payroll deductions 10/30/15 payroll	125,529.97
Invoice > \$15,000	IM*E0051346	Valic Retirement Services	Payroll deductions 11/13/15 payroll	124,145.80
Invoice > \$15,000	IM*E0051568	Valic Retirement Services	Payroll deductions 11/25/15	121,971.19
Invoice > \$15,000	IM*E0051191	Riverside Technologies, Inc.	HP ProDesk Business PC (Qty 160)	116,160.00
Invoice > \$15,000	IM*0191962	ComEd/Commonwealth Edison	Distribution charges for September - October 2015	87,085.73
Invoice > \$15,000	IM*E0051459	The Lower Agency, Inc.	International Student Health Insurance (student paid)	68,462.42
Invoice > \$15,000	IM*E0051190	Follett Higher Education	Pell Bookbills October 2015	67,994.94
Invoice > \$15,000	IM*A430	Dept of Treasury	College share FICA tax withholding 11/13/15 payroll	61,852.98
Invoice > \$15,000	IM*A435	Dept of Treasury	College share Medicare tax withholding 11/25/15 payroll	61,184.38
Invoice > \$15,000	IM*E0051193	Village of Glen Ellyn	Water charges for the period 9/1-10/5/15	60,299.42
Invoice > \$15,000	IM*0192289	Healthcare Service Corporation	Run out of medical claims; dental claims November 2015	50,498.37
Invoice > \$15,000	IM*E0051541	DuPage Credit Union	Payroll deductions 11/25/15 payroll	35,177.16
Invoice > \$15,000	IM*E0051342	DuPage Credit Union	Payroll deductions 11/13/15 payroll	34,927.16
Invoice > \$15,000	IM*E0051341	College of Dupage-CODAA	Payroll deductions 11/13/15 payroll	34,054.21
Invoice > \$15,000	IM*E0051416	Desks Inc.	Furnishings for Homeland Security Center Phase II	27,122.60
Invoice > \$15,000	IM*E0051340	College of Dupage Faculty Association	Payroll deductions 11/13/15 payroll	26,331.25
Invoice > \$15,000	IM*E0051540	College of Dupage Faculty Association	Payroll deductions 11/25/15 payroll	26,331.25
Invoice > \$15,000	IM*0192290	Reliance Standard Life Insurance	Payroll deductions Life Insurance October 2015	23,861.49
Invoice > \$15,000	IM*E0051417	Corporate Lakes Property	Monthly rental payment - Lisle	15,868.48
Invoice > \$15,000	IM*E0051189	Navia Benefit Solutions	Payroll deductions 10/30/15 payroll	15,840.22
Invoice > \$15,000	IM*E0051345	Navia Benefit Solutions	Payroll deductions 11/13/15 payroll	15,702.92
Invoice > \$15,000	IM*E0051457	UPS Power Management	ENERSYS Batteries for TV/Audio	15,621.00
Invoice > \$15,000	IM*E0051566	Navia Benefit Solutions	Payroll deductions 11/25/15 payroll	15,604.85
Invoice > \$15,000	IM*E0051347	SURS-State Univ Retirement System	College share SURS health 11/13/15 payroll	14,784.58
Invoice > \$15,000	IM*E0051187	SURS-State Univ Retirement System	College share SURS health 10/30/15 payroll	14,736.69
Invoice > \$15,000	IM*E0051567	SURS-State Univ Retirement System	College share SURS health 11/25/15 payroll	14,674.79
Invoice > \$15,000	IM*E0051098	Carol Fox & Associates	Advertising Services for the MAC	14,609.00
Invoice > \$15,000	IM*E0051281	Village of Glen Ellyn	Billing 9/1/15-10/5/15	14,349.15
Invoice < \$15,000	IM*0192808	Mills Entertainment, LLC	Deposit Colin & Brad 12/12/15	14,250.00
Invoice < \$15,000	IM*0191736	Sona Soft	Annual Maintenance - Sonavault Email Archiving	14,194.00
Invoice < \$15,000	IM*E0051418	Nicor Gas	Gas services 10/1/15 - 11/1/15	14,189.53
Invoice < \$15,000	IM*E0051106	DCI	Interpreting service	14,179.30
Invoice < \$15,000	IM*E0051085	Tribune Media Group	EX Print Ads 08/14/15 Chicago Tribune Touring	13,959.06
Invoice < \$15,000	IM*E0051467	Anova Furnishings, Inc.	Beacon Hill recycled furniture	13,905.73
Invoice < \$15,000	IM*0192952	IL Dept. of Commerce	Refund on Grant 13-654129	13,787.24
Invoice < \$15,000	IM*0192312	ARS Viva Orchestra	Orchestra Services	13,661.00
Invoice < \$15,000	IM*E0051135	Sodexo	Food services	13,659.17
Invoice < \$15,000	IM*0192363	CCS International, Inc.	On-site Project Management	13,583.79
Invoice < \$15,000	IM*0192337	Blackboard	NetCommunity Grow Subscription	13,500.00
Invoice < \$15,000	IM*0192413	Elsevier, Inc.	Second of 4 Installment Billings; A.D.N	11,427.00
Invoice < \$15,000	IM*E0051362	Carol Fox & Associates	Nov 2015 College performance	11,170.00
Invoice < \$15,000	IM*0192786	Passion Bucket Production	Artist fee balance The Toy Shoppe	11,000.00
Invoice < \$15,000	IM*E0051119	Lamers Bus Lines Inc.	Bus services to Lake Michigan College	10,428.70
Invoice < \$15,000	IM*E0051210	Carol Fox & Associates	Nov.2015 New Philharmonic performance	10,300.00
Invoice < \$15,000	IM*E0051402	Sodexo	Food services	10,275.20
Invoice < \$15,000	IM*E0051526	Sodexo	Food services	10,138.85
Invoice < \$15,000	IM*E0051236	Landworks	Contracted pond work	10,095.50
Invoice < \$15,000	IM*0191966	Reserve Account	Oct.-Pitney Bowes, Postage usage Reimbursement	10,000.00
Invoice < \$15,000	IM*E0051282	Vision Service Plan	VSP Claims	9,985.31

D. All Disbursements Excluding Payroll

College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS
November 30, 2015

CHECKS ISSUED DURING ACCOUNTING MONTH - NOVEMBER

Check number sequence order excludes checks issued to students resulting in check number sequence gaps. All students are covered under the Family Educational Rights and Privacy Act (FERPA). Checks listed include payroll cash disbursements made to vendors and government agencies for employee payroll deductions.				
AP TYPE	CHECK NUMBER	PAYEE	CHECK DESCRIPTION	CHECK AMOUNT
Invoice < \$15,000	IM*0191737	Office Depot	Texas Instruments(R) TI-30X IIS Calculators	9,956.33
Invoice < \$15,000	IM*0192701	Unum Life Insurance Co.	Long Term Care-Nov 2015	9,919.10
Invoice > \$15,000	IM*0192290	Reliance Standard Life Insurance	Life Insurance college share October 2015	9,816.86
Invoice < \$15,000	IM*E0051268	Sodexo	Food services	9,643.11
Invoice < \$15,000	IM*E0051127	Ray O'Herron Co., Inc.	Velcro	9,515.00
Invoice < \$15,000	IM*E0051493	Interline Brands, Inc.	Supplies	9,412.88
Invoice < \$15,000	IM*0192329	B&H Photo Video Pro Audio	Flat Steel Base with Mounting Stud for Pipe	8,898.84
Invoice > \$15,000	IM*0192290	Reliance Standard Life Insurance	Payroll deductions Long-term disability October 2015	8,788.26
Invoice < \$15,000	IM*0192696	U.S. Food Service	food items	8,607.16
Invoice < \$15,000	IM*0192412	Elsevier, Inc.	Knovel Ebooks FY16 Renewal	8,433.03
Invoice < \$15,000	IM*E0051372	DAOES	Pass through funds from ISBE	8,388.72
Invoice < \$15,000	IM*0192690	Martha M. Thomas	Retiree Health Ins Reimbursement	8,261.15
Invoice < \$15,000	IM*0192787	Passion Bucket Production	Deposit Artist Fee The Toy Shoppe	7,700.00
Invoice < \$15,000	IM*0192456	Great Lakes Advisors, LLC	Period 11/1 -12/31/14; and 4/1-6/30/15	7,597.48
Invoice < \$15,000	IM*E0051112	Full Compass Systems, Ltd.	16 In/8 Out, 16 Mix/8 Matrix	7,449.00
Invoice < \$15,000	IM*0192593	Otis Elevator Company	Otis Elevator FY'16 Maintenance for the CHC	7,444.56
Invoice < \$15,000	IM*0192719	Waste Management of IL-West	Service for October 2015	7,250.65
Invoice < \$15,000	IM*E0051263	SARS Software Products, Inc.	Annual Renewal	7,231.51
Employee Reimburse	IM*E0051309	Shannon E. Hernandez	Employee Reimbursement	7,141.17
Invoice < \$15,000	IM*0192629	Revere Electric Supply	Micrologix 1400, 24V DC, 8 standard 24Volt DC/12	7,028.91
Invoice < \$15,000	IM*E0051464	Advanced Technologies Company	Motor Drives for 8036	6,856.00
Invoice < \$15,000	IM*0192330	Baker & Taylor Books	Books	6,568.28
Invoice < \$15,000	IM*E0051103	Consumers Packing Co.	Food supplies	6,534.34
Invoice < \$15,000	IM*E0051470	Athletico -Oak Brook	AT coverage Sept.2015	6,352.50
Invoice < \$15,000	IM*0192654	Second City Inc.	IC Artist Fee 12/5/15 Second City Holiday	6,250.00
Invoice < \$15,000	IM*0192471	Higher Learning Commission	Persistence & Completion Academy-2nd year	6,000.00
Employee Reimburse	IM*E0051188	William R. Fajkus	Pre-travel advance Athletic Soccer Nationals Game	6,000.00
Invoice < \$15,000	IM*E0051471	Automation Direct	Temperature Transmitter RTD	5,843.86
Invoice < \$15,000	IM*0192305	Amazon	Marketing Acrylic Holders 24 Pack	5,507.94
Invoice < \$15,000	IM*E0051221	Ease Diagnostics	5 Gas Exhaust Analyzer w/LCD Display and Exhaust	5,420.50
Invoice < \$15,000	IM*0192378	Comcast Spotlight, LLC	EX Advertising TV Spots September 2015	5,368.57
Invoice < \$15,000	IM*0192684	Technology Center of DuPage	COD Truck Driving School rental Nov.2015	5,224.13
Invoice < \$15,000	IM*E0051105	Dallas Children's Theatre	Artist fee 11/16/15 Big Friendly Giant School	5,200.00
Invoice < \$15,000	IM*0192461	Guardian-Appleton	Insurance Premium -Nov 2015	5,198.70
Invoice < \$15,000	IM*0191963	85 Venture Group	Athletic Nationals Travel - Hotel stay	5,183.36
Invoice < \$15,000	IM*0191964	Postmaster Glen Ellyn	Oct.-USPS postage usage Reimbursement	5,000.00
Invoice < \$15,000	IM*E0051217	Classic Party Rentals	Quote rental tables, chairs and set up College	4,926.25
Invoice < \$15,000	IM*E0051488	Graybar Electric-Glendale	Megapixel cameras for Testing Office	4,904.80
Invoice < \$15,000	IM*E0051528	Stivers Staffing Service	Temporary Staffing Services	4,890.55
Invoice < \$15,000	IM*0192321	AT&T Teleconferences Services	Telephone charges	4,768.86
Invoice < \$15,000	IM*0192315	AT&T - Carol Stream	Telephone charges	4,648.05
Invoice < \$15,000	IM*E0051269	Sport Supply Group, Inc.	TCB Standard training balls	4,463.26
Invoice < \$15,000	IM*0192671	Sprout Social Inc.	Annual Subscription	4,351.05
Invoice < \$15,000	IM*E0051374	Desks Inc.	Furnishings for Homeland Security Center Phase II	4,287.12
Invoice < \$15,000	IM*0192552	Meridian It	Wireless System Annual Maintenance	4,203.00
Invoice < \$15,000	IM*E0051220	DCI	Interpreting Service	4,155.19
Invoice < \$15,000	IM*0192402	Dunn Solutions Group	Consulting Services	4,050.00
Invoice < \$15,000	IM*0192309	APTA - Dept. of Accreditation	Annual Accreditation Fee	4,000.00
Invoice < \$15,000	IM*0192563	Montana Repertory Theatre	All My Sons 3/5/16 deposit	4,000.00
Invoice < \$15,000	IM*0192561	Mitsui & Co.(U.S.A.), Inc.	Preventative Maintenance on Robotics Equipment	3,985.00
Invoice < \$15,000	IM*E0051354	ASI, Illinois	For material taken out of stock	3,952.00
Invoice < \$15,000	IM*E0051139	Summit Medical Seminars, Inc.	IC Consultant services	3,950.00
Invoice < \$15,000	IM*0192957	John F. Donahue	Legal fees/svcs 9/10/15	3,850.00
Invoice < \$15,000	IM*0192371	City of Naperville	a/c# 47977-47366 serv.9/4/15-10/08/15	3,849.05
Invoice < \$15,000	IM*E0051390	Mower Man LLC	Seasonal contract - installation payment #1	3,820.00
Invoice < \$15,000	IM*0192492	Inlander Brothers	tissue, toilet supplies	3,810.00
Invoice < \$15,000	IM*0192699	United States Postal Service	Postage-MAC holiday mailer	3,783.30
Employee Reimburse	IM*E0051285	Matthew S. Wilhite	Employee Reimbursement	3,600.00
Invoice < \$15,000	IM*E0051462	4IMPRINT, Inc.	4 Imprint Colored Pencil and Sharpener Sets	3,591.90
Invoice < \$15,000	IM*0192598	Parvin Clauss Sign Company	Internal Library Signage Base	3,591.00

D. All Disbursements Excluding Payroll

College of DuPage
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Invoice < \$15,000	IM*E0051088	Ace Graphics	Printing, Catalog Zoe Nelson Gallery Exhibit	3,586.30
Invoice < \$15,000	IM*E0051093	Aurico Reports	8/1/15-8/31/15	3,577.50
Invoice < \$15,000	IM*0192301	Advance Auto Parts	Brake rotor	3,514.72
Invoice < \$15,000	IM*E0051397	Road Wrench, Inc.	labor & parts	3,495.94
Invoice < \$15,000	IM*E0051511	Omatic Software LLC	Segment Omatic Annual Maintenance Fee	3,460.00
Invoice < \$15,000	IM*E0051491	Institute for Leadership	Services on 10/9/15 and 10/16/15	3,400.00
Invoice < \$15,000	IM*0192618	PT Holdings LLC	Ovens inspected	3,389.13
Invoice < \$15,000	IM*0192802	Gurtman and Murtha Association	Deposit 12/4/15 Toy Shoppe	3,300.00
Invoice < \$15,000	IM*E0051406	Stivers Staffing Service	Temporary staffing services	3,288.23
Invoice < \$15,000	IM*E0051126	Radio Research Consortium	Nielsen Audio PPM Data	3,285.00
Invoice < \$15,000	IM*E0051359	Bell CDL Enterprises, Inc.	Administer CDL Training Program for July 2015	3,250.00
Invoice < \$15,000	IM*0192596	PACHS II/Cadence Occupational	Screenings/physicals	3,229.04
Invoice < \$15,000	IM*0192340	Blooming Color Inc.	Adult View Book	3,194.00
Invoice < \$15,000	IM*0192958	Mike H. Curran	To reissue stale checks dated 12/19/08 & 2/19/09	3,138.76
Invoice < \$15,000	IM*0192798	State Disbursement Unit	Payroll Deduction 11/13/15	3,084.41
Invoice < \$15,000	IM*0193122	State Disbursement Unit	Payroll Deduction 11/25/15	3,084.41
Invoice < \$15,000	IM*0192485	IGX Global	Radius Software Annual Renewal 12/30/15	3,072.00
Invoice < \$15,000	IM*0192300	Addison School Dist #4	COD Fall 2015 classes	3,045.00
Invoice < \$15,000	IM*0192310	Aquatic Systems, Inc.	Motor pump replacement for Pond 2	3,035.20
Invoice < \$15,000	IM*0192408	Edward Don & Company	Casserole dish	3,031.88
Invoice < \$15,000	IM*E0051277	Unemployment Consultants	Nov-Jan 2016 professional services	3,000.00
Invoice < \$15,000	IM*E0051349	Paula M. Cebula	Contractual services - Orchestra Manager	3,000.00
Invoice < \$15,000	IM*0192351	Bumper to Bumper	Instructional supplies for Automotive Technology program	2,994.14
Invoice < \$15,000	IM*E0051138	Stivers Staffing Service	Temp Services	2,996.41
Invoice < \$15,000	IM*E0051109	Executive Assistant Search Firm	Consulting Sept 2015	2,887.50
Invoice < \$15,000	IM*0192491	Infowit, Inc.	Infowit - maintenance/support	2,880.00
Invoice < \$15,000	IM*E0051500	Len's Ace Hardware Inc.	Supplies	2,823.29
Invoice < \$15,000	IM*E0051408	Testa Produce, Inc.	food items	2,790.05
Invoice < \$15,000	IM*A433	IL Dept of Revenue	SALES TAX OCT 2015	2,780.00
Invoice < \$15,000	IM*E0051125	P&M Enterprises of Illinois	Barracuda Retractable Banner Stand	2,773.00
Invoice < \$15,000	IM*0192579	Neher Electric	Lighting supplies	2,764.40
Employee Reimburse	IM*E0051431	Laurette E. Jorgensen	Employee Reimbursement	2,759.16
Invoice < \$15,000	IM*E0051478	Computer Discount Warehouse	StarTech 2 Port High Speed HDMI Switch	2,651.10
Invoice < \$15,000	IM*0192407	Ecolab Equipment Care	Supplies	2,646.83
Invoice < \$15,000	IM*0192296	ACEN-Accreditation Committee	Annual Accreditation fee 1/1/2016 to 12/31/2016	2,625.00
Invoice < \$15,000	IM*E0051273	Testa Produce, Inc.	food items	2,581.60
Invoice < \$15,000	IM*E0051201	Susan R. Schmolt	Retiree Health Ins Reimbursement	2,566.66
Invoice < \$15,000	IM*0192674	Steven Barclay Agency	Travel Expense Reimbursement Erik Larson	2,553.04
Invoice < \$15,000	IM*E0051257	Proforma Premiums	Primary First Aid Kits and supplies	2,533.58
Invoice < \$15,000	IM*E0051102	Conference Technologies, Inc.	Epson PowerLite Pro G6070W WXGA Projector	2,514.00
Invoice < \$15,000	IM*E0051091	APCA	14 Delegates for APCA Midwest Campus Events	2,506.00
Invoice < \$15,000	IM*E0051097	Bus Tours Inc.	Charter Bus for XC Team Meet at Sauk Valley	2,500.00
Invoice < \$15,000	IM*E0051248	National Association of Landscape Professionals	Perkins Grant - Accreditation Site Visit	2,500.00
Employee Reimburse	IM*E0051330	Stephanie L. Quirk	Employee Reimbursement	2,497.88
Invoice < \$15,000	IM*E0051400	Shaker Recruitment Advertising	Posting fee	2,483.00
Invoice < \$15,000	IM*0192676	Streamwood Plastics	Plow edge material	2,474.00
Invoice > \$15,000	IM*E0051347	SURS-State Univ Retirement System	Trust & Federal Funds 11/13/15 payroll	2,463.90
Invoice < \$15,000	IM*E0051101	Computer Discount Warehouse	Microsoft Surface Ethernet adapter	2,456.82
Invoice < \$15,000	IM*E0051509	North American	Urinal screen	2,409.20
Invoice < \$15,000	IM*E0051208	Bradford Systems Corporation	Hand Gun Cabinet Locker -24540	2,398.29
Invoice > \$15,000	IM*A430	Dept of Treasury	College share Medicare tax withholding 11/13/15 payroll	2,358.42
Invoice < \$15,000	IM*E0051501	Leslie Car Wash	Leslie car wash annual membership	2,342.00
Invoice < \$15,000	IM*E0051356	Aurico Reports	Services Oct.1 - Oct. 31, 2015	2,293.00
Invoice < \$15,000	IM*0192318	AT&T - Carol Stream	Telephone charges	2,259.67
Invoice < \$15,000	IM*E0051522	Schindler Elevator Corp.	inspections	2,203.00
Invoice < \$15,000	IM*0192369	Phyllis E. Cirella	Retiree Health Ins Reimbursement	2,200.00
Invoice < \$15,000	IM*0192384	Sheila M. Compton	Retiree Health Ins Reimbursement	2,200.00
Invoice < \$15,000	IM*0192805	Galen G. Ramsey	Retiree Health Ins Reimbursement	2,200.00
Invoice < \$15,000	IM*E0051196	Jaelyn M. Granrath	Retiree Health Ins Reimbursement	2,200.00
Invoice < \$15,000	IM*E0051197	Brenda A. Marcy	Retiree Health Ins Reimbursement	2,200.00

D. All Disbursements Excluding Payroll

College of DuPage
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Invoice < \$15,000	IM*E0051200	Karen M. Randall	Retiree Health Ins Reimbursement	2,200.00
Invoice > \$15,000	IM*E0051567	SURS-State Univ Retirement System	Trust & Federal Funds 11/25/15 payroll	2,179.86
Invoice < \$15,000	IM*0192724	West Suburban Living	Print Ad Aug/Sept15 Touring	2,133.00
Invoice < \$15,000	IM*0192464	Henry Schein	Medical supplies	2,105.65
Invoice > \$15,000	IM*E0051187	SURS-State Univ Retirement System	Trust & Federal Funds 10/30/15 payroll	2,104.48
Invoice < \$15,000	IM*0192697	Unisource	80#, white, Cover, 18x12, 1000/case,	2,080.50
Invoice < \$15,000	IM*E0051145	Window to the World Comm.	Radio Ads 08/18/15 to 08/28/15 MAC Motown Gala	2,080.00
Invoice < \$15,000	IM*0192379	ComEd/Commonwealth Edison	Electric Services 9/14/15-10/13/15	2,077.35
Employee Reimburse	IM*E0051542	Barbara S. Abromitis	Employee Reimbursement	2,052.68
Invoice < \$15,000	IM*0192472	Hilton Lisle/Naperville	MAC Artist Hotel fees	2,042.40
Invoice < \$15,000	IM*E0051239	LK Media, LLC	August 2015 radio host	2,005.00
Invoice < \$15,000	IM*0192489	Illinois Community College	Faculty Association dues	2,000.00
Invoice < \$15,000	IM*0192736	XNet Information Systems	Partnership Commitment- TEDxNaperville Visionary	2,000.00
Invoice < \$15,000	IM*0192801	BOSI Performance Institute	Perkins Grant - Keynote Speaker, Joe Abraham	2,000.00
Invoice < \$15,000	IM*E0051499	League of Chicago Theatre	Annual Dues	2,000.00
Invoice < \$15,000	IM*E0051116	Illinois Power Marketing	Service 9/18/15-10/19/15	1,977.75
Invoice < \$15,000	IM*E0051486	Gary Gand Music Inc.	Drum Kit	1,940.00
Invoice < \$15,000	IM*E0051530	Taylor Visual Group	Vinyl Graphics removal - SSC east entrance large	1,909.50
Invoice < \$15,000	IM*E0051228	HP Products Corporation	Soap supplies	1,905.06
Invoice < \$15,000	IM*0192380	Commission on Accreditation	Respiratory Care-2016 Annual Fee for	1,900.00
Invoice < \$15,000	IM*0192401	Joy A. Dunigan	Retiree Health Ins Reimbursement	1,900.00
Invoice < \$15,000	IM*E0051502	Marvin Feig & Associates	Window shade parts	1,891.00
Invoice < \$15,000	IM*E0051494	JMA Construction Inc.	Labor & material to install data cable in PE	1,885.00
Employee Reimburse	IM*E0051154	William R. Fajkus	Employee Reimbursement	1,881.93
Employee Reimburse	IM*E0051165	Karen M. Kuhn	Employee Reimbursement	1,858.00
Invoice < \$15,000	IM*0192656	Sharp Electronics Corporation	lamp assembly	1,857.00
Invoice < \$15,000	IM*0192404	Duquesne University of the Holy Spirit	Anitha Saravanan course	1,850.00
Invoice < \$15,000	IM*E0051474	Carlson Paint, Glass and Art Store	Artist supplies - Graphic Design program	1,841.69
Invoice < \$15,000	IM*E0051260	Riverside Technologies, Inc.	HP Zbook	1,802.00
Invoice < \$15,000	IM*0191735	Sharon L. Bradwish-Miller	Retiree health ins Reimbursement.	1,800.00
Invoice < \$15,000	IM*0192951	Cardmember Service	BOT travel expenses	1,796.95
Invoice < \$15,000	IM*0192416	Enterprise Holdings	Vehicle rental for backpacking	1,764.76
Invoice < \$15,000	IM*0192327	Avquote.com Inc.	5K Laps with the Chaps Run on 9/26/15	1,757.00
Invoice < \$15,000	IM*E0051090	Allen Display Estore Equipment, Inc.	6 pocket Floor Standing Plastic Literature Rack	1,753.84
Invoice < \$15,000	IM*E0051212	Certified Balance & Scale	Replacement of plastic pan	1,749.00
Employee Reimburse	IM*E0051447	Thomas J. Robertson	Employee Reimbursement	1,747.52
Invoice < \$15,000	IM*E0051122	Nat'l Public Radio	Q1 Program Fees (10/1/15 - 12/31/15)	1,744.00
Invoice < \$15,000	IM*0192397	Dick Pond Athletics	Polo shirts for Admissions Office	1,717.35
Invoice < \$15,000	IM*0192548	McMaster Carr Supply	Supplies	1,716.93
Invoice < \$15,000	IM*E0051380	Hobart Service	Repair Mixer	1,707.93
Invoice < \$15,000	IM*0192319	AT&T - Carol Stream	Telephone charges	1,705.28
Invoice < \$15,000	IM*0192293	Abbott Tree Care Professionals	Labor to Remove Existing Screening along Rickertt	1,700.00
Invoice < \$15,000	IM*E0051348	Larry Bussow	IC Advanced Consulting Services	1,700.00
Invoice < \$15,000	IM*0192480	I/O Solutions, Inc.	Fall 2015 Firefighter Testing written exam	1,694.00
Invoice < \$15,000	IM*E0051280	Vid Tech Audio Visual Inc.	October In-Service 2015 tech equipment for SRC	1,690.00
Invoice < \$15,000	IM*E0051274	Tribune Media Group	Advertising	1,680.00
Invoice < \$15,000	IM*E0051279	United Septic & Grease Busters	Septic/grease trap evacuation pumping services	1,645.00
Invoice > \$15,000	IM*A435	Dept of Treasury	College share FICA tax withholding 11/25/15 payroll	1,642.27
Invoice < \$15,000	IM*0192585	Office Depot	Kingston SDC10/32GB 32 GB microSD High Capacity	1,624.80
Invoice < \$15,000	IM*0192551	Mercer Human Resource	2015 Annual Benchmark Database Survey	1,620.00
Invoice < \$15,000	IM*0192698	United Rentals (North America), Inc.	Lift Rental, Lakeside Pavilion Series 2015	1,615.72
Invoice < \$15,000	IM*0192422	Diane S. Erickson	Retiree Health Ins Reimbursement	1,600.00
Invoice < \$15,000	IM*0192515	Elizabeth G. Kramer	Retiree Health Ins Reimbursement	1,600.00
Invoice < \$15,000	IM*0192400	Carolyn A. Dockus	Retiree Health Ins Reimbursement	1,583.64
Invoice < \$15,000	IM*0192601	Patten Power Systems	Annual testing- switches Automatic Transfer	1,580.00
Invoice < \$15,000	IM*E0051089	ACS Divched Exam Institute	2014 General-Organic-Biochem	1,553.00
Invoice < \$15,000	IM*E0051099	Carolina Biological	Fetal Pigs 11-13" Double injected, Formaldehyde	1,536.51
Invoice < \$15,000	IM*0192720	WBBM-AM	EX Radio Ads WBBM-AM 09/05/15-09/13/15 MAC	1,505.00
Invoice < \$15,000	IM*E0051365	Chef by Request - CBR Ind.	Artist Hospitality 10/10/15 Luncheon Cirque	1,504.20
Invoice < \$15,000	IM*0192360	Carol Stream Fire Protection	Burn tower use on Septmeber 2, 2015	1,500.00

D. All Disbursements Excluding Payroll

College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS
November 30, 2015

CHECKS ISSUED DURING ACCOUNTING MONTH - NOVEMBER

Check number sequence order excludes checks issued to students resulting in check number sequence gaps. All students are covered under the Family Educational Rights and Privacy Act (FERPA). Checks listed include payroll cash disbursements made to vendors and government agencies for employee payroll deductions.

AP TYPE	CHECK NUMBER	PAYEE	CHECK DESCRIPTION	CHECK AMOUNT
Invoice < \$15,000	IM*0192557	Midwest Fun Factory, Inc.	Homecoming-giveaways	1,500.00
Invoice < \$15,000	IM*0192603	Pearson VUE	Cisco Testing Exams Level 2	1,500.00
Employee Reimburse	IM*E0051453	Kevin S. Tyrrell	Employee Reimbursement	1,496.56
Invoice < \$15,000	IM*E0051533	United Septic & Grease Busters	Pump grease trap-MAC	1,490.00
Invoice < \$15,000	IM*E0051485	Futterman & Association	Business Decision FY16 Renewal	1,477.00
Invoice < \$15,000	IM*0192393	DCI	Interpreting service	1,463.70
Invoice < \$15,000	IM*0192675	Andrew Stoll	Speaker-LLP Program	1,460.00
Invoice < \$15,000	IM*E0051375	Echert Industries	Deka Deep cycle batteries	1,452.00
Invoice < \$15,000	IM*0192635	Fred J. Rudolph	Retiree Health Ins Reimbursement	1,450.05
Invoice < \$15,000	IM*E0051465	Advanced Wiring Solution	10/19 trouble/repair cameras	1,440.00
Employee Reimburse	IM*E0051155	Kevin C. Fink	Employee Reimbursement	1,410.00
Employee Reimburse	IM*E0051160	Erica J. Hotsinpillar	Employee Reimbursement	1,410.00
Invoice < \$15,000	IM*E0051389	Midwest Imports	Supplies	1,409.01
Invoice < \$15,000	IM*E0051482	Equipment International	Service and Repair on Custodial Washing Machine	1,400.30
Invoice < \$15,000	IM*E0051489	Holbrook Travel	Peru 2015 gratuities Field Studies Trip (participant paid)	1,400.00
Invoice < \$15,000	IM*E0051519	Proforma Premiums	Perkins Grant - Padfolios for Student Leadership	1,387.35
Invoice < \$15,000	IM*0192657	Sharprint	Daisy Gildan T-Shirt (S,M, L, XL)	1,376.46
Invoice < \$15,000	IM*E0051495	Ken Mills Agency	"American Routes" Carriage Fee	1,365.50
Invoice < \$15,000	IM*E0051130	Ross Electric	11 replacement lights Parking lot 6, labor & materials	1,360.00
Invoice < \$15,000	IM*E0051521	Ross Electric	Power Feeds to TEC Horticulture Lab Water	1,350.00
Invoice < \$15,000	IM*E0051241	Midwest Imports	Food supplies	1,330.71
Invoice < \$15,000	IM*E0051234	Just Press Play Production	Membership Support for Fundraising	1,320.00
Employee Reimburse	IM*E0051297	Sally N. Fairbank	Employee Reimbursement	1,319.76
Employee Reimburse	IM*0192745	Charles E. Boone	Employee Reimbursement	1,311.62
Invoice < \$15,000	IM*E0051278	United Radio Communications, Inc.	Motorola Impress Batteries	1,302.00
Invoice < \$15,000	IM*E0051510	O'Reilly Auto Parts	Auto parts	1,301.84
Invoice < \$15,000	IM*0192436	Follett's College of DuPage	Rick Steves' Italian Phrase Book & Dictionary	1,285.40
Invoice < \$15,000	IM*E0051481	EBSCO Information Services	Computers & Composition	1,271.20
Employee Reimburse	IM*E0051177	Kirk E. Overstreet	Employee Reimbursement	1,267.22
Invoice < \$15,000	IM*E0051115	ICCSAA	Fall ICCSAA Conference registration	1,260.00
Invoice < \$15,000	IM*E0051195	Larry Bussow	IC-084774 Advanced Consulting	1,250.00
Invoice < \$15,000	IM*E0051227	Holbrook Travel	Hotel rooms - Peru field study trip (participant paid)	1,250.00
Invoice < \$15,000	IM*0192495	J.J. Keller & Associates	Federal Motor Carrier Safety Reg Pocketbook	1,247.92
Employee Reimburse	IM*E0051549	Ellen M. Farrow	Employee Reimbursement	1,245.97
Invoice < \$15,000	IM*E0051243	Motorola Solutions	Service 10/11/15-10/31/15	1,224.00
Invoice < \$15,000	IM*0192534	Kathleen F. Litos	Retiree Health Ins Reimbursement	1,222.57
Employee Reimburse	IM*E0051315	Laurette E. Jorgensen	Employee Reimbursement	1,215.93
Invoice < \$15,000	IM*E0051343	College of Dupage Foundation	Payroll deductions 11/13/15 payroll	1,202.04
Invoice < \$15,000	IM*0192348	Fred L. Bruney	Retiree Health Ins Reimbursement	1,200.00
Invoice < \$15,000	IM*0192550	Medical Assisting Education	Annual Program Service Fee: Medical Assisting	1,200.00
Invoice < \$15,000	IM*0192599	Rosanne Paschal	Retiree Health Ins Reimbursement	1,200.00
Invoice < \$15,000	IM*E0051391	My Virtual Service	Instruction & Development of Social Media Series	1,200.00
Invoice < \$15,000	IM*E0051537	College of Dupage Foundation	Payroll deductions 11/25/15 payroll	1,192.04
Invoice < \$15,000	IM*0192651	Schneider Graphics	Veterans Services Pocket Folder	1,185.00
Invoice < \$15,000	IM*E0051456	O'Reilly Auto Parts	Auto parts	1,184.27
Employee Reimburse	IM*E0051445	Eva Maria Raepple	Employee Reimbursement	1,180.36
Employee Reimburse	IM*0192760	David J. Kramer	Employee Reimbursement	1,165.18
Employee Reimburse	IM*E0051151	Brian D. Clement	Employee Reimbursement	1,163.07
Invoice < \$15,000	IM*0192641	Salon Centric	beauty supplies	1,153.47
Invoice < \$15,000	IM*0192544	David M. Mc Grath	Retiree Health Ins Reimbursement	1,141.08
Invoice < \$15,000	IM*0192795	Michigan State Disbursement Unit	Payroll Deduction 11/13/15	1,138.16
Invoice < \$15,000	IM*0193119	Michigan State Disbursement Unit	Payroll Deduction 11/25/15	1,138.16
Invoice < \$15,000	IM*0193118	Marilyn O. Marshall	Payroll Deduction 11/25/15	1,137.69
Invoice < \$15,000	IM*0192298	Acushnet Company	Pro V1 Golf Balls	1,130.00
Employee Reimburse	IM*E0051300	Jason D. Florin	Employee Reimbursement	1,117.00
Invoice < \$15,000	IM*0192796	Office of Glenn B. Stearns	Payroll Deduction 11/13/15	1,110.00
Invoice < \$15,000	IM*E0051520	Rma Supply	supplies	1,101.58
Invoice < \$15,000	IM*0192531	The Lincoln Electric Company	supplies	1,100.00
Invoice < \$15,000	IM*0192591	Orkin Pest Control	services in September	1,098.04
Invoice < \$15,000	IM*E0051224	Fortune Fish Company	Peking duck	1,087.97

D. All Disbursements Excluding Payroll

College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS
November 30, 2015

CHECKS ISSUED DURING ACCOUNTING MONTH - NOVEMBER

Check number sequence order excludes checks issued to students resulting in check number sequence gaps. All students are covered under the Family Educational Rights and Privacy Act (FERPA). Checks listed include payroll cash disbursements made to vendors and government agencies for employee payroll deductions.

AP TYPE	CHECK NUMBER	PAYEE	CHECK DESCRIPTION	CHECK AMOUNT
Invoice < \$15,000	IM*E0051124	Oakbrook Terrace Fire Protection District	Firefighter and apparatus rental	1,085.00
Invoice < \$15,000	IM*E0051131	Russo Power Equipment	supplies	1,082.94
Invoice < \$15,000	IM*0192692	Thomas Scientific	Petri Dishes 100X15mm	1,063.75
Invoice < \$15,000	IM*E0051284	Wiss, Janney, Elstner Assoc. Inc.	Employee Reimbursement	1,045.00
Invoice < \$15,000	IM*0191961	Medline Industries	BD Vacutainer Urinalysis Cup Kit - 50/case. Unit	1,041.23
Invoice < \$15,000	IM*0192433	Fisher Scientific Co.	Crucible Covers 38 mm (pack of 6 / case of 8	1,039.12
Invoice < \$15,000	IM*0192450	Glenbard Electric Supply	Supplies	1,037.77
Invoice < \$15,000	IM*E0051133	Shaker Recruitment Advertising	Advertising Posting fee	1,029.00
Invoice < \$15,000	IM*0192666	Smith Group JJR	Professional svcs August 2015	1,026.25
Invoice < \$15,000	IM*E0051386	JMA Construction Inc.	Network data in TEC and PEC	1,020.00
Invoice < \$15,000	IM*E0051388	The Lock Pros, Inc.	Labor to install 24 Cabinet Locks	1,001.76
Invoice < \$15,000	IM*0192381	Committe on Accreditation	Polysomnography Annual Accreditation Fee	1,000.00
Invoice < \$15,000	IM*0192611	Police Training Institute	Master Firearms Instructor	1,000.00
Invoice < \$15,000	IM*E0051366	Chicago Dance Crash	IC Lecture Demonstration COD	1,000.00
Invoice < \$15,000	IM*E0051387	JRCERT	Radiography Accreditation Interim Report Fee	1,000.00
Invoice < \$15,000	IM*E0051283	Window to the World Comm.	EX Radio Ads 09/24/15 to 09/30/15 New Phil Holst	990.00
Invoice < \$15,000	IM*0192428	Ferguson Enterprises, Inc.	Supplies	984.29
Invoice < \$15,000	IM*0192547	McKesson General Medical Corp.	Slethoscope, Sprague Adult	975.13
Invoice < \$15,000	IM*0192733	Jane J. Wu	Retiree Health Ins Reimbursement	969.28
Invoice < \$15,000	IM*0192291	4 Imprint, Inc.	4 Imprint Post-it Flag Pen for WRS National Day	957.52
Invoice < \$15,000	IM*0192716	Vwr Funding, Inc.	Freight	956.25
Invoice < \$15,000	IM*E0051378	Fortune Fish Company	Food supply	954.70
Invoice < \$15,000	IM*0192313	Assoc of Performing Arts	Annual Dues 2015-16 Membership Renewal Form	950.00
Invoice < \$15,000	IM*0192572	MSC Industrial Supply	5/8 Inch Pin Diameter 1 Inch Pin Length Grade 8	942.09
Invoice < \$15,000	IM*0192806	Lyric Opera of Chicago	Deposit Romeo & Juliet for International Studies	939.50
Invoice < \$15,000	IM*E0051368	Computer Discount Warehouse	D Link EasySmart Switch	935.26
Invoice < \$15,000	IM*0192604	Judith L. Pelletier	Retiree Health Ins Reimbursement	933.33
Invoice < \$15,000	IM*0192628	Mary A. Reiner	Retiree Health Ins Reimbursement	933.33
Invoice < \$15,000	IM*0192396	Dept of Veterans Affairs	Funds due VA for student	926.00
Invoice < \$15,000	IM*0192306	American Hotel Register	Bath mat/coffee brewer	916.27
Invoice < \$15,000	IM*E0051240	Mickey's Linens	Linen service	913.32
Invoice < \$15,000	IM*E0051350	Press Photography Network	Photography	906.25
Invoice < \$15,000	IM*E0051487	Grainger - Downers Grove	Batteries - Size 12 AA Battery Type TL-2150	905.24
Invoice < \$15,000	IM*0192358	Linda J. Caputi	Retiree Health Ins Reimbursement	903.06
Invoice < \$15,000	IM*0192653	Carol E. Scott	Retiree Health Ins Reimbursement	903.06
Invoice < \$15,000	IM*E0051231	Iverson & Company	Supplies	900.00
Invoice < \$15,000	IM*E0051255	Pianoforte Chicago, Inc.	Facility Rental for Two Concerts	900.00
Employee Reimburse	IM*E0051159	Rita G. Haake	Employee Reimbursement	885.17
Invoice < \$15,000	IM*0192729	Window Coating, Inc.	Install Opaque window film on 10 window panes	875.00
Invoice < \$15,000	IM*0192356	Cambridge Educational	Educational supplies	873.10
Invoice < \$15,000	IM*0192411	Elliott Auto Supply Co Inc.	Auro parts	867.58
Invoice < \$15,000	IM*E0051134	Signature Cleaners	Dry Cleaning	864.00
Invoice < \$15,000	IM*0192571	Mountain Measurement	Annual Fee for NCLEX-RN Program Reports 2015-2016	862.50
Invoice < \$15,000	IM*0192608	Phi Theta Kappa Illinois	Reg fee PTK region conf	860.00
Invoice < \$15,000	IM*0192709	Vans Floral Products	flower supplies	858.14
Invoice < \$15,000	IM*0192335	Anne M. Belz	Retiree Health Ins Reimbursement	858.00
Invoice < \$15,000	IM*0192346	Eileen L. Broido	Retiree Health Ins Reimbursement	858.00
Invoice < \$15,000	IM*0192347	David B. Brown	Retiree Health Ins Reimbursement	858.00
Invoice < \$15,000	IM*0192437	Jean W. Ford	Retiree Health Ins Reimbursement	858.00
Invoice < \$15,000	IM*0192506	Edward J. Kies	Retiree Health Ins Reimbursement	858.00
Invoice < \$15,000	IM*0192649	Doris E. Schertz	Retiree Health Ins Reimbursement	858.00
Invoice < \$15,000	IM*0192665	Eugene S. Sladek	Retiree Health Ins Reimbursement	858.00
Invoice < \$15,000	IM*0192686	Harold L. Temple	Retiree Health Ins Reimbursement	858.00
Invoice < \$15,000	IM*E0051249	Navia Benefit Solutions	Payment for October 2015	854.25
Invoice < \$15,000	IM*E0051216	Childcare Supply Company	Supplies	851.12
Invoice < \$15,000	IM*0192574	NAACP	Silver Sponsor - Partner Table of 10	850.00
Employee Reimburse	IM*E0051173	Patrick J. Moriarty	Employee Reimbursement	849.67
Employee Reimburse	IM*E0051299	Kristine A. Fay	Employee Reimbursement	846.81
Employee Reimburse	IM*E0051178	Janet Pagan-Klehr	Employee Reimbursement	843.70
Invoice < \$15,000	IM*0192389	Cynmar Scientific Co.	Weighing Paper, 4" x 4", Nitrogen Free	843.54

D. All Disbursements Excluding Payroll

College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS
November 30, 2015

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Invoice < \$15,000	IM*0192739	Jeri-Lou Zike	IC New Phil 10/3-4/15	842.51
Invoice < \$15,000	IM*0192554	Metro Professional Products, Inc.	Supplies	840.01
Invoice < \$15,000	IM*0192517	Michael P. Kuban	IC Fire/aron training	840.00
Invoice < \$15,000	IM*0192615	Praxair/Gas Tech	Acetylene EST4-14-025R 2-15 PSIG	839.60
Invoice < \$15,000	IM*E0051113	Grainger - Downers Grove	Wasp and Hornet Killer	830.10
Invoice < \$15,000	IM*0192702	UPS	Services in October	826.43
Invoice < \$15,000	IM*0192509	Peter T. Klassen	Retiree Health Ins Reimbursement	817.92
Employee Reimburse	IM*E0051175	Thomas M. Murray	Employee Reimbursement	815.96
Employee Reimburse	IM*0192764	V Samuel D. Mitrani	Employee Reimbursement	815.73
Invoice < \$15,000	IM*E0051477	Commercial Alarm Systems	Smoke Detector Housing	815.01
Employee Reimburse	IM*E0051171	Christine A. Monnier	Employee Reimbursement	808.00
Invoice < \$15,000	IM*0192341	Rita L. Bobrowski	Retiree Health Ins Reimbursement	802.36
Invoice < \$15,000	IM*0192522	Alan W. Lanning	Retiree Health Ins Reimbursement	802.36
Invoice < \$15,000	IM*0192523	Paul F. Laudicina	Retiree Health Ins Reimbursement	802.36
Invoice < \$15,000	IM*0192607	Robert D. Peters	Retiree Health Ins Reimbursement	802.36
Invoice < \$15,000	IM*0192659	Priscilla G. Sheehan	Retiree Health Ins Reimbursement	802.36
Invoice < \$15,000	IM*0192728	Donald L. Whitney	Retiree Health Ins Reimbursement	802.36
Invoice < \$15,000	IM*E0051194	Suzanne M. Blasi	Retiree Health Ins Reimbursement	802.36
Invoice < \$15,000	IM*E0051202	Vivian A. Wielgos	Retiree Health Ins Reimbursement	802.36
Employee Reimburse	IM*0192757	Aaron G. Harwig	Employee Reimbursement	800.00
Invoice < \$15,000	IM*E0051247	Naperville Running Company	Laps with the Chaps 5k Prep Course	800.00
Invoice < \$15,000	IM*E0051410	Today's Business Solutions	Annual Maintenance on Self Service Scanner	800.00
Invoice < \$15,000	IM*E0051379	Grainger - Downers Grove	Disinfecting Wipes and Canister	798.72
Invoice < \$15,000	IM*0192382	Communications Revolving	Rental equipment - Police Department	777.67
Employee Reimburse	IM*E0051164	Christine M. Kickels	Employee Reimbursement	774.00
Invoice < \$15,000	IM*0192508	Charles E. Kirkpatrick	IL Vehicle Code & Bail Rules 10/21-10/22/2015	772.50
Invoice < \$15,000	IM*0192463	Darryl J. Haefner	Retiree Health Ins Reimbursement	771.92
Invoice < \$15,000	IM*E0051475	Chicago Kiln Inc.	Maintenance - standard service	760.00
Invoice < \$15,000	IM*E0051363	Carolina Biological	Fish Mitosis Slides	759.20
Invoice < \$15,000	IM*E0051264	School Health Corp/Sport	Sport Tape	757.82
Invoice < \$15,000	IM*0192441	Richard H. Furlow	Retiree Health Ins Reimbursement	757.38
Invoice < \$15,000	IM*0192418	Enterprise Rent-A-Car	Van Rental for COD Softball Team	756.18
Invoice < \$15,000	IM*0193120	Office of Glenn B. Stearns	Payroll Deduction 11/25/15	752.31
Invoice < \$15,000	IM*0192415	Engineering Solutions Team	PE switchgear waterproofing project	750.00
Invoice < \$15,000	IM*0192446	Geese Police	Canada Goose Control	750.00
Invoice < \$15,000	IM*E0051524	Service Sanitation Inc.	Basic Port Restroom	746.72
Employee Reimburse	IM*E0051559	Stephanie L. Quirk	Employee Reimbursement	746.70
Invoice < \$15,000	IM*A432	IL Dept of Revenue	HOTEL TAX OCT 2015 - 735.88	735.88
Invoice < \$15,000	IM*0192740	Zogics LLC	Antibacterial wipes	725.30
Invoice < \$15,000	IM*0192809	College of DuPage	Reimbursement petty cash	724.80
Invoice < \$15,000	IM*0192399	Displays 2 Go	4x6 Displays with printing	720.00
Employee Reimburse	IM*E0051439	Joseph C. Miragliotta	Employee Reimbursement	711.24
Invoice < \$15,000	IM*E0051120	Larsen Envelope Co, Inc.	Envelopes	699.00
Invoice < \$15,000	IM*E0051261	Ross Electric	Slipfitter Fixture Mounts	695.00
Invoice < \$15,000	IM*0192691	Nancy R. Thomas	Retiree Health Ins Reimbursement	693.96
Invoice < \$15,000	IM*0192425	Euclid Beverage, Ltd.	EX Concessions for Resale, Beer	682.75
Invoice < \$15,000	IM*0192791	Great Lakes Higher Education	Payroll Deduction 11/13/15	681.51
Invoice < \$15,000	IM*0193114	Great Lakes Higher Education	Payroll Deduction 11/25/15	681.51
Employee Reimburse	IM*E0051551	Shannon E. Hernandez	Employee Reimbursement	673.55
Employee Reimburse	IM*E0051172	Michael W. Moon	Employee Reimbursement	673.45
Invoice < \$15,000	IM*0192435	Flinn Scientific	Sodium Carbonate, anhydrous.	672.95
Employee Reimburse	IM*E0051332	Sharon M. Scalise	Employee Reimbursement	672.05
Invoice < \$15,000	IM*E0051381	I Have Bean	Coffee	665.00
Employee Reimburse	IM*E0051432	Christine M. Kickels	Employee Reimbursement	662.75
Employee Reimburse	IM*E0051556	Michael W. Moon	Employee Reimbursement	659.93
Invoice < \$15,000	IM*0192440	Frederika C Theus	IC Autismerica speaker series	650.00
Invoice < \$15,000	IM*0192569	Matthew W. Morris	Essay Writer, Gallery Exhibit Zoe Nelson	650.00
Invoice < \$15,000	IM*0192582	Thea Nichols	Essay Writer, Gallery Exhibit Claire Ashley	650.00
Invoice < \$15,000	IM*0192726	Whirlyball Chicago	Student Ambassador training & team outing	650.00
Invoice < \$15,000	IM*E0051114	HP Inc.	Laser Engraving	650.00

D. All Disbursements Excluding Payroll

College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS
November 30, 2015

CHECKS ISSUED DURING ACCOUNTING MONTH - NOVEMBER

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AP TYPE	CHECK NUMBER	PAYEE	CHECK DESCRIPTION	CHECK AMOUNT
Invoice < \$15,000	IM*E0051128	Record-A-Hit, Inc.	Photo booth	650.00
Employee Reimburse	IM*E0051310	Joseph W. Hopper	Employee Reimbursement	649.03
Invoice < \$15,000	IM*E0051215	Chicago Tribune	Budget FY2016 Public Hearing Notice	644.00
Invoice < \$15,000	IM*E0051479	Credentials Inc.	Transcript for Oct.2015	642.95
Invoice < \$15,000	IM*E0051245	NAPA Auto Parts - Glen Ellyn	Auto parts	640.99
Invoice < \$15,000	IM*0192410	Elgin Community College	Payment of chargeback for Fall 2015	630.98
Employee Reimburse	IM*E0051557	Angela M. Nackovic	Employee Reimbursement	629.74
Invoice < \$15,000	IM*0192803	Village of Glen Ellyn	HOTEL TAX OCT 2015	628.65
Invoice < \$15,000	IM*0192792	Int'l Union of Oper Engineers	Payroll Deduction 11/13/15	628.18
Invoice < \$15,000	IM*0193115	Int'l Union of Oper Engineers	Payroll Deduction 11/25/15	628.18
Invoice < \$15,000	IM*E0051505	Mickey's Linens	Linen service	626.24
Invoice < \$15,000	IM*E0051251	On Time Embroidery, Inc.	Sport-Tek Competitor Tees	619.50
Invoice < \$15,000	IM*E0051367	Chicago Tribune	Legal Ad for Executive Search Services	618.00
Invoice < \$15,000	IM*E0051146	Wirtz Beverage Illinois	beverage supplies	615.08
Invoice < \$15,000	IM*0192640	Salon Centric	beauty supplies	613.61
Invoice < \$15,000	IM*E0051225	Front Rush	Renewal site license for football program	610.00
Invoice < \$15,000	IM*E0051252	Packey Webb Ford	Auto parts	603.58
Invoice < \$15,000	IM*E0051111	Fortune Fish Company	Food supply	600.18
Invoice < \$15,000	IM*0192406	Dynascape	Subscription-Design	600.00
Invoice < \$15,000	IM*0192630	Matthew J. Riewer	IC 10/20/15 camera operator	600.00
Invoice < \$15,000	IM*E0051461	4 All Promos	Promotional Pens	598.81
Employee Reimburse	IM*E0051338	Eugene J. Ye	Employee Reimbursement	597.08
Invoice < \$15,000	IM*0192349	Buikema's Ace Hardware	Nails, CT Carmilla	595.73
Invoice < \$15,000	IM*0192533	Lisle-Woodridge Fire District	Medic standby 9/7/15	593.75
Invoice < \$15,000	IM*0192568	Gerald B. Morris	Retiree Health Ins Reimbursement	593.67
Employee Reimburse	IM*E0051184	Diane R. Szakonyi	Employee Reimbursement	592.68
Employee Reimburse	IM*E0051323	Lauren G. Morgan	Employee Reimbursement	592.68
Employee Reimburse	IM*0192747	Mary M. Brew	Employee Reimbursement	590.11
Invoice < \$15,000	IM*0192484	ICOR Products	KeyMark Key blanks	590.00
Invoice < \$15,000	IM*E0051203	Associated Integrated Supply Chain	Supply	589.47
Invoice < \$15,000	IM*0192383	Compdata Surveys	Compensation Data 2015	589.00
Invoice < \$15,000	IM*0192713	Verizon Wireless	Services 9/8/15-10/7/15	588.46
Employee Reimburse	IM*E0051441	Thomas M. Murray	Employee Reimbursement	583.96
Invoice < \$15,000	IM*E0051087	4IMPRIINT, Inc.	Post-it flag pen	581.12
Invoice < \$15,000	IM*0192620	Quality Lift Truck Service	Annual Safety Inspection of man lift	578.00
Invoice < \$15,000	IM*0191968	College of DuPage	Reimbursement petty cash	577.35
Employee Reimburse	IM*E0051174	Kimberly G. Morris	Employee Reimbursement	575.88
Invoice < \$15,000	IM*0192438	Mark E. Foss	IC-083406 Tuning Music Fridays@Noon	570.00
Employee Reimburse	IM*E0051553	Benjamin C. Johnson	Employee Reimbursement	565.15
Employee Reimburse	IM*0192776	Bruce H. Schmiedl	Employee Reimbursement	563.25
Invoice < \$15,000	IM*0192375	Colgate Oral Pharmaceutical	PerioGard	550.56
Invoice < \$15,000	IM*E0051144	Westlaw	services 9/1-30/15	547.32
Invoice < \$15,000	IM*0192797	Pennsylvania SCDU	Payroll Deduction 11/13/15	542.39
Invoice < \$15,000	IM*0193121	Pennsylvania SCDU	Payroll Deduction 11/25/15	542.39
Invoice < \$15,000	IM*E0051107	EBSCO Information Services	Service	540.78
Employee Reimburse	IM*E0051423	Gilbert J. Egge	Employee Reimbursement	535.70
Invoice < \$15,000	IM*E0051527	Southside Control Supply	Nickle Temp Sensor	532.04
Invoice < \$15,000	IM*0192658	Shaw Subrban Media Group	Print Ad Touring Shows	531.50
Invoice < \$15,000	IM*E0051413	WideOpenWest IL, LLC	Services 9/29/15-10/28/15	529.07
Employee Reimburse	IM*0192775	Carina Santoyo	Employee Reimbursement	516.89
Invoice < \$15,000	IM*0192414	Energy Choice Inc.	Element Air Filter	513.50
Invoice < \$15,000	IM*0192800	WI SCTF	Payroll Deduction 11/13/15	507.69
Invoice < \$15,000	IM*0193124	WI SCTF	Payroll Deduction 11/25/15	507.69
Invoice < \$15,000	IM*E0051401	Signature Cleaners	Inv 412187 Dry Cleaning Tablecloths	507.00
Invoice < \$15,000	IM*E0051404	Staging Dimensions, Inc.	Legs with Adjustable Feet	504.00
Invoice < \$15,000	IM*E0051222	Equipment & Engine Training	Equipment & Engine Training Council - Book	501.55
Invoice < \$15,000	IM*0192323	Lynn Atkinson-Tovar	IC Domestic violence-SLEA	500.00
Invoice < \$15,000	IM*0192354	Jimrex Byamugisha	Africa Committee (Ind Contr C082899)	500.00
Invoice < \$15,000	IM*0192486	IL Arts Alliance	Membership renewal	500.00
Invoice < \$15,000	IM*0192592	Vito Orona	DJ and dance lighting	500.00

D. All Disbursements Excluding Payroll

College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS
November 30, 2015

CHECKS ISSUED DURING ACCOUNTING MONTH - NOVEMBER

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AP TYPE	CHECK NUMBER	PAYEE	CHECK DESCRIPTION	CHECK AMOUNT
Invoice < \$15,000	IM*0192627	Referee Solutions	Assigning Referees for Wm Soccers	500.00
Employee Reimburse	IM*E0051168	Diana L. Martinez	Employee Reimbursement	500.00
Invoice < \$15,000	IM*E0051206	BiCoastal Productions, LLC	EX Artist Ground Buyout, The Hitmen 08/21/15	500.00
Invoice < \$15,000	IM*E0051238	Live Repts Call Center, LLC	Fees to Set-Up (new account) In-Bound Calling	500.00
Employee Reimburse	IM*E0051322	Joseph M. Moore	Employee Reimbursement	500.00
Invoice < \$15,000	IM*E0051382	ICISP	Deposit for Study Abroad (participant paid)	500.00
Invoice < \$15,000	IM*E0051476	Chicago Symphony Orchestra	Radio Ad expense for CSO Little Red Hen	500.00
Invoice < \$15,000	IM*E0051497	Krurapp Communications Inc.	Full page Ad	500.00
Invoice < \$15,000	IM*0192507	Kino Lorber	DVD Set - Pioneers of African Amer. Cine	499.00
Employee Reimburse	IM*E0051422	Thomas G. Carter	Employee Reimbursement	499.00
Invoice < \$15,000	IM*E0051177	Interline Brands, Inc.	Various parts	497.04
Invoice < \$15,000	IM*0192516	Jaina Krueger	IC New Phil 10/3-4/15	496.71
Invoice < \$15,000	IM*0192722	Weselak & Associates	Dynamic Communication Instruction	496.00
Invoice < \$15,000	IM*E0051517	Petroleum Technologies Equipment	Equipment inspection	496.00
Invoice < \$15,000	IM*E0051110	Fastsigns - Naperville	Coroplast	495.00
Invoice < \$15,000	IM*0192497	Renee W. Jirousek	IC New Phil 10/3-4/15	490.02
Invoice < \$15,000	IM*E0051529	Talent Group, Inc.	Voiceover Talent- Distinguished Alumni	488.75
Invoice < \$15,000	IM*E0051504	Medcom Trainex	DVD - Human Immune System Overview	488.45
Invoice < \$15,000	IM*E0051271	Stivers Staffing Service	Temp services	488.22
Invoice < \$15,000	IM*E0051355	Associated Integrated Supply Chain	Supplies	479.44
Employee Reimburse	IM*0192761	Keith W. Krasemann	Employee Reimbursement	478.18
Employee Reimburse	IM*E0051293	Yvette D. Dagen	Employee Reimbursement	474.73
Employee Reimburse	IM*0192782	David A. Taylor	Employee Reimbursement	470.78
Invoice < \$15,000	IM*0192525	Patricia A. Lee	IC New Phil 10/3-4/15	465.11
Invoice < \$15,000	IM*0192314	AT&T - Aurora	Telephone charges	461.89
Invoice < \$15,000	IM*0192637	Peter A. Russo	Retiree Health Ins Reimbursement	460.72
Employee Reimburse	IM*E0051543	James E. Allen	Employee Reimbursement	460.38
Employee Reimburse	IM*E0051451	Jane M. Smith	Employee Reimbursement	455.89
Invoice < \$15,000	IM*E0051412	West Payment Center	Billing services 10/5-11/4/15	455.50
Invoice < \$15,000	IM*E0051468	Aqua Pure Enterprises, Inc.	Service	452.31
Employee Reimburse	IM*E0051163	Jennifer Kelley	Employee Reimbursement	451.93
Invoice < \$15,000	IM*0191965	Public Media Distribution	Africa Committee film PPR	450.00
Invoice < \$15,000	IM*0192496	JCCC/NACEP	membership renewal fee	450.00
Employee Reimburse	IM*E0051444	Thomas F. Pawl	Employee Reimbursement	448.70
Employee Reimburse	IM*E0051324	Kimberly G. Morris	Employee Reimbursement	447.82
Invoice < \$15,000	IM*E0051414	Wirtz Beverage Illinois	Concessions for Resale Wine	444.00
Invoice < \$15,000	IM*0192426	Evoqua Wate Technologies LLC	PM contract recurring	442.00
Invoice < \$15,000	IM*E0051209	Career Step, LLC	Microsoft PowerPoint	440.64
Employee Reimburse	IM*E0051182	Kathleen A. Smid	Employee Reimbursement	440.00
Invoice < \$15,000	IM*E0051270	Spring Green Lawn Care	lawn services	438.00
Invoice < \$15,000	IM*E0051198	Press Photography Network	Photo Services and Post Production	437.50
Employee Reimburse	IM*E0051334	Nicole I. Spizzirri	Employee Reimbursement	434.89
Invoice < \$15,000	IM*E0051237	Len's Ace Hardware Inc.	Materials for set construction	430.92
Employee Reimburse	IM*E0051312	Edith S. Jaco	Employee Reimbursement	430.69
Employee Reimburse	IM*0192759	Willis C. Jordan	Employee Reimbursement	424.16
Invoice < \$15,000	IM*E0051214	Chef by Request - CBR Ind.	Artist Hospitality 10/10/15 Dinner Cirque	423.00
Invoice < \$15,000	IM*0192462	H-O-H Water Technology Inc.	Legionella Cultures	420.00
Invoice < \$15,000	IM*0192693	Thomson Reuters	Book - WGL Corporate Cash Management Handbook	418.78
Employee Reimburse	IM*E0051169	Sarah H. Martino	Employee Reimbursement	412.25
Invoice < \$15,000	IM*E0051123	North American	Supplies	406.86
Invoice < \$15,000	IM*0192326	Avid Biometrics	Amano FPT-80 Biometric Time Clock	405.00
Invoice < \$15,000	IM*E0051132	Sales Enterprise	Uniforms for Women Tennis	404.50
Invoice < \$15,000	IM*0192409	Kaveh Ehsani	Middle East Committee lecture	400.00
Invoice < \$15,000	IM*0192490	Illinois Department of Central Communication	LESO Annual Dues for 16-35 COD Police Officers	400.00
Invoice < \$15,000	IM*0192541	Tom Marker	Blues Time host & producer for WDCB Fundraising	400.00
Invoice < \$15,000	IM*0192580	Christian Neill	IC Installer Gallery Exhibit Zoe Nelson	400.00
Invoice < \$15,000	IM*0192681	Cindy Surman	IC hair/makeup	400.00
Invoice < \$15,000	IM*0192727	Julie White	IC Provide cards	400.00
Invoice < \$15,000	IM*E0051469	Arends Hogan Walker LLC	Supplies	399.51
Invoice < \$15,000	IM*0192308	Annenberg Foundation	DVD - Discovering Psychology	398.00

D. All Disbursements Excluding Payroll

College of DuPage
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CASH DISBURSEMENTS
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Employee Reimburse	IM*E0051313	Debra Jeffay	Employee Reimbursement	397.49
Invoice < \$15,000	IM*0192609	PKF Consulting	Book - Annual Trends - 2015 edition	395.00
Invoice < \$15,000	IM*0192616	PRF Graphics	40 Year Service Award Pins	395.00
Invoice < \$15,000	IM*E0051361	BWM Global, Inc.	Massage Therapy Tabletop Retractable Banner	390.00
Invoice < \$15,000	IM*E0051409	Thermacut, Inc.	supplies	384.95
Employee Reimburse	IM*E0051335	Katherine Thompson	Employee Reimbursement	383.88
Invoice < \$15,000	IM*E0051403	Southside Control Supply	supplies	383.13
Employee Reimburse	IM*E0051552	Debra Jeffay	Employee Reimbursement	382.96
Invoice < \$15,000	IM*E0051373	Demco Inc.	Supplies	380.91
Invoice < \$15,000	IM*0192639	Sally Beauty Supply	beauty products	379.29
Invoice < \$15,000	IM*0192476	Hot Bird Inc.	5K Food Vouchers	379.00
Invoice < \$15,000	IM*E0051230	Industrial Text dba Industrial Text and Video	DVD - Understanding Electrical Diagrams	378.79
Employee Reimburse	IM*E0051448	Sharon M. Scalise	Employee Reimbursement	377.94
Invoice < \$15,000	IM*0192372	Irene Claude	IC New Phil 10/3-4/15	375.02
Invoice < \$15,000	IM*0192710	Varidesk LLC	Pro Plus 30 Item 49901	375.00
Invoice < \$15,000	IM*0192688	Texon II	20" x 30" blact net laundry bank	374.70
Employee Reimburse	IM*E0051157	Helen E. Gbala	Employee Reimbursement	372.80
Invoice < \$15,000	IM*E0051506	Midwest Computer Supply	Epson Ballast unit	370.30
Invoice < \$15,000	IM*0192429	Field Login, Inc.	Block Classic 22 (Archery Target)	365.70
Invoice < \$15,000	IM*0192721	Welding Material Sales	supplies	364.60
Invoice < \$15,000	IM*E0051396	Refrigeration Enterprise	Maintenance services for Culinary program	362.56
Invoice < \$15,000	IM*E0051395	Radco Communications	Radio, Kenwood 3360	361.53
Invoice < \$15,000	IM*0192350	Bullfrog Films Inc.	DVD - The True Cost	360.00
Invoice < \$15,000	IM*0192364	Central Dupage Hospital	2nd yr DMIR student clinical 2015FA	360.00
Invoice < \$15,000	IM*0192432	First Student	Transport - Latin Amer Studies 10/25	360.00
Invoice < \$15,000	IM*0192493	Institute for Career Research	Career Reports Fall 15 & Database Access	359.50
Invoice < \$15,000	IM*E0051118	Rma Supply	Valve caps, brass caps	358.29
Invoice < \$15,000	IM*E0051258	Proquest LLC	Ebook - Mastering Scientific Writing	357.92
Invoice < \$15,000	IM*0192460	Michael T. Grittani	IC New Phil 10/3-4/15	351.62
Employee Reimburse	IM*E0051560	Sharon R. Roschay	Employee Reimbursement	351.00
Invoice < \$15,000	IM*0192520	Janelle Lake	IC Harpist - 10/12/15 - 10/19/15	350.00
Invoice < \$15,000	IM*E0051507	Neuco	Bearing assembly	344.54
Invoice < \$15,000	IM*0192421	ERI Economic Research Inc.	All Nonprofits Salary Survey 2015	344.50
Employee Reimburse	IM*E0051170	Aurelia M. Maslana	Employee Reimbursement	342.23
Employee Reimburse	IM*E0051325	Thomas M. Murray	Employee Reimbursement	341.88
Invoice < \$15,000	IM*0192636	Ryan Rump	IC New Phil 10/3-4/15	341.71
Invoice < \$15,000	IM*0192376	The College Agency LLC	Speaker for booking agncy	340.00
Invoice < \$15,000	IM*E0051398	Russo Power Equipment	worksite wheel	340.00
Invoice < \$15,000	IM*0192420	Enterprise Rent-A-Car	Women Soccer Team Van Rental	339.90
Invoice < \$15,000	IM*E0051369	Contemporary Publishing	Contemporary Publishing "Chart Your Success"	339.75
Employee Reimburse	IM*E0051336	Blakely B. Walter	Employee Reimbursement	338.86
Invoice < \$15,000	IM*E0051394	Pocket Nurse	SimLeggings	338.12
Invoice < \$15,000	IM*E0051483	Fortune Fish Company	Food supply	336.01
Invoice < \$15,000	IM*0192303	Alliance Paper and Food	Concessions for Resale Cups	330.86
Invoice < \$15,000	IM*0192419	Enterprise Rent-A-Car	Van Rental for Men's Soccer 9/27/15	328.50
Invoice < \$15,000	IM*0192704	US Pigment Corporation	Alpine Rose 6001 Mason Stain. Unit of Measure	328.00
Employee Reimburse	IM*E0051298	William R. Fajkus	Employee Reimbursement	323.94
Invoice < \$15,000	IM*0192458	Grey House Public	book	323.00
Employee Reimburse	IM*E0051420	Marco Benassi	Employee Reimbursement	322.47
Invoice < \$15,000	IM*0192543	Kevin D. May	IC New Phil 10/3-4/15	321.71
Invoice < \$15,000	IM*0192481	Cesar Ibarra	Game official 10/27/15	320.00
Invoice < \$15,000	IM*0192519	Labsource	Latex Gloves, Nitrile Exam	320.00
Employee Reimburse	IM*E0051435	James B. Ludden	Employee Reimbursement	317.68
Invoice < \$15,000	IM*0192530	Joseph Lill	IC New Phil 10/3-4/15	315.11
Invoice < \$15,000	IM*0192638	Dianne Ryan	IC New Phil 10/3-4/15	315.11
Invoice < \$15,000	IM*0192685	Scott Tegge	IC New Phil 10/3-4/15	315.11
Invoice < \$15,000	IM*0192714	David M. Victor	IC New Phil 10/3-4/15	315.11
Invoice < \$15,000	IM*0192680	The Superior Beverage Company	supplies	315.00
Invoice < \$15,000	IM*E0051250	New City Communications, Inc.	Print Ad Gallery Zoe Nelson Exhibit Oct	315.00
Employee Reimburse	IM*E0051287	Diana Alferez	Employee Reimbursement	314.77

D. All Disbursements Excluding Payroll

College of DuPage
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Invoice < \$15,000	IM*E0051358	Batteries Plus-Glen Ellyn	AAA Batteries--Case Quantity	314.70
Invoice < \$15,000	IM*E0051092	Associated Integrated Supply Chain	Service maintenance	313.03
Employee Reimburse	IM*E0051426	Carol S. Giegerich	Employee Reimbursement	313.00
Invoice < \$15,000	IM*E0051518	Pocket Nurse	14 LED Ultraviolet Flashlight	310.58
Employee Reimburse	IM*E0051186	Yashica S. Weeks	Employee Reimbursement	308.07
Invoice < \$15,000	IM*0192703	UPS	Freight for textbooks	304.94
Invoice < \$15,000	IM*0192392	Dark Hollow Films	DVD - Bard in the Back Country	304.00
Invoice < \$15,000	IM*0192342	James F. Bond-Harris	IC New Phil 10/3-4/15	301.71
Invoice < \$15,000	IM*0192359	Margaret M. Caraher	IC New Phil 10/3-4/15	301.62
Invoice < \$15,000	IM*0192427	Irina Fatykhova-Young	IC New Phil 10/3-4/15	301.62
Invoice < \$15,000	IM*0192524	Kristina Lee	IC New Phil 10/3-4/15	301.62
Invoice < \$15,000	IM*0192576	Emily Nash	IC New Phil 10/3-4/15	301.62
Invoice < \$15,000	IM*0192597	Jeff Padgett	IC New Phil 10/3-4/15	301.62
Invoice < \$15,000	IM*0192631	Molly Rife	IC New Phil 10/3-4/15	301.62
Invoice < \$15,000	IM*0192645	Miki Santibanez	IC New Phil 10/3-4/15	301.62
Invoice < \$15,000	IM*0192652	Maria Schwartz-Basile	IC New Phil 10/3-4/15	301.62
Invoice < \$15,000	IM*0192679	Silvia Suarez	IC New Phil 10/3-4/15	301.62
Invoice < \$15,000	IM*0192711	Bruno G. Vaz Da Silva	IC New Phil 10/3-4/15	301.62
Invoice < \$15,000	IM*0192723	Ashley M. Wessel	IC New Phil 10/3-4/15	301.62
Invoice < \$15,000	IM*0192689	Roger Thinner	IC Volleyball official 10/31/15	300.00
Invoice < \$15,000	IM*0192700	United Stations Radio Networks	Oct-Legends of Jazz	300.00
Invoice < \$15,000	IM*E0051100	Chamber630	Board of Director Commitment Fee	300.00
Employee Reimburse	IM*E0051291	Tony C. Chen	Employee Reimbursement	300.00
Invoice < \$15,000	IM*E0051344	IL Fraternal Order of Police	Payroll deductions 11/13/15 payroll	297.75
Invoice < \$15,000	IM*E0051539	IL Fraternal Order of Police	Payroll deductions 11/25/15 payroll	297.75
Invoice < \$15,000	IM*E0051254	Patterson Dental	Dental supplies	296.00
Invoice < \$15,000	IM*0192443	Mara B. Gallagher	IC New Phil 10/3-4/15	295.11
Invoice < \$15,000	IM*0192307	Mark Anderson	IC New Phil 10/3-4/15	295.02
Invoice < \$15,000	IM*0192331	Allison B. Baker-Wehrle	IC New Phil 10/3-4/15	295.02
Invoice < \$15,000	IM*0192362	Darren Castellanos	IC New Phil 10/3-4/15	295.02
Invoice < \$15,000	IM*0192394	Elizabeth Deitemeyer	IC New Phil 10/3-4/15	295.02
Invoice < \$15,000	IM*0192444	Patricia Garvey	IC New Phil 10/3-4/15	295.02
Invoice < \$15,000	IM*0192447	Susan N. Gelsomino	IC New Phil 10/3-4/15	295.02
Invoice < \$15,000	IM*0192473	Ryan Hobbs	IC New Phil 10/3-4/15	295.02
Invoice < \$15,000	IM*0192502	Sean Keenan	IC New Phil 10/3-4/15	295.02
Invoice < \$15,000	IM*0192512	Russ Knutson	IC New Phil 10/3-4/15	295.02
Invoice < \$15,000	IM*0192514	Michael S. Kopp	IC New phil performance	295.02
Invoice < \$15,000	IM*0192518	Frederick S. Kuester	IC New Phil 10/3-4/15	295.02
Invoice < \$15,000	IM*0192521	Kelly Langenberg	IC New Phil 10/3-4/15	295.02
Invoice < \$15,000	IM*0192527	Kristen A. Lejeune	IC New Phil 10/3-4/15	295.02
Invoice < \$15,000	IM*0192532	John Ling	IC New Phil 10/3-4/15	295.02
Invoice < \$15,000	IM*0192560	Mihaella Misner	IC New Phil 10/3-4/15	295.02
Invoice < \$15,000	IM*0192612	Mark Ponzo	IC New Phil 10/3-4/15	295.02
Invoice < \$15,000	IM*0192644	Virginia G. Sandstrom	IC New Phil 10/3-4/15	295.02
Invoice < \$15,000	IM*0192661	Andrew P. Simco	IC New Phil 10/3-4/15	295.02
Invoice < \$15,000	IM*0192683	Lisa R. Taylor	IC New Phil 10/3-4/15	295.02
Invoice < \$15,000	IM*0192695	David Tuttle	IC New Phil 10/3-4/15	295.02
Invoice < \$15,000	IM*0192712	Linda I. Veleckis	IC New Phil 10/3-4/15	295.02
Invoice < \$15,000	IM*0192357	Canticle Distibuting, Inc.	Vaughn Williams: The Hundredth Psalm - rental	295.00
Employee Reimburse	IM*0192771	David W. Rogers	Employee Reimbursement	295.00
Invoice < \$15,000	IM*E0051480	Denoyer-Geppert	Anatomy Model Repair Parts	295.00
Invoice < \$15,000	IM*0192320	AT&T Mobility	Telephone charges	291.92
Invoice < \$15,000	IM*E0051503	Matthew Bender & Co., Inc.	Misc titles	290.94
Invoice < \$15,000	IM*E0051259	Reinders, Inc.	supplies	289.86
Employee Reimburse	IM*E0051428	Rita G. Haake	Employee Reimbursement	284.33
Invoice < \$15,000	IM*0192742	Gabriel F. Bernal	Employee Reimbursement	282.24
Employee Reimburse	IM*0192785	Benjamin P. Yost	Stormwater Re-submittal fee	282.24
Invoice < \$15,000	IM*0192451	Golden Cutting & Sewing	Pattern Notcher	281.76
Invoice < \$15,000	IM*0192584	Beth A. Novak	IC New Phil perf 10/3&4	281.62
Invoice < \$15,000	IM*0192633	William C. Roberts	IC New Phil 10/3-4/15	281.62

D. All Disbursements Excluding Payroll

College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS
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CHECKS ISSUED DURING ACCOUNTING MONTH - NOVEMBER

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AP TYPE	CHECK NUMBER	PAYEE	CHECK DESCRIPTION	CHECK AMOUNT
Invoice < \$15,000	IM*0192642	Gail Y. Salvatori	IC New Phil 10/3-4/15	281.62
Invoice < \$15,000	IM*0192536	Lombard Toyota	Auto part canister	278.36
Invoice < \$15,000	IM*0192559	Mirion Technologies (Global Dosimetry)	Medical supplies	276.75
Invoice < \$15,000	IM*E0051275	Tuohy Horticultural Enterprise	flower supplies	275.76
Invoice < \$15,000	IM*0192390	Dan P. D'Andrea	IC New Phil 10/3-4/15	275.02
Invoice < \$15,000	IM*0192430	Margaret Fiorito	IC New Phil 10/3-4/15	275.02
Invoice < \$15,000	IM*0192498	Jeanne F. Johannesen	IC New Phil 10/3-4/15	275.02
Invoice < \$15,000	IM*0192573	MVAP Medical Supplies	Ultrathin reuse lead wire	275.00
Invoice < \$15,000	IM*E0051204	B & R Financial Llc	Retirement planning	275.00
Invoice < \$15,000	IM*0192398	Direct TV	Add't. receiver fee for Direct TV	273.00
Invoice < \$15,000	IM*0192738	Stephen N. Young	IC Piano Tuning - 7/31/15	273.00
Employee Reimburse	IM*E0051166	Dejang Liu	Employee Reimbursement	273.00
Employee Reimburse	IM*E0051319	Diana L. Martinez	Employee Reimbursement	271.11
Invoice < \$15,000	IM*E0051460	Press Photography Network	Photography 10/19/15	268.75
Invoice < \$15,000	IM*E0051108	Edward Hospital & Health Services	Faculty health requirement-Theresa Bucy	265.00
Employee Reimburse	IM*E0051158	Donna C. Gillespie	Employee Reimbursement	264.03
Invoice < \$15,000	IM*0192297	Acuity Specialty Product	Cleaning solution for Chaparral Fitness	263.70
Invoice < \$15,000	IM*0192595	Outdoor Notebook Publishing Inc.	Ad for Concealed Carry Course, Sept. 2015	259.56
Invoice < \$15,000	IM*E0051385	Jerry Haggerty Chevrolet	Auto part - module	255.54
Employee Reimburse	IM*E0051167	Michael R. Maddox	Employee Reimbursement	255.00
Invoice < \$15,000	IM*0192385	Connies Pizza	5K Food Vouchers	252.00
Invoice < \$15,000	IM*0192565	Mood India LLC	Food Vouchers	252.00
Employee Reimburse	IM*E0051328	David A. Ouellette	Employee Reimbursement	251.97
Invoice < \$15,000	IM*0192333	BeerAdvocate.com Inc.	Craft Beer Advertising	250.00
Invoice < \$15,000	IM*0192334	BeerPulse, LLC	Illinois Email Blast Reaching 5,000 people	250.00
Invoice < \$15,000	IM*0192355	CALI	Center for Computer-Assisted Legal	250.00
Invoice < \$15,000	IM*0192483	ICCTA Special Events	ICCB SAC Leadership Dev Externship	250.00
Invoice < \$15,000	IM*0192505	Zoya M. Khan	5k laps w/chaps on-air talent	250.00
Invoice < \$15,000	IM*0192529	Elizabeth F. Leopold	IC Choreography /Perf Zoe Nelson	250.00
Invoice < \$15,000	IM*0192668	Sony Pictures Classics	PPR for Secret Ballot	250.00
Invoice < \$15,000	IM*E0051534	Vid Tech Audio Visual Inc.	Vid Tech Equipment for Teleconferencing	250.00
Employee Reimburse	IM*E0051555	Jennifer K. McGuire	Employee Reimbursement	248.40
Invoice < \$15,000	IM*0192705	US Post Office - Westmont	Book of Forever Stamps	245.00
Invoice < \$15,000	IM*0192466	Michal A. Herka	IC Game official 10/3/15	240.00
Invoice < \$15,000	IM*0192469	Victor Herrera	IC Game official women soccer	240.00
Invoice < \$15,000	IM*0192479	Hunter Industries Inc.	IMMS GPRS PDP plan	240.00
Employee Reimburse	IM*0192746	Tina E. Brackmann	Employee Reimbursement	240.00
Employee Reimburse	IM*E0051292	Michael Cicero	Employee Reimbursement	240.00
Employee Reimburse	IM*E0051329	Colleen E. Prola	Employee Reimbursement	240.00
Employee Reimburse	IM*E0051331	Emmanuel A. Salazar	Employee Reimbursement	240.00
Employee Reimburse	IM*E0051434	Edward W. Kuhs	Employee Reimbursement	240.00
Invoice < \$15,000	IM*0192605	Pepsi Cola Gen. Bottling Company	Water for Concessions Inv# 54604753	238.80
Invoice < \$15,000	IM*0192578	Naxos of America, Inc.	Gene Harris: Instant Party CD	237.19
Invoice < \$15,000	IM*0192545	McGraw-Hill Global Education	Book - Taking Sides Clashing Views Drugs	235.85
Employee Reimburse	IM*E0051427	Joyce A. Graves	Employee Reimbursement	235.00
Invoice < \$15,000	IM*0192494	Iron Mountain Off Site Data	Service fee Sept 2015	232.01
Invoice < \$15,000	IM*E0051211	Cengage Learning	Book - Legal Aspects of Architecture	231.69
Invoice < \$15,000	IM*0192455	Gravity and Momentum LLC	Blood Jam, Bright Red (College Theater Prop)	230.00
Employee Reimburse	IM*0192767	Rukshad Patel	Employee Reimbursement	230.00
Invoice < \$15,000	IM*0192423	Susan P. Erzen	Retiree Health Ins Reimbursement	228.42
Invoice < \$15,000	IM*E0051140	Supreme Lobster, Seafood	Food items	227.09
Invoice < \$15,000	IM*E0051411	Vid Tech Audio Visual Inc.	Video Conferencing for 10/20/15 BOT Meeting	225.00
Employee Reimburse	IM*E0051547	Lisa M. Ely	Employee Reimbursement	222.34
Invoice < \$15,000	IM*0192295	ABT	Microwave	219.96
Invoice < \$15,000	IM*0192788	Blatt, Hasenmiller, Leibsher, Moore, LLC	Payroll Deduction 11/13/15	218.04
Invoice < \$15,000	IM*0193111	Blatt, Hasenmiller, Leibsher, Moore, LLC	Payroll Deduction 11/25/15	218.04
Invoice < \$15,000	IM*E0051532	Uline	Packing boxes	215.00
Invoice < \$15,000	IM*E0051223	Follett Higher Education	Student bookstore charges for Oct,29,2015	213.52
Invoice < \$15,000	IM*0192610	Plural Publishing	Book - Atlas of laryngoscopy	212.45
Employee Reimburse	IM*E0051425	Kristine A. Fay	Employee Reimbursement	210.82

D. All Disbursements Excluding Payroll

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Invoice < \$15,000	IM*E0051392	NAPA Auto Parts - Glen Ellyn	Auto parts	209.74
Invoice < \$15,000	IM*E0051357	Automation Direct	Cable keypad and tool kit	209.04
Employee Reimburse	IM*0192783	James R. Tumavich	Employee Reimbursement	208.60
Invoice < \$15,000	IM*0192718	Wards Natural Science Est., LLC	World Ocean Relief Globe	208.01
Invoice < \$15,000	IM*E0051244	Mouser Electronics	Electronic part	207.21
Employee Reimburse	IM*E0051148	Martin Bartz	Employee Reimbursement	206.50
Invoice < \$15,000	IM*0192737	Allen Young	IC Community Policing SLEA Academy	206.00
Invoice < \$15,000	IM*0192537	M M Midwest Trading LLC	5K Food Vouchers	205.00
Invoice < \$15,000	IM*0192338	Mesha Blackwell	IC-084308 Massages performed at	203.00
Invoice < \$15,000	IM*0192499	Ophelia A. Julien	Prairie Light Review speaker 10/26/15	200.00
Invoice < \$15,000	IM*0192294	ABC-CLIO Inc.	Book - African American War Heroes	198.17
Employee Reimburse	IM*0192756	Elizabeth Gomez de la Ca	Employee Reimbursement	197.83
Invoice < \$15,000	IM*0192619	Public Safety Commission	FIRE ALARM MONITORING	195.00
Employee Reimburse	IM*E0051455	Justin P. Witte	Employee Reimbursement	192.73
Invoice < \$15,000	IM*0192794	Isac-Student Loan	Payroll Deduction 11/13/15	189.68
Invoice < \$15,000	IM*0193125	Isac-Student Loan	Payroll Deduction 11/25/15	189.68
Invoice < \$15,000	IM*0192302	After Hours Pizza Llc	5K Food Vouchers	188.00
Employee Reimburse	IM*0192807	Dianne McGuire	Employee Reimbursement	187.85
Invoice < \$15,000	IM*E0051523	Scholar Buys	Software	185.93
Employee Reimburse	IM*E0051302	Anna M. Gay	Employee Reimbursement	185.82
Invoice < \$15,000	IM*0192793	Isac-Student Loan	Payroll Deduction 11/13/15	185.54
Invoice < \$15,000	IM*0193116	Isac-Student Loan	Payroll Deduction 11/25/15	185.54
Invoice < \$15,000	IM*0192669	South Suburban College	Entry Fee for Volleyball Tournament	185.00
Invoice < \$15,000	IM*0192660	Sigma-Aldrich Inc.	Cyclohexanol ReagentPlus	184.06
Employee Reimburse	IM*E0051436	Sandra M. Martins	Employee Reimbursement	182.98
Invoice < \$15,000	IM*0192343	Kay P. Braulik	Retiree Health Ins Reimbursement	182.76
Invoice < \$15,000	IM*E0051094	Automation Direct	Micro Angl PLC, 4CD	182.00
Invoice < \$15,000	IM*E0051232	JC Licht	Paint supplies	181.96
Invoice < \$15,000	IM*E0051262	Russo Power Equipment	Curb Guard Kit	181.41
Employee Reimburse	IM*E0051419	James E. Allen	Employee Reimbursement	180.03
Invoice < \$15,000	IM*0192672	St. Alexius Medical Center	1st yr DMIR clinical	180.00
Employee Reimburse	IM*E0051161	Mia Igyarto	Employee Reimbursement	179.30
Employee Reimburse	IM*E0051181	Sharon M. Scalise	Employee Reimbursement	178.71
Invoice < \$15,000	IM*E0051353	Advanced Parts & Service	Service charges	176.00
Employee Reimburse	IM*E0051149	Shannon M. Brown	Employee Reimbursement	175.00
Employee Reimburse	IM*E0051185	Julie C. Trytek	Employee Reimbursement	175.00
Invoice < \$15,000	IM*E0051473	Bloomington Chamber of Commerce	Annual Membership Dues	175.00
Invoice < \$15,000	IM*E0051508	New Liberty Distributors	Popcorn--Coconut Oil	175.00
Invoice < \$15,000	IM*E0051496	Krueger International, Inc.	Power infeed	174.80
Employee Reimburse	IM*E0051307	Justin Hardee	Employee Reimbursement	174.71
Invoice < \$15,000	IM*0192590	Open Text Inc.	Brava Desktop 7.4 CXL	174.00
Invoice < \$15,000	IM*E0051142	Testa Produce, Inc.	food items	173.20
Employee Reimburse	IM*E0051440	Lauren G. Morgan	Employee Reimbursement	171.58
Invoice < \$15,000	IM*0192725	West Suburban Travelers	Limo Sinatra Show 09/26/15	170.20
Invoice < \$15,000	IM*E0051205	Batteries Plus-Glen Ellyn	Rebuild Cordless Tool Battery Pack	167.97
Employee Reimburse	IM*0192774	Rosemary Sams	Employee Reimbursement	165.03
Employee Reimburse	IM*0192743	Melissa A. Biles	Employee Reimbursement	165.00
Invoice < \$15,000	IM*0192799	U.S. Department of Education	Payroll Deduction 11/13/15	164.88
Invoice < \$15,000	IM*0193123	U.S. Department of Education	Payroll Deduction 11/25/15	164.88
Invoice < \$15,000	IM*E0051377	Forest Incentives, Ltd.	Frank Sinatra: Ultimate Sinatra	163.46
Invoice < \$15,000	IM*0192388	Cupcakes for Courage	5K Food Vouchers	163.00
Invoice < \$15,000	IM*0192474	Hollman Inc.	Locker keys	162.56
Invoice < \$15,000	IM*0192395	Denson Shops Inc.	Supplies	162.50
Invoice < \$15,000	IM*0192344	Karl Braun	IC-084632 Men's soccer	160.00
Invoice < \$15,000	IM*0192465	Michal A. Herka	IC Game official 9/30/15	160.00
Invoice < \$15,000	IM*0192467	Juan P. Hernandez	IC Games official 10/31/15	160.00
Invoice < \$15,000	IM*0192501	Dimitrios Katsimingos	IC Soccer official 10/12/15	160.00
Invoice < \$15,000	IM*0192613	Jordan Pramuk	IC mens soccer official 10/15 MS v Aurora	160.00
Invoice < \$15,000	IM*0192706	Gerasimos Valsamis	IC 10/24 referee	160.00
Invoice < \$15,000	IM*0192734	Pawel Wydra	IC game official mens soccer	160.00

D. All Disbursements Excluding Payroll

College of DuPage
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Employee Reimburse	IM*0192784	Kevin J. Willman	Employee Reimbursement	159.00
Invoice < \$15,000	IM*0192625	Darren M. Reese	IC line judge 10/31/15 Region IV volleyball tour	156.00
Invoice < \$15,000	IM*0192626	Kerri A. Reese	IC 10/31/15 line judge Region IV volleyball tour-	156.00
Employee Reimburse	IM*0192779	Cheryl A. Siegman	Employee Reimbursement	156.00
Employee Reimburse	IM*0192755	Cynthia L. Fisk	Employee Reimbursement	155.00
Employee Reimburse	IM*E0051548	Sally N. Fairbank	Employee Reimbursement	154.32
Invoice < \$15,000	IM*E0051514	PAR Inc.	Instructional Books for Assessment and Testing	154.00
Invoice < \$15,000	IM*0192687	Terrace Supply Co.	Rental 9/1-30/15	152.52
Employee Reimburse	IM*E0051314	Candice M. Johnson	Employee Reimbursement	151.66
Invoice < \$15,000	IM*0192353	Craig Bunton	IC-083360 Men's baskl game official	150.00
Invoice < \$15,000	IM*0192366	Ivan Chambers	IC-085574 Men's basketball official	150.00
Invoice < \$15,000	IM*0192367	Stephen Che'menju	IC-085576 Men's basketball official	150.00
Invoice < \$15,000	IM*0192391	Michael A. Daniels	IC-085575 Men's basketball official	150.00
Invoice < \$15,000	IM*0192477	Hoving Pit Stop	5K Special Event - Hand Washing Stations	150.00
Invoice < \$15,000	IM*0192567	Connor Mooney	IC official 10/17 Mens Basketball	150.00
Invoice < \$15,000	IM*0192664	Michael Skrabis	IC basketball official 10/17/15	150.00
Invoice < \$15,000	IM*E0051266	Sign Authority	Banner Brackets	150.00
Invoice < \$15,000	IM*E0051512	P.J.'s Camera & Photo	Camera lens	150.00
Invoice < \$15,000	IM*E0051129	Refrigeration Enterprise	Service on 1-door chiller	149.94
Invoice < \$15,000	IM*0192621	Quill Corporation	Forensics - Cardinal Mini 5 1/2 x 8 1/2 3ring	147.25
Invoice < \$15,000	IM*0192581	New Day Films	DVD - Wonder Women	145.50
Invoice < \$15,000	IM*E0051384	J W Pepper Music	Music pieces - instructional supplies	145.00
Employee Reimburse	IM*0192754	Susan J. Fenwick	Employee Reimbursement	141.12
Employee Reimburse	IM*E0051454	Betty E. Willig	Employee Reimbursement	140.08
Invoice < \$15,000	IM*0192299	Coady Adams	IC-084545 Game official for COD	140.00
Invoice < \$15,000	IM*0192339	Peter Blair	IC-084501 Game official for COD	140.00
Invoice < \$15,000	IM*0192434	Ryan Fitzsimmons	IC-084543 Game official for COD	140.00
Invoice < \$15,000	IM*0192453	Rich Goodwin	IC-085563 Game official	140.00
Invoice < \$15,000	IM*0192468	Octavio Herrera	IC Game official 10/26/15	140.00
Invoice < \$15,000	IM*0192478	John J. Hughes	IC game official 10/17/15	140.00
Invoice < \$15,000	IM*0192500	George W. Kasper	IC Game official 10/26/15	140.00
Invoice < \$15,000	IM*0192503	Kenneth M. Keil	IC Game official 11/1/15	140.00
Invoice < \$15,000	IM*0192526	Darrel Leftwich	IC Games official 11/1/15	140.00
Invoice < \$15,000	IM*0192570	Robert Moser	Game official 10/26/15	140.00
Invoice < \$15,000	IM*0192594	Jeffrey L. Otterby	Game official 10/26/15	140.00
Invoice < \$15,000	IM*0192624	Jeremy R. Reed	IC game official 10/26/15 ONU-JV vs COD	140.00
Invoice < \$15,000	IM*0192648	Darwin Schafer	IC official 10/17/15	140.00
Invoice < \$15,000	IM*0192650	Daniel Schneider	IC official 10/17/15	140.00
Invoice < \$15,000	IM*0192707	Scott Vandermoon	IC football official	140.00
Invoice < \$15,000	IM*0192732	Jim Wojcikiewicz	IC game official	140.00
Employee Reimburse	IM*E0051321	Maren K. McKellin	Employee Reimbursement	139.86
Employee Reimburse	IM*E0051179	Mirta Pagnucci	Employee Reimbursement	139.28
Invoice < \$15,000	IM*E0051360	Binny's Beverage Depot	Beverage supplies	137.99
Invoice < \$15,000	IM*E0051370	Continental Clay	Wax Resist - white Gallon	137.89
Employee Reimburse	IM*E0051308	Debra L. Hasse	Employee Reimbursement	137.34
Employee Reimburse	IM*0192752	Jessica E. Dyrek	Employee Reimbursement	135.00
Invoice < \$15,000	IM*0192345	Brill USA, Inc.	Book - Encyclopedia of Islam	133.42
Invoice < \$15,000	IM*E0051229	I Have Bean	Coffee	133.00
Invoice < \$15,000	IM*E0051492	Interiors for Business, Inc.	Lock plug and keys for existing Lateral Files	131.65
Invoice < \$15,000	IM*0192336	Biblical Archaeology Society	Magazine Back Issue Volume 41 #5	130.45
Employee Reimburse	IM*E0051156	Cesar A. Flores	Employee Reimbursement	129.87
Invoice < \$15,000	IM*E0051253	Paddock Publications	Paper delivery 9/12/15	128.80
Invoice < \$15,000	IM*0192365	Certol Int'l, LLC	ProE-Vac liquid evac (4/1 GAL)--CASE	127.93
Invoice < \$15,000	IM*0192600	Passy-Muir, Inc.	Pocket Tracheostomy Observation Model for	126.59
Invoice < \$15,000	IM*E0051147	Z Baking Co.	Food items - Culinary Program	125.62
Invoice < \$15,000	IM*0192368	Cintas - Romeoville	Uniform	125.00
Employee Reimburse	IM*0192748	Anna D. Campbell	Employee Reimbursement	124.78
Employee Reimburse	IM*0192749	Michael G. Casey	Employee Reimbursement	122.50
Invoice < \$15,000	IM*E0051207	Binny's Beverage Depot	Beverages	121.97
Invoice < \$15,000	IM*0192717	Walk 4 Life	Pedometers for Fitness Walking	121.54

D. All Disbursements Excluding Payroll

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Invoice < \$15,000	IM*0192387	Amanda K. Croucher	IC-084944 Volleyball game official	120.00
Invoice < \$15,000	IM*0192424	Nahum Escobar	IC Soccer Official	120.00
Invoice < \$15,000	IM*0192445	Rick Geati	IC-084625 Asst.Referee women's	120.00
Invoice < \$15,000	IM*0192452	Sergio Gonzalez	IC-084945 Volleyball official	120.00
Invoice < \$15,000	IM*0192482	Fernando Ibarra	Game official 10/27/15	120.00
Invoice < \$15,000	IM*0192553	Abdul Merza	IC Game official 10/20/15	120.00
Invoice < \$15,000	IM*0192577	Ivanov Nasko	Game official 10/2/15	120.00
Invoice < \$15,000	IM*0192634	Maurico Rodriguez	IC mens soccer official 10/15 vs Aurora	120.00
Invoice < \$15,000	IM*0192682	Ramiro Talavera	IC mens soccer official 10/15/15	120.00
Invoice < \$15,000	IM*E0051136	Sport Supply Group, Inc.	BSN Football bag	120.00
Invoice < \$15,000	IM*E0051276	Uline	Solid Rubber wheels	119.15
Invoice < \$15,000	IM*0192539	Mario's Cart LLC	5K Food Vouchers	116.00
Employee Reimburse	IM*E0051443	Jeffrey A. Papp	Employee Reimbursement	115.58
Invoice < \$15,000	IM*0192655	John Shalanko	IC 11/5/15 official basketball	115.00
Invoice < \$15,000	IM*0192730	Mark T. Witzke	IC 11/5 game official mens basketball	115.00
Employee Reimburse	IM*E0051452	Laura M. Smith	Employee Reimbursement	114.88
Employee Reimburse	IM*E0051437	Dawn D. McCabe	Employee Reimbursement	113.99
Invoice < \$15,000	IM*E0051233	Jerry Haggerty Chevrolet	Coil	112.13
Invoice < \$15,000	IM*E0051535	Village of Westmont	Water charges	111.92
Invoice < \$15,000	IM*0192417	Enterprise Rent-A-Car	Rental	109.50
Employee Reimburse	IM*E0051162	Laurette E. Jorgensen	Employee Reimbursement	107.88
Invoice < \$15,000	IM*E0051472	Batteries Plus-Glen Ellyn	Batteries	107.39
Invoice < \$15,000	IM*E0051513	Paddock Publications	Advertising fees	106.95
Employee Reimburse	IM*0192769	William Peacy	Employee Reimbursement	105.23
Invoice < \$15,000	IM*0192558	Minitex	Swing tray/double disc DVD case	105.00
Employee Reimburse	IM*E0051424	William R. Fajkus	Employee Reimbursement	102.74
Employee Reimburse	IM*E0051150	Cedric Cemel	Employee Reimbursement	102.40
Employee Reimburse	IM*E0051430	Candice M. Johnson	Employee Reimbursement	101.36
Invoice < \$15,000	IM*E0051383	Illinois Power Marketing	Service 9/29/15-10/26/15	101.00
Invoice < \$15,000	IM*0192556	Mid-Sci	Avant Pipette Tips	100.75
Invoice < \$15,000	IM*E0051272	StreamGuys, Inc.	Overage Protection Users	100.50
Invoice < \$15,000	IM*0192405	Amanda K. Dye	IC Dance Perf Zoe Nelson	100.00
Invoice < \$15,000	IM*0192448	Michelle Giordanelli	IC Dance Performance Zoe Nelson	100.00
Invoice < \$15,000	IM*0192457	Alyssa Gregory	IC-085475 Dance Performance Zoe Nelson	100.00
Invoice < \$15,000	IM*0192510	Ruth Kleiman	Dueling Critics 10/2015	100.00
Invoice < \$15,000	IM*0192540	Laura Mariucci	IC lunch panelist 10/14	100.00
Invoice < \$15,000	IM*0192562	Rachel L. Molinaro	IC Dance Performance Zoe Nelson	100.00
Invoice < \$15,000	IM*0192583	Kevin M. Norton	IC lunch panelist 10/14	100.00
Invoice < \$15,000	IM*0192632	R P. Rivera	IC lunch panelist 10/14	100.00
Invoice < \$15,000	IM*0192673	Natalia Stamm	IC Dance Perf Zoe Nelson IC085477	100.00
Invoice < \$15,000	IM*0192708	Paul O. Vanek	IC Volleyball official	100.00
Invoice < \$15,000	IM*0192741	DuPage County	Payroll Deduction 11/25/15	100.00
Employee Reimburse	IM*0192758	Cathleen P. Hohner	Employee Reimbursement	100.00
Employee Reimburse	IM*E0051288	Becky A. Benkert	Employee Reimbursement	100.00
Employee Reimburse	IM*E0051296	Susan V. Dreghorn	Employee Reimbursement	100.00
Employee Reimburse	IM*E0051304	Donna C. Gillespie	Employee Reimbursement	100.00
Invoice < \$15,000	IM*0192555	Mi-Box	On-site storage	99.00
Employee Reimburse	IM*E0051327	Jane K. Oldfield	Employee Reimbursement	99.00
Employee Reimburse	IM*E0051546	Gilbert J. Egge	Employee Reimbursement	98.00
Invoice < \$15,000	IM*E0051516	Patterson Dental	Dental supplies	97.90
Invoice < \$15,000	IM*0192789	Educ Loan - AES PHEAA	Payroll Deduction 11/13/15	97.06
Invoice < \$15,000	IM*0193112	Educ Loan - AES PHEAA	Payroll Deduction 11/25/15	97.06
Invoice < \$15,000	IM*0192325	The Audio File	OTR At The Old Ball Game CDs	97.00
Invoice < \$15,000	IM*E0051265	Service Sanitation Inc.	Portable restroom Conference & Events	96.75
Invoice < \$15,000	IM*0192332	Banc Certified Merchant	POS System 10/1/2015	96.00
Invoice < \$15,000	IM*E0051137	Sprocket Websites Inc.	StartRight.com Website Hosting	95.00
Invoice < \$15,000	IM*0192528	Len's Ace Hardware-Glen Ellyn	Supplies	94.38
Invoice < \$15,000	IM*E0051096	Blick Art Materials	Black India Ink	93.87
Invoice < \$15,000	IM*E0051256	Pocket Nurse	Demo Bio Patch	92.99
Invoice < \$15,000	IM*0192953	Sprint	Telephone charges	92.00

D. All Disbursements Excluding Payroll

College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS
November 30, 2015

CHECKS ISSUED DURING ACCOUNTING MONTH - NOVEMBER

Check number sequence order excludes checks issued to students resulting in check number sequence gaps. All students are covered under the Family Educational Rights and Privacy Act (FERPA). Checks listed include payroll cash disbursements made to vendors and government agencies for employee payroll deductions.

AP TYPE	CHECK NUMBER	PAYEE	CHECK DESCRIPTION	CHECK AMOUNT
Employee Reimburse	IM*E0051180	Stephanie L. Quirk	Employee Reimbursement	90.00
Invoice < \$15,000	IM*0192647	Scent Air Technologies, Inc.	Environmental Scent Svcs	89.00
Invoice < \$15,000	IM*E0051484	Full Compass Systems, Ltd.	Tripod Spreader Leg	88.56
Employee Reimburse	IM*0192777	John B. Schreiber	Employee Reimbursement	87.54
Employee Reimburse	IM*E0051544	Martha J. Carney	Employee Reimbursement	87.39
Invoice < \$15,000	IM*E0051498	Law Bulletin Publishing	Book - Sullivan Law Directory 2015-2016	86.11
Invoice < \$15,000	IM*0192439	Kenneth D. Frank	IC-Usher at the MAC	85.50
Invoice < \$15,000	IM*E0051219	Craftsman Book Company	Book - National Plumbing & HVAC Estimator	85.50
Employee Reimburse	IM*0192770	Rebecca A. Rivers	Employee Reimbursement	85.00
Invoice < \$15,000	IM*0192470	Susan W. Hester	2016 HOAE Study Notes	82.00
Invoice < \$15,000	IM*0192588	Omnigraphics Inc.	Book - Environmental Health	81.85
Invoice < \$15,000	IM*E0051515	Pasco Scientific Co.	USB link cable	81.00
Invoice < \$15,000	IM*0192589	On Duty Inc.	On Duty 4 in 1 Emergency Tool/9 BULK packaged	80.57
Invoice < \$15,000	IM*0192475	Honors Council of the Illinois	HCIR Annual Membership Renewal	80.00
Employee Reimburse	IM*E0051317	Edward W. Kuhs	Employee Reimbursement	78.20
Invoice < \$15,000	IM*E0051246	NAPCO Steel	Black pipe	78.00
Invoice < \$15,000	IM*E0051538	College of Dupage-CODAA	Payroll deductions 11/25/15 payroll	76.36
Invoice < \$15,000	IM*0192646	Luis A. Santillan	IC Dance Lessons 10/16/15	75.00
Employee Reimburse	IM*E0051558	Jane K. Oldfield	Employee Reimbursement	75.00
Employee Reimburse	IM*E0051561	Laura M. Smith	Employee Reimbursement	73.25
Invoice < \$15,000	IM*E0051226	HB Direct.com	Music CD - Bach Cantatas 54	72.77
Invoice < \$15,000	IM*0192954	Sprint-London Ky	Telephone charges	72.54
Employee Reimburse	IM*E0051450	Kathleen A. Smid	Employee Reimbursement	72.15
Invoice < \$15,000	IM*0192361	Alicia Cassidy	Figure Model	72.00
Invoice < \$15,000	IM*0192504	Joshua J. Kent	Model Life Drawing	72.00
Invoice < \$15,000	IM*0192564	Marlene Montgomery	IC figure model on 10/15	72.00
Invoice < \$15,000	IM*0192606	Daniel Peters	IC life drawg model 10/8	72.00
Invoice < \$15,000	IM*0192662	DaLawn Simpson	IC model-life drawing 10/6/15	72.00
Invoice < \$15,000	IM*0192677	Melissa Strube	IC model-life drawing 10/13/2015	72.00
Invoice < \$15,000	IM*0192678	Melissa Strube	IC Model Life Drawg 10/22/15	72.00
Employee Reimburse	IM*E0051562	Shellaine K. Thacker	Employee Reimbursement	71.31
Invoice < \$15,000	IM*0192535	LJ Create Inc.	Total for Replacement/Repair Parts	71.01
Invoice < \$15,000	IM*0192602	Patten, Industries, Inc.	Vee belt set	70.74
Employee Reimburse	IM*E0051305	Douglas N. Green	Employee Reimbursement	69.03
Invoice < \$15,000	IM*0192804	Joseph C. Wozniak	Reimbursement/mileage - Trustee	69.00
Invoice < \$15,000	IM*E0051352	ACT, Inc.	Assessment scoring	68.75
Employee Reimburse	IM*E0051183	Laura M. Smith	Employee Reimbursement	66.35
Invoice < \$15,000	IM*E0051218	Computer Discount Warehouse	Canon PGI matte black original ink	65.68
Invoice < \$15,000	IM*E0051531	ThermaCut, Inc.	Torch	65.00
Employee Reimburse	IM*E0051316	Cathleen J. Kaye	Employee Reimbursement	64.25
Invoice < \$15,000	IM*0192566	Matthew W. Moon	IC Stagehand Mike Super	63.75
Invoice < \$15,000	IM*0192549	Media Education Foundation	DVD - Understanding Hookup Culture	63.28
Employee Reimburse	IM*0192773	Mark R. Rudisill	Employee Reimbursement	63.25
Employee Reimburse	IM*E0051290	Jenny E. Cerpa	Employee Reimbursement	60.95
Invoice < \$15,000	IM*0192487	IL Council of Orchestras	Writer, Program Notes, for New Philharmonic	60.00
Employee Reimburse	IM*0192766	Karen L. O'Brien	Employee Reimbursement	60.00
Invoice < \$15,000	IM*E0051393	NJCAA-Online Membership	Cross Country Coaches Association Dues	60.00
Invoice < \$15,000	IM*E0051490	I Have Bean	Coffee	60.00
Employee Reimburse	IM*E0051326	Angela M. Nackovic	Employee Reimbursement	59.98
Employee Reimburse	IM*E0051339	April C. Zawlocki	Employee Reimbursement	59.00
Invoice < \$15,000	IM*0192790	Giagnorio & Robertelli, LTD.	Payroll Deduction 11/13/15	58.24
Invoice < \$15,000	IM*0193113	Giagnorio & Robertelli, LTD.	Payroll Deduction 11/25/15	58.24
Invoice < \$15,000	IM*0192546	McGraw-Hill Global Education	Book - Child Growth and Development	57.93
Invoice < \$15,000	IM*E0051143	Uline	1,000 custom printed Emergency phone labels	57.09
Invoice < \$15,000	IM*E0051235	Kilgore International	sealant tooth	56.77
Invoice < \$15,000	IM*E0051104	Contenti	Shipping	55.87
Invoice < \$15,000	IM*E0051213	Chamber630	Member-2-Member Email Blast	55.00
Invoice < \$15,000	IM*E0051525	Signature Cleaners	Dry Cleaning Services	52.00
Invoice < \$15,000	IM*0192431	Fire Equipment Co.	maintenance services	51.40
Invoice < \$15,000	IM*E0051242	Monoprice, Inc.	3 foot, 4-Channel Snake Cable	51.12

D. All Disbursements Excluding Payroll

College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS
November 30, 2015

CHECKS ISSUED DURING ACCOUNTING MONTH - NOVEMBER

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Employee Reimburse	IM*0192781	David A. Swope	Employee Reimbursement	51.01
Employee Reimburse	IM*E0051337	Justin P. Witte	Employee Reimbursement	50.99
Invoice < \$15,000	IM*0192292	Jonathan B. Abarbanel	October weekly broadcasts	50.00
Invoice < \$15,000	IM*0192324	Audience Architects, NFP	E-Advertising Alvin Ailey	50.00
Invoice < \$15,000	IM*0192442	Future Diagnostics Group	Fall 2015 Mammography clinical	50.00
Invoice < \$15,000	IM*0192449	Glen Ellyn Chamber of Commerce	Homecoming promo eblast	50.00
Invoice < \$15,000	IM*0192617	Provena Mercy Medical Center	Fall 2015 Mammography clinical	50.00
Employee Reimburse	IM*0192751	Lori J. Drummer	Employee Reimbursement	50.00
Employee Reimburse	IM*E0051152	Charles W. Carrier	Employee Reimbursement	50.00
Employee Reimburse	IM*E0051318	Robert Littledale	Employee Reimbursement	50.00
Invoice < \$15,000	IM*E0051364	Chamber630	Monthly Luncheon Member Rate 11/18/15	50.00
Invoice < \$15,000	IM*E0051376	Edward Hospital-Mammogram	Fall 2015 Mammography student clinical	50.00
Invoice < \$15,000	IM*E0051405	Stevens & Tate, Inc.	Website Hosting	50.00
Employee Reimburse	IM*E0051320	Ellen M. McGowan	Employee Reimbursement	49.75
Employee Reimburse	IM*0192780	Trina R. Sotirakopulos	Employee Reimbursement	49.00
Invoice < \$15,000	IM*E0051095	Batteries Plus-Glen Ellyn	Battery	48.96
Employee Reimburse	IM*E0051333	Laura M. Smith	Employee Reimbursement	47.38
Invoice < \$15,000	IM*0192715	Village of Carol Stream	Services 9/7/15-10/9/15	46.50
Employee Reimburse	IM*E0051565	Eugene J. Ye	Employee Reimbursement	46.15
Invoice < \$15,000	IM*0192488	IL Counseling Association	Conference registration "Undocumented Youth in Schools"	45.00
Employee Reimburse	IM*E0051554	Andrea Liedtke	Employee Reimbursement	44.29
Invoice < \$15,000	IM*E0051463	Accurate Document Destruction	Energy/Environmental fees	44.20
Invoice < \$15,000	IM*0192403	Dupage Dodge Chrysler Jeep	Oil pan	42.23
Invoice < \$15,000	IM*E0051399	School Health Corp/Sport	POWERFLEX	42.14
Employee Reimburse	IM*0192750	Joseph C. Cassidy	Employee Reimbursement	40.00
Employee Reimburse	IM*E0051446	Amanda J. Rakow	Employee Reimbursement	39.69
Invoice < \$15,000	IM*0192370	City Electric Supply	Supply	39.66
Invoice < \$15,000	IM*0192311	Aramark Uniform Services	Service	39.48
Employee Reimburse	IM*E0051289	Joseph P. Brenner	Employee Reimbursement	38.99
Employee Reimburse	IM*0192778	Alireza Shirani	Employee Reimbursement	38.00
Employee Reimburse	IM*E0051563	Sean P. Warren-Crouch	Employee Reimbursement	36.23
Invoice < \$15,000	IM*0192304	Alphagraphics-Wheaton	Fire Door decals black letters on clear	35.74
Invoice < \$15,000	IM*E0051407	Sysco Food Service	food items	34.54
Employee Reimburse	IM*E0051421	Amy L. Calhoun	Employee Reimbursement	33.92
Invoice < \$15,000	IM*0192538	M&M The Special Events Company	Tablecloth Rental	33.00
Employee Reimburse	IM*E0051438	Adela Meitz	Employee Reimbursement	32.20
Invoice < \$15,000	IM*0192317	AT&T - Carol Stream	Telephone charges	32.06
Employee Reimburse	IM*0192744	Daniel K. Blewett	Employee Reimbursement	31.46
Employee Reimburse	IM*0192762	Danielle L. Kuglin Seago	Employee Reimbursement	31.36
Employee Reimburse	IM*E0051429	Shannon E. Hernandez	Employee Reimbursement	30.97
Employee Reimburse	IM*E0051176	David A. Ouellette	Employee Reimbursement	30.00
Employee Reimburse	IM*E0051550	Joyce A. Graves	Employee Reimbursement	30.00
Employee Reimburse	IM*E0051442	James Nocera	Employee Reimbursement	29.90
Employee Reimburse	IM*0192772	Veronika Roth	Employee Reimbursement	28.50
Employee Reimburse	IM*0192765	Marcella Nowak	Employee Reimbursement	27.94
Invoice < \$15,000	IM*E0051466	Airgas, Inc.	Rect Cyl Spec	27.78
Invoice < \$15,000	IM*E0051121	NAPA Auto Parts - Glen Ellyn	Auto parts	27.05
Invoice < \$15,000	IM*0192373	J C. Codak	IC-085489 Usher Asian Culture	27.00
Invoice < \$15,000	IM*0192374	Thomas E. Codak	IC-085490 Usher Asian Culture	27.00
Invoice < \$15,000	IM*0192454	Judith E. Gratz	IC-085530 Usher Asian Culture	27.00
Invoice < \$15,000	IM*0192459	Judith A. Grey	IC-085461 Usher Asian Culture	27.00
Invoice < \$15,000	IM*0192513	Walter T. Koenig	IC 100915 Usher Asian Culture IC085488	27.00
Invoice < \$15,000	IM*0192542	Norbert D. Martin	IC 100915 Usher Asian Culture IC085485	27.00
Invoice < \$15,000	IM*0192614	Lynda M. Pratscher	IC 100915 Usher Asian Culture IC085493	27.00
Invoice < \$15,000	IM*0192622	Ann L. Rady	IC 100915 Usher Asian Culture IC085491	27.00
Invoice < \$15,000	IM*0192623	Mary M. Rash	IC 100915 Usher Asian Culture IC085528	27.00
Invoice < \$15,000	IM*0192643	Kathleen A. Sanders	IC Usher Asian Culture	27.00
Invoice < \$15,000	IM*0192667	Susan D. Smith	IC 100915 Usher Asian Culture	27.00
Invoice < \$15,000	IM*E0051415	Z Baking Co.	bakery items	25.51
Employee Reimburse	IM*E0051294	Ranita Dailey	Employee Reimbursement	25.08

D. All Disbursements Excluding Payroll

College of DuPage
 Community College District No. 502
 ACCOUNTS PAYABLE AND PAYROLL REPORT
 CASH DISBURSEMENTS
 November 30, 2015

CHECKS ISSUED DURING ACCOUNTING MONTH - NOVEMBER

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Invoice < \$15,000	IM*0192511	Miles R. Knight	Reimbursement IEA conf registration	25.00
Employee Reimburse	IM*0192763	Janet M. Minton	Employee Reimbursement	23.00
Employee Reimburse	IM*E0051303	Julie V. Gibbs	Employee Reimbursement	22.00
Invoice < \$15,000	IM*0192670	Spok, Inc.	Services 10/16-11/15/15	21.98
Employee Reimburse	IM*E0051545	Ranita Dailey	Employee Reimbursement	21.28
Invoice < \$15,000	IM*0192731	Wm. F. Meyer Co.	flush plug	20.33
Invoice < \$15,000	IM*0192386	Cross Media 7, Inc.	DVD - Terry Madden's The Basics	20.00
Invoice < \$15,000	IM*0192328	B & H Photo Video	Kingston 8 GB DataTraveler USB Flash	19.68
Employee Reimburse	IM*E0051449	Melissa B. Schertz	Employee Reimbursement	19.56
Employee Reimburse	IM*E0051433	Corey Kile	Employee Reimbursement	19.55
Invoice < \$15,000	IM*E0051267	Snap-On Industrial	Adaptors	18.42
Invoice < \$15,000	IM*0192377	Comcast Cable	a/c# 8771 20 056 0083160	16.84
Employee Reimburse	IM*E0051306	Nancy J. Haines	Employee Reimbursement	14.99
Employee Reimburse	IM*E0051286	George G. Ahlenius	Employee Reimbursement	12.65
Employee Reimburse	IM*E0051301	Virginia L. Garner	Employee Reimbursement	10.36
Invoice < \$15,000	IM*0192322	AT&T Teleconferences Services	Telephone charges	10.27
Invoice < \$15,000	IM*0192663	SiteOne Landscape Supply	2 PVC Compression coupling	9.30
Invoice < \$15,000	IM*E0051141	Technimark, Inc.	Freight Charges	9.20
Invoice < \$15,000	IM*E0051351	A.A. Hanson Assoc. Inc.	Shipping Charges	7.58
Employee Reimburse	IM*E0051295	Earl E. Dowling	Employee Reimbursement	7.50
Employee Reimburse	IM*0192753	Jonita M. Ellis	Employee Reimbursement	5.76
Employee Reimburse	IM*0192768	Lori J. Patnaude	Employee Reimbursement	5.18
Invoice < \$15,000	IM*0192694	Tlo (The Last One)	Billing for October	4.25
Invoice < \$15,000	IM*0192316	AT&T - Carol Stream	Telephone charges	3.88
Invoice < \$15,000	IM*E0051018	Sona Soft	check issued prior month, voided current month	(14,194.00)
		Vendor checks issued prior month; voided in current month		(7,548.36)
		Student checks issued in prior month; voided in current month		(72,582.02)
		Student checks issued November 2015		1,145,648.08
		Student E-checks issued via Touchnet November 2015		66,883.32
		Student credit cards issued November 2015		98,178.60
		TOTAL AP DISBURSEMENTS ISSUED DURING ACCOUNTING MONTH		\$ 12,995,463.54

**COLLEGE OF DuPAGE
SPECIAL BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Legal fee approval

2. **REASON FOR CONSIDERATION**

Request approval for payment of legal fees for the months October 2015 and November 2015.

3. **BACKGROUND INFORMATION**

The Board of Trustees approved the hiring of the various legal firms, however no dollar amount of services were specified. The College is requesting approval to pay for services performed prior to November 30, 2015.

4. **RECOMMENDATION**

That the Board of Trustees approves the Treasurer's Report, Payroll Report, Accounts Payable Report and All Disbursements Excluding Payroll.

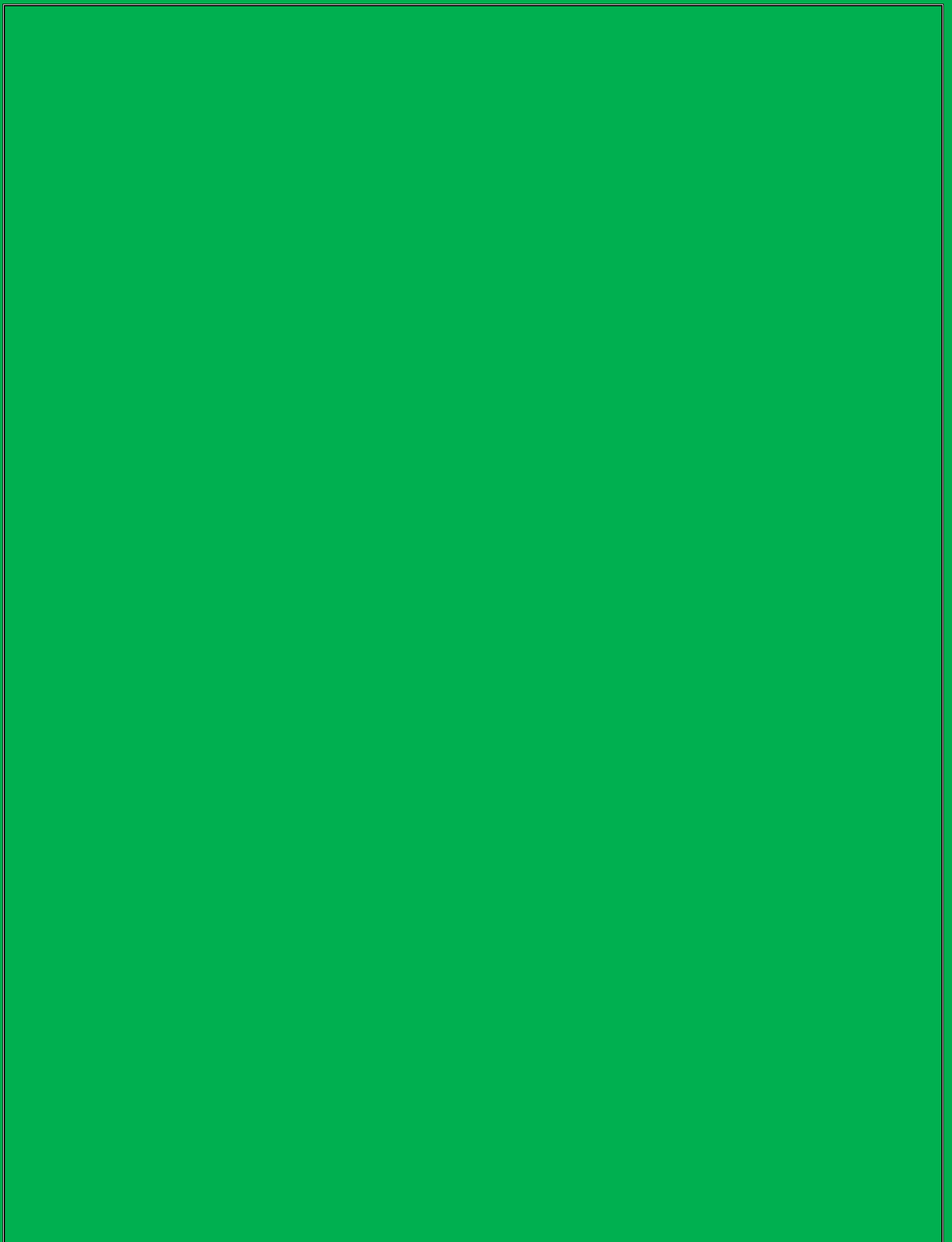
Staff Contact: John Dischner, Interim CFO and Treasurer and
Kurt Beckeman, Interim Controller

College of DuPage
Community College District No. 502
November 30, 2015 and December 31, 2015 Legal Fees

Legal Invoices for October 31, 2015 and November 30, 2015

Items for approval consideration to be paid in January

Schiff Hardin	Professional services 10/1 - 10/31/15	\$	93,290.14
Rathje/Woodward	Professional services 10/1 - 10/31/15		47,686.46
Robbins Schwartz	Professional services 10/1 - 10/31/15		4,079.44
Rock Fusco & Connelly	Professional services 10/1 - 10/31/15		53.00
Schuyler Roche	Professional services 10/1 - 10/31/15		160,105.58
Schiff Hardin	Professional services 11/1 - 11/30/15		60,266.89
Rathje/Woodward	Professional services 11/1 - 11/30/15		54,614.36
Schuyler Roche	Professional services 11/1 - 11/30/15		118,062.15
Total payments for consideration in January			<u><u>\$ 538,158.02</u></u>



**COLLEGE OF DUPAGE
SPECIAL BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**
Avaya PBX (phone system) Software Upgrade - Phase 1

2. **REASON FOR CONSIDERATION**
A single contract exceeding the statutory limit of \$25,000 must be approved by the Board of Trustees.

3. **BACKGROUND INFORMATION**
The college telephone system consists of various components which collectively provide telephone services to the college. This includes the PBX, voice mail, voice response/recognition, call centers, call accounting, and chat. The Avaya PBX switch is approximately 20 years old and is due for replacement due to its age and advances in voice technology.

Over a period of time, the system will be upgraded in four phases. Phase 1 will upgrade the current PBX operating system. Phase 2 will upgrade the voice mail system. Phase 3 will build a new PBX in parallel with the old system to provide a migration path. Lastly, Phase 4 will convert the licenses and migrate all the end users while changing their telephone handsets. These phases are sequential and each is dependent on the previous phase. This approval request is only for Phase 1; subsequent phases will be brought to the Board for review and approval, as required.

Phase 1 upgrades the software on the PBX switch from 6.0 (installed in 2011) to the latest supported version, release 7.6. The 6.0 release is on "extended support" which means it is not eligible for any new security or maintenance patches. In addition, support is only provided by "best effort." The system is running an unpublished special patch to resolve server stability problems. Upgrading to a supported release is critical to assure stability of the phone system and to provide required functionality for subsequent phases.

We are currently in the last year of a 3-year maintenance and support agreement with Arrow Systems Integration that was approved by the Board in June 2013, following an RFP process. Although we would typically not involve another maintenance provider in order to avoid conflicts and possible support issues, we did contact two other vendors for comparative pricing against the Arrow proposal. We held discussions with each vendor to allow them to analyze our environment and provide quotes. Arrow remains the lowest bidder.

Vendor	Upgrade Quote
Arrow	\$87,363.95
AT&T	\$118,637.00
Meridian IT	\$99,569.74

Budget Status

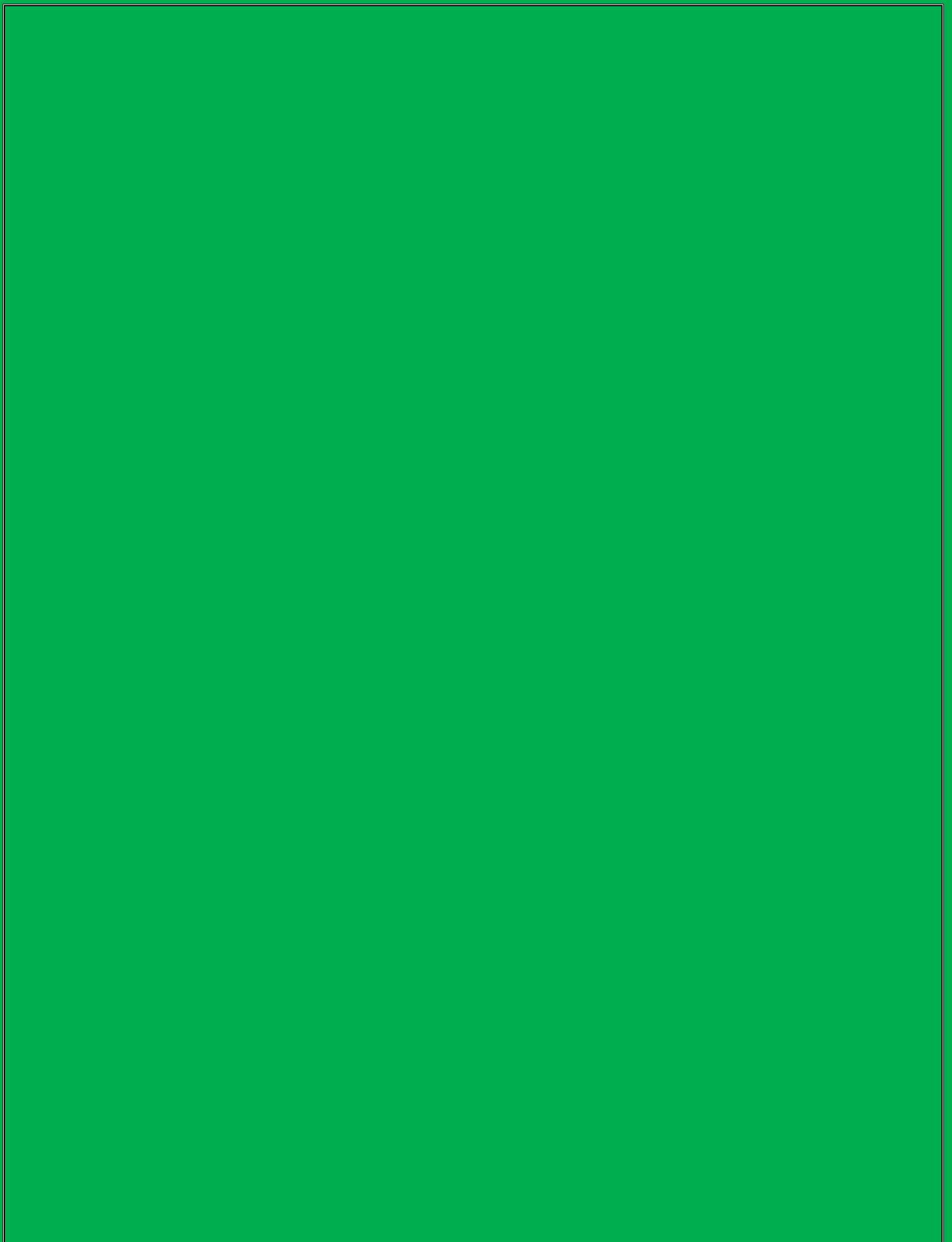
<u>Account</u>	<u>FY16 Budget</u>	<u>YTD Spend</u>	<u>Variance</u>
01-90-90111-5401007	\$1,299,359.04	(\$550,808.69)	\$748,550.35
<u>Account</u>	<u>FY16 Budget</u>	<u>YTD Spend</u>	<u>Variance</u>
01-90-90111-5806001	\$986,000.04	(\$935,167.23)	\$50,832.81

This purchase complies with State Statute, Board Policy and Administrative Procedures. Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services in telecommunications and inter-connect equipment, software, and services are exempt from bidding under Illinois Public Community College Act, 110 ILCS 805/3-27.1 (f).

4. **RECOMMENDATION**

That the Board of Trustees approves the contract with Arrow Systems Integration Inc., 850 E. Diehl Road, Suite 150, Naperville, IL 60563 for the upgrade of the Avaya/Nortel CS1000 phone system to Release 7.6 in the amount of \$87,363.95.

Staff Contact: Chuck Carrier, Vice President, Information Technology



**COLLEGE OF DuPAGE
SPECIAL BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Architectural Services for Updating the College of DuPage Facilities Master Plan (FMP) in preparation for the ICCB 2016 Recognition Evaluation.

2. **REASON FOR CONSIDERATION**

Architectural services require the approval of the Board of Trustees.

3. **BACKGROUND INFORMATION**

In preparation for the ICCB Recognition Evaluation occurring in 2016, the College needs to have an updated Facilities Master Plan. Our current Facilities Master Plan was last updated in 2010 in preparation for the 2011 ICCB Recognition Evaluation. This work will include evaluating our current FMP and adding projects completed since 2010 as well as evaluation of data maintained by the College associated with enrollment, scheduling, strategy, goals, trends, and recommendations resulting from the data evaluations. The updated Facilities Master Plan will be in a form acceptable to the ICCB and will serve as a foundation for future comprehensive planning to occur following the selection of the next College President.

In July 2015, the Facilities Planning and Development Department in collaboration with the Purchasing Department, in accordance with Illinois Qualifications Based Selection (QBS) guidelines, issued a Request for Qualifications (RFQ) for Professional Services to Update the Facilities Master Plan. This request sought local metropolitan area firms with extensive master planning experience and a reputation for performing high quality work and client satisfaction. A legal notice was published and sixteen (16) responses were received. A Selection Committee of five (5) College of DuPage personnel with project planning and management experience, operations expertise and purchasing leadership evaluated all sixteen (16) qualifications submittals and selected five (5) firms to be interviewed by the Selection Committee.

The results of the qualifications submittal reviews and interviews are noted in the following table:

Selection Criteria	Weighted Percentage	Holabird & Root	Perkins & Will	SCB	SmithGroup JJR	VOA
Firm Resources and Project Team	30%	2.46	2.64	2.46	2.16	2.16
Overall Relevant Experience/Qualifications	25%	2.05	2.20	2.00	1.85	1.95
Satisfactory Client Performance	15%	1.17	1.23	1.17	1.14	1.08
Proposed Completion Schedule	15%	1.20	1.29	1.11	1.02	1.23
Project Understanding & Methodology	10%	0.80	0.80	0.76	0.70	0.72
Financial Stability	5%	0.33	0.42	0.35	0.40	0.33
Total Points (scale 1-10)	100%	8.01	8.58	7.85	7.27	7.47

Recommended award in bold

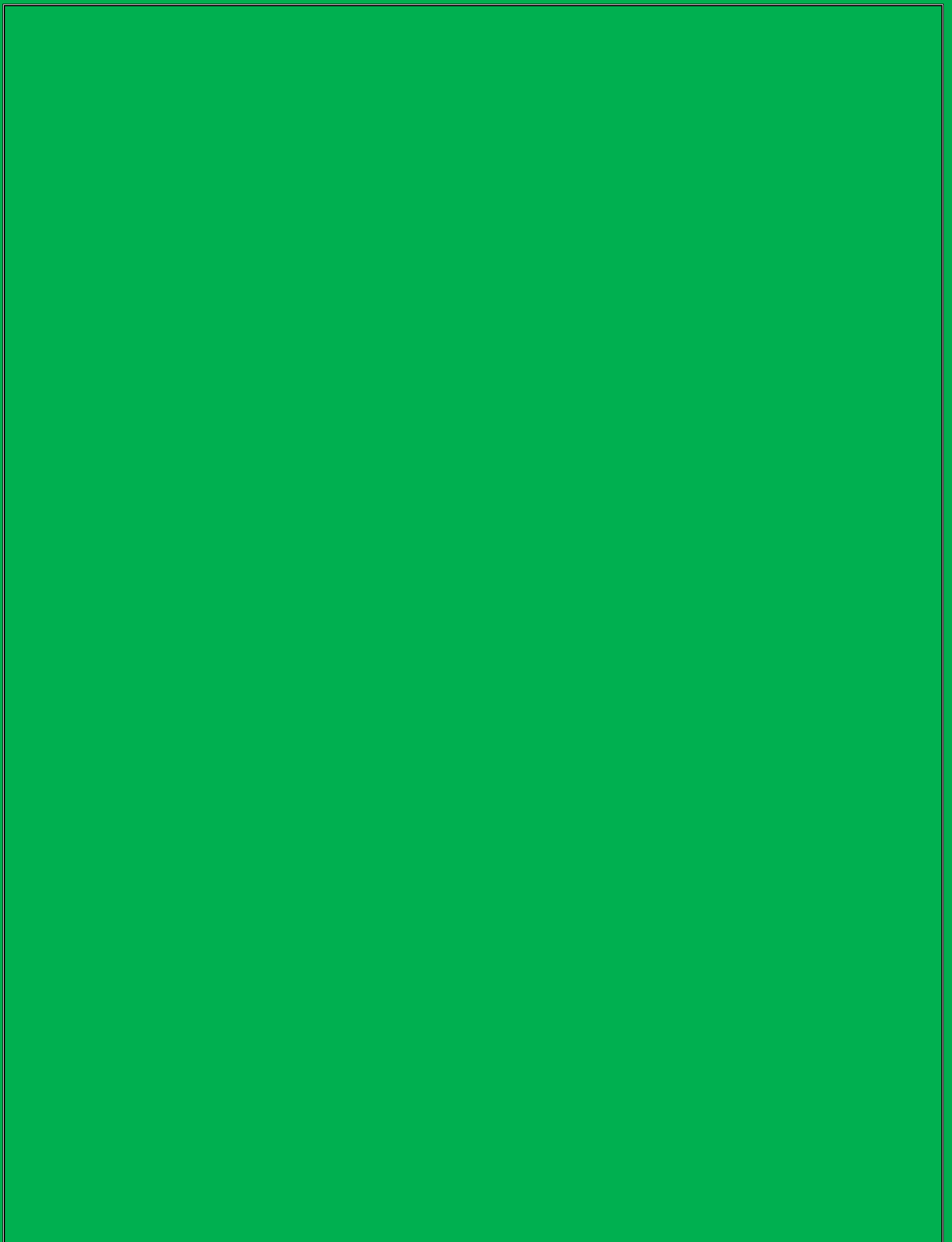
Based on the review of the qualification submittals and the firm interviews, the Selection Committee recommends that the Board of Trustees authorizes the Administration to enter into a contract with Perkins & Will Architects, 330 North Wabash Ave., Chicago, IL 60611, to provide Professional Services to Update the Facilities Master Plan for a not to exceed fee of \$59,750.00 plus an allowance for reimbursable expenses of \$1,500.00, for a total not to exceed expenditure of \$61,250.00.

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

4. **RECOMMENDATION**

That the Board of Trustees authorizes the Administration to enter into a contract with Perkins & Will Architects for a not to exceed expenditure of \$61,250.00, to update the College of DuPage Facilities Master Plan.

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



**COLLEGE OF DuPAGE
SPECIAL BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Additional Architectural Services for providing a Facilities Needs Analysis as part of the Updating of the College of DuPage Facilities Master Plan (FMP).

2. **REASON FOR CONSIDERATION**

Architectural services require the approval of the Board of Trustees.

3. **BACKGROUND INFORMATION**

In preparation for the ICCB Recognition Evaluation occurring in 2016, the College needs to have an updated Facilities Master Plan. Our current Facilities Master Plan was last updated in 2010 in preparation for the 2011 ICCB Recognition Evaluation. This additional work will include combining the results of the FMP update process with an analysis of existing facility utilization in relation to data maintained by the College associated with occupancy, enrollment, regional demographics, strategic inputs, trends, projected growth and recommendations resulting from the data evaluations. The Facilities Needs Analysis, together with the updated Facilities Master Plan will serve as a foundation for future comprehensive planning to occur following the selection of the next College President.

During the Qualifications Based Selection (QBS) process utilized in the selection of a firm most qualified to update the FMP, the presentations of each of the five finalist firms contained qualifications for conducting a Facilities Needs Analysis. A recap of the Selection Committee results is provided in the following table for reference.

Selection Criteria	Weighted Percentage	Holabird & Root	Perkins & Will	SCB	SmithGroup JJR	VOA
Firm Resources and Project Team	30%	2.46	2.64	2.46	2.16	2.16
Overall Relevant Experience/Qualifications	25%	2.05	2.20	2.00	1.85	1.95
Satisfactory Client Performance	15%	1.17	1.23	1.17	1.14	1.08
Proposed Completion Schedule	15%	1.20	1.29	1.11	1.02	1.23
Project Understanding & Methodology	10%	0.80	0.80	0.76	0.70	0.72
Financial Stability	5%	0.33	0.42	0.35	0.40	0.33
Total Points (scale 1-10)	100%	8.01	8.58	7.85	7.27	7.47

Recommended award in bold

Perkins & Will Architects proposed a not to exceed fee for these additional services of \$46,872.00 plus projected reimbursable expenses of \$4,400.00, if the Facilities Needs Analysis is conducted concurrently with the Facilities Master Plan update. If the Facilities Needs Analysis is conducted at a later date than the Facilities Master Plan update, their not to exceed fee would be \$52,080.00. As a result, we recommend that the Board of Trustees authorize additional services for a Facilities Needs Analysis to be conducted by Perkins & Will Architects concurrently with their work to Update the Facilities Master Plan.

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

4. **RECOMMENDATION**

That the Board of Trustees authorizes the Administration to authorize Perkins & Will Architects to perform additional architectural services for providing a Facilities Needs Analysis concurrently with the Updating of the College of DuPage Facilities Master Plan (FMP), for a not to exceed expenditure of \$51,272.00 which includes reimbursable expenses.

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