



COLLEGE OF DuPAGE

Regular Board of Trustees Meeting

August 17, 2017





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

**REGULAR BOARD MEETING
AUGUST 17, 2017 ~ 6:30 P.M. ~ SSC 2200**

AGENDA

1. **CALL TO ORDER / PLEDGE OF ALLEGIANCE / ROLL CALL**
2. **CLOSED SESSION** (to conclude by 7:00 p.m.)
3. **RETURN TO OPEN SESSION**
4. **PUBLIC COMMENT**
5. **REPORTS**
 - a. Chairman's Report
 - b. Student Trustee's Report
 - c. President's Report
 - New Student Orientation
 - Earl Dowling, Vice President Student Affairs & Institutional Advancement
 - d. Audit Committee
6. **PRESENTATIONS**
AG Report Update
 - Dr. Brian Caputo, Vice President Administrative Affairs & Treasurer
7. **INFORMATION**
 - a. Personnel Items
 - b. Financial Statements
 - c. Gifts & Grants Reports
 - d. Continuing Education RFP for Educational Partners
 - e. Monthly Construction Update
8. **CONSENT AGENDA**
 - a. Board Policy 5-15: Responsibilities of the Board - 2nd Reading
 - b. Board Policy 5-100: Committees of the Board of Trustees - 2nd Reading
 - c. General Contractor for Continuing Education Office Renovation Project
 - d. Internet Recruitment Advertising
 - e. Blackboard Course Management System Annual Maintenance Renewal
 - f. General Contractor for SRC Door #1 Entrance Remodel Project
 - g. General Contractor for BIC Honors Commons Renovation Project
 - h. Physical Education Center (PEC) Arena Events Equipment Rental
 - i. FY2018 Payment to Educational Partner World Instructor Training School (WITS), owned by S.F. & Wellness
 - j. Comcast Spotlight LLC Cable, On Demand and Streaming TV Advertising
 - k. Comcast Spotlight LLC Advertising for McAninch Arts Center (MAC) National Touring Shows, Fiscal Year 2018

- l. **MAC Touring Artist Contracts that exceed \$25,000 for 2017-2018 Season**
- m. **In Residence Agreement with Buffalo Theatre Ensemble Second Year (FY18)**
- n. **Remit Funds held in Custody by the College of DuPage on behalf of MAC Rental Clients**
- o. **Produce and Dairy Purchases for Culinary & Hospitality Program**
- p. **Removal and Disposal Services for Lab Packed Waste, Universal Waste, Bulk Hazardous Waste and Non-Hazardous/Non-Regulated Waste**
- q. **Charter Transportation for Athletic Teams**
- r. **Athletic Training Services Contract Annual Expenses**
- s. **Metal Stock Material Purchases for Welding Technology**
- t. **Textbooks and Workbooks from Cambridge University Press for the Grant-Funded English Language Acquisition (ELA) Program**
- u. **Automotive Parts for the Automotive Program Service Class Resale and Educational Fleet Repairs**
- v. **Project Management Training**
- w. **Mailroom Furniture**
- x. **Contract between Bruce A. Sokolove (d/b/a Field Training Associates) for Law Enforcement Training Classes offered through Suburban Law Enforcement Academy (SLEA)**
- y. **Lead-Free Ammunition for Homeland Security Training Institute (HSTI), Suburban Law Enforcement Academy (SLEA) and College of DuPage Police Department (COD PD)**
- z. **Minutes of the July 6, 2017 Special Board Meeting**
- aa. **Minutes of the July 20, 2017 Regular Board Meeting**
- bb. **Approval of Reimbursement of Business Expenses for President Rondeau**
- cc. **Personnel Action Items**
- dd. **Financial Reports**

9. **RESOLUTION – ACADEMIC COMMITTEE OVERSIGHT**

10. **TRUSTEE DISCUSSION**

11. **Calendar Dates / Campus Events**

- **Friday, August 18, 2017: Special Board Meeting @ 6:00 p.m. – SSC-2200**
- **Thursday, September 21, 2017: Regular Board Meeting @ 7:00 p.m. – SSC-2200**

12. **CLOSED SESSION** (if needed)

13. **ADJOURN**

FUTURE MEETINGS

**6:00 p.m. – Special Board Meeting – SSC-2200
August 18, 2017**

**7:00 p.m. – Regular Board Meeting – SSC-2200
Thursday, September 21, 2017**



INFORMATION

- a. Personnel Items**
- b. Financial Statements**
- c. Gifts & Grants Reports**
- d. Continuing Education RFP for Educational Partners**
- e. Monthly Construction Update**



**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD INFORMATION

1. **SUBJECT**

Personnel Actions for Board Information.

2. **BACKGROUND INFORMATION**

The following personnel actions are provided for information only:

- a) Managerial Appointments
- b) Classified Appointments
- c) FOP Appointments
- d) Managerial Promotions / Transfers
- e) Classified Promotions / Transfers
- f) Managerial Resignations / Terminations
- g) Classified Resignations / Terminations
- h) Faculty Resignations / Terminations

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

Item 7a
August 17, 2017

APPOINTMENTS

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Start Date</u>	<u>Type</u>	<u>Salary</u>
<u>MANAGERIAL</u>					
Dawn Birkland	Manager, College Curriculum And Centralized Scheduling	Academic Affairs	08/29/2017	New Hire Full Time	\$68,000
<u>CLASSIFIED</u>					
Hayley Bradford	Credentials Specialist	Student Records	08/14/2017	New Hire Full Time	\$40,000
Jessica Mondragon	Administrative Assistant III	Admissions & Outreach	07/24/2017	New Hire Part Time	\$22,876
Dana Nobile	Financial Aid Assistant	Student Financial Aid	08/07/2017	New Hire Part Time	\$24,535
Leigh Vintar	Library Page	Library	08/07/2017	New Hire Part Time	\$14,029
Malgorzata Warias	Adult Admissions Representative	Admissions & Outreach	08/21/2017	New Hire Full Time	\$53,000
<u>FOP</u>					
Amanda Wrann	Patrol Officer	Police Department	07/24/2017	New Hire Full Time	\$51,875

PROMOTIONS / TRANSFERS

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Start Date</u>	<u>Type</u>	<u>Salary</u>
<u>MANAGERIAL</u>					
James Nocera	Manager, Multimedia Services	Multimedia Services	07/31/2017	Promotion Full Time	\$94,433
<u>CLASSIFIED</u>					
Susan Castellanos-Elizondo	Buyer	Purchasing	07/17/2017	Promotion Full Time	\$47,715
Glenn Glinke	Program Support Specialist	Arts, Communications & Hospitality	07/03/2017	Transfer Full Time	\$65,276
Frank Jackowiak	Program Support Specialist	Arts, Communications & Hospitality	07/03/2017	Transfer Full Time	\$60,426
Brittany Shaughnessy	Cashier II	Financial Affairs & Controller	07/10/2017	Transfer Full Time	\$34,028

RESIGNATIONS / TERMINATIONS

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>End Date</u>	<u>Type</u>	<u>Years of Service</u>
<u>MANAGERIAL</u>					
Cynthia Yearman	Supervisor, Learning Commons Desk	Learning Commons	07/31/2017	Resignation	13 Yrs. 5 Mos.

RESIGNATIONS / TERMINATIONS - Continued

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>End Date</u>	<u>Years of Type</u>	<u>Service</u>
<u>CLASSIFIED</u>					
Sharmar Caballero	Specialized Testing Assistant	Testing	08/10/2017	Resignation	0 Yrs. 3 Mos.
Seth Cornfield	Police Department Technical Specialist	Information Technology	08/03/2017	Resignation	1 Yrs. 6 Mos.
Romana Donnelly	Lab Assistant III	Nursing	08/04/2017	Resignation	2 Yrs. 0 Mos.
Mike Filipiak	Chaparral Fitness Assistant	Athletics	07/22/2017	Resignation	0 Yrs. 7 Mos.
Denise Kransberger	Lab Assistant III	Nursing	08/18/2018	Resignation	1 Yrs. 2 Mos.
Judith Murphy	Research Analyst	Research & Analytics	07/31/2017	Resignation	6 Yrs. 6 Mos.
<u>FACULTY</u>					
Vittorio Gensini	Associate Professor, Earth Sciences	Math and Natural Sciences	08/16/2017	Resignation	5 Yrs. 0 Mos.



**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD INFORMATION

1. **SUBJECT**

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

2. **REASON FOR CONSIDERATION**

Provided for Board information.

3. **BACKGROUND INFORMATION**

- a) Schedule of Investments – This report is presented to the Board for information each month. It lists the Schedule of Investments for each of the College's Funds. The report details the purchase and maturity dates and interest rate earned.
- b) General Fund – Budget and Expenditures – This report is presented to the Board for information each month. It lists the budget-to-actual results for the current fiscal year for the General Fund.
- c) Operating Cash Available to Pay Annual Operating Expenses – This report is presented to the Board for information each month. It shows the amount of operating cash and investments on hand and Board-approved fund balance restrictions compared to prior year annual operating expenses and presents the ratio of cash available to annual operating expenses.
- d) Disposal of Capital Assets - This report is presented to the Board for information on a quarterly basis. This report lists the reason for the disposal, location, number of items and their respective dollar values.
- e) Tax Levy Collections – This report is presented to the Board for discussion purposes on a quarterly basis (July, October, January, April). This report lists the tax receipts by counties and also by each of the funds that levy taxes.

Staff Contact: Brian Caputo, VP Administration, CFO and Treasurer
Scott Brady, Interim Controller

a.

COLLEGE OF DUPAGE
TREASURY PORTFOLIO OVERVIEW
AS OF JULY 31, 2017
PRELIMINARY

Overview of What the College Can Invest in

- Limitations of the investment policy:*
 - Insured or collateralized bank accounts
 - Federally guaranteed securities (no more than 25% callable)
 - Certain high quality commercial paper (limited in policy to 20%)
 - Maximum duration of 270 days
 - Municipal bonds in top 4 categories rated (AAA to BBB)
 - Treasury money markets (provided investment <5% of mutual fund size)
 - Other money markets rated AA or above (limited to 5% of fund balance policy)
 - Certain investment funds such as IIIT, PFM Prime, Illinois Funds with limitations as to percentages
- Policy lays out safety as primary consideration, followed by liquidity, followed by return

*Summary. Please refer to Policy 10-55 for exact language

Overview of Investment Performance

- For the month ended July 31, 2017, the College had an *average cash and investment* balance of \$274.5 million. The *average investment* balance was \$261.4 million.

	YE 6/30/17	ME 7/31/17	Fiscal YTD
Average Investment Balance (\$millions)	\$ 265.2	\$ 261.4	\$ 261.4
Interest Earned (Yield)	\$ 2,061,308	\$ 234,463	\$ 234,463
Annualized Yield %	0.78%	1.08%	1.08%
Realized Gain/(Loss) *	\$ (385,229)	\$ 5,010	\$ 5,010
Yield + Realized Gain/(Loss)	\$ 1,676,079	\$ 239,473	\$ 239,473
Annualized Yield + Realized Gain/(Loss)%	0.63%	1.10%	1.10%
Unrealized Gain/(Loss)**	\$ (64,247)	\$ 45,339	\$ 45,339
Net Yield + Realized & Unrealized Gain/(Loss)	\$ 1,611,832	\$ 284,811	\$ 284,811
Annualized %	0.61%	1.31%	1.31%

*Realized gain of \$5,010 reported in this month is due to maturity of the securities that were purchased at a discount. The College buys a security at a discount when its coupon rate is favorable to earn higher interest income over the life of the security.

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

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

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

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

Investment Monthly Balance Summary

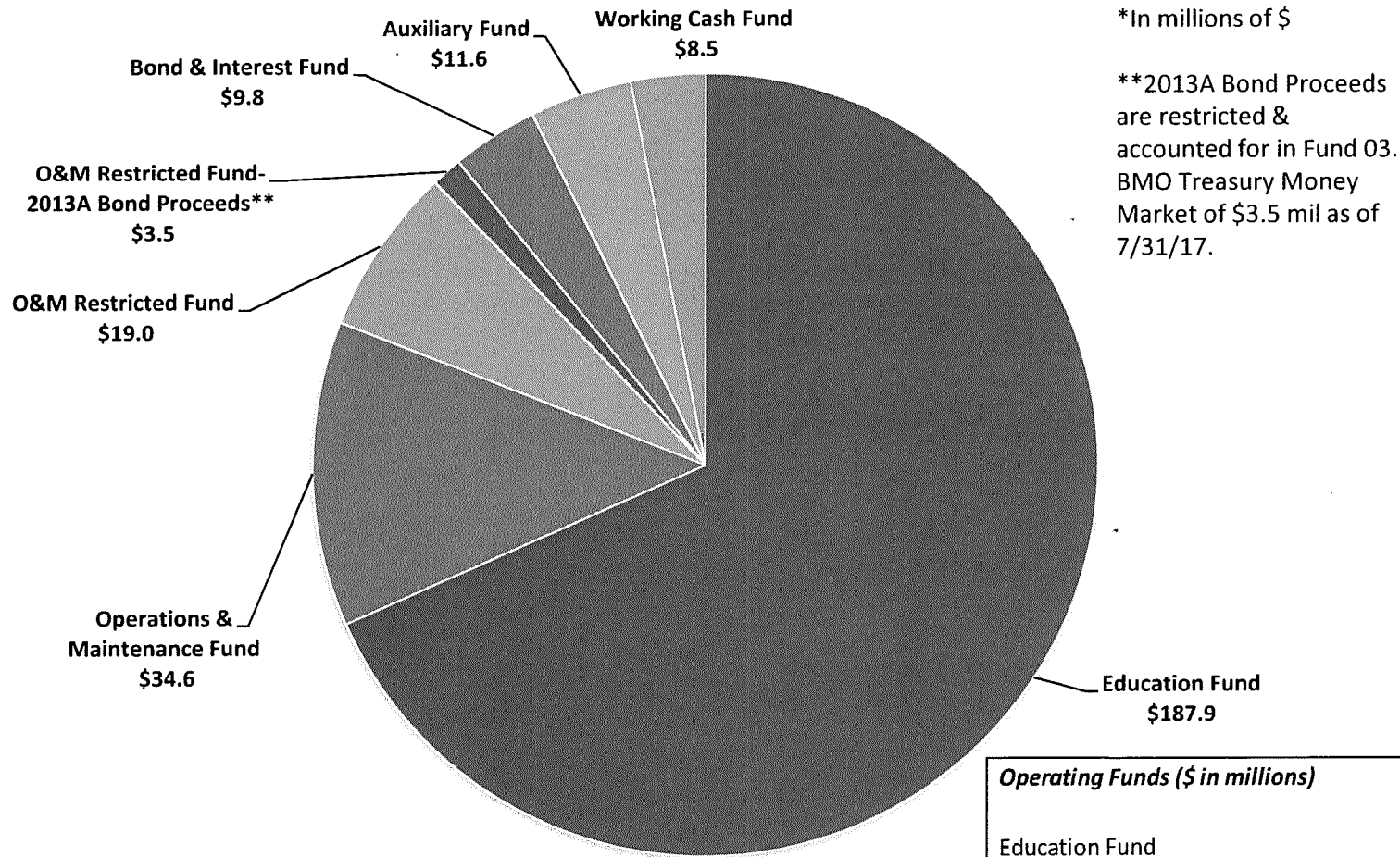
- \$274.9 million cash and investment balance at month-end

Monthly Ending Balances (\$ millions)

	<u>6/30/17</u>	<u>7/31/17</u>	<u>Change: 6/30/17 to Month-End</u>
BMO Asset Management	\$ 264.8	\$ 256.0	\$ (8.8)
US Bank/IL Funds	<u>-</u>	<u>2.0</u>	<u>2.0</u>
Subtotal	264.8	258.0	(6.8)
Cash & Cash Equivalents	<u>9.2</u>	<u>16.9</u>	<u>7.7</u>
Total Cash & Investments	<u>\$ 274.0</u>	<u>\$ 274.9</u>	<u>\$ 0.9</u>

July 31, 2017 Portfolio Overview:

Assets by Fund Allocation (\$274.9 MM total)

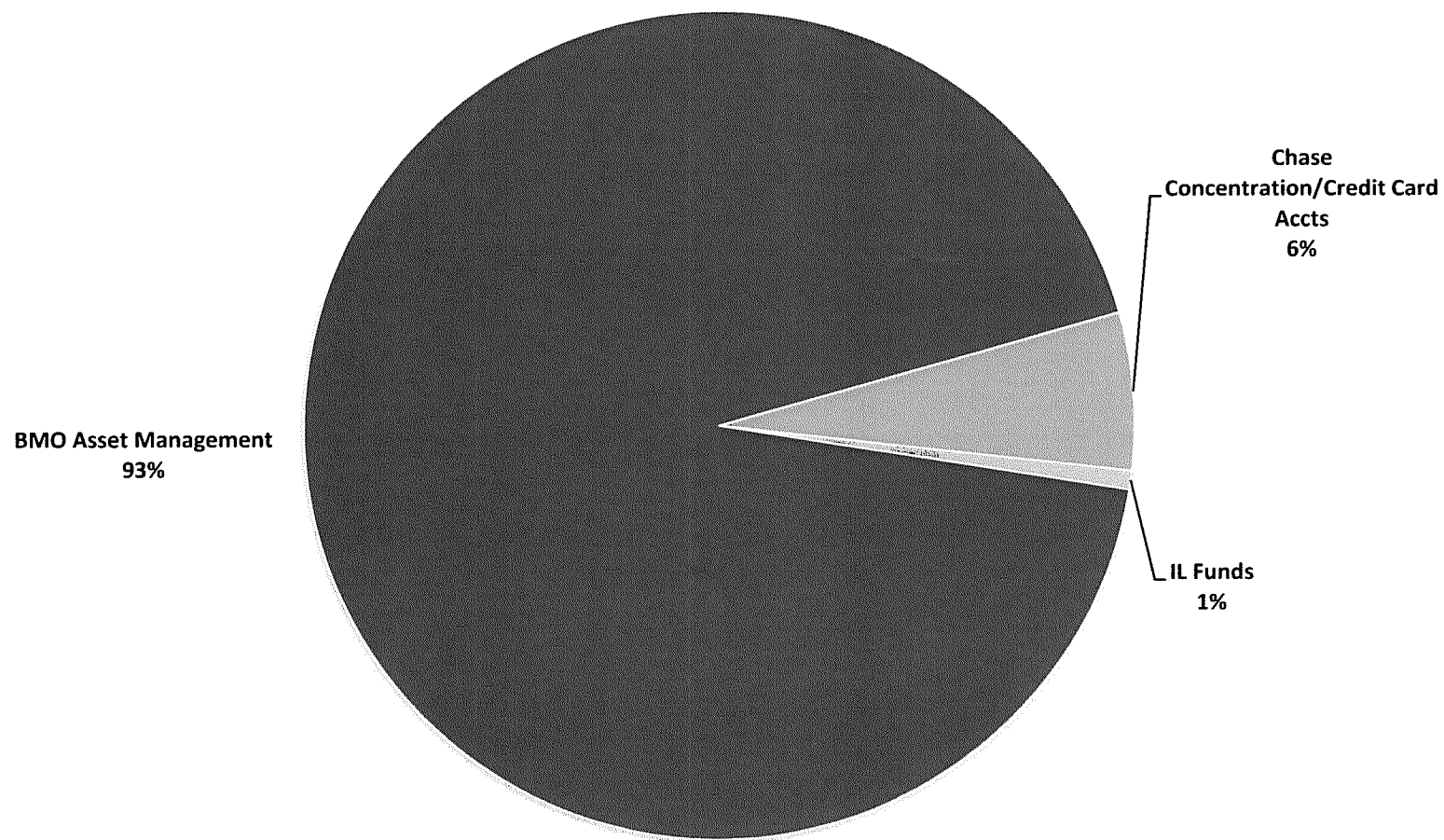


Operating Funds (\$ in millions)

Education Fund	\$ 188.0
Operations & Maintenance Fund	34.6
Less: Agency Funds Balance	(1.2)
Add: Restricted Purposes Fund Balance	<u>1.2</u>
Total Operating Cash/Investments	\$ 222.6

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

July 31, 2017 Portfolio Overview:
Assets by Location/Firm (\$274.9 MM total)



July 31, 2017 Portfolio Overview:

Assets by Investment Type (\$258.0 MM investment total)

College Of DuPage

Investments - Compliance with Board Policy 10-55

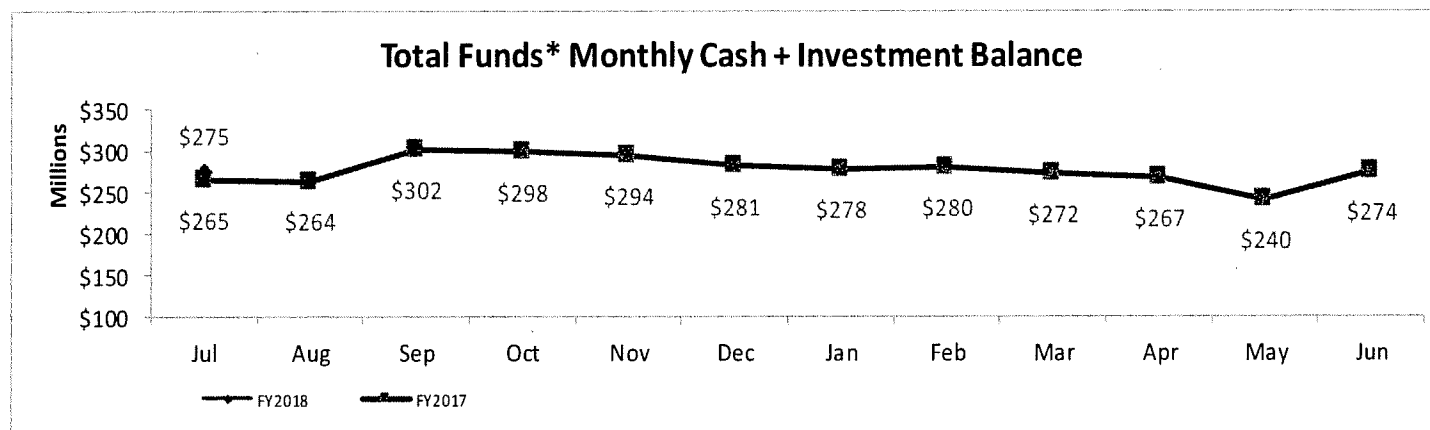
July 31, 2017

10-55 Authorized					
Invest. Type	Holding Type	Balance	% of Total Investments	% Limitation per Policy 10-55	In Compliance? (Yes/No)
BMO Asset Management					
2	Fed Agency Bond / Note (Callable)	\$ 51,901	0.02%	25.0%	Y
2	Fed Agency Bond / Note (Non-Callable)	187,365,141	72.62%	None	Y
10	State and Municipal Bonds	11,739,610	4.55%	None	Y
5	Commercial Paper	45,368,300	17.59%	20.0%	Y
7	Money Market Mutual Fund - Invest in US Government Securities	8,018,234	3.11%	(1)	Y
BMO Asset Management (2013A Bonds)					
7	Money Market Mutual Fund - Invest in US Government Securities	3,481,535	1.35%	(1)	Y
U.S. Bank (IL Funds)					
3	Local government investment pool	1,966,073	0.76%	<5% in single fund	Y
Total Investments		257,990,795	100.0%		
Total Operating Investments Balance (Total, less BMO 2013A Bonds funds)		254,509,259			

(1) - Category 7 - MM Mutual Funds, Invest in US Treasury Securities limits to no more than 5% of the total asset in the fund.

Invest. Type	Balance	% of total fund assets	
7	\$11,499,769	0.34%	in compliance

Monthly Trends



Total Funds*					
FY2016 Key Revenue & Expenditure					
Seasonality Chart					
	Property Taxes	Tuition & Fees	Salary Expense	Debt Service Expense	Cash + Investment Balance As Of
Jul 2015	\$ 3,113,935	\$ 30,420,331	\$ 5,308,850	\$ 1,833,813	\$ 258,165,894
Aug	4,188,305	16,161,379	7,018,101	-	256,918,279
Sep	41,587,990	2,594,078	8,386,298	-	295,973,097
Oct	3,257,164	1,114,718	14,406,804	-	289,577,619
Nov	1,503,789	13,276,840	9,590,027	4,900,878	282,908,029
Dec	1,115,435	11,282,062	9,315,572	6,908,813	268,503,817
Jan 2016	25,764	11,688,409	6,771,282	-	265,192,524
Feb	1,437,797	2,027,654	8,776,141	-	268,708,973
Mar	3,497,503	1,376,509	9,203,783	-	262,841,494
Apr	21,769	2,254,107	13,773,336	-	254,409,314
May	909,230	2,511,443	7,669,286	20,600,878	230,632,656
Jun 2016	48,056,415	414,634	8,973,501	-	269,750,851
Total FY16	\$ 108,715,095	\$ 95,122,164	\$ 109,192,981	\$ 34,244,380	\$ 269,750,851

*total funds = Funds 01-07, 10

OTHER INFORMATION: 2013A BONDS

College of DuPage – 2013A Building Bonds

College of DuPage - 2013A Building Bonds

Date of Issue	5/31/2013
Original Bond Proceeds ⁽¹⁾	\$ 93,455,230
Original Expense Budget	93,455,230
Expenses to Date ⁽²⁾	(90,894,722)
Total investment income to-date	923,522
Future Funds Available ⁽³⁾	\$ 3,484,030

Notes:

- (1) Original bond proceeds were \$97.5 million. \$93.5 million were allocated to the construction fund and \$4.0 million were allocated to the Bond and Interest fund
- (2) The expenses to date represent actual disbursements and \$555 thousand of Issuance Costs paid at the time of the bond issuance.
- (3) Future funds available reflect original bond proceeds plus investment income less expenses to date

College of DuPage – 2013A Building Bonds Project Summary

College of Dupage

Construction Bond Proceeds Spent-to-date (Referendum #2)

(000's)

Project	Spent
Student Resource Center (SRC)	\$ 39,701
Seaton Computing Center (SCC)	6,910
McAninch Arts Center (MAC)	33,951
Physical Education Center (PE)	25,062
Site & Ground (Campus Wide)	14,140
Infrastructure (Campus Wide)	4,758
Homeland Security	16,152
Parking Improvements	8,328
Naperville Regional Center	5,796
Campus Maintenance Center	9,433
Athletic Facilities	2,076
SRC - 3rd Floor ACC	-
SRC - South Lobby Glass	1,422
SRC - South Lobby Hallway	1,247
Campus Artwork	105
Campus Site Improvements	1,015
Parking West	5,555
Irrigation & Drainage	1,110
FY 14 - Site Infra Prk Improvements	3,378
FY 15 - Site Infra Prk Improvements	99
FY 17 - Site Infra Prk Improvements	225
	<hr/>
	\$ 180,461
Less: 2011 Bonds	(90,121)
Spent to Date 2013 Bonds	\$ 90,340
Add: Issuance costs	555
2013A Building Bonds Expenses to-date	\$ 90,895

Notes:

- 1) Amounts are unaudited and based on amounts in the College's accounting system
- 2) Amounts are based on cash payments and do not include retentions

APPENDIX:
JULY 31, 2017
BMO ASSET MANAGEMENT
PORTFOLIO SUMMARY

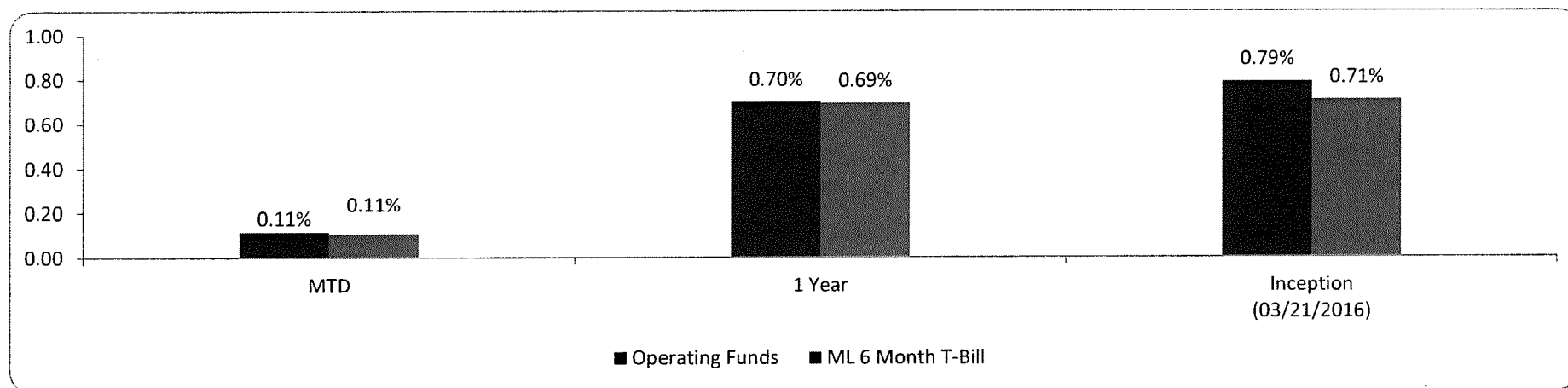
College of Dupage

07/31/2017

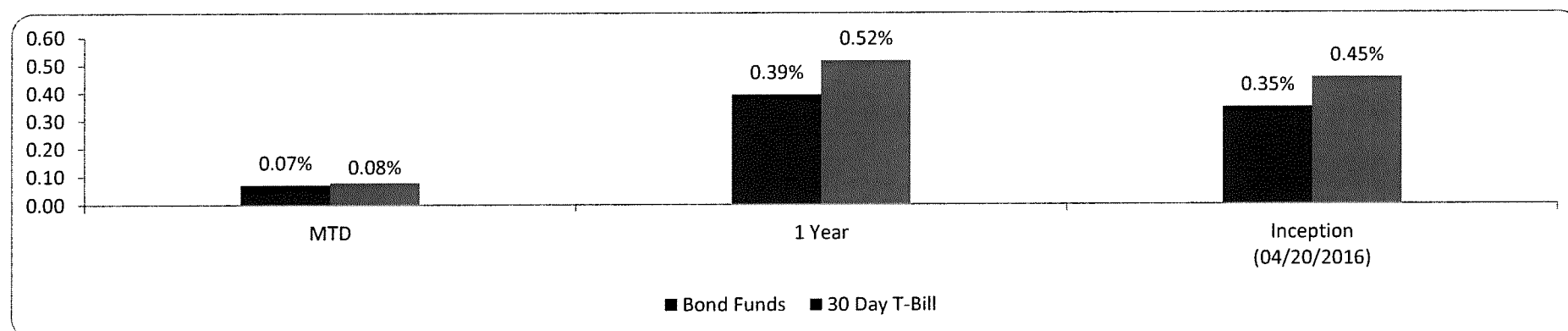
BMO  Global Asset Management

College of DuPage Consolidated Report - Performance Update

Operating Funds



Bond Funds



Custody Statement Reconciliation

College of DuPage

Operating Account Market Value Reconciliation - 7/1/17 through 7/31/17

Beginning Value	\$ 261,397,930.88
Total Income	\$ 213,361.84
Total Receipts	\$ (9,053,204.72)
Total Sales	\$ 5,009.86
Cash Transfers	\$ 179,816.44
Other Non-Cash Transactions	\$ (12,821.92)
Change In Accrued Income	\$ 31,428.52
Market Appreciation/Depreciation	\$ 45,338.52
Ending Value	<u><u>\$ 252,806,859.42</u></u>

GO Bond Series Account Market Value Reconciliation - 7/1/17 through 7/31/17

Beginning Value	\$ 3,696,746.41
Total Income	\$ 2,170.98
Total Disbursements	\$ -
Total Sales	\$ -
Cash Transfers	\$ (179,816.44)
Change In Accrued Income	\$ 323.54
Market Appreciation/Depreciation	\$ -
Ending Value	<u><u>\$ 3,519,424.49</u></u>

Summary

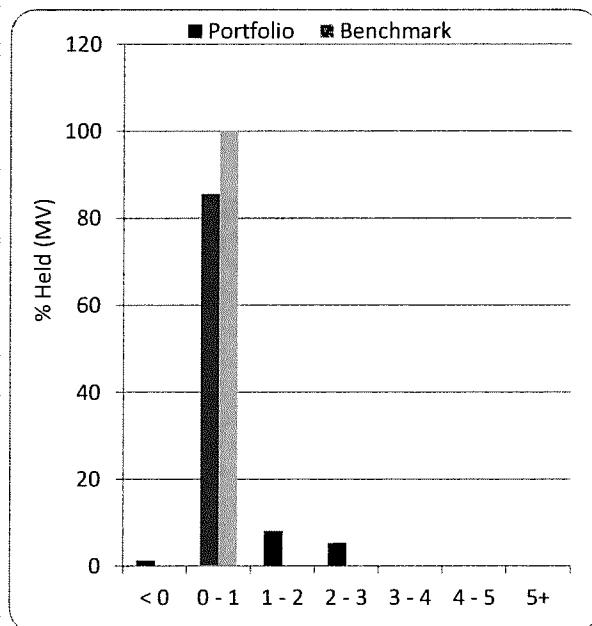
College of Dupage

07/31/2017

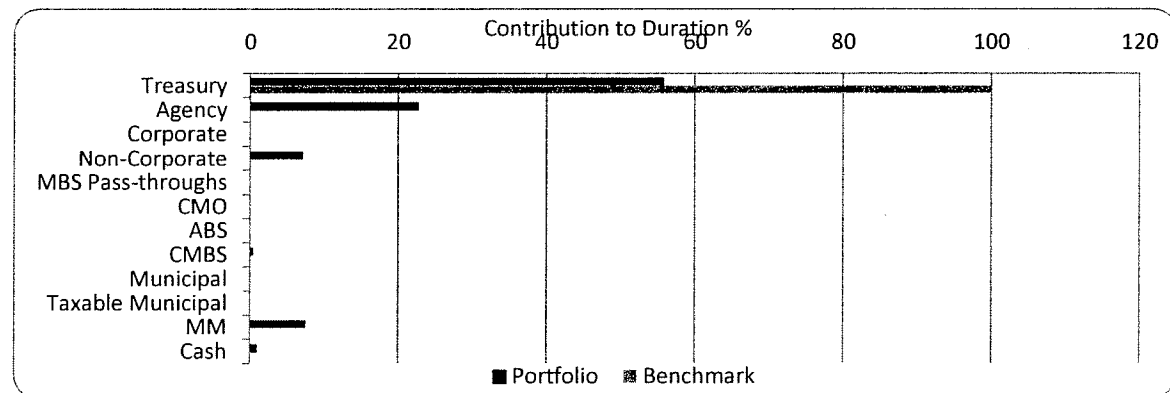
Fundamentals Portfolio Benchmark

Port Mkt Val (000)	256,289	
YTW	1.40	1.12
Coupon	0.83	0.00
Maturity (Yrs)	0.56	0.50
Quality	Aaa	Aaa
Eff Dur	0.391	0.515

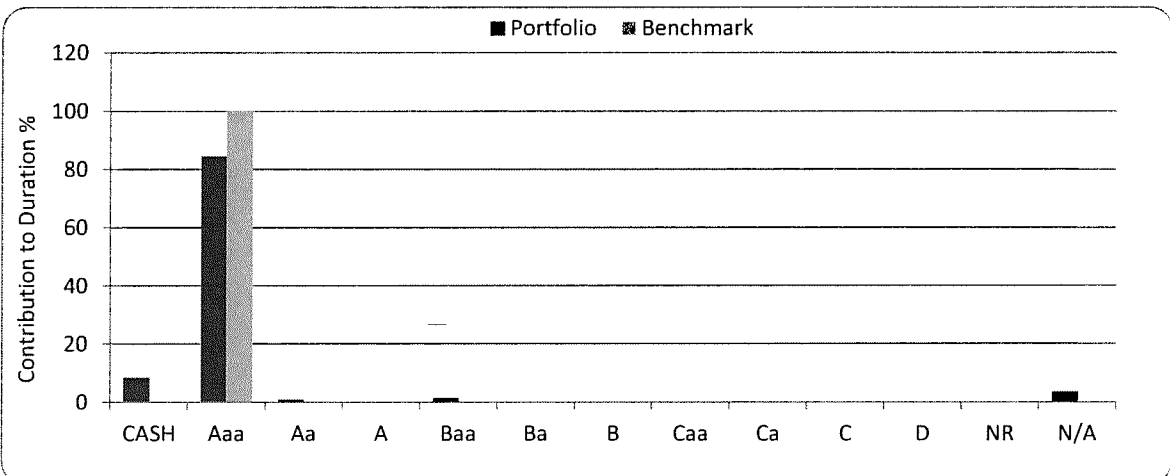
Effective Duration Allocation



Contribution to Duration by Sector



Contribution to Duration by Quality

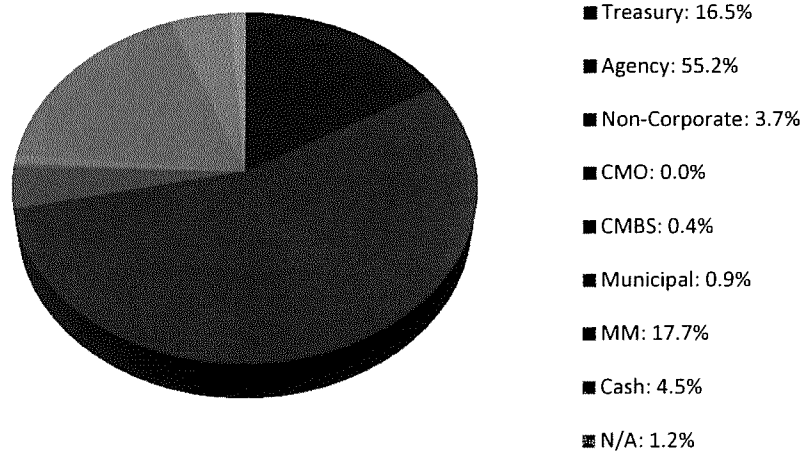


Sector & Quality Allocations

College of Dupage

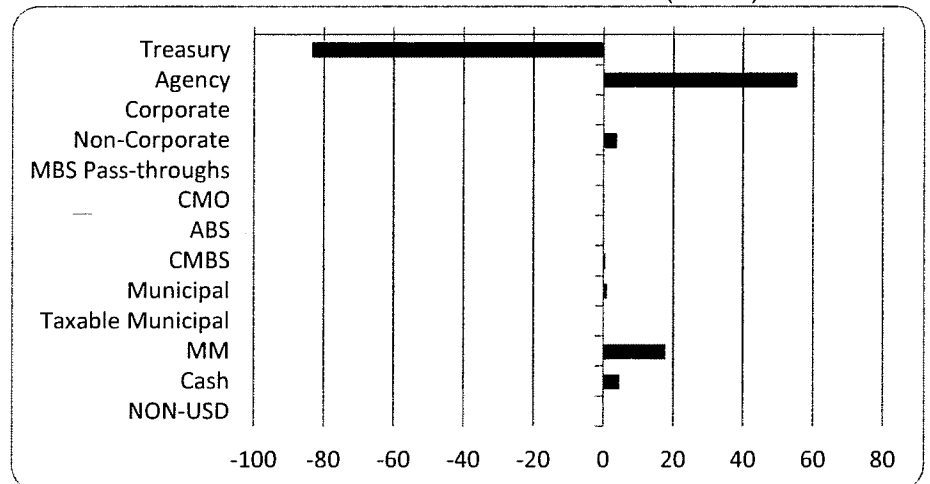
07/31/2017

Sector Allocation



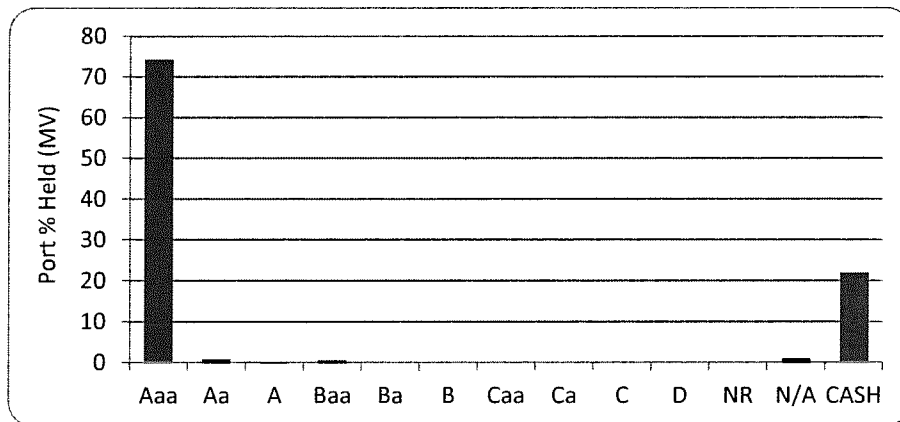
Sector Difference Relative to Benchmark (% MV Held)

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



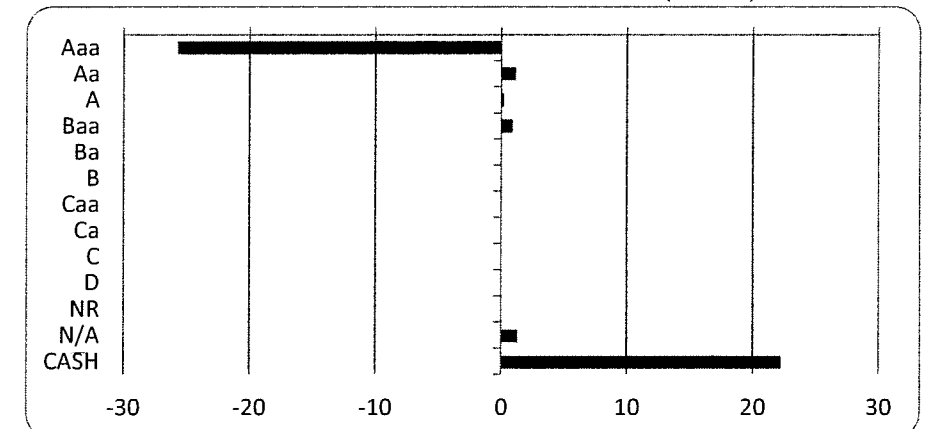
Quality Allocation

Quality Rating: Aaa



Quality Difference Relative to Benchmark (% MV Held)

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



Standard Holdings

Sector 1	Par (000)	Quality	Coupon (%)	Mkt Value (\$)	% Held (MV)	YTW (%)	Eff Dur
CASH	11,500	Aaa	1.09	11,500,000	4.49%	1.090	0.084
TSY	42,160	Aaa	1.15	42,235,014	16.48%	1.264	1.324
AGY	141,301	Aaa	0.85	141,385,257	55.17%	1.056	0.161
OGVT	9,360	A1	2.43	9,445,438	3.69%	1.682	0.759
CMO	51	Aaa	4.50	51,782	0.02%	1.878	0.540
CMBS	945	Aaa	1.52	946,485	0.37%	1.495	0.527
MUNI	2,340	Aaa	0.84	2,344,113	0.91%	0.840	0.009
MM	45,500	Aa1	0.00	45,376,356	17.71%	2.673	0.166
OTHR	3,000	Aaa	1.19	3,004,630	1.17%	1.214	1.806
Total:	256,157	Aaa	0.83	256,289,075	100.00%	1.403	0.391

Terms

Par = Face value of Bond

Quality = Long term rating from Moody's

Coupon = The security coupon rate or the weighted average coupon of the bonds in a portfolio

Mkt Value (\$) = Market Value

% Held (MV) = Percent weight of the security in the portfolio based on market value

YTW = the lowest potential yield that can be received on a bond without the issuer actually defaulting.

Eff Duration = Effective Duration - An option-adjusted measure of a bond's (or portfolio's) sensitivity to changes in interest rates

Sector Abbreviations

Cash = Cash invested in Money Market Fund

TSY = Treasury Securities

AGY = Agency Securities

OGVT = Longer Dated Municipal Securities

CMBS = Commercial Mortgage Backed Security

CMO = Collateralized Mortgage Obligation

MUNI = Shorted Dated Municipal Securities

MM = includes commercial paper, bankers acceptances, and certificate deposits

Standard Holdings

07/31/2017

Sector 1	Par (000)	Issuer Name	Quality	Coupon (%)	Maturity	Mkt Value (\$)	% Held (MV)	Avg Life	Eff Dur
CASH	11,500		Aaa	1.09	Avg Life=0.1	11,500,000	4.49	0.083	0.084
	3,517	CASH & EQUIVALENTS	Aaa	1.09	8/31/2017	3,517,000	1.37	0.083	0.084
	7,983	CASH & EQUIVALENTS	Aaa	1.09	8/31/2017	7,983,000	3.11	0.083	0.084
TSY	42,160		Aaa	1.15	Avg Life=1.4	42,235,014	16.48	1.357	1.324
	1,000	UNITED STATES TREAS NTS	TSY	1.88	9/30/2017	1,007,590	0.39	0.167	0.166
	1,250	UNITED STATES TREAS NTS	TSY	0.63	9/30/2017	1,251,729	0.49	0.167	0.166
	3,000	UNITED STATES TREAS NTS	TSY	0.88	10/15/2017	3,006,414	1.17	0.250	0.207
	3,000	UNITED STATES TREAS BILL	TSY	0.00	10/19/2017	2,992,830	1.17	0.219	0.218
	1,000	UNITED STATES TREAS BILL	TSY	0.00	10/26/2017	997,440	0.39	0.238	0.237
	2,000	UNITED STATES TREAS NTS	TSY	1.88	10/31/2017	2,013,215	0.79	0.250	0.251
	650	UNITED STATES TREAS NTS	TSY	0.63	11/30/2017	649,637	0.25	0.333	0.332
	225	UNITED STATES TREAS NTS	TSY	0.75	12/31/2017	224,791	0.09	0.417	0.417
	3,500	UNITED STATES TREAS NTS	TSY	1.00	12/31/2017	3,501,058	1.37	0.417	0.417
	485	UNITED STATES TREAS NTS	TSY	0.75	3/31/2018	484,859	0.19	0.667	0.660
	1,025	UNITED STATES TREAS NTS	TSY	0.63	4/30/2018	1,022,153	0.40	0.750	0.741
	1,350	UNITED STATES TREAS NTS	TSY	1.00	5/31/2018	1,349,617	0.53	0.833	0.825
	1,000	UNITED STATES TREAS NTS	TSY	1.38	7/31/2018	1,001,150	0.39	1.000	0.990
	1,775	UNITED STATES TREAS NTS	TSY	1.38	9/30/2018	1,785,017	0.70	1.167	1.149
	2,000	UNITED STATES TREAS NTS	TSY	1.38	11/30/2018	2,007,043	0.78	1.333	1.315
	250	UNITED STATES TREAS NTS	TSY	1.50	12/31/2018	251,013	0.10	1.417	1.398
	2,500	UNITED STATES TREAS NTS	TSY	1.25	12/31/2018	2,501,307	0.98	1.417	1.400
	650	UNITED STATES TREAS NTS	TSY	1.63	3/31/2019	656,732	0.26	1.667	1.630
	2,000	UNITED STATES TREAS NTS	TSY	1.63	7/31/2019	2,010,620	0.78	2.000	1.962
	2,000	UNITED STATES TREAS NTS	TSY	1.25	1/31/2020	1,991,640	0.78	2.500	2.457
	2,000	UNITED STATES TREAS NTS	TSY	1.38	1/31/2020	1,998,040	0.78	2.500	2.454
	2,000	UNITED STATES TREAS NTS	TSY	1.38	2/15/2020	2,009,790	0.78	2.583	2.478
	2,000	UNITED STATES TREAS NTS	TSY	1.50	4/15/2020	2,011,030	0.78	2.750	2.637
	3,500	UNITED STATES TREAS NTS	TSY	1.38	4/30/2020	3,504,156	1.37	2.750	2.683
	2,000	UNITED STATES TREAS NTS	TSY	1.50	5/31/2020	2,006,140	0.78	2.833	2.763
AGY	141,301		Aaa	0.85	Avg Life=0.4	141,385,257	55.17	0.455	0.161

Sector 1	Par (000)	Issuer Name	Quality	Coupon (%)	Maturity	Mkt Value (\$)	% Held (MV)	Avg Life	Eff Dur
	2,000	FEDERAL FARM CR BKS	AGY	1.22	8/1/2017	2,002,029	0.78	0.003	0.003
	1,500	FEDERAL FARM CR BKS	AGY	1.35	8/1/2017	1,501,690	0.59	0.003	0.003
	2,500	FHLB DISC NT	AGY	0.00	8/2/2017	2,499,925	0.98	0.005	0.005
	3,000	FHLB DISC NT	AGY	0.00	8/4/2017	2,999,760	1.17	0.011	0.011
	2,500	FHLB DISC NT	AGY	0.00	8/9/2017	2,499,450	0.98	0.025	0.025
	2,305	FEDERAL HOME LOAN BANKS	AGY	1.14	8/9/2017	2,311,129	0.90	0.025	0.025
	1,000	FHLB DISC NT	AGY	0.00	8/10/2017	999,750	0.39	0.027	0.027
	2,500	FHLB DISC NT	AGY	0.00	8/11/2017	2,499,325	0.98	0.030	0.030
	2,000	FEDERAL HOME LOAN BANKS	AGY	0.89	8/16/2017	2,003,696	0.78	0.083	0.044
	2,100	FHLB DISC NT	AGY	0.00	8/18/2017	2,099,013	0.82	0.049	0.049
	1,750	FEDERAL HOME LOAN BANKS	AGY	1.24	8/21/2017	1,750,777	0.68	0.083	0.057
	1,000	FHLB DISC NT	AGY	0.00	8/23/2017	999,400	0.39	0.063	0.063
	3,500	FHLB DISC NT	AGY	0.00	8/24/2017	3,497,795	1.36	0.066	0.065
	2,000	FEDERAL FARM CR BKS	AGY	1.26	8/28/2017	2,000,570	0.78	0.083	0.077
	2,000	FEDERAL HOME LOAN BANKS	AGY	1.18	9/1/2017	2,004,219	0.78	0.083	0.088
	2,700	FEDERAL HOME LOAN BANKS	AGY	1.27	9/5/2017	2,703,010	1.05	0.083	0.013
	1,500	FFCB DISC NT	AGY	0.00	9/11/2017	1,498,290	0.58	0.115	0.114
	2,500	FEDERAL HOME LOAN BANKS	AGY	1.20	9/15/2017	2,501,728	0.98	0.167	0.040
	2,000	FHLB DISC NT	AGY	0.00	9/18/2017	1,997,340	0.78	0.134	0.133
	1,000	FEDERAL HOME LOAN BANKS	AGY	0.94	9/22/2017	1,000,825	0.39	0.167	0.145
	1,500	FEDERAL FARM CR BKS	AGY	1.30	9/28/2017	1,500,823	0.59	0.167	0.076
	1,465	FHLB DISC NT	AGY	0.00	9/29/2017	1,462,597	0.57	0.164	0.163
	1,250	FHLB DISC NT	AGY	0.00	10/4/2017	1,247,688	0.49	0.178	0.177
	1,150	FEDERAL NATL MTG ASSN	AGY	1.24	10/5/2017	1,151,384	0.45	0.167	0.011
	1,750	FHLB DISC NT	AGY	0.00	10/6/2017	1,746,657	0.68	0.184	0.182
	2,000	FEDERAL HOME LOAN BANKS	AGY	1.17	10/10/2017	2,001,790	0.78	0.167	0.025
	1,750	FEDERAL HOME LN MTG CORP	AGY	0.92	10/12/2017	1,750,259	0.68	0.167	0.200
	2,500	FHLB DISC NT	AGY	0.00	10/13/2017	2,494,725	0.97	0.203	0.202
	2,000	FEDERAL HOME LOAN BANKS	AGY	1.31	10/18/2017	2,001,963	0.78	0.250	0.047
	5,000	FHLB DISC NT	AGY	0.00	10/20/2017	4,988,450	1.95	0.222	0.221
	1,500	FEDERAL FARM CR BKS	AGY	1.20	10/25/2017	1,500,901	0.59	0.250	0.066
	3,136	FHLB DISC NT	AGY	0.00	10/25/2017	3,128,285	1.22	0.236	0.234
	2,000	FEDERAL HOME LOAN BANKS	AGY	1.30	11/3/2017	2,003,206	0.78	0.250	0.005

Sector 1	Par (000)	Issuer Name	Quality	Coupon (%)	Maturity	Mkt Value (\$)	% Held (MV)	Avg Life	Eff Dur
	1,000	FEDERAL HOME LOAN BANKS	AGY	1.09	11/6/2017	1,002,832	0.39	0.250	0.013
	2,000	FEDERAL FARM CR BKS	AGY	1.34	11/13/2017	2,003,164	0.78	0.250	0.032
	2,500	FEDERAL HOME LOAN BANKS	AGY	1.00	11/13/2017	2,505,771	0.98	0.250	0.032
	1,100	FEDERAL HOME LN MTG CORP	AGY	1.26	11/13/2017	1,101,454	0.43	0.250	0.032
	2,500	FEDERAL HOME LOAN BANKS	AGY	1.08	11/15/2017	2,506,534	0.98	0.333	0.038
	2,500	FEDERAL HOME LOAN BANKS	AGY	1.28	11/17/2017	2,502,770	0.98	0.333	0.043
	1,000	FEDERAL FARM CR BKS	AGY	1.24	11/27/2017	1,000,728	0.39	0.333	0.071
	2,000	FEDERAL HOME LOAN BANKS	AGY	1.25	11/28/2017	2,001,288	0.78	0.333	0.073
	1,000	FHLB DISC NT	AGY	0.00	12/6/2017	996,190	0.39	0.351	0.349
	2,500	FEDERAL FARM CR BKS	AGY	1.26	12/8/2017	2,503,687	0.98	0.333	0.023
	415	TENNESSEE VALLEY AUTH	AGY	6.25	12/15/2017	426,066	0.17	0.417	0.373
	2,500	FHLB DISC NT	AGY	0.00	12/22/2017	2,489,275	0.97	0.395	0.392
	950	FEDERAL FARM CR BKS	AGY	1.27	1/2/2018	951,730	0.37	0.417	0.000
	1,000	FEDERAL FARM CR BKS	AGY	1.24	1/8/2018	1,001,505	0.39	0.417	0.016
	2,500	FEDERAL NATL MTG ASSN	AGY	1.28	1/11/2018	2,503,546	0.98	0.417	0.194
	1,500	FEDERAL FARM CREDIT BANKS(U)	Aaa	0.00	1/22/2018	1,501,275	0.59	0.833	0.020
	1,500	FEDERAL FARM CR BKS	AGY	1.37	1/25/2018	1,502,443	0.59	0.500	0.063
	1,500	FEDERAL HOME LOAN BANKS	AGY	1.07	1/25/2018	1,500,342	0.59	0.500	0.066
	2,000	FEDERAL FARM CR BKS	AGY	1.28	1/26/2018	2,001,717	0.78	0.500	0.235
	1,000	FEDERAL HOME LOAN BANKS	AGY	1.06	1/26/2018	1,000,028	0.39	0.500	0.069
	1,000	FEDERAL FARM CR BKS	AGY	1.15	2/6/2018	1,003,465	0.39	0.500	0.010
	1,000	FEDERAL HOME LOAN BANKS	AGY	1.07	2/12/2018	1,000,494	0.39	0.500	0.030
	1,500	FEDERAL FARM CR BKS	AGY	1.26	2/26/2018	1,501,808	0.59	0.583	0.065
	2,800	FEDERAL FARM CR BKS	AGY	1.18	3/2/2018	2,807,711	1.10	0.583	0.084
	1,300	FEDERAL HOME LOAN BANKS	AGY	0.88	3/19/2018	1,301,519	0.51	0.667	0.627
	2,000	FEDERAL HOME LOAN BANKS	AGY	1.25	3/23/2018	2,002,574	0.78	0.667	0.055
	1,500	FEDERAL HOME LOAN BANKS	AGY	1.07	3/26/2018	1,501,410	0.59	0.667	0.150
	1,300	FEDERAL NATL MTG ASSN	AGY	0.88	3/28/2018	1,301,117	0.51	0.667	0.651
	1,500	FEDERAL HOME LOAN BANKS	AGY	1.09	4/6/2018	1,500,922	0.59	0.667	0.012
	1,225	FEDERAL FARM CR BKS	AGY	1.28	4/16/2018	1,227,219	0.48	0.750	0.035
	1,500	FEDERAL HOME LOAN BANKS	AGY	1.09	4/25/2018	1,500,077	0.59	0.750	0.064
	1,000	FEDERAL FARM CR BKS	AGY	1.32	5/25/2018	1,002,010	0.39	0.833	0.059
	1,500	FEDERAL FARM CR BKS	AGY	1.16	7/20/2018	1,501,613	0.59	1.000	0.045
	1,150	FEDERAL FARM CR BKS	AGY	1.37	8/1/2018	1,154,036	0.45	1.000	-0.009

Sector 1	Par (000)	Issuer Name	Quality	Coupon (%)	Maturity	Mkt Value (\$)	% Held (MV)	Avg Life	Eff Dur
	2,000	FEDERAL FARM CR BKS	AGY	1.04	9/28/2018	1,999,357	0.78	1.167	0.153
	1,000	FEDERAL FARM CR BKS	AGY	1.32	10/3/2018	1,003,418	0.39	1.167	-0.006
	1,300	FEDERAL NATL MTG ASSN	AGY	1.13	10/19/2018	1,301,245	0.51	1.250	1.202
	1,000	FEDERAL FARM CREDIT BANKS 1.	Aaa	1.07	12/5/2018	1,001,394	0.39	1.333	0.090
	1,500	FEDERAL FARM CR BKS	AGY	1.17	12/20/2018	1,501,467	0.59	1.417	0.039
	2,500	FEDERAL HOME LOAN BANKS	AGY	1.13	12/21/2018	2,500,434	0.98	1.417	0.044
	1,000	FEDERAL HOME LOAN BANKS	AGY	1.14	1/11/2019	1,000,491	0.39	1.417	0.016
	2,000	FEDERAL FARM CR BKS	AGY	1.18	1/23/2019	2,001,703	0.78	1.500	0.046
	1,105	FEDERAL NATL MTG ASSN	AGY	1.38	1/28/2019	1,105,646	0.43	1.500	1.475
	1,300	FEDERAL NATL MTG ASSN	AGY	1.00	2/26/2019	1,298,447	0.51	1.583	1.549
	1,500	FEDERAL FARM CREDIT BANKS 1.	Aaa	1.16	4/15/2019	1,502,307	0.59	1.750	0.705
	1,500	FEDERAL FARM CREDIT BANKS .9	Aaa	1.17	4/24/2019	1,500,596	0.59	1.750	0.224
	2,000	FEDERAL HOME LOAN BANKS	AGY	1.63	6/14/2019	2,011,983	0.79	1.833	1.833
OGVT	9,360		A1	2.43	Avg Life=0.8	9,445,438	3.69	0.766	0.759
	1,000	HAWAII ST GO BDS ES	Aa1	1.23	8/1/2017	1,006,155	0.39	0.003	0.003
	500	LOS ANGELES CALIF CMNTY COL	Aa1	1.31	8/1/2017	503,282	0.20	0.003	0.003
	40	MISSISSIPPI ST TAXABLE GO R	Aa2	1.09	10/1/2017	40,137	0.02	0.167	0.169
	465	GEORGIA ST GO BDS 2010-C	Aaa	2.59	10/1/2017	470,270	0.18	0.167	0.169
	500	NEW YORK N Y CITY HSG DEV C	Aa2	1.27	11/1/2017	501,252	0.20	0.250	0.253
	300	MACON & DE WITT CNTYS ILL C	N/A	3.75	12/1/2017	303,486	0.12	0.333	0.333
	250	ROSEMONT ILL TAXABLE GO REF	Baa1	3.00	12/1/2017	251,787	0.10	0.333	0.333
	300	ATLANTA & FULTON CNTY GA RE	Aa1	1.55	12/1/2017	301,048	0.12	0.333	0.335
	500	LA SALLE & BUREAU CNTYS ILL	A1	5.15	12/1/2017	509,762	0.20	0.333	0.334
	1,980	NEW JERSEY ECONOMIC DEV AUT	Baa1	2.42	6/15/2018	1,980,106	0.77	0.833	0.856
	1,000	LOS ANGELES CNTY CALIF REDE	N/A	2.06	8/1/2018	1,014,815	0.40	1.000	0.979
	2,000	INDUSTRY CALIF PUB FACS AUT	N/A	3.04	1/1/2019	2,034,445	0.79	1.417	1.385
	525	FLORIDA ST BRD ADMIN FIN CO	Aa3	2.16	7/1/2019	528,892	0.21	1.917	1.868
CMO	51		Aaa	4.50	Avg Life=0.5	51,782	0.02	0.500	0.540
	51	FHLMC 4459- NB	AGY	4.50	1/15/2020	51,782	0.02	0.500	0.540
CMBS	945		Aaa	1.52	Avg Life=1.1	946,485	0.37	1.082	0.527
	131	FNMA 2015-M1- ASQ2	AGY	1.63	2/25/2018	131,108	0.05	0.500	0.525
	103	FNMA 2015-M07- ASQ2	AGY	1.55	4/25/2018	103,021	0.04	0.500	0.596
	22	FNMA 2015-M3- FA	AGY	1.22	6/25/2018	22,015	0.01	0.833	0.125

Sector	1	Par (000)	Issuer Name	Quality	Coupon (%)	Maturity	Mkt Value (\$)	% Held (MV)	Avg Life	Eff Dur
		61	FNMA 2015-M4- FA	AGY	1.21	9/25/2018	61,036	0.02	1.083	0.126
		35	FNMA 2015-M08- FA	AGY	1.17	11/25/2018	35,055	0.01	1.083	0.127
		110	FNMA 2015-M15- ASQ2	AGY	1.90	1/25/2019	110,216	0.04	0.667	0.754
		204	FNMA 2015-M13- ASQ2	AGY	1.65	9/25/2019	204,253	0.08	1.083	1.160
		279	FNMA 2015-M12- FA	AGY	1.34	4/25/2020	279,781	0.11	1.750	0.121
MUNI	2,340			Aaa	0.84	Avg Life=0.0	2,344,113	0.91	0.008	0.009
	2,340	CONN ST HSG FIN AUTH HSG MTG	Aaa	0.84	5/15/2035	2,344,113	0.91	0.008	0.009	
MM	45,500			P-1	0.00	Avg Life=0.2	45,376,356	17.71	0.167	0.166
	2,500	COLGATE PALMOLIVE CO	P-1	0.00	8/3/2017	2,498,275	0.97	0.008	0.008	
	2,500	COLGATE PALMOLIVE CO	P-1	0.00	8/7/2017	2,497,900	0.97	0.019	0.019	
	1,000	APPLE INC	P-1	0.00	8/7/2017	998,970	0.39	0.019	0.019	
	3,500	WAL-MART STORES INC	P-1	0.00	8/8/2017	3,496,990	1.36	0.022	0.021	
	1,000	APPLE INC	P-1	0.00	8/9/2017	999,080	0.39	0.025	0.024	
	2,000	PROCTER AND GAMBLE CO	P-1	0.00	8/11/2017	1,998,100	0.78	0.030	0.030	
	1,500	WAL-MART STORES INC	P-1	0.00	8/14/2017	1,499,115	0.58	0.038	0.038	
	2,000	CHEVRON CORP NEW	P-1	0.00	8/14/2017	1,997,980	0.78	0.038	0.038	
	2,500	APPLE INC	P-1	0.00	8/17/2017	2,496,325	0.97	0.047	0.046	
	2,500	EXXON CORP	P-1	0.00	8/22/2017	2,496,725	0.97	0.060	0.060	
	1,750	COCA COLA CO	P-1	0.00	8/25/2017	1,746,920	0.68	0.068	0.068	
	3,500	COCA COLA CO	P-1	0.00	8/30/2017	3,494,750	1.36	0.082	0.081	
	2,500	MICROSOFT CORP	P-1	0.00	9/15/2017	2,493,850	0.97	0.126	0.125	
	1,000	APPLE INC	P-1	0.00	10/3/2017	997,490	0.39	0.175	0.174	
	2,500	APPLE INC	P-1	0.00	10/30/2017	2,491,175	0.97	0.249	0.247	
	2,000	MICROSOFT CORP	P-1	0.00	11/7/2017	1,992,600	0.78	0.271	0.269	
	1,500	CHEVRON CORP NEW	P-1	0.00	11/7/2017	1,493,490	0.58	0.271	0.269	
	1,000	COCA COLA CO	P-1	0.00	11/8/2017	996,410	0.39	0.274	0.272	
	2,000	MICROSOFT CORP	P-1	0.00	11/14/2017	1,992,000	0.78	0.290	0.288	
	2,000	APPLE INC	P-1	0.00	12/4/2017	1,990,840	0.78	0.345	0.343	
	2,000	COCA COLA CO	P-1	0.00	1/9/2018	1,987,600	0.78	0.444	0.440	
	1,000	APPLE INC	P-1	0.00	3/12/2018	991,490	0.39	0.614	0.609	
	1,750	COCA COLA CO	P-1	0.00	6/4/2018	1,728,283	0.67	0.844	0.837	
OTHR	3,000			Aaa	1.19	Avg Life=1.8	3,004,630	1.17	1.833	1.806
	1,000	FEDERAL FARM CREDIT BANKS 1.	Aaa	1.23	4/10/2019	1,003,360	0.39	1.667	1.664	

Sector 1	Par (000)	Issuer Name	Quality	Coupon (%)	Maturity	Mkt Value (\$)	% Held (MV)	Avg Life	Eff Dur
	2,000	FEDERAL FARM CREDIT BANKS 1.	Aaa	1.17	6/27/2019	2,001,270	0.78	1.917	1.877
Total:	256,157		Aaa	0.83	Avg Life=0.6	256,289,075	100.00	0.562	0.391

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Average Life	Market Value	% of Total
0 - 6 mo	\$ 178,171,970	69.5%
6 mo - 1 yr	\$ 35,088,312	13.7%
1 yr - 2 yrs	\$ 13,520,796	5.3%
2 yrs - 3 yrs	\$ 29,507,995	11.5%
Total	\$ 256,289,073	100.0%

Note:

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

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

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

Percent Ownership of Gov't Money Market Fund

As of 7/31/2017 0.34%

Disclosure

Terms

Par = Face value of Bond

Quality = Long term rating from Moody's

Coupon = The security coupon rate or the weighted average coupon of the bonds in a portfolio

Mkt Value (\$) = Market Value

% Held (MV) = Percent weight of the security in the portfolio based on market value

YTW = the lowest potential yield that can be received on a bond without the issuer actually defaulting.

Eff Duration = Effective Duration - An option-adjusted measure of a bond's (or portfolio's) sensitivity to changes in interest rates

Maturity = The security maturity from the date of the report or the market value weighted average maturity of the bonds in a portfolio

Port Mkt Val (000) = Portfolio Market Value

Quality = The Moody's security rating or the market value weighted average quality of the bonds in a portfolio

Average Life = The weighted average time to receipt of principal payments (including scheduled pay-downs and prepayments)

Sector Abbreviations

Cash = Cash invested in Money Market Fund

TSY = Treasury Securities

AGY = Agency Securities

OGVT = Longer Dated Municipal Securities

CMBS = Commercial Mortgage Backed Security

CMO = Collateralized Mortgage Obligation

MUNI = Shorted Dated Municipal Securities

MM = includes commercial paper, bankers acceptances, and certificate deposits

Disclosure

The purpose and nature of this piece is informational and educational. The analysis and views expressed in this proposal reflect personal views about the subject and not related to any specific security recommendations. The information and statistics in this report have been obtained from sources we believe are reliable but we do not warrant their accuracy or completeness. We do not undertake to advise the reader as to changes of our views in the future. This is not a solicitation of an order to buy or sell any securities. Past performance is no guarantee of future results.

Certain of the statements contained herein are statements of future expectations and other forward-looking statements that are based on management's current views and assumptions and involve known and unknown risks and uncertainties that could cause actual results, performance or events to differ materially from those expressed or implied in such statements. We do not undertake to advise the reader as to changes of our views in the future. Actual results, performance or events may differ materially from those in such statements due to, without limitation, (1) general economic conditions, (2) performance of financial markets, (3) interest rate levels.

BMO Asset Management Corp. is a non-custody investment adviser. Comparison of account statements from the qualified custodian to those from the adviser is recommended. Please refer to the statement of assets of your qualified custodian as your official book and record.

This is not intended to serve as a complete analysis of every material fact regarding any company, industry or security. The opinions expressed here reflect our judgment at this date and are subject to change. Information has been obtained from sources we consider to be reliable, but we cannot guarantee the accuracy. This publication is prepared for general information only. This material does not constitute investment advice and is not intended as an endorsement of any specific investment. It does not have regard to the specific investment objectives, financial situation and the particular needs of any specific person who may receive this report. Investors should seek advice regarding the appropriateness of investing in any securities or investment strategies discussed or recommended in this report and should understand that statements regarding future prospects may not be realized. Investment involves risk. Market conditions and trends will fluctuate. The value of an investment as well as income associated with investments may rise or fall. Accordingly, investors may receive back less than originally invested. Investments cannot be made in an index. Past performance is not necessarily a guide to future performance.

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COLLEGE OF DUPAGE
FISCAL YEAR 2018 BUDGET AND EXPENDITURES
July 31, 2017
As of July 31, 2017 2 of 26 Payrolls have occurred = 7.7%

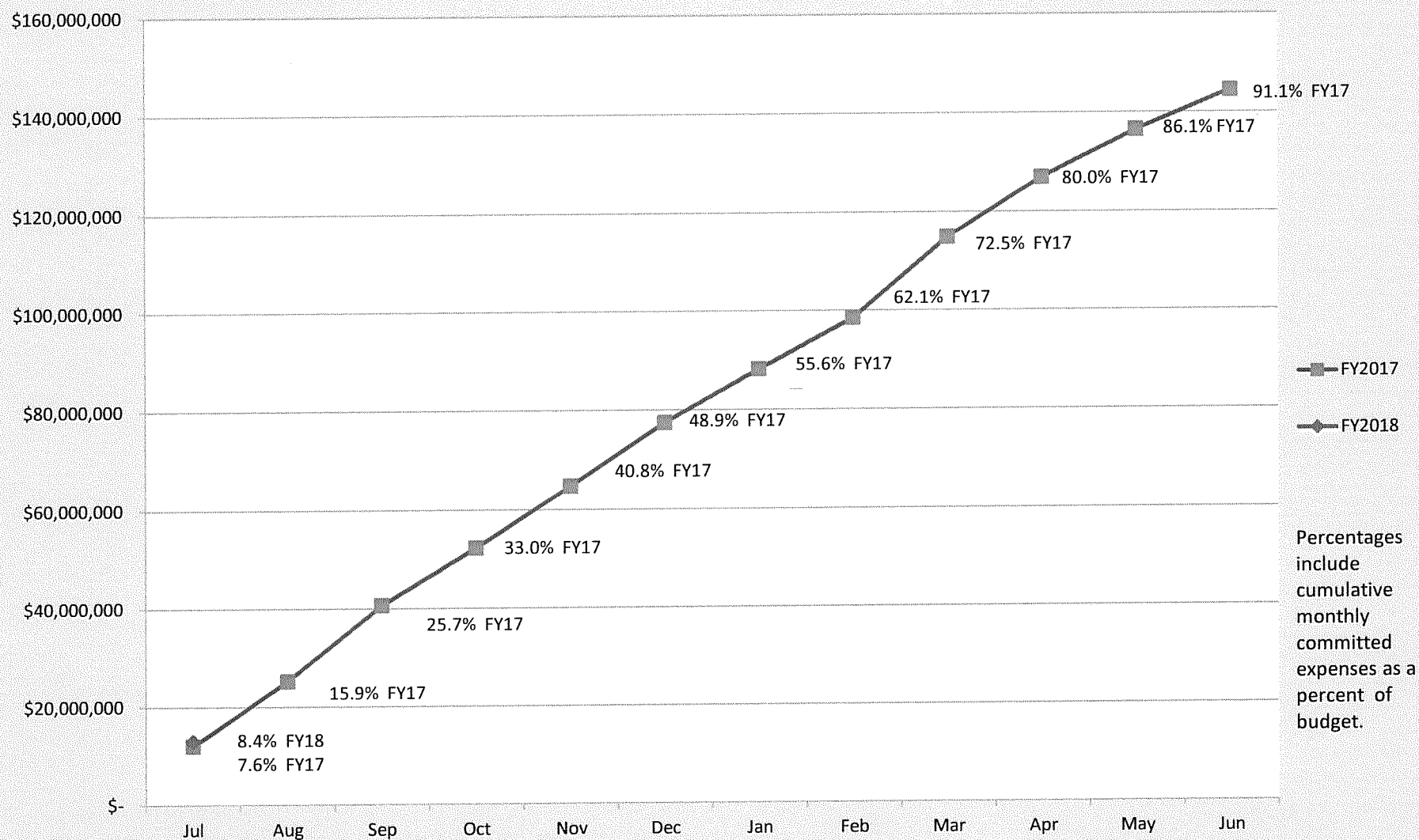
DIVISION	ANNUAL BUDGET	EXPENDITURES (1) YEAR TO DATE	FUTURE COMMITMENTS	TOTAL COMMITTED	UNCOMMITTED BALANCE	% OF BUDGET COMMITTED
EDUCATION FUND						
President	\$ 909,924	\$ 50,929	\$ 2,000	\$ 52,929	\$ 856,995	5.82%
Board of Trustees						
Board of Trustees Administration	79,816	235	7,000	7,235	72,581	9.06%
Office of General Counsel	393,410	14,298	4,180	18,478	374,932	4.70%
Board of Trustees Total	473,226	14,533	11,180	25,713	447,513	5.43%
Legislative Relations	332,835	12,546	650	13,196	319,639	3.96%
Academic Affairs						
Academic Affairs Administration	11,185,165	376,417	120,439	496,856	10,688,309	4.44%
Business & Technology	11,583,837	487,159	202,128	689,287	10,894,550	5.95%
Arts, Communication & Hospitality	12,577,334	347,938	86,736	434,674	12,142,660	3.46%
Biology & Health Sciences	14,324,653	645,535	243,211	888,746	13,435,907	6.20%
Liberal Arts	11,764,293	422,639	2,083	424,722	11,339,571	3.61%
Social/Behavioral Sciences	9,085,588	412,226	2,993	415,219	8,670,369	4.57%
Library	4,972,454	432,536	333,524	766,060	4,206,394	15.41%
Math & Natural Sciences	10,444,049	552,575	17,597	570,172	9,873,877	5.46%
Continuing Education	2,686,101	169,558	23,801	193,359	2,492,742	7.20%
Academic Affairs Total	88,623,474	3,846,583	1,032,512	4,879,095	83,744,379	5.51%
Student Affairs	15,692,458	586,582	157,236	743,818	14,948,640	4.74%
Advancement						
Development & Foundation	1,278,874	54,686	8,837	63,523	1,215,351	4.97%
Marketing & Communication	4,290,995	163,975	673,195	837,170	3,453,825	19.51%
Advancement Total	5,569,869	218,661	682,032	900,693	4,669,176	16.17%
Information Technology	14,151,399	919,022	1,853,341	2,772,363	11,379,036	19.59%
Planning & Inst. Effectiveness	873,018	29,990	-	29,990	843,028	3.44%
Administrative Affairs						
Administrative Affairs Admin.	355,410	18,424	1,766	20,190	335,220	5.68%
Business Affairs	2,057,976	22,415	20,694	43,109	2,014,867	2.09%
Police	2,216,905	72,501	87,002	159,503	2,057,402	7.19%
Financial Affairs	4,000,144	144,468	511	144,979	3,855,165	3.62%
Risk Management	363,855	16,561	2,088	18,649	345,206	5.13%
General Institutional	11,524,376	1,890,176	171,450	2,061,626	9,462,750	17.89%
Budget Office	170,226	-	-	-	170,226	0.00%
Administrative Affairs Total	20,688,892	2,164,545	283,511	2,448,056	18,240,836	11.83%
Facilities	4,192,551	118,491	752,965	871,456	3,321,095	
Human Resources	2,769,442	111,033	59,305	170,338	2,599,104	6.15%
Public Relations	1,151,255	106,630	1,360	107,990	1,043,265	9.38%
Total Education Fund:	\$ 155,428,343	\$ 8,179,545	\$ 4,836,092	\$ 13,015,637	\$ 142,412,706	8.37%
OPERATIONS & MAINTENANCE FUND						
Facilities	\$ 14,781,336	\$ 537,266	\$ 667,136	\$ 1,204,402	\$ 13,576,934	8.15%
General Institutional	539,000	462,380	-	462,380	76,620	85.78%
Total Operations & Maintenance Fund:	\$ 15,320,336	\$ 999,646	\$ 667,136	\$ 1,666,782	\$ 13,653,554	10.88%
Total General Fund	\$ 170,748,679	\$ 9,179,191	\$ 5,503,228	\$ 14,682,419	\$ 156,066,260	8.60%

NOTES:

(1) The expenditures are based on unaudited numbers from the general ledger.

b.

**College of DuPage
FY2017 & FY2018 Education Fund Committed Expenditures
Unaudited - FY18 July**



COLLEGE OF DUPAGE
Operating Cash Available to Pay Annual Operating Expenses
as of July 31, 2017, Preliminary, Unaudited

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

	<u>Without Restrictions</u>	<u>Net of Board Approved Fund Balance Restrictions</u>
Total Operating Cash/Investments	\$ 222,602,295	\$ 222,602,295
Current Fund Balance Restrictions		
Future Pension Obligations	-	(17,000,000)
Information Technology Plan	-	(5,000,000)
Capital Development Board 25% Match	-	(6,250,000)
Retiree OPEB Liability	-	(14,000,000)
New Teaching and Learning Center	-	(33,000,000)
Funded Depreciation (Deferred Facilities Maintenance)	-	(16,000,000)
Current Fund Balance Restrictions	-	(91,250,000)
Net Operating Cash/Investments	222,602,295	131,352,295
FY2016 Operating Expenses *	159,942,534	159,942,534
Net % Of Operating Cash/Investments Available To Pay Annual Operating Expenses	139.2%	82.1%

* - Includes \$158.8 million of operating expenses, plus \$1.2 million of transfers out.

COLLEGE OF DUPAGE
Summary of Asset Disposals

April 1, 2017 thru June 30, 2017

d.

<u>ASSET TYPE</u>	<u>REASON FOR DISPOSAL</u>	<u>NUMBER OF ITEMS</u>	<u>ORIGINAL COST</u>	<u>CURRENT NET BOOK VALUE</u>	<u>PROCEEDS</u>
Capital	OBSOLETE/JUNKED	7	\$ 173,097.51	0	\$ -
Capital	TRADED IN	4	116,869.00	0	8,700.00 *
Capital	DAMAGED/JUNKED	6	18,620.68	0	-
Non-Capital	JUNKED	43	N/A	N/A	-
	TOTAL		<u>\$ 308,587.19</u>	<u>0</u>	<u>\$ 8,700.00</u>

^ Proceeds represent \$8,700 received from vehicle trade-ins which were used to reduce price of new vehicles.

** Report presented at the August 17, 2017 Board Meeting.

COLLEGE OF DUPAGE
Detail for Capital Asset Disposals (Obsolete - Junked)
April 1, 2017 thru June 30, 2017

d.

Asset Type	DISPOSAL DATE	#	FIXED ASSET TAG NUMBER	Tracking	DESCRIPTION	ACQUISITION DATE	ACQUISITION METHOD	ORIGINAL COST	NET BOOK VALUE	REASON FOR DISPOSAL
Capital	06/01/2017	1	000056870	17-59	Lab Equipment/Mach Carbon Accessory	01/12/2001	PR	\$ 13,500.00	-	OBSOLETE/JUNKED
Capital	06/01/2017	2	000056868	17-60	Lab Eq/Mach Eft 60FTNMR Spectrometer	01/12/2001	PR	45,675.00	-	OBSOLETE/JUNKED
Capital	06/01/2017	3	000052090	17-60	Chem/Phys/Elect/Bio Eq Nmr Spectrometer	06/07/1999	PR	47,030.00	-	OBSOLETE/JUNKED
Capital	06/01/2017	4	000067092	17-61	Infrared Spectrometer	06/20/2007	PR	14,636.51	-	OBSOLETE/JUNKED
Capital	06/01/2017	5	000042532	17-62	Chem/Phys/Elect/Bio Eq Chromatograph	05/27/1993	PR	14,869.00	-	OBSOLETE/JUNKED
Capital	06/01/2017	6	000048367	17-63	Lab Equipment/Mach Gas Chromatograph	03/06/1996	PR	24,408.00	-	OBSOLETE/JUNKED
Capital	06/01/2017	7	000037527	17-64	Lab Equipment/Mach Gas Chromatograph	06/17/1992	PR	12,979.00	-	OBSOLETE/JUNKED
Total								<u>\$ 173,097.51</u>	<u>\$ -</u>	

COLLEGE OF DUPAGE
Detail for Capital Asset Disposals (Traded In)
April 1, 2017 thru June 30, 2017

d.

Asset Type	DISPOSAL DATE	FIXED ASSET TAG No. NUMBER	DESCRIPTION	ACQUISITION DATE	ACQUISITION METHOD	ORIGINAL COST	CURRENT NET BOOK VALUE	TRADED IN PROCEEDS	REASON FOR DISPOSAL
Capital	06/29/2017	1 000061600	17-40 Motorized Vehicles	12/30/2002	PR	\$ 39,626.00	\$ -	\$ 1,500.00	OBSOLETE/TRADED IN
Capital	06/29/2017	2 000061601	17-40A 2002 Fleet 15 Passenger Bus	12/30/2002	PR	39,376.00	-	1,500.00	OBSOLETE/TRADED IN
Capital	05/23/2017	3 000066382	17-56 Ford Cargo Van	08/07/2006	PR	18,700.00	-	2,500.00	OBSOLETE/TRADED IN
Capital	05/26/2017	4 000068445	17-57 Dodge Grand Caravan SE	06/25/2008	PR	19,167.00	-	3,200.00	OBSOLETE/TRADED IN
Total						<u>\$ 116,869.00</u>	<u>\$ -</u>	<u>\$ 8,700.00</u>	

COLLEGE OF DUPAGE
Detail for Capital Asset Disposals (Damaged - Junked)
April 1, 2017 thru June 30, 2017

d.

Asset Type	DISPOSAL DATE	No.	FIXED ASSET TAG NUMBER	Tracking	DESCRIPTION	ACQUISITION DATE	ACQUISITION METHOD	ORIGINAL COST	NET BOOK VALUE	REASON FOR DISPOSAL
Capital	05/15/2017	1	000058484	17-03	Office Furniture Lateral File Cabinet	06/30/2001	PR	\$ 3,483.97	\$ -	DAMAGED/JUNKED
Capital	04/30/2017	2	000055068	17-18	Desks/Workstations	02/10/2000	PR	2,735.71	-	DAMAGED/JUNKED
Capital	05/11/2017	3	000069091	17-36	Bed	09/11/2008	DO	2,500.00	-	DAMAGED/JUNKED
Capital	05/11/2017	4	000069084	17-36	Bed	09/11/2008	DO	2,500.00	-	DAMAGED/JUNKED
Capital	05/15/2017	5	000061768	17-38	Dental Equipment	04/29/2003	PR	3,702.00	-	DAMAGED/JUNKED
Capital	05/15/2017	6	000061692	17-39	Lab Equipment/Machinery	03/20/2003	PR	3,699.00	-	DAMAGED/JUNKED
Total								<u>\$ 18,620.68</u>	\$ -	

COLLEGE OF DUPAGE
Detail for Non-Capital Asset* Disposals
April 1, 2017 thru June 30, 2017

Asset Type	Date of Disposal	No.	Tracking #	Descriptions	Acquisition Cost	d. REASON FOR DISPOSAL	Dept. or Location
Non-Capital	05/30/2017	1	17-19	Cherry Laminate Computer Table	N/A	JUNKED	Westmont Center
Non-Capital	05/30/2017	2	17-20	Light Blue K1 Office Chair	N/A	JUNKED	Westmont Center
Non-Capital	05/30/2017	3	17-21	Light Wood 30"x30" Table	N/A	JUNKED	Westmont Center
Non-Capital	05/30/2017	4	17-22	Luxor A/V Cart	N/A	JUNKED	Westmont Center
Non-Capital	05/30/2017	5	17-23	Luxor A/V Cart	N/A	JUNKED	Westmont Center
Non-Capital	05/30/2017	6	17-24	Office Chairs	N/A	JUNKED	Westmont Center
Non-Capital	05/30/2017	7	17-25	MAP Cart	N/A	JUNKED	Westmont Center
Non-Capital	05/30/2017	8	17-26	Gray 5 Drawer Metal Desk	N/A	JUNKED	Westmont Center
Non-Capital	05/30/2017	9	17-27	Large Gray 5 Computer Table	N/A	JUNKED	Westmont Center
Non-Capital	05/30/2017	10	17-28	4 Gray 72"x30" Tables	N/A	JUNKED	Westmont Center
Non-Capital	05/30/2017	11	17-29	Gray Table	N/A	JUNKED	Westmont Center
Non-Capital	05/30/2017	12	17-30	1 2 Drawer Lateral File Cabinet	N/A	JUNKED	Westmont Center
Non-Capital	05/30/2017	13	17-31	3 5 Drawer Lateral File Cabinets	N/A	JUNKED	Westmont Center
Non-Capital	05/30/2017	14	17-32	1 2 Drawer Lateral File Cabinet	N/A	JUNKED	Westmont Center
Non-Capital	05/30/2017	15	17-33	1 5 Drawer Lateral File Cabinet	N/A	JUNKED	Westmont Center
Non-Capital	05/30/2017	16	17-34	1 5 Drawer Lateral File Cabinet	N/A	JUNKED	Westmont Center
Non-Capital	05/30/2017	17	17-35	3 3 Drawer Lateral File Cabinet	N/A	JUNKED	Westmont Center
Non-Capital	05/30/2017	18	17-37	Filing Cabinet	N/A	JUNKED	Student Records
Non-Capital	05/30/2017	19	17-43	Buffalo Model Trimmer	N/A	JUNKED	Dental Hygiene
Non-Capital	05/30/2017	20	17-44	4 Metal filing Cabinet	N/A	JUNKED	Health Sciences
Non-Capital	05/30/2017	21	17-45	Wooden Bookcase	N/A	JUNKED	Health Sciences
Non-Capital	05/30/2017	22	17-51	26 Classrooms Chairs	N/A	JUNKED	Addison Center
Non-Capital	05/30/2017	23	17-52	1 desk,1 table,2 arms chairs,	N/A	JUNKED	Addison Center
Non-Capital	05/30/2017	24	17-53	1 desk, 1 cabinet	N/A	JUNKED	Addison Center
Non-Capital	05/30/2017	25	17-54	Black Mesh Desk Chair	N/A	JUNKED	Financial Affairs

COLLEGE OF DUPAGE
Detail for Non-Capital Asset* Disposals
April 1, 2017 thru June 30, 2017

Asset Type	Date of Disposal	No.	Tracking #	Descriptions	Acquisition Cost	d. REASON FOR DISPOSAL	Dept. or Location
Non-Capital	05/30/2017	26	17-55	Beige 2 Drawer File Cabinet	N/A	JUNKED	Addison Center
Non-Capital	05/30/2017	27	17-65	Stinger Medical Stryker Computer Cart	N/A	JUNKED	Addison Center
Non-Capital	05/30/2017	28	17-66	Abbot Life Care PCA Plus	N/A	JUNKED	Nursing
Non-Capital	05/30/2017	29	17-67	Thymer Industries Medication Cart	N/A	JUNKED	Nursing
Non-Capital	05/30/2017	30	17-69	Hospital Bed	N/A	JUNKED	Nursing
Non-Capital	06/30/2017	31	17-70-75	4 drawer metal storage cabinets	N/A	JUNKED	Auto Lab
Non-Capital	06/30/2017	32	17-79	Fisher Refrigerator	N/A	JUNKED	Chemistry
Non-Capital	06/30/2017	33	17-80	Small Rectangular Table	N/A	JUNKED	Mail Room
Non-Capital	06/30/2017	34	17-81	File Storage Unit	N/A	JUNKED	Mail Room
Non-Capital	06/30/2017	35	17-82	2 Drawer File Cabinet	N/A	JUNKED	Mail Room
Non-Capital	06/30/2017	36	17-83	Small Metal Stool	N/A	JUNKED	Mail Room
Non-Capital	06/30/2017	37	17-84	Small Metal Stool	N/A	JUNKED	Mail Room
Non-Capital	06/30/2017	38	17-85	Wood Cabinet	N/A	JUNKED	Mail Room
Non-Capital	06/30/2017	39	17-86	Desk	N/A	JUNKED	Mail Room
Non-Capital	06/30/2017	40	17-88	AccuFast Conveyor	N/A	JUNKED	Mail Room
Non-Capital	06/30/2017	41	17-89	Storage Cabinet	N/A	JUNKED	Mail Room
Non-Capital	06/30/2017	42	17-91	Printer Desk	N/A	JUNKED	Mail Room
Non-Capital	06/30/2017	43	17-92	Padding Wagon	N/A	JUNKED	Mail Room

* Non-Capital Assets expensed as purchased.



**COLLEGE OF DuPAGE
BOARD MEETING**

BOARD INFORMATION

1. **SUBJECT**

Grants and Gifts Status Report.

2. **REASON FOR CONSIDERATION**

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

3. **BACKGROUND INFORMATION**

The attachment reports the current status of operational public and private grants to the College of DuPage and the College of DuPage Foundation, and status of cash donations and in-kind gifts to the College of DuPage Foundation.

Staff Contact: Karen M. Kuhn, M.S., CFRE
Executive Director, Foundation
Assistant Vice President, Development

Barbara S. Abromitis, Ed.D., CFRE
Director, Grants

College of DuPage Foundation

Monthly Gift Summary Report

July 1 - 31, 2017

Fund Description	Gift Count	Cash	Stock	Pledge Balance	Gifts-In-Kind	Planned	Total
A.R.C. Memorial Scholarship	2	\$2.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.00
Belushi Artist-In-Residence Program Support	2	\$30.76	\$0.00	\$0.00	\$0.00	\$0.00	\$30.76
Buffalo Theatre Ensemble Program Support	1	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
Carol Stream Community College Scholarship	4	\$70.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70.00
Center for Entrepreneurship Fund for Workforce Development Support	2	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
Chief George Graves Scholarship	3	\$3,524.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,524.00
Classified Personnel Committee (CPC) Scholarship	2	\$15.40	\$0.00	\$0.00	\$0.00	\$0.00	\$15.40
Cleve Carney Art Gallery Fund	1	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
College of DuPage Foundation's Returning Adult Scholarship	2	\$2.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.00
College of DuPage Foundation's Single Parent Scholarship	4	\$56.36	\$0.00	\$0.00	\$0.00	\$0.00	\$56.36
College of DuPage Foundation's Textbook Scholarship	4	\$16.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16.00
Culinary & Hospitality Program Support	2	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
Early Childhood Education Program Support	2	\$8.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8.00
Esther Rowe Dodge Scholarship	1	\$0.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00
Everyone Matters Scholarship	2	\$6.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6.00
FUEL Pantry Support	2	\$4.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4.00
General Scholarship Fund	11	\$1,510.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,510.00
Honors Program Support	2	\$4.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4.00
Jill Johnson Hall Memorial Scholarship	1	\$0.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00
John Belushi Memorial Scholarships for Music and Theater	3	\$126.92	\$0.00	\$0.00	\$0.00	\$0.00	\$126.92
Keiser Accounting Endowed Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Lakeside Pavilion Program Support	1	\$0.00	\$0.00	\$0.00	\$375.00	\$0.00	\$375.00
Mary Mack Scholarship	4	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00
McAninch Arts Center General Fund	26	\$4,297.10	\$0.00	\$0.00	\$214.90	\$0.00	\$4,512.00
Meteorology Program Support	1	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
Morrissey Dental Hygiene Scholarship	1	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
Naperville Community Gardeners Scholarship	2	\$6.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6.00
Naperville Rotary Charities and the Rotary Club of Naperville Scholarship	1	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00
New Philharmonic Orchestra	12	\$1,830.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,830.00
Patriot Scholarship	4	\$46.11	\$0.00	\$0.00	\$0.00	\$0.00	\$46.11
Resource for Excellence Fund	9	\$3,289.02	\$0.00	\$0.00	\$0.00	\$0.00	\$3,289.02
Ronald Lemme Lecture Series	2	\$2.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.00
Ruth Walbeck Memorial Scholarship	1	\$0.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00
Second Year Nursing Scholarship	2	\$8.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8.00
Study Abroad Scholarships	2	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
Troy Scholarship for Engineering	2	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00
Troy Scholarship for Nursing	2	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00
US Bank Scholarship Fund	1	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00
Vocational Skills Program Support for Special Populations	2	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00
WDCB Employer Matching Gift Revenue (EMG)	4	\$211.80	\$0.00	\$60.00	\$0.00	\$0.00	\$271.80

College of DuPage Foundation

Monthly Gift Summary Report

July 1 - 31, 2017

Fund Description	Gift Count	Cash	Stock	Pledge Balance	Gifts-In-Kind	Planned	Total
WDCB Individual Gifts	1,218	\$22,447.62	\$0.00	\$0.00	\$0.00	\$0.00	\$22,447.62
WDCB Underwriting	24	\$13,416.00	\$0.00	\$5,060.00	\$0.00	\$0.00	\$18,476.00
Wilbur Walker Dodge Memorial Scholarship	1	\$0.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00
William W. Steele Memorial Endowed Scholarship	2	\$70.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70.00
Grand Totals:		\$97,124.09	\$0.00	\$35,120.00	\$589.90	\$0.00	\$132,833.99

1,378 Gift(s) listed

1,315 Donor(s) listed

College of DuPage Foundation

Fiscal Year 2018 Gift Summary Report

Year-to-Date as of July 31, 2017

Fund Description	Gift Count	Cash	Stock	Pledge Balance	In-Kind	Planned	Total
A.R.C. Memorial Scholarship	2	\$2.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.00
Belushi Artist-In-Residence Program Support	2	\$30.76	\$0.00	\$0.00	\$0.00	\$0.00	\$30.76
Buffalo Theatre Ensemble Program Support	1	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
Carol Stream Community College Scholarship	4	\$70.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70.00
Center for Entrepreneurship Fund for Workforce Development Support	2	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
Chief George Graves Scholarship	3	\$3,524.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,524.00
Classified Personnel Committee (CPC) Scholarship	2	\$15.40	\$0.00	\$0.00	\$0.00	\$0.00	\$15.40
Cleve Carney Art Gallery Fund	1	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
College of DuPage Foundation's Returning Adult Scholarship	2	\$2.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.00
College of DuPage Foundation's Single Parent Scholarship	4	\$56.36	\$0.00	\$0.00	\$0.00	\$0.00	\$56.36
College of DuPage Foundation's Textbook Scholarship	4	\$16.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16.00
Culinary & Hospitality Program Support	2	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
Early Childhood Education Program Support	2	\$8.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8.00
Esther Rowe Dodge Scholarship	1	\$0.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00
Everyone Matters Scholarshiip	2	\$6.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6.00
FUEL Pantry Support	2	\$4.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4.00
General Scholarship Fund	11	\$1,510.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,510.00
Honors Program Support	2	\$4.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4.00
Jill Johnson Hall Memorial Scholarship	1	\$0.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00
John Belushi Memorial Scholarships for Music and Theater	3	\$126.92	\$0.00	\$0.00	\$0.00	\$0.00	\$126.92
Keiser Accounting Endowed Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Lakeside Pavilion Program Support	1	\$0.00	\$0.00	\$0.00	\$375.00	\$0.00	\$375.00
Mary Mack Scholarship	4	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00
McAninch Arts Center General Fund	26	\$4,297.10	\$0.00	\$0.00	\$214.90	\$0.00	\$4,512.00
Meteorology Program Support	1	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
Morrissey Dental Hygiene Scholarship	1	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
Naperville Community Gardeners Scholarship	2	\$6.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6.00
Naperville Rotary Charities and the Rotary Club of Naperville Scholarship	1	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00
New Philharmonic Orchestra	12	\$1,830.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,830.00
Patriot Scholarship	4	\$46.11	\$0.00	\$0.00	\$0.00	\$0.00	\$46.11
Resource for Excellence Fund	9	\$3,289.02	\$0.00	\$0.00	\$0.00	\$0.00	\$3,289.02
Ronald Lemme Lecture Series	2	\$2.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.00
Ruth Walbeck Memorial Scholarship	1	\$0.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00
Second Year Nursing Scholarship	2	\$8.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8.00
Study Abroad Scholarships	2	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
Troy Scholarship for Engineering	2	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00
Troy Scholarship for Nursing	2	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00
US Bank Scholarship Fund	1	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00
Vocational Skills Program Support for Special Populations	2	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00

College of DuPage Foundation
Fiscal Year 2018 Gift Summary Report

Year-to-Date as of July 31, 2017

Fund Description	Gift Count	Cash	Stock	Pledge Balance	In-Kind	Planned	Total
WDCB Employer Matching Gift Revenue (EMG)	4	\$211.80	\$0.00	\$60.00	\$0.00	\$0.00	\$271.80
WDCB Individual Gifts	1,218	\$22,447.62	\$0.00	\$0.00	\$0.00	\$0.00	\$22,447.62
WDCB Underwriting	24	\$13,416.00	\$0.00	\$5,060.00	\$0.00	\$0.00	\$18,476.00
Wilbur Walker Dodge Memorial Scholarship	1	\$0.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00
William W. Steele Memorial Endowed Scholarship	2	\$70.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70.00
Grand Totals:		\$97,124.09	\$0.00	\$35,120.00	\$589.90	\$0.00	\$132,833.99

1,378 Gift(s) listed

1,315 Donor(s) listed

College of DuPage
FY18 Grants Awarded Report
July 1, 2017 - July 31, 2017

Note: New Entries in Bold

ALLOCATED GRANTS								
<u>Grantor</u>	<u>Project Title</u>	<u>Department</u>	<u>Project Director</u>	<u>Type</u>	<u>Amount</u>	<u>Start Date</u>	<u>End Date</u>	<u>Description</u>
Illinois Community College Board	FY16-17 Adult Education & Family Literacy Grant	Continuing Education	Daniel Deasy	State	\$1,434,260	7/1/2016	12/31/2017	Second half of State allocated portion to fund ABE/GED/ESL programming across the district. (FY 16 to Dec. of FY 17)
ALLOCATED GRANTS (Includes grants where it was necessary to develop a concept or project and follow comprehensive guidelines for proposal submission in order to receive allocated funds. Adherence to reporting requirements and ability to measure successful program outcomes determines the level of the award.)					\$1,434,260			

**College of DuPage
FY18 Grants Awarded Report
July 1, 2017 - July 31, 2017**

Note: New Entries in Bold

COMPETITIVE REBATES								
<u>Grantor</u>	<u>Project Title</u>	<u>Department</u>	<u>Project Director</u>	<u>Type</u>	<u>Amount</u>	-	-	<u>Description</u>
COMPETITIVE REBATES (Includes rebates from State, Federal and Private Agencies where the application was in competition with other proposals and awards were made to a select number of organizations based on the quality of the submission.)						\$0		

College of DuPage
FY18 Grants Awarded Report
July 1, 2017 - July 31, 2017

Note: New Entries in Bold

COMPETITIVE GRANTS								
<u>Grantor</u>	<u>Project Title</u>	<u>Department</u>	<u>Project Director</u>	<u>Type</u>	<u>Amount</u>	<u>Start Date</u>	<u>End Date</u>	<u>Description</u>
COMPETITIVE GRANTS (Includes grants from federal, state and private grantors where the proposal was in competition with other proposals and awards were made to a select number of institutions based on the merits of the project and proposal.)					\$0			

College of DuPage
FY18 Grants Awarded Report
July 1, 2017 - July 31, 2017

Note: New Entries in Bold

SUB-AWARDS or IN KIND GRANTS								
<u>Grantor</u>	<u>Project Title</u>	<u>Department</u>	<u>Project Director</u>	<u>Type</u>	<u>Value</u>	<u>Start Date</u>	<u>End Date</u>	<u>Description</u>
SUB-AWARD OR IN KIND GRANTS (Includes donations that have been granted to the institution for a particular period of time.)					\$0			
FY18 Total Grants Awarded as of July 30, 2017					\$1,434,260			

VENDOR DONATIONS RECEIVED
BY THE COLLEGE*
YTD as of July 31, 2017

JULY 2017

no activity

* Not processed through the COD Foundation



**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD INFORMATION

1. **SUBJECT**

Continuing Education RFP for Educational Partners, for information purposes.

2. **BACKGROUND INFORMATION**

In an effort to be fully transparent, Continuing Education seeks to inform the Board of Trustees of its intention to renew or form new educational partnerships with the following companies, contingent upon successful negotiations of final memorandum of understanding: LERN, ProTrain, World Education, ed2go/Cengage, and Career Step.

A legal notice for a Request for Proposal (RFP) was published on June 1, 2017, in the Daily Herald and posted to the College of DuPage Purchasing Website. Seven (7) vendors were solicited. Thirty-seven (37) vendors downloaded the RFP documents. Seven (7) proposals were received. A public opening and reading of the proposal was held on July 12, 2017, at 2:00 p.m. in the College of DuPage Purchasing Department Conference Room (BIC 1B03A). One (1) proposal was delivered late and was rejected. The following individuals were in attendance: Jacoby Radford (COD Purchasing Manager/Facilitator), Beth Cernick (COD Purchasing Assistant/Recorder), Joanne Ivory (COD Associate Dean, Continuing Education/Agent of the Board), and Cristina Willard (COD Program Development Manager).

An evaluation committee comprised of employees from the Continuing Education Leadership Team was formed, and, in accordance with the evaluation criteria defined in the RFP, proposals were reviewed. The evaluation scores follow.

Educational Partner	Composite Score
LERN	94.5
FKI	<i>Disqualified</i>
MRxl	45.77
ProTrain	85.33
World Education	72.5
ed2Go/Cengage	87.00
Career Step	86.17

This process has been conducted annually since 2016 to determine new educational partners for Continuing Education, as well as to provide a periodic review of existing partners to ensure they are the best choice for the College and District 502. This

process will increase to two (2) bi-annual submissions in FY2018 to allow Continuing Education to meet changing market need and to support rapid opportunity development.

This information item is for first reading to inform the Board of Continuing Education's intention to proceed with the review process with the identified companies. Agreements and approval items will be brought to subsequent Board Meetings when final Educational Partner selections have been made and individual agreements are complete.

Staff Contact: Joe Cassidy, Dean, Continuing Education/Extended Learning
Cristina Willard, Program Development Manager, Business Solutions



**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD INFORMATION

1. **SUBJECT**

Construction Status Overview provided for Board Information.

2. **REASON FOR CONSIDERATION**

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

3. **BACKGROUND INFORMATION**

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

(See attached spreadsheet)

Bruce Schmiedl, Director of Facilities Planning and Development

College of DuPage Construction Projects Update
August 17, 2017

COMPLETED			
Project Name	Origin/Scope	Anticipated Benefit/Timing	Actual Cost
SSG Miller/COD Student First Responder Honorarium	Origin: Request from College Board.	Graphic design installations honoring a deceased District 502 Medal of Honor recipient together with fallen first responders and veterans who attended COD. Contractor bids received and award approved by Board March 16, 2016. Fabrication and installation completed June 16, 2017. Dedication ceremony held July 6, 2017.	\$82,845
	Scope: Design, fabrication and installation of a multi-panel graphics display containing five shaped metal panels containing photographs and text, set before a solid surface dot matrix background image of SSG Miller, together with a three panel bas relief containing metal plaques with names of fallen COD first responder and veteran alumni.		
Infrastructure (Campus Wide Security Cameras)	Origin: COD Police Department	Expanded security coverage of external areas. Cameras installed and power has been extended to camera locations. Completed July 28, 2017.	\$550,000
	Scope: Furnish and install 55 pole mounted cameras and associated wiring at various locations throughout campus.		

College of DuPage Construction Projects Update

August 17, 2017

Board of Trustees Meeting

IN PROGRESS			
Project Name <i>(Italicized indicates FY17 appropriation)</i>	Origin/Scope	Anticipated Benefit/Timing	Anticipated Cost
<i>HEC Street Scene Acoustic Upgrades</i>	<p>Origin: Request from Fire Science, SLEA and Continuing Education leadership.</p> <p>Scope: Furnish and install new full height to structural deck, sound isolation walls adjacent to existing walls separating the Immersive Training street scene from four existing shared classrooms. Work includes sound insulation, partition sealant, acoustic-rated glazing and sound isolation gasketing around all doors and penetrations.</p>	Acoustic upgrades will reduce sound disturbances within classrooms when training occurs on the street scene when utilizing gunfire and shouting of verbal commands, during incompatible class sessions. Work commenced April 3rd (material staging, demolition). West Classroom construction is substantially complete. Awaiting mid-August delivery of vestibule panels for full completion. Beneficial occupancy/turn-over occurred June 16, 2017.	\$280,000
Public Safety/Student Gallery	<p>Origin: Request from College leadership.</p> <p>Scope: Security enhancements to existing SRC dispatch office. Work will include installing new secure doorway at the east end of the dispatch office, together with new service counter cabinetry in the SRC/SSC corridor. All necessary electrical, lighting and data infrastructure will be provided. Gallery work will include installation of new store front glazing systems matching existing, together with the relocation of HVAC supply and return grilles plus new lighting for artwork displays.</p>	Provide improved security and protection to existing dispatch central communication system, more prominent and readily identifiable, centralized location of public safety services. The gallery will provide space for Technology Program students to showcase their design projects and promote the achievements of their programs. Contractor award approved at May 18, 2017 Board Meeting. Demolition ocmplete and new construction is in progress. Completion expected September 2017.	\$92,000
HSC Cadaver Lab Upgrades	<p>Origin: Request by Anatomy & Physiology faculty and Health Sciences leadership.</p> <p>Scope: Renovate and upgrade existing cadaver lab to include new epoxy flooring, new sealed acoustic ceiling tiles, surgical lighting, ventilation, new stainless steel cabinetry, plumbing, audio visual equipment and dissection tables.</p>	Optimize room layout to improve faculty/student safety and improve teaching environment and ability to expand curriculum offerings. Construction drawings complete. Contractor award approved at May 18, 2017 Board meeting. Construction is in progress. Completion anticipated September/October 2017. Supplemental HVAC designed at estimated additional cost of \$262,699 including contingencies and general conditions. Bid documents are being prepared.	\$567,585
Partnership Hall	<p>Origin: Request from College leadership to showcase academic and corporate Partners whom consistently participate with COD to serve our students.</p> <p>Scope: SRC/SSC corridor enhancements utilizing a combination of graphic and electronic media displays. The enhancements will provide flexibility for regular updating of materials and participating partnerships.</p>	The enhancements will enable educational and corporate partners to improve the quality of the presentations highlighting their respective offerings to our students and will aid in the recruiting of future COD students by presenting academic and career relationships that exist at COD. Graphic design contract approved by Board March 16, 2017. Stakeholder meetings complete. conceptual designs presented June 6th. Design refinements in progress. Anticipated completion April 2018.	\$356,400 (order of magnitude estimate)
SRC 2000 Audio/Visual Upgrades	<p>Origin: Request for improvements from Conference & Events, Multi-Media Services, Employment & Employee Relations, TLC, Admissions & Outreach, Career Services, Student Life, and Public Services,.</p> <p>Scope: Improve acoustics, lighting, sound system, electrical distribution/flexibility and projection capabilities, and refit the existing obsolete master control room.</p>	The proposed improvements will correct existing technical deficiencies and improve functionality, flexibility and expand College presentation and event capabilities. The improvements will enable the requesting providers to better serve the needs of students, faculty, staff and community. RFQ/QBS process is complete. Architectural services were approved at the April 20, 2017 Board meeting. Anticipated completion dependent upon expiration of current room bookings (tentatively scheduled for May 2018 through September 2018). Project design kick-off meeting with stakeholders was conducted July 26, 2017.	\$1,200,000
TEC Food Service Venue	<p>Origin: Request reportedly received from west campus occupants regarding lack of convenient access to food services.</p> <p>Scope: Installation of peak-hour food service counter consisting of coffee brewing/dispensing, pastry display, self-service reach-in refrigeration, microwave station, dry storage closet, cabinetry, menu signage and condiment counter. Work includes all electrical, plumbing, HVAC and lighting infrastructure.</p>	Provide convenient access to food service for west campus occupants who cannot easily utilize east campus services due to class schedules, inclement weather and distance to SRC. Equipment approved for purchase at May 18, 2017 Board meeting. Campus Architect (Bailey Edward) engaged and prepared permit drawings (to Glen Ellyn). Bidding expected to be complete August 25, 2017, for submission to September Board meeting. Completion anticipated late December 2017 for opening by start of Spring 2018 semester.	\$226,000

College of DuPage Construction Projects Update
August 17, 2017

IN PROGRESS (contd.)			
Project Name <i>(Italicized indicates FY17 appropriation)</i>	Origin/Scope	Anticipated Benefit/Timing	Anticipated Cost
BIC Mail Room Upgrades	<div>Origin: Request from College leadership for alterations to improve working conditions for occupants.</div> <div>Scope: Improvements include replacement of outdated and mismatched mailroom furnishing and fixtures, infill of an existing overhead door opening with new storefront system to admit natural light, plus new carpeting and paint finishes.</div>	Improve working conditions for occupants, plus provide improved mail sorting fixtures with new, more functional and flexible units. Plan being confirmed with users. Campus architect (Bailey Edward) hired to prepare necessary construction drawings. Mail room furniture/equipment bids received August 4, 2017. Completion anticipated early September 2017.	\$83,000
BIC Honors Commons Conversion	<div>Origin: Request from Honors Program leadership.</div> <div>Scope: Demolition of existing Honors office and adjacent student lounge, BIC3531, 3531A and 3533 to create two offices, two assistant work stations, appropriately sized student lounge together with all required electrical, lighting and data infrastructure.</div>	Provide spaces which will enable Honors leadership and faculty to better serve the needs of Honors Program students from one convenient location to utilize for program planning, events coordination, advising and counselling. Preliminary in-house design concepts were reviewed with Honors Program leadership and faculty. Campus architect has been hired (Perkins + Will). Permits received July 19, 2017. Bidding completed July 24, 2017. Completion anticipated late November 2017.	\$225,000-\$265,000 (order of magnitude estimate)
TEC Learning Commons	<div>Origin: Request from Academic and Learning Commons leadership.</div> <div>Scope: Subdivide the existing 1,670-sf reading room into two spaces. Construct a new 1,050-sf Learning Commons by adding a partition with glazing similar to the existing Tilton Learning Commons space in SRC. Provide eight work carrels with computers and individual four-person collaboration tables with seating for forty students/tutors. Additional electrical/data infrastructure will be provided to support check-in activities. The remaining 620-sf will remain a student reading area with seating for sixteen. A 56-sf AV storage room will be created within this space. Existing vending machines will be relocated to the lower level entry lobby.</div>	Academic support Learning Commons space currently does not exist on the west campus. The existing TEC 1016 reading room is underutilized and has sufficient area to serve both needs. Students whose classes are primarily on the west campus are more likely to seek out these services if they are co-located with their classrooms. By subdividing this space, the Learning Commons team could provide centrally located services for students on the west campus. Campus architect has been hired (Cordogan Clark) and construction drawings are in progress. Completion anticipated in December 2017.	\$200,000 (order of magnitude estimate)
HSC 1235 Adjunct Office Reconfiguration	<div>Origin: Request from College leadership.</div> <div>Scope: Reconfigure existing office workstation plan into an open work space plan similar to those found in BIC 2A07 Adjunct Office, plus add one small conference room and two huddle spaces for one-on-one faculty/student meetings.</div>	Provide spaces which will enable adjunct faculty to conduct one-on-one meetings with students while creating a more open environment for faculty users. Preliminary in-house design concepts were reviewed with College leadership and faculty. Campus architect has been hired (Bailey Edward). Construction drawings are in progress. Project completion anticipated January 2018.	\$200,000 (order of magnitude estimate)

College of DuPage Construction Projects Update
August 17, 2017

PROPOSED			
Project Name <i>(Italicized indicates FY17 appropriation)</i>	Origin/Scope	Anticipated Benefit/Timing	Anticipated Cost
BIC Adjunct Office Addition	Origin: Reported request from adjunct faculty for student meeting spaces. Scope: A 235 - 250-sf building addition on the west side of BIC to provide seven new faculty/student huddle spaces and improved reception area to enable adjunct faculty to meet individually with students.	The College employs 2163 part-time faculty currently; approximately 700-800 faculty (65%) will be working during a given term. 59% of sections in the term are taught by adjunct faculty, where the average section size is 22. This results in a headcount of 52,299. Current huddle space in BIC2406 (2 conference rooms) and HSC1235 (zero conference rooms) is insufficient for faculty to meet privately with students. The addition will create huddle rooms which adjunct faculty can schedule time to meet and work with students. Due to high cost of building addition, we are exploring interior repurposing options. Continuing search for BIC space that does not capture classroom, lab or student study/lounge space.	Pending future scope development.

DEFERRED/CANCELLED			
Project Name <i>(Italicized indicates FY17 appropriation)</i>	Origin/Scope	Anticipated Benefit and Reason for Deferment or Cancellation	Anticipated Cost
Donated Fire Truck Storage (Cancelled)	Origin: Requested by Dean of Continuing Education Scope: Design and construct a prefabricated, heated enclosure to house a fire truck to be donated by a district municipality.	Provide improved access for Fire Science students to a functioning fire truck in order to enhance training opportunities. Reason for cancellation: Fire truck donation did not materialize.	\$270,000
Field Studies Storage Facility (Deferred)	Origin: Request by Field Studies program leadership Scope: Design and construct a field storage facility of unconfirmed size to house program equipment.	Enable program faculty to consolidate equipment currently contained in multiple on-and off-campus locations into a single on campus facility. Facility would enable staff to make repairs and train students in use of equipment. Reason for deferment: May be more efficient to incorporate into other construction.	\$540,000 (order of magnitude estimate)
BIC/SSC Misc. Office/Dept. Relocations/Upgrades (Hold)	Origin: Request by Academic Affairs and Student Affairs leadership Scope: Redesign and reconfiguration/reallocation of space within BIC and SSC surrounding the SSC Atrium.	Enable a more efficient and logical grouping of related spaces to improve operating efficiency. Reason for hold: Concept being revisited.	\$360,000 (order of magnitude estimate)



CONSENT AGENDA

- a. Board Policy 5-15: Responsibilities of the Board – 2nd Reading**
- b. Board Policy 5-100: Committees of the Board of Trustees – 2nd Reading**
- c. General Contractor for Continuing Education Office Renovation Project**
- d. Internet Recruitment Advertising**
- e. Blackboard Course Management System Annual Maintenance Renewal**
- f. General Contractor for SRC Door #1 Entrance Remodel Project**
- g. General Contractor for BIC Honors Common Renovation Project**
- h. Physical Education Center (PEC) Arena Events Equipment Rental**
- i. FY2018 Payment to Educational Partner World Instructor Training School (WITS), owned by S.F. & Wellness**
- j. Comcast Spotlight LLC Cable, On Demand and Streaming TV Advertising**
- k. Comcast Spotlight LLC Advertising for McAninch Arts Center (MAC) National Touring Shows, Fiscal Year 2018**

- I. MAC Touring Artist Contracts that exceed \$25,000 for 2017-2018 Season**
- m. In Residence Agreement with Buffalo Theatre Ensemble Second Year (FY18)**
- n. Remit Funds held in Custody by the College of DuPage on behalf of MAC Rental Clients**
- o. Produce and Dairy Purchases for Culinary & Hospitality Program**
- p. Waste Removal Services**
- q. Charter Bus Service**
- r. Athletico**
- s. Metal Stock Material Purchases for Welding Technology**
- t. Textbooks and Workbooks from Cambridge University Press for the Grant-Funded English Language Acquisition (ELA) Program**
- u. Automotive Parts for the Automotive Program Service Class Resale and Educational Fleet Repairs**
- v. Project Management Training**
- w. Mailroom Furniture**
- x. Contract between Bruce A. Sokolove (d/b/a Field Training Associates) for Law Enforcement Training Classes offered through Suburban Law Enforcement Academy (SLEA)**

- y. Lead-Free Ammunition for Homeland Security Training Institute (HSTI), Suburban Law Enforcement Academy (SLEA) and College of DuPage Police Department (COD PD)**
- z. Minutes of the July 6, 2017 Special Board Meeting**
- aa. Minutes of the July 20, 2017 Regular Board Meeting**
- bb. Approval of Reimbursement of Business Expenses for President Rondeau**
- cc. Personnel Action Items**
- dd. Financial Reports**



COLLEGE OF DuPAGE
REGULAR BOARD MEETING

BOARD APPROVAL

**Board Policy 5-15: Responsibilities of
the Board – 2nd Reading**



Responsibilities of the Board

As the governing ~~body~~ authority of Community College District No. 502, the Board of Trustees' owes a fundamental fiduciary duty to the College. To comply with this duty, each Trustee must act in accordance with the established fiduciary duties of care, loyalty to the College, and obedience to applicable Policies and governing law. In exercising its authority to govern the College, the Board, among other responsibilities, shall include, but are not limited to, the following:

1. Appoint the President, who will be the chief administrative officer of the College and the executive officer in dealing with the Board.
2. Direct the President to develop, implement, and modify procedures to carry out the Board's policies, rules and actions.
3. Evaluate, at least annually, the President's overall and specific performance.
4. Exercise, ~~as an exclusive right,~~ ultimate approval authority over all duties and powers authorized by the Illinois Community College Act.
5. Judiciously review matters as recommended by the President or others and cause appropriate action to be taken.
6. Ensure ongoing long-range planning through direction to, participation in, and annual approval of a strategic long range plan.
7. Review periodically the organizational structure and the operation of major components of the College.
8. Exercise, as ~~an exclusive a paramount right and obligation~~ right, requisite and proper authority for the efficient and effective development, operation, and maintenance of the College.
9. Review and evaluate progress toward accomplishment of the College's mission and goals.
10. Formulate and revise policies and procedures as necessary.
11. Review the financial management of the College and cause an audit to be made, at least annually.
12. Ensure the quality of education provided by the College.
13. Review and approve the College's annual budget, and perform (at least quarterly) budget variation and performance reviews.

In exercising its functions as the governing body of the College, ~~The Board of Trustees will not delegate or relinquish its~~ shall at all times remain fully accountable for its duty as the ultimate fiduciary of the College ~~overall responsibility for results, nor any portion of its accountability.~~



Item 8b
August 17, 2017

COLLEGE OF DuPAGE
REGULAR BOARD MEETING

BOARD APPROVAL

**Board Policy 5-100: Committees of the
Board of Trustees – 2nd Reading**

**Committees of the Board of Trustees**

The Board Chair, or a majority of the Board, ~~may~~ shall establish standing committees authorized to review and to report recommendations to the Board on subjects relating to budget, auditing, and academic affairs. The Board Chair, or a majority of the Board, shall have the discretion to establish from time to time such other ~~appoint~~ committees as may be ~~are~~ deemed necessary ~~by the Board~~. ~~Such~~ ~~e~~Committees ~~will~~ shall report recommendations for appropriate action to the Board. Any discretionary committees and will ~~may~~ be dissolved by: (i) the Board's acceptance of the report; (ii) the Board Chair, if the committee was appointed by the Chair; or (iii) by a vote of the Board, if the committee was appointed by the Board.

Any committee of three or more Board members may be deemed a public body and shall comply with the notice and other requirements of the *Illinois Open Meetings Act, 5 ILCS 120/1 et seq.*



**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

General Contractor for Continuing Education Office Renovation Project.

2. **REASON FOR CONSIDERATION**

Construction projects that exceed the statutory limit of \$50,000 must be approved by the Board of Trustees.

3. **BACKGROUND INFORMATION**

The Continuing Education Office Renovation Project renovates a large SRC storage room into three new offices and adds one more office within the current office suite, to accommodate staff that has been displaced from the SRC third floor. Constructing these offices will provide the necessary work stations for the displaced full-time staff and return access to adjunct faculty, seasonal employees, volunteers and work-study now displaced by CE permanent staff temporarily occupying cubicles. A floor plan of the existing area and 3D sketch of the renovated area is included.

A legal notice for an Invitation for Bids was published on June 30, 2017 in the Daily Herald and posted to the College of DuPage Purchasing Website. Ninety-eight (98) vendors were solicited. Fifty-two (52) vendors downloaded the bid documents. Eight (8) bids were received. Two (2) certified women/minority-owned businesses submitted bids. A public opening and reading of the bids was held on July 24, 2017 at 1:00 p.m. in the College of DuPage Purchasing Department Conference Room (BIC1B03A). The following individuals were in attendance: Jacoby Radford (COD Purchasing Manager/Facilitator), Susan Elizondo (COD Purchasing Expeditor/Recorder), Joanne Ivory (COD Associate Dean, Continuing Education/Agent of the Board), Don Inman (COD Senior Project Manager), and representatives from eight (8) firms.

A successful scope review meeting was conducted with the lowest bidder, Integral Construction, Inc. This firm is currently performing well on two projects at the College.

The following is a recap of the bid tabulation.

General Contractor for BIC Honors Commons Renovation	
Vendor	Total Bid
Integral Construction, Inc.	\$80,232.00
Rogers Construction Corp.	\$92,600.00
Boller Construction Company, Inc.	\$99,000.00
MC Building, Inc.	\$116,865.00
Troop Contracting, Inc.	\$124,500.00
°Manusos General Contracting, Inc.	\$136,000.00
D Kersey Construction Co.	\$141,200.00
°Kave, Inc.	\$189,610.00

° Women Business Enterprise / Women/Minority Business Enterprise

Recommended award in bold. No alternatives were requested in this bid package; therefore, none are offered in the bid responses.

Budget Status

GL Account	FY2017	FY2018		
	Prior Year Spend	Annual Budget	YTD Spend	Available Balance
02-90-20155-5804001	\$ -	\$ 90,000	\$ 4,252	\$ 85,748
<i>CE Remodel Suite for Offices: Building Remodeling Exps</i>				
		FY2018 Request		\$ 80,232

*YTD Spend equals actuals plus committed as of 08/02/2017.

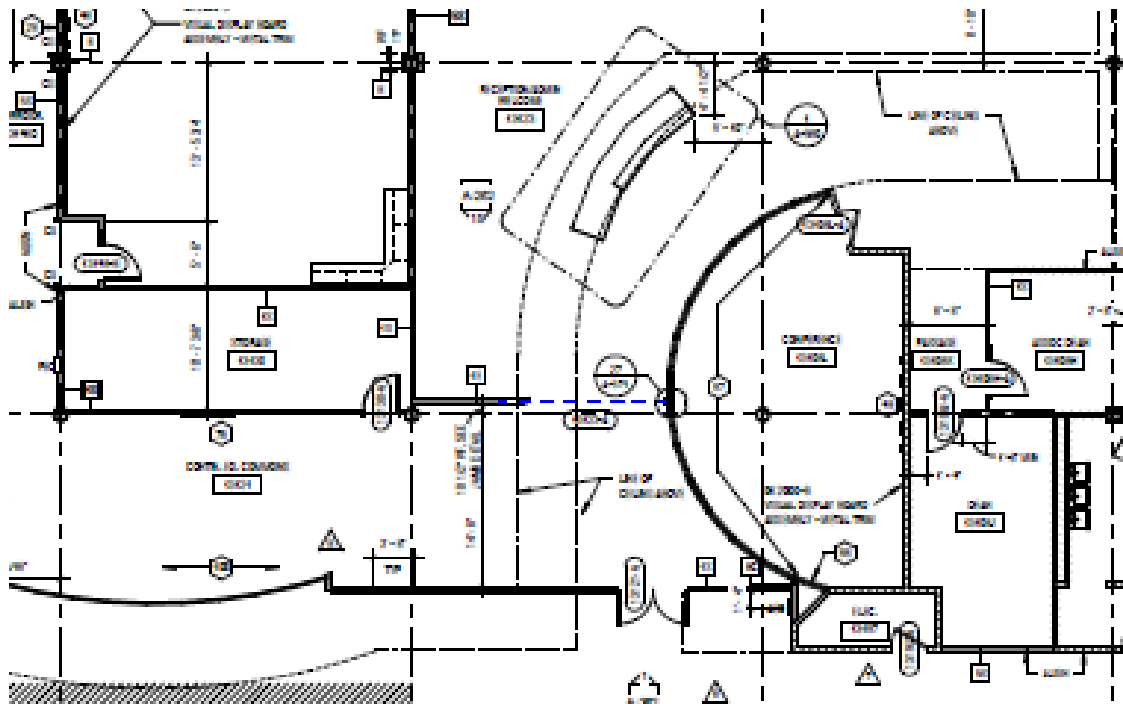
This purchase complies with State Statute, Board Policy and Administrative Procedures.

4. RECOMMENDATION

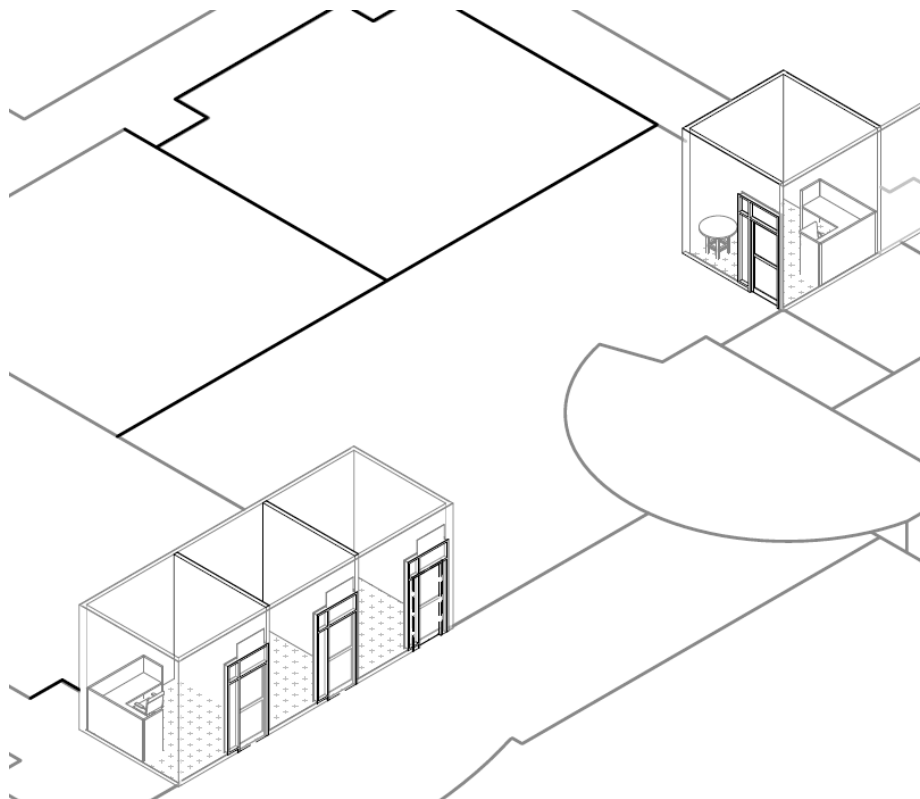
That the Board of Trustees awards the Continuing Education Office Renovation Project to the lowest responsible bidder, Integral Construction, Inc., 4053 W. 183rd St., #2846, Country Club Hills, IL, 60478 for the lump sum bid amount of \$80,232.00.

Staff Contact: Bruce Schmiedl – Director, Facilities Planning & Development

Floor Plan of Existing Area Continuing Education Offices



Future Offices added at Continuing Education Offices



BOARD APPROVAL

Signature Page

General Contractor for Continuing Education Office Renovation Project

ITEM(S) ON REQUEST

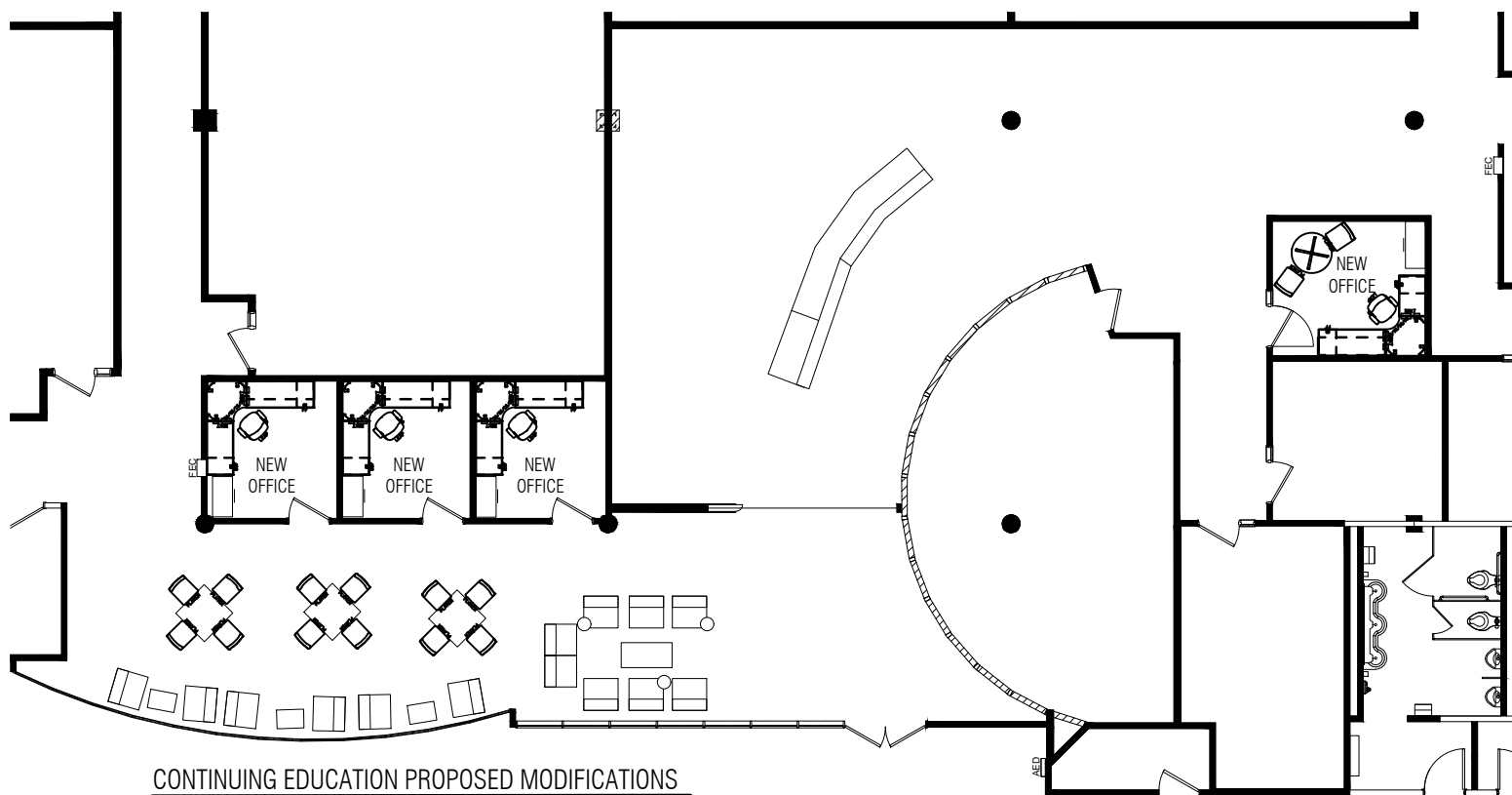
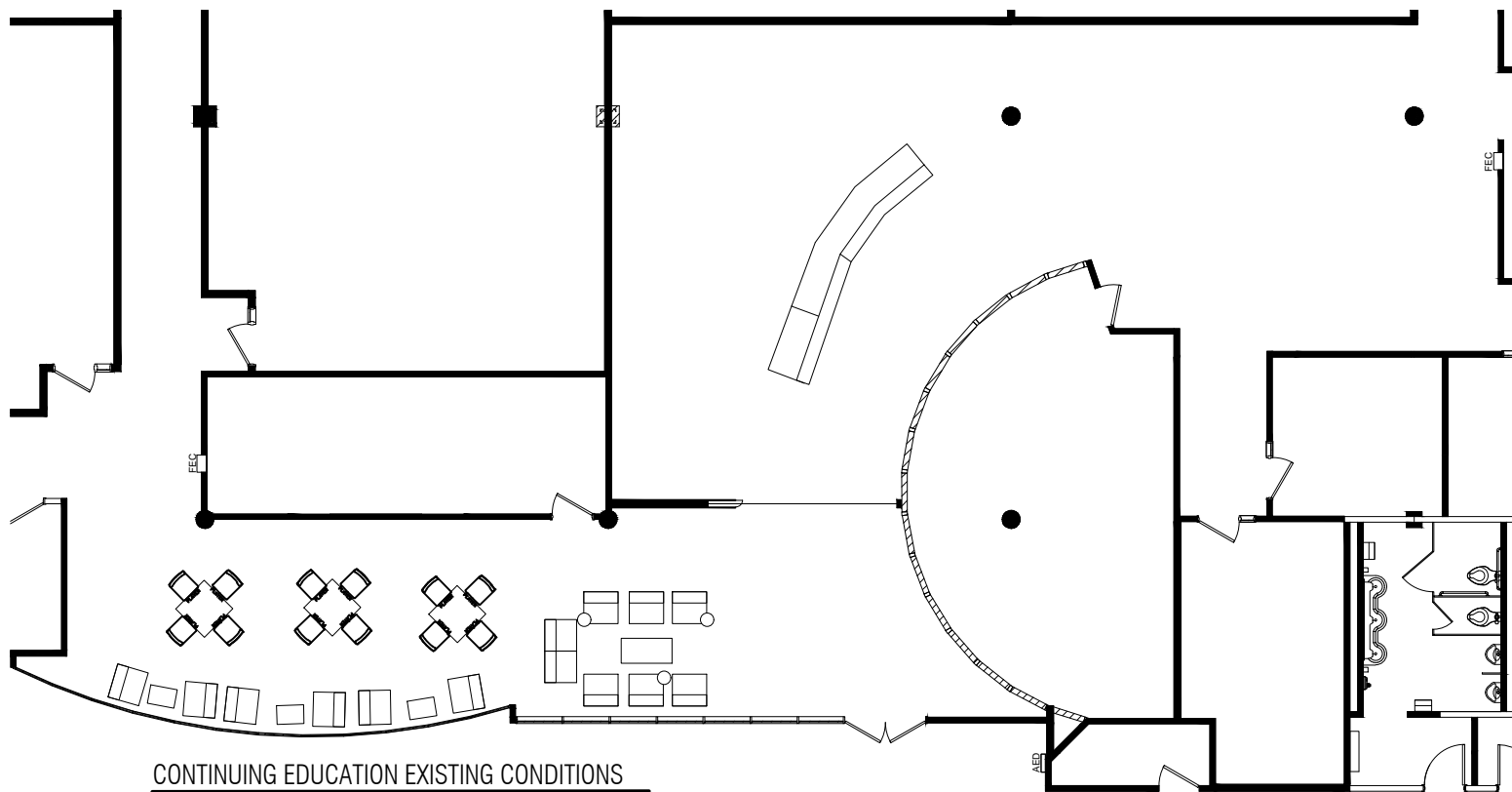
That the Board of Trustees awards the Continuing Education Office Renovation Project to the lowest responsible bidder, Integral Construction, Inc., 4053 W. 183rd St., #2846, Country Club Hills, IL, 60478 for the lump sum bid amount of \$80,232.00.

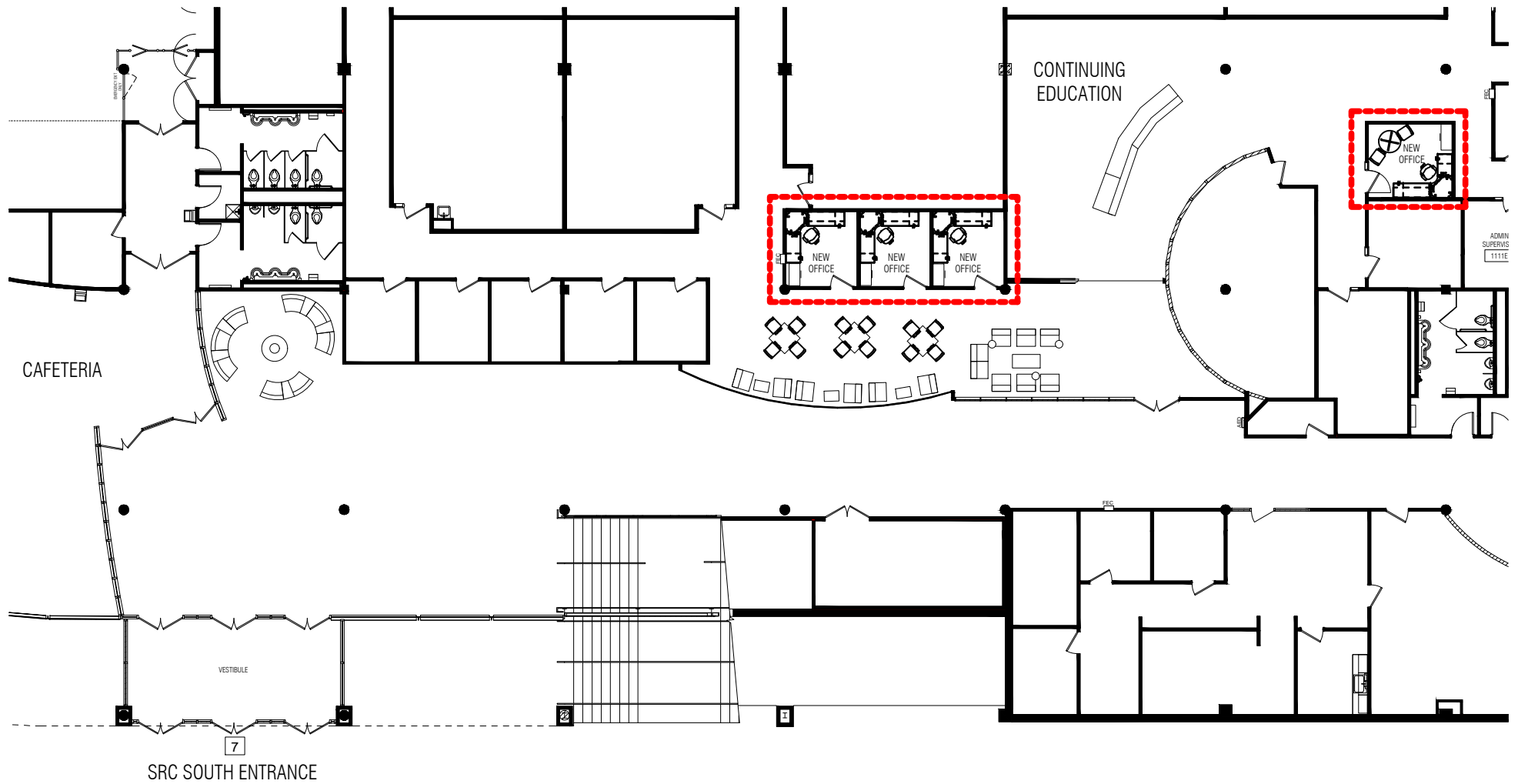
Board Chairman

Date

Board Secretary

Date









**COLLEGE OF DUPAGE
REGULAR BOARD MEETING
BOARD APPROVAL**

1. **SUBJECT**

Internet Recruitment Advertising.

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**

Last year the College transitioned to Citizentech Inc, DBA Job Target, as a new advertising source intended to better utilize advertising sources across the internet. The use of Job Target One-Click as the advertising agency of record has given the College direct access to over 15,000 online job boards. Job Target is the only integrated online recruitment advertising source compatible with HireTouch, the College's applicant tracking software. The integration allows us to use the content of the posting to search and determine appropriate job boards for the audience of the job. It also provides the ability to analyze the effectiveness of the advertising and if necessary allow us to see cost-to-post per position. Human Resources will not exercise the automatic renewal without obtaining Board approval.

GL Account	FY2017	FY2018		
	Prior Year Spend	Annual Budget	YTD* Spend	Available Balance
01-80-00797-5407001 <i>Human Resources Dept : Advertising Exps</i>	\$ 65,394	\$ 88,500	\$ -	\$ 88,500
FY2018 Request				<u>\$ 75,000</u>

**YTD Spend equals actuals plus committed as of 07/27/2017.*

This purchase complies with State Statute, Board Policy and Administrative Procedures. Contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph are exempt from bidding under Illinois Public Community College Act, 110 ILCS 805/3-27.1 (l).

4. RECOMMENDATION

That the Board of Trustees approve a one-year agreement for FY18 with Job Target One-Click, 225 State Street, Suite 300, New London, CT 06320, for a total contractual expenditure as shown above not to exceed \$75,000.

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

BOARD APPROVAL

SIGNATURE PAGE

Internet Recruitment Advertising

ITEM(S) ON REQUEST

That the Board of Trustees approve a one-year agreement for FY18 with Job Target One-Click, 225 State Street, Suite 300, New London, CT 06320, for a total contractual expenditure as shown above not to exceed \$75,000.

Board Chair

Date

Secretary

Date

Date: 7/11/2017

To: To Whom It May Concern

From: Laura Schirer, HireTouch Implementation and Support Manager

Re: HireTouch's job board integration with JobTarget

JobTarget is the only online job advertising company fully integrated with HireTouch talent management software, allowing users to post jobs directly to over 15,000 job boards.

Sincerely,



Laura Schirer

HireTouch Implementation & Support Manager

HireTouch™

952.469.1589 | 888.469.7789

Direct: 952.469.6198 | Support: 888.730.3258 | support@hiretouch.com

<https://www.hiretouch.com>

[Facebook](#) | [LinkedIn](#) | [Twitter](#) | [G+](#)

20855 KENSINGTON BLVD
LAKEVILLE, MN 55044
TEL – 1.952.469.1589
FAX – 1.952.469.5671
WWW.HIRETOUCH.COM

HireTouch™

JobTarget Exclusive Internet Media Agency of Record Agreement

This Exclusive Internet Media Agency of Record Agreement ("Agreement") is made as of **July 1, 2016** by and between JobTarget, LLC ("Agent") and **College of DuPage** ("Client").

1. Client hereby appoints Agent as Client's exclusive agent of record for the purchase of all internet job postings for a period of one year from the date of this Agreement. This Agreement shall automatically renew for additional one-year periods unless either party has given notice of its intention not to renew at least thirty (30) days prior to the expiration of the initial term or any renewal term.

2. Client acknowledges that Agent is entitled to compensation for its services under this Agreement, and Agent can obtain such compensation, without charging Client, by purchasing such job postings directly from the job site where they are posted, and receiving a commission from such site. The alternative is to charge the Client for such services.

3. The parties agree that: (a) the Agent shall purchase all such postings directly from all such sites and shall retain all commissions from such sites; (b) the Client shall not purchase any such postings from such sites, except through the Agent, and will not make any internet purchases directly or through any other third party; (c) the Agent shall participate in all discussions between the Client and each such site and the Client will advise each such site that the Agent is Client's exclusive agent; (d) by this Agreement Client grants Agent the right to obtain from any job sites all information relating to the Client's business with such site, including existing agreements, and Client hereby expressly waives any claims which it may have against any site arising from the disclosure by such site of such information to the Agent and (e) Agent shall pay all posting fees and Client shall reimburse Agent for the posting fees paid by the Agent immediately upon receipt of Agent's invoice, provided that Agent may require prepayment for substantial purchases.

4. In exchange for Client's agreement to refrain from purchasing internet job postings directly from any such site, directly or through any party other than Agent, the Agent shall waive all inventory usage fees on job site inventory kept as part of Agent's OneClick service.

5. If Client purchases internet job postings or other recruiting media directly or through any party other than the Agent, and posts such jobs from the inventory through the OneClick service, then Client shall pay Agent a fee of One Dollar (\$1.00) for each such posting.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

Agent:

JobTarget, LLC

By Anthony Cassio
7-12-2016

Client

College of DuPage
By Kim Michael Lee
7-12-16



**COLLEGE OF DUPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Blackboard Course Management System Annual Maintenance Renewal.

2. **REASON FOR CONSIDERATION**

Legal counsel recommends that the Board of Trustees approve the annual maintenance renewal payments exceeding \$25,000.

3. **BACKGROUND INFORMATION**

In September 2006, the Board approved the purchase of the Learning and Content Systems from Blackboard, Inc. This system became operational in January 2007 for online course delivery and instruction. This system was available for college-wide use in August 2007. In August 2014, Blackboard Collaborate was acquired, with Board approval, to enhance learning for language classes. This agreement provides technical resources and guarantees that we will be kept current with all major software updates and issues will be addressed in a timely manner. Blackboard, Inc. will supply College of DuPage with all appropriate updates to be made to the Learning System and the data integration process.

In May 2016, the Board approved a three-year contract with Blackboard for the period 7/1/2016 – 6/30/2019. Information Technology will guarantee that the auto renewal provision after year three of this contract will not be secured until after approval has been received by the Board.

The term of this annual renewal is 7/1/2017 through 6/30/2018.

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.

Budget Status

GL Account	FY2017		FY2018	
	Prior Year Spend	Annual Budget	YTD Spend	Available Balance
01-90-16765-5304004	\$ 1,563,370	\$ 1,929,303	\$ 1,396,916	\$ 532,387
<i>Information Technology : IT Maintenance Services</i>				
FY2018 Request				<u><u>\$ 137,329</u></u>

**YTD Spend equals actuals plus committed as of 07/27/2017.*

4. RECOMMENDATION

That the Board of Trustees approves the annual maintenance contract renewal for Blackboard Course Management System to Blackboard, Inc., 650 Massachusetts Ave. N.W., Washington, DC 20001 for the amount of \$137,329.00.

Staff Contact: Dr. Charles Currier, Vice President, Information Technology, Facility Operations and Construction

**COLLEGE OF DUPAGE
REGULAR BOARD MEETING**

SIGNATURE PAGE

Blackboard Course Management System Annual Maintenance Renewal.

ITEM(S) ON REQUEST

That the Board of Trustees approves the annual maintenance contract renewal for Blackboard Course Management System to Blackboard, Inc., 650 Massachusetts Ave. N.W., Washington, DC 20001 for the amount of \$137,329.00.

Board Chair _____ Date _____

Secretary _____ Date _____



**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

SRC Door #1 Entrance Remodel Project

2. **REASON FOR CONSIDERATION**

Construction projects that exceed the statutory limit of \$50,000 must be approved by the Board of Trustees.

3. **BACKGROUND INFORMATION**

The SRC Door #1 Entrance Remodel Project includes an expanded vestibule, canopy structure and additional site work modifications that would better accommodate foot traffic at this entrance. The expanded vestibule will provide shelter and seating for waiting bus passengers, reducing the risk of trip and fall hazards, as passengers currently sit on the stairwells on the North side. The replacement of the revolving doors was a request of the Public Safety Department for safe entryway and to incorporate the all-campus lock system with this entrance. Additionally, replacement of the revolving doors increases energy efficiency by reducing heat loss in the winter and heat gain in the summer.

A legal notice for an Invitation for Bids was published on June 30, 2017 in the Daily Herald and posted to the College of DuPage Purchasing Website. Ninety-eight (98) vendors were solicited. Thirty-nine (39) vendors downloaded the bid documents. Three (3) bids were received. One (1) women/minority-owned business responded. A public opening and reading of the bids was held on July 20, 2017 at 2:00 p.m. in the College of DuPage Purchasing Department Conference Room (BIC1B03A). The following individuals were in attendance: Jacoby Radford (COD Purchasing Manager/Facilitator), Beth Cernick (COD Purchasing Assistant/Recorder), Joanne Ivory (COD Associate Dean, Continuing Education/Agent of the Board), and representatives from five (5) firms.

The following is a recap of the bid tabulation.

General Contractor for SRC Door#1 Entrance Remodel	
Vendor	Total Bid
Manusos General Contracting, Inc. *	\$527,195.00
CMM Group, Inc.	\$607,100.00
D Kersey Construction Co..	\$623,600.00

**Women Business Enterprise / Women/Minority Business Enterprise*

Recommended award in bold. No alternatives were requested in this bid package; therefore, none are offered in the bid responses.

Budget Status

GL Account	FY2017	FY2018		
	Prior Year Spend	Annual Budget	YTD Spend	Available Balance
03-90-38018-5804001	\$ -	\$ 550,000	\$ -	\$ 550,000
<i>Remov Rev Door/Add SRC N Vest: Building Remodeling Exps</i>				
		FY2018 Request		<u>\$ 527,195</u>

**YTD Spend equals actuals plus committed as of 08/07/2017.*

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

4. RECOMMENDATION

That the Board of Trustees awards the SRC Door #1 Entrance Remodel Project to the lowest responsible bidder, Manusos General Contracting, Inc., 91 Christopher Way, Fox Lake, IL, 60020 for the lump sum bid amount of \$527,195.00.

Staff Contact: Jim Ma – Director, Facilities Operations

BOARD APPROVAL

Signature Page

General Contractor for SRC Door #1 Entrance Remodel Project

ITEM(S) ON REQUEST

That the Board of Trustees awards the SRC Door #1 Entrance Remodel Project to the lowest responsible bidder, Manusos General Contracting, Inc., 91 Christopher Way, Fox Lake, IL, 60020 for the lump sum bid amount of \$527,195.00.

Board Chairman

Date

Board Secretary

Date



**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

General Contractor for BIC Honors Commons Renovation Project.

2. **REASON FOR CONSIDERATION**

Construction projects that exceed the statutory limit of \$50,000 must be approved by the Board of Trustees.

3. **BACKGROUND INFORMATION**

The BIC Honors Commons Renovation Project adds one counseling office, a conference room, reception area and award display area into the existing footprint of Honors Commons lounge and office area. A floor plan of the existing area and 3D sketch of the renovated area is included.

A legal notice for an Invitation for Bids was published on June 30, 2017 in the Daily Herald and posted to the College of DuPage Purchasing Website. Ninety-eight (98) vendors were solicited. Sixty-one (61) vendors downloaded the bid documents. A total of eight (8) bids were received, which included three (3) bids from certified women/minority-owned businesses. A public opening and reading of the bids was held on July 24, 2017 at 2:00 p.m. in the College of DuPage Purchasing Department Conference Room (BIC1B03A). The following individuals were in attendance: Jacoby Radford (COD Purchasing Manager/Facilitator), Susan Elizondo (COD Purchasing Expeditor/Recorder), Joanne Ivory (COD Associate Dean, Continuing Education/Agent of the Board), Don Inman (COD Senior Project Manager), and representatives from eight (8) firms.

A successful scope review meeting was conducted with the lowest bidder, Integral Construction, Inc., who is currently performing well on two projects at the College.

The following is a recap of the bid tabulation.

General Contractor for BIC Honors Commons Renovation	
Vendor	Total Bid
Integral Construction, Inc.	\$153,332.00
Rogers Construction Corp.	\$173,800.00
°Manusos General Contracting, Inc.	\$215,000.00
Boller Construction Company, Inc.	\$217,800.00
Troop Contracting, Inc.	\$223,700.00
°Antigua, Inc.	\$225,563.71
°Kave, Inc.	\$229,069.00
D Kersey Construction Co.	\$238,300.00

° Women Business Enterprise / Women/Minority Business Enterprise

Recommended award in bold. No alternatives were requested in this bid package; therefore, none are offered in the bid responses.

Budget Status:

GL Account	FY2017	FY2018		
	Prior Year Spend	Annual Budget	YTD Spend	Available Balance
03-90-39014-5804001	\$ -	\$198,450	\$ 11,866	\$186,584
<i>BIC Honors Commons Repurposing: Building Remodeling Exp.</i>				
FY2018 Request				<u>\$153,332</u>

**YTD Spend equals actuals plus committed as of 08/01/2017.*

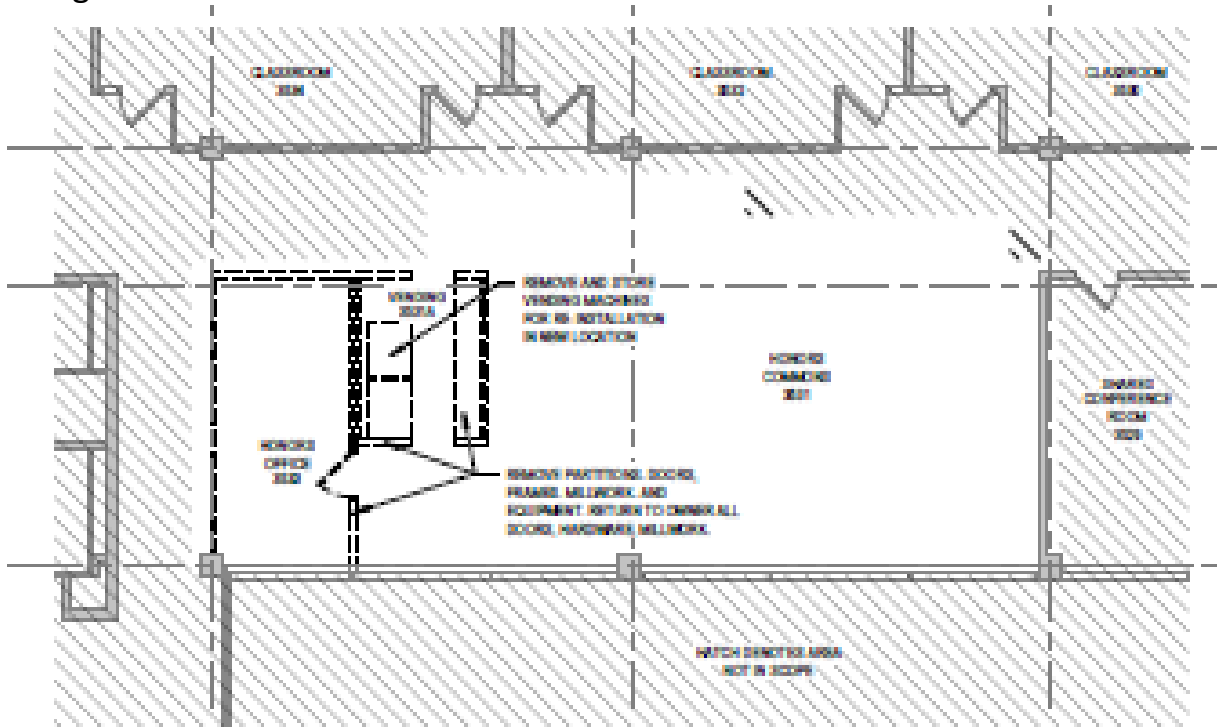
This purchase complies with State Statute, Board Policy and Administrative Procedures.

4. **RECOMMENDATION**

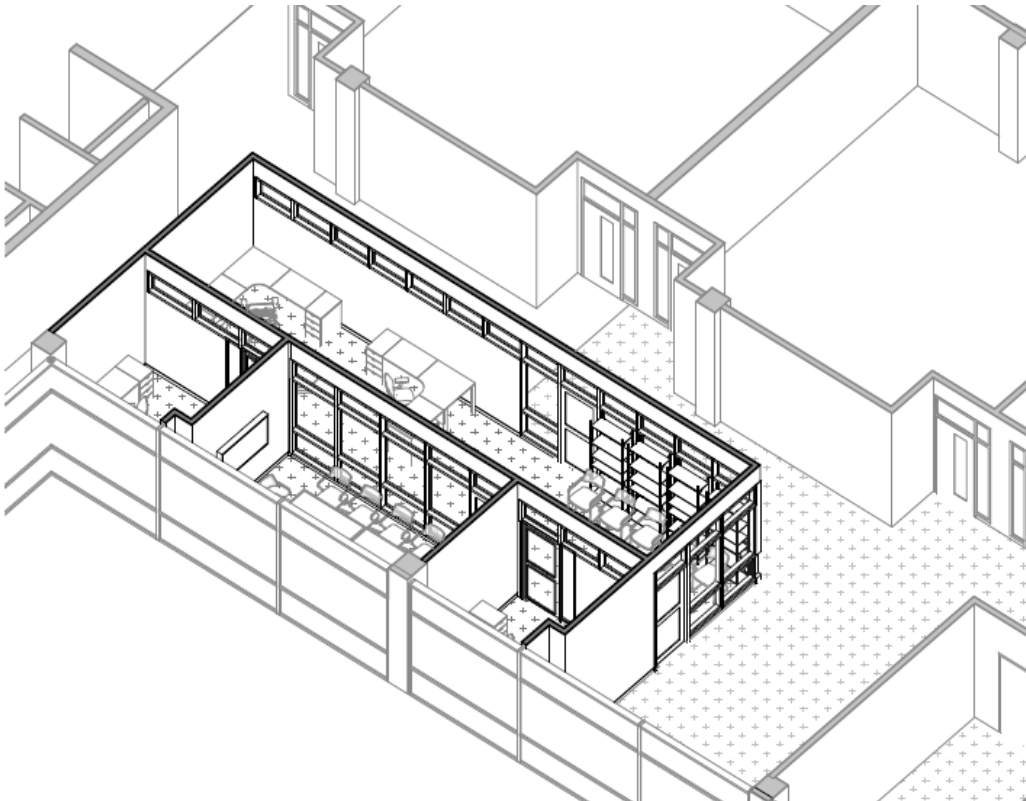
That the Board of Trustees awards the BIC Honors Commons Renovation Project to the lowest responsible bidder, Integral Construction, Inc., 4053 W. 183rd St., #2846, Country Club Hills, IL, 60478 for the lump sum bid amount of \$153,332.00.

Staff Contact: Bruce Schmiedl – Director, Facilities Planning & Development

Existing Floor Plan BIC Honors Commons



Future BIC Honors Commons



BOARD APPROVAL

Signature Page

General Contractor for BIC Honors Commons Renovation Project

ITEM(S) ON REQUEST

That the Board of Trustees awards the BIC Honors Commons Renovation Project to the lowest responsible bidder, Integral Construction, Inc., 4053 W. 183rd St., #2846, Country Club Hills, IL, 60478 for the lump sum bid amount of \$153,332.00.

Board Chairman

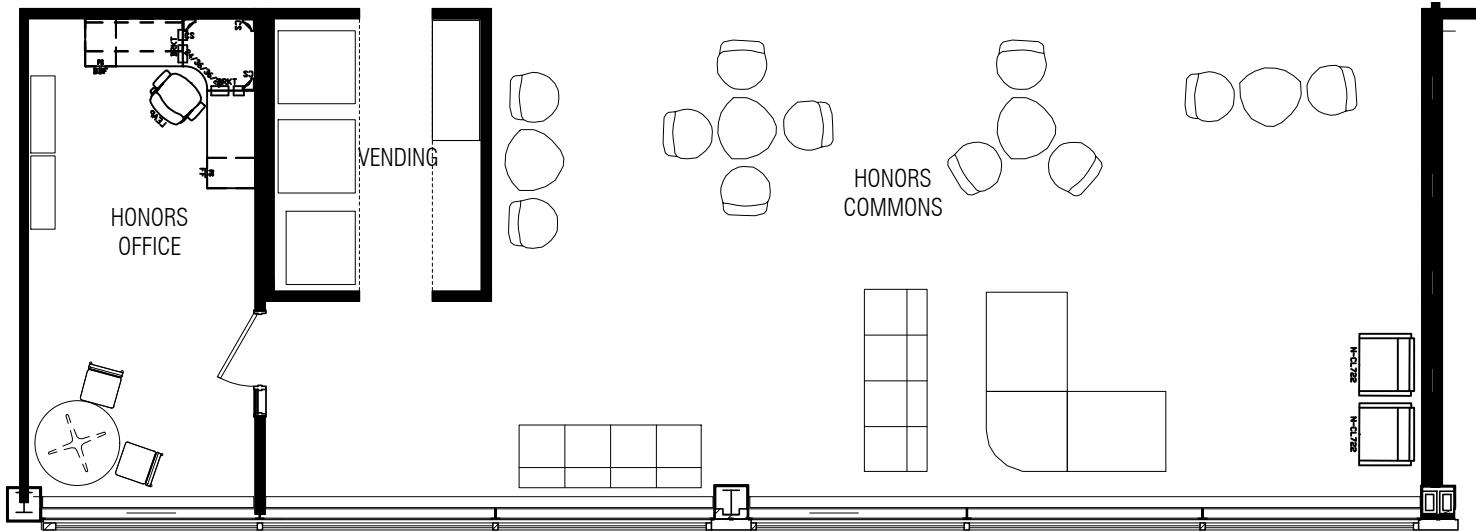
Date

Board Secretary

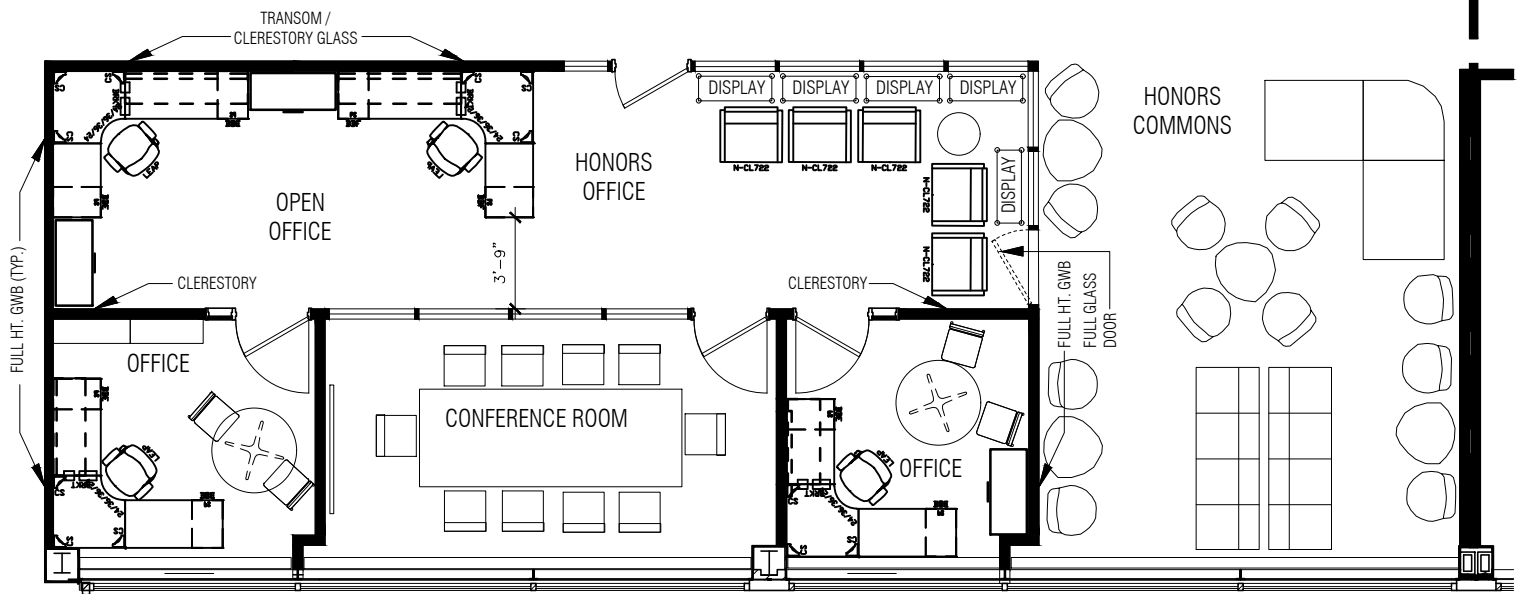
Date



BIC THIRD FLOOR



HONORS EXISTING CONDITIONS



HONORS PROPOSED MODIFICATIONS





**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Physical Education Center (PEC) Arena Events Equipment Rental

2. **REASON FOR CONSIDERATION**

Planned aggregate spend estimated to exceed \$25,000 in a fiscal year must be approved by the Board of Trustees.

3. **BACKGROUND INFORMATION**

The Conference & Event Services department coordinates numerous large events in the Physical Education Center (PEC) annually, including COD Commencement and high school graduations, the COD Career Fair, COD New Student Orientation, COD STEMCON, COD College Fair, COD Hosted IL Special Olympics, COD Hosted IL Science Olympiad and Craft Shows. Costs for external events, such as the craft fairs and high school graduations, are recoverable expenses, paid to the College by the rental clients.

To benefit from quantity pricing and to reduce costs by using a single vendor for sequential events, the College issued a bid for rental equipment, such as tables, chairs, pipe and drape, and linens, set-up labor, etc., in FY16. A legal ad was placed, and 15 vendors were solicited. Eleven vendors requested the bid documents, and four (4) responses were received. One vendor withdrew their proposal due to an error in their pricing. Classic Party Rentals proposed the lowest pricing on twenty-two of the items and was approved by the Board of Trustees at the November 19, 2015 meeting for a one-year contract with options for two additional years.

At this time, based on the contract pricing and the satisfactory relationship with Classic Party Rentals in FY16 and FY17, we are seeking approval to exercise the option for the third and final year of the contract for FY18. The contract is based on unit pricing, which is extended for use College-wide, allowing each COD department to be responsible for payment of equipment rentals as related to their events. Recoverable expenses related to rental events will be paid through Conference and Event Services (CES), with a total FY18 spend that is not expected to exceed \$50,000. M&M Rental Center Inc. acquired Classic Party Rental in July, 2017. M&M has confirmed continued adherence to all Classic Party agreements, including honoring the FY18 agreement option with College of DuPage.

Budget Status

GL Account	FY2017	FY2018		
	Prior Year Spend	Annual Budget	YTD Spend	Available Balance
01-90-13290-5509001 <i>Other Conf & Meeting Exp</i>	\$ 70,742	\$ 87,000	\$ 921	\$ 86,079
FY2018 Request				<u>\$ 50,000</u>

**YTD Spend equals actuals plus committed as of 07/30/2017.*

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

4. RECOMMENDATION

That the Board of Trustees approves exercising the final one-year option of the contract for event rental equipment with M&M Rental Center Inc. DBA Classic Party Rental, 9480 W. 55th Street, McCook, IL 60525 for a not-to-exceed FY18 Conference & Event Services expenditure of \$50,000.

Staff Contact: Ellen Roberts, Director, Business Affairs

BOARD APPROVAL

SIGNATURE PAGE

Physical Education Center (PEC) Arena Events Equipment Rental

ITEM(S) ON REQUEST

That the Board of Trustees approves exercising the final one-year option of the contract for event rental equipment with M&M Rental Center Inc. DBA Classic Party Rental, 9480 W. 55th Street, McCook, IL 60525 for a not-to-exceed FY18 Conference & Event Services expenditure of \$50,000.

Board Chairman

Date

Board Secretary

Date



**COLLEGE OF DUPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

FY2018 payment to educational partner World Instructor Training School (WITS), owned by S.F. & Wellness

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**

Continuing Education and WITS have collaborated since 2011 to provide a high-quality personal training program. Industry recognized and uniquely suited to serve a broad range of students, Personal Trainer Certification from WITS is a comprehensive program covering anatomy, biomechanics, exercise physiology, fitness testing and health assessment, nutrition, exercise prescription, equipment usage, special populations, and legal and safety issues. The emphasis is on teaching both theoretical information and practical skills that apply in real-world settings, which prepare students to sit for the certification exam. In addition to the Personal Trainer Certification, COD is offering a range of short, online WITS training programs for professional development.

WITS was initially selected based on recommendations from Illinois community colleges. The selection was based on quality of instruction, both in the classroom and through practical internship opportunities at professional off-site locations, as well as its competitive price for the service provided. In addition, it is the only known provider of personal training that also includes an internship (clinical site) component with local employers. This provides greater service for students and supports employability after program completion.

Initially, WITS was quantified as a small- to medium-sized educational partner, but quickly grew to a large program partner exceeding \$25,000.00 during FY2016. Enrollment growth in FY2016 and FY2017, and anticipated continued growth in FY2018, is such that we anticipate the annual payment to exceed \$25,000.00.

The term of the existing contract is three (3) years, July 2, 2015, through June 30, 2018. This contract was approved by the Board of Trustees at their April 7, 2016, meeting. As the contract expenditure has reached and exceeded the \$25,000.00 threshold since signing, WITS will be included in the RFP process for Continuing Education Educational Partners for FY2019 and beyond. (Appendix A)

All direct program expenses (instructional costs and materials) are included in the WITS contractual percentage share of revenue. College of DuPage Continuing Education reserves the right to cancel any section that is under-enrolled. If enrollment expectations are not met, program expenses are not incurred.

Program viability is evident in the chart below:

Fiscal Year	Enrollments	Tuition Revenue	Expense (WITS Revenue)	COD Net Revenue	Revenue % to COD	
FY15	44	\$34,605	\$24,344	\$10,261	30%	**
FY16	52	\$39,219	\$27,768	\$11,451	29%	**
FY17	59	\$45,371	\$31,356	\$14,015	31%	
FY18*	71*	\$54,600*	\$38,000*	\$16,685*	31%	
<i>* Projected</i>						
<i>**Slight variations below the contractually agreed upon revenue sharing percentage to COD occurred due to student refunds.</i>						

Funds in the amount of \$110,000.00 were budgeted in the FY2018 Continuing Education GL Account 05-63-63002-5308001, Business Solutions—Professional Training Instructional Services. This is a GL change due to budget restructuring within Continuing Education; funds were attributed to GL 05-63-63001-5308001 Contract Training Instructional Services in FY2017.

Budget Status

GL Account	FY2017	FY2018		
	Prior Year Spend	Annual Budget	YTD Spend	Available Balance
05-63-63002-5308001	\$ -	\$ 110,000	\$ -	\$ 110,000
<i>Professional Training CE : Instructional Service Contr.</i>				
			FY2018 Request	\$ 38,000

**YTD Spend equals actuals plus committed as of 07/26/2017.*

4. RECOMMENDATION

That the Board of Trustees approves the expenditure for an amount not-to-exceed \$38,000.00 payable to WITS upon receipt of invoices consistent with the terms of the agreement between World Instructor Training Schools (WITS), owned by S.F. & Wellness, Inc., 244 Sunstates Ct. Ste. 107, Virginia Beach, VA 23451.

Staff Contact: Joe Cassidy, Dean of Continuing Education and Extended Learning
Cristina Willard, Program Development Manager, Business Solutions

BOARD APPROVAL

SIGNATURE PAGE

FY2018 payment to educational partner World Instructor Training School (WITS), owned by
S.F. & Wellness

ITEM(S) ON REQUEST

That the Board of Trustees approves the expenditure for an amount not-to-exceed \$38,000.00 payable to WITS upon receipt of invoices consistent with the terms of the agreement between World Instructor Training Schools (WITS), owned by S.F. & Wellness, Inc., 244 Sunstates Ct. Ste. 107, Virginia Beach, VA 23451.

Board Chairman

Date

Board Secretary

Date



Purchasing

CONTRACT APPROVAL COVER SHEET

Contract Name: World Instructor Training Schools (WITS)

Requesting Department: Continuing Education

Date Initiated: 2/22/16

Contact Name: Pam McGowan for Business Solutions

Phone: 630-942-3424

Email Address: mcgowanp295@cod.edu

Vendor Name: World Instructor Training Schools (WITS)

Phone: 888-330-9487

Vendor Contact: Kim Gaonach

Email: kgaonach@witseducation.com

Total Contract: \$ \$235 per enrolled student

Contract Dates: Start: July 1, 2015

FY Budget \$ Estimated over \$25,000.

End: June 30, 2018

Contract Purpose: Replace previous valid contract without end dates with new MOU to include an end date of 6/30/18.

Contract Type: ☒ Independent Contractor ☐ Service Agreement ☐ Lease
☐ Construction ☐ Other

Has the College contracted with this vendor in the past or is this a renewal or extension of a previously approved contract? ☒ Yes ☐ No (If YES, attach a copy of the relevant agreement.)

Are required support documents attached? (see page 2) ☒ Yes

I certify that I have read and understand the terms of this agreement and have appropriate authority to submit this agreement on behalf of my department. I further certify that the agreement is complete and includes all exhibits, attachments and pages.

Print

Sign

Requester: Pamela McGowan

Budget Mgr.: Joanne Ivory

Dept. Adm.: Joseph C. Cassidy

Pamela McGowan
Joanne Ivory
Joseph C. Cassidy

Purchasing Dept. Use Only

Comments

APPROVED

Approval Initials

By E. Roberts at 6:43 am, Apr 05, 2016

CONTRACT APPROVAL COVER SHEET (Instructions)

Per Administrative Procedure 10-60, all contracts entered into on behalf of the College of DuPage must be signed by the Senior Vice President, Administration. This form must be completed in full and submitted with all contracts that require signature.

Submit the contract, along with this form and all required support documents as outlined below, to the Purchasing Manager in BIC 1540. The Purchasing Manager will review all documents, and, if appropriate, will forward to the Senior Vice President, Administration for signature. Contracts submitted without complete documentation will be returned to the requester.

Required support documentation:

- ☐ 1. Contract value less than \$5,000: Contract Purpose section should indicate action taken to confirm best price.
- ☐ 2. Contract value between \$5,000 and \$14,999: minimum of three (3) verbal quotes must be documented (vendor name and quoted amount) on this form or an attached sheet.
- ☐ 3. Contract value between \$15,000 and \$24,999: minimum of three (3) written quotes.
- ☒ 4. Contract value of \$25,000 or greater: bid results (bid tabulation or RFP evaluation matrix), Board Report, and confirmation of Board approval (meeting minutes or Cabinet confirmation).
Contract was approved by board per FY. This contract only replaces the contract that was in place and had not expired or terminated.
- ☐ 5. Contracts submitted as sole source: full justification of sole source and letter from the vendor confirming they are the only source of the product/service.
- ☐ 6. If vendor will be providing a service on campus a Certificate of Insurance is required. For additional information contact Risk Manager.

Upon signature, the original contract will be returned to the requester. It is the responsibility of the requester to forward all fully executed contracts/agreements, no matter the dollar amount, to the Purchasing Department by emailing to purchasingforms@cod.edu for inclusion in the College's contract database. If a vendor/contractor signature is still required after signature by SVP, it is the responsibility of the requester to obtain remaining signature(s). Once fully executed, requester will scan a copy of the complete contract and email to purchasingforms@cod.edu.

A copy of the signed contract, along with all required support documents, must be attached to the requisition when initiated.

*Approved
on
4/7/16*

Item 9k
April 7, 2016

**COLLEGE OF DuPAGE
SPECIAL BOARD MEETING**

BOARD INFORMATION

1. **SUBJECT**

Renewal of contract between College of DuPage Continuing Education (CE) and World Instructor Training Schools (W.I.T.S.), owned by S.F. & Wellness.

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).

Enrollment for Fiscal Year 2016 is such that we now anticipate the annual spending to exceed the statutory limit of \$25,000.00.

3. **BACKGROUND INFORMATION**

Continuing Education and W.I.T.S. have collaborated since 2011 to provide a high-quality, non-credit personal training program. Industry recognized and uniquely suited to a broad range of students, Personal Trainer Certification from World Instructor Training Schools (W.I.T.S.) is a 62-hour program. Anatomy, biomechanics, exercise physiology, fitness testing and health assessment, nutrition, exercise prescription, equipment usage, special populations, and legal and safety issues are all taught in this comprehensive program. The emphasis is on teaching both theoretical information and practical skills that apply in real-world settings. In addition to the Personal Trainer Certification, COD is offering a range of short, online W.I.T.S. training programs for professional development.

Students each pay \$769.00 to participate in the COD W.I.T.S. program. This price includes both theoretical and practical applications, providing students with the training and skills necessary to sit for certification exam.

Budget Status

As an on-going program, funds were budgeted in 05-63-66001-5308001

Program viability is evident in the chart below:

Year	Enrollments	Total Tuition Revenue	Total Expense
FY14	47	\$36,143.00	\$25,098.00
FY15	44	\$33,836.00	\$23,496.00
FY16 (Projected through 6/30/16)	66	\$50,754.00	\$35,244.00

4. RECOMMENDATION

That the Board of Trustees approve the amount of \$35,244.00 to W.I.T.S., a division of S.F. Wellness, Inc. 244 Sunstates Ct. Ste. 107, Virginia Beach, VA 23451

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

Humphrey, Vera

From: McGowan, Pamela
Sent: Thursday, April 14, 2016 9:25 AM
To: Humphrey, Vera
Subject: RE: WITS MOU for Approval - UPDATE
Attachments: WITS Pages from 2016april7_spcl_packet.pdf

Approved April 7, 2016.
Also see attached.
Will this suffice? Or do you need something more official?

Pamela J. McGowan
Administrative Assistant, Continuing Education
Adult Enrichment | Business Solutions | Youth Academy

College of DuPage
(630) 942-3424 | mcgowanp295@cod.edu
425 Fawell Blvd. | SRC 1111 | Glen Ellyn, IL 60137
Follow us on [Twitter](#) | Like us on [Facebook](#)

From: Humphrey, Vera
Sent: Thursday, April 14, 2016 9:23 AM
To: McGowan, Pamela
Subject: RE: WITS MOU for Approval - UPDATE

Date approved and copy of board write would be great. Thanks.

Vera Humphrey
Administrative Assistant to the
Senior Vice President Administration and Treasurer
Administrative Affairs
College of DuPage
425 Fawell Blvd., SRC 2130
Glen Ellyn, Illinois 60137

Tel: 630-942-4285 Fax: 630-858-9078 Email: humphreyv@cod.edu

From: McGowan, Pamela
Sent: Thursday, April 14, 2016 9:15 AM
To: Humphrey, Vera
Subject: RE: WITS MOU for Approval - UPDATE

It was approved.
Did you need any documentation?
I don't have anything formal- but you can see them approve in the video right after 2:04:00(ish).

Pamela J. McGowan
Administrative Assistant, Continuing Education
Adult Enrichment | Business Solutions | Youth Academy
College of DuPage

(630) 942-3424 | mcgowanp295@cod.edu
425 Fawell Blvd. | SRC 1111 | Glen Ellyn, IL 60137
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From: Humphrey, Vera
Sent: Thursday, April 14, 2016 8:56 AM
To: McGowan, Pamela
Subject: FW: WITS MOU for Approval - UPDATE

Pam – Was this approved by the Board?

Vera Humphrey

Administrative Assistant to the
Senior Vice President Administration and Treasurer
Administrative Affairs
College of DuPage
425 Fawell Blvd., SRC 2130
Glen Ellyn, Illinois 60137

Tel: 630-942-4285 Fax: 630-858-9078 Email: humphreyv@cod.edu

From: Humphrey, Vera
Sent: Wednesday, April 06, 2016 8:18 AM
To: Roberts, Ellen
Subject: RE: WITS MOU for Approval - UPDATE

Ok. Thanks.

Vera Humphrey

Administrative Assistant to the
Senior Vice President Administration and Treasurer
Administrative Affairs
College of DuPage
425 Fawell Blvd., SRC 2130
Glen Ellyn, Illinois 60137

Tel: 630-942-4285 Fax: 630-858-9078 Email: humphreyv@cod.edu

From: Roberts, Ellen
Sent: Wednesday, April 06, 2016 7:06 AM
To: Humphrey, Vera
Cc: McGowan, Pamela; Cassidy, Joseph; Ivory, Joanne; Radford, Jacoby
Subject: WITS MOU for Approval - UPDATE

Vera,

In reviewing the Board Packet for Thursday's meeting, I see there is a Board Report for approval of this expenditure. Kim should hold this MOU until the Board approves the expenditure.

Pam, when a contract is submitted for signature, could you please also attach a copy of the Board Report so we know that one has been submitted and/or approved? Thanks very much.

Thanks,

Memorandum of Understanding

College of DuPage – S.F. & Wellness, Inc., dba the World Instructor Training Schools (WITS)

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

WHEREAS S.F. & Wellness, Inc. (hereinafter “WITS”) provides personal training courses and the Personal Trainer Certification Course;

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 WITS Personal Trainer Certification Course (hereinafter the “Program”) through June 30, 2018.

NOW THEREFORE the Parties hereto do hereby agree as follows:

This agreement (hereinafter “Agreement”) is entered into effective July 1, 2015, by and between WITS and COD; WITS and COD are from time to time collectively referred to as “Parties” or “Course Sponsors”, for the purpose of offering the courses at the College of DuPage in Glen Ellyn, IL, and physical training facilities in DuPage County, IL, from July 1, 2015, through June 30, 2018.

1. License. WITS grants to COD the non-exclusive right to use the name “WITS” and like names in the title, marketing and other materials and aspects associated with the course offerings. This license is solely for the COD/WITS courses and terminates at the end of the agreement.
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. College of DuPage shall provide the following:

Course Development and Management

- a.) Responsible for selecting the specific course topics and number of courses to be offered each term from those submitted to COD by WITS.
- b.) Provide dates for upcoming courses at least four (4) months in advance of each course start.
- c.) Review instructor credentials, course evaluations and work with WITS on continuous Program improvement and compliance with College policies.
- d.) Assist in the ongoing development of course content and design of the courses according to best knowledge of the current trends in the personal training industry.

Marketing

- a.) Responsible for marketing of the WITS/COD courses maintaining an active marketing program through traditional, digital, and interactive media by:
 - 1) Updating COD Continuing Education Website
 - 2) Advertising (digital and print)
 - 3) Inclusion in COD Continuing Education Schedule of Courses and other course listings, where appropriate
- b.) All marketing pieces referring to the COD Continuing Education program must be approved by COD. COD is responsible for creating and approving any pieces that display graphic design.

Program Delivery

- a) Registration and assistance with enrollment of all COD course participants and processing tuition payments will be the responsibility of COD.
- b) Provide enrollment numbers no fewer than seven (7) days from course start dates.

- c) Provide WITS with notice of course cancellation no fewer than seven (7) days prior to a course start date.
- d) As a first step in resolving a student, faculty or other course issue, all conflicts and concerns must be discussed with COD as soon as they arise. A COD representative will then develop a sequence of steps to be followed according to COD policies, which WITS will review. Once mutually agreed upon processes and outcomes are determined, COD and WITS will follow the needed steps in an effort to successfully resolve all conflicts.
- e) The site and adequate facilities for the Program's classroom component at a COD campus, specifically including, without limitation, one classroom.

2.2 WITS. WITS shall provide the following:

Program Development and Management

- a) The content and course materials as well as adequate off-site training facilities.
 - b) Hire any and all required instructors and/or aides needed for the purposes of the courses. Employee salary and benefits to be paid by WITS.
 - c) Share instructor resumes and credentials with COD Continuing Education no less than seven (7) days from course start dates.
 - d) Conduct and maintain current background checks on all employees who are to provide instruction to COD students. Upon request, provide COD with a copy of said background check no later than 48 hours after notification.
 - e) Assist in the ongoing development of course content and design of the courses according to best knowledge of the current trends in the personal training industry.
 - f) Ensure the quality and expertise of the faculty as they relate to said course content.
 - g) Provide COD with listing of proposed courses including dates, syllabi and fees, no less than four (4) months before the start of each term.
 - h) Provide COD with notice of course cancellation no fewer than seven (7) days prior to a course start date.
3. Program Name. The Program will be advertised by the Parties as the "College of DuPage Certified Personal Trainer Program" provided by WITS.
 4. Budget. An itemized Program budget is not required as duties and responsibilities are defined and set above in section two (2) and compensation (revenue sharing) is defined and set below in section five (5). Each party assumes the expenses related to Program delivery as outlined in section two (2).
 5. Compensation. COD shall receive 31% of total tuition, which is currently two hundred and thirty-five dollars (\$235) per College of DuPage/WITS registrant for program administration and marketing as defined above. WITS shall receive 69% of tuition revenue collected by COD, which is currently five hundred thirty-four dollars (\$534) per enrolled registrant. Invoices for services are to be submitted to COD prior to any payment to WITS. Mutual agreement is required to raise or lower Program tuition, changing the exact dollar amount of the revenue split per student, though the percentage will remain the same for the duration of the Agreement.
 6. Option to Negotiate an Extension. Unless either Party informs the other in writing, this agreement will remain in force until previously listed date of termination. Either Party can terminate this agreement for any reason with sixty (60) days advance notice.
 7. Accounting. COD will provide WITS with a final student roster per course for WITS to generate an invoice to College of DuPage. COD shall have thirty (30) days to review the invoice and request further information or review. In the event that COD 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, IL. Failure of COD to make any request in writing within the above time period will be deemed acceptance of the invoice by COD.

A handwritten signature, possibly reading "Michael", is written over a large, loopy scribble. To the right of the signature, the number "#14" is handwritten.

Distributions will be made from COD to WITS no later than forty-five (45) days after the receipt of an invoice from WITS.

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 courses, COD takes no ownership interest in WITS, nor does it assume in any way any liabilities of WITS. Likewise WITS 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 WITS, except for the agreed upon course revenue and except as expressly agreed to by COD in writing. WITS does not undertake to pay for or otherwise assume any of the liabilities or obligations of COD.

WITS agrees to hold COD, its trustees, officers, directors, agents, successors and assigns, harmless from and against all losses, damages, injuries, claims, demands, and expenses, including attorneys' fees, which may arise during the performance of this Agreement.

WITS also represents and warrants that the services will not infringe any copyright, violate the rights of any person, or contain any other unlawful matter. WITS shall defend, indemnify and hold harmless College of DuPage and others of whom it may license and grant rights, against all damages suffered and expenses incurred based on any breach or alleged breach of WITS warranty.

8.3 Non exclusivity. This agreement is not exclusive in nature, and does not preclude WITS or COD from forming training ventures or negotiating agreements with other institutions.

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 WITS. WITS 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 "WITS" in any other context other than in publicity related to the marketing of the program or its annual reporting of activities.

10. Ownership Rights.

Ownership. WITS shall own the rights to the Program and any other related programs. COD reserves the right to develop future and/or similar programs and retains all rights to said future programs and materials. COD agrees to furnish WITS 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. WITS 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.

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 WITS 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 WITS, 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 recordings produced at or after the Program. Otherwise, WITS shall not use any of the COD Intangible Rights, or any component part thereof, without the express written consent of COD.

WITS Intangibles. The Parties agree that all trademarks, tradenames, service marks, trade or commercial names, logos, art work, copyrights and other intangible rights affecting WITS's trademarks or services, or utilized in the marketing of the Program shall be and remain the property of WITS ("WITS Intangible Rights"), and shall be procured solely for the benefit of and in WITS' name. The foregoing notwithstanding, this Agreement shall not grant to COD any right, title or interest in or to the term and name "WITS " 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 severely 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, IL. WITS shall maintain liability insurance for WITS, its owners, employees, independent contractors and agents. Upon request, WITS will provide COD with a Certificate of Insurance, listing limits of coverage.

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, or waiver is sought, unless made in writing, and signed on behalf of authorized and empowered officers of both Parties.

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 Parties 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) email, fax 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 email, fax 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: Joseph Cassidy
425 Fawell Blvd.
Glen Ellyn, Illinois
Tel: (630) 942-2316
Fax: (630) 942-3785
cassidyj1180@cod.edu

If WITS, to:

S.F. & Wellness, Inc.
2244 Sunstate Court, Suite 107
Virginia Beach, VA 23451

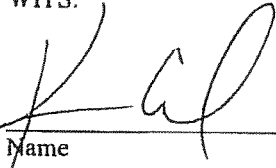
Any party receiving a facsimile transmission shall be entitled to rely upon a facsimile transmission to the same extent as if it were an original. Any Party may alter the address to which communications or copies are to be sent by giving notice of such change of address in conformity with the provisions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

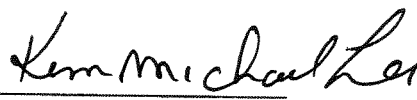
In consideration thereof, both Parties agree to the conditions set forth above.

WITS:


Name

2/22/16
Date

College of DuPage:


Name

4/14/16
Date

**COLLEGE OF DuPAGE
SPECIAL BOARD MEETING**

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1. **SUBJECT**

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

CONTRACT APPROVAL COVER SHEETContract Name: World Instructor Training Schools (WITS)Requesting Department: Continuing Education Date Initiated: 2/22/16Contact Name: Pam McGowan for Business Solutions Phone: 630-942-3424Email Address: mcgowanp295@cod.eduVendor Name: World Instructor Training Schools (WITS) Phone: 888-330-9487Vendor Contact: Kim Gaonach Email: kgaonach@witseducation.comTotal Contract: \$ \$235 per enrolled student Contract Dates: Start: July 1, 2015FY Budget \$ Estimated over \$25,000. End: June 30, 2018Contract Purpose: Replace previous valid contract without end dates with new MOU to include an end date of 6/30/18.Contract Type: ☒ Independent Contractor ☐ Service Agreement ☐ Lease
☐ Construction ☐ OtherHas the College contracted with this vendor in the past or is this a renewal or extension of a previously approved contract? ☒ Yes ☐ No (If YES, attach a copy of the relevant agreement.)Are required support documents attached? (see page 2) ☒ Yes

I certify that I have read and understand the terms of this agreement and have appropriate authority to submit this agreement on behalf of my department. I further certify that the agreement is complete and includes all exhibits, attachments and pages.

PrintSignRequester: Pamela McGowanBudget Mgr.: Joanne IvoryDept. Adm.: Joseph C. Cassidy
Pamela McGowan

Joanne Ivory

Joseph C. Cassidy

Purchasing Dept. Use Only

Comments

APPROVED

Approval Initials

By E. Roberts at 6:43 am, Apr 05, 2016

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Memorandum of Understanding

College of DuPage – S.F. & Wellness, Inc., dba the World Instructor Training Schools (WITS)

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

WHEREAS S.F. & Wellness, Inc. (hereinafter “WITS”) provides personal training courses and the Personal Trainer Certification Course;

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 WITS Personal Trainer Certification Course (hereinafter the “Program”) through June 30, 2018.

NOW THEREFORE the Parties hereto do hereby agree as follows:

This agreement (hereinafter “Agreement”) is entered into effective July 1, 2015, by and between WITS and COD; WITS and COD are from time to time collectively referred to as “Parties” or “Course Sponsors”, for the purpose of offering the courses at the College of DuPage in Glen Ellyn, IL, and physical training facilities in DuPage County, IL, from July 1, 2015, through June 30, 2018.

1. License. WITS grants to COD the non-exclusive right to use the name “WITS” and like names in the title, marketing and other materials and aspects associated with the course offerings. This license is solely for the COD/WITS courses and terminates at the end of the agreement.
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. College of DuPage shall provide the following:

Course Development and Management

- a.) Responsible for selecting the specific course topics and number of courses to be offered each term from those submitted to COD by WITS.
- b.) Provide dates for upcoming courses at least four (4) months in advance of each course start.
- c.) Review instructor credentials, course evaluations and work with WITS on continuous Program improvement and compliance with College policies.
- d.) Assist in the ongoing development of course content and design of the courses according to best knowledge of the current trends in the personal training industry.

Marketing

- a.) Responsible for marketing of the WITS/COD courses maintaining an active marketing program through traditional, digital, and interactive media by:
 - 1) Updating COD Continuing Education Website
 - 2) Advertising (digital and print)
 - 3) Inclusion in COD Continuing Education Schedule of Courses and other course listings, where appropriate
- b.) All marketing pieces referring to the COD Continuing Education program must be approved by COD. COD is responsible for creating and approving any pieces that display graphic design.

Program Delivery

- a) Registration and assistance with enrollment of all COD course participants and processing tuition payments will be the responsibility of COD.
- b) Provide enrollment numbers no fewer than seven (7) days from course start dates.

- c) Provide WITS with notice of course cancellation no fewer than seven (7) days prior to a course start date.
- d) As a first step in resolving a student, faculty or other course issue, all conflicts and concerns must be discussed with COD as soon as they arise. A COD representative will then develop a sequence of steps to be followed according to COD policies, which WITS will review. Once mutually agreed upon processes and outcomes are determined, COD and WITS will follow the needed steps in an effort to successfully resolve all conflicts.
- e) The site and adequate facilities for the Program's classroom component at a COD campus, specifically including, without limitation, one classroom.

2.2 WITS. WITS shall provide the following:

Program Development and Management

- a) The content and course materials as well as adequate off-site training facilities.
 - b) Hire any and all required instructors and/or aides needed for the purposes of the courses. Employee salary and benefits to be paid by WITS.
 - c) Share instructor resumes and credentials with COD Continuing Education no less than seven (7) days from course start dates.
 - d) Conduct and maintain current background checks on all employees who are to provide instruction to COD students. Upon request, provide COD with a copy of said background check no later than 48 hours after notification.
 - e) Assist in the ongoing development of course content and design of the courses according to best knowledge of the current trends in the personal training industry.
 - f) Ensure the quality and expertise of the faculty as they relate to said course content.
 - g) Provide COD with listing of proposed courses including dates, syllabi and fees, no less than four (4) months before the start of each term.
 - h) Provide COD with notice of course cancellation no fewer than seven (7) days prior to a course start date.
3. Program Name. The Program will be advertised by the Parties as the "College of DuPage Certified Personal Trainer Program" provided by WITS.
 4. Budget. An itemized Program budget is not required as duties and responsibilities are defined and set above in section two (2) and compensation (revenue sharing) is defined and set below in section five (5). Each party assumes the expenses related to Program delivery as outlined in section two (2).
 5. Compensation. COD shall receive 31% of total tuition, which is currently two hundred and thirty-five dollars (\$235) per College of DuPage/WITS registrant for program administration and marketing as defined above. WITS shall receive 69% of tuition revenue collected by COD, which is currently five hundred thirty-four dollars (\$534) per enrolled registrant. Invoices for services are to be submitted to COD prior to any payment to WITS. Mutual agreement is required to raise or lower Program tuition, changing the exact dollar amount of the revenue split per student, though the percentage will remain the same for the duration of the Agreement.
 6. Option to Negotiate an Extension. Unless either Party informs the other in writing, this agreement will remain in force until previously listed date of termination. Either Party can terminate this agreement for any reason with sixty (60) days advance notice.
 7. Accounting. COD will provide WITS with a final student roster per course for WITS to generate an invoice to College of DuPage. COD shall have thirty (30) days to review the invoice and request further information or review. In the event that COD 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, IL. Failure of COD to make any request in writing within the above time period will be deemed acceptance of the invoice by COD.

A handwritten signature, possibly reading "Michael J. Smith", is written over a large, stylized "X" mark. To the right of the signature, the date "1/14" is handwritten.

Distributions will be made from COD to WITS no later than forty-five (45) days after the receipt of an invoice from WITS.

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 courses, COD takes no ownership interest in WITS, nor does it assume in any way any liabilities of WITS. Likewise WITS 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 WITS, except for the agreed upon course revenue and except as expressly agreed to by COD in writing. WITS does not undertake to pay for or otherwise assume any of the liabilities or obligations of COD.

WITS agrees to hold COD, its trustees, officers, directors, agents, successors and assigns, harmless from and against all losses, damages, injuries, claims, demands, and expenses, including attorneys' fees, which may arise during the performance of this Agreement.

WITS also represents and warrants that the services will not infringe any copyright, violate the rights of any person, or contain any other unlawful matter. WITS shall defend, indemnify and hold harmless College of DuPage and others of whom it may license and grant rights, against all damages suffered and expenses incurred based on any breach or alleged breach of WITS warranty.

8.3 Non exclusivity. This agreement is not exclusive in nature, and does not preclude WITS or COD from forming training ventures or negotiating agreements with other institutions.

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 WITS. WITS 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 "WITS" in any other context other than in publicity related to the marketing of the program or its annual reporting of activities.

10. Ownership Rights.

Ownership. WITS shall own the rights to the Program and any other related programs. COD reserves the right to develop future and/or similar programs and retains all rights to said future programs and materials. COD agrees to furnish WITS 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. WITS 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.

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 WITS 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 WITS, 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 recordings produced at or after the Program. Otherwise, WITS shall not use any of the COD Intangible Rights, or any component part thereof, without the express written consent of COD.

WITS Intangibles. The Parties agree that all trademarks, tradenames, service marks, trade or commercial names, logos, art work, copyrights and other intangible rights affecting WITS's trademarks or services, or utilized in the marketing of the Program shall be and remain the property of WITS ("WITS Intangible Rights"), and shall be procured solely for the benefit of and in WITS' name. The foregoing notwithstanding, this Agreement shall not grant to COD any right, title or interest in or to the term and name "WITS " 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, IL. WITS shall maintain liability insurance for WITS, its owners, employees, independent contractors and agents. Upon request, WITS will provide COD with a Certificate of Insurance, listing limits of coverage.

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, or waiver is sought, unless made in writing, and signed on behalf of authorized and empowered officers of both Parties.

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 Parties 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) email, fax 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 email, fax 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: Joseph Cassidy
425 Fawell Blvd.
Glen Ellyn, Illinois
Tel: (630) 942-2316
Fax: (630) 942-3785
cassidyj1180@cod.edu

If WITS, to:

S.F. & Wellness, Inc.
2244 Sunstate Court, Suite 107
Virginia Beach, VA 23451

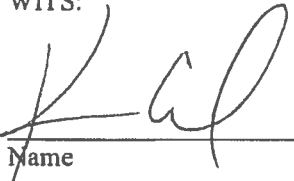
Any party receiving a facsimile transmission shall be entitled to rely upon a facsimile transmission to the same extent as if it were an original. Any Party may alter the address to which communications or copies are to be sent by giving notice of such change of address in conformity with the provisions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

In consideration thereof, both Parties agree to the conditions set forth above.

WITS:



Name



Date

College of DuPage:

Name

Date



**COLLEGE OF DUPAGE
SPECIAL BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Cable, On Demand and Streaming TV advertising to support the College's student recruitment campaign.

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**

Because of the cost, Marketing & Creative Services has previously not incorporated TV advertising into the College's media mix. New technologies and better targeting allow for more strategic and effective use of advertising funds.

Unlike traditional TV advertising that required purchasing the entire Chicago Designated Market Area extending into Wisconsin and Indiana, this product focuses on specific "target zones" as defined by Comcast. We will utilize four of Comcast's target zones in the western suburbs covering the majority of our district with much less outside coverage. This campaign reaches 326,824 homes.

This spring we conducted a pilot program utilizing Streaming and On Demand TV advertising with metrics higher than industry average. The campaign achieved a 93% completion rate (IAB reports an industry average of 76.6%) and a click through rate of 0.98% (IAB reports an industry average of 0.8%).

This purchase extends the On Demand and Streaming to an annual campaign and adds Cable TV advertising to the same homes during News and Sports, which are the two categories of programming most people do not record to watch later. With this approach, it is more likely that College of DuPage spots will be seen—rather than recorded and fast-forwarded through.

Approximately 30% of the overall booked impressions will run across Comcast cable set top box devices in on demand TV linear content that users will not be able to skip. This is unique to the Chicago market specifically and access to this inventory cannot be purchased anywhere else but through the Comcast Spotlight organization direct. Comcast is the largest TV provider in the Chicago market.

The other approximate 70% of impressions will reach audiences in our specific area who are watching long form professionally produced content [not YouTube] across their smartphones or desktops through apps or specific cable network websites. This opens the reach to non-Comcast subscribers as well. No other cable providers are offering this type of access. The only other way to make this type of purchase would be by making a significantly larger purchase through a programmatic advertising agency.

Budget Status

GL Account	FY2017	FY2018		
	Prior Year Spend	Annual Budget	YTD Spend	Available Balance
01-90-00825-5407001	\$859,186	\$994,350	\$653,000	\$341,350
<i>Marketing & Creative Services: Advertising Expense</i>				
FY2018 Request				<u>\$144,000</u>

**YTD Spend equals actuals plus committed as of 08/02/2017.*

This purchase complies with State Statute, Board Policy and Administrative Procedures. Contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph are exempt from bidding under Illinois Public Community College Act, 110 ILCS 805/3-27.1.

4. RECOMMENDATION

That the Board approves the purchase of Cable, On Demand and Streaming Television Advertising from Comcast Spotlight, 8745 W. Higgins Road STE 400, Chicago, IL 60631, 847-789-4720 in the amount of \$144,000.

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

SIGNATURE PAGE

Cable, On Demand and Streaming TV advertising to support the College's student recruitment

ITEM(S) ON REQUEST

That the Board approves the purchase of On Demand and Streaming Television Advertising from Comcast Spotlight, 8745 W. Higgins Road STE 400, Chicago, IL 60631, 847-789-4720 in the amount of \$144,000.

Board Chair

Date

Secretary

Date



**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Comcast Spotlight LLC Advertising for McAninch Arts Center (MAC) National Touring shows, Fiscal Year 2018.

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, National Geographic Series, New Philharmonic, Buffalo Theatre Ensemble and Family Series Events. With cable reaching over 90% of TV households, we feel cable is the way to go. Comcast Spotlight is the primary cable provider in our district serving 50-70% of the homes with cable. This 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 FY17 combined with a very unique targeting capability, the MAC has decided to increase the ad usage to \$46,000 in its FY18 advertising campaign for a total of 15 shows. In FY18, the planned spend is not to exceed \$46,000 as compared to the actual spend of \$25,588.52 in FY17.

- Quote comparisons and bidding does not exist for Comcast Spotlight because it is considered a sole source of advertising. Our research demonstrates that Comcast Spotlight is the primary cable provider in our target market. Comcast Spotlight has merged with AT&T U-verse giving us coverage on both major cable networks. 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 proposed 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 for the following shows:

The \$46,000 spend breaks down to approximately a \$3,000 budget with a two-week schedule and about 300 paid spots and 300 free spots on a variety of stations. We received 300 free spots because Carol Fox and Associates, our Marketing and PR company, negotiated a buy-one-get-one-free promotional deal with Comcast. Carol Fox and associates negotiates the pricing, manages and coordinates the placement, and writes the copy for the commercials, they also work with the editor and artists representatives to create the commercials and edit the commercials for final approval. Carol Fox and associates also manages any issues or changes to the schedules based on sales.

- Martial Artists
- Take Me To The River
- Broadway's Next Hit Musical
- Savion Glover
- Second City Holiday
- Nutcracker
- MOJO
- Steppin' Out
- Best of Second City
- Mummenschanz
- Strangers in a Strange Land
- Exploring the Red Planet
- Grand Canyon Adventure Show
- BTE
- New Philharmonic

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

Budget Status

GL Account	FY2017		FY2018		Current Request
	Prior Year Spend	Annual Budget	YTD Spend	Available Balance	
05-60-11601-5407001 <i>AUX MAC Touring-Advertising Exp</i>	\$272,019	\$333,872	\$137,651	\$196,221	\$ 40,000
05-60-11701-5407001 <i>AUX New Philharmonic/DOT-Advertising Exp</i>	\$ 47,323	\$ 50,988	\$ 18,900	\$ 32,088	\$ 3,000
05-60-11101-5407001 <i>AUX Buffalo Theatre-Advertising Exp</i>	\$ 43,425	\$ 56,936	\$ 11,798	\$ 45,138	\$ 3,000
FY2018 Request				<u>\$ 46,000</u>	

**YTD Spend equals actuals plus committed as of 07/30/2017.*

This purchase complies with State Statute, Board Policy and Administrative Procedures. Contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph are exempt from bidding under Illinois Public Community College Act, 110 ILCS 805/3-27.1

4. RECOMMENDATION

That the Board of Trustees approves the purchase of advertising media from Comcast Spotlight LLC, 12964 Collections Center Drive, Chicago, IL 60693, in an amount not to exceed \$46,000.00 in Fiscal Year 2018.

Staff Contact: Diana Martinez, Director, McAninch Arts Center

BOARD APPROVAL

SIGNATURE PAGE FOR

**Comcast Spotlight LLC Advertising for McAninch Arts Center
(MAC), Fiscal Year 2018**

ITEM(S) ON REQUEST

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 \$46,000.00 in Fiscal Year 2018.

Board Chair

Date

Board Secretary

Date



**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

MAC Touring Artist contracts that exceed \$25,000 for 2017-2018 Season

2. **REASON FOR CONSIDERATION**

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

3. **BACKGROUND INFORMATION**

The McAninch Arts Center presents an annual touring season of National and International artists each year to fulfill the cultural mission of the College. Booking of artists by MAC administration is approved per College of DuPage Board Policy 10-95. The earlier that we can book and confirm artists, the better it is for our season.

The booking of talent is very competitive in the Chicago market, as there are several performing arts centers in the area such as: Paramount Theatre in Aurora, River's Edge Park, Joliet's Rialto Theater, Elgin Community College, North Central College, Skokie Center for the Arts, Genesee Theatre, City Winery, and dozens more. These performing arts centers compete and collaborate for available talent.

Curating and negotiating talent at booking conferences and through block booking with other presenters gets us the most competitive pricing possible. The MAC uses Celebrity Access and Pollstar to compare maximum gross potential of artists and to confirm and ensure competitive pricing of talent.

The following artist contracts are \$15,000 or more, which have been negotiated for the 2017-2018 Season:

- Magic of Motown/Supreme Talent 08/11/17
- LIV On: Olivia Newton-John, Beth Nielsen Chapman, & Amy Sky/United Talent Agency & OBA Productions LLC 10/14/17
- Tuesdays with Morrie Starring Jamie Farr/Gurtman Murtha Associates Inc & LPP Theatrical 09/30/17
- The Man Behind *Spotlight*: Journalist Michael Rezendes 10/03/17
- The Hit Men/BiCoastal Productions LLC 10/13/17
- Take Me to the River/Monterey International & EGBA LLC 11/05/17
- Lidia Bastianich/Mills Entertainment 11/09/17
- Very Elton Christmas/Harmony Artists Inc./Meyer Entertainment 12/02/17
- Dublin Irish Dance: *Stepping Out*/CAMI 02/11/18
- Mummenschanz/CAMI 03/03/18
- In The Mood/Gurtman & Murtha Associates Inc & Bud Forrest Entertainment Inc 03/10/18
- Rosanne Cash/Opus 3 Artists LLC & Maybaby Inc 04/14/18
- Capitol Steps/Capitol Steps 05/12/18 (2 shows)
- National Geographic Live 10/20/17, 02/09/18 & 04/06/18
- Kathleen Madigan/APA Date to be Determined

The following artist contracts are \$25,000 or more, which have been negotiated for the 2017-2018 Season:

- National Acrobats and Martial Artists of China/CAMI 10/15/17 (2 shows)
- Lonestar/Texassee Touring, Inc 11/10/17
- Savion Glover/Savion Glover Productions 11/26/17
- The Nutcracker/Von Heidecke Chicago Festival Ballet 12/16/17 & 12/17/17 (4 shows)
- Moscow Festival Ballet: *Cinderella*/CAMI 01/14/18 (2 shows)
- Chris Botti/William Morris Endeavor Entertainment LLC & Ambient Tours Inc. 01/20/18
- Comedian #1 (TBD Lewis Black)

Pricing and negotiations for artists are confidential to facilitate competitive pricing; therefore, we request that individual artist fees remain confidential. However, the total expenditure for the above contracts is not expected to exceed \$485,000.

This purchase complies with State Statute, Board Policy and Administrative Procedures. Contracts for services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part

are exempt from bidding under the Illinois Public Community College Act 110 ILCS 805/3-27.1.

Budget Status

GL Account	FY2017	FY2018		
	Prior Year Spend	Annual Budget	YTD Spend	Available Balance
05-60-11601-5309001	\$ 658,529	\$ 838,950	\$ 75,216	\$ 763,734
<i>AUX MAC Touring : Other Contractual Services Exp</i>				
FY2018 Request				<u>\$ 485,000</u>

**YTD Spend equals actuals plus committed as of 07/30/2017.*

4. RECOMMENDATION

That the Board of Trustees approves the contracts for all artists listed above for a total expenditure not to exceed \$485,000 payable to the artists and their respective agents and the release of payments and checks over \$15,000.

Staff Contact: Diana Martinez, Director, McAninch Arts Center

BOARD APPROVAL

SIGNATURE PAGE FOR

**MAC Touring Artist contracts that exceed \$25,000 and the release of payments for
artists contracts \$15,000 and over for 2017-2018 Season**

ITEM(S) ON REQUEST

That the Board of Trustees approves the contracts for all artists listed above for a total expenditure not to exceed \$485,000 payable to the artists and their respective agents and the release of payments \$15,000 and over.

Board Chair

Date

Board Secretary

Date



**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

In Residence Agreement with Buffalo Theatre Ensemble, with FY18 subsidy and spend in an amount not to exceed \$119,022.

2. **REASON FOR CONSIDERATION**

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

3. **BACKGROUND INFORMATION**

In response to community appeals the board of Trustees voted to re-establish Buffalo Theater Company as an in resident theater company at College of DuPage. The Board approved an agreement to re-establish and subsidize Buffalo Theatre Ensemble as a resident Theatre company at College of DuPage on July 7, 2016. At that time, the Board requested that BTE establish itself with its own 501(c)(3), create a business plan, fundraise to develop a donor base, and commit to creating programs that include direct engagement by COD students in each production. The Board approved the 5-year business plan and to subsidize the organization with a first year budget of \$131,422 and discussed supporting the organization with a second year subsidy of \$119,022.

The BTE Board Annual Report was presented to the COD Board of Trustees June 2017 meeting and the report shows that BTE has met their goals for year one by:

- Creating a high school ambassador program with 5 participating high schools
- Exceeding goal of tickets sales of \$126,000 with \$144,345 in sales
- Exceeding fundraising goal of \$28,259 with actual donations reaching \$68,600
- Budgeted expenses were in line with an estimated budget of \$273,291 and actual expenses were \$276,063.
- Total attendance of 6063
- Total sold tickets:5466
- 463 subscribers
- 467 students in College of DuPage Theatre Department classes directly engaged with BTE.

Based on the first year, it appears that BTE is on track to meet the goals of the board approved five-year plan (Appendix A). According to their first year-end summary they have exceeded their goals and are operating on 50% earned 50% contributed model. The hope is to grow BTE into a more traditional typical non-profit theatre company 60% earned 40% contributed model over the next five years. The five-year plan is based on a contribution from the College that will decrease each year and maintain a minimum contribution from the college annually of about \$95,000 per year. The contribution from The College of DuPage covers MAC expenses including Box office services, costume shop manager, seamstresses, carpenters, student labor, scene shop manager, production of the scenery, programs, ushers, house manager, marketing, supplies for lighting and sound. (Appendix C)

Estimated requested future contributions from College of DuPage for BTE:

- \$130,000 year one (completed)
- \$119,022 year two 2018
- \$109,000 year three 2019
- \$100,000 year four 2020
- \$ 95,000 year five 2021 and onward.

2018 Buffalo theatre In Residence Rental and Working Agreement (Appendix B)

The MAC staff and BTE Resident company have enjoyed a productive, collegial and successful first. The MAC director and staff reviewed the working rental agreement and worked with the BTE director to make slight changes and revisions to the working agreement for 2018 and added language to clarify expectations and make the collaboration more effective. Changes include:

- Dates updated
- Payment from BTE to the MAC scene shop manager or costume shop manager when designs exceed the estimated time and support originally budgeted. Example: larger shows or shows with out of town designers who are not available to manage the build.
- Increase fundraiser space from 1 event to-3 events, based on availability.
- Moving lights and projections are specialized equipment and will incur additional charges. Designs including these elements must be approved by MAC tech director prior to install.

Budget Status

		FY2018 Budget
05-60-11101-5102003	<i>AUX Buffalo Theatre : Profess/Tech Staff, Temporary</i>	\$ 614
05-60-11101-5107003	<i>AUX Buffalo Theatre : Service Staff Temporary</i>	500
05-60-11101-5108002	<i>AUX Buffalo Theatre : Student Worker NON-CSWP</i>	9,500
05-60-11101-5299902	<i>AUX Buffalo Theatre : PT alloc Employee Benefits</i>	202
05-60-11101-5309001	<i>AUX Buffalo Theatre : Other Contractual Services Exp</i>	1,640
05-60-11101-5401006	<i>AUX Buffalo Theatre : Other supplies</i>	1,000
05-60-11101-5402001	<i>AUX Buffalo Theatre : Printing Exps</i>	3,526
05-60-11101-5404001	<i>AUX Buffalo Theatre : Audio/Visual Materials</i>	298
05-60-11101-5404003	<i>AUX Buffalo Theatre : Postage</i>	4,009
05-60-11101-5407001	<i>AUX Buffalo Theatre : Advertising Exps</i>	56,936
05-60-11101-5509001	<i>AUX Buffalo Theatre : Other Conf & Meeting Exp a</i>	1,000
05-60-11101-5905002	<i>AUX Buffalo Theatre : Charges Faciliti/Staff/Othr</i>	800
05-60-11101-5909015	<i>AUX Buffalo Theatre : SS Copy Center/Signage</i>	2,100
05-60-11101-5909016	<i>AUX Buffalo Theatre : SS Color Copies</i>	1,075
05-60-11101-5909018	<i>AUX Buffalo Theatre : SS USPS Postage</i>	200
05-60-11101-5909090	<i>AUX Buffalo Theatre : Intrafund Transfer Out</i>	35,622
	FY2018 Request	<u>\$ 119,022</u>

4. RECOMMENDATION

That the Board of Trustees approves the second-year agreement, budget and associated spend for FY18 for the Buffalo Theatre Ensemble In Residence Theatre Company in an amount not to exceed \$119,022.

Staff Contact: Diana Martinez, Director, McAninch Arts Center

BOARD APPROVAL

SIGNATURE PAGE

In Residence Agreement with Buffalo Theatre Ensemble, with FY18 spend in an amount not to exceed \$119,022

ITEM(S) ON REQUEST

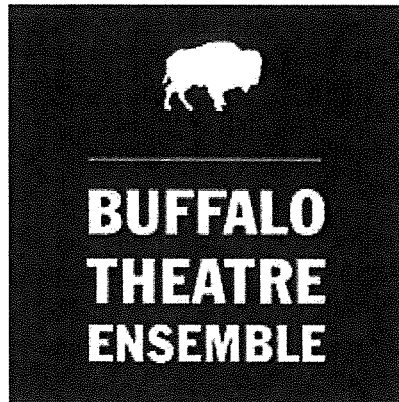
That the Board of Trustees approves the second-year agreement, budget and associated spend for FY18 for the Buffalo Theatre Ensemble In Residence Theatre Company in an amount not to exceed \$119,022.

Board Chair

Date

Secretary

Date



**Buffalo Theatre Ensemble (BTE)
5 year Business Plan**

May 2016

I. Introduction

BTE is nearly as old as the McAninch Arts Center (MAC) at College of DuPage (COD). The MAC was envisioned as a cultural hub that would put students in close proximity to professionals working in the arts. BTE was founded in 1986 as one of five Professional Ensembles created and invited to be “in residence” and, as part of the plan, receive in-kind support from the College of DuPage in design staff, services and discounted rent, under their not-for-profit designation. We were welcomed by the community and we thrived. In 1996 we became a member of the professional theatre union (Equity), which increased our professional standards, provided modeling for our students, and enabled Equity stage managers to mentor student assistant stage managers (ASMs) and crews.

III. Buffalo Theatre Ensemble Returns

After being absent from the community for nearly three years, and many months of College of DuPage (COD) Board presentations and community activism, Buffalo Theatre Ensemble, established in 1986, will return to residence at the McAninch Arts Center (MAC) this coming 2016 fall season. Over 1000 community members supported this initiative by signing reinstatement petitions and most importantly pledged over 100 theatre season subscriptions. The COD board has also pledged substantial funds to help cover a portion of the first 2 years of operation and reasonable support for future years.

BTE provides a forum in which artists, scholars, writers, students and community members explore new ideas and provocative issues through the production of high quality theater for the enjoyment of its audiences. Company members and visiting artists are a vital part of both the college's educational mission and the fabric of the community:

- Producing a three-show season initially
- Creating master classes for students
- Presenting demonstrations of theatre arts
- Hosting performance talk backs and subscriber nights
- Participating in community outreach

Moving forward, BTE will operate as a separate not-for-profit organization. The vision remains for this resident company to bring professional theatre to DuPage County and at the same time enhance the training of students in Theatre, providing opportunities for students to develop their talents alongside working theatre artists.

"I have seen every play produced by the Buffalo Theatre Ensemble (BTE) in its 27 year history at the College of DuPage. The ensemble has been a community treasure, not only because it has provided quality, professional theatre at a reasonable price in a convenient location, but because its provocative selections provided a wide range of theatre: comedy, drama, creative interpretations, and cutting edge treatment of social problems." Don Westlake, BTE subscriber and community member

"At the heart of theater lies universal human emotion, which transcends any specific level of education, income, race, or geography. It is so incredibly powerful to see ourselves reflected on a stage, and know that we are not alone in our experience. And it's equally powerful to see an experience that's completely different than our own, and yet recognizable." National Endowment for the Arts Chairman Jane Chu

Buffalo Theatre Ensemble is a community experience because this theatre is a part of the structure of the community –both the educational component of College of DuPage and the culture and life of DuPage County.

V. 5 Year Summary Budget Projections

	COD Contribution	Ticket Sales	Donations & Grants	Total Expenses	COD % of Total
Year 1	\$131,422	\$97,500	\$33,785	\$262,707	50%
Year 2	\$119,022	\$126,000	\$28,269	\$273,291	44%
Year 3	\$109,000	\$139,500	\$63,000	\$311,000	35%
Year 4	\$100,000	\$168,000	\$56,000	\$324,000	31%
Year 5	\$95,000	\$184,000	\$60,000	\$339,000	28%
TOTAL	\$554,444	\$715,000	\$243,580	\$1,512,524	37%

\$26 avg actual

\$28

\$30

\$32

\$43.00 ticket
\$34.40 w/ 20% off

13,000
10,000 board

Year Five:

- 3 productions a year, 4 shows per week, 5 week runs
- Average 85 seats per performance
- \$43 full price ticket, average ticket price \$36 (with 20% discount for subscriber/student/gold Star discounts)
- 2% increase per year for "Expenses" on the spread sheet
- 4% increase per year for "Production Labor" on the spread sheet
- 3% increase per year for "Administration" on the spread sheet
- Increase Artistic Director and Associate Artistic Director, each at \$5,000

General Assumptions:

- Positions filled with contract employees with no benefits
- Artistic Directors fees are contributed for the first 2 years

Royalties	3000	3				\$9,000		\$ 9,000.00
Lighting Gels/Lamps	\$450	3				\$1,350	\$ 1,350.00	
Printing/Programs	\$650.00	3				\$1,950	\$ 1,950.00	
Poster/Banners/brochures	\$1,000	3				\$3,000	\$ 3,000.00	
Donor event press party	\$500	3				\$1,500	\$ 1,500.00	
Mailing House services	\$350	3				\$1,050	\$ 1,050.00	
TOTAL					SUB TOTAL	\$99,800	\$ 90,800.00	\$ 9,000.00
Production Labor	Rate		Weeks per run	# of shows	Avg # of actors per show	Total		
Director	\$2,500	3	3 weeks of rehearsal			\$7,500		\$ 7,500.00
Union Actors	\$250		9	3	3	20,250		\$ 20,250.00
Pension Dues	\$1,697				9	\$15,273		\$ 15,273.00
Non Union Actors	\$125	week	10	3	3	\$11,250		\$ 11,250.00
Union SM	\$300	3	10	3	1	\$9,000		\$ 9,000.00
Pension Dues	\$1,824	3			1	\$5,472		\$ 5,472.00
Scenic Designer	\$1,200	3				\$3,600		\$ 3,600.00
Costume Designer	\$1,200	3				\$3,600		\$ 3,600.00
Lighting Designer	\$1,000	3				\$3,000		\$ 3,000.00
Sound Designer	\$1,000	3				\$3,000		\$ 3,000.00
Prop Designer	\$1,000	3				\$3,000		\$ 3,000.00
TD	\$1,000	3				\$3,000		\$ 3,000.00
Carpenters 2	\$2,400	3	(80 hours per show @ \$30 hour)			\$7,200		\$ 7,200.00
Cutter/Stickers	\$1,000	3				\$3,000		\$ 3,000.00
Run Crew		3	(23 calls per show)	3	4 student @ \$8 hr	\$5,000	\$ 5,000.00	
Equity Bond	*					\$3,500		\$ 3,500.00
Workmans C.						\$3,740		\$ 3,740.00
					SUB TOTAL	110,385	\$ 5,000.00	\$ 105,385.00

VII. B. Year 2 Detail Line Item Budget

5 week run	60 performances at \$30 avg ticket (project 70 tix sold per show)					
			# of Performances 3 shows *5 weeks * 4 Perf per week	Total Attend	Avg Ticket Price	Total
Revenue	5/7/2016	Avg Paid Attend				
Ticket Sales	\$126,000	70	60	4200	30	\$126,000
Pledged Donations						
Donations					\$18,269	\$18,269
Grants					\$10,000	\$10,000
COD Contrib.						\$119,022
TOTAL						\$273,291
Marketing - Production Expenses	Per Show Run	# of Shows	# Of Weeks	Cost per week		
Marketing Public Relations	\$3,213	3				\$9,639
Brochure/Ad Design	\$510	3				\$1,530
Advertising	\$13,770	3	9	\$1,530		\$41,310
Brochure	\$5,610					\$5,610
Scripts		3				\$408
Sets	\$4,080	3				\$12,240
Costumes	\$1,530	3				\$4,590
Dry Cleaning	\$510	3				\$1,530
Props	\$1,020	3				\$3,060
Royalties	\$3,800	3				11,400
Lighting Gels/Lamps	\$459	3				\$1,377
Printing/Programs	\$663.00	3				\$1,989
Poster/Banners/broc hures	\$1,020	3				\$3,060
Donor event press party	\$510	3				\$1,530
Mailing House services	\$357	3				\$1,071
TOTAL					SUB TOTAL	\$100,344

G. Liability						\$1,545
					SUB TOTAL	\$59,280
					TOTAL EXPENSES	\$273,291
					TOTAL INCOME	\$273,291.00
					TOTAL EXP	\$273,291.00
					Difference	\$0.00

IX. Next Steps

- Buffalo Theatre Ensemble 501c3 is established
- BTE bank account is established and ready to receive donations and subscriptions
- Transfer BTE funds from COD Foundation to start up funds
- Transfer BTE fund raising contact records from COD Foundation
- Launch \$10,000 Challenge Grant promotion
- Finalize contracts with publishers using start up seed money
- Finalize COD/MAC contract with BTE
- Finalize various types of insurance
- Select/hire independent contractors for first production season

COLLEGE OF DUPAGE

MCANINCH ARTS CENTER

IN RESIDENCE RENTAL AND WORKING AGREEMENT

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**COLLEGE OF DUPAGE
MCANINCH ARTS CENTER
IN RESIDENCE RENTAL AND WORKING AGREEMENT**

This Residence Agreement ("Agreement") is made as of this 19th day of June, 2017 between McAninch Arts Center at College of DuPage (the "MAC"), and Buffalo Theatre Ensemble (the "In Residence Company").

MAC leases to the In Residence Company, and the In Residence Company accepts, the Playhouse theater listed below, the dressing room, the rehearsal space, etc. (the "Premises") in the McAninch Arts Center at College of DuPage, Fawell and Park Boulevards, Glen Ellyn, IL 60137, under the following terms and conditions:

ARTICLE I

AGREEMENT TERM

The Agreement is for the term of twelve (12) months commencing July 1, 2017 and ending June 30, 2018. Within that time, the In Residence Company will have the rights and obligations as set forth in this Agreement at the property at the McAninch Arts Center at College of DuPage and specified MAC rental rights, for the terms detailed below.

- a. The In Residence Company will be granted in-kind space in The Playhouse, Theatre.
- b. Under the terms of this Agreement, the In Residence Company will produce a three-show season in the Playhouse between July 1, 2017 and June 30, 2018. Each show will consist of twenty (20) performances in the Playhouse and at least two (2) weeks of rehearsal (which will be in the Playhouse) for a total of sixty (60) performances and six (6) weeks of rehearsal for the 2017-2018 season.

ARTICLE II

OPERATING COSTS

- a. The Board of Trustees of the College of DuPage, by resolution dated April 21, 2016 (as amended, see May 19, 2016 Meeting Minutes), has allocated resources to the In Residence Company, and has further resolved that contributions from the College will be made in cash and in-kind. Estimates of those contributions are attached hereto as an Addenda. The Parties agree that the April 21, 2016 Resolution affirmatively stated that, "Any funding allocated by the Board will first be in the form of payments directly to": i) "the MAC to reimburse their out-of-pocket support of any BTE theatre operations (*e.g.*, concessions, box office, marketing, house managers, custodial services, ushers, etc.)" and ii) "student performers, student crew or student participants," and further that "any required or permitted faculty or staff service hours that are part of regular faculty or staff compensation may not be satisfied in connection with participation in the BTE. BTE does not have authority to utilize MAC staff or resources unless outlined above or without advance written approval of the MAC director, and the MAC director is not under any obligation to facilitate the BTE programming at the expense of time and efforts devoted to MAC programming." Any provision in the present Agreement that is or is construed as being inconsistent with the approved Board resolution shall be rejected or otherwise held null and void.

- b. The Board of Trustees of the College of DuPage, by resolution dated July 7, 2016, has approved the payment of expenses under this Agreement in accordance with the resolution.
- c. Expenses to be paid by the MAC, or to be paid by the In Residence Company out of funds donated by the College, will not exceed the \$119,022 amount for FY18 approved by the Board of Trustees of the College of DuPage.
- d. Funds donated by the College of DuPage will first be used to reimburse the MAC for direct costs and expenses and for student performers, student crew and other student participants before offsetting additional In Residence Company expenses.
- e. The In Residence Company agrees that any additional fees, costs and expenses incurred will be paid to MAC upon receipt of an invoice and recognized within sixty (60) days.
- f. The In Residence Company shall provide the MAC, at the end of the Agreement term, with a financial statement(s), grant/donation report and sales report covering the Agreement term period.

ARTICLE III

USE OF PREMISES AND PLAYHOUSE THEATER

- a. The In Residence Company will use the Premises during the Agreement term for the purpose of producing a three show season performed by live actors for the general public, and for no other purpose (the "Shows"). This Agreement permits only the production of the Shows and no other.
 - i. The In Residence Company will not, without MAC's prior written consent, sublet the Premises in whole or in part.
 - ii. The In Residence Company will not, without MAC's prior written consent, assign, hypothecate, mortgage, encumber, or convey this Agreement or any interest under it.
 - iii. The In Residence Company will not, without MAC's prior written consent, allow any transfer thereof or any lien upon the In Residence Company's interests in this Agreement by operation of law.
- b. The In Residence Company's use of the Premises for the purpose of presenting performances open to the public is restricted to Thursday, Friday, Saturday and Sunday evenings and Sunday matinee. Performances at other times or days are prohibited except upon written consent of MAC.
- c. The In Residence Company agrees that the performance space will be used between scheduled performances by third parties but existing scenery must not be disturbed.
- d. The In Residence Company agrees it will not present performances on Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Day or the 4th of July, or Easter Sunday. The In Residence Company further agrees that MAC has no obligation to provide box office or other services on those days.
- e. The In Residence Company warrants it has all licenses to produce the Shows and acknowledges that MAC is in no way responsible for the production of the Shows other than as set forth in this Agreement. The In Residence Company further warrants that MAC is in no way responsible for any contents of the Shows, should its contents or performance be found to be obscene, libelous or otherwise contrary to law.
- f. The In Residence Company will not make, or permit to be made, any use of the Premises that is forbidden by law or that may be dangerous to persons or property or that may

- invalidate or increase the premium cost of any policy carried on the MAC or covering its operations.
- i. Unless MAC gives advance written consent in each and every instance, the In Residence Company will not install or operate any steam or internal combustion engine, boiler, machinery, refrigerating or heating device or air-conditioning apparatus in or about the Premises or carry on any mechanical business therein or use any illumination other than electric light, or use or permit to be brought into the MAC any inflammable oils or fluids such as gasoline, kerosene, naphtha and benzene, or any explosive or other articles hazardous to persons or property.
 - ii. The In Residence Company agrees that all scenery, draperies and properties if made or purchased off Premises, will be flameproof in accordance with applicable public school and governmental standards, codes and regulations.
 - iii. The In Residence Company will not install in the Premises any equipment which uses a substantial amount of electricity without the advance written consent of MAC.
- g. The following stage lighting will be available to the In Residence Company:
- i. ETC Ion lighting console or equivalent lighting console;
 - ii. Standard house lighting plot in place. A copy of standard plot is available upon request;
 - iii. 12 light specials as needed;
 - iv. Requests for performance specific light plots that deviate from the Playhouse theater standard house plot and the 12 light specials referenced in iii., will incur additional costs based on the MAC rental rates.
- h. The In Residence Company will, at the In Residence Company's own expense, keep the Premises in good condition and will pay for the repair of any damages caused by the In Residence Company, its agents, employees or invitees. The In Residence Company will keep the Premises in clean condition and presentable to the public. The MAC is responsible for keeping the Playhouse in clean condition and presentable to the public during performances, which operational charges will then be charged through to the In Residence Company for In Residence Company performances.
- i. The In Residence Company will not do any painting or decorating, or erect any partitions, make any alterations in or additions to the Premises or do any nailing, boring or screwing into the ceilings, walls or floors, without MAC's prior written consent.
- j. The In Residence Company acknowledges that other occupants of the MAC have the right to the peaceable enjoyment of the MAC. Therefore:
- i. The In Residence Company will not conduct loud or distracting activities when the others in the MAC are conducting dress rehearsals or presenting performances open to the public.
 - ii. The In Residence Company will not obstruct, or use for storage, or for any other purpose other than ingress or egress, the lobby, sidewalks, entrances, passages, courts, corridors, vestibules, halls, stairways or other common areas of the MAC.
 - iii. The In Residence Company will not make or permit any noise or odor that is objectionable to other occupants of the MAC to emanate from the Premises, and will not create or maintain a nuisance thereon, and will not disturb, solicit or canvass any occupant of the MAC, and will not do any act tending to injure the reputation of the MAC.

- iv. Any musical instrument or equipment in the MAC or any antennas, aerial wires or other equipment inside or outside the MAC shall be installed, in each and every instance only with prior approval in writing by the MAC and such items shall be installed by College of DuPage employees or licensed professionals hired with the approval of the MAC. The use thereof, if permitted, will be subject to control by MAC to the end that others will not be disturbed or annoyed.
- v. The In Residence Company agrees that MAC has the sole right to regulate the volume of any amplified sound the In Residence Company may incorporate in its production(s) of The Shows. The In Residence Company agrees that MAC's rights to regulate such volume are incontestable, and the In Residence Company agrees to hold MAC harmless if MAC requires reduction in volume.
- k. Except as specifically provided for in this Agreement, the In Residence Company must receive written agreement from MAC for any use of the MAC's lobby which is not part of the In Residence Company's regular performance scheduled (e.g. opening parties, benefits, auditions) prior to setting date.

ARTICLE IV

FACILITY AND EQUIPMENT USE

The MAC agrees to provide the following to the In Residence Company:

- a. Rehearsal space two (2) weeks prior to each of the three productions. The final two (2) weeks rehearsal will be in the Playhouse. At the discretion of the MAC, MAC may permit use of the Premises for additional time for rehearsals if the Premises are not in use. MAC agrees that it will not unreasonably withhold approval of additional rehearsal time. Further, the MAC agrees that, upon request of the In Residence Company, the MAC will make reasonable efforts to identify other available space at the College of DuPage for rehearsals or other related purposes if such other space is available to the MAC at no charge, and at no cost or inconvenience to other scheduled College activities.
- b. Up to three (3) ushers to facilitate the lobby, performance hall seating, and patron needs of the event, with an estimated schedule of sixty (60) minutes before published curtain time of the event until after the event has concluded. The usher services will be performed by College of DuPage employees.
- c. Access to 2 (two) dressing rooms during load-in/rehearsals/performance/load-out, and access to 1(one) shower based on availability.
- d. Access to conference rooms for board and production meetings as available.
- e. Access to the Playhouse Theatre and MAC lobby for 3(three) small fundraisers each year, based on availability.
- f. Access to the Playhouse Theatre for subscriber meetings and events based on availability.
- g. Two eight-foot banquet tables for lobby use as needed.
- h. Access and use of laundry machines during technical rehearsals and production run, for costumes.

ARTICLE V

DESIGN

- a. Scenic and costume designs must be submitted eight (8) weeks prior to opening for design review by MAC staff for fire/audience safety as well as cost estimates. In Residence Company shall review the cost estimates with the MAC staff within 1 week after the MAC staff's estimates are released. Actual construction drawings must be submitted to the technical director at least six (6) weeks prior to opening.
- b. All normal stage construction approved by the MAC design review will be performed by MAC and College of DuPage employees, according to the In Residence Company's design. The MAC staff will handle construction of all scenery and costumes and the supervision of College of DuPage student workers involved in such construction.
 - i. The In Residence Company can with prior permission use pre-assembled flats, platforms, stairs, props, etc. upon written approval of technical director and costumes with approval from costume shop manager. Scenery, furniture, props and all large articles will be brought through the MAC and into the Premises at such times and in such manner as MAC will direct and at the In Residence Company's sole risk and responsibility.
 - ii. One production manager will be scheduled and on premises for each of the In Residence Company performances to assist with any technical emergencies and to provide access to the space.
 - iii. One house manager will be provided by MAC to facilitate and oversee the usher staff, and assist patrons, with an estimated schedule of 90 minutes before published curtain time of the event until after the event has concluded.
 - iv. To the extent funds are expended by the MAC under this provision, and the funds expended exceed the amount allocated by the College, the In Residence Company shall be billed directly by the MAC for the excess charges, to be paid by the In Residence Company.
 - v. Complex designs needing additional labor will be allowed; however, labor estimates will be provided by MAC staff once designs have been reviewed.
 - vi. In general, the MAC will provide BTE its costume stock to pull from, space to work in and build costumes, and student labor. BTE costume designer must supervise and coordinate times with the COD costumer. If the COD costumer must act as shop supervisor, BTE must negotiate a fee directly with the costumer.

ARTICLE VI

THE IN RESIDENCE COMPANY'S ACCESS TO PREMISES

An authorized MAC employee will coordinate access to the space as needed. The In Residence Company agrees that when the In Residence Company's production of the Play is open to the public, MAC has the right to use the Premises on any evening of the week with no previously scheduled performance and on any day of the week until two hours prior to the In Residence Company's scheduled performance.

- a. No additional locks or similar devices will be attached to any door.
- b. The In Residence Company will be responsible for the deactivation of lights when exiting the building. Failure to turn off lights will incur a \$50.00 fine.
- c. The In Residence Company will be responsible for keeping all fire exits and aisles clear of obstruction.

ARTICLE VII

MAC'S ACCESS TO PREMISES

MAC or College of DuPage will have the right to enter upon the Premises to control heat, electricity and air conditioning, to inspect the same, and to make such decorations, repairs, alterations, improvements or additions to the Premises or the MAC as the MAC may deem necessary or desirable. Nothing herein contained, however, will be deemed or construed to impose upon MAC any obligations, responsibility or liability whatsoever, for the care, supervision or repair of the MAC or any part thereof, other than as herein provided. MAC will not be liable to the In Residence Company for any expense, injury, loss or damage resulting from work done in or upon, or the use of, any adjacent or nearby building, land, street or alley.

ARTICLE VIII

SERVICES AND EQUIPMENT

- a. The In Residence Company agrees to provide the following to the MAC:
 - i. All technical requirements (sound, lighting, rigging, power, etc.) at least three (3) weeks prior to commencement of each production.
 - ii. Sound A sound plot must be submitted to MAC production manager three (3) weeks prior to the opening for approval of equipment usage.
 - iii. A lighting plot must be submitted four (4) weeks prior to the opening to MAC production manager for approval of instrument usage.
 - iv. Moving lights and projection are considered specialized equipment and will incur additional charges and labor. Estimates will be provided by MAC staff once designs have been reviewed and must be agreed upon with BTE prior to work commencement.
 - v. Set and costume designs must be submitted at least eight (8) weeks in advance of opening for cost estimates and construction. Actual construction drawings must be submitted to the technical director at least six (6) weeks prior to opening.
 - vi. The In Resident Company will be invoiced for set and costume construction, labor, and supplies which can be paid for from the donation approved by the Board of Trustees of the College of DuPage.
- b. The In Residence Company is required to provide MAC personnel one paid 15-minute break during each four hours worked. Failure to allot for any of the 15-minute breaks will incur an extra 1/2 hour charge at standard hourly for each break missed. If the scheduled event requires MAC personal to work more than seven hours including paid breaks, the In Residence Company is required to provide an unpaid 60-minute meal break. Said meal break must be given within the first five hours, but not before the first three hours of scheduled work. If the In Residence Company fails to provide a meal break, the pay rate of any MAC personnel will increase to one and a half times the stated hourly rate for each 15-minutes worked beyond five hours until a meal break is given. The In Residence Company has the option to provide a 30-minute meal break, but an additional \$10 per stagehand and production manager will be added to the final invoice for each 30-minute meal break scheduled.
- c. The MAC reserves the right to inspect and approve all rigging.
- d. At no time will the In Residence Company's personnel be permitted to load weight for the fly system. Furthermore, at no time will the In Residence Company be permitted to operate any motorized lift, fly rail, or enter catwalks without MAC stage technician or production management permission.

- e. Any props used by the In Residence Company must have prior approval of MAC Director or Tech Director to be sure they are not committed for use in another production or student show.
- f. Batteries, light bulbs, tape, gel, paint will be considered overhead expenses and paid by the In Residence Company from the donation approved by the Board of Trustees of the College of DuPage.
- g. The MAC will provide a production manager available on show nights to assist with any technical issues that may arise, unlock and lock the spaces.
- h. MAC does not warrant that any of the services above mentioned will be free from any causes beyond the reasonable control of MAC, including (but not limited to) interruptions caused by war, riots, acts of God, or governmental action. Any such interruption of service will never be deemed an eviction or disturbance of the In. Residence Company's use and possession of the Premises or any part thereof, or render MAC liable to the In Residence Company for damages, or relieve the In Residence Company from performance of the In Residence Company's obligations under this Agreement.
- i. The In Residence Company agrees that MAC may issue reasonable policies (which will not conflict with other provisions of this Agreement) governing the use of energy in the Premises and the MAC. The In Residence Company further agrees that MAC may assess a reasonable charge for each occasion when such policies are violated, whether inadvertently or otherwise.
- j. In Residence Company will hire as many student employees as is practicable, and who shall if paid be paid at student wage rates as set by the College; and In Residence Company must fully account for all participating students by name and hours; and for any internships, account for all hours devoted to experiential learning.

ARTICLE IX

BOX OFFICE

MAC will exclusively provide all box office services for performances in the McAninch Arts Center. The In Residence Company will use only the McAninch Arts Center's box office system and box office telephone number for the sale of tickets to the In Residence Company's production at the McAninch Arts Center.

- a. Ticket office services include:
 - i. Advance phone walk up and mail order.
 - ii. Day of sales will call and walk up services.
 - iii. Subscription pre-sales, campaign and management.
 - iv. Printed tickets.
 - v. Reminders sent to patrons prior to each performance.
 - vi. Box office sales reports.
 - vii. Revenue payments to the In Residence Company.
 - viii. Ticket revenue will be given to the In Residence Company as per this Agreement.
 - ix. All ticket revenue will be processed weekly and given to the In Residence Company via ACH weekly electronic payments. If the In Residence Company does not register for ACH electronic payments, box office receipts will be distributed monthly based on college payment schedule.

- x. Ticket revenue will be paid out to the In Residence Company less incurred credit card processing fees.
 - b. The box office will be open according to the following schedule:

Monday:	Closed
Tuesday:	12p to 6p
Wednesday:	12p to 6p
Thursday:	12p to 6p
Friday:	12p to 6p
Saturday:	12p to 6p
Sunday:	Open 2 hours prior to curtain
- The Box Office is also open 2 hours prior to curtain on any performance night.
- c. A complete performance schedule must be provided to the box office seven (7) days before production commences.
 - d. The MAC will retain all ticket fees assessed to the consumer.
 - e. The In Residence Company understands and agrees that the In Residence Company is precluded from using any other ticket selling agency for the sale of tickets to the shows while the shows are performed at the Premises.
 - f. The In Residence Company agrees that all tickets printed for the event shall not exceed the capacity of the venue. All general admission tickets shall be consecutively numbered only to the capacity. All events are encouraged to provide tickets (whether paid or not paid) so that overcrowding does not occur and create a safety problem.

ARTICLE X

STANDARD TICKET DISCOUNTS

The In Residence Company agrees to all discounted tickets currently advertised on the MAC website at <http://www.atthemac.org/tickets/special-offers/> or third party ticket outlets. In Residence Company shall have a representative in attendance and participating in weekly marketing calls by the MAC director. All discounts the final week prior to a performance shall be at the discretion of the MAC.

ARTICLE XI

COMPLIMENTARY TICKETS

Upon request made 24 hours in advance; and subject to availability and approval of the In Residence Company, the MAC will be entitled to two (or an average of two over the course of a season, whichever is greater) complimentary tickets per week of the run of each show, and an additional 10 pairs per production for press and promotional use. These tickets are not subject to the minimum fee.

ARTICLE XII

PROGRAM AND ADVERTISING

- a. The MAC will coordinate and pay for all season brochure marketing, print, radio, any outdoor billboards and cable advertising for each show and coordination of press/opening night to each show from funds allocated to the In Residence Company by the Board of Trustees of the College of DuPage. The MAC will create and have final approval on any ad design, logos, copy ads, and radio/cable copy for any and all marketing implemented by the MAC.
- b. The MAC will provide the In Residence Company with a show page for each event on the MAC website.
- c. The MAC will provide a page on the MAC website for the In Residence Company.
- d. The MAC will NOT handle any promotional or sponsorship marketing events for the In Residence Company.
- e. The In Residence Company will acknowledge MAC in all marketing, digital, radio, television, print, and press interviews.

ARTICLE XIII

CONCESSIONS

The MAC reserves the right to offer for sale concessions (food, snack and beverage items) for all events open to the general public. The In Residence Company recognizes that the portion of the lobby required for such concession sales will be reserved for that purpose. The MAC will collect all such sales and the In Residence Company shall not share in any resulting revenue.

The In Residence Company has the right, but not the obligation, to sell non-food souvenir items immediately prior to any performance, at any intermission or break, and for a brief time after their presentation upon approval by the MAC. If the MAC provides the seller(s), the concession fee shall be \$24.00 dollars per show. If the MAC does not provide a seller, the concession fee shall be fifteen percent (15%) of the gross sales. The MAC shall determine the site to be used for any sales by the In Residence Company or the MAC.

College of DuPage authorized vendor(s) shall furnish all food services of any kind that is required by the In Residence Company. Any outside catering must be approved by special arrangements with the production manager. Remember that any catering may not include alcoholic beverages. Please note that all beverages supplied, distributed or donated by the In Residence Company, the In Residence Company's caterer or associate on College property must be exclusive brands distributed by the company then under contract with the College.

College of DuPage Policy prohibits the possession and/or consumption of alcoholic beverages on all college property unless MAC provides it as part of a contracted catered event or it is sold by MAC concessions.

ARTICLE XIV

REMOVAL

- a. The MAC will be responsible for the strike at the conclusion of the show and the Agreement term.
- b. The In Residence Company will be responsible for removing all of its property from the Premises at the conclusion of the show and Agreement term. If the In Residence Company does not remove its property from the Premises at the end of the term, MAC may remove it and the In Residence Company will pay the cost of such removal to MAC.

ARTICLE XV

UNTENABILITY

If a substantial portion of the Premises or the MAC are made untenable by fire or other casualty, MAC may elect:

- a. to terminate this Agreement as of the date of the fire or casualty by notice to the In Residence Company within sixty (60) days after that date; or
- b. proceed with all due diligence to repair, restore or rehabilitate the Playhouse theater or the Premises at MAC's expense, in which latter event this Agreement will not terminate.

ARTICLE XVI

INSURANCE

The In Residence Company agrees that it will carry and maintain at its own cost:

- a. Liability insurance. A Certificate of Insurance must be furnished providing evidence of liability coverage for the In Residence Company in amounts not less than \$1,000,000.00 combined single limit for bodily injury and property damage, with a \$2,000,000.00 general aggregate. The Certificate of Insurance must state that 30-day advance written notice will be given to the MAC in the event of cancellation or material change in insurance coverage. The Certificate of Insurance is to name College of DuPage as additional insured.
- b. Workers' Compensation. During the period of this Agreement, the In Residence Company will maintain appropriate Workers' Compensation Coverage. The In Residence Company will furnish evidence of such insurance and coverage to MAC prior to the commencement of this Agreement. Should the In Residence Company not be required to obtain Workers' Compensation coverage, the In Residence Company will obtain a special risks health insurance policy in lieu of Workers' Compensation. The In Residence Company releases MAC and its agents and servants from all costs associated with a personal injury resulting from the In Residence Company's negligence, or an act of God, arising out of the In Residence Company's use of the Premises.
- c. Volunteer Insurance. If the In Residence Company uses volunteer labor, the In Residence Company must carry Volunteer Insurance and name MAC as an additional named insured.
- d. MAC and College of DuPage shall not be liable for any damage to property belonging to the In Residence Company from whatever source, internal or external, nor shall MAC be

liable for any loss of property from or on the Premises, however occurring unless directly caused by an employee of MAC. The In Residence Company agrees to hold MAC and the College of DuPage harmless against any and all claims for damage to persons or property arising out of use of Premises covered by this Agreement, provided such claims do not arise from the actions or inactions of a MAC employee.

The In Residence Company shall be held liable for any loss, theft or damage to MAC equipment and/or facilities if the In Residence Company or the In Residence Company's personnel cause such occurrence.

ARTICLE XVII

GENERAL

- a. The In Residence Company may cancel this Agreement within thirty (30) days' notice prior to the opening of an event.
- b. The MAC will not be held liable for not fulfilling this Agreement or any portion thereof if prevented from doing so due to sickness, riots, strikes, epidemics, Acts of God or any other legitimate condition beyond the control of the MAC. If such acts or conditions occur the MAC shall not be liable for any damages or loss suffered by the In Residence Company.
- c. The MAC reserves the right to move the In Residence Company's subscriber event or rehearsal, but not performance, to alternative facilities on campus that would accommodate the In Residence Company's needs. The In Residence Company will be given written notice at least one (1) week in advance that their subscriber event or rehearsal has been moved.
- d. The person signing this Agreement expressly warrants that he/she is authorized by the In Residence Company. The laws of the State of Illinois govern this Agreement. The MAC representative signing this Agreement warrants that he/she signs as an authorized representative of MAC.
- e. The In Residence Company is permitted to hire a student worker to assist with backstage or administrative duties – that is paid for out of the College fund allocated to the In Residence Company to assist with production or copies of scripts, audition appointments, managing of email list, subscriber and donor lists, scheduling of rehearsals in Astra Announcements for auditions, scanning in of scripts for review, selling scripts to actors, posters up around the College.
- f. The In Residence Company assumes full liability for the conduct of any patron, guest, or visitor who attends the In Residence Company's event.)
- g. The In Residence Company is responsible for any special cleanup which may result from the event.
- h. The In Residence Company may use only the spaces and/or facilities assigned to it.
- i. The In Residence Company agrees that all materials (music, literature, poetry, lecture, comedy, etc.) used in presentation or performance at the MAC is either original work or works for which the In Residence Company has received written permission from author or his authorized agent to present or perform.
- j. The MAC reserves the right to distribute promotional materials concerning its own programs or any general college programs at any event held in the MAC. The MAC agrees to promote In Residence Company performances and events at up to three (3) other appropriate events in the MAC. The MAC retains sole discretion as to which

events the In Residence Company performances will be promoted. The In Residence Company agrees that MAC performances may be promoted at any and all In Residence Company performances during the Agreement term.

- k. College of DuPage is a smoke free environment. Smoking is not allowed on the College of DuPage campus and is subjected to fines issued by the College of DuPage Police.

For the McAninch Arts Center ,

For the Buffalo Theatre Ensemble:

Signed

Brian W. Caputo
VP, Administration & Treasurer

Signed

Peggy Connolly
Buffalo Theater Ensemble

Date

College of DuPage
McAninch Arts Center
425 Fawell Boulevard
Glen Ellyn, Illinois 60137
T (630) 942-2913
F (630) 790-9806

Date

Buffalo Theatre Ensemble

**FY18 BTE COLLEGE CONTRIBUTION
BUDGET**

Dollars	Expense
10,816.00	Labor
9,375.00	Marketing
56,936.00	Advertising
1,298.00	Supplies
1,000.00	Meeting Expenses
3,175.00	Programs
800.00	Cleaning
35,622.00	Staff Charges
119,022.00	TOTAL



BUFFA-3

OP ID: SK

CERTIFICATE OF LIABILITY INSURANCEDATE (MM/DD/YYYY)
06/16/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Critchell-Miller & Petrus, Inc. 188 Industrial Dr, # 238 Elmhurst, IL 60126 Michael J. Petrus, CIC		630-782-1717	CONTACT NAME: Michael J. Petrus, CIC PHONE (A/C, No, Ext): 630-782-1717 FAX (A/C, No): 630-782-1797 E-MAIL ADDRESS:	
INSURED Buffalo Theatre Ensemble, Inc. 415 Melrose Avenue Glen Ellyn, IL 60137		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: West Bend Insurance		15350
		INSURER B: L M Ins Corporation		
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		A155706 01	07/01/2017	07/01/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			A155706 01	07/01/2017	07/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			A155706 01	07/01/2017	07/01/2018	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	WC539S347426-016	07/06/2016	07/06/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	D&O			A156772 01	07/01/2017	07/01/2018	Limit \$ 1,000,000 Aggregate \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Use of McAninch Arts Center
Additional Insured as respects General Liability Policy: College of DuPage

CERTIFICATE HOLDER**COLLEDU**

College of DuPage
425 Fawell Blvd
Glen Ellyn, IL 60137

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Authorization to remit funds held in custody by the College on behalf of its MAC rental clients. The disbursements will be ratified by the Board at the following Board meeting.

2. **REASON FOR CONSIDERATION**

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.

3. **BACKGROUND INFORMATION**

The College's McAninch Arts Center (MAC) coordinates on average 30 rental events annually to various outside organizations. The rental events account for over \$300,000 in annual revenues. As part of the rental agreement, organizations may opt to use our box office services as well.

The use of our box office benefits the College in the following ways:

- The MAC charges the renter a one-time fee in the amount of \$500 for this service.
- The MAC retains a negotiated percentage of sold tickets.
- The MAC ensures tickets are distributed and marked properly.
- The College later remits the renter's share of proceeds, less all applicable COD rental charges.

This process ensures the MAC is paid promptly for the rental as it receives all ticket sale proceeds up front.

The MAC has outstanding arrangements with several organizations such as:

- DuPage County Bar Association
- WGN TV and Radio
- Salt Creek Ballet
- People's Resource Center
- Benedictine University
- Buffalo Theatre Ensemble
- Academy of Dance
- Alma Dance

Board Policy 10-65 Restrictions

It's not uncommon for the outside organizations to have ticket sale revenues exceed \$15,000 taking into consideration the College's applicable rental charges. Per the Board's directive, any payment \$15,000 or more requires Board approval to disburse funds.

In this case, the College is acting as the pass through agent on behalf of the organization. These funds are "held in custody" and as a result need to be remitted to the third party in a timely manner. Under the current process, the final receipts are not known until after the performance is held. Once these figures are finalized, the College calculates what is due to the organization and includes the check for approval on the following board packet. Depending on the time of the performance, this may result in the outside organization waiting 45+ days for payment. In the meantime, the renter is required to cover all their expenses related to the event (artist fees, advertising, etc.).

Without a timely remittance of these funds, which the College is holding on behalf of its renter, the College anticipates the loss of several rental agreements.

Budget Status

Not applicable as funds remitted are not an expense to the College but rather the rental client's revenue net of College of DuPage charges.

4. **RECOMMENDATION**

Authorization to remit FY18 funds held in custody by the College on behalf of its MAC rental clients. The disbursements will be ratified by the Board at the following Board meeting.

Staff Contact: Diana Martinez, McAninch Arts Center

BOARD APPROVAL

SIGNATURE PAGE

**Authorization to remit funds held in custody by the College on behalf of its
MAC rental clients. The disbursements will be ratified by the Board at the
following Board meeting**

ITEM(S) ON REQUEST

Authorization to remit FY18 funds held in custody by the College on behalf of its MAC
rental clients. The disbursements will be ratified by the Board at the following Board
meeting.

Board Chair

Date

Secretary

Date



**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Produce and dairy purchases for Culinary & Hospitality Program.

2. **REASON FOR CONSIDERATION**

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

3. **BACKGROUND INFORMATION**

This purchase represents the Culinary & Hospitality Programs aggregate spend for produce and dairy items for Fiscal Year 2018. A variety of perishable produce and dairy items are used on a daily basis in the Culinary & Hospitality instructional labs and are purchased from Testa Produce Company. Testa Produce Company is a local company with competitive pricing. Please see attached vendor price comparison. Testa Produce offers fresh, high quality produce and dairy items. Testa delivers six days a week allowing the program maintain a low inventory of perishable produce and dairy items.

Budget status

GL Account	FY2017	FY2018		
	Prior Year Spend	Annual Budget	YTD Spend	Available Balance
01-10-00069-5401002	\$ 254,810	\$ 270,000	\$ 101,718	\$ 168,282
<i>Culinary : Instructional Supplies</i>				
FY2018 Request				<u>\$ 59,000</u>

**YTD Spend equals actuals plus committed as of 08/07/2017.*

This purchase complies with State Statute, Board Policy and Administrative Procedures. Contracts for the purchase of perishable foods and perishable beverages are exempt from bidding under Illinois Public Community College Act, 110 ILCS 805/3-27.1 (n).

4. **RECOMMENDATION**

That the Board of Trustees approve the purchase of produce and dairy for the Culinary & Hospitality Program for FY18 from Testa Produce, Inc., 4555 S. Racine Ave., Chicago, IL 60609, for an amount not to exceed \$59,000.00.

BOARD APPROVAL

SIGNATURE PAGE

Produce and dairy purchases for Culinary & Hospitality Program.

ITEM(S) ON REQUEST

That the Board of Trustees approve the purchase of produce and dairy for the Culinary & Hospitality Program for FY18 from Testa Produce, Inc., 4555 S. Racine Ave., Chicago, IL 60609, for an amount not to exceed \$59,000.00.

Board Chair

Date

Board Secretary

Date

**Culinary & Hospitality Labs Vendor Price Comparison
Produce Purchases
FY18**

Vendor	Spanish Onion 50#	Garlic per pound	Lemon 140 ct.	Italian Parsley	Carrots 50#
Testa	20.00	2.69	56.50	4.80/3ct	19.50
US Foods	17.98	3.98	51.79	17.12/ 5-6ct	17.80
SYSCO	22.60	4.97	63.60	10.45/6ct	21.85

Notes:

US Foods and Sysco require a \$600 minimum and 20 pieces order with a 5:00pm prior day cut off. Both vendors have set delivery days. These vendors offer minimal split cases. For example US Foods only offers carrots in 25 lb. and 50 lb. bags. Testa Produce has the ability to deliver a minimum of 5 lbs.. Lemons are available from US Foods by the case; 140 pieces. Testa Produce offers lemons in a 12 piece box. Testa Produce has a minimum delivery of \$250 with delivery six days a week. The order cut off time is 10:00pm for next day delivery.

- Due to nature of the program needs, oftentimes we are unable to meet the order minimum with some of our vendors. Because of this, we may need to order goods from a vendor at a potentially higher cost simply to avoid the order minimum and reduce overall expenses and waste. However, it allows us the ability to control our perishable purchases more closely. Please note that due to product variances by manufacturer, it prevents a side-by-side comparison from vendor to vendor.



**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. SUBJECT

Removal and disposal services for lab packed waste, universal waste, bulk hazardous waste and non-hazardous/non-regulated waste.

2. REASON FOR CONSIDERATION

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

3. BACKGROUND INFORMATION

Federal and state regulations require that the hazardous materials generated on the COD campus be removed within 180 days of accumulation. An established contract will ensure best pricing and will facilitate disposal activities by eliminating the time utilized to create and market requests for cost proposals.

A legal notice for a Request for Proposal (RFP) was published on May 15, 2017 in the Daily Herald and posted to the College of DuPage Purchasing Website. Twelve (12) vendors were solicited. Eighteen (18) vendors downloaded the RFP documents. Four (4) proposals were received. A public opening and reading of the proposal was held on May 30, 2017 at 2:00 p.m. in the College of DuPage Purchasing Department Conference Room (BIC1B03A). The following individuals were in attendance: Jacoby Radford (COD Purchasing Manager/Facilitator), Beth Cernick (COD Purchasing Assistant/Recorder), and Eugene Refakes (COD Manager Accounting Operations & Financial Systems/Agent of the Board). The evaluation process consisted of a thorough review of the proposals by two employees from Environmental Health & Safety, and the generation of a numeric evaluation based on the pre-established criteria. The evaluation scores follow.

Scoring Instructions: Score each firm between 1 and 5 (highest) for each criteria category. Firms with the highest total weighted scores may be scheduled for interviews, if desired.

Disposal of Hazardous materials Contract	Evaluation Criteria Categories												Evaluation Results		
	Capability to meet/exceed expectations		Compliance Standing of Facilities		Total Cost		References		Health & Safety Program		Value Added Services				
	20%	weight	20%	weight	30%	weight	10%	weight	10%	weight	10%	weight	Total is 100% weight		
Firm Name	Score 1 - 4	Weighted Score	Score 1 - 4	Weighted Score	Score 1 - 4	Weighted Score	Score 1 - 4	Weighted Score	Score 1 - 4	Weighted Score	Score 1 - 4	Weighted Score	Total Score 1 - 24	Total Weighted	Rank
ACV Enviro	3	0.60	2	0.40	2	0.60	1	0.10	2	0.20	1	0.10	11.00	2.00	3
R3 Environmental Management, Inc	3	0.60	3	0.60	3	0.90	4	0.40	3	0.30	4	0.40	20.00	3.20	2
Tradebe Treatment and Recycling, LLC	3	0.60	1	0.20	1	0.30	3	0.30	3	0.30	2	0.20	13.00	1.90	4
US Ecology	3	0.60	4	0.80	4	1.20	2.5	0.25	3	0.30	2	0.20	18.50	3.35	1

Winner selected on highest WEIGHTED score

Comments on responding companies

ACV Environmental

ACV's cost for the sample based project outlined in the bid came in third place. Internet investigations regarding their disposal facilities indicated that while ACV did not have any OSHA/EPA/DOT violations themselves however, several of the companies ACV would partner with had incurred several penalties over the last 5 years.

References showed limited experience in higher education but project work with governmental agencies at multiple locations. ACV did not present any value added services. They have a comprehensive corporate training program for all of their workers.

R3 Environmental Management

R3 Environmental provided the second best pricing for the sample based project outlined in the bid.

An internet investigation into their proposed disposal facilities did not indicate any serious violations, fines, or concerns. R3 had many references of work at higher education institutions located in the Midwest region.

R3 offers annual hazardous waste generator, DOT, and IATA training to their customers at no charge as well as free waste generator report preparation. R3 also has the ability to provide emergency response services at the contracted costs. They have a very comprehensive safety training program.

Tradebe Treatment & Recycling LLC

Tradebe presented the highest pricing based on the sample cost proposal outlined in the bid Package.

Internet investigations regarding their disposal facilities showed that Tradebe had sustained larger than average fines at several of their facilities and had a fatality in the East Chicago Indiana Facility in 2013. Tradebe had many references of work at higher education institutions in the Midwest as well as experience at research facilities.

Tradebe offers emergency response services at negotiated pricing as a value added service. They have a very comprehensive safety training program for all of their workers.

U.S. Ecology

US Ecology presented the best pricing based on the sample cost proposal outlined in the bid package.

Internet investigations regarding their disposal facilities indicate that US Ecology had very few fines throughout the country. No fines were associated with the new facilities that US Ecology has recently acquired in the Midwest. US Ecology provided references of work at higher education institutions in Michigan and Indiana as well as a Chicago based research company.

US Ecology offered fee based training to our employees as a value added service. They are also available to assist with the preparation of waste generator reports. They have a very comprehensive safety training program for all of their workers.

After a review of the four companies that submitted bids, U.S. Ecology appears to offer the best overall vendor. R3 was a very close second, the deciding factor being price, and if U.S. Ecology is not able to meet our needs they would be an acceptable alternate.

Budget status

GL Account	FY2017	FY2018		
	Prior Year Spend	Annual Budget	YTD Spend	Available Balance
01-80-00761-5707001 <i>Mgr. of Risk-Refuse Disposal Exp</i>	\$ 8,620	\$ 20,370	\$ -	\$ 20,370
FY2018 Request				\$ 15,000

**YTD Spend equals actuals plus committed as of 07/27/2017.*

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

4. RECOMMENDATION

That the Board of Trustees award a one (1) year contract, with an option to renew services for two (2) one-year terms, to U.S. Ecology, 17440 College Parkway Suite 300, Livonia, MI 48152 in an amount not to exceed \$15,000.00 per contract year.

Staff Contacts: Philip Gieschen, Coordinator, Risk Management
Patricia Sowatzke, Coordinator, Hazardous Material
Seth Norton, Safety Specialist

SIGNATURE PAGE

Removal and disposal services for lab packed waste, universal waste, bulk hazardous waste and non-hazardous/non-regulated waste

ITEM(S) ON REQUEST

That the Board of Trustees award a one (1) year contract, with an option to renew services for two (2) one-year terms, to U.S. Ecology, 17440 College Parkway Suite 300, Livonia, MI 48152 for an amount not to exceed \$15,000 per contract year.

Board Chair

Date

Secretary

Date



**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Charter Transportation for Athletic Teams

2. **REASON FOR CONSIDERATION**

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

3. **BACKGROUND INFORMATION**

College of DuPage fields seventeen (17) inter-collegiate athletic teams. The teams compete both in-state and out-of-state. Our athletic schedules have both home and away competitions. In order to provide safe travel for our student-athletes and staff, the Athletic Department uses charter busses, when appropriate, for our away competitions.

In May 2016, the College received four (4) proposals in response to a competitive Request for Proposal (RFP). The Athletic staff formed an evaluation committee to evaluate each firm based on four categories. The evaluation committee collectively scored Infinity Transportation as the highest rated firm to provide the Chartered Transportation Services. The Board of Trustees approved a one-year contract with Infinity Transportation Management to provide Charter Bus Service for our athletic teams at the July 28, 2016 Board of Trustees Meeting. The contract includes options to renew for two (2) additional one-year terms.

Infinity Transportation provides transportation for our athletic teams with team rosters between 15 and 55. Infinity has provided excellent service and the pricing that was approved in FY17 will remain the same for FY18. As a result, the Athletic Department seeks to exercise the first of the extension options.

Budget status

GL Account	FY2017	FY2018		
	Prior Year Spend	Annual Budget	YTD Spend	Available Balance
01-30-17100-5309001	\$164,879	\$244,129	\$ 1,771	\$242,358
<i>Athletics : Other Contractual Services Exp</i>				
FY2018 Request				<u>\$120,000</u>

**YTD Spend equals actuals plus committed as of 07/27/2017.*

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

4. RECOMMENDATION

That the Board of Trustees approves the first of two (2) one-year extension options with Infinity Transportation Management, 2400 Devon Ave. # 268, Des Plaines, IL 60018, for a not-to-exceed expenditure of \$120,000 for FY18.

Staff Contact: Paul Zakowski, Athletic Director

BOARD APPROVAL

SIGNATURE PAGE FOR

Charter Transportation for Athletic Teams

ITEM(S) ON REQUEST

That the Board of Trustees approves the first of two (2) one-year extension options with Infinity Transportation Management, 2400 Devon Ave. # 268, Des Plaines, IL 60018, for a not-to-exceed expenditure of \$120,000 for FY18.

BOARD CHAIR _____ DATE _____

BOARD SECRETARY _____ DATE _____



**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Athletic Training Services Contract Annual Expenses

2. **REASON FOR CONSIDERATION**

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

3. **BACKGROUND INFORMATION**

College of DuPage uses an outside vendor to provide athletic training services to our student-athletes. Athletic Trainers are health care professionals who collaborate with physicians to provide preventive services, emergency care, clinical diagnosis, therapeutic intervention and rehabilitation of injuries and medical conditions. They are a key component of ensuring the safety and well-being of our student-athletes.

On June 23, 2016, the Board of Trustees approved a contract with Athletico Training Services pursuant to Request for Proposal, RFP# 2016-R0027, published on May 26, 2016. Athletico Training Services was awarded a two (2) year contract with a one (1) year option to renew. Athletico Training Services was awarded the contract based on an evaluation of four (4) proposals that were submitted. In addition, Athletico Training Services offered the overall low price of the four (4) proposals. In year two of the contract, Athletico will provide two (2) certified athletic trainers. Compensation for Athletico Training Services for the second year is \$18.50 per hour for each trainer. This is a \$1.00 increase per hour from the first year. Total spend under the contract for FY17 was \$66,312.53.

Budget Status:

GL Account	FY2017		FY2018	
	Prior Year Spend	Annual Budget	YTD Spend	Available Balance
01-30-17100-5309001	\$164,879	\$244,129	\$ 1,771	\$242,358
<i>Athletics: Other Contractual Services</i>				
FY2018 Request				<u>\$ 81,500</u>

**YTD Spend equals actuals plus committed as of 08/01/2017.*

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

4. RECOMMENDATION

That the Board of Trustees approves the second year expenditures for our contract with Athletico Training Services, 625 Enterprise Drive, Oak Brook, IL 60523 for a not-to-exceed expenditure of \$81,500.00 for FY18.

Staff Contact: Paul Zakowski, Athletic Director

BOARD APPROVAL

SIGNATURE PAGE FOR

Athletic Training Services Contract Annual Expenses

ITEM(S) ON REQUEST

That the Board of Trustees approves the second year expenditures for our contract with Athletico Training Services, 625 Enterprise Drive, Oak Brook, IL 60523 for a not-to-exceed expenditure of \$81,500.00 for FY18.

BOARD CHAIR

DATE

BOARD SECRETARY

DATE



**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Metal Stock Material Purchases for Welding Technology

2. **REASON FOR CONSIDERATION**

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

3. **BACKGROUND INFORMATION**

The welding technology program uses metal to train students. The metal listed below comes in a range of sizes and material types necessary to train welders in a variety of different welding techniques. The metal will be used in all of the lab-based classes. This purchase request is forecast to cover FY'18.

A legal notice for an Invitation for Bid was published on June 12, 2017 in the Daily Herald and posted to the College of DuPage Purchasing website. Nine (9) vendors were solicited. Nine (9) vendors downloaded the bid documents. Two (2) bids were received. A public opening and reading of the bids was held on June 29, 2017 at 2:00 p.m. in the College of DuPage Purchasing Department Conference Room (BIC1B03A). The following individuals were in attendance: Jacoby Radford (COD Purchasing Manager/Facilitator), Elizabeth Cernick (COD Purchasing Assistant/Recorder), David Virgilio (COD Assistant Financial Controller/Agent of the Board) and a representative from NAPCO Steel.

Following is a recap of the bid tabulation:

<u>VENDOR:</u>					Napco Steel	Arnell Steel	
Material	Item #	Thickness	Width	Length	Price	Price	Qty
A-36 Carbon Steel (ASME P1)	1	16 GA	2"	4"	\$0.20	\$0.11	each
	2	1/8"	2"	4"	\$0.55	\$0.14	each
	3	1/8"	24"	24"	\$13.00	\$10.08	each
	4	10 GA	2"	4"	\$0.35	\$0.17	each
	5	10 GA	6"	6.25"	\$1.75	\$0.81	each
	6	10 GA	6"	28"	\$5.65	\$3.64	each
	7	3/16"	2"	4"	\$0.45	\$0.24	each
	8	1/4"	2"	4"	\$0.70	\$0.32	each
	9	1/4"	1"	9"	\$1.25	\$0.36	each
	10	3/8"	2"	4"	\$0.75	\$0.63	each
	11	3/8"	2"	96"	\$17.00	\$15.12	each
	12	3/8"	5"	7"	\$6.35	\$2.39	each
	13	3/8"	5"	7"	\$6.35	\$2.39	each
	14	3/8"	5"	7"	\$6.15	\$2.39	each
	15	3/8"	6"	28"	\$16.00	\$11.47	each
	16	5/8"	4"	8"	\$4.15	No Bid	each
Tube		Schedule	Diameter	Length	Price	Price	
SA-106 Gr. B or A-53 Carbon Steel (ASME P1)	17	40	3"	4"	\$2.95	No Bid	each
	18	40	6"	6"	\$10.85	No Bid	each
	19	40	6"	72"	\$95.65	No Bid	each
	20	80	6"	6"	\$12.15	No Bid	each

<u>VENDOR:</u>					Napco Steel	Arnell Steel	
Stainless Steel		Thickness	Width	Length	Price	Price	
SA-240 Type 304 Stainless Steel (ASME P8)	21	16GA	2"	4"	\$0.85	\$0.28	each
	22	10ga	6"	18.5"	\$16.65	\$8.70	each
	23	1/8"	2"	4"	\$0.75	\$6.00	each
Aluminum		Thickness	Width	Length	Price	Price	
SB-409 Type 6061T6 Aluminum (ASME M23)	24	16GA	2"	4"	\$0.45	\$0.08	each
	25	10ga	6"	12"	\$4.45	\$1.42	each
	26	1/8"	2"	4"	\$0.55	\$0.20	each

Awarded Items are shaded

Note: Arnell Steel's bid was priced in CWT (hundred weight); to make our comparison we computed a per piece price by first calculating the cubic inches of material per piece times the standard material density to arrive at a weight per piece. Next we took 100 lbs divided by the weight per piece yielded the cost per piece in hundred weight (CWT).

Budget Status:

GL Account	FY2017	FY2018		
	Prior Year Spend	Annual Budget	YTD Spend	Available Balance
01-10-00285-5401002	\$114,075	\$118,000	\$ 46,629	\$ 71,371
<i>Welding: Instructional Supplies</i>				
FY2018 Request				<u>\$ 50,000</u>

**YTD Spend equals actuals plus committed as of 08/01/2017.*

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

4. RECOMMENDATION

That the Board of Trustees award the purchase for Welding Metal Stock Material, on an item-by-item basis, to the lowest responsible bidder as follows:

Item 8s
August 17, 2017

Item	Vendor	Amount
16, 17, 18, 19, 20, 23	Napco Steel, 1800 Arthur Drive West Chicago, IL 60185	\$25,000
1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 21, 22, 24, 25, 26	Arnell Steel Supply Company, 750 N. Harvard Ave. Villa Park, IL 60181	\$25,000

For a total expenditure not to exceed: \$50,000.00

Staff Contact: David Ellis, Welding Coordinator / Instructor

BOARD APPROVAL

SIGNATURE PAGE

Metal Stock Material Purchases for Welding Technology

ITEM(S) ON REQUEST

That the Board of Trustees award the purchase for Welding Metal Stock Material, on an item-by-item basis, to the lowest responsible bidder as follows:

Item	Vendor	Amount
16, 17, 18, 19, 20, 23	Napco Steel, 1800 Arthur Drive West Chicago, IL 60185	\$25,000
1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 21, 22, 24, 25, 26	Arnell Steel Supply Company, 750 N. Harvard Ave. Villa Park, IL 60181	\$25,000

For a total expenditure not to exceed: \$50,000.00

Board Chair _____ Date _____

Board Secretary _____ Date _____



**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Textbooks and Workbooks from Cambridge University Press for the grant-funded English Language Acquisition (ELA) program.

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**

The COD Continuing Education Adult Education and Family Literacy program serves approximately 3,500 unduplicated students in the ELA program annually. By law, funded programs cannot charge for tuition or student materials. Student textbooks and workbooks are provided free of charge to all ELA participants using state and federal grant dollars.

Currently, the Ventures series, published by Cambridge University Press, is used for the core ELA courses across all levels. This series was selected by a faculty/staff committee and covers the majority of approved content for zero-level English learners to those ready to transition to post-secondary education or directly into the workforce. Content meets the state and federal College and Career Ready criteria and provides the necessary framework for students to gain skills and progress through the leveled course sequence. In addition, this series is used by multiple Illinois adult education providers including City Colleges of Chicago, Waubonsee Community College, Harper Community College, College of Lake County and Oakton Community College. Cambridge University Press is the sole source provider for the proprietary Ventures series.

BUDGET STATUS

GL Account	FY2017	FY2018		
	Prior Year Spend	Annual Budget	YTD Spend	Available Balance
06-10-02177-5401002 <i>DE/ICCB/Fed Ad Ed Basic Instructional Supplies</i>	\$ 97,487	\$ 114,921	\$ 4,865	\$ 110,056
06-10-05177-5401002 <i>ICCB/AD Ed State Basic Instructional Supplies</i>	\$ 15,920	\$ 24,131	\$ -	\$ 24,131
FY2018 Request				\$ 95,000

**YTD Spend equals actuals plus committed as of 07/31/2017.*

This purchase complies with State Statute, Board Policy and Administrative Procedures. Contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph are exempt from bidding under Illinois Public Community College Act, 110 ILCS 805/3-27.1.

4. RECOMMENDATION

That the Board of Trustees approve the purchase of textbook/workbooks for the English Language Acquisition (ELA) program from Cambridge University Press, 100 Brook Hill Drive, West Nyack, NY 10994-2133 in an amount not to exceed \$95,000.00 in FY 2018.

Staff Contacts: Joe Cassidy, Dean Continuing Education/Extended Learning
Daniel Deasy, Manager Adult Education Grant Compliance and CE Operations

BOARD APPROVAL

SIGNATURE PAGE FOR

Textbooks and Workbooks from Cambridge University Press for the grant-funded English Language Acquisition (ELA) program.

ITEM(S) ON REQUEST

That the Board of Trustees approve the purchase of textbook/workbooks for the English Language Acquisition (ELA) program from Cambridge University Press, 100 Brook Hill Drive, West Nyack, NY 10994-2133 in an amount not to exceed \$95,000.00 in FY 2018.

Board Chair

Date

Board Secretary

Date



**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. SUBJECT

Automotive parts for the Automotive Program Service Class Resale and Educational Fleet repairs.

2. REASON FOR CONSIDERATION

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

3. BACKGROUND INFORMATION

This purchase is for various automotive parts and supplies that will be resold to customers of the automotive service class or utilized to maintain and repair the Automotive Program Educational Fleet, the educational fleet consists of about 60 vehicles from various manufacturers. These vehicles are used for instructional purposes by approximately 320 students per semester enrolled in all Automotive Technology classes.

The parts will be sourced primarily from four vendors, Bumper to Bumper Auto Parts, Elliot Auto Supply (dba. FMP), Napa Auto Parts, and Advanced Auto Parts. Two of the vendors are members of consortiums: Napa Auto Parts is part of the NJPA (National Joint Purchase Alliance) and Advanced Auto Parts is part of US Communities. The OEM dealers will also be utilized when required to obtain automotive parts.

	Projected Amounts FY 18		FY 17 Actual		FY16 Actual	
	Instructional Supply	Resale Parts	Supply	Resale	Supply	Resale
Account Number	01-10-00017-5401002	01-10-00017-5408001				
Advance Auto Parts-	6000	10000	5885	4034	1315	9556
Napa Auto Parts	4000	9000	3223	2977	1090	4012
Bumper to Bumper	7000	24000	6449	16214	4044	27692
Elliot Auto Supply Co Inc. dba Factory Motor Parts	4000	16000	2833	2690	0	13297
Various OEM Dealers	4000	8000	915	1297	0	3897
Totals	25000	67000	19305	27212	6449	58454

The portion of funds for these purchases for educational fleet repairs and maintenance will come from budget line 01-10-00017-5401002. Resale parts that will be purchased then invoiced to customers will be purchased from budget line 01-10-00017-5408001.

The vendors for these purchases are identified on a per car basis by looking at several factors including: part quality, timely availability, and cost. Blanket orders will be established with the vendors for the individual purchases. The attached table shows a representative sample of parts that have been purchased in the past and their pricing from the primary vendors. (see attachment)

Budget Status:

GL Account	FY2017	FY2018		
	Prior Year Spend	Annual Budget	YTD Spend	Available Balance
01-10-00017-5408001	\$ 30,066	\$ 70,000	\$ -	\$ 70,000
<i>Automotive Technology: Purchase for Resale</i>				
		FY2018 Request		\$ 69,000
01-10-00017-5401002	\$ 40,115	\$ 45,000	\$ 394	\$ 44,606
<i>Automotive Technology: Instructional Supplies</i>				
		FY2018 Request		\$ 35,000

**YTD Spend equals actuals plus committed as of 08/1/2017.*

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

4. RECOMMENDATION

That the Board of Trustees approve the purchase of automotive parts and supplies for the Automotive Service Technology Service Class Parts for Resale in an amount not to exceed \$69,000.00.

That the Board of Trustees approve the purchase of automotive parts and supplies for the Automotive Service Technology Educational Fleet Repairs and Maintenance in an amount not to exceed \$35,000.00.

Staff Contacts: Kris Fay, Dean, Business and Technology
Tom Robertson, Coordinator, Automotive Service Technology

BOARD APPROVAL

SIGNATURE PAGE FOR

**Automotive parts for the Automotive Program Service Class Resale
and Educational Fleet repairs**

ITEM(S) ON REQUEST

That the Board of Trustees approve the purchase of automotive parts and supplies for the Automotive Service Technology Service Class Parts for Resale in an amount not to exceed \$69,000.00.

That the Board of Trustees approve the purchase of automotive parts and supplies for the Automotive Service Technology educational fleet repairs and maintenance in an amount not to exceed \$35,000.00.

Board Chair

Date

Board Secretary

Date

Item	Factory Motor Parts (Elliot Auto Supply)			Bumper to Bumper			Advance Auto Parts			Napa Auto Parts			Comments
	Brand	Part Number	Cost	Brand	Part Number	Cost	Brand	Part Number	Cost	Brand	Part Number	Cost	
Fuel Pump Sender Assembly for 1997 Pontiac Grand Am 3.4	AC Delco OEM	MU1374	158.03	Delphi	FG0375	175.99	AC Delco OEM	MU1374	205.69	Delphi	FG0375	202.36	AC Delco is OEM part, same as dealer. Advance does not stock the AC Delco, and has to special order it, FMP has it in stock.
Lower Ball Joint for 1997 Ford F-150 4x4	Moog	K8695T	32.44	Moog	K8695T	35.39	Moog	K8695T	46.99	Napa House Brand	2601540	36.48	
Ignition Coil-on-Plug for 2003 Ford Expedition 4.6L	Motorcraft	DG508	48.03	Motorcraft	DG508	46.99	Motorcraft	DG508	64.39	Napa House Brand	IC369	45.99	Motorcraft is OEM part, same as dealer. Napa house brand is known to cause issues, and not recommended by professionals.
Value Line Wheel Hub Assembly for 2004 Mitsubishi Galant	FVP	WH513157	54.03	Not Available			Driveworks	NT513157	58.45	Napa House Brand	PBR930214	61.93	
Wheel Hub Assembly for 2004 Mitsubishi Galant	Moog	513157	80.32	Moog	513157	78.99	Moog	513157	77.41	Napa House Brand	BR930214	95.52	
Value Line Battery for 2007 Dodge Caravan 3.3L	FVP	34	68.11	Not Available			Autocraft	34-2	83.74	Napa Legend	7534	92.13	
Upgraded battery for 2007 Dodge Caravan 3.3L	FVP	P34	86.65	Battery Specialist	34-650	104.99	Autocraft	34-2-S	109.87	Napa Legend	8434	101.39	
Motorcraft Synthetic Blend Motor Oil 5w-20 Quart	Motorcraft	XO5W20QSP	3.89	Motorcraft	XO5W20QSP	4.19	Motorcraft	XO5W20QSP	5.42	Not Available			This is the required oil for Ford vehicles built within the last 20 years
AC Delco Dexos Synthetic Blend Motor Oil 5w-30 Quart	AC Delco	109050	4.09	AC Delco	109050	4.09	Not Available			Not Available			This is the required oil for new General Motors vehicles
A/C Condensor for 2007 Honda Civic Sedan 2.0L	Spectra	CON3525	78.88	TYC	3525	82.99	Random Brand	6359	135.99	Napa House Brand	73525	139	Spectra and TYC are reputable brands, Napa and Advance are constantly changing vendors (lowest bidder)
Honda Transmission Fluid Quart	Beck Arnley	252-2004	10.52	Beck Arnley	252-2004	8.09	Not Available			Not Available			This is required to perform service on Honda transmissions and the only other retailer is the dealer
Honda Coolant	Not Available			Beck Arnley	252-1501	17.59	Not Available			Not Available			This is required to perform service on Honda cooling systems and the only other retailer is the dealer
Front Brake Pads for 2008 Toyota Camry 2.4L	Bendix	D1293	38.44	Centric	301.1293	33.99	House Brand	PXD1222H	40.29	Napa House Brand	SS7787X	47.57	Bendix and Centric are well known, premium brake parts manufacturers. Napa and Advance change vendors often



**COLLEGE OF DUPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Project Management Training

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**

Continuing Education and IFL have collaborated since 2012 to provide high-quality, non-credit project management training courses. These courses prepare non-traditional students to sit for either the Project Management (PMP®) or the Certified Associate Project Management (CAPM®) examinations. IFL is industry recognized and, together with Continuing Education, uniquely suited to serve a broad range of non-traditional students. According to PMI's 2017 Talent Gap Report, employers will need 87.7 million individuals working in project management-oriented roles by 2027.

The Institute for Leadership Excellence & Development Inc. works with business professionals from around the world who want to improve their ability to deliver projects and lead teams. IFL offers keynotes, workshops and executive coaching services and has supported tens of thousands of people from hundreds of companies, to deliver successful projects, to advance as high performing leaders and to improve organizational effectiveness. The Institute for Leadership Excellence & Development Inc. provides the initial required contact hours to prepare for the certification exam as well as professional development units (PDUs) to maintain certification.

The Project Management Training program has been divided into three courses; 1) Essentials, 2) Advanced and 3) Certification Prep. COD Business Solutions has increased the program portfolio to also include a project management simulation. The emphasis is on teaching both theoretical information and practical skills that apply in real-world settings. Additional course sections will be added through employer contract training to meet industry growth and District 502 professional needs.

The total enrollment projection for all course sections is 230 students in FY18. College of DuPage Continuing Education reserves the right to cancel any section that is under-enrolled. If enrollment expectations are not met, program expenses are not incurred.

Funds are budgeted and pending approval in GL 05-63-63002-5308001 Business Solutions – Professional Training Instructional Service Contracts and GL 05-63-63002-5401002 Business Solutions – Professional Training Instructional Supplies to cover these expenses. Due to restructuring of the Business Solutions budget, this marks a change from FY17, when this program area was covered through budget lines 05-63-63001-5308001 Contract Training Instructional Services Contracts and 05-63-63001-5401002 Contract Training Instructional Supplies.

This contract was discussed at the Academic Committee of the Board Meeting September 15, 2016, and was approved at the COD Board Meeting on the same date. IFL was initially selected based on recommendations from Illinois community colleges for quality instruction, competitive price, positive program feedback and subject matter expertise.

Initially, IFL was identified as a small- to medium-sized educational partner, but has grown to a large program partner exceeding \$25,000.00 in fees by year four of the program.

The term of the existing contract is two (2) years, July 1, 2016, through June 30, 2018. This contract was approved by the Board of Trustees at their September 15, 2016, meeting. As the contract expenditure has reached and exceeded the \$25,000.00 threshold since signing, IFL will be included in the RFP process for Continuing Education Educational Partners for FY19 and beyond.

Program Financial History

The program covers all direct expenses and produces net revenue:

Fiscal Year	Enrollments	Tuition Revenue	Expense	Net Revenue
FY14	107	\$55,850	\$22,373	\$33,477
FY15	85	\$43,550	\$20,272	\$23,278
FY16	71	\$36,850	\$24,765	\$12,085
FY17*	221	\$111,150	\$49,843	\$61,307
FY18**	230	\$117,000	\$55,000	\$62,000

*Estimated based on fiscal year activity to date

** Projected

BUDGET STATUS:

GL Account	FY2017	FY2018		
	Prior Year Spend	Annual Budget	YTD Spend	Available Balance
05-63-63002-5308001	\$110,481	\$110,000	\$ -	\$110,000
<i>Professional Training CE: Instructional Service Contract</i>				
05-63-63002-5401002	\$ 17,452	\$ 17,000	\$ -	\$ 17,000
<i>Professional Training CE: Instructional Supplies</i>				
FY2018 Request				<u>\$ 55,000</u>

**YTD Spend equals actuals plus committed as of 08/01/2017.*

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

4. RECOMMENDATION

That the Board of Trustees approves the second year expenditures for the contract with Institute for Leadership Excellence & Development (IFL), 765 Pheasant Ridge Court, Suite 101, Lake Zurich, IL 60047 for Project Management Training in an amount not to exceed \$55,000.00.

Staff Contacts: Joe Cassidy, Dean, Continuing Education/Extended Learning
 Cristina Willard, Program Development Manager, Continuing Education

BOARD APPROVAL

SIGNATURE PAGE

Institute for Leadership Excellence & Development (IFL) Project Management Training

ITEM(S) ON REQUEST

That the Board of Trustees approves the second year expenditures for the contract with Institute for Leadership Excellence & Development (IFL), 765 Pheasant Ridge Court, Suite 101, Lake Zurich, IL 60047 for Project Management Training in an amount not to exceed \$55,000.00.

BOARD CHAIR	DATE
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BOARD SECRETARY	DATE
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**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Renewal of contract between College of DuPage Continuing Education (CE) and the Institute for Leadership Excellence & Development, Inc. (IFL).

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**

Continuing Education and IFL have collaborated since 2012 to provide high-quality, non-credit project management training courses. These courses prepare non-traditional students to sit for either the Project Management (PMP®) or the Certified Associate Project Management (CAPM®) examinations. IFL is industry recognized and, together with Continuing Education, uniquely suited to serve a broad range of non-traditional students. According to PMI's 2013 Talent Gap Report, the U.S. demand for project practitioners is expanding by more than 12 percent, resulting in almost 6.2 million jobs by 2020. According to Global Knowledge, PMP® is the fifth highest-paying certification for 2016 and the first that is business-related instead of technical-related.

The Institute for Leadership Excellence & Development Inc. works with business professionals from around the world who want to improve their ability to deliver projects and lead teams. IFL offers keynotes, workshops and executive coaching services and has supported tens of thousands of people from hundreds of companies, to deliver successful projects, to advance as high performing leaders and to improve organizational effectiveness. The Institute for Leadership Excellence & Development Inc. provides the initial required contact hours to prepare for the certification exam as well as professional development units (PDUs) to maintain certification.

Clients include United Airlines, Marriott, Exxon Mobile, JPMorgan Chase and the United Nations. Partner academic institutions include Loyola's Quinlan School of Business, Moraine Valley Community College, Waubensee Community College, College of Lake County and McHenry County College.

The primary instructor and creator of the IFL proprietary coursework, Andy Kaufman, PMP® is an international speaker, author and executive coach, as well as president of the Institute for Leadership Excellence & Development Inc.

Mr. Kaufman has 25 years of experience in executive management, technology, team leadership, project management, consulting and coaching. Kaufman's Coursework and consulting supports organizational transformation through proven, holistic, real-world approaches.

Mr. Kaufman is a certified trainer and author of *Navigating the Winds of Change: Staying on Course in Business & in Life*, *Shining the Light on The Secret*, and an e-book entitled *How to Organize Your Inbox & Get Rid of E-Mail Clutter*, all published by Zurich Press. He is a certified Project Management Professional (PMP®) and a member of the Project Management Institute (PMI®).

Students sitting for the PMP® exam must have a secondary degree, have 7,500 hours of leading/directing projects and 35 hours of project management education or a four-year degree, 4,500 hours of leading/directing project and 35 hours of project management education. Students sitting for the CAPM® exam must have a secondary degree and 1,500 hours of project experience or 23 hours of project management education.

Currently, the Project Management Training program has been divided into three courses; 1) Essentials, 2) Advanced and 3) Certification Prep. COD Business Solutions is increasing the program portfolio to also include a project management simulation. The emphasis is on teaching both theoretical information and practical skills that apply in real-world settings. Additional course sections will be added through employer contract training to meet industry growth and District 502 professional needs.

The program is designed so that students can complete the COD IFL Project Management Training program in five days (35 contact hours). Program cost includes both theoretical and practical applications, providing students with the training and skills necessary to sit for the certification exam.

The Project Management (PMP®) and Certified Associate Project Management (CAPM®) exams changed in January of 2016 which typically leads to increased demand. This, combined with the new simulation course which will target past students and current project management professionals in need of professional development units (PDUs), has led to an enrollment projection of 118 in the four course sections. Business Solutions plans to serve 45 additional students by delivering the courses directly to employers through contract training. The total enrollment projection for all course sections is 163 students in FY17. Total Continuing Education enrollment has increased some 20% since FY11 as, short-term flex delivery trainings and enrichment opportunities are in demand. Business Solutions total enrollments have grown well over 100% since FY11. Enrollment declines related to this program are linked to changes in the certifying examinations, not demand.

College of DuPage Continuing Education reserves the right to cancel any section that is under enrolled. If enrollment expectations are not met, program expenses for that given course will not be incurred.

Projected enrollment for Fiscal Year 2017 is such that we now anticipate the annual spending to exceed the statutory limit of \$25,000.00. As an ongoing program, funds were budgeted in 05-63-66001-5308001 to cover this expense.

Program Financial History

The program covers all direct expenses and produces net revenue:

Academic Year	Enrollments	Tuition Revenue	Expense	Net Revenue
2013-14	107	\$ 55,850	\$ 22,373	\$ 33,477
2014-15	85	\$ 43,550	\$ 20,272	\$ 23,278
2015-16	71	\$ 36,850	\$ 24,765	\$ 12,086
2016-17*	163	\$ 99,196	\$ 55,000	\$ 44,196

**Projected*

Budget Status

GL Account	FY2016	FY2017		
	Prior Year Spend	Annual Budget	YTD Spend*	Available Balance
05-63-63001-5308001 (Instructional Serv.)	\$ 42,697.71	\$ 115,099.96	\$ 46,660.00	\$ 68,439.96
Current Request				<u>\$ 55,000.00</u>

**YTD Spend equals actuals plus committed as of 09/02/16.*

4. RECOMMENDATION

That the Board of Trustees approves the contract, for an amount not to exceed \$55,000.00, to Institute for Leadership & Development (IFL), 765 Pheasant Ridge Court, Suite 101, Lake Zurich, IL 60047 for Project Management Training, July 1, 2016, through June 30, 2017.

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

 Joanne Ivory, Associate Dean, Continuing Education/Extended Learning/Director, Business Solutions



**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Mailroom Furniture Purchase

2. **REASON FOR CONSIDERATION**

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

3. **BACKGROUND INFORMATION**

The College of DuPage Mailroom is being updated which includes keeping some shelving, lockers and tables, along with replacing staff workstations and mail sorting equipment. This purchase includes complete services to furnish and install two workstations, work tables and sorting equipment. A photo of the existing mailroom prior to renovation beginning, and graphics of the new furniture that will be installed is included.

A legal notice for an Invitation for Bids was published on July 24, 2017 in the Daily Herald and posted to the College of DuPage Purchasing Website. Ten (10) vendors were solicited. Twenty-one (21) vendors downloaded the bid documents. Two (2) bids were received. No women/minority-owned businesses responded. A public opening and reading of the bids was held on August 3, 2017 at 10:00 a.m. in the College of DuPage Purchasing Department Conference Room (BIC1B03A). The following individuals were in attendance: Jacoby Radford (COD Purchasing Manager/Facilitator), Beth Cernick (COD Purchasing Assistant/Recorder), Philip Gieschen (COD Risk Manager/Agent of the Board), Jennifer Kulbida (COD Specialist, Facilities Operations), Bruce Schmiedl (COD Director, Facilities Planning & Development), and a representative from Midwest Office Interiors, Inc.

A successful scope review meeting was conducted with the lowest bidder, Midwest Office Interiors, Inc. This firm has recently performed well on larger projects at the College and is performing well currently on one project.

The following is a recap of the bid tabulation.

Mailroom Furniture Purchase	
Vendor	Total Bid
Midwest Office Interiors, Inc.	\$25,129.92
Interiors for Business, Inc.	\$26,688.78

Recommended award in bold. No alternatives were requested in this bid package; therefore, none are offered in the bid responses.

Budget Status

GL Account	FY2017	FY2018		
	Prior Year Spend	Annual Budget	YTD Spend	Available Balance
03-90-39016-5805001	\$ -	\$ 25,130	\$ -	\$ 25,130
<i>Mail Room Upgrade : Equipment - Office</i>				
FY2018 Request				<u>\$ 25,130</u>

**YTD Spend equals actuals plus committed as of 08/07/2017.*

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

4. RECOMMENDATION

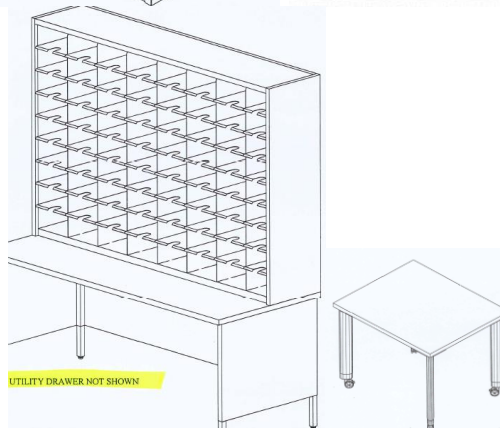
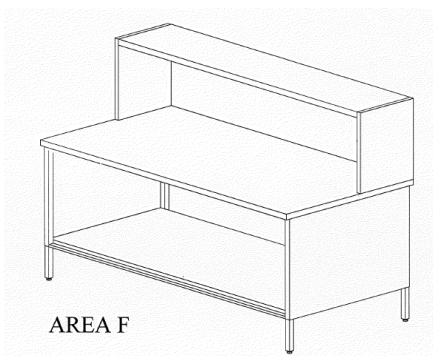
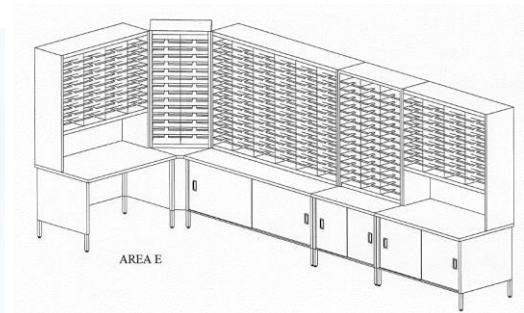
That the Board of Trustees awards the Mailroom Furniture Purchase to the lowest responsible bidder, Midwest Office Interiors, Inc., 10330 Argonne Woods Drive, Suite 600, Woodridge IL, 60517 for the lump sum bid amount of \$25,129.92.

Staff Contact: Bruce Schmiedl – Director, Facilities Planning & Development

Existing Mailroom prior to renovation illustrating some of the older furniture



New Mailroom Furniture



BOARD APPROVAL

Signature Page

Mailroom Furniture Purchase

ITEM(S) ON REQUEST

That the Board of Trustees awards the Mailroom Furniture Purchase to the lowest responsible bidder, Midwest Office Interiors, Inc., 10330 Argonne Woods Drive, Suite 600, Woodridge IL, 60517 for the lump sum bid amount of \$25,129.92.

Board Chairman

Date

Board Secretary

Date



**COLLEGE OF DUPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Approval of contract between educational partner, Bruce A. Sokolove doing business as Field Training Associates, for Law Enforcement Training classes offered through the Suburban Law Enforcement Academy (SLEA).

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**

Field Training Associates is a law enforcement consulting firm specializing in public safety human resource administration, law enforcement training issues, and law enforcement employee mentoring processes. The related courses offered through SLEA have successfully run for numerous years and are growing in popularity. They now attract not only students from the immediate region, but also students throughout the State of Illinois and surrounding states.

The viability of these proprietary trainings is rooted in the unique methodology geared specifically for Field Training Officers (FTOs) and the expertise of the instructor, Bruce A. Sokolove. A frequent presenter at the International Association of Chiefs of Police annual conference and at the Federal Bureau of Investigation's National Academy at Quantico, he provides these Illinois Law Enforcement Training and Standards Board-approved courses with the theoretical and practical knowledge needed to provide the best value for the investment.

This program and its proprietary methodology stand out regionally and nationally as the definitive standard in teaching this highly specialized topic. A recent survey of SLEA end users conducted by Continuing Education revealed that 76% of respondents prefer the *Sokolove Method* for their department's field training program. Only 4% of respondents from within District 502 prefer a different supervisor training method.

To meet student demand in FY2018, we intend to present three (3) *Field Training Officer/ Sokolove Method* classes with an instructional expense of \$7,200.00 each, and three (3) *Supervising and Managing the FTO Program/Sokolove Method* classes with an instructional expense of \$5,400.00 each. The total FY18 instructional expense for Mr. Sokolove's classes would be \$37,800.00.

College of DuPage Continuing Education reserves the right to cancel any section that is under-enrolled. If enrollment expectations are not met, program expenses are not incurred.

Budget history:

Year	Enrollment	Tuition Revenue	FY Spend (Instructor & Supplies)	Net
FY16 7/1/15-6/30/16	79	\$27,700.00	\$32,508.00	(\$4,808.23)
FY17 7/1/16-6/30/17	49	\$15,800.00	\$12,667.13	\$3,132.87
FY18 Projected 7/1/17-6/30/18	120 Projected	\$42,000.00 Projected	\$37,800.00 Upon Board Approval	\$4,200.00 Projected

Budget Status

GL Account	FY2017	FY2018		
	Prior Year Spend	Annual Budget	YTD Spend	Available Balance
05-63-65001-5308001	\$ 55,986	\$ 57,000	\$ -	\$ 57,000
<i>Law Enforcement CE: Instructional Service Contracts</i>				
		FY2018 Request	<u>\$ 37,800</u>	

*YTD Spend equals actuals plus committed as of 08/02/2017.

This purchase complies with State Statute, Board Policy and Administrative Procedures. Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part are exempt from bidding under Illinois Public Community College Act, 110 ILCS 805/3-27.1.

4. RECOMMENDATION

That the Board of Trustees approves the contract and anticipated FY18 payments for law enforcement training classes developed and instructed by Bruce A. Sokolove of Field Training Associates, 2225 Draper Ave., Ypsilanti, MI 48197 to be offered through the Suburban Law Enforcement Academy (SLEA) in the not-to-exceed amount of \$37,800.00.

Staff Contact: Joe Cassidy, Dean of Continuing Education/Extended Learning
Tom Brady, Associate Dean Continuing Education, Homeland Security
Training Institute

BOARD APPROVAL

SIGNATURE PAGE FOR

Payment to educational partner, Bruce A. Sokolove doing business as Field Training Associates, for Law Enforcement Training classes to be offered through the Suburban Law Enforcement Academy (SLEA)

ITEM(S) ON REQUEST

That the Board of Trustees approves anticipated FY18 payments for law enforcement training classes developed and instructed by Bruce A. Sokolove of Field Training Associates, 2225 Draper Ave., Ypsilanti, MI 48197 to be offered through the Suburban Law Enforcement Academy (SLEA) in the not-to-exceed amount of \$37,800.00.

Board Chair

Date

Board Secretary

Date

Memorandum of Understanding

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

WHEREAS Bruce A. SOKOLOVE doing business as Field Training Associates (hereinafter “SOKOLOVE”) is a law enforcement training provider;

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 Pinkerton Institute Security Training Program (Hereinafter the “Program”).

NOW THEREFORE the Parties hereto do hereby agree as follows:

This agreement (hereinafter “Agreement”) is entered into effective September 1, 2017, by and between SOKOLOVE and COD; SOKOLOVE and COD are from time to time collectively referred to as “Parties” for the purpose of offering the Program at College of DuPage in Glen Ellyn, in DuPage County, IL, from September 1, 2017, through June 30, 2018.

1. License. SOKOLOVE grants to COD the non-exclusive right to use the name Sokolove and like names in the title, marketing and other materials and aspects associated with course offerings in the Program. This license is solely for the COD/SOKOLOVE courses and terminates at the end of the agreement.
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. College of DuPage shall provide the following:

Program Development and Management

- a.) Responsible for selecting the specific course topics and number of courses to be offered each term from those submitted to COD by SOKOLOVE.
- b.) Confirm dates for upcoming courses at least three (3) months in advance of each course start.
- c.) Review instructor credentials, course evaluations and work with SOKOLOVE on continuous Program improvement and compliance with College policies.
- d.) Assist in the ongoing development of course content and design of the courses according to best knowledge of the current trends in the security industry.

Marketing

- a.) Responsible for marketing of the SOKOLOVE/COD courses maintaining an active marketing program through traditional, digital, and interactive media by:
 - 1) Updating COD Continuing Education Website
 - 2) Advertising and/or targeted communications (digital and print)
 - 3) Inclusion in COD Continuing Education Schedule of Classes and other course listings, where appropriate
- b.) All marketing pieces referring to the COD Continuing Education program must be approved by COD. COD is responsible for creating and approving any pieces that display graphic design.

Program Delivery

- a) Registration and assistance with enrollment of all COD course participants and processing tuition payments will be the responsibility of COD.
- b) Provide enrollment numbers no fewer than seven (7) days from course start dates.
- c) Provide SOKOLOVE with notice of course cancellation no fewer than fourteen (14) days prior to a course start date.
- d) As a first step in resolving a student, faculty or other course issue, all conflicts and concerns must be discussed with COD as soon as they arise. A COD representative will then develop a sequence of steps to be followed according to COD policies, which SOKOLOVE will review. Once mutually agreed upon processes and outcomes are determined, COD and SOKOLOVE will follow the needed steps in an effort to successfully resolve all conflicts.
- e) The site and adequate facilities for the Program's classroom component at a COD campus, specifically including, without limitation:
 - a. one classroom with up to 40 chairs
 - b. street scene access
 - c. firing range
 - d. Inn at Water's Edge hotel and medical simulation lab access as available
 - e. parking lot for maneuvers
 - f. use of Glock 17s and 200 rounds of ammunition, protective eye and ear wear.
 - g. COD will facilitate daily lunch, though SOKOLOVE will sign a separate contract with Sodexo for food and beverage services.

2.2 SOKOLOVE. SOKOLOVE shall provide the following:

Program Development and Management

- a) Provide COD the content, and course materials for the Program.
 - b) Assist in the ongoing development of course content and design of the courses according to best knowledge of the current trends in the law enforcement industry.
 - c) Ensure the quality and expertise of the instructor.
 - d) Ensure instructors defer to COD staff to abide by College space usage policies, code of conduct, etc.
 - e) Provide COD with listing of proposed courses including dates, syllabi and fees, no less than six (6) months before the start of each term.
 - f) SOKOLOVE in partnership with COD will market the course offerings pursuant to section 2.1 above.
3. Program Name. The Program will be advertised by the Parties as the "Field Training Officer/Sokolove Method and Supervising and Managing the FTO Program/Sokolove Method.
 4. Minimum Participation. Minimum participation of eighteen (18) full tuition paying students per course delivery.
 5. Budget. An itemized Program budget is not required as duties and responsibilities are defined and set above in section two (2), Duties and Responsibilities of the Parties, and compensation (revenue sharing) is defined and set below in section six (6), Compensation. Each party assumes the expenses related to Program delivery as outlined in section two (2).
 6. Compensation. SOKOLOVE will be compensated \$5,400 and \$7,200 for each four day and five day training respectively.
 7. Option to Negotiate an Extension. Unless either Party informs the other in writing, this agreement will remain in force until previously listed date of termination. Either Party can terminate this agreement for any reason with sixty (60) days advance notice.

8. Accounting. COD will provide SOKO LOVE with a final student roster per course for SOKO LOVE and generate an invoice to SOKO LOVE at the start of the training. SOKO LOVE shall have thirty (30) days to review the invoice and request further information or review. In the event that SOKO LOVE 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, IL. Failure of SOKO LOVE to make any request in writing within the above time period will be deemed acceptance of the invoice by SOKO LOVE. Distributions will be made from SOKO LOVE to COD no later than forty-five (45) days after the receipt of an invoice from COD.

9. Nature of Association

9.1. 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 courses, COD takes no ownership interest in SOKO LOVE, nor does it assume in any way any liabilities of SOKO LOVE. Likewise, SOKO LOVE undertakes no liabilities of COD.

9.2 No Liabilities Assumed. COD does not undertake to pay or otherwise assume any of the liabilities or obligations of SOKO LOVE, except for the agreed upon course revenue and except as expressly agreed to by COD in writing. SOKO LOVE does not undertake to pay for or otherwise assume any of the liabilities or obligations of COD.

SOKO LOVE agrees to hold COD, its trustees, officers, directors, agents, successors and assigns, harmless from and against all losses, damages, injuries, claims, demands, and expenses, including attorneys' fees, which may arise during the performance of this Agreement.

SOKO LOVE also represents and warrants that the services will not infringe any copyright, violate the rights of any person, or contain any other unlawful matter. SOKO LOVE shall defend, indemnify and hold harmless College of DuPage and others of whom it may license and grant rights, against all damages suffered and expenses incurred based on any breach or alleged breach of SOKO LOVE warranty.

9.3 Non exclusivity. This agreement is not exclusive in nature, and does not preclude SOKO LOVE or COD from forming training programs or negotiating agreements with other institutions.

10. 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 SOKO LOVE. SOKO LOVE 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 Sokolove in any other context other than in publicity related to the marketing of the program or its annual reporting of activities.

11. Ownership Rights.

11.1 Ownership. SOKO LOVE shall own the rights to the Program and any other related programs. COD agrees to furnish SOKO LOVE 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. SOKO LOVE 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.

11.2 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 SOKO LOVE 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 SOKO LOVE, its successors and assigns an exclusive, worldwide, 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 recordings produced at or after the Program. Otherwise, SOKO LOVE shall not use any of the COD Intangible Rights, or any component part thereof, without the express written consent of COD.

11.3 SOKO LOVE Intangibles. The Parties agree that all trademarks, tradenames, service marks, trade or commercial names, logos, art work, copyrights and other intangible rights affecting SOKO LOVE's trademarks or services, or utilized in the marketing of the Program shall be and remain the property of SOKO LOVE ("SOKO LOVE Intangible Rights"), and shall be procured solely for the benefit of and in SOKO LOVE's name. The foregoing notwithstanding, this Agreement shall not grant to COD any right, title or interest in or to the term and name Sokolove 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.

12. **Indemnification.** Each Party (the "Indemnifying Party") shall jointly and severely 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.
13. **Insurance.** During the Term hereof and any Extended Term, COD shall maintain insurance, public liability and property damage, fire and theft, worker's 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, IL. SOKO LOVE shall maintain liability insurance for SOKO LOVE, its owners, employees, independent contractors and agents. Upon request, SOKO LOVE will provide COD with a Certificate of Insurance, listing limits of coverage. Coverage levels defined below:

An underwriter's certificate of insurance or evidence of self-insurance stating that there is general liability insurance presently in effect for the contracted party with a combined single limit of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate and property damage coverage in an amount not less than \$500,000 for injury to or destruction of the real and personal property of the College. Insurance shall be placed with insurers with a current A.M. Best's rating of no less than A: VII.

Contractor hereby agrees to include the College of DuPage, its trustees, officers, agents, employees and any other parties designated by the College of DuPage as primary, non-contributory and additionally insured. This indemnification excludes worker's compensation. A provision for a 30 day notice of cancellation applies to the certificate holder on the general, auto, umbrella and workers compensation policies as required by written contact with the insured, per policy terms and conditions.

14. Miscellaneous.

14.1 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.

14.2 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.

14.3 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.

14.4 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.

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

14.6 Modification. No modification of this Agreement or any of its provisions shall be binding upon the Party against whom enforcement of such modification, renewal, or waiver is sought, unless made in writing, and signed on behalf of authorized and empowered officers of both Parties.

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

14.8 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.

14.9 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 Parties to be bound thereby.

14.10 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) email, fax 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 email, fax or other electronic method and seventy-two (72) 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: Joseph Cassidy
425 Fawell Blvd.
Glen Ellyn, Illinois
Tel: (630) 942-2316
Fax: (630) 942-3785
Cassidyj1180@cod.edu

If SOKOLOVE, to:

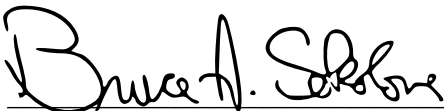
Any party receiving a facsimile transmission shall be entitled to rely upon a facsimile transmission to the same extent as if it were an original. Any Party may alter the address to which communications or copies are to be sent by giving notice of such change of address in conformity with the provisions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

15. 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.
16. 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.

In consideration thereof, both Parties agree to the conditions set forth above.

SOKOLOVE:

College of DuPage:



Signature
Owner

Brian W. Caputo, Ph.D., C.P.A.
Vice President, Administration and Treasurer (CFO)

July 31, 2017

Date

Date



**COLLEGE OF DUPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Lead-free ammunition for Homeland Security Training Institute (HSTI), Suburban Law Enforcement Academy (SLEA) and College of DuPage Police Department (COD PD).

2. **REASON FOR CONSIDERATION**

Planned aggregate spend in excess of \$25,000 must be approved by the Board of Trustees (Board Policy 10-60).

3. **BACKGROUND INFORMATION AND FUTURE PROGRAM NEEDS**

This purchase represents the HSTI, SLEA and COD PD departments' aggregate spend for lead-free ammunition for Fiscal Year 2018. Various ammunition calibers and amounts of lead-free ammunition are used by the Academy for training and qualifications by departments and agencies depending on their specific needs when using the Homeland Security Training Center (HTC) tactical firing range.

Historically, ammunition has been purchased from Ray O'Herron, Kiesler's Police Supply, Streicher's and Gold Coast Armory. Lead-free ammunition typically has a long backorder due to manufacturing practices to separate leaded from lead-free ammunition production.

The HSTI and SLEA departments anticipate an increase in ammunition needs in FY2018 for the following reasons: HSTI continually develops new training programs for the private sector that require large amounts of ammunition, more police departments are participating in the HSTI Membership Program, enrollments are increasing for training various groups of law enforcement, and Basic Academy training hours will be increasing beginning June 2017 (with fully enrolled classes that have wait-lists). A rifle familiarization course for recruits will be an option for departments.

All CE courses and budgets take into account instructional materials which includes ammunition. A nominal charge is added to the vendor cost per round to cover COD storage and handling and variations in market price. The last recorded purchase price per ammunition caliber per fiscal year is used as the cost basis. For instance, in FY18 wherein Kiesler was the awarded vendor, the nominal

markup of \$.03 will be added to each round to ensure full cost-recovery of ammunition (see table below). The COD Police Department is the only unit that does not pay this nominal fee as the COD PD stores and handles its own ammunition once ordered within the annual aggregate purchase.

Rounds Quoted	Kiesler (FY18 Bid Award Vendor)	Cost to Student w/ Storage/Handling Nominal Markup
9mm	\$0.33	\$0.36
.223	\$0.60	\$0.63
.40 caliber	\$0.31	\$0.34
.45 caliber	\$0.58	\$0.61
Sig .357	\$0.50	\$0.53
12 Gauge buckshot/slug	\$1.26	\$1.29

The requested ammunition amount takes all of the above factors into consideration, as well as the estimated quantity of ammunition that will meet the anticipated enrollment growth and current program requirements.

A legal notice was placed on March 22, 2017 in the Daily Herald, and an Invitation to Bid was released. Eleven (11) vendors downloaded the bid documents. Four (4) bids were received. The bids were opened and publicly read on April 6, 2017 at 2:00 p.m. in room BIC 1540. Kelly Froehlich, (COD Purchasing Buyer/facilitator), Michelle Mierzeniewska (COD Purchasing Buyer/recorder), and Jacoby Radford (COD Purchasing Manager) were in attendance.

Below is a recap tabulation of the results.

Ammunition Purchase Bid Tabulation		
Vendor	Total Base Bid	Lead Time
American Cartridge Company	\$184,682.00	Available 2/18/2018
Kiesler Police Supply	\$192,532.03	1-4 months
Ray O'Herron Co, Inc.	\$196,462.00	6-9 months
International Cartridge Corporation	\$206,514.40	30 days

Awarded Vendor is in Bold

Product list of lead-free ammunition by caliber					
Rounds Quoted		O'Herron	Kiesler	International Cartridge Corp	American Cartridge Company
9mm	215,000	\$0.35	\$0.330	\$0.387	\$0.34
.223	110,000	\$0.58	\$0.600	\$0.577	\$0.45
.40 caliber	50,000	\$0.42	\$0.312	\$0.472	\$0.43
.45 caliber	50,000	\$0.52	\$0.577	\$0.508	\$0.48
Sig .357	2,500	\$0.53	\$0.498	\$0.442	\$0.45
12 Gauge buckshot/slug	3,900 of ea.	1.31	\$1.26	\$1.408	\$0.78

Vendor pricing and availability varies depending on each vendor's supply of each lead-free caliber and the demand in the market. While American Cartridge Company quotes a lower overall price, the delivery time will not serve Fall 2017 (FA17) and the beginning of Spring 2018 (SP18) program needs. Kiesler Police Supply has the combination of lowest price and best availability, as required by the bid documents.

However, if at any time Kiesler cannot provide necessary product, we will utilize the lowest priced vendor of the remaining three (3) respondents shown below that has product availability to meet our needs. This will provide HSTI, SLEA and COD PD the flexibility to ensure program needs are met. Payment will be made as invoices are received. This purchase will also help COD departments avoid unanticipated price increases throughout the year, as market costs fluctuate based on availability and demand.

American Cartridge Company	1447 North 4350 West West Point, UT 84015
Ray O'Herron Co, Inc.	3549 N. Vermillion St. Danville, IL 61834
International Cartridge Corporation	2273 Route 310 Reynoldsville, PA 15851

Budget Status

GL Account	FY2017		
	Beginning Inventory	Usage*	Current Inventory**
05-63-65007-1600001 <i>SLEA CE: Inventory</i>	\$ 142,014	\$ (65,370)	\$ 76,644
Inventory Purchase Request			<u>\$ 192,532</u>

**Note: Ammunition is expensed as it is used. Ammunition expense budget remaining is \$94,011 as of 8/3/2017.*

***Current Inventory as of June 30, 2017.*

Department	GL#	Total Portion of Ammunition Quote
HSTI	05-63-65006-5401002	\$118,604.00
SLEA	05-63-65007-5401002	\$69,275.23
COD PD	01-70-00697-5401006	\$4,652.80

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

4. **RECOMMENDATION**

That the Board of Trustees approve the purchase of lead-free ammunition from the lowest responsible bidder able to meet product delivery needs, Kiesler Police Supply, 2802 Sable Mill Road, Jeffersonville, IL 47130 in amount not to exceed \$192,532.03 in FY2018. If at any time Kiesler cannot provide necessary product, we will utilize the lowest priced vendor of the remaining three (3) respondents shown above that has product availability to meet our needs.

Staff Contact: Joe Cassidy, Dean, Continuing Education/Extended Learning
Tom Brady, Associate Dean, Homeland Security Training Institute

BOARD APPROVAL

SIGNATURE PAGE

Lead-free ammunition for Homeland Security Training Institute (HSTI), Suburban Law Enforcement Academy (SLEA) and College of DuPage Police Department (COD PD)

ITEM(S) ON REQUEST

That the Board of Trustees approve the purchase of lead-free ammunition from the lowest responsible bidder able to meet product delivery needs, Kiesler Police Supply, 2802 Sable Mill Road, Jeffersonville, IL 47130 in amount not to exceed \$192,532.03 in FY2018. If at any time Kiesler cannot provide necessary product, we will utilize the lowest priced vendor of the remaining three (3) respondents shown above that has product availability to meet our needs.

Board Chair

Date

Board Secretary

Date



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

**THURSDAY, JULY 6, 2017
SPECIAL BOARD MEETING ~ 5:00 P.M.**

MINUTES

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

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

At 5:01 p.m., Chairman Mazzochi called to order the July 6, 2017 Regular Meeting of the College of DuPage Board of Trustees. Chairman Mazzochi led the Pledge of Allegiance.

Chairman Mazzochi asked Secretary Fenne to call the roll.

Present: Trustees Alan Bennett, Charles Bernstein, Christine Fenne, Dan Markwell and Deanne Mazzochi.

Absent: Student Trustee Walker, Trustees Frank Napolitano and Joseph Wozniak.

A quorum was present.

Also Present: John Kness, General Counsel; Dr. Ann Rondeau, President, staff members, representatives of the press and visitors. (Minutes prepared by Erin Carrillo.)

2. PUBLIC COMMENT

None.

**3. PRESENTATION
Innovation DuPage**

- Joseph Cassidy, Dean Continuing Education / Extended Learning

Trustee Joseph Wozniak arrived at 5:18 p.m.

Vice Chairman Napolitano arrived at 5:43 p.m.

4. CLOSED SESSION (SSC-2200)

Motion: At 5:46 p.m., Chairman Mazzochi entertained a motion that the Board of Trustees moves into closed session. Trustee Bennett moved and Trustee Markwell seconded the motion.

John Kness, General Counsel read the reasons indicated for closed session as follows:

“Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting;” and “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.”

On roll call voting aye: Trustees Bennett, Bernstein, Markwell and Wozniak, Secretary Fenne, Vice Chairman Napolitano and Chairman Mazzochi.

On roll call voting nay: None.

Chairman Mazzochi declared the motion passed.

5. RETURN TO OPEN SESSION

At 8:17 p.m., Chairman Mazzochi entertained a motion that the Board of Trustees return to Open Session. Trustee Markwell moved and Secretary Fenne seconded the motion.

Chairman Mazzochi asked Secretary Fenne to call the roll.

Present: Trustees Alan Bennett, Charles Bernstein, Christine Fenne, Dan Markwell, Deanne Mazzochi, Frank Napolitano and Joseph Wozniak.

Absent: Student Trustee Walker.

A quorum was present.

6. TRUSTEE DISCUSSION

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

*Thursday, July 20, 2017: Regular Board Meeting @ 7:00 p.m., SSC-2200

8. ADJOURN

Motion: At 8:18 p.m., Chairman Mazzochi entertained a motion that the Board of Trustees adjourns. Trustee Bennett moved and Vice Chairman Napolitano seconded the motion.

Motion passed on a voice vote.

Chairman Mazzochi declared the July 6, 2017 Special Meeting of the Board adjourned.

Christine Fenne, Secretary

Dated: August 17, 2017

Deanne Mazzochi, Chairman



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

THURSDAY, JULY 20, 2017

BOARD ETHICS & ASSESSMENT TRAINING
4:30 P.M. – 6:30 P.M.

REGULAR BOARD MEETING ~ 6:30 P.M.

MINUTES

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

4:30 P.M. BOARD ETHICS & ASSESSMENT TRAINING (to conclude by 6:30 p.m.)

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

At 4:38 p.m., Chairman Mazzochi called to order the July 20, 2017 Board Ethics & Assessment Training of the College of DuPage Board of Trustees. Chairman Mazzochi led the Pledge of Allegiance.

Chairman Mazzochi asked Secretary Fenne to call the roll.

Present: Student Trustee Anthony Walker, Trustees Alan Bennett, Christine Fenne, Dan Markwell, Deanne Mazzochi and Joseph Wozniak.

Absent: Trustees Charles Bernstein and Frank Napolitano.

A quorum was present.

Also Present: John Kness, General Counsel; Dr. Ann Rondeau, President, staff members, representatives of the press and visitors. (Minutes prepared by Erin Carrillo.)

2. D. MICHAEL RISEN, Ph.D.

Two Part Presentation – Moral Leadership – Ethical Results; and Board Self Evaluation.

Some of the topics covered included:

- **Part 1**
 - Why Ethical Leadership?
 - Moral Purpose & Ethical Leadership
 - Aspects of Leadership
 - Moral Purpose and Red Tape
 - Bureaucracy – Rules, Procedures, Forms
 - Leader Competency
 - Leadership, Change and Ethical Behavior
 - Qualities of an Ethical Person
 - Multidimensional Ethical Framework for Leaders
 - Ethical Frameworks
 - Ethic of Critique
 - Ethic of Justice
 - Ethic of Profession
 - Ethic of Care (Noddings)
 - Ethic of Community
 - Laws of Peter Senge's 5th Discipline
 - Ethical Leaders
 - Four Way Test for Decisions (Rotary International)
 - Moral Purpose of your Work
 - How do you Build an Ethical Org?
 - Building an Ethical Organization
 - One Step Further – Have a Policy
 - Faculty/Board Interaction
 - Causes of Negative Outcomes
 - Four Key Concepts
 - Enhance Board / Faculty Relationships
 - Ensure Ethical Grading Practices
 - Ensuring Board Accountability
 - Monitoring the Money
- **Part Two – Board Self-Evaluation – A Focus on Opportunities**
 - Area 1: Support for the Organization's Mission
 - Area 2: Support from the Administration and Staff
 - Area 3: Strengths: Management, Oversight & Support of the President
 - Area 4: Board Membership
 - Area 5: Board Membership
 - Area 6: Board Structure and Composition
- **Opportunities for Board Focus**

3. ADJOURN

Motion: Chairman Mazzochi entertained a motion that the Board of Trustees Training adjourns. Trustee Bennett moved and Trustee Markwell seconded the motion.

Motion passed on a voice vote.

6:30 P.M. REGULAR BOARD MEETING

1. CALL TO ORDER / ROLL CALL

At 6:32 p.m., Chairman Mazzochi called to order the July 20, 2017 Regular Board Meeting of the College of DuPage Board of Trustees.

Chairman Mazzochi asked Secretary Fenne to call the roll.

Present: Student Trustee Walker, Trustees Alan Bennett, Christine Fenne, Dan Markwell and Deanne Mazzochi.

Absent: Trustees Charles Bernstein, Frank Napolitano and Joseph Wozniak.

A quorum was present.

Also Present: John Kness, General Counsel; Dr. Ann Rondeau, President, staff members, representatives of the press and visitors.

2. CLOSED SESSION (SSC-2200 – 6:30 p.m. – 7:00 p.m.)

Motion: At 6:34 p.m., Chairman Mazzochi entertained a motion that the Board of Trustees moves into closed session. Trustee Bennett moved and Trustee Markwell seconded the motion.

John Kness, General Counsel read the reasons indicated for closed session as follows:

“Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting;” and “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.”

On roll call voting aye: Trustees Bennett and Markwell, Secretary Fenne, Vice Chairman Napolitano and Chairman Mazzochi.

On roll call voting nay: None.

Chairman Mazzochi declared the motion passed.

3. RETURN TO OPEN SESSION

At 6:48 p.m., Chairman Mazzochi announced that the Board of Trustees has returned to Open Session.

Chairman Mazzochi asked Secretary Fenne to call the roll.

Present: Trustees Alan Bennett, Charles Bernstein, Christine Fenne, Dan Markwell, Deanne Mazzochi, Frank Napolitano and Joseph Wozniak.

Absent: Student Trustee Walker.

A quorum was present.

4. PUBLIC COMMENT

- Richard Jarman spoke regarding a petition (copy attached hereto) urging the Board to reconsider the rescinding of the offers made to Maria Ritzema and Stephanie Salerno for full-time faculty positions.
- Jackie McGrath urged the Board to let the administrators and faculty make decisions regarding hiring of faculty.
- Jennifer Kelley spoke in support of Stephanie Salerno.
- Timothy Clifford spoke in support of Stephanie Salerno.
- Brian Moran spoke in support of Maria Ritzema.
- John Paris spoke in support of Maria Ritzema.
- Sam Mitrani spoke in support of Maria Ritzema.

5. REPORTS

a. Chairman's Report

Chairman Mazzochi thanked Debbie Henderson, Chuck Currier, Mary Ann Millush, Jose Alvarez and team for their hard work and dedication with the SSG Miller event which was a moving and tremendous experience, as well as the ceremony for all our first responders who were COD alumni who have fallen in the line of duty. Chairman Mazzochi also noted that the HLC has issued the peer review team's recommendations. Their evaluation is recommending "no sanctions" to the College's accreditation, which includes no probation. Chairman Mazzochi stated that there is still work to be done to strengthen the College and the Board and Administration will continue to work closely with the HLC.

b. Student Trustee's Report

Student Trustee Walker announced that he will be a panelist during a break out Session at Convocation Days: "A Sense of Mattering": The Role and Impact of Multicultural Centers in Supporting Student Success and Inclusion. The Session will be held on August 17, 2017 from 1:15 – 2:00 p.m.

c. President's Report

Dr. Rondeau noted that Mark Franz, Village Manager of Glen Ellyn was in attendance in support of the Memorandum of Understanding between the Village of Glen Ellyn and the College of DuPage. Dr. Rondeau also announced that the College was in receipt of \$1.2 million in 2016-2017 MAP Grant

payments and that the College is working vigorously to disburse these payments.

James Benté, Vice President Planning & Institutional Effectiveness:

- HLC Report
- PACE Survey

6. PRESENTATIONS

None.

7. INFORMATION

The following items were provided to the Board for Information:

- a. Personnel Items
- b. Financial Statements
- c. Gifts & Grants Report
- d. Construction Change Orders
- e. Monthly Construction Update
- f. Board Policy 5-15: Responsibilities of the Board – 1st Reading
- g. Board Policy 5-100: Committees of the Board of Trustees – 1st Reading
- h. In-Kind Quarterly Donations Report

Trustee Bennett asked the press to share with its readers that the College of DuPage has a strong resource base and that the institution was \$18.8 million dollars under budget and has an 83.5% uncommitted fund reserve.

8. CONSENT AGENDA

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

Trustee Bennett requested the following item be pulled:

8c: Board Committee Charters: 2nd Reading

- Academic Committee
- Audit Committee
- Auxiliary & Outreach Committee
- Budget Committee
- Construction & Facilities Committee
- Governance Policy Committee

Trustee Fenne requested the following item be pulled:

8n: Financial Reports

Chairman Mazzochi requested the following item be pulled:

8I: Minutes of the June 22, 2017 Regular Board Meeting / Special Board Meeting – Public Hearing – FY18 Budget

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

- a. Board Policies Regarding Travel: 2nd Reading
 - Board Policy 5-195: Trustee Conferences
 - Board Policy 5-200: Trustee Travel
 - Board Policy 10-190: Reimbursement for Employee Business Travel Expenses
 - Board Policy 20-105: Group Travel
- b. Board Policy 5-180: Legal Counsel: 2nd Reading
- c. Item Pulled.
- d. Purchase of equipment (see table below) from Riverside Technologies, Inc. (RTI), 748 N 109th Court, Omaha, NE 68154 for the total amount of \$455,888 in accordance with the five-year partnership agreement.

	<u>Space</u>	<u>Type of System</u>	<u>Quantity</u>	<u>Cost</u>
A	ACC Computer Classroom	Desktops – no monitors	25	\$15,500
B	ACC Computer Classroom	Desktops – no monitors	37	\$22,940
C	ACC Computer Classroom	Desktops – no monitors	25	\$15,500
D	ACC Computer Classroom	Desktops – no monitors	37	\$22,940
E	ACC Computer Classroom	Desktops – no monitors	25	\$15,500
F	ACC Computer Classroom	Desktops – no monitors	25	\$15,500
G	ACC Computer Classroom	Desktops – no monitors	25	\$15,500
H	ACC Computer Classroom	Desktops – no monitors	23	\$14,260
I	ACC Computer Classroom	Desktops – no monitors	25	\$15,500
J	ACC Computer Classroom	Desktops – no monitors	25	\$15,500
K	ACC Computer Classroom	Desktops – no monitors	25	\$15,500
L	ACC Computer Classroom	Desktops – no monitors	25	\$15,500
M	Health Information Technology Lab	Desktops – w/ monitors	25	\$18,725
N	Medical Assistant Lab	Desktops – no monitors	25	\$15,500
O	Addison Center Learning Commons	Desktops – no monitors	16	\$9,920
P	Addison Center Computer Classroom	Desktops – w/ monitors	29	\$21,721

Q	Addison Center Computer Classroom	Desktops – w/ monitors	16	\$11,984
R	Carol Stream Computer Classroom	Desktops w/ monitors	25	\$18,725
S	Digital Signage PCs	Mini Desktop PC – no monitor	10	\$5,038
T	Instructor Classroom PCs	Desktops – no monitors	38	\$23,560
U	Replacement PCs for staff	Desktops – w/ monitors	175	\$131,075
Total:				\$455,888

- e. FY18 Rental payment in the amount of \$57,222 to Technology Center of DuPage (TCD), 301 S. Swift Road, Addison, IL 60101, payable upon receipt of invoices consistent with the existing contract.
- f. Agreement for testing services provided by Elsevier, Inc., P.O. Box 9555, New York, New York 10087-9555 in the amount not to exceed \$50,108.75 to cover payments in FY18 for the A.D.N. students in five cohorts.
- g. Memorandum of Understanding between the Village of Glen Ellyn and the College of DuPage Related to Shared Architectural and Design Costs.
- h. Purchase of Paper for College-Wide Use on an item-by-item basis, to the lowest responsible bidder as follows:

<u>Item #</u>	<u>Vendor</u>	<u>Amount</u>
1	Paper 101 P.O. Box 248 Ankeny, IA 50021	\$41,328.00
2, 3, 4, 5, 6 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18,19	Veritiv Operating Co. 1141 N. Swift Road Addison, IL 60101	<u>\$40,767.55</u>

For a total expenditure of: \$82,095.55

- i. Contract for FY18 News Bureau Photography Services with Press Photography Network, Inc., 28W436 Juanita Drive, Naperville, IL 60564, for an amount not to exceed \$40,000.
- j. Annual Purchase of Advertising Media from Paddock Publications (d/b/a Daily Herald), 4300 Commerce Court, Lisle, IL 60532, in the amount of \$55,000.
- k. Reimbursement Request for Dr. Ann E. Rondeau, President in the amount of \$644.72.

l. Item Pulled.

m. Personnel Action Items.

n. Item Pulled.

On roll call voting aye: Student Trustee Walker, Trustees Bennett, Bernstein, Markwell and Wozniak, Secretary Fenne, Vice Chairman Napolitano and Chairman Mazzochi.

On roll call voting nay: None.

Chairman Mazzochi declared the motion passed.

PULLED ITEMS:

Item 8c

Motion: Chairman Mazzochi entertained a motion that the Board of Trustees approves the Board Committee Charters.

Trustee Bennett moved to table this item. Chairman Mazzochi seconded the motion.

Trustee Bennett noted the reason to table is to provide for additional input.

On roll call voting aye to table: Trustees Bennett, Bernstein and Wozniak, Secretary Fenne, Vice Chairman Napolitano and Chairman Mazzochi.

On roll call voting nay: Trustee Markwell.

Chairman Mazzochi declared the motion passed.

Item 8l

Motion: Chairman Mazzochi entertained a motion that the Board of Trustees approves the Minutes of the June 22, 2017 Regular Board Meeting / Special Board Meeting – Public Hearing – FY18 Budget. Secretary Fenne moved and Trustee Bennett seconded the motion.

Chairman Mazzochi noted that there were changes made and that all the Trustees were provided with a copy of the revised Minutes. Chairman Mazzochi asked Secretary Fenne if she accepts revised Minutes and Secretary Fenne said yes.

On roll call voting aye: Trustees Bennett, Bernstein, Markwell and Wozniak, Secretary Fenne, Vice Chairman Napolitano and Chairman Mazzochi.

On roll call voting nay: None.

Chairman Mazzochi declared the motion passed.

Item 8n

Motion: Chairman Mazzochi entertained a motion that the Board of Trustees approves the Financial Reports. Trustee Bennett moved and Trustee Markwell seconded the motion.

Secretary Fenne read the following statement:

“As it relates to the Policy Manual – Board Policy 15-28 I would like to publicly disclose my employment at Alpha Graphics Wheaton. The current Financial Reports of the College of DuPage reflect a payment to Alpha Graphics Wheaton. My employer has had a relationship with the College of DuPage for several years prior to my election to the Board and regularly directs invoices for completed projects to the College. It is my wish to always be transparent and ethical in my actions, therefore I will abstain from voting on these Financial Reports.”

Point of Order made by Trustee Bennett: Chairman do we need to have a vote on Secretary Fenne’s recusal? The Chairman replied no.

On roll call voting aye: Trustees Bennett, Bernstein and Wozniak, Vice Chairman Napolitano and Chairman Mazzochi.

On roll call voting nay: None.

On roll call abstaining: Secretary Fenne.

Chairman Mazzochi declared the motion passed.

9. TRUSTEE DISCUSSION

Trustee Markwell commented that he thought it would be helpful if the Trustees had a tour of COD’s technology centers in order to better understand what the College has to offer.

Secretary Fenne attended the Women’s Studies Program “Adade Wheeler Award” and to meet this year’s recipient, Danette Connors. After the presentation all were invited to watch “Pride & Prejudice.”

Chairman Mazzochi noted there is a possibility of a Special Board Meeting on Friday, August 18, 2017 and urged all to “hold” that date open.

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

*Thursday, August 17, 2017: Regular Board Meeting @ 7:00 p.m., SSC-2200

11. CLOSED SESSION

None.

12. **ADJOURN**

Motion: At 8:11 p.m., Chairman Mazzochi entertained a motion that the Board of Trustees adjourns. Trustee Bennett moved and Trustee Markwell seconded the motion.

Motion passed on a voice vote.

Chairman Mazzochi declared the July 20, 2017 Regular Meeting of the Board adjourned.

Christine Fenne, Secretary

Dated: August 17, 2017


Deanne Mazzochi, Chairman


We the Faculty Senate, the 2017-18 History and Humanities Faculty Search Committees and the undersigned faculty of College of DuPage urge the Board of Trustees to reconsider the rescinding of the offers made to Maria Ritzema and Stephanie Salerno for full-time faculty positions.


Our reasons for urging the Board to reconsider include:

- The search committees and administrators who approved these hires exhaustively assessed many dozens of candidates, roughly 140 in total, and selected these two as the most outstanding and appropriate for our disciplines. This was done after we thoroughly reviewed their credentials, they were each interviewed three times, we observed them in classroom teaching demonstrations, and we assessed at length how their skills would add to the college and the students we serve.
- Mrs. Ritzema's classroom demonstration was one of the best classroom presentations the observers had ever seen in a faculty search. She was engaging, interactive, student-focused, immensely knowledgeable and expertly modeled all the skills which a classroom teacher should employ. In fact, this was the first time any of us on the History Search Committee had seen students actually applaud a classroom demonstration.
- Dr. Salerno's experience made itself plain in her reflective teaching style which incorporated lecture, discussion, video, and an effective classroom activity. In a short period of time, she was able to establish a warm rapport with students, using their names as she interacted with them.
- We believe their academic credentials are beyond reproach: Dr. Salerno has a PhD from Bowling Green State University and Ms. Ritzema is scheduled to defend her dissertation in January of 2018 at the University of Illinois at Chicago. They both possess additional academic and work experience that makes them seasoned, experienced and well-rounded educators.
- Ms. Ritzema is an expert in South Asian history, a rapidly growing field in which the History Discipline otherwise lacks expertise. The College has a large Asian history curriculum that has already been developed and she could take this over and help it grow and thrive. Asia's importance to the world and to DuPage County in particular are unquestionable, and the college would be better able to serve the students and COD community, including our large Asian-American community, if we had a resident expert in the history of this vital region.
- In addition to her years of teaching, university service experiences and administrative experience, Dr. Salerno possesses a strong background in interdisciplinary studies and Digital Humanities - new modes of scholarship at the intersection of digital technologies and the humanities.
- Transfer institutions increasingly expect students to enter with a broader range of knowledge and to be more globally aware than they did just a few years ago. Each of these candidates brings specific expertise that the faculty and administrators have identified as crucial in ensuring the success of our transfer students.
- If the Board rejects these candidates without clearly enumerating why, it will be very difficult for administrators and faculty to carry out searches in good faith with our candidates in the future.
- Although it is within the purview of the board to reject candidates at this stage, we know of no cases in the fifty-year history of College of DuPage in which this has happened. With this in mind, we would hope that such an unprecedented move would be clearly and strongly supported by the Board with specifically enumerated reasons.


We the undersigned support the petition:

 Sam Mitrani
 Josh Price

Brian P. Moran Ph.d. Brian P. Moran Ph.d. Professor
 Timothy Clifford of History


 John Paris

 JULIA DILIBERTI

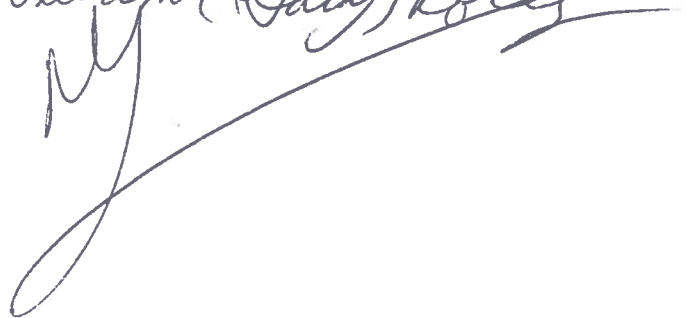
 JENNIFER KELLEY
William B. Whisenant William B. Whisenant

MARY NEWBERG 

Gary Ruby

William (Gary) Ruby 

RICHARD JARMAN 



We the undersigned support the petition:

Name

Signature

Michael Duggan

MD

Dejang Liu

DL

Ton Robertson

TR

TIMOTHY HENNINGSEN

T-H

JANE MURTAGH

JM

Gail Laurent

GL

Thomas F Tipton

TF Tipton

MARA BAKER

Mara Baker

SHERYL MYLAN

Sheryl Mylan

MARK PEARSON

Mark Pearson

Jocelyn HARNEY

Jocelyn Harney

MATTHEW SHANAHAN

Matthew Shanahan

DAVID GOLDBERG

David Goldberg

SHAMILI AJGAONKAR

Shamili Ajgaonkar

Jackie McGrath

Jackie McGrath



**COLLEGE of DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. SUBJECT

Approval of reimbursement requests for Dr. Ann E. Rondeau, President.

2. REASON FOR CONSIDERATION

Pursuant to Dr. Rondeau's Employment Contract, "expenses for potential reimbursement may include . . . [r]easonable out-of-pocket expenses that the President incurs for travel and other activities undertaken by the President on behalf of the College; . . . to facilitate the performance of the President's job duties."

The Board's reimbursement of such expenses "will be subject to the President's monthly submission of appropriate expense reports and substantiating documentation, and reasonable review and approval by the Board Chair and/or the Board at a public meeting."

3. BACKGROUND INFORMATION

Dr. Rondeau has submitted expense reimbursement requests, copies of which are submitted with the present resolution. Those requests have been reviewed. The Board is being asked to approve the permitted expenses.

4. RECOMMENDATION

That the Board of Trustees authorizes the reimbursement to Dr. Ann Rondeau in the following amount for the expense reports submitted: Total \$201.96.

SIGNATURE PAGE

Approval of Reimbursement Requests for Dr. Ann E. Rondeau

ITEM(S) ON REQUEST

That the Board of Trustees authorizes the reimbursement to Dr. Ann Rondeau in the following amount for the expense reports submitted: Total \$201.96.

Board Chair	Date
-------------	------

Secretary	Date
-----------	------

Expense Report
Report Name : June/July 2017 Cell Phone Reimbursement

Employee Name : Rondeau, Ann E.

Employee ID : [REDACTED]

Report Header

Policy : Employee Business Expense
and Travel

Business Purpose : Cell Phone Reimbursement

Report Key : 14215

Report Id : 6FD6BF297874497CBCD1

Report Date : 07/25/2017

Approval Status : Not Submitted

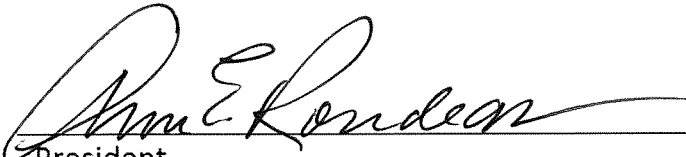
Currency : US, Dollar

Transaction Date	Expense Type	Vendor	Vendor Name	City	Payment Type	Amount
07/13/2017	Authorized Employees Only-5705002	Verizon Wireless	Verizon Wireless	Acworth	Cash	\$100.98 ✓
	Allocations :	100.00% (\$100.98) 01-00781-80-No				
	Business Purpose :	Cell Phone Reimbursement				
06/13/2017	Authorized Employees Only-5705002	Verizon	Verizon	Acworth	Cash	\$100.98 ✓
	Allocations :	100.00% (\$100.98) 01-00781-80-No				
	Business Purpose :	Cell Phone Reimbursement				

Note: The sum of allocation amounts may not exactly match the expense amount due to rounding.

*Reviewed
msh*

Report Total :	\$201.96
Personal Expenses :	\$0.00
Total Amount Claimed :	\$201.96
Amount Approved :	\$201.96
Company Disbursements	
Amount Due Employee :	\$201.96
Amount Due Company Card :	\$0.00
Total Paid By Company :	\$201.96
Employee Disbursements	
Amount Due Company :	\$0.00
Amount Due Company Card From Employee :	\$0.00
Total Paid By Employee :	\$0.00



 President

8/10/17

 Date



 Director, Internal Audit

8/10/17

 Date



 Vice President, Administration and Treasurer (CFO)

8/14/17

 Date

 Chairman, Board of Trustees

 Date



P.O. BOX 4002
ACWORTH, GA 30101

Billing period
Account number
Invoice number

May 14, 2017 - Jun 13, 2017

KEYLINE



ELISABETH RONDEAU

See last page for payment options.

Questions? Visit vzw.com/contactus

Hi Elisabeth, here's your bill for this month.



Balance past due

\$100.95



One-time charges See page 3

\$5.00



The Verizon Plan Medium 3GB

\$45.00



Elisabeth Rondeau

\$51.66



Surcharges

\$2.30

Taxes and government fees

\$2.02

Total due

\$206.93

\$100.95 due immediately

\$105.98 due July 8



What's changed

Last month

April 14 - May 13

Balance past due	\$0.00
------------------	--------

One-time charges	\$0.00
------------------	--------

Monthly charges	\$96.66
-----------------	---------

Surcharges	\$2.27
------------	--------

Taxes and gov. fees	\$2.02
---------------------	--------

\$100.95

This month

May 14 - June 13

Balance past due	\$100.95
------------------	----------

One-time charges	\$5.00
------------------	--------

See next page for details.

Monthly charges	\$96.66
-----------------	---------

Surcharges	\$2.30
------------	--------

Taxes and gov. fees	\$2.02
---------------------	--------

\$206.93

Next month

June 14 - July 13

To preview next month's bill go to vzw.com/nextbillsummary



Balance past due

Previous balance	\$100.95
No payment received	\$0.00

\$100.95

Please pay immediately.



One-time charges

Plan and account

Late fee for amount due June 8	\$5.00
--------------------------------	--------

\$5.00



The Verizon Plan Medium 3GB

3 GB Shared Data Unlimited Talk and Text

Monthly charges (Jun 14 - Jul 13)	\$45.00
-----------------------------------	---------

\$45.00

Shared data usage

Used/Allowance



0.675 of 3 GB



Elisabeth Rondeau [REDACTED]

0.675 GB

Estimated top activities*



Web & Apps
63%



Chat
10%

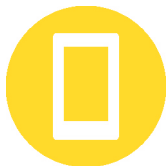


Navigation
9%

*Top activities are estimated for general information purposes only.

Usage history

May 14 - Jun 13	<div><div></div></div>	0.675 / 3 GB
Apr 14 - May 13	<div><div></div></div>	0.628 / 3 GB
Mar 14 - Apr 13	<div><div></div></div>	0.504 / 3 GB



Elisabeth Rondeau

[REDACTED] | iPhone 6S

Data usage

0.675 GB

Estimated top activities



Web & Apps
63%



Chat
10%



Navigation
9%

Smartphone line access (Jun 14 - Jul 13)	\$20.00
Device payment 14 of 24 (\$759.99/24mo)	\$31.66
\$316.60 remaining after this month (Agreement 1302972765)	

\$51.66



Surcharges

Local BUS Lic Surchg	\$0.15
Fed Universal Service Charge	\$0.68
Regulatory Charge	\$0.21
Administrative Charge	\$1.23
VA Gross Receipts Surchg	\$0.03

\$2.30



Taxes and government fees

VA State 911 Fee	\$0.75
VA Communication Sales Tax	\$1.27

\$2.02

Surcharges and taxes are charged per line. To see your surcharges and taxes in full detail, view your bill in My Verizon.



Billing period May 14, 2017 to Jun 13, 2017 | Account # [REDACTED] | Invoice # [REDACTED]

You've got options.

We have all sorts of ways to pay so that you can pick the one that's right for you.



Pay with the My Verizon app

You can download the My Verizon app in both the App Store and Google Play.



Pay online at vzw.com

Go to vzw.com and sign in to My Verizon to pay your bill online.



Pay by phone: #PMT (#768)

Simply dial #PMT on your phone and follow the instructions to pay.



ELISABETH RONDEAU



Bill date

June 13, 2017

Account number



Invoice number



Total Amount Due

Make check payable to Verizon Wireless.
Please return this remit slip with payment.

\$206.93

\$ [] [] [] . [] []

P.O. BOX 15062
ALBANY, NY 12212-5062



35832219090105887932970000100000010598000000206936

NOTICE: Bank account and routing numbers will be retained to enable future payments by phone or online. To opt out, call 1.866.544.0401.



P.O. BOX 4002
ACWORTH, GA 30101

Billing period
Account number
Invoice number

Jun 14, 2017 - Jul 13, 2017

KEYLINE



ELISABETH RONDEAU

See last page for payment options.

Questions? Visit vzw.com/contactus

Hi Elisabeth, here's your bill for this month.



The Verizon Plan Medium 3GB

\$45.00



Elisabeth Rondeau

\$51.66



Surcharges

\$2.30

Taxes and government fees

\$2.02

\$100.98

Due August 8



What's changed

Last month

May 14 - June 13

Balance past due	\$100.95
One-time charges	\$5.00
Monthly charges	\$96.66
Surcharges	\$2.30
Taxes and gov. fees	\$2.02

\$206.93

This month

June 14 - July 13

Balance past due	\$0.00
One-time charges	\$0.00
Monthly charges	\$96.66
Surcharges	\$2.30
Taxes and gov. fees	\$2.02

\$100.98

Next month

July 14 - August 13

To preview next month's bill go to vzw.com/nextbillsummary



Billing period Jun 14, 2017 to Jul 13, 2017 | Account # [REDACTED] | Invoice # [REDACTED]



The Verizon Plan Medium 3GB

3 GB Shared Data Unlimited Talk and Text

Monthly charges (Jul 14 - Aug 13)

\$45.00

\$45.00

Shared data usage

Used/Allowance



0.564 of 3 GB



Elisabeth Rondeau [REDACTED]

0.564 GB

Estimated top activities*



Web & Apps
67%



Chat
9%



Navigation
7%

*Top activities are estimated for general information purposes only.

Usage history

Jun 14 - Jul 13



0.564 / 3 GB

May 14 - Jun 13

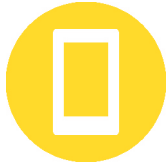


0.675 / 3 GB

Apr 14 - May 13



0.628 / 3 GB



Elisabeth Rondeau

[REDACTED] | iPhone 6S

Data usage

0.564 GB

Estimated top activities



Web & Apps
67%



Chat
9%



Navigation
7%

Smartphone line access (Jul 14 - Aug 13)	\$20.00
--	----------------

Device payment 15 of 24 (\$759.99/24mo)	\$31.66
\$284.94 remaining after this month (Agreement 1302972765)	

\$51.66



Surcharges

Fed Universal Service Charge	\$0.71
Regulatory Charge	\$0.21
Administrative Charge	\$1.23
VA Gross Receipts Surchg	\$0.03
Local BUS Lic Surchg	\$0.12

\$2.30



Taxes and government fees

VA State 911 Fee	\$0.75
VA Communication Sales Tax	\$1.27

\$2.02

Surcharges and taxes are charged per line. To see your surcharges and taxes in full detail, view your bill in My Verizon.



Billing period Jun 14, 2017 to Jul 13, 2017 | Account # [REDACTED] | Invoice # [REDACTED]

You've got options.

We have all sorts of ways to pay so that you can pick the one that's right for you.



Pay with the My Verizon app

You can download the My Verizon app in both the App Store and Google Play.



Pay online at vzw.com

Go to vzw.com and sign in to My Verizon to pay your bill online.



Pay by phone: #PMT (#768)

Simply dial #PMT on your phone and follow the instructions to pay.



ELISABETH RONDEAU
[REDACTED]
[REDACTED]

Bill date

July 13, 2017

Account number

[REDACTED]

Invoice number

[REDACTED]

Total Amount Due by August 08, 2017

Make check payable to Verizon Wireless.
Please return this remit slip with payment.

\$100.98

\$ [] [] [] . [] []

P.O. BOX 15062
ALBANY, NY 12212-5062



35964720940105887932970000100000010098000000100986

NOTICE: Bank account and routing numbers will be retained to enable future payments by phone or online. To opt out, call 1.866.544.0401.



**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**
Personnel Actions.

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

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

4. **RECOMMENDATION**
That the Board of Trustees ratifies the Administrator Appointments and Classified 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>ADMINISTRATOR</u>					
Wendy Parks	Director, Public Relations and Communications	External Relations	09/11/2017	Appointment Full Time	\$136,000

RETIREMENTS

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>End Date</u>	<u>Type</u>	<u>Years of Service</u>
<u>CLASSIFIED</u>					
Jeff Lecky	Custodian II	Facilities Operations	09/29/2017	Retirement	28 Yrs. 2 Mos.

Board of Trustees of College of DuPage
Administrator's Employment Contract

This agreement, entered into by and between the Board of Trustees of College of DuPage District 502, hereinafter referred to as the "Board" and **Wendy Parks** hereinafter referred to as the "Administrator;"

WITNESSETH:

Whereas, the College's President has recommended the Administrator's appointment as **Director, Public Relations and Communications** of College of DuPage and the Board has approved such recommendation;

Now, therefore, it is agreed by and between the Board and the Administrator as follows:

1. The Administrator is appointed **Director, Public Relations and Communications** of College of DuPage from **September 11, 2017 to June 30, 2018**. The Administrator will perform the duties and carry out the responsibilities of the position, as specified in Board Policy and the Job Description and such other related duties as are assigned from time to time by or at the direction of the President and/or the Board of Trustees, in accordance with Board Policy pertaining to Administrative Assignments.

In consideration for services rendered by the Administrator, the Board shall pay the Administrator at an annual salary of **\$136,000.00** in accordance with the Board's salary policies and procedures and the conditions therefore, currently in effect or as may hereafter be modified. For the current fiscal year, your appointment begins **September 11, 2017 and ends June 30, 2018**. Your salary for this appointment period will be determined by pro-rating your annual salary for the time period between **September 11, 2017 and June 30, 2018**. The pro-rated amount is **\$109,846.15**.

2. The employee shall be entitled to all benefits provided for this Administrative position. Nothing in this Contract or any Board Policy limits the right of the Board to change or reduce any benefit(s) under this Contract or under any Board Policy during the term of this Contract.

As an employee of the College of DuPage, you will be participating in the State Universities Retirement System (SURS). Currently, employees contribute 8% of their gross compensation to SURS plus .5% of their gross compensation to SURS health insurance on a pretax basis. Employees of College of DuPage do not pay into Social Security except for the 1.45% contribution toward Medicare. If you are not a current SURS annuitant but your status changes, you are required to immediately notify the office of Human Resources. Failure to do so may result in penalties up to and including termination of employment.

3. The Administrator's employment may be terminated whenever, in the discretion of the President or designee, the Administrator has failed to meet the performance expectations set by the College. Additionally, an Administrator's employment may be terminated for cause, including but not limited to, violation of any College policy, procedure, rule or regulation or commission of any unlawful act or other inappropriate or unprofessional conduct including but not limited to:

- Willful misconduct with regard to the employer
- Refusal to perform the employee's duties or to follow the written direction of the Board or the Administration
- Commission of a crime involving dishonesty or fraud
- Abuse of alcohol or drugs
- Gross malfeasance or nonfeasance
- Insubordination and/or failure to follow directions
- Gross negligence in the performance of the employee's duties

4. The College may terminate this Contract prior to the end of the Contract term for reasons not stated in Paragraph 3, above. In the event of termination of the Contract for reasons not set forth in Paragraph 3,

above, the employee shall be eligible for a severance payment in an amount not to exceed one (1) year as provided in the Community College Act Section 3-65, as amended, or an amount not to exceed 75% of the annual base salary under this Contract, determined at the sole discretion of the College.

5. Applicable Law and Policies:
 - a. This Contract will not be construed to contradict or violate any applicable federal or state law. Any provision herein that contradicts any applicable law will be considered null and void without invalidating the remainder of this agreement.
 - b. All policies of the Board of Trustees currently in effect and as modified or adopted hereafter are hereby incorporated into this agreement.
 - c. Notwithstanding any current provision in Board Policy or the Administrative Procedure Manual, employee has no right to any rollover or automatic extension of this Contract for any time-period beyond the term approved by the Board. The employee understands that any right to a rollover of this Contract that might arise under Board Policy or the Administrative Procedure Manual, without specific action by the Board would be inconsistent with the Community College Act Section 3-65, as amended.
6. This agreement shall not be effective unless approved by the Board of Trustees in accordance with the Community College Act Section 3-65, as amended, and executed by the Administrator. The Administrator must return the executed agreement to the Human Resources Department within ten (10) days of its approval by the Board of Trustees.

Dated and returned this _____ day of _____ 2017 by:

Administrator

Board of Trustees approval received at the meeting of the Board of Trustees on August 17, 2017

On the behalf of the Board of Trustees,
College of DuPage Community College District #502,
Counties of DuPage, Cook and Will,
State of Illinois

President



**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. SUBJECT

Financial Reports: Treasurer's Report, Payroll Report, Accounts Payable Report, All Disbursements Excluding Payroll, and Budget Transfer Report.

2. REASON FOR CONSIDERATION

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

3. BACKGROUND INFORMATION

- (a) Treasurer's Report – The Treasurer's Report goes to the Board for approval every month except July. The Treasurer's Report includes the receipts and disbursements for each month on strictly a cash basis.
- (b) Payroll Report – This report includes disbursements from accounts payable related to Payroll items including taxes, SURS and benefits greater than \$15,000. This report is presented to the Board for approval each month.
- (c) Accounts Payable Report – This report includes all Accounts Payable disbursements greater than \$15,000 excluding payroll items included in the Payroll Report. This report is presented to the Board for approval each month.
- (d) All Disbursements Excluding Payroll – This report includes all disbursements for the month excluding personal payroll disbursements.

- (e) Budget Transfer Report – This report is presented to the Board for approval on a monthly basis. The budget transfer report lists the funds, descriptions, amounts and reasons for the budget transfer.
- (f) Legal, Professional, and Search Fees - Request approval for payment of Legal Fees, Professional Fees and Search Fees. This report is presented to the Board for approval each month.
- (g) Travel Expense/Requests- Estimated travel expenses that exceed the maximum allowable rates set forth in Exhibit A of Administrative Procedure 10-190, or total estimated travel expenses that exceed \$5,000 or \$15,000 for group travel, must be approved by the Board by roll call vote at an open meeting. If estimated travel expenses are below the maximum allowable rates but actually incurred expenses end up exceeding the maximum allowable rates, the expenses must be approved by the Board by roll call vote at an open meeting prior to reimbursement. This report is presented to the Board for approval each month.

4. RECOMMENDATION

That the Board of Trustees approves the Treasurer's Report, Payroll Report, Accounts Payable Report, All Disbursements Excluding Payroll and Budget Transfer Report.

Staff Contact: Brian Caputo, VP Administration, CFO and Treasurer
Scott Brady, Interim Controller

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

**SIGNATURE PAGE FOR
FINANCIAL REPORTS**

ITEM(S) ON REQUEST

THAT THE BOARD OF TRUSTEES APPROVES THE FINANCIAL REPORTS FOR THE PERIOD
ENDED JULY 31, 2017.

BOARD CHAIR

DATE

SECRETARY

DATE

College of Dupage
Community College District No. 502
Treasurer's Report as of 7/31/17

Chase Concentration and Credit Card Accounts

Beginning Balance	\$	9,225,140
Current Activity		
Cash Receipts		6,575,647
Cash Disbursements		(8,990,609)
Wire Transfers/Bank Charges/Voids		16,250,360
Payroll		(6,198,885)
Total Monthly Activity		<u>7,636,513</u>
Ending Balance	\$	<u>16,861,653</u>

Cash

Chase Concentration Account	\$	14,032,125
Chase Credit Card Account		2,829,528
Total Cash	\$	<u>16,861,653</u>

Disbursement Summary

Invoices less than \$15,000		
Checks - Vendors	\$	317,014
Echecks - Vendors		589,128
ACH transfers - Vendors		4,112
Wire transfers - Vendors		6,898
Sub-total Vendors	\$	917,152
Checks - Employees	\$	19,317
Echecks - Employees		64,899
Sub-total Employees	\$	84,216
Checks - Student Refunds	\$	197,835
E-commerce - Student Refunds		594,219
Sub-total Students	\$	792,054
Total invoices less than \$15,000	\$	<u>1,793,422</u>

% Electronic

Invoices \$15,000 or more		
Checks - Vendors	\$	2,383,662
Echecks - Vendors		2,946,581
ACH transfers - Vendors		1,847,757
Wire transfers - Vendors		19,187
Total invoices \$15,000 or more	\$	<u>7,197,187</u>

% Electronic 66.9%

Total Cash Disbursements	\$	8,990,609
--------------------------	----	-----------

Invoices \$15,000 or more		
Payroll Related	\$	2,869,525
Accounts Payable Related		4,327,662
Total Invoices \$15,000 or more	\$	<u>7,197,187</u>

College of DuPage
Community College District No. 502
PAYROLL REPORT
CASH DISBURSEMENTS GREATER THAN \$15,000

Payroll - JULY 2017

	Gross	Net
Direct Deposits	\$9,055,681.73	\$6,035,552.54
Checks	\$227,530.07	\$163,332.20
Total Payroll	\$9,283,211.80	\$6,198,884.74

% Electronic

97.4%

Payroll Related Disbursements: Withholdings and Taxes
Grand Total Payroll Disbursements

Payroll Disbursements - July 2017

CHECK NUMBER	CHECK DATE	PAYEE NAME	DESCRIPTION	AMOUNT
IM*0221454	07/17/17	Delta Dental of Illinois	Dental June 2017 Premiums and Claims	\$50,201.98
IM*0221455	07/17/17	Reliance Standard Life Insurance Company	Life and Disability Insurance Employee Share June 2017	\$34,760.92
IM*E0061873	07/06/17	DuPage Credit Union	Credit Union PR Deduction 7/6/17 PR	\$31,392.80
IM*E0061874	07/06/17	SURS-State University Retirement System	Employee Retirement Contribution 7/6/17 PR	\$382,463.97
IM*E0061875	07/06/17	Valic Retirement Services	Annuities PR Deduction 7/6/17 PR	\$131,768.52
IM*E0062130	07/19/17	DuPage Credit Union	Credit Union PR Deduction 7/20/17 PR	\$31,042.80
IM*E0062131	07/19/17	SURS-State University Retirement System	Employee Retirement Contribution 7/20/17 PR	\$375,776.23
IM*E0062132	07/19/17	Valic Retirement Services	Annuities PR Deduction 7/20/17	\$127,445.60
IM*A587	07/06/17	Department of Treasury	Withholding Tax - Federal Tax 7/6/17 PR	\$675,865.32
IM*A588	07/06/17	IDES-Magnetic Media Unit	Withholding Tax - State Tax 7/6/17 PR	\$148,443.82
IM*A589	07/19/17	Department of Treasury	Withholding Tax - Federal Tax 7/20/17 PR	\$647,255.96
IM*A591	07/19/17	Navia Benefit Solutions	HSA Employee Contribution PR Deduction 7/6/17	\$21,239.89
IM*A592	07/24/17	Navia Benefit Solutions	HSA Employee Contribution PR Deduction 7/20/17	\$21,075.39
IM*AA590	07/20/17	IDES-Magnetic Media Unit	Withholding Tax - State Tax 7/20/17 PR	\$190,792.00
TOTAL				\$2,869,525.20

College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE REPORT
CASH DISBURSEMENTS GREATER THAN \$15,000
July 2017 Disbursements

Accounts Payable Disbursements - July 2017

CHECKS ISSUED DURING ACCOUNTING MONTH - JULY 2017 FOR INVOICES GREATER THAN \$15,000

CHECK NUMBER	CHECK DATE	PAYEE NAME	DESCRIPTION	AMOUNT
IM*0220918	07/03/17	Illinois Community College Risk Consortium	FY18 College Insurance Renewal	\$1,315,529.00
IM*0220973	07/11/17	Records Consultants, Inc.	Other Contractual Services Expense	\$42,250.00
IM*0220975	07/11/17	Performance Construction and Engineering, LLC	Land Improvements	\$21,117.00
IM*0221435	07/12/17	Postmaster - Glen Ellyn	USPS Prepaid	\$25,000.00
IM*0221437	07/12/17	Marsh USA, Inc.	Other Contractual Services Expense	\$57,127.00
IM*0221438	07/13/17	American Express Travel Related Services Co., Inc.	Travel - Out of State	\$22,108.06
IM*0221439	07/13/17	Key Code Media	Equipment - Instructional	\$131,462.58
IM*0221440	07/13/17	Net Connection, LLC	Equipment - Instructional	\$68,570.00
IM*0221441	07/13/17	Quantum Crossings, LLC	Equipment - Instructional	\$75,378.00
IM*0221442	07/13/17	Dynegy Energy Services, LLC	Electricity Expense	\$149,060.82
IM*0221455	07/17/17	Reliance Standard Life Insurance Company	Life Insurance COD Share June 2017	\$10,052.15
IM*0221500	07/19/17	Adobe Systems, Inc.	Equipment < \$2,500 per item	\$73,381.25
IM*0221501	07/19/17	Construction Solutions of Illinois	Building Remodeling Expense	\$115,588.00
IM*0221502	07/19/17	Ideal Heating Company	Infrastructure Expense	\$103,555.00
IM*0221539	07/24/17	Dean Caminiti	Equipment - Instructional	\$15,000.00
IM*0221540	07/24/17	PCM Sales, Inc.	Equipment < \$2,500 per item	\$16,485.00
IM*0221541	07/24/17	Reach Sports Marketing Group, Inc.	Equipment - Instructional	\$15,290.00
IM*0221542	07/24/17	T & J Marketing D/B/A Owen Energy Solutions	Building Remodeling Expense	\$24,382.63
IM*0221543	07/24/17	United States Postal Service-St Charles, IL	Postage	\$17,363.00
IM*E0061874	07/06/17	SURS-State University Retirement System	SURS Health COD Share 7/6/17 PR	\$17,905.04
IM*E0061874	07/06/17	SURS-State University Retirement System	SURS Trust & Federal Funds COD Share 7/6/17 PR	\$2,850.44
IM*E0062011	07/13/17	Cengage Learning, Inc. D/B/A Gale	Books and Binding Costs	\$22,066.60
IM*E0062012	07/13/17	Correct Digital Displays, Inc.	Equipment - Instructional	\$33,992.00
IM*E0062013	07/13/17	Delphi Productions, Inc.	Building Remodeling Expense	\$66,215.31
IM*E0062014	07/13/17	Nicor Enerchange	Gas Expense	\$29,033.84
IM*E0062016	07/17/17	Community College Health Consortium	Medical Premiums June 2017 Payrolls	\$1,140,438.36
IM*E0062017	07/17/17	Vision Service Plan - (IV)	Vision Choice Premiums June/July 2017	\$17,373.81
IM*E0062018	07/18/17	Village of Glen Ellyn	Water - Sewage Expense	\$38,457.59
IM*E0062019	07/19/17	All Tech Energy, Inc.	Other Contractual Services Expense	\$40,000.00
IM*E0062020	07/19/17	Corporate Lakes Property	Rental Facility	\$16,195.77
IM*E0062021	07/19/17	Proquest, LLC	Books and Binding Costs	\$62,500.00
IM*E0062022	07/19/17	Smith Maintenance Company	Custodial Services	\$32,321.63
IM*E0062023	07/19/17	Touchnet Information Systems, Inc.	IT Maintenance Services	\$85,226.53
IM*E0062024	07/19/17	Zehnder Communications, Inc.	Advertising Expense	\$30,926.97
IM*E0062125	07/19/17	ESM Solutions Corporation	IT Maintenance Services	\$35,339.00
IM*E0062131	07/19/17	SURS-State University Retirement System	SURS Health COD Share 7/20/17 PR	\$17,442.64
IM*E0062131	07/19/17	SURS-State University Retirement System	SURS Trust & Federal Funds COD Share 7/20/17 PR	\$11,247.12
IM*E0062136	07/24/17	Bip66, Limited D/B/A Bip66 / 22TONES	Equipment - Instructional	\$21,325.00
IM*E0062137	07/24/17	Cordogan Clark & Associates, Inc.	Architectural Services Expense	\$24,750.00
IM*E0062138	07/24/17	Economic Modeling, LLC	Other Contractual Services Expense	\$22,500.00
IM*E0062139	07/24/17	Truck Country of Wisconsin	Equipment - Instructional	\$20,062.50
IM*E0062140	07/24/17	Warehouse Direct, Inc. D/B/A Midwest Office Interiors	Other Contractual Services Expense	\$18,956.03
IM*E0062141	07/26/17	ICISP	International Travel	\$28,500.00
IM*E0062203	07/27/17	Academy of Dance Arts	Art Center Deposit Liability	\$15,007.72
IM*E0062204	07/27/17	Builders Land, Inc.	Building Remodeling Expense	\$16,057.35
IM*A587	07/06/17	Department of Treasury	COD Share Medicare 7/6/17 PR	\$64,999.59
IM*A587	07/06/17	Department of Treasury	COD Share FICA 7/6/17 PR	\$5,988.20
IM*A589	07/19/17	Department of Treasury	COD Share MEDICARE 7/20/17 PR	\$63,527.02
IM*A589	07/19/17	Department of Treasury	COD Share FICA 7/20/17 PR	\$6,320.03
IM*A591	07/19/17	Navia Benefit Solutions	HSA COD Share 7/6/17 PR	\$2,250.00
IM*W495	07/26/17	Flugleidahotel EHF D/B/A Icelandair Hotels	International Travel - Field Studies Participant Paid	\$19,186.90
Total				\$4,327,662.48

College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE REPORT
CASH DISBURSEMENTS GREATER THAN \$15,000
July 2017 Disbursements

Accounts Payable Disbursements - July 2017

CHECKS ISSUED DURING ACCOUNTING MONTH - JULY 2017 FOR INVOICES GREATER THAN \$15,000

Purchases for approval to be paid in August 2017

Aqua Designs Inc.	Start up of Sprinkler System	\$24,235.00
Interiors for Business	Steelcase Furniture reconfiguration for Room SSC 2225	\$20,494.39
Lowitz & Sons	MAC Season Brochure FY 17/18	\$16,919.00
Tickets.Com	MAC Annual Renewal 7/1 - 6/30/2018	\$20,000.00
24/7 Customer Care, Inc.	IT Annual Maintenance and Hosting Fees	\$22,500.00
Info Tech	IT Annual Research & Advisory Service Renewal	\$22,800.00
Interiors for Business	Steelcase Furniture for building SSC 3200 reconfiguration	\$23,419.43
Lumenoptix	Exterior downlight luminaire lighting retrofit project	\$21,501.25
Western Remac, Inc.	Fabrication and installation of signage - BIC renumbering project	\$17,640.00
Meltwater	News placement and monitoring for FY 2017/18	\$24,999.00
Packy Web Ford	Econoline Cargo Van for Building Construction & Repair	\$19,679.15
Total		\$234,187.22

D. All Disbursements Excluding Payroll
College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS

CHECKS ISSUED DURING ACCOUNTING MONTH - JULY 2017

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http://www.cod.edu/about/office_of_the_president/planning_and_reporting_documents/invoices.aspx					
Click "About COD"; then click "COD Financial Documents"; then click Third Party Invoices and select a month					
AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice < \$15,000	4 All Promos	07/06/17	IM*E0061816	697.15	Advertising Expense
Invoice < \$15,000	4 All Promos	07/19/17	IM*E0062025	249.78	Office Supplies
Invoice < \$15,000	4IMPRINT, Inc.	07/06/17	IM*E0061817	2,848.12	Other Conference & Meeting Expense
Invoice < \$15,000	4IMPRINT, Inc.	07/12/17	IM*E0061920	4,597.07	Other Conference & Meeting Expense
Invoice < \$15,000	4IMPRINT, Inc.	07/26/17	IM*E0062144	4,336.16	Other Conference & Meeting Expense
Invoice < \$15,000	A.F.M. & E.P. Fund	07/27/17	IM*0221555	791.40	Other Contractual Services Expense
Invoice < \$15,000	A.M. Best Company	07/12/17	IM*E0061921	184.50	Books and Binding Costs
Invoice < \$15,000	A.M. Best, Co.	07/26/17	IM*E0062145	184.50	Books and Binding Costs
Invoice < \$15,000	AANEVCO, Inc. D/B/A ITR Systems	07/12/17	IM*E0061922	1,080.00	Other Contractual Services Expense
Invoice < \$15,000	ABC-CLIO Inc.	07/12/17	IM*0221243	104.64	Books and Binding Costs
Invoice > \$15,000	Academy of Dance Arts	07/27/17	IM*E0062203	15,007.72	Art Center Deposit Liability
Invoice < \$15,000	Adam J. Sullivan	07/12/17	IM*0221392	102.72	Other Conference & Meeting Expense
Employee Reimbursement	Adam J. Wasilewski	07/12/17	IM*0221432	30.90	Dues - Faculty
Employee Reimbursement	Adela Meitz	07/12/17	IM*E0062000	10.17	Conference/Meeting Expense- Local
Invoice > \$15,000	Adobe Systems, Inc.	07/19/17	IM*0221500	73,381.25	Equipment < \$2,500 per item
Invoice < \$15,000	Advanced Parts & Services	07/19/17	IM*E0062026	994.57	Maintenance Services Expense
Invoice < \$15,000	Advanced Stores Company, Inc.	07/12/17	IM*0221244	904.48	Vehicle Supplies
Invoice < \$15,000	Advanced Wiring Solutions, Inc.	07/12/17	IM*E0061923	10,500.00	Building Remodeling Expense
Invoice < \$15,000	Advanced Wiring Solutions, Inc.	07/19/17	IM*E0062027	10,500.00	Building Remodeling Expense
Invoice < \$15,000	Advanced Wiring Solutions, Inc.	07/26/17	IM*E0062146	10,500.00	Building Remodeling Expense
Invoice < \$15,000	Adventist Midwest Health	07/26/17	IM*E0062147	90.00	Instructional Service Contribution
Employee Reimbursement	Agustin Saucedo	07/12/17	IM*E0062006	169.28	Mileage In District / In State
Invoice < \$15,000	Aihua Zheng	07/12/17	IM*0221408	214.54	Recruitment Expense
Invoice < \$15,000	Airgas, Inc.	07/12/17	IM*0221245	28.64	Maintenance Services Expense
Invoice < \$15,000	Al Warren Oil Company, Inc.	07/12/17	IM*0221246	3,160.53	Vehicle Supplies
Invoice < \$15,000	Alex T. Weinreis	07/12/17	IM*0221403	83.47	Other Conference & Meeting Expense
Invoice > \$15,000	All Tech Energy, Inc.	07/19/17	IM*E0062019	40,000.00	Other Contractual Services Expense
Invoice < \$15,000	Alphagraphics-Wheaton	07/12/17	IM*0221248	1,408.82	Maintenance Supplies
Invoice < \$15,000	Amalgamated Bank of Chicago	07/13/17	IM*0221447	200.00	Other Expenditure
Invoice < \$15,000	Amazon.com, LLC	07/12/17	IM*0221249	92.17	Books and Binding Costs
Invoice < \$15,000	American English, LLC	07/12/17	IM*0221250	2,500.00	Other Contractual Services Expense
Invoice > \$15,000	American Express Travel Related Services Co., Inc.	07/13/17	IM*0221438	22,108.06	Travel - Out of State
Invoice < \$15,000	American Hotel Register Company	07/27/17	IM*0221556	2,516.19	Equipment - Office
Invoice < \$15,000	American Library Association	06/07/17	IM*0219990	(599.00)	check issued prior month; voided in current month
Invoice < \$15,000	American Library Association	07/12/17	IM*0221251	599.00	Other Contractual Services Expense
Employee Reimbursement	Amy C. Hull	07/06/17	IM*E0061892	57.85	Instructional Supplies
Employee Reimbursement	Andre M. Guerra	07/12/17	IM*0221419	725.00	Tuition Reimbursement-Faculty
Employee Reimbursement	Andrea Polites	07/06/17	IM*E0061909	99.00	Dues - Faculty
Employee Reimbursement	Andrea Polites	07/19/17	IM*E0062118	16.76	Funds Held in Custody of Other
Employee Reimbursement	Angela M. Nackovic	07/19/17	IM*E0062116	26.65	Mileage In District / In State
Employee Reimbursement	Angela M. Nackovic	07/26/17	IM*E0062191	17.13	Mileage In District / In State
Employee Reimbursement	Ann E. Rondeau	07/12/17	IM*E0062005	46.36	Mileage In District / In State
Employee Reimbursement	Ann E. Rondeau	07/26/17	IM*E0062193	140.00	Conference/Meeting Expense- Local
Employee Reimbursement	Anthony C. DelGeorge	07/12/17	IM*0221416	29.45	Mileage In District / In State
Invoice < \$15,000	Appetize Technologies, Inc.	07/12/17	IM*E0061924	11,035.00	Equipment - Service
Invoice < \$15,000	Aqua Designs, Inc.	07/12/17	IM*E0061925	1,750.00	Other Contractual Services Expense
Invoice < \$15,000	Aqua Pure Enterprises, Inc.	07/06/17	IM*E0061818	714.46	Maintenance Services Expense
Invoice < \$15,000	Aramark Services, Inc. D/B/A Ginkgo Catering	07/03/17	IM*0220913	500.00	Conference/Meeting Expense- Local
Invoice < \$15,000	Aramark Uniform Services	07/12/17	IM*0221252	287.26	Instructional Service Contribution
Invoice < \$15,000	Arrow International, Inc.	07/12/17	IM*0221253	1,058.63	Instructional Supplies
Invoice < \$15,000	ASI, Illinois	07/06/17	IM*E0061819	3,237.00	Maintenance Supplies
Invoice < \$15,000	ASI, Illinois	07/12/17	IM*E0061926	2,948.00	Building Remodeling Expense
Invoice < \$15,000	AT&T - Carol Stream	07/12/17	IM*0221254	201.60	Telephone Expense
Invoice < \$15,000	AT&T - Carol Stream	07/12/17	IM*0221255	1,540.40	Telephone Expense
Invoice < \$15,000	AT&T - Carol Stream	07/12/17	IM*0221256	2,340.77	Telephone Expense
Invoice < \$15,000	AT&T Mobility	07/12/17	IM*0221257	555.06	Conference/Meeting Expense- Local
Invoice < \$15,000	Athlaction Holdings, LLC	07/12/17	IM*0221258	1,500.00	Other Contractual Services Expense
Invoice < \$15,000	Auto Truck Group	07/06/17	IM*E0061820	1,295.50	Vehicle Supplies
Invoice < \$15,000	Autodesk	07/19/17	IM*E0062028	1,132.00	Other Contractual Services Expense
Invoice < \$15,000	Automated Logic	07/12/17	IM*0221259	5,863.33	Facilities Maintenance Service
Invoice < \$15,000	Automation Direct	07/06/17	IM*E0061821	21.25	Instructional Supplies
Invoice < \$15,000	Automation Direct	07/19/17	IM*E0062029	2,202.35	Instructional Supplies
Invoice < \$15,000	Avi Manapragada	07/12/17	IM*0221335	29.52	Other Conference & Meeting Expense
Invoice < \$15,000	Ayman F. Farooqui	07/19/16	IM*0205553	(127.59)	check issued prior month; voided in current month

D. All Disbursements Excluding Payroll
College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS

CHECKS ISSUED DURING ACCOUNTING MONTH - JULY 2017

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Click "About COD"; then click "COD Financial Documents"; then click Third Party Invoices and select a month					
AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice < \$15,000	Ayman F. Farooqui	07/12/17	IM*0221242	127.59	Student Grants And Scholarships
Invoice < \$15,000	B&H Foto & Electronics Corporation	07/06/17	IM*E0061822	12,066.91	Equipment < \$2,500 per item
Invoice < \$15,000	B&H Foto & Electronics Corporation	07/12/17	IM*E0061927	10,248.27	Equipment - Instructional
Invoice < \$15,000	B&H Foto & Electronics Corporation	07/19/17	IM*E0062030	1,178.92	Audio/Visual Materials
Invoice < \$15,000	B&H Foto & Electronics Corporation	07/26/17	IM*E0062148	2,460.39	Audio/Visual Materials
Invoice < \$15,000	Bailey Edward Design, Inc	07/06/17	IM*E0061823	7,651.00	Architectural Services Expense
Invoice < \$15,000	Bailey Edward Design, Inc.	07/19/17	IM*E0062031	965.00	Architectural Services Expense
Invoice < \$15,000	Bailey Edward Design, Inc. Bailey Edward Architects	07/12/17	IM*E0061928	13,815.58	Architectural Services Expense
Invoice < \$15,000	Banc Certified Merchant Services	07/12/17	IM*0221260	96.00	Other Contractual Services Expense
Employee Reimbursement	Barbara J. Coe	07/19/17	IM*E0062087	554.00	Tuition Reimbursement-Faculty
Invoice < \$15,000	Batteries Plus-Glen Ellyn	07/06/17	IM*E0061824	788.12	Maintenance Supplies
Invoice < \$15,000	Bell CDL Enterprises, Inc.	07/12/17	IM*E0061930	125.00	Instructional Service Contribution
Invoice < \$15,000	Benco Dental Company	07/12/17	IM*0221261	148.66	Instructional Supplies
Employee Reimbursement	Benjamin C. Johnson	07/19/17	IM*E0062106	654.47	Equipment < \$2,500 per item
Invoice < \$15,000	BHFX Digital Imaging	07/12/17	IM*0221262	785.26	Other Contractual Services Expense
Invoice < \$15,000	Bike a Bee NFP	07/12/17	IM*0221263	300.00	Instructional Supplies
Invoice > \$15,000	Bip66, Limited	07/24/17	IM*E0062136	21,325.00	Equipment - Instructional
Invoice < \$15,000	Bloomsbury Publishing, Inc.	07/12/17	IM*E0061931	1,404.78	Books and Binding Costs
Invoice < \$15,000	Blue Peak Tents, Inc.	07/06/17	IM*E0061825	270.00	Consultants Expense
Invoice < \$15,000	BMC Software, Inc.	07/19/17	IM*E0062032	12,583.83	IT Maintenance Services
Invoice < \$15,000	Boelter Companies	07/12/17	IM*E0061932	7,589.79	Equipment - Instructional
Invoice < \$15,000	Boiler Equipment Company	07/06/17	IM*E0061826	463.80	Maintenance Supplies
Invoice < \$15,000	Breakthru Beverage Illinois, LLC	07/27/17	IM*0221557	3,476.10	Purchase for Resale
Employee Reimbursement	Brian C. Rios	07/12/17	IM*0221430	8.56	Mileage In District / In State
Employee Reimbursement	Brian D. Clement	07/12/17	IM*E0061992	90.72	Instructional Supplies
Employee Reimbursement	Brian D. Clement	07/19/17	IM*E0062086	28.90	Instructional Supplies
Employee Reimbursement	Brian D. Clement	07/26/17	IM*E0062176	214.22	Instructional Supplies
Invoice < \$15,000	Brill USA, Inc.	07/12/17	IM*0221264	120.75	Books and Binding Costs
Invoice < \$15,000	Broadway in Chicago	07/27/17	IM*0221558	6,500.00	Other Contractual Services Expense
Invoice < \$15,000	Buffalo Theatre Ensemble Corp.	07/26/17	IM*E0062149	6,453.37	Art Center Deposit Liability
Invoice > \$15,000	Builders Land, Inc.	07/27/17	IM*E0062204	16,057.35	Building Remodeling Expense
Invoice < \$15,000	Bumper to Bumper	07/12/17	IM*0221267	140.28	Instructional Supplies
Invoice < \$15,000	Buona Catering, LLC	07/03/17	IM*0220914	934.00	Other Conference & Meeting Expense
Invoice < \$15,000	Buona Catering, LLC	07/27/17	IM*0221552	864.00	Conference/Meeting Expense- Local
Invoice < \$15,000	Buswell, LLC D/B/A Envirostat	07/12/17	IM*0221268	1,732.85	Other Contractual Services Expense
Invoice < \$15,000	BWM Global, Inc.	07/12/17	IM*E0061933	1,002.50	Advertising Expense
Employee Reimbursement	Caitlin E. Luetger	07/26/17	IM*0221550	2,700.00	Travel Advances
Employee Reimbursement	Candice M. Johnson	07/06/17	IM*E0061894	206.14	Mileage In District / In State
Invoice < \$15,000	Captain Notepad, Inc.	07/06/17	IM*E0061827	915.29	Advertising Expense
Invoice < \$15,000	Carlisle	07/12/17	IM*0221269	480.00	Instructional Service Contribution
Invoice < \$15,000	Carol Fox & Associates	07/06/17	IM*E0061828	6,000.00	Advertising Expense
Invoice < \$15,000	Carol Fox & Associates	07/12/17	IM*E0061934	7,500.00	Advertising Expense
Employee Reimbursement	Carol L. Sturz	07/12/17	IM*E0062008	325.50	Tuition Reimbursement-Faculty
Employee Reimbursement	Carol S. Giegerich	07/19/17	IM*E0062097	100.00	Dues - Faculty
Invoice < \$15,000	Carolina Biological	07/19/17	IM*E0062033	637.08	Instructional Supplies
Invoice < \$15,000	Carroll Seating Company	07/06/17	IM*E0061829	122.67	Non-Capital Equipment
Invoice < \$15,000	Casco Bay, LLC	07/19/17	IM*E0062034	3,982.00	Conference/Meeting Expense- Local
Employee Reimbursement	Cathleen J. Kaye	07/26/17	IM*E0062184	34.06	Mileage In District / In State
Invoice < \$15,000	Celartem, Inc. D/B/A Extensis	07/19/17	IM*E0062035	10,345.00	Other Contractual Services Expense
Invoice > \$15,000	Cengage Learning, Inc.	07/13/17	IM*E0062011	22,066.60	Books and Binding Costs
Employee Reimbursement	Cesar A. Flores	07/06/17	IM*E0061888	1,649.52	Travel - Out of State
Employee Reimbursement	Charles W. Currier	07/12/17	IM*E0061993	324.51	Travel - In Dist / In State
Employee Reimbursement	Charles W. Currier	07/19/17	IM*E0062088	204.24	Travel - In Dist / In State
Invoice < \$15,000	Charves E. Smith	07/12/17	IM*0221386	96.30	Other Conference & Meeting Expense
Employee Reimbursement	Cheryl A. Novak	07/12/17	IM*0221428	99.00	Instructional Supplies
Invoice < \$15,000	Chicago Doors and Locks, Inc.	07/12/17	IM*0221270	3,219.00	Other Contractual Services Expense
Invoice < \$15,000	Chicago Symphony Orchestra	07/06/17	IM*E0061830	89.81	Art Center Deposit Liability
Invoice < \$15,000	Chicagoland Promotions, LTD	07/12/17	IM*0221271	1,544.00	Funds Held in Custody of Other
Invoice < \$15,000	Christian Fabian	07/03/17	IM*0220916	4,250.00	Prepaid Expenses
Employee Reimbursement	Christiane D. Knapp-Andrews	07/19/17	IM*E0062107	204.06	Travel - Out of State
Employee Reimbursement	Christine L. Fike	07/12/17	IM*0221417	35.23	Instructional Supplies
Employee Reimbursement	Christopher C. Thielman	07/06/17	IM*E0061917	404.44	Travel - Out of State
Invoice < \$15,000	Chronicle of Higher Education	07/12/17	IM*0221272	179.00	Publications
Invoice < \$15,000	Clare Britt	07/12/17	IM*0221265	250.00	Other Contractual Services Expense

D. All Disbursements Excluding Payroll
College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS

CHECKS ISSUED DURING ACCOUNTING MONTH - JULY 2017

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Click "About COD"; then click "COD Financial Documents"; then click Third Party Invoices and select a month					
AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Employee Reimbursement	Clarise M. Kavooras	07/06/17	IM*E0061896	53.97	Other Materials & Supplies Expense
Invoice < \$15,000	Classic Party Rentals	07/03/17	IM*0220915	12,758.51	Other Conference & Meeting Expense
Invoice < \$15,000	Classic Party Rentals	06/28/17	IM*E0061708	(12,758.51)	check issued prior month; voided in current month
Invoice < \$15,000	Clear Channel Outdoor, Inc.	07/12/17	IM*0221273	1,400.00	Advertising Expense
Invoice < \$15,000	CliftonLarsonAllen, LLP	07/11/17	IM*0220974	2,300.00	Audit Services Expense
Invoice < \$15,000	CNS Productions, Inc.	07/26/17	IM*E0062150	208.67	Books and Binding Costs
Invoice < \$15,000	College and University Professional Association	07/12/17	IM*0221276	165.00	Publications
Invoice < \$15,000	College of DuPage	07/12/17	IM*0221274	17.44	Instructional Supplies
Invoice < \$15,000	College of DuPage	07/13/17	IM*0221448	176.88	Instructional Supplies
Invoice < \$15,000	College of Dupage - Petty Cash Art Center	07/12/17	IM*0221275	177.44	Other supplies
Invoice < \$15,000	College of Dupage Foundation	07/06/17	IM*E0061831	346.22	Charitable Contributions
Invoice < \$15,000	College of Dupage Foundation	07/19/17	IM*E0062126	346.22	Charitable Contributions
Invoice < \$15,000	Comcast Holdings Corporation	07/12/17	IM*0221277	27.37	IT Maintenance Services
Invoice < \$15,000	Comcast Spotlight, LLC	07/12/17	IM*0221278	7,437.50	Advertising Expense
Invoice < \$15,000	ComEd/Commonwealth Edison-Carol Stream	07/12/17	IM*0221279	83.94	Electricity Expense
Invoice < \$15,000	ComEd/Commonwealth Edison-Carol Stream	07/12/17	IM*0221280	168.49	Electricity Expense
Invoice < \$15,000	Commercial Alarm Systems	07/19/17	IM*E0062036	1,750.00	Maintenance Services Expense
Invoice > \$15,000	Community College Health Consortium	07/17/17	IM*E0062016	1,140,438.36	Medical Premiums June 2017 Payrolls
Invoice < \$15,000	Computer Discount Warehouse	07/06/17	IM*E0061832	35.06	Office Supplies
Invoice < \$15,000	Computer Discount Warehouse	07/12/17	IM*E0061935	1,162.61	Office Supplies
Invoice < \$15,000	Computer Discount Warehouse	07/19/17	IM*E0062037	779.50	Instructional Supplies
Invoice < \$15,000	Computer Discount Warehouse	07/26/17	IM*E0062151	6,349.68	Other Materials & Supplies Expense
Invoice < \$15,000	Concordia University Chicago	07/13/17	IM*0221443	1,850.00	Tuition Reimbursement-Classified
Invoice > \$15,000	Construction Solutions of Illinois	07/19/17	IM*0221501	115,588.00	Building Remodeling Expense
Invoice < \$15,000	Consulab Educatech, Inc.	07/12/17	IM*0221282	10,995.00	Equipment - Instructional
Invoice < \$15,000	Cordogan Clark & Associates, Inc.	07/12/17	IM*E0061936	856.00	Architectural Services Expense
Invoice > \$15,000	Cordogan Clark & Associates, Inc.	07/24/17	IM*E0062137	24,750.00	Architectural Services Expense
Invoice > \$15,000	Corporate Lakes Property	07/19/17	IM*E0062020	16,195.77	Rental Facility
Invoice > \$15,000	Correct Digital Displays, Inc.	07/13/17	IM*E0062012	33,992.00	Equipment - Instructional
Invoice < \$15,000	CPP, Inc.	07/12/17	IM*E0061937	2,760.00	Instructional Supplies
Invoice < \$15,000	Credentials, Inc.	07/12/17	IM*E0061938	33.00	Maintenance Services Expense
Invoice < \$15,000	Curtis E. Davis	07/12/17	IM*0221286	1,405.20	Retiree Healthcare Payments
Invoice < \$15,000	Cynmar, LLC	07/12/17	IM*0221284	392.78	Instructional Supplies
Invoice < \$15,000	Danette Connors	07/12/17	IM*0221281	250.00	Conference/Meeting Expense- Local
Employee Reimbursement	Daniel J. Deasy	07/12/17	IM*0221415	363.57	Mileage In District / In State
Employee Reimbursement	David J. Kramer	07/06/17	IM*E0061898	352.67	Instructional Supplies
Employee Reimbursement	David J. Kramer	07/19/17	IM*E0062108	218.00	Instructional Supplies
Invoice > \$15,000	Dean Caminiti	07/24/17	IM*0221539	15,000.00	Equipment - Instructional
Employee Reimbursement	Debbie J. Henderson	07/24/17	IM*0221523	110.60	Postage
Employee Reimbursement	Deborah Adelman	07/12/17	IM*0221409	285.00	Dues - Faculty
Employee Reimbursement	Debra Jeffay	07/26/17	IM*E0062182	94.72	Mileage In District / In State
Employee Reimbursement	Debra L. Hasse	07/19/17	IM*E0062100	231.70	Mileage In District / In State
Employee Reimbursement	Dejang Liu	07/06/17	IM*E0061899	420.38	Publications
Invoice > \$15,000	Delphi Productions, Inc.	07/13/17	IM*E0062013	66,215.31	Building Remodeling Expense
Invoice > \$15,000	Delta Dental of Illinois	07/17/17	IM*0221454	50,201.98	Dental PPO Premium 01/01/17
Invoice < \$15,000	Demco, Inc.	07/06/17	IM*E0061833	1,946.97	Office Supplies
Invoice < \$15,000	Demco, Inc.	07/19/17	IM*E0062038	49.03	Instructional Supplies
Invoice > \$15,000	Department of Treasury	07/06/17	IM*A587	746,853.11	Withholding Tax - Federal Tax 7/6/17 PR
Invoice > \$15,000	Department of Treasury	07/19/17	IM*A589	717,103.01	Withholding Tax - Federal Tax 7/20/17 PR
Invoice < \$15,000	Dharma Trading Company	07/12/17	IM*0221287	860.22	Instructional Supplies
Employee Reimbursement	Diana L. Martinez	07/19/17	IM*E0062111	245.98	Other Conference & Meeting Expense
Employee Reimbursement	Diane L. Gryglak	07/19/17	IM*E0062098	97.00	Dues - Faculty
Employee Reimbursement	Diane R. Szakonyi	07/06/17	IM*E0061916	17.13	Mileage In District / In State
Invoice < \$15,000	Discount School Supply	07/06/17	IM*E0061834	2,552.05	Instructional Supplies
Invoice < \$15,000	DML Solutions, Inc.	07/19/17	IM*E0062039	744.47	Advertising Expense
Employee Reimbursement	Donna H. Stewart	06/28/17	IM*E0061807	(335.42)	check issued prior month; voided current month
Employee Reimbursement	Donna H. Stewart	07/06/17	IM*E0061871	335.42	Mileage In District / In State
Employee Reimbursement	Donna M. Kanak	07/06/17	IM*E0061895	443.67	Tuition Reimbursement-Faculty
Invoice < \$15,000	Doris Levine	07/12/17	IM*0221330	8,984.00	Retiree Healthcare Payments
Invoice < \$15,000	Dupage Convention & Visitors	07/26/17	IM*E0062152	2,900.00	Advertising Expense
Invoice < \$15,000	DuPage County	07/17/17	IM*0221449	2,076.80	Other Contractual Services Expense
Invoice < \$15,000	DuPage County	07/17/17	IM*0221456	2,781.80	Other Contractual Services Expense
Invoice < \$15,000	DuPage County	07/19/17	IM*0221503	6,870.70	Building Remodeling Expense
Invoice < \$15,000	DuPage County	07/19/17	IM*0221504	6,464.40	Building Remodeling Expense

D. All Disbursements Excluding Payroll
College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS

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AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice < \$15,000	DuPage County	07/19/17	IM*0221516	4,251.70	Building Remodeling Expense
Invoice < \$15,000	DuPage County	07/24/17	IM*0221521	2,293.80	Other Contractual Services Expense
Invoice > \$15,000	DuPage Credit Union	07/06/17	IM*E0061873	31,392.80	Credit Union PR Deduction 7/6/17 PR
Invoice > \$15,000	DuPage Credit Union	07/19/17	IM*E0062130	31,042.80	Credit Union PR Deduction 7/20/17 PR
Invoice < \$15,000	Dupage Dodge Chrysler Jeep	07/12/17	IM*0221288	51.44	Purchase for Resale
Invoice < \$15,000	Dynegy Energy Services, LLC	07/12/17	IM*0221289	3,232.70	Electricity Expense
Invoice > \$15,000	Dynegy Energy Services, LLC	07/13/17	IM*0221442	149,060.82	Electricity Expense
Invoice < \$15,000	EBSCO Information Services	07/12/17	IM*E0061939	486.86	Publications
Invoice < \$15,000	EBSCO Information Services	07/19/17	IM*E0062040	14,805.00	Books and Binding Costs
Invoice > \$15,000	Economic Modeling, LLC	07/24/17	IM*E0062138	22,500.00	Other Contractual Services Expense
Invoice < \$15,000	Education Loan - AES PHEAA	07/06/17	IM*0220948	247.48	Wage Assignments
Employee Reimbursement	Edward Haskell	07/06/17	IM*E0061891	112.64	Mileage In District / In State
Invoice < \$15,000	Edward Hospital & Health Services	07/12/17	IM*E0061940	128.00	Instructional Service Contribution
Invoice < \$15,000	Edward Hospital & Health Services	07/26/17	IM*E0062153	315.00	Instructional Service Contribution
Invoice < \$15,000	ELFCO	07/19/17	IM*E0062041	2,617.89	Instructional Supplies
Invoice < \$15,000	ELFCO	07/26/17	IM*E0062154	302.45	Instructional Supplies
Invoice < \$15,000	Elliott Auto Supply Company, Inc.	07/12/17	IM*0221290	40.02	Purchase for Resale
Invoice < \$15,000	Ellician	07/06/17	IM*E0061835	2,847.00	IT Maintenance Services
Employee Reimbursement	Elmir Husetovic	07/19/17	IM*E0062104	62.66	Audio/Visual Materials
Invoice < \$15,000	Engineering Resource	07/12/17	IM*0221291	1,200.00	Other Contractual Services Expense
Invoice < \$15,000	Equipment International, LTD	07/06/17	IM*E0061836	338.50	Maintenance Services Expense
Invoice < \$15,000	Equipment International, LTD	07/26/17	IM*E0062155	241.50	Maintenance Services Expense
Invoice < \$15,000	Eric V. Holst	07/12/17	IM*0221310	1,000.00	Other Contractual Services Expense
Invoice > \$15,000	ESM Solutions Corporation	07/19/17	IM*E0062125	35,339.00	IT Maintenance Services
Invoice < \$15,000	Euclid Beverage, LTD	07/27/17	IM*0221559	4,716.50	Purchase for Resale
Employee Reimbursement	Evelyn Y. Cummings	07/06/17	IM*E0061885	14.99	Instructional Supplies
Invoice < \$15,000	Evoqua Water Technologies, LLC	07/12/17	IM*0221292	761.68	Maintenance Services Expense
Invoice < \$15,000	Ewert, Inc.	07/12/17	IM*0221293	2,476.50	Maintenance Supplies
Invoice < \$15,000	Expedia Construction Corporation	07/06/17	IM*E0061837	9,321.49	Land Improvements
Invoice < \$15,000	Fastsigns - Naperville	07/12/17	IM*0221294	4,095.04	Other Materials & Supplies Expense
Invoice < \$15,000	Flinn Scientific	07/12/17	IM*0221295	386.90	Instructional Supplies
Invoice < \$15,000	Follett Higher Education	07/12/17	IM*E0061941	3,243.64	Other Students Bookbills
Invoice < \$15,000	Follett's College of DuPage	07/12/17	IM*0221296	1,098.92	Instructional Supplies
Invoice < \$15,000	Fontis Solutions	07/18/17	IM*0221476	2,706.22	Other Conference & Meeting Expense
Invoice < \$15,000	Fortune Fish Company	07/06/17	IM*E0061838	665.95	Instructional Supplies
Invoice < \$15,000	Fortune Fish Company	07/19/17	IM*E0062042	192.30	Instructional Supplies
Invoice < \$15,000	Forward Space	07/12/17	IM*0221297	812.92	Building Remodeling Expense
Invoice < \$15,000	Fox Valley Fire & Safety Company, Inc.	07/12/17	IM*E0061943	1,684.00	Maintenance Services Expense
Invoice < \$15,000	Fred Pryor Seminars	07/12/17	IM*0221298	99.00	Tuition Reimbursement-Classified
Employee Reimbursement	Gail S. Laurent	07/26/17	IM*E0062186	25.00	Dues - Faculty
Invoice < \$15,000	Gary Gand Music, Inc.	07/06/17	IM*E0061839	505.00	Other supplies
Invoice < \$15,000	Gathering of Healthcare Simulation Technology Specialists	07/27/17	IM*0221553	503.00	Tuition Reimbursement-Classified
Invoice < \$15,000	George Jorgensen	07/12/17	IM*0221321	2,277.11	Retiree Healthcare Payments
Employee Reimbursement	Gilbert J. Egge	07/19/17	IM*E0062092	113.72	Travel - Out of State
Employee Reimbursement	Gilbert J. Egge	07/31/17	IM*E0062205	8,900.00	Travel Advances
Employee Reimbursement	Gina K. Wheatley	07/26/17	IM*E0062201	12.31	Mileage In District / In State
Employee Reimbursement	Glenn A. Hansen	07/06/17	IM*E0061890	131.25	Dues - Faculty
Invoice < \$15,000	Global Equipment Company, Inc.	07/19/17	IM*E0062043	611.00	Equipment - Office
Invoice < \$15,000	Gloria Siolidis D/B/A County Court Reporters, Inc.	07/12/17	IM*E0061944	788.80	Other Contractual Services Expense
Invoice < \$15,000	Gold Coast Armory, LLC	07/12/17	IM*0221300	14,112.00	Inventory
Invoice < \$15,000	Grainger - Downers Grove	07/12/17	IM*E0061945	324.94	Instructional Supplies
Invoice < \$15,000	Grainger - Downers Grove	07/19/17	IM*E0062044	36.48	Instructional Supplies
Invoice < \$15,000	Grainger - Downers Grove	07/26/17	IM*E0062156	1,599.13	Maintenance Supplies
Invoice < \$15,000	Grand Stage Lighting Company, Inc.	07/12/17	IM*0221301	252.71	Other Materials & Supplies Expense
Invoice < \$15,000	Graphware, Inc.	07/12/17	IM*0221302	299.00	Other Contractual Services Expense
Invoice < \$15,000	Great Clips, Inc.	07/12/17	IM*0221303	65.00	Agency Scholarships
Invoice < \$15,000	Great Lakes Higher Education Guaranty Corp.	07/06/17	IM*0220949	481.75	Wage Assignments
Invoice < \$15,000	Great Lakes Higher Education Guaranty Corp.	07/19/17	IM*0221505	481.75	Wage Assignments
Invoice < \$15,000	Great Lakes Kwik Space	07/19/17	IM*E0062045	99.00	Office Supplies
Invoice < \$15,000	Green Group Enterprises, LLC	07/12/17	IM*0221305	1,963.50	Instructional Supplies
Invoice < \$15,000	Grey House Publishing	07/12/17	IM*0221306	211.50	Books and Binding Costs
Invoice < \$15,000	Ground Pros, Inc.	07/06/17	IM*E0061840	730.00	Maintenance Services Expense
Invoice < \$15,000	Ground Pros, Inc.	07/12/17	IM*E0061946	400.00	Maintenance Services Expense
Invoice < \$15,000	GW Berkheimer Co., Inc.	07/12/17	IM*E0061947	398.40	Maintenance Supplies

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College of DuPage
Community College District No. 502
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AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice < \$15,000	Hagay Fringero D/B/A Guy King	07/27/17	IM*0221551	3,400.00	Other Contractual Services Expense
Invoice < \$15,000	Harvard Business School Publishing	07/12/17	IM*0221307	109.00	Publications
Employee Reimbursement	Helen E. Gbala	07/06/17	IM*E0061889	470.45	Travel - In Dist / In State
Invoice < \$15,000	Henry Schein	07/12/17	IM*0221308	1,501.25	Instructional Supplies
Invoice < \$15,000	Heritage FS, Inc.	07/12/17	IM*E0061948	386.19	Instructional Service Contribution
Invoice < \$15,000	Heritage FS, Inc.	07/26/17	IM*E0062157	292.82	Instructional Service Contribution
Invoice < \$15,000	Hines Building Supply - US LBM, LLC	07/12/17	IM*0221309	414.24	Maintenance Supplies
Invoice < \$15,000	Holstein's Garage	07/12/17	IM*E0061949	35.00	Maintenance Services Expense
Invoice < \$15,000	IBISWorld, Inc.	07/19/17	IM*E0062046	13,360.00	Books and Binding Costs
Invoice > \$15,000	Icelandair Hotels	07/26/17	IM*W495	19,186.90	International Travel
Invoice > \$15,000	ICISP	07/26/17	IM*E0062141	28,500.00	International Travel
Invoice < \$15,000	ICOR Products	07/12/17	IM*0221312	2,293.55	Maintenance Supplies
Invoice > \$15,000	Ideal Heating Company	07/19/17	IM*0221502	103,555.00	Infrastructure Expense
Invoice > \$15,000	IDES-Magnetic Media Unit	07/06/17	IM*A588	148,443.82	Withholding Tax - State
Invoice > \$15,000	IDES-Magnetic Media Unit	07/20/17	IM*AA590	190,792.00	Withholding Tax - State
Invoice > \$15,000	Illinois Community College Risk Consortium	07/03/17	IM*0220918	1,315,529.00	FY18 College Insurance Renewal
Invoice < \$15,000	Illinois Department of Central Management Services	07/12/17	IM*0221313	2,930.00	IT Maintenance Services
Invoice < \$15,000	Illinois Department of Revenue	07/26/17	IM*A593	841.12	Hotel/Motel Tax
Invoice < \$15,000	Illinois Department of Revenue	07/26/17	IM*A594	3,271.00	Sales Tax
Invoice < \$15,000	Illinois Education Association	07/06/17	IM*E0061842	232.32	Professional Dues
Invoice < \$15,000	Illinois Education Association	07/19/17	IM*E0062128	217.80	Professional Dues
Invoice < \$15,000	Illinois Food Retailers Association Education Found	07/12/17	IM*0221314	500.00	Agency Scholarships
Invoice < \$15,000	Illinois Fraternal Order of Police	07/06/17	IM*E0061841	317.60	Professional Dues
Invoice < \$15,000	Illinois Fraternal Order of Police	07/19/17	IM*E0062127	317.60	Professional Dues
Invoice < \$15,000	Illinois Heartland Library System	07/12/17	IM*0221315	33.50	Other Contractual Services Expense
Invoice < \$15,000	Illinois Mailing Systems, Inc.	07/12/17	IM*E0061950	475.00	Office Supplies
Invoice < \$15,000	Illinois Student Assistance Commission	07/19/17	IM*0221508	195.16	Wage Assignments
Invoice < \$15,000	Illinois Student Assistance Commission-Student Loan	07/06/17	IM*0220961	195.16	Wage Assignments
Invoice < \$15,000	Illinois TESOL/BE	07/12/17	IM*0221316	170.00	Other Conference & Meeting Expense
Invoice < \$15,000	Intelligent Lighting Creations	07/06/17	IM*E0061843	2,834.40	Other supplies
Invoice < \$15,000	Interiors for Business, Inc.	07/06/17	IM*E0061844	1,120.14	Equipment - Office
Invoice < \$15,000	Interiors for Business, Inc.	07/12/17	IM*E0061951	2,189.78	Other Contractual Services Expense
Invoice < \$15,000	Interiors for Business, Inc.	07/19/17	IM*E0062047	8,882.42	Conference/Meeting Expense- Local
Invoice < \$15,000	Interline Brands, Inc.	07/06/17	IM*E0061845	250.00	Maintenance Supplies
Invoice < \$15,000	International Union of Operating Engineers	07/06/17	IM*0220951	628.78	Professional Dues
Invoice < \$15,000	International Union of Operating Engineers	07/19/17	IM*0221507	628.78	Professional Dues
Invoice < \$15,000	Intersection Media Holdings, Inc.	07/19/17	IM*E0062048	1,575.00	Advertising Expense
Invoice < \$15,000	Ithaca Harbors, Inc.	07/26/17	IM*E0062158	9,300.00	Books and Binding Costs
Invoice < \$15,000	J W Pepper Music	07/12/17	IM*E0061952	524.95	Instructional Supplies
Invoice < \$15,000	J W Pepper Music	07/26/17	IM*E0062159	1,466.94	Instructional Supplies
Invoice < \$15,000	J.G. Uniforms, Inc.	07/12/17	IM*0221317	168.00	Recruitment Expense
Employee Reimbursement	Jacquelyn K. Weaver	07/12/17	IM*0221433	26.22	Mileage In District / In State
Invoice < \$15,000	Jakprints	07/12/17	IM*0221318	139.03	Office Supplies
Invoice < \$15,000	Jameco Electronics	07/12/17	IM*0221319	53.30	Instructional Supplies
Employee Reimbursement	James E. Allen	07/19/17	IM*E0062082	57.13	Conference/Meeting Expense- Local
Employee Reimbursement	James E. Allen	07/26/17	IM*E0062173	530.00	Funds Held in Custody of Other
Employee Reimbursement	James Nocera	07/19/17	IM*E0062117	149.50	Audio/Visual Materials
Employee Reimbursement	James Nocera	07/26/17	IM*E0062192	90.78	Mileage In District / In State
Employee Reimbursement	James P. Bowers	07/12/17	IM*0221411	9,271.22	Travel - Out of State
Employee Reimbursement	James R. Nehls	07/12/17	IM*0221426	300.00	Tuition Reimbursement-Classified
Employee Reimbursement	James R. Tumavich	07/06/17	IM*E0061918	495.25	Instructional Supplies
Employee Reimbursement	James W. Janich	07/19/17	IM*E0062105	1,248.02	Travel - Out of State
Employee Reimbursement	Jamie L. Fredericks	07/19/17	IM*E0062094	133.96	Instructional Supplies
Employee Reimbursement	Jamie L. Fredericks	07/26/17	IM*E0062179	101.90	Instructional Supplies
Employee Reimbursement	Jane E. Schubert	07/06/17	IM*E0061913	667.38	Travel - Out of State
Employee Reimbursement	Jane M. Smith	07/19/17	IM*E0062120	78.60	Other Conference & Meeting Expense
Employee Reimbursement	Janelle M. Walker	07/06/17	IM*E0061919	1,970.34	Travel - Out of State
Employee Reimbursement	Jarret M. Dyer	07/19/17	IM*E0062091	578.10	Travel - Out of State
Employee Reimbursement	Jason T. Ertz	07/12/17	IM*E0061995	192.96	Mileage In District / In State
Invoice < \$15,000	JC Licht	07/06/17	IM*E0061846	1,594.27	Maintenance Supplies
Invoice < \$15,000	JC Licht	07/19/17	IM*E0062049	7.99	Maintenance Supplies
Employee Reimbursement	Jeffrey A. Papp	07/12/17	IM*E0062004	39.59	Mileage In District / In State
Invoice < \$15,000	Jeffrey A. Poindexter	07/12/17	IM*0221364	1,000.00	Other Contractual Services Expense
Employee Reimbursement	Jelymar Mejia	07/12/17	IM*0221424	110.89	Office Supplies

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AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Employee Reimbursement	Jennifer A. Charles	07/06/17	IM*E0061883	447.50	Tuition Reimbursement-Classified
Employee Reimbursement	Jennifer A. McIntosh	07/06/17	IM*E0061904	186.72	Mileage In District / In State
Employee Reimbursement	Jennifer A. McIntosh	07/12/17	IM*E0061999	200.00	Dues - Administrators
Employee Reimbursement	Jenny E. Cerpa	07/06/17	IM*E0061882	76.51	Mileage In District / In State
Invoice < \$15,000	Jesse White Foundation	07/12/17	IM*0221320	500.00	Agency Scholarships
Invoice < \$15,000	JMA Construction, Inc.	07/12/17	IM*E0061953	575.00	Other Contractual Services Expense
Invoice < \$15,000	JMA Construction, Inc.	07/19/17	IM*E0062050	8,450.00	Other Contractual Services Expense
Employee Reimbursement	Jose R. Alferez	07/12/17	IM*E0061986	6.42	Mileage In District / In State
Employee Reimbursement	Joseph A. Moran	07/06/17	IM*E0061905	149.00	Tuition Reimbursement-Faculty
Employee Reimbursement	Joseph C. Cassidy	07/12/17	IM*E0061990	50.00	Instructional Supplies
Employee Reimbursement	Joseph C. Cassidy	07/26/17	IM*E0062175	70.04	Travel - In Dist / In State
Employee Reimbursement	Joseph W. Hopper	07/19/17	IM*E0062103	307.63	Other supplies
Employee Reimbursement	Joseph Z. Aranki	07/19/17	IM*E0062083	57.97	Equipment < \$2,500 per item
Invoice < \$15,000	JuCo Football Scouting, LLC.	07/12/17	IM*0221322	500.00	Other Contractual Services Expense
Employee Reimbursement	Judy L. Carino	07/06/17	IM*E0061881	497.24	Travel - Out of State
Employee Reimbursement	Judy L. Carino	07/12/17	IM*E0061989	319.00	Dues - Faculty
Employee Reimbursement	Julia E. Newby	07/12/17	IM*0221427	11.77	Mileage In District / In State
Employee Reimbursement	Justin P. Witte	07/26/17	IM*E0062202	346.76	Other supplies
Invoice < \$15,000	K. K. Stevens Company	07/12/17	IM*E0061954	1,108.85	Consultants Expense
Invoice < \$15,000	Kailey Rockwell	07/12/17	IM*0221373	1,000.00	Other Contractual Services Expense
Invoice < \$15,000	Kankakee Community College	07/12/17	IM*0221323	50.00	Dues
Employee Reimbursement	Katherine Thompson	07/26/17	IM*E0062198	39.78	Mileage In District / In State
Employee Reimbursement	Kathleen A. Smid	07/06/17	IM*E0061915	37.99	Mileage In District / In State
Invoice < \$15,000	Kathryn R. Alexander	07/12/17	IM*0221247	239.80	Recruitment Expense
Employee Reimbursement	Kelly A. Bachewicz	07/06/17	IM*E0061877	83.95	Instructional Supplies
Employee Reimbursement	Kelly A. Bachewicz	07/12/17	IM*E0061987	68.52	Instructional Supplies
Employee Reimbursement	Kelly A. Bachewicz	07/26/17	IM*E0062174	77.75	Instructional Supplies
Employee Reimbursement	Kenneth J. Orenic	07/06/17	IM*E0061907	300.00	Tuition Reimbursement-Faculty
Employee Reimbursement	Kenneth L. Scott	07/06/17	IM*E0061914	447.10	Mileage In District / In State
Invoice > \$15,000	Key Code Media	07/13/17	IM*0221439	131,462.58	Equipment - Instructional
Employee Reimbursement	Kimberly G. Morris	07/06/17	IM*E0061906	1,072.64	Other supplies
Employee Reimbursement	Kimberly G. Morris	07/12/17	IM*E0062002	276.00	Other supplies
Employee Reimbursement	Kimberly G. Morris	07/19/17	IM*E0062114	1,069.25	Other supplies
Invoice < \$15,000	Kirk Muspratt	07/26/17	IM*E0062143	4,250.00	Other Contractual Services Expense
Invoice < \$15,000	Krage's Tire Centers, Inc.	07/12/17	IM*0221325	1,895.88	Maintenance Services Expense
Employee Reimbursement	Kristina F. Henderson	07/26/17	IM*E0062180	81.21	Other Conference & Meeting Expense
Employee Reimbursement	Krystina E. LaSorsa	07/19/17	IM*E0062109	36.02	Travel - In Dist / In State
Employee Reimbursement	Krystina E. LaSorsa	07/26/17	IM*E0062185	330.00	Tuition Reimbursement-Classified
Employee Reimbursement	Laura M. Smith	07/19/17	IM*E0062121	145.00	Mileage In District / In State
Employee Reimbursement	Laura M. Smith	07/26/17	IM*E0062196	92.74	Mileage In District / In State
Employee Reimbursement	Lauren G. Morgan	07/12/17	IM*E0062001	537.75	Rental - Equipment
Employee Reimbursement	Lauren G. Morgan	07/19/17	IM*E0062113	490.00	Tuition Reimbursement-Faculty
Invoice < \$15,000	Leadal MFG Group, Inc.	07/12/17	IM*0221327	1,200.00	Maintenance Services Expense
Invoice < \$15,000	Len's Ace Hardware, Inc.	07/26/17	IM*E0062160	265.88	Other supplies
Invoice < \$15,000	Len's Ace Hardware-Glen Ellyn	07/12/17	IM*0221328	206.71	Maintenance Supplies
Invoice < \$15,000	Les Dames D'Escoffier, LTD	07/12/17	IM*0221329	520.83	Agency Scholarships
Employee Reimbursement	Lisa A. Higgins	07/26/17	IM*E0062181	339.73	Travel - Out of State
Invoice < \$15,000	Lisa Altrui	06/28/17	IM*0220707	(5,500.00)	check issued prior month; voided in current month
Invoice < \$15,000	Lisa Altrui D/B/A Terminus 13, LLC	07/24/17	IM*0221538	5,500.00	Other Contractual Services Expense
Employee Reimbursement	Lisa M. Ely	07/06/17	IM*E0061886	205.04	Mileage In District / In State
Employee Reimbursement	Lisa M. Vondra	07/12/17	IM*E0062010	104.33	Mileage In District / In State
Invoice < \$15,000	Lisle-Woodridge Fire District	07/12/17	IM*0221331	375.00	Consultants Expense
Invoice < \$15,000	Live Reps Call Center, LLC	07/06/17	IM*E0061847	729.11	Other Contractual Services Expense
Invoice < \$15,000	Lombard Toyota	07/12/17	IM*0221332	298.26	Purchase for Resale
Employee Reimbursement	Lori J. Patnaude	07/06/17	IM*E0061908	666.34	Tuition Reimbursement-Classified
Invoice < \$15,000	Loyola University Chicago	07/12/17	IM*0221333	4,723.76	Other Contractual Services Expense
Invoice < \$15,000	Luis G. Garcia	07/12/17	IM*0221299	165.80	Other Conference & Meeting Expense
Invoice < \$15,000	Luke A. Lattmann	07/12/17	IM*0221326	86.67	Other Conference & Meeting Expense
Invoice < \$15,000	Luke A. Lattmann	07/17/17	IM*0221452	28.89	Other Conference & Meeting Expense
Invoice < \$15,000	LYRISIS	07/12/17	IM*E0061955	1,725.00	Dues
Invoice < \$15,000	M&M The Special Events Company	07/12/17	IM*E0061956	302.70	Other Conference & Meeting Expense
Invoice < \$15,000	M&M The Special Events Company	07/26/17	IM*E0062161	1,465.69	Consultants Expense
Invoice < \$15,000	Madison Instruments, Inc.	07/19/17	IM*E0062051	1,700.00	Instructional Supplies
Invoice < \$15,000	Mainstage Theatrical Supply, Inc.	07/13/17	IM*0221444	5,245.00	Equipment - Service

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College of DuPage
Community College District No. 502
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AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Employee Reimbursement	Margaret R. Hernandez	07/12/17	IM*0221420	10.17	Mileage In District / In State
Invoice < \$15,000	Marilyn O. Marshall	07/06/17	IM*0220953	238.00	Wage Assignments
Invoice < \$15,000	Marilyn O. Marshall	07/19/17	IM*0221509	238.00	Wage Assignments
Employee Reimbursement	Mark J. Brady	07/06/17	IM*E0061879	62.83	Travel - In Dist / In State
Employee Reimbursement	Mark J. Sutherland	07/31/17	IM*E0062206	4,700.00	Travel Advances
Invoice > \$15,000	Marsh USA, Inc.	07/12/17	IM*0221437	57,127.00	Other Contractual Services Expense
Employee Reimbursement	Martin Bartz	07/19/17	IM*E0062084	129.90	Instructional Supplies
Invoice < \$15,000	Martina A. Magnusson	07/12/17	IM*0221334	800.00	Advertising Expense
Employee Reimbursement	Mary S. Konkel	07/06/17	IM*E0061897	240.00	Tuition Reimbursement-Faculty
Invoice < \$15,000	Matthew Bubulka	07/12/17	IM*0221266	154.08	Other Conference & Meeting Expense
Invoice < \$15,000	Maxient, LLC	07/26/17	IM*E0062162	7,000.00	IT Maintenance Services
Invoice < \$15,000	McMaster Carr Supply	07/12/17	IM*0221336	279.00	Maintenance Supplies
Employee Reimbursement	Melissa B. Schertz	07/06/17	IM*E0061912	385.00	Dues - Classified
Employee Reimbursement	Melissa B. Schertz	07/12/17	IM*E0062007	830.62	Travel - Out of State
Employee Reimbursement	Melissa B. Schertz	07/26/17	IM*E0062194	10.60	Mileage In District / In State
Employee Reimbursement	Melissa M. Fanella	07/12/17	IM*E0061996	54.13	Advertising Expense
Employee Reimbursement	Melissa M. Fanella	07/19/17	IM*E0062093	29.00	Advertising Expense
Employee Reimbursement	Melissa M. Mouritsen	07/12/17	IM*0221425	226.00	Publications
Invoice < \$15,000	Mergent, Inc.	07/12/17	IM*E0061958	3,000.00	Books and Binding Costs
Invoice < \$15,000	Mergent, Inc.	07/19/17	IM*E0062052	793.00	Books and Binding Costs
Employee Reimbursement	Michael D. Johnson	07/12/17	IM*0221421	106.98	Instructional Supplies
Employee Reimbursement	Michael J. Dietz	07/19/17	IM*E0062090	775.31	Travel - Out of State
Employee Reimbursement	Michael R. Maddox	07/19/17	IM*E0062110	1,410.00	Tuition Reimbursement-Faculty
Employee Reimbursement	Michael W. Moon	07/26/17	IM*E0062188	87.97	Other supplies
Invoice < \$15,000	Michel, LLC	07/12/17	IM*0221337	7,793.98	Equipment - Instructional
Invoice < \$15,000	Midway Staffing, Inc.	07/26/17	IM*E0062163	6,230.18	Custodial Services
Invoice < \$15,000	Midwest Groundcovers	07/12/17	IM*E0061959	2,566.30	Maintenance Supplies
Invoice < \$15,000	Midwest Groundcovers	07/19/17	IM*E0062053	190.35	Instructional Supplies
Invoice < \$15,000	Midwest Veterinary Supply, Inc.	07/12/17	IM*0221338	22.30	Instructional Supplies
Invoice < \$15,000	Military Order of The Purple Heart	07/12/17	IM*0221339	2,338.00	Agency Scholarships
Invoice < \$15,000	Minibus Shuttle Service	07/11/17	IM*W491	595.67	International Travel
Invoice < \$15,000	Motion Industries	07/12/17	IM*0221340	1,522.45	Maintenance Supplies
Invoice < \$15,000	MSC Industrial Supply	07/12/17	IM*0221341	1,715.95	Maintenance Services Expense
Invoice < \$15,000	NAPA Auto Parts - Glen Ellyn	07/12/17	IM*E0061960	5,998.00	Other Materials & Supplies Expense
Invoice < \$15,000	NAPA Auto Parts - Glen Ellyn	07/19/17	IM*E0062054	157.51	Purchase for Resle
Invoice < \$15,000	Nasco	07/12/17	IM*0221342	985.84	Instructional Supplies
Invoice < \$15,000	Nathan R. Klapatch	07/12/17	IM*0221324	96.30	Other Conference & Meeting Expense
Invoice < \$15,000	Nathan R. Klapatch	07/17/17	IM*0221451	32.10	Other Conference & Meeting Expense
Invoice < \$15,000	National Engravers, Inc.	07/06/17	IM*E0061848	649.00	Instructional Supplies
Invoice < \$15,000	National Pen Company, LLC	07/12/17	IM*0221343	310.00	Advertising Expense
Invoice < \$15,000	National Lift Truck, Inc.	07/12/17	IM*0221344	616.52	Maintenance Services Expense
Invoice > \$15,000	Navia Benefit Solutions	07/19/17	IM*A591	23,489.89	HSA Employee/COD Contribution 7/06/17 PR
Invoice > \$15,000	Navia Benefit Solutions	07/24/17	IM*A592	21,075.39	HSA Employee/COD Contribution 01/01/17
Invoice < \$15,000	Navia Benefit Solutions	07/06/17	IM*E0061849	10,565.03	Flexible Spending Accounts
Invoice < \$15,000	Navia Benefit Solutions	07/19/17	IM*E0062133	10,565.03	Flexible Spending Accounts
Invoice < \$15,000	NEMRT	07/12/17	IM*0221346	400.00	Other supplies
Invoice > \$15,000	Net Connection, LLC	07/13/17	IM*0221440	68,570.00	Equipment - Instructional
Invoice < \$15,000	Neuco	07/06/17	IM*E0061850	39.95	Maintenance Supplies
Invoice < \$15,000	Neuco	07/12/17	IM*E0061961	574.92	Maintenance Supplies
Invoice < \$15,000	New Liberty Popcorn, LLC	07/19/17	IM*E0062055	2,945.00	Conference/Meeting Expense- Local
Invoice < \$15,000	Newark Electronics	07/12/17	IM*0221347	9.31	IT Maintenance Services
Invoice > \$15,000	Nicor Enerchange	07/13/17	IM*E0062014	29,033.84	Gas Expense
Invoice < \$15,000	Nicor Gas	07/13/17	IM*E0062015	12,740.50	Gas Expense
Invoice < \$15,000	Nicor Gas	07/19/17	IM*E0062123	167.55	Gas Expense
Invoice < \$15,000	NJCAA-Online Membership	07/19/17	IM*E0062056	2,910.00	Dues
Invoice < \$15,000	Noodle Tools	07/12/17	IM*0221348	1,320.00	Books and Binding Costs
Invoice < \$15,000	North American	07/06/17	IM*E0061851	1,786.55	Maintenance Supplies
Invoice < \$15,000	North American	07/12/17	IM*E0061962	232.52	Maintenance Supplies
Invoice < \$15,000	North American	07/19/17	IM*E0062057	80.00	Maintenance Supplies
Invoice < \$15,000	Northern Illinois University	07/12/17	IM*0221349	1,544.12	Tuition Reimbursement-Classified
Invoice < \$15,000	Northwestern University-Student Accounts	07/12/17	IM*0221350	1,325.00	Tuition Reimbursement-Classified
Invoice < \$15,000	Oaktree Products, Inc.	07/06/17	IM*E0061853	215.00	Instructional Supplies
Invoice < \$15,000	Office Depot	07/12/17	IM*0221351	7,564.82	Office Supplies
Invoice < \$15,000	Office of Glenn B. Stearns	07/06/17	IM*0220954	913.85	Wage Assignments

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AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice < \$15,000	Office of Glenn B. Stearns	07/19/17	IM*0221510	913.85	Wage Assignments
Invoice < \$15,000	Ohio Child Support Payment Central (CSPC)	07/06/17	IM*0220955	449.02	Wage Assignments
Invoice < \$15,000	Ohio Child Support Payment Central (CSPC)	07/19/17	IM*0221511	449.02	Wage Assignments
Invoice < \$15,000	Orbark Productions, LLC	07/24/17	IM*0221519	4,000.00	Other Contractual Services Expense
Invoice < \$15,000	O'Reilly Auto Parts	07/06/17	IM*E0061852	218.87	Maintenance Supplies
Invoice < \$15,000	Oriental Trading Company	07/12/17	IM*E0061963	676.60	Conference/Meeting Expense- Local
Invoice < \$15,000	Oxford University Press	07/12/17	IM*0221359	8.80	Publications
Invoice < \$15,000	PACHS II/Cadence Occupational Health	07/12/17	IM*0221360	767.38	Other Contractual Services Expense
Invoice < \$15,000	Packey Webb Ford	07/06/17	IM*E0061854	1,546.44	Vehicle Supplies
Invoice < \$15,000	Packey Webb Ford	07/12/17	IM*E0061964	108.00	Vehicle Supplies
Invoice < \$15,000	Paddock Publications	07/12/17	IM*E0061965	243.80	Advertising Expense
Invoice < \$15,000	Paddock Publications	07/19/17	IM*E0062058	2,233.00	Advertising Expense
Invoice < \$15,000	Paddock Publications	07/26/17	IM*E0062164	184.00	Instructional Supplies
Invoice < \$15,000	Paper Direct	07/03/17	IM*0220917	131.95	Maintenance Supplies
Invoice < \$15,000	Paper Direct	06/28/17	IM*E0061747	(131.95)	check issued prior month; voided in current month
Employee Reimbursement	Patricia J. Tylka	07/12/17	IM*0221431	649.00	Travel - Out of State
Invoice < \$15,000	Patterson Dental	07/06/17	IM*E0061855	894.94	Instructional Supplies
Invoice < \$15,000	Patterson Dental	07/12/17	IM*E0061966	1,456.66	Instructional Supplies
Employee Reimbursement	Paul G. Zakowski	07/12/17	IM*0221434	560.64	Mileage O of Dist/O of State
Invoice < \$15,000	Paul Rybarczyk	07/12/17	IM*0221376	150.00	Consultants Expense
Invoice < \$15,000	Paula M. Cebula	07/26/17	IM*E0062142	3,200.00	Other Contractual Services Expense
Invoice > \$15,000	PCM Sales, Inc.	07/24/17	IM*0221540	16,485.00	Equipment < \$2,500 per item
Invoice < \$15,000	Pennsylvania SCDU	07/06/17	IM*0220956	542.39	Wage Assignments
Invoice < \$15,000	Pennsylvania SCDU	07/19/17	IM*0221512	542.39	Wage Assignments
Invoice < \$15,000	Pepsi Purchases	07/12/17	IM*0221361	495.90	Purchase for Resale
Invoice > \$15,000	Performance Construction and Engineering, LLC	07/11/17	IM*0220975	21,117.00	Land Improvements
Invoice < \$15,000	Perkins + Will, Inc.	07/06/17	IM*E0061856	14,786.48	Building Remodeling Expense
Invoice < \$15,000	Perkins + Will, Inc.	07/12/17	IM*E0061967	3,375.00	Architectural Services Expense
Invoice < \$15,000	Phi Theta Kappa Illinois Region	07/12/17	IM*0221362	935.00	Travel - In Dist / In State
Invoice < \$15,000	Pitney Bowes	07/12/17	IM*0221363	741.50	Rental - Equipment
Invoice < \$15,000	Poblocki Sign Company	07/12/17	IM*E0061968	468.00	Maintenance Supplies
Invoice < \$15,000	Pocket Nurse	07/06/17	IM*E0061857	156.88	Instructional Supplies
Invoice < \$15,000	Pocket Nurse	07/12/17	IM*E0061969	58.56	Instructional Supplies
Invoice > \$15,000	POSTMASTER - GLEN ELLYN	07/12/17	IM*0221435	25,000.00	USPS Prepaid
Invoice < \$15,000	Praxair/Gas Tech	07/12/17	IM*0221365	2,083.70	Instructional Supplies
Invoice < \$15,000	Press Photography Network	07/06/17	IM*E0061815	750.00	Other Contractual Services Expense
Invoice < \$15,000	Presstek Holdings, Inc.	07/12/17	IM*0221366	472.50	Maintenance Services Expense
Invoice < \$15,000	Prestige Financial Services	07/06/17	IM*E0061858	209.07	Wage Assignments
Invoice < \$15,000	Prestige Financial Services	07/19/17	IM*E0062129	209.07	Wage Assignments
Invoice < \$15,000	PRETRAX, Inc.	07/12/17	IM*0221367	902.32	Other Contractual Services Expense
Invoice < \$15,000	Printfly Corporation	07/12/17	IM*0221368	775.97	Other supplies
Invoice > \$15,000	Proquest, LLC	07/19/17	IM*E0062021	62,500.00	Books and Binding Costs
Invoice < \$15,000	Proquest, LLC	07/19/17	IM*E0062059	5,600.00	Publications
Invoice > \$15,000	Quantum Crossings, LLC	07/13/17	IM*0221441	75,378.00	Equipment - Instructional
Invoice < \$15,000	Quik Impressions Group, Inc.	07/06/17	IM*E0061859	1,392.00	Printing Expense
Invoice < \$15,000	Radco Communications	07/19/17	IM*E0062060	988.34	Equipment < \$2,500 per item
Invoice < \$15,000	Radiation Detection Company	07/12/17	IM*0221369	515.50	Instructional Supplies
Invoice < \$15,000	Rathje & Woodward, LLC	07/24/17	IM*E0062135	720.00	Legal Services Expense
Invoice < \$15,000	Ray O'Herron Co., Inc.	07/12/17	IM*E0061970	84.77	Other supplies
Invoice < \$15,000	Ray O'Herron Co., Inc.	07/26/17	IM*E0062165	626.05	Other Materials & Supplies Expense
Invoice > \$15,000	Reach Sports Marketing Group, Inc.	07/24/17	IM*0221541	15,290.00	Equipment - Instructional
Invoice > \$15,000	Records Consultants, Inc.	07/11/17	IM*0220973	42,250.00	Other Contractual Services Expense
Invoice < \$15,000	Recruiter Academy, LLC	07/19/17	IM*E0062061	5,000.00	Advertising Expense
Invoice < \$15,000	Recycle Away, LLC	07/12/17	IM*0221370	2,035.72	Maintenance Supplies
Invoice < \$15,000	Refrigeration Enterprises, Inc.	07/06/17	IM*E0061860	4,356.33	Maintenance Services Expense
Invoice < \$15,000	RelaDyne	07/12/17	IM*0221371	360.80	Vehicle Supplies
Invoice > \$15,000	Reliance Standard Life Insurance Company	07/17/17	IM*0221455	44,813.07	Life Insurance
Invoice < \$15,000	RELY media	07/12/17	IM*E0061971	9,525.00	Instructional Supplies
Invoice < \$15,000	Reserve Account	07/12/17	IM*0221436	10,000.00	Pitney Bowes Prepaid
Invoice < \$15,000	Revere Electric Supply Glendbard Electric	07/12/17	IM*0221372	114.05	Instructional Supplies
Employee Reimbursement	Rita G. Haake	07/19/17	IM*E0062099	16.75	Travel - In Dist / In State
Invoice < \$15,000	Riverside Technologies, Inc.	07/06/17	IM*E0061861	14,237.75	Non-Capital Equipment
Invoice < \$15,000	Riverside Technologies, Inc.	07/12/17	IM*E0061972	913.00	Other Materials & Supplies Expense
Invoice < \$15,000	Riverside Technologies, Inc.	07/26/17	IM*E0062166	499.90	Instructional Supplies

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Employee Reimbursement	Robert H. Murr	07/12/17	IM*E0062003	9.13	Mileage In District / In State
Employee Reimbursement	Robert H. Murr	07/19/17	IM*E0062115	866.56	Other supplies
Employee Reimbursement	Robert J. Clark	07/06/17	IM*E0061884	976.14	Instructional Supplies
Employee Reimbursement	Robert J. Clark	07/19/17	IM*E0062085	201.09	Instructional Supplies
Employee Reimbursement	Robert S. Moorehead	07/19/17	IM*E0062112	120.00	Dues - Faculty
Employee Reimbursement	Roland H. Raffel	07/12/17	IM*0221429	3,245.94	Advertising Expense
Invoice < \$15,000	Rose Brand Wipes	07/12/17	IM*0221374	225.16	Consultants Expense
Invoice < \$15,000	Rose Brand Wipes	07/12/17	IM*0221375	29.82	Consultants Expense
Invoice < \$15,000	Ross Electric	07/12/17	IM*E0061973	1,046.00	Facilities Maintenance Service
Invoice < \$15,000	Ross Electric	07/19/17	IM*E0062062	3,050.00	Facilities Maintenance Service
Invoice < \$15,000	RuffaloCODY Holdings, LLC	07/20/17	IM*0221517	515.00	Other Conference & Meeting Expense
Invoice < \$15,000	Russo Power Equipment	07/12/17	IM*E0061974	1,327.82	Maintenance Supplies
Invoice < \$15,000	Russo Power Equipment	07/19/17	IM*E0062063	5,734.30	Equipment - Service
Invoice < \$15,000	S.J. Carlson Fire Protection	07/12/17	IM*0221377	2,460.00	Facilities Maintenance Service
Invoice < \$15,000	SA & J Electronics, Inc.	07/19/17	IM*E0062064	389.77	Audio/Visual Materials
Invoice < \$15,000	Sage Publications, Inc.	07/12/17	IM*0221378	121.59	Books and Binding Costs
Employee Reimbursement	Sally N. Fairbank	07/26/17	IM*E0062177	65.08	Mileage In District / In State
Invoice < \$15,000	Salt Creek Ballet	07/19/17	IM*E0062065	1,546.72	Art Center Deposit Liability
Invoice < \$15,000	Samuel Traxler	07/12/17	IM*0221396	237.55	Other Conference & Meeting Expense
Employee Reimbursement	Sandra J. Marchetti	07/12/17	IM*0221423	14.45	Mileage In District / In State
Employee Reimbursement	Sandra M. Martins	07/06/17	IM*E0061903	1,787.99	Conference/Meeting Expense- Local
Invoice < \$15,000	SAP America, Inc.	07/12/17	IM*0221379	375.00	Office Supplies
Employee Reimbursement	Sara McCubbins	07/26/17	IM*E0062187	190.00	Other Conference & Meeting Expense
Employee Reimbursement	Sarah E. Warren	07/19/17	IM*E0062122	27.82	Mileage In District / In State
Employee Reimbursement	Sarah E. Warren	07/26/17	IM*E0062200	6.42	Mileage In District / In State
Invoice < \$15,000	Sargent-Welch/VWR	07/12/17	IM*0221380	374.28	Instructional Supplies
Invoice < \$15,000	Scholarship America	07/12/17	IM*0221381	114.00	Agency Scholarships
Employee Reimbursement	Scott L. Brady	07/06/17	IM*E0061880	265.00	Dues - Administrators
Invoice < \$15,000	Scrubs Etc., Inc.	07/19/17	IM*E0062066	32.00	Equipment < \$2,500 per item
Employee Reimbursement	Shannon E. Hernandez	07/19/17	IM*E0062102	2,037.14	Travel - In Dist / In State
Employee Reimbursement	Sharon M. Scalise	07/06/17	IM*E0061911	317.80	Tuition Reimbursement-Faculty
Invoice < \$15,000	Sharpprint	07/12/17	IM*0221382	739.56	Advertising Expense
Invoice < \$15,000	Shaw Suburban Media Group	07/12/17	IM*0221383	500.00	Dues
Employee Reimbursement	Shawn L. Maisch	07/06/17	IM*E0061901	167.48	Mileage In District / In State
Employee Reimbursement	Shellaine K. Thacker	07/12/17	IM*E0062009	167.81	Dues - Faculty
Employee Reimbursement	Shellaine K. Thacker	07/26/17	IM*E0062197	94.17	Mileage In District / In State
Employee Reimbursement	Sherry A. Tietz	07/26/17	IM*E0062199	62.12	Other Conference & Meeting Expense
Employee Reimbursement	Sherry Machacek	07/06/17	IM*E0061900	749.88	Travel - Out of State
Employee Reimbursement	Sheryl A. Ebersold	07/12/17	IM*E0061994	300.00	Tuition Reimbursement-Classified
Employee Reimbursement	Sheryl A. Mylan	07/26/17	IM*E0062190	1,143.77	Tuition Reimbursement-Faculty
Invoice < \$15,000	Sign Authority	07/26/17	IM*E0062167	801.68	Printing Expense
Invoice < \$15,000	Sign Warehouse	07/12/17	IM*0221384	439.53	Office Supplies
Invoice < \$15,000	Signature Cleaners of Univesity Commons	07/06/17	IM*E0061862	84.00	Other Contractual Services Expense
Invoice < \$15,000	Sikich, LLP	07/13/17	IM*0221445	324.00	Other Contractual Services Expense
Invoice < \$15,000	Skillpath Seminars	07/12/17	IM*0221385	149.00	Tuition Reimbursement-Classified
Invoice < \$15,000	Smith Group, JJR	07/12/17	IM*0221387	4,956.02	Land Improvements
Invoice > \$15,000	Smith Maintenance Company	07/19/17	IM*E0062022	32,321.63	Custodial Services
Invoice < \$15,000	Snap-on, Inc.	07/06/17	IM*E0061863	70.85	Maintenance Services Expense
Invoice < \$15,000	Snap-on, Inc.	07/12/17	IM*E0061976	1,377.36	Maintenance Services Expense
Invoice < \$15,000	Sodexo	07/06/17	IM*E0061864	5,755.66	Other Conference & Meeting Expense
Invoice < \$15,000	Sodexo	07/19/17	IM*E0062067	9,954.24	Consultants Expense
Invoice < \$15,000	Sodexo	07/19/17	IM*E0062124	1,497.00	Conference/Meeting Expense- Local
Invoice < \$15,000	Softeware	07/12/17	IM*0221388	480.00	Other Materials & Supplies Expense
Invoice < \$15,000	Sonitrol Chicagoland West	07/26/17	IM*E0062168	1,701.00	Maintenance Services Expense
Invoice < \$15,000	Sonnenszimmer	07/12/17	IM*0221389	3,500.00	Printing Expense
Invoice < \$15,000	Southside Control Supply Company	07/06/17	IM*E0061865	64.68	Maintenance Supplies
Invoice < \$15,000	Southside Control Supply Company	07/12/17	IM*E0061977	486.75	Maintenance Supplies
Invoice < \$15,000	St. Louis University	07/12/17	IM*0221390	2,950.00	Other Contractual Services Expense
Invoice < \$15,000	Stabilizer Solutions, Inc.	07/12/17	IM*0221391	3,175.00	Funds Held in Custody of Other
Invoice < \$15,000	Stanard & Associates	07/19/17	IM*E0062068	395.00	Other Contractual Services Expense
Invoice < \$15,000	State Disbursement Unit	07/06/17	IM*0220958	4,360.05	Wage Assignments
Invoice < \$15,000	State Disbursement Unit	07/19/17	IM*0221514	4,304.76	Wage Assignments
Invoice < \$15,000	Steven J. Fink & Associates, PC	07/06/17	IM*0220959	58.60	Wage Assignments
Invoice < \$15,000	Stevens & Tate, Inc.	07/06/17	IM*E0061866	499.00	Other Contractual Services Expense

D. All Disbursements Excluding Payroll
College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS

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AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice < \$15,000	Stevens & Tate, Inc.	07/12/17	IM'E0061978	4,500.00	Other Contractual Services Expense
Invoice < \$15,000	Stivers Staffing Services	07/06/17	IM'E0061867	380.55	Other Contractual Services Expense
Invoice < \$15,000	Stivers Staffing Services	07/12/17	IM'E0061979	1,024.35	Other Contractual Services Expense
Invoice < \$15,000	Stivers Staffing Services	07/19/17	IM'E0062069	1,327.50	Other Contractual Services Expense
Invoice < \$15,000	Stivers Staffing Services	07/26/17	IM'E0062169	2,124.00	Other Contractual Services Expense
Invoice < \$15,000	StreamGuys, Inc.	07/19/17	IM'E0062070	47.60	Other Contractual Services Expense
Invoice < \$15,000	Subito Music Corporation - Rental Department	07/27/17	IM*0221560	115.00	Books and Binding Costs
Invoice < \$15,000	Supreme Lobster & Seafood	07/06/17	IM'E0061868	841.49	Instructional Supplies
Employee Reimbursement	Surabhi S. Borkar	07/06/17	IM'E0061878	20.00	Tuition Reimbursement-Classified
Invoice < \$15,000	SURS-State Univ Retirement System	07/20/17	IM'E0062134	19,578.67	SURS 6% Rule Payments
Invoice > \$15,000	SURS-State University Retirement System	07/06/17	IM'E0061874	403,219.45	Employee Retirement Contribution 7/6/17 PR
Invoice > \$15,000	SURS-State University Retirement System	07/19/17	IM'E0062131	404,465.99	Employee Retirement Contribution 7/20/17 PR
Employee Reimbursement	Susan M. Cabay	07/12/17	IM'E0061988	214.65	Tuition Reimbursement-Classified
Employee Reimbursement	Susan M. Jerak	07/06/17	IM'E0061893	75.00	Tuition Reimbursement-Administration
Employee Reimbursement	Susan M. Maloney	07/06/17	IM'E0061902	43.01	Mileage In District / In State
Invoice < \$15,000	Swank Motion Pictures	07/12/17	IM'E0061980	503.00	Audio/Visual Materials
Invoice > \$15,000	T & J Marketing	07/24/17	IM*0221542	24,382.63	Building Remodeling Expense
Invoice < \$15,000	Talent Group, Inc.	07/19/17	IM'E0062071	488.75	Consultants Expense
Invoice < \$15,000	Taylor Visual Group	07/19/17	IM'E0062072	4,850.00	Printing Expense
Invoice < \$15,000	Terrace Supply Company	07/12/17	IM*0221393	24.08	Instructional Supplies
Employee Reimbursement	Terri A. Greenfield	07/12/17	IM*0221418	552.55	Travel - Out of State
Invoice < \$15,000	Testa Produce, Inc.	07/26/17	IM'E0062170	253.92	Instructional Supplies
Invoice < \$15,000	The Great Courses	07/12/17	IM*0221304	124.95	Books and Binding Costs
Invoice < \$15,000	The Home City Ice Company	07/12/17	IM*0221311	181.00	Purchase for Resale
Invoice < \$15,000	The Howard Pitch Entertainment Company, Inc.	07/24/17	IM*0221518	12,500.00	Other Contractual Services Expense
Invoice < \$15,000	The Rooney Law Firm, PC	07/06/17	IM*0220957	121.55	Wage Assignments
Invoice < \$15,000	The Rooney Law Firm, PC	07/19/17	IM*0221513	96.76	Wage Assignments
Employee Reimbursement	Theodore R. Darden	07/19/17	IM'E0062089	725.00	Tuition Reimbursement-Faculty
Employee Reimbursement	Theresa Ciez	07/12/17	IM'E0061991	367.76	Tuition Reimbursement-Faculty
Invoice < \$15,000	Thomas Alarm, Inc.	07/19/17	IM'E0062073	372.00	Maintenance Services Expense
Employee Reimbursement	Thomas B. Fate	07/26/17	IM'E0062178	1,384.09	Tuition Reimbursement-Faculty
Invoice < \$15,000	Thomas Fleming Company	07/12/17	IM*0221394	1,795.00	Other Contractual Services Expense
Employee Reimbursement	Thomas J. Robertson	07/06/17	IM'E0061910	182.32	Instructional Supplies
Employee Reimbursement	Thomas J. Robertson	07/19/17	IM'E0062119	457.48	Instructional Supplies
Employee Reimbursement	Thomas M. Murray	07/26/17	IM'E0062189	310.36	Purchase for Resale
Invoice < \$15,000	TLO (The Last One)	07/12/17	IM*0221395	25.00	Other Contractual Services Expense
Invoice < \$15,000	Touchnet Information Systems, Inc.	07/12/17	IM'E0061981	1,750.00	Other Contractual Services Expense
Invoice > \$15,000	Touchnet Information Systems, Inc.	07/19/17	IM'E0062023	85,226.53	IT Maintenance Services
Invoice < \$15,000	Touchnet Information Systems, Inc.	07/19/17	IM'E0062074	4,083.33	IT Maintenance Services
Invoice < \$15,000	Tribune Media Group	07/06/17	IM'E0061869	2,280.00	Advertising Expense
Invoice < \$15,000	Tribune Media Group	07/12/17	IM'E0061982	760.00	Advertising Expense
Invoice < \$15,000	Tribune Media Group	07/19/17	IM'E0062075	7,188.90	Other Contractual Services Expense
Invoice < \$15,000	Tribune Publishing Company, LLC.	07/12/17	IM*0221397	995.00	Recruitment Expense
Invoice < \$15,000	Trimdata, Corporation	07/19/17	IM'E0062076	13,426.00	IT Maintenance Services
Invoice > \$15,000	Truck Country of Wisconsin	07/24/17	IM'E0062139	20,062.50	Equipment - Instructional
Invoice < \$15,000	Unemployment Consultants, Inc.	07/12/17	IM'E0061983	1,000.00	Unemployment Insurance Expense
Invoice < \$15,000	Unit 1 Educational Foundation	07/12/17	IM*0221398	625.00	Agency Scholarships
Invoice < \$15,000	United Negro College Fund, Inc.	07/12/17	IM*0221399	1,636.50	Agency Scholarships
Invoice < \$15,000	United Septic & Grease Busters	07/06/17	IM'E0061870	390.00	Facilities Maintenance Service
Invoice > \$15,000	United States Postal Service-St Charles, IL	07/24/17	IM*0221543	17,363.00	Postage
Invoice < \$15,000	University of London	07/19/17	IM*W494	6,302.16	International Travel
Invoice < \$15,000	Unum Life Insurance Company of America	07/17/17	IM*0221453	9,203.01	Long Term Care - Insurance
Invoice < \$15,000	UPS	07/12/17	IM*0221400	77.47	Postage
Employee Reimbursement	Valeria J. Fike	07/06/17	IM'E0061887	682.44	Travel - In Dist / In State
Invoice > \$15,000	Valic Retirement Services	07/06/17	IM'E0061875	131,768.52	Annuities PR Deduction 7/6/17 PR
Invoice > \$15,000	Valic Retirement Services	07/19/17	IM'E0062132	127,445.60	Deferred Compensation
Invoice < \$15,000	Vijay K. Gupta	07/06/17	IM*0220950	60.58	Wage Assignments
Invoice < \$15,000	Vijay K. Gupta	07/19/17	IM*0221506	60.58	Wage Assignments
Employee Reimbursement	Viktor Antipenkov	07/06/17	IM'E0061876	60.87	Travel - In Dist / In State
Invoice > \$15,000	Village of Glen Ellyn	07/18/17	IM'E0062018	38,457.59	Water - Sewage Expense
Invoice < \$15,000	Village of Glen Ellyn	07/19/17	IM'E0062077	4,394.52	Water - Sewage Expense
Invoice < \$15,000	Village of Glen Ellyn	07/26/17	IM'E0062171	3,053.76	Water - Sewage Expense
Invoice < \$15,000	Village of Glen Ellyn, Illinois	07/13/17	IM*0221446	2,000.00	Building Remodeling Expense
Invoice < \$15,000	Village of Westmont	07/19/17	IM'E0062078	88.68	Water - Sewage Expense

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College of DuPage
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AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice < \$15,000	Vin Design	07/12/17	IM*0221401	7,000.00	Advertising Expense
Employee Reimbursement	Virginia L. Garner	07/19/17	IM*E0062095	155.00	Dues - Classified
Invoice > \$15,000	Vision Service Plan - (IV)	07/17/17	IM*E0062017	17,373.81	Vision Choice Premiums June/July 2017
Employee Reimbursement	Vittorio A. Gensini	07/06/17	IM*E0061872	8,302.50	Travel Advances
Invoice > \$15,000	Warehouse Direct, Inc.	07/24/17	IM*E0062140	18,956.03	Other Contractual Services Expense
Invoice < \$15,000	Waste Management of IL-West	07/12/17	IM*0221402	419.00	Refuse Disposal Expense
Invoice < \$15,000	Weltman, Weinberg & Reis Co., LPA	07/06/17	IM*0220962	219.36	Wage Assignments
Invoice < \$15,000	Weltman, Weinberg & Reis Co., LPA	07/19/17	IM*0221515	219.36	Wage Assignments
Invoice < \$15,000	Wesco Distribution, Inc.	07/12/17	IM*E0061984	11,202.50	Building Remodeling Expense
Invoice < \$15,000	West Payment Center	07/19/17	IM*E0062079	2,110.00	Books and Binding Costs
Invoice < \$15,000	West Publishing Corporation	07/12/17	IM*E0061985	569.44	Instructional Service Contribution
Invoice < \$15,000	Wheaton Mulch, Inc.	07/26/17	IM*E0062172	1,050.00	Maintenance Supplies
Invoice < \$15,000	William A. Dahl	07/12/17	IM*0221285	200.00	Other Contractual Services Expense
Invoice < \$15,000	William Cooley	07/12/17	IM*0221283	1,000.00	Other Contractual Services Expense
Employee Reimbursement	Willis C. Jordan	07/26/17	IM*E0062183	150.00	Dues - Classified
Invoice < \$15,000	WLS-FM	07/12/17	IM*0221404	2,500.00	Advertising Expense
Invoice < \$15,000	WM. F. Meyer Company	07/12/17	IM*0221405	102.68	Maintenance Supplies
Invoice < \$15,000	World Trade Press	07/19/17	IM*E0062080	1,874.25	Books and Binding Costs
Invoice < \$15,000	Xpressmyself.com, LLC	07/12/17	IM*0221406	258.80	Maintenance Supplies
Invoice < \$15,000	Yankee Book Peddler, Inc.	07/12/17	IM*0221407	89.12	Books and Binding Costs
Employee Reimbursement	Yvonne Bedford	07/12/17	IM*0221410	179.00	Tuition Reimbursement-Classified
Invoice > \$15,000	Zehnder Communications, Inc.	07/19/17	IM*E0062024	30,926.97	Advertising Expense
Invoice < \$15,000	Zehnder Communications, Inc.	07/19/17	IM*E0062081	6,464.81	Advertising Expense
	Student Refunds Paper Checks			\$211,213.23	Paper Check (406 disbursements)
	Student E-Commerce			\$121,964.81	Credit Card (386 disbursements)
	Student Refunds Touchnet ACH			\$412,595.31	Touchnet ACH (540 disbursements)
	Student Refunds Touchnet to Touchnet			\$59,658.23	Touchnet to Touchnet (257 disbursements)
	Student Paper Checks Issued Prior Month; Voided in Current Month			(\$13,377.82)	Voided checks in current month issued in prior month (16 voids)
	Total Disbursements			\$8,990,608.68	

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AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION	
Invoice < \$15,000	Ayman F. Farooqui	07/19/16	IM*020553	(127.59)	check issued prior month; voided in current month	
Invoice < \$15,000	American Library Association	06/07/17	IM*0219990	(599.00)	check issued prior month; voided in current month	
Invoice < \$15,000	Lisa Altrui	06/28/17	IM*0220707	(5,500.00)	check issued prior month; voided in current month	
Invoice < \$15,000	Aramark Services, Inc. D/B/A Ginkgo Catering	07/03/17	IM*0220913	500.00	Conference/Meeting Expense- Local	
Invoice < \$15,000	Buona Catering, LLC	07/03/17	IM*0220914	934.00	Other Conference & Meeting Expense	
Invoice < \$15,000	Classic Party Rentals	07/03/17	IM*0220915	12,758.51	Other Conference & Meeting Expense	
Invoice < \$15,000	Christian Fabian	07/03/17	IM*0220916	4,250.00	Prepaid Expenses	
Invoice < \$15,000	Paper Direct	07/03/17	IM*0220917	131.95	Maintenance Supplies	
Invoice > \$15,000	Illinois Community College Risk Consortium	07/03/17	IM*0220918	1,315,529.00	FY18 College Insurance Renewal	
Invoice < \$15,000	Education Loan - AES PHEAA	07/06/17	IM*0220948	247.48	Wage Assignments	
Invoice < \$15,000	Great Lakes Higher Education Guaranty Corp.	07/06/17	IM*0220949	481.75	Wage Assignments	
Invoice < \$15,000	Vijay K. Gupta	07/06/17	IM*0220950	60.58	Wage Assignments	
Invoice < \$15,000	International Union of Operating Engineers	07/06/17	IM*0220951	628.78	Professional Dues	
Invoice < \$15,000	Marilyn O. Marshall	07/06/17	IM*0220953	238.00	Wage Assignments	
Invoice < \$15,000	Office of Glenn B. Stearns	07/06/17	IM*0220954	913.85	Wage Assignments	
Invoice < \$15,000	Ohio Child Support Payment Central (CSPC)	07/06/17	IM*0220955	449.02	Wage Assignments	
Invoice < \$15,000	Pennsylvania SCDU	07/06/17	IM*0220956	542.39	Wage Assignments	
Invoice < \$15,000	The Rooney Law Firm, PC	07/06/17	IM*0220957	121.55	Wage Assignments	
Invoice < \$15,000	State Disbursement Unit	07/06/17	IM*0220958	4,360.05	Wage Assignments	
Invoice < \$15,000	Steven J. Fink & Associates, PC	07/06/17	IM*0220959	58.60	Wage Assignments	
Invoice < \$15,000	Illinois Student Assistance Commission-Student Loan	07/06/17	IM*0220961	195.16	Wage Assignments	
Invoice < \$15,000	Weltman, Weinberg & Reis Co., LPA	07/06/17	IM*0220962	219.36	Wage Assignments	
Invoice > \$15,000	Records Consultants, Inc.	07/11/17	IM*0220973	42,250.00	Other Contractual Services Expense	
Invoice < \$15,000	CliftonLarsonAllen, LLP	07/11/17	IM*0220974	2,300.00	Audit Services Expense	
Invoice > \$15,000	Performance Construction and Engineering, LLC	07/11/17	IM*0220975	21,117.00	Land Improvements	
Invoice < \$15,000	Ayman F. Farooqui	07/12/17	IM*0221242	127.59	Student Grants And Scholarships	
Invoice < \$15,000	ABC-CLIO Inc.	07/12/17	IM*0221243	104.64	Books and Binding Costs	
Invoice < \$15,000	Advanced Stores Company, Inc.	07/12/17	IM*0221244	904.48	Vehicle Supplies	
Invoice < \$15,000	Airgas, Inc.	07/12/17	IM*0221245	28.64	Maintenance Services Expense	
Invoice < \$15,000	Al Warren Oil Company, Inc.	07/12/17	IM*0221246	3,160.53	Vehicle Supplies	
Invoice < \$15,000	Kathryn R. Alexander	07/12/17	IM*0221247	239.80	Recruitment Expense	
Invoice < \$15,000	Alphagraphics-Wheaton	07/12/17	IM*0221248	1,408.82	Maintenance Supplies	
Invoice < \$15,000	Amazon.com, LLC	07/12/17	IM*0221249	92.17	Books and Binding Costs	
Invoice < \$15,000	American English, LLC	07/12/17	IM*0221250	2,500.00	Other Contractual Services Expense	
Invoice < \$15,000	American Library Association	07/12/17	IM*0221251	599.00	Other Contractual Services Expense	
Invoice < \$15,000	Aramark Uniform Services	07/12/17	IM*0221252	287.26	Instructional Service Contribution	
Invoice < \$15,000	Arrow International, Inc.	07/12/17	IM*0221253	1,058.63	Instructional Supplies	
Invoice < \$15,000	AT&T - Carol Stream	07/12/17	IM*0221254	201.60	Telephone Expense	
Invoice < \$15,000	AT&T - Carol Stream	07/12/17	IM*0221255	1,540.40	Telephone Expense	
Invoice < \$15,000	AT&T - Carol Stream	07/12/17	IM*0221256	2,340.77	Telephone Expense	
Invoice < \$15,000	AT&T Mobility	07/12/17	IM*0221257	555.06	Conference/Meeting Expense- Local	
Invoice < \$15,000	Athlaction Holdings, LLC	07/12/17	IM*0221258	1,500.00	Other Contractual Services Expense	
Invoice < \$15,000	Automated Logic	07/12/17	IM*0221259	5,863.33	Facilities Maintenance Service	
Invoice < \$15,000	Banc Certified Merchant Services	07/12/17	IM*0221260	96.00	Other Contractual Services Expense	
Invoice < \$15,000	Benco Dental Company	07/12/17	IM*0221261	148.66	Instructional Supplies	
Invoice < \$15,000	BHFX Digital Imaging	07/12/17	IM*0221262	785.26	Other Contractual Services Expense	
Invoice < \$15,000	Bike a Bee NFP	07/12/17	IM*0221263	300.00	Instructional Supplies	
Invoice < \$15,000	Brill USA, Inc.	07/12/17	IM*0221264	120.75	Books and Binding Costs	
Invoice < \$15,000	Clare Britt	07/12/17	IM*0221265	250.00	Other Contractual Services Expense	
Invoice < \$15,000	Matthew Bubulka	07/12/17	IM*0221266	154.08	Other Conference & Meeting Expense	
Invoice < \$15,000	Bumper to Bumper	07/12/17	IM*0221267	140.28	Instructional Supplies	
Invoice < \$15,000	Buswell, LLC D/B/A Envirosat	07/12/17	IM*0221268	1,732.85	Other Contractual Services Expense	
Invoice < \$15,000	Carlisle	07/12/17	IM*0221269	480.00	Instructional Service Contribution	
Invoice < \$15,000	Chicago Doors and Locks, Inc.	07/12/17	IM*0221270	3,219.00	Other Contractual Services Expense	
Invoice < \$15,000	Chicagoland Promotions, LTD	07/12/17	IM*0221271	1,544.00	Funds Held in Custody of Other	
Invoice < \$15,000	Chronicle of Higher Education	07/12/17	IM*0221272	179.00	Publications	
Invoice < \$15,000	Clear Channel Outdoor, Inc.	07/12/17	IM*0221273	1,400.00	Advertising Expense	
Invoice < \$15,000	College of DuPage	07/12/17	IM*0221274	17.44	Instructional Supplies	
Invoice < \$15,000	College of DuPage - Petty Cash Art Center	07/12/17	IM*0221275	177.44	Other supplies	
Invoice < \$15,000	College and University Professional Association	07/12/17	IM*0221276	165.00	Publications	
Invoice < \$15,000	Comcast Holdings Corporation	07/12/17	IM*0221277	27.37	IT Maintenance Services	
Invoice < \$15,000	Comcast Spotlight, LLC	07/12/17	IM*0221278	7,437.50	Advertising Expense	
Invoice < \$15,000	ComEd/Commonwealth Edison-Carol Stream	07/12/17	IM*0221279	83.94	Electricity Expense	
Invoice < \$15,000	ComEd/Commonwealth Edison-Carol Stream	07/12/17	IM*0221280	168.49	Electricity Expense	

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ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS

CHECKS ISSUED DURING ACCOUNTING MONTH - JULY 2017

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To view invoices on line, click the hyperlink below to take you to the College's home page.					
http://www.cod.edu/about/office_of_the_president/planning_and_reporting_documents/invoices.aspx					
Click "About COD"; then click "COD Financial Documents"; then click Third Party Invoices and select a month					
Invoice < \$15,000	Danette Connors	07/12/17	IM*0221281	250.00	Conference/Meeting Expense- Local
Invoice < \$15,000	Consulab Educatech, Inc.	07/12/17	IM*0221282	10,995.00	Equipment - Instructional
Invoice < \$15,000	William Cooley	07/12/17	IM*0221283	1,000.00	Other Contractual Services Expense
Invoice < \$15,000	Cynmar, LLC	07/12/17	IM*0221284	392.78	Instructional Supplies
Invoice < \$15,000	William A. Dahl	07/12/17	IM*0221285	200.00	Other Contractual Services Expense
Invoice < \$15,000	Curtis E. Davis	07/12/17	IM*0221286	1,405.20	Retiree Healthcare Payments
Invoice < \$15,000	Dharma Trading Company	07/12/17	IM*0221287	860.22	Instructional Supplies
Invoice < \$15,000	Dupage Dodge Chrysler Jeep	07/12/17	IM*0221288	51.44	Purchase for Resale
Invoice < \$15,000	Dynegy Energy Services, LLC	07/12/17	IM*0221289	3,232.70	Electricity Expense
Invoice < \$15,000	Elliott Auto Supply Company, Inc.	07/12/17	IM*0221290	40.02	Purchase for Resale
Invoice < \$15,000	Engineering Resource	07/12/17	IM*0221291	1,200.00	Other Contractual Services Expense
Invoice < \$15,000	Evoqua Wate Technologies, LLC	07/12/17	IM*0221292	761.68	Maintenance Services Expense
Invoice < \$15,000	Ewert, Inc.	07/12/17	IM*0221293	2,476.50	Maintenance Supplies
Invoice < \$15,000	Fastsigns - Naperville	07/12/17	IM*0221294	4,095.04	Other Materials & Supplies Expense
Invoice < \$15,000	Flinn Scientific	07/12/17	IM*0221295	386.90	Instructional Supplies
Invoice < \$15,000	Follett's College of DuPage	07/12/17	IM*0221296	1,098.92	Instructional Supplies
Invoice < \$15,000	Forward Space	07/12/17	IM*0221297	812.92	Building Remodeling Expense
Invoice < \$15,000	Fred Pryor Seminars	07/12/17	IM*0221298	99.00	Tuition Reimbursement-Classified
Invoice < \$15,000	Luis G. Garcia	07/12/17	IM*0221299	165.80	Other Conference & Meeting Expense
Invoice < \$15,000	Gold Coast Armory, LLC	07/12/17	IM*0221300	14,112.00	Inventory
Invoice < \$15,000	Grand Stage Lighting Company, Inc.	07/12/17	IM*0221301	252.71	Other Materials & Supplies Expense
Invoice < \$15,000	Graphware, Inc.	07/12/17	IM*0221302	299.00	Other Contractual Services Expense
Invoice < \$15,000	Great Clips, Inc.	07/12/17	IM*0221303	65.00	Agency Scholarships
Invoice < \$15,000	The Great Courses	07/12/17	IM*0221304	124.95	Books and Binding Costs
Invoice < \$15,000	Green Group Enterprises, LLC	07/12/17	IM*0221305	1,963.50	Instructional Supplies
Invoice < \$15,000	Grey House Publishing	07/12/17	IM*0221306	211.50	Books and Binding Costs
Invoice < \$15,000	Harvard Business School Publishing	07/12/17	IM*0221307	109.00	Publications
Invoice < \$15,000	Henry Schein	07/12/17	IM*0221308	1,501.25	Instructional Supplies
Invoice < \$15,000	Hines Building Supply - US LBM, LLC	07/12/17	IM*0221309	414.24	Maintenance Supplies
Invoice < \$15,000	Eric V. Holst	07/12/17	IM*0221310	1,000.00	Other Contractual Services Expense
Invoice < \$15,000	The Home City Ice Company	07/12/17	IM*0221311	181.00	Purchase for Resale
Invoice < \$15,000	ICOR Products	07/12/17	IM*0221312	2,293.55	Maintenance Supplies
Invoice < \$15,000	Illinois Department of Central Management Services	07/12/17	IM*0221313	2,930.00	IT Maintenance Services
Invoice < \$15,000	Illinois Food Retailers Association Education Found	07/12/17	IM*0221314	500.00	Agency Scholarships
Invoice < \$15,000	Illinois Heartland Library System	07/12/17	IM*0221315	33.50	Other Contractual Services Expense
Invoice < \$15,000	Illinois TESOL/BE	07/12/17	IM*0221316	170.00	Other Conference & Meeting Expense
Invoice < \$15,000	J.G. Uniforms, Inc.	07/12/17	IM*0221317	168.00	Recruitment Expense
Invoice < \$15,000	Jakprints	07/12/17	IM*0221318	139.03	Office Supplies
Invoice < \$15,000	Jameco Electronics	07/12/17	IM*0221319	53.30	Instructional Supplies
Invoice < \$15,000	Jesse White Foundation	07/12/17	IM*0221320	500.00	Agency Scholarships
Invoice < \$15,000	George Jorgensen	07/12/17	IM*0221321	2,277.11	Retiree Healthcare Payments
Invoice < \$15,000	JuCo Football Scouting, LLC.	07/12/17	IM*0221322	500.00	Other Contractual Services Expense
Invoice < \$15,000	Kankakee Community College	07/12/17	IM*0221323	50.00	Dues
Invoice < \$15,000	Nathan R. Klapatch	07/12/17	IM*0221324	96.30	Other Conference & Meeting Expense
Invoice < \$15,000	Krage's Tire Centers, Inc.	07/12/17	IM*0221325	1,895.88	Maintenance Services Expense
Invoice < \$15,000	Luke A. Lattmann	07/12/17	IM*0221326	86.67	Other Conference & Meeting Expense
Invoice < \$15,000	Leedal MFG Group, Inc.	07/12/17	IM*0221327	1,200.00	Maintenance Services Expense
Invoice < \$15,000	Len's Ace Hardware-Glen Ellyn	07/12/17	IM*0221328	206.71	Maintenance Supplies
Invoice < \$15,000	Les Dames D'Escoffier, LTD	07/12/17	IM*0221329	520.83	Agency Scholarships
Invoice < \$15,000	Doris Levine	07/12/17	IM*0221330	8,984.00	Retiree Healthcare Payments
Invoice < \$15,000	Lisle-Woodridge Fire District	07/12/17	IM*0221331	375.00	Consultants Expense
Invoice < \$15,000	Lombard Toyota	07/12/17	IM*0221332	298.26	Purchase for Resale
Invoice < \$15,000	Loyola University Chicago	07/12/17	IM*0221333	4,723.76	Other Contractual Services Expense
Invoice < \$15,000	Martina A. Magnusson	07/12/17	IM*0221334	800.00	Advertising Expense
Invoice < \$15,000	Avi Manapragada	07/12/17	IM*0221335	29.52	Other Conference & Meeting Expense
Invoice < \$15,000	McMaster Carr Supply	07/12/17	IM*0221336	279.00	Maintenance Supplies
Invoice < \$15,000	Michel, LLC	07/12/17	IM*0221337	7,793.98	Equipment - Instructional
Invoice < \$15,000	Midwest Veterinary Supply, Inc.	07/12/17	IM*0221338	22.30	Instructional Supplies
Invoice < \$15,000	Military Order of The Purple Heart	07/12/17	IM*0221339	2,338.00	Agency Scholarships
Invoice < \$15,000	Motion Industries	07/12/17	IM*0221340	1,522.45	Maintenance Supplies
Invoice < \$15,000	MSC Industrial Supply	07/12/17	IM*0221341	1,715.95	Maintenance Services Expense
Invoice < \$15,000	Nasco	07/12/17	IM*0221342	985.84	Instructional Supplies
Invoice < \$15,000	National Pen Company, LLC	07/12/17	IM*0221343	310.00	Advertising Expense
Invoice < \$15,000	National Lift Truck, Inc.	07/12/17	IM*0221344	616.52	Maintenance Services Expense
Invoice < \$15,000	NEMRT	07/12/17	IM*0221346	400.00	Other supplies

D. All Disbursements Excluding Payroll
College of DuPage
Community College District No. 502
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Invoice < \$15,000	Newark Electronics	07/12/17	IM*0221347	9.31	IT Maintenance Services
Invoice < \$15,000	Noodle Tools	07/12/17	IM*0221348	1,320.00	Books and Binding Costs
Invoice < \$15,000	Northern Illinois University	07/12/17	IM*0221349	1,544.12	Tuition Reimbursement-Classified
Invoice < \$15,000	Northwestern University-Student Accounts	07/12/17	IM*0221350	1,325.00	Tuition Reimbursement-Classified
Invoice < \$15,000	Office Depot	07/12/17	IM*0221351	7,564.82	Office Supplies
Invoice < \$15,000	Oxford University Press	07/12/17	IM*0221359	8.80	Publications
Invoice < \$15,000	PACHS II/Cadence Occupational Health	07/12/17	IM*0221360	767.38	Other Contractual Services Expense
Invoice < \$15,000	Pepsi Purchases	07/12/17	IM*0221361	495.90	Purchase for Resale
Invoice < \$15,000	Phi Theta Kappa Illinois Region	07/12/17	IM*0221362	935.00	Travel - In Dist / In State
Invoice < \$15,000	Pitney Bowes	07/12/17	IM*0221363	741.50	Rental - Equipment
Invoice < \$15,000	Jeffrey A. Poindexter	07/12/17	IM*0221364	1,000.00	Other Contractual Services Expense
Invoice < \$15,000	Praxair/Gas Tech	07/12/17	IM*0221365	2,083.70	Instructional Supplies
Invoice < \$15,000	Presstek Holdings, Inc.	07/12/17	IM*0221366	472.50	Maintenance Services Expense
Invoice < \$15,000	PRETRAX, Inc.	07/12/17	IM*0221367	902.32	Other Contractual Services Expense
Invoice < \$15,000	Printfly Corporation	07/12/17	IM*0221368	775.97	Other supplies
Invoice < \$15,000	Radiation Detection Company	07/12/17	IM*0221369	515.50	Instructional Supplies
Invoice < \$15,000	Recycle Away, LLC	07/12/17	IM*0221370	2,035.72	Maintenance Supplies
Invoice < \$15,000	RelaDyne	07/12/17	IM*0221371	360.80	Vehicle Supplies
Invoice < \$15,000	Revere Electric Supply Glendbard Electric	07/12/17	IM*0221372	114.05	Instructional Supplies
Invoice < \$15,000	Kailey Rockwell	07/12/17	IM*0221373	1,000.00	Other Contractual Services Expense
Invoice < \$15,000	Rose Brand Wipes	07/12/17	IM*0221374	225.16	Consultants Expense
Invoice < \$15,000	Rose Brand Wipes	07/12/17	IM*0221375	29.82	Consultants Expense
Invoice < \$15,000	Paul Rybarczyk	07/12/17	IM*0221376	150.00	Consultants Expense
Invoice < \$15,000	S.J. Carlson Fire Protection	07/12/17	IM*0221377	2,460.00	Facilities Maintenance Service
Invoice < \$15,000	Sage Publications, Inc.	07/12/17	IM*0221378	121.59	Books and Binding Costs
Invoice < \$15,000	SAP America, Inc.	07/12/17	IM*0221379	375.00	Office Supplies
Invoice < \$15,000	Sargent-Welch/VWR	07/12/17	IM*0221380	374.28	Instructional Supplies
Invoice < \$15,000	Scholarship America	07/12/17	IM*0221381	114.00	Agency Scholarships
Invoice < \$15,000	Sharprint	07/12/17	IM*0221382	739.56	Advertising Expense
Invoice < \$15,000	Shaw Suburban Media Group	07/12/17	IM*0221383	500.00	Dues
Invoice < \$15,000	Sign Warehouse	07/12/17	IM*0221384	439.53	Office Supplies
Invoice < \$15,000	Skilpath Seminars	07/12/17	IM*0221385	149.00	Tuition Reimbursement-Classified
Invoice < \$15,000	Charles E. Smith	07/12/17	IM*0221386	96.30	Other Conference & Meeting Expense
Invoice < \$15,000	Smith Group, JJR	07/12/17	IM*0221387	4,956.02	Land Improvements
Invoice < \$15,000	Softaware	07/12/17	IM*0221388	480.00	Other Materials & Supplies Expense
Invoice < \$15,000	Sonnenszimmer	07/12/17	IM*0221389	3,500.00	Printing Expense
Invoice < \$15,000	St. Louis University	07/12/17	IM*0221390	2,950.00	Other Contractual Services Expense
Invoice < \$15,000	Stabilizer Solutions, Inc.	07/12/17	IM*0221391	3,175.00	Funds Held in Custody of Other
Invoice < \$15,000	Adam J. Sullivan	07/12/17	IM*0221392	102.72	Other Conference & Meeting Expense
Invoice < \$15,000	Terrace Supply Company	07/12/17	IM*0221393	24.08	Instructional Supplies
Invoice < \$15,000	Thomas Fleming Company	07/12/17	IM*0221394	1,795.00	Other Contractual Services Expense
Invoice < \$15,000	TLO (The Last One)	07/12/17	IM*0221395	25.00	Other Contractual Services Expense
Invoice < \$15,000	Samuel Traxler	07/12/17	IM*0221396	237.55	Other Conference & Meeting Expense
Invoice < \$15,000	Tribune Publishing Company, LLC.	07/12/17	IM*0221397	995.00	Recruitment Expense
Invoice < \$15,000	Unit 1 Educational Foundation	07/12/17	IM*0221398	625.00	Agency Scholarships
Invoice < \$15,000	United Negro College Fund, Inc.	07/12/17	IM*0221399	1,636.50	Agency Scholarships
Invoice < \$15,000	UPS	07/12/17	IM*0221400	77.47	Postage
Invoice < \$15,000	Vin Design	07/12/17	IM*0221401	7,000.00	Advertising Expense
Invoice < \$15,000	Waste Management of IL-West	07/12/17	IM*0221402	419.00	Refuse Disposal Expense
Invoice < \$15,000	Alex T. Weinreis	07/12/17	IM*0221403	83.47	Other Conference & Meeting Expense
Invoice < \$15,000	WLS-FM	07/12/17	IM*0221404	2,500.00	Advertising Expense
Invoice < \$15,000	WM. F. Meyer Company	07/12/17	IM*0221405	102.68	Maintenance Supplies
Invoice < \$15,000	Xpressmyself.com, LLC	07/12/17	IM*0221406	258.80	Maintenance Supplies
Invoice < \$15,000	Yankee Book Peddler, Inc.	07/12/17	IM*0221407	89.12	Books and Binding Costs
Invoice < \$15,000	Aihua Zheng	07/12/17	IM*0221408	214.54	Recruitment Expense
Employee Reimbursement	Deborah Adelman	07/12/17	IM*0221409	285.00	Dues - Faculty
Employee Reimbursement	Yvonne Bedford	07/12/17	IM*0221410	179.00	Tuition Reimbursement-Classified
Employee Reimbursement	James P. Bowers	07/12/17	IM*0221411	9,271.22	Travel - Out of State
Employee Reimbursement	Daniel J. Deasy	07/12/17	IM*0221415	363.57	Mileage In District / In State
Employee Reimbursement	Anthony C. DelGeorge	07/12/17	IM*0221416	29.45	Mileage In District / In State
Employee Reimbursement	Christine L. Finke	07/12/17	IM*0221417	35.23	Instructional Supplies
Employee Reimbursement	Terri A. Greenfield	07/12/17	IM*0221418	552.55	Travel - Out of State
Employee Reimbursement	Andre M. Guerra	07/12/17	IM*0221419	725.00	Tuition Reimbursement-Faculty
Employee Reimbursement	Margaret R. Hernandez	07/12/17	IM*0221420	10.17	Mileage In District / In State
Employee Reimbursement	Michael D. Johnson	07/12/17	IM*0221421	106.98	Instructional Supplies

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Employee Reimbursement	Sandra J. Marchetti	07/12/17	IM*0221423	14.45	Mileage In District / In State
Employee Reimbursement	Jelymar Mejia	07/12/17	IM*0221424	110.89	Office Supplies
Employee Reimbursement	Melissa M. Mouritsen	07/12/17	IM*0221425	226.00	Publications
Employee Reimbursement	James R. Nehls	07/12/17	IM*0221426	300.00	Tuition Reimbursement-Classified
Employee Reimbursement	Julia E. Newby	07/12/17	IM*0221427	11.77	Mileage In District / In State
Employee Reimbursement	Cheryl A. Novak	07/12/17	IM*0221428	99.00	Instructional Supplies
Employee Reimbursement	Roland H. Raffel	07/12/17	IM*0221429	3,245.94	Advertising Expense
Employee Reimbursement	Brian C. Rios	07/12/17	IM*0221430	8.56	Mileage In District / In State
Employee Reimbursement	Patricia J. Tylka	07/12/17	IM*0221431	649.00	Travel - Out of State
Employee Reimbursement	Adam J. Wasilewski	07/12/17	IM*0221432	30.90	Dues - Faculty
Employee Reimbursement	Jacquelyn K. Weaver	07/12/17	IM*0221433	26.22	Mileage In District / In State
Employee Reimbursement	Paul G. Zakowski	07/12/17	IM*0221434	560.64	Mileage O of Dist/O of State
Invoice > \$15,000	POSTMASTER - GLEN ELLYN	07/12/17	IM*0221435	25,000.00	USPS Prepaid
Invoice < \$15,000	Reserve Account	07/12/17	IM*0221436	10,000.00	Pitney Bowes Prepaid
Invoice > \$15,000	Marsh USA, Inc.	07/12/17	IM*0221437	57,127.00	Other Contractual Services Expense
Invoice > \$15,000	American Express Travel Related Services Co., Inc.	07/13/17	IM*0221438	22,108.06	Travel - Out of State
Invoice > \$15,000	Key Code Media	07/13/17	IM*0221439	131,462.58	Equipment - Instructional
Invoice > \$15,000	Net Connection, LLC	07/13/17	IM*0221440	68,570.00	Equipment - Instructional
Invoice > \$15,000	Quantum Crossings, LLC	07/13/17	IM*0221441	75,378.00	Equipment - Instructional
Invoice > \$15,000	Dynegy Energy Services, LLC	07/13/17	IM*0221442	149,060.82	Electricity Expense
Invoice < \$15,000	Concordia University Chicago	07/13/17	IM*0221443	1,850.00	Tuition Reimbursement-Classified
Invoice < \$15,000	Mainstage Theatrical Supply, Inc.	07/13/17	IM*0221444	5,245.00	Equipment - Service
Invoice < \$15,000	Sikich, LLP	07/13/17	IM*0221445	324.00	Other Contractual Services Expense
Invoice < \$15,000	Village of Glen Ellyn, Illinois	07/13/17	IM*0221446	2,000.00	Building Remodeling Expense
Invoice < \$15,000	Amalgamated Bank of Chicago	07/13/17	IM*0221447	200.00	Other Expenditure
Invoice < \$15,000	College of DuPage	07/13/17	IM*0221448	176.88	Instructional Supplies
Invoice < \$15,000	DuPage County	07/17/17	IM*0221449	2,076.80	Other Contractual Services Expense
Invoice < \$15,000	Nathan R. Klapatch	07/17/17	IM*0221451	32.10	Other Conference & Meeting Expense
Invoice < \$15,000	Luke A. Lattmann	07/17/17	IM*0221452	28.89	Other Conference & Meeting Expense
Invoice < \$15,000	Unum Life Insurance Company of America	07/17/17	IM*0221453	9,203.01	Long Term Care - Insurance
Invoice > \$15,000	Delta Dental of Illinois	07/17/17	IM*0221454	50,201.98	Dental PPO Premium 01/01/17
Invoice > \$15,000	Reliance Standard Life Insurance Company	07/17/17	IM*0221455	44,813.07	Life Insurance
Invoice < \$15,000	DuPage County	07/17/17	IM*0221456	2,781.80	Other Contractual Services Expense
Invoice < \$15,000	Fontis Solutions	07/18/17	IM*0221476	2,706.22	Other Conference & Meeting Expense
Invoice > \$15,000	Adobe Systems, Inc.	07/19/17	IM*0221500	73,381.25	Equipment < \$2,500 per item
Invoice > \$15,000	Construction Solutions of Illinois	07/19/17	IM*0221501	115,588.00	Building Remodeling Expense
Invoice > \$15,000	Ideal Heating Company	07/19/17	IM*0221502	103,555.00	Infrastructure Expense
Invoice < \$15,000	DuPage County	07/19/17	IM*0221503	6,870.70	Building Remodeling Expense
Invoice < \$15,000	DuPage County	07/19/17	IM*0221504	6,464.40	Building Remodeling Expense
Invoice < \$15,000	Great Lakes Higher Education Guaranty Corp.	07/19/17	IM*0221505	481.75	Wage Assignments
Invoice < \$15,000	Vijay K. Gupta	07/19/17	IM*0221506	60.58	Wage Assignments
Invoice < \$15,000	International Union of Operating Engineers	07/19/17	IM*0221507	628.78	Professional Dues
Invoice < \$15,000	Illinois Student Assistance Commission	07/19/17	IM*0221508	195.16	Wage Assignments
Invoice < \$15,000	Marilyn O. Marshall	07/19/17	IM*0221509	238.00	Wage Assignments
Invoice < \$15,000	Office of Glenn B. Stearns	07/19/17	IM*0221510	913.85	Wage Assignments
Invoice < \$15,000	Ohio Child Support Payment Central (CSPC)	07/19/17	IM*0221511	449.02	Wage Assignments
Invoice < \$15,000	Pennsylvania SCDU	07/19/17	IM*0221512	542.39	Wage Assignments
Invoice < \$15,000	The Rooney Law Firm, PC	07/19/17	IM*0221513	96.76	Wage Assignments
Invoice < \$15,000	State Disbursement Unit	07/19/17	IM*0221514	4,304.76	Wage Assignments
Invoice < \$15,000	Weltman, Weinberg & Reis Co., LPA	07/19/17	IM*0221515	219.36	Wage Assignments
Invoice < \$15,000	DuPage County	07/19/17	IM*0221516	4,251.70	Building Remodeling Expense
Invoice < \$15,000	RuffaloCODY Holdings, LLC	07/20/17	IM*0221517	515.00	Other Conference & Meeting Expense
Invoice < \$15,000	The Howard Pitch Entertainment Company, Inc.	07/24/17	IM*0221518	12,500.00	Other Contractual Services Expense
Invoice < \$15,000	Orbark Productions, LLC	07/24/17	IM*0221519	4,000.00	Other Contractual Services Expense
Invoice < \$15,000	DuPage County	07/24/17	IM*0221521	2,293.80	Other Contractual Services Expense
Employee Reimbursement	Debbie J. Henderson	07/24/17	IM*0221523	110.60	Postage
Invoice < \$15,000	Lisa Altrui D/B/A Terminus 13, LLC	07/24/17	IM*0221538	5,500.00	Other Contractual Services Expense
Invoice > \$15,000	Dean Caminiti	07/24/17	IM*0221539	15,000.00	Equipment - Instructional
Invoice > \$15,000	PCM Sales, Inc.	07/24/17	IM*0221540	16,485.00	Equipment < \$2,500 per item
Invoice > \$15,000	Reach Sports Marketing Group, Inc.	07/24/17	IM*0221541	15,290.00	Equipment - Instructional
Invoice > \$15,000	T & J Marketing	07/24/17	IM*0221542	24,382.63	Building Remodeling Expense
Invoice > \$15,000	United States Postal Service-St Charles, IL	07/24/17	IM*0221543	17,363.00	Postage
Employee Reimbursement	Caiflin E. Luetger	07/26/17	IM*0221550	2,700.00	Travel Advances
Invoice < \$15,000	Hagay Fringero D/B/A Guy King	07/27/17	IM*0221551	3,400.00	Other Contractual Services Expense
Invoice < \$15,000	Buona Catering, LLC	07/27/17	IM*0221552	864.00	Conference/Meeting Expense- Local

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http://www.cod.edu/about/office_of_the_president/planning_and_reporting_documents/invoices.aspx					
Click "About COD"; then click "COD Financial Documents"; then click Third Party Invoices and select a month					
Invoice < \$15,000	Gathering of Healthcare Simulation Technology Specialists	07/27/17	IM*0221553	503.00	Tuition Reimbursement-Classified
Invoice < \$15,000	A.F.M. & E.P. Fund	07/27/17	IM*0221555	791.40	Other Contractual Services Expense
Invoice < \$15,000	American Hotel Register Company	07/27/17	IM*0221556	2,516.19	Equipment - Office
Invoice < \$15,000	Breakthru Beverage Illinois, LLC	07/27/17	IM*0221557	3,476.10	Purchase for Resale
Invoice < \$15,000	Broadway in Chicago	07/27/17	IM*0221558	6,500.00	Other Contractual Services Expense
Invoice < \$15,000	Euclid Beverage, LTD	07/27/17	IM*0221559	4,716.50	Purchase for Resale
Invoice < \$15,000	Subito Music Corporation - Rental Department	07/27/17	IM*0221560	115.00	Books and Binding Costs
Invoice > \$15,000	Department of Treasury	07/06/17	IM*A587	746,853.11	Withholding Tax - Federal Tax 7/6/17 PR
Invoice > \$15,000	IDES-Magnetic Media Unit	07/06/17	IM*A588	148,443.82	Withholding Tax - State
Invoice > \$15,000	Department of Treasury	07/19/17	IM*A589	717,103.01	Withholding Tax - Federal Tax 7/20/17 PR
Invoice > \$15,000	Navia Benefit Solutions	07/19/17	IM*A591	23,489.89	HSA Employee/COD Contribution 7/06/17 PR
Invoice > \$15,000	Navia Benefit Solutions	07/24/17	IM*A592	21,075.39	HSA Employee/COD Contribution 01/01/17
Invoice < \$15,000	Illinois Department of Revenue	07/26/17	IM*A593	841.12	Hotel/Motel Tax
Invoice < \$15,000	Illinois Department of Revenue	07/26/17	IM*A594	3,271.00	Sales Tax
Invoice > \$15,000	IDES-Magnetic Media Unit	07/20/17	IM*AA590	190,792.00	Withholding Tax - State
Invoice < \$15,000	Classic Party Rentals	06/28/17	IM*E0061708	(12,758.51)	check issued prior month; voided in current month
Invoice < \$15,000	Paper Direct	06/28/17	IM*E0061747	(131.95)	check issued prior month; voided in current month
Employee Reimbursement	Donna H. Stewart	06/28/17	IM*E0061807	(335.42)	check issued prior month; voided current month
Invoice < \$15,000	Press Photography Network	07/06/17	IM*E0061815	750.00	Other Contractual Services Expense
Invoice < \$15,000	4 All Promos	07/06/17	IM*E0061816	697.15	Advertising Expense
Invoice < \$15,000	4IMPRINT, Inc.	07/06/17	IM*E0061817	2,848.12	Other Conference & Meeting Expense
Invoice < \$15,000	Aqua Pure Enterprises, Inc.	07/06/17	IM*E0061818	714.46	Maintenance Services Expense
Invoice < \$15,000	ASI, Illinois	07/06/17	IM*E0061819	3,237.00	Maintenance Supplies
Invoice < \$15,000	Auto Truck Group	07/06/17	IM*E0061820	1,295.50	Vehicle Supplies
Invoice < \$15,000	Automation Direct	07/06/17	IM*E0061821	21.25	Instructional Supplies
Invoice < \$15,000	B&H Foto & Electronics Corporation	07/06/17	IM*E0061822	12,066.91	Equipment < \$2,500 per item
Invoice < \$15,000	Bailey Edward Design, Inc	07/06/17	IM*E0061823	7,651.00	Architectural Services Expense
Invoice < \$15,000	Batteries Plus-Glen Ellyn	07/06/17	IM*E0061824	788.12	Maintenance Supplies
Invoice < \$15,000	Blue Peak Tents, Inc.	07/06/17	IM*E0061825	270.00	Consultants Expense
Invoice < \$15,000	Boiler Equipment Company	07/06/17	IM*E0061826	463.80	Maintenance Supplies
Invoice < \$15,000	Captain Notepad, Inc.	07/06/17	IM*E0061827	915.29	Advertising Expense
Invoice < \$15,000	Carol Fox & Associates	07/06/17	IM*E0061828	6,000.00	Advertising Expense
Invoice < \$15,000	Carroll Seating Company	07/06/17	IM*E0061829	122.67	Non-Capital Equipment
Invoice < \$15,000	Chicago Symphony Orchestra	07/06/17	IM*E0061830	89.81	Art Center Deposit Liability
Invoice < \$15,000	College of DuPage Foundation	07/06/17	IM*E0061831	346.22	Charitable Contributions
Invoice < \$15,000	Computer Discount Warehouse	07/06/17	IM*E0061832	35.06	Office Supplies
Invoice < \$15,000	Demco, Inc.	07/06/17	IM*E0061833	1,946.97	Office Supplies
Invoice < \$15,000	Discount School Supply	07/06/17	IM*E0061834	2,552.05	Instructional Supplies
Invoice < \$15,000	Ellucian	07/06/17	IM*E0061835	2,847.00	IT Maintenance Services
Invoice < \$15,000	Equipment International, LTD	07/06/17	IM*E0061836	338.50	Maintenance Services Expense
Invoice < \$15,000	Experia Construction Corporation	07/06/17	IM*E0061837	9,321.49	Land Improvements
Invoice < \$15,000	Fortune Fish Company	07/06/17	IM*E0061838	665.95	Instructional Supplies
Invoice < \$15,000	Gary Gand Music, Inc.	07/06/17	IM*E0061839	505.00	Other supplies
Invoice < \$15,000	Ground Pros, Inc.	07/06/17	IM*E0061840	730.00	Maintenance Services Expense
Invoice < \$15,000	Illinois Fraternal Order of Police	07/06/17	IM*E0061841	317.60	Professional Dues
Invoice < \$15,000	Illinois Education Association	07/06/17	IM*E0061842	232.32	Professional Dues
Invoice < \$15,000	Intelligent Lighting Creations	07/06/17	IM*E0061843	2,834.40	Other supplies
Invoice < \$15,000	Interiors for Business, Inc.	07/06/17	IM*E0061844	1,120.14	Equipment - Office
Invoice < \$15,000	Interline Brands, Inc.	07/06/17	IM*E0061845	250.00	Maintenance Supplies
Invoice < \$15,000	JC Licht	07/06/17	IM*E0061846	1,594.27	Maintenance Supplies
Invoice < \$15,000	Live Reps Call Center, LLC	07/06/17	IM*E0061847	729.11	Other Contractual Services Expense
Invoice < \$15,000	National Engravers, Inc.	07/06/17	IM*E0061848	649.00	Instructional Supplies
Invoice < \$15,000	Navia Benefit Solutions	07/06/17	IM*E0061849	10,565.03	Flexible Spending Accounts
Invoice < \$15,000	Neuco	07/06/17	IM*E0061850	39.95	Maintenance Supplies
Invoice < \$15,000	North American	07/06/17	IM*E0061851	1,786.55	Maintenance Supplies
Invoice < \$15,000	O'Reilly Auto Parts	07/06/17	IM*E0061852	218.87	Maintenance Supplies
Invoice < \$15,000	Oaktree Products, Inc.	07/06/17	IM*E0061853	215.00	Instructional Supplies
Invoice < \$15,000	Packey Webb Ford	07/06/17	IM*E0061854	1,546.44	Vehicle Supplies
Invoice < \$15,000	Patterson Dental	07/06/17	IM*E0061855	894.94	Instructional Supplies
Invoice < \$15,000	Perkins + Will, Inc.	07/06/17	IM*E0061856	14,786.48	Building Remodeling Expense
Invoice < \$15,000	Pocket Nurse	07/06/17	IM*E0061857	156.88	Instructional Supplies
Invoice < \$15,000	Prestige Financial Services	07/06/17	IM*E0061858	209.07	Wage Assignments
Invoice < \$15,000	Quik Impressions Group, Inc.	07/06/17	IM*E0061859	1,392.00	Printing Expense
Invoice < \$15,000	Refrigeration Enterprises, Inc.	07/06/17	IM*E0061860	4,356.33	Maintenance Services Expense
Invoice < \$15,000	Riverside Technologies, Inc.	07/06/17	IM*E0061861	14,237.75	Non-Capital Equipment

D. All Disbursements Excluding Payroll
College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS

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Invoice < \$15,000	Signature Cleaners of Univesity Commons	07/06/17	IM'E0061862	84.00	Other Contractual Services Expense
Invoice < \$15,000	Snap-on, Inc.	07/06/17	IM'E0061863	70.85	Maintenance Services Expense
Invoice < \$15,000	Sodexo	07/06/17	IM'E0061864	5,755.66	Other Conference & Meeting Expense
Invoice < \$15,000	Southside Control Supply Company	07/06/17	IM'E0061865	64.68	Maintenance Supplies
Invoice < \$15,000	Stevens & Tate, Inc.	07/06/17	IM'E0061866	499.00	Other Contractual Services Expense
Invoice < \$15,000	Stivers Staffing Services	07/06/17	IM'E0061867	380.55	Other Contractual Services Expense
Invoice < \$15,000	Supreme Lobster & Seafood	07/06/17	IM'E0061868	841.49	Instructional Supplies
Invoice < \$15,000	Tribune Media Group	07/06/17	IM'E0061869	2,280.00	Advertising Expense
Invoice < \$15,000	United Septic & Grease Busters	07/06/17	IM'E0061870	390.00	Facilities Maintenance Service
Employee Reimbursement	Donna H. Stewart	07/06/17	IM'E0061871	335.42	Mileage In District / In State
Employee Reimbursement	Vittorio A. Gensini	07/06/17	IM'E0061872	8,302.50	Travel Advances
Invoice > \$15,000	DuPage Credit Union	07/06/17	IM'E0061873	31,392.80	Credit Union PR Deduction 7/6/17 PR
Invoice > \$15,000	SURS-State University Retirement System	07/06/17	IM'E0061874	403,219.45	Employee Retirement Contribution 7/6/17 PR
Invoice > \$15,000	Valic Retirement Services	07/06/17	IM'E0061875	131,768.52	Annuities PR Deduction 7/6/17 PR
Employee Reimbursement	Viktor Antipenkov	07/06/17	IM'E0061876	60.87	Travel - In Dist / In State
Employee Reimbursement	Kelly A. Bachewicz	07/06/17	IM'E0061877	83.95	Instructional Supplies
Employee Reimbursement	Surabhi S. Borkar	07/06/17	IM'E0061878	20.00	Tuition Reimbursement-Classified
Employee Reimbursement	Mark J. Brady	07/06/17	IM'E0061879	62.83	Travel - In Dist / In State
Employee Reimbursement	Scott L. Brady	07/06/17	IM'E0061880	265.00	Dues - Administrators
Employee Reimbursement	Judy L. Carino	07/06/17	IM'E0061881	497.24	Travel - Out of State
Employee Reimbursement	Jenny E. Cerpa	07/06/17	IM'E0061882	76.51	Mileage In District / In State
Employee Reimbursement	Jennifer A. Charles	07/06/17	IM'E0061883	447.50	Tuition Reimbursement-Classified
Employee Reimbursement	Robert J. Clark	07/06/17	IM'E0061884	976.14	Instructional Supplies
Employee Reimbursement	Evelyn Y. Cummings	07/06/17	IM'E0061885	14.99	Instructional Supplies
Employee Reimbursement	Lisa M. Ely	07/06/17	IM'E0061886	205.04	Mileage In District / In State
Employee Reimbursement	Valeria J. Fike	07/06/17	IM'E0061887	682.44	Travel - In Dist / In State
Employee Reimbursement	Cesar A. Flores	07/06/17	IM'E0061888	1,649.52	Travel - Out of State
Employee Reimbursement	Helen E. Gbala	07/06/17	IM'E0061889	470.45	Travel - In Dist / In State
Employee Reimbursement	Glenn A. Hansen	07/06/17	IM'E0061890	131.25	Dues - Faculty
Employee Reimbursement	Edward Haskell	07/06/17	IM'E0061891	112.64	Mileage In District / In State
Employee Reimbursement	Amy C. Hull	07/06/17	IM'E0061892	57.85	Instructional Supplies
Employee Reimbursement	Susan M. Jerak	07/06/17	IM'E0061893	75.00	Tuition Reimbursement-Administration
Employee Reimbursement	Candice M. Johnson	07/06/17	IM'E0061894	206.14	Mileage In District / In State
Employee Reimbursement	Donna M. Kanak	07/06/17	IM'E0061895	443.67	Tuition Reimbursement-Faculty
Employee Reimbursement	Clarise M. Kavooras	07/06/17	IM'E0061896	53.97	Other Materials & Supplies Expense
Employee Reimbursement	Mary S. Konkel	07/06/17	IM'E0061897	240.00	Tuition Reimbursement-Faculty
Employee Reimbursement	David J. Kramer	07/06/17	IM'E0061898	352.67	Instructional Supplies
Employee Reimbursement	Dejang Liu	07/06/17	IM'E0061899	420.38	Publications
Employee Reimbursement	Sherry Machacek	07/06/17	IM'E0061900	749.88	Travel - Out of State
Employee Reimbursement	Shawn L. Maisch	07/06/17	IM'E0061901	167.48	Mileage In District / In State
Employee Reimbursement	Susan M. Maloney	07/06/17	IM'E0061902	43.01	Mileage In District / In State
Employee Reimbursement	Sandra M. Martins	07/06/17	IM'E0061903	1,787.99	Conference/Meeting Expense- Local
Employee Reimbursement	Jennifer A. McIntosh	07/06/17	IM'E0061904	186.72	Mileage In District / In State
Employee Reimbursement	Joseph A. Moran	07/06/17	IM'E0061905	149.00	Tuition Reimbursement-Faculty
Employee Reimbursement	Kimberly G. Morris	07/06/17	IM'E0061906	1,072.64	Other supplies
Employee Reimbursement	Kenneth J. Orenic	07/06/17	IM'E0061907	300.00	Tuition Reimbursement-Faculty
Employee Reimbursement	Lori J. Patnaude	07/06/17	IM'E0061908	666.34	Tuition Reimbursement-Classified
Employee Reimbursement	Andrea Polites	07/06/17	IM'E0061909	99.00	Dues - Faculty
Employee Reimbursement	Thomas J. Robertson	07/06/17	IM'E0061910	182.32	Instructional Supplies
Employee Reimbursement	Sharon M. Scalise	07/06/17	IM'E0061911	317.80	Tuition Reimbursement-Faculty
Employee Reimbursement	Melissa B. Schertz	07/06/17	IM'E0061912	385.00	Dues - Classified
Employee Reimbursement	Jane E. Schubert	07/06/17	IM'E0061913	667.38	Travel - Out of State
Employee Reimbursement	Kenneth L. Scott	07/06/17	IM'E0061914	447.10	Mileage In District / In State
Employee Reimbursement	Kathleen A. Smid	07/06/17	IM'E0061915	37.99	Mileage In District / In State
Employee Reimbursement	Diane R. Szakonyi	07/06/17	IM'E0061916	17.13	Mileage In District / In State
Employee Reimbursement	Christopher C. Thielman	07/06/17	IM'E0061917	404.44	Travel - Out of State
Employee Reimbursement	James R. Tumavich	07/06/17	IM'E0061918	495.25	Instructional Supplies
Employee Reimbursement	Janelle M. Walker	07/06/17	IM'E0061919	1,970.34	Travel - Out of State
Invoice < \$15,000	4IMPRIINT, Inc.	07/12/17	IM'E0061920	4,597.07	Other Conference & Meeting Expense
Invoice < \$15,000	A.M. Best Company	07/12/17	IM'E0061921	184.50	Books and Binding Costs
Invoice < \$15,000	AANEVCO, Inc. D/B/A ITR Systems	07/12/17	IM'E0061922	1,080.00	Other Contractual Services Expense
Invoice < \$15,000	Advanced Wiring Solutions, Inc.	07/12/17	IM'E0061923	10,500.00	Building Remodeling Expense
Invoice < \$15,000	Appetize Technologies, Inc.	07/12/17	IM'E0061924	11,035.00	Equipment - Service
Invoice < \$15,000	Aqua Designs, Inc.	07/12/17	IM'E0061925	1,750.00	Other Contractual Services Expense
Invoice < \$15,000	ASI, Illinois	07/12/17	IM'E0061926	2,948.00	Building Remodeling Expense

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Community College District No. 502
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Invoice < \$15,000	B&H Foto & Electronics Corporation	07/12/17	IM*E0061927	10,248.27	Equipment - Instructional
Invoice < \$15,000	Bailey Edward Design, Inc. Bailey Edward Architects	07/12/17	IM*E0061928	13,815.58	Architectural Services Expense
Invoice < \$15,000	Bell CDL Enterprises, Inc.	07/12/17	IM*E0061930	125.00	Instructional Service Contribution
Invoice < \$15,000	Bloomsbury Publishing, Inc.	07/12/17	IM*E0061931	1,404.78	Books and Binding Costs
Invoice < \$15,000	Boelter Companies	07/12/17	IM*E0061932	7,589.79	Equipment - Instructional
Invoice < \$15,000	BWM Global, Inc.	07/12/17	IM*E0061933	1,002.50	Advertising Expense
Invoice < \$15,000	Carol Fox & Associates	07/12/17	IM*E0061934	7,500.00	Advertising Expense
Invoice < \$15,000	Computer Discount Warehouse	07/12/17	IM*E0061935	1,162.61	Office Supplies
Invoice < \$15,000	Cordogan Clark & Associates, Inc.	07/12/17	IM*E0061936	856.00	Architectural Services Expense
Invoice < \$15,000	CPP, Inc.	07/12/17	IM*E0061937	2,760.00	Instructional Supplies
Invoice < \$15,000	Credentials, Inc.	07/12/17	IM*E0061938	33.00	Maintenance Services Expense
Invoice < \$15,000	EBSCO Information Services	07/12/17	IM*E0061939	486.86	Publications
Invoice < \$15,000	Edward Hospital & Health Services	07/12/17	IM*E0061940	128.00	Instructional Service Contribution
Invoice < \$15,000	Follett Higher Education	07/12/17	IM*E0061941	3,243.64	Other Students Bookbills
Invoice < \$15,000	Fox Valley Fire & Safety Company, Inc.	07/12/17	IM*E0061943	1,684.00	Maintenance Services Expense
Invoice < \$15,000	Gloria Ioliadis D/B/A County Court Reporters, Inc.	07/12/17	IM*E0061944	788.80	Other Contractual Services Expense
Invoice < \$15,000	Grainger - Downers Grove	07/12/17	IM*E0061945	324.94	Instructional Supplies
Invoice < \$15,000	Ground Pros, Inc.	07/12/17	IM*E0061946	400.00	Maintenance Services Expense
Invoice < \$15,000	GW Berkheimer Co., Inc.	07/12/17	IM*E0061947	398.40	Maintenance Supplies
Invoice < \$15,000	Heritage FS, Inc.	07/12/17	IM*E0061948	386.19	Instructional Service Contribution
Invoice < \$15,000	Holstein's Garage	07/12/17	IM*E0061949	35.00	Maintenance Services Expense
Invoice < \$15,000	Illinois Mailing Systems, Inc.	07/12/17	IM*E0061950	475.00	Office Supplies
Invoice < \$15,000	Interiors for Business, Inc.	07/12/17	IM*E0061951	2,189.78	Other Contractual Services Expense
Invoice < \$15,000	J W Pepper Music	07/12/17	IM*E0061952	524.95	Instructional Supplies
Invoice < \$15,000	JMA Construction, Inc.	07/12/17	IM*E0061953	575.00	Other Contractual Services Expense
Invoice < \$15,000	K. K. Stevens Company	07/12/17	IM*E0061954	1,108.85	Consultants Expense
Invoice < \$15,000	LYRASIS	07/12/17	IM*E0061955	1,725.00	Dues
Invoice < \$15,000	M&M The Special Events Company	07/12/17	IM*E0061956	302.70	Other Conference & Meeting Expense
Invoice < \$15,000	Mergent, Inc.	07/12/17	IM*E0061958	3,000.00	Books and Binding Costs
Invoice < \$15,000	Midwest Groundcovers	07/12/17	IM*E0061959	2,566.30	Maintenance Supplies
Invoice < \$15,000	NAPA Auto Parts - Glen Ellyn	07/12/17	IM*E0061960	5,998.00	Other Materials & Supplies Expense
Invoice < \$15,000	Neuco	07/12/17	IM*E0061961	574.92	Maintenance Supplies
Invoice < \$15,000	North American	07/12/17	IM*E0061962	232.52	Maintenance Supplies
Invoice < \$15,000	Oriental Trading Company	07/12/17	IM*E0061963	676.60	Conference/Meeting Expense- Local
Invoice < \$15,000	Packey Webb Ford	07/12/17	IM*E0061964	108.00	Vehicle Supplies
Invoice < \$15,000	Paddock Publications	07/12/17	IM*E0061965	243.80	Advertising Expense
Invoice < \$15,000	Patterson Dental	07/12/17	IM*E0061966	1,456.66	Instructional Supplies
Invoice < \$15,000	Perkins + Will, Inc.	07/12/17	IM*E0061967	3,375.00	Architectural Services Expense
Invoice < \$15,000	Poblocki Sign Company	07/12/17	IM*E0061968	468.00	Maintenance Supplies
Invoice < \$15,000	Pocket Nurse	07/12/17	IM*E0061969	58.56	Instructional Supplies
Invoice < \$15,000	Ray O'Herron Co., Inc.	07/12/17	IM*E0061970	84.77	Other supplies
Invoice < \$15,000	RELY media	07/12/17	IM*E0061971	9,525.00	Instructional Supplies
Invoice < \$15,000	Riverside Technologies, Inc.	07/12/17	IM*E0061972	913.00	Other Materials & Supplies Expense
Invoice < \$15,000	Ross Electric	07/12/17	IM*E0061973	1,046.00	Facilities Maintenance Service
Invoice < \$15,000	Russo Power Equipment	07/12/17	IM*E0061974	1,327.82	Maintenance Supplies
Invoice < \$15,000	Snap-on, Inc.	07/12/17	IM*E0061976	1,377.36	Maintenance Services Expense
Invoice < \$15,000	Southside Control Supply Company	07/12/17	IM*E0061977	486.75	Maintenance Supplies
Invoice < \$15,000	Stevens & Tate, Inc.	07/12/17	IM*E0061978	4,500.00	Other Contractual Services Expense
Invoice < \$15,000	Stivers Staffing Services	07/12/17	IM*E0061979	1,024.35	Other Contractual Services Expense
Invoice < \$15,000	Swank Motion Pictures	07/12/17	IM*E0061980	503.00	Audio/Visual Materials
Invoice < \$15,000	Touchnet Information Systems, Inc.	07/12/17	IM*E0061981	1,750.00	Other Contractual Services Expense
Invoice < \$15,000	Tribune Media Group	07/12/17	IM*E0061982	760.00	Advertising Expense
Invoice < \$15,000	Unemployment Consultants, Inc.	07/12/17	IM*E0061983	1,000.00	Unemployment Insurance Expense
Invoice < \$15,000	Wesco Distribution, Inc.	07/12/17	IM*E0061984	11,202.50	Building Remodeling Expense
Invoice < \$15,000	West Publishing Corporation	07/12/17	IM*E0061985	569.44	Instructional Service Contribution
Employee Reimbursement	Jose R. Alferez	07/12/17	IM*E0061986	6.42	Mileage In District / In State
Employee Reimbursement	Kelly A. Bachewicz	07/12/17	IM*E0061987	68.52	Instructional Supplies
Employee Reimbursement	Susan M. Cabay	07/12/17	IM*E0061988	214.65	Tuition Reimbursement-Classified
Employee Reimbursement	Judy L. Carino	07/12/17	IM*E0061989	319.00	Dues - Faculty
Employee Reimbursement	Joseph C. Cassidy	07/12/17	IM*E0061990	50.00	Instructional Supplies
Employee Reimbursement	Theresa Ciez	07/12/17	IM*E0061991	367.76	Tuition Reimbursement-Faculty
Employee Reimbursement	Brian D. Clement	07/12/17	IM*E0061992	90.72	Instructional Supplies
Employee Reimbursement	Charles W. Currier	07/12/17	IM*E0061993	324.51	Travel - In Dist / In State
Employee Reimbursement	Sheryl A. Ebersold	07/12/17	IM*E0061994	300.00	Tuition Reimbursement-Classified
Employee Reimbursement	Jason T. Ertz	07/12/17	IM*E0061995	192.96	Mileage In District / In State

D. All Disbursements Excluding Payroll
College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS

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Employee Reimbursement	Melissa M. Fanella	07/12/17	IM*E0061996	54.13	Advertising Expense
Employee Reimbursement	Jennifer A. McIntosh	07/12/17	IM*E0061999	200.00	Dues - Administrators
Employee Reimbursement	Adela Meitz	07/12/17	IM*E0062000	10.17	Conference/Meeting Expense- Local
Employee Reimbursement	Lauren G. Morgan	07/12/17	IM*E0062001	537.75	Rental - Equipment
Employee Reimbursement	Kimberly G. Morris	07/12/17	IM*E0062002	276.00	Other supplies
Employee Reimbursement	Robert H. Murr	07/12/17	IM*E0062003	9.13	Mileage In District / In State
Employee Reimbursement	Jeffrey A. Papp	07/12/17	IM*E0062004	39.59	Mileage In District / In State
Employee Reimbursement	Ann E. Rondeau	07/12/17	IM*E0062005	46.36	Mileage In District / In State
Employee Reimbursement	Agustin Saucedo	07/12/17	IM*E0062006	169.28	Mileage In District / In State
Employee Reimbursement	Melissa B. Schertz	07/12/17	IM*E0062007	830.62	Travel - Out of State
Employee Reimbursement	Carol L. Sturz	07/12/17	IM*E0062008	325.50	Tuition Reimbursement-Faculty
Employee Reimbursement	Shellaine K. Thacker	07/12/17	IM*E0062009	167.81	Dues - Faculty
Employee Reimbursement	Lisa M. Vondra	07/12/17	IM*E0062010	104.33	Mileage In District / In State
Invoice > \$15,000	Cengage Learning, Inc.	07/13/17	IM*E0062011	22,066.60	Books and Binding Costs
Invoice > \$15,000	Correct Digital Displays, Inc.	07/13/17	IM*E0062012	33,992.00	Equipment - Instructional
Invoice > \$15,000	Delphi Productions, Inc.	07/13/17	IM*E0062013	66,215.31	Building Remodeling Expense
Invoice > \$15,000	Nicor Enerchange	07/13/17	IM*E0062014	29,033.84	Gas Expense
Invoice < \$15,000	Nicor Gas	07/13/17	IM*E0062015	12,740.50	Gas Expense
Invoice > \$15,000	Community College Health Consortium	07/17/17	IM*E0062016	1,140,438.36	Medical Premiums June 2017 Payrolls
Invoice > \$15,000	Vision Service Plan - (IV)	07/17/17	IM*E0062017	17,373.81	Vision Choice Premiums June/July 2017
Invoice > \$15,000	Village of Glen Ellyn	07/18/17	IM*E0062018	38,457.59	Water - Sewage Expense
Invoice > \$15,000	All Tech Energy, Inc.	07/19/17	IM*E0062019	40,000.00	Other Contractual Services Expense
Invoice > \$15,000	Corporate Lakes Property	07/19/17	IM*E0062020	16,195.77	Rental Facility
Invoice > \$15,000	Proquest, LLC	07/19/17	IM*E0062021	62,500.00	Books and Binding Costs
Invoice > \$15,000	Smith Maintenance Company	07/19/17	IM*E0062022	32,321.63	Custodial Services
Invoice > \$15,000	Touchnet Information Systems, Inc.	07/19/17	IM*E0062023	85,226.53	IT Maintenance Services
Invoice > \$15,000	Zehnder Communications, Inc.	07/19/17	IM*E0062024	30,926.97	Advertising Expense
Invoice > \$15,000	4 All Promos	07/19/17	IM*E0062025	249.78	Office Supplies
Invoice < \$15,000	Advanced Parts & Services	07/19/17	IM*E0062026	994.57	Maintenance Services Expense
Invoice < \$15,000	Advanced Wiring Solutions, Inc.	07/19/17	IM*E0062027	10,500.00	Building Remodeling Expense
Invoice < \$15,000	Autodesk	07/19/17	IM*E0062028	1,132.00	Other Contractual Services Expense
Invoice < \$15,000	Automation Direct	07/19/17	IM*E0062029	2,202.35	Instructional Supplies
Invoice < \$15,000	B&H Foto & Electronics Corporation	07/19/17	IM*E0062030	1,178.92	Audio/Visual Materials
Invoice < \$15,000	Bailey Edward Design, Inc.	07/19/17	IM*E0062031	965.00	Architectural Services Expense
Invoice < \$15,000	BMC Software, Inc.	07/19/17	IM*E0062032	12,583.83	IT Maintenance Services
Invoice < \$15,000	Carolina Biological	07/19/17	IM*E0062033	637.08	Instructional Supplies
Invoice < \$15,000	Casco Bay, LLC	07/19/17	IM*E0062034	3,982.00	Conference/Meeting Expense- Local
Invoice < \$15,000	Celartem, Inc. D/B/A Extensis	07/19/17	IM*E0062035	10,345.00	Other Contractual Services Expense
Invoice < \$15,000	Commercial Alarm Systems	07/19/17	IM*E0062036	1,750.00	Maintenance Services Expense
Invoice < \$15,000	Computer Discount Warehouse	07/19/17	IM*E0062037	779.50	Instructional Supplies
Invoice < \$15,000	Demco, Inc.	07/19/17	IM*E0062038	49.03	Instructional Supplies
Invoice < \$15,000	DML Solutions, Inc.	07/19/17	IM*E0062039	744.47	Advertising Expense
Invoice < \$15,000	EBSCO Information Services	07/19/17	IM*E0062040	14,805.00	Books and Binding Costs
Invoice < \$15,000	ELFCO	07/19/17	IM*E0062041	2,617.89	Instructional Supplies
Invoice < \$15,000	Fortune Fish Company	07/19/17	IM*E0062042	192.30	Instructional Supplies
Invoice < \$15,000	Global Equipment Company, Inc.	07/19/17	IM*E0062043	611.00	Equipment - Office
Invoice < \$15,000	Grainger - Downers Grove	07/19/17	IM*E0062044	36.48	Instructional Supplies
Invoice < \$15,000	Great Lakes Kwik Space	07/19/17	IM*E0062045	99.00	Office Supplies
Invoice < \$15,000	IBISWorld, Inc.	07/19/17	IM*E0062046	13,360.00	Books and Binding Costs
Invoice < \$15,000	Interiors for Business, Inc.	07/19/17	IM*E0062047	8,882.42	Conference/Meeting Expense- Local
Invoice < \$15,000	Intersection Media Holdings, Inc.	07/19/17	IM*E0062048	1,575.00	Advertising Expense
Invoice < \$15,000	JC Licht	07/19/17	IM*E0062049	7.99	Maintenance Supplies
Invoice < \$15,000	JMA Construction, Inc.	07/19/17	IM*E0062050	8,450.00	Other Contractual Services Expense
Invoice < \$15,000	Madison Instruments, Inc.	07/19/17	IM*E0062051	1,700.00	Instructional Supplies
Invoice < \$15,000	Mergent, Inc.	07/19/17	IM*E0062052	793.00	Books and Binding Costs
Invoice < \$15,000	Midwest Groundcovers	07/19/17	IM*E0062053	190.35	Instructional Supplies
Invoice < \$15,000	NAPA Auto Parts - Glen Ellyn	07/19/17	IM*E0062054	157.51	Purchase for Resale
Invoice < \$15,000	New Liberty Popcorn, LLC	07/19/17	IM*E0062055	2,945.00	Conference/Meeting Expense- Local
Invoice < \$15,000	NJCAA-Online Membership	07/19/17	IM*E0062056	2,910.00	Dues
Invoice < \$15,000	North American	07/19/17	IM*E0062057	80.00	Maintenance Supplies
Invoice < \$15,000	Paddock Publications	07/19/17	IM*E0062058	2,233.00	Advertising Expense
Invoice < \$15,000	Proquest, LLC	07/19/17	IM*E0062059	5,600.00	Publications
Invoice < \$15,000	Radco Communications	07/19/17	IM*E0062060	988.34	Equipment < \$2,500 per item
Invoice < \$15,000	Recruiter Academy, LLC	07/19/17	IM*E0062061	5,000.00	Advertising Expense
Invoice < \$15,000	Ross Electric	07/19/17	IM*E0062062	3,050.00	Facilities Maintenance Service

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Invoice < \$15,000	Russo Power Equipment	07/19/17	IM*E0062063	5,734.30	Equipment - Service
Invoice < \$15,000	SA & J Electronics, Inc.	07/19/17	IM*E0062064	389.77	Audio/Visual Materials
Invoice < \$15,000	Salt Creek Ballet	07/19/17	IM*E0062065	1,546.72	Art Center Deposit Liability
Invoice < \$15,000	Scrubs Etc., Inc.	07/19/17	IM*E0062066	32.00	Equipment < \$2,500 per item
Invoice < \$15,000	Sodexo	07/19/17	IM*E0062067	9,954.24	Consultants Expense
Invoice < \$15,000	Stanard & Associates	07/19/17	IM*E0062068	395.00	Other Contractual Services Expense
Invoice < \$15,000	Stivers Staffing Services	07/19/17	IM*E0062069	1,327.50	Other Contractual Services Expense
Invoice < \$15,000	StreamGuys, Inc.	07/19/17	IM*E0062070	47.60	Other Contractual Services Expense
Invoice < \$15,000	Talent Group, Inc.	07/19/17	IM*E0062071	488.75	Consultants Expense
Invoice < \$15,000	Taylor Visual Group	07/19/17	IM*E0062072	4,850.00	Printing Expense
Invoice < \$15,000	Thomas Alarm, Inc.	07/19/17	IM*E0062073	372.00	Maintenance Services Expense
Invoice < \$15,000	Touchnet Information Systems, Inc.	07/19/17	IM*E0062074	4,083.33	IT Maintenance Services
Invoice < \$15,000	Tribune Media Group	07/19/17	IM*E0062075	7,188.90	Other Contractual Services Expense
Invoice < \$15,000	Trimdata, Corporation	07/19/17	IM*E0062076	13,426.00	IT Maintenance Services
Invoice < \$15,000	Village of Glen Ellyn	07/19/17	IM*E0062077	4,394.52	Water - Sewage Expense
Invoice < \$15,000	Village of Westmont	07/19/17	IM*E0062078	88.68	Water - Sewage Expense
Invoice < \$15,000	West Payment Center	07/19/17	IM*E0062079	2,110.00	Books and Binding Costs
Invoice < \$15,000	World Trade Press	07/19/17	IM*E0062080	1,874.25	Books and Binding Costs
Invoice < \$15,000	Zehnder Communications, Inc.	07/19/17	IM*E0062081	6,464.81	Advertising Expense
Employee Reimbursement	James E. Allen	07/19/17	IM*E0062082	57.13	Conference/Meeting Expense- Local
Employee Reimbursement	Joseph Z. Aranki	07/19/17	IM*E0062083	57.97	Equipment < \$2,500 per item
Employee Reimbursement	Martin Bartz	07/19/17	IM*E0062084	129.90	Instructional Supplies
Employee Reimbursement	Robert J. Clark	07/19/17	IM*E0062085	201.09	Instructional Supplies
Employee Reimbursement	Brian D. Clement	07/19/17	IM*E0062086	28.90	Instructional Supplies
Employee Reimbursement	Barbara J. Coe	07/19/17	IM*E0062087	554.00	Tuition Reimbursement-Faculty
Employee Reimbursement	Charles W. Currier	07/19/17	IM*E0062088	204.24	Travel - In Dist / In State
Employee Reimbursement	Theodore R. Darden	07/19/17	IM*E0062089	725.00	Tuition Reimbursement-Faculty
Employee Reimbursement	Michael J. Dietz	07/19/17	IM*E0062090	775.31	Travel - Out of State
Employee Reimbursement	Jarret M. Dyer	07/19/17	IM*E0062091	578.10	Travel - Out of State
Employee Reimbursement	Gilbert J. Egge	07/19/17	IM*E0062092	113.72	Travel - Out of State
Employee Reimbursement	Melissa M. Fanella	07/19/17	IM*E0062093	29.00	Advertising Expense
Employee Reimbursement	Jamie L. Fredericks	07/19/17	IM*E0062094	133.96	Instructional Supplies
Employee Reimbursement	Virginia L. Garner	07/19/17	IM*E0062095	155.00	Dues - Classified
Employee Reimbursement	Carol S. Giegerich	07/19/17	IM*E0062097	100.00	Dues - Faculty
Employee Reimbursement	Diane L. Gryglak	07/19/17	IM*E0062098	97.00	Dues - Faculty
Employee Reimbursement	Rita G. Haake	07/19/17	IM*E0062099	16.75	Travel - In Dist / In State
Employee Reimbursement	Debra L. Hasse	07/19/17	IM*E0062100	231.70	Mileage In District / In State
Employee Reimbursement	Shannon E. Hernandez	07/19/17	IM*E0062102	2,037.14	Travel - In Dist / In State
Employee Reimbursement	Joseph W. Hopper	07/19/17	IM*E0062103	307.63	Other supplies
Employee Reimbursement	Elmir Husetovic	07/19/17	IM*E0062104	62.66	Audio/Visual Materials
Employee Reimbursement	James W. Janich	07/19/17	IM*E0062105	1,248.02	Travel - Out of State
Employee Reimbursement	Benjamin C. Johnson	07/19/17	IM*E0062106	654.47	Equipment < \$2,500 per item
Employee Reimbursement	Christiane D. Knapp-Andrews	07/19/17	IM*E0062107	204.06	Travel - Out of State
Employee Reimbursement	David J. Kramer	07/19/17	IM*E0062108	218.00	Instructional Supplies
Employee Reimbursement	Krystina E. LaSorsa	07/19/17	IM*E0062109	36.02	Travel - In Dist / In State
Employee Reimbursement	Michael R. Maddox	07/19/17	IM*E0062110	1,410.00	Tuition Reimbursement-Faculty
Employee Reimbursement	Diana L. Martinez	07/19/17	IM*E0062111	245.98	Other Conference & Meeting Expense
Employee Reimbursement	Robert S. Moorehead	07/19/17	IM*E0062112	120.00	Dues - Faculty
Employee Reimbursement	Lauren G. Morgan	07/19/17	IM*E0062113	490.00	Tuition Reimbursement-Faculty
Employee Reimbursement	Kimberly G. Morris	07/19/17	IM*E0062114	1,069.25	Other supplies
Employee Reimbursement	Robert H. Murr	07/19/17	IM*E0062115	866.56	Other supplies
Employee Reimbursement	Angela M. Nackovic	07/19/17	IM*E0062116	26.65	Mileage In District / In State
Employee Reimbursement	James Nocera	07/19/17	IM*E0062117	149.50	Audio/Visual Materials
Employee Reimbursement	Andrea Polites	07/19/17	IM*E0062118	16.76	Funds Held in Custody of Other
Employee Reimbursement	Thomas J. Robertson	07/19/17	IM*E0062119	457.48	Instructional Supplies
Employee Reimbursement	Jane M. Smith	07/19/17	IM*E0062120	78.60	Other Conference & Meeting Expense
Employee Reimbursement	Laura M. Smith	07/19/17	IM*E0062121	145.00	Mileage In District / In State
Employee Reimbursement	Sarah E. Warren	07/19/17	IM*E0062122	27.82	Mileage In District / In State
Invoice < \$15,000	Nicor Gas	07/19/17	IM*E0062123	167.55	Gas Expense
Invoice < \$15,000	Sodexo	07/19/17	IM*E0062124	1,497.00	Conference/Meeting Expense- Local
Invoice > \$15,000	ESM Solutions Corporation	07/19/17	IM*E0062125	35,339.00	IT Maintenance Services
Invoice < \$15,000	College of Dupage Foundation	07/19/17	IM*E0062126	346.22	Charitable Contributions
Invoice < \$15,000	Illinois Fraternal Order of Police	07/19/17	IM*E0062127	317.60	Professional Dues
Invoice < \$15,000	Illinois Education Association	07/19/17	IM*E0062128	217.80	Professional Dues
Invoice < \$15,000	Prestige Financial Services	07/19/17	IM*E0062129	209.07	Wage Assignments

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Invoice > \$15,000	DuPage Credit Union	07/19/17	IM*E0062130	31,042.80	Credit Union PR Deduction 7/20/17 PR
Invoice > \$15,000	SURS-State University Retirement System	07/19/17	IM*E0062131	404,465.99	Employee Retirement Contribution 7/20/17 PR
Invoice > \$15,000	Valic Retirement Services	07/19/17	IM*E0062132	127,445.60	Deferred Compensation
Invoice < \$15,000	Navia Benefit Solutions	07/19/17	IM*E0062133	10,565.03	Flexible Spending Accounts
Invoice < \$15,000	SURS-State Univ Retirement System	07/20/17	IM*E0062134	19,578.67	SURS 6% Rule Payments
Invoice < \$15,000	Rathje & Woodward, LLC	07/24/17	IM*E0062135	720.00	Legal Services Expense
Invoice > \$15,000	Bip66, Limited	07/24/17	IM*E0062136	21,325.00	Equipment - Instructional
Invoice > \$15,000	Cordogan Clark & Associates, Inc.	07/24/17	IM*E0062137	24,750.00	Architectural Services Expense
Invoice > \$15,000	Economic Modeling, LLC	07/24/17	IM*E0062138	22,500.00	Other Contractual Services Expense
Invoice > \$15,000	Truck Country of Wisconsin	07/24/17	IM*E0062139	20,062.50	Equipment - Instructional
Invoice > \$15,000	Warehouse Direct, Inc.	07/24/17	IM*E0062140	18,956.03	Other Contractual Services Expense
Invoice > \$15,000	ICISP	07/26/17	IM*E0062141	28,500.00	International Travel
Invoice < \$15,000	Paula M. Cebula	07/26/17	IM*E0062142	3,200.00	Other Contractual Services Expense
Invoice < \$15,000	Kirk Muspratt	07/26/17	IM*E0062143	4,250.00	Other Contractual Services Expense
Invoice < \$15,000	4IMPRIINT, Inc.	07/26/17	IM*E0062144	4,336.16	Other Conference & Meeting Expense
Invoice < \$15,000	A.M. Best, Co.	07/26/17	IM*E0062145	184.50	Books and Binding Costs
Invoice < \$15,000	Advanced Wiring Solutions, Inc.	07/26/17	IM*E0062146	10,500.00	Building Remodeling Expense
Invoice < \$15,000	Adventist Midwest Health	07/26/17	IM*E0062147	90.00	Instructional Service Contribution
Invoice < \$15,000	B&H Foto & Electronics Corporation	07/26/17	IM*E0062148	2,460.39	Audio/Visual Materials
Invoice < \$15,000	Buffalo Theatre Ensemble Corp.	07/26/17	IM*E0062149	6,453.37	Art Center Deposit Liability
Invoice < \$15,000	CNS Productions, Inc.	07/26/17	IM*E0062150	208.67	Books and Binding Costs
Invoice < \$15,000	Computer Discount Warehouse	07/26/17	IM*E0062151	6,349.68	Other Materials & Supplies Expense
Invoice < \$15,000	Dupage Convention & Visitors	07/26/17	IM*E0062152	2,900.00	Advertising Expense
Invoice < \$15,000	Edward Hospital & Health Services	07/26/17	IM*E0062153	315.00	Instructional Service Contribution
Invoice < \$15,000	ELFCO	07/26/17	IM*E0062154	302.45	Instructional Supplies
Invoice < \$15,000	Equipment International, LTD	07/26/17	IM*E0062155	241.50	Maintenance Services Expense
Invoice < \$15,000	Grainger - Downers Grove	07/26/17	IM*E0062156	1,599.13	Maintenance Supplies
Invoice < \$15,000	Heritage FS, Inc.	07/26/17	IM*E0062157	292.82	Instructional Service Contribution
Invoice < \$15,000	Ithaka Harbors, Inc.	07/26/17	IM*E0062158	9,300.00	Books and Binding Costs
Invoice < \$15,000	J W Pepper Music	07/26/17	IM*E0062159	1,466.94	Instructional Supplies
Invoice < \$15,000	Len's Ace Hardware, Inc.	07/26/17	IM*E0062160	265.88	Other supplies
Invoice < \$15,000	M&M The Special Events Company	07/26/17	IM*E0062161	1,465.69	Consultants Expense
Invoice < \$15,000	Maxient, LLC	07/26/17	IM*E0062162	7,000.00	IT Maintenance Services
Invoice < \$15,000	Midway Staffing, Inc.	07/26/17	IM*E0062163	6,230.18	Custodial Services
Invoice < \$15,000	Paddock Publications	07/26/17	IM*E0062164	184.00	Instructional Supplies
Invoice < \$15,000	Ray O'Herron Co., Inc.	07/26/17	IM*E0062165	626.05	Other Materials & Supplies Expense
Invoice < \$15,000	Riverside Technologies, Inc.	07/26/17	IM*E0062166	499.90	Instructional Supplies
Invoice < \$15,000	Sign Authority	07/26/17	IM*E0062167	801.68	Printing Expense
Invoice < \$15,000	Sonitrol Chicagoland West	07/26/17	IM*E0062168	1,701.00	Maintenance Services Expense
Invoice < \$15,000	Stivers Staffing Services	07/26/17	IM*E0062169	2,124.00	Other Contractual Services Expense
Invoice < \$15,000	Testa Produce, Inc.	07/26/17	IM*E0062170	253.92	Instructional Supplies
Invoice < \$15,000	Village of Glen Ellyn	07/26/17	IM*E0062171	3,053.76	Water - Sewage Expense
Invoice < \$15,000	Wheaton Mulch, Inc.	07/26/17	IM*E0062172	1,050.00	Maintenance Supplies
Employee Reimbursement	James E. Allen	07/26/17	IM*E0062173	530.00	Funds Held in Custody of Other
Employee Reimbursement	Kelly A. Bachewicz	07/26/17	IM*E0062174	77.75	Instructional Supplies
Employee Reimbursement	Joseph C. Cassidy	07/26/17	IM*E0062175	70.04	Travel - In Dist / In State
Employee Reimbursement	Brian D. Clement	07/26/17	IM*E0062176	214.22	Instructional Supplies
Employee Reimbursement	Sally N. Fairbank	07/26/17	IM*E0062177	65.08	Mileage In District / In State
Employee Reimbursement	Thomas B. Fate	07/26/17	IM*E0062178	1,384.09	Tuition Reimbursement-Faculty
Employee Reimbursement	Jamie L. Fredericks	07/26/17	IM*E0062179	101.90	Instructional Supplies
Employee Reimbursement	Kristina F. Henderson	07/26/17	IM*E0062180	81.21	Other Conference & Meeting Expense
Employee Reimbursement	Lisa A. Higgins	07/26/17	IM*E0062181	339.73	Travel - Out of State
Employee Reimbursement	Debra Jeffay	07/26/17	IM*E0062182	94.72	Mileage In District / In State
Employee Reimbursement	Willis C. Jordan	07/26/17	IM*E0062183	150.00	Dues - Classified
Employee Reimbursement	Cathleen J. Kaye	07/26/17	IM*E0062184	34.06	Mileage In District / In State
Employee Reimbursement	Krystina E. LaSorsa	07/26/17	IM*E0062185	330.00	Tuition Reimbursement-Classified
Employee Reimbursement	Gail S. Laurent	07/26/17	IM*E0062186	25.00	Dues - Faculty
Employee Reimbursement	Sara McCubbins	07/26/17	IM*E0062187	190.00	Other Conference & Meeting Expense
Employee Reimbursement	Michael W. Moon	07/26/17	IM*E0062188	87.97	Other supplies
Employee Reimbursement	Thomas M. Murray	07/26/17	IM*E0062189	310.36	Purchase for Resale
Employee Reimbursement	Sheryl A. Mylan	07/26/17	IM*E0062190	1,143.77	Tuition Reimbursement-Faculty
Employee Reimbursement	Angela M. Nackovic	07/26/17	IM*E0062191	17.13	Mileage In District / In State
Employee Reimbursement	James Nocera	07/26/17	IM*E0062192	90.78	Mileage In District / In State
Employee Reimbursement	Ann E. Rondeau	07/26/17	IM*E0062193	140.00	Conference/Meeting Expense- Local
Employee Reimbursement	Melissa B. Schertz	07/26/17	IM*E0062194	10.60	Mileage In District / In State

D. All Disbursements Excluding Payroll
College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS

CHECKS ISSUED DURING ACCOUNTING MONTH - JULY 2017

Check number sequence order excludes checks issued to students which results in check number sequence gaps. All students are covered under the Family Educational Rights and Privacy Act					
To view invoices on line, click the hyperlink below to take you to the College's home page.					
http://www.cod.edu/about/office_of_the_president/planning_and_reporting_documents/invoices.aspx					
Click "About COD"; then click "COD Financial Documents"; then click Third Party Invoices and select a month					
Employee Reimbursement	Laura M. Smith	07/26/17	IM*E0062196	92.74	Mileage In District / In State
Employee Reimbursement	Shellaine K. Thacker	07/26/17	IM*E0062197	94.17	Mileage In District / In State
Employee Reimbursement	Katherine Thompson	07/26/17	IM*E0062198	39.78	Mileage In District / In State
Employee Reimbursement	Sherry A. Tietz	07/26/17	IM*E0062199	62.12	Other Conference & Meeting Expense
Employee Reimbursement	Sarah E. Warren	07/26/17	IM*E0062200	6.42	Mileage In District / In State
Employee Reimbursement	Gina K. Wheatley	07/26/17	IM*E0062201	12.31	Mileage In District / In State
Employee Reimbursement	Justin P. Witte	07/26/17	IM*E0062202	346.76	Other supplies
Invoice > \$15,000	Academy of Dance Arts	07/27/17	IM*E0062203	15,007.72	Art Center Deposit Liability
Invoice > \$15,000	Builders Land, Inc.	07/27/17	IM*E0062204	16,057.35	Building Remodeling Expense
Employee Reimbursement	Gilbert J. Egge	07/31/17	IM*E0062205	8,900.00	Travel Advances
Employee Reimbursement	Mark J. Sutherland	07/31/17	IM*E0062206	4,700.00	Travel Advances
Invoice < \$15,000	Minibus Shuttle Service	07/11/17	IM*W491	595.67	International Travel
Invoice < \$15,000	University of London	07/19/17	IM*W494	6,302.16	International Travel
Invoice > \$15,000	Icelandair Hotels	07/26/17	IM*W495	19,186.90	International Travel
	Student Refunds Paper Checks			\$211,213.23	Paper Check (406 disbursements)
	Student E-Commerce			\$121,964.81	Credit Card (386 disbursements)
	Student Refunds Touchnet ACH			\$412,595.31	Touchnet ACH (540 disbursements)
	Student Refunds Touchnet to Touchnet			\$59,658.23	Touchnet to Touchnet (257 disbursements)
	Student Paper Checks Issued Prior Month; Voided in Current Month			(\$13,377.82)	Voided checks in current month issued in prior month (16 voids)
	Total Disbursements			\$8,990,608.68	

College of DuPage
Community College District No. 502
FY2017 Budget Transfer Report
June 2017
(Not Previously Reported)

E. Budget Transfer Report

Date	Budget Adjustment Number	Fund	Dept. No.	Department Name	Object Number	Object Name	Debit	Credit
07/12/17	B008726	06	02532	DE/ICCB/Perkins/LOS FY17	5309001	Other Contractual Services Exp	-	500.00
		06	02532	DE/ICCB/Perkins/LOS FY17	5409001	Other Materials & Supplies Exp	-	1,000.00
		06	02532	DE/ICCB/Perkins/LOS FY17	5501001	Conference/Meeting Exp- Local	1,500.00	-
	B008726 Subtotal					Approval Level: Controller	1,500.00	1,500.00
	<i>Grant funds reallocated to cover Sodexo expenses.</i>							
07/13/17	B008727	05	11301	AUX MAC Operations	5406002	Dues	-	150.00
		05	11301	AUX MAC Operations	5408001	Purchase for Resale	150.00	-
	B008727 Subtotal					Approval Level: Controller	150.00	150.00
	<i>To cover Sodexo rental concessions in June, 2017.</i>							
07/13/17	B008728	01	12301	Gahlberg Gallery	5503001	Travel - Out of State	-	250.00
		01	12301	Gahlberg Gallery	5509001	Other Conf & Meeting Exp a	250.00	-
	B008728 Subtotal					Approval Level: Controller	250.00	250.00
	<i>To cover Sodexo costs for Gallery Reception in June, 2017.</i>							
07/13/17	B008729	01	00819	Student Engagement	5309001	Other Contractual Services Exp	1,170.00	-
		01	00819	Student Engagement	5509001	Other Conf & Meeting Exp a	-	1,170.00
	B008729 Subtotal					Approval Level: Controller	1,170.00	1,170.00
	<i>To cover floor signage expenses.</i>							
07/13/17	B008734*	01	00177	Engineering	5401002	Instructional Supplies	-	40.00
		01	00177	Engineering	5501001	Conference/Meeting Exp- Local	40.00	-
	B008734* Subtotal					Approval Level: Controller	40.00	40.00
	<i>To cover additional instructional supplies.</i>							
07/13/17	B008735	01	00835	Fringe Benefit Unallocated	5209006	SURS 6% Rule Payments	-	5,000.00
		01	00835	Fringe Benefit Unallocated	5209014	Tuition Reimb-Faculty	5,000.00	-
	B008735 Subtotal					Approval Level: Controller	5,000.00	5,000.00
	<i>To cover additional tuition reimbursement expenses (1 of 2).</i>							
07/13/17	B008736	01	00177	Engineering	5401002	Instructional Supplies	80.00	-
		01	00177	Engineering	5501001	Conference/Meeting Exp- Local	-	80.00
	B008736 Subtotal					Approval Level: Controller	80.00	80.00
	<i>To correct entry B008734.</i>							
07/13/17	B008737	01	00835	Fringe Benefit Unallocated	5209006	SURS 6% Rule Payments	-	4,000.00
		01	00835	Fringe Benefit Unallocated	5209014	Tuition Reimb-Faculty	4,000.00	-
	B008737 Subtotal					Approval Level: Controller	4,000.00	4,000.00
	<i>To cover additional tuition reimbursement expenses (2 of 2).</i>							

*Note: Gaps in budget number sequence are FY2018 budget transfers.

College of DuPage
Community College District No. 502
FY2018 Budget Transfer Report
July 2017

E. Budget Transfer Report

Date	Budget Adjustment Number	Fund	Dept. No.	Department Name	Object Number	Object Name	Debit	Credit
06/28/17	B008716	01	00833	General Institutional - Ed	5605001	General Insurance Exps	60,000.00	-
		01	00833	General Institutional - Ed	6000001	Expense Contingency	-	83,000.00
		01	00835	Fringe Benefit Unallocated	5202001	Workers Compensation Ins	73,021.00	-
		01	12031	Athletics S.A.	5605001	General Insurance Exps	-	50,021.00
		02	00837	General Institutional - O&M	5605001	General Insurance Exps	39,000.00	-
		02	00837	General Institutional - O&M	5607001	Property and Casualty Insur	-	39,000.00
	B008716 Subtotal					Approval Level: Board of Trustees	172,021.00	172,021.00
To cover FY2018 ICCRMC Billing. Transfer from Contingency approved at June 22, 2017 B.O.T. Meeting. Agenda Item 8.								
06/29/17	B008718*	01	00833	General Institutional - Ed	5909001	Other Expenditure	130,000.08	-
		01	14005	Addison Center	5409002	Non-Capital equipment	-	65,000.04
		01	14045	Carol Stream Center	5409002	Non-Capital equipment	-	45,000.00
		01	14205	Westmont Center	5409002	Non-Capital equipment	-	20,000.04
	B008718* Subtotal					Approval Level: President	130,000.08	130,000.08
To reprioritize non-capital equipment budget that will be purchased from capital maintenance project group.								
07/06/17	B008725*	05	64001	PharmTech CE	5401002	Instructional Supplies	-	222.00
		05	67001	CDL CE	5601001	Rental Facility	222.00	-
	B008725* Subtotal					Approval Level: Controller	222.00	222.00
To cover rental expenses for CDL Trucking School.								
07/13/17	B008730*	06	02736	DOD/NSA/GC Students 17/18	5309001	Other Contractual Services Exp	-	5,029.40
		06	02736	DOD/NSA/GC Students 17/18	5401002	Instructional Supplies	1,161.17	-
		06	02736	DOD/NSA/GC Students 17/18	5401006	Other supplies	762.32	-
		06	02736	DOD/NSA/GC Students 17/18	5409001	Other Materials & Supplies Exp	1,000.00	-
		06	02736	DOD/NSA/GC Students 17/18	5509001	Other Conf & Meeting Exp a	1,105.91	-
		06	02736	DOD/NSA/GC Students 17/18	5909015	SS Copy Center/Signage	600.00	-
		06	02736	DOD/NSA/GC Students 17/18	5909016	SS Color Copies	400.00	-
	B008730* Subtotal					Approval Level: Controller	5,029.40	5,029.40
To rollover unused FY17 grant funds into FY18 for expenses related to Gen Cyber Student Camp.								
07/13/17	B008731	06	02735	DOD/NSA/GC Teacher 17/18	4309001	Other Federal Govt Sources	-	4,133.44
		06	02735	DOD/NSA/GC Teacher 17/18	5401002	Instructional Supplies	1,612.32	-
		06	02735	DOD/NSA/GC Teacher 17/18	5401006	Other supplies	460.71	-
		06	02735	DOD/NSA/GC Teacher 17/18	5409001	Other Materials & Supplies Exp	476.99	-
		06	02735	DOD/NSA/GC Teacher 17/18	5509001	Other Conf & Meeting Exp a	1,099.42	-
		06	02735	DOD/NSA/GC Teacher 17/18	5909015	SS Copy Center/Signage	84.00	-
		06	02735	DOD/NSA/GC Teacher 17/18	5909016	SS Color Copies	400.00	-
	B008731 Subtotal					Approval Level: Controller	4,133.44	4,133.44
To rollover unused FY17 grant funds into FY18 for expenses related to Gen Cyber Teacher Camp.								
07/13/17	B008732	06	02810	DOJ/Bulletproof Vest 15/18	4309001	Other Federal Govt Sources	-	1,185.48
		06	02810	DOJ/Bulletproof Vest 15/18	5409001	Other Materials & Supplies Exp	1,185.48	-
	B008732 Subtotal					Approval Level: Controller	1,185.48	1,185.48
To rollover unused FY17 grant funds into FY18 .								
07/13/17	B008733	01	00485	Enrollment Services	5406001	Publications	1,000.00	-
		01	00485	Enrollment Services	5501001	Conference/Meeting Exp- Local	-	1,000.00
	B008733 Subtotal					Approval Level: Controller	1,000.00	1,000.00
To cover purchase of Vincent Tinto books for faculty/staff.								

*Note: Gaps in budget number sequence are FY2017 budget transfers.

College of DuPage
Community College District No. 502
FY2018 Budget Transfer Report
July 2017

E. Budget Transfer Report

Date	Budget Adjustment Number	Fund	Dept. No.	Department Name	Object Number	Object Name	Debit	Credit
07/18/17	B008738*	01	00845	Employee Wellness	5309001	Other Contractual Services Exp	-	4,000.00
		01	00845	Employee Wellness	5909015	SS Copy Center/Signage	1,500.00	-
		01	00845	Employee Wellness	5909016	SS Color Copies	2,500.00	-
	B008738* Subtotal					Approval Level: Controller	4,000.00	4,000.00
	<i>To cover anticipated expenses needed for signage and color copies.</i>							
07/18/17	B008739	06	01230	Small Bus Dvlt/NonGran	4409001	Other Student Tuition & Fees	-	9,000.00
		06	01230	Small Bus Dvlt/NonGran	5308001	Instructional Service Contr	9,000.00	-
	B008739 Subtotal					Approval Level: Controller	9,000.00	9,000.00
	<i>To cover the purchase of Vincent Tinto books for faculty and staff.</i>							
07/20/17	B008740	06	05240	ICCB/PIG FY17	4201031	CTE Program Improvement Grant	-	46,872.00
		06	05240	ICCB/PIG FY17	5409002	Non-Capital equipment	46,872.00	-
						Approval Level: President	46,872.00	46,872.00
	<i>To cover the purchase of 21 MacBook Pro laptops to support the Sign Language Program.</i>							
07/20/17	B008741	06	03410	NSF/UCAR/Unidata 17-18	4309001	Other Federal Govt Sources	-	19,938.00
		06	03410	NSF/UCAR/Unidata 17-18	5806001	Equipment - Instructional	19,938.00	-
	B008741 Subtotal					Approval Level: President	19,938.00	19,938.00
	<i>To cover the purchase of meteorology equipment.</i>							
07/20/17	B008742	06	02040	NEH/DEW FY17-19	4309001	Other Federal Govt Sources	-	64,372.00
		06	02040	NEH/DEW FY17-19	5103001	Faculty - Full-Time	26,616.00	-
		06	02040	NEH/DEW FY17-19	5103094	Overload Non-Teaching-FT	3,486.00	-
		06	02040	NEH/DEW FY17-19	5104501	Managerial Staff FT	3,200.00	-
		06	02040	NEH/DEW FY17-19	5209004	SURS Contribution (grant)	4,110.00	-
		06	02040	NEH/DEW FY17-19	5299901	FT Allocated Employee Benefits	586.00	-
		06	02040	NEH/DEW FY17-19	5299902	PT alloc Employee Benefits	70.00	-
		06	02040	NEH/DEW FY17-19	5401002	Instructional Supplies	12,208.00	-
		06	02040	NEH/DEW FY17-19	5409001	Other Materials & Supplies Exp	1,109.00	-
		06	02040	NEH/DEW FY17-19	5909003	Indirect Costs	12,987.00	-
	B008742 Subtotal					Approval Level: President	64,372.00	64,372.00
	<i>To establish the Career Pathways grant from ICCB.</i>							
07/27/17	B008743	01	00257	Respiratory Tech	5806001	Equipment - Instructional	-	3,500.00
		01	00257	Respiratory Tech	5409002	Non-Capital equipment	3,500.00	-
	B008743 Subtotal					Approval Level: Controller	3,500.00	3,500.00
	<i>To move anticipated capital expense to non-capital expense.</i>							
07/27/17	B008744	06	02335	DOL/DCEO/DEI V 15/18	5502001	Travel - In Dist / In State	-	1,200.00
		06	02335	DOL/DCEO/DEI V 15/18	5309002	Honorarium Services	1,200.00	-
	B008744 Subtotal					Approval Level: Controller	1,200.00	1,200.00
	<i>To cover honorarium expenses to high school students.</i>							

*Note: Gaps in budget number sequence are FY2017 budget transfers.

COLLEGE OF DuPAGE
COMMUNITY COLLEGE DISTRICT NO. 502
BUDGET TRANSFER FROM CONTINGENCY YEAR-TO-DATE THROUGH July 31, 2017
FISCAL YEAR 2018

GENERAL FUND:

FROM:				TO:			
MONTH	ACCOUNT NUMBER	DESCRIPTION	Amount	ACCOUNT NUMBER	DESCRIPTION	AMOUNT	REASON
7/2017	01-90-00833-6000001	Contingency	\$ (83,000)	01-90-00833-5605001	General Insurance Exps	\$ 60,000	Item 8 from 7/20/17 Board meeting, to authorize the College to pay the FY2018 ICCRMC Billing.
				01-90-00835-5202001	Workers Compensation Ins	\$ 23,000	

CONTINGENCY ACCOUNTS - YEAR TO DATE	ORIGINAL BUDGET	TRANSFER IN	TRANSFER OUT	ADJUSTED BUDGET
Education Fund	\$ 2,000,000	\$ -	\$ 83,000	\$ 1,917,000
Total Contingency in General Fund	\$ 2,000,000	\$ -	\$ 83,000	\$ 1,917,000

College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE REPORT
July 2017

Professional and Legal Services for approval to be paid in August 2017

DrinkerBiddle&Reath	Legal Fees May 2017	\$1,200.00
DrinkerBiddle&Reath	Legal Fees June 2017	\$1,740.00
Rock Fusco & Connelly, LLC	Legal Fees May 2017	\$1,722.50
Rock Fusco & Connelly, LLC	Legal Fees June 2017	\$1,033.50
Schuyler Roche Crisham	Legal Fees April 2017	\$25,687.66
Schuyler Roche Crisham	Legal Fees June 2017	\$11,527.56
Rathje and Woodward, LLC	Legal Fees June 2017	\$35,971.73
Rathje and Woodward, LLC	Legal Fees July 2017	\$23,069.62
<hr/> Total		<hr/> \$100,752.57 <hr/>

G. Travel Requests

College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE REPORT
GROUP TRAVEL REQUESTS \$15,000 OR GREATER

Employee Name	Request ID	Request Date	Request Name	Request Description	Group Travel Category	Estimated Travel Amount
Thielman, Christopher	3JUH	07/01/17	French Country Cooking Trip	Field Studies Trip France 7/29 - 8/4/2018	Field Studies - Participant Paid	\$32,320.00
Luczynski, Kathleen	3JWT	07/17/17	Wildlife & Ecosystems of the Pacific NW	Field Studies Trip Washington State 9/16 - 9/23/17	Field Studies - Participant Paid	\$32,555.00
Joy, Jeanette	3JY6	07/25/17	Glacier Field Study 2017	Glacier National Park Field Study 8/13 - 8/19/18	Field Studies - Participant Paid	\$17,590.00
Joy, Jeanette	3JYC	07/25/17	Bryce/Zion Field Study 2017	Bryce/Zion Field Study 10/8 - 10/14/17	Field Studies - Participant Paid	\$15,380.00
Joy, Jeanette	3JYE	07/25/17	National Parks of Southwest 2018	National Parks of Southwest Field Study 4/8 - 4/14/18	Field Studies - Participant Paid	\$18,950.00
Joy, Jeanette	3JYF	07/25/17	Rocky Mountain Field Study 2018	Rocky Mountain Field Study 6/10 - 6/16/18	Field Studies - Participant Paid	\$18,950.00
Joy, Jeanette	3K37	08/01/17	Yellowstone Field Study 2018	Yellowstone Field Study 9/2 - 9/18/2018	Field Studies - Participant Paid	\$22,180.00
Swanson, Terri	3JX7	08/03/17	Cuba Field Study 2017	Cuba Field Studies 10/21 - 10/28/17	Field Studies - Participant Paid	\$36,660.00
Total						\$194,585.00

College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE REPORT
INDIVIDUAL EMPLOYEE TRAVEL REQUESTS \$5,000 OR GREATER

Employee Name	Request ID	Request Date	Request Name	Request Description	Travel Category	Estimated Travel Amount
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There were no Employee Travel Requests with estimated expenses totaling \$5,000 or greater.



COLLEGE OF DUPAGE
RESOLUTION OF COMMITTEE OVERSIGHT

Resolution to ~~have-direct~~ the Academic Committee of the College of DuPage Board of Trustees to provide governance oversight for academic ~~issues-matters~~ cited in the Higher Learning Commission's report related to the April 17, 2017 comprehensive site visit.

WHEREAS, it is the responsibility of the College of DuPage Board of Trustees to ensure the quality of education provided by the College; ~~and~~

WHEREAS, in its final site visit report dated June 30, 2017, the Higher Learning Commission found that the College *met with concern* Core Component 3.A—(The institution's degree programs are appropriate to higher education); Core Component 4.A—(The institution demonstrates responsibility for the quality of its educational programs); Core Component 4.B—(The institution demonstrates a commitment to educational achievement and improvement through ongoing assessment of student learning); and Core Component 4.C—(The institution demonstrates a commitment to educational improvement through ongoing attention to retention, persistence, and completion rates in its degree and certificate programs); ~~and~~

WHEREAS, as a result of these *met with concern* findings, the College is required to make improvements and provide the Higher Learning Commission with interim reports related to: 1) alignment and consistency of all faculty (full-time and adjunct) syllabi, regardless of delivery mode, with the respective Active Course File; 2) a revised policy on awarding credit that addresses all delivery formats, including the explanation on how credit hours are calculated for distance learning formats; 3) all career and technical programs having assessment plans for assessing program learning outcomes, and that the assessment data is used to inform decisions; 4) student learning outcomes being communicated and readily available to all constituents; 5) using aggregated results of general education assessment to inform curricular change; and 6) assessment of co-curricular activities that support and enhance the educational objectives of the College; ~~and~~

WHEREAS, the Board Chair, or a majority of the Board, may appoint committees as are deemed necessary by the Board.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of College of DuPage, Community College District 502, does hereby direct the Academic Committee of the College of DuPage Board of Trustees to ~~assist the Board of Trustees with~~ ~~[KJ1]~~ providing governance ~~oversite-oversight~~ for the above stated improvements and interim monitoring reports.

BE IT FURTHER RESOLVED that ~~the Academic Committee's assistance with this~~ governance oversight will include:

- 1) Meeting at least every other month to receive status reports from ~~the~~ Academic Affairs Division faculty and leadership concerning Higher Learning Commission Criteria 3 ~~and-or~~ ~~Criteria~~ 4.
- 2) Ensuring that by the end of the fall 2017 term (Dec. 15, 2017), ~~that the~~ faculty and Academic Division leadership have fully address~~ed~~ and resolved the issue related to lack of

adherence between the course outcomes as listed in the Active Course File by full-time and part-time faculty with all course syllabi, regardless of course delivery (in-seat, on-line, hybrid, dual-credit, etc.).

- 3) Ensuring that by the end of the fall 2017 term (Dec. 15, 2017), ~~that~~ Board of Trustee Policy 25-76: Assignment of Credit Hours be revised in order reviewed, and proposed revisions recommended to the Board to ensure that it clearly addresses all delivery formats employed by the college, including the explanation on how credit hours are calculated for distance learning formats.
- 4) Cause an audit to be completed during the spring 2018 term, but no later than March 15, 2018, to demonstrate that the issue related to lack of adherence between the course outcomes as listed in the Active Course File by full-time and part-time faculty with all course syllabi, regardless of course delivery (in-seat, on-line, hybrid, dual-credit, etc.) has been fully resolved.
- 5) Ensure that by May 15, 2018, College administration prepare and submit an interim monitoring report to the Higher Learning Commission that shows evidence that: i) course outcomes as listed in the Active Course File by full-time and part-time faculty with all course syllabi, regardless of course delivery (in-seat, on-line, hybrid, dual-credit, etc.) are consistent, and ii) that that Board Policy 25-76: Assignment of Credit Hours, has been revised, and clearly addresses all delivery formats employed by the college, including the explanation on how credit hours are calculated for distance learning formats.
- 6) Ensure that by the end of the spring 2019 term (May 2019), ~~that the~~ faculty and Academic Division leadership have made changes that show with documented evidence that: i) career and technical programs have an assessment plan that assess program learning outcomes, and that these outcomes are being used to inform decisions related to curriculum and program design, ii) student learning outcomes are communicated and readily available to all constituents, iii) results of general education assessment are aggregated and used to inform curricular change, including with specific examples regarding same, across all departments, and iv) co-curricular activities that support and enhance the educational objectives are assessed and that the outcomes are used to change and improve these activities.
- 7) Ensure that by Dec. 1, 2019, the College ~~a~~Administration has prepared and submitted an interim monitoring report to the Higher Learning Commission that shows evidence that: i) all career and technical programs have an assessment plan that assess program learning outcomes, and that these outcomes are being used to inform decisions related to curriculum and program design, ii) student learning outcomes are communicated and readily available to all constituents, iii) results of general education assessment are aggregated and used to inform curricular change, and iv) co-curricular activities that support and enhance the educational objectives are assessed and that the outcomes are used to change and improve these activities.
- 8) Ensure that by the end of the spring 2019 term (May 2019): (a) that the faculty and Academic Division leadership have: i) set internal targets of performance for operational areas of the college and using data to measure success in those areas, including program targets for persistence and completion, and ii) ~~the~~ faculty and the Academic Affairs leadership is gathering and using data to make appropriate changes and improvement-s in their programs and services; and (b) Ensure that the faculty and Academic Division leadership have identified and can show demonstrate this through documented evidence.
- 9) Ensure that by Dec. 1, 2019, College administration prepare and submit an interim monitoring report to the Higher Learning Commission that shows evidence that: i) data and metrics informs decisions and initiatives adopted by the College, ii) internal targets of

performance for operational areas of the College are being met and that data is used to measure success in those areas, including program targets for persistence and completion, and iii) an infrastructure to support the accreditation needs of the college in gathering and using data has been put into place.

9)10) Make any further recommendations to the Board regarding those issues, to the extent they (i) inform budget and resource allocation within the Board's oversight purview; (ii) the Strategic Long Range Plan; or (iii) demonstrate where new or revised Board policies would be useful; and regularly reporting to the Board regarding progress under this Resolution.

PASSED AND APPROVED this ____ day of ____ 2017.

Chairman _____ Secretary _____