



COLLEGE OF DuPAGE

Regular Board Meeting @ 6:00 p.m.

December 17, 2020



NOTICE AND AGENDA

THE REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT #502, COUNTIES OF DuPAGE, COOK AND WILL, STATE OF ILLINOIS, WILL HOLD THE FOLLOWING MEETING VIRTUALLY PER PUBLIC ACT 101-0640 AND THE AUDIO WILL BE AVAILABLE ONLINE AT https://www.cod.edu/about/administration/multimedia_services/live-streaming/botmedia.aspx

REGULAR BOARD MEETING
THURSDAY, DECEMBER 17, 2020
6:00 P.M. ~ VIRTUAL

As our COD community navigates through this unprecedented time, an in person public meeting is not practical or prudent in an abundance of caution to protect our community and to limit the spread of the COVID-19 virus. Members of the public are invited to view a livestream of the proceedings at Board of Trustee Meeting Streaming Media. The verbatim recording will also be available after the meeting for members of the public to review at the webpage listed above.

**Those wishing to provide public comment via telephone are encouraged to pre-register to speak no later than 5:00 P.M. on December 17, 2020 via e-mail at feedback@cod.edu or voicemail at 630-942-2227. Speakers must provide their first and last name including spelling and the telephone number being used to access the meeting. Please be advised that telephone numbers will be partially blocked and participant names may be visible to the public.*

*To join this Meeting for the purpose of public comment via telephone:
Phone Number: +1 312 626 6799
Meeting ID: 873 8910 7358*

AGENDA

1. **CALL TO ORDER / PLEDGE OF ALLEGIANCE / ROLL CALL**
2. **PUBLIC COMMENT*** see above
3. **CLOSED SESSION**
4. **RETURN TO OPEN SESSION**
5. **REPORTS**
 - a. Chairman's Report
 - b. Student Trustee Report
 - c. President's Report
6. **PRESENTATIONS**
 - **Fund Balance Review & Update**
 - Scott Brady, Interim Chief Financial Officer & Treasurer
 - Dave Virgilio, Assistant Financial Controller
7. **INFORMATION**
 - a. Personnel Items
 - b. Financial Statements
 - c. Gifts Report
 - d. Construction Change Orders
 - e. Monthly Construction Update
 - f. Grants Report

- g. In-Kind Quarterly Donations Report
- h. Student Trustee Election Timetable 2021
- i. Update for "Last Day to Withdraw" Dates in 2021SP and 2021SU Semesters in the Current 2020-2021 Academic Calendar

8. CONSENT AGENDA

- a. Human Resources Learning and Performance Management
- b. Police Vehicles for SLEA
- c. Leica Microscopes
- d. Getting Lancer LSS275 Steamer Sterilizer (Autoclave) for Microbiology Courses
- e. CHC Cooling Tower Fill Replacement
- f. TEC Interior Design Studio Furniture
- g. PEC Pool Water Heater Replacement – Re-bid Rejection
- h. Mixed Reality Smart Glasses
- i. Folder Inserter for Mail Services
- j. Managed Print Services
- k. Computer Purchase for Adult Ed (Continuing Education)
- l. Video-Based Coaching and Assessment Platform Software (Go React)
- m. Camcorders for Multimedia
- n. Water Treatment Service Program
- o. Thomson Reuters Westlaw Aggregate Spend
- p. Financial Services Agreement Option Years – Speer Financial Inc.
- q. Bond Counsel Engagement Options Years – Kutak Rock LLP
- r. Trustee Attendance at Virtual ACCT National Legislative Summit – February 8 – 10, 2021
- s. Minutes of the November 19, 2020 Regular Board Meeting
- t. Closed Session Minutes as follows:
 - a. November 19, 2020
- u. Personnel Action Items
- v. Financial Reports
- w. Revised Intro to Mission Statement & Revised Board Policies: Sections 1, 2, 3, 4, 5 and 6 – Second Reading
- x. Approval of Changes to 2021FA 1st 8-week Session End Date in 2021-2022 Academic Calendar
- y. Entry Level Automotive Service Technology Certificate Program
- z. Restitution Payment by Vortex Commercial Flooring Inc.
- aa. Hot Spots for students enrolled in grant-funded Adult Basic Education (ABE), English Language Acquisition (ELA) or High School Equivalency (HSE) programs
- bb. ALEKS Placement, Preparation and Learning Test Units

9. TRUSTEE DISCUSSION

10. CALENDAR DATES / Campus Events

- College of DuPage Board of Trustees Regular Board Meeting - Thursday, January 21, 2021 @ 6:00 p.m.

11. CLOSED SESSION (if needed)

12. ADJOURN



DANIEL MARKWELL, SECRETARY
BOARD OF TRUSTEES OF COMMUNITY COLLEGE
DISTRICT NO. 502, COUNTIES OF DuPAGE, COOK AND WILL, STATE OF ILLINOIS
Posted 12/15/20

INFORMATION

- a. Personnel Items**
- b. Financial Statements**
- c. Gifts Report**
- d. Construction Change Orders**
- e. Monthly Construction Update**
- f. Grants Report**
- g. In-Kind Quarterly Donations Report**
- h. Student Trustee Election Timetable 2021**
- i. Update for “Last Day to Withdraw” Dates in 2021SP and 2021SU Semesters in the Current 2020-2021 Academic Calendar**

**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) Classified Appointments
- b) Managerial Promotions / Transfers
- c) Classified Promotions / Transfers
- d) Classified Resignations
- e) Retirements

Staff Contact: Linda Sands-Vankerk, Vice President, Human Resources and Project Hire-Ed

APPOINTMENTS

| <u>Name</u> | <u>Title</u> | <u>Department</u> | <u>Start Date</u> | <u>Type</u> | <u>Salary</u> |
|----------------------------------|--|--------------------------|--------------------------|-----------------------|----------------------|
| <u>CLASSIFIED</u> Assia Baker | Student Conduct and Title IX Coordinator | Student Services | 01/04/2021 | New Hire Full Time | \$69,000. |

PROMOTIONS / TRANSFERS

| <u>Name</u> | <u>Title</u> | <u>Department</u> | <u>Start Date</u> | <u>Type</u> | <u>Salary</u> |
|--------------------------------------|--|--------------------------|--------------------------|--------------------|----------------------|
| <u>MANAGERIAL</u> Hayley Bradford | Interim, Associate Registrar | Student Records | 10/19/2020 | Transfer | \$60,033. |
| Gretchen Taylor | Interim, Registrar | Student Records | 10/19/2020 | Transfer | \$71,500. |
| <u>CLASSIFIED</u> Julie Clemment | Interim, Academic Athletic Eligibility Coordinator | Student Records | 10/19/2020 | Transfer | \$50,950. |
| Barbara Mordel | Group Leader | Facilities Operations | 11/30/2020 | Promotion | \$33,280. |

RESIGNATIONS

| <u>Name</u> | <u>Title</u> | <u>Department</u> | <u>End Date</u> | <u>Type</u> | <u>Years of Service</u> |
|----------------------------------|--|---|-----------------|-------------|-------------------------|
| <u>CLASSIFIED</u> Cheryl Camp | Instructional Assistant III | Learning Commons | 12/16/2020 | Resignation | 2 Yrs. 2 Mos. |
| Stephanie Drummond | Aquatics Assistant Manager | Athletics | 05/15/2020 | Resignation | 6 Yrs. 1 Mo. |
| Ana Krstic | Instructional Assistant, STEM Specialist | Learning Commons | 12/04/2020 | Resignation | 3 Yrs. 10 Mos. |
| Edward Ortega | Administrative Assistant III | COD Centers – Carol Stream | 11/19/2020 | Resignation | 1 Yr. 0 Mos. |
| Stacey Slaughter | Accounting Assistant I Payroll | Financial Affairs Cash Disbursements Payable | 11/24/2020 | Resignation | 3 Yrs. 2 Mos. |

RETIREMENTS

| <u>Name</u> | <u>Title</u> | <u>Department</u> | <u>End Date</u> | <u>Type</u> | <u>Years of Service</u> |
|----------------------------------|---|-------------------|-----------------|--------------------|-------------------------|
| <u>MANAGERIAL</u> Matt Foster | Head Football Coach/ Assistant Athletic Director | Athletics | 02/02/2021 | Non-COD Retirement | 7 Yrs. 9 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, Disposal of Capital Assets, Tax Levy Collections, and Budgetary Position Additions.

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 (*August, November, February, May*). 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.

f) Budgetary Position Additions – This report is presented to the Board for information on a monthly basis. This report lists the positions that have been added after the Annual Budget was adopted.

Staff Contact:

Ellen Roberts, Interim VP Administration,
Scott Brady, Interim CFO and Treasurer,
David Virgilio, Interim Controller

a.

COLLEGE OF DUPAGE TREASURY PORTFOLIO OVERVIEW AS OF NOVEMBER 30, 2020

(1)

Overview of What the College Can Invest in

- Summary of authorized investment types and limitations

| Item | Investment Types | Limitation of fair market value of the total portfolio | |
|------|---|--|--------------------|
| | | Max. Aggregate | Max. Single Issuer |
| 1 | US Treasury bonds, bills, notes | No limit | No limit |
| 2 | Fed agency bonds / notes | 25% in callable, no limit in non-callable | None |
| 3 | Negotiable interest-bearing certificates of deposit | 30% | 5% |
| 4 | Commercial paper | 30% | 5% |
| 5 | State and municipal bonds | 30% | 5% |
| 6 | Collateralized repurchase agreements | 10% | None |
| 7 | Mutual funds in money market funds | No limit | 20% |
| 8 | Mutual funds in short term corporate bonds funds | 15% | 5% |
| 9 | Illinois Trust, IL Funds, ISDLA Fund Plus | 15% | 5% |

Please refer to Board Policy 10-55 for further detail.

- No more than 40% of the fair market value of the portfolio shall be invested in non-government securities
- The specific objectives of the policy prioritize safety over liquidity and return
- The policy prohibits direct investments in any derivatives, private placements and unregistered stock

Overview of Investment Performance

- For the month ended November 30, 2020, the College had an *average cash and investment* balance of \$326.3 million. The *average investment* balance was \$312.3 million.

| | ME 10/31/20 | ME 11/30/20 | Fiscal YTD |
|---|--------------|--------------|----------------|
| Average Investment Balance (\$millions) | \$ 318.7 | \$ 312.3 | \$ 304.6 |
| Interest Earned (Yield) | \$ 286,059 | \$ 266,894 | \$ 1,578,825 |
| Annualized Yield % | 1.08% | 1.03% | 1.24% |
| Realized Gain/(Loss) | \$ - | \$ - | \$ 1,050 |
| Yield + Realized Gain/(Loss) | \$ 286,059 | \$ 266,894 | \$ 1,579,875 |
| Annualized Yield + Realized Gain/(Loss)% | 1.08% | 1.03% | 1.24% |
| Unrealized Gain/(Loss)** | \$ (284,019) | \$ (163,830) | \$ (1,157,058) |
| Net Yield + Realized & Unrealized Gain/(Loss) | \$ 2,040 | \$ 103,064 | \$ 422,817 |
| Annualized % | 0.01% | 0.40% | 0.33% |

**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.

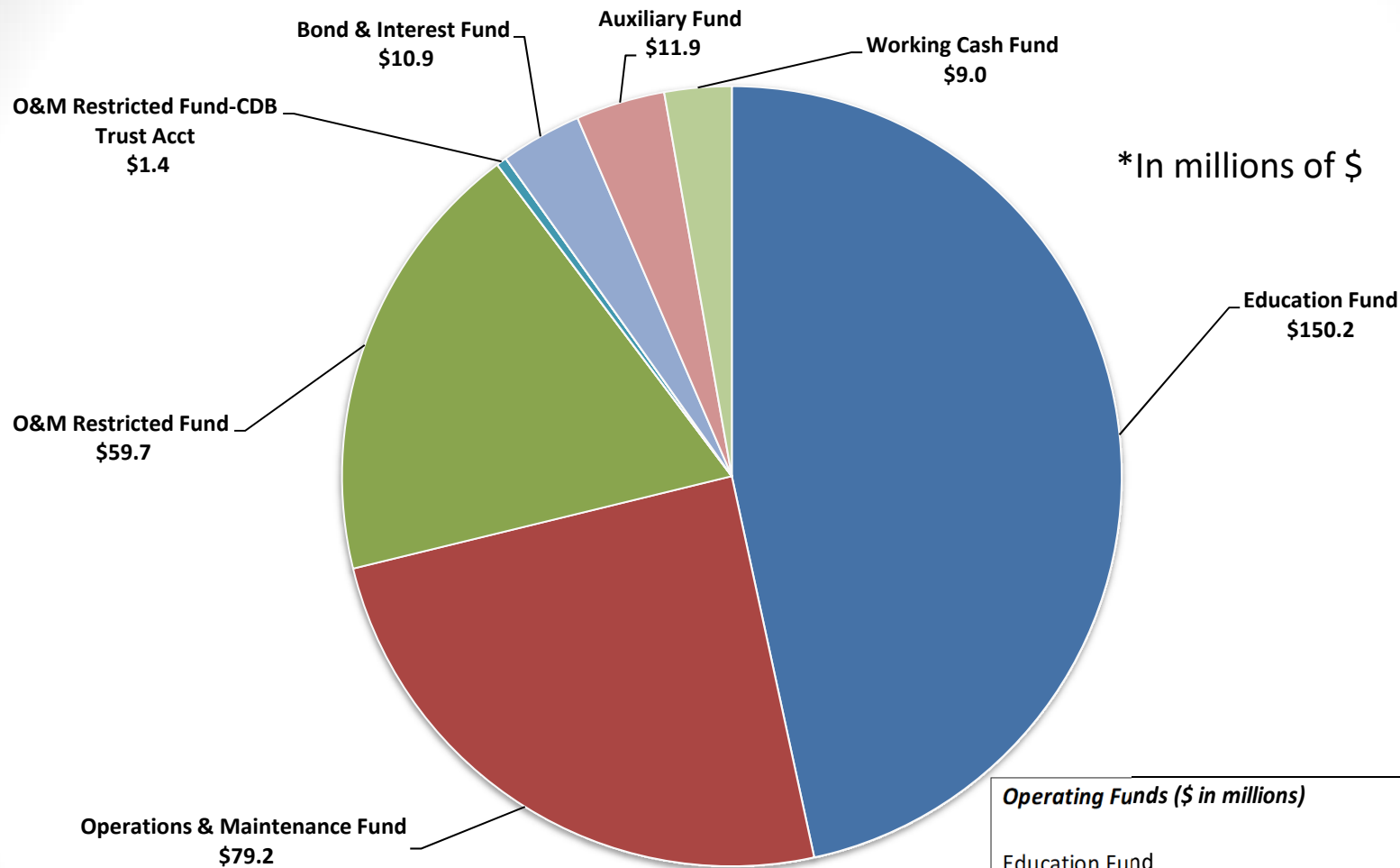
Investment Monthly Balance Summary

- \$322.3 million cash and investment balance at month-end

Monthly Ending Balances (\$ millions)

| | <u>6/30/20</u> | <u>11/30/20</u> | <u>Change: 6/30/20 to Month-End</u> |
|--------------------------|-----------------|-----------------|---|
| BMO Asset Management | \$ 295.0 | \$ 305.8 | \$ 10.8 |
| US Bank/IL Funds | <u>2.2</u> | <u>2.4</u> | <u>0.2</u> |
| Subtotal | 297.2 | 308.2 | 11.0 |
| Cash & Cash Equivalents | <u>13.6</u> | <u>14.1</u> | <u>0.5</u> |
| Total Cash & Investments | <u>\$ 310.8</u> | <u>\$ 322.3</u> | <u>\$ 11.5</u> |

November 30, 2020 Portfolio Overview: Assets by Fund Allocation (\$322.3 MM total)

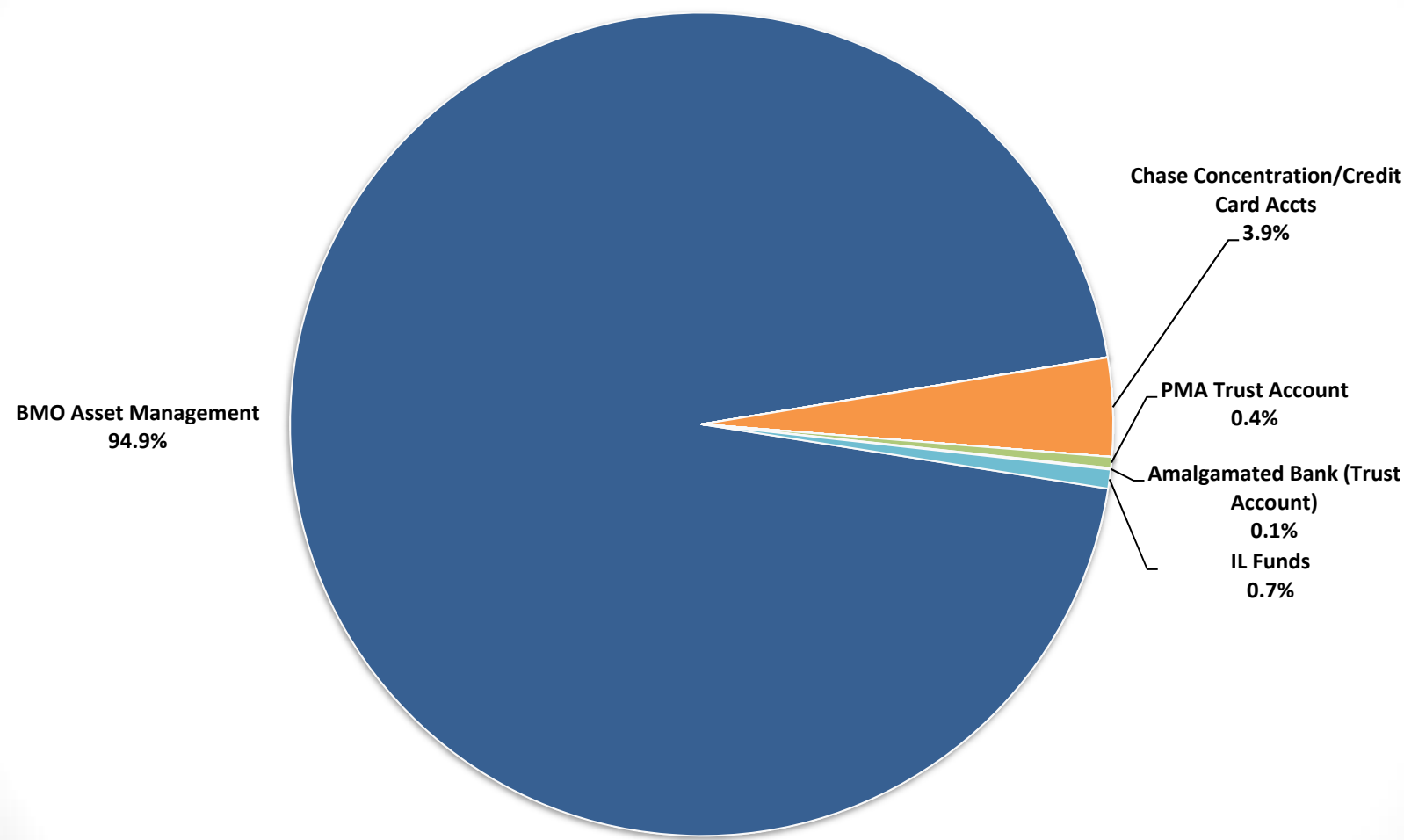


Operating Funds (\$ in millions)

| | |
|---|-----------------|
| Education Fund | \$ 150.2 |
| Operations & Maintenance Fund | 79.2 |
| Less: Agency Funds Balance | (0.4) |
| Add: Restricted Purposes Fund Balance | 4.4 |
| Total Operating Cash/Investments | \$ 233.4 |

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.

November 30, 2020 Portfolio Overview:
Assets by Location/Firm (\$322.3 MM total)

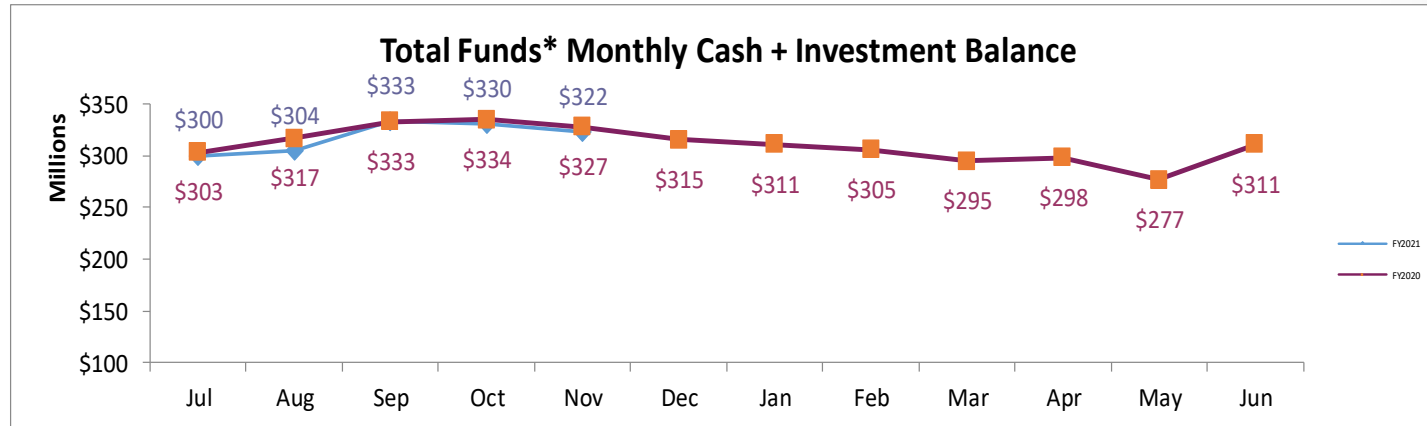


November 30, 2020 Portfolio Overview:

Assets by Investment Type (\$308.2 MM investment total)

| 10-55 | | | | | |
|-------------------|---|-----------------------|------------------------|-------------------------------|-------------------------|
| Authorized | | | | | |
| Invest. Type | Holding Type | Balance | % of Total Investments | % Limitation per Policy 10-55 | In Compliance? (Yes/No) |
| | BMO Asset Management | | | | |
| 1, 2 | Treasuries / Fed Agency Bond / Note (Non-Callable) | \$ 178,481,042 | 57.91% | None | Y |
| 2 | Fed Agency Bond / Note (Callable) | \$ 33,738,153 | 10.95% | 25.0% | Y |
| 3 | Negotiable Interest-Bearing Certificates of Deposit | \$ 61,392,254 | 19.92% | 30.0% | Y |
| 4 | Commercial Paper | \$ 13,887,141 | 4.51% | 30.0% | Y |
| 7 | Operating Pool - Government Money Market Fund | \$ 18,315,998 | 5.94% | Unlimited | Y |
| 9 | U.S. Bank (IL Funds) | \$ 2,381,897 | 0.77% | 15.0% | Y |
| Total Investments | | <u>\$ 308,196,484</u> | 100.0% | | |

Monthly Trends



| Total Funds* | | | | | |
|--|----------------------|-----------------------|-------------------|----------------------|---------------------------------|
| FY2020 Key Revenue & Expenditure Seasonality Chart | | | | | |
| | Property Tax Revenue | Tuition & Fee Revenue | Salary Expense | Debt Service Expense | Cash + Investment Balance As Of |
| Jul 2019 | \$ 2,452,179 | \$ 25,094,572 | \$ 4,571,029 | \$ 1,712,608 | \$ 303,168,288 |
| Aug | 18,607,673 | 13,346,517 | 11,296,607 | - | 316,758,629 |
| Sep | 26,145,526 | 1,489,736 | 9,725,468 | - | 332,898,209 |
| Oct | 2,438,716 | 2,020,223 | 10,051,779 | - | 334,392,741 |
| Nov | 1,068,817 | 11,378,667 | 10,403,122 | 3,224,890 | 327,420,808 |
| Dec | 647,604 | 8,704,898 | 9,925,313 | 6,468,565 | 315,374,666 |
| Jan 2020 | 15,616 | 10,401,973 | 11,137,535 | - | 310,731,237 |
| Feb | 1,113,079 | 858,836 | 10,078,293 | - | 305,423,275 |
| Mar | 3,715,945 | (265,086) | 10,402,013 | - | 294,922,113 |
| Apr | 157,636 | (161,672) | 10,123,883 | - | 297,969,453 |
| May | 1,564,967 | 1,980,039 | 8,475,985 | 17,919,890 | 276,716,408 |
| Jun 2020 | 43,905,398 | (133,041) | 6,971,543 | - | 310,811,763 |
| Total FY20 | \$ 101,833,157 | \$ 74,715,662 | \$ 113,162,572 | \$ 29,325,953 | \$ 310,811,763 |

| Total Funds* | | | | | |
|--|----------------------|-----------------------|----------------|----------------------|---------------------------------|
| FY2021 Key Revenue & Expenditure Seasonality Chart | | | | | |
| | Property Tax Revenue | Tuition & Fee Revenue | Salary Expense | Debt Service Expense | Cash + Investment Balance As Of |
| Jul 2020 | \$ 3,465,368 | \$ 19,536,219 | \$ 6,984,185 | \$ 981,350 | \$ 299,811,528 |
| Aug | 9,012,645 | 11,468,985 | 5,796,685 | - | 304,454,457 |
| Sep | 30,616,796 | 1,659,364 | 9,677,659 | - | 333,275,477 |
| Oct | 3,315,626 | (141,493) | 10,241,316 | - | 330,305,732 |
| Nov | 1,012,538 | 9,763,115 | 10,216,439 | 2,857,515 | 322,269,798 |
| Dec | - | - | - | - | - |
| Jan 2021 | - | - | - | - | - |
| Feb | - | - | - | - | - |
| Mar | - | - | - | - | - |
| Apr | - | - | - | - | - |
| May | - | - | - | - | - |
| Jun 2021 | - | - | - | - | - |
| Total FY21 | \$47,422,972 | \$ 42,286,190 | \$ 42,916,282 | \$ 3,838,865 | \$ 322,269,798 |

*total funds = Funds 01-07, 10

APPENDIX:
NOVEMBER 30, 2020
BMO ASSET MANAGEMENT
PORTFOLIO SUMMARY

College of DuPage

11/30/2020



Market and Economic Commentary

Market Commentary:

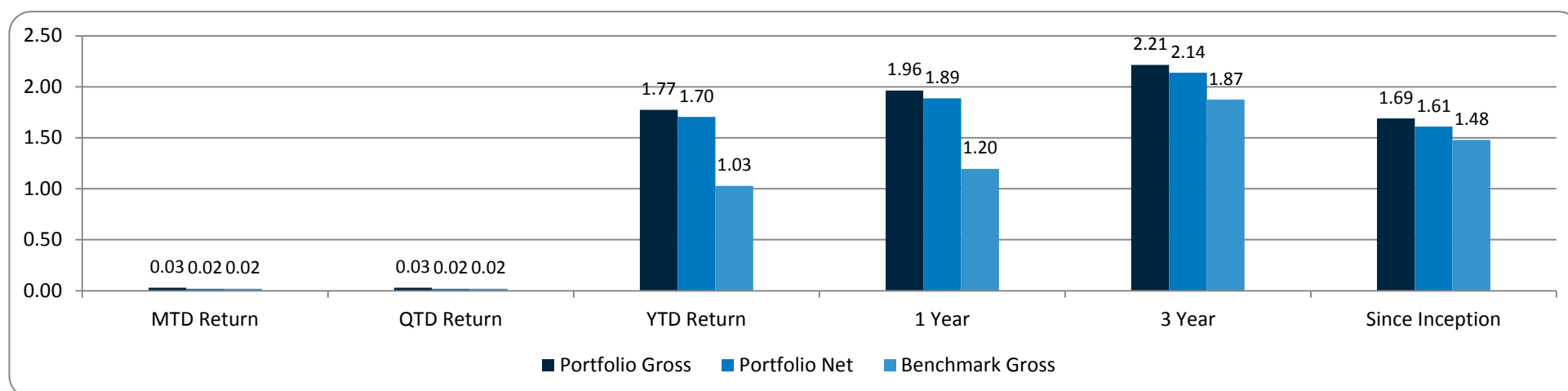
- The shape of the yield curve remained relatively static out to 5yrs, with interest rates declining 1-2bps across the board.
- Curve steepening doesn't take place until the 5-7 and 5-10yr spaces.
- The second look at Q3-2020 GDP was unchanged at +33.1% (annualized).
- As anticipated, the FOMC made no adjustment to the overnight interest rate at its 11/05 meeting.
- Jobs continue to be added back into the economy, but the pace has slowed.
 - The overall unemployment rate declined in November to 6.9%, less than half the peak rate of 14.7% in April.
 - Absent a stimulus package, temporary unemployment benefits, affecting ~14mm workers, are due to expire at year-end.
- At month-end, Treasury Bills were being offered at ~0.07% in 3mos and ~0.08% in 6mos.
- A continued influx of cash to the extreme front-end of the yield curve kept rates on <1yr Treasuries subdued.
- The expected nomination of Janet Yellen as Treasury Secretary gave markets confidence in greater coordination between the incoming administration and the FOMC.
- A sustained spike in COVID cases added additional pressure on Congress to formulate a new stimulus program.
 - The projection of a divided government reduced the likelihood of a large scale package being passed anytime soon.

Portfolio Commentary:

- There was one withdrawal in November.
 - \$7mm was wired out on 11/24/20
- Thanks to a withdrawal, and a few longer-dated purchases, the duration of the portfolio extended from 0.69yrs to 0.73yrs over the course of the month.
- Purchases totaled \$29.25mm in November
 - 6 certificate of deposit buys totaled \$10.25mm
 - 3 fixed-rate buys were made with yields between 0.22% and 0.24%.
 - The other 3 were floating rate CD's with spreads of:
 - 3moL +4
 - 3moL +11
 - 3moL +5
 - 1 Commercial paper buy of \$1.4mm was made at 0.18%
 - US Treasury buys totaled \$5.5mm
 - Maturities ranged from 6/30/22 to 10/15/23
 - US Government Agency buys totaled \$12.1mm
 - 5 callable agency bonds were purchased in November
 - Initial call dates ranged from 5/04/21 to 11/24/21
 - YTM's ranged from 0.16% to 0.355%
 - YTC's ranged from 0.196% to 0.38%
 - 2 agency bonds were called in November.
- Due to depressed rates and a looming cash outflow, a larger than usual balance was left in the Govt. MMF at moth-end.

Account Commentary

Operating Funds



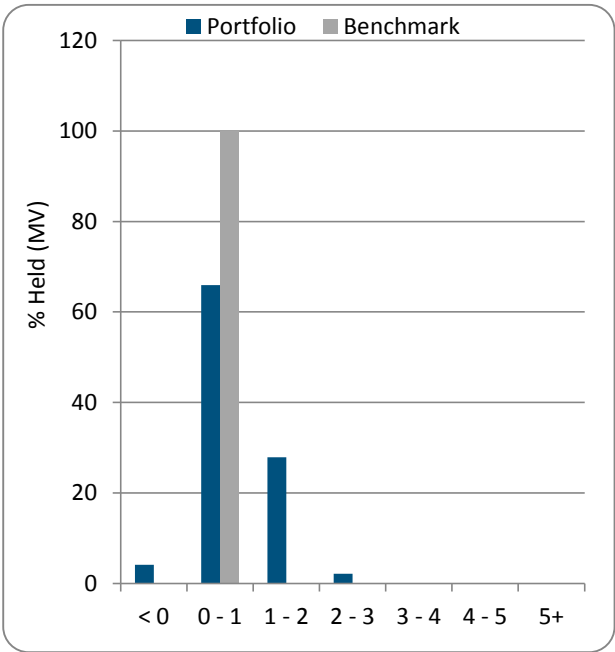
Summary

11/30/2020

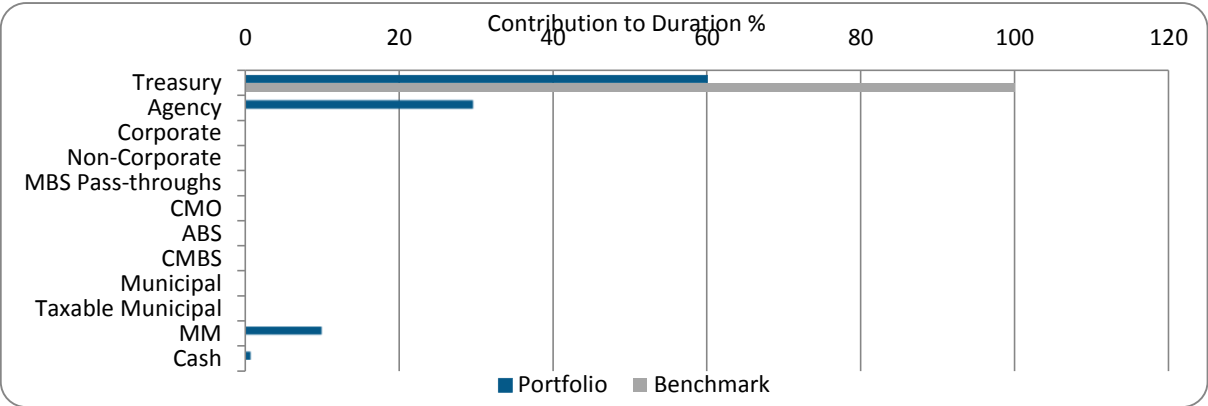
Fundamentals Portfolio Benchmark

| | | |
|--------------------|---------|-------|
| Port Mkt Val (000) | 306,446 | |
| YTW | 0.17 | 0.09 |
| Coupon | 1.06 | 0.00 |
| Maturity (Yrs) | 0.94 | 0.50 |
| Quality | Aaa | Aaa |
| Eff Dur | 0.736 | 0.512 |

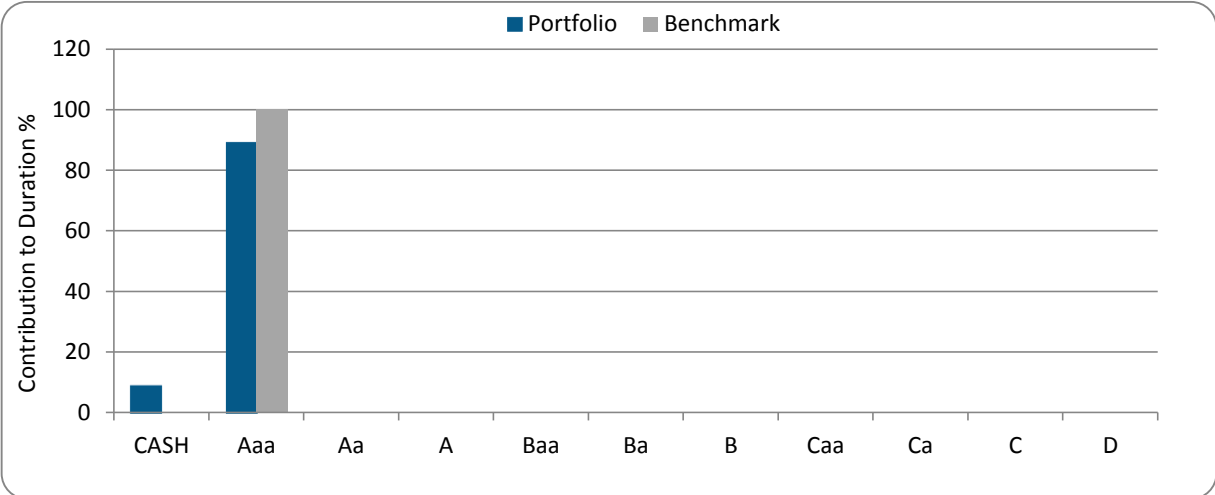
Effective Duration Allocation



Contribution to Duration by Sector



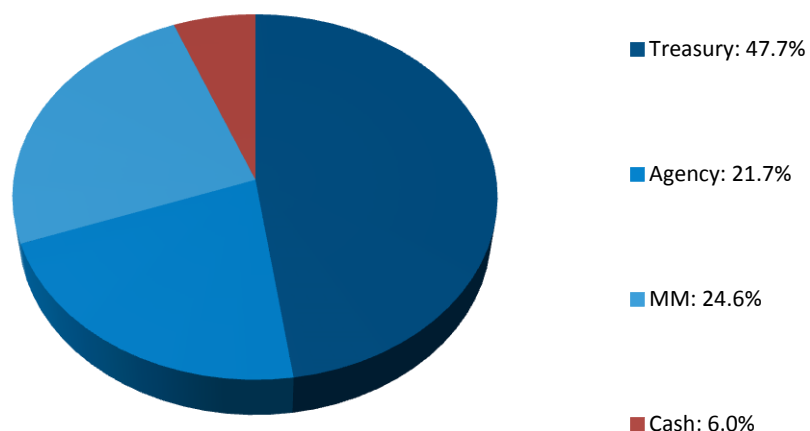
Contribution to Duration by Quality



Sector & Quality Allocations

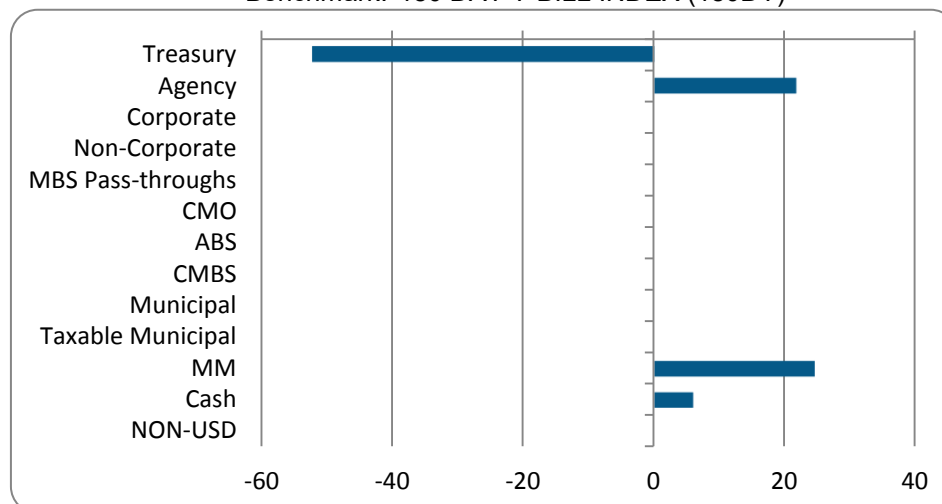
11/30/2020

Sector Allocation



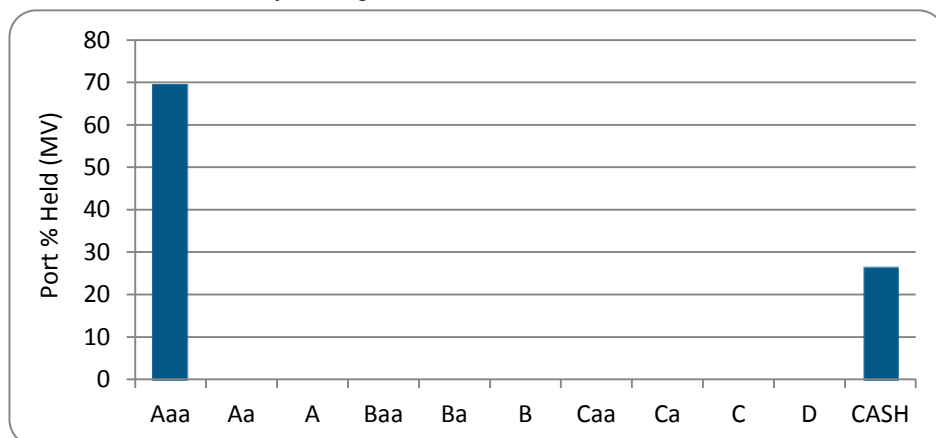
Sector Difference Relative to Benchmark (% MV Held)

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



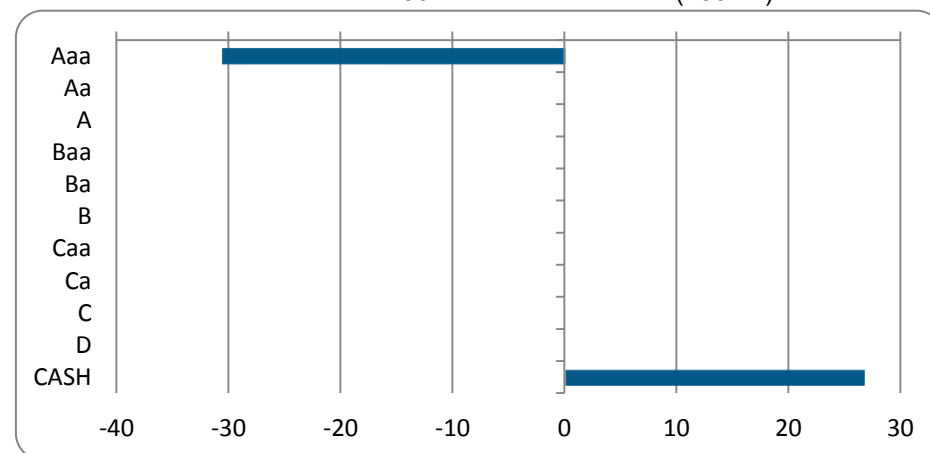
Quality Allocation

Quality Rating: Aaa



Quality Difference Relative to Benchmark (% MV Held)

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



Standard Holdings

11/30/2020

| Sector 1 | Par (000) | Mdys | S&P | Coupon (%) | Maturity | Mkt Value (\$) | % Held (MV) | YTW (%) | Avg Life | Eff Dur |
|----------|-----------|------|-----|------------|--------------|----------------|-------------|---------|----------|---------|
| CASH | 18,316 | Aaa | AAA | 0.01 | Avg Life=0.1 | 18,315,998 | 5.98 | 0.010 | 0.083 | 0.085 |
| TSY | 143,500 | TSY | TSY | 1.93 | Avg Life=0.9 | 146,232,247 | 47.72 | 0.137 | 0.951 | 0.924 |
| AGY | 66,410 | AGY | AGY | 0.38 | Avg Life=1.8 | 66,581,066 | 21.73 | 0.191 | 1.297 | 1.000 |
| MM | 75,275 | Aa3 | AA- | 0.25 | Avg Life=0.4 | 75,316,496 | 24.58 | 0.218 | 0.433 | 0.296 |
| Total: | 303,501 | Aaa | AA+ | 1.06 | Avg Life=0.9 | 306,445,807 | 100.00 | 0.165 | 0.847 | 0.736 |

Standard Holdings

11/30/2020

| Sector 1 | Par (000) | Issuer Name | Mdys | S&P | Coupon (%) | Maturity | Mkt Value (\$) | % Held (MV) | YTW (%) | Avg Life | Eff Dur |
|-------------|----------------|-------------------------|------------|------------|-------------|---------------------|--------------------|--------------|--------------|--------------|--------------|
| CASH | 18,316 | | Aaa | AAA | 0.01 | Avg Life=0.1 | 18,315,998 | 5.98 | 0.010 | 0.083 | 0.085 |
| | 18,316 | CASH & EQUIVALENTS | Aaa | AAA | 0.01 | 12/31/2020 | 18,315,998 | 5.98 | 0.010 | 0.083 | 0.085 |
| TSY | 143,500 | | TSY | TSY | 1.93 | Avg Life=0.9 | 146,232,247 | 47.72 | 0.137 | 0.951 | 0.924 |
| | 2,000 | UNITED STATES TREAS NTS | TSY | TSY | 2.38 | 12/31/2020 | 2,023,269 | 0.66 | 0.282 | 0.083 | 0.085 |
| | 1,500 | UNITED STATES TREAS NTS | TSY | TSY | 2.00 | 1/15/2021 | 1,514,535 | 0.49 | 0.246 | 0.167 | 0.126 |
| | 3,500 | UNITED STATES TREAS NTS | TSY | TSY | 2.50 | 1/31/2021 | 3,542,693 | 1.16 | 0.177 | 0.167 | 0.170 |
| | 1,500 | UNITED STATES TREAS NTS | TSY | TSY | 2.13 | 1/31/2021 | 1,515,547 | 0.49 | 0.153 | 0.167 | 0.170 |
| | 3,500 | UNITED STATES TREAS NTS | TSY | TSY | 2.25 | 2/15/2021 | 3,538,228 | 1.15 | 0.155 | 0.250 | 0.211 |
| | 3,000 | UNITED STATES TREAS NTS | TSY | TSY | 2.00 | 2/28/2021 | 3,029,033 | 0.99 | 0.128 | 0.250 | 0.246 |
| | 3,000 | UNITED STATES TREAS NTS | TSY | TSY | 2.50 | 2/28/2021 | 3,036,553 | 0.99 | 0.125 | 0.250 | 0.246 |
| | 3,500 | UNITED STATES TREAS NTS | TSY | TSY | 2.38 | 3/15/2021 | 3,540,132 | 1.16 | 0.139 | 0.333 | 0.287 |
| | 2,000 | UNITED STATES TREAS NTS | TSY | TSY | 1.25 | 3/31/2021 | 2,011,610 | 0.66 | 0.133 | 0.333 | 0.331 |
| | 3,000 | UNITED STATES TREAS NTS | TSY | TSY | 2.38 | 4/15/2021 | 3,034,324 | 0.99 | 0.115 | 0.417 | 0.372 |
| | 4,500 | UNITED STATES TREAS NTS | TSY | TSY | 1.38 | 4/30/2021 | 4,528,843 | 1.48 | 0.111 | 0.417 | 0.413 |
| | 2,000 | UNITED STATES TREAS NTS | TSY | TSY | 2.25 | 4/30/2021 | 2,021,469 | 0.66 | 0.122 | 0.417 | 0.413 |
| | 3,500 | UNITED STATES TREAS NTS | TSY | TSY | 2.63 | 5/15/2021 | 3,543,987 | 1.16 | 0.120 | 0.500 | 0.454 |
| | 3,000 | UNITED STATES TREAS NTS | TSY | TSY | 1.38 | 5/31/2021 | 3,018,870 | 0.99 | 0.116 | 0.500 | 0.498 |
| | 2,500 | UNITED STATES TREAS NTS | TSY | TSY | 2.00 | 5/31/2021 | 2,523,525 | 0.82 | 0.117 | 0.500 | 0.498 |
| | 2,500 | UNITED STATES TREAS NTS | TSY | TSY | 2.13 | 5/31/2021 | 2,525,000 | 0.82 | 0.124 | 0.500 | 0.498 |
| | 1,500 | UNITED STATES TREAS NTS | TSY | TSY | 2.63 | 6/15/2021 | 1,538,399 | 0.50 | 0.119 | 0.583 | 0.533 |
| | 2,500 | UNITED STATES TREAS NTS | TSY | TSY | 1.13 | 6/30/2021 | 2,526,443 | 0.82 | 0.114 | 0.583 | 0.577 |
| | 2,000 | UNITED STATES TREAS NTS | TSY | TSY | 1.63 | 6/30/2021 | 2,031,172 | 0.66 | 0.113 | 0.583 | 0.576 |
| | 3,000 | UNITED STATES TREAS NTS | TSY | TSY | 2.63 | 7/15/2021 | 3,076,511 | 1.00 | 0.118 | 0.667 | 0.615 |
| | 1,500 | UNITED STATES TREAS NTS | TSY | TSY | 2.25 | 7/31/2021 | 1,532,519 | 0.50 | 0.121 | 0.667 | 0.659 |
| | 1,500 | UNITED STATES TREAS NTS | TSY | TSY | 1.13 | 7/31/2021 | 1,515,734 | 0.49 | 0.113 | 0.667 | 0.662 |
| | 3,000 | UNITED STATES TREAS NTS | TSY | TSY | 2.75 | 8/15/2021 | 3,079,758 | 1.00 | 0.127 | 0.750 | 0.699 |
| | 2,500 | UNITED STATES TREAS NTS | TSY | TSY | 1.13 | 8/31/2021 | 2,525,820 | 0.82 | 0.122 | 0.750 | 0.747 |
| | 3,000 | UNITED STATES TREAS NTS | TSY | TSY | 2.13 | 9/30/2021 | 3,060,483 | 1.00 | 0.129 | 0.833 | 0.827 |
| | 2,500 | UNITED STATES TREAS NTS | TSY | TSY | 1.13 | 9/30/2021 | 2,525,513 | 0.82 | 0.125 | 0.833 | 0.829 |
| | 3,000 | UNITED STATES TREAS NTS | TSY | TSY | 2.88 | 10/15/2021 | 3,082,750 | 1.01 | 0.131 | 0.917 | 0.866 |

| Sector 1 | Par (000) | Issuer Name | Mdys | S&P | Coupon (%) | Maturity | Mkt Value (\$) | % Held (MV) | YTW (%) | Avg Life | Eff Dur |
|------------|---------------|-------------------------|------------|------------|-------------|---------------------|-------------------|--------------|--------------|--------------|--------------|
| | 3,500 | UNITED STATES TREAS NTS | TSY | TSY | 2.00 | 10/31/2021 | 3,565,826 | 1.16 | 0.128 | 0.917 | 0.912 |
| | 2,500 | UNITED STATES TREAS NTS | TSY | TSY | 1.50 | 10/31/2021 | 2,534,558 | 0.83 | 0.127 | 0.917 | 0.913 |
| | 3,000 | UNITED STATES TREAS NTS | TSY | TSY | 1.25 | 10/31/2021 | 3,033,918 | 0.99 | 0.129 | 0.917 | 0.914 |
| | 3,500 | UNITED STATES TREAS NTS | TSY | TSY | 2.88 | 11/15/2021 | 3,596,045 | 1.17 | 0.134 | 1.000 | 0.951 |
| | 3,500 | UNITED STATES TREAS NTS | TSY | TSY | 1.88 | 11/30/2021 | 3,561,110 | 1.16 | 0.127 | 1.000 | 0.994 |
| | 3,500 | UNITED STATES TREAS NTS | TSY | TSY | 1.75 | 11/30/2021 | 3,556,735 | 1.16 | 0.127 | 1.000 | 0.994 |
| | 1,500 | UNITED STATES TREAS NTS | TSY | TSY | 2.63 | 12/15/2021 | 1,556,924 | 0.51 | 0.134 | 1.083 | 1.021 |
| | 3,500 | UNITED STATES TREAS NTS | TSY | TSY | 2.50 | 1/15/2022 | 3,625,913 | 1.18 | 0.133 | 1.167 | 1.106 |
| | 3,500 | UNITED STATES TREAS NTS | TSY | TSY | 1.88 | 1/31/2022 | 3,592,841 | 1.17 | 0.135 | 1.167 | 1.155 |
| | 2,500 | UNITED STATES TREAS NTS | TSY | TSY | 2.50 | 2/15/2022 | 2,589,748 | 0.85 | 0.130 | 1.250 | 1.191 |
| | 1,500 | UNITED STATES TREAS NTS | TSY | TSY | 1.75 | 2/28/2022 | 1,536,839 | 0.50 | 0.133 | 1.250 | 1.232 |
| | 3,000 | UNITED STATES TREAS NTS | TSY | TSY | 1.88 | 2/28/2022 | 3,079,660 | 1.00 | 0.124 | 1.250 | 1.231 |
| | 2,500 | UNITED STATES TREAS NTS | TSY | TSY | 1.88 | 3/31/2022 | 2,565,681 | 0.84 | 0.137 | 1.333 | 1.316 |
| | 4,000 | UNITED STATES TREAS NTS | TSY | TSY | 2.25 | 4/15/2022 | 4,127,454 | 1.35 | 0.135 | 1.417 | 1.355 |
| | 2,000 | UNITED STATES TREAS NTS | TSY | TSY | 1.75 | 4/30/2022 | 2,048,521 | 0.67 | 0.138 | 1.417 | 1.399 |
| | 3,000 | UNITED STATES TREAS NTS | TSY | TSY | 1.88 | 4/30/2022 | 3,078,372 | 1.00 | 0.139 | 1.417 | 1.398 |
| | 4,000 | UNITED STATES TREAS NTS | TSY | TSY | 2.13 | 5/15/2022 | 4,118,842 | 1.34 | 0.146 | 1.500 | 1.437 |
| | 1,000 | UNITED STATES TREAS NTS | TSY | TSY | 1.75 | 5/31/2022 | 1,024,100 | 0.33 | 0.141 | 1.500 | 1.484 |
| | 2,000 | UNITED STATES TREAS NTS | TSY | TSY | 0.13 | 6/30/2022 | 2,000,499 | 0.65 | 0.142 | 1.583 | 1.577 |
| | 3,500 | UNITED STATES TREAS NTS | TSY | TSY | 1.75 | 7/15/2022 | 3,613,899 | 1.18 | 0.149 | 1.667 | 1.594 |
| | 3,500 | UNITED STATES TREAS NTS | TSY | TSY | 1.88 | 7/31/2022 | 3,622,241 | 1.18 | 0.151 | 1.667 | 1.637 |
| | 2,000 | UNITED STATES TREAS NTS | TSY | TSY | 1.63 | 8/31/2022 | 2,059,650 | 0.67 | 0.150 | 1.750 | 1.725 |
| | 1,000 | UNITED STATES TREAS NTS | TSY | TSY | 0.13 | 9/30/2022 | 999,819 | 0.33 | 0.146 | 1.833 | 1.829 |
| | 2,000 | UNITED STATES TREAS NTS | TSY | TSY | 1.38 | 10/15/2022 | 2,049,175 | 0.67 | 0.153 | 1.917 | 1.851 |
| | 1,500 | UNITED STATES TREAS NTS | TSY | TSY | 1.88 | 10/31/2022 | 1,551,666 | 0.51 | 0.156 | 1.917 | 1.888 |
| | 3,500 | UNITED STATES TREAS NTS | TSY | TSY | 1.63 | 11/15/2022 | 3,603,122 | 1.18 | 0.152 | 2.000 | 1.933 |
| | 1,500 | UNITED STATES TREAS NTS | TSY | TSY | 0.13 | 9/15/2023 | 1,497,934 | 0.49 | 0.184 | 2.833 | 2.783 |
| | 1,000 | UNITED STATES TREAS NTS | TSY | TSY | 0.13 | 10/15/2023 | 998,438 | 0.33 | 0.185 | 2.917 | 2.865 |
| AGY | 66,410 | | AGY | AGY | 0.38 | Avg Life=1.8 | 66,581,066 | 21.73 | 0.191 | 1.297 | 1.000 |
| | 4,000 | FEDERAL HOME LOAN BANKS | AGY | AGY | 0.00 | 12/9/2020 | 3,999,960 | 1.31 | 0.041 | 0.025 | 0.025 |
| | 2,000 | FEDERAL HOME LOAN BANKS | AGY | AGY | 0.13 | 7/2/2021 | 1,999,788 | 0.65 | 0.230 | 0.583 | 0.585 |
| | 2,000 | FEDERAL HOME LOAN BANKS | AGY | AGY | 0.13 | 7/2/2021 | 1,999,968 | 0.65 | 0.215 | 0.583 | 0.585 |
| | 1,500 | FEDERAL HOME LOAN BANKS | AGY | AGY | 1.88 | 7/7/2021 | 1,526,907 | 0.50 | 0.133 | 0.583 | 0.595 |
| | 1,000 | FEDERAL HOME LOAN BANKS | AGY | AGY | 3.00 | 9/10/2021 | 1,029,107 | 0.34 | 0.113 | 0.750 | 0.770 |

| Sector 1 | Par (000) | Issuer Name | Mdys | S&P | Coupon (%) | Maturity | Mkt Value (\$) | % Held (MV) | YTW (%) | Avg Life | Eff Dur |
|-----------|---------------|--------------------------|------------|------------|-------------|---------------------|-------------------|--------------|--------------|--------------|--------------|
| | 2,000 | FEDERAL FARM CR BKS | AGY | AGY | 0.00 | 10/13/2021 | 1,998,060 | 0.65 | 0.112 | 0.868 | 0.867 |
| | 2,310 | FEDERAL HOME LOAN BANKS | AGY | AGY | 2.63 | 12/10/2021 | 2,396,685 | 0.78 | 0.177 | 1.000 | 1.007 |
| | 1,000 | FEDERAL FARM CR BKS | AGY | AGY | 0.14 | 2/4/2022 | 999,541 | 0.33 | 0.188 | 1.167 | 0.811 |
| | 1,500 | FEDERAL HOME LN MTG CORP | AGY | AGY | 0.30 | 5/13/2022 | 1,501,173 | 0.49 | 0.159 | 0.417 | 0.883 |
| | 2,000 | FEDERAL HOME LN MTG CORP | AGY | AGY | 0.28 | 6/2/2022 | 2,005,506 | 0.65 | 0.134 | 1.500 | -0.017 |
| | 2,000 | FEDERAL HOME LN MTG CORP | AGY | AGY | 0.32 | 7/8/2022 | 2,002,924 | 0.65 | 0.130 | 0.083 | 0.722 |
| | 2,000 | FEDERAL HOME LN MTG CORP | AGY | AGY | 0.28 | 7/27/2022 | 2,002,433 | 0.65 | 0.240 | 0.667 | 1.115 |
| | 1,500 | FEDERAL FARM CR BKS | AGY | AGY | 0.15 | 8/11/2022 | 1,500,628 | 0.49 | 0.130 | 1.667 | -0.021 |
| | 2,000 | FEDERAL HOME LOAN BANKS | AGY | AGY | 0.13 | 8/12/2022 | 1,999,416 | 0.65 | 0.164 | 1.667 | 1.694 |
| | 2,000 | FEDERAL FARM CR BKS | AGY | AGY | 0.20 | 8/19/2022 | 2,000,402 | 0.65 | 0.221 | 1.750 | 1.208 |
| | 1,500 | FEDERAL HOME LN MTG CORP | AGY | AGY | 0.22 | 8/24/2022 | 1,501,420 | 0.49 | 0.171 | 0.750 | 1.190 |
| | 1,500 | FEDERAL FARM CR BKS | AGY | AGY | 0.12 | 8/25/2022 | 1,498,830 | 0.49 | 0.170 | 1.750 | -0.023 |
| | 2,000 | FEDERAL HOME LOAN BANKS | AGY | AGY | 0.18 | 9/8/2022 | 2,001,391 | 0.65 | 0.154 | 1.750 | -0.022 |
| | 2,000 | FEDERAL FARM CR BKS | AGY | AGY | 0.18 | 9/15/2022 | 1,999,170 | 0.65 | 0.224 | 1.833 | 1.031 |
| | 2,000 | FEDERAL FARM CR BKS | AGY | AGY | 0.17 | 9/22/2022 | 1,999,302 | 0.65 | 0.207 | 1.833 | 1.312 |
| | 3,000 | FEDERAL FARM CR BKS | AGY | AGY | 0.18 | 9/23/2022 | 3,001,770 | 0.98 | 0.155 | 1.833 | -0.023 |
| | 2,500 | FEDERAL FARM CR BKS | AGY | AGY | 0.17 | 10/7/2022 | 2,499,542 | 0.82 | 0.189 | 1.833 | -0.024 |
| | 1,350 | FEDERAL FARM CR BKS | AGY | AGY | 0.13 | 11/23/2022 | 1,347,981 | 0.44 | 0.202 | 2.000 | 1.976 |
| | 1,750 | FEDERAL HOME LN MTG CORP | AGY | AGY | 0.19 | 11/23/2022 | 1,749,767 | 0.57 | 0.199 | 2.000 | 1.462 |
| | 1,000 | FEDERAL HOME LN MTG CORP | AGY | AGY | 0.35 | 4/28/2023 | 1,002,296 | 0.33 | 0.182 | 0.667 | 1.376 |
| | 2,000 | FEDERAL HOME LN MTG CORP | AGY | AGY | 0.25 | 6/26/2023 | 2,003,959 | 0.65 | 0.215 | 2.583 | 2.557 |
| | 2,000 | FEDERAL NATL MTG ASSN | AGY | AGY | 0.45 | 7/20/2023 | 2,004,150 | 0.65 | 0.126 | 0.167 | 1.035 |
| | 1,500 | FEDERAL NATL MTG ASSN | AGY | AGY | 0.42 | 7/27/2023 | 1,504,717 | 0.49 | 0.160 | 0.667 | 1.421 |
| | 2,000 | FEDERAL NATL MTG ASSN | AGY | AGY | 0.30 | 8/10/2023 | 2,003,553 | 0.65 | 0.249 | 1.667 | 2.164 |
| | 2,000 | FEDERAL HOME LN MTG CORP | AGY | AGY | 0.32 | 9/1/2023 | 2,003,302 | 0.65 | 0.206 | 0.750 | 1.603 |
| | 2,000 | FEDERAL HOME LN MTG CORP | AGY | AGY | 0.27 | 9/14/2023 | 1,998,020 | 0.65 | 0.326 | 2.750 | 1.804 |
| | 2,000 | FEDERAL HOME LN MTG CORP | AGY | AGY | 0.30 | 9/28/2023 | 2,001,193 | 0.65 | 0.290 | 0.833 | 1.735 |
| | 1,000 | FEDERAL FARM CR BKS | AGY | AGY | 0.27 | 10/5/2023 | 999,393 | 0.33 | 0.306 | 2.833 | 1.820 |
| | 1,500 | FEDERAL FARM CR BKS | AGY | AGY | 0.29 | 11/2/2023 | 1,499,228 | 0.49 | 0.315 | 2.917 | 1.883 |
| | 1,500 | FEDERAL HOME LN MTG CORP | AGY | AGY | 0.35 | 11/24/2023 | 1,500,117 | 0.49 | 0.346 | 0.500 | 1.584 |
| | 1,500 | FEDERAL HOME LN MTG CORP | AGY | AGY | 0.32 | 11/24/2023 | 1,499,465 | 0.49 | 0.334 | 3.000 | 1.925 |
| MM | 75,275 | | Aa3 | AA- | 0.25 | Avg Life=0.4 | 75,316,496 | 24.58 | 0.218 | 0.433 | 0.296 |
| | 1,000 | CHEVRON CORP NEW | P-1 | A-1+ | 0.00 | 12/14/2020 | 999,970 | 0.33 | 0.078 | 0.038 | 0.038 |
| | 1,500 | SVENSKA HANDELSBANKEN AB | Aa3 | AA- | 0.40 | 1/4/2021 | 1,500,812 | 0.49 | 0.146 | 0.096 | 0.036 |

| Sector 1 | Par (000) | Issuer Name | Mdys | S&P | Coupon (%) | Maturity | Mkt Value (\$) | % Held (MV) | YTW (%) | Avg Life | Eff Dur |
|----------|-----------|------------------------------|------|------|------------|------------|----------------|-------------|---------|----------|---------|
| | 2,000 | JOHNSON & JOHNSON | P-1 | A-1+ | 0.00 | 1/5/2021 | 1,999,800 | 0.65 | 0.101 | 0.098 | 0.099 |
| | 1,500 | EXXON CORP | P-1 | A-1+ | 0.00 | 1/7/2021 | 1,499,820 | 0.49 | 0.115 | 0.104 | 0.104 |
| | 1,350 | ROYAL BK OF CANADA CERTIFICA | Aa2 | AA- | 0.25 | 1/15/2021 | 1,350,600 | 0.44 | 0.138 | 0.167 | 0.055 |
| | 5,000 | COMMONWEALTH BK AUSTRALIA N | Aa3 | AA- | 0.17 | 1/21/2021 | 5,001,714 | 1.63 | 0.137 | 0.142 | 0.142 |
| | 3,475 | SVENSKA HANDELSBANKEN AB | Aa3 | AA- | 0.28 | 1/26/2021 | 3,476,363 | 1.13 | 0.191 | 0.156 | 0.156 |
| | 2,000 | COMMONWEALTH BK AUSTRALIA N | Aa3 | AA- | 0.17 | 1/27/2021 | 2,000,361 | 0.65 | 0.160 | 0.159 | 0.159 |
| | 2,000 | WESTPAC BKING CORP N CERTIFI | Aa2 | AA- | 0.24 | 2/12/2021 | 2,000,424 | 0.65 | 0.200 | 0.167 | 0.203 |
| | 3,500 | TORONTO DOMINION BK N Y BRH | Aa3 | AA- | 0.22 | 2/23/2021 | 3,500,319 | 1.14 | 0.210 | 0.233 | 0.232 |
| | 2,500 | ROYAL BK OF CANADA CERTIFICA | Aa2 | AA- | 0.32 | 2/26/2021 | 2,501,189 | 0.82 | 0.150 | 0.250 | 0.092 |
| | 5,000 | COMMONWEALTH BK AUSTRALIA N | Aa3 | AA- | 0.19 | 3/17/2021 | 5,001,853 | 1.63 | 0.199 | 0.293 | 0.293 |
| | 2,000 | EXXON CORP | P-1 | A-1+ | 0.00 | 3/24/2021 | 1,999,040 | 0.65 | 0.154 | 0.312 | 0.312 |
| | 1,400 | EXXON CORP | P-1 | A-1+ | 0.00 | 4/5/2021 | 1,399,216 | 0.46 | 0.162 | 0.345 | 0.345 |
| | 1,500 | PROCTER AND GAMBLE CO | P-1 | A-1+ | 0.00 | 4/12/2021 | 1,499,175 | 0.49 | 0.151 | 0.364 | 0.364 |
| | 1,500 | PROCTER AND GAMBLE CO | P-1 | A-1+ | 0.00 | 4/21/2021 | 1,499,100 | 0.49 | 0.154 | 0.389 | 0.388 |
| | 1,250 | NORDEA BK ABP NEW YORK BRH | Aa2 | AA- | 0.45 | 5/7/2021 | 1,251,707 | 0.41 | 0.202 | 0.433 | 0.254 |
| | 2,000 | TORONTO DOMINION BK N Y BRH | Aa3 | AA- | 0.38 | 5/7/2021 | 2,002,083 | 0.65 | 0.195 | 0.433 | 0.263 |
| | 3,000 | CHEVRON CORP NEW | P-1 | A-1+ | 0.00 | 5/11/2021 | 2,997,840 | 0.98 | 0.162 | 0.444 | 0.443 |
| | 2,000 | NORDEA BK ABP NEW YORK BRH | Aa2 | AA- | 0.33 | 5/21/2021 | 2,001,444 | 0.65 | 0.194 | 0.471 | 0.308 |
| | 2,000 | TORONTO DOMINION BK N Y BRH | Aa3 | AA- | 0.34 | 6/10/2021 | 2,002,919 | 0.65 | 0.207 | 0.526 | 0.189 |
| | 2,000 | SVENSKA HANDELSBANKEN AB | Aa3 | AA- | 0.35 | 6/18/2021 | 2,002,870 | 0.65 | 0.217 | 0.548 | 0.208 |
| | 2,000 | ROYAL BK OF CANADA CERTIFICA | Aa2 | AA- | 0.35 | 6/18/2021 | 2,004,376 | 0.65 | 0.250 | 0.583 | 0.548 |
| | 1,650 | NATIONAL AUSTRALIA BK N Y BR | Aa3 | AA- | 0.35 | 6/18/2021 | 1,651,267 | 0.54 | 0.234 | 0.548 | 0.208 |
| | 1,500 | ROYAL BK CDA NY BRH | Aa2 | AA- | 0.43 | 7/26/2021 | 1,506,608 | 0.49 | 0.038 | 0.652 | 0.650 |
| | 1,150 | SVENSKA HANDELSBANKEN AB | Aa3 | AA- | 0.28 | 7/30/2021 | 1,150,620 | 0.38 | 0.233 | 0.663 | 0.344 |
| | 3,000 | WESTPAC BANKING CORP | Aa2 | AA- | 0.28 | 8/3/2021 | 3,000,925 | 0.98 | 0.263 | 0.674 | 0.355 |
| | 1,000 | TORONTO DOMINION BK N Y BRH | Aa3 | AA- | 0.43 | 8/3/2021 | 1,003,134 | 0.33 | 0.227 | 0.674 | 0.671 |
| | 2,000 | ROYAL BK OF CANADA CERTIFICA | Aa2 | AA- | 0.29 | 8/6/2021 | 2,001,019 | 0.65 | 0.234 | 0.667 | 0.269 |
| | 1,500 | TORONTO DOMINION BK N Y BRH | Aa3 | AA- | 0.40 | 8/16/2021 | 1,504,053 | 0.49 | 0.228 | 0.709 | 0.707 |
| | 2,500 | SVENSKA HANDELSBANKEN AB | Aa3 | AA- | 0.28 | 8/31/2021 | 2,500,000 | 0.82 | 0.278 | 0.750 | 0.424 |
| | 2,500 | NORDEA BK ABP NEW YORK BRH | Aa2 | AA- | 0.25 | 9/15/2021 | 2,499,706 | 0.82 | 0.282 | 0.792 | 0.315 |
| | 1,750 | ROYAL BK OF CANADA CERTIFICA | Aa2 | AA- | 1.24 | 10/1/2021 | 1,753,745 | 0.57 | 1.235 | 0.833 | 0.077 |
| | 2,500 | TORONTO DOMINION BK N Y BRH | Aa3 | AA- | 0.26 | 10/4/2021 | 2,501,515 | 0.82 | 0.242 | 0.844 | 0.842 |
| | 1,500 | NORDEA BK ABP NEW YORK BRH | Aa2 | AA- | 0.28 | 10/20/2021 | 1,500,546 | 0.49 | 0.274 | 0.887 | 0.407 |
| | 1,250 | ROYAL BK CDA NY BRH | Aa2 | AA- | 0.34 | 12/16/2021 | 1,250,364 | 0.41 | 0.323 | 1.044 | 0.484 |

| Sector 1 | Par (000) | Issuer Name | Mdys | S&P | Coupon (%) | Maturity | Mkt Value (\$) | % Held (MV) | YTW (%) | Avg Life | Eff Dur |
|---------------|----------------|-------------|------------|------------|-------------|---------------------|--------------------|---------------|--------------|--------------|--------------|
| Total: | 303,501 | | Aaa | AA+ | 1.06 | Avg Life=0.9 | 306,445,807 | 100.00 | 0.165 | 0.847 | 0.736 |

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11/30/2020

| Average Life | Market Value | % of Total |
|---------------|-----------------------|---------------|
| 0 - 6 mo | \$ 119,754,770 | 39.1% |
| 6 mo - 1 yr | \$ 95,892,473 | 31.3% |
| 1 yr - 2 yrs | \$ 80,302,129 | 26.2% |
| 2 yrs - 3 yrs | \$ 10,496,437 | 3.4% |
| Total | \$ 306,445,807 | 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 11/30/2020 0.01%

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. BMO Global Asset Management is the brand name for various affiliated entities of BMO Financial Group that provide trust, custody, securities lending, investment management, and retirement plan services. Certain of the products and services offered under the brand name BMO Global Asset Management are designed specifically for various categories of investors in a number of different countries and regions. Products and services are only offered to such investors in those countries and regions in accordance with applicable laws and regulations. BMO Financial Group is a service mark of Bank of Montreal (BMO).

Investment products are: Not a Deposit - Not FDIC Insured – No Bank Guarantee – May Lose Value. For additional firm information please refer to Form ADV which is made available by visiting <http://www.adviserinfo.sec.gov/>

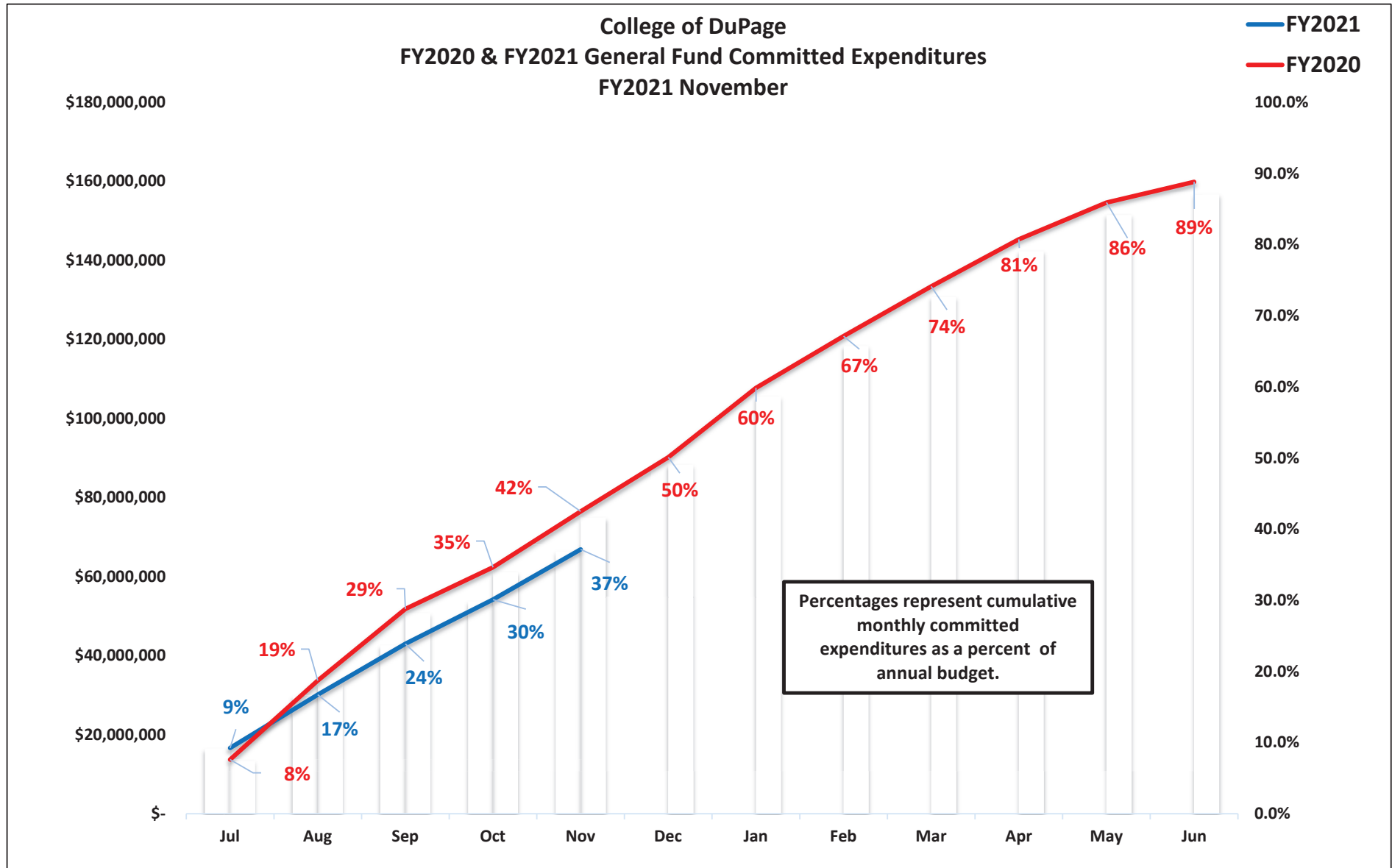
COLLEGE OF DUPAGE
FISCAL YEAR 2021 GENERAL FUND BUDGET AND EXPENDITURES by DIVISION
November 30, 2020
As of November 30, 2020, 11 of 26 Payrolls have occurred (42.3%)

| DIVISION | ANNUAL BUDGET | EXPENDITURES (1) YEAR TO DATE | CURRENT YEAR COMMITMENTS (2) | TOTAL COMMITTED (3) | UNCOMMITTED BALANCE | % OF BUDGET COMMITTED |
|--|-----------------------|----------------------------------|---------------------------------|------------------------|------------------------|---|
| President | \$ 533,068 | \$ 216,076 | \$ - | \$ 216,076 | \$ 316,992 |  41% |
| Legislative Relations | 281,823 | 89,035 | - | 89,035 | 192,788 |  32% |
| Board of Trustees | 170,435 | 20,954 | - | 20,954 | 149,481 |  12% |
| Office of the General Counsel | | | | | | |
| General Counsel | 594,164 | 123,780 | - | 123,780 | 470,384 |  21% |
| Compliance & Internal Audit | 320,808 | 125,770 | - | 125,770 | 195,038 |  39% |
| Office of the General Counsel Total | 914,972 | 249,550 | - | 249,550 | 665,422 |  27% |
| Office of Provost | | | | | | |
| Student Affairs | 17,692,945 | 5,550,853 | 654,367 | 6,205,220 | 11,487,725 |  35% |
| Math, Natural Sciences, & STEM | 14,760,388 | 5,467,056 | 49,835 | 5,516,891 | 9,243,497 |  37% |
| Social & Behavioral Sciences | 14,467,119 | 5,435,477 | 74,492 | 5,509,969 | 8,957,150 |  38% |
| Arts, Communications, & Hospitality | 13,355,073 | 4,519,482 | 237,931 | 4,757,413 | 8,597,660 |  36% |
| Business & Technology | 11,896,459 | 4,352,481 | 149,419 | 4,501,900 | 7,394,559 |  38% |
| Liberal Arts | 11,849,161 | 4,212,494 | 1,056 | 4,213,550 | 7,635,611 |  36% |
| Nursing & Health Sciences | 10,474,842 | 3,383,490 | 381,013 | 3,764,503 | 6,710,339 |  36% |
| Academic Partnerships & Learning Resources | 8,779,070 | 2,676,408 | 177,270 | 2,853,678 | 5,925,392 |  33% |
| Continuing Education & Economic Development | 3,407,131 | 1,539,739 | 204,978 | 1,744,717 | 1,662,414 |  51% |
| Provost Administration | 2,070,652 | 569,158 | 16,314 | 585,472 | 1,485,180 |  28% |
| Curriculum & Assessment | 2,332,895 | 754,055 | 6,569 | 760,624 | 1,572,271 |  33% |
| Office of Provost Total | 111,085,735 | 38,460,693 | 1,953,244 | 40,413,937 | 70,671,798 |  36% |
| Institutional Advancement | 1,438,612 | 445,305 | 9,432 | 454,737 | 983,875 |  32% |
| Planning & Inst. Effectiveness | 1,161,610 | 399,739 | 25 | 399,764 | 761,846 |  34% |
| Administrative Affairs | | | | | | |
| Facilities | 23,891,533 | 5,659,684 | 1,759,116 | 7,418,800 | 16,472,733 |  31% |
| Information Technology Services | 15,132,384 | 5,500,123 | 657,573 | 6,157,696 | 8,974,688 |  41% |
| Financial Affairs | 4,249,082 | 1,485,402 | 27,200 | 1,512,602 | 2,736,480 |  36% |
| Business Affairs | 4,077,419 | 1,349,615 | 251,709 | 1,601,324 | 2,476,095 |  39% |
| Police | 2,479,900 | 814,846 | 37,933 | 852,779 | 1,627,121 |  34% |
| Vice President-Administration | 426,099 | 95,991 | - | 95,991 | 330,108 |  23% |
| Risk Management | 400,345 | 158,848 | 1,245 | 160,093 | 240,252 |  40% |
| Budget Office | 215,116 | 75,606 | 1,950 | 77,556 | 137,560 |  36% |
| Administrative Affairs Total | 50,871,878 | 15,140,115 | 2,736,726 | 17,876,841 | 32,995,037 |  35% |
| Marketing & Communications | | | | | | |
| Marketing, Communications, Multi-Media | 4,447,217 | 1,580,898 | 486,173 | 2,067,071 | 2,380,146 |  46% |
| Public Relations | 1,001,588 | 399,031 | 42,897 | 441,928 | 559,660 |  44% |
| Community Relations | 340,526 | 84,277 | 63 | 84,340 | 256,186 |  25% |
| Marketing & Communications Total | 5,789,331 | 2,064,206 | 529,133 | 2,593,339 | 3,195,992 |  45% |
| Human Resources & Project Hire-Ed | 2,736,939 | 867,422 | 224,662 | 1,092,084 | 1,644,855 |  40% |
| General Institutional | 11,228,854 | 3,179,300 | 9,500 | 3,188,800 | 8,040,054 |  28% |
| Internal Campus Services | (1,527,704) | (218,991) | - | (218,991) | (1,308,713) |  14% |
| Position Budget Vacancy Allowance | (6,028,200) | - | - | - | (6,028,200) |  0% |
| Total General Fund | \$ 178,657,353 | \$ 60,913,404 | \$ 5,462,722 | \$ 66,376,126 | \$ 112,281,227 |  37% |

NOTES:

- (1) The expenditures are based on unaudited numbers from the general ledger as of November 30, 2020.
(2) Current year commitments includes purchase orders actually entered into the procurement system related to the current fiscal year.
(3) Total committed includes expenditures plus current fiscal year commitments.

b.



b.

COLLEGE OF DUPAGE
FISCAL YEAR ENDING JUNE 30, 2021
NOVEMBER 30, 2020
STATUS OF MAJOR PROJECTS / INITIATIVES

| PROJECT / INITIATIVE | ANNUAL BUDGET | EXPENDITURES (1) YEAR TO DATE | CURRENT COMMITMENTS (2) | TOTAL COMMITTED (3) | UNCOMMITTED BALANCE | % OF BUDGET COMMITTED |
|----------------------|---------------|----------------------------------|----------------------------|------------------------|------------------------|--------------------------|
| Project Hire-Ed | \$ 439,140 | \$ 90,981 | \$ - | \$ 90,981 | \$ 348,159 | 20.72% |
| Innovation DuPage | \$ 301,450 | \$ 284,074 | \$ - | \$ 284,074 | \$ 17,376 | 94.24% |
| Pathways | \$ 1,970,090 | \$ 579,992 | \$ 136,917 | \$ 716,909 | \$ 1,253,181 | 36.39% |

NOTES:

(1) The expenditures are based on unaudited numbers from the general ledger as of November 30, 2020.

(2) Current year commitments include purchase orders actually entered into the procurement system related to the current fiscal year.

(3) Total committed includes expenditures plus current fiscal year commitments.

COLLEGE OF DUPAGE
Operating Cash Available to Pay Annual Operating Expenses
as of November 30, 2020

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 | \$ 233,429,521 | \$ 233,429,521 |
| Current <u>General Fund</u> Fund Balance Restrictions | | |
| Retiree OPEB Liability | - | (14,500,000) |
| Recapitalization Costs | - | (60,000,000) |
| Total Current <u>General Fund</u> Fund Balance Restrictions | - | (74,500,000) |
| Net Operating Cash/Investments | 233,429,521 | 158,929,521 |
| FY2020 General Fund Expenditures* | \$ 160,988,121 | \$ 160,988,121 |
| Net % Of Operating Cash/Investments Available To Pay Annual Operating Expenses | 145.0% | 98.7% |

*Audited FY2020 CAFR, Exhibit A

f.

College of DuPage
Community College District No. 502
BUDGETARY POSITION ADDITIONS
November 2020

The following positions have been added after the adoption of the FY2021 Budget. Resources from current-year vacancies will be applied to cover the costs of these positions.

| Position Title | Position FTE | Position Salary Budget |
|----------------|--------------|------------------------|
|----------------|--------------|------------------------|

There was no activity this month.

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD INFORMATION

1. **SUBJECT**

Gifts Status Report.

2. **REASON FOR CONSIDERATION**

The Board is provided with a monthly update of gifts.

3. **BACKGROUND INFORMATION**

The attachment reports the current status of cash donations and in-kind gifts to the College of DuPage Foundation.

Staff Contact: Karen M. Kuhn, M.S., CFRE
Executive Director, College of DuPage Foundation

College of DuPage Foundation
Monthly Gift Summary Report
November 1 - 30, 2020

| Fund ID | Fund Description | Gift Count | Cash | Stock | Pledge Balance | Gifts-In-Kind | Planned | Total |
|------------|---|------------|------------|--------|----------------|---------------|---------|------------|
| R695 / 30 | Athletic Department | 6 | \$110.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$110.00 |
| G932 / 35 | Automotive Technology Scholarship | 2 | \$20.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$20.00 |
| R607B / 30 | Belushi Artist-In-Residence Program | 5 | \$70.12 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$70.12 |
| G268 / 35 | Cancer Federation Scholarship | 3 | \$39.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$39.00 |
| G700 / 35 | Carol Stream Community College Scholarship | 2 | \$40.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$40.00 |
| G475 / 35 | Carter Carroll Excellence in History Award | 2 | \$10.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$10.00 |
| D690 / 20 | Center for Entrepreneurship Fund for Workforce Development | 2 | \$25.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$25.00 |
| G273 / 35 | Certificate of GED Scholarship | 2 | \$40.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$40.00 |
| G971 / 35 | Chief George Graves Scholarship | 2 | \$20.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$20.00 |
| G827 / 40 | Cleve Carney Endowed Art Fund | 2 | \$10.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$10.00 |
| G215 / 35 | College of DuPage Faculty Association Scholarship | 2 | \$20.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$20.00 |
| G915 / 25 | College of DuPage Foundation's Returning Adult Scholarship | 6 | \$22.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$22.00 |
| G918 / 25 | College of DuPage Foundation's Single Parent Scholarship | 12 | \$196.36 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$196.36 |
| G904 / 25 | College of DuPage Foundation's Textbook Scholarship | 8 | \$50.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$50.00 |
| G702 / 35 | Community HS District 99 (Downers Grove North/South) Scholarship | 2 | \$20.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$20.00 |
| D888 / 20 | Contact Tracing Program | 1 | \$100.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$100.00 |
| D627 / 20 | Culinary & Hospitality Program | 2 | \$20.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$20.00 |
| G455 / 35 | Donald Carter Memorial Scholarship | 2 | \$20.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$20.00 |
| G974 / 35 | Edwin and Barbara Dannewitz Perioperative Arena Scholarship | 2 | \$40.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$40.00 |
| G105 / 25 | Eileen M. Ward Endowed Textbook/Instructional Materials Scholarship | 2 | \$10.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$10.00 |
| D703 / 30 | Engineering Program Support | 2 | \$20.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$20.00 |
| G856 / 35 | Eric Martinson Memorial Scholarship | 16 | \$421.73 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$421.73 |
| D692 / 20 | Fashion Program | 2 | \$20.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$20.00 |
| R612 / 30 | Fine Arts Program | 2 | \$80.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$80.00 |
| E225 / 20 | Frida Kahlo Exhibition | 12 | \$374.74 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$374.74 |
| D704 / 30 | FUEL Pantry Support | 15 | \$599.60 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$599.60 |
| G808 / 40 | General Scholarship Endowment | 2 | \$10.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$10.00 |
| G900 / 25 | General Scholarship Fund | 79 | \$1,542.94 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,542.94 |
| R661 / 30 | George Macht Culinary & Hospitality Program | 4 | \$40.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$40.00 |
| G707 / 35 | Glenbard High School District 87 Scholarship | 4 | \$14.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$14.00 |
| G926 / 35 | Glenn Hansen Leadership Scholarship | 4 | \$110.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$110.00 |
| G959 / 35 | H. J. Kleemann Engineering Scholarship | 2 | \$7.68 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$7.68 |
| R646 / 30 | Healthcare Instructional Support | 1 | \$0.00 | \$0.00 | \$0.00 | \$600.00 | \$0.00 | \$600.00 |
| G708 / 35 | Hinsdale Township High School District 86 Scholarship | 2 | \$40.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$40.00 |
| R648 / 30 | Homeland Security Program Support | 1 | \$100.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$100.00 |
| D629 / 20 | Horticulture Program | 4 | \$60.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$60.00 |
| D620 / 20 | Horticulture Student Competition Support | 2 | \$20.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$20.00 |
| G201 / 35 | Iyer Chemistry Scholarship | 2 | \$76.92 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$76.92 |
| G444 / 35 | Kathy Marszalek Memorial Endowed Scholarship | 1 | \$6,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$6,000.00 |
| R602B / 30 | Learning Commons Program Support | 2 | \$14.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$14.00 |
| R660 / 20 | Library Development | 4 | \$160.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$160.00 |
| R659 / 20 | Library Program Endowment | 4 | \$30.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$30.00 |

College of DuPage Foundation
Monthly Gift Summary Report
November 1 - 30, 2020

| Fund ID | Fund Description | Gift Count | Cash | Stock | Pledge Balance | Gifts-In-Kind | Planned | Total |
|----------------------|---|------------|---------------------|---------------|-----------------|-------------------|---------------|---------------------|
| R672 / 30 | Lifelong Learning Program | 1 | \$800.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$800.00 |
| R619 / 30 | McAninch Arts Center General Fund | 24 | \$512.08 | \$0.00 | \$0.00 | \$2,500.00 | \$0.00 | \$3,012.08 |
| D694 / 20 | Meteorology Program | 1 | \$250.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$250.00 |
| D693 / 20 | Music Program | 2 | \$10.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$10.00 |
| D660 / 20 | New Philharmonic Orchestra | 12 | \$2,288.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,288.00 |
| G130 / 25 | Nursing Alumni Scholarship | 2 | \$10.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$10.00 |
| G983 / 35 | Raymond and Virginia Link Vocational Scholarship | 7 | \$575.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$575.00 |
| G100 / 10 | Resource for Excellence Fund | 39 | \$1,314.52 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,314.52 |
| R656 / 30 | Ronald Lemme Lecture Series | 2 | \$10.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$10.00 |
| G469 / 35 | Second Year Nursing Scholarship | 2 | \$10.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$10.00 |
| G115 / 25 | Student Crisis Emergency Support | 13 | \$10,315.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$10,315.00 |
| G848 / 35 | Student Life Leadership Award | 2 | \$20.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$20.00 |
| G931 / 35 | Student Need Scholarship | 6 | \$55.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$55.00 |
| G520 / 35 | Study Abroad Scholarships | 8 | \$57.70 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$57.70 |
| G878 / 35 | Susan Alice Scanlan Krenek Memorial Endowed Scholarship | 1 | \$10,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$10,000.00 |
| D709 / 20 | Sustaining the Arts Fund | 8 | \$7,644.64 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$7,644.64 |
| G967 / 35 | The Christopher Drop Welding Scholarship | 2 | \$10.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$10.00 |
| G563 / 35 | The Honorable Bonnie M. Wheaton Endowed Scholarship | 2 | \$50.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$50.00 |
| G884 | The Isreal "Izzy" Malave Scholarship for Educators | 3 | \$300.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$300.00 |
| G938 / 35 | Troy Scholarship for Engineering | 2 | \$40.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$40.00 |
| G939 / 35 | Troy Scholarship for Nursing | 2 | \$40.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$40.00 |
| D632 / 20 | Veteran Services Program | 3 | \$510.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$510.00 |
| G135 / 25 | Vocational Skills Program Support for Special Populations | 4 | \$30.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$30.00 |
| D697 / 20 | WDCB Employer Matching Gift Revenue (EMG) | 3 | \$600.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$600.00 |
| D687 / 20 | WDCB Future Fund | 2 | \$3.08 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$3.08 |
| D696 / 20 | WDCB Individual Gifts | 1,837 | \$57,522.12 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$57,522.12 |
| D695 / 20 | WDCB Underwriting | 10 | \$5,315.00 | \$0.00 | \$516.00 | \$0.00 | \$0.00 | \$5,831.00 |
| G716 / 35 | Westmont High School District 201 Scholarship | 2 | \$10.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$10.00 |
| R701 / 30 | Youth Leadership Program and Scholarships | 2 | \$10.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$10.00 |
| Grand Totals: | | | \$108,936.23 | \$0.00 | \$516.00 | \$3,100.00 | \$0.00 | \$112,552.23 |

2,238 Gift(s) listed
2,024 Donor(s) listed

College of DuPage Foundation
Fiscal Year 2021 Gift Summary Report
Year-to-Date as of November 30, 2020

| Fund ID | Fund Description | Gift Count | Cash | Stock | Pledge Balance | In-Kind | Planned | Total |
|------------|---|------------|-------------|--------|----------------|------------|---------|-------------|
| D708 / 20 | Accounting Program Support | 1 | \$300.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$300.00 |
| G858 / 35 | AFA Applied Music Fee Award | 1 | \$1,523.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,523.00 |
| R695 / 30 | Athletic Department | 33 | \$605.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$605.00 |
| G825 / 40 | August Zarcone Memorial Scholarship Endowment | 1 | \$50.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$50.00 |
| G932 / 35 | Automotive Technology Scholarship | 10 | \$100.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$100.00 |
| R607B / 30 | Belushi Artist-In-Residence Program | 23 | \$244.54 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$244.54 |
| D624 / 20 | Buffalo Theatre Ensemble Program | 10 | \$1,259.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,259.00 |
| R693 / 30 | Business and Technology Program | 2 | \$9.09 | \$0.00 | \$0.00 | \$4,750.00 | \$0.00 | \$4,759.09 |
| G268 / 35 | Cancer Federation Scholarship | 21 | \$237.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$237.00 |
| G853 / 35 | Capper and Marilou Grant Paralegal Scholarship | 1 | \$500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$500.00 |
| G700 / 35 | Carol Stream Community College Scholarship | 11 | \$220.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$220.00 |
| G475 / 35 | Carter Carroll Excellence in History Award | 10 | \$50.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$50.00 |
| D690 / 20 | Center for Entrepreneurship Fund for Workforce Development | 12 | \$387.50 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$387.50 |
| G273 / 35 | Certificate of GED Scholarship | 10 | \$200.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$200.00 |
| G971 / 35 | Chief George Graves Scholarship | 11 | \$110.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$110.00 |
| G827 / 40 | Cleve Carney Endowed Art Fund | 11 | \$55.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$55.00 |
| D600 / 20 | Cleve Carney Museum of Art Membership | 1 | \$100.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$100.00 |
| G882 / 25 | COD Succeeds Scholarship | 3 | \$15,100.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$15,100.00 |
| G215 / 35 | College of DuPage Faculty Association Scholarship | 10 | \$100.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$100.00 |
| G915 / 25 | College of DuPage Foundation's Returning Adult Scholarship | 31 | \$111.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$111.00 |
| G918 / 25 | College of DuPage Foundation's Single Parent Scholarship | 65 | \$1,059.98 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,059.98 |
| G904 / 25 | College of DuPage Foundation's Textbook Scholarship | 44 | \$275.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$275.00 |
| G702 / 35 | Community HS District 99 (Downers Grove North/South) Scholarship | 11 | \$110.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$110.00 |
| D888 / 20 | Contact Tracing Program | 3 | \$12,125.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$12,125.00 |
| D627 / 20 | Culinary & Hospitality Program | 11 | \$110.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$110.00 |
| G879 / 35 | Debra Jeffay Continuing Education Scholarship | 4 | \$3,500.00 | \$0.00 | \$1,000.00 | \$0.00 | \$0.00 | \$4,500.00 |
| G455 / 35 | Donald Carter Memorial Scholarship | 10 | \$100.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$100.00 |
| G306 / 35 | Donald J. Craft Memorial Scholarship | 1 | \$500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$500.00 |
| G847 / 35 | Dr. Maureen N. Dunne Autism Student Success Scholarship | 1 | \$1,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,000.00 |
| G320 / 35 | DuPage Area Moms Scholarship | 1 | \$2,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,000.00 |
| G528 / 35 | E.R. Valintis Scholarship | 1 | \$10,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$10,000.00 |
| G974 / 35 | Edwin and Barbara Dannewitz Perioperative Arena Scholarship | 11 | \$220.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$220.00 |
| G105 / 25 | Eileen M. Ward Endowed Textbook/Instructional Materials Scholarship | 11 | \$55.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$55.00 |
| D703 / 30 | Engineering Program Support | 12 | \$102.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$102.00 |
| G856 / 35 | Eric Martinson Memorial Scholarship | 95 | \$8,737.89 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$8,737.89 |
| D692 / 20 | Fashion Program | 10 | \$100.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$100.00 |
| R612 / 30 | Fine Arts Program | 9 | \$360.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$360.00 |
| E225 / 20 | Frida Kahlo Exhibition | 72 | \$15,127.73 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$15,127.73 |
| D704 / 30 | FUEL Pantry Support | 55 | \$1,106.50 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,106.50 |
| G808 / 40 | General Scholarship Endowment | 11 | \$55.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$55.00 |
| G900 / 25 | General Scholarship Fund | 433 | \$13,857.28 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$13,857.28 |
| R661 / 30 | George Macht Culinary & Hospitality Program | 22 | \$220.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$220.00 |
| G707 / 35 | Glenbard High School District 87 Scholarship | 22 | \$77.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$77.00 |
| G926 / 35 | Glenn Hansen Leadership Scholarship | 20 | \$550.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$550.00 |

College of DuPage Foundation
Fiscal Year 2021 Gift Summary Report
Year-to-Date as of November 30, 2020

| Fund ID | Fund Description | Gift Count | Cash | Stock | Pledge Balance | In-Kind | Planned | Total |
|------------|---|------------|-------------|------------|----------------|------------|---------|-------------|
| G959 / 35 | H. J. Kleemann Engineering Scholarship | 12 | \$342.24 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$342.24 |
| G861 / 35 | Health Science Symposium | 1 | \$1,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,500.00 |
| R646 / 30 | Healthcare Instructional Support | 2 | \$100.00 | \$0.00 | \$0.00 | \$600.00 | \$0.00 | \$700.00 |
| G708 / 35 | Hinsdale Township High School District 86 Scholarship | 10 | \$200.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$200.00 |
| R648 / 30 | Homeland Security Program Support | 3 | \$100.00 | \$0.00 | \$0.00 | \$6,250.00 | \$0.00 | \$6,350.00 |
| D629 / 20 | Horticulture Program | 22 | \$520.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$520.00 |
| D620 / 20 | Horticulture Student Competition Support | 10 | \$100.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$100.00 |
| G392 / 35 | ICCSF Healthcare Scholarship | 1 | \$2,400.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,400.00 |
| D640 / 20 | International Education Development Support | 1 | \$25.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$25.00 |
| G201 / 35 | Iyer Chemistry Scholarship | 9 | \$346.14 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$346.14 |
| G880 / 35 | John B. Schreiber III Lifelong Learning Scholarship | 1 | \$5,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$5,000.00 |
| G230 / 35 | John Belushi Memorial Scholarships for Music and Theater | 4 | \$250.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$250.00 |
| G444 / 35 | Kathy Marszalek Memorial Endowed Scholarship | 2 | \$8,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$8,000.00 |
| R602B / 30 | Learning Commons Program Support | 3 | \$21.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$21.00 |
| R660 / 20 | Library Development | 17 | \$375.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$375.00 |
| R659 / 20 | Library Program Endowment | 21 | \$155.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$155.00 |
| R672 / 30 | Lifelong Learning Program | 1 | \$800.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$800.00 |
| R619 / 30 | McAninch Arts Center General Fund | 135 | \$8,687.29 | \$0.00 | \$0.00 | \$4,000.00 | \$0.00 | \$12,687.29 |
| G800 / 40 | McAninch Endowment for the Arts Fund | 1 | \$0.00 | \$3,000.00 | \$0.00 | \$0.00 | \$0.00 | \$3,000.00 |
| D694 / 20 | Meteorology Program | 3 | \$550.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$550.00 |
| G454 / 35 | Morrissey Dental Hygiene Scholarship | 1 | \$1,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,000.00 |
| D693 / 20 | Music Program | 11 | \$55.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$55.00 |
| G501 / 35 | Naperville Rotary Charities and the Rotary Club of Naperville Scholarship | 1 | \$50,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$50,000.00 |
| D660 / 20 | New Philharmonic Orchestra | 113 | \$44,092.56 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$44,092.56 |
| G130 / 25 | Nursing Alumni Scholarship | 6 | \$30.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$30.00 |
| G881 / 35 | Paralegal Program Scholarship | 1 | \$5,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$5,000.00 |
| D707 / 20 | Paralegal Student Success Fund | 2 | \$275.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$275.00 |
| G980 / 40 | Paul W. Hedburn and Katherine T. Hedburn Scholarship Endowment | 1 | \$64,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$64,000.00 |
| G860 / 35 | Professor Chris Goergen Political Science Scholarship | 4 | \$790.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$790.00 |
| G983 / 35 | Raymond and Virginia Link Vocational Scholarship | 12 | \$1,025.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,025.00 |
| G100 / 10 | Resource for Excellence Fund | 171 | \$10,424.07 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$10,424.07 |
| R656 / 30 | Ronald Lemme Lecture Series | 11 | \$55.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$55.00 |
| G835 / 35 | Scalise Family Fashion Program Scholarship | 4 | \$125.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$125.00 |
| G469 / 35 | Second Year Nursing Scholarship | 11 | \$55.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$55.00 |
| G883 / 35 | Selena Kuch Nursing Scholarship | 3 | \$2,000.00 | \$0.00 | \$6,000.00 | \$0.00 | \$0.00 | \$8,000.00 |
| G115 / 25 | Student Crisis Emergency Support | 93 | \$31,035.51 | \$59.27 | \$0.00 | \$0.00 | \$0.00 | \$31,094.78 |
| G848 / 35 | Student Life Leadership Award | 11 | \$110.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$110.00 |
| G931 / 35 | Student Need Scholarship | 33 | \$302.50 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$302.50 |
| G520 / 35 | Study Abroad Scholarships | 41 | \$298.50 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$298.50 |
| G878 / 35 | Susan Alice Scanlan Krenek Memorial Endowed Scholarship | 1 | \$10,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$10,000.00 |
| G877 / 40 | Susan Alice Scanlan Krenek Memorial Scholarship Endowment | 1 | \$5,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$5,000.00 |
| D709 / 20 | Sustaining the Arts Fund | 22 | \$16,599.64 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$16,599.64 |
| G967 / 35 | The Christopher Drop Welding Scholarship | 10 | \$50.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$50.00 |

College of DuPage Foundation
Fiscal Year 2021 Gift Summary Report
 Year-to-Date as of November 30, 2020

| Fund ID | Fund Description | Gift Count | Cash | Stock | Pledge Balance | In-Kind | Planned | Total |
|----------------------|---|-------------------|---------------------|-------------------|-----------------------|--------------------|----------------|---------------------|
| G563 / 35 | The Honorable Bonnie M. Wheaton Endowed Scholarship | 11 | \$275.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$275.00 |
| G884 | The Isreal "Izzy" Malave Scholarship for Educators | 3 | \$300.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$300.00 |
| G326 / 35 | Tom Galloway Memorial Scholarship | 2 | \$1,092.75 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,092.75 |
| G938 / 35 | Troy Scholarship for Engineering | 11 | \$220.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$220.00 |
| G939 / 35 | Troy Scholarship for Nursing | 11 | \$220.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$220.00 |
| D632 / 20 | Veteran Services Program | 12 | \$555.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$555.00 |
| G135 / 25 | Vocational Skills Program Support for Special Populations | 22 | \$165.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$165.00 |
| D697 / 20 | WDCB Employer Matching Gift Revenue (EMG) | 18 | \$3,139.41 | \$0.00 | \$420.00 | \$0.00 | \$0.00 | \$3,559.41 |
| D687 / 20 | WDCB Future Fund | 5 | \$17.10 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$17.10 |
| D696 / 20 | WDCB Individual Gifts | 9,796 | \$349,809.92 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$349,809.92 |
| D695 / 20 | WDCB Underwriting | 35 | \$24,275.00 | \$0.00 | \$724.00 | \$0.00 | \$0.00 | \$24,999.00 |
| G716 / 35 | Westmont High School District 201 Scholarship | 11 | \$55.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$55.00 |
| R701 / 30 | Youth Leadership Program and Scholarships | 12 | \$555.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$555.00 |
| Grand Totals: | | | \$748,083.14 | \$3,059.27 | \$8,144.00 | \$15,600.00 | \$0.00 | \$771,886.41 |

11,920 Gift(s) listed
 4,153 Donor(s) listed

**VENDOR DONATIONS RECEIVED
BY THE COLLEGE***

YTD as of November 30, 2020

JULY 2020

no activity

August 2020

no activity

September 2020

no activity

October 2020

no activity

November 2020

no activity

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD INFORMATION

1. **SUBJECT**

Construction Change Orders for Board Information.

2. **REASON FOR CONSIDERATION**

Change orders will be funded from the designated project's overall budget and fall within the approved budget. These change orders are presented for information because they fall below the \$100,000 and percentage of contract thresholds established in Administrative Procedure 10-90 (Construction Contracts) for Board approval.

3. **BACKGROUND INFORMATION**

These Change Orders are issued for Board Information in accordance with Administrative Procedure 10-90.

a) **Fund 03 Budget Related Projects**

None

b) **Fund 02 Budget Related Projects**

None

SUMMARY OF CONSTRUCTION CHANGE ORDERS

a) FUND 03 BUDGET RELATED PROJECTS

None

b) FUND 02 BUDGET RELATED PROJECTS

None

Staff Contact: Bruce Schmiedl, Facilities Director

**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)

Staff Contact: Bruce Schmiedl, Director of Facilities

College of DuPage Construction Projects Update
December 17, 2020

| COMPLETED FY21 | | | |
|---|---|--|-------------|
| Project Name | Origin/Scope | Anticipated Benefit/Timing | Actual Cost |
| PE Precast Exterior Wall Crack Repair & Joint Sealant Replacement | <div>Origin: Request by Academic Leadership</div> <div>Scope: Power wash original existing precast concrete panels, remove failing sealant at panel joints, route out and seal panel cracks, apply water resistant sealer to all exterior panels.</div> | The sealant joints in the existing exterior precast concrete wall panels have not been repaired or replaced since the building was built in 1983 and are exhibiting signs loss of adhesion and deterioration. Replacing deteriorating joint sealant and repairing cracks will reduce the potential for water intrusion into the wall system and expanded water damage. Additional discovered cracks are now repaired. Project completed at the end of September 2020. | \$140,000 |
| Baseball Field & Outfield Drainage Mitigation | <div>Origin: Request by Athletics Leadership</div> <div>Scope: The existing grass infields will be replaced with synthetic turf. Outfield drainage is insufficient and will be improved to drain more rapidly following rain events.</div> | Due to weather conditions, the infield is requiring increased maintenance. It is also difficult to return to playable conditions following rain events. Design of outfield drainage complete. Bids submitted to March Board for approval. Installation commenced mid-July and is now complete. Rooting of sod will be checked in early spring. | \$209,000 |
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College of DuPage Construction Projects Update

December 17, 2020

Board of Trustees Meeting

| IN PROGRESS | | | |
|---|--|---|--|
| Project Name | Origin/Scope | Anticipated Benefit/Timing | Anticipated Cost |
| BIC Academic Backfill (former Marketing offices) | <p>Origin: Request by Academic Leadership</p> <p>Scope: Create up to five flexible pilot classroom prototypes that enable Faculty to adjust classroom settings via various furniture and technology offerings.</p> | Piloting flexible classroom settings will enable Faculty to study and determine optimal classroom settings and configurations that best contribute to student success and completion in the future and position the College to respond to evolving instructional paradigms. Architect selection approved at September Board. Design Development complete. Construction drawings and bidding complete. Contractor award approved at the September Board. Project is under construction. Anticipated completion late-January 2021. | \$2,000,000 |
| Stem Pilot Project | <p>Origin: Request by Academic Leadership</p> <p>Scope: Remodel BIC classrooms 3555, 3559 and 3H05 to accommodate AR/VR technology, flexible classroom configurations and multi-media whiteboards, display and presentation surfaces.</p> | Three existing classrooms will be reconfigured in order to accommodate enhanced instruction in STEM fields as well as possibilities for Liberal Arts programs. Classrooms will promote interactive learning in Augmented Reality/Virtual Reality (AR/VR) as well as group work and flexible classroom instruction. Architect retained and construction drawings complete. Bids for AR/VR room approved at February Board. Construction suspended March 20th for one week due to Covid 19 order. AR/VR Room complete August 2020. Faculty continues their research to an select alternate interactive whiteboard instructional system. Original vendor stopped supporting software. Faculty recommendation regarding alternate software is pending in December. Anticipated completion TBD. | \$573,650 |
| IRC Skylight Replacement | <p>Origin: Facilities Leadership</p> <p>Scope: Remove existing original polycarbonate cell skylights and replace with new thermally enhanced acrylic units. The work includes new flashing and bird control.</p> | During recent weather events, significant leakage was observed at all of the existing skylights. New units will prevent the need for periodic minimal repairs that have occurred over time while at the same time improving thermal efficiency and sun control. Design is complete. Bidding is complete and presented to the June Board for approval. Shop drawings are complete and materials ordered. Anticipated completion late December 2020 due to manufacturing lead times. | \$150,000 |
| PE Arena Scoreboard Upgrades. | <p>Origin: Request by PE/Academic Leadership</p> <p>Scope: Remove existing aged scoreboards and replace with new multi-screen units to be inter-phased with an existing Athletics Department live-streaming video system.</p> | This upgrade replaces an outdated scoreboard system with one more in keeping with other collegiate institutions and current sports guidelines. The installation will improve the functionality of the scoreboard as well as increase the entertainment value for patrons and help to build interest in COD sports teams. Bidding complete and contractor award approved at the September Board. Anticipated completion late December 2020. | \$249,000 |
| Speech Lab Upgrades | <p>Origin: Request by Academic Leadership</p> <p>Scope: Upgrade/pilot one existing Speech Lab with new collaborative furniture and audio visual capabilities.</p> | Upgrading the Speech Lab will create a more collaborative and interactive environment for students and faculty with improved audio visual capabilities and playback/critique features that will improve the learning experience and outcomes. Construction drawings and bidding complete. Contractor award approved at the September Board. Project is under construction. Anticipated completion December 2020. | \$125,000 |
| Project Hire-Ed Leadership and Engagement Office | <p>Origin: Request by College Administrative Leadership</p> <p>Scope: Repurpose BIC office space formerly occupied by the Marketing Department to create one office, one conference/interaction room, four work stations and receptionist workstation.</p> | This repurposing will enable all Project Hire-Ed functions and interaction spaces to be co-located in one space so as to provide better service to students and interaction with prospective employers. Architect hired and construction drawings and bidding are complete. Contractor award approved at November Board. Anticipated completion January 2021. | \$150,000 |
| Softball Field Infield Synthetic Turf Installation | <p>Origin: Request by Athletics Leadership</p> <p>Scope: The existing granular infields will be replaced with synthetic turf.</p> | Due to weather conditions, the infield is requiring increased maintenance. It is also difficult to rapidly return to playable conditions following rain events. Design, estimating and bid documents are receiving final corrections before bidding. Project deferred to FY22 for start of construction. | \$59,250 (project to be re-bid) |

College of DuPage Construction Projects Update
December 17, 2020

| IN PROGRESS <small>(continued)</small> | | | |
|--|--------------|----------------------------|------------------|
| Project Name | Origin/Scope | Anticipated Benefit/Timing | Anticipated Cost |
| | | | |

| PROPOSED | | | |
|--------------|--------------|----------------------------|------------------|
| Project Name | Origin/Scope | Anticipated Benefit/Timing | Anticipated Cost |
| | | | |

| DEFERRED/CANCELLED | | | |
|--------------------|--------------|----------------------------|------------------|
| Project Name | Origin/Scope | Anticipated Benefit/Timing | Anticipated Cost |
| | | | |

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD INFORMATION

1. **SUBJECT**

Grants Status Report

2. **REASON FOR CONSIDERATION**

The Board is provided with a monthly update of grants received to date.

3. **BACKGROUND INFORMATION**

The attached report documents the current status of operational public and private grants to the College of DuPage.

Staff Contact: Marcia Frank, Grants Manager, College of DuPage

College of DuPage
FY2021 Grants Awarded Report
July 1, 2020 - June 30, 2021

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>FY2021 Amount</u> | <u>Total Award Amount</u> | <u>Start Date</u> | <u>End Date</u> | <u>Description</u> |
| Corp. for Public Broadcasting | Community Service Grant | WDCB | Dan Bindert | Federal | \$104,251 | \$104,251 | 10/1/2020 | 9/30/2022 | Community service grant to provide support for WDCB Radio Station. |
| Illinois Community College Board | FY2021 Adult Ed and Literacy Program | Continuing Education | Deasy | Federal /State | \$2,739,900 | \$2,739,900 | 7/1/2020 | 6/30/2021 | Federal and State allocated portion to support ABE/GED/ESL programming across the district. |
| Illinois Community College Board | Perkins Postsecondary Career & Tech. Education Program | Academic Affairs | Ellis | Federal | \$1,892,194 | \$1,892,194 | 7/1/2020 | 6/30/2021 | Federal Allocation restricted to support the academic achievement of CTE students in accordance with the FY 2021 Program Plan. |
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| 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.) | | | | | \$4,736,345 | | | | |

College of DuPage
FY2021 Grants Awarded Report
July 1, 2020 - June 30, 2021

Note: New Entries in Bold

| COMPETITIVE GRANTS | | | | | | | | | |
|--|--|------------------------------------|------------------|---------|---------------|--------------------|------------|------------|--|
| Grantor | Project Title | Department | Project Director | Type | FY2021 Amount | Total Award Amount | Start Date | End Date | Description |
| Chicago Community Trust/IL Dept. of Human Services | Healing Illinois | Academic Affairs | Stock | Federal | \$38,000 | \$38,000 | 10/1/2020 | 1/31/2021 | Funds to support the activities for the COD Equity and Access Connection initiative |
| IRS | Volunteer Income Tax Assistance (VITA) | Business | Carlson/McBeth | Federal | \$45,484 | \$45,484 | 10/1/2020 | 9/30/2021 | To provide support for the VITA program run by the Accounting Dept. each year. |
| Illinois Arts Council | Partners In Excellence | MAC | Raffel/Martinez | State | \$44,500 | 44,500 | 10/16/2020 | 8/31/2021 | General operating support for programs at the MAC |
| ICCB CTE Leadership | PLATE: Preparatory Learning and Training Experiences | Culinary | Meyers | Federal | \$64,667 | \$97,000 | 8/1/2020 | 12/30/2021 | A program designed to actively engage young adults interested in academic and culinary workforce training in order to gain employable skills in the culinary industry. |
| National Security Agency | GenCyber Teacher Summer Camp | CIT/Learning Technologies | Chen/ Landers | Federal | \$83,769 | \$83,769 | 4/1/2020 | 3/31/2022 | To help teachers (Grades 3-12) learn about cyber security, cybercrime, and cyber security careers |
| National Security Agency | GenCyber Beginning Student Summer Camp | CIT/Learning Technologies | Wagner/ Landers | Federal | \$52,308 | \$52,308 | 4/1/2020 | 3/31/2022 | To help students (Grades 6-12) learn about cyber security, cybercrime, and cyber security careers |
| National Security Agency | GenCyber Advanced Student Summer Camp | CIT/Learning Technologies | Wagner/ Landers | Federal | \$26,314 | \$26,314 | 4/1/2020 | 3/31/2022 | To help students (Grades 8-12) with advanced cyberesecurity experience increase their skills in cyber security, cybercrime, and cyber security careers |
| Arts Midwest | Touring Fund | MAC | Martinez/Sarther | Federal | \$4,000 | \$4,000 | 7/1/2020 | 12/31/2021 | Support for American Ballet Theatre performances |
| National Science Foundation | Scholarships for STEM | STEM | Jarman | Federal | \$122,573 | \$650,136 | 8/1/2016 | 7/30/2021 | Funding for scholarships and other training opportunities for students pursuing STEM majors |
| IL Dept of Commerce & Economic Opportunity | Apprenticeship Expansion - Project Hire-Ed | Project Hire-Ed | Kuglin-Seago | Federal | \$147,715 | \$221,572 | 6/1/2020 | 12/31/2021 | TOTAL AWARD: \$221,572 for 18 months Funding to support pilot regional initiatives that expand Registered Apprenticeship and Pre-Apprenticeship programs in Illinois |
| Dept. of State | COD Africa Initiative | Study Abroad | Kerby/DiLiberti | Federal | \$35,000 | \$35,000 | 7/1/2020 | 8/30/2021 | COD Africa Initiative, in partnership with EDU Africa, integrates service learning into a sustainable model for interdisciplinary study abroad at a community college while highlighting non-traditional disciplines for study abroad. |
| Department of Commerce and Economic Development | Small Business Development Center (SBDC) | Continuing Ed./Ctr. for Entrepren. | Rita Haake | Federal | \$128,750 | \$128,750 | 1/1/2020 | 12/30/2020 | Federal funds to the COD Small Business Development Center to provide one-stop business management assistance to individuals and small businesses. |
| IL Board of Higher Education | IL Cooperative Work Study | Student Affairs | LaSorsa | State | \$44,573 | \$44,573 | 7/1/2020 | 8/30/2021 | Cooperative work-study programs for 20 students in 9 programs/majors |

College of DuPage
FY2021 Grants Awarded Report
July 1, 2020 - June 30, 2021

Note: New Entries in Bold

| | | | | | | | | | |
|--|---------------------------------------|---------------------------|-------------|--------|------------------|----------|-----------|-----------|--|
| IL Community College Board | Transitional English and Math Program | English | Martins | State | \$11,613 | \$14,180 | 7/1/2019 | 6/30/2021 | To implement a transitional English (\$14,180) program in collaboration with 3 regional high schools |
| Partnership for College Completion | IL Equity Attainment | Student Success/ Pathways | Stock/Smith | Found. | \$12,000 | \$12,000 | 8/15/2020 | 6/30/2021 | Implementation of plans to promote equity through improved graduation outcomes for Black, Latinx, & low-income students at COD |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| 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.) | | | | | \$861,266 | | | | |

College of DuPage
FY2021 Grants Awarded Report
July 1, 2020 - June 30, 2021

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>FY2021 Amount</u> | <u>Total Award Amount</u> | <u>Start Date</u> | <u>End Date</u> | <u>Description</u> |
| US Dept. of State/Northern Virginia Community College | FY21 Community College Initiative Student Exchange | Field & Experiential Learning | Smid | Federal | \$54,000 | \$54,000 | 7/1/2020 | 6/30/2021 | Grant agreement for funding of Program Administrator only; Grant provides opportunities for individuals from other countries to develop leadership, professional skills & English language proficiency, while studying at a community college in the US. |
| National Science Foundation | LSAMP-PUMA Stem | STEM | DiCarlo | Fed | \$33,007 | \$165,035 | 7/1/2019 | 6/30/2024 | Total award for five years: \$165,035; project with 7 four-year universities to promote STEM research opportunities for underrepresented groups |
| SUB-AWARD OR IN KIND GRANTS (Includes donations that have been granted to the institution for a particular period of time.) | | | | | \$87,007 | | | | |
| FY2021 Total College Grants Awarded as of November 30, 2020 | | | | | \$5,684,618 | | | | |

College of DuPage
FY2021 Grants Awarded Report
July 1, 2020 - June 30, 2021

Note: New Entries in Bold

| COVID-RELATED FUNDS | | | | | | | | | |
|--|--|-----------------------------|-------------------------|-------------|----------------------|---------------------------|-------------------|-----------------|---|
| <u>Grantor</u> | <u>Project Title</u> | <u>Department</u> | <u>Project Director</u> | <u>Type</u> | <u>FY2021 Amount</u> | <u>Total Award Amount</u> | <u>Start Date</u> | <u>End Date</u> | <u>Description</u> |
| Illinois Dept. of Human Services /U.S. Dept. of Treasury | IDHS CURES | Adult Education | Deasy | Federal | \$109,500 | 109,500 | 7/1/2020 | 12/31/2020 | Funds to support the purchase of laptops and WiFi hotspots to loan to students in the adult education and literacy programs |
| Illinois Community College Board | Governor's Emergency Education Relief (GEER) | Finance | Del Rosario | State | \$857,210 | 857,210 | 7/1/2020 | 6/30/2021 | Funds to support underrepresented, low-income, and/or first generation students who experienced barriers to enrollment & retention due to the pandemic. |
| Illinois Dept. of Commerce & Economic Opportunity | Small Business Development Center - CARES | Business Development Center | Westphal/ Haake | Federal | \$25,000 | \$25,000 | 7/1/2020 | 6/30/2021 | Funds to support SBDC at COD to assist regional small businesses cope with pandemic economy |
| Dept. of Education | COD CARES-Minority Serving Institution Funds | Finance | Del Rosario/ Brady | Federal | 37,411 | \$37,411 | 5/29/2020 | 5/28/2021 | TOTAL AWARD: \$37,411 Funds to support emergency needs experienced by COD institution due to COVID |
| Dept. of Education | COD CARES-Institution | Finance | Del Rosario/ Brady | Federal | 4,550,443 | \$4,550,443 | 4/20/2020 | 4/19/2021 | TOTAL AWARD: \$4,550,443 Funds to support emergency needs experienced by COD institution due to COVID |
| ICCB | Adult Education & Literacy | Adult Education | Deasy | Federal | | \$100,000 | 4/20/2020 | 6/30/2020 | Federal Basic Adult Education funding to help program transition instruction to alternative, remote or online learning as a result of COVID-19 |
| Dept. of Education | COD CARES-Student | Finance | Del Rosario/ Brady | Federal | \$4,550,443 | \$4,550,443 | 4/24/2020 | 4/23/2021 | TOTAL AWARD: \$4,550,443 Funds to support emergency needs experienced by COD students due to COVID |
| Corporation for Public Broadcasting | COVID Stabilization Fund | WDCB | Bindert | Federal | | \$75,000 | 4/16/2020 | 6/30/2020 | Funds to help public radio stations maintain local programming and services threatened by declines in non-federal revenue sources during the current COVID-19 economy |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| GRANTS provided in response to COVID Emergency March, 2020 to July 2021 | | | | | \$10,130,007 | | | | |
| | | | | | | | | | |

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD INFORMATION

1. **SUBJECT**

In-Kind Donations Report.

2. **REASON FOR CONSIDERATION**

According to Board Policy 10-100, *The Solicitation and Acceptance of Contributions (Gifts) and Exchange Transactions*, the Board of Trustees may accept contributions to the College.

3. **BACKGROUND INFORMATION**

The In-Kind Donations Report is presented to the Board of Trustees for their acceptance. This report is a combination of gifts given directly to the College and gifts given to the College through the efforts of the College of DuPage Foundation.

4. **NOTIFICATION**

That the Board of Trustees accepts the assets donated through the efforts of the College of DuPage Foundation, totaling \$3,100.00 capital gifts received between November 1 and November 30, 2020, as shown on the attached list of donations. (There were no gifts given directly to the College this quarter.)

In-Kind Donations Report
November 1 - 30 2020

NON CAPITAL DONATIONS THROUGH THE COLLEGE FOUNDATION

| Fund Description | Date | Constituent Name | Gift Value* | Reference |
|-----------------------------------|-----------|--|-------------|---|
| McAninch Arts Center General Fund | 11/5/2020 | Rick Carney 1020 Wheaton Pl Wheaton, IL 60187-3570 | \$2,500.00 | a 1976 Kimball Grand Piano |
| Healthcare Instructional Support | 11/5/2020 | Darien Eye Specialists 7516 S Cass Ave Ste 12 Darien, IL 60561 | \$600.00 | Equipment for the Ophthalmic Tech Program: a Mentor Slit lamp with table and a btl manual keratometer |

\$3,100.00

2 Gift(s) listed
2 Donor(s) listed

*NOTE: The dollar value listed in these items represents an amount established by the donor.
College of DuPage and College of DuPage Foundation do not appraise donated items.
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**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**
BOARD INFORMATION

1. **SUBJECT**

Student Trustee Election Timetable.

2. **REASON FOR CONSIDERATION**

For information purposes.

3. **BACKGROUND INFORMATION**

The election will be held online on Wednesday and Thursday, March 17 and 18, 2021.

Prior to the election, there will be an information meeting for candidates during which the Student Life staff will review election procedures and guidelines. After the election, there will also be a meeting for the Board Chair and the College President to present the student trustee-elect with information concerning the College and the Board.

The Student Life staff works with the Student Leadership Council in planning, implementing, and funding the election. The results will be posted online and on the Board of Trustees bulletin board.

The newly elected Student Trustee will be seated at the April 15, 2021 Board meeting.

Submitted by: Chuck Steele, Manager Student Life

College of DuPage

STUDENT TRUSTEE ELECTION 2021 TIMETABLE

| | |
|---|--|
| Tuesday, January 25 | Election packets will be available for download on the Student Leadership Council Election Website cod.edu/studentelections through Friday, February 26. |
| Friday, February 26 | Deadline for petition papers and candidate platform statements to be filed digitally with Student Life staff online, 5:00 p.m. |
| Tuesday, March 2 | Ballot Lottery conducted only if needed. Ballot order is first turned in, first listed. |
| Friday, March 5 | Last day to withdraw as a candidate. <u>Withdrawal must be on an official withdrawal form</u> and digitally submitted to the Office of Student Life, 5:00 p.m. |
| Monday, March 8 | Final Specimen Ballot posted online at cod.edu/studentelections , 12:00 noon. |
| Thursday, March 11 | Candidate Forum via Zoom Webinar, 2:00 p.m. to 3:00 p.m. |
| Wednesday & Thursday March 17 & 18 | Main Campus Election Days Ballots will be available online from 9:00 a.m. on Wednesday, March 17 to 11:59 p.m. on Thursday, March 18. |
| Friday, March 19 | Elections results will be verified by a representative from the IT Department and the Manager of Student Life. Results will be posted online. |
| March/April | Newly elected Student Trustee will meet with the College of DuPage President and Chair of the Board of Trustees. Date and time TBD. |
| April 15 | In accordance with Illinois law, the newly elected Student Trustee's term officially begins. |
| April 15 | The newly elected Student Trustee will be sworn in at the April Board of Trustees meeting. |

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD INFORMATION

1. **SUBJECT**

Update for “last day to withdraw” dates in 2021SP and 2021SU semesters in the current 2020-2021 Academic Calendar.

2. **REASON FOR CONSIDERATION**

The “last day to withdraw” dates were incorrect on the initial calendar and have been updated to reflect the correct dates.

3. **BACKGROUND INFORMATION**

It is important that the academic calendar accurately reflect the last dates by which students can withdraw from each calendar session. We have updated them so they are correct. The 2020-2021 Academic Calendar is attached, and corrected dates are highlighted in yellow.

Staff Contact: Lisa Stock, Associate Vice President, Academic Affairs

COLLEGE OF DuPAGE
2020-2021 ACADEMIC CALENDAR

| FALL SESSION - 2020 | | | |
|------------------------------|-----------------|-----------------|---|
| Wednesday-Friday | August | 19-20-21 | All Faculty Return / Convocation Days |
| Monday | August | 24 | 16-Week and 1 st 8-Week Classes Begin |
| Monday | September | 7 | Legal Holiday (Labor Day) (No Classes) |
| Monday | September | 21 | 12-Week Classes Begin |
| Friday | October | 2 | Last Day to Withdraw - 1st 8-Week |
| Friday | October | 16 | End of 1 st 8-Week Classes |
| Friday | October | 16 | In-Service Day/Professional Day (No Classes) |
| Monday | October | 19 | 2 nd 8-Week Classes Begin |
| Sunday | November | 15 | Last Day to Withdraw - 16-Week |
| Sunday | November | 22 | Last Day to Withdraw - 12-Week |
| Thursday | November | 26 | Last Day to Withdraw - 2nd 8-Week |
| Wednesday | November | 25 | College Open; No Classes |
| Thursday-Sunday | November | 26-29 | Thanksgiving Recess |
| Saturday | December | 12 | End of 2nd 8-Week Classes |
| Saturday-Friday | December | 12-18 | Final Evaluations/Culminating Activities |
| Friday | December | 18 | End of 16-Week and 12-Week Classes |
| SPRING SESSION - 2021 | | | |
| Monday | January | 18 | Legal Holiday (M.L.King's Birthday) (No Classes) |
| Wednesday-Friday | January | 20-22 | In-Service Days/Professional Days (No Classes) |
| Monday | January | 25 | 16-Week and 1 st 8-Week Classes Begin |
| Monday | February | 22 | 12-Week Classes Begin |
| Thursday | March | 4 | Last Day to Withdraw - 1st 8-Week |
| Tuesday | March | 16 | End of 1 st 8-Week Classes |
| Wednesday | March | 17 | 2 nd 8-Week Classes Begin |
| Monday-Sunday | Mar/Apr | 29-4 | Spring Break (No Classes) |
| Sunday | April | 4 | Easter (No Classes) |
| Sunday | April | 18 | Last Day to Withdraw - 16-Week |
| Monday | April | 25 | Last Day to Withdraw - 2nd 8-week & 12-Week |
| Friday | May | 14 | End of 2nd 8-Week Classes |
| Saturday-Friday | May | 15-21 | Final Evaluations/Culminating Activities |
| Friday | May | 21 | End of 16-Week and 12 Week Clases |
| Friday | May | 21 | Commencement |
| SUMMER SESSION - 2021 | | | |
| Monday | May | 31 | Legal Holiday (Memorial Day) (No Classes) |
| Tuesday | June | 1 | 1 st 5-Week and 10-Week Classes Begin |
| Tuesday | June | 15 | 8-Week Classes Begin |
| Saturday | June | 26 | Last Day to Withdraw - 1st 5-Week |
| Saturday | July | 3 | End of 1st 5-Week Classes |
| Sunday | July | 4 | Legal Holiday (Independence Day) (No Classes) |
| Monday | July | 5 | Independence Day OBSERVED (No Classes) |
| Tuesday | July | 6 | 2 nd 5-Week Classes Begin |
| Friday | July | 23 | Last Day to Withdraw - 10-Week |
| Monday | July | 26 | Last Day to Withdraw - 8-Week |
| Sunday | August | 1 | Last Day to Withdraw - 2nd 5-Week |
| Monday | August | 9 | End of 8-Week, 10-Week, and 2nd 5-Week Classes |

CONSENT AGENDA

- a. Human Resources Learning & Performance Management**
- b. Police Vehicle for SLEA**
- c. Leica Microscopes**
- d. Getinge Lancer LSS275 Steamer Sterilizer (Autoclave) for Microbiology Courses**
- e. CHC Cooling Tower Fill Replacement**
- f. TEC Interior Design Studio Furniture**
- g. PEC Pool Water Heater Replacement – Re-bid Rejection**
- h. Mixed Reality Smart Glasses**
- i. Folder Inserter for Mail Services**
- j. Managed Print Services**
- k. Computer Purchase for Adult Ed (Continuing Education)**

- l. Video-Based Coaching & Assessment Platform Software (GoReact)**
- m. Camcorders for Multimedia**
- n. Water Treatment Service Program**
- o. Thomson Reuters Westlaw Aggregate Spend**
- p. Financial Services Agreement Option Years – Speer Financial Inc.**
- q. Bond Counsel Engagement Option Years – Kutak Rock LLP**
- r. Trustee Attendance at Virtual ACCT National Legislative Summit February 8 – 10, 2021**
- s. Minutes of the November 19, 2020 Regular Board Meeting**
- t. Closed Session Minutes of the Following Meetings:**
 - a. November 19, 2020**
- u. Personnel Action Items**

- v. Financial Reports**
- w. Revised Intro to Mission Statement & Revised Board Policies: Sections 1, 2, 3, 4, 5 & 6 – Second Reading**
- x. Approval of Changes to 2021FA 1st 8-week Session End Date in 2021-2022 Academic Calendar**
- y. Entry Level Automotive Service Technology Certificate Program**
- z. Restitution Payment by Vortex Commercial Flooring Inc.**
- aa. Hot Spots for students enrolled in grant-funded Adult Basic Education (ABE), English Language Acquisition (ELA) or High School Equivalency (HSE) programs**
- bb. ALEKS Placement, Preparation and Learning Test Units**

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Human Resources Learning and Performance Management

2. **REASON FOR CONSIDERATION**

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

3. **BACKGROUND INFORMATION**

Employee compliance training (and tracking) and annual performance evaluations have been handled by Human Resources using Cornerstone's Learning and Performance modules beginning February 1, 2018. The Board approved the initial acquisition of these software solutions from Ellucian, Inc. who was a direct reseller of Cornerstone products. This year, Ellucian announced they will no longer be a reseller of Cornerstone's products, and ownership for any original contracts should shift to Cornerstone upon the contract's current end dates. The college's contract for Cornerstone's Learning and Performance modules ends on 1/31/2021. In order to review the current options in the marketplace an RFP was published.

A legal notice for a Request for Proposal (RFP # 2021-R0008) was published on November 10, 2020, in the Daily Herald; the RFP was also posted on the College of DuPage Procurement Services website and distributed to in-district Chambers of Commerce and to the College of DuPage Center for Entrepreneurship. Thirty-six (36) vendors were directly solicited. Fifty-one (51) vendors downloaded the RFP documents. A pre-proposal meeting was held on November 13, 2020 at 11:00 a.m. via Zoom. Eight (8) representatives from seven (7) firms attended the pre-proposal meeting. The proposals were required to be submitted electronically to the College using Dropbox, and a public opening was held via Zoom on November 23, 2020 at 11:00 a.m. The following individuals were in attendance: Susan Castellanos (COD Buyer/Facilitator), Jordan Towne (COD Purchasing Expeditor, Procurement Services/Recorder), Theresa Dobersztyn (COD Manager, Procurement Services), Anne Marie Dando (COD Purchasing Assistant, Procurement Services), Judy Coates (COD Manager, Learning and Organizational Development), Joe Brenner (COD Client Solutions Supervisor, Office & Classroom Technology), and Dave Ditchfield (COD Chief Engineer, Facilities/Agent of the Board). Four (4) proposals were received. One (1) women/minority-owned business submitted a proposal.

One (1) bid was rejected as non-responsive to the bid submission requirement for failure to submit the required completed Addendum.

One (1) vendor withdrew their submission as they were unable to complete a demo in the timeframe specified in the RFP.

An evaluation committee consisting of the following four (4) employees assessed the submitted proposals:

- Donna Berliner, Director, Information Technology Services
- Kurt Muell, Lead Systems Analyst Programmer, Information Systems
- Michelle Olson Rzeminski, Manager, Employment/HR System, Human Resources
- Judy Coates, Manager, Manager, Learning and Organizational Development, Human Resources

Committee members reviewed the vendor proposals and attended a vendor demonstration. A score sheet was completed by each committee member. The individual member scores were compiled for each criteria and the average ratings were used to determine the best solution. Final weighted scores are listed below.

| 2021-R0008 Human Resources Learning and Performance Management | | Evaluation Criteria Categories | | | | | | | | | | | | | | | | Evaluation Results | | | |
|---|--|--------------------------------|----------------|---|----------------|--|----------------|--------------------------------------|----------------|---|----------------|-----------------|----------------|----------------|----------------|-----------------------|----------------|--------------------|----------------|----------------------|----------------------|
| | | Total Cost | | Capability to Meet or Exceed Learning Management Requirements | | Capability to Meet or Exceed Performance Management Requirements | | Ability to interface with ERP system | | Ability to integrate with Cornerstone Recruiting module | | Ongoing support | | User interface | | Vendor qualifications | | | | | |
| | | | | 10% | weight | 10% | weight | 10% | weight | 40% | weight | 10% | weight | 5% | weight | 10% | weight | 5% | weight | Total is 100% weight | |
| | | Score 1 - 10 | Weighted Score | Score 1 - 10 | Weighted Score | Score 1 - 10 | Weighted Score | Score 1 - 10 | Weighted Score | Score 1 - 10 | Weighted Score | Score 1 - 10 | Weighted Score | Score 1 - 10 | Weighted Score | Score 1 - 5 | Weighted Score | Score 1 - 5 | Weighted Score | Total Score 1 - 25 | Total Weighted Score |
| Firm Name | | | | | | | | | | | | | | | | | | | | | |
| Ascentis | | 9 | 0.90 | 6 | 0.60 | 6 | 0.60 | 2 | 0.80 | 2 | 0.20 | 4 | 0.20 | 6 | 0.60 | 5 | 0.25 | 40.00 | 4.15 | 3 | |
| Cornerstone On Demand | | 6 | 0.60 | 9 | 0.90 | 10 | 1.00 | 10 | 4.00 | 10 | 1.00 | 9 | 0.45 | 10 | 1.00 | 10 | 0.50 | 74.00 | 9.45 | 1 | |

Recommended award in bold

Based on the evaluation-weighted scores above, we are recommending the award of a four (4) year contract for a Human Resources learning and performance management solution to Cornerstone OnDemand, Inc.

Cornerstone has provided a four-year agreement that includes the licenses for the Learning and Performance modules, a training package, and any necessary connectors to manage inbound/outbound data between Cornerstone and Colleague (Ellucian's enterprise system that stores all employee data). The term of the new agreement will be 2/1/2021 through 1/31/2025.

Budget Status

| GL Account | FY2020 | FY2021 | | |
|--|-------------|---------------|--------------------------------|-------------------|
| | YTD Spend | Annual Budget | YTD Spend | Available Balance |
| 01-90-16765-5304004 | \$2,079,718 | \$ 2,779,021 | \$2,238,085 | \$ 540,936 |
| <i>Information Technology: IT Maintenance Services</i> | | | | |
| | | | FY2021 Request | \$ 98,187 |
| | | | Future Commitments (Years 2-4) | \$ 294,560 |
| | | | Total Request | \$ 392,747 |

*YTD Spend equals actuals as of 12/02/20.

This purchase supports Goal #8 of the Strategic Long Range Plan: Infrastructure-maintaining, improving and developing structures, systems, and facilities necessary for the delivery of high quality education and meaningful cultural events; as well as Strategic Objective 8.2 to revise, integrate and implement the Information Technology Strategic Plan in order to enhance student success, maximize institutional effectiveness and ensure hardware and software are reliable, secure (from data breaches) and are user friendly to students, employees and other stakeholders.

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

4. RECOMMENDATION

That the Board of Trustees approves the four year contract (for the period 2/1/2021 – 1/31/2025) for Cornerstone Learning and Performance modules, training package, and data connectors to Cornerstone OnDemand, Inc., 1601 Cloverfield Blvd, Ste. 620S, Santa Monica, CA 90404 in the amount of \$392,747.

Staff Contact: Linda Sands-Vankerk, Vice President, Human Resources
Donna Berliner, Director, Information Technology Services

SIGNATURE PAGE

Human Resources Learning and Performance Management

ITEM(S) ON REQUEST

That the Board of Trustees approves the four year contract for Cornerstone Learning and Performance modules, training package, and data connectors to Cornerstone OnDemand, Inc., 1601 Cloverfield Blvd, Ste. 620S, Santa Monica, CA 90404 in the amount of \$392,747.

BOARD CHAIR

DATE

BOARD SECRETARY

DATE

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Police vehicle purchase for the Suburban Law Enforcement Academy (SLEA).

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**

Suburban Law Enforcement Academy (SLEA) is one of seven (7) certified police academies in the State of Illinois. As part of College of DuPage's Homeland Security Training Institute (HSTI) under the Continuing Education Department, SLEA trains and certifies between 200 and 250 police officers annually. The Illinois Law Enforcement Training and Standards Board (ILETSB) establishes the mandated curriculum which each police recruit must satisfy before they can be considered for certification. Part of this 560-hour curriculum includes approximately 185 hours of practical, "hands-on" training. Many of the practical training blocks require that recruits train with motor vehicles. Examples include: motor vehicle searches, traffic stops, emergency vehicle operations, crime scene processing, field sobriety testing, motor vehicle crash investigation, emergency medical training, and Illinois vehicle code enforcement. SLEA has a strong need to maintain police-rated vehicles for effective training of its recruits.

Additionally, the firing range housed at College of DuPage supports local, state and federal law enforcement professionals for qualifications and firearms training. The use of a motor vehicle on the range greatly enhances the tactical training options. Uses include: tactical approaches to motor vehicles, tactical firing from or around a motor vehicle, the ballistic effects of ammunition on motor vehicles, and situational awareness of handling high-risk incidents involving motor vehicles.

Finally, other COD first responder programs use the SLEA vehicles in their training blocks. These areas include: Paramedic, Emergency Medical Technicians, and Fire Science.

The Suburban Law Enforcement Academy maintains four (4) police patrol vehicles (sedans) and one (1) utility van. One (1) of these vehicles is scheduled to be replaced as designated in the College of DuPage FY21 Capital Equipment Replacement Program. The vehicle recommended for replacement is a 2010 Ford Crown Victoria unmarked police sedan, VIN 2FABP7BV5AX131438, Ill. Reg. MP6121; CERP FAMP tag# 66944.

In accordance with College of DuPage Administrative Procedure No. 10-60 Procurement, section 2. E. Governmental Consortium/Cooperative Agreements, the replacement vehicle will be purchased through the Suburban Purchasing Cooperative (SPC), a joint purchasing program representing 142 municipalities and townships in northeastern Illinois. The 2020 SPC identifies three dealers that provide police pursuit vehicles: Sutton Auto Group; Napleton Auto Fleet Group; and Currie Motors.

Sutton Auto Group holds the SPC contract for the Ford F-150 Police Responder pick-up truck. They are no longer able to provide this vehicle and have closed order taking for this vehicle.

Napleton Auto Fleet Group holds the SPC contract for the Dodge Charger and Dodge Durango Police Pursuit Vehicles. In the current SPC catalog Napleton Auto Fleet has the 2020 contract but have not yet been awarded the 2021 contract (as of November 19, 2020, it is still undetermined which dealer will be awarded the Dodge police pursuit vehicle contract through the SPC). Napleton is not able to accept any vehicle orders at this time.

Currie Motors holds the SPC contract for the 2021 Ford Utility Police Interceptor (SUV) that is currently open under Contract #152 for \$35,259.00. Production of this model started in September, 2020, and the factory order cut-off date is April, 2021.

On October 20, 2020, Currie Motors Ford Division Police Fleet Sales Manager, Tom Sullivan, was consulted for a bid on a the 2021 Ford Police Interceptor vehicle. Mr. Sullivan stated the Ford Utility Police Interceptor (SUV) is currently available and Currie Motors is accepting purchase orders for these vehicle. He stated delivery is anticipated 6-8 weeks after the purchase order is received by Currie Motors.

Budget Status

| GL Account | FY2020 | FY2021 | | |
|--|-----------|-----------------------|-----------|-------------------|
| | YTD Spend | Annual Budget | YTD Spend | Available Balance |
| 05-63-65007-5806001 | \$ 35,015 | \$ 35,300 | \$ - | \$ 35,300 |
| <i>SLEA Basic Academy: Equipment - Instructional</i> | | | | |
| | | FY2021 Request | \$ | 35,259 |

**YTD Spend equals actuals as of 11/30/20.*

This purchase supports the following Strategic Long Range Plan goals: Goal #1 Accountability: Being transparent, answerable, and responsible to all stakeholders.

Goal #2 Value Added Education: Going beyond standard expectations and providing something more to the students and communities we serve.

Goal #3 Student Centeredness: Methods of teaching that shift the focus from the teacher to the student.

Goal #8 Infrastructure: Maintaining, improving and developing structures, systems, and facilities necessary for the delivery of high-quality education and meaningful cultural events.

This purchase complies with State Statute, Board Policy and Administrative Procedures. In accordance with Board Policy 10-60, the Board of Trustees delegates authority to the Procurement Department to purchase from governmental contracts and cooperative/consortium agreements that have been competitively solicited by the contracting agency and fully meet the requirements of Illinois law, in lieu of competitive bidding.

4. RECOMMENDATION

That the Board of Trustees approves the purchase of one (1) new 2021 Ford Utility AWD Hybrid Police Interceptor vehicle from Currie Motors, 10125 W. Laraway Road, Frankfort, Illinois 60423 for a total of \$35,259.00.

Staff Contacts: Joe Cassidy, Assistant Vice President, Economic Development; Dean, Continuing Education and Public Services
Tom Brady, Associate Dean, Public Services

SIGNATURE PAGE

Police vehicle purchase for the Suburban Law Enforcement Academy (SLEA)

ITEM(s) ON REQUEST:

That the Board of Trustees approves the purchase of one (1) new 2021 Ford Utility AWD Hybrid Police Interceptor vehicle from Currie Motors, 10125 W. Laraway Road, Frankfort, Illinois 60423 for a total of \$35,259.00.

Board Chairman

Date

Board Secretary

Date

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. SUBJECT

Leica DM500 Microscopes for Anatomy & Physiology courses

2. REASON FOR CONSIDERATION

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

3. BACKGROUND INFORMATION

The pricing for this purchase is available to all Illinois Community Colleges through the Illinois Public Higher Education Cooperative (IPHEC) Agreement Number: # R0079788. The lead agency for this contract is the University of Illinois, and it is valid through June 30, 2022. W. Nuhsbaum is the designated territorial representative for Leica microscopy equipment.

The Biology, Anatomy & Physiology and Microbiology departments have been in the process of replacing their 20 - 30 year old Nikon microscopes. These old microscopes have been used by thousands of students, and many are beyond repair. It is no longer possible to repair these microscopes because parts are not available. There are 12 lab rooms with 24 microscopes each, and 5 sets of microscopes (24 per set) at Regional Center lab rooms for a total of 408 microscopes. When we began to replace the microscopes for the Biology department, many models were reviewed. The brand chosen was Leica, because this microscope was best suited to meet the educational needs of the students. Ten of the 12 lab rooms on the main campus have Leica scopes. This purchase of 24 microscopes will replace the oldest microscopes on main campus.

It is imperative that we keep the microscopes consistent for several reasons. First, these microscopes best fit our needs for the students in Biology, Anatomy and Physiology and Microbiology classes. They stand up well with the daily use and abuse of hundreds of students. Having the same microscopes in the department makes it much easier for faculty to instruct the students; if more than one type is in use, the instructor must use valuable class time to repeat directions for potentially three or four different types of microscopes. When students take sequence courses, such as BIOL 1151/1152 or ANAT 1551/1552, they would already be familiar with the use of the microscopes from the first class. Maintenance is easier, because replacement parts can be obtained from one

source, and we can buy in quantities to be more cost efficient. As the equipment ages and some microscopes become damaged beyond repair, they are kept and “cannibalized” for any useful parts so that the lab assistant can do simple repairs without calling repair people and paying for service calls. Having the same microscopes for the entire department is efficient, cost-effective, and in the best financial interests of the College.

Budget Status

| GL Account | FY2020 | | FY2021 | |
|---|------------------|----------------------|------------------|--------------------------|
| | YTD Spend | Annual Budget | YTD Spend | Available Balance |
| 01-10-00261-5409002 | \$ 27,992 | \$ 32,383 | \$ 4,223 | \$ 28,160 |
| <i>Biological Sciences: Non-Capital Equipment</i> | | | | |
| FY2021 Request | | | | \$ 27,992 |

**YTD Spend equals actuals as of 12/01/20.*

This purchase supports the 2017 – 2021 Strategic Long Range Plan, specifically, Goal 3: Student Centeredness: College of DuPage is committed to methods of teaching that shift the focus of instruction from the teacher to the student.

The strategic objective, 3.7 Foster a culture of intellectual expectations, achievement, and engagement for students, is expected and achieved from students in every Biological Sciences lab course. It is imperative to keep the type and brand of microscopes consistent to ensure standardized instruction for the students in Biology, Anatomy and Physiology and Microbiology classes and labs.

This purchase complies with State Statute, Board Policy and Administrative Procedures. Board of Trustees delegates authority to the Purchasing Department to purchase from Governmental contracts and cooperative/consortium agreements that fully meet the requirements of Illinois law, in lieu of competitive bidding.

4. RECOMMENDATION

That the Board of Trustees approves the purchase of 24 Leica DM500 Microscopes through the IPHEC agreement from W. Nuhsbaum, Inc., 760 Ridgeview Drive, McHenry, IL 60050 for a not to exceed expenditure of \$27,992.

Staff Contact: Janet Minton, Lab Assistant, STEM
Jennifer Cumpston, Dean, STEM

SIGNATURE PAGE

Leica DM500 Microscopes for Anatomy & Physiology courses.

ITEM(S) ON REQUEST

That the Board of Trustees approves the purchase of 24 Leica DM500 Microscopes through the IPHEC agreement from W. Nuhsbaum, Inc., 760 Ridgeview Drive, McHenry, IL 60050 for a not to exceed expenditure of \$27,992.

Board Chairman

Date

Board Secretary

Date

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Getinge Lancer LSS275 Steam Sterilizer (autoclave) for Microbiology courses

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**

We are replacing an autoclave capital asset that was purchased in 2000 and has reached the end of its useful life. It was put on the Capital Asset Replacement plan because the manufacturer of this autoclave no longer supports this model and there is no replacement part for the control board when it fails. The control board is already showing signs of failure.

The autoclave is an essential device for supporting our Microbiology courses. We use it to sterilize all media and equipment used by the students as well as sterilizing all the biohazard waste generated by this course for disposal. We run 38 – 40 sections of Microbiology a year, serving 912 – 960 students.

The pricing for this purchase is available to all Illinois Community Colleges through the Illinois Public Higher Education Cooperative (IPHEC). Contract CNR01459 was the result of a competitive solicitation based on E&I RFP #683309 for Laboratory Supplies & Services. The lead agency for this contract is VWR International, and it is valid through June 30, 2023.

Budget Status

| GL Account | FY2020 | FY2021 | | |
|---|-----------|---------------|-----------------------|-------------------|
| | YTD Spend | Annual Budget | YTD Spend | Available Balance |
| 01-10-00261-5806001 | \$ 39,992 | \$ 50,000 | \$ - | \$ 50,000 |
| <i>Biological Sciences: Equipment-Instructional</i> | | | | |
| | | | FY2021 Request | \$ 49,708 |

*YTD Spend equals actuals as of 12/01/20.

This purchase supports the 2017 – 2021 Strategic Long Range Plan, specifically, Goal 3: Student Centeredness: College of DuPage is committed to methods of teaching that shift the focus of instruction from the teacher to the student.

The strategic objective, 3.7 Foster a culture of intellectual expectations, achievement, and engagement for students, is expected and achieved from students in every Biological Sciences lab course. The autoclave is an essential to provide sterilization for the Microbiology education program.

This purchase complies with State Statute, Board Policy and Administrative Procedures. Board Policy 10-60 Section 2D states: The Board of Trustees delegates authority to the Purchasing Department to purchase from Governmental contracts and cooperative/consortium agreements that fully meet the requirements of Illinois law, in lieu of competitive bidding.

4. RECOMMENDATION

That the Board of Trustees approves the purchase of one (1) Lancer LSS275 Sterilizer from VWR Funding, Inc., Bldg. One, Ste. 200, 100 Mastonford Rd., PO Box 6660, Radnor, PA 19087-8660 for the total amount of \$49,708.21

Staff Contact: Janet Minton, Lab Assistant, STEM
Jennifer Cumpston, Dean, STEM

SIGNATURE PAGE

Getinge Lancer LSS275 Steam Sterilizer (autoclave) for Microbiology courses

ITEM(s) ON REQUEST:

That the Board of Trustees approves the purchase of one (1) Lancer LSS275 Sterilizer from VWR Funding, Inc., Bldg. One, Ste. 200, 100 Mastonford Rd., PO Box 6660, Radnor, PA 19087-8660 for the total amount of \$49,708.21

Board Chairman

Date

Board Secretary

Date

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Culinary & Hospitality Center (CHC) Cooling Tower Fill Replacement

2. **REASON FOR CONSIDERATION**

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

3. **BACKGROUND INFORMATION**

This project scope is to replace the cooling tower fill in the Culinary & Hospitality Center (CHC) Cooling Tower. This request was contained within the approved FY21 Recapitalization Budget. The CHC building began operations in 2010. Manufacturers advise to replace the cooling tower fill every 10-14 years to maintain the original output. The fill replacement will yield an expected 7% to 10% savings in energy costs by restoring the cooling towers output to its' original capacity. The bid received from the lowest responsible bidder was within the approved project budget.

A legal notice for an Invitation for Bids was published on October 19, 2020 in the Daily Herald; the invitation, Bid Number 2021-B0025, was also posted to the College of DuPage Procurement Services website and distributed to the College of DuPage Center for Entrepreneurship and in-district Chambers of Commerce. Ten (10) vendors were directly solicited. Twenty-two (22) vendors downloaded the bid documents. A pre-bid meeting was held on October 29, 2020 at 11:00 a.m. via Zoom. Three (3) representatives from three (3) firms attended the pre-bid meeting. Additionally, an onsite pre-bid meeting walk-thru was held on October 29, 2020 at 2:00 p.m. Three (3) representatives from three (3) firms attended the walk-thru. Bids were required to be submitted electronically to the College using Dropbox and a public opening was held on November 17, 2020 at 11:00 a.m. via Zoom. The following individuals were in attendance: Susan Castellanos (COD Buyer/Facilitator), Jordan Towne (COD Purchasing Expeditor/Recorder), Theresa Dobersztyn (COD Manager, Procurement Services), Anne Marie Dando (COD Purchasing Assistant, Procurement Services), Tim Loftus (COD Senior Project Manager, Facilities), Rich Kulig (COD Manager, Network Services/Agent of the Board), Joe Brenner (COD Client Solution Supervisor, Office and Classroom Technology), and two (2) vendor

representatives from two (2) firms. Two (2) bids were received. No woman/minority owned businesses submitted a bid.

One (1) bid was rejected as non-responsive to the bid submission requirement for failure to submit a completed Certification Page.

A survey was sent to prospective bidders who downloaded the documents and did not respond. One (1) company responded that they were concerned about the continuing restrictions due to COVID and pricing out work in conjunction with those restrictions.

The bid requirements established the basis of award as the lowest responsive and responsible total base bid. The following is a tabulation of the results:

| Vendor | Total Base Bid |
|--------------------|--------------------|
| F. E. Moran | \$47,850.00 |

Recommended Award in Bold

Budget Status

| GL Account | FY2020 | | FY2021 | |
|--|-----------|---------------|-----------------------|-------------------|
| | YTD Spend | Annual Budget | YTD Spend | Available Balance |
| 02-90-21050-5804001 | \$ - | \$ 50,000 | \$ - | \$ 50,000 |
| <i>CHC Replace Tower Fill: Building Remodeling Expense</i> | | | | |
| | | | FY2021 Request | \$ 47,850 |

**YTD Spend equals actuals as of 12/01/20.*

This contract supports the Strategic Long Range Plan Goal # 8 Infrastructure: Maintaining, improving and developing structures, systems and facilities necessary for the delivery of high quality education and meaningful cultural events.

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

4. **RECOMMENDATION**

That the Board of Trustees awards the Culinary & Hospitality Center (CHC) Cooling Tower Fill Replacement to the lowest responsible bidder, F.E. Moran, 2286 Carlson Drive, Northbrook, IL 60062 for the total amount of \$47,850.00.

Staff Contacts: Bruce Schmiedl - Director of Facilities
 Ellen Roberts - Interim VP of Administrative Affairs

SIGNATURE PAGE

Culinary & Hospitality Center (CHC) Cooling Tower Fill Replacement

ITEM(S) ON REQUEST

That the Board of Trustees awards the Culinary & Hospitality Center (CHC) Cooling Tower Fill Replacement to the lowest responsible bidder, F.E. Moran, 2286 Carlson Drive, Northbrook, IL 60062 for the total amount of \$47,850.00.

BOARD CHAIR

DATE

BOARD SECRETARY

DATE

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Technical Education Center (TEC) Interior Design Program Studio Furniture

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**

The Interior Design program would like to replace the obsolete drafting tables in TEC 3019 with 20 furniture/computer workstations that are similar to what is present in interior design firm offices. Obsolete manual drafting tables are no longer functional for this classroom format. This classroom is where upper level students in studio format meet. This new furniture will allow the installation of computers at each student workstation. The new furniture, together with future computer technology, will result in the outcome of enhanced student work, as demonstrated by their portfolios and evaluated in our program's annual SOAP document.

A legal notice for an Invitation for Bids was published on October 27, 2020, in the Daily Herald; the invitation, Bid Number 2021-B0029, was also posted to the College of DuPage Procurement Services website and distributed to the College of DuPage Center for Entrepreneurship and in-district Chambers of Commerce. Thirty-three (33) vendors were directly solicited. Seventy-nine (79) vendors downloaded the bid documents. A pre-bid meeting was held on November 5, 2020, at 11:00 a.m. via Zoom. Ten (10) representatives from ten (10) firms attended the pre-bid meeting. Bids were required to be submitted electronically to the College using Dropbox and a public opening was held on November 19, 2020, at 11:00 a.m. via Zoom. The following individuals were in attendance: Susan Castellanos (COD Buyer/Facilitator), Jordan Towne (COD Purchasing Expeditor/Recorder), Theresa Dobersztyn (COD Manager, Procurement Services), Anne Marie Dando (COD Purchasing Assistant, Procurement Services), Jennifer Kulbida (COD Facilities Documentation & Project Coordinator, Facilities), Rich Kulig (COD Manager, Network Services/Agent of the Board), Joe Brenner (COD Client Solution Supervisor, Office and Classroom Technology), and six (6) vendor representatives from four (4) firms. Eleven (11) bids were received. Three (3) woman/minority owned businesses submitted a bid.

Three (3) bids were rejected for submitting a product that was not in full compliance with the Basis of Design.

The bid requirements established the basis of award as the lowest responsive and responsible total base bid. The following is a tabulation of the results:

| Vendor | Total Base Bid |
|---|--------------------|
| Henricksen & Company Inc | \$29,670.95 |
| Krueger International Inc | \$30,560.84 |
| Warehouse Direct DBA Midwest Office Interiors Inc | \$32,273.60 |
| SBD Commercial Interiors | \$32,638.00 |
| *Corporate Concepts | \$33,096.78 |
| *Interiors for Business Inc | \$33,286.72 |
| BOS | \$33,380.00 |
| *Swift Office Solutions | \$38,416.21 |

Recommended Award in Bold

*Minority

Budget Status

| GL Account | FY2020 | FY2021 | | |
|---|------------|---------------|-----------------------|-------------------|
| | YTD Spend | Annual Budget | YTD Spend | Available Balance |
| 06-10-02637-5409002 | \$ 100,059 | \$ 65,397 | \$ 3,492 | \$ 61,905 |
| <i>DE/ICCB/Perkins/Main 21: Non-Capital Equipment</i> | | | | |
| | | | FY2021 Request | \$ 29,671 |

**YTD Spend equals actuals as of 12/02/20.*

This purchase supports Strategic Long-Range Goal #8 Infrastructure: Maintaining, improving and developing structures, systems and facilities necessary for the delivery of high quality education and meaningful cultural events.

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

4. RECOMMENDATION

That the Board of Trustees awards the TEC Interior Design Program Studio Furniture to the lowest responsible bidder Henricksen & Company Inc., 1101 W. Thorndale Avenue, Itasca, IL, 60143 for the total amount of \$29,670.95.

Staff Contacts: Jane Kielb – Assistant Professor, Interior Design
Anthony Ramos - Interim Dean Arts, Communication & Hospitality

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Technical Education Center (TEC) Interior Design Program Studio Furniture

ITEM(S) ON REQUEST

That the Board of Trustees approves the TEC Interior Design Program Studio Furniture to the lowest responsible bidder Henricksen & Company Inc., 1101 W. Thorndale Avenue, Itasca, IL, 60143 for the total amount of \$29,670.95.

BOARD CHAIR

DATE

BOARD SECRETARY

DATE

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Physical Education Center (PEC) Water Heater Replacement Re-Bid – Bid Rejection

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**

The water heating equipment serving the Albert Zamsky Natatorium in our Physical Education Center became non-functional earlier this year and requires replacement. This system is subject to permit approval from both the Village of Glen Ellyn and the Illinois Department of Health. Grumman/Butkus Associates has been hired to engineer the permit submission and construction drawings. The work to be performed under this project is necessary to have the pool water heating system back in service, which will provide proper water temperatures for College and community uses of the pool.

A legal notice for an Invitation for Bids was published on October 19, 2020 in the Daily Herald; the invitation, Bid Number 2021-B0016A, was also posted to the College of DuPage Procurement Services website and distributed to the College of DuPage Center for Entrepreneurship and in-district Chambers of Commerce. Thirty (30) vendors were directly solicited. Thirty-one (31) vendors downloaded the bid documents. A pre-bid meeting was held on October 26, 2020 at 11:00 a.m. via Zoom. Two (2) representatives from two (2) firms attended the pre-bid meeting. Additionally, an onsite pre-bid walk-thru was held on October 26, 2020 at 1:00 p.m. One (1) representative from one (1) firm attended the walk-thru. Bids were required to be submitted electronically to the College using Dropbox and a public opening was held on November 12, 2020 at 11:00 a.m. via Zoom. The following individuals were in attendance: Susan Castellanos (COD Buyer/Facilitator), Jordan Towne (COD Purchasing Expeditor/Recorder), Theresa Dobersztyn (COD Manager, Procurement Services), Anne Marie Dando (COD Purchasing Assistant, Procurement Services), Don Inman (COD Senior Project Manager, Facilities), Judy Coates (COD Manager, Learning and Organizational Development/Agent of the Board), Michael Mohring (COD Client

Solution Specialist, Office and Classroom Technology), and two (2) vendor representatives from two (2) firms. Two (2) bids were received. One (1) woman/minority owned business submitted a bid.

A survey was sent out to the vendors on the plan holder list in order to determine why they did not submit a bid response. The only company that responded was BlueBook, who notifies their bidders list of available construction projects.

Upon review of the bids received, which exceeded the College's budget for the work, it was determined that the bidding firms are not currently listed with the Illinois Department of Public Health (IDPH) as being Pre-Qualified Pool Contractors, which is both a project specification requirement and requirement of the IDPH. Both bids are therefore determined as non-compliant.

4. **RECOMMENDATION**

That the Board of Trustees rejects the bids received for the Physical Education Center (PEC) Water Heater Replacement (Re-Bid) on the basis that the bids are not compliant with the project specifications and requirement of the IDPH.

Staff Contacts: Bruce Schmiedl - Director of Facilities
 Ellen Roberts - Interim VP of Administrative Affairs

SIGNATURE PAGE

Physical Education Center (PEC) Water Heater Replacement Re-bid – Bid Rejection

ITEM(S) ON REQUEST

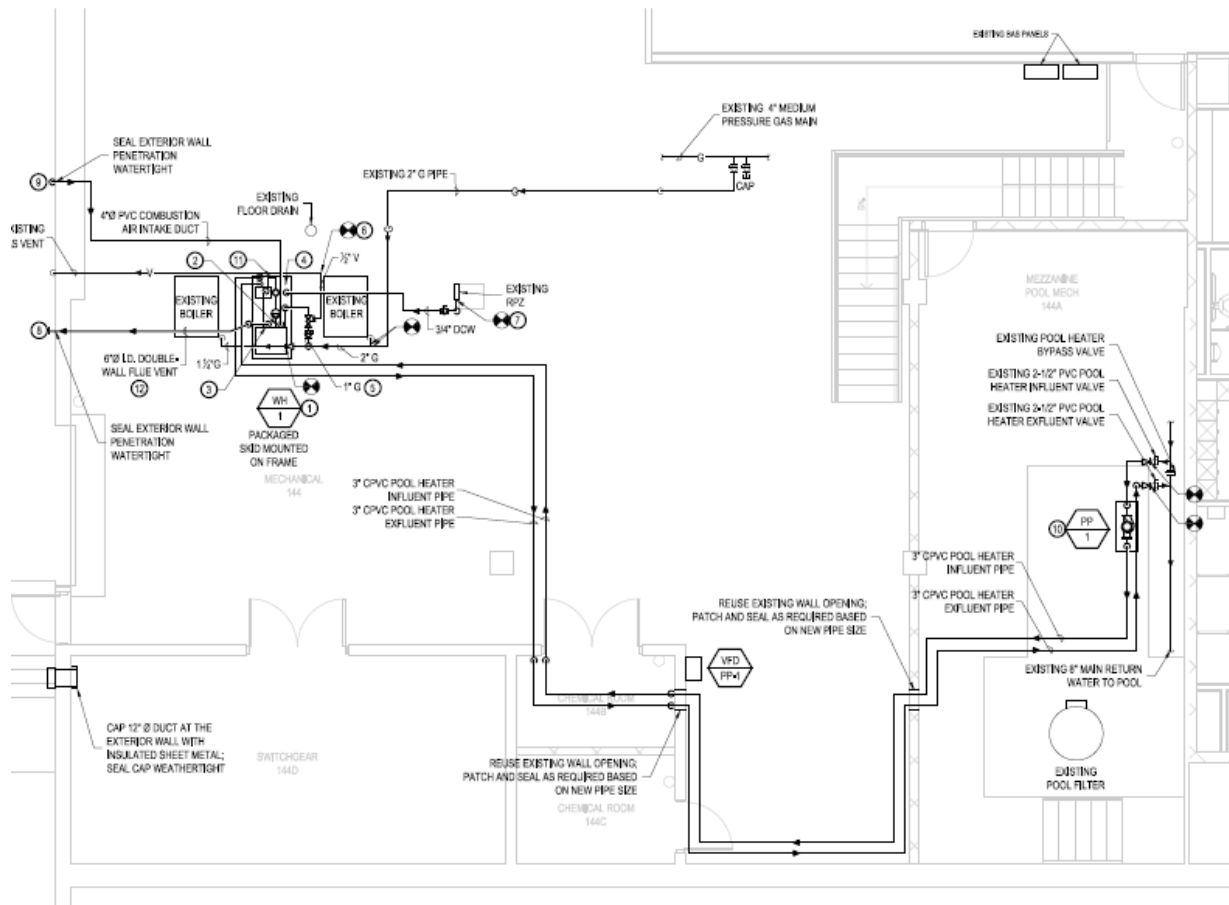
That the Board of Trustees rejects the bids received for the Physical Education Center (PEC) Water Heater Replacement (Re-Bid) on the basis that the bids are not compliant with the project specifications and requirement of the IDPH.

BOARD CHAIR

DATE

BOARD SECRETARY

DATE



3 PARTIAL MECHANICAL NEW WORK PLAN - BASEMENT AND MEZZANINE LEVEL

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**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Mixed Reality Smart Glasses for Augmented and Virtual Reality Classroom

2. **REASON FOR CONSIDERATION**

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

3. **BACKGROUND INFORMATION**

To fulfill its mission to provide the best in education, COD must continuously improve its facilities. This requires that we explore new technologies that will enable faculty to provide the latest and best student experience. A faculty team and the administration has requested that we update and improve several classrooms in a pilot phase to enable us to demonstrate how we can update and improve our teaching before expanding this on a larger scale. The 10 sets of Smart Glass headsets and supporting software are the final equipment purchase for the recently constructed Augmented and Virtual Reality Classroom. They provide augmented reality capabilities, which are standard tools in industries such as manufacturing, mechanical engineering, interior/exterior design, architecture, automotive, biology, healthcare, sports, and software development.

A legal notice for an Invitation for Bids was published on October 23, 2020 in the Daily Herald; the invitation, Bid Number 2021-B0026, was also posted to the College of DuPage Procurement Services website and distributed to the College of DuPage Center for Entrepreneurship and in-district Chambers of Commerce. Thirty-three (33) vendors were directly solicited. Eighteen (18) vendors downloaded the bid documents. Bids were required to be submitted electronically to the College using Dropbox and a public opening was held on November 11, 2020 at 11:00 a.m. via Zoom. The following individuals were in attendance: Kevin Casey (COD Buyer/Facilitator), Jordan Towne (COD Purchasing Expeditor/Recorder), Anne Marie Dando (COD Purchasing Assistant), Judith Coates (COD Manager, Learning and Organizational Development/Agent of the Board), Don Inman (COD Senior Project Manager, Facilities Management), Keith Zeitz, (COD Manager, Office and Classroom Technology) and Joe Brenner (COD Client Solution Supervisor, Office and Classroom Technology). Two (2) bids were received. One (1) woman/minority owned business submitted a bid.

The bid requirements established the basis of award as the lowest responsive and responsible total base bid. The following is a tabulation of the results:

| Vendor | Total Base Bid |
|--------------------------------------|-----------------------|
| Insight Public Sector Inc. | \$35,000.00 |
| * Tiles In Style d/b/a Taza Supplies | \$39,550.00 |

Recommended Award in Bold

*Woman/Minority Owned Business

Budget Status

| GL Account | FY2020 | FY2021 | | |
|--|------------------|-----------------------|------------------|--------------------------|
| | YTD Spend | Annual Budget | YTD Spend | Available Balance |
| 03-90-39047-5806001 | \$ - | \$ 235,000 | \$ 7,875 | \$ 227,125 |
| <i>BIC STEM Pilot: Equipment Instructional</i> | | | | |
| | | FY2021 Request | | \$ 35,000 |

*YTD Spend equals actuals as of 12/02/20.

This purchase supports Goal #8 of the Strategic Long Term Plan: Maintaining, improving and developing structures, systems, and facilities necessary for the delivery of high quality education and meaningful cultural events and Goal #2 of the Strategic Long Term Plan: Going beyond standard expectations and providing something more to the students we and communities we serve.

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

4. **RECOMMENDATION**

That the Board of Trustees awards the Mixed Reality Smart Glasses for Augmented and Virtual Reality Classroom Project to the lowest responsible bidder, Insight Public Sector, Inc., 6820 South Harl Avenue, Tempe, AZ 85283 for the lump sum bid amount of \$35,000.00.

Staff Contacts: Bruce Schmiedl - Director of Facilities
 Ellen Roberts - Interim VP of Administrative Affairs

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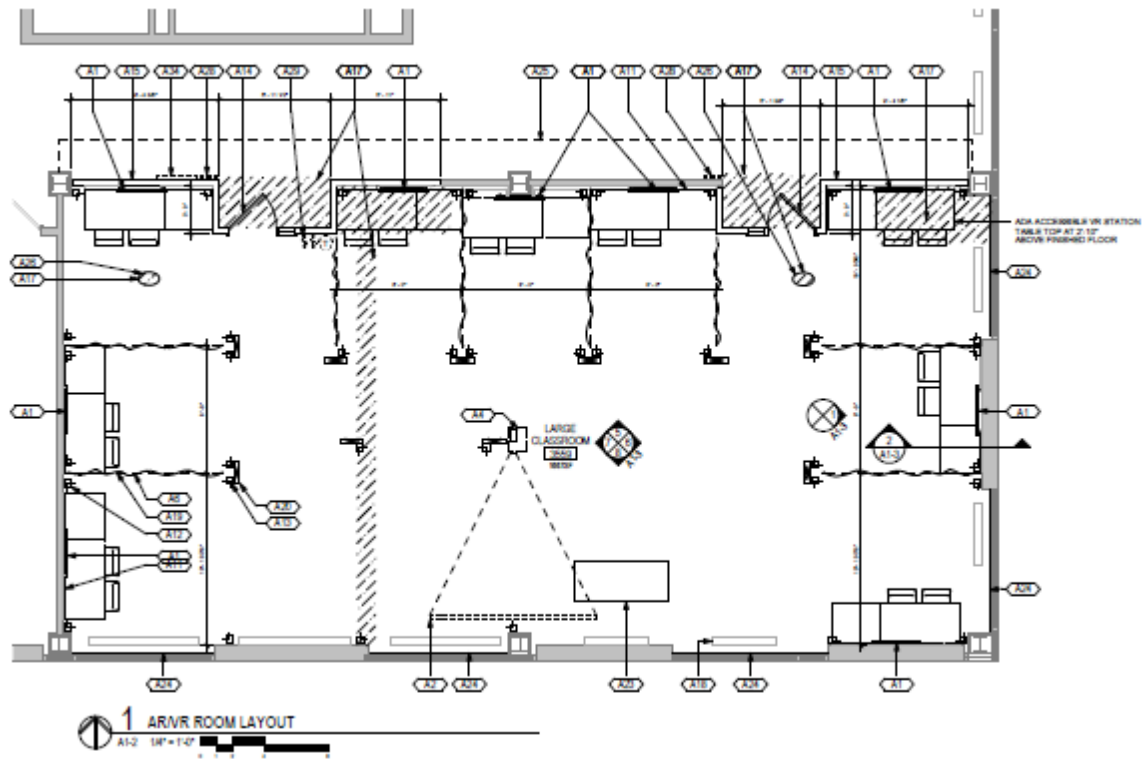
Mixed Reality Smart Glasses for Augmented and Virtual Reality Classroom

ITEM(S) ON REQUEST

That the Board of Trustees awards the Mixed Reality Smart Glasses for Augmented and Virtual Reality Classroom Project to the lowest responsible bidder, Insight Public Sector, Inc., 6820 South Harl Avenue, Tempe, AZ 85283 for the lump sum bid amount of \$35,000.00.

| | |
|-------------|------|
| BOARD CHAIR | DATE |
|-------------|------|

| | |
|-----------------|------|
| BOARD SECRETARY | DATE |
|-----------------|------|



**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Folder/Inserter Machine for the Print & Mail Services Department.

2. **REASON FOR CONSIDERATION**

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

3. **BACKGROUND INFORMATION**

This bid represents the purchase of one (1) Folder/Inserter for Mail Services, as indicated on the FY21 Capital Equipment Replacement Plan. This purchase will replace the current Seacap Folder/Inserter equipment, which is over fourteen (14) years old. This equipment will be used for folding, inserting, and sealing envelopes for mailing.

A legal notice for an Invitation for Bids was published on October 8, 2020 in the Daily Herald; the invitation, Bid Number 2021-B0023, was also posted to the College of DuPage Procurement Services website and distributed to the College of DuPage Center for Entrepreneurship and in-district Chambers of Commerce. Six (6) vendors were directly solicited. Thirteen (13) vendors downloaded the bid documents. A pre-bid meeting was held on Thursday, October 15, 2020 at 11:00 a.m. via Zoom. Three (3) firms attended the pre-bid meeting. Bids were required to be submitted electronically to the College using Dropbox and a public opening was held on Wednesday, October 28, 2020 at 11:00 a.m. via Zoom. The following individuals were in attendance: Kevin Casey (COD Buyer/Facilitator), Jordan Towne (COD Purchasing Expeditor/Recorder), Theresa Dobersztyn (COD Manager, Procurement Services), Anne Marie Dando (COD Purchasing Assistant, Procurement Services), Susan Castellanos (COD Buyer, Procurement Services), Martha Johnson (Supervisor, Print & Mail Services Department), Michael Mohring (COD Client Solution Specialist, Office and Classroom Technology/Agent of the Board), and three (3) vendor representatives from three (3) firms. Three (3) bids were received. One (1) woman/minority owned businesses submitted a bid.

One (1) bid was rejected as non-responsive to the bid, for failure to meet all required specifications. The specifications called for a height adjustable stand and the non-responsive bidder provided no option in their response. The function of

this requirement allows the stand to auto adjust ergonomically, to convenient heights for each employee.

The bid requirements established the basis of award as the lowest responsive and responsible total base bid. The following is a tabulation of the results:

| Vendor | Total Base Bid |
|---------------------|--------------------|
| Pitney Bowes | \$34,384.67 |
| Neopost | \$50,578.00 |

Recommended Award in Bold

*Woman/Minority Owned Business

Budget Status

| GL Account | FY2020 | FY2021 | | |
|--|-----------|---------------|-----------------------|-------------------|
| | YTD Spend | Annual Budget | YTD Spend | Available Balance |
| 01-80-00741-5805001 | \$ - | \$ 72,000 | \$ - | \$ 72,000 |
| <i>Mail Services: Equipment - Office</i> | | | | |
| | | | FY2021 Request | \$ 34,385 |

*YTD Spend equals actuals as of 12/02/20.

This purchase supports the Strategic Long Range Plan Goal # 6, Innovativeness: Making meaningful change that enhances organizational effectiveness and adds new value for stakeholders.

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

4. RECOMMENDATION

That the Board of Trustees awards the Folder/Insertor Machine to the lowest responsible bidder Pitney Bowes Inc., 3001 Summer St., Stamford, CT 06905 for the total amount of \$34,384.67.

Staff Contact: Magdalena Ogrodny, Manager, Campus Services
 Ellen Roberts, Interim Vice President, Administrative Affairs

SIGNATURE PAGE FOR

Folder/Inserter Machine for the Print & Mail Services Department.

ITEM(S) ON REQUEST

That the Board of Trustees awards the Folder/Inserter Machine to the lowest responsible bidder Pitney Bowes Inc., 3001 Summer St., Stamford, CT 06905 for the total amount of \$34,384.67.

BOARD CHAIR

DATE

BOARD SECRETARY

DATE

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. SUBJECT

Managed Print Services

2. REASON FOR CONSIDERATION

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

3. BACKGROUND INFORMATION

In August 2013 a team, with representatives from Information Technology and Campus Services, was created to research options for print cost reduction while meeting the needs of the users. In 2014 this team proposed a Managed Print Services contract as a result of Request for Proposal. In July 2014, the Board of Trustees approved a five-year MPS contract with Xerox Corporation. The term of this contract was October 1, 2014, to September 30, 2019. After the initial installation, the MPS Implementation Team received several exception requests for additional equipment, upgrade the existing or replacement with different functionality. The team rejected the exceptions and, per Print Policy, forwarded the requests to Administrators for review and final determination. The exceptions were approved, and the additional devices were installed in December 2015. Those additional devices were leased for a 60-month term ending in December 2020. The additional expenditures, to cover the lease extension were approved by the Board of Trustees in July 2019.

Currently, the College of DuPage Managed Print Services program includes one hundred and eighteen (118) Convenience Multi-functional Devices (MFDs), one hundred and eighty-three (183) Single Function Desk Top Printers, and six (6) Multi-function Production MFDs. The average yearly spending for MPS contracts is \$740,000. Additionally, there are 120 out-of-scope (unmanaged) devices that are maintained by the College of DuPage Information Technology department. Some out-of-scope equipment is designated for special-use such as postage, MICR check, wide-format, and label printers.

In 2019, the committee reconvened in efforts to prepare for the next RFP Managed Print Service contract. During the program overview presentation to the Cabinet, Dr. Caputo indicated a like-for-like approach for equipment. The team identified specific

program enhancements in technology as well as the possibility to include some of the out-of-scope equipment under the contract to eliminate depreciated assets, centralize purchase of consumables and service, right size equipment, and provide a central point of administration for all printing. The committee separated the RFP response into two groups. Group A represented proposals for convenience fleet multifunctional imaging devices, desktop printers, digital production devices, and support services. Group B represented print management software solutions and services, including but not limited to; accounting, reporting, tracking, secure print release, pay-for-print, email-to-print, job submission system, ongoing support, and related hardware. Although it was the preference of the College of DuPage to award a single contract resulting from this RFP, vendors were allowed to respond to one or both groups listed.

A legal notice for a Request for Proposal (RFP # 2020-R0012) was published on February 24, 2020, in the Daily Herald; the RFP was also posted on the College of DuPage Procurement Services website, and distributed to in-district Chambers of Commerce and the College of DuPage Center for Entrepreneurship. Twenty-eight (28) vendors were directly solicited. Eighty-three (83) vendors downloaded the RFP documents. A pre-proposal meeting was held on March 6, 2020, at 2:00 p.m. in the Student Resource Center Conference Room (SRC) 2131. Twenty-seven (27) vendor representatives attended the pre-proposal meeting. Proposals were required to be submitted electronically to the College using Dropbox and a public opening was held on April 17, 2020, at 1:00 p.m. via Zoom. The following individuals were in attendance: Susan Castellanos (COD Buyer/Facilitator), Anne Marie Dando (COD Purchasing Assistant/Recorder), Jordan Towne (COD Purchasing Expeditor), Judy Coates (COD Manager, Learning & Organization/Agent of the Board), Ellen Roberts (COD Interim Vice President, Administrative Affairs), Magdalena Ogrodny (COD Manager, Campus Services), Brett Kalboth (COD Supervisor Support Services, Campus Services), Martha Johnson (COD Supervisor Print and Mail Services, Campus Services), Joe Brenner (COD Client Solution Supervisor, Office and Classroom Technology), and ten (10) vendor representatives. Nine (9) proposals were received. Two (2) women/minority-owned businesses submitted a proposal.

One (1) proposer did not submit pricing, therefore it was disqualified. An additional proposer did not upload documents to the designated Dropbox, and therefore the proposal was not received nor read at the public opening of the bids. Upon discovery of the bid submitted via e-mail, it was rejected.

An evaluation committee consisting of the following seven (7) employees assessed the submitted proposal.

- Magdalena Ogrodny, Manager, Campus Services
- Ellen Roberts, Administrative Affairs, Interim Vice President
- Martha Johnson, Supervisor Print and Mail Services, Campus Services

- Brett Kalboth, Supervisor, Support Services, Campus Services
- Richard Kulig, Manager, Network Services
- Keith Zeitz – Manager, Office & Classroom Technology
- Joe Brenner, Supervisor, Client Solutions, Office & Classroom Technology

Based on the written proposal and committee discussions, the evaluation committee members independently rated the vendor on the pre-established criteria set forth in the RFP. The scoring summary matrix below reflects the average across the evaluators:

| 2020-R0012 Managed Print Services RFP | Evaluation Criteria Categories | | | | | | | | | | | | Evaluation Results | | |
|---|----------------------------------|-------------------|-------------------------------|-------------------|-------------------------|-------------------|-------------------------|-------------------|----------------|-------------------|-------------------------|-------------------|----------------------|----------------------------|------|
| | Qualifications and Philosophy | | Implementation and support | | Product capabilities | | Service and Supplies | | Cost | | Value added services | | | | |
| | 10% | weight | 20% | weight | 20% | weight | 20% | weight | 25% | weight | 5% | weight | Total is 100% weight | | |
| Group A | Score 1 - 3 | Weighted Score | Score 1 - 3 | Weighted Score | Score 1 - 3 | Weighted Score | Score 1 - 3 | Weighted Score | Score 1 - 3 | Weighted Score | Score 1 - 3 | Weighted Score | Total Score | Total Weighted Score | Rank |
| Firm Name | | | | | | | | | | | | | | | |
| ImageTech | 70 | 7.00 | 58 | 11.60 | 53 | 10.60 | 48 | 9.60 | 26 | 6.50 | 34 | 1.70 | 289.00 | 47.00 | 8 |
| Green Office Partner* | 80 | 8.00 | 59 | 11.80 | 60 | 12.00 | 63 | 12.60 | 27 | 6.75 | 35 | 1.75 | 324.00 | 52.90 | 6 |
| Toshiba | 91 | 9.10 | 74 | 14.80 | 70 | 14.00 | 64 | 12.80 | 26 | 6.50 | 39 | 1.95 | 364.00 | 59.15 | 2 |
| Marco Technologies | 82 | 8.20 | 70 | 14.00 | 69 | 13.80 | 58 | 11.60 | 25 | 6.25 | 41 | 2.05 | 345.00 | 55.90 | 5 |
| Canon Solutions | 85 | 8.50 | 66 | 13.20 | 70 | 14.00 | 59 | 11.80 | 27 | 6.75 | 39 | 1.95 | 346.00 | 56.20 | 4 |
| Genesis Technologies | 80 | 8.00 | 61 | 12.20 | 61 | 12.20 | 54 | 10.80 | 25 | 6.25 | 31 | 1.55 | 312.00 | 51.00 | 7 |
| Gordon Flesch | 94 | 9.40 | 73 | 14.60 | 76 | 15.20 | 69 | 13.80 | 32 | 8.00 | 41 | 2.05 | 385.00 | 63.05 | 1 |
| Ricoh USA* | 82.5 | 8.25 | 70.5 | 14.10 | 70 | 14.00 | 65 | 13.00 | 24 | 6.00 | 42 | 2.10 | 354.00 | 57.45 | 3 |

| 2020-R0012 Managed Print Services RFP | Evaluation Criteria Categories | | | | | | | | | | | | Evaluation Results | | |
|---|----------------------------------|-------------------|-------------------------------|-------------------|-------------------------|-------------------|-------------------------|-------------------|----------------|-------------------|-------------------------|-------------------|----------------------|----------------------------|------|
| | Qualifications and Philosophy | | Implementation and support | | Product capabilities | | Service and Supplies | | Cost | | Value added services | | | | |
| | 10% | weight | 20% | weight | 20% | weight | 20% | weight | 25% | weight | 5% | weight | Total is 100% weight | | |
| Group B | Score 1 - 3 | Weighted Score | Score 1 - 3 | Weighted Score | Score 1 - 3 | Weighted Score | Score 1 - 3 | Weighted Score | Score 1 - 3 | Weighted Score | Score 1 - 3 | Weighted Score | Total Score | Total Weighted Score | Rank |
| Firm Name | | | | | | | | | | | | | | | |
| ImageTech | 70 | 7.00 | 40 | 8.00 | 30 | 6.00 | 24 | 4.80 | 28 | 7.00 | 19 | 0.95 | 211.00 | 33.75 | 8 |
| Green Office Partner* | 86 | 8.60 | 50 | 10.00 | 46 | 9.20 | 35 | 7.00 | 25 | 6.25 | 19 | 0.95 | 261.00 | 42.00 | 6 |
| Toshiba | 93 | 9.30 | 52 | 10.40 | 48 | 9.60 | 38 | 7.60 | 24 | 6.00 | 25 | 1.25 | 280.00 | 44.15 | 4 |
| Marco Technologies | 85 | 8.50 | 45 | 9.00 | 47 | 9.40 | 39 | 7.80 | 28 | 7.00 | 26 | 1.30 | 270.00 | 43.00 | 5 |
| Canon Solutions | 84 | 8.40 | 50 | 10.00 | 53 | 10.60 | 37 | 7.40 | 26 | 6.50 | 27 | 1.35 | 277.00 | 44.25 | 3 |
| Genesis Technologies | 79 | 7.90 | 46 | 9.20 | 41 | 8.20 | 39 | 7.80 | 28 | 7.00 | 20 | 1.00 | 253.00 | 41.10 | 7 |
| Gordon Flesch | 95 | 9.50 | 58 | 11.60 | 54 | 10.80 | 43 | 8.60 | 31 | 7.75 | 27 | 1.35 | 308.00 | 49.60 | 1 |
| Ricoh USA* | 82 | 8.20 | 53 | 10.60 | 53 | 10.60 | 40 | 8.00 | 26 | 6.50 | 27 | 1.35 | 281.00 | 45.25 | 2 |

Recommended to move forward in Bold

***Woman/Minority Owned Business**

An initial discussion of the evaluation committee and established process for the selection resulted in a consensus to have presentations with the top four (4) vendors to review their proposed solutions.

Based on the written proposals, presentations, and committee discussions, the evaluation committee members independently rated each vendor on the pre-established criteria set forth in the RFP. The second summary matrix below reflects the ratings across the evaluators:

| 2020-R0012 Managed Print Services RFP | Evaluation Criteria Categories | | | | | | | | | | | | Evaluation Results | | |
|--|----------------------------------|-------------------|-------------------------------|-------------------|-------------------------|-------------------|-------------------------|-------------------|----------------|-------------------|-------------------------|-------------------|----------------------|----------------------------|------|
| | Qualifications and Philosophy | | Implementation and support | | Product capabilities | | Service and Supplies | | Cost | | Value added services | | | | |
| | 10% | weight | 20% | weight | 20% | weight | 20% | weight | 25% | weight | 5% | weight | Total is 100% weight | | |
| Group A | Score 1 - 5 | Weighted Score | Score 1 - 5 | Weighted Score | Score 1 - 5 | Weighted Score | Score 1 - 5 | Weighted Score | Score 1 - 5 | Weighted Score | Score 1 - 5 | Weighted Score | Total Score | Total Weighted Score | Rank |
| Firm Name | | | | | | | | | | | | | | | |
| Toshiba | 133 | 13.30 | 173 | 34.60 | 359.5 | 71.90 | 157 | 31.40 | 57 | 14.25 | 66 | 3.30 | 945.50 | 168.75 | 3 |
| Canon Solutions | 142 | 14.20 | 175 | 35.00 | 376 | 75.20 | 156 | 31.20 | 73 | 18.25 | 89 | 4.45 | 1011.00 | 178.30 | 1 |
| Gordon Flesch | 145 | 14.50 | 171 | 34.20 | 369.5 | 73.90 | 161 | 32.20 | 72 | 18.00 | 80 | 4.00 | 998.50 | 176.80 | 2 |
| | | | | | | | | | | | | | | | |
| Ricoh USA* | 126 | 12.60 | 162 | 32.40 | 363 | 72.60 | 141 | 28.20 | 58 | 14.50 | 89 | 4.45 | 939.00 | 164.75 | 4 |

| 2020-R0012 Managed Print Services RFP | Evaluation Criteria Categories | | | | | | | | | | | | Evaluation Results | | |
|--|----------------------------------|--------------------|-------------------------------|--------------------|-------------------------|--------------------|-------------------------|--------------------|----------------|--------------------|-------------------------|--------------------|----------------------|-----------------------------|------|
| | Qualifications and Philosophy | | Implementation and support | | Product capabilities | | Service and Supplies | | Cost | | Value added services | | | | |
| | 10% | weight | 20% | weight | 20% | weight | 20% | weight | 25% | weight | 5% | weight | Total is 100% weight | | |
| Group B | Score 1 - 5 | Weighte d Score | Score 1 - 5 | Weighte d Score | Score 1 - 5 | Weighte d Score | Score 1 - 5 | Weighte d Score | Score 1 - 5 | Weighte d Score | Score 1 - 5 | Weighte d Score | Total Score | Total Weighte d Score | Rank |
| Firm Name | | | | | | | | | | | | | | | |
| Toshiba | 133 | 13.30 | 149 | 29.80 | 489 | 97.80 | 51 | 10.20 | 60 | 15.00 | 39 | 1.95 | 921.00 | 168.05 | 4 |
| Canon Solutions | 142 | 14.20 | 168 | 33.60 | 525 | 105.00 | 64 | 12.80 | 72 | 18.00 | 54 | 2.70 | 1025.00 | 186.30 | 2 |
| Gordon Flesch | 146 | 14.60 | 165 | 33.00 | 519 | 103.80 | 63.5 | 12.70 | 81 | 20.25 | 42 | 2.10 | 1016.50 | 186.45 | 1 |
| Ricoh USA * | 126 | 12.60 | 153 | 30.60 | 512 | 102.40 | 58 | 11.60 | 68 | 17.00 | 41 | 2.05 | 958.00 | 176.25 | 3 |

Recommended to move forward in Bold

*Woman/Minority Owned Business

A discussion of the evaluation committee and established process for the selection resulted in a consensus to have a test environment set up with the top two (2) vendors to review their proposed solutions in greater detail and reach out to vendor provided references from institutions similar in size to the College of DuPage. The Committee received three (3) reference responses for Gordon Flesch Company (GFC) and one (1) for Canon Solutions America. Although all references had highly positive feedback, GFC feedback leaned heavily toward overall satisfaction with working as a business partner and providing significant support and savings during the current pandemic.

Based on the written proposals, presentations, reference feedback, testing the solutions, and committee discussions, the evaluation committee members independently rated each vendor on the pre-established criteria set forth in the RFP. The final summary matrix below reflects the average ratings across the evaluators:

| 2020-R0012 Managed Print Services RFP | Evaluation Criteria Categories | | | | | | | | | | | | Evaluation Results | | |
|---|--------------------------------|----------------|------------------------------|----------------|----------------------|----------------|----------------------|----------------|-------------|----------------|----------------------|----------------|----------------------|----------------------|------|
| | Qualifications and Philosophy | | Implementenation and support | | Product capabilities | | Service and Supplies | | Cost | | Value added services | | | | |
| | 10% | weight | 20% | weight | 20% | weight | 20% | weight | 25% | weight | 5% | weight | Total is 100% weight | | |
| | Score 1 - 5 | Weighted Score | Score 1 - 5 | Weighted Score | Score 1 - 5 | Weighted Score | Score 1 - 5 | Weighted Score | Score 1 - 5 | Weighted Score | Score 1 - 5 | Weighted Score | Total Score | Total Weighted Score | Rank |
| Firm Name | | | | | | | | | | | | | | | |
| Canon Solutions | 129 | 12.90 | 150 | 30.00 | 512 | 102.40 | 164 | 32.80 | 94 | 23.50 | 56 | 2.80 | 1105.00 | 204.40 | 2 |
| Gordon Flesch | 146 | 14.60 | 169 | 33.80 | 599 | 119.80 | 177 | 35.40 | 119 | 29.75 | 42 | 2.10 | 1252.00 | 235.45 | 1 |

Recommended to move forward in Bold

*Woman/Minority Owned Business

The RFP selection committee unanimously designated Gordon Flesch Company to provide the next Managed Print Services to the College of DuPage. The Gordon Flesch proposal targets a three-phase approach identified in the RFP: Phase 1 will include the Managed Print Services Discovery and Assessment; Phase 2 includes placement of equipment and training on both the hardware and software; Phase 3 will include Quarterly Strategic Business Reviews for continuous assessment and right-sizing, as well as reporting of cost reductions. The first year cost of the contract, based on the proposed equipment and services, and using a cost-per-impression model is approximately \$460,000; however, the total annual cost will be impacted by the Phase 1 assessment and the College's adherence to recommendations (including currently out-of-scope of the contract equipment). Therefore, we are recommending a not-to-exceed allocation of \$500,000 yearly expenditure, with a five (5) year estimated expenditure of \$2,500,000. It should be noted that the proposed contract will result in a significant reduction in print costs for the College, as the annual spend with the current Managed Print Services vendor averages \$ 725,000.

Budget Status

| GL Account | FY2020 | FY2021 | | |
|---|----------------------|--------------------------|--------------------------------|------------------------------|
| | YTD Spend | Annual Budget | YTD Spend | Available Balance |
| 01-80-00737-5602001 | \$ 685,948 | \$ 799,400 | \$ 366,601 | \$ 432,799 |
| <i>Support Services: Rental Equipment</i> | | | | |
| | | | FY2021 Request | \$ 250,000 |
| | | | Future Commitments (Years 1-5) | \$ 2,250,000 |
| | | | Total Request | \$ 2,500,000 |

**YTD Spend equals actuals as of 12/02/20.*

The contract is expected to begin mid-year.

This purchase supports the Strategic Long Range Plan Goal #8 Infrastructure: Maintaining, improving and developing structures, systems, and facilities necessary for the delivery of high quality education and meaningful cultural events.

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

4. RECOMMENDATION

That the Board of Trustees approves a five (5) year contract for Managed Print Services with Gordon Flesch Company, 2675 Research Park Drive, Madison, WI 53711, for a total expenditure not to exceed \$2,500,000.

Staff Contacts: Maggie Ogrodny, Manager of Campus Services
Ellen Roberts, Interim VP of Administrative Affairs

SIGNATURE PAGE

MANAGED PRINT SERVICES

ITEM(S) ON REQUEST

That the Board of Trustees approves a five (5) year contract for Managed Print Services with Gordon Flesch Company, 2675 Research Park Drive, Madison, WI 53711, for a total expenditure not to exceed \$2,500,000.

BOARD CHAIR

DATE

BOARD SECRETARY

DATE

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

91 Laptops for eligible students enrolled in grant-funded Adult Basic Education (ABE), English Language Acquisition (ELA) or High School Equivalency (HSE) programs.

2. **REASON FOR CONSIDERATION**

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

3. **BACKGROUND INFORMATION**

The COD Adult Education and Family Literacy (COD AE) program serves approximately 3,500 unduplicated students in the ABE/ELA/HSE programs annually. COD AE wrote for and received CURES Act funding through the Illinois Community College Board in partnership with the Illinois Department of Human Services to address the identified technology gap within the adult education service population.

Based on technology needs surveys, approximately 30% of adults enrolling in ABE, ELA or HSE programs do not have access to a home computer or tablet, which are essential to successfully participate in at-a-distance learning. The laptops purchased with CURES funding will be checked out to eligible students throughout their active enrollment period to address barriers in accessing educational programming through remote learning.

The Riverside Technologies, Inc. (RTI) Computer Partnership Agreement for the purchase of desktop computers, notebook computers, tablet computers, server storage, network devices, displays and related support services was awarded pursuant to the Request for Proposal, RFP# 2015-R0011, published on July 13, 2014. The Board of Trustees approved the Computer Partnership Agreement with Riverside Technologies, Inc. on September 25, 2014 for a base five-year term. At the April 25, 2019, Board meeting the Board of Trustees approved two additional one-year extensions to the agreement. With this agreement, the College has benefited with HP products delivered at or below market price.

Based on previous experience and industry standards, the expected lifecycle of the laptops is 4 years.

Information Technology has found that the pricing provided by RTI is consistently competitive. An internal audit confirmed this as fact. Following past practices, Information Technology has compared the pricing for the laptops on this purchase to two other major competitors and found it to be the least expensive option.

At the June 25, 2020, board meeting the board approved an annual spend amount on \$1,807,000 with Riverside Technology Inc. for FY21. This board item seeks to increase the FY21 approved annual spend with RTI by \$89,000 and adjusting the new annual spend limit to \$1,897,000 to account for this expenditure.

Budget Status

| GL Account | FY2020 | FY2021 | | |
|--|------------------|----------------------|------------------|--------------------------|
| | YTD Spend | Annual Budget | YTD Spend | Available Balance |
| 06-10-02178-5409002 DHS/IDHS/ICCB/CURES | \$ - | \$ 109,500 | \$ 20,495 | \$ 89,005 |
| FY2021 Request | | | | \$ 89,000 |

**YTD Spend equals actuals as of 12/03/20.*

This contract supports Goal #2 (value-added education) of the Strategic Long Range Plan: 2.8 Continue to improve Adult Basic Education (ABE/HSE/ELA) with a focus on transitioning students from non-credit to success in college degree and certificate programs of study.

This contract also supports Goal #4 (equality and inclusiveness) of the Strategic Long Range Plan: 4.6 Continue to foster a culture of inclusiveness for students, employees, and the community through programs, activities, policies, and procedures.

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

4. RECOMMENDATION

That the Board of Trustees approves the purchase of 91 laptops for students enrolled in the Adult Basic Education (ABE), English Language Acquisition (ELA), or High School Equivalency (HSE) programs from Riverside Technologies, Inc., 748 North 109th Court, Omaha, NE in an amount not to exceed \$89,000 in FY 2021 and to increase the FY21 approved annual spend with RTI by \$89,000 for an adjusted FY21 spend limit of 1,897,000 to account for this expenditure.

Staff Contacts: Joe Cassidy, Dean Continuing Education/Extended Learning
 Daniel Deasy, Manager Adult Education Grant Compliance and
 CE Operations
 Donna Berliner, Director, Information Technology Services

SIGNATURE PAGE

91 Laptops for eligible students enrolled in grant-funded Adult Basic Education (ABE), English Language Acquisition (ELA) or High School Equivalency (HSE) programs.

ITEM(S) ON REQUEST

That the Board of Trustees approves the purchase of 91 laptops for students enrolled in the Adult Basic Education (ABE), English Language Acquisition (ELA), or High School Equivalency (HSE) programs from Riverside Technologies, Inc., 748 North 109th Court, Omaha, NE in an amount not to exceed \$89,000 in FY 2021 and to increase the FY21 approved annual spend with RTI by \$89,000 for an adjusted FY21 spend limit of 1,897,000 to account for this expenditure.

| | |
|----------------|------|
| Board Chairman | Date |
|----------------|------|

| | |
|-----------------|------|
| Board Secretary | Date |
|-----------------|------|

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Video-Based Coaching and Assessment Platform Software

2. **REASON FOR CONSIDERATION**

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

3. **BACKGROUND INFORMATION**

The College of DuPage FY21 budget allocated funds for the Speech Communication department to purchase a Video-Based Coaching and Assessment Platform Software to increase student success and retention while enhancing current curriculum. Purchased and used throughout the department since 2017, this proposed purchase will continue to improve classroom instruction across all modalities: hybrid, virtual classroom (synchronous NET), internet (asynchronous NET), and upon return to campus, face-to-face delivery.

Since 2017, the College of DuPage Speech Communication Department has purchased the GoReact software platform as an essential tool to increase student engagement and success. GoReact is the premiere speech recording platform and offers unique elements not found in other products; thereby enhancing the student experience beyond the industry standard.

After the college-wide reorganization on July 1, 2017, the Speech Department at College of DuPage began the process of developing a Technology Improvement Plan specifically for the Speech Department. This plan began with a faculty-wide survey of both full and part-time faculty to assess strengths, weaknesses, and areas where faculty would like improved technology and technological support. With a response rate of 80% (31/39 faculty responded: 11/11 full-time and 20/29 part-time), the technology survey provided a strong and united voice regarding the state of technology in the COD speech communication classroom.

The 2017 technology survey revealed that 84% of Speech faculty record presentations, with 74% of faculty recording three (3) or more presentations per term. Departmentally, in 2017, we recorded approximately 3500 presentations per term.

Additionally, there was no unified recording platform being used that brought together curricular elements of the typical Speech 1100 course. It was at this time, that GoReact was sought out and purchased on a per-license basis for a pilot for a number of Speech faculty. The pilot use of GoReact was deemed a success and the number of purchased licenses has increased each year since 2017. Not only is the software recording platform compatible with the camera (recording) hardware in the Berg Instructional Center classrooms, but it has become a key tool for online and virtual communication classrooms.

As of July 2020, the number of Speech faculty in the department that record presentation has risen to 97%, with nearly 90% recording three or more speeches in a term. With the impact of COVID upon us, and the Speech department moving to virtual instruction through Spring 2021, the number of faculty using the software will increase as will the number of individual recordings used within the platform. The projected estimate is that 38 Speech faculty and 5,200 unique student users will use the platform in this purchase by the end of Summer 2021, accounting for roughly 15,000 recorded presentations.

Why is recording presentations important? Recording presentations provides the fastest, most immediate, and most effective way for students to engage in various assessment projects inside and outside of the traditional classroom. Benefits of recording presentations include:

- Evidence to help students self-identify strengths and weaknesses
- Evidence for content conversations (i.e. Are sources or transitions present?)
- Evidence to help students improve from assignment to assignment, ensuring skill acquisition and progression moving through semester
- Evidence for peer-to-peer engagement, assessment, skill and team building
- Videos are archived and used as examples for students in future classes (pending student permission/release)
- Videos are used in general assessments of courses (i.e. Program Review of department)
- Videos are used in General Education assessment for Higher Learning Commission (Assessment Committee)
- Evidence for grade conversations, explanations, and disputes
- Data for student portfolios (demonstrations of skills for future employers)

The GoReact platform has capabilities that are not available through other vendors. These features include:

- **Integrated Rubrics** – The platform provides multiple styles of rubric evaluation (points-based, comment-based, Likert-scale) that are easily created or adapted to each assignment
- **Multiple Modalities for Feedback** – Instructors can provide written feedback, audio feedback, or video feedback to any presentation loaded

into the platform. Additionally, any feedback can be time-stamped (linked to specific moments in the presentation) where needed.

- **Multiple Camera Submission** – Students can collaborate on the same presentation from the comfort of their own home and record group speeches into one video file. The Multi-camera function records in a "Brady Bunch" style video for playback.
- **Platform can be used inside and outside of COD classrooms** – The platform is linked with our camera-enabled classrooms so that live instructor feedback and live peer-to-peer feedback can take place on campus. Additionally the platform allows for ease of use off campus through its App and URL-based presentation loading system. This makes the system great for classroom-based classes, Hybrid classes, and NET/VCM classes (all modes of courses in the department/college).
- **Timestamped Feedback** – Both faculty and peer-to-peer feedback can be time-stamped to the exact moment in the presentation where feedback is needed. This provides real time communication so speakers know when a mistake was made, or when something positive occurred
- **Students do not need access to a computer to upload presentations** – Students can record presentations from their smartphones using the free app from the company. This allows students to record anywhere Wi-Fi enabled or Network enabled to complete a presentation.
- **Multiple forms of Presentation Review** – Using this platform, faculty can review students, students can review students (peer evaluation), students can review themselves (self-assessment), and faculty can review other faculty (faculty review *not a function we currently use)
- **Compatible with BlackBoard** – The Learning Management System (LMS) has the ability to integrate GoReact as a course tool. This integration was completed in 2019 as the Speech department use of GoReact increased significantly.

From 2017 to present the department purchased a specific number of licenses each year. Several factors impacted those purchases: increasing faculty usage, increased number of student recordings, and budget available. Last year, the department purchased 2000 student-user licenses. This coming year, due to increased faculty usage and COVID-19's impact on the department, the projected usage will exceed 5000 unique users.

The Speech Communication department is not the only department using GoReact. The American Sign Language (ASL) program currently has 300 annual users, and the Theatre department has 30 users. Other departments can adapt the platform to fit curriculum, so it is anticipated that the college may have other departments that could use the software in the coming year.

The most cost effective solution is to move from a per-license purchase to a site license purchase. SpeakWorks, Inc., doing business as (dba) GoReact has provided a proposal for purchase of a site license for \$24,000 to maintain the site license for Spring and Fall 2021. The proposal includes an option to renew at \$65,000.00 in FY22, \$74,750.00 in FY23, and \$74,750.00 in FY24.

Due to the instructional delivery restrictions imposed by the Coronavirus response and immediate need for the software for fall term, the division was directed to purchase the fall semester licenses in August 2020. This was followed by the RFP process executed in October to ensure a competitive proposal process for the remaining months of Academic Year 2021, with the option for three (3) additional one (1) year renewals.

A legal notice for a Request for Proposal (RFP No. 2021-R0007) was published on October 23, 2020, in the Daily Herald; the RFP was also posted on the College of DuPage Procurement Services website, and distributed to in-district Chambers of Commerce and to the College of DuPage Center for Entrepreneurship. Six (6) vendors were directly solicited. Twenty-Three (23) vendors downloaded the RFP documents. A pre-proposal meeting was held on October 28, 2020, at 1:00 p.m. via Zoom. Two (2) representatives from one (1) firm attended the pre-proposal meeting. The proposals were required to be submitted electronically to the College using Dropbox, and a public opening was held via Zoom on November 5, 2020, at 11:00 a.m. The following individuals were in attendance: Kevin Casey (COD Buyer/Facilitator), Anne Marie Dando (COD Purchasing Assistant), Joe Brenner (COD Client Solutions Supervisor, Office & Classroom Technology), Dawn Birkland (COD Manager, College Curriculum/Agent of the Board) Anthony Ramos (COD Interim Dean, Arts, Communication & Hospitality) and Stephen Thompson (COD Division Chair of Arts, Communication, & Hospitality). One (1) proposal was received.

A follow up survey was sent to five (5) prospective bidders who downloaded the document and did not respond. One (1) company responded explaining that at this time they don't specialize in the services requested, and a second stated they were too busy with additional work to submit a proposal.

An evaluation committee consisting of the following three (3) employees assessed the submitted proposal.

- Anthony M. Ramos, Interim Dean, Arts, Communication, & Hospitality Division
- Steve Thompson – Division Chair, Arts, Communication, & Hospitality Division
- Lauren Morgan, Professor, Speech Communication

Based on the written proposal and committee discussions, the evaluation committee members independently rated the vendor on the pre-established criteria set forth in the RFP. The scoring summary matrix below reflects the average across the evaluators.

| RFP No. 2021-R0004 Video-Based Coaching and Assessment Platform Software | Evaluation Criteria Categories | | | | | | | | | | Evaluation Results | | |
|---|--------------------------------|----------------|--|----------------|--|----------------|---|----------------|----------------------|----------------|----------------------|----------------------|------|
| | Cost of the Product | | Ability to meet the required specifications outlined above | | Ability of software program to interface with COD's Learning Management System | | Company qualifications, experience, tech support, and service | | End-user ease of use | | | | |
| | 25% | weight | 30% | weight | 10% | weight | 10% | weight | 25% | weight | Total is 100% weight | | |
| | Score 1 - 5 | Weighted Score | Score 1 - 5 | Weighted Score | Score 1 - 5 | Weighted Score | Score 1 - 5 | Weighted Score | Score 1 - 5 | Weighted Score | Total Score 1 - 25 | Total Weighted Score | Rank |
| Firm Name | | | | | | | | | | | | | |
| GoReact | 3.67 | 0.92 | 5.00 | 1.50 | 3.67 | 0.37 | 4.67 | 0.47 | 5.00 | 1.25 | 22.00 | 4.50 | 1 |

Recommended Award in Bold

*Woman/Minority Owned Business

Budget Status

| | FY2020 | | FY2021 | | |
|---------------------------|-----------|------------------------|-----------|-------------------|--|
| GL Account | YTD Spend | Annual Budget | YTD Spend | Available Balance | |
| 01-10-00361-5404002 | \$ 29,602 | \$ 49,500 | \$ 702 | \$ 48,798 | |
| Speech: Computer Software | | Purchases year-to-date | | \$ 24,000 | |
| | | Remaining request | | \$ 24,000 | |
| | | FY2021 Total Request | | \$ 48,000 | |

**YTD Spend equals actuals as of 12/02/20 excluding amounts in current request to avoid duplication.*

This purchase supports several elements of the Strategic Long Term Plan; including: Goal #2 Value-Added Education, Goal #3 Student Centeredness, and Goal #6 Innovativeness.

Goal #2 Value-Added Education: Going beyond the standard expectations and providing something more to the students and communities we serve. Noting Strategic Objective 2.9, "Grow credit enrollment by enhancing and being known for providing exceptional educational and cultural experiences to students (e.g. study abroad programs, learning technologies, co-curricular activities)."

Goal #3 Student Centeredness: Methods of teaching that shift the focus of instruction from the teacher to the student. Noting Strategic Objective 3.1, "Enhance and expand opportunities to support student learning needs, including helping students identify a course of study, recognize their specific goals and assist them to overcome their weaknesses." Additionally, Strategic Objective 3.3 is

supported with this purchase, “Develop innovative ways to gather quantitative and qualitative data from students about their needs and act upon that input.” This is done in both classroom instruction and through department and college-wide assessment.

Goal #6 Innovativeness: Making meaningful change that enhances organizational effectiveness and adds new value for stakeholders. Noting Strategic Objective 6.3, “Leverage College technology in innovative ways for the benefit of students and the community at large.”

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

4. RECOMMENDATION

That the Board of Trustees approves a contract from January 1, 2021, through July 31, 2021, with three (3) additional one (1) year options, for GoReact from SpeakWorks, Inc., 256 West Center, Orem, Utah, 84057 for \$24,000.00 (a total fiscal year amount of \$48,000.00).

Staff Contacts: Ramos, Anthony – Interim Dean, Arts, Communication, and Hospitality Division
 Thompson, Steve – Division Chair, Arts, Communication, and Hospitality Division
 Morgan, Lauren – Department Chair, Speech Communication

SIGNATURE PAGE

Video-Based Coaching and Assessment Platform Software

ITEM(S) ON REQUEST

That the Board of Trustees approves a contract from January 1, 2021, through July 31, 2021, with three (3) additional one (1) year options, for GoReact from SpeakWorks, Inc., 256 West Center, Orem, Utah, 84057 for \$24,000.00 (a total fiscal year amount of \$48,000.00).

BOARD CHAIR

DATE

BOARD SECRETARY

DATE

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Two Sony ENG Portable Camcorders with two Field ENG Lenses and Accessories

2. **REASON FOR CONSIDERATION**

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

3. **BACKGROUND INFORMATION**

This purchase represents video production equipment (Two-Sony ENG Camera package) identified in Multimedia Services Capital Equipment Replacement Plan for FY21. This video field production equipment is used for recording and streaming College events on and off-campus and interviews for various Multimedia programs.

Current equipment has been in service for over eight (8) years, and service parts are not readily available. Replacement items are required to be purchased to maintain operational capability and a desirable quality of video production.

These items will provide Multimedia Services with up to date HD cameras compatible with existing video production hardware used in video productions and other multimedia/ audio-visual assignments.

These items replace capital equipment for institutional support through multimedia production. The Multimedia Services staff will use the camera and lenses to provide promotional and instructional content and other media to college staff, students, and the community. The two cameras' expected life cycles are four (4) years and eight (8) years for the two lenses. All of this equipment will be housed in Multimedia Services and will improve productivity by allowing operators and staff to execute video production procedures for various Multimedia assignments properly. There are minimal maintenance costs, and there are no installation costs associated with these items. This is not an annual purchase, publication, or consumable.

A legal notice for an Invitation for Bids was published on November 4, 2020 in the Daily Herald; the invitation, Bid Number 2021- B0028, was also posted to the College of DuPage Procurement Services website and distributed to the College of DuPage Center for Entrepreneurship and in-district Chambers of Commerce. Twenty-one (21) vendors were directly solicited. Thirty (30) vendors downloaded

the bid documents. Bids were required to be submitted electronically to the College using Dropbox and a public opening was held on November 25, 2020 at 1:00 p.m. via Zoom. The following individuals were in attendance: Kevin Casey (COD Buyer/Facilitator), Jordan Towne (COD Purchasing Expeditor/Recorder), Theresa Dobersztyn (COD Purchasing Manager), David Ditchfield (COD Manager, Chief Engineer Facilities Management Department /Agent of the Board), James Nocera (COD Manager, Multimedia Services Department), Elmir Husetovic, (Lead Video System Engineer, Multimedia Services Department) and Joe Brenner (COD Client Solution Supervisor, Office and Classroom Technology), and one (1) vendor representative from one (1) firm. Five (5) bids were received. One (1) woman/minority owned business submitted a bid.

Two (2) bids were rejected as non-responsive to the bid submission requirements. One (1) bidder failed to submit a completed Conflict of Interest Page, and one (1) bidder failed to submit a completed Signature Page.

The bid requirements established the basis of award as the lowest responsive and responsible total base bid. The following is a tabulation of the results:

| Vendor | Total Base Bid |
|--|-----------------------|
| VSA Inc | \$63,056.00 |
| Key Code Media | \$63,992.00 |
| * Tiles in Style LLC DBA Taza Supplies | \$107,786.00 |

Recommended Award in Bold

*Woman/Minority Owned Business

Budget Status

| GL Account | FY2020 | FY2021 | | |
|---|------------------|----------------------|-----------------------|--------------------------|
| | YTD Spend | Annual Budget | YTD Spend | Available Balance |
| 01-90-16815-5805501 | \$ - | \$ 146,200 | \$ 36,966 | \$ 109,234 |
| <i>Multi-Media Services: Equipment - Technology</i> | | | | |
| | | | FY2021 Request | \$ 63,056 |

*YTD Spend equals actuals as of 12/04/20.

This contract supports the Strategic Long Range Plan Goal #8 of the Strategic Long Range Plan: Infrastructure- "... maintaining, improving and developing structures, systems, and facilities necessary for the delivery of high quality education and meaningful cultural events;" as well as Strategic Objective 8.4 "... to revise, integrate, and implement the Information Technology Strategic Plan in order to enhance student success, maximize institutional effectiveness and ensure hardware and software are reliable, secure (from data breaches) and are user friendly to students, employees and other stakeholders."

Goal# 5: Relationships College of DuPage is committed to cooperating and collaborating with all stakeholders in order to advance mutual interests. as well as Strategic Objective, 5.4 and 5.9.

5.4: Utilize internal resources to develop a new College of DuPage brand and implement a communications plan that considers the preferences and needs of students and other internal and external stakeholders.

5.9 Continue to “spotlight” and promote faculty through social media, live events, etc., in order to give students and other stakeholders insight into the quality of instruction and programs provided by College faculty.

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

4. RECOMMENDATION

That the Board of Trustees approves the purchase of Sony ENG Portable Camcorders with Field ENG Lenses and Accessories from VSA Inc, 6929 Seward Avenue, Lincoln, NE 68507, and 352 Kelburn Road, Deerfield, IL 60015 for the total amount of \$63,056.00.

Staff Contacts: Jim Nocera, Manager, Multimedia Services
Wendy Parks-Vice President, Public Relations, Communications & Marketing

SIGNATURE PAGE

Sony ENG Portable Camcorders with Field ENG Lenses and Accessories

ITEM(S) ON REQUEST

That the Board of Trustees approves the purchase of Sony ENG Portable Camcorders with Field ENG Lenses and Accessories from VSA Inc., 6929 Seward Avenue, Lincoln, NE 68507, and 352 Kelburn Road, Deerfield, IL 60015 for the total amount of \$63,056.00.

BOARD CHAIR

DATE

BOARD SECRETARY

DATE

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Water Treatment Service Program

2. **REASON FOR CONSIDERATION**

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

3. **BACKGROUND INFORMATION**

This request represents a three-year contract with two (2) one-year options for renewal for the water treatment service program for Facilities. A successful water-treatment program for HVAC systems is necessary to maintain the efficiency of equipment, guard the equipment from scale and corrosion, and protect building occupants. This chemical treatment and testing program will treat the water for the cooling water systems and boiler systems throughout campus to maintain and extend the life of the equipment.

A legal notice for a Request for Proposal (RFP # 2021-R0004) was published on October 19, 2020, in the Daily Herald; the RFP was also posted on the College of DuPage Procurement Services website, and distributed to in-district Chambers of Commerce and the College of DuPage Center for Entrepreneurship. Ten (10) vendors were directly solicited. Twenty-four (24) vendors downloaded the RFP documents. A pre-proposal meeting was held on Tuesday, October 27, 2020 at 11:00 a.m. via Zoom. Ten (10) vendor representatives attended the pre-proposal meeting. Proposals were required to be submitted electronically to the College using Dropbox and a public opening was held on Monday, November 9, 2020, at 11:00 a.m. via Zoom. The following individuals were in attendance: Kevin Casey (COD Buyer/Facilitator), Anne Marie Dando (COD Purchasing Assistant/Recorder), Jordan Towne (COD Purchasing Expeditor), Theresa Dobersztyn (COD Purchasing Manager), David Ditchfield (Chief Engineer of Facilities), Chris Wosachlo (COD Project Manager of Facilities), Judith Coates (COD Manager, Learning and Organizational Development/Agent of the Board), Joe Brenner (COD Client Solution Supervisor, Office and Classroom Technology), Jeff Guerra (Homeyer Consulting) and Craig Zebrowski (Homeyer Consulting) and two (2) vendor representatives from one firm. Four (4) proposals were received. Two (2) woman/minority owned businesses submitted a bid

An evaluation committee consisting of the following three (3) voting employees and two (2) non-voting members from Homeyer Consulting assessed the submitted proposals.

- Voting Member Chris Wosachlo (Project Manager of Facilities)
- Voting Member Dave Ditchfield (Chief Engineer of Facilities)
- Voting Member Bruce Schmiedl (Director of Facilities)
- Non-Voting Member Jeff Guerra (Homeyer Consulting)
- Non-Voting Member Craig Zebrowski (Homeyer Consulting)

Based on the written proposal and committee discussions, the evaluation committee members independently rated the vendors on the pre-established criteria set forth in the RFP. The scoring summary matrix below reflects the average across the evaluators:

| Evaluation Criteria Categories | | | | | | | | | | | | | | |
|--|---|---------------------|--|---------------------|--------------------------|---------------------|-------------------------|---------------------|------------------|---------------------|---------------------|---------------------|-------------------------|---------------------------|
| No. 2021-R0004 Water Treatment Program | Water Treatment Representative Staff Team | | Relevant Experience/Qualifications of the Proposer | | Equipment Recommendation | | Statement of Compliance | | Pricing | | Quality of Bid Form | | Evaluation Results | |
| CRITERIA WEIGHT | 25% | | 20% | | 15% | | 5% | | 30% | | 5% | | 100% | |
| | Ave. Score 1 - 5 | Ave. Weighted Score | Ave. Score 1 - 5 | Ave. Weighted Score | Ave. Score 1 - 5 | Ave. Weighted Score | Ave. Score 1 - 5 | Ave. Weighted Score | Ave. Score 1 - 5 | Ave. Weighted Score | Ave. Score 1 - 5 | Ave. Weighted Score | Ave. Total Score 1 - 30 | Ave. Total Weighted Score |
| HOH Water Technologies | 4.00 | 1.00 | 4.00 | 0.80 | 3.67 | 0.55 | 4.00 | 0.20 | 4.00 | 1.20 | 3.67 | 0.18 | 23.33 | 3.73 |
| Global Water Technology | 3.00 | 0.75 | 3.67 | 0.73 | 2.00 | 0.30 | 3.33 | 0.17 | 3.67 | 1.10 | 2.67 | 0.13 | 18.33 | 3.02 |
| Essential Water Technologies | 2.33 | 0.58 | 3.00 | 0.60 | 2.67 | 0.40 | 4 | 0.20 | 1.33 | 0.40 | 3.33 | 0.17 | 16.67 | 2.15 |
| American Water Treatment | 2.00 | 0.50 | 2.00 | 0.40 | 2.33 | 0.35 | 3.33 | 0.17 | 1.33 | 0.40 | 1.67 | 0.08 | 12.67 | 1.73 |

Recommended award in Bold

***Woman/Minority Owned Business**

Budget Status

| GL Account | FY2020 | | FY2021 | |
|--|------------------|----------------------|--------------------------------|--------------------------|
| | YTD Spend | Annual Budget | YTD Spend | Available Balance |
| 02-70-00705-5401004 | \$ 159,268 | \$ 227,000 | \$ 82,016 | \$ 144,984 |
| <i>Maintenance of Plant Dept: Maintenance Supplies</i> | | | | |
| | | | FY2021 Request | \$ 23,905 |
| | | | Future Commitments (Years 2-5) | \$ 95,969 |
| | | | Total Request | \$ 119,874 |

**YTD Spend equals actuals as of 12/03/20.*

This contract supports the Strategic Long Range Plan Goal #8 Infrastructure: Maintaining, improving and developing structures, systems and facilities necessary for the delivery of high quality education and meaningful cultural events.

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

4. RECOMMENDATION

That the Board of Trustees approve a three (3) year contract, with two (2) one (1) year renewal options, for a Water Treatment Service Program with HOH Water Technology, 505 S. Vermont St., Palatine, IL 60067 for the total amount of \$119,873.70.

Staff Contact: Bruce Schmiedl, Director of Facilities
 Ellen Roberts, Interim Vice President, Administrative Affairs

SIGNATURE PAGE

WATER TREATMENT SERVICE PROGRAM

ITEM(S) ON REQUEST

That the Board of Trustees approve a three for a (3) year contract, with two (2) one (1) year renewal options, for a Water Treatment Service Program with HOH Water Technology, 505 S. Vermont St., Palatine, IL 60067 for the total amount of \$119,873.70.

BOARD CHAIR

DATE

BOARD SECRETARY

DATE

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Thomson Reuters Westlaw Aggregate Spend

2. **REASON FOR CONSIDERATION**

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

3. **BACKGROUND INFORMATION**

Purchases in FY21 include renewal of the Westlaw Campus Research database and one-month bridge subscription costs to Westlaw Campus Research, print titles on standing order with Westlaw Complete, and periodic firm order book purchases.

Westlaw Campus Research Subscription

The Library provides legal research resources and services that support the academic program and the general information needs of the entire College community. More specifically, legal information is acquired electronically and in print as stipulated in the ABA approved Paralegal Studies Program standards, but also in support of courses in justice, constitutional law, and others where legal issues are examined. Members of the community also look to the Library for legal information and research assistance.

Since 2012 the Library has maintained an annual subscription to Westlaw Campus Research to fulfill the need for electronic legal research information and services. With key titles that are only available electronically from West Publishing, a subsidiary of Thomson Reuters, and a proprietary indexing and organizational system that matches the one utilized in the Library's print legal collection, this purchase was previously presented to the Board as sole source. This subscription has had an annual cost increase of approximately 7%, so this year the Library requested a three-year agreement with an annual increase of 3% in years two and three which realizes significant savings for the College. In accordance with the Illinois Public Community College Act, 110 ILCS 805/3-27.1 (l), "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," are exempt from bidding. However, the College elected to initiate a Request for Proposal for an online legal research service.

A legal notice for a Request for Proposal (RFP No. 2021-R0005) was published on October 16, 2020, in the Daily Herald; the RFP was also posted on the College of DuPage Procurement Services website and distributed to in-district Chambers of Commerce and to the College of DuPage Center for Entrepreneurship. Four (4) vendors were directly solicited. Seventeen (17) vendors downloaded the RFP documents. A pre-proposal meeting was held on October 28, 2020, at 1:00 p.m. via Zoom. Two (2) representatives from one (1) firm attended the pre-proposal meeting. The proposals were required to be submitted electronically to the College using Dropbox, and a public opening was held via Zoom on November 5, 2020, at 11:00 a.m. The following individuals were in attendance: Kevin Casey (COD Buyer/Facilitator), Susan Castellanos (COD Buyer), Theresa Dobersztyn (COD Purchasing Manager), Jordan Towne (COD Purchasing Expeditor), Joe Brenner (COD Client Solutions Supervisor, Office & Classroom Technology), Phillip Gieschen (COD Coordinator, Risk Management/Agent of the Board) Jennifer McIntosh (COD Associate Dean, Library), Christine Kickels (COD Reference Librarian, Library) and Elizabeth Cooper (COD Reference Librarian, Library), and two (2) vendor representatives from one company. One (1) proposal was received.

A follow up survey was sent to five (5) prospective bidders who downloaded the document and did not respond. One (1) company responded explaining that at this time they don't specialize in the services requested.

An evaluation committee consisting of the following five (5) employees assessed the submitted proposal.

- Jennifer McIntosh, Associate Dean, Library
- Christine Kickels, Reference Librarian (Legal and Business Liaison)
- Elizabeth Cooper, Adjunct Reference Librarian
- Sally Fairbank, Paralegal Studies Program Chair
- Linda Jenkins, Paralegal Studies Adjunct Faculty

Based on the written proposal and committee discussions, the evaluation committee members independently rated the vendor on the pre-established criteria set forth in the RFP. The scoring summary matrix below reflects the average across the evaluators.

| RFP No. 2021-R0005 Online Legal Research Services | Evaluation Criteria Categories | | | | | | | | Evaluation Results | | |
|--|--|----------------|---|----------------|--|----------------|---------------|----------------|----------------------|----------------------|----------|
| | Proposer Qualifications and Experience | | Legal Materials, Editorial, Tutorial Certification and Citation materials of value to the College | | Quality, Interface, Training & Support | | Cost Proposal | | | | |
| | 10% | weight | 40% | weight | 30% | weight | 20% | weight | Total is 100% weight | | |
| | Score 1 - 5 | Weighted Score | Score 1 - 5 | Weighted Score | Score 1 - 5 | Weighted Score | Score 1 - 5 | Weighted Score | Total Score 1 - 20 | Total Weighted Score | Rank |
| Firm Name | | | | | | | | | | | |
| Thomson Reuters | 5.00 | .050 | 5.00 | 2.00 | 4.8 | 1.44 | 4.40 | .044 | 19.20 | 4.82 | 1 |

The RFP included an extensive list of required primary and secondary legal sources specific to Illinois, federal, and other state jurisdictions that proposals needed to address. It also included a comprehensive list of required search capabilities, document retrieval and format, organization and content handling features. It also requested editorial content, a citation service, tutorial-based certification opportunities, a broadly compatible user interface, reliable service, user training and guides, and responsive technical support.

The proposal submitted by Thomson Reuters, based on their Westlaw Campus Research database, met all of the requested criteria. They noted that Westlaw is the exclusive provider of Illinois Law and Practice, the Illinois Practice Series, Complete Restatements of the Law, Uniform Laws Annotated, and Black's Law Dictionary, all of which were listed in the requested content standards.

The evaluation committee confirmed the availability of referenced content in the product environment. Search proved to be intuitive, comprehensive and logical. The user is able to easily retrieve and sort results, link to related materials, and browse through collections scoped by content type and jurisdiction. Exceeding the scope of the RFP, Westlaw Campus Research provides a selection of international materials and an extensive array of business and news information that complements its core focus on legal information.

The cost proposal was identical to the Library's current subscription costs with annual 3% increases. The aggregate cost over the term of the agreement is \$71,496 with an annual spend as follow: \$23,131 in FY21, \$23,825 in FY22, and \$24,540 in FY23. The proposal includes an option to renew at \$25,276 in FY24 and \$26,034 in FY25. We

are requesting approval for the term of agreement (FY21-FY23) at a total cost of \$71,496.

Westlaw Campus Research Bridge Subscription

In FY20 the Library renewed a subscription to Westlaw Campus Research with a term beginning December 1, 2019, and expiring November 30, 2020. The RFP to replace that subscription for Online Legal Research Services, initiated in October, could not be completed in time to begin a new subscription on December 1, 2020. To ensure continuity of access to essential study materials in the middle of fall term, particularly while print reference collections are inaccessible due to the COVID-19 pandemic, the Library requests an extension in service with Westlaw Campus Research for one month, beginning on December 1, 2020, and concluding on December 31, 2020, when the proposed subscription noted above will begin. The cost of this bridge subscription is \$1,928.

Westlaw Complete Subscription Renewal

The Library maintains standing order print subscriptions to key legal publications such as Illinois Compiled Statutes, Illinois Digest, Illinois Decisions, and select others to support the practice and methods of instruction utilized within the Paralegal Studies Program. The Library obtains discounted pricing on standing orders by subscribing to Thomson Reuters Westlaw Complete. The Board approved a two-year agreement for Westlaw Complete in October 2018. The initial term of that agreement is now ending and the Library is requesting approval to renew this agreement for another year with the same terms. This option allows the Library to make changes to the order annually without losing the cost saving benefit that comes with a continuing subscription. Participation in this plan also provides discounts on other titles that are purchased individually. The one-year renewal cost for this subscription is \$16,218.

In addition to the above, the College makes individual purchases of necessary books via a firm purchase order in a total amount not to exceed \$1,000.

| Subscriptions, Services, & Expenditures | Year 1 | Year 2 | Year 3 | Total Request |
|--|------------------|------------------|------------------|----------------------|
| Westlaw Campus Research License | \$ 23,131 | \$ 23,825 | \$ 24,540 | \$ 71,496 |
| Westlaw Campus Research Bridge | 1,928 | - | - | 1,928 |
| Westlaw Complete Subscription | 16,218 | - | - | 16,218 |
| Westlaw Firm Order Purchases | 1,000 | - | - | 1,000 |
| | \$ 42,277 | \$ 23,825 | \$ 24,540 | \$ 90,642 |

Note: Table excludes optional renewals

Budget Status

| GL Account | FY2020 | FY2021 | | |
|---|------------|---------------|-----------------------|-------------------|
| | YTD Spend | Annual Budget | YTD Spend | Available Balance |
| 01-20-15240-5405001 | \$ 782,564 | \$ 749,516 | \$ 665,133 | \$ 84,383 |
| <i>Library: Books and Binding Costs</i> | | | | |
| | | | FY2021 Request | \$ 42,277 |
| | | | Future commitments | \$ 48,365 |
| | | | Total Request | \$ 90,642 |

*YTD Spend equals actuals as of 12/04/20.

This purchase supports Goal #2 Value-Added Education of the Strategic Long Range Plan: Going beyond the standard expectations and providing something more to the students and communities we serve, and Goal #3 Student Centeredness: Methods of teaching that shift the focus of instruction from the teacher to the student, specifically Strategic Objective 3.1: Enhance and expand opportunities to support student learning needs, including helping students identify a course of study, recognize their specific goals and assist them to overcome their weakness.

These purchases comply with State Statute, Board Policy and Administrative Procedures.

4. RECOMMENDATION

That the Board of Trustees approves the aggregate spend in the amount of \$90,642 for subscriptions, services and expenditures with Thomson Reuters – West Payment Center, P.O. Box 6292 Carol Stream, IL 60197-6292 as noted below:

| | |
|---|-----------|
| Westlaw Campus Research License Renewal (3-yrs) | \$ 71,496 |
| Westlaw Campus Research Bridge | \$ 1,928 |
| Westlaw Complete Subscription Renewal | \$ 16,218 |
| Westlaw Firm Order Purchases | \$ 1,000 |

Staff contact: Jennifer McIntosh, Associate Dean, Library

SIGNATURE PAGE

Thomson Reuters Westlaw Aggregate Spend

ITEM(s) ON REQUEST:

That the Board of Trustees approves the aggregate spend in the amount of \$90,642 for subscriptions, services and expenditures with Thomson Reuters – West Payment Center, P.O. Box 6292 Carol Stream, IL 60197-6292 as noted below:

| | |
|---|-----------|
| Westlaw Campus Research License Renewal (3-yrs) | \$ 71,496 |
| Westlaw Campus Research Bridge | \$ 1,928 |
| Westlaw Complete Subscription Renewal | \$ 16,218 |
| Westlaw Firm Order Purchases | \$ 1,000 |

Board Chairman

Date

Board Secretary

Date

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Financial Services Agreement Option Years – Speer Financial, Inc.

2. **REASON FOR CONSIDERATION**

State law requires that a single contract exceeding \$25,000 be approved by the Board of Trustees.

3. **BACKGROUND INFORMATION**

The College is preparing to refund certain series of outstanding general obligation (GO) bonds. A financial advisor is a key participant in the process of issuing bonds. Major services provided by a financial advisor include, but are not limited to:

- Providing advice on the terms and structure of the financing.
- Preparing various documents associated with the issuance of bonds, including the official statement (similar to a prospectus).
- Assisting in the provision of advice on the legality of various aspects of a bond issue.
- Facilitating the sale of bonds, including the publication of the sale, recruiting of potential underwriters, and the acceptance and evaluation of bids.
- Managing the closing phase of the issuance process.

In January 2018, the Board approved the retention of Speer Financial, Inc. for an initial two (2) year contract with two (2) additional one (1) year options, after an extensive RFP process based upon the following criteria:

- Qualifications of the responding firm and professionals to be assigned with emphasis on technical expertise and experience.
- Capacity to satisfy the College's requirements.
- Client references.

- Proposed fees.

The cost assessment was based on the (current) refunding of the College's 2011A GO bonds with \$42.3 million outstanding as of June 30, 2020. The 2011A bonds were selected as the basis for the cost assessment because those bonds are now callable and possess the clearest potential for reasonable savings upon refunding. The cost of Speer's services for the refunding of the 2011A bonds would be approximately \$38,000.

The College has been satisfied with Speer's performance on the previous two refundings, in 2018 and 2019.

| GL Account | FY2020 | FY2021 | | |
|--|------------------|----------------------|-----------|-------------------|
| | Prior Year Spend | Annual Budget | YTD Spend | Available Balance |
| 04-90-00849-5909001 | \$ 1,600 | \$ 253,000 | \$ - | \$ 253,000 |
| <i>Bond & Interest Prop Tax Bonds: Other Expenditure</i> | | | | |
| | | FY2021 Fee Estimate* | | \$ 38,000 |

**The fee estimate was based on the (current) refunding of the College's 2011A GO bonds. Final cost information will not be known until the refunding has been completed.*

This purchase complies with state statute, Board policy and administrative procedures.

4. RECOMMENDATION

That the Board of Trustees approves exercising two (2) one-year options, extending the contract through January 18, 2022, effecting the engagement of Speer Financial, Inc., One North LaSalle Street, Suite 4100, Chicago, IL 60602, and to pay all costs incurred in connection with the agreement.

Staff Contacts: Ellen Roberts, Interim VP for Administration
Scott Brady, Interim CFO and Treasurer
David Virgilio, Interim Controller

SIGNATURE PAGE FOR

FINANCIAL SERVICES AGREEMENT
WITH SPEER FINANCIAL, INC.

ITEM(S) ON REQUEST

That the Board of Trustees approves two (2) one- year contract options, effecting the engagement of Speer Financial, Inc., One North LaSalle Street, Suite 4100, Chicago, IL 60602, and to pay all costs incurred in connection with the agreement.

BOARD CHAIR

DATE

SECRETARY

DATE

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Bond Counsel Engagement Option Years - Kutak Rock LLP

2. **REASON FOR CONSIDERATION**

State law requires that a single contract exceeding \$25,000 be approved by the Board of Trustees.

3. **BACKGROUND INFORMATION**

The College is preparing to refund certain series of outstanding general obligation (GO) bonds. A bond counsel is a key participant in the process of issuing bonds. Major services provided by a bond counsel include, but are not limited to:

- Opining on the tax-exempt status of the issue.
- Providing advice on the terms and structure of the financing.
- Reviewing the official statement for legal sufficiency.
- Preparing various documents associated with the issuance of bonds, including the bond resolution.
- Providing general legal advice related to the issue.

In February 2018, the Board approved the retention of Kutak Rock, LLP after an extensive RFP process based upon the following criteria:

- Qualifications of the responding firm and professionals to be assigned with emphasis on technical expertise and experience.
- Capacity to satisfy the College's requirements.
- Client references
- Proposed fees.

The cost assessment is based on the (current) refunding of the College's 2011A GO bonds with \$42.3 million outstanding as of June 30, 2020. The 2011A bonds are now callable and possess the clearest potential for reasonable savings upon refunding. The cost of Kutak Rock's services for the refunding of the 2011A bonds would be approximately \$28,000.

In February 2018, the Board approved the retention of Kutak Rock, LLP, for an initial two (2) year contract with two (2) additional one (1) year options. The College has been satisfied with Kutak Rock LLP's performance on the previous two refundings, in 2018 and 2019.

| GL Account | FY2020 | FY2021 | | |
|--|------------------|-----------------------------|-----------|-------------------|
| | Prior Year Spend | Annual Budget | YTD Spend | Available Balance |
| 04-90-00849-5909001 | \$ 1,600 | \$ 253,000 | \$ - | \$ 253,000 |
| <i>Bond & Interest Prop Tax Bonds: Other Expenditure</i> | | | | |
| | | FY2021 Fee Estimate* | | <u>\$ 28,000</u> |

**The fee estimate was based on the (current) refunding of the College's 2011A GO bonds.
Final cost information will not be known until the refunding has been completed.*

This purchase complies with state statute, Board policy and administrative procedures.

4. RECOMMENDATION

That the Board of Trustees approves two (2) one (1) year contract options, extending the contract through December 31, 2021, effecting the engagement of Kutak Rock LLP, One South Wacker Drive, Suite 301, Chicago, IL 60606, and to pay all costs incurred in connection with the agreement.

Staff Contacts: Ellen Roberts, Interim VP for Administration
Lilliana Kalin, General Counsel
Scott Brady, Interim CFO and Treasurer
David Virgilio, Interim Controller

**SIGNATURE PAGE FOR
BOND COUNSEL ENGAGEMENT LETTER -
KUTAK ROCK LLP**

ITEM(S) ON REQUEST

That the Board of Trustees approves two (2) one (1) year contract options, extending the contract through December 31, 2021, effecting the engagement of Kutak Rock LLP, One South Wacker Drive, Suite 301, Chicago, IL 60606, and to pay all costs incurred in connection with the agreement.

BOARD CHAIR

DATE

SECRETARY

DATE

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Approval for up to seven (7) trustees to attend the Association of Community College Trustees, (ACCT), National Legislative Summit to be held virtually, February 8-10, 2021; and for the College of DuPage pay for the cost of the conference up to \$269.00 per trustee.

2. **REASON FOR CONSIDERATION**

In accordance with provisions of Board Policy 5-195, Trustee Education and Attendance at Conferences, Board approval is required.

3. **BACKGROUND INFORMATION**

The College has been active in the organization over the years. In 2016 and 2017 Chairman Napolitano was appointed to the Public Policy and Advocacy Committee. In addition, Chairman Napolitano was invited to present with COD Team at the 2017 ACCT Conference and Trustee Markwell at the 2018 Conference. Chairman Napolitano and Vice Chairman Fenne were invited to present with the COD Team at the 2019 Leadership Congress in San Francisco, CA.

The requested \$269.00 will cover the registration for the conference at the group rate of \$269.00.

The request complies with Board Policy.

Budget Status

| GL Account | FY2020 | | FY2021 | |
|---|----------------------|--------------------------|-----------------------|------------------------------|
| | YTD Spend | Annual Budget | YTD Spend | Available Balance |
| 01-90-00813-5502005 | \$ 1,098 | \$ 7,665 | \$ 2,195 | \$ 5,470 |
| <i>Board of Trustees: In-State Conference Costs</i> | | | | |
| | | | FY2021 Request | \$ 1,883 |

**YTD Spend equals actuals as of 12/8/20.*

4. **RECOMMENDATION**

That the Board of Trustees approves up to seven (7) trustees to attend the Association of Community College Trustees, (ACCT), National Legislative Summit virtually, February 8-10, 2021; and for College of DuPage to pay the cost of the conference of \$269.00 per trustee.

BOARD APPROVAL

SIGNATURE PAGE

Approval of up to seven (7) trustees to attend the Association of Community College Trustees, (ACCT), National Legislative Summit, Virtually February 8-10, 2021

ITEM(S) ON REQUEST

That the Board of Trustees approves up to seven (7) trustees to attend the Association of Community College Trustees, (ACCT), National Legislative Summit, Virtually February 8-10, 2021; and for College of DuPage to pay for the cost of the conference of \$269.00 per trustee.

| | |
|-------------|------|
| 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, NOVEMBER 17, 2020

REGULAR BOARD MEETING ~ 6:00 P.M.

MINUTES

HELD REMOTELY

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

At 6:03 p.m., Chairman Napolitano called to order the November 19, 2020 the Regular Meeting of the College of DuPage Board of Trustees. Chairman Napolitano led the Pledge of Allegiance

ROLL CALL

Chairman Napolitano asked Secretary Markwell to call the roll.

Present: Student Trustee Samiha Syed, Trustees Charles Bernstein, Annette Corrigan, Maureen Dunne, Christine Fenne, Heidi Holan, Dan Markwell and Frank Napolitano.

Absent: None.

A quorum was present.

Also Present: Lilianna Kalin, General Counsel, Dr. Brian Caputo, President, staff members, representatives of the press and visitors,

Chairman Napolitano noted that he will be leaving shortly before 7:00 p.m. Chairman Napolitano has asked Vice Chairman Fenne to lead the meeting in his absence and she has agreed.

2. PUBLIC COMMENT

Mike McNichols spoke regarding resolving issues with professors.

3. CLOSED SESSION

Motion: At 6:08 p.m., Chairman Napolitano entertained a motion that the Board of Trustees enter into closed session. Vice Chairman Fenne moved and Trustee Corrigan seconded the motion.

Lilianna Kalin, General Counsel read the reasons indicated for closed session as follows:

1. 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.
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.
11. 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.
21. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes or approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.
29. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America.

On roll call voting aye: Student Trustee Syed, Trustees Bernstein, Corrigan, Dunne, Holan and Secretary Markwell, Vice Chairman Fenne and Chairman Napolitano.

On roll call voting nay: None.

Chairman Napolitano declared the motion passed.

4. RETURN TO OPEN SESSION

At 7:44 p.m. Vice Chairman Fenne asked Secretary Markwell to call the roll.

Present: Student Trustee Syed, Trustees Charles Bernstein, Annette Corrigan, Maureen Dunne, Christine Fenne, Heidi Holan and Dan Markwell.

Absent: Chairman Frank Napolitano.

A quorum was present.

Also Present: Lilianna Kalin, General Counsel, Dr. Brian Caputo, President, staff members, representatives of the press and visitors.

Please note:

Chairman Napolitano returned to the meeting at 8:08 p.m.

5. **REPORTS**

a. **Chairman's Report**

Vice Chairman Fenne noted that the Chairman had a prior engagement and she thanked the Chairman for asking her to lead the meeting.

b. **Student Trustee's Report**

"Good evening, everyone. Finals are quickly approaching as the semester is now reaching culmination. They are scheduled to take place the week of December 14th. Spring registration opened up on November 12th for students with less than 30 credit hours and priority registration was opened a day prior for veterans, students and students with 30 or more credits.

The College of DuPage Fuel Pantry is taking orders for Thanksgiving. Food pick up, in addition to the weeks regular pick up. The pantry is open to all students, faculty, and staff. The Fuel Pantry is also hosting a holiday food drive on Saturday, December 12th from 10am to 12pm. They will be accepting curbside drop offs at Sunset Park in Glen Ellyn. They hope to stock the pantry shelves with non-perishable food items and basic need donations for the winter.

Chaps Unite is officially meeting as the Student Leadership Council Committee every Friday at 4:30 p.m. The team will be launching the Chap Hero Series with upcoming looks at the Phi Theta Kappa College Right Project. It is an initiative by Phi Theta Kappa international to strengthen the relationship between Phi Theta Kappa chapters and administration by working on a year-long project based on administrator requests. Call tried projects support the College's vision and established legacy work that serve the college community at large. The focus of the PTK College Right Project this year is basic needs and securities and helping promote an established support for basic needs of your students and community members. The team is currently organizing a Student Success and Wellness Forum to take place December 1st through December 3rd, as well as the basic needs awareness panel. The goal of this year's Project is to determine student's top 10 basic needs, investigate and suggest possible solutions and resources thereby leaving a positive impact on our community. They are currently in the ongoing process of conducting extensive research on basic needs and securities and initiatives by interviewing COD, faculty, staff, students and other colleges running surveys identifying existing data on student wellness and success. Lastly, collaborating with on campus experts who are informed and support being at work. The committee has conducted over 30 interviews with faculty, staff, and students. They will also soon be administering surveys College-wide. Several collaborators on campus who will help administer surveys and promote the student success and wellness forums, include: The Office of Counseling & Advising, Office of Financial Aid, Center for Student Success, Career Services Center, Office of Admissions and the Fuel Pantry.

That concludes my report. Thank you."

c. President's Report

Dr. Brian Caputo presented the following:

IBA 2020 Silver Dome Finalists

MPTV Students Earn Eight Nominations in this Year's Illinois Broadcast Association's Silver Dome Awards.

This annual competition is open to all Illinois colleges and universities including Northwestern, DePaul, Columbia College. In addition, one of the MPTV student's projects received an Emmy nomination.

IBA is planning a virtual awards ceremony to appear on the web and their IBA You Tube Channel. Date to be determined.

I'd like to congratulate our MPTV students, faculty and staff for all of their hard work, dedication and support.

Best TV Longform Entertainment Programming:

Entry: As the Sun Goes Down , Credit to: Sarah Mitrache

Entry: Miku and the Hunt, Credit to: Grace Ruggiero

Best TV Longform Journalism Programming:

Entry: Coronavirus: A Documentary, Credit to: Anna Sieg, Nick Viececi

Best TV News Package:

Entry: Courier TV News March 12, 2020; Credit to: Kevin Ashley, George Brew, Aakilah Cameron, Joshua Cheatham, Miranda Gonzalez, Anthony Guerrero, James Konetski, Danny Olivares, Sy Razi, Anna Sieg

Entry: Inside COD February 2020; Credit to: George Brew, Alfredo Galvez, Anthony Guerrero, Destiny Osie-Palmer, Ryan Radtke, Sy Razi, Sam St. John, Vi Tym, Sara Vacek, Naomi VeVers

Best TV Photojournalism:

Entry: Life Under Quarantine; Credit to: Sara Vacek

Best TV Sports Package:

Entry: Natalie Payne - Athlete of the Week, Credit to: Aakilah Cameron, Danny Olivares, James Konetski

Best TV Spot:

Entry: Saber Duel/Just One More; Credit to: Crystal Adochio, Diego Beltan, Vircell Dayap, Lauren McGladdery, Luke Mosz, Danny Olivares, Manuel Rodriguez, Grayson Zweibruck

2020 Student Design Excellence Award

Three College of DuPage Interior Design students earned three of four 2020 Student Design Excellence Awards presented by the Illinois Chapter of the American Society of Interior Designers (ASID).

Chosen from nearly 200 student submissions, Awards were presented virtually on October 1.

- Kate Scheck won first place in the residential design category. Pictured is Scheck's award-winning residential design.
- Emma New won first place and Wendali Clouser won second place in the commercial design category.

A panel of independent, distinguished interior design professionals from other ASID Chapters throughout the U.S. reviewed the entries based on design creativity, function, solutions appropriate to the design challenges, scale and proportion, color and composition, lighting, materials and patterns.

NJCAA Cross County Championships

On Saturday, November 14, members of the COD cross country teams competed in the NJCAA Division III Cross Country Championships in Fort Dodge, Iowa. The performance of the teams was extraordinary. The following individuals competed:

Women

3rd Place: Emily Fetzer (All-American honors)
8th Place: Shaylinn Aver (All-American honors)
11th Place: Ruth Kirkwood (All-American honors)

Men

7th Place: Jackson Bukala (All-American honors)
13th Place: Aidan Ihms (All-American honors)
Also competing: Freddy Munoz
Also competing: Luke Walsh

Coaches

Bob Cervenka
Michelle Stratton

2020 Open Doors Report on International Educational Exchange

According to data released on November 16 from the Institute of International Education's Open Doors Report, College of DuPage achieved the ranking of #2 among all community colleges for the number of students we sent abroad.

The Open Doors Report is the premier source of data on student mobility. It informs much of the work of the college's Field Studies/Study Abroad/Global Education in terms of their mission, vision and strategic goals.

Congratulations to Maren McKellin and all who have worked to make our study abroad programs so successful.

d. **ACCT Report**

Trustee Dunne was invited to give a 60-minute presentation on the following:

Bridge Programs that Support Community College Students with Autism

- **Transition 2 Success:** \$5,000 grant awarded to high school seniors on the spectrum
 - Grant follows student to college and can be used on the following services:

Mental Health / Counseling / Psychiatry Referral
Transportation
Private Tutors & Peer Mentors
Assistive Technology
Social Skills
Skill Building Workshops & Apprenticeships
Executive Functioning Coaching
- **Dr. Maureen N. Dunne Autism Student Success Scholarship**
 - \$1,000 to support student success
- **Coding Bootcamps: An Inclusive Model**

Trustee Dunne also noted she attended many other presentations and would be happy to share notes with the other trustees.

Trustee Holan also attended several ACCT presentations. Of important note was the presentation on “Digging Deeper Into Student Success: The Science and Art of Changing Student Behavior.”

This presentation was hosted by two leaders of the Phi Theta Kappa Organization. It was interesting to hear their perspective on self-efficacy. They highlighted four points:

- Performance Experiences
- Behavior Modeling
- Social Persuasion
- Emotional Response (volunteerism)

Trustee Holan looks forward to re-watching this presentation and others as all are still available for viewing.

6. **PRESENTATIONS**

- **Foundation Report**
 - Karen Kuhn, Executive Director
 - Sherman Neal, President
- **COVID19 Update**
 - Jim Benté, Vice President Planning & Institutional Effectiveness
 - Dilyss Gallyot, Interim Dean Nursing & Health Sciences
- **CyberSecurity**
 - Ellen Roberts, Interim Vice President Administration
 - Donna Berliner, Director Information Technology

7. INFORMATION

The following items were provided to the Board for Information:

- a. Personnel Items
- b. Financial Statements
- c. Gifts Report
- d. Construction Change Orders
- e. Monthly Construction Update
- f. Grants Report
- g. In-Kind Donations Report
- h. Board Policy 4-17, Sections 5 & 6 - First Reading

8. CONSENT AGENDA

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

Trustee Corrigan removed the following items:

Item 8b: 2020 Tax Levy Resolution

Item 8r: Minutes of the October 15, 2020 Regular Board Meeting; and

Item 8s: Closed Session Minutes of the October 15, 2020 Regular Board Meeting.

Hearing nothing further, Vice Chairman Fenne entertained a motion that the Board of Trustees approve the Consent Agenda. Secretary Markwell moved and Trustee Bernstein seconded the motion.

The Board of Trustees approve the Consent Agenda consisting of the following items:

- a. Resolution abating the taxes heretofore levied for the year 2020 to pay debt service on the General Obligation Refunding Bonds (Alternative Revenue Source), Series 2011B, and General Obligation Refunding Bonds (Alternative Revenue Source), Series 2019 of Community College District No. 502, Counties of DuPage, Cook and Will and State of Illinois.
- b. Item pulled.
- c. Aggregate spend to cover the last 4 months of a 12-month contract extension to the previous 3-year contract and another 5-month extension for student verification services with Pro Education Solutions, LLC of 491 Partridge Cir, Sarasota, FL 34236 for a not to exceed total cost of \$42,000.00.
- d. Treasurer's Surety Bond effective January 01, 2021 for Treasurer Scott Brady.
- e. Contract for Berg Instructional Center (BIC) 1D02 Project Hire Ed Construction with JMA Construction, Inc., 1025 N. Harvard, Villa Park, IL 60181 for the total amount of \$67,400.00.
- f. Construction Change Order as follows:

- Design Services for Physical Education Center (PEC) Pool Water Heater Replacement, Grumman/Butkus Associates #02, \$1,500.00.
- g. Purchase of a 2021 Police Interceptor Utility vehicle and a 2020 Ford Escape SE through the Suburban Purchasing Cooperative - Joint Purchasing Program from Currie Motors, 10125 W. Laraway Road, Frankfort, IL 60423 for the total amount of \$60,224.00.
- h. Contract for General Contractor – Masonry Block Work at Berg Instructional Center (BIC) Service Drive to the lowest responsible bidder, BP & T Construction, 1522 N. Walnut Avenue, Arlington Heights, IL 60004, for the lump sum bid amount of \$32,800.00.
- i. Reimbursement to Trustee Heidi Holan in the following amount for the expense report submitted: \$347.79.
- j. One-year contract, with two additional one-year extension options, for an Adobe Enterprise Term License Agreement for student home use in an amount not to exceed \$75,000.00 per year with Adobe, Inc., 345 Park Avenue, San Jose, CA 95110.
- k. Purchase of Apple Equipment for the FY21 IT Plan from SHI International Corp., 290 Davidson Ave., Somerset, NJ 08879 in the amount of \$40,669.89.
- l. Data Cabling for Security Cameras bid to the lowest responsible bidder Applied Communications Group, 1015 Lunt Avenue, Schaumburg, Illinois 60193 for the total amount of \$29,676.10.
- m. Security Camera Equipment bid to the lowest responsible bidder for Group A to Imperial Surveillance, 1601 E Algonquin Road, Arlington Heights, IL 60005 for the total amount of \$71,965.94.

And that the Board of Trustees awards the Security Camera Server Licensing bid to the lowest responsible bidder for Group B to Ficek Electric & Communication System, Inc., 12 Gunia Drive, La Salle, IL 61301 for the total amount of \$14,413.00.

- n. Award of a contract for the modernization of the McAninch Arts Center (MAC) Elevator #1 to Urban Elevator Service, LLC, 4830 W. 16th Street, Cicero, IL 60804 for the total amount of \$134,445.00.
- o. Contract for General Contractor – Roof and Soffit Repair at Culinary and Hospitality (CHC) to the lowest responsible bidder, BP & T Construction, 1522 N. Walnut Avenue, Arlington Heights, IL 60004, for the lump sum bid amount of \$48,100.00.
- p. Five-year contract for Nielsen Audio PPM Data from Radio Research Consortium, PO Box 1309, Olney, MD, 20830, for an amount not to exceed \$85,000.

- q. Approve Policy 3.11 ("Sexual Discrimination, Harassment, and Misconduct").
- r. Item pulled.
- s. Item pulled.
- t. Personnel Action Items.
- u. Financial Reports.

On roll call voting aye: Student Trustee Syed, Trustees Bernstein, Corrigan, Dunne and Holan. Secretary Markwell, Vice Chairman Fenne and Chairman Napolitano.

On roll call voting nay: None.

Vice Chairman Fenne declared the motion passed.

Pulled Items:

Item 8b: Tax Levy Resolution

Vice Chairman Fenne entertained a motion that the Board of Trustees adopt the 2020 Tax Levy Resolution. Chairman Napolitano moved and Trustee Corrigan seconded.

On roll call voting aye: Student Trustee Syed, Trustees Bernstein, Corrigan, Dunne and Holan, Secretary Markwell, Vice Chairman Fenne and Chairman Napolitano.

On roll call voting nay: None.

Vice Chairman Fenne declared the motion passed.

Item 8r: Minutes of the October 15, 2020 Regular Board Meeting

Vice Chairman Fenne entertained a motion that the Board of Trustees approve the Minutes of the November 19, 2020 Regular Board Meeting. Secretary Markwell moved and Chairman Napolitano seconded the motion.

On roll call voting aye: Student Trustee Syed, Trustees Bernstein, Dunne and Holan, Secretary Markwell, Vice Chairman Fenne and Chairman Napolitano.

On roll call voting nay: None.

On roll call abstaining: Trustee Corrigan.

Vice Chairman Fenne declared the motion passed.

Item 8s: Closed Session Minutes of the October 15, 2020 Regular Board Meeting

Vice Chairman Fenne entertained a motion that the Board of Trustees approve the Closed Session Minutes of the November 19, 2020 Regular Board Meeting. Trustee Chairman Napolitano moved and Vice Chairman Fenne seconded the motion.

On roll call voting aye: Student Trustee Syed, Trustees Bernstein, Dunne and Holan, Secretary Markwell and Chairman Napolitano.

On roll call voting nay: None.

On roll call abstaining: Trustee Corrigan.

Vice Chairman Fenne declared the motion passed.

9. **TRUSTEE DISCUSSION**

None.

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

*December 17, 2020 Regular Board Meeting 6:00 p.m.

11. **CLOSED SESSION**

None.

12. **ADJOURN**

Motion: At 8:33 p.m., Vice Chairman Fenne entertained a motion that the Board of Trustees adjourn. Trustee Corrigan moved and Secretary Markwell seconded the motion.

Motion passed on a voice vote.

Vice Chairman Fenne declared that the November 19, 2020 Regular Board Meeting is adjourned.

Dan Markwell, Secretary

Dated: December 17, 2020

Christine Fenne, Vice Chairman

COLLEGE OF DuPAGE
REGULAR BOARD MEETING

BOARD APPROVAL

CONFIDENTIAL
For Board Only

CLOSED SESSION MINUTES

COLLEGE OF DuPAGE
REGULAR BOARD MEETING

BOARD APPROVAL

CONFIDENTIAL
For Board Only

**Closed Session Minutes of the Regular
Board Meeting**

November 19, 2020

**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 Administrator Resignations
 - c) Ratification of Administrator Retirements
 - d) Ratification of Faculty Retirements
 - e) Ratification of Managerial Retirements
 - f) Ratification of Classified Retirements
 - g) Ratification of Operating Engineer Retirements

4. **RECOMMENDATION**
That the Board of Trustees ratifies the Administrator Appointments, Administrator Resignations, Administrator Retirements, Faculty Retirements, Managerial Retirements, Classified Retirements and Operating Engineer Retirements.

Staff Contact: Linda Sands-Vankerk, Vice President, Human Resources and Project Hire-Ed

APPOINTMENTS

| <u>Name</u> | <u>Title</u> | <u>Department</u> | <u>Start Date</u> | <u>Type</u> | <u>Salary</u> |
|--------------------------------------|---|--------------------------|--------------------------|--------------------------|----------------------|
| <u>ADMINISTRATOR</u> Donald Inman | Director, Facilities | Facilities | 12/21/2020 | Appointment Full Time | \$128,622.00 |
| Nicole Matos | Interim, Associate Vice President Assessment & Student Success | Academic Affairs | 12/21/2020 | Interim Appointment | \$156,987.42 |
| Lisa Stock | Interim, Assistant Provost of Instruction | Academic Affairs | 12/14/2020 | Interim Appointment | \$170,000.00 |

RESIGNATIONS

| <u>Name</u> | <u>Title</u> | <u>Department</u> | <u>End Date</u> | <u>Type</u> | <u>Years of Service</u> |
|---|----------------------------------|--------------------------|------------------------|--------------------|------------------------------------|
| <u>ADMINISTRATOR</u> Kirk Overstreet | Assistant Provost of Instruction | Academic Affairs | 12/11/2020 | Resignation | 8 Yrs. 3 Mos. |

RETIREMENTS

| <u>Name</u> | <u>Title</u> | <u>Department</u> | <u>End Date</u> | <u>Type</u> | <u>Years of Service</u> |
|--|--|--|------------------------|--------------------|--------------------------------|
| <u>ADMINISTRATOR</u> Marianne Hunnicutt | Dean, Social/Behavioral Sciences and the Library | Social/Behavioral Sciences and the Library | 06/30/2021 | COD Retirement | 28 Yrs. 9 Mos. |
| <u>FACULTY</u> Mirta Pagnucci | Professor | Languages | 08/16/2021 | COD Retirement | 12 Yrs. 0 Mos. |
| <u>MANAGERIAL</u> Roland Raffel | Coordinator, Marketing and Patron Services | Performing Arts | 02/26/2021 | COD Retirement | 32 Yrs. 1 Mos. |
| <u>CLASSIFIED</u> Marcell Morris | Custodian II | Facilities | 02/16/2021 | COD Retirement | 25 Yrs. 1 Mos. |
| <u>OPERATING ENGINEER</u> Steve Sarka | Operating Engineer | Facilities | 02/26/2021 | COD Retirement | 19 Yrs. 4 Mos. |

EMPLOYMENT AGREEMENT

This Agreement is made this 17th day of December, 2020, between the Board of Trustees of College of DuPage District No. 502 (the "Board") and Donald Inman ("Administrator" and collectively, the "Parties"):

RECITALS

WHEREAS, the Board is the body politic and corporate charged with the duty to make the appointments and fix the salaries for all administrative personnel at the College of DuPage (the "College"); and

WHEREAS, the President of the College has recommended Administrator's appointment as Director, Facilities of the College to the Board; and

WHEREAS, the Board has approved such recommendation and desires to appoint Administrator to the position of Director, Facilities from December 21, 2020 to June 30, 2021;

NOW, THEREFORE, in exchange for the mutual covenants and conditions contained herein, and other good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Parties agree as follows:

TERMS OF EMPLOYMENT

1. Term and Duties. Administrator is appointed to the position of Director, Facilities (the "Position") for the College for the period of **December 21, 2020 to June 30, 2021** (the "Term"). Administrator will perform the duties and carry out the responsibilities of the Position, as specified in Board Policy and the job description for the Position, and all such other duties and responsibilities as assigned from time to time by or at the direction of the President and/or the Board. Notwithstanding anything to the contrary in Board Policy or College procedures, Administrator acknowledges and agrees that he/she is not entitled to an automatic rollover or renewal of this Agreement, and that the Board may, but is not required to, re-appoint Administrator to a new term at the expiration of the Term.

2. Compensation and Benefits.

a. Salary. During the Term, the College shall pay Administrator an annual salary of **\$128,622.00**, in accordance with Board Policy and the College's normal payroll procedures.

b. Benefits. During the Term, Administrator shall be entitled to participate in employee welfare and health benefit plans afforded to administrator-level employees of the College, and any other employee benefit plans established by the Board from time to time for administrator-level employees. Administrator shall be required to comply with the conditions attendant to coverage by such plans. Nothing contained herein limits the right of the Board to change, modify, reduce,

or discontinue any particular benefit plan afforded to Administrator during the term of this Agreement.

- c. Leave. Administrator shall be entitled to leave and sick leave time in the amounts offered and accrued in accordance with Board Policy and corresponding College procedures and regulations.
 - d. SURS Contributions. Administrator is required to participate in the State Universities Retirement System (SURS). Currently, administrator-level employees contribute 8% of their gross annual salary to SURS, plus .5% of their gross annual salary to SURS health insurance on a pretax basis. If you are not a current SURS annuitant, but your status changes, you are required to immediately notify Human Resources. Failure to do so may result in penalties up to and including termination of employment.
 - e. Deductions from Salary and Benefits. The Board may withhold from any salary, benefit, or other amounts payable to Administrator all federal, state, local and other taxes, withholdings, and other amounts as permitted or required by law, rule or regulation, which includes a 1.45% contribution toward Medicare.
3. Early Termination. The Board may elect to terminate this Agreement prior to the end of the Term for any reason.
4. Severance. The following shall apply if the Board elects to terminate this Agreement prior to the end of the Term:
- a. If the termination occurs under the any of the following circumstances, there will be no liability or obligation on the part of the Board or the College for the payment to Administrator of any compensation, severance, or other benefits in connection with such termination (except as otherwise expressly provided herein or in any other contractual agreement or as otherwise provided by law) attributable to any period after such termination:
 - i. Administrator's resignation, retirement, or other election to terminate this Agreement;
 - ii. Administrator's death;
 - iii. Administrator's disability, as certified by a physician selected by, or acceptable to, the Board, which renders Administrator unable to perform the essential duties of his/her job; or
 - iv. Any reason set forth in Paragraph 4(b).

- b. This Agreement and Administrator's employment may be terminated for cause, as determined by the Board, the President, and/or their designee(s). For purposes of this Agreement, "cause" includes, without limitation:
 - i. Administrator's failure or refusal to perform the duties of the Position;
 - ii. Administrator's failure to meet performance standards for the Position;
 - iii. Administrator's violation or breach of Board Policy, College procedures, rules or regulations;
 - iv. Administrator's unreasonable failure to obey orders and directives given by the Board, the President, and/or Administrator's supervisors;
 - v. Misconduct by Administrator that involves dishonesty, theft, fraud, unethical conduct, misappropriation, misuse or waste of College funds or property, conviction of or a plea of guilty to a felony or crime of moral turpitude, or other conduct that is detrimental to the reputation of Administrator, the Board, and/or the College in the community; and/or
 - vi. Administrator's commission of any other act of misconduct, malfeasance, nonfeasance, malice, or gross negligence with regard to the College, College property, or Administrator's employment.
- c. If the election to terminate this Agreement and Administrator's employment is made for any reason other than those set forth in Paragraphs 4(a)-(b) above, Administrator may be eligible for a severance payment in an amount not to exceed one (1) year annual salary and applicable benefits, or any such lesser limitations provided by any amendment to Section 3-65 of the Illinois Community College Act, or by other applicable law or regulation. The decision to pay severance compensation, and the amount and manner of such severance, is within the sole discretion of the Board. In any event, the amount of severance shall not exceed an amount equal to seventy-five percent (75%) of the annual salary set forth in Paragraph 1.

5. Savings Clause. The provisions of this Agreement are intended to be interpreted and enforced in a manner which renders them valid and enforceable. In the event any provision of this Agreement is found to be invalid or unenforceable, such provision will be modified to the extent and in the manner in which a court of competent jurisdiction deems reasonable, and thereupon enforced upon such terms. If any such provision is not so modified, it will be deemed stricken from this Agreement without affecting the validity and enforceability of any of the remaining provisions hereof.

6. Applicable Law and Venue. This Agreement will be construed in accordance with the laws of the State of Illinois, without regard to conflict of law provisions. If any term or terms of this Agreement conflict with Illinois law (including the Public Community College Act), now

or as later amended, then the terms of Illinois law will control. Venue for any disputes arising under or in connection with this Agreement shall be in the Circuit Court for the Eighteenth Judicial Circuit of the State of Illinois, or in the United States District Court for the Northern District of Illinois, Eastern Division.

7. Entire Agreement. The Parties acknowledge and agree that this Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof, and all prior agreements, negotiations, and understandings with respect to the subject matter hereof are canceled and superseded by this Agreement.

8. No Oral Modifications. The Parties acknowledge and agree that the terms of this Agreement may not be modified, altered or varied except by a subsequently-dated written instrument approved by the Board of Trustees and executed by all Parties.

9. Effective Date. Administrator agrees and acknowledges that this Agreement shall not become effective, and is not and cannot be binding upon the College, unless and until it is approved by the Board and all Parties have executed this Agreement. Administrator agrees to return the executed Agreement to Human Resources within ten (10) business days of its approval by the Board.

Dated and returned this _____ day of _____ 2020 by:

Administrator

Board of Trustees approval received at the meeting of the Board of Trustees on December 17, 2020

On the behalf of and as authorized by
Board of Trustees, Community College District No. 502,
Counties of DuPage, Cook and Will, State of Illinois

President

INTERIM EMPLOYMENT AGREEMENT

This Agreement is made this 17th day of December, 2020, between the Board of Trustees of College of DuPage District No. 502 (the "Board") and Nicole Matos ("Administrator" and collectively, the "Parties"):

RECITALS

WHEREAS, the Board is the body politic and corporate charged with the duty to make the appointments and fix the salaries for all administrative personnel at the College of DuPage (the "College"); and

WHEREAS, the President of the College has recommended Administrator's appointment as Interim Associate Vice President, Assessment and Student Success of the College (the "Interim Position") to the Board; and

WHEREAS, the Board has approved such recommendation and desires to appoint Administrator to the Interim Position from December 21, 2020 through May 31, 2021;

NOW, THEREFORE, in exchange for the mutual covenants and conditions contained herein, and other good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Parties agree as follows:

TERMS OF EMPLOYMENT

1. Term and Duties. Administrator is appointed to the Interim Position for the period of **December 21, 2020 through May 31, 2021** (the "Term"). Administrator will perform the duties and carry out the responsibilities of the Interim Position, as specified in Board Policy and the job description for the Interim Position, and all such other duties and responsibilities as assigned from time to time by or at the direction of the President and/or the Board. Notwithstanding anything to the contrary in Board Policy or College procedures, Administrator acknowledges and agrees that he/she is not entitled to an automatic rollover or renewal of this Agreement, and that the Board may, but is not required to, re-appoint Administrator to a new term at the expiration of the Term.

2. Compensation and Benefits.

a. Salary. During the Term, the College shall pay Administrator an annual salary of \$156,987.42, in accordance with Board Policy and the College's normal payroll procedures.

b. Benefits. During the Term, Administrator shall be entitled to participate in employee welfare and health benefit plans afforded to administrator-level employees of the College, and any other employee benefit plans established by the Board from time to time for administrator-level employees. Administrator shall be required to comply with the conditions attendant to coverage by such plans. Nothing contained herein limits the right of the Board to change, modify, reduce,

or discontinue any particular benefit plan afforded to Administrator during the term of this Agreement.

- c. Leave. Administrator shall be entitled to leave and sick leave time in the amounts offered and accrued in accordance with Board Policy and corresponding College procedures and regulations.
- d. SURS Contributions. Administrator is required to participate in the State Universities Retirement System (SURS). Currently, administrator-level employees contribute 8% of their gross annual salary to SURS, plus .5% of their gross annual salary to SURS health insurance on a pretax basis. If you are not a current SURS annuitant, but your status changes, you are required to immediately notify Human Resources. Failure to do so may result in penalties up to and including termination of employment.
- e. Deductions from Salary and Benefits. The Board may withhold from any salary, benefit, or other amounts payable to Administrator all federal, state, local and other taxes, withholdings, and other amounts as permitted or required by law, rule or regulation, which includes a 1.45% contribution toward Medicare.

3. Early Termination. The Board may elect to terminate this Agreement prior to the end of the Term for any reason.

4. Conclusion of Interim Role. Upon the expiration of the Term (or any renewal period thereof) or upon early termination of this Agreement pursuant to Paragraph 3, Administrator's employment with the College will revert to the terms of the then-in effect full-time faculty contract.

5. Savings Clause. The provisions of this Agreement are intended to be interpreted and enforced in a manner which renders them valid and enforceable. In the event any provision of this Agreement is found to be invalid or unenforceable, such provision will be modified to the extent and in the manner in which a court of competent jurisdiction deems reasonable, and thereupon enforced upon such terms. If any such provision is not so modified, it will be deemed stricken from this Agreement without affecting the validity and enforceability of any of the remaining provisions hereof.

6. Applicable Law and Venue. This Agreement will be construed in accordance with the laws of the State of Illinois, without regard to conflict of law provisions. If any term or terms of this Agreement conflict with Illinois law (including the Public Community College Act), now or as later amended, then the terms of Illinois law will control. Venue for any disputes arising under or in connection with this Agreement shall be in the Circuit Court for the Eighteenth Judicial Circuit of the State of Illinois, or in the United States District Court for the Northern District of Illinois, Eastern Division.

7. Entire Agreement. The Parties acknowledge and agree that this Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof, and all

prior agreements, negotiations, and understandings with respect to the subject matter hereof are canceled and superseded by this Agreement.

8. No Oral Modifications. The Parties acknowledge and agree that the terms of this Agreement may not be modified, altered or varied except by a subsequently-dated written instrument approved by the Board of Trustees and executed by all Parties.

9. Effective Date. Administrator agrees and acknowledges that this Agreement shall not become effective, and is not and cannot be binding upon the College, unless and until it is approved by the Board and all Parties have executed this Agreement. Administrator agrees to return the executed Agreement to Human Resources within ten (10) business days of its approval by the Board.

Dated and returned this _____ day of _____ 2020 by:

Administrator

Board of Trustees approval received at the meeting of the Board of Trustees on December 17, 2020

On the behalf of and as authorized by
Board of Trustees, Community College District No. 502,
Counties of DuPage, Cook and Will, State of Illinois

President

INTERIM EMPLOYMENT AGREEMENT

This Agreement is made this 14th day of December, 2020, between the Board of Trustees of College of DuPage District No. 502 (the "Board") and Lisa Stock ("Administrator" and collectively, the "Parties"):

RECITALS

WHEREAS, the Board is the body politic and corporate charged with the duty to make the appointments and fix the salaries for all administrative personnel at the College of DuPage (the "College"); and

WHEREAS, the President of the College has recommended Administrator's appointment as Interim Assistant Provost of Instruction of the College (the "Interim Position") to the Board; and

WHEREAS, the Board has approved such recommendation and desires to appoint Administrator to the Interim Position from December 14, 2020 through the earlier of June 30, 2021 or date position is filled.

NOW, THEREFORE, in exchange for the mutual covenants and conditions contained herein, and other good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Parties agree as follows:

TERMS OF EMPLOYMENT

1. Term and Duties. Administrator is appointed to the Interim Position for the period of **December 14, 2020 through the earlier of June 30, 2021 or date position is filled** (the "Term"). Administrator will perform the duties and carry out the responsibilities of the Interim Position, as specified in Board Policy and the job description for the Interim Position, and all such other duties and responsibilities as assigned from time to time by or at the direction of the President and/or the Board. Notwithstanding anything to the contrary in Board Policy or College procedures, Administrator acknowledges and agrees that he/she is not entitled to an automatic rollover or renewal of this Agreement, and that the Board may, but is not required to, re-appoint Administrator to a new term at the expiration of the Term.

2. Compensation and Benefits.

- a. Salary. During the Term, the College shall pay Administrator an annual salary of \$170,000.00, in accordance with Board Policy and the College's normal payroll procedures.
- b. Benefits. During the Term, Administrator shall be entitled to participate in employee welfare and health benefit plans afforded to administrator-level employees of the College, and any other employee benefit plans established by the Board from time to time for administrator-level employees. Administrator shall be

required to comply with the conditions attendant to coverage by such plans. Nothing contained herein limits the right of the Board to change, modify, reduce, or discontinue any particular benefit plan afforded to Administrator during the term of this Agreement.

- c. Leave. Administrator shall be entitled to leave and sick leave time in the amounts offered and accrued in accordance with Board Policy and corresponding College procedures and regulations.
- d. SURS Contributions. Administrator is required to participate in the State Universities Retirement System (SURS). Currently, administrator-level employees contribute 8% of their gross annual salary to SURS, plus .5% of their gross annual salary to SURS health insurance on a pretax basis. If you are not a current SURS annuitant, but your status changes, you are required to immediately notify Human Resources. Failure to do so may result in penalties up to and including termination of employment.
- e. Deductions from Salary and Benefits. The Board may withhold from any salary, benefit, or other amounts payable to Administrator all federal, state, local and other taxes, withholdings, and other amounts as permitted or required by law, rule or regulation, which includes a 1.45% contribution toward Medicare.

3. Early Termination. The Board may elect to terminate this Agreement prior to the end of the Term for any reason.

4. Conclusion of Interim Role. Upon the expiration of the Term (or any renewal period thereof) or upon early termination of this Agreement pursuant to Paragraph 3, Administrator shall be returned to her regular role as Associate Vice President, Assessment & Student Success, at the regular and usual salary and benefits afforded to that position, and subject to the College's policies, procedures, guidebooks, rules and regulations that relate to that position.

5. Savings Clause. The provisions of this Agreement are intended to be interpreted and enforced in a manner which renders them valid and enforceable. In the event any provision of this Agreement is found to be invalid or unenforceable, such provision will be modified to the extent and in the manner in which a court of competent jurisdiction deems reasonable, and thereupon enforced upon such terms. If any such provision is not so modified, it will be deemed stricken from this Agreement without affecting the validity and enforceability of any of the remaining provisions hereof.

6. Applicable Law and Venue. This Agreement will be construed in accordance with the laws of the State of Illinois, without regard to conflict of law provisions. If any term or terms of this Agreement conflict with Illinois law (including the Public Community College Act), now or as later amended, then the terms of Illinois law will control. Venue for any disputes arising under or in connection with this Agreement shall be in the Circuit Court for the Eighteenth Judicial Circuit of the State of Illinois, or in the United States District Court for the Northern District of Illinois, Eastern Division.

7. Entire Agreement. The Parties acknowledge and agree that this Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof, and all prior agreements, negotiations, and understandings with respect to the subject matter hereof are canceled and superseded by this Agreement.

8. No Oral Modifications. The Parties acknowledge and agree that the terms of this Agreement may not be modified, altered or varied except by a subsequently-dated written instrument approved by the Board of Trustees and executed by all Parties.

9. Effective Date. Administrator agrees and acknowledges that this Agreement shall not become effective, and is not and cannot be binding upon the College, unless and until it is approved by the Board and all Parties have executed this Agreement. Administrator agrees to return the executed Agreement to Human Resources within ten (10) business days of its approval by the Board.

Dated and returned this _____ day of _____ 2020 by:

Administrator

Board of Trustees approval received at the meeting of the Board of Trustees on December 17, 2020

On the behalf of and as authorized by
Board of Trustees, Community College District No. 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 all financial reports listed above.

Staff Contact:

Ellen Roberts, Interim VP Administration,
Scott Brady Interim CFO and Treasurer,
David Virgilio, Interim Controller

SIGNATURE PAGE

**SIGNATURE PAGE FOR
FINANCIAL REPORTS**

ITEM(s) ON REQUEST:

THAT THE BOARD OF TRUSTEES APPROVES THE FINANCIAL REPORTS FOR
THE PERIOD ENDED NOVEMBER 30, 2020.

Board Chairman

Date

Board Secretary

Date

College of Dupage
Community College District No. 502
Treasurer's Report as of 11/30/2020

Chase Concentration and Credit Card Accounts

| | | |
|-----------------------------------|----|--------------|
| Beginning Balance | \$ | 12,319,631 |
| Current Activity | | |
| Cash Receipts | | 5,009,658 |
| Cash Disbursements | | (10,860,593) |
| Wire Transfers/Bank Charges/Voids | | 12,632,755 |
| Payroll | | (6,652,605) |
| Total Monthly Activity | | 129,215 |
| Ending Balance | \$ | 12,448,846 |

Cash

| | | |
|---------------------------|----|------------|
| Total Cash JPMorgan Chase | \$ | 12,448,846 |
|---------------------------|----|------------|

Disbursement Summary

| | | |
|-----------------------------------|----|-----------|
| Invoices less than \$15,000 | | |
| Checks - Vendors | \$ | 322,832 |
| Echecks - Vendors | | 539,502 |
| ACH transfers - Vendors | | - |
| Wire transfers - Vendors | | - |
| Sub-total Vendors | \$ | 862,334 |
| Checks - Employees | \$ | 4,488 |
| Echecks - Employees | | 23,079 |
| Sub-total Employees | \$ | 27,567 |
| Checks - Student Refunds | \$ | 155,082 |
| E-commerce - Student Refunds | | 593,627 |
| Sub-total Students | \$ | 748,709 |
| Total invoices less than \$15,000 | \$ | 1,638,610 |

% Electronic 70.56%

| | | |
|---------------------------------|----|-----------|
| Invoices \$15,000 or more | | |
| Checks - Vendors | \$ | 2,665,887 |
| Echecks - Vendors | | 3,698,581 |
| ACH transfers - Vendors | | - |
| Wire transfers - Vendors | | 2,857,515 |
| Total invoices \$15,000 or more | \$ | 9,221,983 |

% Electronic 71.1%

| | | |
|--------------------------|----|------------|
| Total Cash Disbursements | \$ | 10,860,593 |
|--------------------------|----|------------|

| | | |
|---------------------------------|----|-----------|
| Invoices \$15,000 or more | | |
| Payroll Related | \$ | 2,535,576 |
| Accounts Payable Related | | 6,686,407 |
| Total Invoices \$15,000 or more | \$ | 9,221,983 |

College of DuPage
Community College District No. 502
PAYROLL REPORT
CASH DISBURSEMENTS GREATER THAN \$15,000

Payroll - November 2020

| | Gross | Net |
|-----------------|----------------|----------------|
| Direct Deposits | \$9,414,580.61 | \$6,514,452.98 |
| Checks | \$206,777.74 | \$138,152.04 |
| Total Payroll | \$9,621,358.35 | \$6,652,605.02 |
| % Electronic | | 97.9% |

Payroll Related Disbursements: Withholdings and Taxes
Grand Total Payroll Disbursements

Payroll Disbursements - November 2020

| CHECK NUMBER | CHECK DATE | PAYEE NAME | DESCRIPTION | AMOUNT |
|--------------|------------|---|--|-----------------------|
| IM*D21573 | 11/04/20 | Department of Treasury | Withholding Tax - Federal W/H 11/6/20 Payroll | \$514,330.60 |
| IM*D21575 | 11/18/20 | Department of Treasury | Withholding Tax - Federal W/H 11/20/20 Payroll | \$505,319.48 |
| IM*E0082120 | 11/04/20 | DuPage Credit Union | Credit Union - PR Deduction 11/6/20 | \$19,321.39 |
| IM*E0082301 | 11/18/20 | DuPage Credit Union | Credit Union - PR Deduction 11/20/20 | \$19,321.39 |
| IM*D21572 | 11/04/20 | IDES-Magnetic Media Unit | Withholding Tax - State 11/6/20 Payroll | \$200,125.61 |
| IM*D21576 | 11/18/20 | IDES-Magnetic Media Unit | Withholding Tax - State 11/20/20 Payroll | \$198,217.54 |
| IM*E0082212 | 11/10/20 | SURS-State University Retirement System | Employee Retirement Contributions - 11/6/20 Payroll | \$396,003.08 |
| IM*E0082340 | 11/20/20 | SURS-State University Retirement System | Employee Retirement Contributions - 11/20/20 Payroll | \$394,994.03 |
| IM*E0082121 | 11/04/20 | Valic Retirement Services | Annuities - 11/6/20 Payroll | \$145,515.68 |
| IM*E0082302 | 11/18/20 | Valic Retirement Services | Annuities - 11/20/20 Payroll | \$142,427.07 |
| TOTAL | | | | \$2,535,575.87 |

College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE REPORT
CASH DISBURSEMENTS GREATER THAN \$15,000
November 2020 Disbursements

Accounts Payable Disbursements - November 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - November 2020 FOR INVOICES GREATER THAN \$15,000

| CHECK NUMBER | CHECK DATE | PAYEE NAME | DESCRIPTION | AMOUNT |
|--------------|------------|--|---|-----------------------|
| IM*0275082 | 11/24/20 | Advantage Team Sales Group | Athletic Soft Good Supplies | \$17,505.00 |
| IM*0275087 | 11/24/20 | Advertising Vehicles, Inc. | Advertising Expense | \$60,000.00 |
| IM*E0082342 | 11/24/20 | Aggressive Energy LLC | Electricity Expense | \$120,901.10 |
| IM*W596 | 11/23/20 | Amalgamated Bank of Chicago | Bond Interest | \$2,857,515.00 |
| IM*0274965 | 11/10/20 | Ascential Inc | Books and Binding Costs | \$22,500.00 |
| IM*0274695 | 11/02/20 | Blackboard, Inc. | IT Maintenance Services | \$32,500.00 |
| IM*E0082334 | 11/20/20 | Campus Marketing Specialists | On-Campus Conf & Mtgs | \$21,568.68 |
| IM*E0082213 | 11/11/20 | College Aid Services, LLC | Consultants Expense | \$19,714.87 |
| IM*E0082118 | 11/04/20 | College of Dupage Faculty Assoc | Professional Dues | \$24,339.00 |
| IM*E0082300 | 11/18/20 | College of Dupage Faculty Assoc | Professional Dues | \$24,339.00 |
| IM*E0082119 | 11/04/20 | College of Dupage-CODAA | Professional Dues | \$28,003.54 |
| IM*E0082214 | 11/12/20 | Community College Health Consortium | Medical HD Premium - November 2020 | \$1,098,413.13 |
| IM*E0082335 | 11/20/20 | Computer Discount Warehouse | Non-Capital Equipment | \$15,397.05 |
| IM*E0082215 | 11/12/20 | Delta Dental of Illinois | Dental PPO Premium October 2020 | \$58,508.38 |
| IM*D21573 | 11/04/20 | Department of Treasury | Withholding Tax - Federal | \$72,332.40 |
| IM*D21575 | 11/18/20 | Department of Treasury | Withholding Tax - Federal | \$70,774.94 |
| IM*E0082339 | 11/20/20 | Duggan Bertsch, LLC | Legal Services Expense | \$101,887.50 |
| IM*0274696 | 11/02/20 | Duo Security, Inc. | IT Maintenance Services | \$28,350.00 |
| IM*E0082343 | 11/24/20 | Enercon, LTD | Building Remodeling Expense | \$17,427.80 |
| IM*E0082067 | 11/02/20 | F.H. Paschen S.N Nielsen & Assoc LLC | Building Remodeling Expense | \$358,599.23 |
| IM*E0082345 | 11/24/20 | F.H. Paschen S.N Nielsen & Assoc LLC | Building Remodeling Expense | \$155,574.18 |
| IM*E0082220 | 11/12/20 | Follett Higher Education | Other Students Bookbills | \$39,523.74 |
| IM*E0082221 | 11/12/20 | Good Samaritan EMSS - Paramedic Prog | Instructional Service Contracts | \$26,496.00 |
| IM*E0082218 | 11/12/20 | Hoppy's Landscaping Inc | Land Improvements | \$117,525.00 |
| IM*0274698 | 11/02/20 | Insight Public Sector Inc | Non-Capital Equipment | \$254,321.00 |
| IM*PC21435 | 11/23/20 | JPMorgan Chase & Co | Pcard/Travel Card Clearing | \$22,482.04 |
| IM*0275030 | 11/20/20 | KnowBe4, INC | IT Maintenance Services | \$24,963.12 |
| IM*0275083 | 11/24/20 | Leapfrog Technologies Inc | IT Maintenance Services | \$131,980.00 |
| IM*0275084 | 11/24/20 | Marsh USA Inc. | General Insurance Expense | \$82,000.00 |
| IM*0274699 | 11/02/20 | Midwest Machinery Resources, LLC | Equipment - Instructional | \$117,826.00 |
| IM*0274968 | 11/12/20 | Midwest Machinery Resources, LLC | Equipment - Instructional | \$93,646.00 |
| IM*E0082069 | 11/02/20 | Morrow Brothers Ford Inc | Equipment - Service | \$41,785.00 |
| IM*E0082225 | 11/17/20 | Nicor Enerchange | Gas Expense | \$26,080.85 |
| IM*E0082344 | 11/24/20 | O'Malley Construction Company | Building Remodeling Expense | \$34,788.94 |
| IM*0274708 | 11/06/20 | POSTMASTER - GLEN ELLYN | USPS Prepaid | \$38,000.00 |
| IM*0274966 | 11/12/20 | Reliance Standard Life Insurance Company | Life Insurance Premium October 2020 | \$47,306.40 |
| IM*0274711 | 11/09/20 | Reserve Account | Pitney Bowes Prepaid | \$15,000.00 |
| IM*E0082336 | 11/20/20 | Richey & Son, Inc. | Equipment - Service | \$21,695.00 |
| IM*E0082219 | 11/12/20 | Riverside Technologies, Inc. | Non-Capital Equipment | \$39,741.00 |
| IM*E0082212 | 11/10/20 | SURS-State University Retirement System | Employee Retirement Contributions - COD Share | \$29,751.45 |
| IM*E0082340 | 11/20/20 | SURS-State University Retirement System | Employee Retirement Contributions - COD Share | \$20,282.22 |
| IM*E0082341 | 11/23/20 | SURS-State University Retirement System | SURS 6% Rule Payments | \$43,403.91 |
| IM*0275085 | 11/24/20 | Urban Elevator Service, Inc. | Building Remodeling Expense | \$41,151.00 |
| IM*E0082222 | 11/13/20 | Village of Glen Ellyn, Illinois | Water - Sewage Expense | \$25,766.04 |
| IM*E0082216 | 11/12/20 | Vision Service Plan - (IV) | Vision Signature Premium - October 2020 | \$17,469.82 |
| IM*E0082068 | 11/02/20 | VisionPoint Media, Inc. | Advertising Expense | \$52,015.26 |
| IM*0274694 | 11/02/20 | Xerox Corporation | Rental - Equipment | \$37,722.33 |
| IM*0275086 | 11/24/20 | Xerox Corporation | Rental - Equipment | \$37,533.75 |
| TOTAL | | | | \$6,686,406.67 |

Purchases for approval to be paid in December

| | | |
|---------------------------------|--|--------------------|
| Grotabyte Inc. | Professional Services: SonaVault - Upgrade | \$21,534.00 |
| Sodexo | Cost of Operations for October 2020 | \$17,407.55 |
| Midwest Computer Products, Inc. | Epson Pro L1755 UNL Laser Projector 15,000 Lumens | \$16,260.00 |
| Metropolitan Industries Inc. | Installed New Equipment - PLC, Monochrome Him and Power Supply | \$15,406.00 |
| Total | | \$70,607.55 |

D. All Disbursements Excluding Payroll
College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS
November 30, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - November 2020

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 (FERPA). Checks listed include payroll cash disbursements made to vendors and government agencies for employee payroll deductions.

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

| AP TYPE | PAYEE | CHECK DATE | CHECK NO. | AMOUNT | DESCRIPTION |
|-------------------|--|------------|-------------|-----------------|--|
| Invoice <\$15,000 | A.F.M. & E.P. Fund | 11/17/2020 | IM*0275008 | \$ 186.12 | Performing Arts Services |
| Invoice <\$15,000 | A.M. Leonard, Inc. | 11/18/2020 | IM*E0082231 | \$ 508.33 | Instructional Supplies |
| Invoice <\$15,000 | AACRAO | 11/10/2020 | IM*0274755 | \$ 1,834.00 | Dues |
| Invoice <\$15,000 | ABC-CLIO, LLC | 11/4/2020 | IM*E0082070 | \$ 56.40 | Books and Binding Costs |
| Invoice <\$15,000 | Academy Association, Inc. | 11/10/2020 | IM*E0082146 | \$ 4,200.00 | Instructional Supplies |
| Invoice <\$15,000 | Ace Graphics | 11/18/2020 | IM*E0082232 | \$ 1,694.22 | SS Fleet Copier/Special Paper |
| Invoice <\$15,000 | Advance Magazine Publishers, Inc. | 11/10/2020 | IM*0274757 | \$ 1,000.00 | Performing Arts Services |
| Invoice <\$15,000 | Advanced Parts & Services | 11/25/2020 | IM*E0082347 | \$ 2,554.82 | Maintenance Services Expense |
| Invoice <\$15,000 | Advanced Parts & Services | 11/4/2020 | IM*E0082071 | \$ 264.00 | Maintenance Services Expense |
| Invoice <\$15,000 | Advanced Stores Company, Inc. | 11/10/2020 | IM*0274759 | \$ 199.00 | Purchase for Resale |
| Invoice <\$15,000 | Advanced Stores Company, Inc. | 11/10/2020 | IM*0274758 | \$ 780.07 | Purchase for Resale |
| Invoice <\$15,000 | Advanced Technologies Consultants, Inc. | 11/4/2020 | IM*E0082072 | \$ 2,955.00 | Instructional Supplies |
| Invoice <\$15,000 | Advantage Paving Solutions Inc | 11/10/2020 | IM*E0082147 | \$ 2,103.59 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | Advantage Paving Solutions Inc | 11/4/2020 | IM*E0082073 | \$ 13,653.26 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | Advantage Team Sales Group | 11/10/2020 | IM*0274760 | \$ 1,899.00 | Athletic Soft Good Supplies |
| Invoice >\$15,000 | Advantage Team Sales Group | 11/10/2020 | IM*0275082 | \$ 17,505.00 | Athletic Soft Good Supplies |
| Invoice >\$15,000 | Advertising Vehicles, Inc. | 11/24/2020 | IM*0275087 | \$ 60,000.00 | Advertising Expense |
| Invoice <\$15,000 | Advocate Good Samaritan | 11/10/2020 | IM*0274766 | \$ 225.00 | Instructional Service Contracts |
| Invoice <\$15,000 | Advocate Good Samaritan | 11/10/2020 | IM*0274765 | \$ 45.00 | Instructional Service Contracts |
| Invoice <\$15,000 | Advocate Good Samaritan | 11/10/2020 | IM*0274764 | \$ 45.00 | Instructional Service Contracts |
| Invoice <\$15,000 | Advocate Good Samaritan | 11/10/2020 | IM*0274763 | \$ 45.00 | Instructional Service Contracts |
| Invoice <\$15,000 | Advocate Good Samaritan | 11/10/2020 | IM*0274762 | \$ 50.00 | Instructional Service Contracts |
| Invoice <\$15,000 | Advocate Good Samaritan | 11/10/2020 | IM*0274761 | \$ 45.00 | Instructional Service Contracts |
| Invoice <\$15,000 | Aggressive Energy LLC | 11/25/2020 | IM*E0082348 | \$ 3,534.22 | Electricity Expense |
| Invoice <\$15,000 | Aggressive Energy LLC | 11/10/2020 | IM*E0082148 | \$ 2,777.91 | Electricity Expense |
| Invoice >\$15,000 | Aggressive Energy LLC | 11/24/2020 | IM*E0082342 | \$ 120,901.10 | Electricity Expense |
| Invoice <\$15,000 | AICPA-North Carolina | 11/10/2020 | IM*0274767 | \$ 196.22 | Books and Binding Costs |
| Invoice <\$15,000 | Airgas, Inc. | 11/10/2020 | IM*0274768 | \$ 6,311.04 | Instructional Supplies |
| Invoice <\$15,000 | Alexis Maggiore | 11/10/2020 | IM*0274876 | \$ 661.91 | Agency Scholarships |
| Invoice <\$15,000 | Alibris | 11/10/2020 | IM*0274769 | \$ 55.88 | Books and Binding Costs |
| Invoice <\$15,000 | Alice Hargrave | 11/10/2020 | IM*0274840 | \$ 800.00 | Performing Arts Services |
| Invoice <\$15,000 | All Occasions Balloons | 11/10/2020 | IM*E0082149 | \$ 339.00 | Other supplies |
| Invoice <\$15,000 | Allied Garage Door Inc. | 11/4/2020 | IM*E0082074 | \$ 807.40 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | AlSCO, Inc. | 11/10/2020 | IM*0274770 | \$ 1,007.27 | Instructional Supplies |
| Employee Reimb | Alyssa Pasquale | 11/19/2020 | IM*E0082331 | \$ 195.20 | Instructional Supplies |
| Employee Reimb | Amal Jarad | 11/25/2020 | IM*E0082414 | \$ 42.49 | Office Supplies |
| Employee Reimb | Amal Jarad | 11/19/2020 | IM*E0082320 | \$ 139.92 | Dues - Faculty |
| Invoice >\$15,000 | Amalgamated Bank of Chicago | 11/23/2020 | IM*W596 | \$ 2,857,515.00 | Bond Interest |
| Invoice <\$15,000 | Amazon.com, LLC | 11/10/2020 | IM*0274771 | \$ 73.47 | Books and Binding Costs |
| Invoice <\$15,000 | Amer Marketing Assoc. | 11/10/2020 | IM*0274772 | \$ 149.00 | Dues - Classified |
| Invoice <\$15,000 | American Express Travel Related Services Co., Inc. | 11/24/2020 | IM*0275081 | \$ 7,180.06 | AmEx Clearing |
| Invoice <\$15,000 | American Welding Society | 11/10/2020 | IM*0274773 | \$ 160.00 | Publications |
| Employee Reimb | Amy Hull | 11/19/2020 | IM*E0082318 | \$ 41.80 | Instructional Supplies |
| Employee Reimb | Amy Yarshen | 11/25/2020 | IM*E0082424 | \$ 135.00 | Dues - Faculty |
| Employee Reimb | Andrea Politis | 11/5/2020 | IM*E0082139 | \$ 614.95 | Tuition Reimbursement-Faculty |
| Invoice <\$15,000 | Angela Geiss | 11/10/2020 | IM*0274837 | \$ 367.50 | Other Contractual Services Expense |
| Invoice <\$15,000 | Anixter, Inc. | 11/10/2020 | IM*0274774 | \$ 633.44 | Maintenance Supplies |
| Invoice <\$15,000 | Aqua Pure Enterprises, Inc. | 11/25/2020 | IM*E0082349 | \$ 167.14 | Maintenance Supplies |
| Invoice <\$15,000 | Aqua Pure Enterprises, Inc. | 11/18/2020 | IM*E0082233 | \$ 1,356.15 | Other Contractual Services Expense |
| Invoice <\$15,000 | Armarius Software Inc | 11/10/2020 | IM*0274775 | \$ 917.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Articulate Global Inc | 11/25/2020 | IM*E0082350 | \$ 331.53 | Computer Software |
| Invoice >\$15,000 | Ascential Inc | 11/10/2020 | IM*0274965 | \$ 22,500.00 | Books and Binding Costs |
| Invoice <\$15,000 | ASR Analytics LLC | 11/18/2020 | IM*E0082234 | \$ 13,470.00 | IT Maintenance Services |
| Invoice <\$15,000 | Associated Integrated Supply Chain Solutions | 11/18/2020 | IM*E0082235 | \$ 328.00 | Maintenance Services Expense |
| Invoice <\$15,000 | Association for Title IX Administrators | 11/10/2020 | IM*0274776 | \$ 1,599.00 | Out-of-State Conference Costs |
| Invoice <\$15,000 | Association of Surgical Technologists Inc | 11/10/2020 | IM*0274777 | \$ 5,928.00 | Instructional Supplies |
| Invoice <\$15,000 | AT&T Long Distance | 11/24/2020 | IM*0275092 | \$ 50.09 | Telephone Expense |
| Invoice <\$15,000 | AT&T Long Distance | 11/24/2020 | IM*0275091 | \$ 102.57 | Telephone Expense |
| Invoice <\$15,000 | AT&T Long Distance | 11/24/2020 | IM*0275090 | \$ 4,753.33 | Telephone Expense |
| Invoice <\$15,000 | AT&T Long Distance | 11/24/2020 | IM*0275089 | \$ 51.28 | Telephone Expense |
| Invoice <\$15,000 | AT&T Long Distance | 11/24/2020 | IM*0275088 | \$ 31.31 | Telephone Expense |
| Invoice <\$15,000 | AT&T Long Distance | 11/17/2020 | IM*0275013 | \$ 116.24 | Telephone Expense |
| Invoice <\$15,000 | AT&T Long Distance | 11/17/2020 | IM*0275012 | \$ 302.94 | Telephone Expense |
| Invoice <\$15,000 | AT&T Long Distance | 11/12/2020 | IM*0274971 | \$ 5,594.14 | Telephone Expense |
| Invoice <\$15,000 | AT&T Long Distance | 11/12/2020 | IM*0274970 | \$ 2,471.86 | Telephone Expense |
| Invoice <\$15,000 | AT&T Long Distance | 11/12/2020 | IM*0274969 | \$ 2,412.40 | Telephone Expense |
| Invoice <\$15,000 | AT&T Long Distance | 11/10/2020 | IM*0274778 | \$ 207.42 | Telephone Expense |
| Invoice <\$15,000 | AT&T Mobility | 11/17/2020 | IM*0275015 | \$ 259.38 | Office Supplies |
| Invoice <\$15,000 | AT&T Mobility | 11/17/2020 | IM*0275014 | \$ 68.78 | Telephone Expense |
| Invoice <\$15,000 | Auto Truck Group | 11/25/2020 | IM*E0082351 | \$ 521.00 | Equipment - Service |
| Invoice <\$15,000 | Automatic Doors Inc. | 11/10/2020 | IM*0274780 | \$ 1,429.04 | Maintenance Supplies |

D. All Disbursements Excluding Payroll
College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS
November 30, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - November 2020

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|---|--|------------|-------------|--------------|--|
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| AP TYPE | PAYEE | CHECK DATE | CHECK NO. | AMOUNT | DESCRIPTION |
| Invoice <\$15,000 | B&H Foto & Electronics Corporation | 11/25/2020 | IM*E0082352 | \$ 504.94 | Non-Capital Equipment |
| Invoice <\$15,000 | B&H Foto & Electronics Corporation | 11/18/2020 | IM*E0082236 | \$ 2,540.82 | Non-Capital Equipment |
| Invoice <\$15,000 | B&H Foto & Electronics Corporation | 11/10/2020 | IM*E0082150 | \$ 5,465.22 | Non-Capital Equipment |
| Invoice <\$15,000 | B&H Foto & Electronics Corporation | 11/4/2020 | IM*E0082075 | \$ 14,993.49 | Instructional Supplies |
| Employee Reimb | Barbara Coe | 11/25/2020 | IM*E0082409 | \$ 119.00 | Dues - Faculty |
| Employee Reimb | Barbara Coe | 11/19/2020 | IM*E0082313 | \$ 135.00 | Tuition Reimbursement-Faculty |
| Employee Reimb | Barbara Coe | 11/5/2020 | IM*E0082122 | \$ 109.00 | Dues - Faculty |
| Employee Reimb | Barbara Mitchell | 11/19/2020 | IM*E0082327 | \$ 86.98 | Office Supplies |
| Invoice <\$15,000 | Barr Mechanical Sales Inc | 11/10/2020 | IM*0274781 | \$ 1,300.46 | Maintenance Supplies |
| Invoice <\$15,000 | Barry Winograd | 11/10/2020 | IM*0274937 | \$ 900.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Beary Landscape Inc. | 11/10/2020 | IM*0274783 | \$ 3,000.00 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | Benco Dental Co. | 11/10/2020 | IM*0274784 | \$ 979.93 | Instructional Supplies |
| Invoice <\$15,000 | Benedictine University | 11/10/2020 | IM*0274785 | \$ 25.00 | Art Center Deposit Liability |
| Invoice <\$15,000 | Benedictine University | 8/17/2016 | IM*0206835 | \$ (25.00) | Check issued in prior month; voided in current month |
| Employee Reimb | Benjamin Johnson | 11/19/2020 | IM*E0082321 | \$ 17.83 | In-State Travel Costs |
| Invoice <\$15,000 | Benjamin Nadel | 11/10/2020 | IM*E0082230 | \$ 1,415.00 | Performing Arts Services |
| Invoice <\$15,000 | Binny's Beverage Depot | 11/10/2020 | IM*E0082151 | \$ 54.98 | Instructional Supplies |
| Invoice <\$15,000 | Blackboard, Inc. | 11/10/2020 | IM*0274787 | \$ 5,000.00 | IT Maintenance Services |
| Invoice >\$15,000 | Blackboard, Inc. | 11/2/2020 | IM*0274695 | \$ 32,500.00 | IT Maintenance Services |
| Invoice <\$15,000 | Blick Art Materials | 11/18/2020 | IM*E0082237 | \$ 1,372.74 | Instructional Supplies |
| Invoice <\$15,000 | Bloomboard, Inc. | 11/10/2020 | IM*0274788 | \$ 1,999.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Bloomingdale Chamber of Commerce | 11/25/2020 | IM*E0082353 | \$ 265.00 | Dues |
| Invoice <\$15,000 | Bohlmann Inc | 11/18/2020 | IM*E0082238 | \$ 2,905.00 | Other supplies |
| Invoice <\$15,000 | Boiler Equipment Co. | 11/4/2020 | IM*E0082076 | \$ 842.59 | Maintenance Supplies |
| Invoice <\$15,000 | Bolor Bat-Erdem | 11/10/2020 | IM*0274782 | \$ 75.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Bolor Bat-Erdem | 2/15/2017 | IM*0214508 | \$ (75.00) | Check issued in prior month; voided in current month |
| Invoice <\$15,000 | Brink's, Inc. | 11/10/2020 | IM*0274790 | \$ 128.36 | Financial Charges & Adjustments |
| Invoice <\$15,000 | Bumper to Bumper | 11/10/2020 | IM*0274791 | \$ 2,935.32 | Purchase for Resale |
| Invoice <\$15,000 | Burris Equipment Company | 11/4/2020 | IM*E0082077 | \$ 274.55 | Maintenance Supplies |
| Invoice <\$15,000 | Campagna-Turano Bakery, Inc. | 11/10/2020 | IM*0274793 | \$ 113.63 | Instructional Supplies |
| Invoice >\$15,000 | Campus Marketing Specialists | 11/20/2020 | IM*E0082334 | \$ 21,568.68 | On-Campus Conf & Mtgs |
| Invoice <\$15,000 | Caption Access LLC | 11/18/2020 | IM*E0082290 | \$ 3,290.00 | Consultants Expense |
| Invoice <\$15,000 | Car Reflections | 11/10/2020 | IM*0274871 | \$ 675.00 | Equipment - Service |
| Employee Reimb | Carla Johnson | 11/19/2020 | IM*E0082322 | \$ 45.00 | Tuition Reimbursement-Faculty |
| Invoice <\$15,000 | Carol Fox & Associates | 11/18/2020 | IM*E0082239 | \$ 6,445.00 | Advertising Expense |
| Invoice <\$15,000 | Carolina Biological | 11/18/2020 | IM*E0082240 | \$ 57.99 | Instructional Supplies |
| Invoice <\$15,000 | Carolina Biological | 11/10/2020 | IM*E0082152 | \$ 46.90 | Instructional Supplies |
| Invoice <\$15,000 | Cassidy Tire Company | 11/18/2020 | IM*E0082241 | \$ 1,495.96 | Maintenance Services Expense |
| Invoice <\$15,000 | Cengage Learning, Inc. | 11/4/2020 | IM*E0082078 | \$ 743.85 | Books and Binding Costs |
| Invoice <\$15,000 | Central Turf and Irrigation Supply | 11/18/2020 | IM*E0082242 | \$ 247.00 | Maintenance Supplies |
| Invoice <\$15,000 | Certol International, LLC | 11/10/2020 | IM*0274795 | \$ 212.40 | Instructional Supplies |
| Employee Reimb | Charles Steele | 11/5/2020 | IM*E0082141 | \$ 444.77 | On-Campus Conf & Mtgs |
| Invoice <\$15,000 | Chicago Federation of Musicians | 11/18/2020 | IM*0275019 | \$ 237.60 | Performing Arts Services |
| Invoice <\$15,000 | Chicago Federation of Musicians | 11/18/2020 | IM*0275018 | \$ 48.30 | Performing Arts Services |
| Invoice <\$15,000 | Chicago Federation of Musicians | 11/17/2020 | IM*0275010 | \$ 2.10 | Performing Arts Services |
| Invoice <\$15,000 | Chicago Federation of Musicians | 11/17/2020 | IM*0275009 | \$ 6.60 | Performing Arts Services |
| Invoice <\$15,000 | Chicago Federation of Musicians | 11/4/2020 | IM*0274702 | \$ 35.70 | Performing Arts Services |
| Invoice <\$15,000 | Chicago Federation of Musicians | 11/4/2020 | IM*0274701 | \$ 165.00 | Performing Arts Services |
| Invoice <\$15,000 | Choose Dupage | 11/10/2020 | IM*0274796 | \$ 3,500.00 | Dues |
| Employee Reimb | Christine Kickels | 11/19/2020 | IM*E0082323 | \$ 99.00 | Tuition Reimbursement-Faculty |
| Employee Reimb | Christine Kickels | 11/5/2020 | IM*E0082129 | \$ 283.00 | Dues - Faculty |
| Employee Reimb | Christy Peterson | 11/25/2020 | IM*E0082421 | \$ 267.99 | Instructional Supplies |
| Invoice <\$15,000 | Citrine Management Associates, Inc. | 11/4/2020 | IM*E0082079 | \$ 1,140.00 | Maintenance Supplies |
| Invoice <\$15,000 | City of Naperville - Utilities | 11/10/2020 | IM*0274797 | \$ 4,199.88 | Electricity Expense |
| Invoice <\$15,000 | CliftonLarsonAllen LLP | 11/10/2020 | IM*0274798 | \$ 4,880.40 | Audit Services Expense |
| Employee Reimb | Colin Koteles | 11/19/2020 | IM*E0082324 | \$ 90.00 | Tuition Reimbursement-Faculty |
| Invoice >\$15,000 | College Aid Services, LLC | 11/18/2020 | IM*E0082213 | \$ 19,714.87 | Consultants Expense |
| Invoice >\$15,000 | College of Dupage Faculty Assoc | 11/18/2020 | IM*E0082300 | \$ 24,339.00 | Professional Dues |
| Invoice >\$15,000 | College of Dupage Faculty Assoc | 11/4/2020 | IM*E0082118 | \$ 24,339.00 | Professional Dues |
| Invoice <\$15,000 | College of Dupage Foundation | 11/18/2020 | IM*E0082303 | \$ 2,043.89 | Charitable Contributions |
| Invoice <\$15,000 | College of Dupage Foundation | 11/4/2020 | IM*E0082115 | \$ 2,061.89 | Charitable Contributions |
| Invoice >\$15,000 | College of Dupage-CODAA | 11/4/2020 | IM*E0082119 | \$ 28,003.54 | Professional Dues |
| Invoice <\$15,000 | Combined Roofing Services, LLC | 11/25/2020 | IM*E0082354 | \$ 771.52 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | Combined Roofing Services, LLC | 11/4/2020 | IM*E0082080 | \$ 690.74 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | Comcast | 11/10/2020 | IM*0274800 | \$ 413.95 | Telephone Expense |
| Invoice <\$15,000 | Comcast Commercial Services | 11/10/2020 | IM*0274799 | \$ 3,260.81 | Telephone Expense |
| Invoice <\$15,000 | Comcast Holdings Corporation | 11/18/2020 | IM*E0082243 | \$ 5,659.16 | Advertising Expense |
| Invoice <\$15,000 | Commercial Alarm Systems | 11/10/2020 | IM*0274802 | \$ 10,605.00 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | Commission on Accreditation for Health Info and Info Mngmt | 11/18/2020 | IM*E0082244 | \$ 3,000.00 | Dues |
| Invoice <\$15,000 | Commonwealth Edison-Carol Stream | 11/10/2020 | IM*0274801 | \$ 1,768.21 | Electricity Expense |
| Invoice <\$15,000 | Communications Revolving Fund | 11/10/2020 | IM*0274803 | \$ 2,416.04 | IT Maintenance Services |

D. All Disbursements Excluding Payroll
College of DuPage
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ACCOUNTS PAYABLE AND PAYROLL REPORT
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| AP TYPE | PAYEE | CHECK DATE | CHECK NO. | AMOUNT | DESCRIPTION |
|-------------------|---|------------|-------------|-----------------|--|
| Invoice >\$15,000 | Community College Health Consortium | 11/12/2020 | IM*E0082214 | \$ 1,098,413.13 | Medical HD Premiums - October 2020 |
| Invoice <\$15,000 | Compass Records Group Inc | 11/10/2020 | IM*0274804 | \$ 72.56 | Advertising Expense |
| Invoice <\$15,000 | Computer Discount Warehouse | 11/25/2020 | IM*E0082356 | \$ 159.57 | Instructional Supplies |
| Invoice <\$15,000 | Computer Discount Warehouse | 11/18/2020 | IM*E0082245 | \$ 3,150.33 | Instructional Supplies |
| Invoice <\$15,000 | Computer Discount Warehouse | 11/10/2020 | IM*E0082153 | \$ 467.82 | Non-Capital Equipment |
| Invoice <\$15,000 | Computer Discount Warehouse | 11/4/2020 | IM*E0082081 | \$ 7,182.92 | Instructional Supplies |
| Invoice >\$15,000 | Computer Discount Warehouse | 11/20/2020 | IM*E0082335 | \$ 15,397.05 | Non-Capital Equipment |
| Invoice <\$15,000 | Constance Mixon | 11/10/2020 | IM*0274889 | \$ 200.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Cvent Inc | 11/10/2020 | IM*0274805 | \$ 6,500.00 | Computer Software |
| Invoice <\$15,000 | Daniel Pal | 11/10/2020 | IM*0274901 | \$ 100.00 | Performing Arts Services |
| Employee Reimb | Daniel Taylor | 11/5/2020 | IM*E0082143 | \$ 20.00 | Dues - Classified |
| Invoice <\$15,000 | DAOES | 11/10/2020 | IM*E0082154 | \$ 150.00 | Facilities Maintenance Service Expense |
| Employee Reimb | David Kramer | 11/25/2020 | IM*E0082417 | \$ 503.37 | Instructional Supplies |
| Employee Reimb | David Kramer | 11/5/2020 | IM*E0082130 | \$ 1,502.24 | Instructional Supplies |
| Employee Reimb | Dawn Weeks | 11/10/2020 | IM*0274956 | \$ 15.00 | Grant Funded Travel/Conf |
| Invoice <\$15,000 | Delmark Records | 11/10/2020 | IM*0274806 | \$ 286.30 | Advertising Expense |
| Invoice >\$15,000 | Delta Dental of Illinois | 11/12/2020 | IM*E0082215 | \$ 58,508.38 | Dental PPO Premium October 2020 |
| Invoice <\$15,000 | Demco, Inc. | 11/4/2020 | IM*E0082082 | \$ 93.12 | Office Supplies |
| Invoice <\$15,000 | Democracy Works Inc | 11/25/2020 | IM*E0082357 | \$ 500.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Denson Shops, Inc. | 11/10/2020 | IM*0274807 | \$ 12.00 | Maintenance Services Expense |
| Invoice >\$15,000 | Department of Treasury | 11/18/2020 | IM*D21575 | \$ 576,094.42 | Withholding Tax - Federal |
| Invoice >\$15,000 | Department of Treasury | 11/4/2020 | IM*D21573 | \$ 586,663.00 | Withholding Tax - Federal |
| Invoice <\$15,000 | Dept. of Veterans Affairs | 11/10/2020 | IM*0274814 | \$ 144.00 | Other Federal Governmental Sources |
| Invoice <\$15,000 | Dept. of Veterans Affairs | 11/10/2020 | IM*0274813 | \$ 675.00 | Other Federal Governmental Sources |
| Invoice <\$15,000 | Dept. of Veterans Affairs | 11/10/2020 | IM*0274812 | \$ 956.00 | Other Federal Governmental Sources |
| Invoice <\$15,000 | Dept. of Veterans Affairs | 11/10/2020 | IM*0274811 | \$ 414.00 | Other Federal Governmental Sources |
| Invoice <\$15,000 | Dept. of Veterans Affairs | 11/10/2020 | IM*0274810 | \$ 490.00 | Other Federal Governmental Sources |
| Invoice <\$15,000 | Dept. of Veterans Affairs | 11/10/2020 | IM*0274809 | \$ 8.00 | Other Federal Governmental Sources |
| Invoice <\$15,000 | Dept. of Veterans Affairs | 11/10/2020 | IM*0274808 | \$ 10.00 | Other Federal Governmental Sources |
| Invoice <\$15,000 | Design & Promote, Inc. | 11/17/2020 | IM*0275011 | \$ 4,999.67 | Other Contractual Services Expense |
| Invoice <\$15,000 | DeSitter Flooring | 11/10/2020 | IM*0274815 | \$ 86.40 | Other supplies |
| Invoice <\$15,000 | Deutsch's Truck & Diesel Repair Inc | 11/10/2020 | IM*E0082156 | \$ 950.18 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | DiaMedical USA Equipment LLC | 11/10/2020 | IM*0274816 | \$ 464.68 | Non-Capital Equipment |
| Employee Reimb | Diana Del Rosario | 11/19/2020 | IM*E0082315 | \$ 8.70 | Postage |
| Employee Reimb | Diana Martinez | 11/19/2020 | IM*E0082325 | \$ 132.95 | Other supplies |
| Invoice <\$15,000 | Dick Pond Athletics | 11/10/2020 | IM*0274817 | \$ 313.50 | Office Supplies |
| Invoice <\$15,000 | Dick Simpson | 11/10/2020 | IM*0274919 | \$ 200.00 | Other Contractual Services Expense |
| Employee Reimb | Dorothy O'Neil | 11/10/2020 | IM*0274951 | \$ 55.00 | Tuition Reimbursement-CODA |
| Employee Reimb | Douglas Green | 11/5/2020 | IM*E0082126 | \$ 52.34 | In-State Travel Costs |
| Invoice <\$15,000 | Dow Jones & Company, Inc. | 11/10/2020 | IM*0274819 | \$ 539.88 | Publications |
| Invoice <\$15,000 | Dreisliker Electrical Motors | 11/18/2020 | IM*E0082246 | \$ 57.50 | Maintenance Supplies |
| Invoice <\$15,000 | Dreisliker Electrical Motors | 11/10/2020 | IM*E0082157 | \$ 66.64 | Maintenance Supplies |
| Invoice <\$15,000 | Duggan Bertsch, LLC | 11/20/2020 | IM*E0082337 | \$ 15,801.50 | Legal Services Expense |
| Invoice >\$15,000 | Duggan Bertsch, LLC | 11/20/2020 | IM*E0082339 | \$ 101,887.50 | Legal Services Expense |
| Invoice >\$15,000 | Duo Security, Inc. | 11/2/2020 | IM*0274696 | \$ 28,350.00 | IT Maintenance Services |
| Invoice <\$15,000 | DuPage County | 11/10/2020 | IM*0274820 | \$ 2,932.03 | Indirect Costs |
| Invoice >\$15,000 | DuPage Credit Union | 11/18/2020 | IM*E0082301 | \$ 19,321.39 | Credit Union |
| Invoice >\$15,000 | DuPage Credit Union | 11/4/2020 | IM*E0082120 | \$ 19,321.39 | Credit Union |
| Invoice <\$15,000 | Dupage Medical Group | 11/10/2020 | IM*0274821 | \$ 75.00 | Instructional Service Contracts |
| Invoice <\$15,000 | EBSCO Information Services | 11/10/2020 | IM*E0082158 | \$ 2,431.47 | Publications |
| Invoice <\$15,000 | Ecolab | 11/10/2020 | IM*0274823 | \$ 297.20 | Maintenance Supplies |
| Invoice <\$15,000 | Ecolab | 11/10/2020 | IM*0274822 | \$ 57.91 | Instructional Supplies |
| Invoice <\$15,000 | Eddy Holding, LLC | 11/10/2020 | IM*0274824 | \$ 1,250.00 | On-Campus Conf & Mtgs |
| Invoice <\$15,000 | Educ Loan - AES PHEAA | 11/18/2020 | IM*0275022 | \$ 111.85 | Wage Assignments |
| Invoice <\$15,000 | Educ Loan - AES PHEAA | 11/4/2020 | IM*0274703 | \$ 111.85 | Wage Assignments |
| Invoice <\$15,000 | Educational Music Services Inc | 11/10/2020 | IM*0274825 | \$ 103.40 | Books and Binding Costs |
| Invoice <\$15,000 | Edward Don & Company | 11/18/2020 | IM*E0082247 | \$ 577.96 | Instructional Supplies |
| Invoice <\$15,000 | Edward Don & Company | 11/10/2020 | IM*E0082159 | \$ 367.77 | Instructional Supplies |
| Invoice <\$15,000 | Edward Don & Company | 11/4/2020 | IM*E0082083 | \$ 464.83 | Instructional Supplies |
| Invoice <\$15,000 | Edward-Elmhurst Healthcare | 11/10/2020 | IM*E0082160 | \$ 525.00 | Instructional Service Contracts |
| Employee Reimb | Elena McNab | 11/5/2020 | IM*E0082136 | \$ 31.86 | Office Supplies |
| Invoice <\$15,000 | Elgin Community College | 11/25/2020 | IM*E0082355 | \$ 660.00 | Consultants Expense |
| Invoice <\$15,000 | Elias Alanis | 11/25/2020 | IM*E0082346 | \$ 450.00 | Other Contractual Services Expense |
| Employee Reimb | Elizabeth Moxley | 11/25/2020 | IM*E0082419 | \$ 49.00 | Tuition Reimbursement-CODA |
| Employee Reimb | Ellen McGowan | 11/5/2020 | IM*E0082134 | \$ 46.99 | Office Supplies |
| Invoice <\$15,000 | Elliott Auto Supply Co., Inc. | 11/10/2020 | IM*0274826 | \$ 748.52 | Purchase for Resale |
| Invoice <\$15,000 | Emily Birsan | 11/10/2020 | IM*0274786 | \$ 550.00 | Performing Arts Services |
| Invoice <\$15,000 | Enercon, LTD | 11/25/2020 | IM*E0082358 | \$ 728.00 | Architectural Services Expense |
| Invoice >\$15,000 | Enercon, LTD | 11/24/2020 | IM*E0082343 | \$ 17,427.80 | Building Remodeling Expense |
| Invoice <\$15,000 | Engineering Services & Products Company | 11/10/2020 | IM*0274827 | \$ 817.75 | Instructional Supplies |
| Invoice <\$15,000 | Equipment Depot of Illinois Inc | 11/25/2020 | IM*E0082359 | \$ 640.00 | Non-Credit instructional Serv |

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College of DuPage
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| AP TYPE | PAYEE | CHECK DATE | CHECK NO. | AMOUNT | DESCRIPTION |
|-------------------|---|------------|-------------|---------------|--|
| Employee Reimb | Eric Ramirez-Thompson | 11/10/2020 | IM*0274955 | \$ 59.93 | Other supplies |
| Employee Reimb | Esperanza Wilson | 11/10/2020 | IM*0274958 | \$ 933.10 | Out-of-State Travel Costs |
| Employee Reimb | Esperanza Wilson | 3/12/2020 | IM*0263725 | \$ (933.10) | Check issued in prior month; voided in current month |
| Employee Reimb | Eva Stevens | 11/5/2020 | IM*E0082142 | \$ 344.03 | Instructional Supplies |
| Invoice <\$15,000 | Evoqua Water Technologies Llc | 11/25/2020 | IM*E0082360 | \$ 578.79 | Instructional Supplies |
| Invoice <\$15,000 | Evoqua Water Technologies Llc | 11/18/2020 | IM*E0082248 | \$ 1,002.46 | Instructional Supplies |
| Invoice <\$15,000 | Ewert, Inc. | 11/10/2020 | IM*0274828 | \$ 970.33 | Maintenance Supplies |
| Invoice >\$15,000 | F.H. Paschen S.N Nielsen & Assoc LLC | 11/24/2020 | IM*E0082345 | \$ 155,574.18 | Building Remodeling Expense |
| Invoice >\$15,000 | F.H. Paschen S.N Nielsen & Assoc LLC | 11/2/2020 | IM*E0082067 | \$ 358,599.23 | Building Remodeling Expense |
| Employee Reimb | Felix Davis | 11/25/2020 | IM*E0082410 | \$ 499.00 | Publications |
| Employee Reimb | Felix Davis | 11/19/2020 | IM*E0082314 | \$ 72.00 | Instructional Supplies |
| Invoice <\$15,000 | Fingerprint Marketing | 11/25/2020 | IM*E0082361 | \$ 588.49 | Advertising Expense |
| Invoice <\$15,000 | First Class Glass and Mirror Inc | 11/10/2020 | IM*0274829 | \$ 575.00 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | Fisher Scientific Company | 11/10/2020 | IM*0274830 | \$ 330.34 | Other supplies |
| Invoice <\$15,000 | Fkiquality, Llc | 11/18/2020 | IM*E0082249 | \$ 200.00 | Non-Credit Instructional Serv |
| Invoice <\$15,000 | Flagg Creek Water Reclamation District | 11/10/2020 | IM*0274831 | \$ 25.25 | Water - Sewage Expense |
| Invoice <\$15,000 | Flinn Scientific | 11/18/2020 | IM*E0082250 | \$ 276.13 | Instructional Supplies |
| Invoice <\$15,000 | Flinn Scientific | 11/10/2020 | IM*E0082161 | \$ 667.11 | Instructional Supplies |
| Invoice <\$15,000 | Flinn Scientific | 11/4/2020 | IM*E0082084 | \$ 0.01 | Instructional Supplies |
| Invoice >\$15,000 | Follett Higher Education | 11/12/2020 | IM*E0082220 | \$ 39,523.74 | Other Students Bookbills |
| Invoice <\$15,000 | Follett's College of DuPage | 11/10/2020 | IM*0274833 | \$ 1,278.00 | Instructional Supplies |
| Invoice <\$15,000 | Follett's College of DuPage | 11/10/2020 | IM*0274832 | \$ 400.00 | Advertising Expense |
| Invoice <\$15,000 | Forestry Suppliers, Inc. | 11/18/2020 | IM*E0082251 | \$ 2,262.17 | Instructional Supplies |
| Invoice <\$15,000 | Fortune Fish Company | 11/25/2020 | IM*E0082362 | \$ 290.38 | Instructional Supplies |
| Invoice <\$15,000 | Fortune Fish Company | 11/10/2020 | IM*E0082162 | \$ 111.05 | Instructional Supplies |
| Invoice <\$15,000 | Fortune Fish Company | 11/4/2020 | IM*E0082085 | \$ 157.38 | Instructional Supplies |
| Invoice <\$15,000 | FSBPT | 11/10/2020 | IM*0274834 | \$ 190.00 | Maintenance Services Expense |
| Invoice <\$15,000 | Full Compass Systems, Ltd | 11/18/2020 | IM*E0082252 | \$ 320.74 | Equipment - Office |
| Invoice <\$15,000 | Geese Police | 11/10/2020 | IM*0274836 | \$ 1,612.50 | Maintenance Supplies |
| Employee Reimb | Gilbert Egge | 11/5/2020 | IM*E0082124 | \$ 45.84 | Office Supplies |
| Invoice <\$15,000 | Glanbia Performance Nutrition (NA) Inc | 11/18/2020 | IM*E0082253 | \$ 2,027.00 | Funds Held in Custody of Others |
| Invoice <\$15,000 | Glen Eilyn Chamber of | 11/10/2020 | IM*0274838 | \$ 45.00 | Advertising Expense |
| Invoice >\$15,000 | Good Samaritan EMSS - Paramedic Prog | 11/12/2020 | IM*E0082221 | \$ 26,496.00 | Instructional Service Contracts |
| Invoice <\$15,000 | Grainger - Downers Grove | 11/25/2020 | IM*E0082363 | \$ 45.18 | Instructional Supplies |
| Invoice <\$15,000 | Grainger - Downers Grove | 11/18/2020 | IM*E0082254 | \$ 1,722.86 | Non-Capital Equipment |
| Invoice <\$15,000 | Grainger - Downers Grove | 11/10/2020 | IM*E0082163 | \$ 142.32 | Instructional Supplies |
| Invoice <\$15,000 | Grainger - Downers Grove | 11/4/2020 | IM*E0082086 | \$ 217.12 | Non-Capital Equipment |
| Invoice <\$15,000 | Gumbo Medical, LLC | 11/10/2020 | IM*0274839 | \$ 1,665.00 | Instructional Supplies |
| Invoice <\$15,000 | Henry Schein | 11/10/2020 | IM*0274841 | \$ 1,947.12 | Instructional Supplies |
| Invoice <\$15,000 | Heritage FS Inc. | 11/18/2020 | IM*E0082255 | \$ 506.42 | Non-Credit Instructional Serv |
| Invoice <\$15,000 | Hispanic Assoc of Colleges & Univ | 11/25/2020 | IM*E0082364 | \$ 10,170.00 | Dues |
| Invoice <\$15,000 | Holabird & Root LLC | 11/10/2020 | IM*0274842 | \$ 3,626.00 | Architectural Services Expense |
| Invoice <\$15,000 | Home Training Tools, LTD | 11/10/2020 | IM*0274843 | \$ 8.95 | Instructional Supplies |
| Invoice <\$15,000 | Honeywell International, Inc. | 11/4/2020 | IM*E0082087 | \$ 13,400.00 | Facilities Maintenance Service Expense |
| Invoice >\$15,000 | Hoppy's Landscaping Inc | 11/12/2020 | IM*E0082218 | \$ 117,525.00 | Land Improvements |
| Invoice <\$15,000 | Howard Industries, Inc. | 11/18/2020 | IM*E0082256 | \$ 3,331.00 | Equipment - Office |
| Invoice <\$15,000 | Howard Lee & Sons Inc | 11/25/2020 | IM*E0082365 | \$ 295.00 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | Howard Lee & Sons Inc | 11/4/2020 | IM*E0082088 | \$ 295.00 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | HP Inc. | 11/10/2020 | IM*0274845 | \$ 52.16 | IT Maintenance Services |
| Invoice <\$15,000 | ICCB-IL Community College | 11/10/2020 | IM*0274847 | \$ 325.00 | Grant Funded Travel/Conf |
| Invoice <\$15,000 | ICCTA | 11/25/2020 | IM*E0082366 | \$ 150.00 | In-State Conference Costs |
| Invoice <\$15,000 | ICN-CMS | 11/10/2020 | IM*0274848 | \$ 7,200.00 | IT Maintenance Services |
| Invoice >\$15,000 | IDES-Magnetic Media Unit | 11/18/2020 | IM*D21576 | \$ 198,217.54 | Withholding Tax - State |
| Invoice >\$15,000 | IDES-Magnetic Media Unit | 11/4/2020 | IM*D21572 | \$ 200,125.61 | Withholding Tax - State |
| Invoice <\$15,000 | IL Assoc of Chiefs of Police | 11/10/2020 | IM*0274850 | \$ 1,537.50 | Other Contractual Services Expense |
| Invoice <\$15,000 | Illinois Community College Risk Management Consortium | 11/13/2020 | IM*0274974 | \$ 4,158.00 | Legal Services Expense |
| Invoice <\$15,000 | Illinois Council of Orchestras | 11/10/2020 | IM*E0082164 | \$ 50.00 | Dues |
| Invoice <\$15,000 | Illinois Department of Revenue | 11/9/2020 | IM*D21574 | \$ 704.00 | Auto Lab Sales Tax |
| Invoice <\$15,000 | Illinois Education Association | 11/18/2020 | IM*E0082305 | \$ 130.68 | Professional Dues |
| Invoice <\$15,000 | Illinois Education Association | 11/4/2020 | IM*E0082117 | \$ 130.68 | Professional Dues |
| Invoice <\$15,000 | Illinois Fraternal Order of Police | 11/18/2020 | IM*E0082304 | \$ 376.55 | Professional Dues |
| Invoice <\$15,000 | Illinois Fraternal Order of Police | 11/4/2020 | IM*E0082116 | \$ 376.55 | Professional Dues |
| Invoice <\$15,000 | Illinois Office of the State Fire Marshal | 11/10/2020 | IM*0274851 | \$ 1,050.00 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | INACSL-Int'l Nursing Assoc for Clinical Simulation & | 11/10/2020 | IM*0274852 | \$ 532.00 | Maintenance Services Expense |
| Invoice <\$15,000 | Infinity Transportation Management, LLC | 11/25/2020 | IM*E0082367 | \$ 2,010.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Insight Public Sector Inc | 11/10/2020 | IM*0274853 | \$ 2,099.97 | Non-Capital Equipment |
| Invoice >\$15,000 | Insight Public Sector Inc | 11/2/2020 | IM*0274698 | \$ 254,321.00 | Non-Capital Equipment |
| Invoice <\$15,000 | Integrated Lakes Management Inc. | 11/10/2020 | IM*0274854 | \$ 835.00 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | Interline Brands, Inc. | 11/25/2020 | IM*E0082368 | \$ 74.24 | Maintenance Supplies |
| Invoice <\$15,000 | Interline Brands, Inc. | 11/18/2020 | IM*E0082257 | \$ 14.92 | Maintenance Supplies |
| Invoice <\$15,000 | Interline Brands, Inc. | 11/10/2020 | IM*E0082165 | \$ 985.81 | Maintenance Supplies |

D. All Disbursements Excluding Payroll
College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS
November 30, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - November 2020

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 (FERPA). Checks listed include payroll cash disbursements made to vendors and government agencies for employee payroll deductions.

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

| AP TYPE | PAYEE | CHECK DATE | CHECK NO. | AMOUNT | DESCRIPTION |
|-------------------|--|------------|-------------|--------------|--|
| Invoice <\$15,000 | International Union of Operating Engineers | 11/18/2020 | IM*0275023 | \$ 703.35 | Professional Dues |
| Invoice <\$15,000 | International Union of Operating Engineers | 11/4/2020 | IM*0274704 | \$ 703.35 | Professional Dues |
| Invoice <\$15,000 | Iron Mountain Off Site Data | 11/10/2020 | IM*0274855 | \$ 919.22 | IT Maintenance Services |
| Invoice <\$15,000 | J.J. Keller & Associates, Inc. | 11/10/2020 | IM*0274856 | \$ 143.00 | Instructional Supplies |
| Employee Reimb | Jacqueline McGrath | 11/5/2020 | IM*E0082135 | \$ 185.00 | Tuition Reimbursement-Faculty |
| Invoice <\$15,000 | Jameco Electronics | 11/25/2020 | IM*E0082369 | \$ 901.80 | Instructional Supplies |
| Invoice <\$15,000 | Jameco Electronics | 11/18/2020 | IM*E0082258 | \$ 235.04 | Instructional Supplies |
| Invoice <\$15,000 | Jameco Electronics | 11/10/2020 | IM*E0082166 | \$ 11.94 | Instructional Supplies |
| Employee Reimb | Jane Kielb | 11/10/2020 | IM*E0082206 | \$ 862.00 | Dues - Faculty |
| Employee Reimb | Jane Murtaugh | 11/25/2020 | IM*E0082420 | \$ 219.00 | Dues - Faculty |
| Employee Reimb | Janet Minton | 11/25/2020 | IM*E0082418 | \$ 41.60 | Instructional Supplies |
| Employee Reimb | Janet Minton | 11/5/2020 | IM*E0082137 | \$ 117.29 | Instructional Supplies |
| Invoice <\$15,000 | Janet Moore | 11/2/2020 | IM*0274700 | \$ 750.00 | Other Contractual Services Expense |
| Employee Reimb | Jarret Dyer | 11/5/2020 | IM*E0082123 | \$ 151.89 | Office Supplies |
| Invoice <\$15,000 | JC Licht | 11/25/2020 | IM*E0082370 | \$ 436.74 | Maintenance Supplies |
| Invoice <\$15,000 | JC Licht | 11/18/2020 | IM*E0082259 | \$ 154.12 | Maintenance Supplies |
| Invoice <\$15,000 | JC Licht | 11/4/2020 | IM*E0082089 | \$ 109.20 | Maintenance Supplies |
| Invoice <\$15,000 | Jenn Sales Corporation | 11/10/2020 | IM*0274857 | \$ 490.00 | Instructional Supplies |
| Employee Reimb | Jennifer Duda | 11/25/2020 | IM*E0082412 | \$ 87.95 | Other supplies |
| Employee Reimb | Jennifer Kelley | 11/25/2020 | IM*E0082415 | \$ 225.00 | Tuition Reimbursement-Faculty |
| Employee Reimb | Jennifer Matiassek | 11/5/2020 | IM*E0082133 | \$ 20.00 | Dues - Classified |
| Invoice <\$15,000 | Jerry Haggerty Chevrolet | 11/18/2020 | IM*E0082260 | \$ 46.63 | Instructional Supplies |
| Invoice <\$15,000 | Jerry Robison | 11/10/2020 | IM*0274912 | \$ 2,700.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Jesse Donner | 11/10/2020 | IM*0274818 | \$ 1,750.00 | Performing Arts Services |
| Invoice <\$15,000 | JMA Construction, Inc. | 11/25/2020 | IM*E0082371 | \$ 1,300.00 | Building Remodeling Expense |
| Invoice <\$15,000 | JMA Construction, Inc. | 11/18/2020 | IM*E0082261 | \$ 3,450.00 | Building Remodeling Expense |
| Invoice <\$15,000 | JMA Construction, Inc. | 11/10/2020 | IM*E0082167 | \$ 1,300.00 | Consultants Expense |
| Invoice <\$15,000 | JMA Construction, Inc. | 11/4/2020 | IM*E0082090 | \$ 4,750.00 | Building Remodeling Expense |
| Invoice <\$15,000 | Job Target.com | 11/10/2020 | IM*0274858 | \$ 9,009.00 | Advertising Expense |
| Invoice <\$15,000 | Joellyn Cauffield | 11/10/2020 | IM*0274794 | \$ 50.00 | Performing Arts Services |
| Invoice <\$15,000 | John Fournier | 11/18/2020 | IM*0275028 | \$ 250.00 | Other Contractual Services Expense |
| Employee Reimb | John Popik | 11/10/2020 | IM*E0082209 | \$ 92.00 | Tuition Reimbursement-CODA |
| Invoice <\$15,000 | Johnstone Supply | 11/10/2020 | IM*0274861 | \$ 1,144.74 | Instructional Supplies |
| Invoice <\$15,000 | Johnstone Supply | 11/10/2020 | IM*0274860 | \$ 713.59 | Instructional Supplies |
| Invoice <\$15,000 | Johnstone Supply | 11/10/2020 | IM*0274859 | \$ 171.50 | Instructional Supplies |
| Employee Reimb | Jonathan Williamson | 11/10/2020 | IM*0274957 | \$ 100.00 | Maintenance Supplies |
| Employee Reimb | Jose Jimenez Casillas | 11/10/2020 | IM*0274945 | \$ 84.99 | Maintenance Supplies |
| Invoice <\$15,000 | Jose Rizo | 11/10/2020 | IM*0274911 | \$ 90.00 | Advertising Expense |
| Employee Reimb | Joseph Aranki | 11/19/2020 | IM*E0082307 | \$ 1,500.00 | Publications |
| Invoice <\$15,000 | Joshua Bee LLC | 11/25/2020 | IM*E0082372 | \$ 900.00 | Other Contractual Services Expense |
| Employee Reimb | Joyce Graves | 11/5/2020 | IM*E0082125 | \$ 695.00 | Tuition Reimbursement-Faculty |
| Invoice <\$15,000 | JPMorgan Chase & Co | 11/23/2020 | IM*TC21434 | \$ 667.50 | Pcard/Travel Card Clearing |
| Invoice >\$15,000 | JPMorgan Chase & Co | 11/23/2020 | IM*PC21435 | \$ 22,482.04 | Pcard/Travel Card Clearing |
| Employee Reimb | Judith Coates | 11/25/2020 | IM*E0082408 | \$ 69.99 | Other supplies |
| Employee Reimb | Julie Garcia | 11/25/2020 | IM*E0082413 | \$ 349.49 | In-State Travel Costs |
| Employee Reimb | Justin Witte | 11/10/2020 | IM*E0082211 | \$ 136.56 | Performing Arts Services |
| Employee Reimb | Justin Witte | 11/5/2020 | IM*E0082144 | \$ 374.00 | Advertising Expense |
| Invoice <\$15,000 | Kammes Auto & Truck Repair, Inc. | 11/10/2020 | IM*0274862 | \$ 2,439.56 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | Karen Dickelman | 11/18/2020 | IM*E0082227 | \$ 1,085.00 | Performing Arts Services |
| Invoice <\$15,000 | Kassandra Roeser | 11/10/2020 | IM*0274913 | \$ 75.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Kassandra Roeser | 2/15/2017 | IM*0214821 | \$ (75.00) | Check issued in prior month; voided in current month |
| Invoice <\$15,000 | Katherine Hughes | 11/10/2020 | IM*0274846 | \$ 100.00 | Performing Arts Services |
| Invoice <\$15,000 | Katherine Tombaugh | 11/10/2020 | IM*0274926 | \$ 550.00 | Performing Arts Services |
| Invoice <\$15,000 | Katherine Wilk | 11/10/2020 | IM*0274935 | \$ 100.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Katherine Wilk | 5/10/2017 | IM*0219632 | \$ (100.00) | Check issued in prior month; voided in current month |
| Employee Reimb | Kathleen Kasprzyk Szetela | 11/10/2020 | IM*E0082205 | \$ 675.00 | Tuition Reimbursement-Classified |
| Invoice <\$15,000 | Kennicott Brothers Company | 11/10/2020 | IM*0274864 | \$ 383.86 | Instructional Supplies |
| Employee Reimb | Kevin Medina | 11/10/2020 | IM*0274949 | \$ 39.99 | Maintenance Supplies |
| Invoice <\$15,000 | Kilgore International | 11/25/2020 | IM*E0082373 | \$ 460.33 | Instructional Supplies |
| Invoice <\$15,000 | Kilgore International | 11/10/2020 | IM*E0082169 | \$ 990.00 | Instructional Supplies |
| Invoice <\$15,000 | Kimberly McNulty | 11/10/2020 | IM*0274885 | \$ 361.41 | Unclaimed Prop Liab - Payroll |
| Employee Reimb | Kimberly Morris | 11/19/2020 | IM*E0082328 | \$ 555.93 | Other supplies |
| Invoice <\$15,000 | Kirhofer's Sports | 11/18/2020 | IM*E0082262 | \$ 1,957.50 | Non-Capital Equipment |
| Invoice <\$15,000 | Kirk Muspratt | 11/18/2020 | IM*E0082229 | \$ 4,625.00 | Performing Arts Services |
| Invoice <\$15,000 | Knightsbridge Global Ltd | 11/10/2020 | IM*0274865 | \$ 2,420.30 | Instructional Supplies |
| Invoice >\$15,000 | KnowBe4, INC | 11/20/2020 | IM*0275030 | \$ 24,963.12 | IT Maintenance Services |
| Invoice <\$15,000 | Krage's Tire Centers Inc. | 11/10/2020 | IM*0274866 | \$ 1,064.00 | Maintenance Supplies |
| Employee Reimb | Kristen Mitchell | 11/10/2020 | IM*0274950 | \$ 52.90 | Printing Expense |
| Employee Reimb | Kristi Hainline | 11/10/2020 | IM*0274943 | \$ 50.00 | Tuition Reimbursement-Classified |
| Invoice <\$15,000 | Krueger International, Inc. | 11/10/2020 | IM*E0082170 | \$ 3,274.42 | Equipment - Office |
| Invoice <\$15,000 | Krurapp Communications Inc | 11/10/2020 | IM*E0082171 | \$ 350.00 | Advertising Expense |

D. All Disbursements Excluding Payroll
College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS
November 30, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - November 2020

| 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 (FERPA). Checks listed include payroll cash disbursements made to vendors and government agencies for employee payroll deductions. | | | | | |
|---|-----------------------------------|------------|-------------|---------------|--|
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| AP TYPE | PAYEE | CHECK DATE | CHECK NO. | AMOUNT | DESCRIPTION |
| Employee Reimb | Krystina LaSorsa | 11/5/2020 | IM*E0082132 | \$ 1,500.00 | Tuition Reimbursement-Classified |
| Invoice <\$15,000 | Kurt Schweitz | 11/10/2020 | IM*0274917 | \$ 100.00 | Performing Arts Services |
| Invoice <\$15,000 | Kyle Karas | 11/10/2020 | IM*0274863 | \$ 2,560.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Laerdal Medical Corporation | 11/10/2020 | IM*0274867 | \$ 7,776.40 | Non-Capital Equipment |
| Invoice <\$15,000 | Landscape Depot | 11/18/2020 | IM*E0082263 | \$ 546.30 | Maintenance Services Expense |
| Invoice <\$15,000 | Landscape Depot | 11/4/2020 | IM*E0082091 | \$ 4,521.42 | Other supplies |
| Employee Reimb | Laura Burt-Nicholas | 11/19/2020 | IM*E0082308 | \$ 416.00 | Dues - Faculty |
| Invoice <\$15,000 | Lauren Sharp | 11/18/2020 | IM*0275027 | \$ 300.00 | Retiree Healthcare Payments |
| Invoice <\$15,000 | Lauren Sharp | 10/13/2020 | IM*0273235 | \$ (300.00) | Check issued in prior month; voided in current month |
| Invoice <\$15,000 | Lawson Products, Inc | 11/18/2020 | IM*E0082172 | \$ 8.28 | Maintenance Supplies |
| Invoice <\$15,000 | Learfield Communications, LLC | 11/10/2020 | IM*0274869 | \$ 3,500.00 | IT Maintenance Services |
| Invoice >\$15,000 | Leepfrog Technologies Inc | 11/24/2020 | IM*0275083 | \$ 131,980.00 | IT Maintenance Services |
| Invoice <\$15,000 | Legat Architects | 11/18/2020 | IM*E0082264 | \$ 599.00 | Architectural Services Expense |
| Invoice <\$15,000 | Len's Ace Hardware, Inc. | 11/18/2020 | IM*E0082265 | \$ 1,541.85 | Instructional Supplies |
| Invoice <\$15,000 | Len's Ace Hardware, Inc. | 11/10/2020 | IM*E0082173 | \$ 62.97 | Instructional Supplies |
| Invoice <\$15,000 | Len's Ace Hardware, Inc. | 11/4/2020 | IM*E0082092 | \$ 66.31 | Maintenance Supplies |
| Invoice <\$15,000 | Len's Ace Hardware-Glen Ellyn | 11/10/2020 | IM*0274870 | \$ 273.88 | Maintenance Supplies |
| Invoice <\$15,000 | Lex Meat, LTD | 11/10/2020 | IM*0274872 | \$ 1,508.93 | Instructional Supplies |
| Invoice <\$15,000 | Linda Osanka | 11/10/2020 | IM*0274899 | \$ 1,430.36 | Retiree Healthcare Payments |
| Invoice <\$15,000 | Linda Osanka | 3/15/2017 | IM*0215822 | \$ (1,200.00) | Check issued in prior month; voided in current month |
| Invoice <\$15,000 | Linda Osanka | 8/17/2016 | IM*0207016 | \$ (230.36) | Check issued in prior month; voided in current month |
| Employee Reimb | Linda Sands-Vanker | 11/5/2020 | IM*E0082140 | \$ 46.99 | Office Supplies |
| Invoice <\$15,000 | Lisle Area Chamber of | 11/25/2020 | IM*E0082374 | \$ 50.00 | Advertising Expense |
| Invoice <\$15,000 | Live Reps Call Center, LLC | 11/10/2020 | IM*E0082174 | \$ 71.66 | Other Contractual Services Expense |
| Invoice <\$15,000 | LiveU Inc | 11/10/2020 | IM*0274873 | \$ 785.00 | Non-Capital Equipment |
| Invoice <\$15,000 | Lucky Locators, Inc. | 11/10/2020 | IM*0274874 | \$ 390.00 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | Lutheran Church of the Master | 11/10/2020 | IM*0274875 | \$ 2,500.00 | Rental Facility |
| Invoice <\$15,000 | LYRASIS | 11/10/2020 | IM*E0082175 | \$ 300.00 | Dues |
| Invoice <\$15,000 | M. R. Serment Inc | 11/4/2020 | IM*E0082093 | \$ 368.75 | Performing Arts Services |
| Invoice <\$15,000 | Mack Avenue Records II, LLC | 11/4/2020 | IM*E0082094 | \$ 289.75 | Advertising Expense |
| Employee Reimb | Magdalena Ogrodny | 11/19/2020 | IM*E0082329 | \$ 320.00 | Tuition Reimbursement-Classified |
| Employee Reimb | Magdalena Ogrodny | 11/10/2020 | IM*E0082208 | \$ 1,530.00 | Tuition Reimbursement-Classified |
| Invoice <\$15,000 | Mara Gallagher | 11/10/2020 | IM*0274835 | \$ 402.40 | Other Contractual Services Expense |
| Invoice <\$15,000 | Mara Gallagher | 11/16/2016 | IM*0212241 | \$ (402.40) | Check issued in prior month; voided in current month |
| Employee Reimb | Margarita Poromanska | 11/10/2020 | IM*0274953 | \$ 56.98 | Instructional Supplies |
| Invoice <\$15,000 | Marianna Industries, Inc. | 11/18/2020 | IM*E0082266 | \$ 468.07 | Instructional Supplies |
| Invoice <\$15,000 | Marianna Industries, Inc. | 11/4/2020 | IM*E0082095 | \$ 209.58 | Instructional Supplies |
| Employee Reimb | Marilyn Ortiz | 11/10/2020 | IM*0274952 | \$ 50.00 | Tuition Reimbursement-Classified |
| Employee Reimb | Marina Kuchinski | 11/10/2020 | IM*E0082207 | \$ 34.99 | Dues - Faculty |
| Employee Reimb | Marina Kuchinski | 11/5/2020 | IM*E0082131 | \$ 483.53 | Dues - Faculty |
| Invoice <\$15,000 | Mark Foss | 11/10/2020 | IM*E0082145 | \$ 250.00 | Maintenance Services Expense |
| Employee Reimb | Mark Zaverdas | 11/19/2020 | IM*E0082333 | \$ 100.00 | Other supplies |
| Invoice <\$15,000 | Marketron Broadcast Solutions | 11/10/2020 | IM*0274879 | \$ 525.57 | Other Contractual Services Expense |
| Invoice <\$15,000 | Marsh USA Inc. | 11/10/2020 | IM*0274880 | \$ 10,603.00 | Workers Compensation Insurance |
| Invoice >\$15,000 | Marsh USA Inc. | 11/24/2020 | IM*0275084 | \$ 82,000.00 | General Insurance Expense |
| Invoice <\$15,000 | Martin Implement Sales | 11/25/2020 | IM*E0082375 | \$ 1,030.48 | Maintenance Supplies |
| Invoice <\$15,000 | Martin Implement Sales | 11/18/2020 | IM*E0082267 | \$ 761.99 | Maintenance Supplies |
| Invoice <\$15,000 | Martina Magnusson | 11/10/2020 | IM*0274877 | \$ 1,000.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Mary Mattingly | 11/10/2020 | IM*0274882 | \$ 2,000.00 | Performing Arts Services |
| Invoice <\$15,000 | Matthew Bender & Co., Inc. | 11/10/2020 | IM*0274881 | \$ 136.43 | Books and Binding Costs |
| Employee Reimb | Matthew Wright | 11/10/2020 | IM*0274959 | \$ 22.99 | Instructional Supplies |
| Employee Reimb | Maureen Heffern Ponicki | 11/10/2020 | IM*0274944 | \$ 1,453.56 | Dues - Faculty |
| Invoice <\$15,000 | McMaster Carr Supply | 11/10/2020 | IM*0274884 | \$ 1,667.95 | Instructional Supplies |
| Invoice <\$15,000 | Medline Industries, Inc. | 11/10/2020 | IM*0274886 | \$ 660.01 | Instructional Supplies |
| Invoice <\$15,000 | Mergent Inc. | 11/4/2020 | IM*E0082096 | \$ 896.00 | Books and Binding Costs |
| Employee Reimb | Michael Foss | 11/19/2020 | IM*E0082317 | \$ 328.35 | Purchase for Resale |
| Invoice <\$15,000 | Michael Mc Guan | 11/10/2020 | IM*0274883 | \$ 245.12 | Community Memberships - PE |
| Employee Reimb | Michael Moon | 11/5/2020 | IM*E0082138 | \$ 32.15 | Other supplies |
| Invoice <\$15,000 | Micro Center Sales Corporation | 11/10/2020 | IM*0274887 | \$ 79.98 | IT Maintenance Services |
| Invoice <\$15,000 | Midway Dental Supply Detroit, LLC | 11/10/2020 | IM*E0082176 | \$ 119.95 | Maintenance Services Expense |
| Invoice <\$15,000 | Midway Staffing, Inc. | 11/25/2020 | IM*E0082376 | \$ 10,789.08 | Custodial Services |
| Invoice <\$15,000 | Midway Staffing, Inc. | 11/18/2020 | IM*E0082268 | \$ 10,098.57 | Custodial Services |
| Invoice <\$15,000 | Midway Staffing, Inc. | 11/10/2020 | IM*E0082177 | \$ 10,890.95 | Custodial Services |
| Invoice <\$15,000 | Midway Staffing, Inc. | 11/4/2020 | IM*E0082097 | \$ 10,575.02 | Custodial Services |
| Invoice <\$15,000 | Midwest Capital Managers | 11/18/2020 | IM*0275024 | \$ 40.26 | Wage Assignments |
| Invoice <\$15,000 | Midwest Capital Managers | 11/4/2020 | IM*0274705 | \$ 40.26 | Wage Assignments |
| Invoice <\$15,000 | Midwest Groundcovers | 11/10/2020 | IM*E0082178 | \$ 759.74 | Other Contractual Services Expense |
| Invoice <\$15,000 | Midwest Machinery Resources, LLC | 11/10/2020 | IM*0274964 | \$ 2,217.00 | Equipment - Instructional |
| Invoice >\$15,000 | Midwest Machinery Resources, LLC | 11/12/2020 | IM*0274968 | \$ 93,646.00 | Equipment - Instructional |
| Invoice >\$15,000 | Midwest Machinery Resources, LLC | 11/2/2020 | IM*0274699 | \$ 117,826.00 | Equipment - Instructional |
| Invoice <\$15,000 | Monoprice, Inc. | 11/25/2020 | IM*E0082377 | \$ 126.56 | Non-Capital Equipment |

D. All Disbursements Excluding Payroll
College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS
November 30, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - November 2020

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| AP TYPE | PAYEE | CHECK DATE | CHECK NO. | AMOUNT | DESCRIPTION |
|----------------------|---|------------|-------------|--------------|--|
| Invoice <\$15,000 | Monoprice, Inc. | 11/4/2020 | IM*E0082098 | \$ 1,457.25 | Non-Capital Equipment |
| Invoice >\$15,000 | Morrow Brothers Ford Inc | 11/2/2020 | IM*E0082069 | \$ 41,785.00 | Equipment - Service |
| Invoice <\$15,000 | Motorola Solutions | 11/18/2020 | IM*E0082269 | \$ 1,156.00 | IT Maintenance Services |
| Invoice <\$15,000 | Mouser Electronics | 11/4/2020 | IM*E0082099 | \$ 82.86 | Instructional Supplies |
| Invoice <\$15,000 | MSC Industrial Supply | 11/10/2020 | IM*0274890 | \$ 3,013.80 | COVID19 Related Mat & Supplies |
| Employee Reimb | Muhammed Saadiq | 11/25/2020 | IM*E0082422 | \$ 72.36 | Instructional Supplies |
| Invoice <\$15,000 | Naperville Chamber of Commerce | 11/4/2020 | IM*E0082100 | \$ 35.00 | On-Campus Conf & Mtgs |
| Invoice <\$15,000 | Natalie Yi | 11/10/2020 | IM*0274942 | \$ 190.00 | Instructional Supplies |
| Invoice <\$15,000 | National Society for Experiential Education | 11/10/2020 | IM*0274891 | \$ 135.00 | Dues |
| Invoice <\$15,000 | Navia Benefit Solutions | 11/18/2020 | IM*E0082306 | \$ 11,385.88 | Flexible Spending Accounts |
| Invoice <\$15,000 | Navia Benefit Solutions | 11/12/2020 | IM*E0082217 | \$ 2,049.50 | HSA Admin Fees |
| Invoice <\$15,000 | Neuco Inc | 11/10/2020 | IM*E0082179 | \$ 147.99 | Maintenance Supplies |
| Invoice <\$15,000 | Neuco Inc | 11/4/2020 | IM*E0082101 | \$ 119.36 | Maintenance Supplies |
| Invoice <\$15,000 | New City Communications, Inc. | 11/18/2020 | IM*E0082271 | \$ 1,100.00 | Advertising Expense |
| Invoice >\$15,000 | Nicor Enerchange | 11/17/2020 | IM*E0082225 | \$ 26,080.85 | Gas Expense |
| Invoice <\$15,000.1C | Nicor Gas | 11/25/2020 | IM*E0082425 | \$ 19,320.31 | Gas Expense |
| Invoice <\$15,000 | NILRC c/o Kishwaukee College | 11/10/2020 | IM*0274892 | \$ 2,625.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Norton Norris Inc | 11/25/2020 | IM*E0082379 | \$ 1,065.00 | On-Campus Conf & Mtgs |
| Invoice <\$15,000 | Novus Pest Control | 11/10/2020 | IM*E0082168 | \$ 639.00 | Custodial Services |
| Invoice <\$15,000 | Oaktree Products, Inc. | 11/10/2020 | IM*E0082181 | \$ 385.71 | Instructional Supplies |
| Invoice <\$15,000 | Office Depot | 11/10/2020 | IM*0274893 | \$ 3,921.83 | Office Supplies |
| Invoice <\$15,000 | Office of Glenn B. Stearns | 11/18/2020 | IM*0275025 | \$ 371.54 | Wage Assignments |
| Invoice <\$15,000 | Office of Glenn B. Stearns | 11/4/2020 | IM*0274706 | \$ 371.54 | Wage Assignments |
| Invoice <\$15,000 | Oh My God Music Inc | 11/20/2020 | IM*0275029 | \$ 250.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Oh My God Music Inc | 9/15/2020 | IM*0275258 | \$ (250.00) | Check issued in prior month; voided in current month |
| Invoice >\$15,000 | O'Malley Construction Company | 11/24/2020 | IM*E0082344 | \$ 34,788.94 | Building Remodeling Expense |
| Invoice <\$15,000 | Omnigraphics, Inc. | 11/10/2020 | IM*0274898 | \$ 81.85 | Books and Binding Costs |
| Invoice <\$15,000 | Omnigraphics, Inc. | 11/10/2020 | IM*0274897 | \$ 81.85 | Books and Binding Costs |
| Invoice <\$15,000 | Orbis Construction Company Inc | 11/25/2020 | IM*E0082380 | \$ 3,500.00 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | O'Reilly Auto Parts | 11/18/2020 | IM*E0082272 | \$ 187.39 | Vehicle Supplies |
| Invoice <\$15,000 | O'Reilly Auto Parts | 11/10/2020 | IM*E0082180 | \$ 112.93 | Vehicle Supplies |
| Invoice <\$15,000 | OverDrive, Inc. | 11/10/2020 | IM*0274900 | \$ 240.00 | Books and Binding Costs |
| Invoice <\$15,000 | Packey Webb Ford | 11/10/2020 | IM*E0082182 | \$ 67.86 | Instructional Supplies |
| Invoice <\$15,000 | Paddock Publications | 11/18/2020 | IM*E0082273 | \$ 172.50 | Advertising Expense |
| Employee Reimb | Patrick McTee | 11/10/2020 | IM*0274948 | \$ 82.49 | Maintenance Supplies |
| Invoice <\$15,000 | Patterson Dental | 11/25/2020 | IM*E0082381 | \$ 268.44 | Instructional Supplies |
| Invoice <\$15,000 | Patterson Dental | 11/18/2020 | IM*E0082274 | \$ 2,237.43 | Instructional Supplies |
| Invoice <\$15,000 | Patterson Dental | 11/10/2020 | IM*E0082183 | \$ 424.11 | Instructional Supplies |
| Invoice <\$15,000 | Patterson Dental | 11/4/2020 | IM*E0082102 | \$ 613.85 | Instructional Supplies |
| Invoice <\$15,000 | Paula Cebula | 11/18/2020 | IM*E0082226 | \$ 3,580.00 | Performing Arts Services |
| Invoice <\$15,000 | Pearson Education, Inc. | 11/10/2020 | IM*0274903 | \$ 13,970.15 | Instructional Supplies |
| Invoice <\$15,000 | Performance Health Supply, Inc. | 11/10/2020 | IM*E0082184 | \$ 2,331.68 | Other supplies |
| Invoice <\$15,000 | Perry Hookham | 11/10/2020 | IM*0274844 | \$ 900.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Phyllis Kalnins | 11/18/2020 | IM*E0082228 | \$ 900.00 | Retiree Healthcare Payments |
| Invoice <\$15,000 | Planet Charley Productions, LLC | 11/10/2020 | IM*E0082185 | \$ 65.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | PlanPilot, LLC | 11/10/2020 | IM*E0082186 | \$ 9,363.60 | Consultants Expense |
| Invoice <\$15,000 | Pocket Nurse | 11/25/2020 | IM*E0082382 | \$ 637.55 | Instructional Supplies |
| Invoice <\$15,000 | Pocket Nurse | 11/18/2020 | IM*E0082275 | \$ 309.32 | Instructional Supplies |
| Invoice <\$15,000 | Porter Pipe & Supply Co. | 11/10/2020 | IM*0274904 | \$ 22.96 | Instructional Supplies |
| Invoice >\$15,000 | POSTMASTER - GLEN ELLYN | 11/6/2020 | IM*0274708 | \$ 38,000.00 | USPS Prepaid |
| Invoice <\$15,000 | Power Up Batteries, LLC | 11/25/2020 | IM*E0082383 | \$ 1,083.81 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | Power Up Batteries, LLC | 11/18/2020 | IM*E0082276 | \$ 199.80 | Maintenance Supplies |
| Invoice <\$15,000 | Power Up Batteries, LLC | 11/10/2020 | IM*E0082187 | \$ 2,194.50 | Maintenance Supplies |
| Invoice <\$15,000 | Premier Staffing Solution LLC | 11/25/2020 | IM*E0082384 | \$ 4,800.00 | Consultants Expense |
| Invoice <\$15,000 | Premier Staffing Solution LLC | 11/18/2020 | IM*E0082278 | \$ 9,180.00 | Consultants Expense |
| Invoice <\$15,000 | Premier Staffing Solution LLC | 11/10/2020 | IM*E0082188 | \$ 5,358.60 | Consultants Expense |
| Invoice <\$15,000 | Presence Central & Suburban Hospitals Network | 11/10/2020 | IM*0274905 | \$ 50.00 | Instructional Service Contracts |
| Invoice <\$15,000 | Press Photography Network | 11/25/2020 | IM*E0082385 | \$ 2,887.50 | Other Contractual Services Expense |
| Invoice <\$15,000 | Press Photography Network | 11/18/2020 | IM*E0082279 | \$ 1,225.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Press Photography Network | 11/10/2020 | IM*E0082189 | \$ 1,050.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Press Photography Network | 11/4/2020 | IM*E0082103 | \$ 700.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Pretrax, Inc. | 11/10/2020 | IM*0274906 | \$ 587.25 | Other Contractual Services Expense |
| Invoice <\$15,000 | Print Management Partners, Inc. | 11/4/2020 | IM*E0082104 | \$ 14,000.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Progressive Business Compliance | 11/18/2020 | IM*0275017 | \$ 299.00 | Publications |
| Invoice <\$15,000 | Public Safety Communication | 11/10/2020 | IM*0274907 | \$ 210.00 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | Quality Power Solutions, LLC | 11/4/2020 | IM*E0082105 | \$ 2,010.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Quik Impressions Group, Inc. | 11/18/2020 | IM*0275021 | \$ 5,986.73 | Postage |
| Invoice <\$15,000 | Radiation Detection Company | 11/10/2020 | IM*E0082190 | \$ 31.40 | Instructional Supplies |
| Invoice <\$15,000 | Radiation Detection Company | 11/4/2020 | IM*E0082106 | \$ 87.55 | Instructional Supplies |
| Invoice <\$15,000 | Radio Aids, Inc. | 11/10/2020 | IM*0274908 | \$ 18.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Ramrod Distributors | 11/10/2020 | IM*0274909 | \$ 1,856.90 | Maintenance Supplies |

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| AP TYPE | PAYEE | CHECK DATE | CHECK NO. | AMOUNT | DESCRIPTION |
|-------------------|---|------------|-------------|---------------|--|
| Invoice <\$15,000 | Rathje & Woodward, LLC | 11/20/2020 | IM*E0082338 | \$ 11,604.14 | Legal Services Expense |
| Invoice <\$15,000 | Ray O'Herron Co., Inc. | 11/25/2020 | IM*E0082386 | \$ 348.50 | Instructional Supplies |
| Invoice <\$15,000 | Record-A-Hit, Inc. | 11/4/2020 | IM*E0082107 | \$ 550.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Refrigeration Enterprises, Inc. | 11/18/2020 | IM*E0082280 | \$ 3,156.47 | Maintenance Services Expense |
| Invoice <\$15,000 | Regional Truck Equipment Co. | 11/10/2020 | IM*E0082191 | \$ 960.00 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | Reinders, Inc. | 11/25/2020 | IM*E0082387 | \$ 826.67 | Maintenance Supplies |
| Invoice >\$15,000 | Reliance Standard Life Insurance Company | 11/12/2020 | IM*0274966 | \$ 47,306.40 | Life Insurance |
| Invoice >\$15,000 | Reserve Account | 11/9/2020 | IM*0274711 | \$ 15,000.00 | Pitney Bowes Prepaid |
| Invoice <\$15,000 | Rev.com, Inc. | 11/10/2020 | IM*0274910 | \$ 68.20 | Other Contractual Services Expense |
| Invoice <\$15,000 | Revere Electric Supply | 11/25/2020 | IM*E0082388 | \$ 1,106.00 | Maintenance Supplies |
| Invoice >\$15,000 | Richey & Son, Inc. | 11/20/2020 | IM*E0082336 | \$ 21,695.00 | Equipment - Service |
| Invoice <\$15,000 | Rigol Technologies, Inc. USA | 11/10/2020 | IM*E0082192 | \$ 437.05 | Maintenance Services Expense |
| Invoice <\$15,000 | Rittenhouse Book Distributors Inc | 11/25/2020 | IM*E0082389 | \$ 939.60 | Books and Binding Costs |
| Invoice <\$15,000 | Rittenhouse Book Distributors Inc | 11/18/2020 | IM*E0082281 | \$ 367.72 | Books and Binding Costs |
| Invoice <\$15,000 | Riverside Technologies, Inc. | 11/18/2020 | IM*E0082282 | \$ 96.25 | Non-Capital Equipment |
| Invoice >\$15,000 | Riverside Technologies, Inc. | 11/12/2020 | IM*E0082219 | \$ 39,741.00 | Non-Capital Equipment |
| Employee Reimb | Robert Cervenka | 11/19/2020 | IM*E0082311 | \$ 59.66 | Athletic Event Fee |
| Employee Reimb | Robert Clark | 11/19/2020 | IM*E0082312 | \$ 490.93 | Instructional Supplies |
| Invoice <\$15,000 | Rock Cap Venture, Inc. | 11/18/2020 | IM*E0082283 | \$ 4,950.00 | Non-Capital Equipment |
| Invoice <\$15,000 | Rock Team Sports LLC | 11/18/2020 | IM*E0082284 | \$ 249.00 | Other supplies |
| Employee Reimb | Roger Behling | 11/25/2020 | IM*E0082405 | \$ 100.00 | Maintenance Supplies |
| Invoice <\$15,000 | Rogers Athletics | 11/10/2020 | IM*0274914 | \$ 8,330.00 | Non-Capital Equipment |
| Employee Reimb | Roland Raffel | 11/10/2020 | IM*0274954 | \$ 346.49 | Tuition Reimbursement-Classified |
| Employee Reimb | Rosaura Carbajal-Romo | 11/25/2020 | IM*E0082406 | \$ 72.00 | Dues - Faculty |
| Invoice <\$15,000 | RTM Engineering Consultants LLC | 11/25/2020 | IM*E0082390 | \$ 2,350.00 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | RTM Engineering Consultants LLC | 11/18/2020 | IM*E0082285 | \$ 1,771.00 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | Russo Power Equipment | 11/10/2020 | IM*E0082193 | \$ 503.60 | Maintenance Supplies |
| Employee Reimb | Ryan Kaiser | 11/10/2020 | IM*0274946 | \$ 1,758.00 | Recruitment Expense |
| Invoice <\$15,000 | Sales Enterprise | 11/18/2020 | IM*E0082286 | \$ 487.50 | Other supplies |
| Invoice <\$15,000 | Sally Beauty Supply | 11/10/2020 | IM*0274916 | \$ 92.66 | Instructional Supplies |
| Invoice <\$15,000 | SARS Software Products, Inc. | 11/4/2020 | IM*E0082108 | \$ 10,500.00 | IT Maintenance Services |
| Invoice <\$15,000 | Scholar Buys | 11/25/2020 | IM*E0082391 | \$ 3,677.20 | IT Maintenance Services |
| Invoice <\$15,000 | Service Sanitation, Inc. | 11/25/2020 | IM*E0082392 | \$ 208.00 | Other Contractual Services Expense |
| Employee Reimb | Shellaine Thacker | 11/25/2020 | IM*E0082423 | \$ 140.91 | In-State Travel Costs |
| Employee Reimb | Sheri Gross | 11/5/2020 | IM*E0082127 | \$ 307.00 | Other supplies |
| Invoice <\$15,000 | Sherwin Williams Company | 11/10/2020 | IM*0274918 | \$ 61.29 | Maintenance Supplies |
| Invoice <\$15,000 | Shorewood Home and Auto Inc | 11/18/2020 | IM*E0082287 | \$ 7,254.00 | Equipment - Service |
| Invoice <\$15,000 | Siemens Industry, Inc. | 11/25/2020 | IM*E0082393 | \$ 7,000.00 | Architectural Services Expense |
| Employee Reimb | Silvia Donatelli | 11/25/2020 | IM*E0082411 | \$ 109.99 | Tuition Reimbursement-Faculty |
| Invoice <\$15,000 | Simtics Limited | 11/10/2020 | IM*0274920 | \$ 1,650.00 | Instructional Service Contracts |
| Invoice <\$15,000 | Simtics Limited | 6/10/2020 | IM*0268388 | \$ (1,650.00) | Check issued in prior month; voided in current month |
| Invoice <\$15,000 | Smithgroup Inc | 11/10/2020 | IM*0274921 | \$ 2,300.00 | Architectural Services Expense |
| Invoice <\$15,000 | Snap-on, Inc. | 11/25/2020 | IM*E0082394 | \$ 556.25 | Maintenance Services Expense |
| Invoice <\$15,000 | Sock 101 LLC | 11/18/2020 | IM*E0082288 | \$ 499.00 | Advertising Expense |
| Invoice <\$15,000 | Sodexo | 11/25/2020 | IM*E0082395 | \$ 12,149.37 | Other Conference & Meeting Expense |
| Employee Reimb | Sonia Watson | 11/19/2020 | IM*E0082332 | \$ 1,850.00 | Tuition Reimbursement-Admin |
| Employee Reimb | Sonia Watson | 11/10/2020 | IM*E0082210 | \$ 78.00 | In-State Conference Costs |
| Invoice <\$15,000 | Southside Control Supply Company | 11/25/2020 | IM*E0082396 | \$ 687.92 | Maintenance Services Expense |
| Invoice <\$15,000 | Southside Control Supply Company | 11/18/2020 | IM*E0082289 | \$ 257.97 | Maintenance Supplies |
| Invoice <\$15,000 | Southside Control Supply Company | 11/10/2020 | IM*E0082194 | \$ 413.02 | Maintenance Services Expense |
| Invoice <\$15,000 | Springshare, LLC | 11/25/2020 | IM*E0082397 | \$ 165.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Squeegee Bros., Inc. | 11/10/2020 | IM*0274922 | \$ 486.00 | Advertising Expense |
| Employee Reimb | Stacey Kemerer | 11/25/2020 | IM*E0082416 | \$ 422.73 | In-State Travel Costs |
| Invoice <\$15,000 | Stan A. Huber Consultants | 11/10/2020 | IM*E0082195 | \$ 475.00 | Maintenance Services Expense |
| Invoice <\$15,000 | State Disbursement Unit | 11/18/2020 | IM*0275026 | \$ 4,677.00 | Wage Assignments |
| Invoice <\$15,000 | State Disbursement Unit | 11/4/2020 | IM*0274707 | \$ 4,677.00 | Wage Assignments |
| Invoice <\$15,000 | Steven J. Fink & Assoc. | 11/10/2020 | IM*0274923 | \$ 58.60 | Wage Assignments |
| Invoice <\$15,000 | Steven J. Fink & Assoc. | 6/21/2017 | IM*0220498 | \$ (58.60) | Check issued in prior month; voided in current month |
| Invoice <\$15,000 | Strategic Cost Control, Inc. | 11/10/2020 | IM*0274924 | \$ 825.00 | Unemployment Insurance Expense |
| Employee Reimb | Stuart Hacker | 11/5/2020 | IM*E0082128 | \$ 20.00 | Dues |
| Invoice <\$15,000 | SuccessWorks Search Marketing Solutions Inc | 11/10/2020 | IM*E0082196 | \$ 9,750.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Sunburst Sportwear Inc. | 11/18/2020 | IM*E0082291 | \$ 491.00 | Advertising Expense |
| Invoice <\$15,000 | Supreme Lobster, Seafood | 11/25/2020 | IM*E0082398 | \$ 1,140.89 | Instructional Supplies |
| Invoice <\$15,000 | Supreme Lobster, Seafood | 11/18/2020 | IM*E0082292 | \$ 297.54 | Instructional Supplies |
| Invoice <\$15,000 | Supreme Lobster, Seafood | 11/10/2020 | IM*E0082197 | \$ 420.14 | Instructional Supplies |
| Invoice <\$15,000 | Supreme Lobster, Seafood | 11/4/2020 | IM*E0082109 | \$ 574.00 | Instructional Supplies |
| Invoice >\$15,000 | SURS-State University Retirement System | 11/23/2020 | IM*E0082341 | \$ 43,403.91 | SURS 6% Rule Payments |
| Invoice >\$15,000 | SURS-State University Retirement System | 11/20/2020 | IM*E0082340 | \$ 415,276.25 | Employee Retirement Contributions |
| Invoice >\$15,000 | SURS-State University Retirement System | 11/10/2020 | IM*E0082212 | \$ 425,754.53 | Employee Retirement Contributions |
| Invoice <\$15,000 | Swank Motion Pictures | 11/25/2020 | IM*E0082399 | \$ 442.00 | Books and Binding Costs |
| Invoice <\$15,000 | Taylor & Francis Group, LLC | 11/25/2020 | IM*E0082400 | \$ 88.12 | Books and Binding Costs |

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| AP TYPE | PAYEE | CHECK DATE | CHECK NO. | AMOUNT | DESCRIPTION |
|-------------------|--|------------|-------------|---------------|--|
| Invoice <\$15,000 | Terrace Supply Company | 11/18/2020 | IM*E0082293 | \$ 622.23 | Instructional Supplies |
| Invoice <\$15,000 | Testa Produce, Inc. | 11/25/2020 | IM*E0082401 | \$ 829.05 | Instructional Supplies |
| Invoice <\$15,000 | Testa Produce, Inc. | 11/18/2020 | IM*E0082294 | \$ 896.35 | Instructional Supplies |
| Invoice <\$15,000 | Testa Produce, Inc. | 11/10/2020 | IM*E0082198 | \$ 1,960.99 | Instructional Supplies |
| Invoice <\$15,000 | The Active Network | 11/10/2020 | IM*0274756 | \$ 1,200.00 | IT Maintenance Services |
| Invoice <\$15,000 | The Audio File | 11/10/2020 | IM*0274779 | \$ 476.25 | Advertising Expense |
| Invoice <\$15,000 | The ICON Group, Inc. | 11/10/2020 | IM*0274849 | \$ 482.00 | Rental Facility |
| Invoice <\$15,000 | The Myers-Briggs Company | 11/25/2020 | IM*E0082378 | \$ 8,993.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | The National Collegiate Honors Council, Inc. | 11/18/2020 | IM*E0082270 | \$ 850.00 | Dues |
| Employee Reimb | Thomas Carter | 11/25/2020 | IM*E0082407 | \$ 319.11 | Instructional Supplies |
| Employee Reimb | Thomas Carter | 11/19/2020 | IM*E0082310 | \$ 325.40 | Instructional Supplies |
| Invoice <\$15,000 | Thomas Niketopoulos | 11/16/2020 | IM*0275007 | \$ 1,110.00 | Retiree Healthcare Payments |
| Invoice <\$15,000 | Thomas Ryan | 11/10/2020 | IM*0274915 | \$ 700.00 | Retiree Healthcare Payments |
| Invoice <\$15,000 | Thomas Ryan | 7/19/2016 | IM*0205697 | \$ (700.00) | Check issued in prior month; voided in current month |
| Employee Reimb | Timothy Follin | 11/19/2020 | IM*E0082316 | \$ 100.00 | Maintenance Supplies |
| Invoice <\$15,000 | Tim's Snowplowing, Inc. | 11/10/2020 | IM*E0082199 | \$ 7,809.17 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | Tio (The Last One) | 11/10/2020 | IM*0274925 | \$ 100.00 | Other Contractual Services Expense |
| Employee Reimb | Tobey McCoy | 11/19/2020 | IM*E0082326 | \$ 105.97 | Instructional Supplies |
| Invoice <\$15,000 | Tompkins Printing | 11/10/2020 | IM*0274927 | \$ 552.60 | Maintenance Services Expense |
| Invoice <\$15,000 | Tower Products, Inc. | 11/10/2020 | IM*0274928 | \$ 8.41 | Audio/Visual Materials |
| Invoice <\$15,000 | Tower Products, Inc. | 11/10/2020 | IM*0274878 | \$ 79.24 | Office Supplies |
| Employee Reimb | Tracy Kline | 11/10/2020 | IM*0274947 | \$ 259.40 | Instructional Supplies |
| Invoice <\$15,000 | Travelport | 11/25/2020 | IM*E0082402 | \$ 100.00 | Instructional Service Contracts |
| Invoice <\$15,000 | Trevor Palgen | 11/10/2020 | IM*0274902 | \$ 3,500.00 | Performing Arts Services |
| Invoice <\$15,000 | Tri Dim Filter Corporation | 11/10/2020 | IM*0274929 | \$ 5,345.64 | Maintenance Supplies |
| Invoice <\$15,000 | Troyers Printhouse, LLC | 11/10/2020 | IM*E0082200 | \$ 8,325.00 | Instructional Supplies |
| Invoice <\$15,000 | U.S. Food Service | 11/4/2020 | IM*E0082110 | \$ 779.10 | Instructional Supplies |
| Invoice <\$15,000 | Uline | 11/10/2020 | IM*E0082201 | \$ 778.21 | Audio/Visual Materials |
| Invoice <\$15,000 | United Parcel Service | 11/10/2020 | IM*0274931 | \$ 54.30 | Postage |
| Invoice <\$15,000 | United Stations Radio Networks | 11/10/2020 | IM*0274930 | \$ 375.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Universal Music Group | 11/4/2020 | IM*E0082111 | \$ 1,543.30 | Advertising Expense |
| Invoice <\$15,000 | University of Illinois At Springfield | 3/11/2020 | IM*0263625 | \$ (250.00) | Check issued in prior month; voided in current month |
| Invoice <\$15,000 | Unum Life Insurance Company of America | 11/12/2020 | IM*0274967 | \$ 7,761.36 | Long Term Care - Insurance |
| Invoice <\$15,000 | Urban Elevator Service, Inc. | 11/10/2020 | IM*0274932 | \$ 1,875.00 | Facilities Maintenance Service Expense |
| Invoice >\$15,000 | Urban Elevator Service, Inc. | 11/24/2020 | IM*0275085 | \$ 41,151.00 | Building Remodeling Expense |
| Invoice <\$15,000 | Valerie Braschel | 11/10/2020 | IM*0274789 | \$ 263.53 | Community Memberships - PE |
| Invoice >\$15,000 | Valic Retirement Services | 11/18/2020 | IM*E0082302 | \$ 142,427.07 | Annuities |
| Invoice >\$15,000 | Valic Retirement Services | 11/4/2020 | IM*E0082121 | \$ 145,515.68 | Annuities |
| Invoice <\$15,000 | Verizon Wireless | 11/23/2020 | IM*0275078 | \$ 49.89 | Telephone Expense |
| Invoice <\$15,000 | Verizon Wireless | 11/2/2020 | IM*0274697 | \$ 396.11 | Other Contractual Services Expense |
| Invoice <\$15,000 | Village of Carol Stream | 11/13/2020 | IM*0274972 | \$ 1.96 | Water - Sewage Expense |
| Invoice <\$15,000 | Village of Glen Ellyn, Illinois | 11/13/2020 | IM*E0082223 | \$ 6,297.98 | Water - Sewage Expense |
| Invoice <\$15,000 | Village of Glen Ellyn, Illinois | 11/24/2020 | IM*0275080 | \$ 2,603.00 | Building Remodeling Expense |
| Invoice <\$15,000 | Village of Glen Ellyn, Illinois | 11/9/2020 | IM*0274710 | \$ 850.00 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | Village of Glen Ellyn, Illinois | 9/9/2020 | IM*0274709 | \$ 9.49 | Glen Ellyn Food/Beverage Tax |
| Invoice >\$15,000 | Village of Glen Ellyn, Illinois | 11/13/2020 | IM*E0082222 | \$ 25,766.04 | Water - Sewage Expense |
| Invoice <\$15,000 | Village of Westmont | 11/13/2020 | IM*E0082224 | \$ 14.83 | Water - Sewage Expense |
| Invoice >\$15,000 | Vision Service Plan - (IV) | 11/12/2020 | IM*E0082216 | \$ 17,469.82 | Vision Choice Prem November 2020 |
| Invoice >\$15,000 | VisionPoint Media, Inc. | 11/2/2020 | IM*E0082068 | \$ 52,015.26 | Advertising Expense |
| Invoice <\$15,000 | Warehouse Direct, Inc. | 11/25/2020 | IM*E0082403 | \$ 4,386.23 | COVID19 Related Mat & Supplies |
| Invoice <\$15,000 | Warehouse Direct, Inc. | 11/18/2020 | IM*E0082295 | \$ 3,371.64 | Maintenance Supplies |
| Invoice <\$15,000 | Warehouse Direct, Inc. | 11/10/2020 | IM*E0082202 | \$ 2,577.68 | Maintenance Supplies |
| Invoice <\$15,000 | Warehouse Direct, Inc. | 11/4/2020 | IM*E0082112 | \$ 217.53 | Maintenance Supplies |
| Invoice <\$15,000 | Waste Management of Illinois-West | 11/23/2020 | IM*0275079 | \$ 5,004.57 | Refuse Disposal Expense |
| Invoice <\$15,000 | Waste Management of Illinois-West | 11/13/2020 | IM*0274973 | \$ 208.00 | Refuse Disposal Expense |
| Invoice <\$15,000 | Waste Management of Illinois-West | 11/10/2020 | IM*0274933 | \$ 360.00 | Refuse Disposal Expense |
| Invoice <\$15,000 | WCS Photography | 11/10/2020 | IM*0274934 | \$ 2,284.00 | Instructional Supplies |
| Employee Reimb | Wendy Parks | 11/19/2020 | IM*E0082330 | \$ 795.00 | Tuition Reimbursement-Admin |
| Invoice <\$15,000 | West Payment Center | 11/10/2020 | IM*E0082203 | \$ 1,263.06 | Books and Binding Costs |
| Invoice <\$15,000 | West Publishing Corporation | 11/18/2020 | IM*E0082296 | \$ 628.22 | Instructional Service Contracts |
| Invoice <\$15,000 | Westmont Interior Supply House | 11/18/2020 | IM*E0082297 | \$ 272.50 | Maintenance Supplies |
| Invoice <\$15,000 | WideOpenWest IL, LLC | 11/18/2020 | IM*E0082298 | \$ 382.41 | Other Contractual Services Expense |
| Employee Reimb | William Carmody | 11/19/2020 | IM*E0082309 | \$ 385.00 | Dues - Faculty |
| Invoice <\$15,000 | William Law | 11/10/2020 | IM*0274868 | \$ 300.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | William Marsh Rice University | 11/4/2020 | IM*E0082113 | \$ 4,125.00 | On-Campus Conf & Mtgs |
| Invoice <\$15,000 | Windy City Truck Repair, Inc. | 11/10/2020 | IM*0274936 | \$ 209.20 | Maintenance Services Expense |
| Invoice <\$15,000 | WM. F. Meyer Company | 11/10/2020 | IM*0274938 | \$ 706.64 | Maintenance Supplies |
| Invoice <\$15,000 | Woods & Poole Economics, Inc. | 11/10/2020 | IM*0274939 | \$ 145.00 | Consultants Expense |
| Invoice <\$15,000 | World Point ECC, Inc. | 11/10/2020 | IM*0274940 | \$ 183.65 | Instructional Supplies |
| Invoice <\$15,000 | Xerox Corporation | 11/10/2020 | IM*0274941 | \$ 10,230.07 | Rental - Equipment |
| Invoice >\$15,000 | Xerox Corporation | 11/24/2020 | IM*0275086 | \$ 37,533.75 | Rental - Equipment |

D. All Disbursements Excluding Payroll
College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS
November 30, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - November 2020

| 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 (FERPA). Checks listed include payroll cash disbursements made to vendors and government agencies for employee payroll deductions. | | | | | |
|--|---|------------|-------------|-------------------------|---|
| <p style="text-align: center;">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</p> | | | | | |
| AP TYPE | PAYEE | CHECK DATE | CHECK NO. | AMOUNT | DESCRIPTION |
| Invoice >\$15,000 | Xerox Corporation | 11/2/2020 | IM*0274694 | \$ 37,722.33 | Rental - Equipment |
| Invoice <\$15,000 | Yankee Book Peddler, Inc. | 11/25/2020 | IM*E0082404 | \$ 6,456.05 | Books and Binding Costs |
| Invoice <\$15,000 | Yankee Book Peddler, Inc. | 11/18/2020 | IM*E0082299 | \$ 5,685.85 | Books and Binding Costs |
| Invoice <\$15,000 | Yankee Book Peddler, Inc. | 11/10/2020 | IM*E0082204 | \$ 1,691.53 | Books and Binding Costs |
| Invoice <\$15,000 | Yankee Book Peddler, Inc. | 11/4/2020 | IM*E0082114 | \$ 2,350.91 | Books and Binding Costs |
| Cares Act Student Portion | Cares Act Student Portion | | | \$ 68,309.00 | Cares Act Student Portion via Touchnet ACH - 558 transactions |
| Student Refunds | Checks issued in prior month; voided in current month | | | \$ (19,660.34) | Student Refunds Voided Checks - 20 transactions |
| Student Refunds | Student Refunds | | | \$ 174,742.36 | Student Refunds via Paper Check - 355 transactions |
| Student Refunds | Student Refunds | | | \$ 525,318.54 | Student Refunds via Credit Cards - 675 transactions |
| TOTAL VENDOR PAYMENTS DURING THE ACCOUNTING MONTH | | | | \$ 10,860,592.81 | |

D. All Disbursements Excluding Payroll
College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS
November 30, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - November 2020

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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 | Thomas Ryan | 7/19/2016 | IM*0205697 | \$ (700.00) | Check issued in prior month; voided in current month |
| Invoice <\$15,000 | Benedictine University | 8/17/2016 | IM*0206835 | \$ (25.00) | Check issued in prior month; voided in current month |
| Invoice <\$15,000 | Linda Osanka | 8/17/2016 | IM*0207016 | \$ (230.36) | Check issued in prior month; voided in current month |
| Invoice <\$15,000 | Mara Gallagher | 11/16/2016 | IM*0212241 | \$ (402.40) | Check issued in prior month; voided in current month |
| Invoice <\$15,000 | Bolor Bat-Erdem | 2/15/2017 | IM*0214508 | \$ (75.00) | Check issued in prior month; voided in current month |
| Invoice <\$15,000 | Kassandra Roeser | 2/15/2017 | IM*0214821 | \$ (75.00) | Check issued in prior month; voided in current month |
| Invoice <\$15,000 | Linda Osanka | 3/15/2017 | IM*0215822 | \$ (1,200.00) | Check issued in prior month; voided in current month |
| Invoice <\$15,000 | Katherine Wilk | 5/10/2017 | IM*0219632 | \$ (100.00) | Check issued in prior month; voided in current month |
| Invoice <\$15,000 | Steven J. Fink & Assoc. | 6/21/2017 | IM*0220498 | \$ (58.60) | Check issued in prior month; voided in current month |
| Invoice <\$15,000 | University of Illinois At Springfield | 3/11/2020 | IM*0263625 | \$ (250.00) | Check issued in prior month; voided in current month |
| Employee Reimb | Esperanza Wilson | 3/12/2020 | IM*0263725 | \$ (933.10) | Check issued in prior month; voided in current month |
| Invoice <\$15,000 | Simtics Limited | 6/10/2020 | IM*0268388 | \$ (1,650.00) | Check issued in prior month; voided in current month |
| Invoice <\$15,000 | Oh My God Music Inc | 9/15/2020 | IM*0272528 | \$ (250.00) | Check issued in prior month; voided in current month |
| Invoice <\$15,000 | Lauren Sharp | 10/13/2020 | IM*0273235 | \$ (300.00) | Check issued in prior month; voided in current month |
| Invoice >\$15,000 | Xerox Corporation | 11/2/2020 | IM*0274694 | \$ 37,722.33 | Rental - Equipment |
| Invoice >\$15,000 | Blackboard, Inc. | 11/2/2020 | IM*0274695 | \$ 32,500.00 | IT Maintenance Services |
| Invoice >\$15,000 | Duo Security, Inc. | 11/2/2020 | IM*0274696 | \$ 28,350.00 | IT Maintenance Services |
| Invoice <\$15,000 | Verizon Wireless | 11/2/2020 | IM*0274697 | \$ 396.11 | Other Contractual Services Expense |
| Invoice >\$15,000 | Insight Public Sector Inc | 11/2/2020 | IM*0274698 | \$ 254,321.00 | Non-Capital Equipment |
| Invoice >\$15,000 | Midwest Machinery Resources, LLC | 11/2/2020 | IM*0274699 | \$ 117,826.00 | Equipment - Instructional |
| Invoice <\$15,000 | Janet Moore | 11/2/2020 | IM*0274700 | \$ 750.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Chicago Federation of Musicians | 11/4/2020 | IM*0274701 | \$ 165.00 | Performing Arts Services |
| Invoice <\$15,000 | Chicago Federation of Musicians | 11/4/2020 | IM*0274702 | \$ 35.70 | Performing Arts Services |
| Invoice <\$15,000 | Educ Loan - AES PHEAA | 11/4/2020 | IM*0274703 | \$ 111.85 | Wage Assignments |
| Invoice <\$15,000 | International Union of Operating Engineers | 11/4/2020 | IM*0274704 | \$ 703.35 | Professional Dues |
| Invoice <\$15,000 | Midwest Capital Managers | 11/4/2020 | IM*0274705 | \$ 40.26 | Wage Assignments |
| Invoice <\$15,000 | Office of Glenn B. Stearns | 11/4/2020 | IM*0274706 | \$ 371.54 | Wage Assignments |
| Invoice <\$15,000 | State Disbursement Unit | 11/4/2020 | IM*0274707 | \$ 4,677.00 | Wage Assignments |
| Invoice >\$15,000 | POSTMASTER - GLEN ELLYN | 11/6/2020 | IM*0274708 | \$ 38,000.00 | USPS Prepaid |
| Invoice <\$15,000 | Village of Glen Elyn, Illinois | 11/9/2020 | IM*0274709 | \$ 9.49 | Glen Elyn Food/Beverage Tax |
| Invoice <\$15,000 | Village of Glen Elyn, Illinois | 11/9/2020 | IM*0274710 | \$ 850.00 | Facilities Maintenance Service Expense |
| Invoice >\$15,000 | Reserve Account | 11/9/2020 | IM*0274711 | \$ 15,000.00 | Pitney Bowes Prepaid |
| Invoice <\$15,000 | AACRAO | 11/10/2020 | IM*0274755 | \$ 1,834.00 | Dues |
| Invoice <\$15,000 | The Active Network | 11/10/2020 | IM*0274756 | \$ 1,200.00 | IT Maintenance Services |
| Invoice <\$15,000 | Advance Magazine Publishers, Inc. | 11/10/2020 | IM*0274757 | \$ 1,000.00 | Performing Arts Services |
| Invoice <\$15,000 | Advanced Stores Company, Inc. | 11/10/2020 | IM*0274758 | \$ 780.07 | Purchase for Resale |
| Invoice <\$15,000 | Advanced Stores Company, Inc. | 11/10/2020 | IM*0274759 | \$ 199.00 | Purchase for Resale |
| Invoice <\$15,000 | Advantage Team Sales Group | 11/10/2020 | IM*0274760 | \$ 1,899.00 | Athletic Soft Good Supplies |
| Invoice <\$15,000 | Advocate Good Samaritan | 11/10/2020 | IM*0274761 | \$ 45.00 | Instructional Service Contracts |
| Invoice <\$15,000 | Advocate Good Samaritan | 11/10/2020 | IM*0274762 | \$ 50.00 | Instructional Service Contracts |
| Invoice <\$15,000 | Advocate Good Samaritan | 11/10/2020 | IM*0274763 | \$ 45.00 | Instructional Service Contracts |
| Invoice <\$15,000 | Advocate Good Samaritan | 11/10/2020 | IM*0274764 | \$ 45.00 | Instructional Service Contracts |
| Invoice <\$15,000 | Advocate Good Samaritan | 11/10/2020 | IM*0274765 | \$ 45.00 | Instructional Service Contracts |
| Invoice <\$15,000 | Advocate Good Samaritan | 11/10/2020 | IM*0274766 | \$ 225.00 | Instructional Service Contracts |
| Invoice <\$15,000 | AICPA-North Carolina | 11/10/2020 | IM*0274767 | \$ 196.22 | Books and Binding Costs |
| Invoice <\$15,000 | Airgas, Inc. | 11/10/2020 | IM*0274768 | \$ 6,311.04 | Instructional Supplies |
| Invoice <\$15,000 | Alibris | 11/10/2020 | IM*0274769 | \$ 55.88 | Books and Binding Costs |
| Invoice <\$15,000 | AlSCO, Inc. | 11/10/2020 | IM*0274770 | \$ 1,007.27 | Instructional Supplies |
| Invoice <\$15,000 | Amazon.com, LLC | 11/10/2020 | IM*0274771 | \$ 73.47 | Books and Binding Costs |
| Invoice <\$15,000 | Amer Marketing Assoc. | 11/10/2020 | IM*0274772 | \$ 149.00 | Dues - Classified |
| Invoice <\$15,000 | American Welding Society | 11/10/2020 | IM*0274773 | \$ 160.00 | Publications |
| Invoice <\$15,000 | Anixter, Inc. | 11/10/2020 | IM*0274774 | \$ 633.44 | Maintenance Supplies |
| Invoice <\$15,000 | Armarius Software Inc | 11/10/2020 | IM*0274775 | \$ 917.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Association for Title IX Administrators | 11/10/2020 | IM*0274776 | \$ 1,599.00 | Out-of-State Conference Costs |
| Invoice <\$15,000 | Association of Surgical Technologists Inc | 11/10/2020 | IM*0274777 | \$ 5,928.00 | Instructional Supplies |
| Invoice <\$15,000 | AT&T Long Distance | 11/10/2020 | IM*0274778 | \$ 207.42 | Telephone Expense |
| Invoice <\$15,000 | The Audio File | 11/10/2020 | IM*0274779 | \$ 476.25 | Advertising Expense |
| Invoice <\$15,000 | Automatic Doors Inc. | 11/10/2020 | IM*0274780 | \$ 1,429.04 | Maintenance Supplies |
| Invoice <\$15,000 | Barr Mechanical Sales Inc | 11/10/2020 | IM*0274781 | \$ 1,300.46 | Maintenance Supplies |
| Invoice <\$15,000 | Bolor Bat-Erdem | 11/10/2020 | IM*0274782 | \$ 75.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Beary Landscape Inc. | 11/10/2020 | IM*0274783 | \$ 3,000.00 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | Benco Dental Co. | 11/10/2020 | IM*0274784 | \$ 979.93 | Instructional Supplies |
| Invoice <\$15,000 | Benedictine University | 11/10/2020 | IM*0274785 | \$ 25.00 | Art Center Deposit Liability |
| Invoice <\$15,000 | Emily Birsan | 11/10/2020 | IM*0274786 | \$ 550.00 | Performing Arts Services |
| Invoice <\$15,000 | Blackboard, Inc. | 11/10/2020 | IM*0274787 | \$ 5,000.00 | IT Maintenance Services |
| Invoice <\$15,000 | Bloomboard, Inc. | 11/10/2020 | IM*0274788 | \$ 1,999.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Valerie Braschel | 11/10/2020 | IM*0274789 | \$ 263.53 | Community Memberships - PE |
| Invoice <\$15,000 | Brink's, Inc. | 11/10/2020 | IM*0274790 | \$ 128.36 | Financial Charges & Adjustments |
| Invoice <\$15,000 | Bumper to Bumper | 11/10/2020 | IM*0274791 | \$ 2,935.32 | Purchase for Resale |
| Invoice <\$15,000 | Campagna-Turano Bakery, Inc. | 11/10/2020 | IM*0274793 | \$ 113.63 | Instructional Supplies |

D. All Disbursements Excluding Payroll
College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS
November 30, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - November 2020

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| AP TYPE | PAYEE | CHECK DATE | CHECK NO. | AMOUNT | DESCRIPTION |
|-------------------|--|------------|------------|--------------|--|
| Invoice <\$15,000 | Joellyn Cauffield | 11/10/2020 | IM*0274794 | \$ 50.00 | Performing Arts Services |
| Invoice <\$15,000 | Certol International, LLC | 11/10/2020 | IM*0274795 | \$ 212.40 | Instructional Supplies |
| Invoice <\$15,000 | Choose Dupage | 11/10/2020 | IM*0274796 | \$ 3,500.00 | Dues |
| Invoice <\$15,000 | City of Naperville - Utilities | 11/10/2020 | IM*0274797 | \$ 4,199.88 | Electricity Expense |
| Invoice <\$15,000 | CliftonLarsonAllen LLP | 11/10/2020 | IM*0274798 | \$ 4,880.40 | Audit Services Expense |
| Invoice <\$15,000 | Comcast Commercial Services | 11/10/2020 | IM*0274799 | \$ 3,260.81 | Telephone Expense |
| Invoice <\$15,000 | Comcast | 11/10/2020 | IM*0274800 | \$ 413.95 | Telephone Expense |
| Invoice <\$15,000 | Commonwealth Edison-Carol Stream | 11/10/2020 | IM*0274801 | \$ 1,768.21 | Electricity Expense |
| Invoice <\$15,000 | Commercial Alarm Systems | 11/10/2020 | IM*0274802 | \$ 10,605.00 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | Communications Revolving Fund | 11/10/2020 | IM*0274803 | \$ 2,416.04 | IT Maintenance Services |
| Invoice <\$15,000 | Compass Records Group Inc | 11/10/2020 | IM*0274804 | \$ 72.56 | Advertising Expense |
| Invoice <\$15,000 | Cvent Inc | 11/10/2020 | IM*0274805 | \$ 6,500.00 | Computer Software |
| Invoice <\$15,000 | Delmark Records | 11/10/2020 | IM*0274806 | \$ 286.30 | Advertising Expense |
| Invoice <\$15,000 | Denson Shops, Inc. | 11/10/2020 | IM*0274807 | \$ 12.00 | Maintenance Services Expense |
| Invoice <\$15,000 | Dept. of Veterans Affairs | 11/10/2020 | IM*0274808 | \$ 10.00 | Other Federal Governmental Sources |
| Invoice <\$15,000 | Dept. of Veterans Affairs | 11/10/2020 | IM*0274809 | \$ 8.00 | Other Federal Governmental Sources |
| Invoice <\$15,000 | Dept. of Veterans Affairs | 11/10/2020 | IM*0274810 | \$ 490.00 | Other Federal Governmental Sources |
| Invoice <\$15,000 | Dept. of Veterans Affairs | 11/10/2020 | IM*0274811 | \$ 414.00 | Other Federal Governmental Sources |
| Invoice <\$15,000 | Dept. of Veterans Affairs | 11/10/2020 | IM*0274812 | \$ 956.00 | Other Federal Governmental Sources |
| Invoice <\$15,000 | Dept. of Veterans Affairs | 11/10/2020 | IM*0274813 | \$ 675.00 | Other Federal Governmental Sources |
| Invoice <\$15,000 | Dept. of Veterans Affairs | 11/10/2020 | IM*0274814 | \$ 144.00 | Other Federal Governmental Sources |
| Invoice <\$15,000 | DeSitter Flooring | 11/10/2020 | IM*0274815 | \$ 86.40 | Other supplies |
| Invoice <\$15,000 | DiaMedical USA Equipment LLC | 11/10/2020 | IM*0274816 | \$ 464.68 | Non-Capital Equipment |
| Invoice <\$15,000 | Dick Pond Athletics | 11/10/2020 | IM*0274817 | \$ 313.50 | Office Supplies |
| Invoice <\$15,000 | Jesse Donner | 11/10/2020 | IM*0274818 | \$ 1,750.00 | Performing Arts Services |
| Invoice <\$15,000 | Dow Jones & Company, Inc. | 11/10/2020 | IM*0274819 | \$ 539.88 | Publications |
| Invoice <\$15,000 | DuPage County | 11/10/2020 | IM*0274820 | \$ 2,932.03 | Indirect Costs |
| Invoice <\$15,000 | Dupage Medical Group | 11/10/2020 | IM*0274821 | \$ 75.00 | Instructional Service Contracts |
| Invoice <\$15,000 | Ecolab | 11/10/2020 | IM*0274822 | \$ 57.91 | Instructional Supplies |
| Invoice <\$15,000 | Ecolab | 11/10/2020 | IM*0274823 | \$ 297.20 | Maintenance Supplies |
| Invoice <\$15,000 | Eddy Holding, LLC | 11/10/2020 | IM*0274824 | \$ 1,250.00 | On-Campus Conf & Mtgs |
| Invoice <\$15,000 | Educational Music Services Inc | 11/10/2020 | IM*0274825 | \$ 103.40 | Books and Binding Costs |
| Invoice <\$15,000 | Elliott Auto Supply Co., Inc. | 11/10/2020 | IM*0274826 | \$ 748.52 | Purchase for Resale |
| Invoice <\$15,000 | Engineering Services & Products Company | 11/10/2020 | IM*0274827 | \$ 817.75 | Instructional Supplies |
| Invoice <\$15,000 | Ewert, Inc. | 11/10/2020 | IM*0274828 | \$ 970.33 | Maintenance Supplies |
| Invoice <\$15,000 | First Class Glass and Mirror Inc | 11/10/2020 | IM*0274829 | \$ 575.00 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | Fisher Scientific Company | 11/10/2020 | IM*0274830 | \$ 330.34 | Other supplies |
| Invoice <\$15,000 | Flagg Creek Water Reclamation District | 11/10/2020 | IM*0274831 | \$ 25.25 | Water - Sewage Expense |
| Invoice <\$15,000 | Follett's College of DuPage | 11/10/2020 | IM*0274832 | \$ 400.00 | Advertising Expense |
| Invoice <\$15,000 | Follett's College of DuPage | 11/10/2020 | IM*0274833 | \$ 1,278.00 | Instructional Supplies |
| Invoice <\$15,000 | FSBPT | 11/10/2020 | IM*0274834 | \$ 190.00 | Maintenance Services Expense |
| Invoice <\$15,000 | Mara Gallagher | 11/10/2020 | IM*0274835 | \$ 402.40 | Other Contractual Services Expense |
| Invoice <\$15,000 | Geese Police | 11/10/2020 | IM*0274836 | \$ 1,612.50 | Maintenance Supplies |
| Invoice <\$15,000 | Angela Geiss | 11/10/2020 | IM*0274837 | \$ 367.50 | Other Contractual Services Expense |
| Invoice <\$15,000 | Glen Ellyn Chamber of | 11/10/2020 | IM*0274838 | \$ 45.00 | Advertising Expense |
| Invoice <\$15,000 | Gumbo Medical, LLC | 11/10/2020 | IM*0274839 | \$ 1,665.00 | Instructional Supplies |
| Invoice <\$15,000 | Alice Hargrave | 11/10/2020 | IM*0274840 | \$ 800.00 | Performing Arts Services |
| Invoice <\$15,000 | Henry Schein | 11/10/2020 | IM*0274841 | \$ 1,947.12 | Instructional Supplies |
| Invoice <\$15,000 | Holabird & Root LLC | 11/10/2020 | IM*0274842 | \$ 3,626.00 | Architectural Services Expense |
| Invoice <\$15,000 | Home Training Tools, LTD | 11/10/2020 | IM*0274843 | \$ 8.95 | Instructional Supplies |
| Invoice <\$15,000 | Perry Hookham | 11/10/2020 | IM*0274844 | \$ 900.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | HP Inc. | 11/10/2020 | IM*0274845 | \$ 52.16 | IT Maintenance Services |
| Invoice <\$15,000 | Katherine Hughes | 11/10/2020 | IM*0274846 | \$ 100.00 | Performing Arts Services |
| Invoice <\$15,000 | ICCB-IL Community College | 11/10/2020 | IM*0274847 | \$ 325.00 | Grant Funded Travel/Conf |
| Invoice <\$15,000 | ICN-CMS | 11/10/2020 | IM*0274848 | \$ 7,200.00 | IT Maintenance Services |
| Invoice <\$15,000 | The ICON Group, Inc. | 11/10/2020 | IM*0274849 | \$ 482.00 | Rental Facility |
| Invoice <\$15,000 | IL Assoc of Chiefs of Police | 11/10/2020 | IM*0274850 | \$ 1,537.50 | Other Contractual Services Expense |
| Invoice <\$15,000 | Illinois Office of the State Fire Marshal | 11/10/2020 | IM*0274851 | \$ 1,050.00 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | INACSL-Int'l Nursing Assoc for Clinical Simulation & | 11/10/2020 | IM*0274852 | \$ 532.00 | Maintenance Services Expense |
| Invoice <\$15,000 | Insight Public Sector Inc | 11/10/2020 | IM*0274853 | \$ 2,099.97 | Non-Capital Equipment |
| Invoice <\$15,000 | Integrated Lakes Management Inc. | 11/10/2020 | IM*0274854 | \$ 835.00 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | Iron Mountain Off Site Data | 11/10/2020 | IM*0274855 | \$ 919.22 | IT Maintenance Services |
| Invoice <\$15,000 | J.J. Keller & Associates, Inc. | 11/10/2020 | IM*0274856 | \$ 143.00 | Instructional Supplies |
| Invoice <\$15,000 | Jenn Sales Corporation | 11/10/2020 | IM*0274857 | \$ 490.00 | Instructional Supplies |
| Invoice <\$15,000 | Job Target.com | 11/10/2020 | IM*0274858 | \$ 9,009.00 | Advertising Expense |
| Invoice <\$15,000 | Johnstone Supply | 11/10/2020 | IM*0274859 | \$ 171.50 | Instructional Supplies |
| Invoice <\$15,000 | Johnstone Supply | 11/10/2020 | IM*0274860 | \$ 713.59 | Instructional Supplies |
| Invoice <\$15,000 | Johnstone Supply | 11/10/2020 | IM*0274861 | \$ 1,144.74 | Instructional Supplies |
| Invoice <\$15,000 | Kammes Auto & Truck Repair, Inc. | 11/10/2020 | IM*0274862 | \$ 2,439.56 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | Kyle Karas | 11/10/2020 | IM*0274863 | \$ 2,560.00 | Other Contractual Services Expense |

D. All Disbursements Excluding Payroll
College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS
November 30, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - November 2020

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|--|---|------------|------------|--------------|--|
| <p style="text-align: center;">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</p> | | | | | |
| AP TYPE | PAYEE | CHECK DATE | CHECK NO. | AMOUNT | DESCRIPTION |
| Invoice <\$15,000 | Kennicott Brothers Company | 11/10/2020 | IM*0274864 | \$ 383.86 | Instructional Supplies |
| Invoice <\$15,000 | Knightsbridge Global Ltd | 11/10/2020 | IM*0274865 | \$ 2,420.30 | Instructional Supplies |
| Invoice <\$15,000 | Krage's Tire Centers Inc. | 11/10/2020 | IM*0274866 | \$ 1,064.00 | Maintenance Supplies |
| Invoice <\$15,000 | Laerdal Medical Corporation | 11/10/2020 | IM*0274867 | \$ 7,776.40 | Non-Capital Equipment |
| Invoice <\$15,000 | William Law | 11/10/2020 | IM*0274868 | \$ 300.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Learfield Communications, LLC | 11/10/2020 | IM*0274869 | \$ 3,500.00 | IT Maintenance Services |
| Invoice <\$15,000 | Len's Ace Hardware-Glen Ellyn | 11/10/2020 | IM*0274870 | \$ 273.88 | Maintenance Supplies |
| Invoice <\$15,000 | Car Reflections | 11/10/2020 | IM*0274871 | \$ 675.00 | Equipment - Service |
| Invoice <\$15,000 | Lex Meat, LTD | 11/10/2020 | IM*0274872 | \$ 1,508.93 | Instructional Supplies |
| Invoice <\$15,000 | LiveU Inc | 11/10/2020 | IM*0274873 | \$ 785.00 | Non-Capital Equipment |
| Invoice <\$15,000 | Lucky Locators, Inc. | 11/10/2020 | IM*0274874 | \$ 390.00 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | Lutheran Church of the Master | 11/10/2020 | IM*0274875 | \$ 2,500.00 | Rental Facility |
| Invoice <\$15,000 | Alexis Maggione | 11/10/2020 | IM*0274876 | \$ 661.91 | Agency Scholarships |
| Invoice <\$15,000 | Martina Magnusson | 11/10/2020 | IM*0274877 | \$ 1,000.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Tower Products, Inc. | 11/10/2020 | IM*0274878 | \$ 79.24 | Office Supplies |
| Invoice <\$15,000 | Marketron Broadcast Solutions | 11/10/2020 | IM*0274879 | \$ 525.57 | Other Contractual Services Expense |
| Invoice <\$15,000 | Marsh USA Inc. | 11/10/2020 | IM*0274880 | \$ 10,603.00 | Workers Compensation Insurance |
| Invoice <\$15,000 | Matthew Bender & Co., Inc. | 11/10/2020 | IM*0274881 | \$ 136.43 | Books and Binding Costs |
| Invoice <\$15,000 | Mary Mattingly | 11/10/2020 | IM*0274882 | \$ 2,000.00 | Performing Arts Services |
| Invoice <\$15,000 | Michael Mc Guan | 11/10/2020 | IM*0274883 | \$ 245.12 | Community Memberships - PE |
| Invoice <\$15,000 | McMaster Carr Supply | 11/10/2020 | IM*0274884 | \$ 1,667.95 | Instructional Supplies |
| Invoice <\$15,000 | Kimberly McNulty | 11/10/2020 | IM*0274885 | \$ 361.41 | Unclaimed Prop Liab - Payroll |
| Invoice <\$15,000 | Medline Industries, Inc. | 11/10/2020 | IM*0274886 | \$ 660.01 | Instructional Supplies |
| Invoice <\$15,000 | Micro Center Sales Corporation | 11/10/2020 | IM*0274887 | \$ 79.98 | IT Maintenance Services |
| Invoice <\$15,000 | Constance Mixon | 11/10/2020 | IM*0274889 | \$ 200.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | MSC Industrial Supply | 11/10/2020 | IM*0274890 | \$ 3,013.80 | COVID19 Related Mat & Supplies |
| Invoice <\$15,000 | National Society for Experiential Education | 11/10/2020 | IM*0274891 | \$ 135.00 | Dues |
| Invoice <\$15,000 | NILRC c/o Kishwaukee College | 11/10/2020 | IM*0274892 | \$ 2,625.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Office Depot | 11/10/2020 | IM*0274893 | \$ 3,921.83 | Office Supplies |
| Invoice <\$15,000 | Omnigraphics, Inc. | 11/10/2020 | IM*0274897 | \$ 81.85 | Books and Binding Costs |
| Invoice <\$15,000 | Omnigraphics, Inc. | 11/10/2020 | IM*0274898 | \$ 81.85 | Books and Binding Costs |
| Invoice <\$15,000 | Linda Osanka | 11/10/2020 | IM*0274899 | \$ 1,430.36 | Retiree Healthcare Payments |
| Invoice <\$15,000 | OverDrive, Inc. | 11/10/2020 | IM*0274900 | \$ 240.00 | Books and Binding Costs |
| Invoice <\$15,000 | Daniel Pal | 11/10/2020 | IM*0274901 | \$ 100.00 | Performing Arts Services |
| Invoice <\$15,000 | Trevor Palgen | 11/10/2020 | IM*0274902 | \$ 3,500.00 | Performing Arts Services |
| Invoice <\$15,000 | Pearson Education, Inc. | 11/10/2020 | IM*0274903 | \$ 13,970.15 | Instructional Supplies |
| Invoice <\$15,000 | Porter Pipe & Supply Co. | 11/10/2020 | IM*0274904 | \$ 22.96 | Instructional Supplies |
| Invoice <\$15,000 | Presence Central & Suburban Hospitals Network | 11/10/2020 | IM*0274905 | \$ 50.00 | Instructional Service Contracts |
| Invoice <\$15,000 | Pretrax, Inc. | 11/10/2020 | IM*0274906 | \$ 587.25 | Other Contractual Services Expense |
| Invoice <\$15,000 | Public Safety Communication | 11/10/2020 | IM*0274907 | \$ 210.00 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | Radio Aids, Inc. | 11/10/2020 | IM*0274908 | \$ 18.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Ramrod Distributors | 11/10/2020 | IM*0274909 | \$ 1,856.90 | Maintenance Supplies |
| Invoice <\$15,000 | Rev.com, Inc. | 11/10/2020 | IM*0274910 | \$ 68.20 | Other Contractual Services Expense |
| Invoice <\$15,000 | Jose Rizo | 11/10/2020 | IM*0274911 | \$ 90.00 | Advertising Expense |
| Invoice <\$15,000 | Jerry Robison | 11/10/2020 | IM*0274912 | \$ 2,700.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Kassandra Roeser | 11/10/2020 | IM*0274913 | \$ 75.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Rogers Athletics | 11/10/2020 | IM*0274914 | \$ 8,330.00 | Non-Capital Equipment |
| Invoice <\$15,000 | Thomas Ryan | 11/10/2020 | IM*0274915 | \$ 700.00 | Retiree Healthcare Payments |
| Invoice <\$15,000 | Sally Beauty Supply | 11/10/2020 | IM*0274916 | \$ 92.66 | Instructional Supplies |
| Invoice <\$15,000 | Kurt Schweitz | 11/10/2020 | IM*0274917 | \$ 100.00 | Performing Arts Services |
| Invoice <\$15,000 | Sherwin Williams Company | 11/10/2020 | IM*0274918 | \$ 61.29 | Maintenance Supplies |
| Invoice <\$15,000 | Dick Simpson | 11/10/2020 | IM*0274919 | \$ 200.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Simtics Limited | 11/10/2020 | IM*0274920 | \$ 1,650.00 | Instructional Service Contracts |
| Invoice <\$15,000 | Smithgroup Inc | 11/10/2020 | IM*0274921 | \$ 2,300.00 | Architectural Services Expense |
| Invoice <\$15,000 | Squeegee Bros., Inc. | 11/10/2020 | IM*0274922 | \$ 486.00 | Advertising Expense |
| Invoice <\$15,000 | Steven J. Fink & Assoc. | 11/10/2020 | IM*0274923 | \$ 58.60 | Wage Assignments |
| Invoice <\$15,000 | Strategic Cost Control, Inc. | 11/10/2020 | IM*0274924 | \$ 825.00 | Unemployment Insurance Expense |
| Invoice <\$15,000 | Tlo (The Last One) | 11/10/2020 | IM*0274925 | \$ 100.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Katherine Tombaugh | 11/10/2020 | IM*0274926 | \$ 550.00 | Performing Arts Services |
| Invoice <\$15,000 | Tompkins Printing | 11/10/2020 | IM*0274927 | \$ 552.60 | Maintenance Services Expense |
| Invoice <\$15,000 | Tower Products, Inc. | 11/10/2020 | IM*0274928 | \$ 8.41 | Audio/Visual Materials |
| Invoice <\$15,000 | Tri Dim Filter Corporation | 11/10/2020 | IM*0274929 | \$ 5,345.64 | Maintenance Supplies |
| Invoice <\$15,000 | United Stations Radio Networks | 11/10/2020 | IM*0274930 | \$ 375.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | United Parcel Service | 11/10/2020 | IM*0274931 | \$ 54.30 | Postage |
| Invoice <\$15,000 | Urban Elevator Service, Inc. | 11/10/2020 | IM*0274932 | \$ 1,875.00 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | Waste Management of Illinois-West | 11/10/2020 | IM*0274933 | \$ 360.00 | Refuse Disposal Expense |
| Invoice <\$15,000 | WCS Photography | 11/10/2020 | IM*0274934 | \$ 2,284.00 | Instructional Supplies |
| Invoice <\$15,000 | Katherine Wilk | 11/10/2020 | IM*0274935 | \$ 100.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Windy City Truck Repair, Inc. | 11/10/2020 | IM*0274936 | \$ 209.20 | Maintenance Services Expense |
| Invoice <\$15,000 | Barry Winograd | 11/10/2020 | IM*0274937 | \$ 900.00 | Other Contractual Services Expense |

D. All Disbursements Excluding Payroll
College of DuPage
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ACCOUNTS PAYABLE AND PAYROLL REPORT
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| AP TYPE | PAYEE | CHECK DATE | CHECK NO. | AMOUNT | DESCRIPTION |
| Invoice <\$15,000 | WM. F. Meyer Company | 11/10/2020 | IM*0274938 | \$ 706.64 | Maintenance Supplies |
| Invoice <\$15,000 | Woods & Poole Economics, Inc. | 11/10/2020 | IM*0274939 | \$ 145.00 | Consultants Expense |
| Invoice <\$15,000 | World Point ECC, Inc. | 11/10/2020 | IM*0274940 | \$ 183.65 | Instructional Supplies |
| Invoice <\$15,000 | Xerox Corporation | 11/10/2020 | IM*0274941 | \$ 10,230.07 | Rental - Equipment |
| Invoice <\$15,000 | Natalie Yi | 11/10/2020 | IM*0274942 | \$ 190.00 | Instructional Supplies |
| Employee Reimb | Kristi Hainline | 11/10/2020 | IM*0274943 | \$ 50.00 | Tuition Reimbursement-Classified |
| Employee Reimb | Maureen Heffern Ponicki | 11/10/2020 | IM*0274944 | \$ 1,453.56 | Dues - Faculty |
| Employee Reimb | Jose Jimenez Casillas | 11/10/2020 | IM*0274945 | \$ 84.99 | Maintenance Supplies |
| Employee Reimb | Ryan Kaiser | 11/10/2020 | IM*0274946 | \$ 1,758.00 | Recruitment Expense |
| Employee Reimb | Tracy Kline | 11/10/2020 | IM*0274947 | \$ 259.40 | Instructional Supplies |
| Employee Reimb | Patrick McTee | 11/10/2020 | IM*0274948 | \$ 82.49 | Maintenance Supplies |
| Employee Reimb | Kevin Medina | 11/10/2020 | IM*0274949 | \$ 39.99 | Maintenance Supplies |
| Employee Reimb | Kristen Mitchell | 11/10/2020 | IM*0274950 | \$ 52.90 | Printing Expense |
| Employee Reimb | Dorothy O'Neil | 11/10/2020 | IM*0274951 | \$ 55.00 | Tuition Reimbursement-CODA |
| Employee Reimb | Marilyn Ortiz | 11/10/2020 | IM*0274952 | \$ 50.00 | Tuition Reimbursement-Classified |
| Employee Reimb | Margarita Poromanska | 11/10/2020 | IM*0274953 | \$ 56.98 | Instructional Supplies |
| Employee Reimb | Roland Raffel | 11/10/2020 | IM*0274954 | \$ 346.49 | Tuition Reimbursement-Classified |
| Employee Reimb | Eric Ramirez-Thompson | 11/10/2020 | IM*0274955 | \$ 59.93 | Other supplies |
| Employee Reimb | Dawn Weeks | 11/10/2020 | IM*0274956 | \$ 15.00 | Grant Funded Travel/Conf |
| Employee Reimb | Jonathan Williamson | 11/10/2020 | IM*0274957 | \$ 100.00 | Maintenance Supplies |
| Employee Reimb | Esperanza Wilson | 11/10/2020 | IM*0274958 | \$ 933.10 | Out-of-State Travel Costs |
| Employee Reimb | Matthew Wright | 11/10/2020 | IM*0274959 | \$ 22.99 | Instructional Supplies |
| Invoice <\$15,000 | Midwest Machinery Resources, LLC | 11/10/2020 | IM*0274964 | \$ 2,217.00 | Equipment - Instructional |
| Invoice >\$15,000 | Ascential Inc | 11/10/2020 | IM*0274965 | \$ 22,500.00 | Books and Binding Costs |
| Invoice >\$15,000 | Reliance Standard Life Insurance Company | 11/12/2020 | IM*0274966 | \$ 47,306.40 | Life Insurance |
| Invoice <\$15,000 | Unum Life Insurance Company of America | 11/12/2020 | IM*0274967 | \$ 7,761.36 | Long Term Care - Insurance |
| Invoice >\$15,000 | Midwest Machinery Resources, LLC | 11/12/2020 | IM*0274968 | \$ 93,646.00 | Equipment - Instructional |
| Invoice <\$15,000 | AT&T Long Distance | 11/12/2020 | IM*0274969 | \$ 2,412.40 | Telephone Expense |
| Invoice <\$15,000 | AT&T Long Distance | 11/12/2020 | IM*0274970 | \$ 2,471.86 | Telephone Expense |
| Invoice <\$15,000 | AT&T Long Distance | 11/12/2020 | IM*0274971 | \$ 5,594.14 | Telephone Expense |
| Invoice <\$15,000 | Village of Carol Stream | 11/13/2020 | IM*0274972 | \$ 1.96 | Water - Sewage Expense |
| Invoice <\$15,000 | Waste Management of Illinois-West | 11/13/2020 | IM*0274973 | \$ 208.00 | Refuse Disposal Expense |
| Invoice <\$15,000 | Illinois Community College Risk Management Consortium | 11/13/2020 | IM*0274974 | \$ 4,158.00 | Legal Services Expense |
| Invoice <\$15,000 | Thomas Niketopoulos | 11/16/2020 | IM*0275007 | \$ 1,110.00 | Retiree Healthcare Payments |
| Invoice <\$15,000 | A.F.M. & E.P. Fund | 11/17/2020 | IM*0275008 | \$ 186.12 | Performing Arts Services |
| Invoice <\$15,000 | Chicago Federation of Musicians | 11/17/2020 | IM*0275009 | \$ 6.60 | Performing Arts Services |
| Invoice <\$15,000 | Chicago Federation of Musicians | 11/17/2020 | IM*0275010 | \$ 2.10 | Performing Arts Services |
| Invoice <\$15,000 | Design & Promote, Inc. | 11/17/2020 | IM*0275011 | \$ 4,999.67 | Other Contractual Services Expense |
| Invoice <\$15,000 | AT&T Long Distance | 11/17/2020 | IM*0275012 | \$ 302.94 | Telephone Expense |
| Invoice <\$15,000 | AT&T Long Distance | 11/17/2020 | IM*0275013 | \$ 116.24 | Telephone Expense |
| Invoice <\$15,000 | AT&T Mobility | 11/17/2020 | IM*0275014 | \$ 68.78 | Telephone Expense |
| Invoice <\$15,000 | AT&T Mobility | 11/17/2020 | IM*0275015 | \$ 259.38 | Office Supplies |
| Invoice <\$15,000 | Progressive Business Compliance | 11/18/2020 | IM*0275017 | \$ 299.00 | Publications |
| Invoice <\$15,000 | Chicago Federation of Musicians | 11/18/2020 | IM*0275018 | \$ 48.30 | Performing Arts Services |
| Invoice <\$15,000 | Chicago Federation of Musicians | 11/18/2020 | IM*0275019 | \$ 237.60 | Performing Arts Services |
| Invoice <\$15,000 | Quik Impressions Group, Inc. | 11/18/2020 | IM*0275021 | \$ 5,986.73 | Postage |
| Invoice <\$15,000 | Educ Loan - AES PHEAA | 11/18/2020 | IM*0275022 | \$ 111.85 | Wage Assignments |
| Invoice <\$15,000 | International Union of Operating Engineers | 11/18/2020 | IM*0275023 | \$ 703.35 | Professional Dues |
| Invoice <\$15,000 | Midwest Capital Managers | 11/18/2020 | IM*0275024 | \$ 40.26 | Wage Assignments |
| Invoice <\$15,000 | Office of Glenn B. Stearns | 11/18/2020 | IM*0275025 | \$ 371.54 | Wage Assignments |
| Invoice <\$15,000 | State Disbursement Unit | 11/18/2020 | IM*0275026 | \$ 4,677.00 | Wage Assignments |
| Invoice <\$15,000 | Lauren Sharp | 11/18/2020 | IM*0275027 | \$ 300.00 | Retiree Healthcare Payments |
| Invoice <\$15,000 | John Fournier | 11/18/2020 | IM*0275028 | \$ 250.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Oh My God Music Inc | 11/20/2020 | IM*0275029 | \$ 250.00 | Other Contractual Services Expense |
| Invoice >\$15,000 | KnowBe4, INC | 11/20/2020 | IM*0275030 | \$ 24,963.12 | IT Maintenance Services |
| Invoice <\$15,000 | Verizon Wireless | 11/23/2020 | IM*0275078 | \$ 49.89 | Telephone Expense |
| Invoice <\$15,000 | Waste Management of Illinois-West | 11/23/2020 | IM*0275079 | \$ 5,004.57 | Refuse Disposal Expense |
| Invoice <\$15,000 | Village of Glen Ellyn, Illinois | 11/24/2020 | IM*0275080 | \$ 2,603.00 | Building Remodeling Expense |
| Invoice <\$15,000 | American Express Travel Related Services Co., Inc. | 11/24/2020 | IM*0275081 | \$ 7,180.06 | AmEx Clearing |
| Invoice >\$15,000 | Advantage Team Sales Group | 11/24/2020 | IM*0275082 | \$ 17,505.00 | Athletic Soft Good Supplies |
| Invoice >\$15,000 | Leapfrog Technologies Inc | 11/24/2020 | IM*0275083 | \$ 131,980.00 | IT Maintenance Services |
| Invoice >\$15,000 | Marsh USA Inc. | 11/24/2020 | IM*0275084 | \$ 82,000.00 | General Insurance Expense |
| Invoice >\$15,000 | Urban Elevator Service, Inc. | 11/24/2020 | IM*0275085 | \$ 41,151.00 | Building Remodeling Expense |
| Invoice >\$15,000 | Xerox Corporation | 11/24/2020 | IM*0275086 | \$ 37,533.75 | Rental - Equipment |
| Invoice >\$15,000 | Advertising Vehicles, Inc. | 11/24/2020 | IM*0275087 | \$ 60,000.00 | Advertising Expense |
| Invoice <\$15,000 | AT&T Long Distance | 11/24/2020 | IM*0275088 | \$ 31.31 | Telephone Expense |
| Invoice <\$15,000 | AT&T Long Distance | 11/24/2020 | IM*0275089 | \$ 51.28 | Telephone Expense |
| Invoice <\$15,000 | AT&T Long Distance | 11/24/2020 | IM*0275090 | \$ 4,753.33 | Telephone Expense |
| Invoice <\$15,000 | AT&T Long Distance | 11/24/2020 | IM*0275091 | \$ 102.57 | Telephone Expense |
| Invoice <\$15,000 | AT&T Long Distance | 11/24/2020 | IM*0275092 | \$ 50.09 | Telephone Expense |

D. All Disbursements Excluding Payroll
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| AP TYPE | PAYEE | CHECK DATE | CHECK NO. | AMOUNT | DESCRIPTION |
|-------------------|---|------------|-------------|---------------|--|
| Invoice >\$15,000 | IDES-Magnetic Media Unit | 11/4/2020 | IM*D21572 | \$ 200,125.61 | Withholding Tax - State |
| Invoice >\$15,000 | Department of Treasury | 11/4/2020 | IM*D21573 | \$ 586,663.00 | Withholding Tax - Federal |
| Invoice <\$15,000 | Illinois Department of Revenue | 11/9/2020 | IM*D21574 | \$ 704.00 | Auto Lab Sales Tax |
| Invoice >\$15,000 | Department of Treasury | 11/18/2020 | IM*D21575 | \$ 576,094.42 | Withholding Tax - Federal |
| Invoice >\$15,000 | IDES-Magnetic Media Unit | 11/18/2020 | IM*D21576 | \$ 198,217.54 | Withholding Tax - State |
| Invoice >\$15,000 | F.H. Paschen S.N Nielsen & Assoc LLC | 11/2/2020 | IM*E0082067 | \$ 358,599.23 | Building Remodeling Expense |
| Invoice >\$15,000 | VisionPoint Media, Inc. | 11/2/2020 | IM*E0082068 | \$ 52,015.26 | Advertising Expense |
| Invoice >\$15,000 | Morrow Brothers Ford Inc | 11/2/2020 | IM*E0082069 | \$ 41,785.00 | Equipment - Service |
| Invoice <\$15,000 | ABC-CLIO, LLC | 11/4/2020 | IM*E0082070 | \$ 56.40 | Books and Binding Costs |
| Invoice <\$15,000 | Advanced Parts & Services | 11/4/2020 | IM*E0082071 | \$ 264.00 | Maintenance Services Expense |
| Invoice <\$15,000 | Advanced Technologies Consultants, Inc. | 11/4/2020 | IM*E0082072 | \$ 2,955.00 | Instructional Supplies |
| Invoice <\$15,000 | Advantage Paving Solutions Inc | 11/4/2020 | IM*E0082073 | \$ 13,653.26 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | Allied Garage Door Inc. | 11/4/2020 | IM*E0082074 | \$ 807.40 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | B&H Foto & Electronics Corporation | 11/4/2020 | IM*E0082075 | \$ 14,993.49 | Instructional Supplies |
| Invoice <\$15,000 | Boiler Equipment Co. | 11/4/2020 | IM*E0082076 | \$ 842.59 | Maintenance Supplies |
| Invoice <\$15,000 | Burns Equipment Company | 11/4/2020 | IM*E0082077 | \$ 274.55 | Maintenance Supplies |
| Invoice <\$15,000 | Cengage Learning, Inc. | 11/4/2020 | IM*E0082078 | \$ 743.85 | Books and Binding Costs |
| Invoice <\$15,000 | Citrine Management Associates, Inc. | 11/4/2020 | IM*E0082079 | \$ 1,140.00 | Maintenance Supplies |
| Invoice <\$15,000 | Combined Roofing Services, LLC | 11/4/2020 | IM*E0082080 | \$ 690.74 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | Computer Discount Warehouse | 11/4/2020 | IM*E0082081 | \$ 7,182.92 | Instructional Supplies |
| Invoice <\$15,000 | Demco, Inc. | 11/4/2020 | IM*E0082082 | \$ 93.12 | Office Supplies |
| Invoice <\$15,000 | Edward Don & Company | 11/4/2020 | IM*E0082083 | \$ 464.83 | Instructional Supplies |
| Invoice <\$15,000 | Flinn Scientific | 11/4/2020 | IM*E0082084 | \$ 0.01 | Instructional Supplies |
| Invoice <\$15,000 | Fortune Fish Company | 11/4/2020 | IM*E0082085 | \$ 157.38 | Instructional Supplies |
| Invoice <\$15,000 | Grainger - Downers Grove | 11/4/2020 | IM*E0082086 | \$ 217.12 | Non-Capital Equipment |
| Invoice <\$15,000 | Honeywell International, Inc. | 11/4/2020 | IM*E0082087 | \$ 13,400.00 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | Howard Lee & Sons Inc | 11/4/2020 | IM*E0082088 | \$ 295.00 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | JC Licht | 11/4/2020 | IM*E0082089 | \$ 109.20 | Maintenance Supplies |
| Invoice <\$15,000 | JMA Construction, Inc. | 11/4/2020 | IM*E0082090 | \$ 4,750.00 | Building Remodeling Expense |
| Invoice <\$15,000 | Landscape Depot | 11/4/2020 | IM*E0082091 | \$ 4,521.42 | Other supplies |
| Invoice <\$15,000 | Len's Ace Hardware, Inc. | 11/4/2020 | IM*E0082092 | \$ 66.31 | Maintenance Supplies |
| Invoice <\$15,000 | M. R. Serment Inc | 11/4/2020 | IM*E0082093 | \$ 368.75 | Performing Arts Services |
| Invoice <\$15,000 | Mack Avenue Records II, LLC | 11/4/2020 | IM*E0082094 | \$ 289.75 | Advertising Expense |
| Invoice <\$15,000 | Marianna Industries, Inc. | 11/4/2020 | IM*E0082095 | \$ 209.58 | Instructional Supplies |
| Invoice <\$15,000 | Mergent Inc. | 11/4/2020 | IM*E0082096 | \$ 896.00 | Books and Binding Costs |
| Invoice <\$15,000 | Midway Staffing, Inc. | 11/4/2020 | IM*E0082097 | \$ 10,575.02 | Custodial Services |
| Invoice <\$15,000 | Monoprice, Inc. | 11/4/2020 | IM*E0082098 | \$ 1,457.25 | Non-Capital Equipment |
| Invoice <\$15,000 | Mouser Electronics | 11/4/2020 | IM*E0082099 | \$ 82.86 | Instructional Supplies |
| Invoice <\$15,000 | Naperville Chamber of Commerce | 11/4/2020 | IM*E0082100 | \$ 35.00 | On-Campus Conf & Mtgs |
| Invoice <\$15,000 | Neuco Inc | 11/4/2020 | IM*E0082101 | \$ 119.36 | Maintenance Supplies |
| Invoice <\$15,000 | Patterson Dental | 11/4/2020 | IM*E0082102 | \$ 613.85 | Instructional Supplies |
| Invoice <\$15,000 | Press Photography Network | 11/4/2020 | IM*E0082103 | \$ 700.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Print Management Partners, Inc. | 11/4/2020 | IM*E0082104 | \$ 14,000.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Quality Power Solutions, LLC | 11/4/2020 | IM*E0082105 | \$ 2,010.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Radiation Detection Company | 11/4/2020 | IM*E0082106 | \$ 87.55 | Instructional Supplies |
| Invoice <\$15,000 | Record-A-Hit, Inc. | 11/4/2020 | IM*E0082107 | \$ 550.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | SARS Software Products, Inc. | 11/4/2020 | IM*E0082108 | \$ 10,500.00 | IT Maintenance Services |
| Invoice <\$15,000 | Supreme Lobster, Seafood | 11/4/2020 | IM*E0082109 | \$ 574.00 | Instructional Supplies |
| Invoice <\$15,000 | U.S. Food Service | 11/4/2020 | IM*E0082110 | \$ 779.10 | Instructional Supplies |
| Invoice <\$15,000 | Universal Music Group | 11/4/2020 | IM*E0082111 | \$ 1,543.30 | Advertising Expense |
| Invoice <\$15,000 | Warehouse Direct, Inc. | 11/4/2020 | IM*E0082112 | \$ 217.53 | Maintenance Supplies |
| Invoice <\$15,000 | William Marsh Rice University | 11/4/2020 | IM*E0082113 | \$ 4,125.00 | On-Campus Conf & Mtgs |
| Invoice <\$15,000 | Yankee Book Peddler, Inc. | 11/4/2020 | IM*E0082114 | \$ 2,350.91 | Books and Binding Costs |
| Invoice <\$15,000 | College of Dupage Foundation | 11/4/2020 | IM*E0082115 | \$ 2,061.89 | Charitable Contributions |
| Invoice <\$15,000 | Illinois Fraternal Order of Police | 11/4/2020 | IM*E0082116 | \$ 376.55 | Professional Dues |
| Invoice <\$15,000 | Illinois Education Association | 11/4/2020 | IM*E0082117 | \$ 130.68 | Professional Dues |
| Invoice >\$15,000 | College of Dupage Faculty Assoc | 11/4/2020 | IM*E0082118 | \$ 24,339.00 | Professional Dues |
| Invoice >\$15,000 | College of Dupage-CODAA | 11/4/2020 | IM*E0082119 | \$ 28,003.54 | Professional Dues |
| Invoice >\$15,000 | DuPage Credit Union | 11/4/2020 | IM*E0082120 | \$ 19,321.39 | Credit Union |
| Invoice >\$15,000 | Valic Retirement Services | 11/4/2020 | IM*E0082121 | \$ 145,515.68 | Annuities |
| Employee Reimb | Barbara Coe | 11/5/2020 | IM*E0082122 | \$ 109.00 | Dues - Faculty |
| Employee Reimb | Jarret Dyer | 11/5/2020 | IM*E0082123 | \$ 151.89 | Office Supplies |
| Employee Reimb | Gilbert Egge | 11/5/2020 | IM*E0082124 | \$ 45.84 | Office Supplies |
| Employee Reimb | Joyce Graves | 11/5/2020 | IM*E0082125 | \$ 695.00 | Tuition Reimbursement-Faculty |
| Employee Reimb | Douglas Green | 11/5/2020 | IM*E0082126 | \$ 52.34 | In-State Travel Costs |
| Employee Reimb | Sheri Gross | 11/5/2020 | IM*E0082127 | \$ 307.00 | Other supplies |
| Employee Reimb | Stuart Hacker | 11/5/2020 | IM*E0082128 | \$ 20.00 | Dues |
| Employee Reimb | Christine Kickels | 11/5/2020 | IM*E0082129 | \$ 283.00 | Dues - Faculty |
| Employee Reimb | David Kramer | 11/5/2020 | IM*E0082130 | \$ 1,502.24 | Instructional Supplies |
| Employee Reimb | Marina Kuchinski | 11/5/2020 | IM*E0082131 | \$ 483.53 | Dues - Faculty |

D. All Disbursements Excluding Payroll
College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS
November 30, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - November 2020

| 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 (FERPA). Checks listed include payroll cash disbursements made to vendors and government agencies for employee payroll deductions. | | | | | |
|---|---|------------|-------------|--------------|--|
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| AP TYPE | PAYEE | CHECK DATE | CHECK NO. | AMOUNT | DESCRIPTION |
| Employee Reimb | Krystina LaSorsa | 11/5/2020 | IM*E0082132 | \$ 1,500.00 | Tuition Reimbursement-Classified |
| Employee Reimb | Jennifer Matiassek | 11/5/2020 | IM*E0082133 | \$ 20.00 | Dues - Classified |
| Employee Reimb | Ellen McGowan | 11/5/2020 | IM*E0082134 | \$ 46.99 | Office Supplies |
| Employee Reimb | Jacqueline McGrath | 11/5/2020 | IM*E0082135 | \$ 185.00 | Tuition Reimbursement-Faculty |
| Employee Reimb | Elena McNab | 11/5/2020 | IM*E0082136 | \$ 31.86 | Office Supplies |
| Employee Reimb | Janet Minton | 11/5/2020 | IM*E0082137 | \$ 117.29 | Instructional Supplies |
| Employee Reimb | Michael Moon | 11/5/2020 | IM*E0082138 | \$ 32.15 | Other supplies |
| Employee Reimb | Andrea Polites | 11/5/2020 | IM*E0082139 | \$ 614.95 | Tuition Reimbursement-Faculty |
| Employee Reimb | Linda Sands-Vankerk | 11/5/2020 | IM*E0082140 | \$ 46.99 | Office Supplies |
| Employee Reimb | Charles Steele | 11/5/2020 | IM*E0082141 | \$ 444.77 | On-Campus Conf & Mtgs |
| Employee Reimb | Eva Stevens | 11/5/2020 | IM*E0082142 | \$ 344.03 | Instructional Supplies |
| Employee Reimb | Daniel Taylor | 11/5/2020 | IM*E0082143 | \$ 20.00 | Dues - Classified |
| Employee Reimb | Justin Witte | 11/5/2020 | IM*E0082144 | \$ 374.00 | Advertising Expense |
| Invoice <\$15,000 | Mark Foss | 11/10/2020 | IM*E0082145 | \$ 250.00 | Maintenance Services Expense |
| Invoice <\$15,000 | Academy Association, Inc. | 11/10/2020 | IM*E0082146 | \$ 4,200.00 | Instructional Supplies |
| Invoice <\$15,000 | Advantage Paving Solutions Inc | 11/10/2020 | IM*E0082147 | \$ 2,103.59 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | Aggressive Energy LLC | 11/10/2020 | IM*E0082148 | \$ 2,777.91 | Electricity Expense |
| Invoice <\$15,000 | All Occasions Balloons | 11/10/2020 | IM*E0082149 | \$ 339.00 | Other supplies |
| Invoice <\$15,000 | B&H Foto & Electronics Corporation | 11/10/2020 | IM*E0082150 | \$ 5,465.22 | Non-Capital Equipment |
| Invoice <\$15,000 | Binny's Beverage Depot | 11/10/2020 | IM*E0082151 | \$ 54.98 | Instructional Supplies |
| Invoice <\$15,000 | Carolina Biological | 11/10/2020 | IM*E0082152 | \$ 46.90 | Instructional Supplies |
| Invoice <\$15,000 | Computer Discount Warehouse | 11/10/2020 | IM*E0082153 | \$ 467.82 | Non-Capital Equipment |
| Invoice <\$15,000 | DAOES | 11/10/2020 | IM*E0082154 | \$ 150.00 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | Deutsch's Truck & Diesel Repair Inc | 11/10/2020 | IM*E0082156 | \$ 950.18 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | Dreisliker Electrical Motors | 11/10/2020 | IM*E0082157 | \$ 66.64 | Maintenance Supplies |
| Invoice <\$15,000 | EBSCO Information Services | 11/10/2020 | IM*E0082158 | \$ 2,431.47 | Publications |
| Invoice <\$15,000 | Edward Don & Company | 11/10/2020 | IM*E0082159 | \$ 367.77 | Instructional Supplies |
| Invoice <\$15,000 | Edward-Elmhurst Healthcare | 11/10/2020 | IM*E0082160 | \$ 525.00 | Instructional Service Contracts |
| Invoice <\$15,000 | Flinn Scientific | 11/10/2020 | IM*E0082161 | \$ 667.11 | Instructional Supplies |
| Invoice <\$15,000 | Fortune Fish Company | 11/10/2020 | IM*E0082162 | \$ 111.05 | Instructional Supplies |
| Invoice <\$15,000 | Grainger - Downers Grove | 11/10/2020 | IM*E0082163 | \$ 142.32 | Instructional Supplies |
| Invoice <\$15,000 | Illinois Council of Orchestras | 11/10/2020 | IM*E0082164 | \$ 50.00 | Dues |
| Invoice <\$15,000 | Interline Brands, Inc. | 11/10/2020 | IM*E0082165 | \$ 985.81 | Maintenance Supplies |
| Invoice <\$15,000 | Jameco Electronics | 11/10/2020 | IM*E0082166 | \$ 11.94 | Instructional Supplies |
| Invoice <\$15,000 | JMA Construction, Inc. | 11/10/2020 | IM*E0082167 | \$ 1,300.00 | Consultants Expense |
| Invoice <\$15,000 | Novus Pest Control | 11/10/2020 | IM*E0082168 | \$ 639.00 | Custodial Services |
| Invoice <\$15,000 | Kigore International | 11/10/2020 | IM*E0082169 | \$ 990.00 | Instructional Supplies |
| Invoice <\$15,000 | Krueger International, Inc. | 11/10/2020 | IM*E0082170 | \$ 3,274.42 | Equipment - Office |
| Invoice <\$15,000 | Krurapp Communications Inc | 11/10/2020 | IM*E0082171 | \$ 350.00 | Advertising Expense |
| Invoice <\$15,000 | Lawson Products, Inc | 11/10/2020 | IM*E0082172 | \$ 8.28 | Maintenance Supplies |
| Invoice <\$15,000 | Len's Ace Hardware, Inc. | 11/10/2020 | IM*E0082173 | \$ 62.97 | Instructional Supplies |
| Invoice <\$15,000 | Live Reps Call Center, LLC | 11/10/2020 | IM*E0082174 | \$ 71.66 | Other Contractual Services Expense |
| Invoice <\$15,000 | LYRASIS | 11/10/2020 | IM*E0082175 | \$ 300.00 | Dues |
| Invoice <\$15,000 | Midway Dental Supply Detroit, LLC | 11/10/2020 | IM*E0082176 | \$ 119.95 | Maintenance Services Expense |
| Invoice <\$15,000 | Midway Staffing, Inc. | 11/10/2020 | IM*E0082177 | \$ 10,890.95 | Custodial Services |
| Invoice <\$15,000 | Midwest Groundcovers | 11/10/2020 | IM*E0082178 | \$ 759.74 | Other Contractual Services Expense |
| Invoice <\$15,000 | Neuco Inc | 11/10/2020 | IM*E0082179 | \$ 147.99 | Maintenance Supplies |
| Invoice <\$15,000 | O'Reilly Auto Parts | 11/10/2020 | IM*E0082180 | \$ 112.93 | Vehicle Supplies |
| Invoice <\$15,000 | Oaktree Products, Inc. | 11/10/2020 | IM*E0082181 | \$ 385.71 | Instructional Supplies |
| Invoice <\$15,000 | Packey Webb Ford | 11/10/2020 | IM*E0082182 | \$ 67.86 | Instructional Supplies |
| Invoice <\$15,000 | Patterson Dental | 11/10/2020 | IM*E0082183 | \$ 424.11 | Instructional Supplies |
| Invoice <\$15,000 | Performance Health Supply, Inc. | 11/10/2020 | IM*E0082184 | \$ 2,331.68 | Other supplies |
| Invoice <\$15,000 | Planet Charley Productions, LLC | 11/10/2020 | IM*E0082185 | \$ 65.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | PlanPilot, LLC | 11/10/2020 | IM*E0082186 | \$ 9,363.60 | Consultants Expense |
| Invoice <\$15,000 | Power Up Batteries, LLC | 11/10/2020 | IM*E0082187 | \$ 2,194.50 | Maintenance Supplies |
| Invoice <\$15,000 | Premier Staffing Solution LLC | 11/10/2020 | IM*E0082188 | \$ 5,358.60 | Consultants Expense |
| Invoice <\$15,000 | Press Photography Network | 11/10/2020 | IM*E0082189 | \$ 1,050.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Radiation Detection Company | 11/10/2020 | IM*E0082190 | \$ 31.40 | Instructional Supplies |
| Invoice <\$15,000 | Regional Truck Equipment Co. | 11/10/2020 | IM*E0082191 | \$ 960.00 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | Rigol Technologies, Inc. USA | 11/10/2020 | IM*E0082192 | \$ 437.05 | Maintenance Services Expense |
| Invoice <\$15,000 | Russo Power Equipment | 11/10/2020 | IM*E0082193 | \$ 503.60 | Maintenance Supplies |
| Invoice <\$15,000 | Southside Control Supply Company | 11/10/2020 | IM*E0082194 | \$ 413.02 | Maintenance Services Expense |
| Invoice <\$15,000 | Stan A. Huber Consultants | 11/10/2020 | IM*E0082195 | \$ 475.00 | Maintenance Services Expense |
| Invoice <\$15,000 | SuccessWorks Search Marketing Solutions Inc | 11/10/2020 | IM*E0082196 | \$ 9,750.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Supreme Lobster, Seafood | 11/10/2020 | IM*E0082197 | \$ 420.14 | Instructional Supplies |
| Invoice <\$15,000 | Testa Produce, Inc. | 11/10/2020 | IM*E0082198 | \$ 1,960.99 | Instructional Supplies |
| Invoice <\$15,000 | Tim's Snowplowing, Inc. | 11/10/2020 | IM*E0082199 | \$ 7,809.17 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | Troyers Printhouse, LLC | 11/10/2020 | IM*E0082200 | \$ 8,325.00 | Instructional Supplies |
| Invoice <\$15,000 | Uline | 11/10/2020 | IM*E0082201 | \$ 778.21 | Audio/Visual Materials |
| Invoice <\$15,000 | Warehouse Direct, Inc. | 11/10/2020 | IM*E0082202 | \$ 2,577.68 | Maintenance Supplies |

D. All Disbursements Excluding Payroll
College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS
November 30, 2020

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| AP TYPE | PAYEE | CHECK DATE | CHECK NO. | AMOUNT | DESCRIPTION |
|-------------------|--|------------|-------------|-----------------|------------------------------------|
| Invoice <\$15,000 | West Payment Center | 11/10/2020 | IM*E0082203 | \$ 1,263.06 | Books and Binding Costs |
| Invoice <\$15,000 | Yankee Book Peddler, Inc. | 11/10/2020 | IM*E0082204 | \$ 1,691.53 | Books and Binding Costs |
| Employee Reimb | Kathleen Kasprzyk Szetela | 11/10/2020 | IM*E0082205 | \$ 675.00 | Tuition Reimbursement-Classified |
| Employee Reimb | Jane Kielb | 11/10/2020 | IM*E0082206 | \$ 862.00 | Dues - Faculty |
| Employee Reimb | Marina Kuchinski | 11/10/2020 | IM*E0082207 | \$ 34.99 | Dues - Faculty |
| Employee Reimb | Magdalena Ogrodny | 11/10/2020 | IM*E0082208 | \$ 1,530.00 | Tuition Reimbursement-Classified |
| Employee Reimb | John Popik | 11/10/2020 | IM*E0082209 | \$ 92.00 | Tuition Reimbursement-CODA |
| Employee Reimb | Sonia Watson | 11/10/2020 | IM*E0082210 | \$ 78.00 | In-State Conference Costs |
| Employee Reimb | Justin Witte | 11/10/2020 | IM*E0082211 | \$ 136.56 | Performing Arts Services |
| Invoice >\$15,000 | SURS-State University Retirement System | 11/10/2020 | IM*E0082212 | \$ 425,754.53 | Employee Retirement Contributions |
| Invoice >\$15,000 | College Aid Services, LLC | 11/11/2020 | IM*E0082213 | \$ 19,714.87 | Consultants Expense |
| Invoice >\$15,000 | Community College Health Consortium | 11/12/2020 | IM*E0082214 | \$ 1,098,413.13 | Medical HD Premiums - October 2020 |
| Invoice >\$15,000 | Delta Dental of Illinois | 11/12/2020 | IM*E0082215 | \$ 58,508.38 | Dental PPO Premium October 2020 |
| Invoice >\$15,000 | Vision Service Plan - (IV) | 11/12/2020 | IM*E0082216 | \$ 17,469.82 | Vision Choice Prem November 2020 |
| Invoice <\$15,000 | Navia Benefit Solutions | 11/12/2020 | IM*E0082217 | \$ 2,049.50 | HSA Admin Fees |
| Invoice >\$15,000 | Hoppy's Landscaping Inc | 11/12/2020 | IM*E0082218 | \$ 117,525.00 | Land Improvements |
| Invoice >\$15,000 | Riverside Technologies, Inc. | 11/12/2020 | IM*E0082219 | \$ 39,741.00 | Non-Capital Equipment |
| Invoice >\$15,000 | Follett Higher Education | 11/12/2020 | IM*E0082220 | \$ 39,523.74 | Other Students Bookbills |
| Invoice >\$15,000 | Good Samaritan EMSS - Paramedic Prog | 11/12/2020 | IM*E0082221 | \$ 26,496.00 | Instructional Service Contracts |
| Invoice >\$15,000 | Village of Glen Ellyn, Illinois | 11/13/2020 | IM*E0082222 | \$ 25,766.04 | Water - Sewage Expense |
| Invoice <\$15,000 | Village of Glen Ellyn, Illinois | 11/13/2020 | IM*E0082223 | \$ 6,297.98 | Water - Sewage Expense |
| Invoice <\$15,000 | Village of Westmont | 11/13/2020 | IM*E0082224 | \$ 14.83 | Water - Sewage Expense |
| Invoice >\$15,000 | Nicor Enerchange | 11/17/2020 | IM*E0082225 | \$ 26,080.85 | Gas Expense |
| Invoice <\$15,000 | Paula Cebula | 11/18/2020 | IM*E0082226 | \$ 3,580.00 | Performing Arts Services |
| Invoice <\$15,000 | Karen Dickelman | 11/18/2020 | IM*E0082227 | \$ 1,085.00 | Performing Arts Services |
| Invoice <\$15,000 | Phyllis Kalnins | 11/18/2020 | IM*E0082228 | \$ 900.00 | Retiree Healthcare Payments |
| Invoice <\$15,000 | Kirk Muspratt | 11/18/2020 | IM*E0082229 | \$ 4,625.00 | Performing Arts Services |
| Invoice <\$15,000 | Benjamin Nadel | 11/18/2020 | IM*E0082230 | \$ 1,415.00 | Performing Arts Services |
| Invoice <\$15,000 | A.M. Leonard, Inc. | 11/18/2020 | IM*E0082231 | \$ 508.33 | Instructional Supplies |
| Invoice <\$15,000 | Ace Graphics | 11/18/2020 | IM*E0082232 | \$ 1,694.22 | SS Fleet Copier/Special Paper |
| Invoice <\$15,000 | Aqua Pure Enterprises, Inc. | 11/18/2020 | IM*E0082233 | \$ 1,356.15 | Other Contractual Services Expense |
| Invoice <\$15,000 | ASR Analytics LLC | 11/18/2020 | IM*E0082234 | \$ 13,470.00 | IT Maintenance Services |
| Invoice <\$15,000 | Associated Integrated Supply Chain Solutions | 11/18/2020 | IM*E0082235 | \$ 328.00 | Maintenance Services Expense |
| Invoice <\$15,000 | B&H Foto & Electronics Corporation | 11/18/2020 | IM*E0082236 | \$ 2,540.82 | Non-Capital Equipment |
| Invoice <\$15,000 | Blick Art Materials | 11/18/2020 | IM*E0082237 | \$ 1,372.74 | Instructional Supplies |
| Invoice <\$15,000 | Bohlmann Inc | 11/18/2020 | IM*E0082238 | \$ 2,905.00 | Other supplies |
| Invoice <\$15,000 | Carol Fox & Associates | 11/18/2020 | IM*E0082239 | \$ 6,445.00 | Advertising Expense |
| Invoice <\$15,000 | Carolina Biological | 11/18/2020 | IM*E0082240 | \$ 57.99 | Instructional Supplies |
| Invoice <\$15,000 | Cassidy Tire Company | 11/18/2020 | IM*E0082241 | \$ 1,495.96 | Maintenance Services Expense |
| Invoice <\$15,000 | Central Turf and Irrigation Supply | 11/18/2020 | IM*E0082242 | \$ 247.00 | Maintenance Supplies |
| Invoice <\$15,000 | Comcast Holdings Corporation | 11/18/2020 | IM*E0082243 | \$ 5,659.16 | Advertising Expense |
| Invoice <\$15,000 | Commission on Accreditation for Health Info and Info Mngment | 11/18/2020 | IM*E0082244 | \$ 3,000.00 | Dues |
| Invoice <\$15,000 | Computer Discount Warehouse | 11/18/2020 | IM*E0082245 | \$ 3,150.33 | Instructional Supplies |
| Invoice <\$15,000 | Dreisilker Electrical Motors | 11/18/2020 | IM*E0082246 | \$ 57.50 | Maintenance Supplies |
| Invoice <\$15,000 | Edward Don & Company | 11/18/2020 | IM*E0082247 | \$ 577.96 | Instructional Supplies |
| Invoice <\$15,000 | Evovqua Water Technologies Llc | 11/18/2020 | IM*E0082248 | \$ 1,002.46 | Instructional Supplies |
| Invoice <\$15,000 | Fkiquality, Llc | 11/18/2020 | IM*E0082249 | \$ 200.00 | Non-Credit Instructional Serv |
| Invoice <\$15,000 | Flinn Scientific | 11/18/2020 | IM*E0082250 | \$ 276.13 | Instructional Supplies |
| Invoice <\$15,000 | Forestry Suppliers, Inc. | 11/18/2020 | IM*E0082251 | \$ 2,262.17 | Instructional Supplies |
| Invoice <\$15,000 | Full Compass Systems, Ltd | 11/18/2020 | IM*E0082252 | \$ 320.74 | Equipment - Office |
| Invoice <\$15,000 | Glanbia Performance Nutrition (NA) Inc | 11/18/2020 | IM*E0082253 | \$ 2,027.00 | Funds Held in Custody of Others |
| Invoice <\$15,000 | Grainger - Downers Grove | 11/18/2020 | IM*E0082254 | \$ 1,722.86 | Non-Capital Equipment |
| Invoice <\$15,000 | Heritage FS Inc. | 11/18/2020 | IM*E0082255 | \$ 506.42 | Non-Credit Instructional Serv |
| Invoice <\$15,000 | Howard Industries, Inc. | 11/18/2020 | IM*E0082256 | \$ 3,331.00 | Equipment - Office |
| Invoice <\$15,000 | Interline Brands, Inc. | 11/18/2020 | IM*E0082257 | \$ 14.92 | Maintenance Supplies |
| Invoice <\$15,000 | Jameco Electronics | 11/18/2020 | IM*E0082258 | \$ 235.04 | Instructional Supplies |
| Invoice <\$15,000 | JC Licht | 11/18/2020 | IM*E0082259 | \$ 154.12 | Maintenance Supplies |
| Invoice <\$15,000 | Jerry Haggerty Chevrolet | 11/18/2020 | IM*E0082260 | \$ 46.63 | Instructional Supplies |
| Invoice <\$15,000 | JMA Construction, Inc. | 11/18/2020 | IM*E0082261 | \$ 3,450.00 | Building Remodeling Expense |
| Invoice <\$15,000 | Kirhofer's Sports | 11/18/2020 | IM*E0082262 | \$ 1,957.50 | Non-Capital Equipment |
| Invoice <\$15,000 | Landscape Depot | 11/18/2020 | IM*E0082263 | \$ 546.30 | Maintenance Services Expense |
| Invoice <\$15,000 | Legat Architects | 11/18/2020 | IM*E0082264 | \$ 599.00 | Architectural Services Expense |
| Invoice <\$15,000 | Len's Ace Hardware, Inc. | 11/18/2020 | IM*E0082265 | \$ 1,541.85 | Instructional Supplies |
| Invoice <\$15,000 | Marianna Industries, Inc. | 11/18/2020 | IM*E0082266 | \$ 468.07 | Instructional Supplies |
| Invoice <\$15,000 | Martin Implement Sales | 11/18/2020 | IM*E0082267 | \$ 761.99 | Maintenance Supplies |
| Invoice <\$15,000 | Midway Staffing, Inc. | 11/18/2020 | IM*E0082268 | \$ 10,098.57 | Custodial Services |
| Invoice <\$15,000 | Motorola Solutions | 11/18/2020 | IM*E0082269 | \$ 1,156.00 | IT Maintenance Services |
| Invoice <\$15,000 | The National Collegiate Honors Council, Inc. | 11/18/2020 | IM*E0082270 | \$ 850.00 | Dues |
| Invoice <\$15,000 | New City Communications, Inc. | 11/18/2020 | IM*E0082271 | \$ 1,100.00 | Advertising Expense |
| Invoice <\$15,000 | O'Reilly Auto Parts | 11/18/2020 | IM*E0082272 | \$ 187.39 | Vehicle Supplies |

D. All Disbursements Excluding Payroll
College of DuPage
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ACCOUNTS PAYABLE AND PAYROLL REPORT
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| AP TYPE | PAYEE | CHECK DATE | CHECK NO. | AMOUNT | DESCRIPTION |
|-------------------|---|------------|-------------|---------------|--|
| Invoice <\$15,000 | Paddock Publications | 11/18/2020 | IM*E0082273 | \$ 172.50 | Advertising Expense |
| Invoice <\$15,000 | Patterson Dental | 11/18/2020 | IM*E0082274 | \$ 2,237.43 | Instructional Supplies |
| Invoice <\$15,000 | Pocket Nurse | 11/18/2020 | IM*E0082275 | \$ 309.32 | Instructional Supplies |
| Invoice <\$15,000 | Power Up Batteries, LLC | 11/18/2020 | IM*E0082276 | \$ 199.80 | Maintenance Supplies |
| Invoice <\$15,000 | Premier Staffing Solution LLC | 11/18/2020 | IM*E0082278 | \$ 9,180.00 | Consultants Expense |
| Invoice <\$15,000 | Press Photography Network | 11/18/2020 | IM*E0082279 | \$ 1,225.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Refrigeration Enterprises, Inc. | 11/18/2020 | IM*E0082280 | \$ 3,156.47 | Maintenance Services Expense |
| Invoice <\$15,000 | Rittenhouse Book Distributors Inc | 11/18/2020 | IM*E0082281 | \$ 367.72 | Books and Binding Costs |
| Invoice <\$15,000 | Riverside Technologies, Inc. | 11/18/2020 | IM*E0082282 | \$ 96.25 | Non-Capital Equipment |
| Invoice <\$15,000 | Rock Cap Venture, Inc. | 11/18/2020 | IM*E0082283 | \$ 4,950.00 | Non-Capital Equipment |
| Invoice <\$15,000 | Rock Team Sports LLC | 11/18/2020 | IM*E0082284 | \$ 249.00 | Other supplies |
| Invoice <\$15,000 | RTM Engineering Consultants LLC | 11/18/2020 | IM*E0082285 | \$ 1,771.00 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | Sales Enterprise | 11/18/2020 | IM*E0082286 | \$ 487.50 | Other supplies |
| Invoice <\$15,000 | Shorewood Home and Auto Inc | 11/18/2020 | IM*E0082287 | \$ 7,254.00 | Equipment - Service |
| Invoice <\$15,000 | Sock 101 LLC | 11/18/2020 | IM*E0082288 | \$ 499.00 | Advertising Expense |
| Invoice <\$15,000 | Southside Control Supply Company | 11/18/2020 | IM*E0082289 | \$ 257.97 | Maintenance Supplies |
| Invoice <\$15,000 | Caption Access LLC | 11/18/2020 | IM*E0082290 | \$ 3,290.00 | Consultants Expense |
| Invoice <\$15,000 | Sunburst Sportswear Inc. | 11/18/2020 | IM*E0082291 | \$ 491.00 | Advertising Expense |
| Invoice <\$15,000 | Supreme Lobster, Seafood | 11/18/2020 | IM*E0082292 | \$ 297.54 | Instructional Supplies |
| Invoice <\$15,000 | Terrace Supply Company | 11/18/2020 | IM*E0082293 | \$ 622.23 | Instructional Supplies |
| Invoice <\$15,000 | Testa Produce, Inc. | 11/18/2020 | IM*E0082294 | \$ 896.35 | Instructional Supplies |
| Invoice <\$15,000 | Warehouse Direct, Inc. | 11/18/2020 | IM*E0082295 | \$ 3,371.64 | Maintenance Supplies |
| Invoice <\$15,000 | West Publishing Corporation | 11/18/2020 | IM*E0082296 | \$ 628.22 | Instructional Service Contracts |
| Invoice <\$15,000 | Westmont Interior Supply House | 11/18/2020 | IM*E0082297 | \$ 272.50 | Maintenance Supplies |
| Invoice <\$15,000 | WideOpenWest IL, LLC | 11/18/2020 | IM*E0082298 | \$ 382.41 | Other Contractual Services Expense |
| Invoice <\$15,000 | Yankee Book Peddler, Inc. | 11/18/2020 | IM*E0082299 | \$ 5,685.85 | Books and Binding Costs |
| Invoice >\$15,000 | College of DuPage Faculty Assoc | 11/18/2020 | IM*E0082300 | \$ 24,339.00 | Professional Dues |
| Invoice >\$15,000 | DuPage Credit Union | 11/18/2020 | IM*E0082301 | \$ 19,321.39 | Credit Union |
| Invoice >\$15,000 | Valic Retirement Services | 11/18/2020 | IM*E0082302 | \$ 142,427.07 | Annuities |
| Invoice <\$15,000 | College of DuPage Foundation | 11/18/2020 | IM*E0082303 | \$ 2,043.89 | Charitable Contributions |
| Invoice <\$15,000 | Illinois Fraternal Order of Police | 11/18/2020 | IM*E0082304 | \$ 376.55 | Professional Dues |
| Invoice <\$15,000 | Illinois Education Association | 11/18/2020 | IM*E0082305 | \$ 130.68 | Professional Dues |
| Invoice <\$15,000 | Navia Benefit Solutions | 11/18/2020 | IM*E0082306 | \$ 11,385.88 | Flexible Spending Accounts |
| Employee Reimb | Joseph Aranki | 11/19/2020 | IM*E0082307 | \$ 1,500.00 | Publications |
| Employee Reimb | Laura Burt-Nicholas | 11/19/2020 | IM*E0082308 | \$ 416.00 | Dues - Faculty |
| Employee Reimb | William Carmody | 11/19/2020 | IM*E0082309 | \$ 385.00 | Dues - Faculty |
| Employee Reimb | Thomas Carter | 11/19/2020 | IM*E0082310 | \$ 325.40 | Instructional Supplies |
| Employee Reimb | Robert Cervenka | 11/19/2020 | IM*E0082311 | \$ 59.66 | Athletic Event Fee |
| Employee Reimb | Robert Clark | 11/19/2020 | IM*E0082312 | \$ 490.93 | Instructional Supplies |
| Employee Reimb | Barbara Coe | 11/19/2020 | IM*E0082313 | \$ 135.00 | Tuition Reimbursement-Faculty |
| Employee Reimb | Felix Davis | 11/19/2020 | IM*E0082314 | \$ 72.00 | Instructional Supplies |
| Employee Reimb | Diana Del Rosario | 11/19/2020 | IM*E0082315 | \$ 8.70 | Postage |
| Employee Reimb | Timothy Follin | 11/19/2020 | IM*E0082316 | \$ 100.00 | Maintenance Supplies |
| Employee Reimb | Michael Foss | 11/19/2020 | IM*E0082317 | \$ 328.35 | Purchase for Resale |
| Employee Reimb | Amy Hull | 11/19/2020 | IM*E0082318 | \$ 41.80 | Instructional Supplies |
| Employee Reimb | Amal Jarad | 11/19/2020 | IM*E0082320 | \$ 139.92 | Dues - Faculty |
| Employee Reimb | Benjamin Johnson | 11/19/2020 | IM*E0082321 | \$ 17.83 | In-State Travel Costs |
| Employee Reimb | Carla Johnson | 11/19/2020 | IM*E0082322 | \$ 45.00 | Tuition Reimbursement-Faculty |
| Employee Reimb | Christine Kickels | 11/19/2020 | IM*E0082323 | \$ 99.00 | Tuition Reimbursement-Faculty |
| Employee Reimb | Colin Koteles | 11/19/2020 | IM*E0082324 | \$ 90.00 | Tuition Reimbursement-Faculty |
| Employee Reimb | Diana Martinez | 11/19/2020 | IM*E0082325 | \$ 132.95 | Other supplies |
| Employee Reimb | Tobey McCoy | 11/19/2020 | IM*E0082326 | \$ 105.97 | Instructional Supplies |
| Employee Reimb | Barbara Mitchell | 11/19/2020 | IM*E0082327 | \$ 86.98 | Office Supplies |
| Employee Reimb | Kimberly Morris | 11/19/2020 | IM*E0082328 | \$ 555.93 | Other supplies |
| Employee Reimb | Magdalena Ogradny | 11/19/2020 | IM*E0082329 | \$ 320.00 | Tuition Reimbursement-Classified |
| Employee Reimb | Wendy Parks | 11/19/2020 | IM*E0082330 | \$ 795.00 | Tuition Reimbursement-Admin |
| Employee Reimb | Alyssa Pasquale | 11/19/2020 | IM*E0082331 | \$ 195.20 | Instructional Supplies |
| Employee Reimb | Sonia Watson | 11/19/2020 | IM*E0082332 | \$ 1,850.00 | Tuition Reimbursement-Admin |
| Employee Reimb | Mark Zaverdas | 11/19/2020 | IM*E0082333 | \$ 100.00 | Other supplies |
| Invoice >\$15,000 | Campus Marketing Specialists | 11/20/2020 | IM*E0082334 | \$ 21,568.68 | On-Campus Conf & Mtgs |
| Invoice >\$15,000 | Computer Discount Warehouse | 11/20/2020 | IM*E0082335 | \$ 15,397.05 | Non-Capital Equipment |
| Invoice >\$15,000 | Richey & Son, Inc. | 11/20/2020 | IM*E0082336 | \$ 21,695.00 | Equipment - Service |
| Invoice <\$15,000 | Duggan Bertsch, LLC | 11/20/2020 | IM*E0082337 | \$ 15,801.50 | Legal Services Expense |
| Invoice <\$15,000 | Rathje & Woodward, LLC | 11/20/2020 | IM*E0082338 | \$ 11,604.14 | Legal Services Expense |
| Invoice >\$15,000 | Duggan Bertsch, LLC | 11/20/2020 | IM*E0082339 | \$ 101,887.50 | Legal Services Expense |
| Invoice >\$15,000 | SURS-State University Retirement System | 11/20/2020 | IM*E0082340 | \$ 415,276.25 | Employee Retirement Contributions |
| Invoice >\$15,000 | SURS-State University Retirement System | 11/23/2020 | IM*E0082341 | \$ 43,403.91 | SURS 6% Rule Payments |
| Invoice >\$15,000 | Aggressive Energy LLC | 11/24/2020 | IM*E0082342 | \$ 120,901.10 | Electricity Expense |
| Invoice >\$15,000 | Enerncon, LTD | 11/24/2020 | IM*E0082343 | \$ 17,427.80 | Building Remodeling Expense |
| Invoice >\$15,000 | O'Malley Construction Company | 11/24/2020 | IM*E0082344 | \$ 34,788.94 | Building Remodeling Expense |

D. All Disbursements Excluding Payroll
College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS
November 30, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - November 2020

| 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 (FERPA). Checks listed include payroll cash disbursements made to vendors and government agencies for employee payroll deductions. | | | | | |
|---|---|------------|-------------|---------------|--|
| 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 | | | | | |
| AP TYPE | PAYEE | CHECK DATE | CHECK NO. | AMOUNT | DESCRIPTION |
| Invoice >\$15,000 | F.H. Paschen S.N Nielsen & Assoc LLC | 11/24/2020 | IM*E0082345 | \$ 155,574.18 | Building Remodeling Expense |
| Invoice <\$15,000 | Elias Alanis | 11/25/2020 | IM*E0082346 | \$ 450.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Advanced Parts & Services | 11/25/2020 | IM*E0082347 | \$ 2,554.82 | Maintenance Services Expense |
| Invoice <\$15,000 | Aggressive Energy LLC | 11/25/2020 | IM*E0082348 | \$ 3,534.22 | Electricity Expense |
| Invoice <\$15,000 | Aqua Pure Enterprises, Inc. | 11/25/2020 | IM*E0082349 | \$ 167.14 | Maintenance Supplies |
| Invoice <\$15,000 | Articulate Global Inc | 11/25/2020 | IM*E0082350 | \$ 331.53 | Computer Software |
| Invoice <\$15,000 | Auto Truck Group | 11/25/2020 | IM*E0082351 | \$ 521.00 | Equipment - Service |
| Invoice <\$15,000 | B&H Foto & Electronics Corporation | 11/25/2020 | IM*E0082352 | \$ 504.94 | Non-Capital Equipment |
| Invoice <\$15,000 | Bloomington Chamber of Commerce | 11/25/2020 | IM*E0082353 | \$ 265.00 | Dues |
| Invoice <\$15,000 | Combined Roofing Services, LLC | 11/25/2020 | IM*E0082354 | \$ 771.52 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | Elgin Community College | 11/25/2020 | IM*E0082355 | \$ 660.00 | Consultants Expense |
| Invoice <\$15,000 | Computer Discount Warehouse | 11/25/2020 | IM*E0082356 | \$ 159.57 | Instructional Supplies |
| Invoice <\$15,000 | Democracy Works Inc | 11/25/2020 | IM*E0082357 | \$ 500.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Enercon, LTD | 11/25/2020 | IM*E0082358 | \$ 728.00 | Architectural Services Expense |
| Invoice <\$15,000 | Equipment Depot of Illinois Inc | 11/25/2020 | IM*E0082359 | \$ 640.00 | Non-Credit Instructional Serv |
| Invoice <\$15,000 | Evogua Water Technologies Llc | 11/25/2020 | IM*E0082360 | \$ 578.79 | Instructional Supplies |
| Invoice <\$15,000 | Fingerprint Marketing | 11/25/2020 | IM*E0082361 | \$ 588.49 | Advertising Expense |
| Invoice <\$15,000 | Fortune Fish Company | 11/25/2020 | IM*E0082362 | \$ 290.38 | Instructional Supplies |
| Invoice <\$15,000 | Grainger - Downers Grove | 11/25/2020 | IM*E0082363 | \$ 45.18 | Instructional Supplies |
| Invoice <\$15,000 | Hispanic Assoc of Colleges & Univ | 11/25/2020 | IM*E0082364 | \$ 10,170.00 | Dues |
| Invoice <\$15,000 | Howard Lee & Sons Inc | 11/25/2020 | IM*E0082365 | \$ 295.00 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | ICCTA | 11/25/2020 | IM*E0082366 | \$ 150.00 | In-State Conference Costs |
| Invoice <\$15,000 | Infinity Transportation Management, LLC | 11/25/2020 | IM*E0082367 | \$ 2,010.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Interline Brands, Inc. | 11/25/2020 | IM*E0082368 | \$ 74.24 | Maintenance Supplies |
| Invoice <\$15,000 | Jameco Electronics | 11/25/2020 | IM*E0082369 | \$ 901.80 | Instructional Supplies |
| Invoice <\$15,000 | JC Licht | 11/25/2020 | IM*E0082370 | \$ 436.74 | Maintenance Supplies |
| Invoice <\$15,000 | JMA Construction, Inc. | 11/25/2020 | IM*E0082371 | \$ 1,300.00 | Building Remodeling Expense |
| Invoice <\$15,000 | Joshua Bee LLC | 11/25/2020 | IM*E0082372 | \$ 900.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Kilgore International | 11/25/2020 | IM*E0082373 | \$ 460.33 | Instructional Supplies |
| Invoice <\$15,000 | Lisle Area Chamber of | 11/25/2020 | IM*E0082374 | \$ 50.00 | Advertising Expense |
| Invoice <\$15,000 | Martin Implement Sales | 11/25/2020 | IM*E0082375 | \$ 1,030.48 | Maintenance Supplies |
| Invoice <\$15,000 | Midway Staffing, Inc. | 11/25/2020 | IM*E0082376 | \$ 10,789.08 | Custodial Services |
| Invoice <\$15,000 | Monoprice, Inc. | 11/25/2020 | IM*E0082377 | \$ 126.56 | Non-Capital Equipment |
| Invoice <\$15,000 | The Myers-Briggs Company | 11/25/2020 | IM*E0082378 | \$ 8,993.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Norton Norris Inc | 11/25/2020 | IM*E0082379 | \$ 1,065.00 | On-Campus Conf & Mtgs |
| Invoice <\$15,000 | Orbis Construction Company Inc | 11/25/2020 | IM*E0082380 | \$ 3,500.00 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | Patterson Dental | 11/25/2020 | IM*E0082381 | \$ 268.44 | Instructional Supplies |
| Invoice <\$15,000 | Pocket Nurse | 11/25/2020 | IM*E0082382 | \$ 637.55 | Instructional Supplies |
| Invoice <\$15,000 | Power Up Batteries, LLC | 11/25/2020 | IM*E0082383 | \$ 1,083.81 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | Premier Staffing Solution LLC | 11/25/2020 | IM*E0082384 | \$ 4,800.00 | Consultants Expense |
| Invoice <\$15,000 | Press Photography Network | 11/25/2020 | IM*E0082385 | \$ 2,887.50 | Other Contractual Services Expense |
| Invoice <\$15,000 | Ray O'Herron Co., Inc. | 11/25/2020 | IM*E0082386 | \$ 348.50 | Instructional Supplies |
| Invoice <\$15,000 | Reinders, Inc. | 11/25/2020 | IM*E0082387 | \$ 826.67 | Maintenance Supplies |
| Invoice <\$15,000 | Revere Electric Supply | 11/25/2020 | IM*E0082388 | \$ 1,106.00 | Maintenance Supplies |
| Invoice <\$15,000 | Ritterhouse Book Distributors Inc | 11/25/2020 | IM*E0082389 | \$ 939.60 | Books and Binding Costs |
| Invoice <\$15,000 | RTM Engineering Consultants LLC | 11/25/2020 | IM*E0082390 | \$ 2,350.00 | Facilities Maintenance Service Expense |
| Invoice <\$15,000 | Scholar Buys | 11/25/2020 | IM*E0082391 | \$ 3,677.20 | IT Maintenance Services |
| Invoice <\$15,000 | Service Sanitation, Inc. | 11/25/2020 | IM*E0082392 | \$ 208.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Siemens Industry, Inc. | 11/25/2020 | IM*E0082393 | \$ 7,000.00 | Architectural Services Expense |
| Invoice <\$15,000 | Snap-on, Inc. | 11/25/2020 | IM*E0082394 | \$ 556.25 | Maintenance Services Expense |
| Invoice <\$15,000 | Sodexo | 11/25/2020 | IM*E0082395 | \$ 12,149.37 | Other Conference & Meeting Expense |
| Invoice <\$15,000 | Southside Control Supply Company | 11/25/2020 | IM*E0082396 | \$ 687.92 | Maintenance Services Expense |
| Invoice <\$15,000 | Springshare, LLC | 11/25/2020 | IM*E0082397 | \$ 165.00 | Other Contractual Services Expense |
| Invoice <\$15,000 | Supreme Lobster, Seafood | 11/25/2020 | IM*E0082398 | \$ 1,140.89 | Instructional Supplies |
| Invoice <\$15,000 | Swank Motion Pictures | 11/25/2020 | IM*E0082399 | \$ 442.00 | Books and Binding Costs |
| Invoice <\$15,000 | Taylor & Francis Group, LLC | 11/25/2020 | IM*E0082400 | \$ 88.12 | Books and Binding Costs |
| Invoice <\$15,000 | Testa Produce, Inc. | 11/25/2020 | IM*E0082401 | \$ 829.05 | Instructional Supplies |
| Invoice <\$15,000 | Travelport | 11/25/2020 | IM*E0082402 | \$ 100.00 | Instructional Service Contracts |
| Invoice <\$15,000 | Warehouse Direct, Inc. | 11/25/2020 | IM*E0082403 | \$ 4,386.23 | COVID19 Related Mat & Supplies |
| Invoice <\$15,000 | Yankee Book Peddler, Inc. | 11/25/2020 | IM*E0082404 | \$ 6,456.05 | Books and Binding Costs |
| Employee Reimb | Roger Behling | 11/25/2020 | IM*E0082405 | \$ 100.00 | Maintenance Supplies |
| Employee Reimb | Rosaura Carbajal-Romo | 11/25/2020 | IM*E0082406 | \$ 72.00 | Dues - Faculty |
| Employee Reimb | Thomas Carter | 11/25/2020 | IM*E0082407 | \$ 319.11 | Instructional Supplies |
| Employee Reimb | Judith Coates | 11/25/2020 | IM*E0082408 | \$ 69.99 | Other supplies |
| Employee Reimb | Barbara Coe | 11/25/2020 | IM*E0082409 | \$ 119.00 | Dues - Faculty |
| Employee Reimb | Felix Davis | 11/25/2020 | IM*E0082410 | \$ 499.00 | Publications |
| Employee Reimb | Silvia Donatelli | 11/25/2020 | IM*E0082411 | \$ 109.99 | Tuition Reimbursement-Faculty |
| Employee Reimb | Jennifer Duda | 11/25/2020 | IM*E0082412 | \$ 87.95 | Other supplies |
| Employee Reimb | Julie Garcia | 11/25/2020 | IM*E0082413 | \$ 349.49 | In-State Travel Costs |
| Employee Reimb | Amal Jarad | 11/25/2020 | IM*E0082414 | \$ 42.49 | Office Supplies |

D. All Disbursements Excluding Payroll
College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE AND PAYROLL REPORT
CASH DISBURSEMENTS
November 30, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - November 2020

| 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 (FERPA). Checks listed include payroll cash disbursements made to vendors and government agencies for employee payroll deductions. | | | | | |
|--|---|------------|-------------|-------------------------|---|
| <p style="text-align: center;">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</p> | | | | | |
| AP TYPE | PAYEE | CHECK DATE | CHECK NO. | AMOUNT | DESCRIPTION |
| Employee Reimb | Jennifer Kelley | 11/25/2020 | IM*E0082415 | \$ 225.00 | Tuition Reimbursement-Faculty |
| Employee Reimb | Stacey Kemerer | 11/25/2020 | IM*E0082416 | \$ 422.73 | In-State Travel Costs |
| Employee Reimb | David Kramer | 11/25/2020 | IM*E0082417 | \$ 503.37 | Instructional Supplies |
| Employee Reimb | Janet Minton | 11/25/2020 | IM*E0082418 | \$ 41.60 | Instructional Supplies |
| Employee Reimb | Elizabeth Moxley | 11/25/2020 | IM*E0082419 | \$ 49.00 | Tuition Reimbursement-CODA |
| Employee Reimb | Jane Murtaugh | 11/25/2020 | IM*E0082420 | \$ 219.00 | Dues - Faculty |
| Employee Reimb | Christy Peterson | 11/25/2020 | IM*E0082421 | \$ 267.99 | Instructional Supplies |
| Employee Reimb | Muhammed Saadiq | 11/25/2020 | IM*E0082422 | \$ 72.36 | Instructional Supplies |
| Employee Reimb | Shellaine Thacker | 11/25/2020 | IM*E0082423 | \$ 140.91 | In-State Travel Costs |
| Employee Reimb | Amy Yarshen | 11/25/2020 | IM*E0082424 | \$ 135.00 | Dues - Faculty |
| Invoice <\$15,0001C | Nicor Gas | 11/25/2020 | IM*E0082425 | \$ 19,320.31 | Gas Expense |
| Invoice >\$15,000 | JPMorgan Chase & Co | 11/23/2020 | IM*PC21435 | \$ 22,482.04 | Pcard/Travel Card Clearing |
| Invoice <\$15,000 | JPMorgan Chase & Co | 11/23/2020 | IM*TC21434 | \$ 667.50 | Pcard/Travel Card Clearing |
| Invoice >\$15,000 | Amalgamated Bank of Chicago | 11/23/2020 | IM*W596 | \$ 2,857,515.00 | Bond Interest |
| Cares Act Student Portion | Cares Act Student Portion | | | \$ 68,309.00 | Cares Act Student Portion via Touchnet ACH - 558 transactions |
| Student Refunds | Checks issued in prior month; voided in current month | | | \$ (19,660.34) | Student Refunds Voided Checks - 20 transactions |
| Student Refunds | Student Refunds | | | \$ 174,742.36 | Student Refunds via Paper Check - 355 transactions |
| Student Refunds | Student Refunds | | | \$ 525,318.54 | Student Refunds via Credit Cards - 675 transactions |
| TOTAL VENDOR PAYMENTS DURING THE ACCOUNTING MONTH | | | | \$ 10,860,592.81 | |

College of DuPage
Community College District No. 502
Budget Transfer Report
November 2020

E. Budget Transfer Report

| Date | Budget Adjustment Number | Fund | Dept. No. | Department Name | Object Number | Object Name | Debit | Credit |
|----------|---|------|-----------|------------------------------|---------------|-----------------------------------|------------|------------|
| 11/02/20 | B010235 | 06 | 02178 | DHS/IDHS/ICCB/CURES 21 | 5409002 | Non-Capital equipment | 109,500.00 | - |
| | | 06 | 02178 | DHS/IDHS/ICCB/CURES 21 | 4301001 | Dept of Education | - | 109,500.00 |
| | B010235 Subtotal | | | | | Approval Level: President | 109,500.00 | 109,500.00 |
| | <i>To adjust budget to purchase chrome books, Wi-Fi hotspots, and laptops.</i> | | | | | | | |
| 11/09/20 | B010237 | 01 | 00788 | Provost Office | 5501002 | On-Campus Conf & Mtgs | 6,700.00 | - |
| | | 01 | 15240 | Library | 5909040 | Misc Awards (1099) | - | 6,700.00 |
| | B010237 Subtotal | | | | | Approval Level: Controller | 6,700.00 | 6,700.00 |
| | <i>To reverse duplicate entry B010232 entered on 10/27/20</i> | | | | | | | |
| 11/10/20 | B010238 | 06 | 05177 | ICCB/Ad Ed State Basic 20 | 5102001 | Profess/Tech Staff - Full-Time | 320.45 | - |
| | | 06 | 05177 | ICCB/Ad Ed State Basic 20 | 5102003 | Profess/Tech Staff, Temporary | 2,325.00 | - |
| | | 06 | 05177 | ICCB/Ad Ed State Basic 20 | 5103044 | Non-Teaching Assign-PT | 2,868.75 | - |
| | | 06 | 05177 | ICCB/Ad Ed State Basic 20 | 5299901 | FT Allocated Employee Benefits | 90.10 | - |
| | | 06 | 05177 | ICCB/Ad Ed State Basic 20 | 5401002 | Instructional Supplies | 4,201.75 | - |
| | | 06 | 05177 | ICCB/Ad Ed State Basic 20 | 5299902 | PT alloc Employee Benefits | - | 8.05 |
| | | 06 | 05177 | ICCB/Ad Ed State Basic 20 | 4201019 | Adult Ed - State Basic Grants | - | 4,201.75 |
| | | 06 | 05177 | ICCB/Ad Ed State Basic 20 | 5106002 | Clerical Part-Time | - | 5,596.25 |
| | B010238 Subtotal | | | | | Approval Level: Controller | 9,806.05 | 9,806.05 |
| | <i>To adjust grant budget to actual spend.</i> | | | | | | | |
| 11/10/20 | B010239 | 06 | 02533 | DE/ICCB/Perkins/Education 20 | 5401006 | Other supplies | 3,728.20 | - |
| | | 06 | 02533 | DE/ICCB/Perkins/Education 20 | 4301001 | Dept of Education | - | 3,728.20 |
| | B010239 Subtotal | | | | | Approval Level: Controller | 3,728.20 | 3,728.20 |
| | <i>To adjust grant budget to actual spend.</i> | | | | | | | |
| 11/10/20 | B010240 | 01 | 00097 | Paralegal Studies | 5406002 | Dues | 300.00 | - |
| | | 01 | 00097 | Paralegal Studies | 5309001 | Other Contractual Services Exp | - | 300.00 |
| | B010240 Subtotal | | | | | Approval Level: Controller | 300.00 | 300.00 |
| | <i>To adjust budget to cover annual dues.</i> | | | | | | | |
| 11/11/20 | B010241 | 02 | 20911 | sink Hole - Repairs - Pond 6 | 5303001 | Architectural Services Exps | 10,000.00 | - |
| | | 02 | 20911 | sink Hole - Repairs - Pond 6 | 5304003 | Facilities Maintenance Service | 80,000.00 | - |
| | | 02 | 21051 | CHC Repair 3rd Floor Soffits | 5804001 | Building Remodeling Exps | 25,000.00 | - |
| | | 02 | 20999 | Projects TBD | 5304003 | Facilities Maintenance Service | - | 115,000.00 |
| | B010241 Subtotal | | | | | Approval Level: President | 115,000.00 | 115,000.00 |
| | <i>To adjust budget per November Construction Meeting.</i> | | | | | | | |
| 11/12/20 | B010242 | 01 | 00433 | Dean-Business & Technology | 5401002 | Instructional Supplies | 9,000.00 | - |
| | | 01 | 00433 | Dean-Business & Technology | 5406002 | Dues | 100.00 | - |
| | | 01 | 00433 | Dean-Business & Technology | 5501002 | On-Campus Conf & Mtgs | - | 100.00 |
| | | 01 | 00433 | Dean-Business & Technology | 5503006 | Out-of-State Travel Costs | - | 9,000.00 |
| | B010242 Subtotal | | | | | Approval Level: Controller | 9,100.00 | 9,100.00 |
| | <i>To adjust budget to cover annual dues and additional instructional supplies.</i> | | | | | | | |
| 11/12/20 | B010243 | 01 | 00469 | Access & Accommodations | 5302001 | Consultants Exps | 14,860.80 | - |
| | | 01 | 00469 | Access & Accommodations | 5502005 | In-State Conference Costs | - | 500.00 |
| | | 01 | 00469 | Access & Accommodations | 5503005 | Out-of-State Conference Costs | - | 2,500.00 |
| | | 01 | 00469 | Access & Accommodations | 5503006 | Out-of-State Travel Costs | - | 3,000.00 |
| | | 01 | 00469 | Access & Accommodations | 5304004 | IT Maintenance Services | - | 8,860.80 |
| | B010243 Subtotal | | | | | Approval Level: President | 14,860.80 | 14,860.80 |
| | <i>To adjust budget to accommodate the recent increased demand for students requesting live captioning services in order to make courses more accessible.</i> | | | | | | | |

College of DuPage
Community College District No. 502
Budget Transfer Report
November 2020

E. Budget Transfer Report

| Date | Budget Adjustment Number | Fund | Dept. No. | Department Name | Object Number | Object Name | Debit | Credit |
|--|--------------------------|------|-----------|--------------------------------|---------------|--------------------------------|-----------|-----------|
| 11/12/20 | B010245 | 06 | 02638 | DE/ICCB/Perkins/Main 20 | 5401002 | Instructional Supplies | 3,236.26 | - |
| | | 06 | 02638 | DE/ICCB/Perkins/Main 20 | 5401006 | Other supplies | 3,513.99 | - |
| | | 06 | 02638 | DE/ICCB/Perkins/Main 20 | 5806001 | Equipment - Instructional | 9,720.39 | - |
| | | 06 | 02638 | DE/ICCB/Perkins/Main 20 | 5409002 | Non-Capital equipment | - | 252.62 |
| | | 06 | 02638 | DE/ICCB/Perkins/Main 20 | 5302001 | Consultants Exps | - | 500.00 |
| | | 06 | 02638 | DE/ICCB/Perkins/Main 20 | 5908001 | Honorarium Stipend | - | 2,230.98 |
| | | 06 | | DE/ICCB/Perkins/Main 20 | 4301001 | Dept of Education | - | 2,629.25 |
| | | 06 | 02638 | DE/ICCB/Perkins/Main 20 | 5309001 | Other Contractual Services Exp | - | 3,595.35 |
| | | 06 | 02638 | DE/ICCB/Perkins/Main 20 | 5507099 | Grant Funded Travel/Conf | - | 7,262.44 |
| B010245 Subtotal | | | | | | | 16,470.64 | 16,470.64 |
| Approval Level: President | | | | | | | | |
| To adjust grant budget to actual spend. | | | | | | | | |
| 11/12/20 | B010246 | 06 | 02584 | DE/ICCB/Perkins/ADM 20 | 4301001 | Dept of Education | 15,818.26 | - |
| | | 06 | 02584 | DE/ICCB/Perkins/ADM 20 | 5401001 | Office Supplies | 274.44 | - |
| | | 06 | 02584 | DE/ICCB/Perkins/ADM 20 | 5507099 | Grant Funded Travel/Conf | 34.00 | - |
| | | 06 | 02584 | DE/ICCB/Perkins/ADM 20 | 5909003 | Indirect Costs | - | 16,126.70 |
| B010246 Subtotal | | | | | | | 16,126.70 | 16,126.70 |
| Approval Level: President | | | | | | | | |
| To adjust grant budget to actual spend. | | | | | | | | |
| 11/17/20 | B010248 and B010249 | 01 | 00401 | International Student Services | 5503006 | Out-of-State Travel Costs | 550.00 | - |
| | | 01 | 00401 | International Student Services | 5309001 | Other Contractual Services Exp | - | 550.00 |
| B010248 and B010249 Subtotal | | | | | | | 550.00 | 550.00 |
| Approval Level: Controller | | | | | | | | |
| To adjust budget in order to provide Hot Spot technology needed in order to ensure stable connections and communications during appointments and virtual information sessions. | | | | | | | | |
| 11/17/20 | B010250 | 06 | 04001 | IDHS/CCF/Healing IL FY21 | 5309001 | Other Contractual Services Exp | 7,500.00 | - |
| | | 06 | 04001 | IDHS/CCF/Healing IL FY21 | 5401006 | Other supplies | 24,908.00 | - |
| | | 06 | 04001 | IDHS/CCF/Healing IL FY21 | 5909003 | Indirect Costs | 1,900.00 | - |
| | | 06 | 04001 | IDHS/CCF/Healing IL FY21 | 5909018 | SS USPS Postage | 3,692.00 | - |
| | | 06 | 04001 | IDHS/CCF/Healing IL FY21 | 4208001 | Other IL Governmental Sources | - | 38,000.00 |
| B010250 Subtotal | | | | | | | 38,000.00 | 38,000.00 |
| Approval Level: President | | | | | | | | |
| To establish budget for new grant. | | | | | | | | |
| 11/18/20 | B010251 | 01 | 00440 | Asst. Provost, Student Affairs | 5404003 | Postage | 1,000.00 | - |
| | | 01 | 00440 | Asst. Provost, Student Affairs | 5503006 | Out-of-State Travel Costs | - | 1,000.00 |
| B010251 Subtotal | | | | | | | 1,000.00 | 1,000.00 |
| Approval Level: Controller | | | | | | | | |
| To adjust budget to cover anticipated postage expenses. | | | | | | | | |
| 11/20/20 | B010252 | 06 | 06102 | CPB/WDCB 18/20 | 4800013 | CPB Unrestricted Grant | 4,823.00 | - |
| | | 06 | 06102 | CPB/WDCB 18/20 | 4800014 | CPB Restricted Grant | 2,419.00 | - |
| | | 06 | 06102 | CPB/WDCB 18/20 | 5309001 | Other Contractual Services Exp | - | 2,419.00 |
| | | 06 | 06102 | CPB/WDCB 18/20 | 5102001 | Profess/Tech Staff - Full-Time | - | 4,823.00 |
| B010252 Subtotal | | | | | | | 7,242.00 | 7,242.00 |
| Approval Level: Controller | | | | | | | | |
| To adjust budget to actual award received. | | | | | | | | |
| 11/20/20 | B010253 | 03 | 39036 | Marketing Office to Classroom | 5303001 | Architectural Services Exps | 18,580.00 | - |
| | | 03 | 39050 | Center Std Success-Pathways | 5804001 | Building Remodeling Exps | 25,700.00 | - |
| | | 03 | 39036 | Marketing Office to Classroom | 5804001 | Building Remodeling Exps | - | 18,580.00 |
| | | 03 | 39005 | Emerging Projects | 5804001 | Building Remodeling Exps | - | 25,700.00 |
| B010253 Subtotal | | | | | | | 44,280.00 | 44,280.00 |
| Approval Level: Board of Trustees | | | | | | | | |
| To adjust budget per November Construction Meeting. | | | | | | | | |

College of DuPage
Community College District No. 502
Budget Transfer Report
November 2020

E. Budget Transfer Report

| Date | Budget Adjustment Number | Fund | Dept. No. | Department Name | Object Number | Object Name | Debit | Credit |
|---|--------------------------|------------------|-----------|--------------------------|---------------|--------------------------------|-----------|----------------------------|
| 11/24/20 | B010255 | 06 | 04001 | IDHS/CCF/Healing IL FY21 | 4208001 | Other IL Governmental Sources | 1,681.00 | - |
| | | 06 | 04001 | IDHS/CCF/Healing IL FY21 | 5909018 | SS USPS Postage | 6,149.00 | - |
| | | 06 | 04001 | IDHS/CCF/Healing IL FY21 | 5909003 | Indirect Costs | - | 171.00 |
| | | 06 | 04001 | IDHS/CCF/Healing IL FY21 | 5309001 | Other Contractual Services Exp | - | 1,000.00 |
| | | 06 | 04001 | IDHS/CCF/Healing IL FY21 | 5401006 | Other supplies | - | 6,659.00 |
| B010255 Subtotal | | | | | | Approval Level: Controller | 7,830.00 | 7,830.00 |
| To establish budget for new grant. | | | | | | | | |
| 11/24/20 | B010256 | 01 | 00773 | Public Relations | 5406002 | Dues | 275.00 | - |
| | | 01 | 00773 | Public Relations | 5309001 | Other Contractual Services Exp | - | 275.00 |
| | | B010256 Subtotal | | | | | | Approval Level: Controller |
| To adjust budget to cover membership to NCMPR. | | | | | | | | |
| 11/24/20 | B010257 | 01 | 00821 | Advancement Office | 5407001 | Advertising Exps | 9,000.00 | - |
| | | 01 | 00821 | Advancement Office | 5501002 | On-Campus Conf & Mtgs | - | 9,000.00 |
| | | B010257 Subtotal | | | | | | Approval Level: Controller |
| To adjust budget to cover the cost of promotional items for donors. | | | | | | | | |
| 11/25/20 | B010258 | 01 | 17100 | Athletics | 5407001 | Advertising Exps | 30,000.00 | - |
| | | 01 | 17100 | Athletics | 5807001 | Equipment - Service | - | 30,000.00 |
| | | B010258 Subtotal | | | | | | Approval Level: President |
| To reallocate funds to cover branding project which was delayed March of 2020 due to COVID. | | | | | | | | |
| 11/25/20 | B010259 | 01 | 00821 | Advancement Office | 5309001 | Other Contractual Services Exp | 14,200.00 | - |
| | | 01 | 00821 | Advancement Office | 5501002 | On-Campus Conf & Mtgs | - | 14,200.00 |
| | | B010259 Subtotal | | | | | | Approval Level: President |
| To adjust budget to cover the purchase 100 hot spots for students. | | | | | | | | |

B010244 and B010247 were unprocessed entries.

B010236 and B010254 are temporary budget transfers related to CARES Act Phase II funding and excluded from this report. Both budget transfers will be reversed upon receipt of related invoices.

COLLEGE OF DuPAGE
COMMUNITY COLLEGE DISTRICT NO. 502
BUDGET TRANSFER FROM CONTINGENCY YEAR-TO-DATE THROUGH November 2020
FISCAL YEAR 2021

GENERAL FUND:

| FROM: | | | | TO: | | | |
|-------|-------------------|-------------|--------|-------------------|-------------|--------|--------|
| MONTH | ACCOUNT NUMBER | DESCRIPTION | Amount | ACCOUNT NUMBER | DESCRIPTION | AMOUNT | REASON |

No activity year-to-date.

| CONTINGENCY ACCOUNTS - YEAR TO DATE | ORIGINAL BUDGET | TRANSFER IN | TRANSFER OUT | ADJUSTED BUDGET |
|-------------------------------------|---------------------|-------------|--------------|---------------------|
| Education Fund | \$ 1,000,000 | \$ - | \$ - | \$ 1,000,000 |
| Total Contingency in General Fund | <u>\$ 1,000,000</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 1,000,000</u> |

College of DuPage
Community College District No. 502
Budget Transfer Report
December 2020

E. Budget Transfer Report

| Budget Adjustment | | | | | Object | | | |
|---|--------|------|-----------|-----------------------------------|---------|---------------------------|-----------|-----------|
| Date | Number | Fund | Dept. No. | Department Name | Number | Object Name | Debit | Credit |
| TBD | TBD | 03 | 39062 | Speech Lab | 5806001 | Equipment - Instructional | 10,000.00 | - |
| | | 03 | 39005 | Emerging Projects | 5804001 | Building Remodeling Exps | - | 10,000.00 |
| Subtotal | | | | Approval Level: Board of Trustees | | | 10,000.00 | 10,000.00 |
| To provide funds for software for Speech Lab. | | | | | | | | |
| TBD | TBD | 03 | 39055 | Baseball/Softball Field Returf | 5303001 | Architectural Services | 24,297.00 | - |
| | | 03 | 39074 | Baseball Outfield Drainage | 5802001 | Land Improvements | - | 24,297.00 |
| Subtotal | | | | Approval Level: Board of Trustees | | | 24,297.00 | 24,297.00 |
| To transfer additional funds needed for architectural services. | | | | | | | | |

College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE REPORT
November 2020

Professional and Legal Services for approval to be paid in December 2020

| | | | |
|----------------------|-------------------------|-----------|------------------|
| Rathje Woodward, LLC | October Legal Services | \$ | 18,723.47 |
| Rathje Woodward, LLC | November Legal Services | | 16,934.40 |
| Rathje Woodward, LLC | June Legal Services | | 144.00 |
| Total | | \$ | 35,801.87 |

G. Travel Requests

**College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE REPORT
GROUP TRAVEL REQUESTS \$15,000 OR GREATER
November 2020**

| Employee Name | Request ID | Request Date | Request Name | Request Description | Group Travel Category | Estimated Travel Amount |
|---------------|------------|--------------|--------------|---------------------|-----------------------|-------------------------|
| | | | | | | |
| Total | | | | | | \$0.00 |

**College of DuPage
Community College District No. 502
ACCOUNTS PAYABLE REPORT
INDIVIDUAL EMPLOYEE TRAVEL REQUESTS \$5,000 OR GREATER
November 2020**

| Employee Name | Request ID | Request Date | Request Name | Request Description | Travel Category | Estimated Travel Amount |
|---------------|------------|--------------|--------------|---------------------|-----------------|-------------------------|
| | | | | | | |
| Total | | | | | | \$0.00 |

COLLEGE OF DuPAGE
REGULAR BOARD MEETING

BOARD APPROVAL

**Revisions to the Intro of the Mission Statement and
Revised Board Policies Sections 1, 2, 3, 4, 5 and 6**



Mission and Vision

The Mission of College of DuPage is to be a center for excellence in teaching, learning, and cultural experiences by providing accessible, affordable, and comprehensive education.

College of DuPage will be the primary college district residents choose for high quality education.

Values

Integrity

We expect the highest standard of moral character and ethical behavior.

Honesty

We expect truthfulness and trustworthiness.

Respect

We expect courtesy and dignity in all interpersonal interactions.

Responsibility

We expect fulfillment of obligations and accountability.

Equity

We expect that everyone in our College community has an equal opportunity to pursue their academic, professional and personal goals.

Philosophy

- College of DuPage believes in the power of teaching and learning. We endorse the right of each person to accessible and affordable opportunities to learn and affirm the innate value of the pursuit of knowledge and its application to life. Our primary commitment is to facilitate and support student success in learning.
- College of DuPage is committed to excellence. We seek quality in all that we do. To ensure quality, we are committed to continual assessment and self-evaluation.
- College of DuPage values diversity. We seek to reflect and meet the educational needs of the residents of our large, multicultural district. We recognize the importance of embracing individual differences and cultures and value the contributions made to the College by people of all ethnic and cultural backgrounds. We affirm our role as a catalyst for promoting dialogue and tolerance on issues supporting the common good.

- College of DuPage promotes participation in planning and decision making. We support participatory governance and the involvement of the College community in the development of a shared vision. We believe that all students, staff, and residents can make meaningful contributions within a respectful environment that encourages meaningful discourse. We strive to build an organizational climate in which freedom of expression is defended and civility is affirmed.
- College of DuPage values freedom of expression. We recognize the need for freedom of expression and the facts, arguments, and judgments should be presented, tested, debated, challenged, deliberated and probed for their objective truth in the marketplace of ideas.
- College of DuPage will be a benefit to students and community. The needs of our students and community are central to all we do.

History:

- Adopted 3/19/09
- Amended 6/22/10
- Reviewed 5/23/11
- Amended 6/23/12
- Amended



TABLE OF CONTENTS – SECTION 1: BOARD OF TRUSTEES

| New Policy No. | Old Policy Reference(s) | Status |
|---|-------------------------|------------------|
| <u>Board Organization</u> | | |
| 1.01: Selection, Replacement and Removal of Board Officers | 5-55 | Revised |
| 1.02: Duties of Officers | 5-60, 5-65, 5-70, 5-75 | Revised/Combined |
| 1.03: Student Trustee | 5-45 | Revised |
| 1.04: Vacancies | 5-50 | Revised |
| 1.05: Left Blank | n/a | Blank |
| <u>Board Duties, Powers & Responsibilities</u> | | |
| 1.06: Authority, Duties, Powers and Responsibilities of the Board | 5-15 | Revised/Combined |
| 1.07: Formulation of Policies and Procedures | 5-85, 5-90 | Revised |
| 1.08: Authority of Members of the Board | 5-20 | Revised |
| 1.09: Trustee Use Of College Equipment | 5-205 | Revised |
| 1.10: Trustee Electronic Communications | n/a | New |
| 1.11: Appointment of Internal Auditor | 5-170 | Revised |
| 1.12: Appointment of An Audit Firm | 5-175 | Revised |
| 1.13: Legal Counsel | 5-180 | Revised |
| 1.14: Board Representatives at Bid Openings | 5-185 | Revised |
| 1.15: Trustee Training | n/a | New |
| 1.16: Trustee Education and Conference Attendance | 5-195 | Revised |
| 1.17: Trustee Reimbursements | 5-200 | Revised |
| <u>Board and Committee Meetings</u> | | |
| 1.18: Committees of the Board | 5-100 | Revised |
| 1.19: Left Blank | n/a | Blank |

| New Policy No. | Old Policy Reference(s) | Status |
|------------------------------------|--------------------------------------|------------------|
| <i>1.20: Left Blank</i> | n/a | Blank |
| <i>1.21: Left Blank</i> | n/a | Blank |
| 1.22: Board and Committee Meetings | 5-110, 5-115, 5-120, 5-126, 5-130 | Revised/Combined |
| 1.23: Conduct of Meetings | 5-150 | Revised |
| 1.24: Closed Session | 5-160 | Revised |
| 1.25: Remote Attendance | 5-140 | Revised |
| 1.26: Public Comment | 5-145 | Revised |



Duties of Board Officers

Chairman. The duties of the Chairman of the Board shall include, but not be limited to, presiding at all Board meetings, appointing and dissolving special ad hoc committees, directing preparation for meetings, and performing any such other duties as prescribed by law, Policy, or other action of the Board.

Vice-Chairman. The duties of the Vice-Chairman shall include performing any duties as prescribed by law, Policy, or other action of the Board. The Vice-Chairman shall serve as Chairman in the event of the absence of the Chairman. In the absence of the Chairman and the Vice-Chairman, the Board shall appoint a Chairman *pro tempore* to preside over the meeting.

Secretary. The duties of the Secretary shall include recording and keeping the minutes of all regular and special meetings of the Board, directing the official signing of all official legal documents of the Board, directing the preparation of legal notices in newspapers designated by the Board, directing that a duplicate set of official College records be stored in a secure facility, and performing any other duties as prescribed by law, Policy, or other action of the Board. The Secretary may delegate his minute-keeping responsibilities for all open public meetings to a designated clerk.

Treasurer. The duties of the Treasurer shall include performing any duties as prescribed by law, Board directive, Policy, or other action of the Board. The Treasurer shall serve at the pleasure of the Board.

Authority: 110 ILCS 805/3-10; 110 ILCS 805/3-18.

History:

- Adopted 3/19/09
- Amended

**Student Trustee**

The Board will have one (1) non-voting member who is a student enrolled in the College. The Student Trustee will be elected by the student body to a one-year term beginning April 15 of each year. The Student Trustee has an advisory vote and otherwise assumes all the rights and responsibilities of a district-elected Trustee. The Student Trustee has the right to make and second motions, to attend all sessions of the Board (including closed sessions), and receive the same materials provided to district-elected Trustees.

Authority: 110 ILCS 805/3-7.24.

History:

- Adopted 3/19/09
- Amended



Vacancies

Vacancies on the Board shall be filled by the Board through appointment as provided for by Section 3-7(c) of the Community College Act. All Trustees shall be involved in the selection process for Trustees.

In the event of the vacancy of the Student Trustee position, such vacancy shall be filled by the College's Student Leadership Council through appointment in accordance with the procedure for such appointment. Such procedure shall be developed by the Administrator(s) charged with oversight of the Student Leadership Council, in conjunction with the elected officers of the Student Leadership Council.

Authority: 110 ILCS 805/3-7.

History:

- Adopted 3/19/09
- Amended

**Authority, Powers, Duties, and Responsibilities of the Board**

The Board derives its authority to govern from the Community College Act. As the governing body of District No. 502, the Board has responsibilities including, but not limited to, the following:

- (1) Define the role, mission, and goals of the College.
- (2) Appoint the President, direct the President, and evaluate, at least annually, the President's overall and specific performance.
- (3) Establish tax and tuition rates.
- (4) Ensure ongoing long-range planning through direction to, participation in, and annual approval of a strategic long-range plan.
- (5) Review periodically the organizational structure and the operation of major components of the College.
- (6) Monitor the College's performance and progress towards the College's mission and goals.
- (7) Review the financial management of the College and cause an audit to be made, at least annually.
- (8) Serve as a fiduciary of the College and ensure that the business of the College is conducted in a fiscally-responsible manner.
- (9) Work collaboratively and cooperatively as a Board, and with the President and various College constituencies.
- (10) Ensure the quality of education provided by the College.
- (11) Establish institutional budgets and approve expenditures and contracts.
- (12) Exercise all powers consistent with the Community College Act necessary to drive the College's missions and goals.

The Board will not delegate or relinquish its overall responsibility for results, nor any portion of its accountability. The Board is responsible for all duties, and it retains all powers and authority, specifically defined and provided for under the Community College Act.

Authority: 110 ILCS 805/3-14; 110 ILCS 805/3-20 and 3-20.1; 100 ILCS 805/3-21–3-29.10 and 3-29.12; 110 ILCS 805/3-30–3-39.1; 110 ILCS 805/3-40–3-42.3; 110 ILCS 805/3-43; 110 ILCS 805/3-45; 110 ILCS 805/3-55; 110 ILCS 805/3-75; 110 ILCS 805/6-4.

History:

- Adopted 3/19/09
- Amended 8/20/09
- Reviewed 4/30/13
- Amended 5/21/15
- Amended

**Formulation of Board Policy**

The authority and responsibility to enact College policy rests with the Board. The Board, in consultation with the Office of the General Counsel and the President, will continually monitor its Policies to ensure their compliance with applicable state and federal laws and regulations, accreditation standards, and best practices, their effectiveness, and their applicability to then-current conditions at the College. The President and/or his/her designee, in consultation with the Office of the General Counsel, shall conduct periodic reviews of the Policies and make recommendations for changes, alterations, revisions and updates to such Policies to the Board.

If the Board proposes new or modified Policies, the President will notify the College's Shared Governance Council (or its successor) of impending changes to any existing Policy, or any proposed new Policy and, where appropriate, will seek input from stakeholders. A Policy will require two readings by the Board prior to adoption. The readings will be agenda items at meetings of the Board.

Formulation of Administrative Procedures

The Board directs the President and/or his/her designee to develop, implement, propose and modify Administrative Procedures as necessary to carry out the Board's Policies, rules, resolutions, and actions. The President may seek input from stakeholders in the formulation of Administrative Procedures.

Authority: 110 ILCS 805/Art. 3.

History:

- Adopted 3/19/09
- Amended 2/24/11
- Reviewed 4/30/15
- Amended 5/21/15
- Amended

**Authority of Members of the Board**

Trustees have authority for official Board action only when acting in concert as a Board legally in session. No Trustee has the power to speak out or act in the name of the Board unless authorized to do so by the Board in legal session or by these Policies.

Nothing in the foregoing shall be construed to limit any Trustee's right to speak freely, or to offer his or her opinions – whether in public or in private – in his or her individual capacity regarding the affairs of the Board or the College.

No Trustee, however, is authorized to waive any privilege or protection from disclosure (including, without limitation, attorney-client, work product, consulting expert, auditor, accountant, or any other legally recognized privilege or protection from disclosure), or to disclose closed session matters. Only a majority of the Board may elect to waive a privilege and find that closed session matters are no longer required to be held in confidence.

Authority: 110 ILCS 805/3-9; 110 ILCS 805/3-11; 5 ILCS 120/2.06.

History:

- Adopted 3/19/09
- Reviewed 4/30/15
- Amended 5/21/15
- Amended

**Trustee Use Of College Equipment**

It is desirable that Trustees have access to various types of College-owned and/or operated equipment and technology, including laptop computers, facsimile machines, networks, servers, College email addresses, and the like, to enable them to more readily access information relative to the performance of their duties as Trustees. To facilitate such access, the College may provide Trustees with access to such equipment and technology during their tenure as Trustees, subject to the following conditions:

- (1) The Trustee does not currently have access to such equipment, or the provision of such equipment will ensure confidentiality of College business.
- (2) Such equipment will be used exclusively for College business.
- (3) The Trustee's use shall be in accordance with relevant Policies, the College's *Electronic Communications Guidelines*, and applicable local, state, and federal laws.

Authority: 110 ILCS 805/3-30.

History:

- Adopted 3/19/09
- Amended



Trustee Electronic Communications

The Board recognizes that the public has a right to open, honest, transparent government. It is the Board's policy to comply with relevant federal and state laws concerning communications, including, without limitation, the Open Meetings Act and FOIA.

Trustees shall be provided with a College email address for use in their capacity as members of the Board. Trustees shall use their College email addresses for the purpose of sending and receiving electronic communications in their capacity as Trustees and/or that pertain to the transaction of College business. Trustees are strongly discouraged from using personal email addresses, text messages, instant messages, and other non-College controlled methods of electronic communication for such purposes, except in extraordinary circumstances.

To the extent a Trustee utilizes non-College email addresses and/or text or other methods of electronic communication in his/her capacity as a Trustee, the Trustee must disclose same to the Office of the General Counsel of the College and, when requested by the Office of the General Counsel, provide copies of the electronic communications exchanged by such methods for review and maintenance. If such communications are requested in connection with a request made pursuant to FOIA, the Trustee(s) from whom such communications are requested shall provide a response to the Office of the General Counsel within three business days of receipt of the Office of the General Counsel's request.

Authority: 110 ILCS 805/3-30; 5 ILCS 120/; 5 ILCS 140/.

History:

- Adopted

**Appointment of Internal Auditor**

To assist the Board in the oversight of the College's business and in evaluating the effectiveness of risk management, internal controls, and governance processes, the Board shall appoint an Internal Auditor to perform audit functions as prescribed by Board directive, Policy, or other Board action. Such audit functions shall include investigating known or suspected frauds, internal control weaknesses, and/or risk areas, and are not intended to be duplicative of the audit functions set forth in Policy 1.12. The Internal Auditor and his/her staff shall administratively report to the Office of the General Counsel of the College. The Internal Auditor shall report directly to the Board. In the event the Office of the General Counsel is the subject of the Internal Auditor's investigation, the Internal Auditor and his/her staff shall report directly to the Board.

Authority: 110 ILCS 805/3-30.

History:

- Adopted 3/19/09
- Amended

**Appointment of an Audit Firm**

The Board will cause an audit to be made at the end of each fiscal year by an accountant licensed to practice public accounting in Illinois. To accomplish this, the Board will, at or before its regular Board meeting in April, appoint an Independent Auditor with a professional staff of 100 or more persons.

The Independent Auditor will be engaged by the Board and report directly to the Board. The Independent Auditor shall conduct the audit in accordance with generally accepted auditing standards; applicable rules and regulations prescribed by the ICCB, the IBHE, and/or the Illinois Auditor General; the Community College Act; and any other applicable statutory and/or regulatory requirements. The Independent Auditor's report shall include a statement of the scope and findings of the audit and include a management letter listing recommendations regarding internal controls and accounting practices.

The Board shall not limit the scope of the examination to the extent that the effect of such limitation will result in the qualification of the Independent Auditor's professional opinion.

The Audit Committee of the Board shall meet with the Independent Auditor and review the audit report and management letter before those materials are forwarded to the full Board for consideration. The audit shall be conducted in a manner to permit sufficient time for review by the Audit Committee and by the full Board in advance of the December 30 deadline for submission to the ICCB (or such other deadline as may be prescribed by rule or statute).

Authority: 110 ILCS 805/3-22.1; 50 ILCS 310/; 23 Ill. Admin. Code § 1501.503.

History:

- Adopted 3/19/09
- Amended

**Legal Counsel**

Protecting and advancing the College's legal rights, claims, and objectives is essential to the proper governance of the College. Accordingly, the Board reserves the discretion to retain the professional services of legal counsel, including outside counsel engaged as vendors and counsel serving as College employees within the Office of the General Counsel (in this Policy sometimes hereafter, "OGC"). The College's chief legal officer, designated as the General Counsel, will serve as a member of the President's Cabinet and report administratively to the President. The General Counsel (and any additional counsel employed within the OGC) shall serve at the pleasure of the Board, shall provide information and counsel to the Board, and shall have direct and independent access to the Board when deemed necessary in counsel's professional judgment.

OGC lawyers protect the College's interests by providing responsible legal advice to the College as a whole entity. Because the College as a whole entity is the OGC's sole client, OGC lawyers owe professional responsibilities to the College. OGC lawyers must conform their conduct to the generally accepted standards of the legal profession, including the Illinois Rules of Professional Conduct promulgated by the Supreme Court of Illinois. These include, without limitation, standards of integrity, competence, diligence, and communication.

OGC lawyers are precluded from providing legal advice or representation to College Trustees, Employees, or agents on personal legal matters. In circumstances where the activities or interests of the College are implicated, the College may be obligated or otherwise elect to provide legal representation to individual College Trustees, Employees, or agents.

The OGC manages outside legal counsel and related service providers for the College. Retention of outside counsel shall be in accordance with the College's procurement policies and procedures; provided, however, that any engagement with outside counsel in which the professional fees incurred by outside counsel will total \$15,000 or more, during the entirety of the professional engagement, must be approved by the Board.

Safeguarding privileged information is of paramount importance to the College's legal interests. Although the Board must know relevant information to make informed decisions regarding legal matters, the Board also recognizes that the dissemination of privileged and confidential information can cause a legal privilege belonging to the College to be unintentionally forfeited. Accordingly, information concerning the College's legal affairs shall be provided to the Board and individual Trustees as follows:

- (1) OGC lawyers shall regularly attend Board meetings to apprise the Board regarding legal matters and to answer questions posed by individual Trustees; and outside counsel retained by the College shall attend Board meetings upon request;

- (2) OGC lawyers (and outside counsel upon request and in consultation with the OGC) shall make themselves reasonably available to answer questions and provide information to individual Trustees between meetings;
- (3) No less than once per month, the OGC shall provide a confidential written update to the Board regarding the status of any matters pending before courts or administrative agencies;
- (4) Counsel shall provide, upon request, copies of non-privileged communications between College and litigation adversaries as well as copies of publicly filed documents;
- (5) With respect to privileged documents and any other documents, the Board may, in its discretion, direct counsel to disseminate such materials to an individual Trustee with or without conditions designed to maintain confidentiality; and
- (6) No individual Trustee is authorized to waive the attorney-client privilege on behalf of the Board; only a majority of the Board may do so.

Authority: 110 ILCS 805/3-30.

History:

- Adopted 3/19/09
- Amended 2/18/16
- Amended

**Board Representatives at Bid Openings**

At least 14 days before the Board's annual organizational meeting, the Treasurer and the College's General Counsel shall jointly nominate no fewer than four College Employees to serve as the Board's panel of representatives at bid openings. At the annual organizational meeting, the Board shall, by majority vote, appoint a panel of at least four representatives from this list of nominees. The appointed representatives shall serve until the Board's next annual organizational meeting. In the event a vacancy occurs among the panel of duly appointed bid representatives, the Treasurer and the General Counsel shall jointly nominate two or more Employees to fill the existing vacancy. At its next regular or special meeting, the Board shall, by majority vote, appoint a substitute representative from this list of nominees.

At least one representative shall attend each bid opening as an agent of the Board. Each representative who attends a bid opening shall, with the exercise of appropriate discretion, have the duty to report to the Chairperson of the Board's Audit Committee any irregularity in the bid opening process or noncompliance with applicable laws, rules, or procedures governing the bidding process.

The Administration shall promulgate a procedure to ensure that each nominee possesses sufficient seniority, training, and experience to serve effectively as the Board's representatives at bid openings.

Authority: 110 ILCS 805/3-27.1.

History:

- Adopted 4/20/17
- Amended



Trustee Training

Each Trustee shall complete a minimum of four hours of professional development leadership training in the first, third, and fifth years of his/her term on the following subject matters: open meetings law, community college and labor law, freedom of information law, contract law, ethics, sexual violence on campus, financial oversight and accountability, audits, and fiduciary responsibilities of a community college trustee.

The Student Trustee shall be exempt from any such training requirements.

Authority: 110 ILCS 805/3-8.5.

History:

- Adopted

**Trustee Education and Attendance at Conferences**

All Trustees are encouraged to educate themselves on issues that will benefit the College. If Trustees seek to do so by participating in professional conferences, institutes, or activities, Trustees should participate in such events locally (or online) whenever possible to minimize the expense associated with travel.

Approval of the Board by roll call vote at a public meeting is required in advance of attending professional conferences. Trustees are to schedule participation in conferences in a way that avoids impairing Board business. In approving conference attendance, the Board shall consider whether such attendance will interfere with the Board's ability to conduct business.

No Trustee shall be reimbursed for travel, lodging or any other charges relating to such self-education activities without advance approval by the Board at a public meeting.

Authority: 50 ILCS 150/.

History:

- Adopted 3/19/09
- Reviewed 4/30/15
- Amended 5/21/15
- Amended 7/20/17
- Amended



Reimbursement for Trustee Expenses

The College recognizes its position as a steward of taxpayer funds. The College is committed to the appropriate expenditure of those funds and to ensuring that appropriate oversight exists so as to avoid waste, excessive spending and reimbursement for expenses that do not contribute to the educational mission of the College.

It is the College's policy to reimburse Trustees for travel, meal, and lodging expenses in accordance with the Illinois Local Government Travel Expense Control Act, 50 ILCS 150/1 *et seq.*:

- (1) Trustees may be reimbursed for travel, meal, and lodging expenses incurred in connection with "official business." For purposes of this Policy and any corresponding Administrative Procedure, the types of "official business" for which reimbursement is permitted are as follows: professional and continuing education conferences, trainings, programs and seminars; meetings and events attended for the purpose of furthering the College's mission and/or conducting the Board's business.
- (2) The maximum allowable reimbursement for Trustee travel expenses is \$1,500.00. All Trustee travel expenses must be approved by the Board by roll call vote at an open meeting before a Trustee may be reimbursed for such expenses. The Board may approve reimbursement for Trustee travel expenses in excess of the maximum allowable amount by roll call vote at an open meeting if the circumstances justify the expense.
- (3) Any Trustee seeking reimbursement for any travel, meal, or lodging expense shall complete the form appended hereto and provide the required documentation of such expenses. Such documentation shall include receipts for the travel, meal, and lodging expenses for which reimbursement is sought.

Trustees should consult Administrative Procedure 5-200 (Reimbursement of Expenses), or any successor Administrative Procedure, for further guidance as to the types of travel expenses that are and are not reimbursable.

Authority: 50 ILCS 150/.

History:

- Amended

EXHIBIT A – COMMUNITY COLLEGE DISTRICT NO. 502
PERMISSIBLE TRAVEL EXPENSE RATES

The permitted travel expense types and their associated maximum rates are set forth as follows (adequate documentation must be submitted to substantiate actual reimbursable expenses per this Policy):

| <u>Maximum Reimbursable Rates for: Transportation</u> | |
|--|--|
| Air Travel | Lowest reasonable rate (coach and economy). Travelers are strongly encouraged to book flights at least twenty-one (21) days in advance to avoid premium airfare pricing. |
| Auto | IRS standard mileage rate at time of reimbursement. Traveler must be licensed and carry insurance that meet or exceeds minimum policy limits, as required by Illinois State Statutes. Cost shall not exceed airfare. |
| Rental Car | Must be preapproved and lowest reasonable rate (midsize or smaller). |
| Rail or Bus | Lowest reasonable rate and cost shall not exceed airfare. |
| Taxi, Shuttle, Rideshare, or Public Transportation | Actual reasonable rate |

| <u>Maximum Reimbursable Rates for: Meals & Incidentals (M&IE Rate)</u> | |
|---|---|
| Breakfast | Domestic – General Services Administration (GSA) city per diem daily rate* International – U.S. Department of State Office of Allowances city per diem daily rate** or as approved by the Board/President or designee. |
| Lunch | |
| Dinner | |

| <u>Maximum Reimbursable Rates for: Lodging</u> | |
|---|---|
| In the Country | General Services Administration* (GSA) city per diem rate or established conference rate, whichever is greater. Always ask for, and try and receive the Government Rate for Lodging |

| | |
|---|--|
| Outside of the Country | U.S. Department of State Office of Allowances maximum lodging rate**, or as approved by the Board/President or Designee. |
| <p>* U.S. General Services Administration rates @ https://www.gsa.gov/portal/content/104877 are updated annually in October.</p> <p>** U.S. Department of State, Bureau of Administration, Office of Allowances rates @ https://aoprals.state.gov/web920/per_diem.asp are updated monthly</p> | |

Travel must follow all applicable College Policies and Administrative Procedures, except to the extent that any of those provisions is contrary to any provision of the Local Government Travel Expense Control Act.

EXHIBIT B – COMMUNITY COLLEGE DISTRICT NO. 502
SAMPLE REIMBURSEMENT FORM



REIMBURSABLE EXPENSE FORM

| | | | | | | | | | | | |
|--|------------------------------|--|-------------|--------|--|--------|---|--------|--|--------|-------|
| Full name of event (no initials): _____ _____ _____ Location (City/State): _____ If applicable, attach a listing of all Guests to include their name, title, company name as well as the meeting agenda. | | IMPORTANT: Attach original paid receipts for individual expenses \$15 or greater. The approved Pre-Travel Form is required for any business-related travel; Blue Copy of the Pre-Travel must be attached in those instances. Refer to instructions on reverse side. Attach additional forms if necessary. | | | | | | | | | |
| | | AUTOMOBILE As of January 1, 2015 the rate for use of a personal vehicle is 57.5¢/mile. | | | ROOM & TAX (Adjusted to single room rate). Itemize charges by day. | | MEALS/INCIDENTALS For more information on meals and incidental expenses, see instructions. Meals/Incidentals must be itemized by day. | | OTHER EXPENSES: Includes, but are not limited to, tolls, phone calls, taxi/train/bus fare, registration fees, approved car rental, airfare, etc. Meals/food are not considered "other expense" and are to be itemized under Meals/Incidentals section. Attach original paid receipts for individual expenses totaling \$15.00 or greater. | | |
| DATE | DESCRIPTION/BUSINESS PURPOSE | DAILY MILEAGE | RATE | AMOUNT | LODGING | B'FAST | LUNCH | DINNER | EXPLANATION | AMOUNT | TOTAL |
| | | | \$ | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | |
| Name (please print) | | Signature | | | | | | | Total Expense Authorized by Department | | |
| Department Name | | Budget Officer Approval | | | | | | | Less Pre-Travel Advance Issued by the College | | |
| Employee Colleague ID Number Telephone Extension | | Budget Officer Approval | | | | | | | Amount Due Employee | | |
| | | | | | | | | | Amount Due College (Payment is to accompany expense report; if paying by check, Payee is College of DuPage). | | |
| ACCOUNT NUMBERS FOR REIMBURSABLE EXPENSE | | | | | | | | | FOR OFFICE USE ONLY: | | |
| FUND | FUNCTION | DEPARTMENT | OBJECT CODE | AMOUNT | Audited By: | | | | | | |
| | | | | \$ | Audited By: | | | | | | |
| | | | | \$ | Extensions/Footings Checked: | | | | | | |
| | | | | \$ | Comments: | | | | | | |
| | | | | \$ | | | | | | | |

**Committees of the Board**

Standing Committees. The Board shall establish and appoint members to the following committees, whose membership shall be evaluated at each annual organizational meeting: (1) Budget Committee; (2) Audit Committee; and (3) Academic Committee. The Board may establish and appoint members to additional standing committees, as deemed necessary by the Board from time to time. Each standing committee shall consist of at least three members, at least two of whom shall be Trustees, and shall meet at least twice per year, or more often as may be necessary. The Board, and/or its designee, shall develop a charter for each standing committee that outlines the roles, responsibilities, objectives, and duties of each standing committee.

Special Ad Hoc Committees. The Chairman, or a majority of the Board, may appoint committees as are deemed necessary by the Board. Such committees will report recommendations for appropriate action to the Board and will be dissolved by: (i) the Board's acceptance of the committee's report; (ii) the Chairman, if the committee was appointed by the Chairman; or (iii) by a vote of the Board, if the committee was appointed by the Board.

All committees of the Board may be deemed a public body and shall comply with the notice and other requirements of the Open Meetings Act.

Authority: 110 ILCS 805/3-30.

History:

- Adopted 3/19/09
- Amended 8/20/09
- Amended

**Board and Committee Meetings**

Open Meetings and Agendas. All meetings of the Board and Board Committees shall comply with the provisions of the Open Meetings Act. The Chairman, with the advice and counsel of the Vice-Chairman, shall prepare an agenda for each meeting of the Board. The agenda for each regular meeting of the Board will be published and presented to the full Board at least 48 hours prior to such meeting to ensure there is adequate time for Trustees to review and prepare for the business to be conducted.

Annual Organizational Meeting. The Board will call and conduct an organizational meeting on an annual basis, at which the Board Officers for the year shall be elected and the Board's regular meeting schedule established.

Regular Meetings. At least once per month, the Board will hold an open meeting for the purpose of conducting College business. The Board may, in its discretion, hold regular meetings more frequently than once per month.

Special Meetings. On occasion, it may prove necessary for the Board to conduct special meetings to enable the timely consideration of a particular issue or issues. The Chairman or any three Trustees may call a special meeting.

Emergency Meetings. In the event of an emergency requiring immediate Board action, the Chairman may call an emergency meeting. Notice of the meeting will be given as soon as practicable but, in any event, prior to the holding of such meeting.

Committee Meetings. The Chairman or the chair of a Board committee may call a meeting of the committee. Agendas for each committee meeting will be prepared by the chair of the applicable committee.

Authority: 5 ILCS 120/; 110 ILCS 805/3-8.

History:

- Adopted 3/19/09
- Amended



Conduct Of Meetings

For Board meetings and Board committee meetings, the Board will set and follow such procedures as the Board deems necessary for the efficient conduct of the public's business. Unless in conflict with a specific Policy, the laws of the State of Illinois, or the rules and regulations of the ICCB, the then-current version of *Robert's Rules of Order* shall govern the procedure of all Board and committee meetings.

Authority: 110 ILCS 805/3-30; *Robert's Rules of Order*, Newly Revised (11th edition).

History:

- Adopted 3/19/09
- Amended

**Closed Session**

Any Board or Board committee meeting or a portion thereof may be closed to the public in accordance with the provisions of the Open Meetings Act. At the beginning of each closed session, those present must identify themselves by name for the recording of the closed session proceedings. The Board Secretary or committee secretary shall announce the start and end times of the closed session for the recording and note same in the closed session minutes. The Board Secretary shall take and maintain all closed session minutes and verbatim recordings, and the Secretary may not delegate this duty to any other person, except to another Board Officer or Trustee in the event of the Secretary's absence. Committee secretaries must promptly deliver to the Board Secretary minutes and recordings of closed sessions of committee meetings.

At the first regular Board meeting in the months of March and October, or reasonably soon thereafter, the meeting agenda shall include a closed session, the purpose for which shall include the review of closed session minutes in accordance with the Open Meetings Act. Standing committees shall review their minutes on the same schedule and inform the Chairman of the committees' recommendations with respect to closed session minutes. Ad hoc committees shall review their minutes no less than twice annually and must conduct a final review prior to their dissolution.

Authority: 5 ILCS 120/2; 5 ILCS 120/2.06; 5 ILCS 120/2a.

History:

- Adopted 3/19/09
- Amended



Remote Attendance for Board or Committee Meetings

A Trustee may attend Board meetings via video or audio conference call whenever it is not possible for the Trustee to attend in person due to personal illness or disability, employment purposes, College business, or family or other emergency, provided that the following conditions are satisfied:

- (1) A quorum of the members of the Board is physically present at the location of the meeting;
- (2) The Trustee has notified (i) the Chairman or Secretary and (ii) the College's Director of Legislative Relations of the need and reasons for remote attendance in advance of the meeting, unless advance notice is impractical;
- (3) The voice of the Trustee attending remotely must be broadcast at the meeting so that the voice is audible to the entire audience; and
- (4) The Trustee attending remotely must be present on the telephone line for substantially the entire meeting.

Electronic attendance shall be allowed for all qualifying reasons. Upon the provision of notice as set forth in Paragraph 2 above, the Director of Legislative Relations shall make appropriate arrangements for the Trustee's remote attendance at the meeting.

If the Trustee attending remotely would normally chair the meeting, the Vice-Chairman shall serve as Chairman for the meeting, or in the case of the remote attendance and/or absence of both the Chairman and the Vice-Chairman, the Board shall appoint a Trustee physically present at the meeting location to preside as Chairman *pro tempore*. The minutes of the meeting shall specifically reflect the Trustee(s) appearing by remote means.

The foregoing policy shall apply to any standing or ad hoc committee of the Board.

Authority: 5 ILCS 120/7; 110 ILCS 805/3-30.

History:

- Adopted 3/19/09
- Amended

**Public Comment at Meetings**

At each Board or Board committee meeting that is open to the public, members of the public and College Employees will be encouraged and afforded time to comment or ask questions. The Board Chairman or the committee chair, as applicable, may limit the amount of time each member of the public is permitted to speak at a meeting and terminate any public comment that is disruptive or abusive.

Authority: 110 ILCS 805/3-8; 5 ILCS 120/2.06(g).

History:

- Adopted 3/19/09
- Amended



TABLE OF CONTENTS – SECTION 2: FINANCE

| New Policy No. | Old Policy Reference(s) | Status |
|---|-------------------------|---------------|
| <u>General Finance Policies</u> | | |
| 2.01: Financial Operations | 10-5 | Revised |
| 2.02: Financial Reports | 10-15 | Revised |
| 2.03: Basis of Accounting | 10-20 | Revised |
| <u>College Funds</u> | | |
| 2.10: Unrestricted Fund Balance | 10-40 | Revised |
| 2.11: Budget Transfers | 10-45 | Revised |
| 2.12: Interfund Loans | 10-50 | Revised |
| 2.13: Investment of College Funds | 10-55 | Revised |
| 2.14: Long-Term Debt Management | n/a | New |
| 2.15: Contributions, Gifts, and Exchange Transactions | 10-100 | Revised/Moved |
| <u>Procurement</u> | | |
| 2.20: Purchasing | 10-60 | Revised |
| 2.21: Vendor Payments | 10-65 | Revised |
| 2.22: Insurance | 10-70 | Revised |
| 2.23: Construction Contracts | 10-90 | Revised |
| 2.24: Auxiliary Fund and Other Revenue-Generating Contracts | 10-95 | Revised |
| 2.25: Business Enterprise Program | 10-175 | Revised |
| 2.26: Privatization of Services | 10-180 | Revised |
| <u>Miscellaneous</u> | | |
| 2.30: Checking Accounts | 10-75 | Revised |
| 2.31: Credit Cards | 10-80 | Revised |
| 2.32: Sale or Disposal of College Property | 10-85 | Revised |

| New Policy No. | Old Policy Reference(s) | Status |
|---|-------------------------|---------|
| <u>Reimbursements</u> | | |
| 2.40: Reimbursement of Employee Travel Expenses | 10-190 | Revised |
| 2.41: Reimbursement of Non-Employees | 10-185 | Revised |

Note: Most revisions to Finance-related policies were minor and to conform with new formatting conventions, add citations to legal authority, and clean up language and typographical errors.



Financial Operations

The Board shall exercise its statutory authority to provide for the revenue necessary to maintain the College consistent with Section 3-23 of the *Illinois Public Community College Act*, 110 ILCS 805/3-23. The Board may determine, within the operating budget, the distribution of base operating grants and certain other revenues among the operating funds.

For the purpose of carrying out the entire educational program of the College, the Board, in accordance with the ICCB and its regulations and standards, has established the following funds for operation:

1. Educational Fund
2. Operations and Maintenance Fund
3. Operations and Maintenance Fund (Restricted)
4. Bond and Interest Fund
5. Auxiliary Services Fund
6. Restricted Purposes Fund
7. Working Cash Fund
8. General Fixed Assets Account Group
9. General Long-Term Debt Account Group
10. Trust and Agency Fund

The Board may establish other operating funds, as may be necessary, from time to time.

Authority: 110 ILCS 805/3-23

History:

- Adopted 3/19/09
- Amended

**Financial Reports**

The President or his/her designee shall provide to the Board the financial reports of the College with supporting documentation and information as directed by the Board. Such reports shall include, at a minimum, monthly and annual financial reports. Annual financial reports shall be prepared in accordance with generally accepted accounting principles. Monthly financial reports may be prepared on a cash basis, and shall be provided to the Trustees no less than 48 hours before the Board's regular monthly meeting.

Authority: 110 ILCS 805/3-23 3-30.

History:

- Adopted 3/19/09
- Amended



Basis of Accounting

The accounting procedures and financial records of the College will be established and maintained on a basis consistent with the requirements of the ICCB and the GASB.

Authority: 110 ILCS 805/3-30.

History:

- Adopted 3/19/09
- Amended



Annual Budget

Each year, the President and/or his/her designee shall prepare a proposed Fiscal Year budget for the College and present same to the Board for review and approval. The Board shall make the proposed Fiscal Year budget available for public review and inspection and hold public hearings on the proposed Fiscal Year budget as required by and in conformance with applicable state laws and regulations.

The Board shall adopt the annual Fiscal Year budget within the first quarter of each Fiscal Year, or as otherwise required by applicable laws and regulations.

Authority: 110 ILCS 805/3-20.1

History:

- Adopted 3/19/09
- Amended



Unrestricted Fund Balance

The College will strive to maintain an on-going unrestricted fund balance in the combined General Fund (comprised of the Education Fund and the Operations and Maintenance Fund) and Working Cash Fund in an amount equivalent to at least fifty percent (50%) of the College's total annual expenditures in the General Fund, using the modified accrual basis of accounting as reflected in the previous year's uniform financial statements submitted to the ICCB.

The Board may, from time to time, approve expenditures and/or restrictions of the unrestricted fund balance causing it to drop below the targeted percentage. Fund balance restrictions shall be reviewed at least biennially for continued relevance.

Authority: 110 ILCS 805/3-23, 3-30, 3-33.1.

History:

- Adopted 3/19/09
- Reviewed 3/4/14
- Amended 4/17/14
- Reviewed 12/15/17
- Amended 1/18/18

**Budget Transfers**

Subsequent to the adoption of the budget for a particular Fiscal Year, it may be necessary to permit transfers of budget amounts between object and functional designations within a fund, in conformance with the Community College Act and all other applicable state and federal laws and regulations.

All budget transfers must be fully documented as to need and adhere to the following approval level. No transfers may be made until the required approval is obtained.

| Category | Approval Required | Approval Date |
|--|--|--|
| <u>Taxing funds¹</u> | | |
| Contingency | Board | Quarterly |
| Amounts of \$10,000 and over | President | Quarterly |
| All other | Controller | As received from cabinet officer |
| Operations & Maintenance Fund (Restricted) (Construction Fund) | Board (Budgets recorded are estimates only until project is approved by the Board.) | Project initialization |
| Agency funds | None | Allowed to expend only funds that are available |
| All other funds | Controller | As received from Cabinet Officer ² |

Authority: 110 ILCS 805/3-20.1, 3-30, 3-34.

History:

- Adopted 3/19/09
- Reviewed 7/16/15
- Amended 8/13/15
- Amended 3/16/17

1. Only intra-fund budget transfers are permitted within the Taxing Funds (Educational Fund and Operations and Maintenance Fund).
2. For purposes of this Policy, the term “Cabinet Officer” refers to (1) any Administrator who reports directly to the President; and (2) the General Counsel.



Inter-Fund Loans

The Board may authorize the Treasurer to make inter-fund loans from any fund maintained by the Board to any other fund maintained by the Board. All such inter-fund loans must be repaid and retransferred to the appropriate fund within one (1) year of the transfer, or as otherwise required by the Community College Act or other applicable state or federal law or regulation.

Authority: 110 ILCS 805/3-34

History:

- Adopted 3/19/09
- Amended



Investment of College Funds

Purpose. The College has adopted this Investment Policy Statement to provide a clear understanding between and among Trustees, outside investment managers and advisors and other interested parties concerning the investment of College funds. This Policy will be used to evaluate the performance of the investment portfolio and investment providers.

The College shall invest public funds in a manner that:

- Seeks to preserve capital while earning a market rate of return relative to the acceptable level of risk undertaken as defined in this Policy;
- Meets the cash flow needs of the College, and
- Complies with all applicable federal, state and local laws and regulation, including, but not limited to, the Illinois Public Funds Investment Act, 30 ILCS 235/1, *et seq.* and the Community College Act, as may be amended from time to time.

Scope of Policy. As required by the Public Funds Investment Act, this Investment Policy governs the investment of all College funds, including any new or temporary funds placed within the custody of the College, and will be administered consistent with applicable state and federal laws. These funds are reported in the College's Comprehensive Annual Financial Report ("CAFR") and generally include:

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

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

- The Board, Audit Committee, Treasurer, and, as appropriate, other officers of the College;
- All depositories or fiduciaries of public funds of the College; and
- Any investment advisers or managers used by the College.

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

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

The Treasurer's Advisory Committee participated in the development and review this Policy.

Responsibility of Treasurer for Investment Program and Related Operational Procedures.

The Board has ultimate fiduciary responsibility for the investment of College funds. To execute these responsibilities, the Board approves the Policy and delegates responsibility to the Treasurer. The Treasurer shall be responsible for developing and overseeing a program for monitoring all transactions and shall establish written operational procedures designed to prevent losses of funds that might arise from fraud, employee error, misrepresentation by third parties, or imprudent action by College Employees. The procedures shall include a system of controls for all authorized subordinates who are directly involved in investment activities. The Treasurer may delegate the day-to-day responsibility for the investment of College funds to the College's Controller. Only the Treasurer is authorized to establish investment accounts for the College.

Authorized signatories are not permitted to reconcile bank accounts at any time.

The Treasurer shall annually cause a review of internal controls to be conducted to ensure compliance with this Policy.

Objectives. The purpose of this Investment Policy is to establish cash management and investment guidelines for the stewardship of public funds of the College. The specific objectives of the policy will be as follows:

- **Safety** – The security of monies, whether on hand or invested, and preservation of principal in the overall portfolio shall be the primary concern of the Treasurer in selecting depositories or investments.
- **Liquidity** – the investment portfolio shall remain sufficiently liquid to meet all reasonably anticipated operating requirements over the next 3-4 years.
- **Return** – The Treasurer shall seek to attain a return comparable with the average return of a U.S. Treasury Bill or Treasury Index that most closely reflects the duration of the portfolio, taking into account risk, constraints, cash flow, and legal restrictions on investment as defined by this Policy and applicable law and other Board Policies. All investments shall be selected on the basis of best execution.
- **Sustainability** – Material, relevant, and decision-useful sustainability factors are regularly considered by the College, within the bounds of financial and fiduciary prudence, in evaluating investment decisions. Such factors include, but are not limited to: a) corporate governance and leadership factors; b) environmental factors; c) social capital factors; d) human capital factors; and e) business model and innovation factors, as provided under the Illinois Sustainable Investing Act.

The Treasurer will work with Financial Affairs Department to maintain a cash forecast and allocate the funds by duration and investment type. This forecast will be used by the Treasurer to determine when funds may be required for expenditure. Funds will be invested with the prioritization of safety, liquidity and return.

Authorized Investments. The College may invest its funds in any investments allowed by Section 2 of the Public Funds Investment Act, including, without limitation, the following:

1. Notes, bonds, certificates of indebtedness, treasury bills, or other securities, which are guaranteed by the full faith and credit of the United States of America as to principal and interest. Maximum Aggregate Limit: No limit.
2. Bonds, notes, debentures or other similar obligations of the United States of America, its agencies, and its instrumentalities. Maximum Aggregate Limit: No limit on non-callable securities of this type. However no more than 25% of the fair market value of the total portfolio may be invested in callable securities of this type.

3. Negotiable interest-bearing accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank rated AA or above at the time of purchase by at least one nationally recognized statistical rating organization ("NRSRO") as defined by the Illinois Banking Act. Maximum Aggregate Limit is 30% of the fair market value of the total portfolio with no more than 5.0% in a given issuer.
4. Short term obligations of corporations organized in the United States with assets exceeding \$10.0 billion if (i) such obligations are rated at the time of purchase at the highest general short-term classification (A-1, P-1, F-1, etc.) established by at least 2 NRSRO and which mature not later than 270 days from the date of purchase and (ii) such purchases do not exceed 10% of the corporation's outstanding obligations. Maximum Aggregate Limit is 30% of the fair market value of the total portfolio with no more than 5.0% in a given issuer.
5. Interest-bearing bonds of any county, township, city, village, incorporated town, municipal corporation, or school district, of the State of Illinois, of any other state, or of any political subdivision or agency of the State of Illinois or of any other state, whether the interest earned thereon is taxable or tax-exempt under federal law. The bonds shall be registered in the name of the municipality, park district, forest preserve district, conservation district, county, or other governmental unit, or held under a custodial agreement at a bank. The bonds shall be rated at the time of purchase within the 4 highest general classifications, excluding gradations, established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions. Maximum Aggregate Limit is 30% of the fair market value of the total portfolio with no more than 5.0% in a given issuer.
6. Collateralized repurchase agreements which conform to the requirements stated in the Acts. Maximum aggregate exposure to any one counterparty shall be limited to 10% of the fair market value of the total portfolio.
7. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) or (2) of this subsection and to agreements to repurchase such obligations. With respect to any Money Market Fund that is not classified as either a US Treasury or US Government Money Market Fund, a rating of AAA at the time of purchase will be required from at least one NRSRO. Maximum Aggregate Position: Unlimited for this category, although no more than 20% of the fair market value of the total portfolio in any one fund.
8. Mutual funds that invest primarily in corporate investment grade short term bonds. Purchases of mutual funds in short term bonds shall be limited to funds with assets of at least \$100 million and that have an average credit quality of at least an A rating at the time of purchase, excluding gradations, established by at least one NRSRO. Maximum Aggregate Limit is 15% of the fair market value of the portfolio, with no more than 5% in a single fund.
9. Investment options offered by the following: (i) Illinois Trust, IIIT Class; (ii) Treasurer of the State of Illinois (i.e. Illinois Funds); or (iii) Illinois School District Liquid Asset Fund Plus. Maximum Aggregate Limit for this Category is 15% of the fair market value of the total portfolio, with no more than 5.0% of holdings in each fund.

Diversification. No more than 40% of the fair market value of the portfolio shall be invested in non-government securities. Excluding government securities, because the potential for overlap exists, the College cannot invest more than 5% of the fair market value of the portfolio in any related entities.

Investment Maturity and Liquidity. As described above, the Treasurer shall maintain a schedule to allow for ample liquidity. However, unless specifically stated in the authorized investments above, the maximum allowable maturity purchased shall be five years. The Board, or its designated committee, must approve purchases beyond five years of maturity.

Ratings, Downgrades and Portfolio Rebalancing. If the rating of any security held by the College is downgraded outside the requirements of this Policy or a security is held in violation of the Policy, the Treasurer will report the condition to the Board within 60 days. The Treasurer may sell the security prior to reporting to the Board, if market circumstances are appropriate. If the Treasurer proposes that the College retain ownership of the security, the report will include such recommendation for the Board's approval along with appropriate justification.

In the event a security is downgraded outside what is deemed acceptable in this Policy, an investment review of the credit quality will be included as part of the report.

If an asset class or security exceeds the maximum percentage limits defined within the authorized investment section of the Policy, the College shall take action to rebalance the portfolio within 180 days.

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

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

Any percentage limits, rating requirements, or other investment parameters identified throughout this Policy will be calculated and/ or evaluated based on the original cost of each investment at the time of purchase of the security in determining compliance with this Policy.

Authorized Financial Institutions and Intermediaries. The Treasurer, with the assistance of staff, will limit investments to financial institutions determined by the Treasurer to be compliant with this Policy. These financial institutions may include depositories, investment advisors, broker/dealers, intermediaries, and local government investment pools, banks, savings and loans and credit unions. The Treasurer will obtain information which will provide him or her with assurance that the institution will agree to comply with this Policy. Financial institutions selected to engage in transactions with the College shall be at the sole discretion of the Board. Consideration for working with any financial institution will include financial condition, level and breadth of service, competitive pricing and experience working with other higher education and/or government institutions.

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

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

For bank trust companies serving in a safekeeping role, the Treasurer will validate that proper internal controls are being followed by the trust company. The Treasurer will also ensure that the bank related to the trust company meets above requirements for capitalization, time in business and community reinvestment act rating.

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

- Depository contract or account agreement;
- Collateral Agreement, if applicable;
- Audited financial statements;
- Statement of Condition (the “Call Report”);
- Community Reinvestment Act report; and
- Certification as to having read and agreeing to comply with this Policy.

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

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

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

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

- Trading resolution, if applicable;
- Custodial Agreement, if applicable and not part of account opening document;
- Audited financial statements;
- Proof of Financial Industry Regulatory Authority (FINRA) status; and
- Certification as to having read and agreeing to comply with this Policy.

In making decisions regarding contracting with service providers, the Treasurer will consider any relevant Board Policies related to doing business with firms controlled by women, minorities and people with disabilities.

Collateralization. In recognition of the GFOA recommended practice on Collateralization of Public Deposits, it is the policy of the College to require that non-negotiable time deposits in excess of FDIC and NCUSIF insurable limits must be secured by collateral or AAA-rated private insurance at time of purchase to protect public deposits in a single financial institution if it were to default.

1. It is the policy of the College to require that time deposits in excess of federally insured limits be secured by collateral (102%), or if, at the time of purchase, the bank carries a top tier short-term rating of A1/P1 or better without regard to gradation and long-term rating of A- or better and is on the Approved List of the College’s contracted SEC-registered Investment Advisor, or private insurance to protect public deposits in a single financial institution if it were to default.
2. Eligible collateral instruments are any investment instruments acceptable under and subject to the conditions set forth in Sections 6(d) through 6(g) of the Illinois Public Funds Investment Act. The collateral must be placed in safekeeping at or before the time the College buys the investments so that it is evident that the purchase of the investment is predicated on the securing of collateral.
3. Maturity of acceptable collateral shall not exceed 120 months.

4. The ratio of fair market value of collateral to the amount of funds secured shall be reviewed monthly and additional collateral will be requested when the ratio declines below the level required.
5. Third party safekeeping is required for all collateral. To accomplish this, the pledged securities will be held at a safekeeping depository as approved from time to time by the Treasurer. Safekeeping will be documented by an approved written agreement. Substitution, exchange or release of securities held in safekeeping may be done upon two (2) days prior written notice to the Treasurer, and only on condition that the market value of the replacement securities is equal to or greater than the market value of the securities for which they are being substituted.

Safekeeping of Securities. Securities, unless held physically by the College, require third party safekeeping. The College will have the sole responsibility for selecting safekeeping agents. Safekeeping will be documented by an approved written agreement. As applicable, security transactions shall be on a Delivery Versus Payment (DVP) basis.

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

In maintaining its investment portfolio, the Treasurer shall avoid any transaction that might impair public confidence in the College.

The above standards are established as standards for professional responsibility and shall be applied in the context of managing the portfolio.

Investments shall be made seeking the highest returns consistent with: (1) preservation of capital; (2) the College's anticipated cash flow needs; (3) prudent investment principles; and (4) applicable federal, state and local laws and regulations and this Policy.

The Treasurer and College Employees acting in accordance with this Policy and Procedures as have been or may be established and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market changes.

Performance Measures. The Treasurer will seek to earn a rate of return appropriate for the type of investments being managed, given the portfolio objectives, over the course of a complete market cycle. The Treasurer will establish and maintain the College's benchmark(s).

Periodic Review of Investment Portfolio. The Treasurer shall conduct appropriate periodic reviews, not less than annually, of the investment portfolio, its effectiveness in meeting the College's needs for safety, liquidity, and rate of return.

Reporting. The Treasurer will report monthly to the Board on all investments, financial institutions, investment amounts, interest rates, maturity dates and other pertinent information deemed necessary. At least quarterly, the Treasurer shall provide a report of investment activities to the Board and President, including information regarding securities in the portfolio by class or type, book value, income earned, credit quality, and market value as of the report date.

Selection of Investment Managers. The College may engage the services of an external investment manager to assist in the management of the College's investment portfolio in a manner consistent with the College's objectives. Such external managers may be granted discretion to purchase and sell investment securities in accordance with this Policy and applicable laws and regulations. Such managers must be registered under the Investment Advisers Act of 1940.

The Board is responsible for the selection of investment managers and such selection must be made through prudent due diligence procedures. The criteria for selecting investment managers include, but are not necessarily limited to:

- Organizational factors
- Investment capabilities
- Compliance monitoring procedures
- Key personnel
- Consistency of the investment philosophy and process
- Review of historical strategy performance
- Client services capabilities
- Fees

Ethics and Conflicts of Interest. Trustees, Cabinet Officers and Employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Board Policy relating to conflicts of interest shall also apply, where appropriate, to the College's investment activities.

Investment Policy Adoption. The Policy will be adopted by the Board. This Policy is available for public inspection at the Office of the Board Secretary, 425 Fawell Blvd., Glen Ellyn, IL 60137. The Policy will be reviewed periodically by the Treasurer and any amendments or modifications thereto must be approved by the Board.

Authority: 110 ILCS 805/3-47; *see also* 3-30; Illinois Public Funds Investment Act, 30 ILCS 235/1 et seq.

History:

- Adopted 3/19/09
- Reviewed 2/21/13
- Amended 3/19/13
- Amended 5/11/18
- Amended 12/19/19



Long-Term Debt Management

Purpose

To establish a policy governing long-term financial obligations that bear the College's name or name of any subordinate Agency for the College.

Background

The College recognizes that it may need to enter into long-term financial obligations to acquire or construct capital assets to meet the service needs of the District, and that these financial obligations must be managed properly. The adoption of a long-term financial strategy and policy is important to ensure sound financial management practices. This policy is general and therefore allows for exceptions in extraordinary conditions. For the purposes of this policy, long-term financial obligations are those that exceed one Fiscal Year, and include certificates of participation, bonds, or similar instruments (including, but not limited to, bank loans and letters of credit) that require the acquisition of capital from the financial markets and are supported by the College's municipal credit rating(s). This policy does not apply to leases in which the payments are not "securitized."

Policy

It is the policy of the Board that the following guidelines and restrictions will be applied during the debt issuance process and the management of the College's debt portfolio:

1. Long-Term Debt Limits
 - a. All long-term financings shall comply with federal, state and local requirements.
 - b. All long-term obligations must be approved by the Board after approval and recommendation by the Chief Financial Officer and/or Treasurer.
 - c. Prior to the recommendation, the Chief Financial Officer/Treasurer shall assess the ability of the College to repay the obligation, identify the funding source of repayment, evaluate the impact of the ongoing obligation on the current budget and future budgets, assess the maintenance and operational requirements of the project to be financed, and consider the impact on the College's credit rating.
 - d. The term of the long-term obligation will not exceed the useful life or the average life of the project or projects being financed.
 - e. The State of Illinois has established limits on the amount of bonded indebtedness that a local government can have outstanding. For Illinois

community colleges, the debt limit is 2.875% of the most current equalized assessed valuation of property within the community college's borders.

2. Uses of Long-Term Debt

- a. Long-term financial obligations will not be used to finance current operations or for recurring needs.
- b. Capital projects identified as candidates for debt financing should have first been identified and prioritized during the development of the College's multi-year Facilities Master Plan and/or Facility Condition Assessment. If the Chief Financial Officer/Treasurer deems that the financing is feasible, financially and economically prudent, coincides with the College's objectives, and does not impair the College's creditworthiness, then it will be forwarded to the Board for consideration.
- c. Refunding is a procedure whereby the College refinances an outstanding issue by issuing new bonds. Bonds can be refunded to remove burdensome covenants, restructure the stream of debt service payments to reduce costs, or reduce interest costs. Whenever deemed to be in the best interest of the College, it shall consider refunding or restructuring outstanding debt when financially advantageous or beneficial for structuring.

3. Method of Sale

- a. The College will generally conduct bond sales on a competitive basis in which the College and its financial advisor will set the terms of the sale to encourage as many bidders as possible. However, a negotiated financing or private placement may be pursued when appropriate. A negotiated financing may be used where market volatility, refunding sensitivity, or the use of an unusual or complex financing or security structure causes a concern with regard to marketability. Such determination may be made on an issue-by-issue basis for a series of issues, or for part or all of a specific financing program. In the case of a public sale, the underwriting team is selected through a competitive procurement process and the ultimate decision will be based on the team's qualifications.

4. Management Practices

- a. The College shall encourage and maintain good relations with credit rating agencies, investors in the College's long-term financial obligations, and those in the financial community who participate in the issuance or monitoring of the College's long-term obligations. A policy of full and open disclosure on every financial report, official statement, and long-term obligation transaction will be enforced, and a credit rating agency presentation/update shall be conducted when needed.
- b. The College shall comply with all on-going disclosure conditions and shall file such required documents in a timely manner.

- c. The College shall monitor earnings on bond proceeds and rebate excess earnings as required to the U.S. Treasury to avoid the loss of tax-exempt status (*arbitrage rebate calculation*). A third-party vendor may be used to compute this.
- d. The College shall continually review outstanding obligations and initiate refundings when economically feasible and advantageous.
- e. Bond proceeds shall be invested in accordance with the College's investment policy and bond covenants as applicable.

Authority: 110 ILCS 805/3-30

History:

- Adopted



The Solicitation and Acceptance of Grants, Contributions (Gifts), and Other Exchange Transactions

Purpose. The College may identify financial needs for special projects, program development, and other educational endeavors that cannot be met through available funding sources. The College may seek external resources to meet identified needs. In addition, the Board may accept contributions and gifts to the College and agree to exchange transactions to meet financial needs.

Gifts or Other Exchange Transactions. Gifts or other exchange transactions that commit the College to providing resources must receive approval by the Office of Institutional Advancement prior to their finalization.

Grants. All grant proposals and other related documents that commit the College to providing resources must receive appropriate approval by the Grants Office prior to their finalization and submission through the Grants Office.

Failure to receive prior appropriate approval for the grant submission, gift or other exchange transaction may result in the College declining the award.

Authority: 110 ILCS 805/3-30

History:

- Adopted 3/19/09
- Amended 10/24/19



Procurement

Award of Contracts. All contracts with the College will be awarded, and, where necessary, approved by the Board, in accordance with applicable federal and state laws and regulations, including competitive bid requirements and statutory bid limits.

Purchasing Authority. The Board delegates to the Purchasing Department authority to enter into all contracts, in accordance with applicable Procedures, that: (a) do not exceed the statutory bid limit; (b) meet the requirements of joint purchases with governmental units; or (c) are contracts procured from another governmental agency. Construction-related contracts that do not exceed statutory bid limits shall be processed at the discretion of the Purchasing Department, in accordance with applicable Procedures. The Vice President of Administrative Affairs is authorized to develop Procedures for purchasing and procurement, consistent with this Policy and all applicable federal and state laws and regulations.

The Board delegates to the Provost authority to enter into contracts for the provision of educational services for academic credit, in accordance with applicable Procedures, that: (a) do not exceed the statutory bid limit; (b) meet the requirements of the Community College Act; and (c) meet the requirements of all other applicable laws, regulations and/or accrediting bodies. The Provost is authorized to develop Procedures for the procurement of educational services, consistent with this Policy and all applicable federal and state laws and regulations.

All other contracts for supplies, materials, work, and the provision of services must be approved by the Board.

Centralized Purchasing Function. A centralized purchasing function shall be maintained by the College. Purchase orders may be authorized by the Purchasing Department only.

Emergency Expenditures. Expenditures and contracts for supplies, materials and/or services in excess of the bid limit shall be allowed without public bid where funds are expended in an emergency and such emergency expenditure is approved by 75% of the members of the Board. In the event of such an emergency, the President and/or his/her designee shall make every effort to contact the Board to secure approval. However, if good faith efforts to contact the Board are unsuccessful, the President may, in his/her discretion, authorize an emergency expenditure to protect against imminent danger or threat to College property, personnel, or resources, provided that such expenditure is later ratified by the Board.

Certifications. All bid documents shall contain statements requiring prospective contractors to certify that they are eligible to bid on and enter into public contracts, have not engaged in bid rigging or bid rotating, and they are in compliance with the Illinois Prevailing Wage Act, 820 ILCS 130/11a and any applicable equal employment opportunity laws and requirements. Bid documents shall contain a statement advising prospective contractors that such certifications will be used as a criterion in the evaluation of prospective contractors.

Authority: 110 ILCS 805/3-27.1, 3-40; Illinois Prevailing Wage Act, 820 ILCS 130/11a; Illinois Criminal Code of 2012, 720 ILCS 5/33E-1, *et seq.*; see also Illinois Local Government Professional Services Selection Act, 50 ILCS 510/1, *et seq.*

History:

- Adopted 3/19/09
- Amended



Vendor Payment

To timely and efficiently effect the College's payment of the orders and bills, the Board may authorize the Treasurer to make payments to vendors prior to approval of same by the Board, subject to the following conditions and limitations:

1. Payment for items not previously approved by the Board shall require Board approval for amounts of \$15,000 and over.
2. Payment may be made only for items delineated in a category of the College's budget, or otherwise approved by the Board.
3. No payment shall be made under the terms of this Policy unless there is documentation that the services and goods have been received and that the invoice is consistent with the applicable procurement authorization.
4. No payment shall be made in an amount in excess of the dollar amount previously approved by the Board.

Exceptions to the above conditions and limitations. To ensure prompt payment to the College's vendors and the College's compliance with the Illinois Local Government Prompt Payment Act, the Treasurer is authorized to process certain expenditures. Expenditures meeting one of the following criteria are exceptions to the above conditions and limitations, and they may be paid as necessary. Each month, the Treasurer or his/her designee shall provide the Board with an itemized listing of all payments made pursuant to these exceptions during the preceding month:

1. Utility bills (e.g., water, electric, gas, telephone).
2. Payroll taxes, payroll deductions, and unemployment payments.
3. Monthly medical, dental and life insurance premiums.
4. Postage account replenishment, however, individual mailing activities of \$25,000 or more shall require Board approval.
5. Bond principal and interest payments, according to debt service schedules.
6. Release of pass-through funds held in custody by the College on behalf of rental, ticketing, and resident ensemble clients.
7. Release of pass-through funds held in custody by the College on behalf of student clubs and organizations.
8. Release of pass-through funds held in custody by the College related to student deposits paid to the College for field studies or similar activities.
9. Release of pass-through funds held in custody by the College related to Board approved intergovernmental agreements between the College and a third party.
10. Expenditures where the College has a Board-approved contractual obligation to make the payment by a date certain and the payment does not exceed the amount approved by the Board.

All bills that do not meet the criteria above will be listed and presented to the Board for approval prior to payment. It is the responsibility of the Board to approve these bills for payment prior to disbursement being made.

Authority: 110 ILCS 805/3-27; Illinois Local Government Prompt Payment Act, 50 ILCS 505/1, *et seq.*

History:

- Adopted 3/19/09
- Reviewed 11/16/18
- Amended 12/20/18



Insurance

The Board will establish a program of risk management for the College, in accordance with applicable state and federal laws and regulations and consistent with the financial ability of the College.

The Board will purchase with College funds the type and amount of insurance necessary from a company licensed to write insurance policies in Illinois, or will set aside adequate reserves to self-insure, for the following purposes, properties and risks:

1. Financial losses of the College and/or its Trustees and Employees, including reasonable attorneys' fees and costs, arising out of any civil rights damage claims and suits, constitutional rights damage claims and suits, bodily injury damage claims and suits, property damage claims and suits, and the defense thereof, when damages are sought for alleged negligent or wrongful acts while acting in the scope of his/her employment, exercising his/her powers or duties of the Board, and/or acting at the direction of the Board;
2. Loss and/or damage to real and other property (e.g., furnishings, machinery, equipment, and other personal property) of the College; and
3. Losses to the College due to Employee dishonesty, injury or death.

The Board may approve and direct the purchase of additional insurance as may be necessary from time to time.

In addition, the Board will provide a program of health and welfare benefits for Employees and direct the scope and limits of such programs.

The President and/or his/her designee, shall develop, implement, and maintain Procedures consistent with this Policy for the administration and supervision of the College's risk management program and the program of health and welfare benefits for Employees within the limits established from time to time by the Board.

Authority: 110 ILCS 805/3-29, 3-38.1; *see a/so* 110 ILCS 805/3-30.

History:

- Adopted 3/19/09
- Amended



Construction Contracts

All contracts for construction-related services will be made in accordance with the Community College Act and all other applicable local, state and federal laws and regulations. Construction-related services contracts shall include contracts for building repair, maintenance, remodeling, renovation, or construction and professional services related thereto.

Emergency expenditures in excess of the statutory bid limit may be allowed without public bid where funds are expended in an emergency and such emergency expenditure is approved by three-fourths ($\frac{3}{4}$) of the members of the Board.

Authority: 110 ILCS 805/3-27.1

History:

- Adopted 3/19/09
- Amended



Auxiliary and Other Revenue-Generating Contracts

The Board will annually approve the McAninch Arts Center, Business Solutions, and Conference and Events comprehensive budgets. Within the limitations of those budgets, the Administration is authorized to contract for speakers, productions, training, equipment rental, and other professional service contracts as follows:

1. McAninch Arts Center productions and speakers;
2. Business Solutions training contracts; and
3. Conference and Events equipment rentals.

Board approval is required for contracts in amounts of \$25,000 and greater, regardless of any anticipated revenue generated from the event or service. In the event that a contract is authorized for an event occurring in the next Fiscal Year, all payment on the contract will take place in the Fiscal Year that the event occurs.

Authority: 110 ILCS 805/3-27.1, 3-30

History:

- Adopted 3/19/09
- Reviewed 10/21/16
- Amended 11/17/16
- Amended



Business Enterprise Program

The College recognizes the importance of increasing access and opportunities for businesses owned by minorities, females, and persons with disabilities in public contracts. The College is committed to the “Business Enterprise Program” to encourage participation by minority, female and persons with disabilities-owned vendors in the College’s procurement processes.

It is the College’s policy to promote and encourage the continuing economic development of businesses owned by minorities, females, and persons with disabilities by setting aspirational goals to award contracts to such businesses for certain services; to award contracts to such businesses for certain services in accordance with the provisions of the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/0.01 *et seq.* (the “Act”) and policies, regulations, and procedures enacted by the Business Enterprise Council for Minorities, Females, and Persons with Disabilities, 30 ILCS 575/5 (the “Council”); and to comply with the requirements of the Act and the policies, regulations and procedures enacted by the Council.

Authority: 30 ILCS 575/0.01, *et seq.*; 110 ILCS 805/3-30

History:

- Adopted: 3/19/09
- Amended 11/17/16



Privatization of College Services

The Board may authorize and/or direct the privatization of certain College services and/or functions, as permitted by the Community College Act and other applicable state and federal laws and regulations.

Authority: 110 ILCS 805/3-30

History:

- Adopted 3/19/09
- Amended



College Use of Checking Accounts

The College shall establish and utilize the minimum number of checking accounts necessary to comply with sound business and fiscal practices as determined by the Board, in consultation with the President, and the internal and external auditors of the College. Every effort shall be made to ensure that checking accounts which consistently have substantial daily balances earn interest consistent with current bank practices.

Authority: 110 ILCS 805/3-30

History:

- Adopted 3/19/09



Credit Cards

The Board permits the use of College credit cards by authorized College Employees for the efficient procurement of goods and services.

The President and/or his/her designee shall have authority to issue College credit cards and shall develop, implement, and maintain Procedures to monitor and control the use of such credit cards. Such Procedures shall be developed and comply with all relevant state and federal laws and regulations, accreditation standards, and generally accepted accounting principles.

Authority: 110 ILCS 805/3-30

History:

- Adopted 3/19/09
- Amended

**Disposal of College Property**

College property, certified by the responsible division Vice President and the Vice President of Administrative Affairs to be obsolete or no longer useful, may be disposed of if the estimated fair value, or when multiple similar items are involved over the course of a Fiscal Year, the aggregate estimated fair value, does not exceed \$25,000. The disposal of College property with an estimated fair value (or aggregate estimated fair value, if applicable) of \$25,000 or more must be approved by the Board in advance. Notification of disposals in both instances will be made to the Board in a quarterly "Summary of Property Disposals Report." The report shall describe the items disposed of or to be disposed of, the method of their disposal, and their estimated fair value (or trade-in credit or sales proceeds, if applicable).

The Vice President of Administrative Affairs, and/or his/her designee, shall determine the disposal methodology most beneficial to the College in accordance with federal, state and local law. Acceptable disposal methods may include sealed and email bids, local and online auctions, trade-ins, scrap and junk disposals.

All hazardous materials or items containing hazardous materials must be disposed of in accordance with federal, state and local laws and regulations. Disposal of such materials must be approved by the College of DuPage Coordinator of Risk Management.

Authority: 110 ILCS 805/3-30, 3-41

History:

- Adopted 3/19/09
- Amended 7/22/10
- Amended 10/19/17
- Amended



Reimbursement for Employee Business and Travel Expenses

The Board recognizes its position as a steward of taxpayer funds. The Board is committed to the appropriate expenditure of those funds and to ensuring that appropriate oversight exists so as to avoid waste, excessive spending, and reimbursement for expenses that do not contribute to the educational mission of the College.

It is the College's Policy to reimburse Employees for travel, meal, and lodging expenses in accordance with the Local Government Travel Expense Control Act, 50 ILCS 150/1, *et seq.*:

1. Employees may be reimbursed for travel, meal, and lodging expenses incurred in connection with "official business." For purposes of this Policy and any corresponding Procedure, the types of "official business" for which reimbursement is permitted are as follows: professional and continuing education conferences, trainings, programs and seminars; meetings and events attended for the purpose of furthering the College's mission; study abroad programs for which the employee is a designated College advisor; athletics programs for which the employee is a coach or designated staff member; and student extracurricular activities for which the employee is a coach or designated College advisor (e.g., Mock United Nations, forensics team, etc.).
2. The maximum allowable reimbursement for Employee travel expenses shall be at the rates set forth in Administrative Procedure 10-190 and Exhibit A to this Policy. All Employee travel expenses in excess of the maximum allowable rates, or total Employee travel expenses that exceed \$5,000 for individual travel or \$15,000 for group travel, must be approved by the Board by roll call vote at an open meeting before an Employee may be reimbursed for such expenses. Please refer to Procedures for more on the determination of what constitutes group travel. However, the President may approve for reimbursement employee travel expenses that exceed either the maximum allowable rates, or a total of \$5,000 for individual travel, or \$15,000 for group travel if such expenses are incurred because of emergency or other extraordinary circumstances.
3. Any Employee seeking reimbursement for any travel, meal, or lodging expense shall do so using the College's standardized forms and processes for such requests and shall provide the required documentation of such expenses. Such documentation shall include: (1) an estimate of the cost of travel, meals, and lodging if such expenses have not yet been incurred; or, if such expenses have already been incurred, (2) receipts for the travel, meal, and lodging expenses for which reimbursement is sought.

Employees should consult the relevant Procedures for further guidance as to the types of travel expenses that are and are not reimbursable and for the processes for submitting reimbursement requests.

EXHIBIT A – COMMUNITY COLLEGE DISTRICT NO. 502
PERMISSIBLE TRAVEL EXPENSE RATES

The permitted travel expense types and their associated maximum rates are set forth as follows (adequate documentation must be submitted to substantiate actual reimbursable expenses per this Policy):

| <u>Maximum Reimbursable Rates for: Transportation</u> | |
|--|--|
| Air Travel | Lowest reasonable rate (coach and economy). Travelers are strongly encouraged to book flights at least twenty-one (21) days in advance to avoid premium airfare pricing. |
| Auto | IRS standard mileage rate at time of reimbursement. Traveler must be licensed and carry insurance that meet or exceeds minimum policy limits, as required by Illinois State Statutes. Cost shall not exceed airfare. |
| Rental Car | Must be preapproved and lowest reasonable rate (midsize or smaller). |
| Rail or Bus | Lowest reasonable rate and cost shall not exceed airfare. |
| Taxi, Shuttle, Rideshare, or Public Transportation | Actual reasonable rate |

| <u>Maximum Reimbursable Rates for: Meals & Incidentals (M&IE Rate)</u> | |
|---|---|
| Breakfast | Domestic – General Services Administration (GSA) city per diem daily rate* International – U.S. Department of State Office of Allowances city per diem daily rate** or as approved by the Board/President or Designee. |
| Lunch | |
| Dinner | |

| <u>Maximum Reimbursable Rates for: Lodging</u> | |
|---|---|
| In the Country | General Services Administration* (GSA) city per diem rate or established conference rate, whichever is greater. Always ask for, and try and receive the Government Rate for Lodging |
| Outside of the Country | U.S. Department of State Office of Allowances maximum lodging rate**, or as approved by the Board/President or Designee. |

* U.S. General Services Administration rates @ <https://www.gsa.gov/portal/content/104877> are updated annually in October.

** U.S. Department of State, Bureau of Administration, Office of Allowances rates @ https://aoprals.state.gov/web920/per_diem.asp are updated monthly

Travel must follow all applicable College Policies and Procedures, except to the extent that any of those provisions is contrary to any provision of the Local Government Travel Expense Control Act.

Authority: 50 ILCS 150/1; 110 ILCS 805/3-30

History:

- Adopted 7/20/17



Reimbursable Expenses for Non-Employees

Reimbursements of reasonable expenses incurred by certain non-Employees such as consultants, speakers, performers, and the like who perform services for and/or at the College will be made based solely upon a written agreement executed before the commencement of such services.

All such reimbursements shall be approved by the appropriate authorized signator before payment will be made. Such approval indicates that the reimbursement is within limitations of the contract, any applicable budget(s) and these Policies.

Authority: 110 ILCS 805/3-27, 3-27.1, 3-30

History:

- Adopted 3/19/09
- Amended



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| New Policy No. | Old Policy Reference(s) | Status |
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| <u>Ethics</u> | | |
| 3.01: College Ethics Policy | 5-30, 15-25 | New |
| 3.02: Conflicts of Interest | 5-25, 15-28 | Revised/Combined |
| 3.03: Economic Interests Disclosure | n/a | New |
| 3.04: Related Party and Affiliated Entity Transactions | 15-26 | Revised/Moved. |
| 3.05: Employment of Related Parties | 15-35 | Revised/Moved |
| 3.06: Use of College Resources | n/a | New |
| 3.07: Employees Engaged In Federally Funded Programs | 15-160 | Revised/Moved |
| 3.08: Confidential Reporting of Wrongdoing | 15-27 | Revised/Moved |
| <u>Anti-Discrimination and Harassment</u> | | |
| 3.10: Prohibition of Discrimination and Harassment | 15-10 | Revised/Moved |
| 3.11: Sexual Discrimination, Harassment, and Misconduct | 15-11 | Revised/Moved |
| <u>Use of College Facilities and Premises</u> | | |
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| New Policy No. | Old Policy Reference(s) | Status |
|--|-------------------------|------------------|
| <u>Health and Safety</u> | | |
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| 3.41: <i>Left Blank</i> | n/a | Blank |
| 3.42: Sex Offender Registration | 10-151 | Revised |
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| 3.47: Child Abuse Reporting | n/a | New |
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| 3.52: Information Security | n/a | New |
| 3.53: Identity Protection | 10-127 | Revised |
| 3.54: HIPAA | 15-20 | Revised |
| 3.55: Document Retention and Destruction | n/a | New |
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| 3.61: Access To Public Records | 5-190 | Revised/Moved |



College Ethics Policy

All College Trustees and Employees have an obligation to act in the best interests of the College and prevent personal interests from interfering with that obligation. To that end, all College Trustees and Employees shall avoid actual or apparent conflicts of interest, solicitation and/or acceptance of gifts, and participation in certain political activities, that could impair their ability to make impartial decisions.

The Board adopts in its totality the Ethics Ordinance prescribed by sections 70-5(i) and (ii) of the Illinois State Officials and Employees Ethics Act, 5 ILCS 430/1-1 *et seq.*, as part of its Ethics Policy. A complete statement of the Ethics Ordinance is Appendix A to this Policy Manual.

Nothing in this Policy or the Ethics Ordinance shall restrict or limit a Trustee or Employee's obligations and duties under state and federal laws and regulations or other Policies with regard to conflicts of interests, ethics violations, malfeasance, misfeasance, non-feasance, or other misconduct.

The College's Internal Auditor is charged with developing and promulgating Administrative Procedures in furtherance of this Policy and shall be responsible for receiving and investigating complaints and allegations of violations of this Policy.

Authority: 5 ILCS 430/70-5; 5 ILCS 430/5-15; 5 ILCS 430/Art. 10; 5 ILCS 430/Art. 50.

Cross-references: Appendix A (Ethics Ordinance); Policy Nos. 3.02 (Conflicts of Interests), 3.03 (Economic Interest Disclosures), 3.04 (Related Party Transactions), 3.05 (Employment of Related Parties), 3.06 (Use of College Resources).

History:

- Adopted

**Conflicts of Interests**

Prohibition. All College Trustees and Employees (collectively, “College Personnel”) have an obligation to act in the best interests of the College and to prevent personal interests from interfering with that obligation. When College resources are used for personal benefit in a manner that is inconsistent with the College’s interests, or when College Personnel allow personal interests to interfere with their ability to make impartial decisions on behalf of the College, an impermissible conflict of interests is created. All College Personnel shall therefore avoid either actual or apparent conflicts of interests.

Recognizing Conflicts of Interests. College Personnel should recognize and avoid circumstances that may give rise to an actual or apparent conflict of interest. To that end, the following examples, which are not intended to be comprehensive or exhaustive, are intended to assist College Personnel in recognizing and avoiding common conflicts of interests:

- Business or financial relationships between the College and College Personnel (other than legitimate employment relationships).
- Business or financial relationships between the College and any Related Party and/or Affiliated Entity, unless the relationship has been reviewed and approved in advance by the Board’s Audit Committee and found to be of clear benefit to the College, capable of proper management and oversight, and compliant with all applicable College Policies, Administrative Procedures, and regulations regarding procurement and competitive bidding.
- Direct investments by a Trustee or Administrator, any Related Party of a Trustee or Administrator, or any Affiliated Entity of any of the foregoing, in any Investment Vehicle in which any of the foregoing individuals knows that the College has a Significant Financial Interest.
- Direct investments in an Investment Vehicle in which a Trustee or Administrator, a Related Party of a Trustee or Administrator, or an Affiliated Entity of any of the foregoing has a Significant Financial Interest, unless the investment has been reviewed and approved in advance by the Audit Committee.
- Proposed business or financial transactions between the College and the Foundation, Foundation Personnel, Foundation Related Parties and/or Foundation Affiliated Entities, unless reviewed and approved in advance by the Audit Committee and found to be of clear benefit to the College, capable of proper management and oversight, and compliant with all applicable College

Policies, Administrative Procedures, and regulations regarding procurement and competitive bidding.

- Offers of full-time employment to any Relative of a Trustee or Administrator, unless reviewed and approved in advance by the President and ratified by the Audit Committee.
- Acceptance for personal benefit of any gift, entertainment, or other favor where the provision of such item or service might create the appearance of improper influence (other than items or services of nominal value that are clearly tokens of respect and friendship and are unrelated to any particular transaction).

Disclosure and Review of Conflicts. The ability to evaluate whether a potential or actual conflict of interests exists is hampered by non-disclosure of the potential or actual conflict. All College Personnel, therefore, have a duty to report promptly to the College's General Counsel, Internal Auditor or the chair of the Audit Committee any actual or contemplated transactions that may reasonably be viewed as being contrary to this Policy or any other Policy.

Recusal from Consideration.

Employees. College Employees who have an actual or potential conflict of interests shall refrain from participating in the College's consideration of the proposed relationship or transaction that is the subject of the actual or potential conflict, except: (1) to respond to questions or to provide further information; or (2) as authorized by the Audit Committee.

Trustees. Trustees who have disclosed an actual or potential conflict of interests shall refrain from participating in the College's consideration of the proposed relationship or transaction that is the subject of the actual or potential conflict, except that if any proposed transaction or relationship becomes subject to a vote by the Board, a Trustee who has an actual or potential interest in the proposed transaction or relationship must either: (1) disclose the Trustee's actual or potential interest before the vote; and/or (2) not participate in the vote. If a Trustee discloses an actual or potential interest before the vote on a proposed transaction or relationship, such disclosure shall be recorded in the minutes of the meeting at which the vote was taken.

As set forth in this Policy, the Audit Committee shall consider and approve or reject, as appropriate, relationships and transactions that may involve actual or potential conflicts of interests.

This Policy shall be construed in accordance with other Policies relating to ethics, conflicts of interest, Related Party transactions, and the like.

Authority: 110 ILCS 805/3-48; 5 ILCS 430/70-5; 50 ILCS 105/3.

Cross-references: Appendix A (Ethics Ordinance); Policy Nos. 3.01 (Ethics Policy), 3.03 (Economic Interest Disclosures), 3.04 (Related Party Transactions), 3.05 (Employment of Related Parties), 3.06 (Use of College Resources).

History:

- Adopted 3/19/09
- Amended 3/16/17
- Amended



Economic Interests Disclosures

Mandatory Filing. It is the College's policy to comply with the requirements of the Illinois Governmental Ethics Act, 5 ILCS 420/1-101 *et seq.* On or before May 1 of each year (or such other time as otherwise required by law), all Trustees, Administrators, and other Employees in the designated categories identified in Section 4A-101.5(c) of that Act shall file verified written statements of economic interests with the DuPage County Clerk.

Internal Disclosures. In addition, all Trustees and Administrators shall, no later than February 15 of each year, disclose to the College's Internal Auditor all relationships, including but not limited to Related Parties, Affiliated Entities, and Significant Financial Interests, that constitute an actual conflict of interest, or which may reasonably be construed to constitute an actual or apparent conflict of interest. In the event of a change in circumstances, or if a disclosure is or becomes incomplete or inaccurate, the Trustee or Administrator shall promptly submit an amended disclosure.

This Policy carries a presumption that disclosure is required. If a Trustee, Administrator, or Employee is uncertain whether he/she is required to disclose a particular relationship, he/she should consult the College's General Counsel.

Failure to make the disclosures and filings required under this Policy shall be a basis for disciplinary action, up to and including termination.

Authority: 5 ILCS 420/4A-101.5; 110 ILCS 805/3-48; 5 ILCS 430/70-5.

Cross-references: Appendix A (Ethics Ordinance); Policy Nos. 3.01 (Ethics Policy), 3.02 (Conflicts of Interests), 3.04 (Related Party Transactions), 3.05 (Employment of Related Parties), 3.06 (Use of College Resources).

History:

- Adopted



Related Party and Affiliated Entity Transactions

All transactions, contracts, and business relationships between the College and Related Parties or Affiliated Entities are to be established and carried out on an arm's-length basis and in compliance with all relevant state and federal laws and regulations, including without limitation section 3 of the Illinois Public Officer Prohibited Activities Act, 50 ILCS 105/0.01 *et seq.*, Policies and corresponding Administrative Procedures, and the College's Ethics Ordinance. Arm's-length transactions are those in which a transaction is transparent, above board, and free from insider manipulation and/or interference.

Authority: 50 ILCS 105/3; 110 ILCS 805/3-48; 5 ILCS 430/70-5.

Cross-references: Appendix A (Ethics Ordinance); Policy Nos. 3.01 (Ethics Policy), 3.02 (Conflicts of Interests), 3.03 (Economic Interest Disclosures), 3.05 (Employment of Related Parties), 3.06 (Use of College Resources).

History:

- Adopted 3/19/09
- Amended



Employment of Related Parties

The Board is committed to ensuring the hiring and retaining of the most qualified persons for all positions and preventing nepotism at the College.

To avoid both the reality and the appearance of nepotism, Trustees and Employees may not participate in the hiring process relating to, supervision of, and/or employment-related decisions for Related Parties, whether as prospective employees or independent contractors, or for promotion or transfer within the College. Without limitation, this prohibition includes serving as references, checking references or qualifications, conducting background screenings, conducting interviews, making hiring decisions, supervising, performing evaluations or reviews, writing letters of recommendation, setting schedules or working hours, determining compensation and/or other benefits, and termination of a Related Party, and otherwise participating in, influencing, or recommending any of the foregoing in relation to a Related Party.

If, after the initial hire, an Employee becomes a Related Party of a subordinate, one or both of the individuals involved may be offered an opportunity for alternate employment, if available. Notwithstanding the foregoing, College reserves the right to exercise all available options, up to and including termination, consistent with federal and state law, the terms of any applicable CBA, Policies, Administrative Procedures, and Employee guidebooks.

Authority: 110 ILCS 805/3-30.

Cross-references: Appendix A (Ethics Ordinance); Policy Nos. 3.01 (Ethics Policy), 3.02 (Conflicts of Interests), 3.03 (Economic Interest Disclosures), 3.04 (Related Party and Affiliated Entity Transactions), 3.06 (Use of College Resources).

History:

- Adopted 3/19/09
- Amended



Use of College Resources

All College Trustees and Employees shall exercise sound judgment, perform their duties in the best interests of the College, adhere to reasonable ethical standards while working, and ensure that College resources are used for the benefit of the College and its constituents. To that end, no Trustee or Employee shall:

- (1) Use or permit to be used College equipment, materials, services, or other property for personal benefit or profit.
- (2) Influence or seek to influence or participate in the purchase of products, services, letting of contracts, or other transactions of the College when such influence or participation may result in personal gain.
- (3) Engage in illegal, dishonest, unethical, or unprofessional behavior in the workplace.
- (4) Fraudulently influence, coerce, manipulate, or mislead an engaged auditor, including an Independent Auditor, in the performance of an audit for the purpose of rendering the financial statements of the College materially misleading.

The foregoing are non-exhaustive examples of prohibited conduct. Nothing in this Policy, any other Policy, or the Ethics Ordinance shall restrict or limit a Trustee or Employee's obligations and duties under state and federal laws and regulations or other Policies with regard to conflicts of interests, ethics violations, malfeasance, misfeasance, non-feasance, or other misconduct.

The College's Internal Auditor is charged with developing and promulgating Administrative Procedures in furtherance of this Policy and shall be responsible for receiving and investigating complaints and allegations of violations of this Policy.

Authority: 110 ILCS 805/3-30; 5 ILCS 430/Art. 5; 5 ILCS 430/70-5; 50 ILCS 105/3.

Cross-references: Appendix A (Ethics Ordinance); Policy Nos. 3.01 (Ethics Policy), 3.02 (Conflicts of Interests), 3.03 (Economic Interest Disclosures), 3.04 (Related Party Transactions), 3.05 (Employment of Related Parties).

History:

- Adopted



Employees Engaged in Federally-Funded Programs

In accordance with applicable state and federal laws and regulations to ensure a reasonable expectation that the design, conduct, and/or reporting of sponsored grants, contracts, or cooperative agreements are unbiased by conflicting interests, the College requires that key personnel and any sub-grantee, contractor, and/or collaborator involved in such programs complete a Financial Disclosure Report Form.

The President and/or his/her designee is responsible for ensuring compliance with this Policy and all relevant state and federal laws and regulations and is authorized to develop and implement Administrative Procedures consistent with same.

This Policy is a supplement to, and does not serve to replace, College Employees' obligations under other Policies regarding ethical obligations, conflicts of interests, related party transactions, and the like.

Authority: 110 ILCS 805/3-30; United States Pub. L. 109-282, as amended by Pub. L. 110-252, § 6202; 2 C.F.R. Part 170.

History:

- Adopted 3/19/09
- Amended



Confidential Reporting of Wrongdoing

The College is committed to the highest ethical standards and conducting its operations in compliance with federal and state laws and regulations.

This Policy encourages College Employees, Students, vendors, and other members of the College community to disclose allegations of wrongdoing concerning the College. Wrongdoing may include, but is not limited to:

- Crimes or violations of the law or state or federal regulations;
- Fraud or financial irregularity;
- Improper use of College funds, property or assets;
- Corruption, bribery or blackmail;
- Endangering the health or safety of an individual;
- Harming College property;
- Abuse or harassment of Students, Employees, patrons, College guests, or visitors;
- Engaging in activity in violation of Policy, Administrative Procedures or other College rules and regulations;
- Other unethical conduct.

Methods Of Reporting.

Internal Reporting. The Board designates the Internal Auditor (or, if such position is vacant, an Administrator so designated by the President) to receive complaints and reports of wrongdoing at the College (the “Responsible Official”).

The College acknowledges that circumstances may warrant the making of a complaint or a report to a College official other than and/or in addition to the Responsible Official:

- If the reporter believes that the Responsible Official and/or his immediate staff may possess a conflict of interest, the reporter may instead submit a report to the President and/or the College’s General Counsel.
- Where the complaint involves the Responsible Official or his/her immediate staff, the reporter may instead submit the complaint to the President and/or the General Counsel.

- Where the complaint involves the President, Treasurer, College Controller, General Counsel, or other Administrator, the reporter may instead submit a report to the Chairman, the President, and/or the General Counsel.
- Where the complaint involves the President, Treasurer, Controller, or General Counsel, the Responsible Official (or President or General Counsel, if such individuals received the report instead of the Responsible Official) shall notify the Chairman immediately upon receipt of the same.
- Where the complaint involves a Trustee, the Responsible Official shall notify the President, the General Counsel, and the Chairman (or, in the event of a complaint regarding the Chairman, the Vice-Chairman) upon receipt of the same.

Anonymous Reporting. A mechanism for confidential anonymous reporting of perceived wrongdoing, using an external, independent party, is provided both via telephone and the internet, and via other channels, as appropriate. The President shall ensure the College's website includes a link for College Employees, Students and members of the public, to confidentially report wrongdoing to the Responsible Official, President and the Board.

Reporting to Government and Law Enforcement Agencies. Where an Employee or contractor has reasonable cause to believe that conduct violates a state or federal rule, law, or regulation, nothing in this Policy shall be construed as precluding the Employee from directly disclosing such information to a government or law enforcement agency.

Records of Complaints. For all complaints submitted to the Responsible Official, the Responsible Official will maintain a record of raised concerns and related outcomes. For all other complaints, the President, Chairman and/or General Counsel (as applicable) shall maintain a record of raised concerns and related outcomes. At a minimum, the Responsible Official will provide the Board with a quarterly update of all such complaints received and actions taken, although the Board may ask for reports at any time.

Retaliation Prohibited. The College will not tolerate any harassment of reporters. The College will take all appropriate actions to protect reporters who raise concerns or disclose information regarding wrongdoing in good faith.

Disclosure of Wrongdoer's Identity. An alleged wrongdoer's name may be disclosed only upon completion of the investigation and if found guilty. If wrongdoer is found guilty, appropriate legal and/or personnel action will be taken.

The Responsible Official, in consultation with the President and General Counsel, shall have authority to develop and implement Administrative Procedures and reporting mechanisms and processes consistent with this Policy. If substantial changes are made to Administrative Procedures implementing this Policy, the Board will be notified.

Authority: 5 ILCS 430/Art. 15; 740 ILCS 174/.

History:

- Adopted 3/19/09
- Reviewed 4/4/16
- Amended 5/19/16

**Prohibition of Discrimination and Harassment**

The College is committed to providing a safe, tolerant, and inclusive educational and employment environment. It is the College's intent to comply with all applicable state and federal laws regarding non-discrimination and non-harassment, including but not limited to: the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.*; the Illinois Preventing Sexual Violence in Higher Education Act, 110 ILCS 155/1 *et seq.*; the Illinois State Officials and Employees Ethics Act, 5 ILCS 430/1-1 *et seq.*; the federal Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, and related regulations, including 34 C.F.R. Part 100; the federal Education Amendments of 1972, as amended, 20 U.S.C. § 1681, and related regulations, including 34 C.F.R. Part 106; the federal Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794, and related regulations, including 34 C.F.R. Part 104; and the federal Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12101 *et seq.*, and related regulations, including 28 C.F.R. Part 35.

The College will not tolerate discrimination or harassment of any kind. No Student, Employee, Trustee, or visitor will discriminate against or harass a Student, Employee or visitor on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity and expression, or any other unlawful basis.

Individuals found to have violated this Policy will be subject to disciplinary action up to and including termination and/or expulsion from the College as determined by such administrative or Board action as is required by Illinois law or by Board Policy. Individuals who retaliate against any other individual for filing a complaint or participating in an investigation regarding allegations of violations of this Policy shall be subject to disciplinary action.

The President and/or his or her designee is charged with developing and promulgating Administrative Procedures consistent with this Policy to facilitate the College's prohibition of discrimination and harassment.

Authority: 110 ILCS 805/3-30; 110 ILCS 805/3-42; 5 ILCS 430/70-5; 110 ILCS 155/10; 740 ILCS 174/10; 775 ILCS 5/5A-101.1.

History:

- Adopted 4/16/09
- Rescinded 5/4/09
- Adopted 12/10/09
- Reviewed 3/10/14
- Amended 4/17/14
- Amended 2/19/15
- Amended



Prohibition of Sex Discrimination, Sexual Harassment, Sexual Violence, and Relationship Violence

Statement of Policy. The College does not discriminate on the basis of sex in the education programs and activities it operates and is committed to maintaining a safe and healthy educational and working environment that is free from discrimination and harassment on the basis of sex, sexual orientation, gender identity, and gender expression (“Sex Discrimination”), and free from Sexual Violence (to include sexual assault) and Relationship Violence (to include domestic violence, dating violence and stalking). The College prohibits Sex Discrimination, Sexual Violence and Relationship Violence (hereinafter collectively referred to as “Prohibited Conduct”), as set forth herein, and is committed to taking action, to the extent possible (i) to stop behavior that violates this policy; (ii) to take remedial action to overcome the effects of said conduct and ensure equal access to its educational programs and activities; (iii) to prevent its recurrence; and (iv) to prevent and respond to retaliation against anyone who, in good faith, reports or is involved in the investigation into or resolution of allegations of Prohibited Conduct. In so doing, the College will administer prompt, fair and impartial investigations and disciplinary proceedings to respond to reports of Prohibited Conduct, provide equal and timely access to information that will be used in any informal and formal proceedings and meetings related to said reports, and offer and implement interim measures to protect and support those directly involved and affected by the alleged behavior, to include the survivors/victims of Prohibited Conduct (“Complainants”) and those accused of said behavior (“Respondents”). In implementing this policy, the College acknowledges that every Complainant has the right to be taken seriously and every Respondent has the right to know that guilt is not presumed.

Definitions. For purposes of this Policy, the following terms shall have the meanings set forth below:

- **Prohibited Conduct.** Prohibited Conduct includes the following conduct, as further defined herein: (1) Discrimination On The Basis Of Sex; (2) Sexual Harassment; (3) Dating Violence; (4) Domestic Violence; (5) Sexual Assault; (6) Sexual Violence; and (7) Stalking.
- **Discrimination On The Basis Of Sex.** Discrimination On The Basis Of Sex means an individual's exclusion from participation in or denial of the benefits of any educational program or activity on the basis of sex.
- **Sexual Harassment.** Sexual harassment includes conduct on the basis of sex that satisfies one or more of the following: (1) an Employee conditioning the provision of an aid, service or benefit of the College on an individual's participation in unwelcome sexual conduct; (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the College's education program or activity; and/or (3) Sexual Assault, Dating Violence, Domestic Violence, or Stalking as defined herein.
- **Dating Violence.** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant based on the reporting party's statements, with consideration given to the length of the relationship, type of the relationship, and the frequency of interaction between persons in the relationship. Dating Violence

includes, but is not limited to sexual or physical abuse or threat of such abuse, but does not include acts covered as Domestic Violence (defined below).

- **Domestic Violence.** A felony or misdemeanor crime of violence committed by a: (1) current or former spouse or intimate partner of the victim; (2) person with whom the victim shares a child in common; (3) person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (4) person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (5) any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- **Sexual Assault.** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting program.
- **Sexual Violence.** Physical sexual acts attempted or perpetrated against a person's will or when a person is incapable of giving consent, including without limitation rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.
- **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress.
- **Consent:** Consent means a freely given agreement to sexual activity, and consent may be withdrawn at any time. A lack of verbal or physical resistance, or submission resulting from the use or threat of force does not constitute consent. A person's consent to past sexual activity does not constitute consent to future sexual activity. A person's consent to sexual activity with one person does not constitute consent to sexual activity with another person. A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent under the circumstances, which includes, but is not limited to, situations where: (1) the person is incapacitated due to drug or alcohol use or influence; (2) the person is asleep or unconscious; (3) the person is underage; and/or (4) the person is incapacitated due to a mental disability.
- **Complainant:** The person(s) alleged to have been directly affected by the Prohibited Conduct (i.e., the alleged victim), whether or not that person is the one who reports the conduct or files a Formal Complaint related to the conduct.
- **Confidential Advisor:** A person who is employed or contracted by the College to provide emergency and ongoing support to student survivors of Sexual Violence with the training, duties and responsibilities described in section 20 of the Illinois Preventing Sexual Violence in Higher Education Act. The duties and responsibilities of a Confidential Advisor include, but are not limited to informing Complainants of reporting options, possible outcomes, available resources and services, and their rights and responsibilities regarding orders of protection and similar orders; providing confidential services to the Complainant; and serving as a liaison between the Complainant and others to secure supportive and protective measures and accommodation, or as appropriately requested by a Complainant.

- **Pastoral Counselor:** A Person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.
- **Professional Counselor:** A person whose official responsibilities include providing mental health counseling to members of the College's community and who is functioning within the scope of the counselor's license or certification.

Implementation & Oversight. The Board, or the President at the direction of the Board, shall designate one or more Employees, as Title IX Coordinators, who will be charged with oversight of this Policy for the College. The Title IX Coordinator(s) shall be responsible for:

1. Overall coordination and oversight of reports and complaints alleging Prohibited Conduct to ensure consistent practices and standards in the handling of said reports/complaints;
2. Overall coordination and oversight of investigations into allegations of Prohibited Conduct;
3. Effective implementation of any remedies and interim supportive and protective measures;
4. Coordination of recordkeeping that ensures that the College can and will resolve recurring problems and identify students or employees who have multiple complaints filed against them;
5. Promoting a College environment free from Prohibited Conduct;
6. Ensuring that there are no other policies or publications that state that the College treats applicants, students or employees differently on the basis of sex, except as such treatment is permitted by law; and
7. Developing and implementing Procedures consistent with this Policy and relevant state and federal laws, including without limitation:
 - a. Definitions of Prohibited Conduct described above and of Consent;
 - b. Responsibilities of and contact information for the College's Title IX Coordinator(s) and Department of Human Resources;
 - c. Options for assistance following an incident of Prohibited Conduct;
 - d. Procedures for reporting and confidentially disclosing Prohibited Conduct;
 - e. Complaint investigation, resolution, and appeal procedures;
 - f. Awareness, prevention and education programming provided to College students and employees; and
 - g. Training and education provided to the Title IX Coordinator; Department of Human Resources; College Police; victim advocates; and employees or anyone else involved in responding to, investigating or adjudicating reports of Prohibited Conduct.

Reporting & Investigating. The Title IX Coordinator(s), in consultation with the President and the Chief of the College Police Department, shall be responsible for developing, promulgating, and publishing comprehensive Procedures for the reporting and investigation of acts of Prohibited Conduct which shall include, at a minimum:

1. Meeting with the Complainant to take a report, privately and at a local place and time of his/her choice;

2. Identifying and locating witnesses to the alleged acts;
3. Assisting and interviewing the Complainant;
4. Contacting and interviewing the Respondent;
5. Contacting and cooperating with law enforcement, where applicable;
6. Providing information regarding the importance of preserving physical evidence of Sexual Violence; and
7. Providing information regarding the availability of a medical forensic examination at no charge for victims of sexual violence.

Such procedures shall be published on the College's website and made available in hard copy form at the College Police Department, the Student Affairs Office, the Student Counseling and Advising Center, and the office of the Title IX Coordinator(s).

The College encourages anyone who believes they have been a victim of or witness to Prohibited Conduct to talk to someone regarding the incident so that they can receive support and the College can investigate and address the incident appropriately. Written or verbal reports (in person, by phone, via mail, etc..) of Prohibited Conduct can be made by anyone and should be directed to one of the College's Title IX Coordinators(s) utilizing one of the reporting mechanisms described on the College's website. The College offers options for:

Confidential Reporting: The ability to report prohibited conduct to an individual who has a duty to protect, to the extent permitted by law, the identity of and information about the persons reporting or directly involved in the incident. Those individuals who can provide confidentiality do not have a duty to disclose personally identifiable information to the Title IX Coordinator or others unless there is an immediate danger to the reporting individual or others.

Anonymous Reporting: The ability to make a report without including personally identifiable information such as the name or contact information for the reporter.

Electronic Reporting: The ability to submit a report electronically through the College's website.

In addition to making reports to the College, Complainants have a right to file or refuse to file: (i) claims of Sexual Violence and Relationship Violence to campus or local law enforcement; (ii) claims of Sex Discrimination, Sexual Harassment, and Retaliation to the U.S. Department of Education Office for Civil Rights; and (iii) claims of Sex Discrimination, Sexual Harassment, and Retaliation to the Illinois Department of Human Rights.

Notice of Rights. Upon receipt of a report of Prohibited Conduct, the College will provide the Complainant, if known, written notification of his/her rights and options to include the following:

1. The procedures the individual should follow if a crime has occurred, including: (a) the importance of preserving evidence that may assist in proving a crime or may be helpful in obtaining a protective order; and (b) how and to whom a report may be made.
2. A statement regarding how the institution may protect the confidentiality of Complainants and other parties including how it will handle requests for confidentiality and the effect confidentiality may have on the school's ability to respond.

3. A list of resources, including all of the following: (a) list of and links to existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available both within the College and surrounding community; (b) the right to request and receive assistance navigating these services; (c) the name, address and telephone number of the medical facility nearest campus where a victim of sexual violence can receive a no cost medical forensic exam; (d) the name, address, telephone number, and website, if available, of community-based, State and/or national sexual assault crisis centers.
4. The Complainant's rights regarding notifying other school officials, law enforcement and College Police Department, including the right to: (a) notify or decline to notify; (b) privacy and methods for confidential reporting; and (c) request and receive assistance when notifying law enforcement.
5. The rights of Complainants and the responsibilities of the College regarding no contact orders, restraining orders, orders of protection or other similar orders issued by the court or the College.
6. The right to request accommodations and supportive and protective measures including: (a) a description of the range of Supportive and Protective measures available; (b) the process for requesting these measures and the right to receive assistance in making these requests; (c) a statement that these measures are available even if the Complainant refuses to report to law enforcement or file a formal complaint through one of the College's complaint resolution procedures; and (d) an explanation of how the privacy of the Complainant and other parties involved can be protected.
7. A summary of the College's complaint resolution procedures following a report of Prohibited Conduct, including the range of sanctions up to and including suspension, expulsion or removal of any student or termination of any employee found to be in violation of this Policy.
8. A statement about the College's policy on Amnesty (as defined herein).
9. A statement prohibiting Retaliation (as defined herein).
10. The contact information for the College's Title IX Coordinator(s), Confidential Advisors, community-based sexual assault crisis centers, campus law enforcement, and local law enforcement.

Complaint Resolution. The College shall treat reports of Prohibited Conduct and the parties involved with courtesy, dignity, sensitivity, understanding, respect and professionalism. The Title IX Coordinator(s), in consultation with the President and the Chief of the College Police Department, shall be responsible for developing, promulgating, and publishing Procedures for the investigation and resolution of reports of Prohibited Conduct that takes these principles into consideration and also ensures that the guilt of a Respondent is not presumed. Such procedures shall include, at a minimum, the following provisions:

1. The method by which a Complaint may be made;
2. The party's right to request that the complaint resolution process begin promptly and proceed in a timely manner;

3. A requirement that all individuals whose duties include response to, investigation of, or resolution of complaints of Prohibited Conduct receive training as required by law;
4. Any rights the parties may have to request a substitution of an investigator, decision-maker or facilitator, and the circumstances under which that may be appropriate;
5. The right of Complainant and Respondent to receive notice of the identity of the individual(s) designated to make findings or impose sanctions prior to any meeting or hearing on allegations that may lead to findings, sanctions or remedies;
6. The College's procedures for requesting and receiving Supportive and Protective measures and accommodations before, during or after the complaint resolution process;
7. Any proceeding, meeting, or hearing shall protect, to the extent allowed by law, the privacy of the participating parties and witnesses;
8. The Complainant and Respondent shall have a fair and equal opportunity to provide or present evidence and witnesses on their behalf during the complaint resolution process;
9. The method by which the parties will be allowed to pose questions to other parties or to witnesses and the right of the parties to request that testimony occur in a separate rooms so long participants may simultaneously hear and see each other;
10. The right of both parties to have an advisor of their choice accompany them to any meeting or proceeding relating to a complaint of Prohibited Conduct as well as any rules associated with the advisor's involvement;
11. The parties' appeal rights;
12. The extent to which the College shall protect the identity of the Complainant, the Respondent, and any witnesses

Sanctions & Remedies. Individuals found to be responsible for Prohibited Conduct, Retaliation, or to have knowingly made a false report of Prohibited Conduct, may be subject to disciplinary action up to and including termination and/or expulsion from the College, as determined by Board or administrative action consistent with state and federal law, Policy, Administrative Procedures, and/or applicable collective bargaining agreement procedures. Multiple sanctions may be imposed for any single violation. In addition, an individual may be required to participate in educational seminars or activities, restorative justice, and/or encouraged to seek counseling or medical attention, in lieu of or in addition to the imposition of sanctions. In the event of suspension, withdrawal from classes, or expulsion, the sanctioned student is not entitled to a refund of tuition or fees.

Complainants are entitled to remedies that are designed to restore and preserve equal access to the College's educational programs and activities.

Resources.

Medical Forensic Examination. The College encourages anyone who believes they have been a victim of Sexual Assault, Sexual Violence, Dating Violence, or Domestic Violence to seek immediate assistance from a medical provider, including the treatment of any injuries, testing for and treating of sexually transmitted infections, and collecting and preserving of physical and other evidence. Under Illinois law, certain medical providers are required to alert police when an individual requesting

treatment appears to have sustained injury as a result of a criminal offense. The victim may choose whether to speak with police and is not required to do so. The College's website has information about the facilities closest to campus where an individual may have a medical forensic exam performed at no cost.

Supportive & Protective Measures. The College recognizes the importance of Complainants as well as Respondents to feel safe and secure on Campus. Accordingly, a Complainant or a Respondent is entitled to request, receive assistance in requesting, and receive (to the extent reasonably available) Supportive and Protective Measures regardless of whether or not the Complainant chooses to file a Formal Complaint. These measures include, but are not limited to:

1. Changes to academic, living, dining, financial, transportation, and working situations; and
2. Assistance with obtaining and enforcing Campus no-contact orders, orders of protection, no-contact orders, and/or any other order entered by a State civil or criminal court.

The Title IX Coordinator should be contacted to assist with requests and ensure implementation.

Protections.

Amnesty. The College encourages reporting of Prohibited Conduct, and it recognizes that students and employees may be hesitant to report an act of Prohibited Conduct in certain circumstances, such as when the reporter's own conduct may violate other College policies (e.g., underage drinking or drug use). To balance that concern and provide for the safety of the College community, no disciplinary action will be taken against an individual making a good faith report of Prohibited Conduct for the individual's own violation of other College policies that is revealed in the course of making such a report, unless the College determines that the violation was egregious (such as placing the health and safety of others at risk).

False Reporting or Testimony. Reports of Prohibited Conduct made pursuant to this Policy (and any corresponding procedures) that are later found to be intentionally false, made maliciously, or made with reckless disregard for the truth, or knowingly providing false or misleading testimony or evidence by a party or witness, shall constitute a violation of this Policy. This section does not apply to reports made or testimony given in good faith, even if the final disposition pursuant to the College's investigation and resolution procedures find that the reported conduct does not constitute Prohibited Conduct.

Retaliation Prohibited. Retaliation against an individual who makes a good-faith report alleging Prohibited Conduct, or who participates in the investigation or resolution of such a complaint is strictly prohibited. Retaliation includes, without limitation, threats, coercion, intimidation, or discrimination for the purpose of interfering with any right or privilege secured by law and this policy, and any materially adverse action taken against an individual as a result of the individual's participation in or assistance with the making of a good faith report of Prohibited Conduct, participation in or cooperation with or refusal to participate in or cooperate with the investigation and/or resolution of a report of Prohibited Conduct, and/or providing or refusing to provide testimony in connection with a report of Prohibited Conduct. Retaliation should be promptly reported to the Title IX Coordinator(s). Any acts of retaliation shall be grounds for disciplinary action, independent of any disciplinary action or interim measures imposed in response to the underlying report, and shall include the same potential penalties and disciplinary measures as those listed above. Whistleblower protections may be available to those reporting a violation of this Policy, including those provided under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Illinois Department of Human Rights Act. Methods for reporting Retaliation may be found on the College's website.

Training. The College will provide annual training to all College employees, students, and contracted service providers who are involved in: (1) the receipt of reports of Prohibited Conduct; (2) the referral or provision of services related to Prohibited Conduct; or (3) the College's investigation and complaint resolution procedures for reports of Prohibited Conduct.

Sexual Violence Task Force. The President or his/her designee shall establish a Campus-wide task force for the purpose of improving coordination between the College and the community to prevent Sexual Violence, and shall appoint members to the task force as provided in the Illinois Campus Security Enhancement Act, 110 ILCS 12/10(b).

Additional Information.

The following information shall be made available on the College's Website:

1. Contact information for the College's Title IX Coordinator(s), College Police Department, local law enforcement and community-based sexual assault crisis centers;
2. The various methods of reporting Prohibited Conduct;
3. Individuals to whom reports may be made and the extent of the person's obligation to disclose that report to others (e.g., to the Title IX Coordinator), including the identity of the person who made the report. (Note that different types of employees have different abilities and obligations to maintain reports of Prohibited Conduct in confidence);
4. The name, title and contact information for any College offices or employees that ensure Confidential Reporting, including Professional Counselors, Pastoral Counselors and Confidential Advisors, along with a description of what confidential reporting means;
5. Information about the process for responding to reports;
6. Information about the rights of the Complainant and Respondent following a report;
7. Information about the College's investigation and complaint resolution procedures following a report, including the range of sanctions and remedies; and
8. Information about a range of resources available to those directly affected by the alleged conduct, to include: interim supportive and protective measures; the name, address and phone number for the medical facility closest to campus that can provide a no-cost medical forensic exam; and community-based, State and National sexual assault crisis centers.

Authority: Title IX of the Educational Amendments of 1972 ("Title IX"), 20 U.S.C. §§1681 *et. seq.*; Title IX Implementing Regulations, 34 CFR Part 106; Illinois State Officials and Employees Ethics Act, 5 ILCS 430/5-65, 70-5; Illinois Campus Security Enhancement Act of 2008, 110 ILCS 12/1, *et seq.*; Illinois Preventing Sexual Violence in Higher Education Act, 110 ILCS 155/1, *et seq.*; The Violence Against Women Act, 42 U.S.C. §§ 13701-14040.

History:

- Adopted 3/19/09
- Amended 2/19/15
- Amended



Use of College Facilities

The primary purpose of the College Facilities is to accommodate the College's educational programs. First priority for the use of all Facilities will be given to College classes and scheduled College activities.

The College may make its Facilities available for use by constituencies of the College and the community at large, provided that any such non-College use:

- (1) Does not interfere or conflict with the normal operation or educational programs of the College;
- (2) Is consistent with College mission and vision;
- (3) Complies with all federal, state and local laws and ordinances; and
- (4) Complies with the College's Policies, Administrative Procedures, the terms of any agreement for such use, and all other guidelines or conditions governing the use of College Facilities.

Requests for non-College use of Facilities shall be made to the College's Facilities Department. The President and his/her designee are authorized: (i) to approve or deny requests that seek to use one or more Facilities for a period of less than one month; and (ii) to impose reasonable time, place and manner restrictions on any such use approvals. The President is authorized to establish a usage fee for non-College use of College Facilities. Any requests that seek to use one or more Facilities for a period of one month or more must be approved by the Board.

The Board, the President, and/or any other authorized representative acting at the direction of the Board may revoke the privilege of any patron who uses any of the College Facilities in violation of federal, state or local law; Policies and Administrative Procedures; the terms of any agreement for such use; and/or any other guidelines or conditions governing the use of the Facilities; or where circumstances require the use of the Facilities for College purposes.

The President or his/her designee may restrict access to College Facilities by individuals not enrolled at or employed by the College in the interest of public health, safety, and/or furtherance of the College's educational mission.

Authority: 110 ILCS 805/3-30; 110 ILCS 805/3-43.

History:

- Adopted 3/19/09
- Amended

**Children on Campus**

The College recognizes that minor children often accompany adults on Campus. As an institution of higher education, the College's primary focus is on providing high quality educational and support services principally to adult learners. To facilitate an appropriate learning environment and minimize disruption, minor children are not permitted in any classroom, laboratory, or other student work areas, unless said minor child is doing so as part of a College-sanctioned prospective student visit.

Minor children shall not be present at an Employee's workplace or a Student's classes in lieu of childcare arrangements. The President or his/her designee may grant exceptions to this rule, limited in time, on a case-by-case basis in the event of emergency or other exigent circumstances. No Student, Employee, or visitor shall leave a minor child unattended on Campus at any time, including outside classrooms, laboratories, or student work areas where the accompanying adult is attending a class, activity, or other program; in Campus buildings; on Campus grounds; or in a vehicle parked on Campus.

The College does offer certain activities, classes and programs to minor children. In such circumstances, minor children must be accompanied by a parent or guardian at all times while on Campus, except when the child is attending such College activity, class, program, or other service for children, and parent/guardian attendance is not required (e.g., day camps, music lessons, and childcare services).

The College does not supervise children outside of College-sponsored activities, classes and programs for minor children, and no Employee, contractor, Student, or agent may agree to do so on behalf of the College.

Authority: 110 ILCS 805/3-30.

History:

- Adopted 3/19/09
- Amended

**Animals on Campus**

No animals are permitted on Campus or in any College Facility except: (1) service animals, as that term is defined under the federal Americans With Disabilities Act regulations, including 28 C.F.R. § 35.104, and relevant provisions of Illinois law, including the Illinois Service Animal Access Act, 720 ILCS 5/48-8; (2) animals that have received prior approval from the College Police Department or the President or his/her designee; (3) those authorized by a Dean for laboratory use, in accordance with Policies and Administrative Procedures; and (4) as otherwise provided for by state or federal laws or regulations.

Authority: 110 ILCS 805/3-30; 720 ILCS 5/48-8; 775 ILCS 30/3; 28 C.F.R. § 35.136.

History:

- Adopted 3/19/09
- Amended



Tobacco-Free Campus Policy

It is the College's policy to comply with the provisions of state and local laws regarding smoking and the use of tobacco and tobacco-related products on Campus, including the Illinois Smoke-Free Campus Act, 110 ILCS 64/1 *et seq.*, and the Smoke Free Illinois Act, 410 ILCS 82/1 *et seq.* Use of tobacco and tobacco-related products (including electronic cigarettes) is strictly prohibited on Campus, all College Facilities, and in all vehicles owned, leased and/or operated by the College.

Tobacco use is permitted inside private vehicles on Campus. The improper disposal of tobacco and tobacco-related products from a vehicle while on Campus is prohibited. Improper disposal includes, but is not limited to, spitting smokeless tobacco product, littering, and any other action that creates fire hazards.

Irrespective of any of the terms of this Policy to the contrary, the possession and/or use of cannabis, including medical cannabis, remains strictly prohibited on College Property. See Policy No. 3.25 (Drug-Free Campus). This prohibition extends to private vehicles while present on College Property.

The President is authorized to develop and implement fines and Administrative Procedures for disciplinary action and appeals process for violations of this Policy. The College Police Department is authorized to issue citations to, and the President and his/her designee are authorized to initiate disciplinary action against any individual who fails to comply with this Policy.

On behalf of the Board, the Vice President, Administrative Affairs shall have administrative responsibility for ensuring the currency of this Policy and for initiating the process of recommending changes to the Board.

Authority: 110 ILCS 64/15, 25; 410 ILCS 82/15, 40.

History:

- Adopted 3/19/09
- Reviewed 2/16/12
- Amended 4/19/12
- Amended



Alcohol on Campus

The College is committed to maintaining an educational and employment environment free from the effects of alcohol use and abuse. To promote this goal, the College generally prohibits the possession, use, distribution, sale, and service of alcoholic beverages on College Property unless otherwise permitted under this Policy and/or the corresponding Administrative Procedures.

Use. Students and Employees are required to report for classes, work, and other College-related duties and activities in an appropriate mental and physical condition. Students and Employees are prohibited from being under the influence of alcohol on College Property, in association with College-related duties or activities, and/or during working hours, unless expressly permitted by this Policy or an exception made to this Policy granted by the President. In such an event, Students and Employees, as representatives of the College, are expected to use good judgment when consuming alcohol on College Property, during working hours, and/or in association with College-related duties, activities and/or events.

Sale and Service of Alcoholic Beverages. As a general policy, alcohol shall not be sold or served on Campus, unless otherwise specifically authorized by the Board or the President and in accordance with all local and state liquor laws, including the Illinois Liquor Control Act of 1934, 235 ILCS 5/1-1 *et seq.*, and licenses. The President and his/her designee are authorized to promulgate Administrative Procedures for the submission, consideration, and approval of requests for exceptions to the general prohibition of alcohol on Campus, and for the delivery, sale and/or service of alcohol on Campus.

Violations. Any Student or Employee who is found to be in violation of any provision of this Policy or the corresponding Administrative Procedures may be subject to disciplinary action, up to and including expulsion or termination, respectively.

The President, and/or his/her designee, shall have authority to develop and promulgate Administrative Procedures consistent with this Policy and applicable local, state and federal laws.

On behalf of the Board, the Vice President, Administrative Affairs, in consultation with the Vice President, Human Resources and the Assistant Provost, Student Affairs, shall have administrative responsibility for ensuring currency of this Policy and for initiating the process of recommending changes to the Board.

Authority: 235 ILCS 5/6-15; 110 ILCS 805/3-30, 3-42.

History:

- Adopted 3/19/09
- Amended



Drug-Free Campus

The College is committed to sustaining an environment that promotes the health, safety, and well-being of all members of the College community. The manufacture, possession, use, sale, distribution, or dispensing of a controlled substance (as that term is defined under Illinois and federal law, as may be amended from time to time), illegal drugs, unauthorized prescription medications, and/or any other substance that may be detrimental to health (collectively, “Drugs”) and drug paraphernalia is strictly prohibited on College Property or in association with any College-related activities or duties. Similarly, Students, Employees, contractors, and agents of the College are required to report for classes and work in an appropriate mental and physical condition and are prohibited from being under the influence of Drugs on College Property, in association with College-related duties or activities, and/or during working hours.

It is not a violation of this Policy to use a Drug if such use is: (1) at the direction of a licensed physician; (2) within the limits of a valid prescription; **and** (3) not in violation of federal or state law.

While the personal possession and use of cannabis has been legalized under certain circumstances in the State of Illinois, it has not been similarly legalized under federal law. In addition, Illinois employers and colleges are permitted to restrict the possession and use of cannabis, and the impairment of individuals, on their premises. Therefore, the possession and/or use of cannabis, including medical cannabis, is strictly prohibited on College Property.

Students. The President and/or his/her designee are to develop and promulgate standards of conduct for Students regarding Drug and alcohol use. The College will not tolerate violations of this Policy and/or any related Administrative Procedures, rules, codes of conduct, or other standards. Any Student who violates this Policy, or any standard of conduct promulgated pursuant to this Policy, may be subject to disciplinary action, up to and including expulsion from the College and/or referral for legal prosecution in accordance with local, state and/or federal laws and regulations. The College encourages Students who are dependent upon, addicted to, or struggling with issues relating to Drugs to seek professional assistance through the College's confidential Student Assistance Program. While participation in such program is strongly encouraged, participation may not preclude disciplinary action for violation of this Policy.

Employees. The President and/or his/her designee are to develop and promulgate Administrative Procedures and standards of conduct for Employees regarding Drug and alcohol use. Compliance with this Policy and all Administrative Procedures and standards of conduct is a condition of continued employment, and the College will not tolerate violations of this Policy and/or any related Administrative Procedures, rules, codes of conduct, or other standards. Any Employee who violates this Policy, or any Administrative Procedure or standard of conduct promulgated pursuant to this Policy, may be subject to disciplinary action, up to and including termination, and/or referral for legal prosecution in accordance with local,

state and/or federal laws and regulations. The College encourages Employees who are dependent upon, addicted to, or struggling with issues relating to Drugs to seek professional assistance through the College's confidential Employee Assistance Program. While participation in such programs is strongly encouraged, participation may not preclude disciplinary action for violation of this Policy.

In addition, as a condition of employment, any Employee directly engaged in work pursuant to a federal contract or grant, or a grant from the State of Illinois, must: (1) comply with this Policy; and (2) notify the College's Vice President of Human Resources within five (5) days of any criminal drug statute conviction where the criminal act upon which the conviction is based occurred on College Property. The Vice President of Human Resources or his/her designee must notify the federal or state grant authority of such conviction within ten (10) days after receiving notice from the Employee or otherwise receiving actual notice of the conviction.

On behalf of the Board, the Vice President, Human Resources, in consultation with the Assistant Provost, Student Affairs and the Office of General Counsel, shall have administrative responsibility for ensuring currency of this Policy and for initiating the process of recommending changes to the Board.

Authority: 41 U.S.C. § 8103; 34 C.F.R. § 86.100; 410 ILCS 130/50; 410 ILCS 705/; 110 ILCS 805/3-30, 3-42.

History:

- Adopted 3/19/09
- Amended 12/19/19

**Firearms And Weapons On Campus**

The College is committed to providing a safe and secure environment for all Students, Employees, and visitors to Campus. To that end, firearms and weapons are prohibited on College Property, and expressly including sidewalks, parking lots, College vehicles, common areas, and entertainment venues. This Policy applies to all Employees, Students, contractors, and agents of, and visitors to, the College, even if an individual possesses a valid state or federal license to carry a firearm or weapon.

Definitions.

“Firearm” shall have the meaning set forth in the Illinois Firearm Owners Identification Card Act, 430 ILCS 65/1.1, and includes, without limitation, any loaded or unloaded handgun (as that term is defined in the Illinois Firearm Concealed Carry Act, 430 ILCS 66/5), and/or any device which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand.

“Weapon” shall mean: (1) any device, whether loaded or unloaded, that shoots a bullet, pellet, flare or any other projectile, including without limitation machine guns, rifles, shotguns, handguns or other firearm, BB guns, pellet guns, spring guns, paint ball guns, flare guns, stun guns, tasers or dart guns and any ammunition for any such device; (2) any explosive device, including without limitation, bombs, grenades, fireworks, and black powder; (3) any device that is designed or traditionally used to inflict harm, including without limitation bows and arrows, hunting knives, fixed blade knives, axes, daggers, knives with blades longer than 3 inches, brass knuckles, clubs, and swords; and (4) noxious and/or toxic chemicals, gases, and substances. Any replica of the foregoing is also prohibited.

“Clear and present danger” shall have the meaning set forth in the Illinois Firearm Owners Identification Card Act, 430 ILCS 65/1.1, and includes threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions, or other behavior as determined by a physician, clinical psychologist, qualified examiner, school administrator, or law enforcement official.

Penalties. Any person covered by this Policy is who is found to have violated the Illinois Firearm Concealed Carry Act, this Policy, and/or any Administrative Procedures promulgated pursuant to this Policy is subject to disciplinary action, up to and including arrest, suspension, expulsion, termination, permanent exclusion from Campus and/or College Property, and/or referral to law enforcement authorities for prosecution.

Exceptions. This Policy does not apply to the following:

- (1) Weapons or firearms carried by a full-time law enforcement officer who is required to carry such weapon or firearm as a condition of his/her employment.

- (2) Weapons or firearms carried by a law enforcement officer from an external agency who is conducting official business at the College.
- (3) Weapons or firearms used in connection with a weapon or firearm safety course, weapon or firearm education course, military science program, or law enforcement training course offered by and/or authorized and approved by the Board.
- (4) Weapons or firearms used in connection with College classes, athletics, or College-sanctioned recreational sports practices, games, matches, tournaments and/or events on Campus where the activity requires the use of such weapons or firearms (e.g., starter pistols, fencing epees, chef's knives for culinary programs, and archery equipment).
- (5) Replica weapons or firearms used in connection with College-sanctioned theatrical classes and performances.
- (6) Weapons and firearms that are stored and concealed out of view in a locked case, glove compartment, console, or other container in a locked vehicle that is parked in a designated parking area in which weapons and firearms are permitted, and under such circumstances, the weapon or firearm may be removed from the vehicle for the sole purpose of storing or retrieving it from the trunk of a vehicle, and then only if the weapon or firearm is unloaded.
- (7) A person licensed to carry concealed firearms who is traveling along a public right of way that touches or crosses the College's Campus if the concealed firearm is carried in accordance with the provisions of the Illinois Firearm Concealed Carry Act and all other applicable provisions of law.
- (8) Any other exception to this Policy granted by the President, in consultation with the Chief of the College Police Department, that comports with all applicable state and federal laws and regulations.

Administrative Responsibilities.

- (1) The President and/or his/her designee, in consultation with the Chief of the College Police Department, may develop and promulgate Administrative Procedures to facilitate the implementation and enforcement of this Policy.
- (2) The President and/or his/her designee, in consultation with the Chief of the College Police Department, may establish certain parking areas on Campus as areas where weapons and firearms are permitted.
- (3) The College's Facilities Department, in consultation with the Chief of the College's Police Department, shall determine placement of clearly and conspicuously posted signs stating that concealed firearms are prohibited. Signs shall be in accordance with the design approved by the Illinois Department of State Police and shall be posted in accordance with any other signage regulations as may be

promulgated from time to time by the Illinois Department of State Police or other state or federal laws or regulations.

- (4) The Chief of the College Police Department, in consultation with the President, shall be responsible for the development and promulgation of procedures and protocols for storage and confiscation of weapons and firearms.

Threats of Violence. Where a Student, Employee, contractor, agent, or other individual is determined to pose a clear and present danger to himself/herself or to others, the President and/or the Dean of Student Development, in consultation with the Chief of the College Police Department, is required to report same to the Illinois State Police within 24 hours of such a determination.

Authority: 430 ILCS 65/8.1; 430 ILCS 66/65(a-5), 66/105; 405 ILCS 5/6-103.3; 110 ILCS 805/3-42.1.

History:

- Adopted 2/20/14
- Amended

**Freedom of Expression on Campus**

The College is committed to the principle of free and open inquiry, deliberation and Debate. In accordance with its mission and the ideals of academic freedom, the College embraces its role as a promoter and facilitator of the free exchange of ideas by Students, Employees and members of the community at large. In order to fulfill that role, the College will make every effort to provide all members of the College community with the broadest possible latitude to speak, write, listen, challenge, and learn. The College respects and supports the freedom of Students, Employees, and all members of the College community to engage in expressive activities on Campus – including peaceable assembly; distribution, posting, and display of printed materials; solicitation of signatures; and presentation of speeches and outside speakers.

The ideas of different members of the College community will often and quite naturally conflict. However, it is not the proper role of the College to attempt to shield individuals from ideas and opinions they find unwelcome, disagreeable, or even deeply offensive.

The College is committed to the principle that debate, deliberation, or expression must not be suppressed because the ideas put forth are thought by some, or even by most, members of the College community to be offensive, unwise, immoral, or wrong-headed. It is for the individual members of the College community, not for the College as an institution, to make those judgments for themselves, and to act on those judgments not by seeking to suppress expression, but by speaking out against and contesting the ideas that they oppose. Indeed, fostering the ability of Students, Employees, and members of the community at large to engage in such debate, deliberation, and expression in an effective and responsible manner is an essential part of the College's educational mission.

As a corollary to its commitment to protect and promote free expression, all Students, Employees and members of the community at large must act with civility and mutual respect in conformity with the principle of free expression. Although members of the College community are free to speak out against the views expressed, and to contradict speakers who are invited to express their views, members of the College community may not obstruct or otherwise interfere with the freedom of others to express views they reject or even loathe. The College has a solemn responsibility not only to promote a lively and fearless freedom of expression, debate and deliberation, but also to protect that freedom when others attempt to restrict it.

However, the freedom to engage in expressive activities does not, and cannot, mean that individuals may do or say whatever they wish, wherever they wish. The College may restrict expression that violates the law; that falsely defames a specific individual; that constitutes a genuine threat or unlawful discrimination or harassment; that unjustifiably invades substantial privacy or confidentiality interests; or that is otherwise directly incompatible with the functioning of the College. The College may also reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of College. However, such restrictions and regulations are narrow exceptions to the general principle of

freedom of expression, and the exceptions must never be used in a manner that is inconsistent with the College's commitment to freedom of expression and a completely free and open discussion of ideas.

The President and his/her designee(s) are authorized to develop and implement Administrative Procedures, rules, regulations, and guidelines regarding expressive activities on Campus—including peaceable assembly; distribution, posting, and display of printed materials; solicitation of signatures; presentation of speeches and outside speakers; and sponsorship of political events—consistent with this Policy; other Policies; the College's CBA obligations; the protections afforded by the First Amendment to the U.S. Constitution; and with all relevant federal and state laws and regulations, such as the Illinois Campus Demonstrations Policy Act, 110 ILCS 10/0.01 *et seq.*, and the Illinois College Campus Press Act, 110 ILCS 13/1 *et seq.*

Authority: 110 ILCS 805/3-30; 110 ILCS 10/1, 2; 110 ILCS 13/25, 30.

Cross-reference: Policy No. 3.31 (Political Events on Campus).

History:

- Adopted 4/16/09
- Rescinded 5/4/09
- Adopted 11/19/09
- Amended 2/24/11
- Amended

**Political Events on Campus**

Because Illinois law, including the Illinois Election Code, 10 ILCS 5/1-1 *et seq.* (the “Election Code”), prohibits the use of public funds to urge electors to vote for or against any candidate or public question, the College supplements its Policy regarding Freedom of Expression on Campus (“Freedom of Expression Policy”) in accordance with the Election Code as set forth herein.

In addition to the respective requirements under all relevant Administrative Procedures, rules, regulations, and guidelines promulgated pursuant to the College’s Freedom of Expression Policy, any individual or group wishing to sponsor a political event, speaker, program, or other political expressive activity on Campus must advise participating candidates for public office and individuals who support or oppose propositions before the electorate that:

- (1) A speech or appearance on Campus does not constitute an endorsement by the College of a candidate or the advocacy by the College of a position on a public question;
- (2) No direct solicitation of funds or distribution of campaign fundraising literature is permitted on Campus; and
- (3) No distribution of campaign materials which state or imply that the College supports or opposes a candidate or a public proposition is permitted on Campus or elsewhere.

Notwithstanding any other provision of this Policy, nothing in this Policy permits the College to regulate the content of political expressive activity protected by the First Amendment to the U.S. Constitution. Further, this Policy shall be construed consistent with all relevant federal and state laws and regulations, including but not limited to the Illinois State Officials and Employees Ethics Act, 5 ILCS 430/1-1 *et seq.*, the Freedom of Expression Policy and other Policies.

Authority: 110 ILCS 805/3-30; 10 ILCS 5/9-25.1; 5 ILCS 430/5-15, 70-5.

Cross-references: Board Policy No. 3.30 (Freedom of Expression on Campus); Appendix A (Ethics Ordinance).

History:

- Adopted 3/19/09
- Amended



Reporting Emergencies

The College is committed to providing a safe and secure Campus.

On the Glen Ellyn campus, matters requiring an immediate emergency response should be reported to the College Police Department from the nearest phone by calling (630) 942-2000.

Outside of the Glen Ellyn campus, matters requiring an immediate emergency response should be reported to the local first responders from the nearest phone by calling 911.

Any suspected or actual occurrence of criminal activity that does not require an immediate emergency response should be reported to the College Police Department by calling (630) 942-2000.

Victims are urged to report the occurrence of criminal activity immediately, even if an immediate emergency response is not required, and to preserve any evidence which may be necessary to prove criminal conduct.

Authority: 110 ILCS 805/3-30.

History:

- Adopted 3/19/09
- Amended

**Sex Offender and Sexual Predator Registration**

It is the College's policy to comply with the provisions of the Illinois Sex Offender Registration Act, 730 ILCS 150/1 *et seq.* (the "Act"). All sex offenders and sexual predators, as those terms are defined under the Act, enrolled and/or employed at the College are required to register as such with the College Police Department within three (3) days of beginning classes or employment with the College, or within three (3) days of conviction of any offense listed in Section 2(B)-(C-6), (E) and (E-5) of the Act, 730 ILCS 150/2(B)-(C-6), (E), (E-5). The Chief of the College Police Department is charged with promulgating the necessary Administrative Procedures, processes, and forms to ensure compliance with the Act.

The President and his/her designee are authorized to initiate disciplinary proceedings against any Employee or Student who fails to register with the College Police Department as required by Illinois law and this Policy.

The Chief of the College Police Department is further charged with promulgating the necessary Administrative Procedures and processes to ensure the receipt, maintenance, and utility of the information disclosed to the Board in accordance with the Illinois Sex Offender Community Notification Law, 730 ILCS 152/101 *et seq.*, and the Illinois Murderer and Violent Offender Against Youth Community Notification Law, 730 ILCS 154/75 through 105.

Authority: 730 ILCS 150/3; 730 ILCS 152/120; 730 ILCS 154/95; 110 ILCS 805/3-30, 3-42.

History:

- Adopted 10/15/12
- Amended



Traffic, Parking Control and Offense Fines

The Board adopts the Illinois Vehicle Code, 625 ILCS 5/1-100 *et seq.*, including but not limited to the Illinois Rules of the Road set forth therein, 625 ILCS 5/Ch. 11, to govern vehicular traffic on Campus.

To provide for a safe and orderly Campus, the President and/or his/her designee may enact traffic and parking regulations and a schedule of fines and penalties (including but not limited to towing, revocation of parking privileges, and monetary penalties) for violations of traffic and parking regulations on Campus.

The College Police Department is charged with enforcing traffic and parking regulations on Campus and issuing citations for violations of same. A recipient of a traffic or parking citation may appeal that citation in accordance with the College's Administrative Procedures. The President and/or his/her designee is charged with promulgating Administrative Procedures in accordance with this Policy, including appeal procedures.

Fines and penalties collected pursuant to this Policy will be deposited into the College's Operations, Building and Maintenance Fund and used for expenditures legally charged to that Fund.

Authority: 110 ILCS 805/3-42.2; 625 ILCS 5/.

History:

- Adopted 3/19/09
- Amended 8/20/09
- Amended

**Campus Security and Emergency Response Plan**

It is policy of the College that the College be able to cope effectively with any natural and human-caused disasters and emergencies, so as to be a safe and disaster-resilient place to learn and work. To meet this goal, the President, or his/her designee, and the Chief of the College Police Department, or his/her designee, shall establish, serve on, and appoint other appropriate members to a College "Incident Management Team," which shall be responsible for the security enhancement of the College in compliance with the Illinois Campus Security Enhancement Act of 2008, 110 ILCS 12/1 *et seq.*, and related regulations, including 29 Ill. Admin. Code Part 305.

The mandate of the Incident Management Team shall include:

- (1) The development of an all-hazards Campus security and emergency response plan that is compliant with the National Incident Management System ("NIMS") and utilizes the NIMS incident command system (the "Campus Emergency Operations Plan" or "CEOP");
- (2) The development of an inter-disciplinary and multi-jurisdictional Campus violence prevention plan that includes, but is not limited to, coordination with mental health and first response resources and the development and implementation of a campus violence prevention committee and campus threat assessment team (the "Campus Violence Prevention Plan" or "CVPP");
- (3) To coordination of the CEOP and the CVPP with DuPage County and other local emergency services and disaster agencies;
- (4) The review of the CEOP and the CVPP and evaluation of the continued effectiveness of each on an annual basis, and the updating of each as appropriate;
- (5) The coordination and facilitating of annual training and exercises for the CEOP and the CVPP; and
- (6) The circulation and dissemination of information regarding the CEOP and the CVPP and of any directives issued pursuant to either to College Employees and Students and, as appropriate, to the College community.

All Employees and Students are expected to abide by the CEOP and the CVPP and any directives issued pursuant to either, and to cooperate fully in the implementation of both the CEOP and the CVPP.

Authority: 110 ILCS 12/20; 29 Ill. Admin. Code Part 305; 110 ILCS 805/3-30.

History:

- Adopted 3/19/09
- Amended 8/20/09
- Amended

**Infectious Diseases**

This Policy shall apply to infectious diseases as defined by the Illinois Department of Public Health now or in the future (“Infectious Diseases”). For a list of Infectious Diseases, please consult the Office of the Dean of Students (in the case of Students) or the Human Resources Department (in the case of Employees). It is the responsibility of every member of the College community to report known or suspected cases of Infectious Disease to the Office of the Dean of Students or the Human Resources Department promptly.

The College is committed to safeguarding the wellness of the College community. Accordingly, the College will issue timely notice to Illinois public health officials and take additional steps as it deems necessary to safeguard the wellbeing of the College community when it becomes aware of a known or suspected case of Infectious Disease. The College will balance the need to safeguard the wellness of the College community with the twin goals of respecting the privacy of individuals and permitting access to the College’s Facilities, programs and activities to the greatest extent possible.

The College will treat reports of Infectious Disease as confidential and will limit disclosure of such reports to the extent permitted by law or as required to ensure the safety of the College community.

Except in the case of an emergency as declared the President or his/her designee, the College will not close due to discovery of a known or suspected case of an Infectious Disease. Access to Facilities, programs and activities will be denied to individuals, however, where those individuals are known or suspected to be:

- Carrying a reportable Infectious Disease requiring isolation; or
- Exhibiting acute symptoms of diarrhea or vomiting believed to be infectious in nature.

The College expects any individual with these conditions to refrain from entering or using College Facilities or participating in College activities or programs that could expose other members of the College community to these conditions. Individuals with these conditions may participate in College activities or programs remotely to the extent their health permits and remote participation is reasonably available. Individuals who fail to comply with this Policy will be required to leave the College’s Facilities and/or cease participation in a College program or activity immediately and may be subject to additional corrective action consistent with the College’s Policies, Administrative Procedures, Student Code of Conduct, and Employee guidebooks.

The College intends to comply with all applicable legal requirements relating to the subject of this Policy, including but not limited to the Illinois Communicable Disease Report Act, 745 ILCS 45/0.01 *et seq.*, and related regulations, including 77 Ill. Admin. Code Parts 690 and 696; Illinois Sexually Transmissible Disease Control Act, 410 ILCS 325/1 *et seq.*, and related

regulations, including 77 Ill. Admin. Code Part 693; as they may be amended from time to time.

The President and the President's designee are authorized to develop and promulgate Administrative Procedures consistent with this Policy.

Authority: 110 ILCS 805/3-30; 410 ILCS 325/4; 745 ILCS 45/1; 77 Ill. Admin. Code Parts 690, 693, 696.

History:

- Adopted 3/19/09
- Amended 6/22/10
- Amended 2/24/11
- Amended



Reporting Child Abuse, Neglect and Exploitation

The College recognizes and acknowledges that personnel of higher education institutions and law enforcement officers may be mandatory reporters of child abuse, neglect, and exploitation. It is the College's policy to fully comply with all provisions of the Illinois Abused and Neglected Child Reporting Act, 325 ILCS 5/1 *et seq.*, including requiring mandatory reporter training for all Employees whose responsibilities include teaching, counseling, or delivery of College services to minors, or installing, repairing, or otherwise servicing the College's Information Systems or Information Technology Equipment.

Authority: 325 ILCS 5/4, 4.5; 89 Ill. Admin. Code Part 300; 110 ILCS 805/3-30.

History:

- Adopted

**Access to and Use of College Information Systems and Technology**

The College recognizes that information systems and information technology are crucial tools for excellence in teaching, learning, and cultural experiences and the provision of accessible, affordable, and comprehensive education. Accordingly, the College has made, and continues to make, significant investments in its Information Systems and Information Technology Equipment.

The primary purpose of the College's Information Systems and Information Technology Equipment is to accommodate the College's educational programs and to support the operations and administration of the College for the benefit of the College's Faculty, Administration, Employees, and Students. As such, the integrity, reliable operation, and security of, and fair access to, the College's Information Systems and Information Technology Equipment are a high priority. The Board reserves the right to deny or restrict access to its Information Systems and Information Technology Equipment to insure the integrity, reliable operation, and security thereof.

The Director of Information Technology is authorized to develop and promulgate Administrative Procedures and guidelines for the use of College Information Systems and Information Technology Equipment consistent with this Policy, relevant federal and state laws and regulations, CBAs, the Student Code of Conduct and employee guidebooks. Such Administrative Procedures and guidelines, shall take into consideration the following concerns:

- (1) Virtual, electronic, and physical security of all Information Systems and Information Technology Equipment components.
- (2) Protection and security of all electronically stored personal and private information.
- (3) Record retention and archiving.
- (4) Authorized and unauthorized access to electronically stored information.
- (5) Allowable and impermissible uses of the Information Systems and Information Technology Equipment and electronically stored information therein.
- (6) Unauthorized use and fair use of intellectual property.
- (7) Employee training.
- (8) Enforcement of the Administrative Procedures and guidelines.

This Policy shall be construed consistent with the College's other Policies, including other Policies addressing information technology and privacy, as well as the College's CBA obligations.

Authority: 110 ILCS 805/3-30; 815 ILCS 530/; 820 ILCS 40/; 820 ILCS 55/10.

Cross-references: Policy Nos. 3.01 (Ethics Policy), 3.20 (Facilities Usage), 3.30 (Freedom of Expression), 3.51 (Electronic Communications), 3.52 (Information Security), 3.53 (Identity Protection), 6.12 (Protection of Copyrighted Materials), 6.15 (Academic Freedom); Appendix A (Ethics Ordinance).

History:

- Adopted 2/18/10
- Amended

**Electronic Communications**

The College has embraced the use of electronic communications as part of its educational programs and to support and facilitate its day-to-day operations and administration. To do so, the College provides tools for interactive and one-way electronic communications including, but not limited to, voice telephone, voice mail, facsimile services, teleconferencing, video conferencing, electronic mail (“e-mail”), electronic bulletin boards, Listservers, newsgroups, Internet access, web pages, social media platforms, traditional print information published electronically, licensed software, licensed computer systems, and electronic broadcasting in radio and television.

The College’s Director of Information Technology Services is authorized to develop and promulgate Administrative Procedures and guidelines regarding the College’s electronic communications tools consistent with this Policy and relevant state and federal laws and regulations. Such Administrative Procedures and guidelines, shall take into consideration the following concerns:

- (1) The importance of free speech and expression and academic freedom.
- (2) Protection and security of the College’s electronic communications tools.
- (3) Privacy and confidentiality.
- (4) Retention and archiving of electronic communications.
- (5) Authorized and unauthorized access to the College’s electronic communications tools.
- (6) Allowable and impermissible uses of the College’s electronic communications tools.
- (7) Use of disclaimers.
- (8) Use of and participation on social media platforms.
- (9) Employee training.
- (10) Enforcement of the Administrative Procedures, rules, regulations, and guidelines.

This Policy shall be construed consistent with the College’s other Policies, including other Policies addressing information technology and privacy, as well as the College’s CBA obligations.

Authority: 110 ILCS 805/3-30; 815 ILCS 530/; 820 ILCS 55/10.

Cross-references: Board Policy Nos. 3.01 (Ethics Policy), 3.20 (Facilities Usage), 3.30 (Freedom of Expression), 3.50 (Access to and Use of College Information Systems and Technology), 3.52 (Information Security), 3.53 (Identity Protection), 6.12 (Protection of Copyrighted Materials), 6.15 (Academic Freedom); Appendix A (Ethics Ordinance).

History:

- Adopted 2/18/10
- Amended

**Information Security**

The College is committed to ensuring the protection of Confidential Information in compliance with relevant state and federal laws and regulations, industry best practices, and the values and mission of the College.

The President and/or his/her designee, in conjunction with the College's Director of Information Technology Services, is authorized to develop and implement Administrative Procedures and an "Information Security Plan" consistent with this Policy and relevant laws and regulations that: (1) is designed to prevent, deter, detect, respond to, and remedy any compromise or breach to the College's systems or Confidential Information; and (2) details the responsibilities, duties, practices, processes, and procedures for College Employees with respect to the collection, maintenance, handling, and disclosure of Confidential Information.

Authority: 110 ILCS 805/3-30; 5 ILCS 179/35; 110 ILCS 805/3-60; 815 ILCS 530/; 820 ILCS 40/; 820 ILCS 55/10; 20 U.S.C. § 1232g; 34 C.F.R. Part 99; United States Pub. L. 104-191; 45 C.F.R. Parts 160, 162, 164; United States Pub. L. 106-102; 16 C.F.R. Part 313.

Cross-references: Policy Nos. 3.01 (Ethics Policy), 3.20 (Facilities Usage), 3.50 (Access to and Use of College Information Systems and Technology), 3.51 (Electronic Communications), 3.53 (Identity Protection), 3.54 (HIPAA Compliance Policy); Appendix A (Ethics Ordinance).

History:

- Adopted

**Identity Protection**

It is the College's policy to protect social security numbers from unauthorized disclosure. To further this policy, the Board requires that:

- (1) All Employees who have access to social security numbers in the course of performing their duties be trained to protect the confidentiality of social security numbers. Training shall include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.
- (2) Only Employees who are required to use or handle information or documents that contain social security numbers will have access to such information or documents.
- (3) Social security numbers requested from an individual are provided in a manner that makes the social security number easy to redact if included on a record required to be released as part of a public records request.
- (4) When collecting a social security number, or upon request by the individual, a statement of the purpose or purposes for which the social security number is being collected and used is provided.
- (5) Employees comply with all relevant laws regarding the public inspection and copying of information or documents containing all or any portion of an individual's social security number, including FOIA.
- (6) Employees redact social security numbers from information or documents before allowing public inspection or copying pursuant to relevant laws.
- (7) A copy of this Policy (and any amended version thereof) be made available to all Employees and any member of the public upon request.
- (8) The President and/or his/her designee promulgate Administrative Procedures for the use and disclosure of social security numbers consistent with this Policy and all applicable state and federal laws, including without limitation the Illinois Identity Protection Act, 5 ILCS 179/1 *et seq.*

This Policy does not apply to the collection, use, or disclosure of a social security number as required by state or federal law, rule, or regulation.

Authority: 5 ILCS 179/35; 110 ILCS 805/3-60.

Cross-references: Policy Nos. 3.52 (Information Security), 3.54 (HIPAA Compliance Policy).

History:

- Adopted 2/24/11
- Amended

**Health Insurance Portability and Accountability Act (HIPAA) Compliance Policy**

The College is a “hybrid entity” for purposes of the federal Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), Pub. L. 104-191, and the regulations promulgated thereunder (collectively, the “HIPAA Regulations”), 45 C.F.R. Parts 160, 162, and 164. While the College’s primary purpose is education, the College may have departments and components that provide functions covered by HIPAA. As such, it is the College’s policy to comply with all applicable HIPAA provisions and regulations, including but not limited to the HIPAA Privacy Rule, 45 C.F.R. Part 164, Subparts A and E, and the HIPAA Security Rule, 45 C.F.R. Part 164, Subparts A and C.

The President and/or his/her designee, as necessary, is authorized to develop and promulgate Administrative Procedures, rules and regulations, and training programs consistent with this Policy, HIPAA, and any other relevant state and federal laws and regulations. The President is also authorized to designate and/or appoint individual(s), as may be necessary under HIPAA or other relevant laws and regulations, to oversee the College’s compliance with applicable HIPAA requirements.

Authority: 110 ILCS 805/3-30; United States Pub. L. 104-191; 45 C.F.R. Parts 160, 162, 164.

Cross-references: Policy Nos. 3.52 (Information Security), 3.53 (Identity Protection).

History:

- Adopted 3/19/09
- Amended



Records Retention and Disposal

On an annual basis the College will apply for permission to dispose of records from the Illinois Local Records Commission.

The Office of the Vice President for Administrative Affairs shall be responsible for coordinating the annual review and disposition of College records in accordance with the Records Retention Schedule established by the Illinois Local Records Commission.

Records may be disposed of after the individual retention period is complete, and providing any local, state, and federal audit requirements are met, and they are not needed for any pending litigation, and an approved Disposal Certificate is received from the Illinois Local Records Commission.

Litigation Hold

In the event that the College has been notified of, or otherwise determines that, a lawsuit or an administrative agency claim has been filed or is reasonably likely to occur, the College may initiate a Litigation Hold on potentially relevant records.

Records that are subject to a Litigation Hold shall not be destroyed until such Litigation Hold has been released and authorization is received from the Office of the General Counsel or the Board.

Authority: 110 ILCS 805/3-30.

History:

- Adopted 6/6/19
- Amended



Requests For Information

The College operates in a highly regulated environment and is dependent upon maintaining its good reputation to recruit and retain students and qualified employees. Accordingly, the College is committed to providing timely, accurate, complete and truthful information to the public, and to federal and state agencies, accrediting bodies, and other third parties.

Accordingly, the President and/or his/her designee, in conjunction with the Office of the General Counsel, will establish and maintain Administrative Procedures to ensure the centralized receipt, maintenance and processing of requests for information from federal, state, and local law enforcement and public safety agencies, federal and state government agencies and regulators, accrediting bodies, and certain other third parties, including without limitation subpoenas, summonses, civil investigative demands, and complaints.

Authority: 110 ILCS 805/3-30; 5 ILCS 140/; 5 ILCS 430/Art. 15; 740 ILCS 174/.

History:

- Adopted



Access to Public Records

The College recognizes the right of members of the public to have access to public records in accordance with the provisions of FOIA and affirms that it is the policy of the College to comply with that Act.

The President shall designate one or more Employees of the College to serve as its Freedom of Information Officer(s), and the President and/or his/her designee is authorized to develop and promulgate Administrative Procedures consistent with this Policy and FOIA.

Authority: 5 ILCS 140/1, *et seq.*

History:

- Adopted 3/19/09
- Amended 8/18/10
- Amended

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**Equal Employment Opportunity and Commitment to Diversity**

The College is committed to equal opportunity in employment. In accordance with federal and state anti-discrimination laws, the College provides equal employment opportunities to all persons without regard to race, color, religion or creed, sex, national origin, ancestry, age, marital status, sexual orientation, gender identity and expression, arrest record, military status or service, disability status, or any other characteristic protected by law. The College conforms to the spirit, as well as to the letter, of all applicable laws and regulations.

The policy of equal employment opportunity and anti-discrimination applies to all aspects of the relationship between the College and its Employees, including recruitment, hiring, employment, promotion, transfer, training, working conditions, termination, wages and salary administration, benefits and application of policies, and all other privileges, terms, and conditions of employment.

The policy and principles of equal employment opportunity also apply to the selection and treatment of independent contractors, personnel working at the College who are employed by temporary agencies, and any other persons or firms doing business for or with the College.

The College will initiate and maintain a diversity plan to further the policy of equal opportunity through positive efforts. The President and/or his/her designee, in consultation with the Vice President of Human Resources, shall develop, promulgate, and implement Administrative Procedures for equal employment opportunities and practices within all College departments and divisions. The College's Human Resources Department is responsible for ensuring compliance and maintaining personnel records in compliance with all relevant laws and regulations.

Authority: 110 ILCS 805/3-30.

History:

- Adopted 3/19/09
- Amended 8/20/09
- Reviewed 3/10/14
- Amended 4/17/14
- Amended

**Evaluation of Prospective Employees and Promotees**

The College seeks to ensure that individuals who join the College's workforce or are promoted to positions within the College are qualified for the positions for which they have applied and have accurately presented their qualifications during the hiring process. This Policy also ensures that the College is exercising reasonable care in selecting its employees to promote a safe and productive educational environment and workplace.

References. For all positions, the hiring manager or his/her designee is responsible for checking professional references prior to an offer for employment being extended. Any questions regarding whether references are satisfactory must be discussed with the Vice President of Human Resources or his/her designee.

Background Screenings. All offers of employment (including internal transfers and promotions) may be contingent upon complete and satisfactory findings of all applicable background checks. Background screenings may include, but are not limited to, the following: social security number search, previous employers, sex offender registry, credit report, criminal records search, verification of academic credentials, driver's license and driving record check, verification of occupational and professional licenses, and/or a drug and alcohol screening.

The results of background screenings should be received and evaluated before an offer of employment is made to an applicant. In urgent situations that require a rapid employment action, an individual may begin to work contingent upon a satisfactory background screening result if: (1) professional references have been checked and are satisfactory; and (2) the appropriate Administrator and Vice President of Human Resources or his/her designee has approved the contingent hire.

Security Sensitive Positions. It is the College's policy that the College will comply with the requirements of the Illinois Campus Security Enhancement Act of 2008, 110 ILCS 12/1 *et seq.* (the "Campus Security Enhancement Act"). To that end, the Board requires that the Vice President of Human Resources and/or his/her designee complete criminal background investigations prior to employing individuals in security-sensitive positions. The Vice President of Human Resources or his/her designee shall identify security-sensitive positions in Administrative Procedures, which shall, at a minimum, include the following:

- Positions that are responsible for the safety and well-being of Students, Employees, and visitors to Campus, including without limitation all College Police Department Employees, Administrators, Faculty, and members of the counseling staff.
- Positions that have access to the entire Campus and College Property, including without limitation maintenance staff, groundskeeping staff, and other Employees of the Facilities Department.

- Positions that regularly handle and have access to confidential Student and personnel records, including without limitation Employees in the Human Resources Department, Employees in the Office of the Registrar, Employees in the Student Financial Aid Office, Employees of the Information Technology Department, the Internal Auditor and any Employee under his/her direct supervision, and the General Counsel and any Employee under his/her direct supervision.
- Positions that regularly handle and have access to United States currency and the College's financial information, including without limitation Employees in the Finance Department, Financial Aid Office, and Cashier's Office.

The Vice President of Human Resources shall review the list of security-sensitive positions at least annually.

The President or his/her designee, in consultation with the Vice President of Human Resources or his/her designee, is authorized to develop and promulgate Administrative Procedures consistent with this Policy, the Campus Security Enhancement Act, and state and federal laws and regulations for the screening of prospective employees and promotees.

Authority: 110 ILCS 12/5.

History:

- Adopted 3/19/09
- Amended

**Medical Evaluations**

The College does not discriminate against Employees or applicants for employment on the basis of disability. The College is also committed to employing and advancing in employment qualified individuals with disabilities. However, certain types of employment require particular physical standards and/or public health requirements.

The College may require post-offer and pre-employment health, fitness, and/or medical examinations in circumstances where the nature of the position renders it appropriate or where it is required by law. Such examinations will be conducted by a board-certified medical physician, psychiatrist, or equivalent selected by the College, and will be at the expense of the College. The Department of Human Resources is responsible for notifying applicants of any required examinations.

After the initial hire, an Employee's physical, mental, or emotional ability to continue to perform the essential duties of his/her position may come into question. Either the College or the Employee may seek a medical determination of whether the Employee is capable of performing the essential functions of his/her position. Where the College seeks such medical evaluation, such determination shall be made by the Vice President of Human Resources, and the College shall bear the expense of the medical testing and evaluation (subject to Board approval as necessary). Where the Employee seeks to claim disability, the Employee bears the cost of any necessary medical testing and evaluation. All such testing and evaluation shall be conducted by a board-certified medical physician, psychiatrist, or equivalent selected by the College.

Opportunity for employment or advancement will not be denied if, with reasonable accommodation, the applicant or Employee could perform the essential functions of the position.

The President and his/her designee, in consultation with the Vice President of Human Resources, are authorized to develop and promulgate Administrative Procedures consistent with this Policy and all state and federal laws and regulations, including without limitation the federal Americans with Disabilities Act, as amended, 42 U.S.C. §§ 12131-12134, and regulations promulgated thereunder, including 34 C.F.R. Part 35, and the federal Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794, and regulations promulgated thereunder, including 34 C.F.R. Part 104.

Authority: 29 U.S.C. § 794; 42 U.S.C. §§ 12131-12134; 34 C.F.R. Part 35; 34 C.F.R. Part 104.

History:

- Adopted 3/19/09
- Amended

**Drug and Alcohol Testing – Driver Employees**

The College is committed to the health and safety of its driver Employees. Drug and/or alcohol use may pose a serious threat to the health and safety of those College Employees in driving and/or safety-sensitive functioning positions (hereinafter “Driver Employees”). To that end, the U.S. Department of Transportation’s Federal Motor Carrier Safety Administration has promulgated certain regulations that require the College to enhance its policies with respect to drug and alcohol use for those Driver Employees. Driver Employees shall be subject to pre-employment, reasonable suspicion, random, post-accident, and return to duty drug and alcohol screenings at the College’s expense, in accordance with relevant state and federal laws and regulations.

The President and/or his/her designee shall develop and implement comprehensive Administrative Procedures to provide for drug and alcohol testing for Driver Employees consistent with this Policy, federal, state and local laws and regulations, including U.S. Department of Transportation regulations 49 C.F.R. Parts 40 and 382, and the terms of any applicable CBAs.

Authority: 49 C.F.R. Part 40; 49 C.F.R. Part 382; 110 ILCS 805/3-42.

History:

- Adopted 3/19/09
- Reviewed 3/19/15
- Amended 5/14/15
- Amended



Classified Employees

With respect to the five categories of Classified Employee at the College, including both Full-Time Employees and Part-Time Employees and both Exempt Employees and Non-Exempt Employees within each category, the President or his/her designee, in consultation with the Vice President of Human Resources and/or his/her designee, shall promulgate, revise, and/or update Administrative Procedures and employee handbooks, guidebooks, and manuals (such as the College's *Classified Employee Information Guidebook*) to cover, at a minimum:

- Classified Position Descriptions;
- Classified salary schedule or schedules;
- Eligibility for employment benefits;
- Engagement in remunerated activities outside the College.

All Administrative Procedures and employee handbooks, guidebooks, and manuals promulgated, revised, and/or updated under this Policy shall be consistent with the provisions of the Policy Manual (including the Definitions section and Ethics Ordinance); the terms of any applicable employment contracts, CBAs and benefit plan documents; and all federal, state, and local laws and regulations.

Authority: 110 ILCS 805/3-42.

History:

- Adopted 6/18/12
- Reviewed 4/8/16
- Amended 5/19/16
- Amended

**Employment Outside of the College**

Full-Time Employees are expected to devote their professional energies to the mission of the College. If Full-Time Employees engage in remunerated outside activities, these activities should not interfere with their responsibilities and professional duties at the College. For all Employees, any remunerated outside activities must comply with the Policies and corresponding Administrative Procedures; the College's Ethics Ordinance; the terms of any applicable employment contracts and CBAs; and the provisions of applicable employee handbooks, guidebooks, manuals, and benefit plan documents.

Authority: 110 ILCS 805/3-42.

History:

- Adopted 3/19/09
- Amended 6/22/10
- Amended 2/24/11
- Reviewed 11/19/15
- Amended 2/3/16
- Amended



Employment Verification and References

All requests for employment verification, references, and employment confirmation shall be directed to the Human Resources Department. The President, Vice President of Human Resources, and their designee(s) are authorized to provide verbal and written confirmation of employment on behalf of the College. No other Employees are authorized to provide such verification, confirmation, or references on behalf of the College.

The Vice President of Human Resources and his/her designee are authorized to develop and implement Administrative Procedures for requesting and supplying employment verifications, references, and confirmations of employment consistent with this Policy and the terms of applicable employment contracts and CBAs.

Authority: 110 ILCS 805/3-30, 3-42.

History:

- Adopted 3/19/09
- Amended



Reduction in Force

The President may recommend, and the Board may approve, a reduction in force of Employees in the event the Board determines that such a reduction is necessary based on financial exigency, program reduction, cost savings, or any other permissible reason under relevant state and federal laws, including the Community College Act; and the terms of any applicable employment contracts and CBAs.

The President, and/or his/her designee, in consultation with the Vice President of Human Resources, is authorized to develop and promulgate Administrative Procedures for the implementation of Board decisions described in this Policy, taking into consideration due process concerns as appropriate.

Authority: 110 ILCS 805/3-42; 110 ILCS 805/3B-2, 3B-4.

History:

- Adopted 3/19/09
- Amended 2/24/11
- Amended



Separation of Employment

All separated Employees must return all College property, including without limitation all keys, keycards, fobs, identification badges and cards, Information Technology Equipment, paper and electronic files, documents, and records, in his/her possession, custody, or control to his/her supervisor on or before his/her last day of employment. In addition, separated Employees may be requested to participate in an exit interview prior to their last day of employment with the College for a review of the Employee's rights, obligations and benefits as a result of the separation.

The Vice President of Human Resources, and/or his/her designee, is authorized to develop and promulgate Administrative Procedures implementing this Policy, consistent herewith and with applicable state and federal laws and regulations and the terms of any applicable employment agreements and/or CBAs.

Authority: 110 ILCS 805/3-42; 110 ILCS 805/3B-5.

History:

- Adopted 3/19/09
- Amended



Causes for Termination of College Personnel

College personnel may be terminated whenever cause exists. Cause for termination includes, but is not limited to:

1. Reduction in force;
2. Physical or mental incapacity;
3. Failure to complete contracted services according to predetermined expectations;
4. Failure to complete essential duties of the position;
5. Failure to perform in a professional manner;
6. Falsification of credentials or employment application; and
7. Conviction of a felony by a court of law for a criminal violation.

This Policy will be administered consistent with the *Illinois Public Community College Act*, 110 ILCS 805/1 *et seq.*, and the College's collective bargaining agreement obligations and employee guidebooks.

Authority: Illinois Public Community College Act, 110 ILCS 805/1, *et seq.*

History:

- Adopted 4/16/09
- Rescinded 5/4/09
- Adopted 10/15/09
- Amended



Occupational and Environmental Health and Safety

The College is committed to protecting the health and safety of the College's Employees. Meeting this commitment is a primary management objective and the individual and collective responsibility of all College Employees. Accordingly, College Employees are entitled to:

- (1) Work under safe conditions.
- (2) Wear and use personal protective clothing and equipment.
- (3) Have basic and, when necessary, specific health and safety training.

The Vice President for Administrative Affairs and his/her designee are authorized to develop and implement Administrative Procedures consistent with this Policy and applicable laws and regulations, including but not limited to the Illinois Occupational Safety and Health Act, 820 ILCS 219/1 *et seq.*, and related regulations, including 56 Ill. Admin. Code Part 350 and 29 C.F.R. Parts 1904, 1908, 1910 and 1926 (as those federal regulations are incorporated into Illinois law by 56 Ill. Admin. Code § 350.700), and the facility requirements under 23 Ill. Admin. Code § 1501.603(g)(2).

Authority: 110 ILCS 805/3-30; 820 ILCS 219/20; 56 Ill. Admin. Code Part 350.

History:

- Adopted 3/19/09
- Amended



Leave Policy

The College will provide certain paid and unpaid time off from assigned College duties, including vacation time, personal time, and leaves of absence, to eligible Employees (hereinafter "Leave Days"). An Employee's eligibility for particular types of Leave Days, the number and method of accrual of such Leave Days, the conditions under which such Leave Days may be used, and the procedures for requesting and securing such Leave Days are determined by the Employee's position within the College, applicable Policies and corresponding Administrative Procedures, the terms of any applicable employment contracts or CBAs, and the relevant employee handbooks, guidebooks, and manuals, and/or benefit plan documents.

The number of Leave Days, the method of accrual of Leave Days, and the measure and extent of compensation for Leave Days shall be approved by the Board.

The Vice President of Human Resources and his/her designee shall have authority to develop, promulgate, and implement Leave Days Administrative Procedures and employee handbooks, guidebooks, and manuals consistent with this Policy and the terms of any applicable employment contracts and CBAs.

Forms of Leave

Types of Leave Days offered by the College to eligible Employees may include the following:

Vacation Leave. The College will provide paid vacation leave from assigned College duties to eligible Employees.

Sick Leave. The College will provide all eligible Employees with paid sick leave days for recuperation from sickness or injury of the Employee, or sickness or injury of others, in accordance with the Community College Act, 110 ILCS 805/3-29.1 (Grant Sick Leaves), and the Illinois Employee Sick Leave Act, 820 ILCS 191/1 *et seq.*, or as otherwise required by law.

Disability Leave. Certain eligible Employees may be entitled to disability leave and/or other disability benefits through the State Universities Retirement System ("SURS").

Family and Medical Leave Act ("FMLA") Leave. The College will comply with the federal Family and Medical Leave Act of 1993 ("FMLA"), as amended, 29 U.S.C. § 2601 *et seq.*, and the related FMLA rules and regulations, including 29 C.F.R. Part 825, with regard to all eligible Employees.

Military Leave. The College will comply with the Community College Act, 110 ILCS 805/3-26.1 (Active Military Service); the Illinois Military Leave of Absence Act, 5

ILCS 325/1 *et seq.*; the federal Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. § 4301 *et seq.*; the Illinois Family Military Leave Act, 820 ILCS 151/1 *et seq.*; the Illinois Civil Air Patrol Act, 820 ILCS 148/1 *et seq.*; and any other applicable federal and state laws and regulations governing the employment rights and obligations with regard to Employees and their eligible family members who serve in designated branches of the U.S. Armed Forces and National Guard.

Bereavement Leave. The College will comply with the Illinois Child Bereavement Act, 820 ILCS 154/1 *et seq.* The College will further provide eligible Employees with paid bereavement leave.

Civic Duty Leave. All Employees are entitled to an unpaid leave of absence for jury duty or subpoenaed witness duty. An Employee summoned for jury duty or subpoenaed as a witness may request a paid leave of absence for same from his/her immediate supervisor. The Vice President of Human Resources, and his/her designee, shall have authority to approve or deny requests for paid leave.

Voting Leave. The College will comply with the Illinois Election Code, 10 ILCS 5/17-15, and allow eligible Employees up to two hours of paid leave for the purpose of voting in general elections, special elections, and elections at which propositions are submitted to popular vote in Illinois.

School Visitation Leave. The College will comply with the Illinois School Visitation Rights Act, 820 ILCS 147/15, and provide eligible Employees with unpaid leave to attend school conferences and/or classroom activities related to the Employee's child.

Personal Leave of Absence. Subject to approval of the President or his/her designee, the College may grant an Employee a leave of absence without compensation for a period of time up to one (1) year, including any time attributable to an unpaid FMLA leave. The College will run an Employee's leave granted under this Policy concurrent with the Employee's leave entitlement under the FMLA, when applicable. Eligible Employees may, at their own expense, continue their benefits during a personal leave of absence subject to the requirements of the College's insurance carriers.

In addition to the foregoing, certain Employees and/or employee groups may be entitled to additional types of Leave Days pursuant to the terms of employment contracts or CBAs. Employees should consult the relevant contracts, CBAs, Administrative Procedures, and employee handbooks, guidebooks and manuals for additional information regarding Leave Days, eligibility, and procedures for same.

Authority: 110 ILCS 805/3-26.1, 3-29.1, 3-42; 5 ILCS 325/; 10 ILCS 5/17-15; 820 ILCS 147/15; 820 ILCS 148/; 820 ILCS 151/; 820 ILCS 154/; 820 ILCS 191/; 29 U.S.C. §§ 2601-2654; 38 U.S.C. §§ 4301-4335; 29 C.F.R Part 825.

History:

- Adopted 3/19/09
- Amended



Workers' Compensation

The College will provide benefits under the Illinois Workers' Compensation Act, 820 ILCS 305/1 *et seq.*, and the Illinois Workers' Occupational Diseases Act, 820 ILCS 310/1 *et seq.*, for eligible Employees who suffer accidental injury or disabling occupational disease arising out of and in the course of their employment with the College.

The Vice President of Human Resources and the Vice President of Administrative Affairs are authorized to develop and implement Administrative Procedures and processes consistent with this Policy, the Illinois Workers' Compensation Act, the Illinois Workers' Occupational Diseases Act, any other relevant federal or state law or regulation, and the terms of applicable CBAs.

Authority: 110 ILCS 805/3-42; 820 ILCS 305/1, *et seq.*; 820 ILCS 310/1, *et seq.*

History:

- Adopted 3/19/09
- Amended



Retirement Benefits

The College will make a program of retirement benefits available to eligible Employees. Available retirement benefits and an Employee's eligibility for same shall be determined by the Employee's position within the College, applicable Policies and corresponding Administrative Procedures, the terms of any applicable employment contracts or CBAs, and the relevant employee handbooks, guidebooks and manuals, and/or applicable benefit plan documents.

The President and his/her designee are authorized to develop and implement Administrative Procedures, employee handbooks, guidebooks and manuals, and benefit plan documents regarding Employees' eligibility for and the provision of retirement benefits consistent with Policies, relevant state and federal laws and regulations, and the terms of any applicable employment contracts and/or CBAs.

All changes to employee retirement benefits programs must be approved by the Board.

Authority: 110 ILCS 805/3-42.

History:

- Adopted 3/19/09
- Amended



Tax Sheltered and Deferred Income Programs

All eligible Employees may participate in tax-sheltered annuity and/or deferred compensation programs through payroll deduction in accordance with Section 403(b) (tax-sheltered annuities) and Section 457 (deferred compensation) of the federal Internal Revenue Code, 26 U.S.C. §§ 403(b), 457. The Board assumes no liability for the investment decisions of any 403(b) program or 457(b) program vendors or for financial losses or other declines in the value of investments in such programs.

Every retirement plan agent providing services pursuant to this Policy must provide the Vice President of Administrative Affairs and College Chief Financial Officer with a certification that it complies with all Internal Revenue Service ("IRS") guidelines and U.S. Treasury Regulations for administering 403(b) and 457 programs.

The President and his/her designee are authorized to develop and implement Administrative Procedures, employee handbooks, guidebooks and manuals, and benefit plan documents, consistent with this Policy and the terms of any applicable employment contracts and/or CBAs, for the approval of, provision of, administration of, and participation in tax-sheltered annuity and deferred compensation programs.

The College's Deferred Compensation Plan Committee is authorized to make administrative decisions related to the College's tax-sheltered annuity and/or deferred compensation programs, consistent with this Policy and any corresponding Administrative Procedures.

Authority: 110 ILCS 805/3-31, 3-42.

History:

- Adopted 3/19/09
- Amended 2/24/11
- Amended



Tuition Assistance and Waivers

The College may offer a tuition assistance and/or tuition waiver program to eligible Employees and/or their eligible family members. Eligibility for any such tuition assistance and/or tuition waiver programs is determined by the Employee's position within the College, the terms of any applicable employment contracts and/or CBAs, and the relevant employee handbooks, guidebooks and manuals, and/or benefit plan documents.

The eligibility of employee groups for tuition assistance and waivers and the amounts thereof shall be approved by the Board. The registration of an Employee or an eligible family member in a particular course shall not preclude the cancellation of a course for any reason, including without limitation insufficient enrollment.

The President and his/her designee shall have authority to develop, promulgate, and implement tuition assistance and waiver Administrative Procedures and employee handbooks, guidebooks, and manuals consistent with this Policy and the terms of any applicable employment contracts, CBAs, and other Policies, including without limitation caps on tuition-free enrollment in particular courses.

Authority: 110 ILCS 805/3-30, 3-31, 3-42, 3-45.

History:

- Adopted 3/19/09
- Amended



Professional Development

The Board recognizes the need for, and is committed to providing for, the professional growth of College Employees. As such, the College encourages its Employees to continue their formal education at the College and other institutions of higher education. The College will reimburse eligible Employees for the cost of tuition for the successful completion of course work or equivalent study, in an amount not to exceed that which is budgeted and approved for the Fiscal Year. "Successful completion" is determined on a case-by-case basis, but in general shall mean: (1) receipt of a grade of C or better, in the case of a graded course; (2) receipt of a passing grade, in the case of a pass/fail course; (3) receipt of a certificate, certification, credential, or other accolade, in the case of a certification or credentialing course; or (4) the awarding of a degree or diploma, in the case of a program of study.

An Employee's eligibility for professional development reimbursement is determined by: the Employee's position within the College; applicable federal and state laws and regulations; the terms of any applicable employment contracts and CBAs; and the relevant employee guidebooks, Policies, and Administrative Procedures.

The eligibility of Employee groups for professional development reimbursement and the annual limit of individual reimbursement shall be approved by the Board.

The Vice President of Human Resources and his/her designee, in consultation with the President, shall have authority to develop, promulgate, and implement professional development Administrative Procedures and employee guidebooks, consistent with federal and state laws and regulations, the terms of any applicable employment contracts and CBAs, and Board Policies.

Authority: 110 ILCS 805/3-30.

History:

- Adopted 3/19/09
- Amended

**Insurance Benefits**

The College provides an insurance program for eligible Employees, which may include health insurance, group term life insurance, and/or other insurance coverages. In addition, the College may offer eligible Employees the option to purchase certain supplemental insurance coverage at the Employee's sole expense. An Employee's eligibility for particular insurance coverage and benefits is determined by the Employee's position within the College and the terms of any employment contract or CBA covering that Employee.

The terms and conditions of the insurance programs provided by the College are those currently in effect under the relevant insurance policies and/or benefit plan documents, or as modified in the future. The Vice President of Human Resources and/or his/her designee shall maintain details of all College insurance programs and benefit plans in the Human Resources Office.

The Board shall determine the extent of insurance coverage and the ratio of cost-sharing between the College and Employees, in accordance with the terms of any applicable CBA(s), relevant federal and state laws and regulations, and employee guidebooks. The Board reserves the right to eliminate, modify, or change insurance benefits and/or coverage as necessary or appropriate based on budgetary, cost, or other factors, consistent with any applicable limitations in CBAs or laws.

The College's insurance programs will be administered consistent with all provisions of the federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), Pub. L. 104-191, and regulations promulgated thereunder, 45 C.F.R. Parts 160, 162, and 164; all other applicable federal and state laws and regulations; Policies; and the terms of applicable employment contracts, employee guidebooks, and CBAs.

The President and his/her designee are authorized to develop, implement and publish Administrative Procedures, employee handbooks, guidebooks, and manuals, and benefit plan documents consistent with this Policy, applicable state and federal laws and regulations, and the terms of applicable CBAs.

Authority: 110 ILCS 805/3-31.

History:

- Adopted 3/19/09
- Amended

**Duties Of The President**

The President is the chief executive officer of the College. The President derives his authority from, and is directly responsible to, the Board and the public. The primary responsibility of the President is to provide the leadership that enables the College to establish and achieve, to the greatest extent possible, its philosophy, mission and vision, and goals as approved by the Board in accordance with applicable provisions of the Community College Act. The specific duties of the President directly relate to the internal operation of the College and the College community at large. The President shall behave with the highest of ethical standards in carrying out the duties of the office. The President may delegate responsibilities as appropriate.

Duties and Responsibilities to the Board. The President is responsible to the Board for preparing, suggesting, ensuring Employee compliance with, and executing Policies and for implementing the Administrative Procedures in support of Policies. The President will:

- (1) Prepare and recommend to the Board the following:
 - (a) The budget and all budgetary ancillary processes;
 - (b) Educational programs;
 - (c) Facilities requirements; and
 - (d) Other matters necessary for the proper operation and control of the College.
- (2) Advise the Board by providing sufficient and timely information to enable all Trustees to make informed decisions, including providing for a budgetary cycle to facilitate Board review and approval; and in ensuring the Strategic Long-Range Plan is crafted consistently with the goals of the Board.
- (3) Inform the Board of the state of affairs, problems, and progress in appropriate aspects of the College's development.
- (4) Inform the Board of statutory duties requiring action in a manner sufficiently timely for the Board to take deliberative, considered action.
- (5) Serve as the Board's liaison with the College's Students, Faculty, Administration, and Personnel.
- (6) Prepare the agendas for Board meetings consistent with direction from the Board Chairman and Vice-Chairman and attend Board meetings, except when the President's own employment is being considered.

- (7) Immediately advise the Board of other administrative matters that arise for which no provision has been made in law or by Policy, to enable the Board to determine the appropriate action or response.
- (8) Follow directives issued by the Board relating to the direction and vision of the College (any four voting Trustees may issue directives to the President, provided that the directive is not in conflict with any other act or directive called for by a majority of the Board).
- (9) Be accessible to Trustees and assist in securing information Trustees require to competently execute their duties, where possible.

Duties and Responsibilities to the College. The President, as the chief executive officer, will develop an appropriate administrative organization for the management of the College, consistent with the will and direction of the Board and the public interest, as well as administrative guidelines that are fully consistent with Policy and Administrative Procedures.

The President may delegate responsibility as deemed appropriate. The President will:

- (1) Conduct strategic planning activities, including coordinating the development and execution of the Strategic Long-Range Plan.
- (2) Identify the educational needs of the community and develop programs and curricula to meet those needs.
- (3) Review and evaluate College programs, services and Employee performance on a continuing basis.
- (4) Recommend personnel actions including employment, retention and dismissal of Employees to the Board, unless the Board has conferred the authority to the President.
- (5) Direct the financial and physical operations of the College.
- (6) Maintain accreditation from the HLC and any other accreditation body overseeing any College program offered for academic credit.
- (7) Prepare and submit reports required by local, state and national agencies.
- (8) Direct and coordinate aspects of Student life and development.
- (9) Provide leadership to College Personnel by maintaining a high degree of ethics and professionalism, implementing sound and just policies, and promoting Employee morale.
- (10) Identify lawful opportunities to expand the College's funding sources and scholarship funding for Students.

Duties and Responsibilities to the College Community. The President will use best efforts to engage in activities that support the goals and educational mission of the College; to build public trust; and to maintain the good will of the various constituencies in District No. 502. The President will:

- (1) Communicate the role and services of the College to the community and coordinate appropriate efforts to involve the community in the College.
- (2) Participate directly, on behalf of the College, in the affairs of the community to improve the community's perception of the College and encourage Employees to take an active part in the concerns of the College as a whole.
- (3) Work cooperatively with elementary and secondary school districts, community colleges, and four-year colleges and universities to develop educational opportunities for Students.
- (4) Develop a positive working relationship with the business and industrial community.
- (5) Represent the College locally, statewide, nationally and internationally.
- (6) Influence the development of local, state, and national educational policies consistent with the public interest and to assist Students in District No. 502.
- (7) Be a good steward of College funds consistent with the College's educational mission.

Statements on Behalf of the College. The President shall not make or issue any statement regarding social or political issues on behalf of the College, unless expressly directed to do so by the Board.

Authority: 110 ILCS 805/3-26, 3-42, 3-75.

History:

- Adopted 3/19/09
- Reviewed 4/8/16
- Amended 5/19/16
- Amended



Evaluation Of The President

The Board will evaluate the President within 120 days of the end of each Fiscal Year. The Board will establish procedures and criteria in consultation with the President to facilitate the evaluation process, which shall include, without limitation, an evaluation of the President's performance of his/her duties as enumerated by Policy. A written copy of the Board's evaluation will be provided to the President and placed in his/her personnel file.

Authority: 110 ILCS 805/3-75.

History:

- Adopted 3/19/09
- Amended



Advisory Committees

The President is authorized to form advisory committees consisting of Employees representing the College's constituency groups and Students, as well as representatives of the College community for the purpose of addressing important issues facing the College.

Authority: 110 ILCS 805/3-30.

History:

- Adopted 3/19/09
- Amended



Duties And Assignment Of Administrators

The President may identify and recommend individuals for appointment to positions within the College Administration to the Board for final approval. Administrators will be issued a written employment contract, and a copy of such contract will be maintained in the Administrator's personnel file.

The specific duties and responsibilities of each Administrator shall be directed by the President and defined in the applicable job description, which shall be maintained by the Human Resources Department.

Authority: 110 ILCS 805/3-26.

History:

- Adopted 3/19/09
- Amended



Administrator Compensation

Salary. The President is authorized to establish criteria for determining the initial salary placement (the "Appointment Salary") for each newly hired Administrator and to make recommendations to the Board for Administrator Appointment Salaries. The Board will approve all Appointment Salaries and any subsequent changes in salary.

Benefits. Administrators will be provided employee and leave benefits as approved by the Board. Administrators may also qualify for retirement benefits.

Authority: 110 ILCS 805/3-26, 3-42.

History:

- Adopted 3/19/09
- Amended



Evaluation of Administrators

The performance of all Administrators shall be evaluated prior to the end of each Fiscal Year.

Vice Presidents/Direct Reports to the President. The President shall conduct the evaluations of each of the College's Vice Presidents and each of the Administrators designated as direct reports to the President. The President shall establish criteria and procedures for conducting such evaluations. A copy of each evaluation shall be provided to the subject Vice President or Administrator, and it shall be made available to the Board upon request.

All Other Administrators. The President and/or the Administrator's supervisor shall conduct the evaluations of each Administrator who does not directly report to the President. Such evaluations shall be conducted in accordance with criteria and procedures established by the President. A copy of each evaluation shall be provided to the subject Administrator and the Vice President of Human Resources, and it shall be made available to the President and/or the Board upon request.

Authority: 110 ILCS 805/3-42.

History:

- Adopted 3/19/09
- Amended



Tenure and Return to Faculty - Administrators

Administrators are not eligible for tenure. A tenured Faculty member who is subsequently appointed as an Administrator shall retain his/her tenured status in a teaching position only and will retain his/her seniority in his/her respective discipline for a period of two years following his/her appointment to an Administrator position. If such an Administrator does not return to Faculty status within two years of his/her appointment, he/she will not retain tenure.

If such an Administrator returns to Faculty status within two years of his/her appointment to an Administrator position, he/she will be placed at the step and range placement within the Faculty salary schedule as though he/she had not left that status. Credits earned in the Administrative Development Program will not be applied toward range placement in this situation.

An Administrator who did not attain tenured Faculty status prior to his/her appointment as an Administrator ("Non-Tenured Administrator") and who returns to Faculty status will be placed at the highest earned step and range placement within the Faculty salary schedule as though he/she had not left that status. Credits earned in Professional Development will not be considered in range placement in this situation. Time spent as an Administrator shall not count toward tenure.

Authority: 110 ILCS 805/3-32, 3-42; 110 ILCS 805/Art. IIIB.

History:

- Adopted
- Amended



Administrator Appeal Process

The President, in consultation with the Vice President of Human Resources, is authorized to develop and implement an appeal process for matters of unpaid suspension and/or termination of employment of Administrators. An Administrator may request a review of his/her case by the Board if dissatisfied with the outcome of an appeal.

Authority: 110 ILCS 805/3-42.

History:

- Adopted 3/19/09
- Amended



Full-Time Faculty

The College is committed to the recruitment and selection of competent and outstanding Full-Time Faculty to carry out the College's mission and maintain its excellence in education. The President, with the assistance of the Administration, will identify and recommend individuals for employment as Full-Time Faculty to the Board for final approval.

Bargaining Unit. The College recognizes CODFA as the bargaining representative of College Full-Time Faculty. All matters agreed upon between the Board and CODFA, including without limitation, salary schedules, benefits, grievance processes, employment conditions, evaluation procedures, job responsibilities, duties, rights and obligations, are contained in the CODFA CBA. To the extent that a Policy is inconsistent with the terms of the relevant CBA, the terms and provisions of the CBA control.

Benefits. The College will comply with all state and federal anti-discrimination laws and regulations with regard to the provision of benefits to Full-Time Faculty.

Compensation. Upon recommendation from the President or his/her designee, the Board will approve the initial salary placement for Faculty members on the appropriate Faculty salary schedule.

Tenure. On an annual basis, the President will present the Board with his/her recommendation as to which Full-Time Faculty members should receive tenure for the Board's approval. Such recommendations and approval or denial of tenure shall be made in accordance with the Community College Act and the relevant provisions of the CODFA CBA.

Authority: 110 ILCS 805/3-26, 3-32, 3-42; 110 ILCS 805/Art. IIIB.

History:

- Adopted 3/19/09
- Amended



Full-Time Faculty Appeal Process

The College will provide an appeal mechanism for Full-Time Faculty members for those decisions that affect a member's property rights. This Policy will be administered consistent with state and federal law and the terms of any applicable CBAs.

Authority: 110 ILCS 805/3-42.

History:

- Adopted 3/19/09
- Amended



Part-Time Faculty

The College is committed to the recruitment and selection of highly competent Part-Time Faculty to carry out the College's mission and maintain its excellence in education.

Limited, Temporary Assignments. Part-Time Faculty positions are limited, temporary assignments based on the needs of the College and do not have any guarantees of continued employment or assignment. The Provost and his/her designee shall have authority to assign Part-Time Faculty to positions within the College, based on a continual assessment of the needs and interests of Students and the College community.

Bargaining Unit. The College recognizes CODAA as the bargaining representative of College Part-Time Faculty. All matters agreed upon between the Board and CODAA, including without limitation, salary schedules, benefits, grievance processes, evaluation procedures, job responsibilities, duties, rights and obligations, are contained in the CODAA CBA. To the extent that a Policy is inconsistent with the terms of the relevant CBA, the terms and provisions of the CBA control.

Benefits. The College will comply with all state and federal anti-discrimination laws and regulations with regard to the provision of benefits to Part-Time Faculty.

Compensation. Pay rates for Part-Time Faculty will be established by the Board, consistent with state and federal law and the terms of any applicable CBAs.

Authority: 110 ILCS 805/3-26, 3-31, 3-42.

History:

- Adopted 3/19/09
- Amended



Part-Time Faculty Appeal Process

The College will provide an appeal mechanism for matters of unpaid suspension and/or termination of employment of Part-Time Faculty. To the extent not provided for in an applicable CBA, the Vice President of Human Resources and his/her designee are authorized to develop and implement appeal procedures consistent with this Policy, state and federal law, and the terms of any applicable employee guidebooks.

Authority: 110 ILCS 805/3-42.

History:

- Adopted 3/19/09
- Amended

**Faculty Employment Information**

The College shall provide Faculty with information, procedures, processes, rules and regulations with respect to their employment with the College. The President and his/her designee, in consultation with the Vice President of Human Resources, shall have authority to develop, promulgate, and implement Administrative Procedures, employee guidebooks, and benefit plan documents consistent with Policies and the terms of any applicable CBAs and employment contracts.

Authority: 110 ILCS 805/3-30, 3-32, 3-42.

History:

- Adopted 3/19/09
- Amended



Spoken English Language Proficiency for Faculty

The ability to use spoken English effectively is an essential skill for Faculty. The College will assess oral English language proficiency of all persons providing classroom instruction to Students to ensure they are orally proficient in the English language or that they attain such proficiency prior to the provision of classroom instruction.

The President and his/her designee are authorized to develop and implement Administrative Procedures for the assessment and evaluation of oral proficiency in the English language consistent with this Policy and the Community College Act.

Authority: 110 ILCS 805/3-29.2.

History:

- Adopted 3/19/09
- Amended



Substitute Assignments

With prior approval of the supervising Dean or his/her designee, qualified persons may serve as substitute instructors for Faculty in the event of the absence of a Faculty member.

Compensation shall be paid to substitutes in accordance with the Part-Time Faculty rates. Where a substitute assignment does not exceed one-half the duration of a course, compensation will be paid on an hourly basis for actual hours worked. If the substitute assignment exceeds one-half the duration of the class, compensation will be paid on a pro-rata basis of the total compensation for the class, calculated using the applicable Part-Time Faculty pay schedule.

The Vice President of Human Resources, in consultation with the Provost and/or his/her designee, shall have authority to develop and implement Administrative Procedures, employee guidebooks, employee handbooks, and manuals for the provision, approval, and compensation of substitute instructors consistent with this Policy and the terms of any applicable CBAs.

Authority: 110 ILCS 805/3-42.

History:

- Adopted 3/19/09
- Amended

**Managerial Employees**

Assignment. The President, in consultation with and upon recommendation of the appropriate Cabinet Officer, has the authority to assign or reassign Managerial Employees. Such assignment and reassignment shall be based upon a continual assessment of the needs and interests of the College and the College community. The duties and responsibilities of Managerial Employees are determined by the Managerial Position Job Descriptions maintained by the Human Resources Department. The Vice President of Human Resources, or his/her designee, and the appropriate supervisor will be responsible for informing and orienting Managerial Employees regarding their job duties and responsibilities.

Wages and Salaries. The President is authorized to establish criteria for determining the initial wage or salary placement for each newly hired Managerial Employees. Each Fiscal Year, the Board will consider, and, where appropriate, approve a compensation increase pool for Managerial Employees.

Benefits. Managerial Employees will be provided employee and leave benefits as approved by the Board. Managerial Employees may also qualify for retirement benefits.

The President and/or his/her designee, shall have authority to develop and implement Administrative Procedures, employee guidebooks, and benefit plan documents for the employment and benefiting of Managerial Employees consistent with Policies and applicable state and federal laws and regulations.

Authority: 110 ILCS 805/3-42.

History:

- Adopted 5/19/16
- Amended



Managerial Employee Appeal Process

The President, in consultation with the Vice President of Human Resources, is authorized to develop and implement an appeal process for matters of unpaid suspension and/or termination of employment of Managerial Employees. A Managerial Employee may request a review of his/her case by the Board if dissatisfied with the outcome of an appeal.

Authority: 110 ILCS 805/3-42.

History:

- Adopted



Classified Employees

Assignment. Assignment or reassignment of Classified Employees is delegated to the Administration and shall be based upon a continual assessment of the needs and interests of the Students and the College community.

Generally, the duties and responsibilities of Classified Employees are determined by the particular requirements of the position. These requirements shall be defined in the Classified Position Descriptions provided by the Human Resources Department on the College's website. The Vice President of Human Resources, or his/her designee, and the appropriate supervisor will be responsible for informing and orienting Classified Employees regarding their job duties and responsibilities.

Compensation. Classified Employees will be compensated in accordance with the Classified Employee compensation schedule as set forth on the Human Resources page on the College's website, or, where applicable, the terms of a CBA.

Eligibility for Benefits. Regular Employees, Grant Employees, and Probationary Employees may be eligible for retirement or other benefits. The President and his/her designee have the authority to make recommendations for the provision of benefits to Classified Employees to the Board for approval. All changes to Classified Employee benefits must be approved by the Board.

Vacation and Holidays. The College will provide vacation, paid holidays, and certain forms of paid and unpaid leave allowances for Classified Employees.

Full-Time Classified Employees and Part-Time Classified Employees who work 30 hours or more a week are eligible for certain forms of paid and unpaid leave and vacation time.

Full-Time Classified Employees and Part-Time Classified Employees who work 20 hours or more a week are eligible for paid holidays. Holidays observed as paid legal holidays will be approved by the Board on an annual basis.

Transfer and Reclassification. Administrators may make recommendations to the President regarding reclassification of Classified Employees. The President has authority to approve such reclassifications.

Evaluation. No less than once each Fiscal Year, each Classified Employee shall be the subject of a written performance evaluation by his/her supervisor. Upon completion of a written evaluation, a copy will be provided to the Classified Employee. The Vice President of Human Resources, in consultation with responsible Administrators, shall develop and implement criteria and processes for annual and periodic performance evaluations of Classified Employees.

The President and his/her designee shall have authority to develop and implement Administrative Procedures, employee guidebooks, and benefit plan documents for the employment and benefiting of Classified Employees consistent with the Policies, applicable state and federal laws and regulations, and the terms of any applicable CBAs and employment agreements.

Authority: 110 ILCS 805/3-26, 3-42.

History:

- Adopted 3/19/09
- Amended



Classified Employee Appeal Process

The College will provide an appeal process for matters of adverse employment action and/or employment decisions affecting the welfare of certain groups of Classified Employees.

This Policy, and any appeal process promulgated pursuant to this Policy, shall apply to:

- (1) Full-Time and Part-Time Regular Employees; and
- (2) Full-Time and Part-Time Grant Employees during the grant period.

The Vice President of Human Resources is authorized to develop and implement Administrative Procedures, employee handbooks, and employee guidebooks for such appeal process consistent with this Policy, relevant state and federal laws and regulations, and the terms of any applicable CBAs.

Authority: 110 ILCS 805/3-42.

History:

- Adopted 3/19/09
- Amended



Classified Staff Association Bargaining Unit

The College recognizes CSA as the sole and exclusive bargaining representative of all Full-Time and Part-Time Regular Employees with the titles delineated in the Grounds Maintenance CBA (hereinafter, “Groundskeeper Personnel”). All matters agreed upon between the Board and CSA, including without limitation, salary schedules, benefits, grievance processes, evaluation procedures, job responsibilities, duties, rights and obligations, employment conditions, and disciplinary measures and processes, are contained in the Grounds Maintenance CBA.

To the extent that a Policy is inconsistent with the terms of the relevant CBA, the terms and provisions of the CBA control. The College will comply with all state and federal anti-discrimination laws and regulations with regard to the provision of benefits to Groundskeeper Personnel.

Authority: 110 ILCS 805/3-42.

History:

- Adopted 3/19/09
- Amended



College of DuPage Police Department and Personnel

The College is committed to maintaining a safe and secure Campus and providing for a highly competent College Police Department.

The College recognizes the Illinois Fraternal Order of Police Labor Council (the “Union”) as the sole and exclusive bargaining representative of all College Police. All matters agreed upon between the Board and the Union, including without limitation, salary schedules, benefits, grievance processes, duties, rights and obligations, employment conditions, and disciplinary measures and processes, are contained in the College Police CBA.

To the extent that a Policy is inconsistent with the terms of the relevant CBA, the terms and provisions of the CBA control. The College will comply with all state and federal anti-discrimination laws and regulations with regard to the provision of benefits to College Police.

The Chief of the College Police Department, in consultation with the President and Vice President of Administrative Affairs and/or their designee(s), is authorized to develop and implement Administrative Procedures for the operations of the College Police Department, consistent with the Policies, local, state and federal laws and regulations, and the terms of any applicable CBAs and employee guidebooks.

Authority: 110 ILCS 805/3-42, 3-42.1.

History:

- Adopted 3/19/09
- Amended



Police Department Employee Drug and Alcohol Testing

The College will maintain an employee drug and alcohol testing program for College Police.

The following rules shall apply to all College Police, including Probationary and Regular Employees, and applicants for positions within the College Police Department:

- (1) No Employee or applicant shall use, possess, sell, purchase or deliver any illegal drug at any time, whether on or off duty, unless in accordance with duty requirements.
- (2) No Employee shall use or be under the influence of alcohol while on duty.
- (3) No Employee shall possess, sell or deliver alcohol while on duty except in the execution of the responsibilities of his/her position.
- (4) No Employee or applicant shall sell any controlled substance at any time, whether on or off duty, unless in accordance with duty requirements.
- (5) No Employee or applicant shall possess, purchase, deliver or use any controlled or other dangerous substance, unless as prescribed by a licensed medical practitioner.
 - (a) An Employee shall notify his/her immediate supervisor when required to use prescription medicine that he/she have been informed has the potential to impair job performance. The Employee shall advise the supervisor of the known side effects of such medication and the prescribed period of use.
 - (b) The supervisor shall document this information through the use of an internal memorandum and maintain this memorandum in a secured file.
 - (c) When appropriate, the Employee may be temporarily reassigned to other duties.
- (6) No Employee shall use any prescribed medication in amounts beyond the recommended dosage that could result in impairments while on duty.
- (7) Any Employee who unintentionally uses, or is made to use, a controlled substance shall immediately report the incident to his/her supervisor so that appropriate medical steps may be taken to ensure the Employee's health and safety.

- (8) An Employee must notify the Vice President of Human Resources or his/her immediate supervisor the workday immediately following conviction arising from a drug or alcohol related offense.
- (9) Any Employee having a reasonable basis to believe that another Employee is illegally using or is in possession of any illegal drug or controlled substance or is illegally in possession of or under the influence of alcohol while on duty, shall immediately report the facts and circumstances to his/her supervisor.
- (10) Discipline of Employees for violation of this Policy shall be in accordance with the Policies and corresponding Administrative Procedures, within the due process rights provided in the Police Department's discipline and grievance procedures, and within the College Police CBA.

Authority: 110 ILCS 805/3-30; 3-42, 3-42.1.

History:

- Adopted 3/19/09
- Amended

**Operating Engineers**

The College recognizes the International Union of Operating Engineers Local No. 399 (the “Union”) as the sole and exclusive bargaining representative of all full-time and part-time operating engineers, maintenance mechanics, and helpers and trainees employed in the College’s Engineering Department (hereinafter, “Engineering Personnel”). All matters agreed upon between the Board and the Union, including without limitation, salary schedules, benefits, grievance processes, duties, rights and obligations, employment conditions, and disciplinary measures and processes, are contained in the Engineers CBA.

To the extent that a Policy is inconsistent with the terms of the relevant CBA, the terms and provisions of the CBA control. The College will comply with all state and federal anti-discrimination laws and regulations with regard to the provision of benefits to Engineering Personnel.

Authority: 110 ILCS 805/3-42.

History:

- Adopted 3/19/09
- Amended



Externally Funded Grant Employees

Solicitation of grant applications for external funding that will enable the College to fulfill its mission is encouraged. The intent of all grant projects will be to help achieve institutional goals more quickly and cost effectively than otherwise would be possible.

The President or his/her designee shall approve all Grant Employee positions that are externally funded. The continuation of Grant Employee positions is subject to continued funding from the respective grant. The President or his/her designee shall approve the conversion of any Grant Employee position to a Regular Employee position.

Authority: 110 ILCS 805/3-39, 3-39.1, 3-42.

History:

- Adopted 3/19/09
- Amended



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| New Policy No. | Old Policy Reference(s) | Status |
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| 5.01: Student Admissions and Enrollment | 20-50, 20-55, 20-60, 20-65, 20-45 | Revised/Combined |
| 5.02: Enrollment Opportunities at Cooperative Institutions | | New |
| 5.03: Tuition and Student Fees | 25-10, 25-15, 25-20, 25-25, 25-30, 25-35 | Revised/Combined |
| 5.04: Student Handbook, College Catalog and Registration Guides | 20-20 | Revised |
| 5.05: Student Services: Counseling, Advising, and Transfer Services | | New |
| 5.06: Student Services: Student Financial Assistance | 20-25 | Revised |
| 5.07: Scholarships | 20-135 | Revised |
| 5.08: Student Services: Health and Wellness | 20-85 | Revised |
| 5.09: Student Services: Career Services | | New |
| 5.10: Student Information that is Fair, Accurate and Complete | | New |
| 5.11: Student Accounts | 25-40, 25-45, 25-50 | New/Combined |
| 5.12: Privacy of Student Records – Family Education Rights and Privacy Act (FERPA) | 20-15 | Revised |
| 5.13: Sexual Assault Awareness Education | | New |
| 5.14: Campus Media | 20-100 | Revised |
| 5.15: Code of Student Conduct | 20-41 | Revised |
| 5.16: Code of Academic Conduct | 20-41 | Revised |
| 5.17: Student Standards of Assessment and Academic Progress | 20-10, 20-125, 20-130, 20-140, 20-145, 20-155, 20-160, 20-165 | Revised/Combined |
| 5.18: Accommodation of Religious Observances | 20-170 | Revised |
| 5.19: Academic Grievances | 20-165 | New |

| New Policy No. | Old Policy Reference(s) | Status |
|---------------------------------|-------------------------|---------|
| 5.20: Intercollegiate Athletics | 20-90 | Revised |
| 5.21: Student Clubs | 20-91 | Revised |

**Student Admissions and Enrollment**

The College will maintain standards for admission of qualified Students, including, where appropriate, program-specific admission requirements. The College will publish its admission standards annually in the Student Handbook, College Catalog, Registration Guides, and elsewhere. Admission to the College does not guarantee entrance into a particular course or program of study.

The College's standards for admission will reflect its commitment to providing accessible education to the multicultural community it serves and to its high ethical standards. Where space constraints prohibit admission of otherwise qualified applicants, the College will accept those best qualified using rank in class and aptitude tests as guides. The College will give preference to in-district residents and students of other community colleges with which the College has a contractual arrangement for the mutual exchange of students.

With respect to enrollments, preference shall be given to all "service members" and "veterans," as those terms are defined in section 3-29.10(a) of the Community College Act, so that they receive priority enrollment as prescribed by law. Currently enrolled Students returning from active military service shall be given priority over all other Students in reenrolling in any unfinished course or courses from which they needed to withdraw upon being called to active military service.

The College will not admit applicants who are unlikely to benefit from college-level courses. Where appropriate, the College may recommend remedial education to prepare an applicant for college-level coursework and, upon satisfactory completion of such remedial coursework, reconsider admission. To recruit and retain more women and minorities in fields where they are underrepresented, the College will arrange special courses to help them overcome any prior educational deficiencies.

Otherwise qualified applicants who have a demonstrated history of academic dishonesty, criminal behavior or other serious misconduct may be denied admission at the College's discretion.

The College's admissions application shall contain a statement indicating agreement to be bound by the College's rules, including its Code of Student Conduct. By enrolling in College classes, Students agree to be bound by the College's Code of Student Conduct, Policies, Administrative Procedures, and other rules, guidelines, standards, and other criteria as may be issued from time to time.

The College will not unlawfully discriminate against any individual in its recruiting and/or admissions policies or decisions. The College's admission standards and decisions will reflect the College's diversity and anti-discrimination goals as supported by the College's Mission and Vision.

Authority: 110 ILCS 805/3-17, 3-26.5, 3-28, 3-29.10; 23 Ill. Admin. Code §§ 1070.402, 1501.402.

History:

- Adopted 3/19/09
- Amended



Enrollment Opportunities at Cooperative Institutions

In order to increase the accessibility and breadth of its offerings, the College may enter into agreements with other institutions that enable Students to attend other institutions' programs and/or courses. A list of available opportunities will be published in the Student Handbook and College Catalog. Where the tuition and student fees of such programs and/or courses differ from programs and/or courses offered directly by the College, the College will disclose such tuition and student fees to Students and the public.

The Provost and his/her designee are authorized to develop and implement Administrative Procedures consistent with this Policy, the Community College Act, any other relevant federal or state law or regulation, and the College's CBA obligations.

Authority: 110 ILCS 805/3-40; 23 Ill. Admin. Code § 1501.307.

History:

- Adopted 3/19/09
- Amended 4/15/10
- Amended



Tuition and Student Fees

The College will evaluate tuition rates and student fees on an annual basis and will publish the rates and fees taking effect for the Fall Semester to the public by March 31 of each year. Notice of intended or possible rate or fee increases is not required prior to publication.

Publication of the tuition rates and student fees, including the College's refund policy, will be fair, accurate and complete. Where tuition rates do not include additional student fees or expenses, the College will make appropriate disclosures to that effect.

The College may consider a variety of factors in setting tuition rates, including its mission, values, total cost of attendance, long-term planning goals, budgetary needs and the public good. The College may set variable tuition rates depending on the following factors:

- Residency. The College may set different rates depending on whether a Student resides within District No. 502 (an "in-district resident"); resides in Illinois outside of District No. 502 (an "out-of-district resident"); resides in the United States outside the State of Illinois (an "out-of-state resident"); or resides outside the United States (an "out-of-country resident"). The College will follow all statutes and regulations requiring that Students having certain characteristics, such as veteran status, receive the tuition rate set for in-district residents regardless of their actual residency status. In its discretion, the College also may classify other categories of Students who do not reside within District No. 502 as "in-district residents" for purposes of applying tuition rates consistent with Illinois law.
- Senior Citizens. The College may permit in-district residents who are "Senior Citizens," as that term is defined under section 1501.501, title 23, of the Administrative Code, 23 Ill. Admin. Code § 1501.501, to enroll in regularly scheduled credit courses, except those specifically designed for Senior Citizens, without payment of tuition, so long as classroom space exists and a minimum number of tuition-paying students are enrolled in the course.
- Additional Factors. The College may set variable tuition rates in its discretion based on a number of other factors, such as program type, term, time of enrollment, courses, and delivery method. Variation based on these other factors must be justified, such as where the cost of offering a particular program is higher than average.

The College may adopt program-, course- or activity-specific student fees as it deems appropriate.

The Board delegates to and authorizes the President to grant tuition waivers when such waivers will aid in achieving the mission and objectives of the College.

The President and his/her designee are authorized to develop and implement Administrative Procedures consistent with this Policy and relevant state and federal laws and regulations, including but not necessarily limited to the Community College Act, and corresponding provisions of the Administrative Code, and the federal Higher Education Opportunity Act of 2008, 20 U.S.C. § 1015a.

Authority: 110 ILCS 805/3-45, 6-4, 6-4a; 23 Ill. Admin. Code § 1501.505; 20 U.S.C. § 1015a.

History:

- Adopted 3/19/09
- Amended



Student Handbook, College Catalog and Registration Guides

For every School Year, the College will publish, on-line or otherwise, three reference guides to communicate important information to prospective and enrolled Students:

- Student Handbook
- College Catalog
- Registration Guides

Administrative Procedures will be developed to ensure the permanent archival of the Student Handbook and College Catalog.

In general, the Student Handbook will contain important College policies regarding Student rights and responsibilities, including the most recent version of the College's Code of Student Conduct and Code of Academic Conduct, Campus safety and security policies, Title IX services, and the Student complaint procedure; Campus information and Student resources; and Student life and co-curricular opportunities.

In general, the College Catalog will provide important consumer information notices and disclosures; general information regarding the College's current Facilities, Faculty, and Administration; admissions policies and procedures; academic program descriptions; degree and graduation requirements; planned course offerings during the School Year; the Academic Calendar for the School Year; academic policies and procedures; payment and refund policies for tuition and fees; and general information for Students.

In general, each Semester Registration Guide will provide information specifically applicable to that Semester, including tuition rates and fees and admissions and course registration policies and procedures.

The College strives to provide Student Handbooks, College Catalogs, and Registration Guides that are fair, accurate, and complete; that reflect the most current information possible; and that comply with applicable legal and accreditation requirements. Questions concerning compliance with legal and accreditation requirements should be addressed promptly with the Office of the General Counsel.

The Provost, and/or his designee, in consultation with the President and, as necessary, the Office of the General Counsel, shall be responsible for drafting and publishing the Student Handbook, College Catalog, and Registration Guides for each Academic Year and ensuring their compliance with all federal and state laws and regulations and applicable accreditation standards and benchmarks.

Authority: 110 ILCS 805/3-30; 23 Ill. Admin. Code § 1501.404.

History:

- Adopted 3/19/09
- Amended

**Student Services: Counseling, Advising, and Transfer Services**

The College will maintain a comprehensive and organized program of educational planning and career counseling. Counseling services will be made available at a time and in a manner convenient to the College's diverse student body. Counseling services will include personal assistance by qualified personnel to Students and prospective students according to their interests and abilities. Generally, the program should include orientation, individualized assessment, testing, advising, educational planning, guidance on ethical use of information resources, College Policies regarding academic honesty and integrity, and career counseling.

Primary emphasis will be placed on facilitating and supporting student success in learning through regular communications with Students and monitoring of their progress towards their educational objectives.

The College will notify Students of the availability of such counseling services clearly and conspicuously, in a form and manner that meets any applicable legal requirements.

The Assistant Provost of Student Affairs and his/her designee shall have authority to develop and implement Administrative Procedures for the provision of such academic and career counseling services, consistent with this Policy and applicable state and federal laws and regulations.

Authority: 110 ILCS 805/3-17; 23 Ill. Admin. Code § 1070.402; 23 Ill. Admin. Code §§ 1501.302, 1501.403.

History:

- Adopted 3/19/09
- Amended 2/24/11
- Amended



Student Services: Student Financial Assistance

The College will provide financial aid advising to prospective and enrolled Students regarding need-based and non-need-based federal, state, local, private and institutional aid. Generally, such services will include information regarding: (i) the types and availability of financial aid, (ii) the terms and conditions of loans and the importance of repaying debt, (iii) the criteria for obtaining and maintaining aid eligibility, (iv) the procedures for applying for aid, (v) the cost of attendance and (vi) any other information required by law, including entrance and exit counseling for first-time borrowers. Financial aid advising services will be made available at a time and in a manner convenient to the College's diverse student body.

The Assistant Provost of Student Affairs, and/or his/her designee, is authorized to develop and implement Administrative Procedures for the provision of such services consistent with this Policy and all applicable state and federal laws and regulations.

Authority: *Higher Education Act of 1965*, 20 U.S.C. § 485; *Higher Education Opportunity Act of 2008*, 20 U.S.C. §§ 1019-1019d; 20 U.S.C. §§ 1092(b)(1)(A), 1094(a); 34 C.F.R. Part 601; 34 C.F.R. §§ 668.41-668.43; *Truth In Lending Act*, 15 U.S.C. § 1638(e); 23 Ill. Admin. Code §§ 1070.402, 1501.403.

History:

- Adopted 3/19/09
- Amended 2/24/11
- Amended



Scholarships

The College, with the assistance of the Vice President for Institutional Advancement and the Foundation and other charitable or philanthropic organizations or programs, will develop and administer a program of privately funded scholarships to provide financial support for eligible Students. Such privately funded scholarships provided by the College and/or Foundation are generally merit-based, need-based and/or College program-specific.

The Assistant Provost Student Affairs, and/or his/her designee, with the approval of the President, is authorized to develop and implement Administrative Procedures to effectuate the administration of the College's privately funded scholarship program in accordance with the provisions of this Policy and other Board Policies and with all applicable federal and state laws and regulations.

Authority: 110 ILCS 805/3-30; 23 Ill. Admin. Code § 1501.403.

History:

- Adopted 3/19/09
- Amended



Student Services: Health and Wellness

The health and wellness of the College community is of great importance. The College will provide health and wellness programs and services to Students where necessary or required by state or federal law, including mental health services. The College will notify Students of the availability of such services clearly and conspicuously, in a form and manner that meets any applicable legal requirements.

The Assistant Provost of Student Affairs and his/her designee are authorized to develop and implement Administrative Procedures for the provision of any health and wellness programs and services, consistent with this Policy, other Board Policies, and applicable state and federal laws and regulations.

Authority: 110 ILCS 805/3-30.

History:

- Adopted 3/19/09
- Amended

**Student Services: Career Services**

The College will provide a program of robust career services to enrolled and former Students, including graduates and community members. Career services will be made available at a time and in a manner convenient to the College's diverse student body. Career services will include personal assistance by qualified personnel suited to the needs of the individual seeking guidance. Generally, the program will include assessments of each individual's interests and abilities, particularly as they relate to the job market, job search skills, introductions to local employers, and job market trends. The College will notify Students of the availability of its career services in such forms and manners that are practical and meet any applicable legal requirements.

The College will evaluate the success of graduates by tracking information regarding employment data and admissions to other gainful post-graduate activities, such as admission to an advanced degree program or participation in fellowships, internships or special programs such as the U.S. Peace Corps. The College will establish and maintain effective data collection, reporting and disclosure procedures meeting all applicable legal requirements regarding its career services and graduate outcomes, including, but not limited to, the requirements in section 485(a)(1) of the federal Higher Education Act of 1965, as amended, including by the Higher Education Opportunity Act, U.S. Pub. L. 110-315, § 488(a)(1), currently codified at 20 U.S.C. § 1092(a)(1); and related regulations, including 34 C.F.R. § 668.45.

The Assistant Provost of Student Affairs and his/her designee shall have authority to develop and implement Administrative Procedures for the provision of such career services and job placement assistance and Administrative Procedures for career services and graduate outcomes data collection, reporting, and disclosure. All such Administrative Procedures shall be consistent with this Policy, other Policies, all applicable state and federal laws and regulations (including, but not limited to 23 Ill. Admin. Code §§ 1070.402 and 1501.403), and the College's CBA obligations.

Authority: 20 U.S.C. § 1092(a)(1); 34 C.F.R. § 668.45; 23 Ill. Admin. Code §§ 1070.402, 1501.403.

History:

- Adopted 3/19/09
- Amended

**Student Information that is Fair, Accurate and Complete**

The College is committed to presenting its offerings in a fair and complete way to Students and the public. Accordingly, the College will not knowingly provide false information or omit material information from its Student- or public-facing statements, whether written or oral. The College will adopt and maintain procedures sufficient to reasonably assure the accuracy and completeness of its offerings, information, material, and Student- and public-facing statements.

The College will comply with all applicable federal, state, local and accreditation requirements to provide material information to Students and the public, including, at a minimum, information about the College's Academic Calendar, grading, admissions, academic program requirements, tuition and student fees, refund policies, and student achievement expectations.

The College will adopt and maintain Administrative Procedures sufficient to: (i) assure accurate reporting and disclosure of information; (ii) maintain compliance with all federal, state, local and accreditation requirements as they may be amended or supplemented; and (iii) periodically update its processes in light of changing regulatory requirements; and (iv) ensure that its Student- and public-facing mandatory notices and disclosures are conspicuous and easily accessible.

The President and his/her designee are authorized to develop and implement the Administrative Procedures described herein and other Administrative Procedures that may be appropriate in accordance with this Policy and consistent with all applicable state and federal laws and regulations and any regulations or requirements promulgated by relevant accrediting bodies.

Authority: Federal *Family Educational Rights and Privacy Act*, 20 U.S.C. § 1232g, *et seq.*; 20 U.S.C. §§ 1011i, 1015a, 1015b, 1022d-1022g, 1092, 1094(a)(23); 105 ILCS 302/30; 23 Ill. Admin. Code §§ 1501.204, .302(a)(7).

History:

- Adopted

**Student Accounts**

The College will establish and maintain Administrative Procedures regarding a student accounts system through which all student charges, fines, payments, and refunds will be recorded and processed. In general, the College's Administrative Procedures will address the confidentiality and accuracy of student account information and payment and refund processes and procedures. The College may adopt Administrative Procedures designed to ensure prompt payment of accounts payable, including payment plans, account holds, withholding of records and/or transcripts, and enrollment restrictions.

The President and his/her designee are authorized to develop and implement the Administrative Procedures described herein and other Administrative Procedures that may be appropriate consistent with this Policy and all applicable state and federal laws and regulations.

Authority: 110 ILCS 805/3-30; 3-45.

History:

- Adopted 3/19/09
- Amended 4/15/10
- Amended



Privacy of Student Records–Family Educational Rights and Privacy Act (FERPA)

The College strives to maintain complete and accurate student education records and to respect the rights and protections afforded Students by federal and state law regarding education records.

The Registrar, in conjunction with the Assistant Provost of Student Affairs (or his/her designee) and the Office of Student Records, is authorized develop and implement Administrative Procedures consistent with this Policy, other Board Policies, and applicable federal and state laws and regulations, including: the federal Family Educational Rights and Privacy Act of 1974 (also known as “FERPA”), U.S. Pub. L. 93-380, § 513, currently codified at 20 U.S.C. § 1232g, as amended, and related regulations, including 34 C.F.R. Part 99; section 3-60 of the Community College Act, 110 ILCS 805/3-60, and related regulations, including 23 Ill. Admin. Code § 1501.404.

Authority: 20 U.S.C. § 1232g; 34 C.F.R. Part 99; 110 ILCS 805/3-60; 23 Ill. Admin. Code § 1501.404.

History:

- Adopted 3/19/09
- Amended



Sexual Assault Awareness Education

The College is committed to providing a safe and welcoming environment for all members of the College community. Accordingly, the College will adopt and maintain an educational program to instill awareness of sexual assault. The educational program shall be designed with the intention to prevent sexual assault and identify services for victims of sexual assault. The educational program shall be distributed to all incoming Students and those Students who are currently enrolled but did not previously receive the educational program.

This Policy is intended to be construed consistent with the Illinois Preventing Sexual Violence in Higher Education Act, 110 ILCS 155/1 *et seq.*, and section 3-29.3 of the Community College Act.

The Assistant Provost of Student Affairs and his/her designee are authorized to develop and implement Administrative Procedures to ensure the effectuation of this Policy, including the development and provision of a sexual assault awareness education program, and Administrative Procedures for requiring and ensuring attendance.

Authority: 110 ILCS 155/30; 110 ILCS 805/3-29.3.

History:

- Adopted

**Campus Media**

The College is committed to the principle of free and open inquiry, deliberation and debate in all matters. Accordingly, the College does not engage in the unlawful restraint of “Campus Media,” as that term is defined in the section 5, 110 ILCS 13/5 of the Illinois College Campus Press Act, 110 ILCS 13/1 *et seq.* (the “Act”). Accordingly, as with all forms of expressive activity on Campus, the College is committed to the principle that Student expression through Campus Media must not be suppressed because the ideas put forth are thought by some, or even by most, members of the College community to be offensive, unwise, immoral, or wrong-headed; and the content of Campus Media, both College-sponsored and not College-sponsored, shall not be subject to prior review by public officials of the College.

Further, in order to foster Campus Media, the College may designate Facilities and/or other resources for use by Campus Media outlets, as detailed in the relevant Administrative Procedures. Such Administrative Procedures shall address content-neutral rules and requirements for obtaining access to such resources. The College may also appoint one or more “Collegiate Media Advisors,” as that term is defined in section 5 of the Act, to facilitate, supervise and/or provide instruction relating to Campus Media. The College’s provision of such resources is not intended to be, and should not be, construed as the College’s endorsement of the form or content of any Campus Media. Campus Media is not speech made on behalf of the College nor does it necessarily reflect the College’s views or policies.

This Policy is intended to be construed consistent with the Act and with federal statutory protections of student speech rights at institutions of higher education found at 20 U.S.C. § 1101a, as added by the Higher Education Amendments of 1998, U.S. Pub. L. 105-244, § 101(a), and amended by the Higher Education Opportunity Act, U.S. Pub. L. 110-315, § 104.

Nothing in this Policy should be construed as prohibiting the College from adopting objective and fair Administrative Procedures, rules, regulations, and guidelines to ensure the safe and orderly operation of the College. Notwithstanding any other provision of this Policy, nothing in this Policy permits the College to regulate the content of expressive activity in violation of the protections afforded by the First Amendment to the U.S. Constitution.

The President and his/her designee are authorized to appoint Collegiate Media Advisors and to develop and implement Administrative Procedures, rules, regulations, and guidelines governing Campus Media at the College, consistent with this Policy, all applicable state and federal laws and regulations, other Policies, and the College’s CBA obligations. Violations of those Administrative Procedures, rules, regulations, and guidelines may subject an individual to disciplinary action.

Authority: 20 U.S.C. § 1011a; 110 ILCS 13/.

Cross-reference: Board Policy No. 3.30 (Freedom of Expression on Campus).

History:

- Adopted 3/19/09
- Amended

**Code of Student Conduct**

The College is committed to its values of honesty, integrity, respect, responsibility, and equity. In keeping with these values, and subject to Board approval, the College maintains a Code of Student Conduct (sometimes hereinafter, the “Code”) to govern the behavior of Students as members of the College community. In general, the objectives of the Code of Student Conduct are to provide notice of the College’s expectations regarding Students’ behavior; to educate Students as to their rights and responsibilities vis-à-vis the College and other members of the College community; and to facilitate Students’ understanding of the balance between individual and College rights. In order to accomplish those objectives, the Code of Student Conduct shall include provisions that: (i) give notice of acts or omissions that are inconsistent with the College’s expectations; (ii) explain Student due process rights; (iii) set forth procedures for addressing alleged violations of the Code; and (iv) identify possible sanctions that may result from violating the Code.

The Dean of Students, and/or his/her designee, in conjunction with the President and, as necessary, the Office of the General Counsel, is responsible for developing, updating, maintaining, implementing, and publishing the Code of Student Conduct consistent with this Policy and for ensuring the Code’s compliance with all applicable state and federal laws and regulations.

Authority: 110 ILCS 805/3-30; 23 Ill. Admin. Code § 1501.404.

History:

- Adopted 3/19/09
- Reviewed 5/07/12
- Amended 7/19/12
- Amended 2/19/15
- Amended

**Code of Academic Conduct**

The College is committed to the promotion of absolute integrity and high ethical standards of individual honesty in academic work. Accordingly, the College maintains a Code of Academic Conduct (sometimes hereinafter, the “Code”) with the objective of sustaining an environment in which Students recognize and demonstrate the importance of being accountable for their academic behavior. In general, the purpose of the Code of Academic Conduct is to inform Students of the College’s expectations regarding academic integrity. In order to accomplish that objective and purpose, the Code of Academic Conduct shall include provisions that: (i) provide a non-exhaustive list of forms of academic dishonesty from which Students are expected to refrain; (ii) explain Students’ due process rights; (iii) set forth procedures for addressing alleged violations of the Code; and (iv) identify possible sanctions that may result from violating the Code.

The Assistant Provost of Student Affairs, in conjunction with the Provost and the President and, as necessary, the Office of the General Counsel, is responsible for developing, updating, maintaining, implementing, and publishing the Code of Academic Conduct consistent with this Policy and for ensuring the Code’s compliance with all applicable state and federal laws and regulations.

Authority: 110 ILCS 805/3-30; 23 Ill. Admin. Code § 1501.404.

History:

- Adopted 7/19/12
- Amended

**Student Standards of Assessment and Academic Progress**

The College is committed to objectively and consistently assessing learning outcomes and academic progress towards program completion. Accordingly, the College will adopt and maintain Administrative Procedures designed and intended to assist students with understanding the impact of their academic performance on their educational goals and progress towards completion.

The Provost and his/her designee, in conjunction with the President, are authorized to develop and implement Administrative Procedures consistent with this Policy and all applicable federal and state laws and regulations. In general, the Administrative Procedures will address the following: grading; impact of course withdrawal, course failure, and unsatisfactory academic achievement on progression of degree or certificate completion; financial aid, including loss of eligibility; the progression of standards of academic progress and associated enrollment restrictions; and the appeal processes available.

Authority: 20 U.S.C. § 1092(a)(1); 34 C.F.R. § 668.42; 110 ILCS 805/3-25; 23 Ill. Adm. Code §§ 1501.204, 1501.404, 1501.405.

History:

- Adopted 3/19/09
- Amended 4/15/10
- Amended

**Accommodation of Religious Observances**

The College will reasonably accommodate the religious observances of individual Students with respect to admissions, class attendance, and the scheduling of examinations and work requirements. The College will adopt and maintain Administrative Procedures implementing this Policy, including reasonable notice requirements for Students to make a request for accommodation and grievance procedures for Students who believe they have been denied a reasonable accommodation. Those Administrative Procedures will be published by the College in the Student Handbook and College Catalog and provided to the Faculty. Along with those Administrative Procedures, the College will publish a copy of section 1.5, 110 ILCS 110/1.5, of the Illinois University Religious Observances Act, 110 ILCS 110/0.01 *et seq.* (the “Act”).

The Assistant Provost of Student Affairs, in conjunction with the Provost and with the approval of the President, is authorized to develop and implement Administrative Procedures consistent with this Policy and all applicable federal and state laws and regulations, and shall be responsible for ensuring proper publication of those Administrative Procedures and section 1.5 of the Act.

Authority: 110 ILCS 110/.

History:

- Adopted 3/19/09
- Amended

**Academic Grievances**

Students have the right to appeal an adverse academic decision or action that directly affects a Student's status through a formal complaint procedure ("Academic Grievance Process") that is fair, reasonable, timely and provides requisite levels of due process. The Academic Grievance Procedure shall be published in the Student Handbook and/or such other location(s) so as to make it readily accessible to Students.

The Assistant Provost of Student Affairs, in consultation with the Provost and with the approval of the President, shall develop Administrative Procedures, rules and regulations necessary to prescribe and implement such Academic Grievance Process, which Administrative Procedures shall include a description of the necessary grounds and process for an academic appeal, consistent with this Policy, applicable state and federal laws and regulations, and the College's CBA obligations.

Authority: 110 ILCS 805/3-25.

History:

- Adopted

**Intercollegiate Athletics**

Student athletics and intercollegiate athletic competition can be of great benefit to the College, including as a means for creating a greater sense of community and pride among Students, Faculty, Employees, alumni, and other citizens. A well-administered intercollegiate athletic program should bolster, but not detract from, the College's educational programs. Accordingly, the College may establish and maintain an intercollegiate athletic program ("Athletic Program"), consistent with the College's mission and values as determined by the Board, to enhance Campus and Student life.

In its Athletic Program, the College shall provide equitable opportunities for members of both sexes to participate in and enjoy the benefits of intercollegiate athletics as envisioned by the applicable provisions of Title IX of the federal Education Amendments of 1972, U.S. Pub. L. 92-318, §§ 901 *et seq.*, currently codified at 20 U.S.C. §§ 1681 *et seq.*, as amended, and related regulations, including 34 C.F.R. Part 106; and will develop Administrative Procedures and other rules and guidelines for ensuring equitable intercollegiate athletics opportunities for members of both sexes.

The College may affiliate with the National Junior College Athletic Association ("NJCAA") or other intercollegiate athletic association approved by the Board. The College intends to comply with the applicable rules and regulations of the NJCAA, or such other association it joins, to the extent they are consistent with the Illinois Collegiate Athletic Association Compliance Enforcement Procedures Act, 110 ILCS 25/1 *et seq.*, and other applicable federal, state and local laws and regulations. If the College receives notice of an alleged or possible violation of NJCAA (or other intercollegiate athletic association) rules, the Office of the General Counsel will be notified and will advise the College in its response to such notice in a manner set forth in applicable Administrative Procedures.

The College recognizes it is required by law to collect and report on a variety of data regarding its Athletic Program and to make certain disclosures to government agencies, Students, and consumers. The College will establish and maintain effective data collection, reporting and disclosure Administrative Procedures, rules, and guidelines for meeting all such legal requirements for its Athletic Program, including those requirements imposed by: the federal Equity in Athletics Disclosure Act (section 360B of the Improving America's Schools Act of 1994), U.S. Pub. L. 103-382, § 360B, currently codified at 20 U.S.C. § 1092(g), as amended; section 104 of the federal Student Right-To-Know Act and Campus Security Act, U.S. Pub. L. 101-542, § 104, currently codified at 20 U.S.C. § 1092(e), as amended; and related regulations, including 34 C.F.R. Part 668.

The Assistant Provost of Student Affairs and his/her designee are authorized to develop and implement Administrative Procedures for the development, administration, compliance, oversight, and operations of the College's Athletic Program, consistent with this Policy and all applicable state and federal laws and regulations.

Authority: 20 U.S.C. §§ 1092, 1681; 34 C.F.R. Parts 106, 668; 110 ILCS 25/.

History:

- Adopted 3/19/09
- Amended

**Student Clubs and Organizations**

The College recognizes that participation in collegiate co-curricular and extracurricular activities enhances and enriches the educational experience. Thus, in accordance with its mission to serve as a center of excellence for teaching, learning and cultural experiences, the College will establish and maintain a process by which Student clubs and organizations (collectively, “Student Organizations”) may obtain official College recognition. Official recognition status makes a Student Organization eligible for College-sponsored benefits, such as financial support, access to certain communication channels, Facilities usage, and advisors, as detailed in the relevant Administrative Procedures.

The College’s official recognition of a Student Organization is not intended to be, and should not be, construed as an endorsement of the viewpoints expressed by the Student Organization. Student Organizations will be afforded official recognition status without regard to the content of the viewpoints they express so long as they comply with all rules and meet all requirements forest by the College for obtaining and maintaining official recognition status.

Nothing in this Policy is intended to preclude the College from adopting and enforcing reasonable rules and restrictions to ensure the orderly operations of the College and the safety of the College community. Notwithstanding any other provision of this Policy, nothing in this Policy permits the College to regulate the content of expressive activity in violation of the protections afforded by the First Amendment to the U.S. Constitution.

The Assistant Provost of Student Affairs and his/her designee are authorized to develop and implement Administrative Procedures, rules and restrictions for Student Organizations at the College, consistent with this Policy, all relevant federal and state laws and regulations, other Policies, and the College’s CBA obligations. Violations of those Administrative Procedures, rules and restrictions may subject a Student Organization and/or its members to disciplinary action pursuant to the Code of Student Conduct.

Authority: 20 U.S.C. § 1011a; 110 ILCS 805/3-27(c).

History:

- Adopted 3/19/09
- Amended

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| New Policy No. | Old Policy Reference(s) | Status |
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| 6.01: Academic Calendar | 25-55 | Revised |
| 6.02: College Programs, Resources and Objectives | 25-76, 25-100, 25-105, 25-110, 25-130 | Revised/Combined |
| 6.03: Program Length, Cost and Objectives | | Deleted |
| 6.04: Degrees and Certificates | 25-75 | Revised |
| 6.05: Graduation Requirements | 25-120 | Revised |
| 6.06: Honorary Degrees | 25-80 | Revised |
| 6.07: Non-Credit Activities | | Combined |
| 6.08: Program Review and Improvement | 25-90 | Revised |
| 6.09: Cooperative Agreement With Other Agencies or Institutions | 25-60 | Revised |
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| 6.11: Institutional Exchanges | 15-165 | Revised |
| 6.12: Protection of Copyrighted Materials | 15-190 | Revised |
| 6.13: Intellectual Property Rights | 15-195 | Revised |
| 6.14: Instructional Materials | 15-200 | Revised |
| 6.15: Academic Freedom | 15-335, 15-380, 25-135 | Revised/Combined |

**Professional Development**

The Board recognizes the need for, and is committed to providing for, the professional growth of College Employees. As such, the College encourages its Employees to continue their formal education at the College and other institutions of higher education. The College will reimburse eligible Employees for the cost of tuition for the successful completion of course work or equivalent study, in an amount not to exceed that which is budgeted and approved for the Fiscal Year. "Successful completion" is determined on a case-by-case basis, but in general shall mean: (1) receipt of a grade of C or better, in the case of a graded course; (2) receipt of a passing grade, in the case of a pass/fail course; (3) receipt of a certificate, certification, credential, or other accolade, in the case of a certification or credentialing course; or (4) the awarding of a degree or diploma, in the case of a program of study.

An Employee's eligibility for professional development reimbursement is determined by: the Employee's position within the College; applicable federal and state laws and regulations; the terms of any applicable employment contracts and CBAs; and the relevant employee guidebooks, Policies, and Administrative Procedures.

The eligibility of Employee groups for professional development reimbursement and the annual limit of individual reimbursement shall be approved by the Board.

The Vice President of Human Resources and his/her designee, in consultation with the President, shall have authority to develop, promulgate, and implement professional development Administrative Procedures and employee guidebooks, consistent with federal and state laws and regulations, the terms of any applicable employment contracts and CBAs, and Board Policies.

Authority: 110 ILCS 805/3-30.

History:

- Adopted 3/19/09
- Amended



Academic Calendar

The College will establish and publish an Academic Calendar for each School Year, subject to Board approval.

The Provost and/or his/her designee, in consultation with the President, is authorized to develop and implement Administrative Procedures for the development and publication of each School Year's Academic Calendar, consistent with this Policy, applicable state and federal laws and regulations, and the terms of any applicable CBAs and employment contracts.

Authority: 110 ILCS 805/3-16, 3-25; 23 Ill. Admin. Code § 1501.303(e).

History:

- Adopted 3/19/09
- Amended

**College Programs, Resources and Objectives**

Programs and Objectives. As a center for teaching and learning excellence, the College will establish and maintain quality programs appropriate for an institution of higher education that meet federal, state and accreditation requirements. Subject to approval by the ICCB, the College will offer comprehensive programs, including pre-baccalaureate, occupational, general studies curricula, and public service programs.

The College may award program degrees and program certificates with articulated program objectives. The College will establish and maintain learning goals and learner performance requirements that are appropriate to the degree or certificate awarded.

The College will equate its learning experiences with semester credit hours commensurate with common practices in higher education for similar programs and consistent with the definition of "Credit Hour" under the relevant federal regulations. The College will establish and maintain articulated program lengths for each program it offers as measured by Credit Hour. In no event will the College set requirements inconsistent with the definitions of "Associate Degree" and "Certificate" set by the ICCB.

The College's program costs, including tuition and fees, length and objectives will be commensurate with common practices in higher education unless otherwise justified. It is the College's policy to reasonably assure that information regarding its program costs, length, and objectives is fair, accurate, complete and readily available to Students and consumers.

Resources. The College will establish and maintain instructional, Student, and academic support services sufficient to support high-quality programs, including, but not limited to: qualified Faculty and staff; academic advising; infrastructure such as Information Technology Equipment and Information Systems, laboratories, libraries, etc.; and, where appropriate, internship and clinical education opportunities.

The Provost and his/her designee, in consultation with the President, are authorized to develop and implement Administrative Procedures ensuring that program quality, resources and support are equivalent across delivery methods, and consistent with Board Policies; applicable federal and state laws and regulations; and accreditation standards, requirements and guidelines.

Authority: 110 ILCS 805/3-25.1; 23 Ill. Admin. Code §§ 1501.302, .303, .309.

History:

- Adopted 3/19/09
- Amended 4/15/10
- Amended



Degrees and Certificates

The College will maintain programs of study as approved by the Board and, where required by law, by the ICCB, including but not limited to programs resulting in an associate degree or certificate.

The College will award associate degrees in recognition of successful completion of any degree program offered by the College.

The College will award certificates for Students not pursuing an associate degree who successfully complete all requirements of the certificate program.

Some courses taken in a certificate program may be applied to an associate degree in the same field of study. Students meeting specific qualifications as listed in the College Catalog and/or on file in the Office of Admissions, Registration, and Records may be awarded more than one degree or certificate from the College.

Requirements for obtaining degrees and certificates awarded by the College will be published in the current College Catalog along with other material program information, such as a description of the program, its objectives, its length, associated tuition and fees, cancellation and refund policies, and residency requirements, if any. The College reserves the right to make changes at any time to the academic regulations and requirements pertaining to the awarding of degrees and certificates.

The Provost and his/her designee, in consultation with the President, are authorized to develop and implement Administrative Procedures in furtherance of this Policy, including but not limited to processes regarding communications with the ICCB, publication of requirements for each degree and certificate and the regular review and evaluation of programs offered by the College. Such Administrative Procedures shall be consistent with Board Policies, applicable federal and state laws and regulations, and relevant accreditation standards, requirements, and guidelines.

Authority: 110 ILCS 805/3-25, 3-25.1; 23 Ill. Admin. Code §§ 1501.302, .303, .309.

History:

- Adopted 3/19/09
- Amended



Graduation Requirements

The College will establish and maintain standards for the successful completion of each degree and certificate program the College offers. Students successfully completing all program requirements, including any College graduation requirements, will be awarded the degree or certificate appropriate for such program. The College will publish all such requirements in its College Catalog and otherwise make them readily available to Students and the public.

Upon application to the President, a graduation requirement may be waived in the President's discretion.

The Provost and his/her designee, in consultation with the President, are authorized to establish standards and requirements for graduation and/or degree and certificate conferral in accordance with the ICCB's required procedures, and to develop and implement Administrative Procedures consistent with this Policy, applicable federal and state laws and regulations, and relevant accreditation standards and requirements.

Authority: 110 ILCS 805/3-25, 3-25.1; 23 Ill. Admin. Code § 1501.302.

History:

- Adopted 3/19/09
- Amended 4/15/10
- Amended



Honorary Degrees

The College, upon Board approval, may confer honorary associate degrees upon individuals who have demonstrated outstanding contributions in scholarly or creative areas, or who have acquired national or international reputation for excellence in a specific field or endeavor.

Authority: 110 ILCS 805/3-25; 23 Ill. Admin. Code § 1501.303.

History:

- Adopted 3/19/09
- Amended



Program Review And Improvement,

The College is committed to educational achievement and continuous improvement. Accordingly, the Provost, in consultation with the President, will develop and implement Administrative Procedures designed and intended to establish a program of systematic review of all College instructional programs, student services, and academic services at least once in every five-year cycle. The College's Administrative Procedures will entail processes for implementing improvements based on the results of each such review.

Authority: 23 Ill. Admin. Code § 1501.303.

History:

- Adopted 3/19/09
- Amended

**Cooperative Agreement With Other Agencies or Institutions**

The College may enter into cooperative educational agreements with other entities. These may include, but are not be limited to, intergovernmental agreements, articulation agreements, agreements with high schools, other community colleges, baccalaureate degree-granting institutions, educational agencies, and clinical education agreements with hospitals, clinics, and nursing homes, as contemplated by the Community College Act, the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, and the federal Higher Education Opportunity Act, 20 U.S.C. § 1092, and regulations promulgated pursuant thereto. The purpose of these agreements is to enhance services to the College community and resources available to the College and Students. The College will ensure that such opportunities are publicly disclosed in a clear and comprehensive manner.

Authority: 110 ILCS 805/3-31.1, 3-40, 3-40.1, 3-40.2, 3-42.4; 23 Ill. Admin. Code § 1501.303; 5 ILCS 220/3; 20 U.S.C. § 1092; 34 C.F.R. § 668.43.

History:

- Adopted 3/19/09
- Amended



Institutional Exchanges

The President is authorized to approve Faculty and Administrator exchanges with a contemporary counterpart at a similar institution of higher education for the purpose of furthering the educational mission of the College. Such exchanges shall be limited in duration and shall not interfere with the operations and mission of the College.

Service credit, seniority, and benefits will continue to accrue during participation in an approved exchange. Reasonable expenses incurred by the Employee may be reimbursed by the College, subject to the following: limitations set forth in Board Policies and related Administrative Procedures governing Employee expense reimbursements; any other relevant Policy or state or federal law or regulation; and/or the terms of any applicable CBA. In addition, all expenses must be approved by the President prior to reimbursement.

The President and his/her designee have authority to develop and implement criteria and Administrative Procedures for institutional exchanges consistent with this Policy and the terms of any applicable CBAs.

Authority: 110 ILCS 805/3-30.

History:

- Adopted 3/19/09
- Amended

**Protection of Copyrighted Materials**

It is the policy of the Board to comply with the federal Copyright Act of 1976 (the "Copyright Act"), 17 U.S.C. § 101 *et seq.*, as amended, including by the Digital Millennium Copyright Act, United States Pub. L. 105-304, and the Technology, Education and Copyright Harmonization Act of 2002 (the "TEACH Act"), United States Pub. L. 107-273, § 13301. All reproduction and use of copyrighted materials, including without limitation written works, musical works, dramatic works, pictorial and graphic works, sculptural works, motion picture, television and other audiovisual works, sound recordings, multimedia works, digital and computer works and programs, must comply with all applicable federal and state laws.

The College strictly prohibits Faculty, Students, and other Employees from duplicating, distributing, or using copyrighted material in any way not covered by: (1) the exceptions to and exemptions from the exclusive rights of copyright owners under the Copyright Act, such as for "fair use" under section 107 or for certain performances and displays done in the course of face-to-face teaching activities under section 110; (2) other specific exemptions in the relevant copyright laws; (3) user licenses or agreements; or (4) other form of express written consent from copyright owners.

All members of the College community, including Faculty, Students, Employees and Administrators, are expected to adhere to the permissible limits for copying and use of materials. Failure to do so may result in disciplinary action, up to and including termination and/or expulsion.

Authority: 17 U.S.C. §§ 101-122.

History:

- Adopted 3/19/09
- Amended



Intellectual Property Rights

The College encourages creativity and increased productivity among its personnel, as well as the use of improved communication techniques in their instructional activities. A number of College-supported services and programs assist College Employees in the development and improvement of the College's methods of operation and instruction.

Rights to Intellectual Property – Ownership

Materials and/or inventions (hereinafter, "intellectual property") developed through a contractual "work-for-hire" agreement are solely owned by the College and are not available for use without the College's prior express written permission.

Intellectual property produced with "substantial support" provided by the College will be jointly owned by the creator and the College. A prior written agreement must be reached by the creator and the College specifying the sharing of ownership, distribution of materials, and fair use of the intellectual property within the College.

Intellectual property developed or produced without "substantial support" or without a contractual "work-for-hire" agreement is solely owned by the creator and are not available for use without the written permission of the creator.

"Substantial support" that is not a contractual "work-for-hire" will include at least one of the following:

1. Use of College personnel, equipment, supplies, or Facilities through contractual agreement with the College.
2. Technical support for course specific materials in excess of 20 hours. Should a new or revised project require in excess of 20 hours of technical support, ownership will be determined through an agreement with the College and the author/inventor prior to the start of the project.
3. Release time or remuneration secured by the College through external grants or other awards.

"Substantial support" specifically excludes assistance normally provided by the College in areas of electronic storage, technical training, accessing materials from College instructional systems, resolution of technical problems, coding or programming required to access a course, and other support not in place at the time when the prior agreement is signed. When a "work-for-hire" or "substantial support" prior agreement is not in effect, the College has the right at its sole discretion to provide or withdraw support.

Rights of Creators to Intellectual Property Produced With “Substantial Support” or “Work-For-Hire”.

When intellectual property is marketed, the creator and the College each are guaranteed a minimum of 10% of the equity gained from the intellectual property. Division of the remaining 80% of the equity will be determined by negotiation. Equity will be shared as it is realized. College costs will be recovered out of the College's share.

If the College discontinues use of the intellectual property for more than 24 consecutive months, the creator may ask the College to relinquish all rights to the creator, provided that the creator pays all costs of transfer. The College may refuse to relinquish rights to the intellectual property.

When intellectual property is owned by the College, either the creator or the College may initiate requests for revision. The College and the creator will initially discuss the necessary revisions and, where appropriate, may agree on the creator's commitment to prepare the necessary revisions. The creator shall prepare any revision initiated by either the creator or the College. Should the creator decline to prepare revisions, fail to supply revisions as agreed, or should the College deem it inappropriate for the creator to work on the revisions, the College may contract with another party to have the revisions prepared.

Revision procedures for jointly owned materials will be addressed on a case-by-case basis and will be considered non-precedent setting.

Intellectual Property Developed in Consulting Work.

The creator will retain all rights and title in any intellectual property made by the creator in the course of consulting, unless the intellectual property is produced with “substantial support” by the College or produced as a “work-for-hire”.

Intellectual Property Developed Specifically for Use by the College.

When intellectual property is prepared by a College creator specifically for use in classes at the College and is sold to Students through the College bookstore, no royalties or equity will be paid to the College or to the creator.

This Policy shall be administered consistent with the College's CBA obligations, all employment agreements, and applicable federal and state law. The General Counsel, or his/her designee, in consultation with the President, shall be responsible for promulgating Administrative Procedures, rules, and/or guidelines consistent with this Policy.

Authority: 110 ILCS 805/3-30.

History:

- Adopted 3/19/09
- Amended



Instructional Materials

Instructional packages and materials developed by College Employees will be designed and produced according to the following general criteria:

- (1) All actions taken in relation to the marketing of instructional packages or materials will conform with Board Policies governing copyrighted materials and intellectual property and related Administrative Procedures.
- (2) All instructional packages and materials will be designed and produced for the primary purpose of meeting identified instructional needs of the College. External marketing will be considered a secondary purpose of the production of such materials.
- (3) All instructional packages and materials will be designed and produced to meet a standard of the highest possible instructional quality under the constraints of budget, staff and equipment available at the College and subject to the constraints of any outside funding agency.
- (4) Where possible, unconditional releases regarding rights in the materials and/or of ownership, authorship, and the like, will be obtained from all participants and/or outside funding agencies in development of an instructional package. If such releases cannot be obtained, alternate participants will be sought.
- (5) Marketing decisions involving instructional packages and materials for which unconditional releases have been obtained will be made by the President or his/her designee.

The President and his/her designee shall have the authority to develop and implement Administrative Procedures consistent with this Policy, applicable federal and state laws and regulations, the terms of applicable CBAs and employment contracts, and other relevant Board Policies.

Authority: 110 ILCS 805/3-29.7; 110 ILCS 78/20, 25; 17 U.S.C. §§ 101-122.

History:

- Adopted 3/19/09
- Amended



Academic Freedom

Institutions of higher education are conducted for the common good and not to further the interest of either the individual faculty member or the institution as a whole. The common good is served by the unencumbered search for truth and free exposition. The College affirms its commitment as a place of free and open inquiry, and it recognizes that academic freedom is essential to those purposes.

Academic freedom shall be guaranteed to all Faculty, and no arbitrary limitations shall be placed on study, investigation, presentation, and interpretation of facts or ideas. Faculty members will be free to present instructional materials that are pertinent to the subject and level taught.

In the execution of a Faculty member's duties and responsibilities, and in matters related to the College, each Faculty member shall make every effort to be accurate, exercise appropriate restraint, present controversial subjects in a non-biased manner, and demonstrate respect for the opinions of others.

Authority: 110 ILCS 805/3-30, 3-42; Ill. Const. art. I, § 4; U.S. Const. amend. I.

History:

- Adopted 4/16/09
- Rescinded 5/4/09
- Adopted 10/15/09
- Amended

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Approval of changes to 2021FA 1st 8-week session end date in 2021-2022 Academic Calendar.

2. **REASON FOR CONSIDERATION**

The 2021FA 1st 8-week session end date has been changed to include an additional Saturday.

3. **BACKGROUND INFORMATION**

The 2021-2022 academic calendar was previously approved by the Board of Trustees. The Academic Calendar Committee has proposed revising the end date for the 1st 8-week session in 2021FA to include an additional Saturday in that session (currently the Saturday is not in either 8-week session). Additionally, the “last day to withdraw” date for this session, along with two “last day to withdraw” dates for 2022SP, have been corrected and are included here as an FYI. Modifications to the 2021-2022 calendar are highlighted in yellow on the attached document.

4. **RECOMMENDATION**

That the Board of Trustees approves this modification to the 2021-2022 Academic Calendar.

Staff Contact: Lisa Stock, Associate Vice President, Academic Affairs

BOARD APPROVAL

Signature Page

**Approval of changes to 2021FA 1st 8-week session date in
2021-2022 Academic Calendar**

ITEM(S) ON REQUEST

That the Board of Trustees approves this modification to the 2021-2022 Academic Calendar.

Board Chairman

Date

Board Secretary

Date

COLLEGE OF DuPAGE
2021-2022 ACADEMIC CALENDAR

| FALL SESSION - 2021 | | | |
|----------------------------------|-----------------|-----------------|---|
| Wednesday-Friday | August | 18-19-20 | All Faculty Return / Convocation Days |
| Monday | August | 23 | 16-Week and 1 st 8-Week Classes Begin |
| Monday | September | 6 | Legal Holiday (Labor Day) (No Classes) |
| Monday | September | 20 | 12-Week Classes Begin |
| Saturday | October | 2 | Last Day to Withdraw - 1st 8-Week |
| Tuesday | October | 12 | In-Service Day/Professional Day (No Classes) |
| Saturday | October | 16 | End of 1st 8-Week Classes |
| Monday | October | 18 | 2 nd 8-Week Classes Begin |
| Sunday | November | 14 | Last Day to Withdraw - 16-Week |
| Sunday | November | 21 | Last Day to Withdraw - 12-Week |
| Wednesday | November | 24 | College Open (No Classes) |
| Thursday | November | 25 | Last Day to Withdraw - 2nd 8-Week |
| Thursday-Sunday | November | 25-28 | Thanksgiving Recess (No Classes) |
| Saturday | December | 11 | End of 2nd 8-Week Classes |
| Saturday-Friday | December | 11-17 | Final Evaluations/Culminating Activities |
| Friday | December | 17 | End of 16-Week and 12-Week Classes |
| SPRING SESSION - 2022 | | | |
| Wednesday-Friday | January | 12-14 | In-Service Days/Professional Days (No Classes) |
| Monday | January | 17 | Legal Holiday (M.L.King's Birthday) (No Classes) |
| Tuesday | January | 18 | 16-Week and 1 st 8-Week Classes Begin |
| Monday | February | 14 | 12-Week Classes Begin |
| Friday | February | 25 | Last Day to Withdraw - 1st 8-Week |
| Tuesday | March | 8 | End of 1 st 8-Week Classes |
| Wednesday | March | 9 | 2 nd 8-Week Classes Begin |
| Spring Break (No Classes) | | | |
| Monday-Sunday | Mar/Apr | 28-3 | *pending DuPage Reg Ofc of Ed Calendar |
| Sunday | April | 10 | Last Day to Withdraw - 16-Week |
| Sunday | April | 17 | Last Day to Withdraw - 12-Week and 2nd 8-Week |
| Sunday | April | 17 | Easter (No Classes) |
| Friday | May | 6 | End of 2nd 8-Week Classes |
| Saturday-Friday | May | 7-13 | Final Evaluations/Culminating Activities |
| Friday | May | 13 | End of 16-Week and 12 Week Clases |
| Friday | May | 13 | Commencement |
| SUMMER SESSION - 2022 | | | |
| Monday | May | 30 | Legal Holiday (Memorial Day) (No Classes) |
| Tuesday | May | 31 | 1 st 5-Week and 10-Week Classes Begin |
| Monday | June | 13 | 8-Week Classes Begin |
| Wednesday | June | 25 | Last Day to Withdraw - 1st 5-Week |
| Saturday | July | 2 | End of 1st 5-Week Classes |
| Monday | July | 4 | Legal Holiday (Independence Day) (No Classes) |
| Tuesday | July | 5 | 2 nd 5-Week Classes Begin |
| Wednesday | July | 20 | Last Day to Withdraw - 10-Week |
| Sunday | July | 24 | Last Day to Withdraw - 8-Week |
| Thursday | July | 30 | Last Day to Withdraw - 2nd 5-Week |
| Saturday | August | 6 | End of 8-Week, 10-Week, and 2nd 5-Week Classes |

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Entry Level Automotive Service Technology Certificate Program

2. **REASON FOR CONSIDERATION**

Board approval is required for new degree and certificate programs.

3. **BACKGROUND INFORMATION**

The Entry Level Automotive Service Technology Certificate is designed to prepare students for an entry-level career in the automotive field. Students will learn foundational knowledge and skills in order to diagnose, service, and maintain today's sophisticated vehicles. Upon successful completion of the program students will be prepared to take several of the Automotive Service Excellence (ASE) Tests. The Automotive Service Technology Program is accredited by the Automotive Service Excellence Education Foundation (ASEEF).

This proposed certificate is considered a "Reasonable and Moderate Extension" of the current Master Automotive Service Technology Certificate. Per ICCB, "New certificates or degrees may be created through the reasonable and moderate extension process when the new program is closely related to an existing program(s)." Additional information about this process is attached.

New degrees and certificates are originated by faculty members. This certificate followed the College Curriculum Process below:

- Approval by Division Curriculum Committee – March 14, 2020 (faculty members only)
- Approval by College Curriculum Committee – April 10, 2020 (faculty members and administrators)
- Approval by Provost – October 5, 2020

4. **RECOMMENDATION**

That the Board of Trustees approves the 34-credit hour Entry Level Automotive Service Technology Certificate Program.

Staff Contact: Kris Fay, Dean, Business and Applied Technology
Joseph Aranki, Assistant Professor, Automotive Service Technology

BOARD APPROVAL

Signature Page

Entry Level Automotive Service Technology Certificate Program

ITEM(S) ON REQUEST

That the Board of Trustees approves the 34-credit hour Entry Level Automotive Service Technology Certificate Program.

Board Chairman

Date

Board Secretary

Date

College Of DuPage

Proposed Start: 2021 Spring

Certificate: 4900 Entry Level Automotive Service Certificate

Catalog Description: The Entry Level Automotive Service Technology Certificate is designed to prepare students for an entry-level career in the automotive field. Students will learn foundational knowledge and skills in order to diagnose, service, and maintain today's sophisticated vehicles. Upon successful completion of the program students will be prepared to take several of the Automotive Service Excellence (ASE) Tests. The Automotive Service Technology Program is accredited by the Automotive Service Excellence Education Foundation (ASEEF).

Program Requirements

| | |
|---|-----------|
| AUTO 1110 Engine Design and Operation | 3 |
| AUTO 1120 Manual Drive Train and Axles | 3 |
| AUTO 1131 Automotive Electrical I | 3 |
| AUTO 1140 Automotive Suspension, Steering and Alignment | 3 |
| AUTO 1232 Automotive Electrical II | 3 |
| AUTO 1240 Braking Systems | 3 |
| AUTO 1250 Automotive Air Conditioning and Heating | 3 |
| AUTO 1261 Engine Controls & Emissions I | 3 |
| AUTO 2120 Automatic Transmission | 3 |
| AUTO 2280 Automotive Service | 6 |
| Total Hours | 33 |

Program Electives

Select 1 or more credits from the following courses.

| | |
|---|----------|
| AUTO 1040 Automotive for Non-Majors | 3 |
| AUTO 1840 Independent Study - Individualized | 1 - 4 |
| AUTO 2345 Automotive Hybrid and Electric Vehicle Technology | 2 |
| AUTO 2364 Automotive ScanTool Usage and Exploration | 1 |
| AUTO 2365 Introduction to Diesel Fuel Systems & Emissions | 2 |
| AUTO 2840 Experimental/Pilot Class | 1 - 6 |
| AUTO 2860 Internship (Career & Technical Education) | 1 - 4 |
| WELD 1100 Welding I | 3 |
| Total Hours | 1 |

Total Credits Required 34


Form 21

Illinois Community College Board
Application for Reasonable and Moderate Extension
Submit one hard copy

| | | | |
|--|---|--------------------------------|--------------|
| COLLEGE NAME: | College of DuPage | 5-DIGIT COLLEGE NUMBER: | |
| CONTACT PERSON: | Joseph Aranki | PHONE: | 630 942 2534 |
| EMAIL: | arankij@cod.edu | FAX: | |
| PROPOSED REASONABLE AND MODERATE EXTENSION TITLE: | Entry Level Automotive Service Technology Certificate | | |
| CREDIT HOURS: | 34 | | |
| EXISTING /PARENT PROGRAM TITLE: | Master Automotive Service Technology Certificate | | |
| Parent PREFIX | AUTO | Parent NUMBER | 4909 |

PLEASE ATTACH THE FOLLOWING ITEMS:

- 1. Employment objectives/program purpose:** Provide for *both* the parent and the proposed extension.
- 2. Catalog description:** Provide a description of the program as it will appear in the college's catalog.
- 3. Curriculum:** Provide a copy of the term-by-term sequence of courses for both the parent and the proposed extension. If a program is over 60 credit hours (for AAS degrees) or over 30 credit hours (for CTE Certificates), provide a rationale as to why the program exceeds those credit hours. Include course information for each new course included in the proposed program.
- 4. Educational alignment:** Describe how the proposed extension illustrates a Program of Study. Provide the Career Cluster for the proposed Extension and the existing Parent program. See [ICCB's Programs of Study](#) website for more information.
- 5. Approval/accreditation:** Provide a description of accreditation requirements/procedures if this extension requires approval or review by other agencies or professional or regulatory entities.
- 6. Labor market need:** Provide information including employment projections and completer data (as applicable from surrounding districts) supporting need for the proposed reasonable and moderate extension, or alternative labor market data as available.
- 7. Information for the ICCB Master Files:** Completed Form 22 (in duplicate) for the proposed new curriculum. Course addition and/or modification requests should be submitted via CurricUNET once the proposed extension receives approval.

| VERIFICATION | |
|---------------|---|
| SIGNED |  |
| | Required- Chief Administrative Officer Signature |
| | Date 10/9/2020 |

| | |
|-----------------------|-------|
| ICCB USE ONLY: | |
| REVIEWED BY: | Date: |
| APPROVED BY: | Date: |

Please note: ICCB Use only Box must remain on front page of Application Form.

Form 21: Reasonable and Moderate Extension Request Instructions

Application. Complete the Form 21 as indicated. The existing/parent program that is to be cited on the Form 21 is the AAS degree or certificate from which the reasonable and moderate extension is being created. Include the Form 22 "Curriculum Addition/Withdrawal/Change to the Curriculum Master File". **NOTE:** Do not insert responses into the application. The signature boxes must remain on the cover page of the application.

Application Timeline. Applications may be submitted at any time during the year. Requests are reviewed on an ongoing basis. Clarification and/or additional information may be requested by ICCB staff if the application is unclear or incomplete. All requests must be reviewed, recommended and approved by ICCB Staff on behalf of the Board.

Questions regarding the completion of the application can be directed to ICCB Academic Affairs staff. Contact Tricia Broughton at tricia.broughton@illinois.gov with questions.

The R&ME curriculum approval application should be completed in its entirety, with one hard copy mailed to ICCB staff and one electronic copy (MS Word format only NOT PDF) to ICCB staff.

Please send both copies to:

Tricia Broughton, Associate Director for Academic Affairs
Illinois Community College Board
401 East Capitol Avenue
Springfield, IL 62701
tricia.broughton@illinois.gov

Approval Notification. Once approval has been granted, ICCB Academic Affairs staff will notify the appropriate college staff by email. Approval documentation will include a copy of the dated Form 21 cover page, and a copy of the processed Form 22. Questions regarding the status of this documentation should be directed to Tricia Broughton at tricia.broughton@illinois.gov.

Item #1 - Employment objectives/program purpose: Provide for both the parent and the proposed extension.

The Master Automotive Service Technology Certificate is designed to prepare students for a career in the automotive field. Students will learn both foundational and advanced automotive systems in order to diagnose, service and maintaining today's sophisticated vehicles.

The Entry Level Automotive Service Technology Certificate is designed to prepare students for an entry-level career in the automotive field. Students will learn foundational knowledge and skills in order to diagnose, service and maintain today's sophisticated vehicles.

Item #2 - Catalog description: Provide a description of the program as it will appear in the college's catalog.

The Entry Level Automotive Service Technology Certificate is designed to prepare students for an entry-level career in the automotive field. Students will learn foundational knowledge and skills in order to diagnose, service and maintain today's sophisticated vehicles. Upon successful completion of the program, students will be prepared to take several of the Automotive Service Excellence (ASE) Tests. The Automotive Service Technology Program is accredited by the Automotive Service Excellence Education Foundation (ASEEF).

Item #3 - Curriculum: Provide a copy of the term-by-term sequence of courses for both the parent and the proposed extension. If a program is over 60 credit hours (for AAS degrees) or over 30 credit hours (for CTE Certificates), provide a rationale as to why the program exceeds those credit hours. Include course information for each new course included in the proposed program.

Below is a map illustrating all the necessary classes for completion for the parent certificate.

| Automotive Service Certificate Map | | | | | | |
|------------------------------------|----------------------------|-----------------------------|---------------------------|-------------------------------|--------------|---|
| | Engine classes | Trans classes | Electrical classes | Chassis classes | HVAC | Electives (only 1 required) |
| Semester 1 | 1110 Engine Design | 1120 Manual Drive Train | 1131 Basic Electrical | 1140 Steering & Suspension | | 2345 Hybrid & Electric |
| Semester 2 | 1261 Emissions 1 | 2120 Automatic Trans | 1232 Engine Electrical | 1240 Braking Systems | 1250 HVAC | 2364 Scan tool usage |
| Semester 3 | 2162 Emissions 2 | 2220 Advanced Drivetrain | 2133 Body Electrical | 2140 Advanced Chassis | | 2365 Intro to Diesel |
| Semester 4 | 2280 Automotive Service | | | | | 1100 Welding |
| | | | | | | 1040 Non-Majors (not recommended) |

| Gen Ed's needed for A.A.S. Degree | Speech 1100 | English 1101 | Physical / Life Science | Math | Humanities / Fine Arts | Social & Behavioral |
|--------------------------------------|-------------|--------------|----------------------------|------|---------------------------|------------------------|
|--------------------------------------|-------------|--------------|----------------------------|------|---------------------------|------------------------|

The objective was to break the current certificate in two stackable certificates. One would be the proposed Entry Level Certificate. While the other would be our Advanced Level Certificate (see class map below). This does not add to or eliminate classes in the current Automotive Service Certificate, but rather just splits it in two (Entry Level and Advanced Level).

| Entry Level Automotive Service Certificate | | | | | | |
|---|----------------------------|----------------------------|-----------------------|-------------------------------|--------------|--|
| | Engine classes | Trans classes | Electrical classes | Chassis classes | HVAC | Electives (only 1 required) |
| Semester 1 | 1110 Engine Design | 1120 Manual Drive Train | 1131 Electrical I | 1140 Steering & Suspension | | 2345 Hybrid & Electric 2364 Scan tool usage |
| Semester 2 | 1261 Emissions | 2120 Automatic Trans | 1232 Electrical II | 1240 Braking Systems | 1250 HVAC | 2365 Intro to Diesel 1100 Welding |
| Semester 3 | 2280 Automotive Service | | | | | 1040 Non-Majors (not recommended) |

| | | | | | | |
|-------------------------------|------------------------------|-----------------------------|----------------------------------|--------------------------|---------------------------|-------------------------|
| Advanced Level Certificate | 2162 Advance Driveability | 2220 Advanced Drivetrain | 2133 Advanced Body Electrical | 2140 Advanced Chassis | 2345 Hybrid & Electric | 2365 Intro to Diesel |
|-------------------------------|------------------------------|-----------------------------|----------------------------------|--------------------------|---------------------------|-------------------------|

| | | | | | | |
|--------------------------------------|-------------|--------------|----------------------------|------|---------------------------|------------------------|
| Gen Ed's needed for A.A.S. Degree | Speech 1100 | English 1101 | Physical / Life Science | Math | Humanities / Fine Arts | Social & Behavioral |
|--------------------------------------|-------------|--------------|----------------------------|------|---------------------------|------------------------|

The Automotive Service Excellence Education Foundation (ASEEF) is our certifying body. They have a list of tasks that students must complete in order for us to maintain our “good standing” status. The classes we selected for the Entry Level Service Certificate fulfill these requirements. It is for this reason we are requesting a certificate with 34 credit hours.

Item #4 - Educational alignment: Describe how the proposed extension illustrates a Program of Study. Provide the Career Cluster for the proposed Extension and the existing Parent program. See ICCB's Programs of Study website for more information.

The Career Cluster for both the Entry Level Automotive Service Certificate (proposed Extension) and the Automotive Service Certificate (existing Parent program) is Transportation, Distribution and Logistics: Facility and Mobile Equipment Maintenance. The proposed Extension connects to the existing Program of Study with Technology Center of DuPage (our ERE) that includes COD courses offered as dual credit for high school students. This allows the high school students to complete their COD credential sooner. We currently have an articulation agreement with Southern Illinois University (SIU) to accept our AAS degree students for transfer into their Baccalaureate program with junior level standing. Ferris State University in Michigan recruits our students for transfer upon completion of their AAS degree. The split of the current Automotive Service Certificate into two stackable certificates (Entry Level and Advanced Level) will not affect these transfer agreements however, it provides additional entry and exit points that offer students a recognized credential.

Program Need

Required Data Sources

- X Enrollment Information (10th day seats occupied, 10th day student credit hours, full-time faculty student-faculty ratio, part-time faculty student-faculty ratio)
- X Completion Information (Degree & Certificate Graduate Data)
- X Demographic Information (Age ranges, gender, ethnicity)
- X Labor Market Supply/Demand Information
- X Advisory Committee Surveys or Minutes

Suggested Data Sources

- ☐ Employer Surveys
- ☐ Classified Ad Analysis
- ☐ Non Traditional Enrollments and Completions
- X Dual Credit/Dual Enrollment Opportunities and Program of Study (POS) agreements with district high schools
- ☐ Transfer and Articulation Rates
- X Accreditation Reports, if applicable
- ☐ Other, please specify: _____

Enrollment

The enrollment data shows a steady increase from 2010 to 2015 with a slight reduction in Fall 2014 due to a change in introductory course scheduling, unduplicated headcount was up 10.0%, to 209 students, from Fall 2011 to Fall 2015. For FY 15 85% of the students were taught by full-time faculty while 15% were taught by part-time faculty this reflects the preference of many traditional age students enrolled in the program to take classes during the daytime hours as well as the loss of several qualified adjunct instructors due to a state law change. This is currently trending back towards our program typical 75 to 80% as we have been able to recruit several qualified and capable new adjunct faculty replacements. Summer sessions have been steady with several intro sections and elective courses typically getting sufficient enrollment to run.

Completion Information

Completion data shows an increase from 21 certificate and degree completers in 2012 to 49 in 2014, in 2013 and 2014 this data does appear to double count some students who completed their certificate and degree in the same year. We continue to have a significant number of students who "job out" of the program prior to completing our entire certificate or degree, choosing to take the knowledge and skills obtained in the program to obtain jobs within the automotive repair industry prior to completion of either the certificate or degree.

Demographics

Demographics show that the primary Automotive Service Technology (AST) student is the traditional age student, about 85% fall into the 18 to 25-year-old range. The student ethnicity mix is reflective of DuPage County with 5% Asian or Pacific Islander, 6% Black Non-Hispanic, 20% Hispanic, 66% White, Non-Hispanic, and 3% Unknown compared to 10% Non-Hispanic Asian, 4.5% Non-Hispanic Black, 13.3% Hispanic, and 70.5% Non-Hispanic White for DuPage County (www.dupageco.org) The portion of female students has maintained about 5% of our overall population going from 8 in 2011 to 9 in 2015.

Labor Market

The Department of Labor shows an increase in the labor market of approximately 8.6%. This data shows DuPage County at 9.7% growth in the AST market through the year 2017. This is over the 6.8% estimated for the state and 7.2% for national outlook. These are slight increases from the prior report which projected a 6% increase in the DuPage labor market for Automotive Technicians.

Advisory Committee

There are no advisory committee surveys available for this report, however, the committee is an integral part of the AST program. The members' demographics are specified in the requirement for Automotive Service Excellence Education Foundation certification. The members include former students, industry professionals, employers from various parts of the industry, High School faculty, and a consumer advocate. The advisory committee meets twice a year as required by Automotive Service Excellence Education Foundation. The meetings, held during spring and fall terms, are scheduled for two hours but always run long with input and debate over topics covered. All of the members have a passion for our automotive program and the industry.

Below are the Fall 2019 meeting minutes demonstrating advisory committee support for this certificate:

| |
|--|
| Name of Career & Technical Education Program or Regional Center: Automotive Service Technology |
| Date: 10/22/2019 Time: 7:00 PM Location of Meeting: TEC 0049 |
| Members Present (full names) and Expertise/Area Represented: Dan Hyer – Technology Center of DuPage – High School Partner Abraham Salazar – Salazar Auto Repair – Former Student, Technician Doug Bradley – Navistar – Trainer Ryan Friis - Ford Motor Company – Industry Partner, Former Student Rich Meyer – General Motors Customer Care & Aftersales – Industry Partner Bob Fouts – Carlton Auto Repair – Local Employer Jeff Swehla – Westmont Auto Service – Local Employer, Technician Dave Alder – FCA - Trainer Dave Walter – Kehoe Automotive – Local Employer Bob Fouts – Carlton Automotive Repair – Adjunct Faculty and Local Employer Mike Trifilio – Ford Motor Company – Industry Partner, Former Student |
| College of DuPage Administrators/Staff Present (names and titles): Joe Aranki – Program Coordinator and Full Time Auto Faculty Mike Foss - Full Time Auto Faculty Tom Pawl - Full Time Auto Faculty Tom Robertson - Full Time Auto Faculty Kris Fay – Dean of Business and Technology – attended reception portion of meeting |
| Meeting Facilitator (name): Joe Aranki |
| The Minutes: Meeting called to order at 7:00 pm and approval of the agenda was unanimous. Minutes from the last meeting were approved by voice vote and accepted. <ul style="list-style-type: none"> • Welcome <ul style="list-style-type: none"> ○ Joe thanked everyone for dedicating time to the COD automotive program ○ All attendees Introduced themselves • 6.2 Capital Equipment Update was given to board by Joe Aranki including: <ul style="list-style-type: none"> ○ Purchased since last advisory board meeting via capital or grant funds: <ul style="list-style-type: none"> ▪ 10 additional Ohm law electrical trainers <ul style="list-style-type: none"> • Dave Alder commented that FCA is also using one trainer board per student and has witnessed significant increases in student outcomes from that improvement. ▪ Fuel injector flow bench ▪ Snap-on zeus ▪ Hyundai & Kia factory scan tool |

- Oil filter crusher
 - GR8
 - Coats tire machine
 - Autel scan tool & key programmer
 - 2017 Ford F-150
 - 2016 Chevy Colorado
 - 2013 Chrysler 200
 - 2016 Chevy equinox
- Approved and in process or awaiting arrival
 - Hunter TCR1X (Revolution) tire machine
 - \$76,686.24 for 5 vehicle purchases
 - Recoat shop & classroom floors
 - Super Flow Trans Shifters
- Vehicle Deletions:
 - Multiple currently pending.
 - No vehicle disposals to report since last meeting. Advisory board inquired as to whether or not we are able to re-donate vehicles to other auto programs (such as feeder high schools), Tom R informed that according to current COD disposal policy that is not allowed “for liability reasons.” Multiple advisory board members felt that this was inappropriate, as there are auto programs that would still be able to get significant educational value out of some of these cars when COD Auto is done with them. Other CC auto programs that they also serve on advisory boards of do this regularly. Board requested that faculty push for this policy to be revised. Advisory member Dan Hyer from TCD stated that many of the vehicles that COD is disposing of are newer than their educational fleet and they would be happy to have them. Inquiry also made about if Secretary of State could somehow brand the titles so that the vehicles could never be re-licensed?
- Donations
 - None accepted, but there have been several offers for vehicles that didn’t fit our age requirements or needs, Instructors advised board that in that case we provide contact info for our High School Partners (such as TCD or their local High School Auto Program).
- Training updates for Full Time Faculty:
 - Mike Foss – Bumper-2-Bumper (engine diag & strategic dia, AERA (cylinder head certification & engine assembly)
 - Joe Aranki - ICAIA, 3 - John Thornton classes
 - Tom Robertson -
 - Tom Pawl – ICAIA
 - Matt Shanahan - Connected automobile conference
- Informational
 - Job Fair and Auto Open House was held April 28th
 - Named a WIX top 20 school of 2019- Shared entry video that was submitted.

- 6.4 Curriculum Changes/Updates
 - AUTO 2120- Faculty reported that revisions discussed at prior meetings have made it through college DCC and CCC process and are awaiting ICCB approval.
 - Certificate Revision Concept discussion-
 - Reviewed course requirements for new proposed Entry Level Automotive Service Certificate (34 Credits minimum), Advanced Level Certificate (49 Credits minimum), and course revisions (attachment) entailed in this realignment.
 - Multiple Advisory board members liked the breakout as a way for students to complete some level of certificate while reducing the total time and credits without sacrificing the baseline system knowledge that is needed for entry level positions.
 - In the course topic layout there were multiple suggestions:
 - High Voltage Circuit/Cable recognition needs to be included early in electrical course sequence.
 - Suggest additional time be devoted to module networks lab work in electrical 2 and electrical 3 courses, significant rise in intermittent network faults is being observed in the field.
 - Include at least demonstration of module programming procedure(s) in Electrical 3 class.
 - Suggest additional time and topics related to audio and infotainment systems be included in electrical 3.
 - Some conversation ensued about appropriate depth of ADAS system coverage, tooling purchases, and space needed for calibration procedures.
 - Halderman Textbook that is used for multiple Auto courses is now available in digital format for students to purchase instead of hardcover if desired.
 - Board members expressed concern that format used must allow student to access on multiple devices and allow annotating/notetaking.
 - Advising packet- current semester version was shared with board members.
 - Rich Meyer suggested including bump cap in uniform to prevent head injuries undercar, GM policy now requires bump-caps to be utilized in their training centers.
- 6.2 Program Budget Status Update- Current operational budget shared and discussed with board.
 - Additional faculty- shared department request for additional full-time faculty member for 2020-2021.
 - Board agreed that it is very difficult to find qualified Automotive instructors with daytime teaching availability and supported the request for an additional full time faculty member as it could support future program growth.
- 6.3 Graduate survey- survey results for Summer 2017 thru Spring 2018 graduates was shared with board. Comments included:
 - Liked high level of employment in industry, supports that our students are helping fill industry need.

- Member asked if we had access to any data regarding success rate of students who transfer for 4-year automotive degrees.
 - Need to follow up with research and planning.
- Employer survey- Results are pending, this item was tabled to spring agenda.
- 6.5 Facility Tour and general comments:
 - Rich Meyer from GM noted the importance of 3 axis NVH Diagnostic Equipment to meet current industry trends.
 - Rich Meyer also noted that 1 of our Road Force tire balancer machines is beyond its accepted life for dealer equipment standards.
 - The board noted that the program was at capacity and needs additional space to grow.
 - Automotive Service Association Executive Directors would like to become members of COD Auto Advisory Board (will be included in spring invite).
 -

Concluding the Minutes:

Next meeting Date: April 15 2020

Time:

6:00 PM Start

Location of the next Committee Meeting:

TEC TBD

Proposed agenda items:

Employer Survey Review

Time that this meeting was adjourned: 8:35 PM

Minutes prepared by (full name and date):

Tom Robertson 10/24/2019

Item #5 - Approval/accreditation: Provide a description of accreditation requirements/procedures if this extension requires approval or review by other agencies or professional or regulatory entities.

We are accredited through the Automotive Service Excellence Education Foundation (ASEEF). They have a 5-step accreditation process (see below) that is engineered to evaluate a school's automotive service program—its structure, processes, resources, materials, and mission. They perform a thorough, strategic review and offer accreditation to programs that meet the requirements of the industry's instructional standards.

STEP 1: Getting Started

STEP 2: Program Self-Evaluation

STEP 3: ASE Education Foundation Review

STEP 4: On-Site Evaluation

STEP 5: Program Accreditation & Ongoing Reviews

After industry requirements are met, the program is awarded ASE Accreditation for a 5-year period from the date of accreditation/renewal of accreditation.

To maintain accreditation status during this period, programs are asked to review their activities to ensure that standards are being upheld. The ASEEF requires that programs complete the 2 1/2 year compliance review to remain accredited. The compliance review is designed to help the program determine needed improvements prior to the 5-year renewal process. This process begins with the Program Evaluation by Advisory Committee.

Item #6 - Labor market need: Provide information including employment projections and completer data (as applicable from surrounding districts) supporting need for the proposed reasonable and moderate extension, or alternative labor market data as available.

Labor Market

The Department of Labor shows an increase in the labor market of approximately 8.6%. This data shows DuPage County at 9.7% growth in the AST market through the year 2017. This is over the 6.8% estimated for the state and 7.2% for national outlook. These are slight increases from the prior report which projected a 6% increase in the DuPage labor market for Automotive Technicians.

Item #7 - Information for the ICCB Master Files: Completed Form 22 (in duplicate) for the proposed new curriculum. Course addition and/or modification requests should be submitted via CurricUNET once the proposed extension receives approval.

Form 21/21S: Reasonable and Moderate Extension Request Criteria

ICCB rules permit two types of reasonable and moderate extensions, with appropriate forms for each, and require acceptance by ICCB staff:

1. Creation of New Certificates or Degrees via R&M E (Form 21)

New certificates or degrees may be created through the reasonable and moderate extension process when the new program is closely related to an existing program(s). This process allows the college to create the new program from an existing “parent program”, following parameters in ICCB Rule 1501.302(d)2 d and e. New certificates or degrees created as options or subsets of existing programs require the Form 21, "Reasonable and Moderate Extension Request".

- a. **AAS or Certificate Options:** AAS or certificate options are programs that are very similar to their parent program and in the same general occupational field, but include coursework that focuses on a given specialty. An option may be created by primarily using courses in the parent program or cluster of closely related curricula; and new or different courses as needed, provided that no more than 15 credit hours are different in AAS options or no more than nine (9) credit hours are different in certificates of 30 semester hours or more.

For example:

- **AAS option:** If a college currently offers an Office and Administrative Technology AAS, it may be used as a parent program to create an Office and Administrative Technology/Legal Option AAS. The college would primarily use courses in the parent program and could also use up to 15 different credit hours not currently in the parent program if needed to provide the legal secretary instruction.
- b. **Subsets/creating certificates from larger certificates or degrees:** New certificate programs may also be created as subsets of existing AAS degrees and certificates. The new certificate may be created by primarily using courses in the parent AAS or certificate program or a cluster of closely related curricula; e.g., from the same four-digit CIP code and, in some cases, a few different courses as needed, provided that no more than nine (9) credit hours are different in certificates of 30 semester hours or more and no more than six (6) credit hours are different in certificates of less than 30 semester credit hours.

For example:

- **New certificates of 30 semester credit hours or more:** If a college has an AAS degree in Office and Administrative Technology and a certificate in microcomputer/software applications, it could create a 35 semester credit hour certificate in information processing. The college would primarily use courses in the AAS and certificate, but may use up to nine (9) different credit hours in the new certificate; for example, to provide additional instruction on information processing. Both of these existing programs serve as the parent program, with the program that is the source of the bulk of the credit hours being cited as the parent program on the Form 21.

- New certificate of less than 30 semester credit hours: If a college has a 45 credit hour certificate in Business Management, it could be used as the parent program to create a 25 credit hour certificate in small business management. This certificate would primarily consist of existing required courses in the Business Management certificate and could use up to six (6) different credit hours; for example, to provide instruction on entrepreneurship. Up to one-half of the credit hours can be used as electives.

NOTES:

- A college CANNOT create a new certificate or degree that is larger than its parent program, e.g. creating an AAS from a certificate, nor an AAS degree/degree option that is larger in credit hours than its parent program.
- A college CANNOT create a new certificate or degree via the RM&E process using a parent with *temporary* approval.
- A college CANNOT create a new certificate or degree using Parent curriculum that has an Inactive or Withdrawn status.

2. Creation of New short-term certificates (Form 21S)

A college may create a new Short-term Certificates of less than nine (9) semester credit hours of new courses in a two-digit CIP category in which the college has previous approval to offer one or more programs. This requires completion and acceptance of the Form 21S “Reasonable and Moderate Extension: Short-Term Certificate”. In this approval scenario, the existing/parent program to be cited on the Form 21S is an active program (AAS degree or certificate) from the same two-digit CIP code in which the reasonable and moderate extension is being created. For example, if the proposed R&M is a Phlebotomy Certificate (CIP 51.1009), the parent program could be the Nursing AAS degree (CIP 51.3801).

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Approval of restitution payment by Vortex Commercial Flooring, Inc.

2. **REASON FOR CONSIDERATION**

Section 3-30 of the Illinois Public Community College Act permits the Board of Trustees to exercise powers “that may be requisite or proper for the maintenance, operation and development of any college or colleges under the jurisdiction of the board.” 110 ILCS 805/3-30.

3. **BACKGROUND INFORMATION**

Between 2010 and 2014, six (6) flooring contracts were awarded to Vortex Commercial Flooring to install flooring at various College of DuPage Centers and campus buildings. Vortex successfully bid the subject contracts through the request for proposal process. College of DuPage paid a total of \$5,887,731.00 for the completed work for all six contracts. In August of 2020, Vortex notified College of DuPage of a pending criminal matter before the Northern District of Illinois, Eastern Division. A condition of the criminal matter included an agreement by Vortex to offer restitution to various former customers including College of DuPage. As part of the agreement, Vortex offered to settle any claims associated for bids submitted for work performed at the College of DuPage between 2010 and 2014. Vortex has offered a restitution amount of \$587,773.00 to be paid to College of DuPage. Acceptance of the restitution payment is subject to approval by the Board of Trustees.

4. **RECOMMENDATION**

That the Board of Trustees approve the restitution payment of \$587,773.00.

Staff Contacts: Lilianna Kalin, General Counsel

BOARD APPROVAL

SIGNATURE PAGE

Restitution Payment by Vortex Commercial Flooring, Inc.

ITEM(S) ON REQUEST:

That the Board of Trustees approve the restitution payment by Vortex Commercial Flooring, Inc.

| | |
|----------------|------|
| Board Chairman | Date |
|----------------|------|

| | |
|-----------------|------|
| Board Secretary | Date |
|-----------------|------|

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Hot Spots for students enrolled in grant-funded Adult Basic Education (ABE), English Language Acquisition (ELA) or High School Equivalency (HSE) programs

2. **REASON FOR CONSIDERATION**

Aggregate spend exceeding the statutory limit of \$25,000.00 must be approved by the Board of Trustees.

3. **BACKGROUND INFORMATION**

The COD Adult Education and Family Literacy (COD AE) program serves approximately 3,500 unduplicated students in the ABE/ELA/HSE programs annually. COD AE wrote for and received CURES Act funding through the Illinois Community College Board in partnership with the Illinois Department of Human Services to address the identified technology gap within the adult education service population.

Based on technology needs surveys, approximately 30% of adults enrolling in ABE, ELA or HSE programs do not have access to internet services which are essential to successfully participate in at-a-distance learning. The hot spots purchased with CURES funding will be checked out to eligible students throughout their active enrollment period to address barriers in accessing educational programming through remote learning.

The College's IT department purchased 100 hot spots during Fall term for distribution to students who did not have viable internet service. Based on quotes obtained from three (3) vendors, and the ability to deliver quickly, the purchase was made from the lowest quoting vendor, Mobile Citizen, LLC for a total cost of \$20,495. Continuing Education wishes to purchase 100 additional hot spots for adult students in ABE, ELA or HSE programs for a total cost of \$20,495. This will result in a College-wide aggregate spend of \$40,990 for student hot spots from Mobile Citizen, LLC.

Cures Act funding mandates that services must be invoiced no later than December 31, 2020, and services must be provided no later than January 31, 2021, or funds must be returned. Students enrolled in Adult Education undergo a technology needs survey during intake to determine need. Enrollment in COD Adult Education will make any student expressing need eligible for access.

Budget Status

| GL Account | FY2020 | FY2021 | | |
|--|-----------|---------------|-----------|-------------------|
| | YTD Spend | Annual Budget | YTD Spend | Available Balance |
| 06-10-02178-5409002 DHS/IDHS/ICCB/CURES | \$ - | \$ 109,500 | \$ - | \$ 109,500 |
| FY2021 Request | | | | \$ 20,495 |

**YTD Spend equals actuals as of 12/12/20.*

This contract supports Goal #2 (value-added education) of the Strategic Long Range Plan: 2.8 Continue to improve Adult Basic Education (ABE/HSE/ELA) with a focus on transitioning students from non-credit to success in college degree and certificate programs of study.

This contract also supports Goal #4 (equality and inclusiveness) of the Strategic Long Range Plan: 4.6 Continue to foster a culture of inclusiveness for students, employees, and the community through programs, activities, policies, and procedures.

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

4. RECOMMENDATION

That the Board of Trustees approves the purchase of 100 hot spots for students enrolled in the Adult Basic Education (ABE), English Language Acquisition (ELA) or High School Equivalency (HSE) programs from Mobile Citizen, LLC, 825 Delaware, Longmont, CO 80501 in the amount of \$20,495.

Staff Contacts: Joe Cassidy, Assistant Vice President Economic Development and Dean Continuing Education/Public Services
Daniel Deasy, Manager Adult Education Grant Compliance and CE Operations

SIGNATURE PAGE

Hot Spots for students enrolled in grant-funded Adult Basic Education (ABE), English Language Acquisition (ELA) or High School Equivalency (HSE) programs

ITEM(S) ON REQUEST

That the Board of Trustees approves the purchase of 100 hot spots for students enrolled in the Adult Basic Education (ABE), English Language Acquisition (ELA) or High School Equivalency (HSE) programs from Mobile Citizen, LLC, 825 Delaware, Longmont, CO 80501 in the amount of \$20,495.

Board Chairman

Date

Board Secretary

Date

COLLEGE OF DuPAGE
Regular Board Meeting

BOARD APPROVAL

1. **SUBJECT**

ALEKS Placement, Preparation, and Learning Test Units

2. **REASON FOR CONSIDERATION**

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

3. **BACKGROUND INFORMATION**

The Testing Center began implementing ALEKS testing in April 2016. ALEKS math placement tests are given to new and returning students in a computerized, free response format as a way to satisfy course prerequisites. ALEKS Placement testing is available at the College's Glen Ellyn Testing Center, four off-campus Learning Commons locations, and various high schools in the district. For FY 20, about 7,200 student accounts were created in ALEKS, which also included high school students participating in the Math Transitions program.

ALEKS testing materials are only available through McGraw-Hill Global Education (MHE). The College purchases ALEKS PPL Units from MHE at a cost of \$15.00 per unit. The College will be invoiced twice per year for units used. The McGraw-Hill Corp established the billing cycles of April to October and November to March. They bill the College for the tests used during each billing cycle in arrears. The first ALEKS PPL account (unit) is complimentary and available to use for one year. Students who are eligible to have their accounts reset for another year of use are charged a \$15 fee to cover our cost.

Statewide pricing is available to Illinois with the following parameters:

| PPL Discounted Price | Units |
|-----------------------------|-----------------|
| \$25 | 0 – 10,000 |
| \$20 | 10,001 – 20,000 |
| \$17.50 | 20,001 – 43,000 |
| \$15 | 43,000+ |

College of DuPage's current agreement with McGraw-Hill ends December 31, 2020. Expenditures for ALEKS tests for the period of April through December, 2020 are estimated to be approximately \$104,500.

The College will be initiating a Request for Proposal for math placement tests. However, to ensure our students will continue to be provided testing services during this RFP process, we are requesting a three month bridge agreement with McGraw-Hill. For the three month period of January, February, and March 2021, an estimated 1300 students will take the ALEKS Test at a cost of \$15.00 per test for a total cost of \$19,500.00.

Therefore, we are requesting approval of funds for expenditures for ALEKS Placement Tests for the period of April through December, 2020 to complete the current McGraw Hill Contract in the amount of \$104,500, and a three-month bridge contract with McGraw Hill with an estimated \$19,500 expenditure, for a total contractual spend of \$124,000.

Budget Status

| GL Account | FY2020 | FY2021 | | |
|--|------------------|----------------------|---|--------------------------|
| | YTD Spend | Annual Budget | YTD Spend | Available Balance |
| 01-30-14230-5309001 | \$ 232,405 | \$ 280,000 | \$ 44,761 | \$ 235,239 |
| <i>Testing: Other Contractual Services</i> | | | | |
| | | | April 2020 - December 2020 Testing Units | \$ 104,500 |
| | | | January 2021 - March 2021 Testing Units (3 month contract ext.) | \$ 19,500 |
| | | | Total FY2021 Request | \$ 124,000 |

**YTD Spend equals actuals as of 12/15/20.*

This purchase supports the following goals of the Strategic Long Range Plan:

- 2.1 Empower students to design/customize their education to meet their specific educational goals and needs.
- 3.1 Enhance and expand opportunities to support student learning needs, including helping students identify a course of study, recognize their specific goals, and assist them to overcome their weaknesses.
- 3.6 Ensure that current College policies and procedures lead to improved student outcomes.

These purchases comply 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, periodical pamphlets and reports are exempt from bidding under Illinois Public Community College Act, 110 ILCS 805/3-27.1 (l).

4. **RECOMMENDATION**

That the Board of Trustees approves the expenditure for ALEKS Placement Tests, in an amount not to exceed \$104,500.00 and a three month agreement extension with McGraw-Hill Global Education, LLC, ALEKS Corporation, 15460 Laguna Canyon Road, Irvine, CA 92618, in an amount not to exceed \$19,500.00, for a total amount not to exceed \$124,000.00.

Staff Contact: Dr. Diane Szakonyi, Manager of Learning Support Services
 Dr. Cynthia Sims, Associate Vice President, Academic Affairs

BOARD APPROVAL

SIGNATURE PAGE

ALEKS Placement, Preparation, and Learning Test Units

ITEM(S) ON REQUEST

That the Board of Trustees approves the expenditure for ALEKS Placement Tests, in an amount not to exceed \$104,500.00 and a three month agreement extension with McGraw-Hill Global Education, LLC, ALEKS Corporation, 15460 Laguna Canyon Road, Irvine, CA 92618, in an amount not to exceed \$19,500.00, for a total amount not to exceed \$124,000.00.

Board Chairman

Date

Board Secretary

Date