



**COLLEGE OF DuPAGE**

**Regular  
Board of Trustees Meeting @ 6:00 p.m.**

**March 19, 2020**



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# College of DuPage

## NOTICE AND AGENDA

THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT #502, COUNTIES OF DuPAGE, COOK AND WILL, STATE OF ILLINOIS, WILL HOLD THE FOLLOWING REGULAR MEETING OF THE BOARD IN THE STUDENT SERVICES CENTER (SSC), ROOM SSC-2200, MAIN CAMPUS, 425 FAWELL BLVD., GLEN ELLYN, ILLINOIS:

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MEETING: REGULAR BOARD MEETING  
THURSDAY, MARCH 19, 2020  
6:00 P.M. ~ ROOM SSC-2200

### AGENDA

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE / ROLL CALL
2. PUBLIC COMMENT
3. CLOSED SESSION
4. RETURN TO OPEN SESSION
5. REPORTS
  - a. Student Trustee Report
  - b. President's Report
6. PRESENTATIONS

None
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. Affirmative Action Plan
  - i. Sabbatical and One Semester Non-Teaching Assignment Leaves for the 2020-2021 Academic Year
  - j. Student Election Results
8. CONSENT AGENDA
  - a. Construction Change Orders
  - b. Audio Visual Equipment for the Culinary and Hospitality Center
  - c. Job Description Management System
  - d. Perkins Activity Number: 6.b.6: Nuclear Medicine Gamma Camera
  - e. Aquatics Chemicals & Parts
  - f. DMIS Arterial Doppler Machine

- g. Printing of Continuing Education Class Schedules FY2021
- h. Reimbursement of Expenses for Dr. Brian Caputo
- i. Leica DM500 Microscopes for Anatomy & Physiology Courses
- j. Electronic Message Board Replacement
- k. General Contractor for Athletic Field Turf Upgrades
- l. Utility Steam Vault Door Replacement – Bid Rejection
- m. General Contractor for Paver Replacement at CHC – Bid Rejection
- n. Tuition & Fees for FY21
- o. Minutes of the February 20, 2020 Regular Board Meeting
- p. Closed Session Minutes of the following Meetings:
  - a. February 20, 2020
- q. Personnel Approval Items
- r. Financial Reports
- s. Cleaning Supplies for Coronavirus Preparedness and Response

9. APPROVAL: Closed Session Minutes of the December 19, 2019 Board Meeting

10. APPROVAL: AlphaGraphics Financial Reports

11. APPROVAL: Resolution for Student Trustee Jasmine Schuett

12. TRUSTEE DISCUSSION

13. CALENDAR DATES / Campus Events

- Thursday, April 16, 2020 Regular Board Meeting @ 6:00 p.m. – SSC-2200

14. CLOSED SESSION (if needed)

15. ADJOURN




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DANIEL MARKWELL, SECRETARY  
 BOARD OF TRUSTEES OF COMMUNITY COLLEGE  
 DISTRICT NO. 502, COUNTIES OF DuPAGE, COOK AND WILL, STATE OF ILLINOIS  
 Posted 3/17/20



**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. Affirmative Action Plan**
- i. Sabbatical and One Semester Non-Teaching Assignment Leaves for the 2020-2021 Academic Year**
- j. Student Election Results**



**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING**

**BOARD INFORMATION**

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1. **SUBJECT**

Personnel Actions for Board Information.

2. **BACKGROUND INFORMATION**

The following personnel actions are provided for information only:

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

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



**Item 7a**  
**March 19, 2020**

**APPOINTMENTS**

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Department</u></b>	<b><u>Start Date</u></b>	<b><u>Type</u></b>	<b><u>Salary</u></b>
<b><u>CLASSIFIED</u></b>					
Daisy Flores	Dual Credit / Dual Enrollment Specialist	Academic Partnerships	03/02/2020	New Hire Full Time	\$58,000
James Gosling	Assistant Box Office Supervisor	Performing Arts	03/01/2020	New Hire Full Time	\$35,360
Mohammed Hussaini	Administrative Assistant II	AVP Academic Affairs	02/19/2020	New Hire Part Time	\$15,152
Diana Kiabi	Learning Technologies Specialist	Learning Technologies	02/17/2020	New Hire Full Time	\$45,760
Jessica Matayoshi	Administrative Assistant II	Counseling, Advising and Transfer Services	02/24/2020	New Hire Part Time	\$15,516
Mayte Ramirez	Library Assistant I	Library	02/24/2020	New Hire Part Time	\$18,115
Christine Santos	Administrative Assistant III	Centers	03/09/2020	New Hire Part Time	\$23,524
Ambreen Shamim	Testing Specialist	Testing Center	03/02/2020	New Hire Part Time	\$16,473

**APPOINTMENTS - Continued**

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Department</u></b>	<b><u>Start Date</u></b>	<b><u>Type</u></b>	<b><u>Salary</u></b>
<u>CLASSIFIED</u> - continued					
Ashley Slovinski	Helpdesk Specialist I	Office & Classroom Technology	03/09/2020	New Hire Full Time	\$55,000
Emily Whitis	Student Success Coach NSF LSAMP	STEM	03/09/2020	New Hire Part Time	\$16,250

**PROMOTIONS / TRANSFERS**

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Department</u></b>	<b><u>Start Date</u></b>	<b><u>Type</u></b>	<b><u>Salary</u></b>
<u>CLASSIFIED</u>					
Amy Falkenberg	Library Assistant II Reserves and Distribution	Library	03/09/2020	Transfer Full Time	\$37,440
Sandra Gonzales	Administrative Assistant IV	External Relations	03/09/2020	Transfer Full Time	\$37,440
Joseph Latoria	Administrative Assistant IV	Registration	02/17/2020	Promotion Part Time	\$25,032
Dawn Pliml	Specialized Testing Assistant	Testing Center	03/02/2020	Promotion Part Time	\$22,945

**Item 7a**  
**March 19, 2020**

**RESIGNATIONS**

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Department</u></b>	<b><u>End Date</u></b>	<b><u>Type</u></b>	<b><u>Years of Service</u></b>
<b><u>MANAGERIAL</u></b>					
Alexandria Farooq	Human Resource Partner	Human Resources	02/27/2020	Resignation	1 Yrs. 7 Mos.
<b><u>CLASSIFIED</u></b>					
Angela Barrett	Administrative Assistant VI	Office of the General Counsel	02/27/2020	Resignation	3 Yrs. 11 Mos.
Gerald Jobin	Instruction Assistant III	Learning Commons Naperville	03/07/2020	Resignation	3 Yrs. 9 Mos.
Jessica Mondragon	Administrative Assistant III	Admission & Outreach	02/27/2020	Resignation	2 Yrs. 7 Mos.
Mai Sadek	Front Desk/Housekeeping Assistant	Arts, Communication and Hospitality	02/21/2020	Resignation	1 Yrs. 6 Mos.
Mudabbir Tariq	Enrollment Associate - Administrative Assistant III	Campus Central	03/13/2020	Resignation	1 Yrs. 5 Mos.

**RETIREMENTS**

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Department</u></b>	<b><u>End Date</u></b>	<b><u>Type</u></b>	<b><u>Years of Service</u></b>
<b><u>OPERATING ENGINEER</u></b>					
Robert Hoffman	Maintenance Mechanic II	Engineering / Facilities	02/20/2020	SURS Retirement	7 Yrs. 11 Mos.



**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING**

**BOARD INFORMATION**

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1. **SUBJECT**

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

2. **REASON FOR CONSIDERATION**

Provided for Board information.

3. **BACKGROUND INFORMATION**

a) Schedule of Investments – This report is presented to the Board for information each month. It lists the Schedule of Investments for each of the College’s Funds. The report details the purchase and maturity dates and interest rate earned.

b) General Fund – Budget and Expenditures – This report is presented to the Board for information each month. It lists the budget-to-actual results for the current fiscal year for the General Fund.

c) Operating Cash Available to Pay Annual Operating Expenses – This report is presented to the Board for information each month. It shows the amount of operating cash and investments on hand and Board-approved fund balance restrictions compared to prior year annual operating expenses and presents the ratio of cash available to annual operating expenses.

d) Disposal of Capital Assets - This report is presented to the Board for information on a quarterly basis. This report lists the reason for the disposal, location, number of items and their respective dollar values.

e) Tax Levy Collections – This report is presented to the Board for discussion purposes on a quarterly basis (July, October, January, April). This report lists the tax receipts by counties and also by each of the funds that levy taxes.

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 FEBRUARY 29, 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 February 29, 2020, the College had an *average cash and investment* balance of \$308.1 million. The *average investment* balance was \$297.9 million.

	ME 1/31/20	ME 2/29/20	Fiscal YTD
Average Investment Balance (\$millions)	\$ 301.2	\$ 297.9	\$ 306.0
Interest Earned (Yield)	\$ 474,224	\$ 465,025	\$ 4,506,618
Annualized Yield %	1.89%	1.87%	2.21%
Realized Gain/(Loss)	\$ (5,692)	\$ -	\$ (8,167)
Yield + Realized Gain/(Loss)	\$ 468,532	\$ 465,025	\$ 4,498,451
Annualized Yield + Realized Gain/(Loss)%	1.87%	1.87%	2.21%
Unrealized Gain/(Loss)**	\$ 403,161	\$ 924,720	\$ 1,196,135
Net Yield + Realized & Unrealized Gain/(Loss)	\$ 871,693	\$ 1,389,745	\$ 5,694,586
Annualized %	3.47%	5.60%	2.79%

\*\*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.

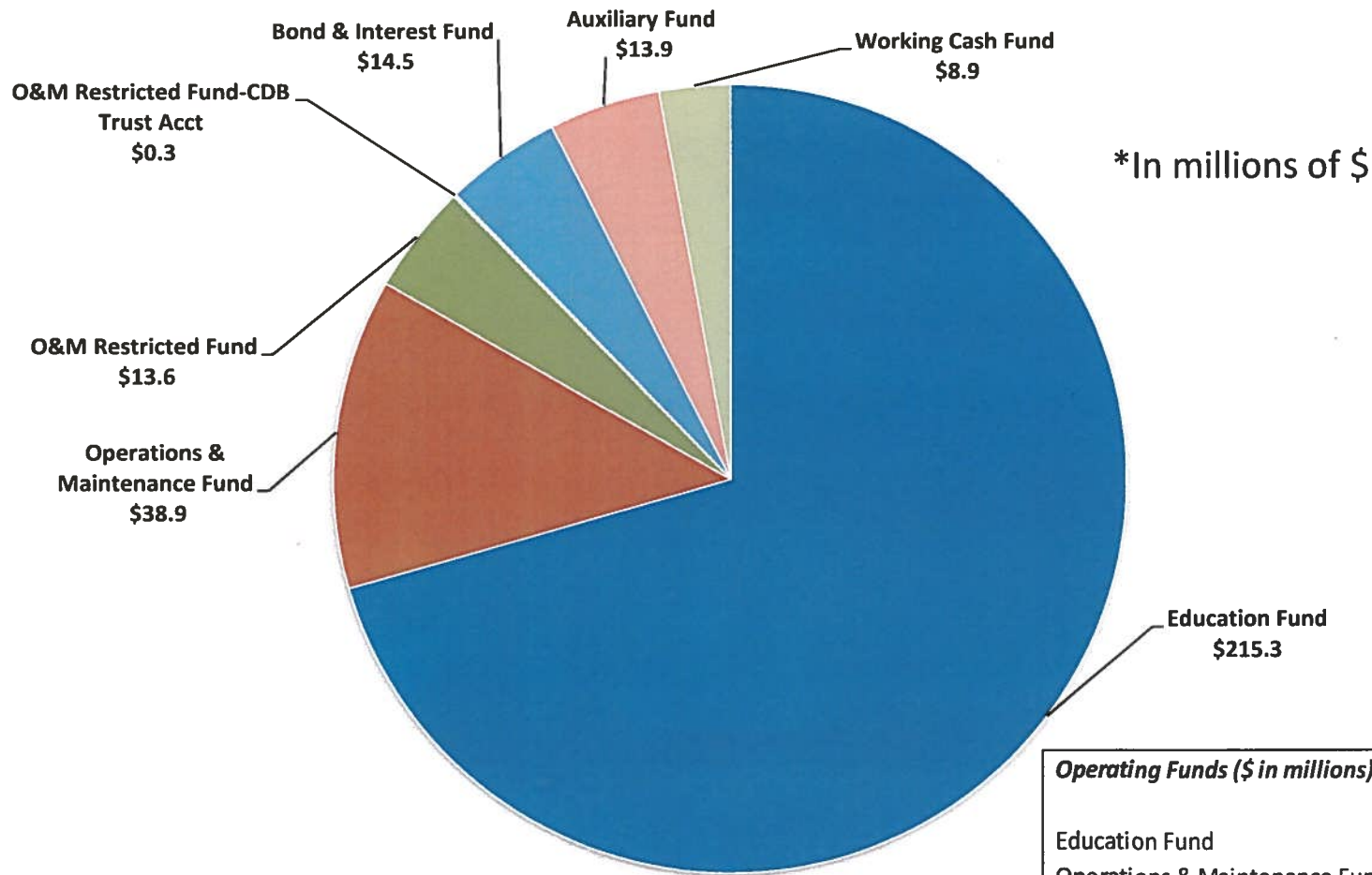
# Investment Monthly Balance Summary

- \$305.4 million cash and investment balance at month-end

## Monthly Ending Balances (\$ millions)

	<u>6/30/19</u>	<u>2/29/20</u>	<b>Change: 6/30/19 to Month-End</b>
BMO Asset Management	\$ 297.8	\$ 296.2	\$ (1.6)
US Bank/IL Funds	<u>0.2</u>	<u>0.3</u>	<u>0.1</u>
Subtotal	298.0	296.5	(1.5)
Cash & Cash Equivalents	<u>13.9</u>	<u>8.9</u>	<u>(5.0)</u>
Total Cash & Investments	<u>\$ 311.9</u>	<u>\$ 305.4</u>	<u>\$ (6.5)</u>

# February 29, 2020 Portfolio Overview: Assets by Fund Allocation (\$305.4 MM total)

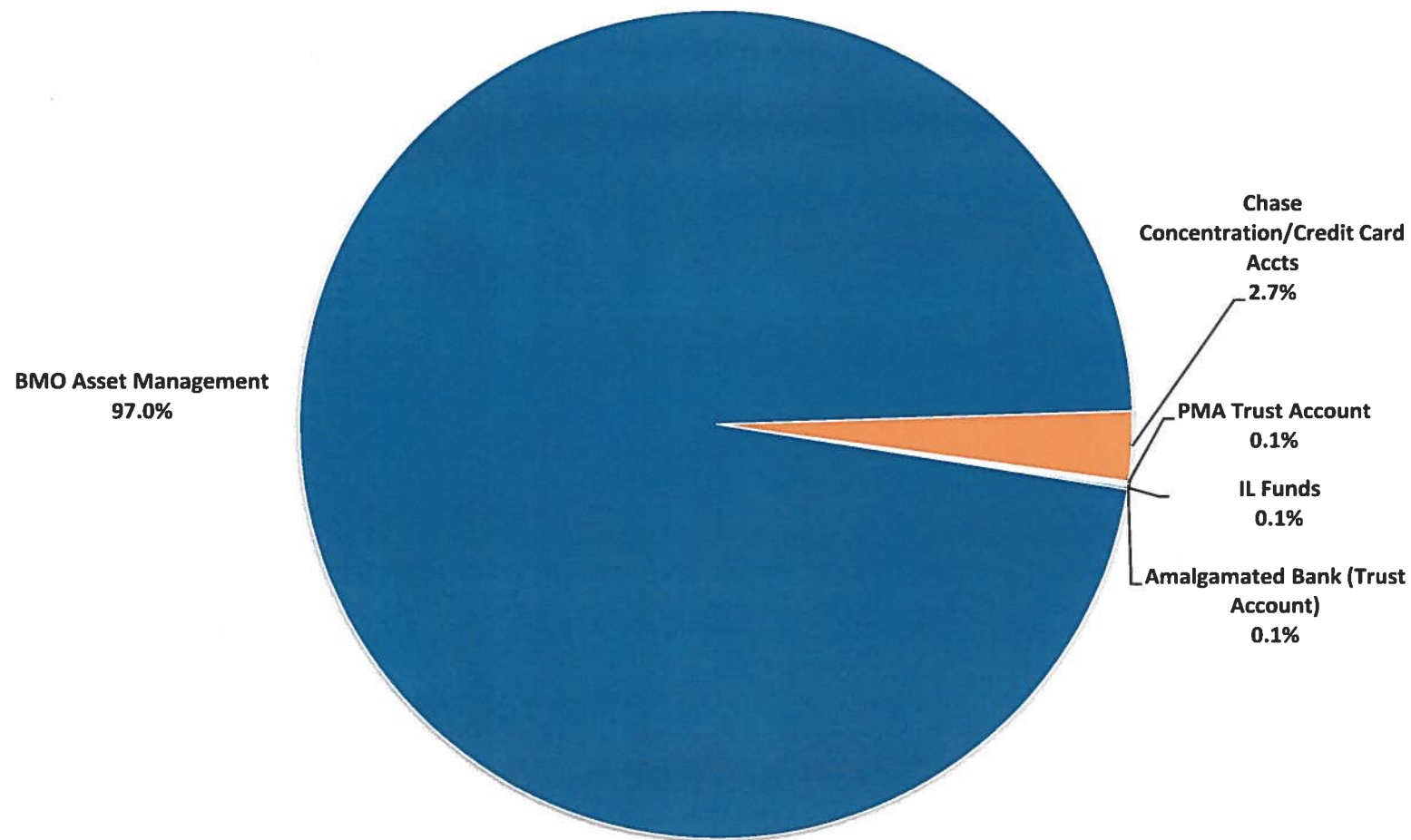


\*In millions of \$

Education Fund	\$ 215.4
Operations & Maintenance Fund	38.9
Less: Agency Funds Balance	(0.9)
Add: Restricted Purposes Fund Balance	5.4
<b>Total Operating Cash/Investments</b>	<b>\$ 258.8</b>

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.

# February 29, 2020 Portfolio Overview: Assets by Location/Firm (\$305.4 MM total)

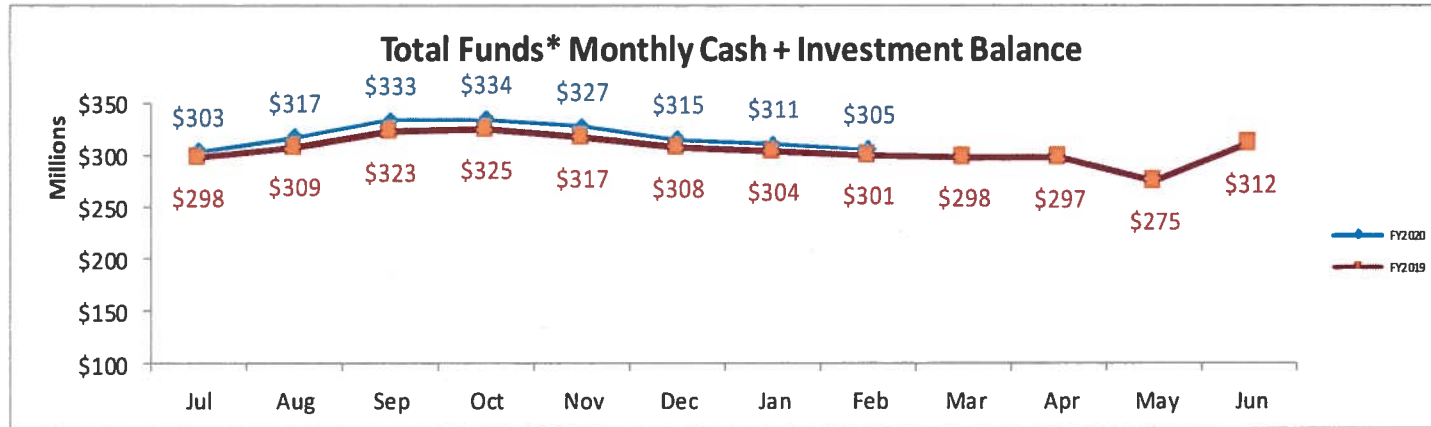


# February 29, 2020 Portfolio Overview:

## Assets by Investment Type (\$296.5 MM investment total)

10-55 Authorized			% of Total	% Limitation per	In Compliance?
Invest. Type	Holding Type	Balance	Investments	Policy 10-55	(Yes/No)
<b>BMO Asset Management</b>					
1, 2	Treasuries / Fed Agency Bond / Note (Non-Callable)	\$ 238,949,895.00	80.58%	None	Y
2	Fed Agency Bond / Note (Callable)	\$ 5,507,490	1.86%	25.0%	Y
3	Negotiable Interest-Bearing Certificates of Deposit	\$ 28,415,704	9.58%	30.0%	Y
4	Commercial Paper	\$ 22,939,033	7.74%	30.0%	Y
5	State and Municipal Bonds	\$ -	0.00%	30.0%	Y
7	Operating Pool - Government Money Market Fund	\$ 393,394	0.13%	Unlimited	Y
7	Bond Funds Pool - Government Money Market Fund	\$ -	0.00%	Unlimited	Y
9	<b>U.S. Bank (IL Funds)</b>	\$ 338,551	0.11%	15.0%	Y
<b>Total Investments</b>		<b>296,544,066</b>	<b>100.0%</b>		
<b>Total Operating Investments Balance (Total, less BMO 2013A Bonds funds)</b>		<b>296,544,066</b>			

# Monthly Trends



Total Funds* FY2019 Key Revenue & Expenditure Seasonality Chart					
	Property Tax Revenue	Tuition & Fee Revenue	Salary Expense	Debt Service Expense	Cash + Investment Balance As Of
Jul 2018	\$ 3,326,635	\$ 24,992,478	\$ 4,323,989	\$ 1,501,475	\$ 298,215,500
Aug	18,792,504	14,362,864	10,949,678	-	308,755,840
Sep	22,790,466	1,301,443	9,655,363	-	322,916,165
Oct	2,002,279	1,268,554	9,918,269	-	325,447,976
Nov	856,277	11,239,024	9,900,344	3,549,665	316,961,493
Dec	856,951	9,429,406	9,692,393	7,141,475	307,773,801
Jan 2019	8,016	10,270,586	7,221,046	-	304,401,398
Feb	1,336,654	1,618,652	8,363,510	-	301,060,169
Mar	3,536,419	1,385,109	14,747,884	-	298,220,028
Apr	107,992	2,241,717	9,832,733	-	297,378,733
May	2,327,735	2,553,416	8,227,221	18,804,665	275,446,502
Jun 2019	45,989,025	184,569	10,087,574	-	358,824,842
Total FY19	\$ 101,930,953	\$ 80,847,816	\$ 112,920,002	\$ 30,997,280	\$ 358,824,842

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	-	-	-	-	-
Apr	-	-	-	-	-
May	-	-	-	-	-
Jun 2020	-	-	-	-	-
Total FY20	\$ 52,489,211	\$ 73,295,422	\$ 77,189,147	\$ 11,406,063	\$ 305,423,275

\*total funds = Funds 01-07, 10

**APPENDIX:  
FEBRUARY 29, 2020  
BMO ASSET MANAGEMENT  
PORTFOLIO SUMMARY**

# College of DuPage

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02/28/2020



Source: BondEdge Solutions

Past performance is not indicative of future results

The opinions expressed here reflect our judgement at this date and are subject to change



# Account Commentary

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## Market Commentary:

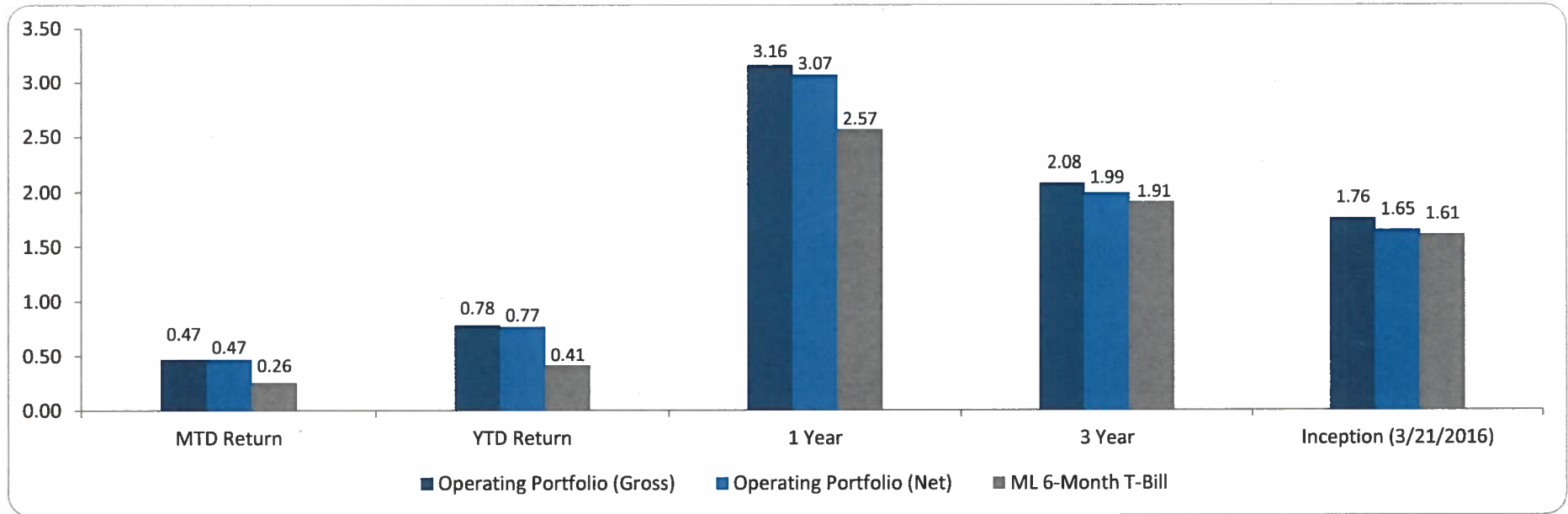
- A historic “flight to quality” drove yields significantly lower - frenzied-buying resulted from fears over the coronavirus and its potential impact on global/domestic growth
- The shape of the yield curve remained largely static as the decline in rates was seen across the entirety of the curve; rates fell between 38 and 41bps between 6 months and 5 years
  - An all-time low yield mark was set by the 10yr Treasury, while shorter-dated issues reached levels not seen in years.
- As the degree of the equity sell-off grew, and the pace of Treasury buying increased, the forward markets began pricing in aggressive FOMC action
  - As of 1/31/20, there was ~ 50% probability of one 25bp decline in the Fed rate by the end of Q2-2020
  - As of 2/29/20, there is a 50% chance of a 50bp drop at the March 2020 meeting, and a 60% chance of a full 75bps of declines by the end of Q2-2020
- The extreme volatility seen in the markets of late is nearly all technical , as the domestic economic fundamentals remained solid in February.
  - 2nd look at Q4-2019 GDP was as anticipated, 2.1%
  - Inflation remains subdued
  - Jobs data was better than expected
- On March 3rd, the FOMC opted to immediately drop the overnight interest rate by 0.50%, to a range of 1.00 – 1.25%; referred to as an “emergency rate cut”, the Fed cited the uncertainty and potential negative consequences resulting from the COVID-19 virus as its rationale
- Contrary to the FOMC’s intention, the intra-meeting rate cut only fueled further buying in the risk-free markets
- The latest look at the Fed Fund futures markets show that its expected the Fed will lower interest rates another 0.50% on March 18, with at least another 0.25% decline in the coming months

## Portfolio Commentary:

- There was one withdrawal made in February
  - (\$4,000,000) was withdrawn on 2/12/20
- The overall duration of the COD Portfolio rolled in slightly, posting 0.90yrs as of 2/28/2020, versus the 0.92yrs on 1/31/2020.
- The end-of-month cash balance was drawn down to <\$1mm.
- Purchases totaled \$21.50mm in February
  - \$11.50mm in commercial paper (3 to 5 month maturities).
  - \$ 2.00mm in certificates of deposit (1 year maturity @3mo Libor+ 3bps).
  - \$ 8.00mm in US Government securities.
- Two callable agency securities were purchased

# College of DuPage Performance Summary

## Operating Funds



Source: BondEdge Solutions

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# Summary

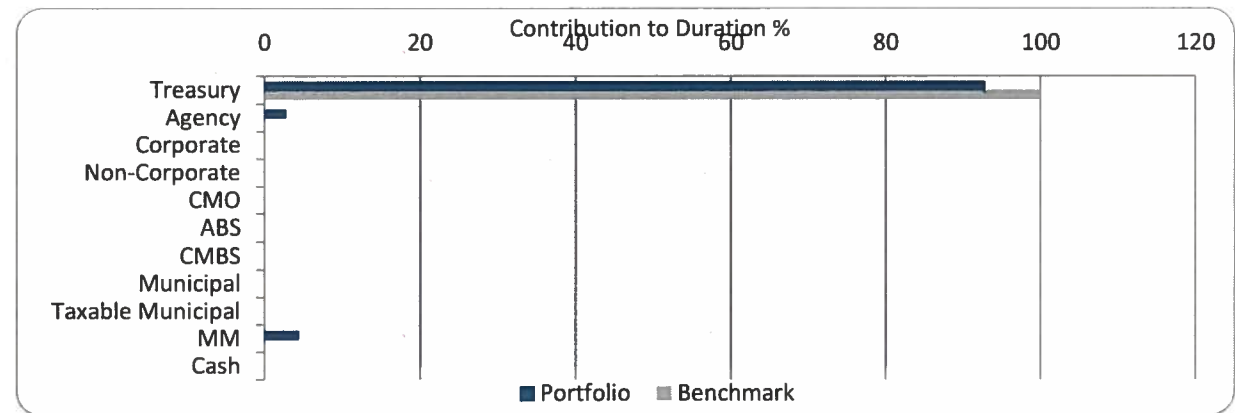
College of DuPage

02/28/2020

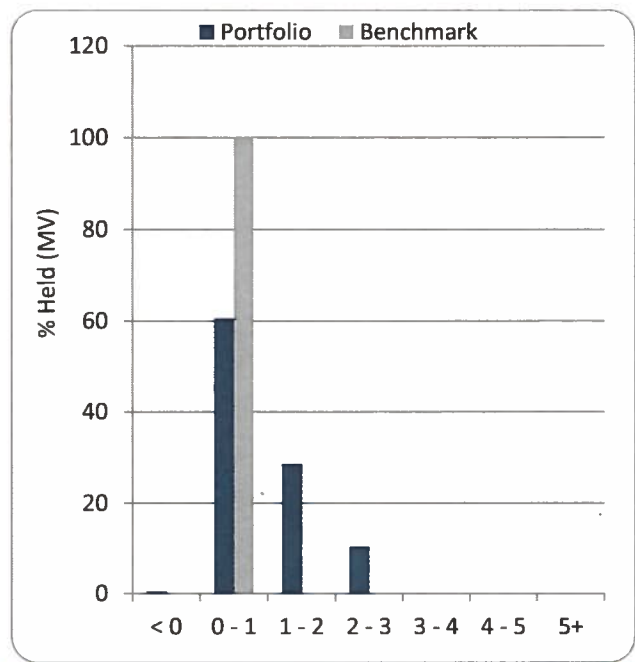
## Fundamentals Portfolio Benchmark

Port Mkt Val (000)	297,666	
YTW	1.22	1.13
Coupon	1.76	0.00
Maturity (Yrs)	0.96	0.50
Quality	Aaa	Aaa
Eff Dur	0.896	0.504

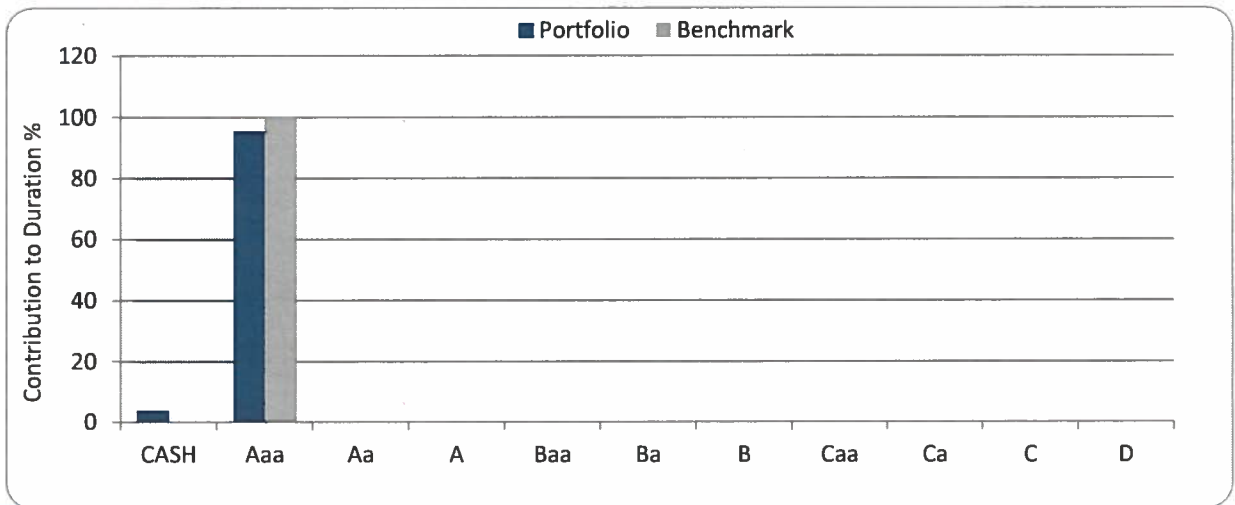
## Contribution to Duration by Sector



## Effective Duration Allocation



## Contribution to Duration by Quality



Source: BondEdge Solutions

Past performance is not indicative of future results

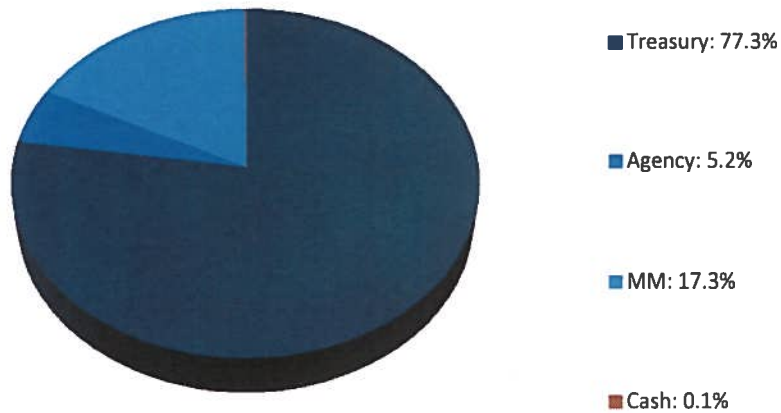
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# Sector & Quality Allocations

College of DuPage

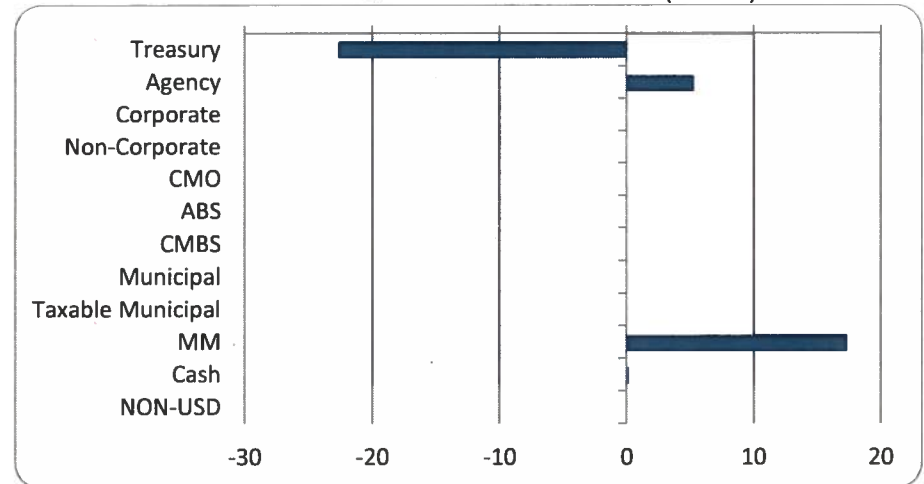
02/28/2020

## Sector Allocation



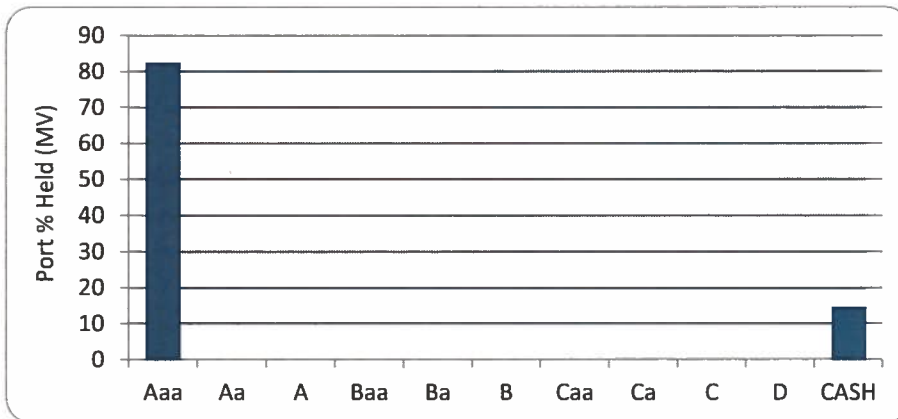
## Sector Difference Relative to Benchmark (% MV Held)

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



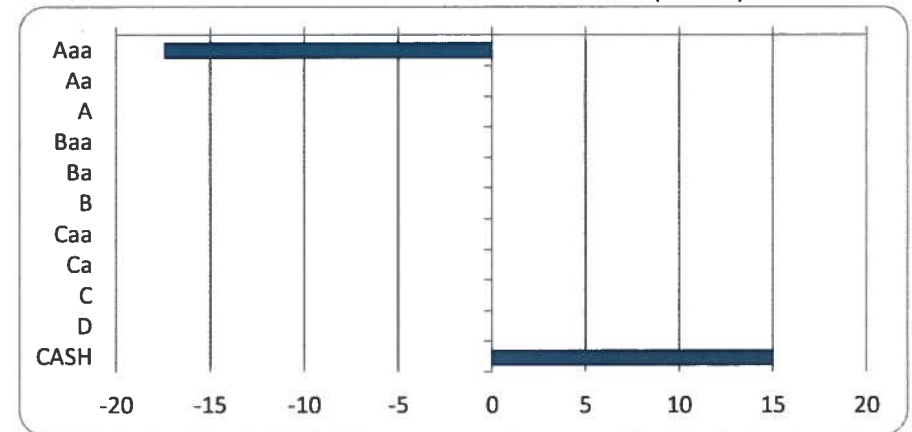
## Quality Allocation

Quality Rating: Aaa



## Quality Difference Relative to Benchmark (% MV Held)

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



Source: BondEdge Solutions

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# Standard Holdings

02/28/2020

Sector 1	Par (000)	Identifier	Issuer Name	Quality	S&P	Coupon (%)	Price (\$)	Mkt Value (\$)	% Held (MV)	YTW (%)	Avg Life	Eff Dur
<b>CASH</b>	<b>393</b>			<b>Aaa</b>	<b>AAA</b>	<b>1.42</b>	<b>100.00</b>	<b>393,394</b>	<b>0.13</b>	<b>1.420</b>	<b>0.083</b>	<b>0.079</b>
<b>TSY</b>	<b>226,500</b>			<b>Aaa</b>	<b>AA+</b>	<b>1.96</b>	<b>101.07</b>	<b>230,193,420</b>	<b>77.33</b>	<b>1.143</b>	<b>1.106</b>	<b>1.074</b>
<b>AGY</b>	<b>15,500</b>			<b>Aaa</b>	<b>AA+</b>	<b>1.15</b>	<b>100.16</b>	<b>15,552,437</b>	<b>5.22</b>	<b>1.366</b>	<b>0.461</b>	<b>0.482</b>
<b>MM</b>	<b>51,470</b>			<b>Aa3</b>	<b>AA-</b>	<b>1.03</b>	<b>99.87</b>	<b>51,526,775</b>	<b>17.31</b>	<b>1.533</b>	<b>0.387</b>	<b>0.229</b>
<b>Total:</b>	<b>293,863</b>			<b>Aaa</b>	<b>AA+</b>	<b>1.76</b>	<b>100.81</b>	<b>297,666,026</b>	<b>100.00</b>	<b>1.223</b>	<b>0.946</b>	<b>0.896</b>

Source: BondEdge Solutions

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# Standard Holdings

02/28/2020

Sector 1	Par (000)	Issuer Name	Mdys	S&P	Coupon (%)	Maturity	Mkt Value (\$)	% Held (MV)	Avg Life	Eff Dur
<b>CASH</b>	<b>393</b>		<b>Aaa</b>	<b>AAA</b>	<b>1.42</b>	<b>Avg Life=0.1</b>	<b>393,394</b>	<b>0.13</b>	<b>0.083</b>	<b>0.079</b>
	393	CASH & EQUIVALENTS	Aaa	AAA	1.42	3/28/2020	393,394	0.13	0.083	0.079
<b>TSY</b>	<b>226,500</b>		<b>Aaa</b>	<b>AA+</b>	<b>1.96</b>	<b>Avg Life=1.1</b>	<b>230,193,420</b>	<b>77.33</b>	<b>1.106</b>	<b>1.074</b>
	3,000	UNITED STATES TREAS NTS	TSY	TSY	2.25	2/29/2020	3,033,565	1.02	0.003	0.003
	3,500	UNITED STATES TREAS NTS	TSY	TSY	1.25	2/29/2020	3,521,755	1.18	0.003	0.003
	5,000	UNITED STATES TREAS NTS	TSY	TSY	1.38	2/29/2020	5,034,186	1.69	0.003	0.003
	1,000	UNITED STATES TREAS NTS	TSY	TSY	1.63	3/15/2020	1,007,371	0.34	0.083	0.043
	4,500	UNITED STATES TREAS NTS	TSY	TSY	1.38	3/31/2020	4,524,808	1.52	0.083	0.087
	2,000	UNITED STATES TREAS NTS	TSY	TSY	1.13	3/31/2020	2,008,583	0.67	0.083	0.087
	4,000	UNITED STATES TREAS NTS	TSY	TSY	2.25	3/31/2020	4,039,171	1.36	0.083	0.087
	2,000	UNITED STATES TREAS NTS	TSY	TSY	1.50	4/15/2020	2,011,148	0.68	0.167	0.128
	5,000	UNITED STATES TREAS NTS	TSY	TSY	1.38	4/30/2020	5,021,665	1.69	0.167	0.168
	5,000	UNITED STATES TREAS NTS	TSY	TSY	2.38	4/30/2020	5,046,398	1.70	0.167	0.168
	2,500	UNITED STATES TREAS NTS	TSY	TSY	1.13	4/30/2020	2,507,797	0.84	0.167	0.169
	1,000	UNITED STATES TREAS NTS	TSY	TSY	1.50	5/15/2020	1,004,487	0.34	0.250	0.209
	2,000	UNITED STATES TREAS NTS	TSY	TSY	3.50	5/15/2020	2,028,472	0.68	0.250	0.209
	2,500	UNITED STATES TREAS NTS	TSY	TSY	2.50	5/31/2020	2,522,019	0.85	0.250	0.253
	3,000	UNITED STATES TREAS NTS	TSY	TSY	1.50	5/31/2020	3,011,756	1.01	0.250	0.253
	1,500	UNITED STATES TREAS NTS	TSY	TSY	2.50	6/30/2020	1,512,003	0.51	0.333	0.335
	1,500	UNITED STATES TREAS NTS	TSY	TSY	1.88	6/30/2020	1,507,199	0.51	0.333	0.335
	3,000	UNITED STATES TREAS NTS	TSY	TSY	1.50	7/15/2020	3,007,780	1.01	0.417	0.375
	2,500	UNITED STATES TREAS NTS	TSY	TSY	2.63	7/31/2020	2,519,198	0.85	0.417	0.419
	2,500	UNITED STATES TREAS NTS	TSY	TSY	1.63	7/31/2020	2,507,025	0.84	0.417	0.419
	1,000	UNITED STATES TREAS NTS	TSY	TSY	2.00	7/31/2020	1,004,508	0.34	0.417	0.419
	1,500	UNITED STATES TREAS NTS	TSY	TSY	1.50	8/15/2020	1,502,379	0.50	0.500	0.460
	1,000	UNITED STATES TREAS NTS	TSY	TSY	2.63	8/15/2020	1,007,227	0.34	0.500	0.460
	3,000	UNITED STATES TREAS NTS	TSY	TSY	1.38	8/31/2020	3,023,212	1.02	0.500	0.500
	3,500	UNITED STATES TREAS NTS	TSY	TSY	2.13	8/31/2020	3,552,418	1.19	0.500	0.498
	2,000	UNITED STATES TREAS NTS	TSY	TSY	1.38	9/15/2020	2,014,341	0.68	0.583	0.541
	2,500	UNITED STATES TREAS NTS	TSY	TSY	2.00	9/30/2020	2,531,853	0.85	0.583	0.580

Source: BondEdge Solutions

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Sector 1	Par (000)	Issuer Name	Mdys	S&P	Coupon (%)	Maturity	Mkt Value (\$)	% Held (MV)	Avg Life	Eff Dur
	3,500	UNITED STATES TREAS NTS	TSY	TSY	2.75	9/30/2020	3,570,755	1.20	0.583	0.578
	1,000	UNITED STATES TREAS NTS	TSY	TSY	1.63	10/15/2020	1,008,538	0.34	0.667	0.622
	4,500	UNITED STATES TREAS NTS	TSY	TSY	1.75	10/31/2020	4,542,296	1.53	0.667	0.665
	3,000	UNITED STATES TREAS NTS	TSY	TSY	1.38	10/31/2020	3,016,989	1.01	0.667	0.666
	2,000	UNITED STATES TREAS NTS	TSY	TSY	2.88	10/31/2020	2,041,136	0.69	0.667	0.662
	3,500	UNITED STATES TREAS NTS	TSY	TSY	1.75	11/15/2020	3,532,578	1.19	0.750	0.706
	2,000	UNITED STATES TREAS NTS	TSY	TSY	2.63	11/15/2020	2,035,684	0.68	0.750	0.704
	3,500	UNITED STATES TREAS NTS	TSY	TSY	2.75	11/30/2020	3,565,633	1.20	0.750	0.745
	1,500	UNITED STATES TREAS NTS	TSY	TSY	2.00	11/30/2020	1,516,932	0.51	0.750	0.746
	2,000	UNITED STATES TREAS NTS	TSY	TSY	2.38	12/31/2020	2,028,239	0.68	0.833	0.830
	1,500	UNITED STATES TREAS NTS	TSY	TSY	2.00	1/15/2021	1,515,116	0.51	0.917	0.872
	3,500	UNITED STATES TREAS NTS	TSY	TSY	2.50	1/31/2021	3,550,621	1.19	0.917	0.914
	1,500	UNITED STATES TREAS NTS	TSY	TSY	2.13	1/31/2021	1,516,222	0.51	0.917	0.915
	3,500	UNITED STATES TREAS NTS	TSY	TSY	2.25	2/15/2021	3,541,103	1.19	1.000	0.956
	3,000	UNITED STATES TREAS NTS	TSY	TSY	2.50	2/28/2021	3,079,474	1.03	1.000	0.979
	3,000	UNITED STATES TREAS NTS	TSY	TSY	2.00	2/28/2021	3,057,135	1.03	1.000	0.982
	3,500	UNITED STATES TREAS NTS	TSY	TSY	2.38	3/15/2021	3,584,249	1.20	1.083	1.020
	2,000	UNITED STATES TREAS NTS	TSY	TSY	1.25	3/31/2021	2,014,454	0.68	1.083	1.072
	3,000	UNITED STATES TREAS NTS	TSY	TSY	2.38	4/15/2021	3,070,425	1.03	1.167	1.105
	2,000	UNITED STATES TREAS NTS	TSY	TSY	2.25	4/30/2021	2,042,655	0.69	1.167	1.147
	4,500	UNITED STATES TREAS NTS	TSY	TSY	1.38	4/30/2021	4,536,058	1.52	1.167	1.153
	3,500	UNITED STATES TREAS NTS	TSY	TSY	2.63	5/15/2021	3,593,212	1.21	1.250	1.185
	3,000	UNITED STATES TREAS NTS	TSY	TSY	1.38	5/31/2021	3,023,163	1.02	1.250	1.238
	2,500	UNITED STATES TREAS NTS	TSY	TSY	2.13	5/31/2021	2,547,039	0.86	1.250	1.232
	1,500	UNITED STATES TREAS NTS	TSY	TSY	2.63	6/15/2021	1,538,894	0.52	1.333	1.270
	2,500	UNITED STATES TREAS NTS	TSY	TSY	1.13	6/30/2021	2,508,459	0.84	1.333	1.321
	2,000	UNITED STATES TREAS NTS	TSY	TSY	1.63	6/30/2021	2,021,668	0.68	1.333	1.318
	3,000	UNITED STATES TREAS NTS	TSY	TSY	2.63	7/15/2021	3,075,729	1.03	1.417	1.351
	1,500	UNITED STATES TREAS NTS	TSY	TSY	2.25	7/31/2021	1,529,191	0.51	1.417	1.398
	1,500	UNITED STATES TREAS NTS	TSY	TSY	1.13	7/31/2021	1,504,163	0.51	1.417	1.406
	3,000	UNITED STATES TREAS NTS	TSY	TSY	2.75	8/15/2021	3,079,716	1.03	1.500	1.435
	2,500	UNITED STATES TREAS NTS	TSY	TSY	1.13	8/31/2021	2,519,560	0.85	1.500	1.482
	2,500	UNITED STATES TREAS NTS	TSY	TSY	1.13	9/30/2021	2,518,353	0.85	1.583	1.564
	3,000	UNITED STATES TREAS NTS	TSY	TSY	2.13	9/30/2021	3,081,021	1.04	1.583	1.550

Source: BondEdge Solutions

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Sector 1	Par (000)	Issuer Name	Mdys	S&P	Coupon (%)	Maturity	Mkt Value (\$)	% Held (MV)	Avg Life	Eff Dur
	3,000	UNITED STATES TREAS NTS	TSY	TSY	2.88	10/15/2021	3,124,749	1.05	1.667	1.580
	3,500	UNITED STATES TREAS NTS	TSY	TSY	2.00	10/31/2021	3,583,522	1.20	1.667	1.636
	3,000	UNITED STATES TREAS NTS	TSY	TSY	1.25	10/31/2021	3,027,603	1.02	1.667	1.647
	3,500	UNITED STATES TREAS NTS	TSY	TSY	2.88	11/15/2021	3,642,916	1.22	1.750	1.665
	3,500	UNITED STATES TREAS NTS	TSY	TSY	1.75	11/30/2021	3,564,831	1.20	1.750	1.722
	3,500	UNITED STATES TREAS NTS	TSY	TSY	1.88	11/30/2021	3,573,572	1.20	1.750	1.720
	1,500	UNITED STATES TREAS NTS	TSY	TSY	2.63	12/15/2021	1,552,889	0.52	1.833	1.750
	3,500	UNITED STATES TREAS NTS	TSY	TSY	2.50	1/15/2022	3,612,847	1.21	1.917	1.837
	3,500	UNITED STATES TREAS NTS	TSY	TSY	1.88	1/31/2022	3,569,028	1.20	1.917	1.889
	2,500	UNITED STATES TREAS NTS	TSY	TSY	2.50	2/15/2022	2,579,082	0.87	2.000	1.921
	3,000	UNITED STATES TREAS NTS	TSY	TSY	1.88	2/28/2022	3,085,150	1.04	2.000	1.948
	1,500	UNITED STATES TREAS NTS	TSY	TSY	1.75	2/28/2022	1,538,133	0.52	2.000	1.950
	4,000	UNITED STATES TREAS NTS	TSY	TSY	2.25	4/15/2022	4,146,563	1.39	2.167	2.064
	2,000	UNITED STATES TREAS NTS	TSY	TSY	1.75	4/30/2022	2,048,258	0.69	2.167	2.117
	3,000	UNITED STATES TREAS NTS	TSY	TSY	1.88	4/30/2022	3,081,364	1.04	2.167	2.114
	4,000	UNITED STATES TREAS NTS	TSY	TSY	2.13	5/15/2022	4,132,039	1.39	2.250	2.149
	1,000	UNITED STATES TREAS NTS	TSY	TSY	1.75	5/31/2022	1,023,363	0.34	2.250	2.201
	3,500	UNITED STATES TREAS NTS	TSY	TSY	1.75	7/15/2022	3,578,209	1.20	2.417	2.324
	3,500	UNITED STATES TREAS NTS	TSY	TSY	1.88	7/31/2022	3,587,893	1.21	2.417	2.365
	2,000	UNITED STATES TREAS NTS	TSY	TSY	1.63	8/31/2022	2,052,881	0.69	2.500	2.436
	2,000	UNITED STATES TREAS NTS	TSY	TSY	1.38	10/15/2022	2,035,839	0.68	2.667	2.567
	1,500	UNITED STATES TREAS NTS	TSY	TSY	1.88	10/31/2022	1,548,302	0.52	2.667	2.594
	3,500	UNITED STATES TREAS NTS	TSY	TSY	1.63	11/15/2022	3,585,601	1.20	2.750	2.643
<b>AGY</b>	<b>15,500</b>		<b>Aaa</b>	<b>AA+</b>	<b>1.15</b>	<b>Avg Life=0.8</b>	<b>15,552,437</b>	<b>5.22</b>	<b>0.461</b>	<b>0.482</b>
	3,000	FHLB DISC NT	AGY	AGY	0.00	4/29/2020	2,992,740	1.01	0.167	0.166
	2,500	FHLB DISC NT	AGY	AGY	0.00	5/1/2020	2,494,050	0.84	0.172	0.171
	2,500	FEDERAL HOME LOAN BANKS	AGY	AGY	1.75	6/12/2020	2,514,061	0.84	0.250	0.286
	1,000	FEDERAL FARM CR BKS	AGY	AGY	1.63	6/25/2020	1,000,316	0.34	0.333	0.068
	2,000	FEDERAL FARM CR BKS	AGY	AGY	1.62	4/22/2021	2,001,880	0.67	1.167	0.752
	1,000	FEDERAL HOME LOAN BANKS	AGY	AGY	3.00	9/10/2021	1,044,610	0.35	1.500	1.483
	2,000	FEDERAL HOME LOAN BANKS	AGY	AGY	1.57	2/14/2022	2,003,501	0.67	0.500	0.830
	1,500	FEDERAL HOME LOAN BANKS	AGY	AGY	1.65	2/18/2022	1,501,279	0.50	0.250	0.709
<b>MM</b>	<b>51,470</b>		<b>Aa3</b>	<b>AA-</b>	<b>1.03</b>	<b>Avg Life=0.4</b>	<b>51,526,775</b>	<b>17.31</b>	<b>0.387</b>	<b>0.229</b>
	2,500	WALMART INC	P-1	A-1+	0.00	3/2/2020	2,499,675	0.84	0.008	0.008

Source: BondEdge Solutions

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Sector 1	Par (000)	Issuer Name	Mdys	S&P	Coupon (%)	Maturity	Mkt Value (\$)	% Held (MV)	Avg Life	Eff Dur
	1,500	HSBC USA INC NEW	Aa3	AA-	1.74	3/5/2020	1,501,738	0.50	0.016	0.016
	1,000	HSBC USA INC NEW	Aa3	AA-	1.75	3/11/2020	1,000,934	0.34	0.033	0.033
	2,000	TORONTO-DOMINION BANK/NY 2.3	Aa3	AA-	1.82	3/16/2020	2,007,581	0.67	0.083	0.047
	2,500	SVENSKA HANDELSBANKEN AB	Aa3	AA-	1.86	4/1/2020	2,508,428	0.84	0.090	0.090
	2,500	EXXON CORP	P-1	A-1+	0.00	4/9/2020	2,495,725	0.84	0.112	0.111
	2,000	NORDEA BK ABP NEW YORK BRH	Aa3	AA-	1.51	4/24/2020	2,003,241	0.67	0.153	0.152
	2,500	EXXON CORP	P-1	A-1+	0.00	5/1/2020	2,493,400	0.84	0.172	0.171
	2,500	EXXON CORP	P-1	A-1+	0.00	5/18/2020	2,491,725	0.84	0.219	0.217
	2,000	CHEVRON CORP NEW	Aa1	AA-	0.00	5/22/2020	1,992,680	0.67	0.230	0.228
	2,500	EXXON CORP	P-1	A-1+	0.00	6/2/2020	2,490,275	0.84	0.260	0.258
	1,500	NORDEN BK AB PUBL NY BRH INS	Aa3	AA-	1.76	6/5/2020	1,507,578	0.51	0.268	0.013
	1,500	SVENSKA HANDELSBANKEN AB	Aa3	AA-	1.70	6/5/2020	1,502,060	0.50	0.268	0.013
	2,000	CHEVRON CORP NEW	Aa1	AA-	0.00	7/22/2020	1,987,100	0.67	0.396	0.394
	2,000	TORONTO-DOMINION BANK/NY 2.7	Aa3	AA-	1.90	7/30/2020	2,005,541	0.67	0.417	0.167
	1,135	WESTPAC BKG CORP NY BRH INST	Aa3	AA-	2.05	8/3/2020	1,139,127	0.38	0.429	0.427
	2,000	NORDEN BK AB PUBL NY BRH INS	Aa3	AA-	1.73	8/10/2020	2,004,293	0.67	0.448	0.192
	1,500	TORONTO-DOMINION BANK/NY 2.4	Aa3	AA-	1.98	9/30/2020	1,505,009	0.51	0.583	-0.006
	3,250	HSBC USA INC NEW	Aa3	AA-	2.70	10/2/2020	3,348,117	1.12	0.593	0.582
	2,085	APPLE INC	P-1	A-1+	0.00	10/2/2020	2,068,591	0.69	0.593	0.590
	2,500	APPLE INC	P-1	A-1+	0.00	10/5/2020	2,480,050	0.83	0.601	0.598
	2,000	APPLE INC	P-1	A-1+	0.00	10/13/2020	1,983,480	0.67	0.623	0.620
	1,500	SVENSKA HANDELSBANKEN AB	Aa3	AA-	1.77	1/4/2021	1,503,910	0.51	0.850	0.003
	1,750	SVENSKA HANDELSBANKEN AB	Aa3	AA-	1.51	1/26/2021	1,752,581	0.59	0.910	0.150
	2,000	WESTPAC BKING CORP N CERTIFI	Aa3	AA-	1.74	2/12/2021	2,001,547	0.67	0.917	0.192
	1,250	NORDEA BK ABP NEW YORK BRH	Aa3	AA-	1.68	5/7/2021	1,252,389	0.42	1.187	0.174
<b>Total:</b>	<b>293,863</b>		<b>Aaa</b>	<b>AA+</b>	<b>1.76</b>	<b>Avg Life=1.0</b>	<b>297,666,026</b>	<b>100.00</b>	<b>0.946</b>	<b>0.896</b>

Source: BondEdge Solutions

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College of DuPage

2/29/2020

Average Life	Market Value	% of Total
0 - 6 mo	\$ 113,996,572	38.3%
6 mo - 1 yr	\$ 64,307,930	21.6%
1 yr - 2 yrs	\$ 88,541,210	29.7%
2 yrs - 3 yrs	\$ 30,820,312	10.4%
<b>Total</b>	<b>\$ 297,666,024</b>	<b>100.0%</b>

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 2/29/2020 0.01%

## Disclosure

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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.

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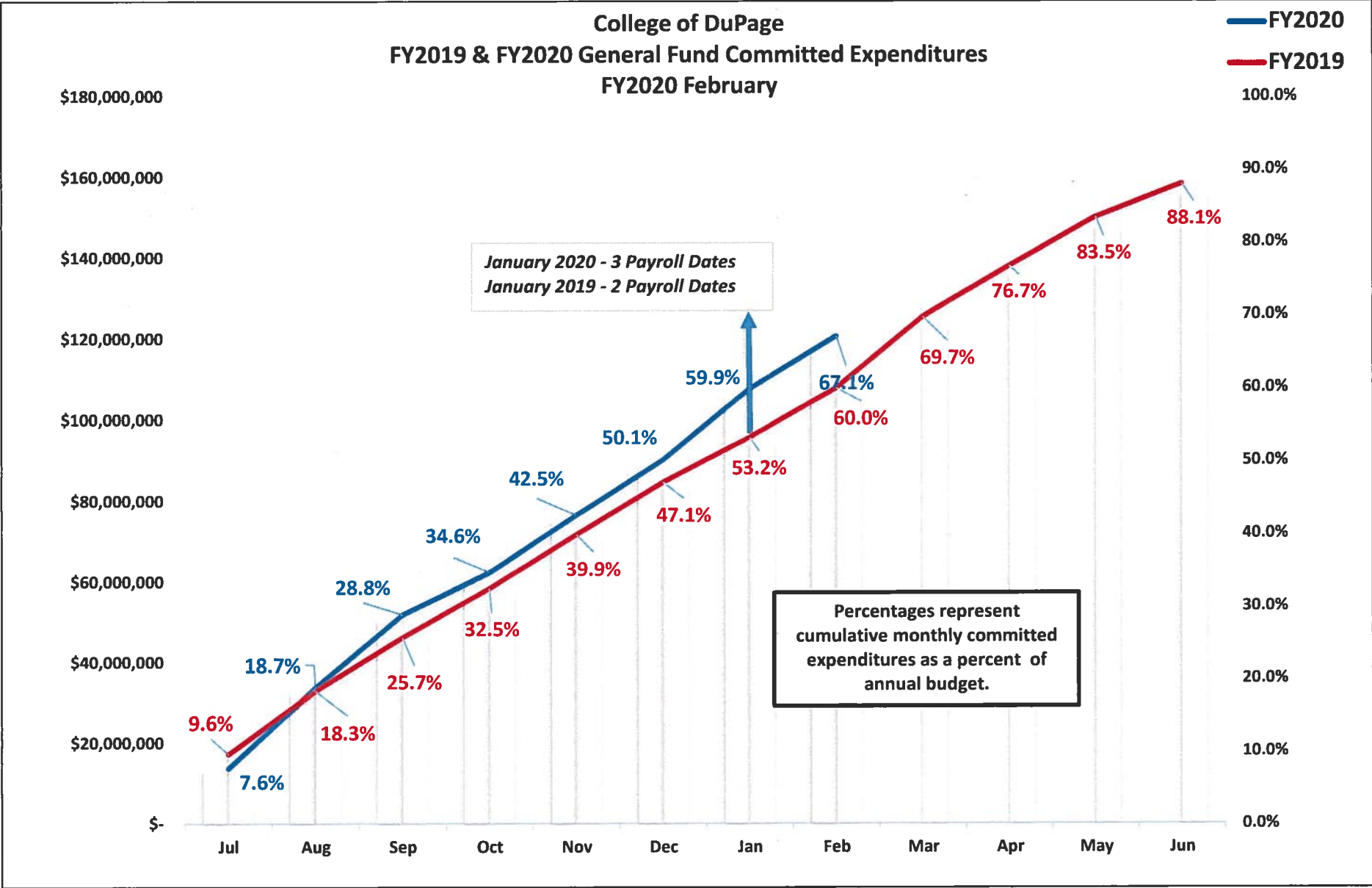
**COLLEGE OF DUPAGE**  
**FISCAL YEAR 2020 GENERAL FUND BUDGET AND EXPENDITURES by DIVISION**  
February 29, 2020  
As of February 29, 2020, 18 of 26 Payrolls have occurred (69.2%)

<b>DIVISION</b>	<b>ANNUAL BUDGET</b>	<b>EXPENDITURES (1) YEAR TO DATE</b>	<b>CURRENT YEAR COMMITMENTS (2)</b>	<b>TOTAL COMMITTED (3)</b>	<b>UNCOMMITTED BALANCE</b>	<b>% OF BUDGET COMMITTED</b>
<b>President</b>	\$ 631,850	\$ 339,345	\$ 1,800	\$ 341,145	\$ 290,705	53.99%
<b>Legislative Relations</b>	285,872	235,345	-	235,345	50,527	82.33%
<b>Board of Trustees</b>	123,710	43,034	40	43,074	80,636	34.82%
<b>Office of the General Counsel</b>						
General Counsel	603,487	357,287	4,541	361,828	241,659	59.96%
Compliance & Internal Audit	318,140	210,163	-	210,163	107,977	66.06%
<b>Office of the General Counsel Total</b>	<b>921,627</b>	<b>567,450</b>	<b>4,541</b>	<b>571,991</b>	<b>349,636</b>	<b>62.06%</b>
<b>Office of Provost</b>						
Student Affairs	19,188,996	10,156,094	742,256	10,898,350	8,290,646	56.79%
Math, Natural Sciences, & STEM	14,550,666	9,812,573	36,591	9,849,164	4,701,502	67.69%
Social & Behavioral Sciences	14,472,620	9,798,502	84,101	9,882,603	4,590,017	68.28%
Arts, Communications, & Hospitality	12,665,003	8,099,815	214,280	8,314,095	4,350,908	65.65%
Liberal Arts	11,795,817	8,018,025	1,140	8,019,165	3,776,652	67.98%
Business & Technology	11,355,385	7,322,228	146,157	7,468,385	3,887,000	65.77%
Nursing & Health Sciences	9,445,508	5,889,261	133,425	6,022,686	3,422,822	63.76%
Academic Partnerships & Learning Resources	9,214,864	5,146,415	136,422	5,282,837	3,932,027	57.33%
Continuing Education & Economic Development	3,794,017	2,545,855	180,411	2,726,266	1,067,751	71.86%
Provost Administration	2,240,988	1,206,108	50,410	1,256,518	984,470	56.07%
Curriculum & Assessment	2,047,581	1,196,047	6,985	1,203,032	844,549	58.75%
<b>Office of Provost Total</b>	<b>110,771,445</b>	<b>69,190,923</b>	<b>1,732,178</b>	<b>70,923,101</b>	<b>39,848,344</b>	<b>64.03%</b>
<b>Institutional Advancement</b>	<b>1,687,354</b>	<b>771,276</b>	<b>9,325</b>	<b>780,601</b>	<b>906,753</b>	<b>46.26%</b>
<b>Planning &amp; Inst. Effectiveness</b>	<b>1,230,156</b>	<b>675,094</b>	<b>17,853</b>	<b>692,947</b>	<b>537,209</b>	<b>56.33%</b>
<b>Administrative Affairs</b>						
Facilities	20,006,428	10,078,522	2,339,343	12,417,865	7,588,563	62.07%
Information Technology Services	15,770,728	9,836,700	1,840,893	11,677,593	4,093,135	74.05%
Financial Affairs	4,234,935	2,616,290	1,188	2,617,478	1,617,457	61.81%
Police	2,577,954	1,522,407	75,875	1,598,282	979,672	62.00%
Business Affairs	3,878,466	2,234,686	372,001	2,606,687	1,271,779	67.21%
Vice President-Administration	422,377	185,759	1,516	187,275	235,102	44.34%
Risk Management	414,935	233,611	10,630	244,241	170,694	58.86%
Budget Office	217,513	133,993	1,950	135,943	81,570	62.50%
<b>Administrative Affairs Total</b>	<b>47,523,336</b>	<b>26,841,968</b>	<b>4,643,396</b>	<b>31,485,364</b>	<b>16,037,972</b>	<b>66.25%</b>
<b>Marketing &amp; Communications</b>						
Marketing, Communications, Multi-Media	4,712,871	2,622,124	537,446	3,159,570	1,553,301	67.04%
Public Relations	836,100	588,470	41,493	629,963	206,137	75.35%
Community Relations	375,590	196,436	6,316	202,752	172,838	53.98%
<b>Marketing &amp; Communications Total</b>	<b>5,924,561</b>	<b>3,407,030</b>	<b>585,255</b>	<b>3,992,285</b>	<b>1,932,276</b>	<b>67.39%</b>
<b>Human Resources &amp; Project Hire-Ed</b>	<b>3,220,191</b>	<b>1,640,731</b>	<b>93,289</b>	<b>1,734,020</b>	<b>1,486,171</b>	<b>53.85%</b>
<b>General Institutional</b>	<b>12,128,117</b>	<b>8,389,963</b>	<b>9,500</b>	<b>8,399,463</b>	<b>3,728,654</b>	<b>69.26%</b>
<b>Internal Campus Services</b>	<b>(1,870,118)</b>	<b>(818,361)</b>	<b>-</b>	<b>(818,361)</b>	<b>(1,051,757)</b>	<b>43.76%</b>
<b>Position Budget Vacancy Allowance</b>	<b>(6,224,334)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(6,224,334)</b>	<b>0.00%</b>
<b>Total General Fund</b>	<b>\$ 176,353,767</b>	<b>\$ 111,283,798</b>	<b>\$ 7,097,177</b>	<b>\$ 118,380,975</b>	<b>\$ 57,972,792</b>	<b>67.13%</b>

**NOTES:**

- (1) The expenditures are based on unaudited numbers from the general ledger as of February 29, 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.

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**COLLEGE OF DUPAGE  
FISCAL YEAR ENDING JUNE 30, 2020  
FEBRUARY 29, 2020  
STATUS OF MAJOR PROJECTS / INITIATIVES**

<b>PROJECT / INITIATIVE</b>	<b>ANNUAL BUDGET</b>	<b>EXPENDITURES (1) YEAR TO DATE</b>	<b>CURRENT COMMITMENTS (2)</b>	<b>TOTAL COMMITTED (3)</b>	<b>UNCOMMITTED BALANCE</b>	<b>% OF BUDGET COMMITTED</b>
Project Hire-Ed	\$ 546,860	\$ 136,437	\$ 230	\$ 136,667	\$ 410,193	24.99%
Innovation DuPage / Civic Center	\$ 534,000	\$ 453,572	\$ 82,252	\$ 535,824	\$ (1,824)	100.34%
Pathways	\$ 5,342,302	\$ 1,385,219	\$ 932,439	\$ 2,317,658	\$ 3,024,644	43.38%

**NOTES:**

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

(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 February 29, 2020**

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

	<u>Without Restrictions</u>	<u>Net of Board Approved Fund Balance Restrictions</u>
<b>Total Operating Cash/Investments</b>	<b>\$ 258,806,312</b>	<b>\$ 258,806,312</b>
<b>Current Fund Balance Restrictions</b>		
Retiree OPEB Liability	-	(14,500,000)
Recapitalization Costs	-	(60,000,000)
Facilities Master Plan Project Costs	-	(44,000,000)
<b>Total Current Fund Balance Restrictions</b>	-	(118,500,000)
<b>Net Operating Cash/Investments</b>	<b>258,806,312</b>	<b>140,306,312</b>
<b>FY2019 General Fund Expenditures &amp; Transfers Out*</b>	<b>159,519,102</b>	<b>159,519,102</b>
<b>Net % Of Operating Cash/Investments Available To Pay Annual Operating Expenses</b>	<b>162.2%</b>	<b>88.0%</b>

\*Audited FY2019 CAFR, Exhibit A

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

The following positions have been added after the adoption of the FY2020 Budget. Resources from current-year vacancies will be applied to cover the costs of these positions.

Position Title	Position FTE	Position Salary Budget
<b>Project Manager</b>	<b>1.00</b>	<b>\$42,640</b>
<p><i>The current temporary Frida Project Manager position will become a permanent Project Manager position in order to secure the headcount for future Cleve Camey Museum of Art large-scale exhibits. The Project Manager is responsible for meeting coordination, arranging contracts related to the exhibit execution, temporary staff hiring plans, budget tracking, related purchase orders, assuring cohesive communication exists between all staff and other departments, and assisting MAC Director and CCMA Curator/Director as needed.</i></p>		





**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING**

**BOARD INFORMATION**

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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**

February 1 - 29, 2020

Fund ID	Fund Description	Gift Count	Cash	Stock	Pledge Balance	Gifts-In-Kind	Planned	Total
G842 / 35	Archadeck of Chicagoland Scholarship	1	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
R695 / 30	Athletic Department	3	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00
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	4	\$38.76	\$0.00	\$0.00	\$0.00	\$0.00	\$38.76
D624 / 20	Buffalo Theatre Ensemble Program	5	\$850.00	\$0.00	\$0.00	\$0.00	\$0.00	\$850.00
R693 / 30	Business and Technology Program	2	\$18.18	\$0.00	\$0.00	\$0.00	\$0.00	\$18.18
G268 / 35	Cancer Federation Scholarship	4	\$44.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44.00
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	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
G302 / 35	Classified Personnel Committee (CPC) Scholarship	3	\$150.00	\$0.00	\$50.00	\$0.00	\$0.00	\$200.00
G827 / 40	Cleve Carney Endowed Art Fund	2	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00
D706 / 20	COACH Program	1	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
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	5	\$22.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22.00
G918 / 25	College of DuPage Foundation's Single Parent Scholarship	9	\$176.36	\$0.00	\$0.00	\$0.00	\$0.00	\$176.36
G904 / 25	College of DuPage Foundation's Textbook Scholarship	6	\$45.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45.00
G702 / 35	Community HS District 99 (Downers Grove North/South) Scholarship	2	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
D627 / 20	Culinary & Hospitality Program	4	\$349.00	\$0.00	\$0.00	\$0.00	\$0.00	\$349.00
G977 / 35	DeLara Family Scholarship	1	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00
R699A / 30	Dr. Donald and Helen (Gum) Westlake Endowed Fund for Student Productior	1	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00
G857 / 35	Dr. Gina Santori Nursing Scholarship	1	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00
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
G892 / 35	Eileen M. Ward Textbook/Instructional Materials Endowed Scholarship	1	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00
D703 / 30	Engineering Program Support	3	\$45.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45.00
G856 / 35	Eric Martinson Memorial Scholarship	23	\$483.00	\$0.00	\$0.00	\$0.00	\$0.00	\$483.00
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	149	\$99,960.62	\$0.00	\$0.00	\$0.00	\$0.00	\$99,960.62
D704 / 30	FUEL Pantry Support	13	\$247.10	\$0.00	\$100.00	\$0.00	\$0.00	\$347.10
G808 / 40	General Scholarship Endowment	2	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00
G900 / 25	General Scholarship Fund	98	\$3,145.50	\$0.00	\$100.00	\$0.00	\$0.00	\$3,245.50
R661 / 30	George Macht Culinary & Hospitality Program	2	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
G826 / 40	George Macht Scholarship Endowment	2	\$171.00	\$0.00	\$0.00	\$0.00	\$0.00	\$171.00
G707 / 35	Glenbard High School District 87 Scholarship	5	\$29.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29.00
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	\$385.00	\$0.00	\$0.00	\$0.00	\$0.00	\$385.00
G165 / 25	Healthcare Initiative Scholarship	1	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
G708 / 35	Hinsdale Township High School District 86 Scholarship	3	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
D629 / 20	Horticulture Program	1	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
D620 / 20	Horticulture Student Competition Support	1	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
D640 / 20	International Education Development Support	1	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00
G201 / 35	Iyer Chemistry Scholarship	2	\$76.92	\$0.00	\$0.00	\$0.00	\$0.00	\$76.92

**College of DuPage Foundation  
Monthly Gift Summary Report**

February 1 - 29, 2020

Fund ID	Fund Description	Gift Count	Cash	Stock	Pledge Balance	Gifts-In-Kind	Planned	Total
G230 / 35	John Belushi Memorial Scholarships for Music and Theater	1	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00
R659 / 20	Library Program Endowment	4	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00
R672 / 30	Lifelong Learning Program	2	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00
G155 / 25	Lifelong Learning Scholarship	3	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00
R619 / 30	McAninch Arts Center General Fund	15	\$952.38	\$0.00	\$0.00	\$0.00	\$0.00	\$952.38
D694 / 20	Meteorology Program	1	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
G266 / 35	Michael Browning Memorial Scholarship	1	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
D693 / 20	Music Program	3	\$210.00	\$0.00	\$0.00	\$0.00	\$0.00	\$210.00
D660 / 20	New Philharmonic Orchestra	3	\$700.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$1,900.00
G130 / 25	Nursing Alumni Scholarship	2	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
D702 / 30	Paralegal Program Support	1	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
G860 / 35	Professor Chris Goergen Political Science Scholarship	2	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00
G983 / 35	Raymond and Virginia Link Vocational Scholarship	1	\$225.00	\$0.00	\$0.00	\$0.00	\$0.00	\$225.00
G100 / 10	Resource for Excellence Fund	30	\$1,830.26	\$0.00	\$0.00	\$0.00	\$0.00	\$1,830.26
R656 / 30	Ronald Lemme Lecture Series	3	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00
G835 / 35	Scalise Family Fashion Program Scholarship	1	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00
G469 / 35	Second Year Nursing Scholarship	3	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00
G115 / 25	Student Crisis Emergency Support	5	\$1,652.50	\$0.00	\$0.00	\$0.00	\$0.00	\$1,652.50
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	10	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
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
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	4	\$135.00	\$0.00	\$0.00	\$0.00	\$0.00	\$135.00
G135 / 25	Vocational Skills Program Support for Special Populations	2	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00
D697 / 20	WDCB Employer Matching Gift Revenue (EMG)	6	\$735.00	\$0.00	\$0.00	\$0.00	\$0.00	\$735.00
D696 / 20	WDCB Individual Gifts	1,680	\$40,332.30	\$0.00	\$0.00	\$0.00	\$0.00	\$40,332.30
D695 / 20	WDCB Underwriting	28	\$13,777.00	\$0.00	\$5,852.00	\$0.00	\$0.00	\$19,629.00
R701 / 30	Youth Leadership Program and Scholarships	1	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00
<b>Grand Totals:</b>			<b>\$177,100.88</b>	<b>\$0.00</b>	<b>\$7,302.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$184,402.88</b>

2,216 Gift(s) listed  
1,989 Donor(s) listed

**College of DuPage Foundation**  
**Fiscal Year 2020 Gift Summary Report**  
Year-to-Date as of February 29, 2020

Fund ID	Fund Description	Gift Count	Cash	Stock	Pledge Balance	In-Kind	Planned	Total
G620 / 35	A.R.C. Memorial Scholarship	5	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00
R603 / 30	ACT-SO (Afro-Academic, Cultural, Technical and Scientific Olympics) Program Support	2	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00
G858 / 35	AFA Applied Music Fee Award	1	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00
G867 / 40	Alice M. Snelgrove Honors Scholarship Endowment	1	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
G842 / 35	Archadeck of Chicagoland Scholarship	1	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
R695 / 30	Athletic Department	19	\$220.00	\$0.00	\$0.00	\$0.00	\$0.00	\$220.00
G863 / 40	Attard Family Scholarship for Veterans Endowment	1	\$7,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,150.00
G588 / 35	August Zarcone Memorial Endowed Scholarship	1	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00
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	18	\$180.00	\$0.00	\$0.00	\$0.00	\$0.00	\$180.00
G367 / 35	B.J. Hoddinott Wildlife Ecology Endowed Scholarship	1	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00
R607B / 30	Belushi Artist-In-Residence Program	37	\$598.84	\$0.00	\$0.00	\$0.00	\$0.00	\$598.84
G348 / 35	Brian Fugiel Memorial Scholarship	1	\$501.00	\$0.00	\$0.00	\$0.00	\$0.00	\$501.00
G928 / 35	BTE Stage Management Scholarship	1	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
D624 / 20	Buffalo Theatre Ensemble Program	39	\$10,835.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,835.00
R693 / 30	Business and Technology Program	3	\$18.18	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,018.18
G268 / 35	Cancer Federation Scholarship	25	\$341.00	\$0.00	\$0.00	\$0.00	\$0.00	\$341.00
G853 / 35	Capper and Marilou Grant Paralegal Scholarship	3	\$1,089.50	\$0.00	\$0.00	\$0.00	\$0.00	\$1,089.50
G700 / 35	Carol Stream Community College Scholarship	30	\$970.00	\$0.00	\$0.00	\$0.00	\$0.00	\$970.00
G475 / 35	Carter Carroll Excellence in History Award	3	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00
D690 / 20	Center for Entrepreneurship Fund for Workforce Development	19	\$725.00	\$0.00	\$0.00	\$0.00	\$0.00	\$725.00
G273 / 35	Certificate of GED Scholarship	22	\$5,875.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,875.00
G971 / 35	Chief George Graves Scholarship	9	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
G168 / 25	Christopher & Karen Thielman Culinary & Hospitality Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
G167 / 25	Christopher & Karen Thielman International Field Studies Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
G302 / 35	Classified Personnel Committee (CPC) Scholarship	13	\$381.52	\$0.00	\$50.00	\$0.00	\$0.00	\$431.52
R622 / 30	Cleve Carney Art Gallery Fund	5	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00
G827 / 40	Cleve Carney Endowed Art Fund	19	\$490.00	\$0.00	\$0.00	\$0.00	\$0.00	\$490.00
D600 / 20	Cleve Carney Museum of Art Membership	45	\$2,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,600.00
G870 / 40	Clifford and Leone Foss Automotive Service Technology Scholarship Endowment	2	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00
D706 / 20	COACH Program	1	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
G869 / 35	CODAA Founders Scholarship	1	\$504.00	\$0.00	\$0.00	\$0.00	\$0.00	\$504.00
G215 / 35	College of DuPage Faculty Association Scholarship	20	\$2,180.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,180.00
G912 / 25	College of DuPage Foundation's Impact Scholarship	28	\$212.35	\$0.00	\$0.00	\$0.00	\$0.00	\$212.35
G915 / 25	College of DuPage Foundation's Returning Adult Scholarship	44	\$163.00	\$0.00	\$0.00	\$0.00	\$0.00	\$163.00
G918 / 25	College of DuPage Foundation's Single Parent Scholarship	118	\$1,757.19	\$0.00	\$0.00	\$0.00	\$0.00	\$1,757.19
G904 / 25	College of DuPage Foundation's Textbook Scholarship	47	\$375.00	\$0.00	\$0.00	\$0.00	\$0.00	\$375.00
G702 / 35	Community HS District 99 (Downers Grove North/South) Scholarship	2	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
D627 / 20	Culinary & Hospitality Program	23	\$549.00	\$0.00	\$0.00	\$0.00	\$0.00	\$549.00
G977 / 35	DeLara Family Scholarship	1	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00
R629 / 30	Dental Hygiene Program	1	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
G828 / 35	Distinguished Alumni Scholarship	1	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
G306 / 35	Donald J. Craft Memorial Scholarship	2	\$1,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,250.00
R699A / 30	Dr. Donald and Helen (Gum) Westlake Endowed Fund for Student Productions	3	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00
G852 / 35	Dr. Edith S. Jaco Study Abroad Scholarship for Spanish Heritage Language Learners	2	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
G857 / 35	Dr. Gina Santori Nursing Scholarship	1	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00
G847 / 35	Dr. Maureen N. Dunne Autism Student Success Scholarship	1	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
G974 / 35	Edwin and Barbara Dannewitz Perioperative Arena Scholarship	18	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$360.00

**College of DuPage Foundation**  
**Fiscal Year 2020 Gift Summary Report**  
Year-to-Date as of February 29, 2020

Fund ID	Fund Description	Gift Count	Cash	Stock	Pledge Balance	In-Kind	Planned	Total
G105 / 25	Eileen M. Ward Endowed Textbook/Instructional Materials Scholarship	13	\$2,675.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,675.00
G892 / 35	Eileen M. Ward Textbook/Instructional Materials Endowed Scholarship	5	\$1,165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,165.00
G461 / 35	Ellen Watt Memorial Scholarship II	1	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
D703 / 30	Engineering Program Support	20	\$30,205.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,205.00
G856 / 35	Eric Martinson Memorial Scholarship	252	\$8,200.85	\$0.00	\$0.00	\$0.00	\$0.00	\$8,200.85
G865 / 35	Evalynn Jantos Textbook Scholarship	1	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00
D692 / 20	Fashion Program	21	\$180.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$1,380.00
R612 / 30	Fine Arts Program	19	\$1,720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,720.00
G347 / 35	Flexible Steel Lacing Endowed Scholarship	1	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,500.00
G345 / 35	Floral Design Memorial Scholarship	1	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
D625 / 20	Football Program	2	\$5,218.40	\$0.00	\$0.00	\$0.00	\$0.00	\$5,218.40
E225 / 20	Frida Kahlo Exhibition	330	\$458,610.13	\$0.00	\$48,559.02	\$0.00	\$0.00	\$507,169.15
D704 / 30	FUEL Pantry Support	63	\$7,348.11	\$0.00	\$100.00	\$0.00	\$0.00	\$7,448.11
D626 / 20	General Athletic Program	7	\$26.95	\$0.00	\$0.00	\$0.00	\$0.00	\$26.95
G808 / 40	General Scholarship Endowment	18	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
G900 / 25	General Scholarship Fund	728	\$83,621.95	\$0.00	\$100.00	\$0.00	\$0.00	\$83,721.95
R661 / 30	George Macht Culinary & Hospitality Program	3	\$2,020.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,020.00
G826 / 40	George Macht Scholarship Endowment	6	\$171.00	\$50,897.66	\$0.00	\$0.00	\$0.00	\$51,068.66
G707 / 35	Glenbard High School District 87 Scholarship	30	\$106.00	\$0.00	\$0.00	\$0.00	\$0.00	\$106.00
G937 / 35	Glenn and Anita Dickson Fine & Applied Arts Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
G926 / 35	Glenn Hansen Leadership Scholarship	40	\$2,065.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,065.00
G989 / 35	Global Justice Scholarship	15	\$13,070.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,070.00
G406 / 35	Greg Joos Memorial Scholarship	9	\$103.86	\$0.00	\$0.00	\$0.00	\$0.00	\$103.86
G959 / 35	H. J. Kleemann Engineering Scholarship	4	\$685.00	\$0.00	\$300.00	\$0.00	\$0.00	\$985.00
G368 / 35	Hawthorn Garden Club Scholarship Fund	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
G861 / 35	Health Science Symposium	21	\$9,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,900.00
G165 / 25	Healthcare Initiative Scholarship	2	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00
R646 / 30	Healthcare Instructional Support	1	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
G708 / 35	Hinsdale Township High School District 86 Scholarship	19	\$410.00	\$0.00	\$0.00	\$0.00	\$0.00	\$410.00
R648 / 30	Homeland Security Program Support	5	\$19.25	\$0.00	\$0.00	\$0.00	\$0.00	\$19.25
R643 / 30	Honors Program	1	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
D629 / 20	Horticulture Program	7	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
D620 / 20	Horticulture Student Competition Support	8	\$310.00	\$0.00	\$0.00	\$0.00	\$0.00	\$310.00
G862 / 35	Hospitality Scholarship	1	\$2,720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,720.00
D640 / 20	International Education Development Support	1	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00
G201 / 35	Iyer Chemistry Scholarship	10	\$484.60	\$0.00	\$0.00	\$0.00	\$0.00	\$484.60
G230 / 35	John Belushi Memorial Scholarships for Music and Theater	11	\$415.00	\$0.00	\$0.00	\$0.00	\$0.00	\$415.00
G927 / 35	John Modschiedler, Advisor Emeritus, Phi Theta Kappa Scholarship	2	\$1,005.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,005.00
G711 / 35	Lake Park District 108 Scholarship	9	\$45.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45.00
R703 / 30	Lakeside Pavilion Program	1	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
G985 / 35	Lauren G. Morgan Forensics Scholarship	1	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00
R660 / 20	Library Development	1	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
R659 / 20	Library Program Endowment	40	\$286.00	\$0.00	\$0.00	\$0.00	\$0.00	\$286.00
R672 / 30	Lifelong Learning Program	5	\$1,110.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,110.00
G155 / 25	Lifelong Learning Scholarship	7	\$1,975.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,975.00
R840 / 30	Linda and Robert Jenkins Equipment Mgr Student Aides Support	16	\$1,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,150.00
G714 / 35	Lyons Township High School District 204 Scholarship	14	\$70.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70.00
R705 / 30	MACtastic Treat Seats - Tickets for Kids and Families Endowed Program	3	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00

**College of DuPage Foundation**  
**Fiscal Year 2020 Gift Summary Report**  
Year-to-Date as of February 29, 2020

Fund ID	Fund Description	Gift Count	Cash	Stock	Pledge Balance	In-Kind	Planned	Total
G445 / 35	Mayes/McLean Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
R619 / 30	McAninch Arts Center General Fund	250	\$36,996.67	\$0.00	\$0.00	\$11,136.50	\$0.00	\$48,133.17
G800 / 40	McAninch Endowment for the Arts Fund	1	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00
D694 / 20	Meteorology Program	8	\$2,415.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,415.00
G833 / 35	Michael and Sandra Meyers Endowed Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
G855 / 40	Michael and Sandra Meyers Scholarship Endowment	1	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
G266 / 35	Michael Browning Memorial Scholarship	1	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
G454 / 35	Morrissey Dental Hygiene Scholarship	34	\$4,410.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,410.00
D693 / 20	Music Program	21	\$340.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,340.00
D660 / 20	New Philharmonic Orchestra	204	\$89,820.23	\$0.00	\$26,160.00	\$0.00	\$0.00	\$115,980.23
G130 / 25	Nursing Alumni Scholarship	11	\$2,115.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,115.00
D702 / 30	Paralegal Program Support	1	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
G980 / 40	Paul W. Hedburn and Katherine T. Hedburn Scholarship Endowment	1	\$400,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400,000.00
G860 / 35	Professor Chris Goergen Political Science Scholarship	4	\$1,540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,540.00
G983 / 35	Raymond and Virginia Link Vocational Scholarship	15	\$1,350.00	\$0.00	\$50.00	\$0.00	\$0.00	\$1,400.00
G100 / 10	Resource for Excellence Fund	247	\$32,019.76	\$0.00	\$0.00	\$0.00	\$0.00	\$32,019.76
R656 / 30	Ronald Lemme Lecture Series	14	\$1,170.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,170.00
G835 / 35	Scalise Family Fashion Program Scholarship	6	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
G469 / 35	Second Year Nursing Scholarship	25	\$1,274.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,274.00
D608 / 20	Sonography Program	1	\$0.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00
G115 / 25	Student Crisis Emergency Support	51	\$2,530.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,530.00
G848 / 35	Student Life Leadership Award	19	\$1,180.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,180.00
G931 / 35	Student Need Scholarship	13	\$99.62	\$0.00	\$0.00	\$0.00	\$0.00	\$99.62
G520 / 35	Study Abroad Scholarships	67	\$726.95	\$0.00	\$0.00	\$0.00	\$0.00	\$726.95
G967 / 35	The Christopher Drop Welding Scholarship	15	\$117.00	\$0.00	\$0.00	\$0.00	\$0.00	\$117.00
G563 / 35	The Honorable Bonnie M. Wheaton Endowed Scholarship	19	\$1,450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,450.00
G938 / 35	Troy Scholarship for Engineering	18	\$240.00	\$0.00	\$0.00	\$0.00	\$0.00	\$240.00
G939 / 35	Troy Scholarship for Nursing	18	\$240.00	\$0.00	\$0.00	\$0.00	\$0.00	\$240.00
D632 / 20	Veteran Services Program	37	\$1,245.40	\$0.00	\$0.00	\$0.00	\$0.00	\$1,245.40
G527 / 35	Veterans Textbook Scholarship	1	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
G845 / 35	Vistex Impact Scholarship	1	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00
G846 / 35	Vistex Scholarship	1	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,000.00
G135 / 25	Vocational Skills Program Support for Special Populations	32	\$230.00	\$0.00	\$0.00	\$0.00	\$0.00	\$230.00
G529 / 35	Volunteers in Action (VIA) Endowed Scholarship	1	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
D697 / 20	WDCB Employer Matching Gift Revenue (EMG)	44	\$2,818.08	\$0.00	\$1,750.00	\$0.00	\$0.00	\$4,568.08
D687 / 20	WDCB Future Fund	15	\$105.73	\$0.00	\$0.00	\$0.00	\$0.00	\$105.73
D696 / 20	WDCB Individual Gifts	15,259	\$572,826.42	\$344.65	\$0.00	\$0.00	\$0.00	\$573,171.07
D699 / 20	WDCB Merchandising	7	\$895.00	\$0.00	\$0.00	\$0.00	\$0.00	\$895.00
D695 / 20	WDCB Underwriting	197	\$136,164.80	\$0.00	\$8,452.00	\$0.00	\$0.00	\$144,616.80
G965 / 40	William W. Steele Memorial Scholarship Endowment	1	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
R701 / 30	Youth Leadership Program and Scholarships	16	\$175.00	\$0.00	\$0.00	\$0.00	\$0.00	\$175.00
<b>Grand Totals:</b>			<b>\$2,176,887.34</b>	<b>\$51,242.31</b>	<b>\$85,521.02</b>	<b>\$20,336.50</b>	<b>\$0.00</b>	<b>\$2,333,987.17</b>

19,099 Gift(s) listed  
6,185 Donor(s) listed

**VENDOR DONATIONS RECEIVED  
BY THE COLLEGE\***  
YTD as of February 29, 2020

<b><u>JULY 2019</u></b>	
<i>Sodexo America, LLC</i>	
20,000.00	Annual Gift
<u>20,000.00</u>	

<b><u>AUGUST 2019</u></b>	
Follett Higher Education Group, Inc	
150,000.00	Open Ed Resource (per contract)
<u>150,000.00</u>	

<b><u>SEPTEMBER 2019</u></b>	
<i>Pepsi Beverages Company</i>	
3,500.00	Athletics Program Support (per contract)
<u>3,500.00</u>	

<b><u>OCTOBER 2019</u></b>	
<i>no activity</i>	

<b><u>NOVEMBER 2019</u></b>	
<i>no activity</i>	

<b><u>DECEMBER 2019</u></b>	
<i>no activity</i>	

<b><u>JANUARY 2020</u></b>	
<i>no activity</i>	

<b><u>FEBRUARY 2020</u></b>	
<i>Pepsi Beverages Company</i>	
51,000.00	Sponsorship Payment (per contract)
<u>51,000.00</u>	

\* Not processed through the COD Foundation





**COLLEGE OF DuPAGE**  
**REGULAR BOARD MEETING**

**BOARD INFORMATION**

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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**

*College Requested Change:* BIC Academic Affairs Remodel, RoMASS #08, #10; BIC STEM Pilot, Holabird & Root #02; Inn at Water's Edge, American Education Supply #01; Admin Building Renovation, F.H. Paschen, #09.

*Errors and Omissions:* Cleve Carney Museum of Art Expansion, Mortenson #14.

*Unforeseen Conditions Change:* Carol Stream Roof Replacement, Combined Roofing #01.

b) **Fund 02 Budget Related Projects**

NONE

**SUMMARY OF CONSTRUCTION CHANGE ORDERS**

a) FUND 03 BUDGET RELATED PROJECTS

- **BIC ACADEMIC AFFAIRS OFFICE REMODEL – ROMAAS #08: \$ 915.00.**  
College requested change to reconfigure a code necessitated office suite door opening change that now requires the frames to be welded together for proper structural integrity.

Contractor	Original Contract	Change Orders Amount to Date	Amount of This Change Order	New Contract Value
RoMAAS, Inc,	\$349,900.00	\$ 21,752.00	\$ 915.00	\$372,567.00
<b>Total this C.O.</b>			<b>\$ 915.00</b>	

- **BIC ACADEMIC AFFAIRS OFFICE REMODEL – ROMAAS #10: \$ 514.00.**  
College requested change. Additional rolloff boxes have been required as others in the vicinity have been using the rolloff box allocated for this project for their disposal.

Contractor	Original Contract	Change Orders Amount to Date	Amount of This Change Order	New Contract Value
RoMAAS, Inc,	\$349,900.00	\$ 22,667.00	\$ 514.00	\$373,081.00
<b>Total this C.O.</b>			<b>\$ 514.00</b>	

- **BIC STEM PILOT – HOLABIRD & ROOT #02: \$3,122.00.** College requested change. The design contract was based on design and construction administration services for two classrooms to be completed simultaneously. The Augmented Reality and Virtual Reality classroom concepts were completed in Fall of 2019, and that portion of the project has been designed, bid and will be completed in May of 2020. After engaging the Architect, it became apparent that the academic investigation and final decision as to which primary equipment display to be used in the interactive collaboration classroom would not be completed until February 2020. Therefore, the project was subdivided into two separate projects. This change order reflects the additional cost for the Architect to revise the construction documents to create two distinct sets of biddable documents, plus engage in additional design meetings with sub-consultants.

Contractor	Original Contract	Change Orders Amount to Date	Amount of This Change Order	New Contract Value
Holabird & Root	\$19,500.00	\$2,750.00	\$3,122.00	\$25,372.00
<b>Total this C.O.</b>			<b>\$3,122.00</b>	

- **CLEVE CARNEY MUSEUM OF ART EXPANSION – MORTENSON #14: \$31,978.00.** Error and omissions change. Upon installation and testing of the security devices in the gallery, it was determined that the device locations and the audible and visual alarms were not ideal for a museum quality installation and display flexibility. This change order compensates the construction manager to relocate the devices from 9’-6” above the floor to the ceiling plane (drywall, paint, conduit and low voltage wiring) and changes the alarm devices to provide a more patron friendly, less shrill tone and decibel range.

Contractor	Original Contract	Change Orders Amount to Date	Amount of This Change Order	New Contract Value
M. A. Mortenson	\$2,335,159.60	\$136,572.00	\$31,978.00	\$2,503,709.60
<b>Total this C.O.</b>			<b>\$31,978.00</b>	

- **INN AT WATER’S EDGE – AMERICAN EDUCATION SUPPLY #01: CREDIT (\$129,239.04).** College requested change. The 2020 fiscal year budget for the Water’s Edge Inn space refresh and furniture replacement was \$198,621.00. Additional funding was requested to allow the time sensitive award of the main component of the project, furniture replacement, with the understanding that value engineering efforts would be made to reduce the overall project cost, which includes design, permit, electrical work, wall paper and carpet. This value engineering effort included deferring work in the lobby and corridor until the next fiscal year, simplifying the desks in the guest rooms, and reducing the cost of carpet and wall covering and removing those scopes from the contract with American Education Supply. This change order reflects the reduction as a result of those value engineering efforts.

Contractor	Original Contract	Change Orders Amount to Date	Amount of This Change Order	New Contract Value
American Education Supply	\$273,349.08	\$00.00	(\$129,239.04)	\$144,110.04
<b>Total this C.O.</b>			<b>(\$129,239.04)</b>	

- **ADMIN BUILDING RENOVATION – F.H. PASCHEN #09: CREDIT (\$3,231.97).** College requested change. The architectural drawings included moisture resistant drywall throughout the building. The College deemed that unnecessary for the totality of the drywall and switched to standard Type X drywall in the majority of the building, while maintaining the moisture-resistant drywall only in applicable areas. This credit is for the material cost difference between the drywall products that were installed.

Contractor	Original Contract	Change Orders Amount to Date	Amount of This Change Order	New Contract Value
F.H. Paschen	\$4,240,000.00	\$37,530.91	(\$3,231.97)	\$4,274,298.94
<b>Total this C.O.</b>			<b>(\$3,231.97)</b>	

- **CAROL STREAM ROOF REPLACEMENT – COMBINED ROOFING #01:**  
**\$982.00.** Unforeseen conditions change. Upon tearing off the old roofing system down to the substrate, there was a roof depression discovered that would allow water to pond on the roof if not re-built with additional materials. This change order is to furnish and install an additional layer of insulation, over the proposed two layers insulation, and underneath the roof board at the affected area to eliminate future ponding.

Contractor	Original Contract	Change Orders Amount to Date	Amount of This Change Order	New Contract Value
F.H. Paschen	\$364,435.00	\$0.00	\$982.00	\$365,417.00
<b>Total this C.O.</b>			<b>\$982.00</b>	

b) FUND 02 BUDGET RELATED PROJECTS

NONE

Staff Contact: Bruce Schmiedl, Facilities Director



**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING**

**BOARD INFORMATION**

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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**  
**March 19, 2020**

<b>COMPLETED FY20</b>			
Project Name	Origin/Scope	Anticipated Benefit/Timing	Actual Cost
<b>Administrative Annex Building Renovation</b> (former ECC)	Origin: Request by College Leadership.  Scope: Renovate existing daycare center and early childhood classrooms into administrative offices for Marketing, Business Affairs/Purchasing and Planning and Research uses.	Construction of new offices for administrative functions relocating from BIC in order to free up space for the eventual location of Pathways Program spaces. Proposals for architectural services approved at the June Board. Design Development complete. Construction drawings complete. Bidding complete, contract awarded at February Board Meeting. <b>Construction completed August 21st.</b>	<b>\$5,600,000</b>
<b>PE Switchgear Room Leak Repair</b>	Origin: Request by Facilities  Scope: Excavate foundation wall and install below grade waterproofing and drainage piping. The work also includes excavating a leaking underground electrical conduit, and installing new conduit and wire to the electrical switchgear room serving the PE Building.	This project will correct a chronic underground leak that continues to deposit water into the electrical room serving the PE building. The work will prevent damage to electrical service and equipment and improve occupant safety during electrical room maintenance and service functions. <b>Project completed August 23rd.</b>	<b>\$110,000</b>
<b>College Road &amp; Prairie Drive Intersection Repairs</b>	Origin: Request by Facilities  Scope: Remove surface of scaling and delaminating pavement, excavate and repair leaking underground irrigation main within the intersection and repave and restripe accordingly.	This will repair an underground irrigation main leak which is contributing to the deterioration of the pavement in the surrounding area. Bids approved at July Board meeting. Construction in progress. <b>Project completed early August 16th.</b>	<b>\$80,000</b>
<b>SRC Northeast Entrance Replacement</b>	Origin: Request from Facilities, Administration and Public Safety  Scope: Remove existing deteriorated and obsolete revolving doors and replace with new vestibule and canopy.	Existing revolving doors are deteriorated and difficult to service and cannot be secured or monitored by campus electronic security system. New storefront systems will create a canopy and vestibule providing protection from inclement weather and enable all associated entrance doors to be secured and monitored by the college electronic security system. Bailey Edward Architects selected after obtaining quotes from three architects with whom that college has had satisfactory relationships. Bidding completed and approved at the June Board. Construction started first week of November 2018. <b>Substantially complete and opened for use December 10, 2019.</b>	<b>\$340,175</b>
<b>BIC Plaza Deck Repairs</b>	Origin: Request by Facilities  Scope: Remove and replace damaged expansion joint and associate waterproofing membrane. Install additional concrete control joints as needed to control movement.	This project will correct chronic leaking that has occurred into the Warehouse and Engineering Machine Room immediately below the concrete deck. <b>Project is complete.</b>	<b>\$215,000</b>
<b>Auto Shop Epoxy Floor Replacement</b>	Origin: Request by Academic Leadership  Scope: Remove existing damaged epoxy floor finish, etch concrete as necessary and install new epoxy floor finish.	Replace existing epoxy floor which is showing significant signs of wear and is becoming impractical to repair on an as-need basis due to the increase in the number of areas needing repair. Bidding complete and approved at the November Board. Installation is in progress. <b>Project completed during winter break.</b>	<b>\$150,000</b>



**College of DuPage Construction Projects Update**  
**March 19, 2020**

<b>IN PROGRESS</b>			
Project Name	Origin/Scope	Anticipated Benefit/Timing	Anticipated Cost
<b>Cleve Carney Gallery Addition</b>	Origin: Request by Academic Leadership  Scope: Provide security enhancements to the existing gallery space and enlarge the gallery by approximately 1,000-sf. New construction shall be reinforced concrete floor, walls and roof for security purposes. Interior finishes to match existing gallery. New secondary exit stair to be provided at the north end for code required egress.	Enlarging the existing gallery will enable the College to provide a better presentation space for the upcoming Frida Kahlo exhibit arriving May 2020. This addition, together with the required security enhancements will position the College to receive other high value art exhibits in the future and enhance the College position as a place in the community to view important works of art by other renowned artists. Project approved at February Board Meeting. Project bids approved at August Board meeting for approval. Construction commenced September 16th and is on schedule. <b>Anticipated completion early May 2020.</b>	<b>\$2,854,291</b>
<b>Center for Student Success (Pathways Program Offices BIC 1st floor west)</b>	Origin: Request by Academic Leadership  Scope: Create permanent location for Pathways Program offices in accordance with recommendations of the FMP. Includes construction of 40 Navigator offices, managers office and support staff workstations.	Initiating design phase to create a location within BIC that is convenient for student access and in efficient proximity to other student resources. Schematic Design complete, Design Development substantially complete (furniture coordination in progress). Construction drawings complete. Bids submitted to September Board. Construction commenced October 28th. <b>Anticipated completion date April 2020.</b>	<b>\$3,000,000</b>
<b>HEC Emergency Generator</b>	Origin: Request by College Leadership.  Scope: Engineer and install an emergency generator to provide sufficient back-up power to facilitate full building operations in the event of a power failure.	None of the buildings on the west campus are equipped with full building back-up generators. In the event of a catastrophic power outage on the east campus that incapacitated both ComEd utility service and the Colleges emergency generator plant, the College would be able to transfer critical operations to the HEC in order to continue Operating the College. Electrical Engineering design is complete and project is out to bid. Bids approved at October Board. Construction has commenced. <b>Anticipated completion mid May following generator delivery.</b>	<b>\$850,000</b>
<b>BIC Academic Backfill (existing Marketing offices)</b>	Origin: Request by Academic Leadership  Scope: Create up to five flexible pilot classroom prototypes that enable Faculty to adjust classroom settings via various furniture and technology offerings.	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 in progress. <b>Anticipated completion date October 2020.</b>	<b>\$2,000,000</b>
<b>BIC Academic Affairs Suite</b>	Origin: Request by Academic Leadership  Scope: Renovate existing office suite to provide additional offices and workstations in accordance with revised organizational structure.	Relocating senior members of Academic Leadership in close proximity to the Provost and each other in order to promote improved cross collaboration, efficiency and decision making. Architect retained, construction drawings substantially complete. Bidding complete and approved at the November Board. Construction commenced December 11, 2019. <b>Anticipated completion beginning of April 2020.</b>	<b>\$350,000</b>
<b>BIC South Wall Concrete Repair</b>	Origin: Request by Facilities  Scope: Investigate and correct cause of deteriorating lower level exterior concrete at BIC south wall.	The existing exterior concrete wall at the lower south side of BIC is severely deteriorated and needs to be repaired before structural integrity is severely compromised. Restoration engineer retained. Site analysis complete. Design substantially complete. Bids received 11/22/19 and approved at the December Board. <b>Completion anticipated in mid June 2020 (weather dependent).</b>	<b>\$187,000</b>
<b>Stem Pilot Project</b>	Origin: Request by Academic Leadership  Scope: Remodel BIC classrooms 3555, 3559 and 3H05 to accommodate AR/VR technology, flexible classroom configurations and multi-media whiteboards, display and presentation surfaces.	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. <b>Anticipated completion June 2020.</b>	<b>TBD</b>

**College of DuPage Construction Projects Update**  
**March 19, 2020**

<b>IN PROGRESS (continued)</b>			
Project Name	Origin/Scope	Anticipated Benefit/Timing	Anticipated Cost
<b>Waters Edge Furniture, Fixtures &amp; Equipment Replacements</b>	Origin: Request by Academic Leadership  Scope: Replace and upgrade existing furnishings and equipment in six existing CHC hotel rooms to replace worn out, damaged or outdated items.	Existing equipment is original to the building completed in 2011. Replacing worn, damaged and outdated equipment will improve the overall appearance and position the hotel to maintain a competitive presentation relative to other area hotels. Architect retained and design is complete. Bidding complete and approved at the November Board. Furniture is on order for a late March/early April delivery. <b>Completion is anticipated in April 2020.</b>	<b>\$200,000</b>
<b>Football Field Synthetic Turf Replacement</b>	Origin: Request by Athletics Leadership  Scope: Remove and replace existing worn out synthetic turf and install new heat reflective materials. During the installation surface drainage will be improved at the perimeter of the existing track to prevent water from damaging and deteriorating the track surface.	Existing synthetic football field turf is over ten years old. The existing materials are at the end of their normal service life. The cushion fill material will be replaced with materials that reflect heat, thus reducing heat stress on players. The improved perimeter drainage will reduce the effects of surface water on the track and help prolong service life. Design documents complete. Bids submitted to March Board for approval. <b>Anticipated completion during FY20 and before start of next football season.</b>	<b>\$755,000</b>
<b>Baseball Field &amp; Outfield Drainage Mitigation</b>	Origin: Request by Athletics Leadership  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.	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. <b>Design, estimating and bidding of infield turf installation will occur during FY 21 and installation will be budgeted for the beginning of FY22.</b>	<b>\$59,250 (design/bidding)</b>
<b>Softball Field Infield Synthetic Turf Installation</b>	Origin: Request by Athletics Leadership  Scope: The existing granular infields will be replaced with synthetic turf.	Due to weather conditions, the infield is requiring increased maintenance. It is also difficult to return to playable conditions following rain events. <b>Design, estimating and bidding is complete and submitted to the March Board for approval. Installation will be budgeted for the beginning of FY21.</b>	<b>\$59,250 (design/bidding)</b>
<b>COD Campus Corner LED Readerboard Replacement</b>	Origin: Request by Marketing/Facilities Leadership  Scope: Remove and replace existing electronic readerboard signs with upgraded support software to enable the continuation of College messaging and alerts. The new signs will be installed into the existing sign cabinets.	The software that controls the existing readerboard electronic messaging is outdated and is no longer supported by the manufacturer. Upgrades provide clearer graphics, message scaling and easier message programming. An RFQ/RFP was posted in January and is submitted to March 2020 Board approval. <b>Anticipated completion TBD.</b>	<b>\$100,000</b>
<b>IRC Skylight Replacement</b>	Origin: Facilities Leadership  Scope: Remove existing original polycarbonate cell skylights and replace with new thermally enhanced acrylic units. The work includes new flashing and bird control.	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 and project is out to bid in anticipation of submitting to the April Board. <b>Anticipated completion is before end of the fiscal year.</b>	<b>\$150,000</b>

**College of DuPage Construction Projects Update**

March 19, 2020

<b>PROPOSED</b>			
<b>Project Name</b>	<b>Origin/Scope</b>	<b>Anticipated Benefit/Timing</b>	<b>Anticipated Cost</b>
<hr style="width: 60%; margin-left: auto; margin-right: auto;"/>			

<b>DEFERRED/CANCELLED</b>			
<b>Project Name</b>	<b>Origin/Scope</b>	<b>Anticipated Benefit and Reason for Deferment or Cancellation</b>	<b>Anticipated Cost</b>
<hr style="width: 60%; margin-left: auto; margin-right: auto;"/>			



**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING**

**BOARD INFORMATION**

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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  
FY20 Grants Awarded Report  
July 1, 2019 - June 30, 2020**

*Note: New Entries in Bold*

<b>ALLOCATED GRANTS</b>								
<u>Grantor</u>	<u>Project Title</u>	<u>Department</u>	<u>Project Director</u>	<u>Type</u>	<u>Amount</u>	<u>Start Date</u>	<u>End Date</u>	<u>Description</u>
Gene Haas Foundation	Haas Foundation Scholarships	Advanced Manufacturing	Tumavich	Found.	\$18,000	7/1/2019	6/30/2020	Funding to support students enrolled in CNC Technologies programs
Corp. for Public Broadcasting	Community Service Grant	WDCB	Dan Bindert	Federal	\$114,493	10/1/2019	9/30/2021	Community service grant to provide support for WDCB Radio Station.
IL Dept of Commerce & Economic Opportunity	FY20 Procurement Technical Assistance Center	Continuing Ed./Ctr. for Entrepren.	Rita Haake	Fed/State	\$118,000	7/1/2019	6/30/2020	To support assistance for small business owners through the Center for Entrepreneurship. (Fed: \$76,000; State: \$42,000)
Illinois Community College Board	FY20 Adult Ed and Literacy Program	Continuing Education	Daniel Deasy	Federal /State	\$2,665,920	7/1/2019	6/30/2020	Federal and State allocated portion to support ABE/GED/ESL programming across the district.
Illinois Arts Council	Public Radio & TV Basic Grant	WDCB	Bindert	State	\$9,420	10/1/2019	8/31/2020	General operating support for programs at WDCB
Illinois Community College Board	Perkins Postsecondary Career & Tech. Education Program	Academic Affairs	Jonita Ellis	Federal	\$1,744,223	7/1/2019	6/30/2020	Federal Allocation restricted to support the academic achievement of CTE students in accordance with the FY 2020 Program Plan.
<b>ALLOCATED GRANTS</b> (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.)					<b>\$4,670,056</b>			

**College of DuPage  
FY20 Grants Awarded Report  
July 1, 2019 - June 30, 2020**

*Note: New Entries in Bold*

<b>COMPETITIVE GRANTS</b>								
<u>Grantor</u>	<u>Project Title</u>	<u>Department</u>	<u>Project Director</u>	<u>Type</u>	<u>Amount</u>	<u>Start Date</u>	<u>End Date</u>	<u>Description</u>
IL Community College Board	Transitional English and Math Program	English	Martins	State	\$29,180	7/1/2019	6/30/2020	To implement a transitional English (\$14,180) program in collaboration with 3 regional high schools and transitional math program (\$15,000)
Nuts, Bolts, & Thingamajigs Foundation	Gadget Girls Camp	Adv. Manuf. & Cont. Ed.	Tumavich	Found	\$1,500	1/1/2020	12/31/2020	Support for a one-week summer camp for middle-school aged girls
Nuts, Bolts, & Thingamajigs Foundation	Dream It, Build It	Adv. Manuf. & Cont. Ed.	Tumavich	Found	\$2,500	1/1/2020	12/31/2020	Support for a one-week summer camp for middle-school aged youth
National Endowment for the Arts	Frida Kahlo exhibit	MAC	Martinez/ Witte	Federal	\$20,000	1/1/2020	12/31/2020	Support for performance and artistic activities related to the Kahlo exhibit
IRS	Volunteer Income Tax Assistance (VITA)	Business	Carlson/ McBeth	Federal	\$15,260	8/1/2018	7/31/2020	To provide support for expansion of the VITA program run by the Accounting Dept. each year.
Illinois Arts Council	Partners In Excellence	MAC	Raffel/ Martinez	State	\$53,400	9/16/2019	8/31/2020	General operating support for programs at the MAC
Arts Midwest	Touring Fund	MAC	Martinez/ Sarther	Private	\$4,000	7/1/2019	6/30/2020	Support for Drum Tao performances
Wheaton Lions Charitable Foundation	Equipment purchase	Ophthalmic Technician Program	Thomas	Found.	\$1,500	7/1/2019	6/30/2020	Funds to support the purchase of a Visual Field machine needed to train students in the Ophthalmic Technician Program
<b>COMPETITIVE GRANTS</b> (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.)					<b>\$127,340</b>			

**College of DuPage  
FY20 Grants Awarded Report  
July 1, 2019 - June 30, 2020**

*Note: New Entries in Bold*

<b>SUB-AWARDS or IN KIND GRANTS</b>								
<u>Grantor</u>	<u>Project Title</u>	<u>Department</u>	<u>Project Director</u>	<u>Type</u>	<u>Value</u>	<u>Start Date</u>	<u>End Date</u>	<u>Description</u>
<b>Department of Education</b>	<b>Title III &amp; V Eligibility Waiver</b>	<b>Finance</b>		<b>Federal</b>	<b>\$265,381</b>	<b>7/1/2020</b>	<b>6/30/2021</b>	<b>Waiver to support COD institutional match for general federal funds</b>
US Dept. of State/NOVA	FY20 Community College Initiative - Special Services Contract	International Student Services	Smid/Dyer	Federal	\$3,000	7/1/2019	6/30/2020	Supplemental contract to provide English language assessment for 146 participants in the CCIP program
US Dept. of State/NOVA	FY20 CCIP Student Exchange	Field & Experiential Learning	Smid	Federal	\$2,572	7/1/2019	6/30/2020	Addendum to original grant (\$141,572) for additional funds; 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	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
Northern IL University	STEP: Supported Tech Ed Pathway	Education	Zawlocki	State	\$14,000	7/1/2019	6/30/2020	Collaboration with IL State Univ., Indian Prairie School District, & IL Tech Ed Assoc to create a pathway for HS students to become Tech Education Teachers
<b>SUB-AWARD OR IN KIND GRANTS (Includes donations that have been granted to the institution for a particular period of time.)</b>					<b>\$317,960</b>			
<b>FY20 Total Grants Awarded as of February 29, 2020</b>					<b>\$5,115,356</b>			





**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. **RECOMMENDATION**

That the Board of Trustees accepts the assets donated through the efforts of the College of DuPage Foundation, totaling \$250.00 in capital gifts received between January 1 and February 29, 2020, as shown on the attached list of donations. (There were no gifts given directly to the College this quarter.)

In-Kind Donations Report  
January 1 - February 29, 2020

**CAPITAL DONATIONS THROUGH THE COLLEGE FOUNDATION**

<b>Constituent</b>	<b>Date</b>	<b>Fund</b>	<b>Gift Value*</b>	<b>Reference</b>
Barbara V. Maxwell 269 Churchill Pl Clarendon Hills, IL 60514-1324	1/15/2020	Fashion Program	\$250.00	Patterns, threads, and other miscellaneous items for the Fashion Studies program
			<hr/> <b>\$250.00</b>	

\*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.



**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING**

**BOARD INFORMATION**

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1. **SUBJECT**

Affirmative Action Plan 2020.

2. **REASON FOR CONSIDERATION**

Board Policy 15-5, *Equal Employment Opportunity and Affirmative Action*, states: In accordance with federal law, the College will maintain a written Affirmative Action Program to implement and maintain the policy of equal opportunity through positive efforts.

3. **BACKGROUND INFORMATION**

College of DuPage has adopted Board Policy 15-5 as a statement of its commitment to Equal Opportunity and Affirmative Action.

Each year we look at our workforce and affirmative action efforts and create an Affirmative Action Plan that sets goals for minority hires.

This plan is an annual update reviewing last reporting year's activity October 1, 2018 to September 30, 2019 and planning for the next the Equal Employment Opportunity reporting year: October 1, 2019 to September 30, 2020. Since the last submission to the Board in March 2019, pertinent related updates to the law include the Illinois Equal Pay Act of 2019 which outlines employer restrictions precluding the use of salary history when making hiring decisions and requesting or requiring an applicant to disclose wage or salary history as a condition of pre-employment.

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

College of DuPage  
AFFIRMATIVE ACTION PLAN  
2020

Prepared by:  
Michelle Olson Rzeminski  
Manager, Employment  
March, 2020

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## **I. THE POLICY STATEMENT**

The College of DuPage has adopted Board Policy #15-5 as a statement of its commitment to Equal Opportunity and Affirmative Action which states:

Consistent with federal and state law, the Board of Trustees will facilitate through the Affirmative Action Officer equal employment opportunities to all persons regardless of their race, color, religion or creed, sex, national origin, ancestry, age, marital status, sexual orientation, gender identity and expression, arrest record, military status or unfavorable discharge from military service, citizenship status, use of lawful products while not at work, physical or mental handicap or disability (if otherwise able to perform the essential functions of the job with reasonable accommodation), or other factors which cannot lawfully be the basis for an employment decision.

The term "employment opportunities" includes hiring, promotion, termination, wages, benefits, and all other privileges, terms, and conditions of employment.

In accordance with federal law, the College will maintain a written Affirmative Action Program to implement and maintain the policy of equal opportunity through positive efforts.

## **II. PREFACE**

This plan is an annual update reviewing last reporting year's activity October 1, 2018 to September 30, 2019 and planning for the next the Equal Employment Opportunity reporting year: October 1, 2019 to September 30, 2020.

## **III. INTRODUCTION**

As part of the implementation of this board policy and in accordance with regulations, the College has developed this affirmative action plan and will continue to make annual updates thereafter. The Affirmative Action Plan consists of the following elements:

- Overview of federal laws and executive orders for background information.
- Overview of Affirmative Action Policy, the responsibilities of the Affirmative Action Officer, the dissemination of the policy on Harassment and the Affirmative Action Committee.
- A utilization analysis which compares College of DuPage work force with the available work force and sets recruitment goals for areas of under-utilization of minorities.
- A utilization review which discusses the recruitment goals established by the analysis and methods planned for goal accomplishment.
- Full-time employment activity.
- A summary of recent institutional initiatives we feel will assist in the hiring and retention of underrepresented minorities.  
A summary of employment activity for major occupational activities to analyze progress toward goals.
- A copy of the Equal Employment Opportunity and Affirmative Action Policy 15-5.
- Other considerations.



## **IV. OVERVIEW OF LAWS AND EXECUTIVE ORDERS**

TITLE VII OF THE CIVIL RIGHTS ACT OF 1964 – Title VII outlaws any kind of discrimination against employees or applicants for employment on the basis of race, color, religion, sex, or national origin. In 1978 the Pregnancy Discrimination Act amended Title VII and clarified that women affected by pregnancy and related conditions must be treated the same as other applicants and employees on the basis of their ability or inability to work.

EQUAL PAY ACT OF 1963 – This act, part of the Fair Labor Standards Act, requires that men and women performing equal work must receive equal pay. Illinois Equal Pay Act of 2019 outlines employer restrictions precluding the use of salary history when making hiring decisions and requesting or requiring an applicant to disclose wage or salary history as a condition of pre-employment.

AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967 – This act prohibits discrimination against individuals 40 years of age and over and applies to employers of 25 or more.

EXECUTIVE ORDERS – Executive Order 11246 (as amended by EO 11375) not only bans discrimination, but requires affirmative action on the part of federal government contractors and requires contractors to submit a written affirmative action plan. Executive Order 11141 prohibits discrimination on the basis of age by government contractors. (COD is a federal government contractor.) Executive Order 11914 bars discrimination against the handicapped in federally assisted programs.

TITLE IX SEX DISCRIMINATION – Title IX of the Education Act amendments of 1972 prohibits discrimination against students on the basis of sex in educational programs receiving federal funds.

REHABILITATION ACT – The Rehabilitation Act of 1973, sections 503 and 504, applies to government contractors and subcontractors as well as to those receiving government grants. The Act prohibits discrimination based on physical and mental handicaps and mandates affirmative action to employ qualified handicapped persons. Alcoholism, drug addiction, and mental illness are included under the Act's definition of handicap.

VIETNAM ERA VETERANS READJUSTMENT ACT OF 1974 – This federal statute, effective December 3, 1974, requires organizations holding federal contracts of \$10,000 or more to take "affirmative action to hire and advance in employment disabled and Vietnam-era veterans".

ILLINOIS HUMAN RIGHTS ACT OF 1980 – This state law broadens federal law to prevent discrimination based upon marital status, unfavorable discharge from military service, and ancestry.

AMERICANS WITH DISABILITIES ACT OF 1990 – This federal statute, effective July 26, 1992, prohibits discrimination against a qualified individual with a disability in regard to job application procedures, hiring, advancement or discharge, compensation, training and other terms, conditions and privileges of employment.

OLDER WORKERS BENEFIT PROTECTION ACT – This federal statute, effective April 14, 1991, or June 1, 1992 if covered by a collective bargaining agreement, or October 16, 1992 for local governmental entities requiring ordinance changes, prohibits age-based discrimination in the structure and administration of employee benefit plans unless justified by costs incurred.

THE 1991 CIVIL RIGHTS ACT – This federal statute, signed into law on November 21, 1991, provided technical corrections to court precedent in the area of civil rights. It capped damages at

\$300,000 and expanded the applicability of compensatory and punitive damages to areas previously excluded. It allowed jury trials in these cases. It prohibits race norming of test scores and requires employers to “demonstrate” challenged practices as job related.

## **V. POLICY DISSEMINATION**

### **Internal Dissemination**

Internal dissemination of the Equal Employment Opportunity and Affirmative Action policy and plan shall include:

1. Meetings will be conducted as appropriate with administrators and supervisory staff to explain the intent of the policy and to reiterate the College’s commitment, as well as the expectations regarding each individual administrator/supervisor’s responsibility for effective implementation of the plan.
2. The Equal Employment Opportunity and Affirmative Action policy will be communicated through appropriate College publications.
3. A copy of the Equal Employment Opportunity and Affirmative Action policy will always be available to all employees by request.
4. The Affirmative Action Plan is posted on the COD Human Resources web site and is accessible to all College employees.
5. The Equal Opportunity statement is listed on COD internal job postings.

### **External Dissemination**

External dissemination of the Equal Employment Opportunity and Affirmative Action policy and plan shall include:

1. Inform all external recruiting sources that the College of DuPage is an Equal Employment Opportunity employer and request that these sources actively recruit and refer protected group members to the College for employment.
2. The College will incorporate an Equal Opportunity statement in all purchase orders, leases and contracts where required by law.
3. All advertisements of employment positions shall clearly state that the College of DuPage is an Equal Opportunity/Affirmative Action employer.
4. All required notices pertaining to the employment of minorities, women, veterans, and individuals with disabilities will be posted in places visible to employees and applicants for employment.
5. Include a link to the Affirmative Action plan which includes the Equal Employment Opportunity and Affirmative Action policies on the College of DuPage Human Resources homepage.

## **VI. RESPONSIBILITIES OF THE AFFIRMATIVE ACTION OFFICER**

The Procedure for Board Policy # 15-5, Equal Employment Opportunity and Affirmative Action, appoints the Vice President of Human Resources as the Affirmative Action Officer of the College of DuPage and charges her with the responsibilities that include:

1. Developing Affirmative Action Policy statements and programs.
2. Writing an Affirmative Action Plan, compiling data and presenting to the Affirmative Action Committee and the College of DuPage Board of Trustees.
3. Assisting management in identifying problem areas.
4. Act as a contact person for anyone who has an Equal Opportunity or Affirmative Action concern.
5. Serve as liaison between the College and concerned groups representing protected individuals.
6. Ensure that protected individuals are afforded an opportunity and are encouraged to participate in all College-sponsored education, training, recreational, and social activities.
7. Ensure that all supervisors take action to prevent harassment.
8. Perform other duties as necessary to develop and maintain an effective Affirmative Action Program.

## **VII. AFFIRMATIVE ACTION COMMITTEE**

The Procedure for Board Policy # 15-5, Equal Employment Opportunity and Affirmative Action creates the Affirmative Action Committee that is charged with advising the Affirmative Action Officer in the performance of the responsibilities of this policy.

## **VIII. HARASSMENT**

Every employee has the right to a workplace free of harassment. The College has a strong policy prohibiting sexual and other illegal types of harassment. The policy includes current legal definitions of harassment and provides guidelines for obtaining advice, filing formal complaints and seeking resolution.

Supervisory personnel should review required action if they become aware of any conduct which may be harassment. Employees can contact the Affirmative Action Officer for more information.

## **IX. UTILIZATION ANALYSIS**

Federal regulations promulgated pursuant to Executive Order 11246 provide a basis for determining an affirmative action plan. The basis for the plan is as follows:

1. Divide the work force into job groups with more than six persons in each group.
2. Determine the percentage of men, women, Blacks, Hispanics, Asians, Whites, and others in the work force by job group.

3. Determine the available percentage of women, Blacks, Hispanics, Asians, and others in the available pool of job applicants by defining the labor recruitment area using eight factors measuring availability. (This is called the availability determination.)
4. Compare the availability percentages against the work force percentages, taking a ratio of work force to available candidates where the work force percentages are smaller than the availability figures. (This is called the utilization analysis.)
5. Where the ratio of work force to available minority candidates is 80% or less, determine the number of persons needed to reach parity, defined as a 1 to 1 ratio between work force and available minority workers. (This number is called a recruitment goal.)
6. Determine the steps needed to reach the recruitment goal, such as increased minority recruitment activities. Determine how long will be needed to implement such steps and reach the goal. (This will be referred to as the timetable).

In the preparation of the College of DuPage plan, the work force has been divided into several groups designated as occupational activities where comparative statistics are reasonably available.

Full-Time Faculty (Teaching)  
 Full-Time Professionals (Librarians, Counselors, etc.)  
 Administrators  
 Full-Time Technical/Para-Professional (High level Classified)  
 Full-Time Secretarial/Clerical (Classified)  
 Full-Time Skilled Craft (Classified)  
 Full-Time Service/Maintenance (Classified)  
 Part-Time Faculty  
 Part-Time Technical/Para-Professional  
 Part-Time Secretarial/Clerical  
 Part-Time Skilled Craft and Service/Maintenance

Utilization analysis has been prepared for each occupational activity for each ethnic code established by the EEOC (Equal Employment Opportunity Commission).

Columns have been established for each element of the table.

A. Eight factors were considered for determination of availability:

- I. Minority population in the labor area. This item has not been used because we need to look at minorities within particular skill areas. This is done in items IV and V.
- II. Minority unemployment in the labor area. This was not used because we need to look at minorities within particular skill areas. This is done in items IV and V.
- III. Minority percentage in the work force in the labor area. This item has not been used because we need to look at minorities within particular skill areas. This is done in items IV and V.
- IV. General availability of minorities with requisite skills in the immediate labor area. For purposes of this analysis, local availability figures used were based on the EEO Tabulation 2006-2010 (5-year American Community Service data) sponsored by

four Federal agencies consisting of the Equal Employment Opportunity Commission, the Employment Litigation Section of the Civil Rights Division at the Department of Justice (DOJ), the Office of Federal Contract Compliance Programs (OFCCP) at the Department of Labor, and the Office of Personnel Management (OPM).

- V. The availability of minorities with requisite skills in an area where the employer can reasonably recruit. For purposes of this analysis national availability was used for some skill areas based upon the EEO Tabulation 2006-2010 (5-year American Community Service data).
  - VI. The availability of promotable and transferable minorities.
  - VII. The existence of training institutions capable of training persons in the requisite skills. The effect of this factor is considered embodied in the minorities with requisite skills in the local and expanded local minority availability numbers.
  - VIII. The degree of training which the employer can reasonably undertake as a means of making all job classes available to minorities. This training, which is embodied in the College fringe benefit programs, is likely to impact all employees equally and not likely to change availability of minorities. See "Employee Development."
- B. This is the percentage distribution of our work force by sex and ethnic code.
  - C. Utilization is the percentage of the particular category in our work force divided by the availability (B divided by A). Utilization percentages in excess of 100% indicates a utilization rate greater than the distribution in the available pool. A utilization percentage of less than 100% indicates a utilization rate of less than the available pool.
  - D. The long term recruitment goal is set wherever our utilization rate (C) is at or less than 80%. The computation is done by taking the total of our workforce (both sexes) multiplied by the Census Data % for a specific ethnic code minus the actual number for that ethnic code in our work force.  $E \text{ (total both sexes)} \times A \text{ (specific ethnic code)} - E \text{ (same specific ethnic code)}$  this number is always rounded to a whole number. The recruitment goals are discussed further in the utilization review.
  - E. This is the total number of employees as well as their sex and ethnic code distribution. Please notice that the total is obtained by adding up the ethnic codes or the sex distribution. These numbers are used to create the percentage distribution of our work force (B). The total of both sexes is also used to calculate the recruitment goal. These figures do not include temporary (casual) employees.

In the Utilization Analysis, there may be variances between the Workforce Data and Actual Employment Activity (pp 16 &17) due to the timing of data reports generated.

## **UTILIZATION ANALYSIS**

### **OCCUPATIONAL ACTIVITY FULL-TIME FACULTY**

Category	Ethnic/Race Code	A	B	C	D	E
		Availability % 2006-2010 Census Data	2019 Our Work Force %	2019 % Utilization B/A	2020 Recruitment Goal #	2019 Our Work Force #
Both Sexes		100.00%	100.00%			302 <sup>1</sup>
	1	76.24%	83.11%	109.01%		251
	2	2.95%	3.97%	134.58%		12
	3	4.67%	2.98%	63.81%	5	9
	4	16.00%	8.61%	53.81%	22	26
	5	0.05%	0.66%	1320%		2
	6	0.10%	0.66%	660.00%		2
Females	Total	52.90%	49.67%	93.89%		150
Males	Total	47.10%	50.33%	106.86%		152

#### **Ethnic/Race Codes**

- 1 - White
- 2 – Black or African American
- 3 - Hispanic
- 4 - Asian
- 5 - American Indian or Alaskan Native
- 6 – Native Hawaiian/ Other Pacific Islander

### **OCCUPATIONAL ACTIVITY FULL-TIME PROFESSIONAL/LIBRARIANS, COUNSELORS**

Category	Ethnic/Race Code	A	B	C	D	E
		Availability % 2006-2010 Census Data	2019 Our Work Force %	2019 % Utilization B/A	2020 Recruitment Goal #	2019 Our Work Force #
Both Sexes		100.00%	100.00%			22
	1	76.24%	72.73%	95.40%		16
	2	2.95%	18.18%	616.27%		4
	3	4.67%	4.55%	97.43%		1
	4	16.00%	4.55%	28.44%	3	1
	5	0.05%	0.00%	0.00%		0
	6	0.10%	0.00%	0.00%		0
Females	Total	52.90%	59.09%	111.70%		13
Males	Total	47.10%	40.91%	86.86%		9

<sup>1</sup>Two employees unknown/did not self-identify

## **UTILIZATION ANALYSIS**

### **OCCUPATIONAL ACTIVITY ADMINISTRATORS**

Category	Ethnic/Race Code	A	B	C	D	E
		Availability % 2006-2010 Census Data	2019 Our Work Force %	2019 % Utilization B/A	2020 Recruitment Goal #	2019 Our Work Force #
Both Sexes		100.00%	100.00%			42
	1	81.52%	83.33%	102.22%		35
	2	3.63%	7.14%	196.69%		3
	3	6.18%	7.14%	115.53%		3
	4	8.50%	2.38%	28.00%	3	1
	5	0.08%	0.00%	0.00%		0
	6	0.10%	0.00%	0.00%		0
Females	Total	36.43%	61.90%	169.91%		26
Males	Total	63.57%	38.10%	59.93%		16

**Ethnic/Race Codes**

- 1 - White
- 2 - Black or African American
- 3 - Hispanic
- 4 - Asian
- 5 - American Indian or Alaskan Native
- 6 - Native Hawaiian/ Other Pacific Islander

### **OCCUPATIONAL ACTIVITY FULL -TIME TECHNICAL/PARA PROFESSIONAL**

Category	Ethnic/Race Code	A	B	C	D	E
		Availability % 2006-2010 Census Data	2019 Our Work Force %	2019 % Utilization B/A	2020 Recruitment Goal #	2019 Our Work Force #
Both Sexes		100.00%	100.00%			399 <sup>2</sup>
	1	75.43%	80.20%	106.32%		320
	2	2.94%	6.27%	213.27%		25
	3	4.98%	7.02%	140.96%		28
	4	16.61%	5.51%	33.17%	44	22
	5	0.04%	0.50%	1250.00%		2
	6	0.00%	0.50%	0.00%		2
Females	Total	52.43%	53.38%	101.81%		213
Males	Total	47.57%	46.62%	98.00%		186

<sup>2</sup>Two employees unknown/did not self-identify

## **UTILIZATION ANALYSIS**

### **OCCUPATIONAL ACTIVITY FULL-TIME SECRETARIAL/CLERICAL**

Category	Ethnic/Race Code	A	B	C	D	E
		Availability % 2006-2010 Census Data	2019 Our Work Force %	2019 % Utilization B/A	2020 Recruitment Goal #	2019 Our Work Force #
Both Sexes		100.00%	100.00%			181 <sup>3</sup>
	1	75.14%	79.01%	105.15%		143
	2	6.12%	7.18%	117.32%		13
	3	11.28%	9.39%	83.24%		17
	4	7.40%	2.76%	37.30%	8	5
	5	0.06%	0.00%	0.00%		0
	6	0.10%	0.00%	0.00%		0
Females	Total	73.05%	90.61%	124.04%		164
Males	Total	26.95%	9.39%	34.84%		17
Ethnic/Race Codes	1 - White					
	2 - Black or African American					
	3 - Hispanic					
	4 - Asian					
	5 - American Indian or Alaskan Native					
	6 - Native Hawaiian/ Other Pacific Islander					

### **OCCUPATIONAL ACTIVITY FULL-TIME SKILLED CRAFT**

Category	Ethnic/Race Code	A	B	C	D	E
		Availability % 2006-2010 Census Data	2019 Our Work Force %	2019 % Utilization B/A	2020 Recruitment Goal #	2019 Our Work Force #
Both Sexes		100.00%	100.00%			35 <sup>4</sup>
	1	78.34%	82.86%	105.77%		29
	2	2.36%	0.00%	0.00%	1	0
	3	15.59%	14.29%	91.66%		5
	4	3.50%	0.00%	0.00%	1	0
	5	0.21%	0.00%	0.00%		0
	6	0.00%	0.00%	0.00%		0
Females	Total	3.60%	5.71%	158.61%		2
Males	Total	96.40%	94.29%	97.81%		33

<sup>3</sup>Three employee unknown/did not self-identify

<sup>4</sup>One employee unknown/did not self-identify



## UTILIZATION ANALYSIS

### OCCUPATIONAL ACTIVITY FULL-TIME SERVICE/MAINTENANCE

Category	Ethnic/Race Code	A	B	C	D	E
		Availability %	Our Work Force %	% Utilization	Recruitment Goal #	2019 Our Work Force #
		2006-2010 Census Data	%	B/A		
Both Sexes		100.00%	100.00%			76
	1	60.68%	59.21%	97.58%		45
	2	5.49%	7.89%	143.72%		6
	3	26.07%	31.58%	121.14%		24
	4	7.62%	0.00%	0.00%	6	0
	5	0.14%	1.32%	942.86%		1
	6	0.00%	0.00%	0.00%		0
Females	Total	40.61%	47.37%	116.65%		36
Males	Total	59.39%	52.63%	88.62%		40
<b>Ethnic/Race Code</b>	1 - White 2 - Black or African American 3 - Hispanic 4 - Asian 5 - American Indian or Alaskan Native 6 - Native Hawaiian/ Other Pacific Islander					

## UTILIZATION ANALYSIS

### OCCUPATIONAL ACTIVITY PART-TIME FACULTY/OTHER PROFESSIONALS

Category	Ethnic/Race Code	A	B	C	D	E
		Availability %	Our Work Force	% Utilization	Recruitment Goal	Our Work Force
		2006-2010 Census Data	%	B/A	#	#
Both Sexes		100.00%	100.00%			2303 <sup>5</sup>
	1	78.47%	81.59%	103.98%		1879
	2	3.24%	4.30%	132.72%		99
	3	5.30%	4.60%	86.79%		106
	4	12.93%	6.77%	52.36%	142 <sup>6</sup>	156
	5	0.06%	0.39%	650.00%		9
	6	0.00%	0.09%	0.00%		2
Females	Total	45.96%	52.76%	114.80%		1215
Males	Total	54.04%	47.24%	87.42%		1088

Ethnic/Race Codes

- 1 - White
- 2 - Black or African American
- 3 - Hispanic
- 4 - Asian
- 5 - American Indian or Alaskan Native
- 6 - Native Hawaiian/ Other Pacific Islander

<sup>5</sup> This number reflects all part-time faculty either active or inactive (employees removed from system when they have been inactive for over twelve (12) months; Fifty-two (52) employees unknown/did not self-identify

<sup>6</sup> When we apply the utilization analysis formula and derive goals, we do not track progress against these goals because part-time faculty headcount includes both active and in-active employees.

**UTILIZATION ANALYSIS**

**OCCUPATIONAL ACTIVITY PART-TIME TECHNICAL/PARA-PROFESSIONAL**

Category	Ethnic/Race Code	A	B	C	D	E
		Availability %	Our Work Force	% Utilization	Recruitment Goal	Our Work Force
		2006-2010 Census Data	%	B/A	#	#
Both Sexes		100.00%	100.00%			88
	1	75.43%	87.50%	116.00%		77
	2	2.94%	3.41%	115.99%	0	3
	3	4.98%	5.68%	114.06%		5
	4	16.61%	3.41%	20.53%	12	3
	5	0.04%	0.00%	0.00%		0
	6	0.00%	0.00%	0.00%		0
Females	Total	52.43%	62.50%	119.21%		55
Males	Total	47.57%	37.50%	78.83%		33
Ethnic/Race Code	1 - White					
	2 - Black or African American					
	3 - Hispanic					
	4 - Asian					
	5 - American Indian or Alaskan Native					
	6 - Native Hawaiian/ Other Pacific Islander					

**OCCUPATIONAL ACTIVITY PART-TIME SECRETARIAL/CLERICAL**

Category	Ethnic/Race Code	A	B	C	D	E
		Availability %	Our Work Force	% Utilization	Recruitment Goal	Our Work Force
		2006-2010 Census Data	%	B/A	#	#
Both Sexes		100.00%	100.00%			207 <sup>7</sup>
	1	75.14%	71.50%	95.16%		148
	2	6.12%	6.76%	110.46%		14
	3	11.28%	10.14%	89.89%		21
	4	7.40%	10.14%	137.03%		21
	5	0.06%	0.97%	1616.67%		2
	6	0.00%	0.48%	0.00%		0
Females	Total	73.05%	80.68%	110.44%		167
Males	Total	26.95%	19.32%	71.69%		40

<sup>7</sup> One employees unknown/did not self-identify

## UTILIZATION ANALYSIS

### OCCUPATIONAL ACTIVITY PART-TIME SKILLED CRAFT/SERVICE/MAINTENANCE

Category	Ethnic/Race Code	A	B	C	D	E
		Availability %	Our Work Force %	% Utilization	Recruitment Goal	2019 Our Work Force
		2006-2010 Census Data	%	B/A	#	#
Both Sexes		100.00%	100.00%			5
	1	64.73%	60.00%	92.69%		3
	2	4.77%	20.00%	419.29%		1
	3	23.67%	0.00%	0.00%	1	0
	4	6.67%	20.00%	299.85%		1
	5	0.16%	0.00%	0.00%		0
	6	0.00%	0.00%	0.00%		0
Females	Total	32.13%	60.00%	186.74%		3
Males	Total	67.87%	40.00%	58.94%		2
Ethnic/Race Code	1 - White 2 – Black or African American 3 - Hispanic 4 - Asian 5 - American Indian or Alaskan Native 6 – Native Hawaiian/ Other Pacific Islander					

## **X. UTILIZATION REVIEW**

The Utilization Review is prepared for each occupational activity where a recruitment goal was identified by the utilization analysis (under 80% utilization of a protected group). The review contains a restatement of the goal and timetable for the achievement of the goal.

Each goal is to be obtained by the recruitment of minorities for the applicant pool. By increased efforts to obtain minority applicants, we hope to increase the odds that a person from the under-utilized group will be chosen as the person most suitable for a given opening. The affirmative action plan is not a quota system, but a goal sought after through special efforts toward a target population.

Overall, the College utilizes the following methods to enhance minority recruitment:

- Has a designated Administrator as its Affirmative Action Officer.
- Targets advertising and recruiting efforts on diversity specific websites.
- Participates in selected diversity job fairs to draw minority applicants.
- Discusses and reinforces the need for minority recruitment with supervisors and search committees.
- Representatives of College of DuPage attend community based events.

### **Recruitment**

Minority recruitment for full-time faculty, professionals and administrators is enhanced by the following plan:

- Encourage all faculty and administrators to network to identify qualified minorities and notify selection committee chairs of the application/referral.
- Monitor the status of applicant pools at each stage of the process for minority composition.
- Require Diversity Training for all search committees and all hiring managers and supervisors every three years.
- Human Resources meets with each hiring committee. The objectives are to encourage the committee to include more minorities in its interview pools, encourage the acceptance of diversity, and discuss procedures and minority hiring goals at the first search committee meeting. We also strive to include diversity representatives on the committee where possible.

## **Goals**

### **Occupational Activity – Full-Time Faculty**

The long term goals for this category are Five (5) Hispanic Faculty and twenty-two (22) Asian. We hope to add one (1) Hispanics and two (2) Asian Faculty members in 2020.

### **Occupational Activity – Full-Time Professional/Librarians, Counselors**

The long term goals for this category are three (3) Asian. We hope to add one (1) Asian Professional/Librarian/Counselor in 2020.

### **Occupational Activity - Administrators**

The long term goals for this category are Three (3) Asian Administrators. We hope to add one (1) Asian Administrator in 2020.

### **Occupational Activity – Full-Time Technical/Para-Professional**

These positions are high level classified jobs. Our long term goal for this category is forty-four (44) Asian. We hope to add two (2) Asian Technical/Para-Professionals in 2020.

### **Occupational Activity – Full-Time Clerical/Secretarial**

The long term goal for this category are Eight (8) Asian Clerical/Secretarial jobs. We hope to add two (2) Asian Clerical/Secretarial in 2020.

### **Occupational Activity – Full-Time Skilled Craft**

The long term goals for this category are one (1) Black/African American and one (1) Asian Skilled Craft job. We hope to add one (1) Black/African American and one (1) Asian Skilled Craft in 2020.

### **Occupational Activity – Full-Time Service/Maintenance**

The long term goal for this category is Six (6) Asian. We hope to add one (1) Asian Service/Maintenance in 2020.

## XI. FULL-TIME EMPLOYMENT ACTIVITY

The following is a summary of hiring activity provided for an indication of progress toward affirmative action goals. *Numbers shown are Long Term and Short term hiring goals for the reporting year and the actual hires in that reporting year.*

<b><u>Category</u></b>	<b><u>2018 Plan</u></b>			<b><u>2019 Plan</u></b>			<b><u>2020 Plan</u></b>	
	<b>Long Term Goal</b>	<b>Short Term Goal</b>	<b>Actual</b>	<b>Long Term Goal</b>	<b>Short Term Goal</b>	<b>Actual</b>	<b>Long Term Goal</b>	<b>Short Term Goal</b>
<b>Full –Time Faculty</b>								
Female			0			0		
Black/African American	0	0	0	0	0	0	0	0
Hispanic	7	2	0	6	2	1	5	1
Asian	20	2	1	23	2	0	22	2
American Indian/Alaskan Native	0	0	0	0	0	0	0	0
Native Hawaiian/ Other Pacific Islander				0		0	0	0
<b>Minority Total</b>	<b>27</b>	<b>4</b>	<b>1</b>	<b>29</b>	<b>4</b>	<b>1</b>	<b>28</b>	<b>3</b>
<b>Full-Time Professional</b>								
Female			2			0		
Black/African American	0	0	0	0	0	0	0	0
Hispanic	0	1	1	0	0	0	0	0
Asian	3	1	0	3	1	0	3	1
American Indian/Alaskan Native	0	0	0	0	0	0	0	0
Native Hawaiian/ Other Pacific Islander				0			0	0
<b>Minority Total</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>1</b>
<b>Administrator</b>								
Female			0			3		
Black/African American	0	0	1	0	0	0	0	0
Hispanic	2	1	0	1	1	1	0	0
Asian	2	1	0	2	1	0	3	1
American Indian/Alaskan Native	0	0	0	0	0	0	0	0
Native Hawaiian/ Other Pacific Islander			0	0		0	0	0
<b>Minority Total</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>1</b>

<u>Category</u>	<u>2018 Plan</u>			<u>2019 Plan</u>			<u>2020 Plan</u>	
	Long Term Goal	Short Term Goal	Actual	Long Term Goal	Short Term Goal	Actual	Long Term Goal	Short Term Goal
<b>Full Time Technical/Para-Professional</b>								
Female			6			22		
Black/African American	0	0	0	0	0	4	0	0
Hispanic	0	0	1	0	0	3	0	0
Asian	44	2	0	45	2	5	44	2
American Indian/Alaskan Native	0	0	0	0	0	0	0	0
Native Hawaiian/ Other Pacific Islander			0	0	0	0	0	0
<b>Minority Total</b>	<b>44</b>	<b>2</b>	<b>1</b>	<b>45</b>	<b>2</b>	<b>12</b>	<b>44</b>	<b>2</b>
<b>Full Time Secretarial/Clerical</b>								
Female			13			3		
Black/African American	0	0	2	0	2	0	0	0
Hispanic	6	2	0	7	1	4		1
Asian	5	0	0	5	0	0	8	2
American Indian/Alaskan Native	0	0	0	0	0	0	0	0
Native Hawaiian/ Other Pacific Islander			0			0	0	0
<b>Minority Total</b>	<b>11</b>	<b>2</b>	<b>3</b>	<b>12</b>	<b>3</b>	<b>7</b>	<b>8</b>	<b>3</b>
<b>Full Time Skilled Craft</b>								
Female			0			0		
Black/African American	1	1	0	1	1	0	1	1
Hispanic	0	0	0	0	0	0	0	0
Asian	1	0	0	1	1	0	1	1
American Indian/Alaskan Native	0	0	0	0	0	0	0	0
Native Hawaiian/ Other Pacific Islander			0	0	0	0	0	0
<b>Minority Total</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>2</b>



<u>Category</u>	<u>2018 Plan</u>			<u>2019 Plan</u>			<u>2020 Plan</u>	
	Long Term Goal	Short Term Goal	Actual	Long Term Goal	Short Term Goal	Actual	Long Term Goal	Short Term Goal
<b>Full Time Service Maintenance</b>								
Female			0			4		
Black/African American	0	0	0	0	0	1	0	0
Hispanic	0	0	0	0	0	1	0	0
Asian	6	1	0	5	1	0	6	1
American Indian/Alaskan Native	0	0	0	0	0	0	0	0
Native Hawaiian/ Other Pacific Islander			0	0	0	0	0	0
<b>Minority Total</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>1</b>	<b>2</b>	<b>6</b>	<b>1</b>
<b>Minority Goal/Actual Total</b>	<b>97</b>	<b>14</b>	<b>7</b>	<b>99</b>	<b>15</b>	<b>24</b>	<b>94</b>	<b>13</b>
<b>Female Total</b>			<b>21</b>			<b>32</b>		

## **XII. SUMMARY OF CURRENT YEAR RECRUITMENT VERSUS GOALS**

Last year's Affirmative Action Plan set hiring goals for the 2018-2019 plan year for Faculty, Professionals, Administrators, Technical/Para-Professionals, Secretarial/Clerical, Skilled Craft, and Service Maintenance employees. The short-term goal was a total of thirteen (13) targeted minority hires. This past reporting year, we were successful in hiring twenty-four full time minority candidates in five of the seven job categories. We also hired thirty-two full time females in the four job categories. Of all full time hires made in 2018-2019, fifty-six (56) were women and/or minorities.

## **XIII. RECENT INITIATIVES**

The College of DuPage, the Board of Trustees and all the employee constituency groups, are committed to the idea of diversity as a broader concept than ethnicity, race, and gender. At the College, we strive to take diversity beyond legal mandates and become an environment that is inclusive of all groups, maximizing the potential of all students and employees, and value the variety of perspectives that everyone brings to the College. This commitment to diversity is consistent with the shared ethical values of integrity, honesty, respect and responsibility adopted by the College as the guide from which we interact with each other.

The traditional policies, programs, and legal mandates of Equal Employment Opportunity (EEO) and Affirmative Action (AA) continues to be an important step to achieving diversity in the workplace. The College makes a number of efforts to attract minority applicants that include diversity focused advertisements as well as providing diversity training for screening committee members and hiring managers.

In 2019/2020, we continued to strengthen our diversity efforts thru the following initiatives:

- Celebrate Black History month by hosting several events on campus for student, community and employee participation.
- Provided recognition to College of DuPage employee Veterans.
- Added more proactive advertising for local community agencies supporting diverse populations to share our job openings.
- Initiated pro-active postings with Professional Diversity Network and partner sites including Women's Career Channel, Black Career Network, IHipano, Military2Career, Asian Career Network, PRO Able
- Continued pro-active diversity and inclusion emails to over 50 newly posted positions through HigherEdJobs.com database of self-identified diverse job seekers.

In 2018/2019, we continued to strengthen our diversity efforts thru the following initiatives:

- Attended job fairs focusing on minority and veteran recruitment with the Recruit Military-Veterans career fair and LatProHispanic and Diversity Job Fair.
- Initiated pro-active diversity and inclusion emails to over 55 newly posted positions through HigherEdJobs database of self-identified diverse job seekers.
- The college became a member of the American Association of Hispanics in Higher Education.
- Celebrated Black History month by hosting several events on campus for student, community and employee participation.
- As part of the "Inclusive Excellence in A Global Society", the college hosted speakers and panels to look at the meaning of diversity and practice on inclusive excellence.
- Provided recognition to College of DuPage employee Veterans.

- Continue to proactively post all college jobs on DiversityJobs.com which includes these sites Allhispanicjobs, wehirewomen.com, alllgbtjobs.com, africanamericahires, latinojobs.org, asianhires.com, disabilityjobs.net.

In 2017/2018, we continued to strengthen our diversity efforts thru the following initiatives:

- Attended job fairs focusing on minority and veteran recruitment including; The Indo American Community Services job fair, Recruit Military-Veterans career fair, LatPro Hispanic and Diversity job fair.
- Added an advertising scrape of all posted positions for one month to Professional Diversity Network which provides cross posting of college jobs to IHispano, Black Career Network, Military 2 Career, Pro-Able, Asian Career Network, Out Professional Network, and Woman’s Career Channel.
- Employment staff attended several webinars regarding diversity recruiting; “Lay the Foundation for a Diverse and Inclusive University Workforce” hosted by Higher Education Recruitment Consortium, “Building a Diverse Applicant Pool” hosted by InsideHigherEd.com, “Diversity and Dollars” hosted by Professional Diversity Network, and “Chasing Diversity: Today and Tomorrow” hosted by Americas Job Exchange.
- Attended a two day conference, 2017 National Conference on Minority Faculty and Staff Recruitment and Retention to build stronger diverse recruiting messages and advertising.
- Launched an inclusive excellence series: “Benefits and Challenges of Authentic Diversity in Higher Education” which included a guest speaker, Dr. Eddie Moore Jr., an article discussion and panel presentation and discussion.
- Celebrated Black history month at the College in February with various events.

In 2016/2017, we continued to strengthen our diversity efforts thru the following initiatives:

- Attended job fairs focusing on minority and veteran recruitment including: The Indo American Community Services Job fair, LatPro Hispanic and Diversity Job Fair, Professional and Diversity Job Fair of Oakbrook, Recruit Military –Veterans career fair
- Added an advertising scrape for all posted positions to Diversityjobs.com to proactively post jobs to sites including Allhispanicjobs, wehirewomen.com, alllgbtjobs.com, africanamericahires, latinojobs.org, asianhires.com, disabilityjobs.net. This will allow us to start tracking applicant click through to applications from those sites.
- Continue to target advertising on diversity websites to attract minority applicants. Such websites include:
  - AsiansInHigherEd.com
  - DiverseEducation.com
  - JBHE.com (Journal of Blacks in Higher Ed)
  - LatinosInHigherEd.com
  - MinorityNurse.com
  - DiversityInc.com
- Hosted a series celebration and awareness of diversity and inclusion which included guest speaker Dr. Damon Williams, panel discussions and article review and video discussions.
- Created and launched training for college staff on Diversity and Customer Service.
- Celebrated Black history month at the College in February with various events.

## XIV. Board Policies & Administrative Procedures



**COLLEGE OF DUPAGE**

*Policy Manual of the Board of Trustees*

**Human Resources - General**

**Policy No. 15-5**

### **Equal Employment Opportunity and Affirmative Action**

Consistent with federal and state law, the Board of Trustees will facilitate through the Affirmative Action Officer equal employment opportunities to all persons regardless of their race, color, religion or creed, sex, national origin, ancestry, age, marital status, sexual orientation, gender identity and expression, arrest record, military status or unfavorable discharge from military service, citizenship status, use of lawful products while not at work, physical or mental handicap or disability (if otherwise able to perform the essential functions of the job with reasonable accommodation), or other factors which cannot lawfully be the basis for an employment decision.

The term "employment opportunities" includes hiring, promotion, termination, wages, benefits, and all other privileges, terms, and conditions of employment.

In accordance with federal law, the College will maintain a written Affirmative Action Program to implement and maintain the policy of equal opportunity through positive efforts.

Adopted: 3/19/09	Reviewed: 3/10/14	Amended: 8/20/09, 4/17/14
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## **Equal Employment Opportunity and Affirmative Action**

### **1. Definitions**

For purposes of this policy, the government has set forth the following definitions:

A. *Ethnicity* – Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race. B. *Race*:

- 1) White – All persons having origins in any of the original peoples of Europe, North Africa, and the Middle East.
- 2) Black or African American– All persons having origins in any of the black racial groups of Africa.
- 3) Asian – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- 4) American Indian or Alaskan Native– All persons having origins in any of the original peoples of North America and South America (including Central America) and who maintains tribal affiliation or community attachment.
- 5) Native Hawaiian or Other Pacific Islander– All persons having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands. C. *Color* – A person's skin pigmentation.

D. *Religion* – Includes all aspects of religious observance and practice as well as belief or nonbelief.

E. *Creed* – A system of religious beliefs, including moral or ethical beliefs, about right and wrong, which are sincerely held with the strength of traditional religious views.

F. *National Origin/Ancestry* – The place in which a person or an ancestor was born.

G. *Sex* – The status of being male or female.

H. *Age* – Those individuals who are at least forty (40) years old.

I. *Marital Status* – The legal status of being married, single, separated, divorced or widowed.

J. *Sexual Orientation* – Actual or perceived status of heterosexuality, homosexuality or bisexuality.

K. *Gender Identity or Gender Expression* – Gender related identity, whether or not traditionally associated with the person's designated sex at birth.

L. *Arrest Record* – Includes, but is not limited to, information indicating that an individual has been questioned, apprehended, taken into custody, held for investigation, arrested, charged with, indicted or tried for any felony, misdemeanor or other offense pursuant to any law enforcement or military authority.

M. *Unfavorable Military Discharge* – Discharge from the Armed Forces of the United States, their Reserve components, or any National Guard or Naval Militia which are

classified as RE-3, or the equivalent thereof, but does not include those characterized as RE-4 or "Dishonorable".

- N. *Citizenship Status* – All United States citizens or non-U.S. citizens legally eligible to work in the United States.
- O. *Use of Lawful Products while not at Work* – The Illinois Workplace Privacy Act of 1986 prohibits an employer from discriminating against an applicant because of their use of lawful products off the employer's premises during non-working hours (for example, cigarettes).
- P. *Disability* – An individual with a disability is one who: (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of having such an impairment; or (3) is regarded as having such an impairment.

## 2. Dissemination of Equal Employment Opportunity (EEO) and Affirmative Action Policy Statement and Program

The effectiveness of a Policy is directly related to the degree to which it is known and understood by all. In order to ensure the effectiveness of the College of DuPage Equal Employment Opportunity (EEO) and Affirmative Action Board Policy and Administrative Procedure, the following steps have been taken, and will be continued, to bring about the desired increase in understanding and, hence, results. A. Internally:

- 1) The measurable results of the Affirmative Action efforts will be compiled annually, and the Affirmative Action Plan will be updated at that time. All members of the Affirmative Action Committee will receive a copy of the plan, and the plan will be easily available to others who may review it upon request.
  - 2) The Equal Employment Opportunity/Affirmative Action Employer Policy Statement will be included in all College employee guidebooks.
  - 3) Each new employee will be provided with a statement of the College's Equal Employment Opportunity (EEO) and Affirmative Action Board Policy.
  - 4) This Statement of Policy will be communicated to all employees through College publications, access on the College website and by posting on prominent bulletin boards throughout the College campus.
  - 5) The Affirmative Action Committee: The charge of this committee is to advise the Affirmative Action Officer in the performance of the responsibilities of Board Policy and Administrative Procedure 15-05. The Committee will review the Affirmative Action Plan and make recommendations to the Cabinet as appropriate. A chairperson will be elected by the Affirmative Action Committee and periodic meetings will be held.
- B. Externally:

- 1) The College will notify its recruiting sources, either verbally or in writing, of the College's Equal Employment Opportunity (EEO) and Affirmative Action Board Policy.
- 2) The College will incorporate the EEO clause in all purchase orders, leases, bids and contracts covered by Executive Orders 11246 and 11375, the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Act of 1974, and their implementing regulations. The College will also request that appropriate action be taken on their part in compliance with these Acts.

- 3) The College will communicate its EEO Board Policy when working with organizations, community agencies, community leaders, and educational institutions which specialize in the placement of minorities, women, Vietnam Era or disabled veterans, and other individuals with disabilities. Present employees will also be encouraged to refer such applicants.
- 4) The College will communicate to prospective employees the existence of the Equal Employment Opportunity (EEO) and Affirmative Action Board Policy through the Equal Employment Opportunity/Affirmative Action Employer Policy Statement on all recruitment advertising and applications for employment.
- 5) The College will frequently use pictures of minorities, women and individuals with disabilities in its publications, recruitment and consumer advertising.
- 6) All government-prescribed notices pertaining to the employment of minorities, women, Vietnam Era or disabled veterans, and other individuals with disabilities will be posted in places visible to employees and applicants for employment.
- 7) The College will post open positions on the College's online applicant tracking system.

### 3. Assignment of Responsibility

- A. The Affirmative Action Officer – The responsibilities for the establishment and effective maintenance of the Affirmative Action Program rest with the Affirmative Action Officer, who is the Vice President of Human Resources. The Officer is charged with the responsibility of assuring the compliance with Equal Employment Opportunity and Affirmative Action laws, Executive Orders and their implementing regulations, and the Equal Employment Opportunity (EEO) and Affirmative Action Board Policy of College of DuPage and reporting said compliance to the College President. In particular, the Affirmative Action Officer, or designee is responsible for:
  - 1) Developing Policy statements, Affirmative Action programs, and internal and external communications.
  - 2) Assisting management in the identification of opportunities for improvement.
  - 3) Assisting management with audit and reporting systems that will:
    - a) Measure effectiveness of the College's program.
    - b) Indicate need for appropriate action.
    - c) Determine the degree to which the College's commitment to Equal Employment Opportunity and Affirmative Action has been attained.
  - 4) Serving as primary liaison between the College and enforcement agencies.
  - 5) Coordinating liaison between community action groups concerned with employment opportunities of minorities, women, veterans and individuals with disabilities.
  - 6) Advising management with respect to current developments in the Equal Employment Opportunity and Affirmative Action area.
  - 7) Reviewing the qualifications of employees who apply for internal opportunities to ensure that all are provided opportunity for transfer and promotion.
  - 8) Providing for career counseling services for all employees upon request.

9) Providing minorities, women, veterans and individuals with disabilities opportunities to participate in all College-sponsored educational training and recreational and social activities.

10) Ensuring that posters and Board Policies are properly displayed and that non-segregated facilities are maintained.

B. Administrators, Managers and Supervisors are responsible for:

1) Ensuring the continued success of the Affirmative Action plans. Specifically, they are aware of such responsibility and fully cognizant of their obligation in hiring activities including, but not limited to, compliance with Board Policy 10-5, Equal Employment Opportunity and Affirmative Action, Board Policy 15-10, Prohibition of Discrimination and Harassment and Board Policy 15-11, Prohibition of Sexual Harassment.

2) Assisting in the identification of problem areas, the resolution of such problems and the prevention of harassment of employees who are placed by Affirmative Action efforts.

C. Audit Procedure

The President will direct the Director, Internal Audit to perform an audit every two (2) years to assess the progress toward meeting the goals of the Affirmative Action Plan.

4. Program Implementation

In order to implement the Equal Employment Opportunity (EEO) and Affirmative Action Board Policy, the following will be accomplished:

A. College of DuPage will establish and annually update an Affirmative Action Program to perform job group analyses in order to determine the utilization levels of minorities and females.

On the basis of the utilization analysis, corrective objectives will be established and monitored on an annual basis.

B. With respect to Affirmative Action on behalf of individuals with disabilities and disabled veterans, College of DuPage will ensure the following:

1) That job qualifications, descriptions and applications will not violate the ADA.

2) That confidentiality of any post-offer and/or post-employment medical examinations will be maintained, and that all reports and records received from such examination will be placed in a confidential medical file. Because an employee's supervisor, manager and/or safety personnel may need to know about an employee's medical condition and the work restrictions thereof, such individuals may be advised of an employee's medical condition consistent with the ADA.

3) That the availability of position openings for hiring, promotion and transfer are posted and advertised in a way that is not discriminatory against individuals with disabilities in accordance with the ADA.

4) That reasonable accommodations are made which are necessary to enable a qualified applicant or employee to perform the essential functions of the position. The College is not obligated to provide an accommodation which would impose an undue hardship upon the College in accordance with the ADA. The College will document in an employee's medical file any accommodation undertaken due to an employee's disability.



- 5) That the College considers recruiting sources of veterans and individuals with disabilities within the labor area, and enlist, if needed, the assistance of those sources in recruiting, counseling following job placement, technical guidance and advice concerning accommodations.
- 6) That the compensation of an individual with a disability or a veteran will not be reduced because of any disability income, pension or other benefit from another source.
- 7) That the College will post notice of the employment provisions of the ADA, along with the name and telephone number of the Employment ADA Coordinator, in a place accessible to individuals with disabilities.

#### 5. Corrective Action

Where any individual believes that the College of DuPage Equal Employment Opportunity (EEO) and Affirmative Action Board Policy has been violated, including any request for reasonable accommodation of a disability, that individual should refer such matter to the College's Affirmative Action Officer/Employment ADA Coordinator.

Upon receipt of such complaint, the complaint will be reduced to writing and an immediate investigation will be made into the allegations. If the complainant is an applicant for employment, the Affirmative Action Officer/Employment ADA Coordinator's decision regarding the complaint will be final. If the complainant is a current employee and is unsatisfied with the decision of the Affirmative Action Officer/Employment ADA Coordinator, the complainant may appeal the decision through the College's appropriate internal procedure.

#### 6. Reports and Records

- A. The College online application will be utilized. Applications will be maintained for a period of at least two (2) years.
- B. Employment activity reports will contain provisions to monitor the participation of minorities, women, and veterans.
- C. The Affirmative Action Officer will submit an Affirmative Action Plan to the President on an annual basis, which will include an affirmative action progress report.
- D. The College will maintain records pertaining to complaints of discrimination and actions taken thereof for a period of at least two (2) years.

#### 7. Hiring Practices: Managerial, Classified Staff, GMPC, FOP, and Operating Engineers

##### A. Recruitment and Selection Processes:

- 1) Replacement and reallocation of staff positions is within the authority of the President or designee.
- 2) Hiring needs for the coming year, identified by the Cabinet, will be forwarded to the President for discussion if there is a proposed increase in the level of staffing.
- 3) Open positions are posted on the College website.
- 4) The College will ensure that the applicant pool and selection procedures comply with the College's commitment to Equal Employment Opportunity (EEO) and Affirmative Action.
- 5) Internal Applications – College of DuPage employees will be given first consideration for the first seven (7) working days for new opportunities. Positions may be posted

- internally and externally concurrently, Internal applications submitted after the first seven (7) working days will be reviewed when received.
- 6) External Applications - External applications received during the initial seven (7) day job posting will be held for consideration until the internal consideration period is complete. If no internal applicant is selected at that time, the hiring manager will place the internal applications with those of external applications for consideration.
  - 7) *A deadline **may** be set when each position will be closed for applications. In this case, all applications may be held for review until after the established deadline date.*
  - 8) Advertisements – The Human Resources Office will advertise vacancies as appropriate, internally and externally, including advertising vehicles such as: websites, specialty websites, periodicals, trade journals, social networking sites or other appropriate candidate sourcing opportunities. Sourcing vehicles targeting diverse candidates will be utilized. The Human Resources Office will determine the placement and type of advertisements with input from Administrators and Managers as appropriate. Lead time must be allowed to place advertisements. Equal Employment Opportunity (EEO) will be made a part of all advertisements by listing “Equal Opportunity/Affirmative Action Employer”.
  - 9) Applicant Screening – The Human Resources Office screens all applications and forwards those meeting minimum requirements to the hiring manager. A good-faith effort will be made to include minority candidates in the applicant pool. The hiring manager reviews the applications, selects candidates for interview and checks references.
  - 10) Search Committees – Some positions are screened by committees as determined by the department head. Selection of the search committee members is the responsibility of the department head. If a search committee is used, the department head makes the final selection from the search committee’s recommended candidates.
  - 11) Once a candidate has been selected, the hiring manager will submit a Hiring Recommendation to the Human Resources Office summarizing the reasons for the recommended candidate, along with the request for salary determination.
  - 12) Unsuccessful Applicants – All unsuccessful applicants are notified verbally or with letters of regret from the hiring manager, or from the Human Resources Office.
  - 13) Advertising Costs – All advertising costs will be charged to the Human Resources Office budget. Every attempt will be made to be economical; i.e., purchasing bulk advertising, etc. If a sufficient pool of qualified potential applicants is available from existing applications, it may not be necessary to advertise.
  - 14) Candidate Expenses – The type and amount of expenses, transportation, etc., that will be reimbursed to candidates must be discussed with and approved by the Human Resources Office prior to advising the candidates. Approved expenses will be charged to the Human Resources Office budget.

Guidelines for travel expenses for prospective candidates will be consistent with Board Policy and Administrative Procedure 15-55. Reimbursement of Travel Expenses for Prospective Candidates. Exceptions to this may be recommended by the

appropriate supervisor, with final approval by the Vice President of Human Resources or designee.

- 15) Relocation Expenses - Reimbursement of relocation moving expenses for Managerial and Classified employees in the top three (3) published pay ranges will be consistent with Board Policy and Administrative Procedure 15-60, Reimbursement of Moving Expenses for New Employees. Exceptions to this may be recommended by the appropriate supervisor, with final approval by the Vice President of Human Resources or designee.

## 8. Hiring Practices: Full-Time Faculty and Administrators

### A. Recruitment

- 1) Administrators recommend desired faculty or administrator additions for the year to their appropriate Vice President and to the President for approval.
- 2) Replacement positions are identified by the Cabinet for staffing. Employees on a one (1) year appointment as a temporary/interim replacement must re-apply if the position is subsequently opened as a regular position, and if they wish to be considered.
- 3) Hiring needs for the coming year, identified by the Cabinet, will be forwarded to the President for discussion if there is a proposed increase in the level of staffing.
- 4) Replacement and reallocation of Faculty and Administrator positions is within the authority of the President or designee.
- 5) If the position is approved, the appropriate Administrator will send the Human Resources Office the qualifications necessary for staff addition/replacement, including suggested advertising.
- 6) The Human Resources Office will announce faculty and administrator postings to the College community. Vacancies will be advertised internally and externally concurrently, and College of DuPage employees will be given first consideration for the first seven (7) working days. A deadline **may** be set when each position will be closed for applications. In this case, all applications may be held for search committee review until after the established deadline date.
- 7) Advertising vehicles such as: websites, specialty websites, periodicals, trade journals, social networking sites or other appropriate candidate sourcing opportunities will be utilized, including sourcing mechanisms targeting diverse candidates. The Human Resources Office will determine the placement and type of advertisements with input from Administrators, as appropriate. Lead time must be allowed to place advertisements. Equal Employment Opportunity (EEO) will be made a part of all advertisements by listing "Equal Opportunity/Affirmative Action Employer".
- 8) The College will ensure that the applicant pool and selection procedures comply with the College's commitment to Equal Employment Opportunity (EEO) and Affirmative Action.
  - a) Candidates who previously applied for open positions may apply again as new positions become available.
  - b) The online application provides applicants the opportunity to voluntarily self-identify Affirmative Action information.

### B. Selection

- 1) For Administrator positions, screening of eligible candidates will be carried out by Search Committees appointed by the Cabinet member or designee.
- 2) Search Committees for Full-time Faculty will be appointed by the appropriate Vice President of the area or their designee, and may include: Dean, Associate Dean/Director, the Coordinator, Faculty, and/or other professional personnel with the expertise in areas related to the respective discipline/department. The Dean/Associate Dean/Director, in most instances, will chair Search Committees for Full-time Faculty.
- 3) If the loss or dismissal of a current employee necessitates the hiring of a Full-time replacement Faculty or Administrator, an interim appointment may be made to fill the post while a formal candidate search and review is planned and performed. Such an interim appointment will generally last one (1) academic term and will not extend more than one (1) academic year, unless approved by the Vice President of Human Resources.
- 4) A good-faith effort will be made to include qualified diverse individuals in the applicant pool.
- 5) Finalists recommended for employment as Administrators will be interviewed by the appropriate Cabinet member, and references of any recommended finalist will be verified.
- 6) Finalists recommended for employment as a Full-time Faculty member will be forwarded to the appropriate Vice President.
  - 5) The Vice President or designee will interview the finalists for Full-time Faculty members.
- 7) Once a candidate has been selected, the hiring Administrator will submit a Hiring Recommendation to the Human Resources Office summarizing the reasons for the recommended candidate, along with the request for salary determination.
- 8) Recommendations of selected candidates must reach the Human Resources Office in accordance with established guidelines for the next Board of Trustees meeting.
- 9) The names of the final candidates will be presented by the President to the Board of Trustees for appointment.
- 10) Unsuccessful Applicants – All unsuccessful applicants are notified verbally or with letters of regret from the hiring manager, or from the Human Resources Office.
- 11) Human Resources will maintain a record of all candidates in the online applicant tracking system for at least two (2) years.

### C. Appointment

- 1) In the case of selected candidates, the Human Resources Office will:
  - a) Prepare evaluations for salary placement.
  - b) Verify that reference checks have been made by the appropriate Administrator or designee.
- 2) Upon acceptance of a Full time Faculty position by the candidate, the Human Resources Office will:

- a) Prepare a "Recommendation for Appointment" sheet for each selected faculty candidate.
  - b) Prepare a composite information sheet to be submitted to the Office of the President, and thereafter to the Board of Trustees, for all Faculty who will be considered for appointment at a given Board of Trustees meeting. This information sheet will contain information regarding salary placement and a summary of education and experience.
  - c) For Administrator candidates, submit a copy of the employment contract to the Board of Trustees for approval.
  - d) Conduct appropriate pre-employment background checks according to Board Policy 15-45.
- 3) Upon appointment by the Board of Trustees, the Human Resources Office will:
- a) Prepare a "Letter of Appointment" to be signed by the President.
  - b) Inform the candidates and the appropriate Administrators of the action of the Board of Trustees.
- D. Advertising Costs – All advertising costs will be charged to the Human Resources Office budget. Every attempt will be made to be economical; i.e., purchasing bulk advertising, etc.
- If a sufficient pool of qualified potential applicants is available from existing applications, it may not be necessary to advertise.
- E. Candidate Expenses – The type and amount of expenses, transportation, etc., that will be reimbursed to candidates must be discussed with and approved by the Human Resources Office prior to advising the final candidates. Approved expenses will be charged to the Human Resources Office budget.
- Guidelines for travel expenses for prospective candidates will be consistent with Board Policy and Administrative Procedure 15-55, Reimbursement of Travel Expenses for Prospective Candidates. Exceptions to this may be recommended by the appropriate supervisor, with final approval resting with the Vice President of Human Resources or designee.
- F. Relocation Expenses – Reimbursement of relocation moving expenses for Full-time, Tenure Track Faculty members and Full-time Administrators will be consistent with Board Policy and Administrative Procedure 15-60, Reimbursement of Moving Expenses for New Employees. Exceptions to this may be recommended by the appropriate supervisor, with final approval resting with the Vice President of Human Resources or designee.

Adopted: 10/01/09	Reviewed: 5/14/14	Amended:6/16/14, 4/09/18
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**Background Screening**

The Board of Trustees seeks to ensure that individuals who join the College of DuPage workforce or are promoted to positions with certain responsibilities 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.

College of DuPage will follow the *Illinois Campus Security Enhancement Act* of 2008 requiring background checks for specific security sensitive positions.

For all positions, the hiring manager or his/her designee is responsible for checking professional references prior to an offer being extended. Any questions regarding whether references are satisfactory should be discussed with Human Resources. All offers of employment (including internal transfers and promotions) may be contingent upon complete and satisfactory findings of all applicable background checks. Background checks may include: 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, or a drug/alcohol check.

The results of all applicable background checks should be received and evaluated before an offer of employment is made to an applicant. In urgent situations, requiring a rapid employment action and with the approval of the appropriate Dean or Director, an individual may begin to work contingent upon a pending successful completion of the background checks, provided that professional references have been checked.

Adopted: 3/19/09	Reviewed:	Amended:
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**Background Screening**

1. Background Checks

In accordance with the Job Opportunities for Qualified Applicants Act, the College will inquire into the criminal history of an applicant after he/she has been chosen for an interview. An interview is defined, but not limited to, the following: telephone; in-person, skype, video, etc. The College reviews conviction records of all candidates who are selected to fill positions. The background check will occur after a conditional offer has been made by the hiring authority and accepted by the candidate. No selected candidate may commence any work for the College until the Vice President of Human Resources or designee from the Human Resources Office has confirmed that a satisfactory background report has been received. This requirement applies to persons who are candidates for benefited full-time positions and for any designated part-time and student worker positions. If the person who has received a conditional job offer does not receive a satisfactory background report, the job offer will be withdrawn and the candidate may not be hired into the position.

Current employees who transfer into one of the following departments are subject to background checks:

Buildings & Grounds	Finance Office	Regional Centers
Cashier's Office	Horticulture	Registration
Child Care*	Information Technology	Theatre Arts Box Office
Custodial Operations	Mail Room	Warehouse
Engineering	Police Department**	Youth Services
SLEA	Records	Financial Assistance

Additional departments or positions may be added as needed to protect College property, employees and information.

All final candidates being considered for positions requiring background checks will complete the Authorization to Release Information Form at the time of the offer of employment. The prospective employee may not begin working in the position until the investigation has been completed and the review is considered to be satisfactory.

The College may use an external agency to collect any information and/or to do all, or part of, the background check. If the College uses an external agency to conduct the search, the College will comply with the federal Fair Credit Reporting Act.

\*Background checks for child care employees are performed by the Department of Children and Family Services (DCFS); not by the College.

\*\*Background checks for law enforcement staff are requested through the LEADS system accessed by the College of DuPage Police Department.

If the background check does identify any conviction(s), the Vice President of Human Resources or designee will discuss with the hiring manager whether the candidate is eligible to be hired. This review will be individualized based upon specific circumstances at issue, which may include but are not limited to the specifics of the position, the nature and severity of the offense, the date of the offense, subsequent employment history, and whether the conviction was or should have been disclosed in the hiring process.

For the purposes of this Board Policy and Administration Procedure, the term “conviction” will be interpreted consistent with applicable federal and state laws.

The Human Resources Office will consult with the College of DuPage Police Department for interpretation of any criminal record relevant to the position.

## 2. Applicant Drug Testing

The final candidate for any benefited, full-time position at College of DuPage will be required to be drug tested by a College-designated lab or health facility as a condition of employment at the College. The drug test will occur after a conditional offer has been made by the hiring authority and accepted by the candidate. All records pertaining to the drug test will remain confidential and will not be provided to other employees or agencies without the written permission of the person whose records are sought.

No selected candidate may commence any work for the College until the Human Resources designee has confirmed that the candidate has received a negative result on the test. If the test is positive, the candidate may request a retest within three (3) days of receipt of notice of the positive result. The retesting will be at the candidate’s expense. If the second test produces a negative result, the candidate will be reimbursed the cost of the second test. If the final candidate refuses to submit to the required drug test, or if the candidate has received confirmation of a positive drug test indicating drug use that is prohibited, then the job offer will be withdrawn and the candidate will not be hired.

Current College of DuPage employees may be required to be drug tested if transferring to another position within the College.

## 3. Summary

Employment applications will include notification to applicants that they are required to authorize College of DuPage to request background checks and conduct drug testing. The College will only inquire into the criminal history of an applicant after he/she has been chosen for an interview. The background check will commence after a conditional offer has been made by the hiring authority and accepted by the candidate.

Failure to make full disclosure, or to falsify an employment application, will be reason to deny employment or may result in termination if employment has commenced.



A candidate for a position who is not hired because the College received an unsatisfactory background report may request a copy of the report for his/her personal review. A candidate who believes his/her background information or drug test is not correct will not be eligible for hire or appointment to a position with the College until the official records utilized by the College confirms the correction to the information. The College will not hold a position, or an offer, open to allow such a candidate to correct his/her record.

If the results from the background check or the drug test indicate that the candidate's record is unacceptable for the position, the candidate will be rejected prior to the start date.

If the background check and the drug test are satisfactory, the Human Resources Office will notify the hiring manager. The hiring process may be completed at this point, thereby lifting the conditional nature of the offer of employment.

The Vice President of Human Resources or designee will have final determination of hire for a candidate whose background check or drug test is unsatisfactory.

Adopted: 10/01/09	Reviewed: 10/22/13, 11/10/14	Amended: 11/22/13, 12/22/14
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**Prohibition of Discrimination and Harassment**

No student, employee, Board member, 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. The College will not tolerate discrimination or harassment.

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 employee for filing a complaint or participating in a harassment investigation shall be subject to disciplinary action.

The College will maintain and publish a complaint process consistent with this Policy.

Refer to Board Policy 15-11 (Prohibition of Sexual Discrimination, Harassment and Misconduct); Board Policy 20-5 (Non-Discrimination Policy); and Board Policy 20-35 (Code of Student Conduct).

Adopted: 4/16/09 Rescinded: 5/04/09 Adopted: 12/10/09	Reviewed: 3/10/14	Amended: 4/17/14, 2/19/15
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## **Prohibition of Sexual Discrimination, Harassment and Misconduct**

### **I. Purpose**

The College of DuPage is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and misconduct on the basis of sex, which includes sexual orientation or gender-related identity.

Sex discrimination includes sexual harassment, sexual misconduct and sexual violence. It is the policy of the College that no staff member, student or other members of the College community shall be subject to sexual discrimination, harassment or misconduct.

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 law, Board policy and procedure, and/or collective bargaining agreement.

### **II. Jurisdiction**

This policy applies to students, faculty, staff, appointees, or third parties, regardless of sexual orientation or gender-identity, whenever the misconduct occurs:

- A. On College property; or
- B. Off College property, if:
  - 1. The conduct was in connection with a College or College-recognized program or activity; or
  - 2. The conduct may have the effect of creating a hostile environment for a member of the College community.

### **III. Title IX Coordinator**

The College has designated the Dean of Students as the Title IX Coordinator.

### **IV. Retaliation Prohibited**

Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging sexual discrimination, harassment or misconduct or any person cooperation in the investigation of such

allegations, (including testifying, assisting or participating in any manner in an investigation) is strictly prohibited.

V. Implementing Procedures

The College will maintain and publish procedures implementing this policy which set forth:

- Definitions of prohibited conduct;
- Responsibilities of and contact information for the College’s Title IX Coordinator and Department of Human Resources;
- Options for assistance following an incident of sexual discrimination, harassment and/or misconduct;
- Procedures for reporting and confidentially disclosing sexual discrimination, harassment and/or misconduct;
- Complaint investigation and appeal procedures;
- Prevention and education programming provided to College students and employees; and
- Training and education provided to the Title IX Coordinator, Department of Human Resources, College Police, Responsible Employees, victim advocates, and anyone else involved in responding to, investigating or adjudication sexual discrimination, harassment and misconduct incidents.

Refer to Board Policy 15-10 (Prohibition of Discrimination and Harassment), Board Policy 20-5 (Non-Discrimination Policy); and Board Policy 20-35 (Code of Student Conduct).

Adopted: 3/19/09	Reviewed:	Amended: 2/19/15
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## **Prohibition of Sexual Discrimination, Harassment and Misconduct**

### **I. Purpose**

College of DuPage (College) is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and misconduct on the basis of sex, which includes sexual orientation or gender-related identity. The purpose of this procedure is to implement the College's Sexual Discrimination, Harassment and Misconduct Policies (Board Policy 15-11 and Board Policy 15-10), ensure a safe and healthy educational and employment environment, and meet legal requirements in accordance with: Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in the College's programs or activities; relevant sections of the Violence Against Women Reauthorization Act; Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of sex in employment; relevant sections of the Illinois Human Rights Act, which prohibits discrimination on the basis of sex or sexual orientation, including gender-related identity; and the Clery Act, which requires timely warning to the community of certain immediate threats.

The College has an affirmative duty to take immediate and appropriate action once it knows of any act of sexual discrimination, harassment and/or misconduct in any of its educational or employment programs or activities. The College will promptly and thoroughly investigate any complaints of sexual discrimination, harassment and/or misconduct in accordance with the procedures set forth below.

### **II. Jurisdiction**

The College's Sexual Discrimination, Harassment and Misconduct Procedures apply to students, faculty, staff, appointees, or third parties, regardless of sexual orientation or gender-identity, whenever the misconduct occurs:

**A.** On College property; or

**B.** Off College property if:

1. The conduct was in connection with a College or College-recognized program or activity; or
2. The conduct may have the effect of creating a hostile environment for a member of the College community.

### **III. Scope**

**A.** Students

Sections I-II, III(A), and IV-XIV of Board Procedure 15-11 governs sexual discrimination, harassment and/or misconduct involving students, such as:

1. A student victim and/or complainant and a student respondent;
2. A student victim and/or complainant and an employee or third-party respondent;
3. An employee victim and/or complainant and a student respondent; and
4. A third-party victim and/or complainant and a student respondent.

## B. Non-Students

The following Sections of Board Procedure 15-11 govern sexual discrimination, harassment and/or misconduct which solely involve employees and/or third parties:

- Section I, Purpose
- Section II, Jurisdiction
- Section III(B), Scope
- Section IV, Definitions
- Section V(B), Administration
- Section VI, Options for Assistance Following an Incident of Sexual Discrimination, Harassment and/or Misconduct
- Section IX, Interim Measures
- Section X, Miscellaneous
- Section XIV, Training
- Section XV, Procedures Governing Complaints Solely Involving Employees and/or Third Parties

## IV. Definitions

- A. Consent:** Consent is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Consent may not be inferred from silence, passivity, or a lack of active resistance. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). Consent may be withdrawn at any time. A person may be incapable of giving consent due to the person's age, use of drugs or alcohol, the person is asleep or unconscious, or because an intellectual or other disability prevents the person from having the capacity to give consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Consent is an affirmative response, not lack of one, (i.e., the absence of "no" should never be interpreted as "yes").
- B. Dating Violence:** The term dating violence means violence committed by a person: 1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and 2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- C. Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Illinois, or by 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 State of Illinois.

- D. Hostile Environment Caused by Sexual Harassment:** a sexually harassing hostile environment is created when conduct by an individual is so severe, pervasive or persistent that it denies or limits an individual's ability to participate in or receive the benefits, services or opportunities of the College's educational programs or activities or the individual's employment access, benefits or opportunities. In determining whether a hostile environment has been created, the conduct in question will be considered from both a subjective and an objective perspective of a reasonable person in the alleged victim's position, considering all the circumstances.
- E. Incapacitation:** When a person is incapable of giving consent due to the person's age, use of drugs or alcohol, or because an intellectual or other disability which prevents the person from having the capacity to give consent.
- F. Intimidation:** To make timid or fearful, to compel or deter by or as if by threats. Intimidation is a form of retaliation prohibited by the College's Sexual Discrimination, Harassment and Misconduct Policy and Procedures.
- G. Proceeding:** All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.
- H. Result:** Any initial, interim, and final decision by an official or entity authorized to resolve disciplinary matters within the institution. The result includes any sanctions imposed by the institution.
- I. Retaliation:** Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging sexual discrimination, harassment or misconduct or any person cooperating in the investigation of such allegations (including testifying, assisting or participating in any manner in an investigation) is strictly prohibited. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by the College's Sexual Discrimination, Harassment and Misconduct Policy and Procedures. Retaliation may result in disciplinary or other action independent of the sanctions or interim measures imposed in response to the allegations of sexual discrimination, harassment or misconduct.
- J. Sexual Assault:** Any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent.
- K. Sex Discrimination:** Discrimination on the basis of sex, sexual orientation or gender-related identity. Sex discrimination includes sexual harassment, sexual misconduct and sexual violence.
- L. Sexual Exploitation:** Occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not meet the definition of sexual assault. Sexual

exploitation includes prostituting another person, non-consensual visual or audio recording of sexual activity, non-consensual distribution of photos or other images of an individual's sexual activity or intimate body parts with an intent to embarrass such individual, non-

consensual voyeurism, knowingly transmitting HIV or a sexually transmitted disease to another, or exposing one's genitals to another in non-consensual circumstances.

**M. Sexual Harassment:** Unwelcome sexual advances, requests for sexual acts or favors, and other verbal, non-verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, academic advancement, evaluation, or grades;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment, academic advancement, evaluation, or grading decisions affecting that individual;
3. Such conduct has the purpose or effect of substantially interfering with an individual's employment or educational performance or creating an intimidating, hostile, or offensive employment or educational environment; or
4. Such conduct denies or limits an individual's ability to participate in or receive the benefits, services or opportunities of the College's educational programs or activities or the individual's employment access, benefits or opportunities.

Examples of conduct of a sexual nature include:

- Verbal: Specific demands for sexual favors, sexual innuendoes, sexually suggestive comments, jokes of a sexual nature, sexual propositions, or sexual threats.
- Non-Verbal: Sexually suggestive emails, other writings, articles or documents, objects or pictures, graphic commentaries, suggestive or insulting sounds or gestures, leering, whistling, or obscene gestures.
- Physical: Touching, pinching, brushing the body, or any unwelcome or coerced sexual activity, including sexual assault.

**N. Sexual Misconduct:** Includes sexual assault, sexual exploitation, dating violence, domestic violence, sexual violence and stalking.

**O. Sexual Violence:** Physical sexual acts perpetuated against a person's will or where a person is incapable of giving consent (e.g. due to the person's age, use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, sexual abuse and sexual coercion. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX.



**P. Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: 1) fear for his or her safety or the safety of others; or 2) suffer substantial emotional distress.

**Q. Threat:** Any oral or written expression or gesture that could be interpreted by a reasonable person as conveying an intent to cause harm to persons or property.

## V. Administration

### A. Title IX Coordinator

To ensure compliance with Title IX, the College has designated the Dean of Students as the Title IX Coordinator. Any individual who believes he/she has been discriminated against or harassed because of their gender, who has been subjected to sexual harassment, sexual assault, sexual misconduct, or relationship violence in violation of College policy, or who has witnessed such activity against another may file a complaint or obtain information and assistance from the College's Title IX Coordinator.

Telephone: (630) 942.3224

Email: [TitleIXCoordinator@cod.edu](mailto:TitleIXCoordinator@cod.edu)

Responsibilities of the Title IX coordinator include:

- Overseeing the College's response to all Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints.
  - A Title IX complaint includes complaints alleging sexual discrimination, sexual harassment and/or sexual misconduct (as those terms are defined herein) which involve a College student as the victim and/or complainant or as the respondent.
- Being informed of all reports and complaints raising Title IX issues, including those initially filed with another individual or office or if the investigation will be conducted by another individual or office.
- Ensuring that adequate training is provided to students, faculty and staff on Title IX issues.
- Conducting Title IX investigations, including investigating facts relative to a complaint and recommending appropriate sanctions against the perpetrator and remedies for the complaint.
  - With respect to Title IX complaints that relate to a College employee as the victim and/or complainant or as the respondent, the Title IX Coordinator will partner with the Department of Human Resources which will manage the investigation into the allegations and which will recommend appropriate sanctions against the employee.

- Determining appropriate interim measures for a victim and/or complainant upon learning of a report or complaint of sexual violence.
- Ensuring that appropriate policies and procedures are in place for working with law enforcement and coordinating services with local victim advocacy organizations and services providers, including rape crisis centers.
- Promoting an educational and employment environment which is free of sexual discrimination and gender bias.

Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the United States Department of Education’s Office for Civil Rights:

Office for Civil Rights, *Chicago Office*  
 U.S. Department of Education  
 Citigroup Center  
 500 W. Madison Street, Suite 1475  
 Chicago, IL 60661-4544  
 Telephone: (312) 730-1560  
 Email: OCR.Chicago@ed.gov

#### B. Department of Human Resources

The Department of Human Resources will partner with the Title IX Coordinator with respect to any Title IX complaints which involve a College employee as the victim and/or complainant or as the respondent.

The Department of Human Resources will oversee the College’s response to all complaints of sexual discrimination, harassment and/or misconduct which solely involve employees and/or third parties.

### VI. Options for Assistance Following an Incident of Sexual Discrimination, Harassment or Misconduct

#### A. Immediate Assistance

1. On- and Off-Campus Counselors and Advocates. The following on- and off-campus counselors and advocates can provide an immediate confidential response in a crisis situation:

Confidential Advisors  
 YWCA Rape Crisis Hotline  
 Phone: (630) 971-3927  
 www.ywcachicago.org

For Employees:  
 Employee Assistance Program  
 Northwestern Medicine  
 Phone: (888) 933-1327

For Students:  
Student Assistance Program  
Northwestern Medicine  
Phone: (855) 942.2259

COD Counseling and Advising Center  
Mental Health Counselors  
Student Services Center (SSC) 3200  
Phone: (630) 942-2259

2. Emergency Response. Anyone who experiences or observes an emergency situation should immediately call 911 and/or the College Police at (630) 942-2000.
3. On- and Off-Campus Health Care Options. Victims may seek treatment for injuries, preventative treatment for sexually transmitted disease, and other health services by contacting the following for health care options:

YWCA Rape Crisis Hotline  
Phone: (630) 971-3927

911, in an emergency

COD Police  
Phone: (630) 942-2000

Central DuPage Hospital\*  
Emergency Department  
Phone: (630) 933-1600

\*Indicates health care options which provide rape kits and/or Sexual Assault Nurse Examiners.

Seeking medical treatment also serves to preserve physical evidence of sexual violence.

#### B. Ongoing Assistance for Students

1. On- and Off-Campus Counseling, Advocacy and Support.

See Section X(A), below.

2. Academic Accommodations and Interim Measures.

See Section X(C), below.

#### C. Ongoing Assistance for Employees

Employee Assistance Program  
Northwestern Medicine  
Phone: (888) 933-1327

## VII. Student Reporting and Confidentially Disclosing Sexual Discrimination, Harassment and/or Misconduct

The College encourages student victims of sexual discrimination, harassment and/or misconduct, including sexual violence, to talk to somebody about what happened so that victims can get the support they need and so that the College can respond appropriately. Different employees on campus have different abilities to maintain a student victim's confidentiality:

- Some employees are required to maintain near complete confidentiality.
- Some employees may talk to a student victim in confidence and generally only report to the College that an incident occurred without revealing any personally identifying information.
- Some employees are required to report all the details of an incident (including identities of the student victim and alleged perpetrator) to the Title IX Coordinator. A report to these employees, called "Responsible Employees", constitutes a report to the College and generally obligates the College to investigate the incident and take appropriate steps to address the situation.

The various reporting and confidential disclosure options available are set forth in further detail below.

### **A. Student Privileged and Confidential Communications**

Mental-Health Counselors. The only college individuals that are exempt from reporting sexual abuse of an adult without the victim's permission are State of Illinois licensed counselors who provide mental-health counseling to students (including those counselors who act in that role under the supervision of a licensed counselor). The College requires all campus employees to report the suspected abuse of children (those under the age of 18).

Contact information for such mental-health counselors is as follows:

Mental Health Counselors  
COD Counseling and Advising Center  
Student Services Center (SSC) 3200  
Phone: (630) 942-2259

All communications between a Confidential Advisor and a student pertaining to an incident of sexual violence shall remain confidential, unless the student consents to the disclosure of the communication in writing. The Confidential Advisor may disclose confidential communications between the Confidential Advisor and the student if failure to disclose would result in clear, imminent risk of serious physical injury to or death of the student or another person.

Non-Mental-Health Counselors and Advocates. Individuals who work or volunteer in the on-campus Student Affairs offices, including front desk staff and students, can generally talk to a student victim without revealing any personally identifying

information about an incident to the College. A student victim can seek assistance and support from these individuals without triggering a College investigation that could reveal the student victim's identity or that the student victim has disclosed the incident.

While maintaining a student victim's confidentiality, these individuals or their office should report the nature, date, time, and general location of an incident to the Title IX Coordinator. This limited report – which includes no information that would directly or indirectly identify the student victim – helps keep the Title IX Coordinator informed of the general extent and nature of sexual discrimination, harassment and misconduct on and off campus so the Title IX Coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses.

Contact information for such non-mental-health counselors and advocates is as follows:

Student Success Counselors  
COD Counseling and Advising Center  
Student Services Center (SSC) 3200  
Phone: (630) 942-2259

A student victim who speaks to a mental-health or non-mental-health counselor or advocate must understand that, if the student victim wants to maintain confidentiality, the College's ability to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator(s) may be diminished.

Even so, these counselors and advocates will still assist the student victim in receiving other necessary protection and support, such as student victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A student victim who at first requests confidentiality may later decide to file a complaint with the College or report the incident to law enforcement, and thus will have the incident fully investigated. These counselors and advocates will provide the student victim with assistance if the student victim wishes to do so.

Note: While these counselors and advocates may maintain a student victim's confidentiality vis-à-vis the College, they may have reporting or other obligations under state law. Any College employee who suspects or receives knowledge that a minor student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, is required to: 1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline; and 2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office.

Also Note: If the College determines that the alleged perpetrator(s) pose a serious and immediate threat to the College community, College Police may be called upon to issue a timely warning to the community. Any such warning will not include any information that identifies the victim.

## **B. Student Reporting to "Responsible Employees"**

A College employee who has the authority to redress sexual discrimination, harassment or misconduct, who has the duty to report incidents of such or other

student misconduct, or who a student could reasonably believe has this authority or duty is a Responsible Employee. When a student victim tells a Responsible Employee about an incident of sexual discrimination, harassment or misconduct, the student victim has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A Responsible Employee must report to the Title IX Coordinator all relevant details about the alleged sexual violence shared by the student victim and that the College will need to determine what happened – including the names of the student victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a Responsible Employee will be shared only with people responsible for handling the College's response to the report.

To the extent possible, the College provides immunity for students who in good faith report an alleged violation of the comprehensive policy to a "responsible employee" so that the reporting student will not receive a disciplinary sanction for a student conduct violation (e.g., under age drinking) revealed in the course of reporting, unless the violation was "egregious" (e.g., an action that places the health or safety or another person at risk).

The following categories of employees are the College's Responsible Employees:

- College Administrators
- Title IX Coordinator
- Supervisors and Managerial Staff
- Faculty
- Campus Police
- Coaches

Before a student victim reveals any information to a Responsible Employee, the employee should ensure that the student victim understands the employee's reporting obligations – and, if the student victim wants to maintain confidentiality, direct the student victim to the confidential resources listed above.

If the student victim wants to tell the Responsible Employee what happened but also maintain confidentiality, the employee should tell the student victim that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the Responsible Employee will also inform the Title IX Coordinator of the student victim's request for confidentiality.

#### Silent Witness Program

We understand the difficulty people may experience in reporting crimes or incidents of concern to us face-to-face. We offer the Silent Witness Program to anyone who has witnessed, or knows about, a crime committed on campus.

You are welcome to send an email to: [mullin@cod.edu](mailto:mullin@cod.edu) with information you feel may be useful in keeping our campus safe and secure. It is important that you provide as much detail as to who, what, when, and where, as possible. Your identity will be protected to the fullest extent possible.

**C. Electronic and/or Anonymous Reporting**

The College provides an online system for electronic reporting. The reported may choose to provide his/her identity or may choose to report anonymously. Please note that anonymous reporting will significantly limit the College's ability to respond. The electronic and/or anonymous reporting form can be found on the College of DuPage website at:

[https://cm.maxient.com/reportingform.php?CollegeofDuPage&layout\\_id=6](https://cm.maxient.com/reportingform.php?CollegeofDuPage&layout_id=6)

**D. Student Requesting Confidentiality From the College: How the College Will Weigh the Request and Respond**

If a student victim discloses an incident to a Responsible Employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students and employees, including the student victim.

If the College honors the request for confidentiality, a student victim must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be diminished.

Although rare, there are times when the College may not be able to honor a student victim's request in order to provide a safe, non-discriminatory environment for all students and employees.

The College has designated the following individual(s) to evaluate requests for confidentiality:

- Title IX Coordinator
- Vice-President of Human Resources
- COD Chief of Police

When weighing a student victim's request for confidentiality or that no investigation or discipline be pursued, a range of factors will be considered, including the following:

- The increased risk that the alleged perpetrator(s) will commit additional acts of sexual discrimination, harassment or misconduct, such as:
  - Whether there have been other sexual discrimination complaints about the same alleged perpetrator;
  - Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of misconduct or violence;
  - Whether the alleged perpetrator threatened further sexual discrimination or violence against the student victim or others;
  - Whether the sexual discrimination was committed by multiple perpetrators;

- Whether the sexual discrimination, harassment or misconduct was perpetrated with a weapon;
- Whether the student victim is a minor;
- Whether the College possesses other means to obtain relevant evidence of the sexual discrimination, harassment or misconduct (e.g., security cameras or physical evidence); and
- Whether the student victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the College will likely respect the student victim's request for confidentiality.

If the College determines that it cannot maintain a student victim's confidentiality, the College will inform the student victim at the earliest point possible and will, to the extent possible, only share information with people responsible for handling the College's response.

If the College determines that it can respect a student victim's request for confidentiality, the College will also take immediate action as necessary to protect and assist the student victim.

If a victim's request for confidentiality limits the College's ability to formally investigate a particular allegation, the College may take steps to limit the effects of the alleged sexual discrimination, harassment and/or misconduct and prevent its recurrence without initiating formal action against the alleged perpetrator or revealing the identity of the student complainant. Such action may include, but is not limited to:

- Providing increased monitoring, supervision, or security at locations or activities where the alleged misconduct occurred;
- Providing training and education materials for students and employees;
- Revising and publicizing the College's policies regarding sexual discrimination, harassment and misconduct; and
- Conducting climate surveys regarding sexual misconduct.

#### VIII. Employee Reporting and Disclosing Sexual Discrimination, Harassment and/or Misconduct of a Student

In addition to the reporting requirements for Responsible Employees (see Section VII(B), above), all College employees who have information regarding sexual discrimination, harassment and/or misconduct of a student are encouraged to report it to the Title IX Coordinator or any Responsible Employee.



If you are a third party or concerned person who is not a current student, faculty, or staff member but want to report sexual misconduct which involved a member of the College of DuPage community, contact the Title IX Coordinator at:

Susan Jerak  
630-942-3224  
TitleIXCoordinator@cod.edu

## IX. Interim Measures

The College will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or College employees, will not be tolerated. The College will also:

- Assist the victim in accessing other available victim advocacy, academic support, counseling disability, health or mental health services, and legal assistance both on and off campus;
- Provide other security and support, which could include the College obtaining a no-contact order, helping to change working arrangements or course schedules (including for the alleged perpetrator(s) pending the outcome of an investigation) or adjustments for assignments or tests; and
- Inform the victim of the right to report a crime to campus or law enforcement – and provide the victim with assistance if the victim wishes to do so.

The College may not require a victim to participate in any Title IX investigation or in a disciplinary proceeding against a student.

Because the College is under a continuing obligation to address the issue of sexual discrimination, harassment and misconduct campus-wide, reports of such incidents (including non-identifying reports) will also prompt the College to consider broader remedial action – such as increased monitoring, supervision, or security at locations where the reported incident occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

## X. Miscellaneous

1. Take Back the Night and Other Public Awareness Events. Public awareness events such as "Take Back the Night," the Clothesline Project, candlelight vigils, protests, "survivor speak outs" or other forums in which students disclose incidents are not considered notice to the College of sexual discrimination, harassment or misconduct for purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts, and the College will provide information about students' Title IX rights at these events.

2. Anonymous Reporting. Although the College encourages victims to talk to someone, the College provides for an online system for anonymous reporting. The system will notify the user (before she/he enters information) that entering personally identifying information may serve as notice to the College for the purpose of triggering an investigation. Anonymous reports can be filed through the COD Police website ([www.cod.edu/about/police\\_department/](http://www.cod.edu/about/police_department/)).
3. Off-Campus Counselors and Advocates. Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the College unless the victim requests the disclosure and signs a consent or waiver form. Contact information for such off-campus resources is as follows:

Confidential Advisors

YWCA Rape Crisis Hotline

Phone: (630) 971-3927

[www.ywcachicago.org](http://www.ywcachicago.org)

For Employees:

Employee Assistance Program

Northwestern Medicine

Phone: (888) 933-1327

For Students:

Student Assistance Program

Northwestern Medicine

Phone: (855) 942.2259

Note: While these off-campus counselors and advocates may maintain a victim's confidentiality vis-à-vis the College, they may have reporting or other obligations under state law.

4. Clery Act Reporting Obligations. Pursuant to the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* ("Clery Act," 20 U.S.C. 1092(f)), the College maintains a public crime log and publishes an Annual Security Report ("ASR") available to all current students and employees. The ASR documents three calendar years of select campus crime statistics (including statistics regarding incidents of dating violence, domestic violence, and stalking), security policies and procedures, and information on the basic rights guaranteed to victims of sexual assault. The Clery Act also requires the College to issue timely warnings to the campus community about crimes that have already occurred but may continue to pose a serious or ongoing threat to students and employees.

## XI. Title IX Complaint Investigation Procedures

### A. Formal Investigation Process

1. Initiation of Investigation by Title IX Coordinator: Upon receipt of a Title IX complaint of sexual discrimination, harassment and/or misconduct, including sexual violence, the Title IX Coordinator will initiate a prompt, fair and thorough investigation. The investigation will be conducted by the Title IX Coordinator or his/her designee, and the College will conclude the investigation within 60 calendar days or less. Where the allegations are complex or other factors delay the investigative process, an extension may be granted.

With respect to Title IX complaints that relate to a College employee as the victim and/or complainant or as the respondent, the Title IX Coordinator will partner with the Department of Human Resources which will manage the investigation into the allegations made against the College employee and which will recommend appropriate sanctions against the College employee Respondent.

2. Interim Measures Provided: During the investigation, the Title IX Coordinator will ensure the victim and/or complainant receive Interim Measures as set forth in Section IX, above, and will advise the victim and/or complainant of the right to file a complaint with College Police or law enforcement agencies.

3. Notice to Respondent:

- a. Within 10 business days of receipt of a complaint, the respondent will be given written notice of the charges against him/her.
- b. The respondent will be advised of the nature of the evidence against him/her (unless release of the evidence would endanger the health or safety of victim(s) or witness(es)).

4. Due Process Rights of Victim and/or Complainant and Respondent

- a. The victim and/or complainant and student respondent will each be afforded the right to present information and witnesses relevant to his or her case.
- b. When the victim and/or complainant or student respondent is requested to appear at an investigatory meeting or proceeding related to a complaint, he or she may be accompanied by an advisor. An advisor is defined as a family member, peer, staff/faculty member of the College, or a union representative; it does not include legal counsel or an attorney at law.
- c. If the respondent is a College employee, then any employee misconduct investigation procedures outlined in applicable employee guidebooks and/or collective bargaining agreements will apply.

5. Evidence Considered: Investigators will interview and receive evidence from the victim, complainant, respondent and any witnesses identified during the course of the investigation. The victim's prior sexual history with anyone other than the respondent will not be considered during the investigation or any proceeding related to a complaint. The mere fact of a current or previous consensual dating or sexual relationship between the victim and respondent does not itself imply consent or preclude a finding of sexual violence.

6. Preservation of Evidence: Any physical evidence gathered by the investigator will be preserved by the COD Police.
7. Concurrent Criminal Investigation: The existence of a concurrent criminal investigation by law enforcement agencies will not necessarily delay or interrupt the investigation procedures outlined herein. However, the law enforcement agency may request that the College investigation be temporarily suspended. In such cases, the College will evaluate the law enforcement agency's request to determine whether and for how long to suspend its investigation. It is understood that during an ongoing criminal investigation, information relevant to the pending case or prosecution may not be permitted to be shared with the College until the criminal investigation is closed.
8. Report of Investigation: At the conclusion of the investigation, the investigator will prepare a thorough report outlining the: complaint, investigation conducted and all relevant evidence obtained; investigator's conclusions with an explanation of reasoning and/or support for such conclusions; and recommendations for sanctions or other remedial action as appropriate. The investigator will submit his/her report to the Title IX Coordinator, Department of Human Resources and/or both, as appropriate.

#### B. Determination

1. Determination Based Upon Preponderance of the Evidence: For student respondent cases, the Title IX Coordinator shall review the investigator's report and all evidence gathered to determine whether the student respondent engaged in sexual discrimination, harassment and/or misconduct in violation of College policy. The determination of violations shall be made based on the preponderance of evidence, meaning whether it is more likely than not that this policy was violated.

For employee respondent cases, the Department of Human Resources and Title IX Coordinator will determine whether the employee respondent engaged in sexual discrimination, harassment and/or misconduct in violation of College policy.

2. Notice to Respondent: For student respondents, within 7 business days after receipt of the investigator's report, the Title IX Coordinator will notify the student respondent via certified mail, return receipt requested, of his/her determination. If the Title IX Coordinator determines that the student respondent has violated the College's prohibition of sexual discrimination, harassment and/or misconduct, this notification will also advise the student respondent of:
  - a. Disciplinary sanctions; and
  - b. The right to appeal the determination and sanctions in accordance with the Appeal Procedures set forth in Section VIII, below.

For employee respondents, the Department of Human Resources will follow its obligation under any applicable College Policies and collective bargaining agreements in providing notice.

3. Notice to Victim and/or Complainant: Concurrently with the notice provided to respondent, the Title IX Coordinator will notify the victim and/or complainant within 7 business days after receipt of the investigator's report, via certified mail, return receipt requested, of his/her determination. If the Title IX Coordinator determines that the respondent has violated the College's prohibition of sexual discrimination, harassment and/or misconduct, this notification will also advise the victim and/or complainant of:
  - a. Any individual remedies offered or provided to the victim and/or complainant;
  - b. Disciplinary sanctions imposed on the respondent that directly relate to the victim and/or complainant;
  - c. In sexual violence cases only, any disciplinary sanctions imposed on the respondent;
  - d. The right to appeal the determination and sanctions in accordance with the Appeal Procedures set forth in Section XII, below; and
  - e. If the College determines that a hostile environment exists, it will inform the victim and/or complainant of steps it has taken to eliminate the hostile environment and to prevent recurrence.

### **C. Sanctions, Protective Actions, and Remedies**

1. Sanctions. Student respondents who have violated the College's prohibition of sexual discrimination, harassment and/or misconduct are subject to any sanctions set forth in the College's Code of Student Conduct Procedures 20-35, up to and including expulsion.

College employee respondents who have violated the College's prohibition of sexual discrimination, harassment and/or misconduct will be subject to disciplinary action up to and including termination, consistent with any applicable employee guidebooks and/or collective bargaining agreement obligations.

2. Protective Actions. The College may take protective measures as appropriate, including no-contact orders, trespass notices, or other protective measures. College Police will enforce court ordered no-contact, restraining and/or protective orders to the fullest extent of the law.
3. Remedies. The College will administer remedies for the victim and/or complainant depending upon the specific nature of the complaint. In addition, the College may administer remedies for the College community as a whole.

Remedies for the victim and/or complainant may include, but are not limited to:

- Assisting the victim and/or complainant to change his/her academic and/or work environment if requested and if reasonably available;
- Providing an escort to ensure that the victim and/or complainant can move safely between classes and activities;
- Ensuring that the victim and/or complainant and the respondent do not attend the same classes;
- Providing counseling services;
- Providing medical services;
- Providing academic support services, such as tutoring;
- Arranging for the victim and/or complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the victim and/or complainant's academic record; and
- Reviewing disciplinary actions taken against the victim and/or complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the victim and/or complainant being disciplined.

Remedies for the College community as a whole may include, but are not limited to:

- Offering counseling, health, mental health, or other holistic and comprehensive victim services to all students and employees affected by sexual discrimination, harassment, and/or misconduct;
- Designating an individual from the College's counseling center to be available to assist victims of sexual discrimination, harassment, and/or misconduct whenever needed;
- Developing materials on sexual discrimination, harassment and misconduct for campus-wide distribution to students, employees, and/or third-parties;
- Creating a committee of students and College officials to identify strategies for preventing and addressing sexual discrimination, harassment and misconduct; and
- Conducting periodic climate surveys to identify how students and employees perceive and experience sexual discrimination, harassment and misconduct at the College.

## XII. Title IX Appeal Procedures for Victims and/or Complainants and Student Respondents

### A. Appeal Request

A victim and/or complainant or a student respondent who wishes to appeal the decision reached by the Title IX Coordinator at the conclusion of a formal investigation must submit a written request for appeal to the Judicial Review Board (JRB). This request must be submitted to the Vice President of Student Affairs within 10 business days after receipt of the Title IX Coordinator's letter of determination.

The appeal request must be typewritten, must indicate if the requestor wishes to appear in person before the JRB, and must state the grounds for appeal. Appeals must be made on the basis of one or more of the following grounds:

1. Procedural error was committed.

2. The finding of facts contained in the decision included inaccurate information.
3. Specific evidence considered during the investigation is objectionable.
4. Evidence not offered during the investigation is now available. In such cases, the new evidence must be described.
5. The sanction imposed is lenient, excessive or otherwise inappropriate.

Within 10 business days after receipt of the appeal request, the Vice President of Student Affairs will decide whether to grant the appeal based on whether the appeal meets one of the above enumerated grounds for appeal and shall inform the appellant by certified mail, return receipt request. If the appeal is granted, the Vice President of Student Affairs will refer the matter to the JRB, and the Hearing Procedures for the JRB set forth below will be followed. In the event of an appeal, the decision(s) of the JRB will be final in all cases, other than for cases resulting in a recommendation for suspension or expulsion.

In the event a victim and/or complainant or a student respondent does not appeal within the required 10 business day period, the decision of the Title IX Coordinator will be final.

If the respondent is a College employee, then any employee misconduct appeal procedures outlined in applicable employee guidebooks and/or collective bargaining agreements will apply.

#### B. Establishment of the Standing JRB

A standing JRB will hear cases and make recommendations on appropriate disciplinary cases referred to it by the Vice President of Student Affairs or appealed to it by students who are the subject of disciplinary actions involving disciplinary suspension and expulsion. The JRB will be established each fall. It will be composed of the following persons:

1. Two members of the administrative staff appointed by the Vice President of Student Affairs.
2. Two members of the faculty appointed by the Vice President of Student Affairs.
3. One member of the student body appointed by the Vice President of Student Affairs, excluding cases related to Title IX complaints.

None of the above-named persons may sit in any case in which they have a direct personal interest. Decisions in this regard will be made by the JRB as a whole. The Vice President of Student Affairs may appoint interim members as required.

#### C. Hearing Procedures for the JRB

1. The hearing will be closed to the public.
2. The victim and/or complainant and respondent shall each be entitled to appear in person with an advisor (as defined in Section XI(A)(4)(b), above), present his/her case to the JRB,

and call witnesses in his/her behalf.

When requested by the victim, the JRB shall make arrangements so that the victim and respondent do not have to be in the same room at the same time (such as by arranging for participation via videophone, closed circuit television, video conferencing, or other means).

3. The hearing will begin with a presentation by the Title IX Coordinator of his/her determination, followed by a presentation by the appellant. The non-appellee may present his/her case as well.
4. The Title IX Coordinator, appellant and appellee may present information in oral and written form, by witnesses and/or through documents. The parties will be given an opportunity to question witnesses, except that the respondent may under no circumstances personally question the victim.
5. The JRB reserves the right to hear the testimony of witnesses separately, so that the witnesses will not hear each other's testimonies.
6. Pertinent and relevant information will be reviewed by the JRB without regard for the legal rules of evidence.
7. The Title IX Coordinator, appellant and appellee may make closing statements at the conclusion of the hearing on both the issue of misconduct and the issue of the recommended discipline.
8. An audio recording of the proceedings will be created and will be made available to either party upon request.
9. The JRB will render its written decision within 10 business days after the hearing. The decision will be to affirm, reverse or modify the Title IX Coordinator's determination. If the JRB finds the respondent engaged in sexual discrimination, harassment and/or misconduct in violation of College policy, the JRB will then determine or recommend a disciplinary action.
10. If a student respondent is found not to have engaged in sexual discrimination, harassment and/or misconduct in violation of College policy, and if coursework has been missed as a direct result of the action taken against the student respondent, appropriate action will be taken to assist the student respondent in completing the course(s).
11. In all cases other than suspension or expulsion, the decision of the JRB is final.
12. If the decision of the JRB is to suspend the student respondent, that decision will be transmitted to the Vice President of Student Affairs. The student respondent will then have two business weeks after the decision to appeal to the Vice President of Student Affairs. The appeal will consist of the student respondent's written statement of

disagreement with the decision and argument for reversal, relevant documentation and the recording or transcript of the JRB hearing. The Vice President of Student Affairs will review relevant information before making a decision. The Vice President of Student Affairs will render a decision to uphold the suspension or to take other appropriate action within 15 business days after receiving the respondent's written appeal. If the Vice



President of Student Affairs decides to impose a less severe sanction than suspension, the decision of the Vice President of Student Affairs is final. The Vice President of Student Affairs will not have the authority to increase the severity of the recommended sanction.

13. If the decision of the JRB is to expel the student respondent, that decision will be transmitted to the Vice President of Student Affairs. The student respondent will then have two business weeks after the decision to appeal to the Vice President of Student Affairs. The appeal will consist of the student respondent's written statement of the disagreement with the decision and argument for reversal, relevant documentation and the recording or the transcript of the JRB hearing. The Vice President of Student Affairs will review the relevant information before making a decision. The Vice President of Student Affairs will render a decision to uphold the expulsion or to take other appropriate action within 15 business days after receiving the respondent's written appeal. If the Vice President of Student Affairs decides to impose a sanction less severe than expulsion, the decision of the Vice President of Student Affairs is final.

### XIII. Prevention and Education for Students

The College will review on an ongoing basis, its sexual discrimination, harassment and misconduct prevention and education programming to ensure students and employees are provided substantive opportunities to learn about sexual discrimination, harassment and misconduct, including primary prevention, bystander intervention, risk reduction, consent, reporting methods, relevant College policies and procedures, retaliation, the impact of trauma, relevant definitions, and other pertinent topics.

### XIV. Training

The Title IX Coordinator, College Police, Responsible Employees, victim advocates, and anyone else involved in responding to, investigating or adjudicating sexual discrimination, harassment and misconduct incidents receive education and training on primary prevention, bystander intervention, risk reduction, consent, reporting obligations, investigation procedures, confidentiality requirements, relevant College policies and procedures, retaliation, the impact of trauma, relevant definitions, and other pertinent topics. The College will annually review its training offerings to identify ways in which to enhance its effectiveness.

### XV. Procedures Governing Complaints Solely Involving Employees and/or Third Parties

An employee or third party should notify the Department of Human Resources' Director of Labor and Employee Relations ("Director") or the Manager of Employee Relations ("Manager") if he or she believes that the College, its employees or agents have engaged in sexual discrimination, harassment or misconduct of an employee or third party in violation of Board Policy 15-11.

The Director/Manager may attempt to resolve complaints informally. However, if a formal complaint is filed, the Director/Manager will address the complaint promptly and equitably as follows.

#### A. Filing a Complaint

An employee or third party (hereinafter "Complainant") who wishes to avail him or herself of this procedure may do so by filing a complaint with the Director/Manager. The Director/Manager will request the Complainant to provide a written statement regarding the nature of the complaint and will require a meeting with the Complainant. The Director/Manager shall assist the Complainant as needed.

## B. Investigation

Each complaint shall be investigated promptly, thoroughly, impartially, and as confidentially as possible. The Director/Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his/her behalf. The complaint and identity of the Complainant will not be disclosed except as required by law, as necessary to fully investigate the complaint, or as authorized by the Complainant. As a general rule, all complaints will be investigated, even when the Complainant requests that nothing be done.

1. The Director/Manager or his/her designated investigator (hereinafter "investigator") will investigate all complaints or allegations of sexual discrimination, harassment, or misconduct, except that, depending on the circumstances, the Vice President of Human Resources may appoint a special investigator. The appointment of a special investigator does not preclude the involvement or assistance of the Director/Manager in the investigation. Whenever the Vice President of Human Resources deems necessary, a third party (e.g., an attorney) may serve as a special investigator. The investigator should not have any involvement with the Complainant or the alleged wrongdoer outside of the investigation. The Director will ensure that investigators have sufficient authority and resources.
2. The investigator will inform potential complainants, complainants, and witnesses that the College prohibits any form of retaliation against anyone who, in good faith, brings a complaint or provides information to the individual investigating a complaint.
3. The investigator will provide a fair opportunity for both sides to be heard.
4. During the investigation, the investigation file will be kept separate from personnel record files.
5. The investigator will prepare a comprehensive written report of his/her findings and will provide the report to the Vice President of Human Resources. If a complaint of sexual discrimination, harassment or misconduct contains allegations involving the Vice President of Human Resources, the written report shall be provided directly to the College President, who will make a decision in accordance with Section D, below.
6. Employee misconduct investigation procedures outlined in applicable employee guidebooks and/or collective bargaining agreements will apply.

C. Decision

Within 15 business days after receiving the investigator's report, the Vice President of Human Resources shall mail his or her written decision to the Complainant by U.S. mail, first class. A copy will be placed in the investigation file.

D. Appeal

Employee misconduct appeal procedures outlined in applicable employee guidebooks and/or collective bargaining agreements will apply.

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Adopted: 10/01/09	Reviewed:	Amended: 2/24/15, 9/1/17
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## **XV. VETERANS**

### **DEFINITIONS:**

- **Vietnam Era Veteran**

- i. A person who (i) served on active duty in the U.S. military, ground, naval or air service for a period of more than 180 days, and who was discharged or released there from with other than a dishonorable discharge, if any part of such active duty was performed: (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in all other cases; or
- ii. A person who (ii) was discharged or released from active duty in the U.S. military, ground, naval or air service for a service-connected disability if any part of such active duty was performed (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975, or (B) between August 5, 1964, and May 7, 1975, in any other location.

- **Disabled Veteran**

- i. A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who, but for the receipt of military retired pay, would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or
- ii. A person who was discharged or released from active duty because of a service-connected disability.

- **Special Disabled Veteran**

- i. A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans' Affairs for a disability (A) rated at 30 percent or more, or (B) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 38 U.S.C. 3106 to have a serious employment handicap; or
- ii. A person who was discharged or released from active duty because of a service-connected disability. Section 38 U.S.C. 3106 defines "serious employment handicap" as a significant impairment of a veteran's ability to prepare for, obtain, or retain employment consistent with such veteran's abilities, aptitudes and interests.

- **Other Protected Veteran**

- i. A person who served on active duty in the U.S. military, ground, naval or air service during a war; or in a campaign or expedition for which a campaign badge has been authorized by the Department of Defense.

- **Recently Separated Veteran**

- i. Any Veteran during the one year period beginning on the date of such Veteran's discharge or release from active duty in the U.S. military.

- **Armed Forces Service Medal Veteran**

- i. Any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

### **LEGISLATION:**

The Uniformed Services Employment and Re-employment Rights Act, (USERRA) protects civilian job rights and benefits for veterans and members of the active and Reserve components of the U.S. armed forces. USERRA provides that returning service-members must be promptly reemployed in the same position that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority.

## **XVI. DISABLED**

### **DEFINITION:**

An individual with a disability is one who: (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of having such impairment; or (3) is regarded as having such impairment.

### **LEGISLATION:**

Rehabilitation Act of 1973 as amended by the Rehabilitation Act of 1974

Section 503 requires firms holding federal contracts or subcontracts of \$2,500 or more to take "affirmative action to hire and advance in employment" the handicapped. Goals and timetables are not required.

Section 504 provides that "no otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Americans with Disabilities Act of 1990

This federal statute, which is effective July 26, 1992, prohibits discrimination against a qualified individual with a disability in regard to job application procedures, hiring,

advancement or discharge, compensation, training and other terms, conditions and privileges of employment.

## Americans with Disabilities Act of 2008

The ADAA, Pub.L. 110-325, overturns a series of Supreme Court decisions that interpreted the Americans with Disabilities Act of 1990 in a way that made it difficult to prove that impairment is a “disability.” The ADAAA made significant changes to the ADA’s definition of “disability” that broadens the scope of coverage under both the ADA and Section 503 of the Rehabilitation Act.

No attempt is made to gather data on applicants or employees who may be disabled.

Applicants are screened without regard to any disability or perceived disability. If an individual self identifies a disability or if there is a perceived disability which may affect the ability of the applicant to perform the duties, an accommodation conference will be held with the applicant after it has been determined the individual is the best suited for the position, based upon qualifications and experience.

For existing employees, the college relies upon self-identification in cases where accommodations are requested.

## **XVII. EMPLOYEE DEVELOPMENT**

An essential part of an affirmative action program is a process to encourage the promotability of female and minority employees after hire. In addition to the job posting provisions contained in the procedures for Board Policy 15-5, the college offers many opportunities to obtain skills for promotion on an equal opportunity basis. Those provisions are as follows:

### Classified Staff

Benefit eligible classified employees may use up to \$1850 per fiscal year (July 1 to June 30) for professional development, to further the goal of adding value to College of DuPage through employee development. Up to \$500 of this amount may be used for job related professional dues and up to \$600 may be used for travel expenses related to the professional development activity. Part-time Classified staff who work a minimum level may enroll in one tuition-discounted class per semester.

### Managerial

Benefit eligible managerial employees may use up to \$1850 per fiscal year (July 1 to June 30) for professional development, to further the goal of adding value to College of DuPage through employee development. Up to \$500 of this amount may be used for job related professional dues and up to \$600 may be used for travel expenses related to the professional development activity.

### Full-Time Faculty

Benefit eligible Faculty have available up to \$1850 or \$2090 .per fiscal year (July 1 to June 30) if the Faculty Member elected to augment Professional Development Fun by transferring up to \$240 credit from Wellness Incentive. Development and Renewal funds for professional growth



for each year of the Contractual Agreement for job related professional development that improves or develops their job related skills including professional memberships and associations, and professionally related periodical subscriptions. Any portion of the \$1850 or \$2090 may be used per year to reimburse pre-approved travel related expenses in accordance with College travel policies. Up to \$30,000, per year of unused Faculty Professional funds will be made available to supplement individual Professional Development funding, as approved by the Provost or designee. Faculty also have access to sabbatical and one semester non-teaching assignments for improving the quality of the faculty member's services so that the member, the College, and our students benefit from the development.

#### Adjunct Faculty

CODAA members are eligible for professional development funds used for reimbursement of tuition, fees, conference registrations, seminars, membership dues, appropriate academic periodicals/subscriptions or one-half the costs for professional licenses that are required in the official hiring guidelines. In addition, the College will allow up to one-hundred dollars (\$100) of a faculty member's Professional Development funds to be used for reimbursement of annual fees for employee membership at the Chaparral Fitness Center.

#### Administration

Benefit eligible administrators have available up to \$1850 per fiscal year (July 1 to June 30) for professional development, to further the goal of adding value to College of DuPage through employee development. Up to \$500 of this amount may be used for job related professional dues and up to \$600 may be used for pre-approved travel expenses.

#### Operating Engineers

Benefit eligible operating Engineers have available up to \$600 per fiscal year (July 1 to June 30) for Educational Development. Up to \$150 of this amount may be used for job related professional dues.

#### FOP

Benefits eligible FOP employees have available up to \$1700 per fiscal year (July 1 to June 30) for Educational Development. Reimbursement may also be used for professional exam expenses such as Emergency Medical Technician Exam. Additionally, an eligible employee may be reimbursed for tuition costs associated with pursuit of accredited degrees (not available at College of DuPage), bachelors, masters and doctoral degrees subject to satisfactory completion of each course. Up to \$200 of this amount may be used for job related professional dues or other job related professional materials such as subscriptions.

The College of DuPage provides discounted tuition charges for benefited employees when enrolled for College of DuPage credit courses.

The College provides development opportunities through the Teaching and Learning Center. These include:

- In-Service days, workshops and support programs in varied delivery formats to promote faculty, staff and administrator roles in both personal and professional development.
- Programs that develop skills for the use of technology in teaching, learning, academic support and administration.
- Programs that support institutional initiatives and specialized, job/discipline-related training for departments or divisions.



**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING**

**BOARD INFORMATION**

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1. **SUBJECT**

Sabbatical and One Semester Non-Teaching Assignment Leaves for the 2020-2021 Academic Year.

2. **REASON FOR CONSIDERATION**

The Board is provided with annual notification of upcoming faculty sabbatical and one-semester non-teaching assignment leaves.

3. **BACKGROUND INFORMATION**

The awarding of sabbatical and one semester non-teaching assignments is contained in the Faculty Contract (I.9). As the Contract notes: *The purpose of the sabbatical (and one semester non-teaching leave) is to improve the quality of the faculty member's service so that the faculty member, the College and our students benefit from the faculty member's leave experience. The total number of approved leaves (including Sabbatical and One Semester leaves) will be limited to five (5) leaves total.* The sabbatical and one semester non-teaching assignments presented herein have been reviewed and recommended by a faculty committee and are supported by the appropriate Deans, the Assistant Provost of Instruction, and the Provost, prior to being approved by the President.

**Semester Non-Teaching Assignment Leaves** (100% Salary) during the 2020-2021 academic year:

**Associate Professor Sarah Born, Nursing & Health Sciences, Fall 2020**

Associate Professor Born's proposed activity is two-fold; to provide the time needed to wrap up doctorate project and manuscript on *The Use of Simulation to Enhance Interprofessional Collaboration with Post Licensure Healthcare Providers*, while also completing my Doctorate of Nursing Practice (DNP) degree. This is a request for a one-semester leave. The scope and purpose of her doctorate project, "The Use of Simulation to Enhance Inter-professional Collaboration with Post Licensure Healthcare Providers", is to enhance instruction

utilizing evidenced-based strategies in simulation to provide an adjunct to clinical learning in a safe, collaborative environment for students in the Associate Degree Nursing Program. Project outcomes correlate program outcomes to the six Quality and Safety Education for Nurses pre-licensure competencies. The value of this project will continue to contribute to the program's current pass rate of 95%, and it will create opportunities for collaboration on an inter-professional level within the college, and within our community partners.

Benefits to students: Being a nursing instructor requires being able to bring textbook content and real-life events into the learning experiences of our students. Ms. Born has been a practicing nurse for 17 years and though her full-time job is to teach, she also feels it is important to our students that she remain active in her practice as a bedside nurse (while off from the college). Students benefit from and enjoy the opportunity to hear about real-life experiences in the learning environment to help them connect classroom material to what actually happens with patients in an acute care setting. Since, healthcare is always changing it is important that we are teaching our students the most up to date information in lecture, lab, clinical, and simulation.

In addition, one of the most important aspects of being a nurse is the ability to work as a member of a team for the sake of our patients' safety and overall care. Working with other healthcare providers in the field is known as interprofessional collaboration. Interprofessional collaboration is getting more focus these days due to new initiatives that are occurring in the acute care setting due to the impact on reimbursement from third parties and requirements from accrediting bodies. Interprofessional collaboration has been known to enhance staff satisfaction, decrease medical errors, increase patient satisfaction, and enhance patient outcomes, which are all important aspects that our students learn about and need reinforcement on as they progress through the College of DuPage (COD) nursing program. Having an instructor up to date on these initiatives and practices will enhance the students' knowledge and hopefully their skills set as they progress through the program and enter in to nursing practice. I plan on my project experience and results to contribute to a better learning experience for our students in the nursing program. I would like to expand the idea of interprofessional simulation into the learning opportunities of our students on a regular basis.

**Associate Professor Laura Burt-Nicholas, Reference Librarian, Spring 2021**  
Associate Professor Burt-Nicholas's project is the creation and implementation of a multimodal assessment of the student experience of library services. The assessment will be calibrated to professional standards, planned in collaboration with library stakeholders, and used to implement changes in library policies and procedures. As research has demonstrated that library usage directly correlates to student retention, a higher GPA, and better completion rates, improving the library

experience will thus benefit COD students, their academic programs, and even district residents who use the library<sup>1</sup>.

Benefits to students: Students would be the primary beneficiaries of my non-teaching semester assignment, as the library would be better able to deliver necessary services to them. Research has demonstrated that the library usage has a significant impact on student retention and success: for example, librarian and institutional researcher Dennis Krieb at Lewis and Clark College that students who attended library instruction sessions or visited the reference desk had higher retention rates than the general student population, and that reference desk visits were linked to higher student grades in 2018. (See citations below.) In another study, librarian DeeAnn Allison found that student library usage and higher GPAs were correlated, and as library usage increased, so did student GPAs over a two year span (2019). Correlation between student GPA, retention, and graduation and library usage was also demonstrated by librarian John Stemmer and institutional researcher David Mahan at Bellarmine University (2016).

Given the results of these studies and others, COD library's use of assessment data to make reference services more effective for students would benefit the student population.

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<sup>1</sup> Allison, D. (2015). Measuring the Academic Impact of Libraries. *Portal: Libraries and the Academy*, 15(1), 29–40. <https://doi.org/10.1353/pla.2015.0001>

Krieb, D. (2018). Assessing the Impact of Reference Assistance and Library Instruction on Retention and Grades Using Student Tracking Technology. *Evidence Based Library and Information Practice*, 13(2), 2–12. <https://doi.org/10.18438/eblip29402>

Stemmer, J. K., & Mahan, D. M. (2016). Investigating the Relationship of Library Usage to Student Outcomes. *College & Research Libraries*, 77(3), 359-375. <https://doi.org/10.5860/crl.77.3.359>

**Professor Julia diLiberti, Humanities, Liberal Arts, Fall 2020**

Dr. diLiberti will oversee work on a Global Perspectives Concentration of courses (aka a minor) and create a course for faculty on Internationalizing Curriculum. Bringing Global focus to Gen Ed requirements and building students' global fluency, an identified NACE competency. The work will both promote updated curriculum and greater faculty expertise in global issues. Dr. diLiberti's UIUC graduate studies and a fellowship/national resource centers (NRCs) in Global Education will allow her to build a network of Global education resources. While doing more intensive study of Global Education, she will also be working toward rolling out a Global Education Concentration. Part of the effort means working with College-wide Curriculum Committee and Senate to continue the development processes for creating concentrations. This work will also help lay the groundwork for concentrations in other areas such as Women's Studies and Sustainability/Environmental Studies. Additionally, she would like to pursue a certificate in Global Studies and to develop a Faculty Development class on globalizing courses in any discipline.

Benefits for the students: As our SLRP strength #3 tell us, Global Education is of significant importance to College of DuPage. For this to remain one of our strengths, we must continue to look for new opportunities to build the programs surrounding global initiatives and education. Too, the SLRP's Trend #5 shows a concern with, "Competition from the Global Economy." A more robust Global Education from faculty down through the students will ensure that our curriculum helps us stay at the fore of this trend.

SLRP Opportunity 5 notes that there is a skills gap: My work in global education will help faculty work towards closing a skill gap in the workplace. The National Association of College and Employers (NACE) also lists Global and Intercultural Fluency as one of the top skills that employers are now seeking when hiring. If we provide curriculum and a concentration that highlights student courses in the area of Global Perspectives, we also help make them career ready.

The Global Education Committee draws from faculty across the college; our belief is Global Perspectives will improve students' abilities in any discipline. More specifically, however, this project in Global Education helps in moving towards meeting outcomes under three categories: Humanities and Fine Arts (Cultural & Historical Comprehension), Social and Behavior Sciences (Human Behavior & Societal Knowledge), as well as Critical Thinking.

\*Course Title: Making Your Course Our **C**ommunity's **O**wn **D**oorway to a Global World

Staff Contact: Dr. Mark Curtis-Chávez, Provost



**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING**

**BOARD INFORMATION**

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1. **SUBJECT**

Student Trustee Election Results.

2. **REASON FOR CONSIDERATION**

Attached is the Certificate of Results for the Student Election prepared by the Student Life staff. This election combines the Student Trustee Election and the Student Leadership Council President and Vice President Elections. 359 students voted in this year's election.

- There were two candidates for the Student Trustee positions. Samiha Syed of Lombard will take office at the April meeting.
- There were two candidates for the SLC President position. Alexander De Guzman of Aurora will take office at the beginning of the summer term.
- There were no eligible candidates for the SLC Vice-President position. The position will be filled through an appointment process per the SLC Operating Document.

3. **BACKGROUND INFORMATION**

The Student Life staff, in conjunction with the SLC Election Commission chaired by current SLC President, Uthman Khilji managed the online elections held March 11 and 12, 2020. The results were verified by Uthman Khilji, Election Commissioner; Chuck Steele, Manager of Student Life; and Keith Zeitz, Manager of Office and Classroom Technology.



# OFFICIAL RESULTS

## CERTIFICATE OF RESULTS COLLEGE OF DUPAGE

### **COMMUNITY COLLEGE DISTRICT NO. 502** **COUNTIES OF DUPAGE, COOK AND WILL IN THE STATE OF ILLINOIS**

For the election held at College of DuPage of Community College District No. 502  
on the 11<sup>th</sup> and 12<sup>th</sup> days of March, 2020.

**RESULTS OF TALLY:** We, the undersigned Election Commission of the Special Election held in and for Community College District No. 502, Counties of DuPage, Cook and Will in the State of Illinois, on the 11<sup>th</sup> and 12<sup>th</sup> days of March, 2020 for the purpose of electing one (1) Student Member to the Board of Trustees, for the 2019-20 term of one (1) year, do hereby certify that the results of said elections were as follows:

1-Year Term **STUDENT TRUSTEE** (listed in ballot order):

<u>Samiha Syed</u>	<u>received</u>	<u>264</u>	<u>votes</u>	<u>SEATED</u>
<u>Julia Blaszkowska</u>	<u>received</u>	<u>90</u>	<u>votes</u>	
<u>Miscellaneous Write-ins</u>	<u>received</u>	<u>5</u>	<u>votes</u>	

### **STUDENT LEADERSHIP COUNCIL ELECTION**


#### **PRESIDENT**

<u>Alexander De Guzman</u>	<u>received</u>	<u>201</u>	<u>votes</u>	<u>SEATED</u>
<u>Hasiya Najmin Isa</u>	<u>received</u>	<u>147</u>	<u>votes</u>	
<u>Miscellaneous Write-ins</u>	<u>received</u>	<u>11</u>	<u>votes</u>	

**Total Votes Cast** 359 votes

Election verified 100% by:

  
Uthman Khilji  
Election Commissioner

  
Chuck Steele  
Manager of Student Life

  
Keith Zeitz  
Manager of Office & Classroom Technology



**CONSENT AGENDA**

- a. **Construction Change Orders**
- b. **Audio Visual Equipment for the Culinary and Hospitality Center**
- c. **Job Description Management System**
- d. **Perkins Activity Number: 6.b.6: Nuclear Medicine Gamma Camera**
- e. **Aquatics Chemicals & Parts**
- f. **DMIS Arterial Doppler Machine**
- g. **Printing of Continuing Education Class Schedules FY2021**
- h. **Reimbursement of Expenses for Dr. Brian Caputo**
- i. **Leica DM500 Microscopes for Anatomy & Physiology Courses**
- j. **Electronic Message Board Replacement**
- k. **General Contractor for Athletic Field Turf Upgrades**
- l. **Utility Steam Vault Door Replacement – Bid Rejection**
- m. **General Contractor for Paver Replacement at CHC – Bid Rejection**
- n. **Tuition & Fees for FY21**

- o. Minutes of the February 20, 2020 Regular Board Meeting**
- p. Closed Session Minutes of the following minutes:**
  - a. February 20, 2020**
- q. Personnel Approval Items**
- r. Financial Reports**
- s. Cleaning Supplies for Coronavirus Preparedness and Response**



COLLEGE OF DuPAGE  
REGULAR BOARD MEETING

BOARD APPROVAL

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1. SUBJECT

Construction Change Orders for Board Approval.

2. REASON FOR CONSIDERATION

Change orders will be funded from the designated project's overall budget and fall within the FY'20 approved budget. This change order is presented for approval because the work requested will revise the contract amount to exceed twenty percent (20%) of the original contract amount.

3. BACKGROUND INFORMATION

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

a) Fund 03 Budget Related Projects

*College Requested Change:* Athletic Fields Returfing, Smith Group, Inc. #01; BIC Pathways for Student Success, Cordogan Clark #01; BIC Deck Expansion Joint Repair, Perkins & Will #01.

*Unforeseen Conditions Change:* BIC Deck Expansion Joint Repair, Perkins & Will #02.

b) Fund 02 Budget Related Projects

*None*

**SUMMARY OF CONSTRUCTION CHANGE ORDERS**

a) FUND 03 BUDGET RELATED PROJECTS

- **ATHLETIC FIELDS RETURFING – SMITH GROUP, INC. #01: \$19,250.00.**  
College requested change. After the designer had accomplished 50% drawing completion for the baseball, softball and football projects, the College expanded the artificial turf limits to encompass foul territories. This revision required reworking the drawings and storm water calculations along with additional engineering for drainage and irrigation. At the 95% drawing completion point, the College directed the designer to restructure the drawings to accommodate bidding the fields as two separate bid packages in lieu of the originally contracted combined bid set of drawings. This restructuring will require additional time to reorganize the design sheets, and additional site visits and contractor administration in the summer of 2021 instead of completing all Construction Administration services before the originally contracted October 2020.

Contractor	Original Contract	Change Orders Amount to Date	Amount of This Change Order	New Contract Value
Smith Group	\$147,500.00	\$0.00	\$19,250.00	\$166,750.00
<b>Total this C.O.</b>			<b>\$19,250.00</b>	

- **BIC PATHWAYS FOR STUDENT SUCCESS – CORDOGAN CLARK #01: \$18,580.00.**  
College requested change. The College requested a cost from the designer of the BIC Pathways and Student Success Center Renovation to provide programming, design, and construction administration services for a second phase of construction renovation to expand the Student Success Center. This cost is to provide the design services requested.

Contractor	Original Contract	Change Orders Amount to Date	Amount of This Change Order	New Contract Value
Cordogan Clark	\$31,075.00	\$0.00	\$18,580.00	\$49,655.00
<b>Total this C.O.</b>			<b>\$18,580.00</b>	

- **BIC PLAZA DECK EXPANSION JOINT REPAIR – PERKINS & WILL #01:**  
**\$5,825.00.** College requested change. The College requested additional on-site services from the designer, during the demolition phase, in order to maintain a chain of custody of the old expansion joint materials removed from the plaza deck. The additional services included properly identifying, tagging, maintaining and storing those materials. This is a necessary step to pursue legal action against previous designers and/or contractors of the plaza deck upon the discovery phase of joint failure.

Contractor	Original Contract	Change Orders Amount to Date	Amount of This Change Order	New Contract Value
Perkins+Will	\$49,800.00	\$0.00	\$5,825.00	\$55,625.00
<b>Total this C.O.</b>			<b>\$5,825.00</b>	

- **BIC PLAZA DECK EXPANSION JOINT REPAIR – PERKINS & WILL #02:**  
**\$9,973.65.** Unforeseen conditions change. During the course of the project, the conditions found in the sub grade of the plaza required additional onsite testing and design time to address and resolve the conditions. This cost is for additional construction administration and design services required to properly identify and correct the conditions via additional corrective repair design bulletins that needed to be issued to resolve the unknown substrate conditions encountered during the course of repair.

Contractor	Original Contract	Change Orders Amount to Date	Amount of This Change Order	New Contract Value
Perkins+Will	\$49,800.00	\$5,825.00	\$9,973.65	\$65,598.65
<b>Total this C.O.</b>			<b>\$9,973.65</b>	

b) **FUND 02 BUDGET RELATED PROJECTS**

None

Staff Contact: Bruce Schmiedl, Director of Facilities



**SIGNATURE PAGE**

**Construction Change Orders for Board Approval**

**ITEM(S) ON REQUEST**

That the Board of Trustees approves the above listed change orders:

- Athletic Fields Returfing, Smith Group, Inc. #01 for \$19,250.00.
- BIC Pathways for Student Success, Cordogan Clark #01 for \$18,580.00.
- BIC Plaza Deck Expansion Joint Repair, Perkins & Will #01 for \$5,825.00.
- BIC Plaza Deck Expansion Joint Repair, Perkins & Will #02 for \$9,973.65.

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BOARD CHAIR DATE

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BOARD SECRETARY DATE



**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING**

**BOARD APPROVAL**

---

1. **SUBJECT**

Audio Visual Equipment for the Culinary and Hospitality Center

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 the replacement of audio-visual equipment in the Culinary and Hospitality Center (CHC). The equipment specified will update the audio-visual control systems, displays, and cameras in the CHC bakeshops and kitchens. The existing equipment has been in place since the building opened in 2011, is subject to environmental extremes associated with the center's kitchens and bakeshops, and is at the end of its useful life. The equipment being replaced will be disposed of following the College's procedures for the disposal of obsolete equipment.

The replacement includes 25 commercial grade TV displays, new audio-visual control systems, and nine (9) new remote-controlled ceiling mounted cameras. In addition, equipment to record/stream video content is being added so that video content can be captured and played back.

A legal notice for an Invitation for Bids was published on January 13, 2020 in the Daily Herald; the invitation, Bid Number 2020-B0031, 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. Eighteen (18) vendors were directly solicited. Fifty (50) vendors downloaded the bid documents. A pre-bid meeting was held on January 21, 2020 at 10:00 a.m. in the College of DuPage Institutional Resource Center (IRC) 1011. Three (3) vendors attended the pre-bid meeting. A public opening was held on February 19, 2020 at 2:00 p.m. in the College of DuPage Institutional Resource Center (IRC) 1011. The following individuals were in attendance: Susan Castellanos (COD Buyer/Facilitator), Anne Marie Dando (COD Purchasing Assistant/Recorder), Judy Coates (COD Manager, Learning & Organization/Agent of the Board), Keith Zeitz (COD Manager, Office & Classroom Technology), and one (1) vendor

representative. Seven (7) bids were received. No woman/minority owned businesses submitted a bid.

Two (2) bids were rejected as non-responsive to the bid submission requirement; one (1) proposer failed to include the required addenda and one (1) proposer failed to submit a completed required Certification Page.

The bid requirements established the basis of award as the lowest responsive and responsible bid in each group. We are recommending that all bids for Group B - CHC Equipment Cabinets be rejected due to irregularities with the bid response form related to this item causing inconsistencies in responses. The bid amounts for this group averaged under \$5,000 and will be procured separately by the college following standard procurement procedures. The following is a tabulation of the results:

Vendor	Total Bid Per Group			
	A	C	D	E
Advanced Communication, Inc.	\$89,895.00	\$11,703.00	\$15,498.00	\$2,693.00
Y&S Technologies	NO BID	\$10,375.00	\$14,670.00	\$3,638.00
AVES Audio Visual Systems Inc.	NO BID	<b>\$10,075.00*</b>	\$13,140.00	\$2,290.00
Media Resources, Inc.	<b>\$71,789.00*</b>	\$11,350.00	\$14,463.00	\$2,312.00
Midwest Computer Products, Inc.	\$73,840.00	\$10,425.00	<b>\$11,961.00*</b>	<b>\$2,213.00*</b>

**\*Recommended Award in Bold**

Total expenditure for Groups A, C, D, and E is \$96,038.00

Budget Status

GL Account	FY2019		FY2020	
	YTD Spend	Annual Budget	YTD Spend	Available Balance
01-90-90111-5409002	\$1,486,882	\$2,537,498	\$2,139,988	\$ 397,510
<i>IT Plan : Non-capital equipment</i>				
			<b>FY2020 Request</b>	<b>\$ 96,038</b>

\*YTD Spend equals actuals plus committed as of 3/2/20.

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

4. **RECOMMENDATION**

That the Board of Trustees approves the purchase for Group A - CHC Audio Visual Switching Systems from Media Resources, 1989 University Lane, Unit C, Lisle, IL 60532 in the amount of \$71,789.00

That the Board of Trustees rejects all bids received for Group B – CHC Equipment Cabinets due to irregularities in the bid response form for this item.

That the Board of Trustees approves the purchase for Group C - CHC Commercial TVs from AVES Audio Visual Systems, Inc., P.O. Box 500 Sugarland TX 77487, in the amount of \$10,075.00

That the Board of Trustees approves the purchase for Group D - CHC PTZ Cameras from Midwest Computer Products, 33W512 Roosevelt Road, West Chicago, IL 60185 in the amount of \$11,961.00

That the Board of Trustees approves the purchase for Group E - CHC Mounts and Brackets from Midwest Computer Products, 33W512 Roosevelt Road, West Chicago, IL 60185 in the amount of \$2,213.00

Staff Contacts: Donna Berliner, Director, Information Technology Services  
Ellen Roberts - Interim VP of Administrative Affairs

**SIGNATURE PAGE**

**Audio Visual Equipment for the Culinary and Hospitality Center**

**ITEM(S) ON REQUEST**

That the Board of Trustees approves the purchase for Group A - CHC Audio Visual Switching Systems from Media Resources, 1989 University Lane, Unit C, Lisle, IL 60532 in the amount of \$71,789.00

That the Board of Trustees rejects all bids received for Group B – CHC Equipment Cabinets due to irregularities in the bid response form for this item.

That the Board of Trustees approves the purchase for Group C - CHC Commercial TVs from AVES Audio Visual Systems, Inc., P.O. Box 500 Sugarland TX 77487, in the amount of \$10,075.00

That the Board of Trustees approves the purchase for Group D - CHC PTZ Cameras from Midwest Computer Products, 33W512 Roosevelt Road, West Chicago, IL 60185 in the amount of \$11,961.00

That the Board of Trustees approves the purchase for Group E - CHC Mounts and Brackets from Midwest Computer Products, 33W512 Roosevelt Road, West Chicago, IL 60185 in the amount of \$2,213.00

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BOARD CHAIR

DATE

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BOARD SECRETARY

DATE



**COLLEGE OF DuPAGE**  
**REGULAR BOARD MEETING**

**BOARD APPROVAL**

---

1. **SUBJECT**

Job Description Management Software for Human Resources

2. **REASON FOR CONSIDERATION**

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

3. **BACKGROUND INFORMATION**

As part of the FY20 IT Plan, the college is acquiring a new applicant tracking system for Human Resources. During an evaluation process of the current system, it became apparent that additional functionality was needed for the College in order to enhance its processes surrounding hiring, developing, and retaining employees. In particular, a system for managing job descriptions is needed to bring better quality and uniformity to the job descriptions in use on campus. Additionally, tools for comparing job descriptions and making compensation decisions are required.

Information Technology conducted online research to discover job description management systems suitable for our environment. Our research found that job description management solutions are typically bundled with other products such as HR management systems or applicant tracking systems. The College has well established solutions in these areas. The College was not seeking to replace existing functionality but to rather add a single product focusing on job description management. Additionally, we sought out products that would integrate well with our existing solutions. As a result, the pool of available solutions was very small. Three (3) systems were selected for further review, online demonstrations were provided, and features were evaluated.

The product that best meets the needs of the college is JDXpert by HRTMS. It offers a wide range of functionality for the management of job descriptions and is chosen as the preferred solution. Features of JDXpert include:

- User defined workflow processes
- Completely configurable job descriptions
- New job and change request workflows
- Online collaboration
- Split screen views to compare job description versions



- Bulk editor functionality to make changes across multiple job descriptions
- Print-friendly output in Word and PDF
- Parent-child job descriptions
- Job evaluation/leveling and compensation tools
- Job comparison highlighting
- Job analytics
- Job description archive and viewable history
- Similarity scoring
- Content library and reusable lists of job statements
- Recruiting interface to Cornerstone applicant tracking system
- Position description questionnaires

Based on our review of available systems, Information Technology and Human Resources are recommending the purchase of JDXpert by HRTMS as the product with the feature set that most closely meets the needs of the college and streamlines manual efforts in Human Resources. The annual cost of JDXpert is \$21,000.

Budget Status

GL Account	FY2019		FY2020	
	YTD Spend	Annual Budget	YTD Spend	Available Balance
01-90-90111-5304004 <i>IT Plan : IT Maintenance Services</i>	\$ 967,264	\$ 1,845,546	\$ 1,755,501	\$ 90,045
			<b>FY2020 Request</b>	<b>\$ 63,000</b>

*\*YTD Spend equals actuals plus committed as of 2/25/20.*

This contract 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 8.4 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.

This contract 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 inter-connect equipment, software, and services; of data processing equipment is exempt from bidding under Illinois Public Community College Act, 110 ILCS 805/3-27.1.

4. **RECOMMENDATION**

That the Board of Trustees approves a three-year contract for the JDXpert Job Description Management System with HRTMS Incorporated, 5171 Glenwood Avenue, Raleigh, NC, 27612 for a total expenditure of \$63,000.00.

Staff Contact: Linda Sands-Vankerk, Vice President, Human Resources and Project Hire-Ed  
Ellen Roberts, Interim Vice President, Administrative Affairs  
Donna Berliner, Director, Information Technology Services

**SIGNATURE PAGE FOR**

**Job Description Management Software for Human Resources**

**ITEM(S) ON REQUEST**

That the Board of Trustees approves a three-year contract for the JDXpert Job Description Management System with HRTMS Incorporated, 5171 Glenwood Avenue, Raleigh, NC, 27612 for a total expenditure of \$63,000.00.

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BOARD CHAIR

DATE

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BOARD SECRETARY

DATE



**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING**

**BOARD APPROVAL**

---

1. **SUBJECT**

Perkins Activity Number: 6.b.6 – Nuclear Medicine Gamma Camera

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 Nuclear Medicine Technology program at the College of DuPage began in 1983 and has been accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCMNT) since 1995. The program provides instruction to local and long distance students and is well regarded by the community. The program is currently missing the single most important piece of equipment, the gamma camera.

This has been Perkins approved under Principle 6: Program Improvement and Accountability; specifically Element b. Improved, expanded or modernized program quality; Activity 6: To Improve the quality of instruction in the Nuclear Medicine Lab by purchasing a replacement gamma camera. The current gamma camera is obsolete and non-operational, and replacement is recommended to maintain the scope and educational quality of the program. Students are expected to have a basic understanding of the equipment, especially the crystal and collimators, prior to entering clinical. In the classroom, students will learn how to properly position patients and manipulate the camera to prevent damage and obtain high quality images.

The gamma camera is considered the workhorse of the field. This imaging system is essential and without it, the field does not exist. Every student and future Nuclear Medicine Technologist acquires patient images on the gamma camera every day on the job. It is the educational institution's responsibility to the student, employers, community, and ultimately every patient to ensure these healthcare professionals have the academic and technical knowledge of the gamma camera in order to be employable. The gamma camera has many components that must be well understood to avoid harm to the equipment, patient, and technologist.

The program currently has two (2) gamma cameras in the classroom. One is strictly a historical imaging system used to instruct students on the progression and changes in equipment components and design. The other system is a Siemens MSII dual headed SPECT gamma camera. Although the MSII has served our program for years, it has recently become non-operational due to power supply failure.

Having a functional gamma camera in the classroom gives students the opportunity to have a hands on learning experience before using the equipment in the clinical setting. This hands on experience is extremely important considering the camera's expense. Clinical site education begins second semester to allow for a semester of classroom training with the gamma camera. In the classroom, the student learns how to properly move a patient onto the imaging pallet, position the patient correctly under the camera for the various types of procedures, and manipulate the equipment to prevent damage and obtain high quality images. Modern gamma cameras cost more than \$500,000, with the current detectors coming in closer to \$1,000,000. One of the reasons the equipment is so expensive is because of the crystal sealed inside the system. This crystal is sealed, but can become damaged if not handled properly. Crystal and interior component handling is one of the critical topics our students learn in the classroom. The clinical sites do not have time to teach the students the fundamental principles of gamma camera operation. Students are expected to have a basic understanding of the equipment, especially the crystal and collimators, prior to beginning clinical. In the Nuclear Medicine classroom students are able to ask questions, get one on one instruction, and manipulate equipment slowly until their familiarity and comfortability increases. Students use the classroom's gamma camera throughout the program in the basics of nuclear medicine procedures course, physics and instrumentation, procedures II and III, as well as in the final review course. In addition, students use the camera throughout the program to practice positioning techniques and mock competencies. Considering the MSII has become obsolete and non-operational, replacement is recommended to maintain the scope and educational quality College of DuPage is known to provide.

Due to the excessively high cost of a new camera system, the Nursing and Health Science Division solicited quotes directly from four (4) vendors for a refurbished (not new) camera system. The results are summarized below. It is imperative to have the maintenance contract because this is a refurbished camera system. This service agreement will prevent unanticipated high repair and maintenance costs due to accidental damage or system malfunction.

Vendor	Total – Perkins funded	Full Service Agreement FY21 – FY25 GL# 01-10-00221-5304001	Removal and disposal of current Camera
<b>BC Technical (GE Infinia II)</b>	<b>\$122,400 (includes 12 month service warranty)</b>	<b>Upon completion of 12 month warranty, the cost will be \$17,500 per year for a period of 5 years (FY21 – FY25)</b>	<b>Included in total cost</b>
SIEMENS (Symbia S- Series)	\$248,514	Upon completion \$25,399 annually for 5 year contract	Included in total cost
GE Healthcare (GE Infinia II)	\$229,418.50 (includes 12 month service warranty)	Upon completion of 12 month warranty, the cost will be \$18,059 for the period of 1 year (FY21 and beyond)	Requires official walk- through to determine
Nationwide Imaging	Equipment not available	n/a	n/a

**Recommended award in bold**

Budget Status

FY2020 Purchase of Gamma Camera				
GL Account	FY2019		FY2020	
	YTD Spend	Annual Budget	YTD Spend	Available Balance
06-10-02638-5806001 <i>DE/ICCB/Perkins/Main 20</i>	\$ 247,932	\$ 347,250	\$ 201,327	\$ 145,923
			<b>FY2020 Request</b>	<b>\$ 122,400</b>
<i>*YTD Spend equals actuals plus committed as of 2/25/20.</i>				

FY2021-2025 Annual Maintenance Service Contract				
GL Account	FY2020		FY2021 - Proposed	
	YTD Spend	Annual Budget	YTD Spend	Available Balance
01-10-00221-5304001 <i>Nuclear Medicine : Maintenance Services Expenses</i>	\$ 50	\$ 18,570	\$ -	\$ 18,570
			<b>FY2021 Request</b>	<b>\$ 17,500</b>
			FY2022-2025 Request	70,000
			<b>Total Request</b>	<b>\$ 87,500</b>
<i>*YTD Spend equals actuals plus committed as of 2/25/20.</i>				

This purchase supports the Strategic Long Range Plan Goal: Value Added Education, Goal 2: College of DuPage is committed to ensuring the courses and programs we provide deliver facts, experience, skills and intellectual growth to students and the community. College of DuPage is committed to going beyond

standard expectations and providing something more to the students and communities we serve.

This purchase complies with State Statute, Board Policy and Administrative Procedures. Contracts for the purchases of equipment previously owned by some entity other than the district itself is exempt from bidding under Illinois Public Community College Act, 110 ILCS 805/3-27.1.

4. **RECOMMENDATION**

That the Board of Trustees approves the purchase of a refurbished GE Infinia II Nuclear Medicine System with the use of FY20 Perkins funds from BC Technical, 6209 Gheens Mill Road, Jeffersonville, IN 47130 in the amount of \$122,400, and a full service maintenance agreement for FY21 through FY25 in the amount of \$17,500 per year.

Staff Contact: Amy Yarshen, Program Chair, Computed Tomography and Nuclear  
Medicine Programs  
Dilyss Gallyot, Interim Dean, Nursing & Health Sciences



**SIGNATURE PAGE FOR**

**Perkins Activity Number: 6.b.6 – Nuclear Medicine Gamma Camera**

**ITEM(S) ON REQUEST**

That the Board of Trustees approves the purchase of a refurbished GE Infinia II Nuclear Medicine Sytem with the use of FY20 Perkins funds from BC Technical, 6209 Gheens Mill Road, Jeffersonville, IN 47130 in the amount of \$122,400, and a full service maintenance agreement for FY21 through FY25 in the amount of \$17,500 per year.

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BOARD CHAIR \_\_\_\_\_ DATE \_\_\_\_\_

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BOARD SECRETARY \_\_\_\_\_ DATE \_\_\_\_\_



**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING**

**BOARD APPROVAL**

---

1. **SUBJECT**

Pool chemical and equipment purchases for FY20

2. **REASON FOR CONSIDERATION**

Expenditures exceeding \$25,000, including planned aggregate spend in excess of \$25,000 must be approved by the Board of Trustees.

3. **BACKGROUND INFORMATION**

College of DuPage Aquatics Department provides learn to swim and advanced swimming classes 1 & 2 to our students, along with water aerobics 1 & 2. The aquatics facility is also used by local high school swim teams as a practice facility. To keep the quality of the water in compliance with the Board of Health recommendations on a daily basis, the amount of chemicals used are imperative for providing a safe and healthy quality of water. Pumps, motors, valves, piping are among other expenses that accompany facilitating and operating a safe and healthy Aquatics Department. These expenses are foreseen as preventive maintenance and emergency maintenance as needed.

Aqua-Pure has been our sole source for all chemicals and service for our pool since it has been built. Due to our chlorination system, we are required to use Aqua-Pure products.

Aqua Pure Spending Trend Information:

<b>Aqua Pure Actual Spend</b>		
FY2017	FY2018	FY2019
\$ 23,057	\$ 20,638	\$ 28,450

<b>Estimated FY2020 Pool Expenditures</b>			
Pool Chemicals	Shipping Fees	Maintenance Parts and Supplies	Total
\$ 28,993.55	\$ 682.20	\$ 10,000.00	\$ 39,675.75

**Budget Status**

**GL Account**  
01-30-17101-5401004  
*Pool-Athletics: Maintenance Supplies*

Annual Budget	<u>\$ 49,300</u>
YTD Actual Spend, as of 2/26/2020	\$ 17,163
Additional Estimated FY2020 Spend	<u>\$ 22,513</u>
Subtotal FY2020 Estimated Annual Spend	<u>\$ 39,676</u>
<b>Total Request</b>	<b>\$ 40,000</b>

These purchases support the Strategic Long Range Plan Goal #1. College of DuPage is committed to being transparent, answerable, and responsible to all stakeholders; specifically; Objective 1.6 Ensure compliant and transparent processes that will promote stakeholder confidence and trust.

This purchase complies with State Statute, Board Policy and Administrative Procedures. Contracts for goods and services which are economically procurable from only one source are exempt from bidding in accordance with 110 ILCS 805/3-27.1.

4. **RECOMMENDATION**

That the Board approves the purchase of pool chemicals and equipment as outlined in the above table from Aqua-Pure, 1404 Joliet Rd., Suite A, Romeoville, IL 60446 for an amount not to exceed \$40,000.

Staff Contact: Ryan Kaiser, Director of Athletics and Recreational Programs

**SIGNATURE PAGE FOR**

**Pool chemical and equipment purchases for FY20**

**ITEM(S) ON REQUEST**

That the Board approves the purchase of pool chemicals and equipment as outlined in the above table from Aqua-Pure, 1404 Joliet Rd., Suite A, Romeoville, IL 60446 for an amount not to exceed \$40,000.

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BOARD CHAIR

DATE

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BOARD SECRETARY

DATE



**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING**

**BOARD APPROVAL**

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1. **SUBJECT**

Diagnostic Medical Imaging Sonography Arterial Doppler Machines (Re-Bid)

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 Diagnostic Medical Imaging Sonography (DMIS) program currently has two (2) inoperable arterial doppler machines, which can no longer be repaired; parts are no longer available, as the company that made these machines is now out of business. Per the DMIS program's accrediting body, the Commission on Accreditation of Allied Health Education Programs (CAAHEP), students must be trained in this modality. Therefore, not having this equipment threatens program accreditation status and inhibits student learning. Replacing the old equipment would benefit DMIS courses 2201 and 2221.

A legal notice for an Invitation for Bids was published on January 29, 2020 in the Daily Herald; the Invitation, Bid Number 2020-B0026A, 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. Forty-three (43) vendors were directly solicited. Sixteen (16) vendors downloaded the bid documents. A pre-bid meeting was held on February 5, 2020 at 10:00 a.m. in the College of DuPage Institutional Resource Center (IRC) 1011. No vendors attended the pre-bid meeting. A public opening was held on February 20, 2020 at 2:00 p.m. in the College of DuPage Institutional Resource Center (IRC) 1011. The following individuals were in attendance: Susan Castellanos (COD Buyer/Facilitator), Anne Marie Dando (COD Purchasing Assistant/Recorder), Eugene Refakes (COD Manager, Account Operations & Financial Systems/Agent of the Board), Melissa McKirdie (COD Assistant Professor, Diagnostic Medical Imaging), Lisa Vondra (COD Assistant Professor, Diagnostic Medical Imaging), and Jessica Lang (COD Program Support Specialist, Nursing and Health Sciences). 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 three (3) required forms; Signature Page, Certification Page and Conflict of interest form.

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
<b>Unetixs Vascular Inc.</b>	<b>\$66,690.00</b>

**Recommended Award in Bold**

The DMIS staff conducted due diligence to confirm that this pricing is reasonable.

Budget Status

GL Account	FY2019		FY2020	
	YTD Spend	Annual Budget	YTD Spend	Available Balance
01-10-00157-5806001 <i>Diagnostic Med Sonography: Equipment - Instructional</i>	\$ -	\$ 80,000	\$ -	\$ 80,000
			<b>FY2020 Request</b>	<b>\$ 66,690</b>

*\*YTD Spend equals actuals plus committed as of 2/28/20.*

This purchase supports the Strategic Long Range Plan Goal: Value Added Education, Goal 2: College of DuPage is committed to ensuring the courses and programs we provide deliver facts, experience, skills and intellectual growth to students and the community. College of DuPage is committed to going beyond standard expectations and providing something more to the students and communities we serve.

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

4. RECOMMENDATION

That the Board of Trustees approves the purchase of two (2) Diagnostic Medical Imaging Sonography Arterial Doppler Machines from Unetixs Vascular Inc., 125 Commerce Park Road, North Kingstown, RI 02852 for the total amount of \$66,690.00.

Staff Contacts: Melissa McKirdie, Program Chair, Diagnostic Medical Imaging Sonography  
Dilyss Gallyot, Interim Dean, Nursing & Health Sciences



**SIGNATURE PAGE**

**Diagnostic Medical Imaging Sonography Arterial Doppler Machines**

**ITEM(S) ON REQUEST**

That the Board of Trustees approves the purchase of two (2) Diagnostic Medical Imaging Sonography Arterial Doppler Machines from Unetixs Vascular Inc., 125 Commerce Park Road, North Kingstown, RI 02852 for the total amount of \$66,690.00.

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BOARD CHAIR

DATE

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BOARD SECRETARY

DATE



**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING**

**BOARD APPROVAL**

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1. **SUBJECT**

Printing of Class Schedules for Continuing Education FY21: Fall 2020, Spring 2021 and Summer 2021.

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**

Continuing Education (CE) is on target to enroll over 30,000 students in FY21. The class schedule is the primary source of marketing for Continuing Education classes and has a distribution of 320,000 units planned in FY21. This is the most comprehensive vehicle to reach District 502 residents who take part in Continuing Education classes and events. The schedule also promotes college-wide events and programs.

Data collected since 2011 indicates a clear correlation between enrollments and the volume of targeted Continuing Education class schedules distributed within the district. National research by the Learning Resources Network (LERN) also supports the premise that distribution of printed materials is the most effective way to reach non-traditional, non-degree seeking students who enroll in these classes. In FY21, Continuing Education class schedules will reach over 90% of District 502 households.

A legal notice for an Invitation for Bids was published on February 3, 2020 in the Daily Herald; the invitation, Bid Number 2020-B0035, was also posted to the College of DuPage Procurement Services website and distributed to the College of DuPage Business Development Center and in-district Chambers of Commerce. Twenty-five (25) vendors were directly

solicited. Twenty-two (22) vendors downloaded the bid documents. A pre-bid meeting was held on February 10, 2020 at 10:00 a.m. in the College of DuPage Procurement Services Department Conference Room (IRC 1011). No vendors attended the pre-bid meeting. A public opening was held on February 25, 2020 at 2:00 p.m. in the College of DuPage Procurement Services Conference Room (IRC 1011). The following individuals were in attendance: Susan Castellanos (COD Buyer/Facilitator), Anne Marie Dando (COD Purchasing Assistant/Recorder), Eugene Refakes (COD Manager, Accounts Operations & Financial System/Agent of the Board), and one (1) vendor representative. Four (4) bids were received. No woman/minority owned businesses submitted a bid.

Two (2) bids were rejected. One (1) bid was rejected as non-responsive to the bid submission requirement for failure to submit a completed certification page. One (1) bidder was rejected as not meeting the standards of responsibility. This bidder was deemed non-responsive due to the company's past performance record with the College.

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
<b>KK Stevens Publishing Company</b>	<b>\$201,239.78</b>
Walsworth Publishing Co., Inc.	\$213,120.00

**Recommended Award in Bold**

Budget Status

GL Account	FY2020	FY2021 - Proposed		
	YTD Spend	Annual Budget	YTD Spend	Available Balance
05-50-14625-5402001 <i>Continuing Education: Printing Exps.</i>		\$ 250,000	\$ -	\$ 250,000
			<b>FY2021 Request</b>	<b>\$ 201,240</b>

*\*YTD Spend equals actuals plus committed as of 3/2/20.*

This purchase supports the Strategic Long Range Plan Goal 5— Relationships: Cooperating and collaborating with all stakeholders in order to advance mutual interests; and Goal 2—Value-Added Education: Going beyond standard expectations and providing something more to students and communities we serve.

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

4. **RECOMMENDATION**

That the Board of Trustees approves the purchase of printing of the Class Schedules for Continuing Education FY21: Fall 2020, Spring 2021 and Summer 2021 from KK Stevens Publishing Company, 100 N. Pearl St., Astoria, IL, 61501 for the total amount of \$201,239.78.

Staff Contact: Joe Cassidy, Assistant Vice President, Economic Development, and  
Dean Continuing Education  
Stephanie Abrassart, Program Development Manager, Continuing  
Education

**SIGNATURE PAGE**

**Class Schedules for Continuing Education FY21**

**ITEM(s) ON REQUEST:**

That the Board of Trustees approves the purchase of printing of the Class Schedules for Continuing Education FY21: Fall 2020, Spring 2021 and Summer 2021 from KK Stevens Publishing Company, 100 N. Pearl St., Astoria, IL, 61501 for the total amount of \$201,239.78.

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Board Chairman

Date

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Board Secretary

Date



**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING**

**BOARD APPROVAL**

---

1. **SUBJECT**

Approval of reimbursement requests for Dr. Brian W. Caputo, President.

2. **REASON FOR CONSIDERATION**

In accordance with established practice and Board Policy 10-190, the College will reimburse the President for travel, meal, and lodging expenses incurred in connection with official College business. Reimbursement of such expenses incurred by the President will be subject to the President's monthly submission of appropriate expense reports and substantiating documentation, as well as reasonable review and approval by the Board Chair and/or the Board at a public meeting.

3. **BACKGROUND INFORMATION**

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

4. **RECOMMENDATION**

That the Board of Trustees authorizes the reimbursement to Dr. Brian Caputo in the following amount for the expense reports submitted: Total \$78.19.

Staff Contact: Tracey Frye, Executive Assistant to the President



**SIGNATURE PAGE**

**Approval of Reimbursement Requests for Dr. Brian W. Caputo**

**ITEM(s) ON REQUEST:**

That the Board of Trustees authorizes the reimbursement to Dr. Brian Caputo in the following amount for the expense reports submitted: Total \$78.19.

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Board Chairman Date

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Board Secretary Date

**Expense Report****Report Name : District 204 Lunch 2/10/20****Employee Name :** Caputo, Brian W.**Employee ID :** [REDACTED]**Report Header****Policy :** Employee Business Expense  
and Travel**Business Purpose :** Business Lunch**Report Key :** 37872**Report Id :** EBD6C21CF0204190BB22**Report Date :** 02/18/2020**Approval Status :** Not Submitted**Currency :** US, Dollar

Transaction Date	Expense Type	Vendor	Vendor Name	City	Payment Type	Amount
02/10/2020	Business Meals - Non Travel-5502006	Cooper's Hawk	Cooper's Hawk	Naperville	Cash	\$78.19
	<b>Allocations :</b>	100.00% (\$78.19) 01-00781-80-No				
	<b>Business Purpose :</b>	Business Lunch				

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

**Report Total :** \$78.19  
**Personal Expenses :** \$0.00



## **Frye, Tracey**

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**Subject:** LUNCH: Dr. Caputo/Karen Sullivan/Jay Strang, Indian Prairie District 204  
**Location:** Cooper's Hawk Restaurant, 1740 Freedom Dr, Naperville

**Start:** Mon 2/10/2020 12:00 PM  
**End:** Mon 2/10/2020 1:00 PM  
**Show Time As:** Out of Office

**Recurrence:** (none)

**Organizer:** Caputo, Brian

Topic: Discussion of Issues Jointly Affecting COD and District 204

Dr. Karen Sullivan, Superintendent  
Jay Strang, Chief School Business Official

**COOPER'S HAWK**  
 WINERY & RESTAURANT  
 1740 Freedom Drive  
 Naperville, IL 60563  
 Phone - (630) 245-8000  
 www.chwinery.com

Date: Feb10'20 01:01PM  
 Card Type: Visa  
 Acct #: XXXXXXXXXXXX  
 Card Entry: SWIPED  
 Trans Type: PURCHASE  
 Auth Code:   
 Check:   
 Table: 22/1  
 Server: 40005 Nicole W

Subtotal: 65.19

TIP 13.-  
 TOTAL 78.19

GUEST COPY

**COOPER'S HAWK**  
 WINERY & RESTAURANT  
 1740 Freedom Drive  
 Naperville, IL 60563  
 Phone - (630) 245-8000  
 www.chwinery.com

40005 Nicole W

Tbl 22/1      Crk   
 Feb10'20 12:09PM      Gst 3

**Dine In**

2 Blk/Bleu Sld @ 18.99	37.98
1 Soup & Sld Combo	12.99
chkn tort cup	
house ranch	
2 Iced Tea @ 2.99	5.98
1 Fountain Drink	2.99

Sub Total	59.94
Tax	5.25
<b>TOTAL DUE</b>	<b>65.19</b>

For your convenience, gratuity calculations are provided based on your pre-discounted total

18% is \$10.79  
 20% is \$11.99  
 22% is \$13.19

**THANK YOU**

Wine Club Members Receive  
 60  
 Points



**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 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.

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.

Budget Status

GL Account	FY2019		FY2020	
	YTD Spend	Annual Budget	YTD Spend	Available Balance
01-10-00261-5409002	\$ -	\$ 28,008	\$ -	\$ 28,008
<i>Sciences: Non-Capital Equipment</i>				
			<b>FY2020 Request</b>	<b>\$ 27,992</b>

*\*YTD Spend equals actuals plus committed as of 3/3/20.*

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. Governmental contracts, cooperative contracts, and consortium agreements meet the competitive bidding requirements of Illinois law.

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



**SIGNATURE PAGE**

**Microscopes Purchase**

**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.

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Board Chairman

Date

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Board Secretary

Date



**COLLEGE OF DUPAGE  
REGULAR BOARD MEETING**

**BOARD APPROVAL**

---

1. **SUBJECT**

Electronic Message Board Replacement

2. **REASON FOR CONSIDERATION**

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

3. **BACKGROUND INFORMATION**

The Glen Ellyn campus has four (4) electronic message boards located on the four (4) corners of the eastern parcel of campus. These boards are 10 years old and have outdated and unsupported technology, signal transmission and management software. Repair parts become increasingly more difficult to obtain. This project replaces the video screens, transmission technology and management software with the most current products available providing higher visibility, diminished maintenance concerns and more flexibility in the graphic messages the College will display.

A legal notice for a Request for Proposal (RFP # 2020-R0008) was published on January 30, 2020, in the Daily Herald; the RFP was also posted on the College of DuPage P Procurement website, and distributed to in-district Chambers of Commerce and to the College of DuPage Center for Entrepreneurship. Twenty (20) vendors were directly solicited. Forty-one (41) vendors downloaded the RFP documents.- A public opening was held on February 19, 2020 at 10:00 a.m. in the College of DuPage Procurement Services Department Conference Room (IRC 1011). The following individuals attended: Susan Castellanos (COD Buyer/Facilitator), Anne Marie Dando (COD Procurement Assistant/Recorder), Michelle Olson Rzeminski (Manager, Human Resources/Agent of the Board), and Don Inman (Senior Project Manager, Facilities). Six (6) proposals were received. One (1) women/minority-owned businesses submitted a proposal.

Two (2) proposals were rejected as non-responsive to the proposal submission requirement. One (1) proposer failed to include the required addenda and one (1) proposer failed to submit a completed required Signature Page form.

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

- Don Inman, Senior Project Manager, Facilities
- Bruce Schmiedl , Director, Facilities
- Keith Zeitz, Manager, Office & Classroom Technology
- Jen Duda, Manager, News Bureau

An initial evaluation of the written proposals based on pre-determined criteria set forth in the RFP was conducted by each committee member. The committee members' scores were averaged to determine the ranking of all submitted proposals. The results of the initial review are below.

<b>RFQ 2020 R008 - Electronic Display Board Replacement</b>	<b>Evaluation Criteria Categories</b>						<b>Evaluation Results</b>	
	User Friendly Interface	Display Optics and Technical	Reliable Service	References	Schedule	Price		
<b>Compliant Responses received Feb 19 2020</b>	<b>Weighted Score</b>	<b>Weighted Score</b>	<b>Weighted Score</b>	<b>Weighted Score</b>	<b>Weighted Score</b>	<b>Weighted Score</b>	<b>Total Weighted Score</b>	<b>Rank</b>
<b>Firm Name</b>								
Complete Signs	1.32	1.27	0.77	0.84	0.70	0.63	5.53	3
*Elevate 97	0.88	0.94	0.56	0.42	0.56	0.84	4.20	4
Parvin Claus	1.49	1.60	1.02	1.09	0.77	0.95	6.90	1
Poblocki	1.65	1.65	0.91	0.95	0.77	0.63	6.56	2

\*Woman/Minority Owned Business

The two highest-ranking firms presented and clarified their proposed products and services during on campus interviews. Based on the on-site presentations, 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.

FQ 2020 R008 - Electronic Display Board Replacement	Evaluation Criteria Categories						Evaluation Results	
	User Friendly Interface	Display Optics and Technical	Reliable Service	References	Schedule	Price		
Compliant Responses received Feb 19 2020	Weighted Score	Weighted Score	Weighted Score	Weighted Score	Weighted Score	Weighted Score	Total Weighted Score	Rank
<b>Firm Name</b>								
Poblocki	1.32	1.54	0.84	0.84	0.93	0.84	6.31	2
<b>Parvin Claus</b>	<b>1.61</b>	<b>1.83</b>	<b>1.17</b>	<b>1.21</b>	<b>1.17</b>	<b>1.17</b>	<b>8.16</b>	<b>1</b>

**Recommended award in bold**

Budget Status

GL Account	FY2019		FY2020	
	YTD Spend	Annual Budget	YTD Spend	Available Balance
02-90-21018-5804001	\$ -	\$ 100,000	\$ -	\$ 100,000
<i>LED Signs Regional/Main Campus: Building Remodeling Exps.</i>				
			<b>FY2020 Request</b>	<b>\$ 72,452</b>

*\*YTD Spend equals actuals plus committed as of 3/3/20.*

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 awards the contract for the replacement of the four (4) Electronic Message Boards to Parvin Claus Sign Company, Inc., 165 Tubeway Drive, Carol Stream, IL 60188 for the total amount of \$72,452.00.

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

**SIGNATURE PAGE**

**Electronic Message Board Replacement**

**ITEM(S) ON REQUEST**

That the Board of Trustees awards the contract for the replacement of the four (4) Electronic Message Boards to Parvin Claus Sign Company, Inc., 165 Tubeway Drive, Carol Stream, IL 60188 for the total amount of \$72,452.00.

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BOARD CHAIR

DATE

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BOARD SECRETARY

DATE



**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING**

**BOARD APPROVAL**

---

1. **SUBJECT**

General Contractor for Athletic Fields Turf Upgrades

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 athletic teams and community sport rentals use the College baseball, softball and football fields. This project replaces the 10-year-old artificial turf system in the football field during fiscal year 2020 and, in fiscal year 2021, will replace the softball infield with artificial turf and remedy the wet baseball outfield by adding a new under drainage system. These improvements will allow durable and safe playing fields for the next 10 years, increase rentals, and minimize the number of days baseball games are cancelled due to soggy fields. The baseball infield is scheduled for replacement in fiscal year 2022, and is not included in this contract.

A legal notice for an Invitation for Bids was published on February 3, 2020 in the Daily Herald; the invitation, Bid Number 2020-B0038, 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. Forty-three (43) vendors downloaded the bid documents. A pre-bid meeting was held on February 12, 2020 at 10:00 a.m. in the College of DuPage Procurement Services Department Conference Room (IRC 1020). Eleven (11) vendors attended the pre-bid meeting. A public opening was held on February 25, 2020 at 12:00 p.m. in the College of DuPage Procurement Services Department Conference Room (IRC 1011). The following individuals were in attendance: Susan Castellanos (COD Buyer/Facilitator), Anne Marie Dando (COD Purchasing Assistant/Recorder), Eugene Refakes (COD Manager, Accounts Operations & Financial System/Agent of the Board), Don Inman (COD Senior Project Manager/Facilities), and five (5) vendor representatives. Three (3) bids were received. No woman/minority owned businesses 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
<b>Hoppy's Landscaping, Inc.</b>	<b>\$1,357,141.00</b>
Sports Fields, Inc.	\$1,435,307.00
Team REIL, Inc.	\$1,492,742.00

**Recommended Award in Bold**

Budget Status

Project Name	(All Years)		
	Project Budget	Prior Spend	Available Budget
39057-Football Field Returfing: Land Improvements	\$ 974,173	\$ 43,240	\$ 930,933
		<b>Current Request</b>	<b>\$ 906,100</b>
<i>*YTD Spend equals actuals plus committed as of 3/6/20.</i>			

Project Name	(All Years)		
	Project Budget	Prior Spend	Available Budget
39055-Baseball Outfield Drainage, Softball Infield Artificial Turf	\$ 622,000	\$ 118,500	\$ 503,500
		<b>Current Request</b>	<b>\$ 451,041</b>
<i>*YTD Spend equals actuals plus committed as of 3/6/20.</i>			

**Total Request \$1,357,141**

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 approves the contract for General Contractor for Athletic Fields Turf Upgrades from Hoppy's Landscaping, Inc., 15041 New Avenue, Lockport, IL 60441 for the total amount of \$1,357,141.00.

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

**SIGNATURE PAGE**

**General Contractor for Athletic Fields Turf Upgrades**

**ITEM(S) ON REQUEST**

That the Board of Trustees approves the contract for General Contractor for Athletic Fields Turf Upgrades from Hoppy's Landscaping, Inc., 15041 New Avenue, Lockport, IL 60441 for the total amount of \$1,357,141.00.

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BOARD CHAIR

DATE

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BOARD SECRETARY

DATE



**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING**

**BOARD APPROVAL**

---

1. **SUBJECT**

Utility Steam Vault Door Replacement – BID REJECTION

2. **REASON FOR CONSIDERATION**

The Board of Trustees must approve all bid rejections.

3. **BACKGROUND INFORMATION**

This bid was to replace the steam vault cover, with integral vault access door, in the walkway just west of BIC door #9, along with the replacement of approximately 130 square feet of surrounding concrete walkway. Preliminary cost estimates indicated that the construction would cost approximately \$25,000.00, which was the established budget for the project. Subsequent to the bids received, the overall project estimate for the construction and engineering fees increased to \$93,200.00.

A legal notice for an Invitation for Bids was published on January 24, 2020 in the Daily Herald; the invitation, Bid Number 2020-B0036, 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. Ninety-eight (98) vendors were directly solicited. Twenty-nine (29) vendors downloaded the bid documents. A pre-bid meeting was held on January 30, 2020 at 2:00 p.m. in the College of DuPage Berg Instructional Center (BIC) 1A03. Four (4) vendors attended the pre-bid meeting. A public opening was held on February 14, 2020 at 10:00 a.m. in the College of DuPage Berg Instructional Center (BIC) 1A03. The following individuals were in attendance: Susan Castellanos (COD Buyer/Facilitator), Anne Marie Dando (COD Purchasing Assistant/Recorder), Rich Kulig (COD Manager, Network Services/Agent of the Board), Tim Loftus (COD Senior Project Manager/Facilities), and one (1) vendor representative. Two (2) bids were received. No woman/minority owned businesses submitted a bid.

The original \$25,000 budgeted for the project included \$12,300 encumbered to SmithGroup for design services. The low bid of \$80,900 plus the \$12,300 engineering fees brought the required project budget to \$93,200 or \$55,900 over the anticipated budget requirements. An original estimate for the construction portion came in at \$24,750. It was decided to reject all bids and re-evaluate the project. We are recommending that the Board of Trustees approve the rejections of all bids due to the prices exceeding available funds.

4. RECOMMENDATION

That the Board of Trustees rejects all bids received for the Utility Steam Vault Door Replacement Project due to budgetary concerns.

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

**SIGNATURE PAGE**

**Utility Steam Vault Door Replacement – BID REJECTION**

**ITEM(S) ON REQUEST**

That the Board of Trustees rejects all bids received for the Utility Steam Vault Door Replacement Project due to budgetary concerns.

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BOARD CHAIR \_\_\_\_\_ DATE \_\_\_\_\_

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BOARD SECRETARY \_\_\_\_\_ DATE \_\_\_\_\_



**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING**

**BOARD APPROVAL**

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1. SUBJECT

General Contractor for Paver Replacement at the Culinary and Hospitality Center – Bid Rejection.

2. REASON FOR CONSIDERATION

The Board of Trustees must approve all bid rejections.

3. BACKGROUND INFORMATION

The ADA pavement tiles in front of the drop off area of the Culinary and Hospitality Center (CHC) are set in a sand bed and continually shift during winter freeze cycles, creating unsafe walking conditions for students and the community. This project replaces the existing paving tiles with larger ADA compliant walking mats set in concrete that will not heave with annual frost cycles, providing continual safe pedestrian access and minimal future annual maintenance.

A legal notice for an Invitation for Bids was published on February 3, 2020 in the Daily Herald; the invitation, Bid Number 2020-B0037, 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-two (22) vendors were directly solicited. Twenty-seven (27) vendors downloaded the bid documents. A pre-bid meeting was held on February 10, 2020 at 1:00 p.m. in the College of DuPage Procurement Services Department Conference Room (IRC 1020). Five (5) vendors attended the pre-bid meeting. A public opening was held on February 25, 2020 at 12:00 p.m. in the College of DuPage Procurement Services Department Conference Room (IRC 1011). The following individuals were in attendance: Susan Castellanos (COD Buyer/Facilitator), Anne Marie Dando (COD Purchasing Assistant/Recorder), Eugene Refakes (COD Manager, Accounts Operations & Financial System/Agent of the Board), Don Inman (COD Senior Project Manager/Facilities), and three (3) vendor representatives. 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 signature page and certification page.



The single bid received was \$88,718.00, which is significantly higher than the budgeted amount of \$55,000.00. Therefore, it is recommended that the Board of Trustees approve the rejection of all bids.

4. **RECOMMENDATION**

That the Board of Trustees rejects all bids received for the General Contractor for Paver Replacement for the Culinary and Hospitality Center due to budgetary reasons.

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

**SIGNATURE PAGE**

**General Contractor for Paver Replacement at the Culinary and Hospitality  
Center – Bid Rejection**

**ITEM(S) ON REQUEST**

That the Board of Trustees rejects all bids received for the General Contractor for Paver Replacement at the Culinary and Hospitality Center due to budgetary reasons.

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BOARD CHAIR

DATE

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BOARD SECRETARY

DATE



**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING**

**BOARD APPROVAL**

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1. SUBJECT

Establishment of tuition and fees effective Fall 2020 term.

2. REASON FOR CONSIDERATION

The Board of Trustees sets tuition and fees rates.

3. BACKGROUND INFORMATION

As part of the development of the annual budget and efficiently registering students for Fall 2020 and Spring and Summer 2021 terms, the College establishes tuition and fee rates for the upcoming fiscal year based upon the most current operating, economic, and financial data available to the College.

Although the College is currently in a strong financial position due to an adequate level of reserves, the current budgeting and planning cycle continues to highlight the need for additional revenues. As recently reported by the U.S. Bureau of Labor Statistics, the 2019 CPI-U was 2.3%. Additional revenues are needed to keep pace with these inflationary cost increases and the costs related to the Guided Pathways Model.

In order to sustain regular College operating costs, while following inflationary trends, the recommendation to the Board is to increase the tuition rate by \$1.00 per credit hour effective Fall 2020, to \$138.00 per credit hour (for in-district students), a 0.7% increase.

Each community college district board of trustees will establish its own student tuition and fee rates for in-district residents, in-state out-of-district residents, out-of-state residents, and out-of-country residents in accordance with state policies prescribed in 110 ILCS 805/6 of the Public Community College Act and ICCB Rule 1501.505. In-district student tuition and fees may not exceed one-third of the per capita cost as defined in the chargeback reimbursement calculation. Out-of-district tuition rates shall at a minimum be 1.5 times the highest in-district tuition rate of any of its neighboring contiguous Illinois community college districts. Out-of-state and

out-of-country tuition rates shall at a minimum be 1.67 times its in-district tuition rate.

As a majority of the College’s expenditures are fixed, the per capita cost continues to increase as enrollment decreases. The per capita cost trend is shown below:

<b>Per Capita Cost vs. Tuition Rate</b>					
	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>
Per Capita Cost	\$434.86	\$446.43	\$470.81	\$496.17	\$521.93
Tuition & Fee Limit	\$144.95	\$148.81	\$156.94	\$165.39	\$173.98
Tuition & Fee Rate	\$144.00	\$135.00	\$135.00	\$135.00	\$136.00
<b>Variance</b>	<b>\$0.95</b>	<b>\$13.81</b>	<b>\$21.94</b>	<b>\$30.39</b>	<b>\$37.98</b>

**Other major revenue sources besides tuition and fees**

Property taxes are levied for operations and debt service. The operating tax levy, \$83.7 million for the 2019 levy, is used to fund expenditures of the Education and Operations and Maintenance Funds (together constituting the General Fund). The bond and interest tax levy, \$14.2 million for the 2019 levy, is used to pay the principal and interest on general obligation bonds.

State government revenues include operating monies distributed through the Illinois Community College Board (ICCB), typically around \$16 million annually.

The State of Illinois also makes pension and healthcare plan payments on behalf of the College. These payments, almost \$74.3 million for FY2019, are recognized both as revenue and an expenditure in the College’s financial statements.

**Fund Balance Reserves**

The College’s level of reserves in its General Fund and Working Cash Fund, combined, as of the end of the prior fiscal year (June 30, 2019) was \$255.3 million. At its January 2020 meeting, the Board approved restricting \$118.5 million of those reserves for the following needs:

<b>Board Approved Restriction</b>	<b>Dollar Amount</b>
Retiree OPEB Liability	\$14.5
Recapitalization Plan	60.0
Facility Master Plan Projects	44.0
<b>Total Restrictions</b>	<b>\$118.5</b>

- **Retiree OPEB Liability:** The College currently offers post-employment

healthcare benefits to its retirees in the form of stipends to help cover medical premium payments. The plan undergoes annual actuarial valuations in order to determine the College's total accrued liability. As of the last valuation, this amount was determined to be approximately \$14.5 million.

- **Recapitalization Plan:** Recapitalization is the practice of planning for rehabilitation or replacement of capital assets prior to or at the end of their expected useful lives. This total of \$60.0 million is reflective of the long-term cost estimate that was calculated by CannonDesign, the third-party consulting firm hired by the College in 2019 to provide a thorough facility condition assessment.
- **Facilities Master Plan Projects:** These are new construction projects based on the recent Facilities Master Plan, accepted by the Board in early 2019. This \$44.0 million of projects have been tentatively identified and prioritized by the President's Cabinet to support the enhanced delivery of services by the College.

In the FY2021 Budget, the Recapitalization and Facility Master Plan Fund balance restrictions will be transferred to the appropriate budgetary funds: Operations & Maintenance and Construction Fund.

### **Student Fees**

In addition to tuition, the College charges fees on a per credit hour basis. All students enrolling in courses for credit also pay the total fees, which are collected for specific purposes including:

**Technology Fee:** improving, updating, or maintaining the College's technology.

**Student Activity Fee:** provides students with activities such as athletics, student clubs, and theater activities.

**Construction Fee:** improving, updating, and maintaining the College's facilities.

**Debt Service Fee:** needed to pay principal and interest on outstanding bonds.

**Student-to-Student Fee:** resources to provide grants to under-resourced students.

As part of the FY2021 Budget development, these fee revenues were evaluated, taking into consideration the impact of the fund balance transfers. The Education Fund annual investment income is projected to decrease \$1.5

million as a result of the transfer. Beginning in FY2021, the investment earnings on the \$104.0 million fund balance restrictions will flow into the Operations & Maintenance and Construction Funds. The reallocation of the student fees offset the changes in the investment earnings.

4. **RECOMMENDATION**

That the Board of Trustees sets and approves the tuition and fees effective Fall 2020 term as follows:

	<b>Current</b>	<b>Proposed</b>
<b>Technology Fee</b>	\$ 8.00	\$ 9.00
<b>Student Activity Fee</b>	\$ 3.70	\$ 6.90
<b>Construction Fee (\$3.80-Maintenance)</b>	\$ 7.00	\$ 3.80
<b>Debt Service Fee</b>	\$ 14.00	\$ 13.00
<b>Student-to-Student Fee</b>	\$ 0.15	\$ 0.15
<b>Subtotal Fees</b>	<u>\$ 32.85</u>	<u>\$ 32.85</u>
<b>In-District Tuition Rate</b>	\$ 104.15	\$ 105.15
<b>Out-of-District Tuition Rate</b>	\$ 291.15	\$ 292.15
<b>Out-of-State/International Rate</b>	\$ 361.15	\$ 362.15
<b>Total In-District Tuition + Fees</b>	\$ 137.00	\$ 138.00
<b>Total Out-of-District</b>	\$ 324.00	\$ 325.00
<b>Total Out-of-State/International</b>	\$ 394.00	\$ 395.00
<b>Variable Rate Tuition and Fees:</b>		
<b>Health Science Programs</b>		
<b>Total In-District Tuition + Fees</b>	\$ 241.15	\$ 243.15
<b>Total Out-of-District</b>	\$ 323.00	\$ 325.00
<b>Total Out-of-State/International</b>	\$ 393.00	\$ 395.00

Staff Contact: Ellen Roberts, Interim VP for Administrative Affairs  
 Scott Brady Interim CFO and Treasurer  
 Robert Hayley, Budget Manager

SIGNATURE PAGE FOR

ESTABLISHMENT OF TUITION AND FEES EFFECTIVE FALL 2020 TERM

ITEM(S) ON REQUEST

That the Board of Trustees approves the tuition and fee rate schedule as follows:

	<b>Fall 2020</b>
Technology Fee	\$ 9.00
Student Activity Fee	\$ 6.90
Construction Fee (\$3.80-Maintenance)	\$ 3.80
Debt Service Fee	\$ 13.00
Student-to-Student Fee	\$ 0.15
Subtotal Fees	\$ 32.85
In-District Tuition Rate	\$ 105.15
Out-of-District Tuition Rate	\$ 292.15
Out-of-State/International Rate	\$ 362.15
Total In-District Tuition + Fees	\$ 138.00
Total Out-of-District	\$ 325.00
Total Out-of-State/International	\$ 395.00
<b>Variable Rate Tuition and Fees:</b>	
<b>Health Science Programs</b>	
Total In-District Tuition + Fees	\$ 243.15
Total Out-of-District	\$ 325.00
Total Out-of-State/International	\$ 395.00

\_\_\_\_\_  
BOARD CHAIR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SECRETARY

\_\_\_\_\_  
DATE





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

THURSDAY, FEBRUARY 20, 2020

REGULAR BOARD MEETING ~ 6:00 P.M.

MINUTES

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

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

At 6:04 p.m., Chairman Napolitano called to order the February 20, 2020 Regular Board Meeting of the College of DuPage Board of Trustees. Chairman Napolitano led the Pledge of Allegiance.

ROLL CALL

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

**Absent:** Student Trustee Jasmine Schuett.

A quorum was present.

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

**Student Trustee Jasmine Schuett arrived at 6:23 p.m.**

2. PUBLIC COMMENT

Richard Jarman spoke regarding his support of the Buffalo Theater Ensemble.  
Pam Wyma spoke regarding her support of Jackie Weaver.  
Serena Schiavon spoke regarding her support of Jackie Weaver.  
David Oullette spoke regarding his support for Jackie Weaver.  
Mara Baker spoke regarding her support for Jackie Weaver.  
Lee Kesselman spoke regarding his support of Lucille Mok and Jackie Weaver.  
Dana Winchel spoke regarding her support of Jackie Weaver.  
Madelene Przykysz spoke regarding her support of Jackie Weaver.  
Matt Phillips spoke regarding his support of Jackie Weaver.  
Tony Venezia spoke regarding his support of Lucille Mok and Jackie Weaver.

Kathy Baum spoke regarding her support of Lucille Mok and Jackie Weaver.  
Kathy Cabai spoke regarding her support of the appointment of Dilyss Gallyot.  
Debbie Jeffay spoke regarding her support of the appointment of Dilyss Gallyot.  
Barb Coe spoke regarding her support of the appointment of Dilyss Gallyot.  
Shannon Toler congratulated the tenure candidates and her confusion of the non-appointment of Jackie Weaver and Lucille Mok.  
Christine Monnier spoke regarding her support of the Buffalo Theater Ensemble.

**Chairman Napolitano moved the following Presentation because of student involvement:**

- **Model United Nations**
  - **David Goldberg, Professor Political Science**

**3. CLOSED SESSION**

**Motion:** At 6:53 p.m., Chairman Napolitano entertained a motion that the Board of Trustees enter into closed session. Vice Chairman Fenne moved and Trustee Holan seconded the motion.

Lilianna Kalin, Assistant 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.

**On roll call voting aye:** Student Trustee Schuett, Trustees Bernstein, Corrigan, Dunne and Holan, 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 8:38 p.m. the Board recessed Closed Session and returned to Open Session. Chairman Napolitano asked Secretary Markwell to call the roll.

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

**Absent:** *None.*

A quorum was present.

**Also Present:** *John Kness, General Counsel, Dr. Brian Caputo, President, staff members, representatives of the press and visitors.*

**5. REPORTS**

**a. Chairman's Report**

Chairman Napolitano stated that John Kness was confirmed by the United States Senate to serve as a federal judge in the Northern District of Illinois. Chairman Napolitano thanked John Kness for his service to the College and wished him well in his new endeavors. Chairman Napolitano asked John Kness to attend the meeting tonight.

John Kness thanked the Board, Dr. Caputo, Cabinet, Classified Staff, Managerial Staff, Administrative Staff for their support, specifically Angela Barrett, Lilianna Kalin, Jim Martner and Willis Jordan.

Dr. Caputo and Charles Bernstein thanked John for his contributions to the College and wished him well in his future endeavors.

**b. Student Trustee Report**

Student Trustee Schuett noted that March will be her last meeting because of a conflict with her class schedule. Student Trustee Schuett noted that the election period is underway for Student Leadership Counsel positions, as well as, the new Student Trustee. The election for these positions will be held on March 11-12, 2020.

**c. President's Report**

Dr. Caputo noted the following:

- COD Forensics team placed 2<sup>nd</sup> overall (out of 20 teams) at the Litrenta Triangle Speech & Debate Tournament held at Harper College. The team earned 26 individual awards across 14 students. Sophomore Anita Kuchlewski won an award in all five of her events, winning her top speaker at the tournament.
- The Writing Studies' Professional Writing Certificate has been awarded the 2020 Diana Hacker Two-Year College English Association (TYCA)

Awards for Outstanding Programs in English for Two-Year Colleges and Teachers by the Two-Year College English Association. This award is given annually and honors two-year college teachers and their colleges for exemplary programs that enhance students' language learning, helping them to achieve their college, career and personal goals.

College of DuPage will be presented the award at the TYCA Luncheon at the CCCC Convention in Milwaukee, Wisconsin on March 25, 2020.

The Professional Writing Certificate offers students the opportunity to learn how to communicate effectively and apply their rhetorical skills to a variety of professional audiences, such as business, industry, government, non-profit, health care and technology. Courses are offered both in the classroom and online. Congratulations to Dr. Steve Accardi and our hard-working English faculty on this accomplishment.

- Thomas Carter, Professor, Physics received the Dale P. Parnell Faculty Distinction Recognition 2020 award. Named in honor of former AACC President and CEO Dale P. Parnell, this designation has been established to recognize individuals making a difference in the classroom. Recipients for the faculty distinction recognition:
  - Demonstrate passion for the students and the classroom
  - Show willingness to support students, inside and outside of the classroom
  - Be inclined to participate in college committees
  - Go above and beyond what is required to ensure that students are successful in their academic endeavors

Dr. Carter will be acknowledged during a private reception at the AACC 100<sup>th</sup> Annual Convention on Sunday, March 29, 2020 from 5 p.m. – 7 p.m.

- Ari Ariyaratne, Adjunct Faculty, Anthropology recently shared a copy of his cultural anthropology textbook. This textbook is used as reference material for Mr. Ariyaratne's Cultural Anthropology 1100 course.
- Elizabeth Arnott-Hill, Associate Professor, Psychology was named the Regional Vice-President of the National Honor Society in Psychology for Community Colleges. Elected to serve as the Midwestern Regional Vice-President on the Psi Beta National Council for a two-year term, 2020-2022. Officially installed as Vice President on August 6<sup>th</sup> during the 2020 national convention of the American Psychological Association to be held in Washington, D.C. Professor Arnot-Hill is faculty advisor of the Psi Beta Chapter at College of DuPage. Psi Beta is the national honor society in psychology for community colleges and a member of the Association of College Honor Societies (ACHS). Psi Beta is an affiliate of the American Psychological Association (APA) and the Association for Psychological Science (APS). Psi Beta's mission is to professionally develop outstanding students at two-year colleges through promotion and recognition of excellence in scholarship, leadership, research and community service.

**d. Auxiliary & Outreach Committee Report**

Chairman Napolitano announced that the Committee heard reports on the Census and Early Voting, as well as Conference & Events. The Auxiliary Committee will meet again on March 19, 2020 at 5:00 p.m.

**d. Budget Committee Report**

Dan Markwell announced that the first Budget Committee Meeting was held on Thursday, January 23, 2020 at 4:30 p.m. Dan Markwell thanked Bob Hayley for his presentation. The next meeting of the Budget Committee will be held on February 25, 2020 at 5:00 p.m. in Room SSC2200.

**e. Strategic Long Range Plan Committee Report**

Christine Fenne said the SLRP Committee met for the first time on February 17, 2020. Dr. Caputo presented his vision and charge and Jim Bente presented on the Strategic process. They also shared the document that came out of the Committee of the Whole Meeting "Big Bold Ideas" (which has been shared with the Board). The Committee will meet twice a month and the schedule is being determined so we look forward to hearing more about their progress next month.

**g. Academic Committee Report**

Heidi Holan announced that the first meeting of the Academic Committee was held on Monday, February 3, 2020 at 5:00 p.m. The committee reviewed the Committee's Charter and discussed some suggestions, clarifications. The Committee also reviewed the Resolution of the Committee Oversight from August 2017 and decided all revisions in that report have been satisfied. Jane Smith, Director Pathways and Lisa Stock, Associate Vice President Assessment and Student Success gave a presentation on Pathways. The Committee learned about the different focus groups and a great statistic on their mapping process which is approximately 96% completed. The date of the next Committee meeting is to be determined.

**6. PRESENTATIONS**

- **Storm Chasers**
  - **Mark Curtis-Chávez, Provost**
  - **Paul Sirvatka, Professor Earth Science**
- **Frida Kahlo Update**
  - **Diana Martinez, Direct McAninch Arts**

**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 Quarterly Donations Report
- h. Revision of the Associate in Science Degree Structure

**8. CONSENT AGENDA**

Chairman Napolitano noted that Item 8w had a change to a title. Steve Gustis' title should read: "Interim Associate Dean Counseling, Advising and Transfer." Are there any objections to making this amendment to the item? Hearing none, the Chairman moved on to the consideration of the items on the Consent Agenda.

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

Secretary Markwell pulled Item 8m and Item 8m: Renewal of Paramedic Hospital Training Programs.

Student Trustee Jasmine Schuett pulled Item 8w Personnel Action Items.

Chairman Napolitano entertained a motion that the Board of Trustees approve Consent Agenda Items 8a-8l, 8n-8v and 8x-8z. Secretary Markwell moved and Vice Chairman Fenne seconded the motion.

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

- a. Floors, Inc. change order for the total amount of \$8,302.00.
- b. Two-year agreement (July 1, 2020 – June 30, 2022) for continuation of Buffalo Theatre Ensemble as a resident theatre company at COD, and continued funding of BTE at \$220,000 over the term of the agreement.
- c. Reappointment of Administrators for the 2020-2021 fiscal year as follows:

<b>Name</b>	<b>Current Title</b>
Benté, James	Vice President, Planning & Institutional Effectiveness
Berliner, Donna	Director, Information Technology Services
Brady, Scott	Controller (current appt: Interim CFO & Treasurer)
Brady, Thomas	Associate Dean, Public Services
Cassidy, Joseph	Asst. VP Economic Development / Dean Continuing Education and Public Services
Cumpston, Jennifer	Dean, Science, Technology, Engineering and Math
Curtis-Chávez, Mark	Provost
Del Rosario, Diana	Assistant Provost of Student Affairs
Fay, Kristine	Dean, Business & Applied Technology
Grandinetti, Faon	Director, Assessment of Student Learning Outcomes
Hunnicut, Marianne	Dean, Social & Behavioral Sciences and the Library

Jorgensen, Laurette	Director, Marketing & Creative Services
Kaiser, Ryan	Director, Athletics & Recreational Programs
Kalin, Lilianna	Assistant General Counsel, Labor Relations and Employment
Kostecki, James	Director, Research & Analytics
Martinez, Diana	Director, McAninch Arts Center
Martins, Sandra	Dean, Liberal Arts
Martner, James	Director, Compliance / Internal Audit / Ethics Officer
McCambridge, Wendy	Director, Legislative Affairs & Special Assistant to the President
McIntosh, Jennifer	Associate Dean, Library
Montes, Nathania	Associate Dean, Counseling, Advising and Transfer
Mullin, Joseph	Chief of Police
O'Brien, Elizabeth	Director, Human Resources and Total Rewards
Overstreet, Kirk	Assistant Provost of Instruction
Parks, Wendy	Vice President, Public Relations, Communications & Marketing
Ramos, Anthony	Assistant Dean, Adjunct Faculty Support
Roberts, Ellen	Director, Business Affairs (current appt: Interim VP Administrative Affairs)
Sands-Vankerk, Linda	Vice President, Human Resources and Project Hire-Ed
Schmiedl, Bruce	Director, Facilities
Sims, Cynthia	Associate VP Academic Partnerships and Learning Resources
Smith, Jane	Director, Pathways for Student Success
Stock, Lisa	Associate Vice President, Assessment and Student Success

- d. Approval of 2.8% increase to the compensation pools for the Classified Staff, Managerial Staff and Administrators, effective July 1, 2020.
- e. 6-month contract for consulting services with College Aid Services, LLC, 8724 Sunset Drive, #257, Miami, FL 33173 for a not to exceed total of \$365,448.00.
- f. Purchase of the Teleprompter/Talent Monitor Package from Heartland Video Systems, Inc., 60 Dodge Avenue, North Haven, CT 06473 for the total amount of \$44,275.60.
- g. Education Partners for College of DuPage Continuing Education – Bid Rejection.
- h. Three year contractual expenditure not to exceed \$78,900.00 for EvaluationKIT to Watermark Insights, LLC, 71 West 23<sup>rd</sup> Street, Suite 1500, New York, New York 10010 for the total amount of \$78,900.00.
- i. Purchase of new treadmills for Chaparral Fitness to Matrix Fitness, 1600 Landmark Drive, Cottage Grove, WI 53527 for the total amount of \$56,899.00.



- j. Purchase of the Diagnostics Trainer for Hybrid and Electric Vehicles from JBH Technologies, Inc., 1782 Brush Hill Lane, Glenview, IL 60025 for the total amount of \$54,077.00.
- k. Purchase of Apple Equipment for the FY20 IT Plan from SHI International Corp., 290 Davidson Avenue, Somerset, NJ 08879 in the amount of \$251,252.96.
- l. Contract for software upgrade and professional services to Computer Information Systems, Inc., 7840 N. Lincoln Avenue, Skokie, IL 60077 in an amount not to exceed \$31,106.00.
- m. Item pulled.
- n. General Contractor for Augmented and Virtual Reality Classroom Project to the lowest responsible bidder, Antigua, Inc., 3604 N. Lavergne Ave., Chicago, IL 60641 for the lump sum bid amount of \$145,919.35.
- o. Approval of 2021-2022 Academic Calendar.
- p. Approval of 30-credit hour Project Hire-Ed Apprenticeship Certificate Program.
- q. Approval of tenure for members of the faculty at the end of their probationary years of employment at College of DuPage as indicated below:
  - 1. Rosaura Carbajal-Romo, Student Success Counselor, Counseling & Advising
  - 2. Silvia Donatelli, Student Success Counselor, Counseling & Advising
  - 3. Julie Garcia, Associate Degree Nursing, Nursing & Health Sciences
  - 4. Joseph Gilles, Fire Science, Continuing Education & Public Services
  - 5. Carla Johnson, Student Success Counselor, Counseling & Advising
  - 6. Mitzi Thomas, Eye Care Assistant, Nursing & Health Sciences
  - 7. Gautam Wadhwa, Graphic Design, Arts, Communication & Hospitality
- r. Additional funds of \$8,000.00 to cover costs for Concur Technologies, Inc., for the period 2/1/2019 through 3/31/2020.
- s. Approval for Trustee Maureen Dunne to attend the Association of Community College Trustees (ACCT) Governance Leadership Institute in Tuscon, AZ, April 15-17, 2020; and for the College of DuPage to reimburse allowable expenses up to \$1,500.00.
- t. Reimbursement of Expenses to Dr. Brian Caputo in the amount of \$49.92.
- u. Minutes of the Committee of the Whole Meeting and Regular Board Meeting of January 16, 2020.

- v. Closed Session Meeting Minutes as follows:
  - a. January 16, 2020
- w. Item pulled.
- x. Financial Reports.
- y. Retention of Andrew Porter of Salvatore Prescott Porter & Porter, PLLC.
- z. Establishment of the General Counsel Search Committee.

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

**On roll call voting nay:** None.

Chairman Napolitano declared the motion passed.

**PULLED ITEMS:**

**Item 8m: Renewal of Paramedic Hospital Training Programs**

Chairman Napolitano entertained a motion that the Board of Trustees approve the Renewal of Paramedic Hospital Training Programs. Secretary Markwell moved and Vice Chairman Fenne seconded the motion.

	<b><u>FY 2021</u></b>	<b><u>FY 2022</u></b>
Central DuPage Hospital	\$83,844.00	\$133,164.00
Edward Hospital	\$52,608.00	\$88,776.00
Good Samaritan Hospital	\$115,080.00	\$133,164.00
Loyola Medical Center	\$93,708.00	\$133,164.00
<b>Overall Expenditures</b>	<b>\$345,240.00</b>	<b>\$488,268.00</b>

Secretary Markwell and Trustee Holan wanted to confirm that the pricing was just a cap, and that if there were less students signed up then the maximum allowed that we would pay a lesser amount.

Joseph Cassidy confirmed that payment is made per student.

Trustee Dunne noted that she sits on the Governing Board at Good Samaritan Hospital so she would be abstaining from this vote.

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

**On roll call voting nay:** None.

**On roll call abstaining:** Trustee Dunne.

Chairman Napolitano declared the motion passed.

**Item 8w: Personnel Action Items**

Chairman Napolitano entertained a motion that the Board of Trustees approve the revised Personnel Action Items. Secretary Markwell moved and Trustee Corrigan seconded the motion.

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

**On roll call voting nay:** None.

**On roll call abstaining:** Student Trustee Schuett.

Chairman Napolitano declared the motion passed.

**Item 8i: Closed Session Meeting Minutes of the January 16, 2020 Regular Board Meeting**

Chairman Napolitano entertained a motion that the Board of Trustees approve the Closed Session Meeting Minutes of the January 16, 2020 Regular Board Meeting. Secretary Markwell moved and Vice Chairman Fenne seconded the motion.

**On roll call voting aye:** None.

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

Chairman Napolitano declared the motion passed.

**9. FOR APPROVAL: Closed Session Minutes of the December 19, 2019 Board Meeting**

Chairman Napolitano entertained a motion that the Board of Trustees approves the Closed Session Minutes of the December 19, 2019 Board Meeting. Vice Chairman Fenne moved and Trustee Holan seconded the motion.

Secretary Markwell said because the entire Board has not reviewed these Minutes he was unsure if they could be approved at this meeting.

Interim General Counsel Lilianna Kalin said the item should be tabled.

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

**On roll call voting nay:** None.

Chairman Napolitano declared the motion passed.

This item was tabled.

**10. FOR APPROVAL: AlphaGraphics Wheaton Financial Report**

Chairman Napolitano entertained a motion that the Board of Trustees approves the AlphaGraphics Wheaton Financial Report. Trustee Holan moved and Secretary Markwell seconded the motion.

**On roll call voting aye:** Student Trustee Schuett, Trustees Bernstein, Corrigan and Holan, Secretary Markwell and Chairman Napolitano.

**On roll call voting nay:** None.

**On roll call abstaining:** Vice Chairman Fenne and Trustee Dunne.

Chairman Napolitano declared the motion passed.

**11. TRUSTEE DISCUSSION**

Trustee Corrigan noted that she called the DuPage Election Commission to obtain more information on the Early Voting that will be taking place at COD. Trustee Corrigan was informed that this is a temporary site and no personnel from the DuPage Election Commission would be on site. Trustee Corrigan did state that there will be trained election judges on site who will be well versed in electioneering rules and procedures.

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

\*March 19, 2020 Regular Board Meeting @ 7:00 p.m. – SSC2200

**13. CLOSED SESSION**

None.

**14. ADJOURN**

At 9:25 p.m., Chairman Napolitano declared that the February 20, 2020 Regular Board Meeting is adjourned. Secretary Markwell moved and Trustee Corrigan seconded the motion.

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Daniel Markwell, Secretary

Dated: March 19, 2020

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Frank Napolitano, Chairman



COLLEGE OF DuPAGE  
REGULAR BOARD MEETING

BOARD APPROVAL

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**CONFIDENTIAL**  
**For Board Only**

**Closed Session Meetings of the College  
of DuPage Board of Trustees**

COLLEGE OF DuPAGE  
REGULAR BOARD MEETING

BOARD APPROVAL

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**CONFIDENTIAL**  
**For Board Only**

**Closed Session Meetings of the College  
of DuPage Board of Trustees**

**February 20, 2020**





**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING**

**BOARD APPROVAL**

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1. **SUBJECT**  
Personnel Actions.
  
2. **REASON FOR CONSIDERATION**  
Board Action is required to ratify and approve personnel actions.
  
3. **BACKGROUND INFORMATION**
  - a) Ratification of Administrator Appointments
  - b) Ratification of Classified Retirements
  
4. **RECOMMENDATION**  
That the Board of Trustees ratifies the Administrator Appointments and Classified Retirements.

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

**APPOINTMENTS**

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Department</u></b>	<b><u>Start Date</u></b>	<b><u>Type</u></b>	<b><u>Salary</u></b>
<u>ADMINISTRATOR</u> Lillianna Kalin	Interim General Counsel	Office of the General Counsel	02/24/2020	Interim Appointment Full Time	\$166,680

**RETIREMENTS**

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Department</u></b>	<b><u>End Date</u></b>	<b><u>Type</u></b>	<b><u>Years of Service</u></b>
<u>CLASSIFIED</u> Reginald Carter	Custodian II	Facilities	05/29/2020	Retirement	15 Yrs. 0 Mos.

## INTERIM EMPLOYMENT AGREEMENT

This Agreement is made this 19th day of March, 2020, between the Board of Trustees of College of DuPage District No. 502 (the "Board") and Lilianna Kalin ("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 General Counsel for 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 February 24, 2020 until the earlier of: (a) the appointment of an individual to the position of General Counsel for the College; or (b) the Board determines that the Interim Position is no longer required;

**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 effective February 24, 2020, and shall serve in the Interim Position until the earlier of: (a) the appointment of an individual to the position of General Counsel; or (b) the Board terminates this Agreement pursuant to Paragraph 3 (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 she is not entitled to or guaranteed employment as Interim General Counsel for any particular period or duration of time.

2. Compensation and Benefits.

a. Salary. During the Term, the College shall pay Administrator an annual salary of \$166,680.00. Beginning July 1, 2020, if this Agreement is still in effect, Administrator's annual salary under this Agreement shall increase to \$170,837.44. Such salary shall be paid 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. Termination. The Board may elect to terminate this Agreement at any time for any reason.
  4. Conclusion of Interim Role. Upon the appointment of an individual to the position of General Counsel, or upon termination of this Agreement pursuant to Paragraph 3, Administrator shall be returned to her regular role as Assistant General Counsel, subject to the terms of such contract and 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 March \_\_, 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**

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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 FEBRUARY 29, 2020.

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Board Chairman

Date

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Board Secretary

Date

College of Dupage  
Community College District No. 502  
Treasurer's Report as of 2/29/2020

**Chase Concentration and Credit Card Accounts**

Beginning Balance	\$	10,868,230
<b>Current Activity</b>		
Cash Receipts		10,133,972
Cash Disbursements		(12,014,873)
Wire Transfers/Bank Charges/Voids		5,855,286
Payroll		(6,571,103)
Total Monthly Activity		<u>(2,596,718)</u>
Ending Balance	\$	<u>8,271,512</u>
Total Cash JP Morgan Chase	\$	<u>8,271,512</u>
<b>Disbursement Summary</b>		
<b>Invoices less than \$15,000</b>		
Checks - Vendors	\$	793,980
Echecks - Vendors		808,901
ACH transfers - Vendors		1,919
Wire transfers - Vendors		-
Sub-total Vendors	\$	<u>1,604,800</u>
Checks - Employees	\$	16,122
Echecks - Employees		72,647
Sub-total Employees	\$	<u>88,769</u>
Checks - Student Refunds	\$	451,774
E-commerce - Student Refunds		1,300,403
Sub-total Students	\$	<u>1,752,177</u>
Total invoices less than \$15,000	\$	<u>3,445,746</u>
% Electronic		63.38%
<b>Invoices \$15,000 or more</b>		
Checks - Vendors	\$	679,878
Echecks - Vendors		6,333,807
ACH transfers - Vendors		1,555,442
Wire transfers - Vendors		-
Total invoices \$15,000 or more	\$	<u>8,569,127</u>
% Electronic		92.1%
Total Cash Disbursements	\$	<u>12,014,873</u>
<b>Invoices \$15,000 or more</b>		
Payroll Related	\$	2,570,137
Accounts Payable Related		5,998,990
Total Invoices \$15,000 or more	\$	<u>8,569,127</u>

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

## Payroll - February 2020

	Gross	Net
Direct Deposits	\$9,285,975.83	\$6,417,792.77
Checks	\$223,191.92	\$153,310.36
Total Payroll	\$9,509,167.75	\$6,571,103.13
% Electronic		97.7%

Payroll Related Disbursements: Withholdings and Taxes  
Grand Total Payroll Disbursements

## Payroll Disbursements - February 2020

CHECK NUMBER	CHECK DATE	PAYEE NAME	DESCRIPTION	AMOUNT
IM*A905	02/14/20	Department of Treasury	Withholding Tax - Federal 2/14/20 Payroll	\$487,900.31
IM*A909	02/26/20	Department of Treasury	Withholding Tax - Federal 2/28/20 Payroll	\$505,837.87
IM*E0078895	02/13/20	DuPage Credit Union	Credit Union - PR Deduction 2/14/20	\$21,124.14
IM*E0079147	02/26/20	DuPage Credit Union	Credit Union - PR Deduction 2/28/20	\$21,124.14
IM*A904	02/14/20	IDES-Magnetic Media Unit	Withholding Tax - State 2/14/20 Payroll	\$192,423.15
IM*A907	02/14/20	IDES-Magnetic Media Unit	Withholding Tax - State 2/28/20 Payroll	\$200,230.87
IM*A903	02/12/20	Navia Benefit Solutions	HSA Empl/COD Contr 1/31/20 Payroll	\$28,279.68
IM*D21420	02/19/20	Navia Benefit Solutions	HSA Empl/COD Contr 2/14/20 Payroll	\$28,179.68
IM*E0078896	02/13/20	SURS-State University Retirement System	Employee Retirement Contributions - 2/14/20 Payroll	\$379,602.71
IM*E0079148	02/26/20	SURS-State University Retirement System	Employee Retirement Contributions - 2/28/20 Payroll	\$392,399.18
IM*E0078897	02/13/20	Valic Retirement Services	Annuities - 2/14/20 Payroll	\$156,873.06
IM*E0079149	02/26/20	Valic Retirement Services	Annuities - 2/28/20 Payroll	\$156,162.08
<b>TOTAL</b>				<b>\$2,570,136.87</b>

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

## Accounts Payable Disbursement - February 2020

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

CHECK NUMBER	CHECK DATE	PAYEE NAME	DESCRIPTION	AMOUNT
IM*E0079039	02/21/20	Aggressive Energy LLC	Electricity Expense	\$137,829.80
IM*0262530	02/12/20	American Express Travel Related Services Co., Inc.	Travel - Out of State	\$53,947.54
IM*0262777	02/18/20	Artow Systems Inc.	Building Remodeling Expense	\$83,117.60
IM*E0078706	02/06/20	ASR Analytics LLC	IT Maintenance Services	\$20,000.00
IM*E0079048	02/24/20	Automotive Equipment Specialists	Equipment - Instructional	\$33,267.24
IM*0262778	02/18/20	Blackboard, Inc.	IT Maintenance Services	\$44,700.00
IM*0262828	02/24/20	Bluewater Learning Inc	IT Maintenance Services	\$20,000.00
IM*0262161	02/06/20	Capitol Steps	Performing Arts Services	\$22,500.00
IM*E0078894	02/13/20	College of Dupage Faculty Assoc	Professional Dues	\$26,846.00
IM*E0079146	02/26/20	College of Dupage Faculty Assoc	Professional Dues	\$26,937.00
IM*E0079052	02/25/20	Colley Elevator Co	Building Remodeling Expense	\$15,606.00
IM*E0079141	02/26/20	Colley Elevator Co	Building Remodeling Expense	\$73,301.00
IM*0262829	02/24/20	Commonwealth Edison-Carol Stream	Electricity Expense	\$64,439.37
IM*E0079040	02/21/20	Community College Health Consortium	Medical HD Premium - January 2020	\$1,121,642.64
IM*0262900	02/24/20	Computer Aided Technology Inc.	Equipment - Instructional	\$62,505.00
IM*E0079041	02/21/20	Computer Discount Warehouse	IT Maintenance Services	\$17,154.97
IM*E0079142	02/26/20	Computer Discount Warehouse	Equipment - Office	\$29,532.40
IM*E0078707	02/10/20	DAOES	Funds Held in Custody of Others	\$505,660.00
IM*E0078898	02/17/20	DAOES	Funds Held in Custody of Others	\$104,795.19
IM*E0079042	02/21/20	Delta Dental of Illinois	Dental PPO Premium January 2020	\$68,277.60
IM*A905	02/14/20	Department of Treasury	Withholding Tax - Federal	\$68,937.72
IM*A909	02/26/20	Department of Treasury	Withholding Tax - Federal	\$71,832.06
IM*E0078899	02/17/20	Depue Mechanical, Inc.	Facilities Maintenance Service Expense	\$55,375.50
IM*E0079043	02/21/20	Extra Bases, LLC	Funds Held in Custody of Others	\$19,642.00
IM*E0078900	02/17/20	F.H. Paschen S.N Nielsen & Assoc LLC	Building Remodeling Expense	\$384,641.77
IM*E0079143	02/26/20	F.H. Paschen S.N Nielsen & Assoc LLC	Building Remodeling Expense	\$276,012.57
IM*0262162	02/06/20	Floors Inc	Equipment - Instructional	\$17,050.00
IM*E0078901	02/17/20	Follett Higher Education	Other Students Bookbills	\$755,589.57
IM*E0078902	02/17/20	Good Samaritan EMSS - Paramedic Prog	Instructional Service Contracts	\$26,304.00
IM*E0079044	02/21/20	ICCTA	Dues	\$17,500.00
IM*E0078903	02/17/20	Integral Construction, Inc.	Building Remodeling Expense	\$175,509.00
IM*E0079045	02/21/20	JMA Construction, Inc.	Building Remodeling Expense	\$17,350.00
IM*0262245	02/11/20	Les Productions Neuvart Inc	Performing Arts Services	\$18,700.00
IM*E0078904	02/17/20	M.A. Mortenson Company	Building Remodeling Expense	\$271,115.00
IM*E0079144	02/26/20	Motorola Solutions	Equipment - Service	\$157,487.16
IM*0262824	02/21/20	Normal, LLC	Performing Arts Services	\$19,000.00
IM*E0078905	02/17/20	Perkins + Will, Inc.	Architectural Services Expense	\$28,140.00
IM*E0079145	02/26/20	Perkins + Will, Inc.	Architectural Services Expense	\$28,140.00
IM*E0078906	02/17/20	Precise Printing Network Inc.	Printing Expense	\$117,145.06
IM*E0079049	02/24/20	Prime Time Specialty Vehicles, Inc.	Equipment - Instructional	\$75,495.00
IM*0262822	02/20/20	Reliance Standard Life Insurance Company	Life Insurance Premium January 2020	\$48,349.69
IM*E0078912	02/17/20	Riverside Technologies, Inc.	Non-Capital Equipment	\$38,954.00
IM*E0079050	02/24/20	Riverside Technologies, Inc.	Non-Capital Equipment	\$71,669.00
IM*E0079136	02/26/20	Riverside Technologies, Inc.	Equipment - Instructional	\$18,822.86
IM*E0078908	02/17/20	RoMAAS, Inc	Building Remodeling Expense	\$59,487.50
IM*0262825	02/21/20	Savatree LLC	Facilities Maintenance Service Expense	\$24,500.00
IM*E0078909	02/17/20	Siemens Industry, Inc.	Building Remodeling Expense	\$97,273.00
IM*E0079051	02/24/20	Siemens Industry, Inc.	Building Remodeling Expense	\$75,791.00
IM*E0079150	02/26/20	Siemens Industry, Inc.	Building Remodeling Expense	\$47,487.36
IM*0262775	02/17/20	Smithgroup Inc	Architectural Services Expense	\$66,857.67
IM*E0078896	02/13/20	SURS-State University Retirement System	Other Grant Credits	\$53,349.01
IM*E0079148	02/26/20	SURS-State University Retirement System	Employee Retirement Contributions - COD Share	\$19,095.32
IM*E0079038	02/21/20	Tableau Software Inc	IT Maintenance Services	\$16,887.00
IM*E0079037	02/20/20	Vision Service Plan - (IV)	Vision Signature Premium - January 2020	\$19,063.12
IM*E0078910	02/17/20	VisionPoint Media, Inc.	Advertising Expense	\$37,954.67
IM*E0078911	02/17/20	Wesco Distribution , Inc.	Equipment - Instructional	\$41,953.98
IM*E0078587	02/05/20	West Payment Center	Books and Binding Costs	\$22,457.52
IM*0262246	02/11/20	Wight & Company	Architectural Services Expense	\$16,253.23
IM*0262776	02/17/20	Xerox Corporation	Rental - Equipment	\$89,778.47
<b>TOTAL</b>				<b>\$5,998,990.16</b>

Purchases for approval to be paid in March 2020

CDW Government	Tripp 1500VA UPS Online for IT	\$15,397.05
UniPak Corporation	26 Design yearly subscription for WRSA for Wonline	\$15,880.00
Dude Solutions	Annual renewal for web based Facilities Work Orders	\$20,013.00
Friendly Ford	2020 Ford Transit Van for Facilities	\$22,201.00
Premier Mechanical, Inc.	MAC AHU #2 Steam Coil Replacement	\$16,150.00
Vmoc Inc.	Smart Resume Platform (Perkins Grant)	\$24,000.00
Riverside Technologies, Inc.	HP EliteBook X360, 8GB, 256GB -Qty 21 - (PIG GRANT)	\$19,299.00
ProtoMax	ProtoMAX Personal Abrasive Waterjet with Spares & Accessories Kit. (PIG GRANT)	\$23,950.00
Emissions Systems, Inc. (EMS)	5 Gas Analyzer with live reading. Includes software, AC/DC Power supply, USP serial Adaptor, Cables, Absorbers.	\$17,652.00
<b>Total</b>		<b>\$174,542.05</b>

D. All Disbursements Excluding Payroll  
 Colleges of DuPage  
 Community College District No. 502  
 ACCOUNTS PAYABLE AND PAYROLL REPORT  
 CASH DISBURSEMENTS  
 February 29, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - February 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](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 & P Grease Trappers, Inc.	2/12/2020	IM*0262247	\$ 450.00	Facilities Maintenance Service Expense
Invoice < \$15,000	A Freedom Flag, Company	2/12/2020	IM*0078715	\$ 44.45	Equipment - Office
Invoice < \$15,000	A.F.M. & E.P. Fund	2/12/2020	IM*0262248	\$ 754.52	Performing Arts Services
Invoice < \$15,000	A.R.T. League Inc	2/19/2020	IM*0262812	\$ 1,675.00	Advertising Expense
Invoice < \$15,000	ABC-CLIO, LLC	2/26/2020	IM*0079055	\$ 55.60	Books and Binding Costs
Invoice < \$15,000	Academy of Human Resource Development	2/12/2020	IM*0262249	\$ 655.00	Out-of-State Conference Costs
Invoice < \$15,000	Aca Delivery Service, Inc.	2/5/2020	IM*0078593	\$ 1,350.00	Other Contractual Services Expense
Invoice < \$15,000	ACT, Inc.	2/12/2020	IM*0078716	\$ 492.00	Other Contractual Services Expense
Invoice < \$15,000	Ad Specialties Inc., Illinois	2/5/2020	IM*0078599	\$ 4,187.00	Maintenance Supplies
Employee Reimb	Adam Wasilewski	2/13/2020	IM*0262713	\$ 196.64	Instructional Supplies
Invoice < \$15,000	Adiacon Electric	2/19/2020	IM*0078918	\$ 273.19	Maintenance Supplies
Invoice < \$15,000	Addison School Dist #4	2/12/2020	IM*0262250	\$ 37.00	Postage
Employee Reimb	Adela Meitz	2/20/2020	IM*0079018	\$ 32.23	Grant Funded Travel/Conf
Invoice < \$15,000	Advanced Material Services	2/12/2020	IM*0262252	\$ 1,085.00	Maintenance Supplies
Invoice < \$15,000	Advanced Material Services	2/12/2020	IM*0262251	\$ 4,340.00	Maintenance Supplies
Invoice < \$15,000	Advanced Parts & Services	2/19/2020	IM*0078919	\$ 441.00	Maintenance Services Expense
Invoice < \$15,000	Advanced Parts & Services	2/12/2020	IM*0078717	\$ 1,144.00	Maintenance Services Expense
Invoice < \$15,000	Advanced Stores Company, Inc.	2/12/2020	IM*0262253	\$ 2,295.62	Purchase for Resale
Invoice < \$15,000	Advantage Team Sales Group	2/12/2020	IM*0262254	\$ 1,070.00	Other supplies
Invoice < \$15,000	Aggressive Energy LLC	2/26/2020	IM*0079056	\$ 1,562.80	Electricity Expense
Invoice < \$15,000	Aggressive Energy LLC	2/12/2020	IM*0078718	\$ 43.61	Electricity Expense
Invoice < \$15,000	Aggressive Energy LLC	2/5/2020	IM*0078594	\$ 1.55	Electricity Expense
Invoice > \$15,000	Aggressive Energy LLC	2/21/2020	IM*0079039	\$ 137,828.80	Electricity Expense
Invoice < \$15,000	Air One Equipment Inc.	2/12/2020	IM*0078719	\$ 507.00	Maintenance Services Expense
Invoice < \$15,000	Airgas, Inc.	2/27/2020	IM*0263178	\$ 4,349.17	Instructional Supplies
Invoice < \$15,000	Airgas, Inc.	2/12/2020	IM*0262255	\$ 705.14	Instructional Supplies
Invoice < \$15,000	Al Warren Oil Company, Inc.	2/12/2020	IM*0262256	\$ 6,736.24	Vehicle Supplies
Invoice < \$15,000	Alan Bergeson	2/12/2020	IM*0262541	\$ 900.00	Retiree Healthcare Payments
Employee Reimb	Albert Bailey	2/13/2020	IM*0262581	\$ 100.00	Tuition Reimbursement-CODA
Invoice < \$15,000	Albert Zamsky	2/12/2020	IM*0262612	\$ 1,600.00	Retiree Healthcare Payments
Invoice < \$15,000	Alexander Bolyanatz	2/12/2020	IM*0078824	\$ 1,417.96	Retiree Healthcare Payments
Invoice < \$15,000	Alexander Equipment Co.	2/12/2020	IM*0262257	\$ 208.05	Maintenance Services Expense
Invoice < \$15,000	Alexian Brothers Ambulatory Group	2/26/2020	IM*0079057	\$ 421.00	Non-Credit Instructional Serv
Invoice < \$15,000	Alexian Brothers Ambulatory Group	2/19/2020	IM*0078920	\$ 435.00	Other Contractual Services Expense
Invoice < \$15,000	Alexian Brothers Ambulatory Group	2/5/2020	IM*0078595	\$ 838.00	Non-Credit Instructional Serv
Invoice < \$15,000	Alibria	2/12/2020	IM*0262258	\$ 102.64	Books and Binding Costs
Invoice < \$15,000	All Occasions Balloons	2/5/2020	IM*0078596	\$ 96.00	Other Contractual Services Expense
Invoice < \$15,000	Allan Carter	2/12/2020	IM*0078827	\$ 900.00	Retiree Healthcare Payments
Invoice < \$15,000	Allegiant Fire Protection LLC	2/19/2020	IM*0078921	\$ 6,305.00	Facilities Maintenance Service Expense
Invoice < \$15,000	Alligator Records & Artist Management, Inc.	2/12/2020	IM*0262259	\$ 203.40	Advertising Expense
Invoice < \$15,000	Alpha Media, LLC	2/19/2020	IM*0078922	\$ 2,040.00	Advertising Expense
Invoice < \$15,000	Also, Inc.	2/12/2020	IM*0262261	\$ 4,677.87	Instructional Supplies
Invoice < \$15,000	Altorfer Industries Inc	2/12/2020	IM*0262262	\$ 11,507.08	Facilities Maintenance Service Expense
Employee Reimb	Alyssa Pasquale	2/6/2020	IM*0078691	\$ 200.90	Dues - Faculty
Employee Reimb	Amanda Rakow	2/6/2020	IM*0078695	\$ 55.29	Office Supplies
Employee Reimb	Amanda Skaroi	2/13/2020	IM*0262709	\$ 12.69	Instructional Supplies
Invoice < \$15,000	Amazon.com, LLC	2/12/2020	IM*0262263	\$ 8,010.51	Books and Binding Costs
Invoice < \$15,000	Ambrose Video Publishing	2/5/2020	IM*0078597	\$ 75.00	Books and Binding Costs
Invoice > \$15,000	American Express Travel Related Services Co., Inc.	2/12/2020	IM*0262530	\$ 53,947.54	Travel - Out of State
Invoice < \$15,000	American Library Association - CHOICE Magazine	2/12/2020	IM*0262264	\$ 71.99	Books and Binding Costs
Invoice < \$15,000	American Welding & Gas, Inc.	2/12/2020	IM*0078720	\$ 358.22	Instructional Supplies
Invoice < \$15,000	AMFM Broadcasting, Inc.	2/19/2020	IM*0262814	\$ 1,603.95	Advertising Expense
Invoice < \$15,000	AMFM Broadcasting, Inc.	2/19/2020	IM*0262813	\$ 517.65	Advertising Expense
Employee Reimb	Amy Fress	2/20/2020	IM*0079006	\$ 48.00	Other supplies
Employee Reimb	Amy Hull	2/27/2020	IM*0079165	\$ 105.93	Instructional Supplies
Employee Reimb	Amy Hull	2/6/2020	IM*0078676	\$ 350.95	Grant Funded Travel/Conf
Employee Reimb	Andrea Polias	2/13/2020	IM*0078885	\$ 140.00	Dues - Faculty
Invoice < \$15,000	Andrew Gerde	2/12/2020	IM*0262375	\$ 270.00	Officials/Referees
Invoice < \$15,000	Andrew Leaks	2/24/2020	IM*0262831	\$ 792.09	Retiree Healthcare Payments
Invoice < \$15,000	Angelo Caputo's Fresh Markets	2/19/2020	IM*0078923	\$ 95.82	Performing Arts Services
Invoice < \$15,000	Anixter, Inc.	2/12/2020	IM*0262265	\$ 5,272.40	Non-Capital Equipment
Invoice < \$15,000	Ann Kenny	2/13/2020	IM*0262631	\$ 2,200.00	Retiree Healthcare Payments
Invoice < \$15,000	Ann Rosen	2/12/2020	IM*0262580	\$ 1,200.00	Retiree Healthcare Payments
Employee Reimb	Anna Ziermann	2/13/2020	IM*0262714	\$ 135.63	Tuition Reimbursement-CODA
Invoice < \$15,000	Anne Belz	2/12/2020	IM*0262538	\$ 900.00	Retiree Healthcare Payments
Invoice < \$15,000	Annette Kerwin	2/13/2020	IM*0262632	\$ 2,200.00	Retiree Healthcare Payments
Invoice < \$15,000	Anthony Cianciolo	2/12/2020	IM*0262308	\$ 135.00	Officials/Referees
Employee Reimb	Anthony Padgett	2/20/2020	IM*0079022	\$ 1,067.87	Out-of-State Travel Costs
Invoice < \$15,000	APTAC	2/26/2020	IM*0079058	\$ 1,515.00	In-State Conference Costs
Invoice < \$15,000	Aqua Pure Enterprises, Inc.	2/19/2020	IM*0078924	\$ 3,130.36	Other Contractual Services Expense
Invoice < \$15,000	Aqua Pure Enterprises, Inc.	2/5/2020	IM*0078598	\$ 212.22	Maintenance Services Expense
Invoice < \$15,000	ARC-STSA	2/12/2020	IM*0262266	\$ 4,000.00	Dues
Invoice < \$15,000	Arnell Steel Supply Company	2/12/2020	IM*0262267	\$ 7,365.31	Instructional Supplies
Invoice < \$15,000	Arthur Geis	2/12/2020	IM*0262569	\$ 1,200.00	Retiree Healthcare Payments
Invoice > \$15,000	Artlow Systems Inc	2/18/2020	IM*0262777	\$ 83,117.60	Building Remodeling Expense
Invoice < \$15,000	Ascend Learning Holdings, LLC	2/12/2020	IM*0262268	\$ 130.00	Equipment - Instructional
Invoice < \$15,000	Ascher Brothers Inc	2/12/2020	IM*0262269	\$ 5,000.00	Building Remodeling Expense
Invoice < \$15,000	Aspen University Inc	2/12/2020	IM*0262270	\$ 490.00	Tuition Reimbursement-Classified
Invoice < \$15,000	ASR Analytics LLC	2/19/2020	IM*0078925	\$ 10,720.00	IT Maintenance Services
Invoice > \$15,000	ASR Analytics LLC	2/6/2020	IM*0078706	\$ 20,000.00	IT Maintenance Services
Invoice < \$15,000	Associated Integrated Supply Chain Solutions	2/12/2020	IM*0078721	\$ 219.33	Maintenance Services Expense
Invoice < \$15,000	Association for Supervision & Curriculum Development	2/12/2020	IM*0262271	\$ 68.44	Books and Binding Costs
Invoice < \$15,000	Association of American Geographers	2/5/2020	IM*0078600	\$ 50.00	Advertising Expense
Invoice < \$15,000	AT&T Long Distance	2/26/2020	IM*0263167	\$ 4,769.70	Telephone Expense
Invoice < \$15,000	AT&T Long Distance	2/26/2020	IM*0263166	\$ 48.44	Telephone Expense
Invoice < \$15,000	AT&T Long Distance	2/25/2020	IM*0262903	\$ 42.37	Telephone Expense
Invoice < \$15,000	AT&T Long Distance	2/25/2020	IM*0262902	\$ 442.92	Telephone Expense
Invoice < \$15,000	AT&T Long Distance	2/25/2020	IM*0262901	\$ 256.94	Telephone Expense

D. All Disbursements Excluding Payroll  
College of DuPage  
Community College District No. 502  
ACCOUNTS PAYABLE AND PAYROLL REPORT  
CASH DISBURSEMENTS  
February 29, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - February 2020

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AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice < \$15,000	AT&T Long Distance	2/12/2020	IM*0262273	\$ 116.24	Telephone Expense
Invoice < \$15,000	AT&T Long Distance	2/12/2020	IM*0262272	\$ 341.68	Telephone Expense
Invoice < \$15,000	AT&T Long Distance	2/6/2020	IM*0262167	\$ 5,633.48	Telephone Expense
Invoice < \$15,000	AT&T Long Distance	2/6/2020	IM*0262166	\$ 2,273.60	Telephone Expense
Invoice < \$15,000	AT&T Long Distance	2/6/2020	IM*0262165	\$ 298.48	Telephone Expense
Invoice < \$15,000	AT&T Long Distance	2/6/2020	IM*0262164	\$ 2.73	Telephone Expense
Invoice < \$15,000	AT&T Mobility	2/25/2020	IM*0262904	\$ 128.69	Office Supplies
Invoice < \$15,000	AT&T Mobility	2/12/2020	IM*0262275	\$ 43.23	Other supplies
Invoice < \$15,000	AT&T Mobility	2/12/2020	IM*0262274	\$ 68.69	Telephone Expense
Invoice < \$15,000	AT&T Mobility	2/6/2020	IM*0262168	\$ 161.19	Cell Phone Allowance
Invoice < \$15,000	Athletico Management Llc	2/19/2020	IM*E0078926	\$ 4,709.00	Other Contractual Services Expense
Invoice < \$15,000	Atlas Bobcat, Inc.	2/12/2020	IM*E0078722	\$ 821.00	Maintenance Supplies
Invoice < \$15,000	Atlas Receipt Holdings, LLC	2/12/2020	IM*0262276	\$ 52.59	Printing Expense
Invoice < \$15,000	Automated Logic	2/12/2020	IM*0262277	\$ 2,660.00	Facilities Maintenance Service Expense
Invoice < \$15,000	Automatic Doors Inc.	2/12/2020	IM*0262278	\$ 950.00	Maintenance Supplies
Invoice > \$15,000	Automotive Equipment Specialists	2/24/2020	IM*E0079048	\$ 33,267.24	Equipment - Instructional
Invoice < \$15,000	AVT Sealing Solutions Inc.	2/12/2020	IM*0262279	\$ 1,098.44	Maintenance Supplies
Invoice < \$15,000	Axon Enterprises, Inc.	2/12/2020	IM*0262280	\$ 320.00	Other supplies
Invoice < \$15,000	B&H Foto & Electronics Corporation	2/26/2020	IM*E0079059	\$ 3,120.63	Instructional Supplies
Invoice < \$15,000	B&H Foto & Electronics Corporation	2/19/2020	IM*E0078927	\$ 644.17	Non-Capital Equipment
Invoice < \$15,000	B&H Foto & Electronics Corporation	2/12/2020	IM*E0078723	\$ 5,944.02	Non-Capital Equipment
Invoice < \$15,000	B&H Foto & Electronics Corporation	2/5/2020	IM*E0078601	\$ 5,053.31	Equipment - instructional
Invoice < \$15,000	Bailey Edward Design, Inc.	2/26/2020	IM*E0079060	\$ 4,100.75	Architectural Services Expense
Invoice < \$15,000	Bailey Edward Design, Inc.	2/12/2020	IM*E0078724	\$ 4,563.00	Architectural Services Expense
Invoice < \$15,000	Baker & Taylor Books	2/12/2020	IM*0262281	\$ 101.44	Books and Binding Costs
Invoice < \$15,000	Banc Certified Merchant Services	2/12/2020	IM*0262283	\$ 96.00	Performing Arts Services
Invoice < \$15,000	Banc Certified Merchant Services	2/12/2020	IM*0262282	\$ 96.00	Performing Arts Services
Invoice < \$15,000	Banner Personnel Service Inc	2/19/2020	IM*E0078928	\$ 618.00	Office Services Expense
Invoice < \$15,000	Banner Personnel Service Inc	2/12/2020	IM*E0078725	\$ 2,601.00	Other Contractual Services Expense
Invoice < \$15,000	Barbara Hall	2/13/2020	IM*0262814	\$ 1,600.00	Retiree Healthcare Payments
Invoice < \$15,000	Barnes & Noble Booksellers Inc.	2/19/2020	IM*E0078929	\$ 42.32	Instructional Supplies
Invoice < \$15,000	Barnes & Noble Booksellers Inc.	2/12/2020	IM*E0078726	\$ 32.00	Instructional Supplies
Invoice < \$15,000	Barry Winograd	2/12/2020	IM*0262525	\$ 600.00	Other Contractual Services Expense
Invoice < \$15,000	BC Technical, INC.	2/5/2020	IM*E0078602	\$ 6,200.01	Maintenance Services Expense
Invoice < \$15,000	Be The Change Solutions	2/26/2020	IM*E0079112	\$ 1,997.50	Instructional Supplies
Invoice < \$15,000	Beatrice Jaymes	2/13/2020	IM*0262625	\$ 560.16	Retiree Healthcare Payments
Invoice < \$15,000	Benco Dental Co.	2/12/2020	IM*0262285	\$ 564.00	Instructional Supplies
Invoice < \$15,000	Benjamin Nadel	2/12/2020	IM*E0078713	\$ 1,190.00	Performing Arts Services
Invoice < \$15,000	Better Impact USA Inc.	2/19/2020	IM*E0078930	\$ 542.50	Computer Software
Invoice < \$15,000	Betty Shannon	2/12/2020	IM*0262585	\$ 1,200.00	Retiree Healthcare Payments
Invoice < \$15,000	BHFH Digital Imaging	2/12/2020	IM*0262286	\$ 708.33	Land improvements
Invoice < \$15,000	Bill Doran Co.	2/12/2020	IM*0262287	\$ 388.88	Instructional Supplies
Invoice < \$15,000	Blackboard, Inc.	2/12/2020	IM*0262288	\$ 7,725.00	IT Maintenance Services
Invoice > \$15,000	Blackboard, Inc.	2/18/2020	IM*0262778	\$ 44,700.00	IT Maintenance Services
Invoice < \$15,000	Blick Art Materials	2/26/2020	IM*E0079061	\$ 169.92	Instructional Supplies
Invoice < \$15,000	Blick Art Materials	2/19/2020	IM*E0078931	\$ 456.75	Instructional Supplies
Invoice < \$15,000	Blick Art Materials	2/12/2020	IM*E0078727	\$ 568.10	Instructional Supplies
Invoice > \$15,000	Bluwat Learning Inc	2/24/2020	IM*0262828	\$ 20,000.00	IT Maintenance Services
Invoice < \$15,000	Board of Trustees of Southern Illinois University	2/25/2020	IM*0262906	\$ 125.00	Dues
Invoice < \$15,000	Board of Trustees of Southern Illinois University	2/25/2020	IM*0262905	\$ 125.00	Dues
Invoice < \$15,000	Board of Trustees of Southern Illinois University	2/12/2020	IM*0262289	\$ 125.00	Dues
Invoice < \$15,000	Boiler Equipment Co.	2/5/2020	IM*E0078603	\$ 13,900.00	Equipment - Instructional
Invoice < \$15,000	Book Oven Inc	2/12/2020	IM*0262290	\$ 6,999.00	Other Expenditure
Invoice < \$15,000	Bound Tree Medical	2/12/2020	IM*E0078728	\$ 534.46	Instructional Supplies
Invoice < \$15,000	Brandon Cawthon	2/12/2020	IM*0262301	\$ 135.00	Officials/Referees
Invoice < \$15,000	Breakthru Beverage Illinois, LLC	2/19/2020	IM*0262815	\$ 1,492.16	Purchase for Resale
Invoice < \$15,000	Brevard Production	2/12/2020	IM*0262292	\$ 14,258.40	Out-of-State Travel Costs
Employee Reimb	Brian Clement	2/27/2020	IM*E0079159	\$ 95.64	Instructional Supplies
Employee Reimb	Brian Clement	2/6/2020	IM*E0078664	\$ 239.82	Instructional Supplies
Invoice < \$15,000	Brightview Acquisition Holdings, Inc.	2/12/2020	IM*0262293	\$ 14,400.00	Facilities Maintenance Service Expense
Invoice < \$15,000	Brill USA, Inc.	2/12/2020	IM*0262294	\$ 116.50	Books and Binding Costs
Invoice < \$15,000	Bring 2 Market LLC	2/5/2020	IM*E0078604	\$ 178.21	Other Contractual Services Expense
Invoice < \$15,000	Brink's, Inc.	2/12/2020	IM*0262295	\$ 122.09	Financial Charges & Adjustments
Employee Reimb	Bryan Blinstrup	2/27/2020	IM*E0079153	\$ 5.75	In-State Travel Costs
Employee Reimb	Bryan Blinstrup	2/20/2020	IM*E0078994	\$ 5.75	In-State Travel Costs
Employee Reimb	Bryan Blinstrup	2/13/2020	IM*E0078853	\$ 5.75	In-State Travel Costs
Employee Reimb	Bryan Blinstrup	2/8/2020	IM*E0078660	\$ 5.75	In-State Travel Costs
Invoice < \$15,000	Bryan Schacht	2/12/2020	IM*E0078844	\$ 354.49	Retiree Healthcare Payments
Invoice < \$15,000	Buffalo Theatre Ensemble Corp.	2/26/2020	IM*E0079062	\$ 347.00	Art Center Deposit Liability
Invoice < \$15,000	Buffalo Theatre Ensemble Corp.	2/19/2020	IM*E0078932	\$ 1,368.75	Art Center Deposit Liability
Invoice < \$15,000	Buffalo Theatre Ensemble Corp.	2/12/2020	IM*E0078729	\$ 10,875.86	Art Center Deposit Liability
Invoice < \$15,000	Build A Blinkie	2/12/2020	IM*0262296	\$ 2,000.00	Other supplies
Invoice < \$15,000	Bumper to Bumper	2/12/2020	IM*0262298	\$ 36.66	Purchase for Resale
Invoice < \$15,000	Burlington English Inc	2/26/2020	IM*E0079063	\$ 4,800.00	Instructional Supplies
Invoice < \$15,000	Burr's Equipment Company	2/5/2020	IM*E0078605	\$ 94.56	Maintenance Supplies
Invoice < \$15,000	BWM Global, Inc.	2/12/2020	IM*E0078730	\$ 293.00	Advertising Expense
Invoice < \$15,000	Cambridge Educational	2/12/2020	IM*0262299	\$ 534.72	Instructional Supplies
Invoice > \$15,000	Capitol Steps	2/6/2020	IM*0262161	\$ 22,500.00	Performing Arts Services
Invoice < \$15,000	Career Step, LLC	2/26/2020	IM*E0079064	\$ 798.40	Non-Credit instructional Serv
Invoice < \$15,000	Carol Urban	2/12/2020	IM*0262604	\$ 900.00	Retiree Healthcare Payments
Invoice < \$15,000	Carolina Biological	2/26/2020	IM*E0079065	\$ 52.59	Instructional Supplies
Invoice < \$15,000	Carolina Biological	2/12/2020	IM*E0078731	\$ 2,053.68	Instructional Supplies
Invoice < \$15,000	Carolina Biological	2/5/2020	IM*E0078606	\$ 3,265.38	Instructional Supplies
Employee Reimb	Caroline Soo	2/27/2020	IM*E0079177	\$ 110.00	Tuition Reimbursement-Faculty
Invoice < \$15,000	Carolyn Dockus	1/28/2020	IM*E0078517	\$ (1,200.00)	Check issued in prior month; voided in current month
Invoice < \$15,000	Carolyn Dockus	2/4/2020	IM*0262110	\$ 1,200.00	Retiree Healthcare Payments
Invoice < \$15,000	Carolyn Kveton	2/13/2020	IM*0262641	\$ 1,600.00	Retiree Healthcare Payments
Employee Reimb	Casey Emerich	2/13/2020	IM*0262687	\$ 750.00	Tuition Reimbursement-Faculty

D. All Disbursements Excluding Payroll  
 College of DuPage  
 Community College District No. 502  
 ACCOUNTS PAYABLE AND PAYROLL REPORT  
 CASH DISBURSEMENTS  
 February 29, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - February 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](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
Employee Reimb	Casey Slott	2/24/2020	IM*0262833	\$ 66.00	Tuition Reimbursement-Faculty
Employee Reimb	Cedric Cemel	2/27/2020	IM*0079157	\$ 6.90	In-State Travel Costs
Invoice <\$15,000	Della Rodde	2/12/2020	IM*0262471	\$ 500.00	DNU Confer/Meeting Exp-Local
Invoice <\$15,000	Cengage Learning, Inc.	2/26/2020	IM*E0079066	\$ 4,636.40	Books and Binding Costs
Invoice <\$15,000	Cengage Learning, Inc.	2/19/2020	IM*E0078933	\$ 1,122.66	Books and Binding Costs
Invoice <\$15,000	Central DuPage Hosp-BHS	2/21/2020	IM*E0079047	\$ 12,060.00	Employee Assistance Program
Invoice <\$15,000	Central National Gotsman, Inc.	2/12/2020	IM*0262302	\$ 115.00	Office Supplies
Employee Reimb	Cesar Flores	2/20/2020	IM*E0079004	\$ 2,254.48	Out-of-State Travel Costs
Employee Reimb	Charles Boone	2/20/2020	IM*E0078995	\$ 535.00	Tuition Reimbursement-Admin
Invoice <\$15,000	Charles Currier	2/12/2020	IM*E0078931	\$ 2,200.00	Retiree Healthcare Payments
Employee Reimb	Charles Steels	2/20/2020	IM*E0079030	\$ 216.00	Advertising Expense
Invoice <\$15,000	Charles Vanderwarf	2/12/2020	IM*E0078847	\$ 2,200.00	Retiree Healthcare Payments
Invoice <\$15,000	Charleston Advisor Company	2/12/2020	IM*0262303	\$ 295.00	Other Contractual Services Expense
Invoice <\$15,000	Chef by Request - CBR Industries, Inc.	2/26/2020	IM*E0079067	\$ 942.65	Performing Arts Services
Invoice <\$15,000	Chef by Request - CBR Industries, Inc.	2/19/2020	IM*E0078934	\$ 305.90	Performing Arts Services
Invoice <\$15,000	Chef by Request - CBR Industries, Inc.	2/12/2020	IM*E0078732	\$ 324.00	Performing Arts Services
Invoice <\$15,000	Chemcraft Industries	2/26/2020	IM*E0079068	\$ 939.60	Maintenance Supplies
Invoice <\$15,000	Chemcraft Industries	2/5/2020	IM*E0078697	\$ 1,232.00	Maintenance Supplies
Invoice <\$15,000	Cheri Erdman	2/12/2020	IM*0262558	\$ 900.00	Retiree Healthcare Payments
Invoice <\$15,000	Cheryl Johnson	2/13/2020	IM*0262626	\$ 993.20	Retiree Healthcare Payments
Employee Reimb	Cheryl Martin	2/13/2020	IM*0262696	\$ 134.89	Dues - Classified
Invoice <\$15,000	Chicago Federation of Musicians	2/13/2020	IM*0262715	\$ 165.00	Performing Arts Services
Invoice <\$15,000	Chicago Federation of Musicians	2/12/2020	IM*0262305	\$ 6.60	Performing Arts Services
Invoice <\$15,000	Chicago Gallery News, Inc.	2/19/2020	IM*E0078935	\$ 4,969.00	Advertising Expense
Invoice <\$15,000	Chicagoland Beverage Company	2/26/2020	IM*E0079069	\$ 274.59	Instructional Supplies
Invoice <\$15,000	Chief Architect Inc	2/12/2020	IM*0262306	\$ 95.00	Computer Software
Invoice <\$15,000	Chris Peterson	2/13/2020	IM*0262679	\$ 2,200.00	Retiree Healthcare Payments
Employee Reimb	Christine Kicksla	2/27/2020	IM*E0079167	\$ 40.00	Dues - Faculty
Employee Reimb	Christine Monzier	2/13/2020	IM*E0078882	\$ 415.00	Dues - Faculty
Invoice <\$15,000	Chronicle of Higher Education	2/12/2020	IM*0262307	\$ 99.95	Dues
Invoice <\$15,000	Ciera Taylor	2/12/2020	IM*0262502	\$ 405.00	Officials/Referees
Invoice <\$15,000	City of Naperville - Utilities	2/12/2020	IM*0262309	\$ 3,648.88	Electricity Expense
Invoice <\$15,000	Clarus Corporation	2/12/2020	IM*E0078733	\$ 2,237.07	Advertising Expense
Invoice <\$15,000	Classroom Products LLC	2/19/2020	IM*E0078936	\$ 155.40	Instructional Supplies
Invoice <\$15,000	Claudine Jordan	2/13/2020	IM*0262627	\$ 900.00	Retiree Healthcare Payments
Invoice <\$15,000	Cleaner's Supply, Inc.	2/12/2020	IM*0262310	\$ 316.45	Instructional Supplies
Invoice <\$15,000	CliftonLarsonAllen LLP	2/12/2020	IM*0262312	\$ 3,400.00	Audit Services Expense
Invoice <\$15,000	Clyde Cox	2/12/2020	IM*0262551	\$ 1,200.00	Retiree Healthcare Payments
Invoice <\$15,000	Coletta Lindsay	2/13/2020	IM*0262649	\$ 1,200.00	Retiree Healthcare Payments
Invoice <\$15,000	College of DuPage	2/12/2020	IM*0262313	\$ 102.85	Instructional Supplies
Invoice <\$15,000	College of Dupage Faculty Assoc	2/26/2020	IM*E0079146	\$ 26,937.00	Professional Dues
Invoice <\$15,000	College of Dupage Faculty Assoc	2/13/2020	IM*E0078894	\$ 26,846.00	Professional Dues
Invoice <\$15,000	College of Dupage Foundation	2/26/2020	IM*E0079137	\$ 2,321.87	Charitable Contributions
Invoice <\$15,000	College of Dupage Foundation	2/13/2020	IM*E0078890	\$ 2,049.71	Charitable Contributions
Invoice >\$15,000	Colley Elevator Co	2/26/2020	IM*E0079141	\$ 73,301.00	Building Remodeling Expense
Invoice >\$15,000	Colley Elevator Co	2/25/2020	IM*E0079052	\$ 15,606.00	Building Remodeling Expense
Invoice <\$15,000	Columbia Artists Management	2/12/2020	IM*0262314	\$ 14,250.00	Performing Arts Services
Invoice <\$15,000	Combined Roofing Services, LLC	2/19/2020	IM*E0078937	\$ 1,440.64	Facilities Maintenance Service Expense
Invoice <\$15,000	Comcast Commercial Services	2/12/2020	IM*0262315	\$ 3,667.06	Telephone Expense
Invoice <\$15,000	Comcast Holdings Corporation	2/12/2020	IM*0262316	\$ 14,542.95	Advertising Expense
Invoice <\$15,000	Commercial Alarm Systems	2/12/2020	IM*E0078734	\$ 925.00	Equipment - Office
Invoice <\$15,000	Commonwealth Edison-Carol Stream	2/12/2020	IM*0262317	\$ 1,554.31	Electricity Expense
Invoice >\$15,000	Commonwealth Edison-Carol Stream	2/24/2020	IM*0262829	\$ 64,439.37	Electricity Expense
Invoice <\$15,000	Communications Revolving Fund	2/12/2020	IM*0262318	\$ 1,208.02	Other Contractual Services Expense
Invoice >\$15,000	Community College Health Consortium	2/21/2020	IM*E0079040	\$ 1,121,642.64	Medical HD Premiums - January 2020
Invoice <\$15,000	CompTIA Certifications LLC	2/12/2020	IM*0262320	\$ 2,699.00	Other Contractual Services Expense
Invoice <\$15,000	Computer Aided Technology Inc.	2/12/2020	IM*0262321	\$ 4,600.00	Maintenance Services Expense
Invoice >\$15,000	Computer Aided Technology Inc.	2/24/2020	IM*0262900	\$ 62,505.00	Equipment - Instructional
Invoice <\$15,000	Computer Discount Warehouse	2/26/2020	IM*E0079070	\$ 8,659.53	Equipment - Office
Invoice <\$15,000	Computer Discount Warehouse	2/19/2020	IM*E0078938	\$ 6,806.83	Equipment - Office
Invoice <\$15,000	Computer Discount Warehouse	2/12/2020	IM*E0078735	\$ 2,429.75	Other supplies
Invoice <\$15,000	Computer Discount Warehouse	2/5/2020	IM*E0078608	\$ 3,476.36	Other supplies
Invoice >\$15,000	Computer Discount Warehouse	2/26/2020	IM*E0079142	\$ 29,532.40	Equipment - Office
Invoice >\$15,000	Computer Discount Warehouse	2/21/2020	IM*E0079041	\$ 17,154.97	IT Maintenance Services
Invoice <\$15,000	Conserv Fa	2/12/2020	IM*0262322	\$ 7,691.89	Maintenance Supplies
Invoice <\$15,000	Consolidated Flooring of Chicago LLC	2/12/2020	IM*0262323	\$ 1,650.00	Maintenance Supplies
Invoice <\$15,000	Consortium of Academic and Research Libraries in Illinois	2/12/2020	IM*0262300	\$ 5,974.14	Books and Binding Costs
Invoice <\$15,000	Consortium of Ophthalmic Training Programs	2/12/2020	IM*0262324	\$ 350.00	Dues
Invoice <\$15,000	Converged Digital Networks	2/12/2020	IM*E0078736	\$ 1,816.88	Other Contractual Services Expense
Invoice <\$15,000	Cordogan Clark & Associates, Inc.	2/26/2020	IM*E0079071	\$ 1,507.28	Architectural Services Expense
Invoice <\$15,000	Crosstex	2/12/2020	IM*0262327	\$ 427.70	Instructional Supplies
Invoice <\$15,000	CTI Holdings, Inc.	2/26/2020	IM*E0079072	\$ 80.00	Non-Capital Equipment
Invoice <\$15,000	CTUSA, Inc.	2/12/2020	IM*0262328	\$ 3,756.00	Printing Expense
Employee Reimb	Cynthia Rice	2/20/2020	IM*E0079027	\$ 287.90	Dues - Faculty
Invoice <\$15,000	Dadant and Sons, Inc.	2/12/2020	IM*0262329	\$ 29.50	Non-Capital Equipment
Invoice <\$15,000	Daily Herald	2/12/2020	IM*0262330	\$ 360.00	Advertising Expense
Invoice <\$15,000	Daniel Barasz	2/12/2020	IM*0262536	\$ 744.36	Retiree Healthcare Payments
Employee Reimb	Daniel Deasy	2/13/2020	IM*0262686	\$ 351.27	Grant Funded Travel/Con
Invoice <\$15,000	Daniel Doolley	2/12/2020	IM*0262556	\$ 1,400.00	Retiree Healthcare Payments
Employee Reimb	Daniel Fahlgren	2/13/2020	IM*0262689	\$ 50.00	Tuition Reimbursement-Classified
Invoice <\$15,000	DAOES	2/12/2020	IM*E0078737	\$ 5,088.58	Rental Facility
Invoice >\$15,000	DAOES	2/17/2020	IM*E0078899	\$ 104,795.19	Rental Facility
Invoice >\$15,000	DAOES	2/10/2020	IM*E0078707	\$ 505,660.00	Funds Held in Custody of Others
Invoice <\$15,000	Darby Dental Supply, LLC	2/12/2020	IM*0262331	\$ 1,683.00	Instructional Supplies
Invoice <\$15,000	Datley	2/12/2020	IM*0262332	\$ 179.10	Instructional Supplies
Invoice <\$15,000	Darrell Katz	2/12/2020	IM*0262408	\$ 1,500.00	Non-Credit Instructional Serv
Invoice <\$15,000	David Baughman	2/12/2020	IM*0262537	\$ 1,600.00	Retiree Healthcare Payments
Invoice <\$15,000	David Chu	2/12/2020	IM*E0078828	\$ 1,200.00	Retiree Healthcare Payments



D. All Disbursements Excluding Payroll  
College of DuPage  
Community College District No. 502  
ACCOUNTS PAYABLE AND PAYROLL REPORT  
CASH DISBURSEMENTS  
February 29, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - February 2020

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AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION	
Invoice <15,000	David Ficht	2/12/2020	IM*0262560	\$ 3,097.03	Retiree Healthcare Payments	
Invoice <15,000	David Gay	2/12/2020	IM*0262568	\$ 1,200.00	Retiree Healthcare Payments	
Employee Reimb	David Kramer	2/13/2020	IM*E0078676	\$ 507.21	Instructional Supplies	
Invoice <15,000	David Mc Grath	2/13/2020	IM*0262667	\$ 900.00	Retiree Healthcare Payments	
Invoice <15,000	David Olson	2/13/2020	IM*0262673	\$ 1,200.00	Retiree Healthcare Payments	
Employee Reimb	David Ouellette	2/27/2020	IM*E0079175	\$ 325.00	Tuition Reimbursement-Faculty	
Employee Reimb	David Ouellette	2/20/2020	IM*E0079021	\$ 612.00	Out-of-State Travel Costs	
Invoice <15,000	David Shavalla	2/12/2020	IM*0262587	\$ 1,200.00	Retiree Healthcare Payments	
Invoice <15,000	Dawn Sign Press	2/12/2020	IM*0262333	\$ 408.05	Instructional Supplies	
Employee Reimb	Debbie Henderson	2/6/2020	IM*E0078672	\$ 1,616.00	Tuition Reimbursement-Classified	
Invoice <15,000	Deborah Cronborg	2/12/2020	IM*0262552	\$ 1,182.00	Retiree Healthcare Payments	
Invoice <15,000	Debra Adrian	2/12/2020	IM*0262532	\$ 1,200.00	Retiree Healthcare Payments	
Invoice <15,000	Debra Dimatteo	2/12/2020	IM*0262554	\$ 2,200.00	Retiree Healthcare Payments	
Employee Reimb	Debra Hasse	2/27/2020	IM*E0079164	\$ 1,069.52	Tuition Reimbursement-Classified	
Invoice >15,000	Delta Dental of Illinois	2/21/2020	IM*E0079042	\$ 68,277.60	Dental PPO Premium January 2020	
Invoice <15,000	Demco, Inc.	2/12/2020	IM*E0078738	\$ 121.10	Office Supplies	
Invoice <15,000	Dennis Hudson	2/13/2020	IM*0262623	\$ 1,200.00	Retiree Healthcare Payments	
Invoice <15,000	Denson Shops, Inc.	2/12/2020	IM*0262334	\$ 29.50	Maintenance Services Expense	
Invoice <15,000	Dentaply	2/12/2020	IM*0262335	\$ 201.60	Instructional Supplies	
Invoice >15,000	Department of Treasury	2/26/2020	IM*A909	\$ 577,669.93	Withholding Tax - Federal	
Invoice >15,000	Department of Treasury	2/14/2020	IM*A905	\$ 556,838.03	Withholding Tax - Federal	
Invoice <15,000	DEPCO Enterprises, LLC	2/5/2020	IM*E0078609	\$ 1,560.00	Maintenance Services Expense	
Invoice >15,000	Depue Mechanical, Inc.	2/17/2020	IM*E0078899	\$ 55,375.50	Facilities Maintenance Service Expense	
Employee Reimb	Derek Jensen	2/20/2020	IM*E0079011	\$ 274.15	In-State Travel Costs	
Employee Reimb	Derek Jensen	2/13/2020	IM*0262694	\$ 80.00	Dues - Classified	
Invoice <15,000	DiaMedical USA Equipment LLC	2/12/2020	IM*0262336	\$ 1,094.89	Non-Capital Equipment	
Invoice <15,000	Diana Fitzwater	2/12/2020	IM*0262562	\$ 1,200.00	Retiree Healthcare Payments	
Employee Reimb	Diana Martinez	2/27/2020	IM*E0079171	\$ 1,024.89	On-Campus Conf & Migs	
Employee Reimb	Diana Martinez	2/13/2020	IM*E0078877	\$ 174.98	Other supplies	
Employee Reimb	Diana Martinez	2/6/2020	IM*E0078683	\$ 551.44	On-Campus Conf & Migs	
Invoice <15,000	Diane Erickson	2/12/2020	IM*0262559	\$ 1,600.00	Retiree Healthcare Payments	
Invoice <15,000	Dick Pond Athletics	2/12/2020	IM*0262337	\$ 161.00	Office Supplies	
Invoice <15,000	Digi International, Inc.	2/12/2020	IM*0262338	\$ 119.40	Other Contractual Services Expense	
Invoice <15,000	DIGSBOT Inc	2/26/2020	IM*E0079073	\$ 400.00	On-Campus Conf & Migs	
Invoice <15,000	Direction Promo, Inc.	2/19/2020	IM*E0078939	\$ 300.00	Advertising Expense	
Invoice <15,000	DIRECTV, LLC	2/12/2020	IM*0262339	\$ 10.25	Non-Credit Instructional Serv	
Invoice <15,000	Discmakers	2/12/2020	IM*0262340	\$ 177.00	Audio/Visual Materials	
Invoice <15,000	DJ Perlat, LLC	2/27/2020	IM*0263177	\$ 500.00	On-Campus Conf & Migs	
Invoice <15,000	Donald Baumgart	2/26/2020	IM*E0079053	\$ 324.00	Officials/Referees	
Invoice <15,000	Donald Katas	2/13/2020	IM*0262630	\$ 2,200.00	Retiree Healthcare Payments	
Invoice <15,000	Donald Kiasa	2/13/2020	IM*E0078855	\$ 1,200.00	Retiree Healthcare Payments	
Employee Reimb	Donna Gillespie	2/20/2020	IM*E0079007	\$ 773.73	Tuition Reimbursement-Faculty	
Invoice <15,000	Drafting Equipment Warehouse	2/12/2020	IM*0262341	\$ 178.19	Instructional Supplies	
Invoice <15,000	Dreialtker Electrical Motors	2/26/2020	IM*E0079074	\$ 300.78	Maintenance Supplies	
Invoice <15,000	Dreialtker Electrical Motors	2/19/2020	IM*E0078941	\$ 59.12	Maintenance Supplies	
Invoice <15,000	Drinker Biddle & Reath LLP	2/21/2020	IM*0262827	\$ 240.00	Legal Services Expense	
Invoice <15,000	DuPage County	2/12/2020	IM*0262343	\$ 2,845.11	Indirect Costs	
Invoice <15,000	DuPage County	2/12/2020	IM*0262342	\$ 2,845.11	Other Expenditure	
Invoice <15,000	DuPage County Fire Chief's Assn	2/17/2020	IM*0262729	\$ 50.00	Dues - Classified	
Invoice >15,000	DuPage Credit Union	2/26/2020	IM*E0079147	\$ 21,124.14	Credit Union	
Invoice >15,000	DuPage Credit Union	2/13/2020	IM*E0078895	\$ 21,124.14	Credit Union	
Invoice <15,000	Dupage Dodge Chrysler Jeep	2/12/2020	IM*0262344	\$ 96.25	Purchase for Resale	
Invoice <15,000	Dvonna Alley	2/12/2020	IM*0262533	\$ 900.00	Retiree Healthcare Payments	
Invoice <15,000	E Instruments International LLC	2/12/2020	IM*0262345	\$ 234.56	Maintenance Supplies	
Invoice <15,000	E.R. Salon and Barbers, Inc.	2/5/2020	IM*E0078610	\$ 4,500.00	Other Contractual Services Expense	
Invoice <15,000	Eastbay	2/5/2020	IM*E0078611	\$ 166.89	Other supplies	
Invoice <15,000	EBSCO Information Services	2/19/2020	IM*E0078942	\$ 115.22	Publications	
Invoice <15,000	EBSCO Information Services	2/5/2020	IM*E0078612	\$ 336.09	Publications	
Invoice <15,000	Ecolab	2/12/2020	IM*0262346	\$ 5,889.57	Instructional Supplies	
Employee Reimb	Edith Jaco	2/6/2020	IM*E0078677	\$ 264.00	Tuition Reimbursement-Faculty	
Invoice <15,000	Educ Loan - AES PHEAA	2/26/2020	IM*0263169	\$ 210.26	Wage Assignments	
Invoice <15,000	Educ Loan - AES PHEAA	2/13/2020	IM*0262716	\$ 210.24	Wage Assignments	
Invoice <15,000	Educated Business Resource Corp	2/26/2020	IM*E0079075	\$ 11,700.00	Non-Credit Instructional Serv	
Invoice <15,000	Educational Music Services Inc	2/12/2020	IM*0262347	\$ 163.14	Books and Binding Costs	
Invoice <15,000	Edward Don & Company	2/5/2020	IM*E0078613	\$ 879.17	Instructional Supplies	
Invoice <15,000	Edward Kies	2/13/2020	IM*0262633	\$ 744.36	Retiree Healthcare Payments	
Invoice <15,000	Edward Kveton	2/13/2020	IM*0262642	\$ 1,600.00	Retiree Healthcare Payments	
Invoice <15,000	Edward Occupational Health	2/12/2020	IM*0262349	\$ 181.00	Instructional Service Contracts	
Invoice <15,000	Edward Occupational Health	2/12/2020	IM*0262348	\$ 128.00	Instructional Service Contracts	
Invoice <15,000	Edward Storke	2/12/2020	IM*0262597	\$ 1,600.00	Retiree Healthcare Payments	
Invoice <15,000	Elaine Frederick	2/12/2020	IM*0262565	\$ 1,200.00	Retiree Healthcare Payments	
Employee Reimb	Elizabeth Kiedaisch	2/6/2020	IM*E0078679	\$ 989.12	Tuition Reimbursement-Faculty	
Invoice <15,000	Ellen Davel	2/12/2020	IM*0262553	\$ 1,200.00	Retiree Healthcare Payments	
Invoice <15,000	Ellen Leake	2/13/2020	IM*0262646	\$ 1,600.00	Retiree Healthcare Payments	
Employee Reimb	Ellen McGowan	2/13/2020	IM*E0078879	\$ 99.00	Dues	
Invoice <15,000	Elliott Auto Supply Co., Inc.	2/12/2020	IM*0262350	\$ 622.36	Purchase for Resale	
Invoice <15,000	Elliman's Music Center Inc.	2/12/2020	IM*0262351	\$ 201.00	Other Contractual Services Expense	
Invoice <15,000	Ellucian	2/19/2020	IM*E0078943	\$ 1,331.25	IT Maintenance Services	
Invoice <15,000	Ellucian	2/12/2020	IM*E0078739	\$ 13,253.00	IT Maintenance Services	
Invoice <15,000	Elmhurst College	2/12/2020	IM*0262352	\$ 400.00	Consultants Expense	
Employee Reimb	Elmir Husetovic	2/20/2020	IM*E0079010	\$ 87.59	Audio/Visual Materials	
Invoice <15,000	Elsevier, Inc.	2/12/2020	IM*0262353	\$ 13,143.75	Instructional Service Contracts	
Invoice <15,000	Emily Bulger	2/12/2020	IM*0262297	\$ 600.00	Other Contractual Services Expense	
Invoice <15,000	Encyclopaedia Britannica, Inc.	2/12/2020	IM*0262354	\$ 2,600.00	Books and Binding Costs	
Invoice <15,000	Engineering Resource Associates Inc	2/12/2020	IM*E0078740	\$ 1,300.00	Architectural Services Expense	
Invoice <15,000	Entertcom Communications Corp	2/5/2020	IM*E0078614	\$ 3,000.00	Advertising Expense	
Invoice <15,000	Enterprise Rent-A-Car - Glen Ellyn	2/12/2020	IM*0262355	\$ 764.61	In-State Travel Costs	
Invoice <15,000	Equipment & Engine Training Council	2/5/2020	IM*E0078615	\$ 234.00	Non-Capital Equipment	

D. All Disbursements Excluding Payroll  
College of DuPage  
Community College District No. 502  
ACCOUNTS PAYABLE AND PAYROLL REPORT  
CASH DISBURSEMENTS  
February 28, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - February 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. <a href="http://www.cod.edu/about/office_of_the_president/planning_and_reporting_documents/invoices.aspx">http://www.cod.edu/about/office_of_the_president/planning_and_reporting_documents/invoices.aspx</a> 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	Equipment Depot	2/19/2020	IM*E0078944	\$ 175.00	Non-Credit Instructional Serv	
Invoice < \$15,000	Equipment International, Ltd.	2/19/2020	IM*E0078945	\$ 2,190.82	Maintenance Services Expense	
Employee Reimb	Erica Hotanpiller	2/6/2020	IM*E0078675	\$ 823.45	Tuition Reimbursement-Faculty	
Invoice < \$15,000	Erna Gevondyan	2/10/2020	IM*0262169	\$ 200.00	Honorarium Stipend	
Invoice < \$15,000	Ernest Leduc	2/13/2020	IM*0262647	\$ 1,600.00	Retiree Healthcare Payments	
Invoice < \$15,000	Etched in Time Inc.	2/19/2020	IM*E0078946	\$ 276.00	On-Campus Conf & Mtgs	
Invoice < \$15,000	Eugene Hallongren	2/13/2020	IM*0262615	\$ 900.00	Retiree Healthcare Payments	
Invoice < \$15,000	Eugene Wagner	2/12/2020	IM*0262665	\$ 900.00	Retiree Healthcare Payments	
Invoice < \$15,000	Evogue Water Technologies Llc	2/12/2020	IM*E0078741	\$ 698.21	Facilities Maintenance Service Expense	
Invoice > \$15,000	Extra Bases, LLC	2/21/2020	IM*E0079043	\$ 19,642.00	Funds Held in Custody of Others	
Invoice > \$15,000	F.H. Paschen S.N Nielsen & Assoc LLC	2/26/2020	IM*E0078143	\$ 276,012.57	Building Remodeling Expense	
Invoice > \$15,000	F.H. Paschen S.N Nielsen & Assoc LLC	2/17/2020	IM*E0078900	\$ 384,641.77	Building Remodeling Expense	
Employee Reimb	Faon Grandinetti	2/13/2020	IM*E0078871	\$ 261.00	Audio/Visual Materials	
Employee Reimb	Farozan Fatima	2/20/2020	IM*E0079003	\$ 1,850.00	Tuition Reimbursement-Classified	
Invoice < \$15,000	Fastenal Company	2/26/2020	IM*E0079076	\$ 1,406.19	Maintenance Supplies	
Invoice < \$15,000	Fastenal Company	2/19/2020	IM*E0078947	\$ 327.00	Maintenance Supplies	
Invoice < \$15,000	Fastaigns - Naperville	2/12/2020	IM*0262357	\$ 2,851.24	Advertising Expense	
Invoice < \$15,000	Fastaigns - Naperville	2/12/2020	IM*0262358	\$ 35.00	Printing Expense	
Invoice < \$15,000	Fingerprint Marketing	2/5/2020	IM*E0078616	\$ 2,047.81	Advertising Expense	
Invoice < \$15,000	Firat Student, Inc.	2/12/2020	IM*0262358	\$ 1,322.50	Other Contractual Services Expense	
Invoice < \$15,000	Fisher Scientific Company	2/12/2020	IM*0262359	\$ 1,310.54	Instructional Supplies	
Invoice < \$15,000	Fitzgerald's Electrical Contracting Inc	2/19/2020	IM*E0078948	\$ 6,897.00	Equipment - Service	
Invoice < \$15,000	Fitzgerald's Electrical Contracting Inc	2/12/2020	IM*E0078742	\$ 1,889.00	Facilities Maintenance Service Expense	
Invoice < \$15,000	Five Star Audio/Visual Inc	1/29/2020	IM*E0078463	\$ (7,194.00)	Check issued in prior month; voided in current month	
Invoice < \$15,000	Five Star Audio/Visual Inc	2/4/2020	IM*0262111	\$ 7,194.00	On-Campus Conf & Mtgs	
Invoice < \$15,000	Fkiquality, Llc	2/26/2020	IM*E0078077	\$ 10,000.00	Non-Credit Instructional Serv	
Invoice < \$15,000	Flagg Creek Water Reclamation District	2/12/2020	IM*0262360	\$ 40.35	Water - Sewage Expense	
Invoice < \$15,000	Flinn Scientific	2/12/2020	IM*0262361	\$ 1,277.92	Instructional Supplies	
Invoice > \$15,000	Floors Inc	2/6/2020	IM*0262162	\$ 17,050.00	Equipment - Instructional	
Invoice > \$15,000	Follett Higher Education	2/17/2020	IM*E0078901	\$ 755,589.57	Other Students Bookbills	
Invoice < \$15,000	Follett's College of DuPage	2/12/2020	IM*0262365	\$ 47.40	Instructional Supplies	
Invoice < \$15,000	Follett's College of DuPage	2/12/2020	IM*0262364	\$ 148.19	Instructional Supplies	
Invoice < \$15,000	Follett's College of DuPage	2/12/2020	IM*0262362	\$ 7,228.82	Instructional Supplies	
Invoice < \$15,000	Forasay Suppliers, Inc.	2/26/2020	IM*E0079078	\$ 2,255.92	Instructional Supplies	
Invoice < \$15,000	Fortune Fish Company	2/26/2020	IM*E0079079	\$ 104.79	Instructional Supplies	
Invoice < \$15,000	Fortune Fish Company	2/19/2020	IM*E0078949	\$ 666.67	Instructional Supplies	
Invoice < \$15,000	Fortune Fish Company	2/5/2020	IM*E0078617	\$ 226.50	Instructional Supplies	
Invoice < \$15,000	Frank Asta	2/12/2020	IM*0262535	\$ 1,200.00	Retiree Healthcare Payments	
Invoice < \$15,000	Fred Bruney	2/12/2020	IM*0262545	\$ 1,200.00	Retiree Healthcare Payments	
Invoice < \$15,000	Fred Pryor Seminars	2/12/2020	IM*0262368	\$ 199.00	On-Campus Conf & Mtgs	
Invoice < \$15,000	Fred Rudolph	2/12/2020	IM*0262581	\$ 1,200.00	Retiree Healthcare Payments	
Invoice < \$15,000	Fredrick Dixon	2/13/2020	IM*0262723	\$ 3,977.00	Other Contractual Services Expense	
Invoice < \$15,000	Free Lance Sales	2/12/2020	IM*0262369	\$ 312.65	On-Campus Conf & Mtgs	
Invoice < \$15,000	Full Compass Systems, Ltd	2/26/2020	IM*E0079080	\$ 292.47	Office Supplies	
Invoice < \$15,000	Full Compass Systems, Ltd	2/19/2020	IM*E0078950	\$ 12.80	Office Supplies	
Invoice < \$15,000	Full Compass Systems, Ltd	2/5/2020	IM*E0078618	\$ 222.44	Office Supplies	
Invoice < \$15,000	G. Schirmer, Inc.	2/19/2020	IM*0262818	\$ 825.00	Books and Binding Costs	
Invoice < \$15,000	G. Schirmer, Inc.	2/19/2020	IM*0262817	\$ 755.00	Books and Binding Costs	
Invoice < \$15,000	Galen Rameay	2/12/2020	IM*0262573	\$ 1,200.00	Retiree Healthcare Payments	
Invoice < \$15,000	Gary Gand Music, Inc.	2/19/2020	IM*E0078951	\$ 220.00	Other supplies	
Invoice < \$15,000	Gary Oliver	2/13/2020	IM*0262672	\$ 2,277.12	Retiree Healthcare Payments	
Invoice < \$15,000	GED Testing Service	2/12/2020	IM*0262372	\$ 2,910.00	Grant Funded Travel/Conf	
Invoice < \$15,000	General Supply & Services, Inc.	2/12/2020	IM*0262373	\$ 500.00	Maintenance Services Expense	
Invoice < \$15,000	George Patton Associates, Inc.	2/12/2020	IM*0262374	\$ 101.21	Instructional Supplies	
Invoice < \$15,000	George Rokosh	2/12/2020	IM*0262579	\$ 1,200.00	Retiree Healthcare Payments	
Invoice < \$15,000	Gerald Kruhlak	2/13/2020	IM*E0078856	\$ 843.28	Retiree Healthcare Payments	
Invoice < \$15,000	Geraldine Korcha	2/13/2020	IM*0262639	\$ 1,200.00	Retiree Healthcare Payments	
Employee Reimb	Gerard Grabowski	2/13/2020	IM*0262692	\$ 92.80	In-State Travel Costs	
Employee Reimb	Gilbert Egge	2/21/2020	IM*E0079161	\$ 174.43	In-State Travel Costs	
Employee Reimb	Gilbert Egge	2/20/2020	IM*E0079002	\$ 5,968.90	Out-of-State Travel Costs	
Employee Reimb	Gilbert Egge	2/13/2020	IM*E0078869	\$ 176.83	Office Supplies	
Invoice < \$15,000	Gina Carrier	2/12/2020	IM*E0078826	\$ 2,200.00	Retiree Healthcare Payments	
Invoice < \$15,000	Gina Wardell	2/19/2020	IM*0262811	\$ 2,200.00	Retiree Healthcare Payments	
Invoice < \$15,000	Gisela Meyn	2/13/2020	IM*0262659	\$ 1,600.00	Retiree Healthcare Payments	
Invoice < \$15,000	Glanbia Performance Nutrition (NA) Inc	2/19/2020	IM*E0078952	\$ 965.70	Non-Capital Equipment	
Invoice < \$15,000	Glanbia Performance Nutrition (NA) Inc	2/12/2020	IM*E0078743	\$ 48.30	Non-Capital Equipment	
Invoice < \$15,000	Glen Elynn Chamber of	2/12/2020	IM*0262376	\$ 90.00	Dues	
Invoice < \$15,000	Glenn Hansen	2/13/2020	IM*E0078852	\$ 1,200.00	Retiree Healthcare Payments	
Invoice > \$15,000	Good Samaritan EMSS - Paramedic Prog	2/17/2020	IM*E0078902	\$ 26,304.00	Instructional Service Contracts	
Invoice < \$15,000	Goodheart Willcox Company, Inc.	2/12/2020	IM*E0078744	\$ 59.52	Books and Binding Costs	
Invoice < \$15,000	Grace Ruggiero	2/12/2020	IM*0262475	\$ 455.61	Funds Held in Custody of Others	
Invoice < \$15,000	Grainger - Downers Grove	2/26/2020	IM*E0079081	\$ 2,575.91	Instructional Supplies	
Invoice < \$15,000	Grainger - Downers Grove	2/19/2020	IM*E0078953	\$ 623.76	Instructional Supplies	
Invoice < \$15,000	Grainger - Downers Grove	2/12/2020	IM*E0078745	\$ 392.15	Other supplies	
Invoice < \$15,000	Grainger - Downers Grove	2/5/2020	IM*E0078619	\$ 2,178.04	Equipment - Instructional	
Invoice < \$15,000	Grand Stage Lighting Co., Inc.	2/19/2020	IM*E0078954	\$ 87.75	Other supplies	
Invoice < \$15,000	Grand Stage Lighting Co., Inc.	2/12/2020	IM*E0078746	\$ 11.00	Other supplies	
Invoice < \$15,000	Grand Stage Lighting Co., Inc.	2/5/2020	IM*E0078620	\$ 1,148.80	Other supplies	
Invoice < \$15,000	Graybar Electric-Glendale Heights	2/19/2020	IM*E0078955	\$ 67.28	Other supplies	
Invoice < \$15,000	Graybar Electric-Glendale Heights	2/12/2020	IM*E0078747	\$ 1,772.98	Other supplies	
Invoice < \$15,000	Great Lakes Higher Education Guaranty Corporation	2/26/2020	IM*0263170	\$ 635.66	Wage Assignments	
Invoice < \$15,000	Great Lakes Higher Education Guaranty Corporation	2/13/2020	IM*0262177	\$ 635.66	Wage Assignments	
Invoice < \$15,000	Greater Oakbrook Chamber of Commerce	2/12/2020	IM*0262377	\$ 50.00	Advertising Expense	
Invoice < \$15,000	Gregory Mulvey	2/12/2020	IM*E0078711	\$ 500.00	Performing Arts Services	
Invoice < \$15,000	Grey House Publishing	2/12/2020	IM*0262378	\$ 932.38	Books and Binding Costs	
Invoice < \$15,000	GW Berthelmer Co. Inc.	2/5/2020	IM*E0078621	\$ 504.46	Instructional Supplies	
Invoice < \$15,000	Gwendolyn Stoldt	2/12/2020	IM*0262596	\$ 1,546.53	Retiree Healthcare Payments	
Invoice < \$15,000	Harlan Schweer	2/12/2020	IM*E0078845	\$ 1,200.00	Retiree Healthcare Payments	

D. All Disbursements Excluding Payroll  
College of DuPage  
Community College District No. 502  
ACCOUNTS PAYABLE AND PAYROLL REPORT  
CASH DISBURSEMENTS  
February 29, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - February 2020

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AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION	
Invoice <15,000	Harland Clarke Corporation	2/12/2020	IM*E0078748	\$ 1,465.50	Other Contractual Services Expense	
Invoice <15,000	Harold Cohen	2/12/2020	IM*E0262548	\$ 1,600.00	Retiree Healthcare Payments	
Invoice <15,000	Hartman Publishing Group, LTD	2/5/2020	IM*E0078622	\$ 500.00	Advertising Expense	
Invoice <15,000	Heidemarie Wing	2/12/2020	IM*E0262610	\$ 1,848.97	Retiree Healthcare Payments	
Invoice <15,000	Helen Feng	2/12/2020	IM*E0078836	\$ 1,200.00	Retiree Healthcare Payments	
Invoice <15,000	Helen Zaleski	2/12/2020	IM*E0262611	\$ 1,200.00	Retiree Healthcare Payments	
Invoice <15,000	HelpSystems LLC	2/12/2020	IM*E0078750	\$ 4,342.80	IT Maintenance Services	
Invoice <15,000	Henry Schein	2/12/2020	IM*E0262380	\$ 2,708.34	Instructional Supplies	
Invoice <15,000	Herbert Haushahn	2/13/2020	IM*E0262619	\$ 1,200.00	Retiree Healthcare Payments	
Invoice <15,000	Heritage FS Inc.	2/26/2020	IM*E0079082	\$ 781.21	Non-Credit Instructional Serv	
Invoice <15,000	Heritage FS Inc.	2/12/2020	IM*E0078751	\$ 679.18	Non-Credit Instructional Serv	
Invoice <15,000	Heritage Wine Cellars, Inc.	2/19/2020	IM*E0078956	\$ 1,514.88	Instructional Supplies	
Invoice <15,000	Hilde Achepohl	2/12/2020	IM*E0262531	\$ 900.00	Retiree Healthcare Payments	
Invoice <15,000	HLIL Associates, LLC	2/26/2020	IM*E0079083	\$ 318.35	Performing Arts Services	
Invoice <15,000	HLIL Associates, LLC	2/5/2020	IM*E0078623	\$ 318.35	Performing Arts Services	
Invoice <15,000	Holabird & Root LLC	2/12/2020	IM*E0262381	\$ 8,125.00	Architectural Services Expense	
Invoice <15,000	Holstein's Garage	2/12/2020	IM*E0078752	\$ 35.00	Maintenance Services Expense	
Invoice <15,000	Home Depot - Downers Grove	2/19/2020	IM*E0262819	\$ 2,329.35	Other supplies	
Invoice <15,000	Honeywell International, Inc.	2/12/2020	IM*E0078753	\$ 13,200.00	Facilities Maintenance Service Expense	
Invoice <15,000	Honors Council of the IL Region	2/12/2020	IM*E0262382	\$ 80.00	Dues	
Invoice <15,000	Hot Club Productions, LLC	2/4/2020	IM*E0262155	\$ 250.00	Performing Arts Services	
Invoice <15,000	Howard Owens	2/13/2020	IM*E0262675	\$ 1,600.00	Retiree Healthcare Payments	
Invoice <15,000	HP Inc.	2/12/2020	IM*E0262383	\$ 147.95	IT Maintenance Services	
Invoice <15,000	HP Products Corporation	2/12/2020	IM*E0262385	\$ 124.45	Maintenance Supplies	
Invoice <15,000	HP Products Corporation	2/12/2020	IM*E0262384	\$ 57.59	Maintenance Supplies	
Invoice <15,000	Hau Bookstore Follett #784	2/12/2020	IM*E0262386	\$ 304.00	Other supplies	
Invoice <15,000	Humphry's Flag Co.	2/12/2020	IM*E0262387	\$ 623.00	Other supplies	
Invoice >15,000	ICCTA	2/21/2020	IM*E0079044	\$ 17,500.00	Dues	
Invoice <15,000	ICDYP	2/12/2020	IM*E0262388	\$ 150.00	Dues	
Invoice <15,000	ICN-CMS	2/12/2020	IM*E0262319	\$ 3,600.00	IT Maintenance Services	
Invoice <15,000	ICOR Products	2/12/2020	IM*E0262390	\$ 346.00	Maintenance Supplies	
Invoice <15,000	Ida Hagman	2/13/2020	IM*E0078851	\$ 1,200.00	Retiree Healthcare Payments	
Invoice <15,000	IdeaStream Consumer Products LLC	2/12/2020	IM*E0262391	\$ 1,071.44	Other supplies	
Invoice <15,000	Identatronics, Inc.	2/12/2020	IM*E0262392	\$ 1,760.50	Other supplies	
Invoice <15,000	IDES-Magnetic Media Unit	2/24/2020	IM*E0262830	\$ 389.47	Unemployment Insurance Expense	
Invoice >15,000	IDES-Magnetic Media Unit	2/14/2020	IM*A907	\$ 200,230.87	Withholding Tax - State	
Invoice >15,000	IDES-Magnetic Media Unit	2/14/2020	IM*A904	\$ 192,423.15	Withholding Tax - State	
Invoice <15,000	IEMA	2/12/2020	IM*E0262393	\$ 1,175.00	Dues	
Invoice <15,000	Illinois Association of Cosmetology Schools	2/12/2020	IM*E0262394	\$ 560.00	Dues	
Invoice <15,000	Illinois Department of Revenue	2/14/2020	IM*A906	\$ 118.52	Hotel/Motel Tax	
Invoice <15,000	Illinois Department of Revenue	2/14/2020	IM*0000907	\$ 722.00	Sales Tax	
Invoice <15,000	Illinois Education Association	2/26/2020	IM*E0079139	\$ 130.68	Professional Dues	
Invoice <15,000	Illinois Education Association	2/13/2020	IM*E0078892	\$ 130.68	Professional Dues	
Invoice <15,000	Illinois Fraternal Order of Police	2/26/2020	IM*E0079138	\$ 376.55	Professional Dues	
Invoice <15,000	Illinois Fraternal Order of Police	2/13/2020	IM*E0078891	\$ 398.70	Professional Dues	
Invoice <15,000	Illinois Institute for Continuing Legal Education	2/12/2020	IM*E0262395	\$ 35.00	Books and Binding Costs	
Invoice <15,000	Illinois Police Accreditation Coalition (I-Pac)	2/12/2020	IM*E0262396	\$ 100.00	Dues - Classified	
Invoice <15,000	Infinity Transportation Management, LLC	2/19/2020	IM*E0078957	\$ 2,109.00	Other Contractual Services Expense	
Invoice <15,000	Infinity Transportation Management, LLC	2/12/2020	IM*E0078754	\$ 1,049.00	Other Contractual Services Expense	
Invoice <15,000	Infinity Transportation Management, LLC	2/5/2020	IM*E0078624	\$ 5,867.00	Other Contractual Services Expense	
Invoice <15,000	Infobase Publishing	2/12/2020	IM*E0262397	\$ 319.92	Books and Binding Costs	
Invoice <15,000	Institute for Leadership Excellence & Dev., Inc	2/26/2020	IM*E0079084	\$ 8,300.00	Non-Credit Instructional Serv	
Invoice <15,000	Institute for Leadership Excellence & Dev., Inc	2/5/2020	IM*E0078625	\$ 3,000.00	Non-Credit Instructional Serv	
Invoice <15,000	Integral Construction, Inc.	2/12/2020	IM*E0078755	\$ 9,229.00	Building Remodeling Expense	
Invoice >15,000	Integral Construction, Inc.	2/17/2020	IM*E0078903	\$ 175,509.00	Building Remodeling Expense	
Invoice <15,000	Integration Partners	2/12/2020	IM*E0262398	\$ 2,883.64	IT Maintenance Services	
Invoice <15,000	Interiors for Business, Inc.	2/12/2020	IM*E0078756	\$ 10,224.93	Equipment - Office	
Invoice <15,000	Interline Brands, Inc.	2/26/2020	IM*E0079085	\$ 1,043.42	Maintenance Supplies	
Invoice <15,000	International Assoc. of Chiefs of Police	2/12/2020	IM*E0262399	\$ 215.00	Dues	
Invoice <15,000	International Union of Operating Engineers	2/26/2020	IM*E0262171	\$ 732.13	Professional Dues	
Invoice <15,000	International Union of Operating Engineers	2/13/2020	IM*E0262178	\$ 732.13	Professional Dues	
Invoice <15,000	Intersection Media Holdings, Inc.	2/26/2020	IM*E0079086	\$ 7,445.00	Advertising Expense	
Employee Reimb	Irene Pallasch	2/13/2020	IM*E0262702	\$ 462.05	Other supplies	
Invoice <15,000	Iron Mountain Off Site Data	2/12/2020	IM*E0262400	\$ 306.78	IT Maintenance Services	
Invoice <15,000	J W Pepper Music	2/26/2020	IM*E0079087	\$ 2,721.67	Instructional Supplies	
Invoice <15,000	J.J. Keller & Associates, Inc.	2/12/2020	IM*E0262401	\$ 143.00	Instructional Supplies	
Invoice <15,000	Jacqueline Diatt	2/12/2020	IM*E0262555	\$ 1,200.00	Retiree Healthcare Payments	
Invoice <15,000	Jagdish Kapoor	2/13/2020	IM*E0262629	\$ 900.00	Retiree Healthcare Payments	
Invoice <15,000	Jameco Electronics	2/19/2020	IM*E0078958	\$ 184.20	Instructional Supplies	
Invoice <15,000	Jameco Electronics	2/5/2020	IM*E0078626	\$ 921.40	Instructional Supplies	
Invoice <15,000	James Atrich	2/12/2020	IM*E0078820	\$ 2,200.00	Retiree Healthcare Payments	
Employee Reimb	James Marner	2/20/2020	IM*E0079017	\$ 325.00	Dues - Administrators	
Employee Reimb	James Marner	2/13/2020	IM*E0078878	\$ 155.00	Dues - Administrators	
Employee Reimb	James Tunavich	2/27/2020	IM*E0079180	\$ 1,469.58	Grant Funded Travel/Conf	
Employee Reimb	James Tunavich	2/20/2020	IM*E0079033	\$ 1,612.66	Instructional Supplies	
Employee Reimb	James Tunavich	2/13/2020	IM*E0078888	\$ 249.14	Instructional Supplies	
Invoice <15,000	James Zielinski	2/12/2020	IM*E0262613	\$ 900.00	Retiree Healthcare Payments	
Employee Reimb	Jamie Fredericks	2/6/2020	IM*E0078969	\$ 58.72	Instructional Supplies	
Employee Reimb	Jane Ostergaard	2/20/2020	IM*E0079020	\$ 696.00	Dues - Faculty	
Invoice <15,000	Janet Fix	2/19/2020	IM*E0262816	\$ 406.50	Retiree Healthcare Payments	
Invoice <15,000	Janet Hunaicker	2/13/2020	IM*E0078853	\$ 2,200.00	Retiree Healthcare Payments	
Employee Reimb	Janet Minton	2/20/2020	IM*E0079019	\$ 40.84	Instructional Supplies	
Employee Reimb	Janet Minton	2/13/2020	IM*E0078881	\$ 1.50	Instructional Supplies	
Employee Reimb	Janet Minton	2/6/2020	IM*E0078685	\$ 3.48	Instructional Supplies	
Invoice <15,000	Jaquetta Westley	2/12/2020	IM*E0262523	\$ 135.00	Official/Referee	
Employee Reimb	Jason Florin	2/27/2020	IM*E0079182	\$ 19.95	Dues - Faculty	
Employee Reimb	Jason Hyatt	2/18/2020	IM*E0078913	\$ 3,082.50	Taxes Rec-Current	
Employee Reimb	Jason Lavaggi	2/20/2020	IM*E0079013	\$ 13.80	In-State Travel Costs	

D. All Disbursements Excluding Payroll  
College of DuPage  
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AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION	
Employee Reimb	Jason Snart	2/6/2020	IM*E0078697	\$ 35.00	Tuition Reimbursement-Faculty	
Invoice <315,000	JBH Technologies, Inc.	2/19/2020	IM*E0078959	\$ 447.00	Instructional Supplies	
Invoice <315,000	JBH Technologies, Inc.	2/12/2020	IM*E0078757	\$ 3,534.00	Maintenance Services Expense	
Invoice <315,000	JC Licht	2/19/2020	IM*E0078960	\$ 174.93	Maintenance Supplies	
Invoice <315,000	JC Licht	2/12/2020	IM*E0078758	\$ 109.20	Maintenance Supplies	
Invoice <315,000	Jean Spahr	2/12/2020	IM*Q262590	\$ 1,200.00	Retiree Healthcare Payments	
Invoice <315,000	Jeanette Steiner	2/12/2020	IM*Q262583	\$ 900.00	Retiree Healthcare Payments	
Invoice <315,000	Jeffrey Cowdery	2/12/2020	IM*Q262550	\$ 1,200.00	Retiree Healthcare Payments	
Invoice <315,000	Jeffrey Lecky	2/13/2020	IM*E0078857	\$ 2,200.00	Retiree Healthcare Payments	
Invoice <315,000	Jenn Sales Corporation	2/12/2020	IM*Q262402	\$ 972.50	Instructional Supplies	
Employee Reimb	Jennifer Gimmell	2/6/2020	IM*E0078670	\$ 1,134.71	Out-of-State Travel Costs	
Employee Reimb	Jennifer Stewart	2/13/2020	IM*Q262710	\$ 75.00	Dues - Classified	
Invoice <315,000	Jerry Haggerty Chevrolet	2/19/2020	IM*E0078961	\$ 62.27	Instructional Supplies	
Employee Reimb	Jigna Patel	2/20/2020	IM*E0079024	\$ 53.00	Dues - Classified	
Invoice <315,000	Jim Sullivan	2/12/2020	IM*Q262500	\$ 135.00	Official/Referees	
Invoice <315,000	JMA Construction, Inc.	2/5/2020	IM*E0078628	\$ 4,975.00	Maintenance Supplies	
Invoice >315,000	JMA Construction, Inc.	2/21/2020	IM*E0079045	\$ 17,350.00	Building Remodeling Expense	
Invoice <315,000	Jo Collins	2/12/2020	IM*E0078830	\$ 2,200.00	Retiree Healthcare Payments	
Invoice <315,000	Joan Morris	2/13/2020	IM*Q262662	\$ 1,200.00	Retiree Healthcare Payments	
Invoice <315,000	Joann Cook	2/12/2020	IM*Q262549	\$ 1,200.00	Retiree Healthcare Payments	
Invoice <315,000	Jo-Ann Mazliach	1/29/2020	IM*E0078425	\$ (1,200.00)	Check issued in prior month; voided in current month	
Invoice <315,000	Jo-Ann Mazliach	2/3/2020	IM*Q262014	\$ 1,200.00	Retiree Healthcare Payments	
Invoice <315,000	Joanna Wagner	2/12/2020	IM*Q262606	\$ 1,200.00	Retiree Healthcare Payments	
Invoice <315,000	Job Target.com	2/12/2020	IM*Q262403	\$ 2,854.50	Advertising Expense	
Employee Reimb	Joel Duam	2/13/2020	IM*Q262705	\$ 925.58	Out-of-State Travel Costs	
Invoice <315,000	John Church	2/12/2020	IM*Q262547	\$ 2,277.12	Retiree Healthcare Payments	
Invoice <315,000	John Ficks	2/12/2020	IM*Q262561	\$ 900.00	Retiree Healthcare Payments	
Invoice <315,000	John Garcia	2/12/2020	IM*Q262371	\$ 135.00	Official/Referees	
Invoice <315,000	John Sprague-Williams	2/12/2020	IM*Q262591	\$ 900.00	Retiree Healthcare Payments	
Employee Reimb	John Stasinopoulos	2/6/2020	IM*E0078699	\$ 78.49	Tuition Reimbursement-Faculty	
Invoice <315,000	John Wiley & Sons - Boston	2/12/2020	IM*Q262404	\$ 146.05	Books and Binding Costs	
Invoice <315,000	Johnny's Selected Seeds	2/12/2020	IM*Q262405	\$ 535.22	Purchase for Reals	
Employee Reimb	Joseph Aranki	2/13/2020	IM*E0078862	\$ 314.46	Instructional Supplies	
Employee Reimb	Joseph Aranki	2/6/2020	IM*E0078658	\$ 464.46	Instructional Supplies	
Invoice <315,000	Joseph Bradley	2/12/2020	IM*Q262291	\$ 90.00	Official/Referees	
Employee Reimb	Joseph Cassidy	2/27/2020	IM*E0079156	\$ 65.00	In-State Travel Costs	
Employee Reimb	Joseph Cassidy	2/20/2020	IM*E0078998	\$ 63.00	Instructional Supplies	
Employee Reimb	Joseph Hopper	2/20/2020	IM*E0079009	\$ 334.24	Performing Arts Services	
Employee Reimb	Joseph Hopper	2/13/2020	IM*E0078874	\$ 122.52	Performing Arts Services	
Invoice <315,000	Joseph Milligan	2/13/2020	IM*Q262661	\$ 2,277.11	Retiree Healthcare Payments	
Invoice <315,000	Joubel AS	2/12/2020	IM*Q262406	\$ 750.00	Computer Software	
Invoice <315,000	Joyce Holte	2/13/2020	IM*Q262622	\$ 2,200.00	Retiree Healthcare Payments	
Invoice <315,000	Joyce Koerfer	2/13/2020	IM*Q262637	\$ 1,200.00	Retiree Healthcare Payments	
Invoice <315,000	JPMorgan Chase & Co	2/20/2020	IM*PC21424	\$ 318.04	Card/Travel Card Clearing	
Invoice <315,000	JPMorgan Chase & Co	2/20/2020	IM*PC21425	\$ 926.70	Card/Travel Card Clearing	
Invoice <315,000	JPMorgan Chase & Co	2/20/2020	IM*PC21423	\$ 10,454.00	Card/Travel Card Clearing	
Invoice <315,000	JPMorgan Chase & Co	2/20/2020	IM*PC21422	\$ 9,357.16	Card/Travel Card Clearing	
Invoice <315,000	JPMorgan Chase & Co	2/20/2020	IM*PC21421	\$ 8,695.05	Card/Travel Card Clearing	
Invoice <315,000	Juana Murphy	2/13/2020	IM*Q262664	\$ 900.00	Retiree Healthcare Payments	
Employee Reimb	Judith Coates	2/20/2020	IM*E0078999	\$ 33.35	In-State Travel Costs	
Invoice <315,000	Judith Pelletier	2/13/2020	IM*Q262676	\$ 1,200.00	Retiree Healthcare Payments	
Invoice <315,000	Judith Peters	2/13/2020	IM*Q262678	\$ 844.80	Retiree Healthcare Payments	
Invoice <315,000	Judith Stahalak	2/12/2020	IM*Q262592	\$ 1,200.00	Retiree Healthcare Payments	
Employee Reimb	Julia Casey	2/13/2020	IM*Q262683	\$ 20.00	Grant Funded Travel/Conf	
Invoice <315,000	June Nonnenmann	2/13/2020	IM*Q262669	\$ 744.36	Retiree Healthcare Payments	
Employee Reimb	Justin Wagner	2/6/2020	IM*E0078701	\$ 35.98	Other Conference & Meeting Expense	
Employee Reimb	Justin Witte	2/27/2020	IM*E0079182	\$ 938.85	Other supplies	
Employee Reimb	Justin Witte	2/13/2020	IM*E0078889	\$ 99.00	Performing Arts Services	
Employee Reimb	Justin Witte	2/6/2020	IM*E0078703	\$ 194.24	Dues	
Employee Reimb	Kacy Abeln	2/27/2020	IM*E0079151	\$ 304.07	In-State Conference Costs	
Employee Reimb	Kacy Abeln	2/20/2020	IM*E0078991	\$ 2,150.58	In-State Travel Costs	
Employee Reimb	Kara Tegmeyer	2/27/2020	IM*E0079179	\$ 365.91	Instructional Supplies	
Employee Reimb	Kara Tegmeyer	2/20/2020	IM*E0079032	\$ 248.84	Instructional Supplies	
Invoice <315,000	Karen Cordero	2/4/2020	IM*Q262105	\$ 4,000.00	Performing Arts Services	
Invoice <315,000	Karen Dickelman	2/5/2020	IM*E0078589	\$ 955.00	Performing Arts Services	
Employee Reimb	Karen Pearson	2/6/2020	IM*E0078692	\$ 350.00	Tuition Reimbursement-CODA	
Employee Reimb	Karen Peraky	2/13/2020	IM*Q262704	\$ 82.80	Tuition Reimbursement-Faculty	
Employee Reimb	Karin Evans	2/13/2020	IM*E0078870	\$ 85.00	Dues - Faculty	
Employee Reimb	Kathleen Dexter-Mitchell	2/27/2020	IM*E0079160	\$ 100.00	Tuition Reimbursement-Faculty	
Invoice <315,000	Kathleen Litos	2/13/2020	IM*Q262650	\$ 1,200.00	Retiree Healthcare Payments	
Invoice <315,000	Kathleen Rachick	2/12/2020	IM*Q262574	\$ 1,200.00	Retiree Healthcare Payments	
Employee Reimb	Kathleen Smid	2/13/2020	IM*E0078887	\$ 86.05	In-State Travel Costs	
Invoice <315,000	Kay Gerken	2/12/2020	IM*E0078840	\$ 1,200.00	Retiree Healthcare Payments	
Invoice <315,000	Kay Nielsen	2/13/2020	IM*Q262667	\$ 744.36	Retiree Healthcare Payments	
Employee Reimb	Kayla Chepyator	2/27/2020	IM*E0079158	\$ 65.00	Grant Funded Travel/Conf	
Invoice <315,000	Kendall / Hunt Publishing Co.	2/5/2020	IM*E0078629	\$ 174.32	Books and Binding Costs	
Invoice <315,000	Kenneth Harria	2/13/2020	IM*Q262617	\$ 900.00	Retiree Healthcare Payments	
Invoice <315,000	Kennicott Brothers Company	2/12/2020	IM*Q262410	\$ 688.46	Instructional Supplies	
Invoice <315,000	Kevin Joyce	2/12/2020	IM*Q262407	\$ 135.00	Official/Referees	
Employee Reimb	Kevin Medina	2/13/2020	IM*Q262697	\$ 50.00	Tuition Reimbursement-Classified	
Invoice <315,000	Kevin Moore	2/12/2020	IM*E0078709	\$ 135.00	Official/Referees	
Invoice <315,000	Kigore International	2/26/2020	IM*E0079088	\$ 2,550.56	Instructional Supplies	
Invoice <315,000	Kigore International	2/5/2020	IM*E0078630	\$ 1,455.83	Instructional Supplies	
Employee Reimb	Kimberly Morris	2/6/2020	IM*E0078669	\$ 3,408.81	Other supplies	
Invoice <315,000	Kimberly Schultz	2/12/2020	IM*Q262484	\$ 600.00	On-Campus Conf & Mtgs	
Invoice <315,000	Kirk Muepratt	2/12/2020	IM*E0078712	\$ 4,500.00	Performing Arts Services	
Invoice <315,000	Knightsbridge Global Ltd	2/12/2020	IM*Q262412	\$ 623.95	Instructional Supplies	
Invoice <315,000	Krags's Tire Centers Inc.	2/12/2020	IM*Q262413	\$ 162.00	Vehicle Supplies	

D. All Disbursements Excluding Payroll  
College of DuPage  
Community College District No. 502  
ACCOUNTS PAYABLE AND PAYROLL REPORT  
CASH DISBURSEMENTS  
February 29, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - February 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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[http://www.cod.edu/about/office\\_of\\_the\\_president/planning\\_and\\_reporting\\_documents/invoices.aspx](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
Employee Reimb	Kristi Hainline	2/13/2020	IM*0262693	\$ 54.07	In-State Travel Costs
Employee Reimb	Kristina Henderson	2/13/2020	IM*0078873	\$ 78.79	On-Campus Conf & Mtgs
Invoice <\$15,000	Krueger International, Inc.	2/26/2020	IM*0079089	\$ 2,378.86	Equipment - Office
Invoice <\$15,000	Kyla Chase	2/12/2020	IM*0262304	\$ 135.00	Officials/Referees
Invoice <\$15,000	LACOM Inc	2/12/2020	IM*0262414	\$ 100.00	Dues
Invoice <\$15,000	Laerdal Medical Corporation	2/12/2020	IM*0262415	\$ 208.58	Instructional Supplies
Invoice <\$15,000	Lakeshore Managers, LLC	2/12/2020	IM*0262416	\$ 2,565.00	Other supplies
Invoice <\$15,000	Lambda Publications, Inc.	2/24/2020	IM*0262417	\$ 1,800.00	Advertising Expense
Invoice <\$15,000	Lands' End, Inc	2/12/2020	IM*0078760	\$ 33.14	Consultants Expense
Invoice <\$15,000	Larry Larson	2/13/2020	IM*0262644	\$ 900.00	Retiree Healthcare Payments
Invoice <\$15,000	Larry Ward	2/12/2020	IM*0262607	\$ 1,200.00	Retiree Healthcare Payments
Employee Reimb	Laurette Jorgensen	2/20/2020	IM*0079012	\$ 83.70	Publications
Invoice <\$15,000	Laurie Mattas	2/13/2020	IM*0262656	\$ 900.00	Retiree Healthcare Payments
Invoice <\$15,000	Lawrence Frataschi	2/12/2020	IM*0262664	\$ 1,200.00	Retiree Healthcare Payments
Invoice <\$15,000	Lawrence Wayne	2/12/2020	IM*0262620	\$ 135.00	Officials/Referees
Employee Reimb	Layne Engel	2/13/2020	IM*0262688	\$ 125.00	Dues
Invoice <\$15,000	Legat Architects	2/5/2020	IM*0078931	\$ 332.30	Architectural Services Expense
Invoice <\$15,000	Lenore Obaidallah	2/13/2020	IM*0262671	\$ 744.36	Retiree Healthcare Payments
Invoice <\$15,000	Len's Ace Hardware, Inc.	2/19/2020	IM*0078962	\$ 100.22	IT Maintenance Services
Invoice <\$15,000	Len's Ace Hardware-Glen Ellyn	2/12/2020	IM*0262419	\$ 627.33	Maintenance Supplies
Invoice <\$15,000	Len's Ace Hardware-Glen Ellyn	2/12/2020	IM*0262418	\$ 375.90	Instructional Supplies
Invoice >\$15,000	Les Productions Neuvart Inc	2/11/2020	IM*0262245	\$ 18,700.00	Performing Arts Services
Invoice <\$15,000	Lester and Rosalie Anlster Center	2/12/2020	IM*0262421	\$ 348.00	Consultants Expense
Invoice <\$15,000	Lex Meat, LTD	2/12/2020	IM*0262422	\$ 802.80	Instructional Supplies
Employee Reimb	LibraryWorks Inc	2/12/2020	IM*0078761	\$ 49.00	On-Campus Conf & Mtgs
Invoice <\$15,000	Linda Bollendorf	2/12/2020	IM*0262543	\$ 1,200.00	Retiree Healthcare Payments
Invoice <\$15,000	Linda Elaine	2/12/2020	IM*0078833	\$ 753.53	Retiree Healthcare Payments
Invoice <\$15,000	Linda Marchese	2/13/2020	IM*0262655	\$ 1,533.33	Retiree Healthcare Payments
Invoice <\$15,000	Linda Neiman	2/13/2020	IM*0262666	\$ 335.39	Retiree Healthcare Payments
Employee Reimb	Linda Sands-Vancker	2/20/2020	IM*0079028	\$ 1,469.43	Out-of-State Travel Costs
Employee Reimb	Lisa Higgins	2/6/2020	IM*0078674	\$ 418.00	In-State Conference Costs
Invoice <\$15,000	Live Reps Call Center, LLC	2/12/2020	IM*0078762	\$ 47.95	Other Contractual Services Expense
Invoice <\$15,000	Livingston International Inc	2/5/2020	IM*0078832	\$ 767.43	Other Contractual Services Expense
Invoice <\$15,000	LKQ A-Reliable Auto Parts	2/12/2020	IM*0262424	\$ 150.95	Instructional Supplies
Invoice <\$15,000	Lloyd Schreiner	2/12/2020	IM*0262483	\$ 135.00	Officials/Referees
Employee Reimb	Lori Babehl	2/20/2020	IM*0079026	\$ 19.09	In-State Travel Costs
Invoice <\$15,000	Louise Tannura	2/12/2020	IM*0262599	\$ 1,200.00	Retiree Healthcare Payments
Invoice <\$15,000	Luann Zimmick	2/12/2020	IM*0078850	\$ 2,200.00	Retiree Healthcare Payments
Invoice <\$15,000	Lucia McGinn	2/13/2020	IM*0262658	\$ 900.00	Retiree Healthcare Payments
Invoice <\$15,000	Lynnette Arendt	2/12/2020	IM*0262534	\$ 1,200.00	Retiree Healthcare Payments
Invoice <\$15,000	M. R. Serment Inc	2/26/2020	IM*0079090	\$ 1,250.00	Performing Arts Services
Invoice <\$15,000	M. R. Serment Inc	2/12/2020	IM*0078763	\$ 2,500.00	Performing Arts Services
Invoice <\$15,000	M.A. Mortenson Company	2/17/2020	IM*0078904	\$ 271,115.00	Building Remodeling Expense
Invoice <\$15,000	Magna Publications, Inc.	2/12/2020	IM*0078764	\$ 594.00	On-Campus Conf & Mtgs
Invoice <\$15,000	Mapformation	2/12/2020	IM*0078765	\$ 260.00	Maintenance Supplies
Invoice <\$15,000	Marberry Cleaners and Launderer's LLC	2/12/2020	IM*0262425	\$ 1,191.83	Maintenance Services Expense
Employee Reimb	Marco Benassi	2/21/2020	IM*0079152	\$ 160.00	Instructional Supplies
Employee Reimb	Marco Benassi	2/6/2020	IM*0078659	\$ 195.21	In-State Travel Costs
Employee Reimb	Margaret Hernandez	2/20/2020	IM*0079006	\$ 20.00	Tuition Reimbursement-Classified
Invoice <\$15,000	Margaret Mass	2/13/2020	IM*0262652	\$ 900.00	Retiree Healthcare Payments
Invoice <\$15,000	Marget Hamilton	2/27/2020	IM*0263176	\$ 1,200.00	Retiree Healthcare Payments
Invoice <\$15,000	Marianna Industries, Inc.	2/26/2020	IM*0079091	\$ 414.22	Instructional Supplies
Invoice <\$15,000	Marianna Industries, Inc.	2/5/2020	IM*0078634	\$ 48.04	Instructional Supplies
Invoice <\$15,000	Marianne Berger	2/12/2020	IM*0078821	\$ 1,200.00	Retiree Healthcare Payments
Employee Reimb	Mario Mendoza	2/13/2020	IM*0262698	\$ 70.00	Dues
Invoice <\$15,000	Mark Andy Print Products	2/26/2020	IM*0079092	\$ 1,355.21	Office Supplies
Invoice <\$15,000	Mark Fazzini	2/12/2020	IM*0078835	\$ 744.36	Retiree Healthcare Payments
Invoice <\$15,000	Mark Foss	2/26/2020	IM*0079054	\$ 120.00	Performing Arts Services
Invoice <\$15,000	Mark Foss	2/12/2020	IM*0078708	\$ 1,944.00	Maintenance Services Expense
Invoice <\$15,000	Market Mapping Plus	2/19/2020	IM*0078963	\$ 425.00	Other Contractual Services Expense
Invoice <\$15,000	Marsha Pobat	2/13/2020	IM*0078860	\$ 744.36	Retiree Healthcare Payments
Invoice <\$15,000	Martin Implement Sales	2/26/2020	IM*0079093	\$ 36.46	Maintenance Supplies
Invoice <\$15,000	Martin Implement Sales	2/19/2020	IM*0078964	\$ 472.97	Maintenance Supplies
Employee Reimb	Martin Nachei	2/13/2020	IM*0262701	\$ 118.29	Instructional Supplies
Invoice <\$15,000	Mary Floden-Selfridge	2/12/2020	IM*0262563	\$ 1,600.00	Retiree Healthcare Payments
Invoice <\$15,000	Mary Fritz	2/12/2020	IM*0262370	\$ 586.00	Officials/Referees
Invoice <\$15,000	Mary Greene	2/12/2020	IM*0262573	\$ 622.91	Retiree Healthcare Payments
Invoice <\$15,000	Mary Holdway	2/13/2020	IM*0262621	\$ 1,600.00	Retiree Healthcare Payments
Employee Reimb	Mary Konkol	2/27/2020	IM*0079168	\$ 169.63	In-State Travel Costs
Employee Reimb	Mary Konkol	2/13/2020	IM*0078875	\$ 999.65	Tuition Reimbursement-Faculty
Employee Reimb	Mary Konkol	2/6/2020	IM*0078680	\$ 311.00	Dues - Faculty
Invoice <\$15,000	Mary Lockerby	2/13/2020	IM*0262651	\$ 744.36	Retiree Healthcare Payments
Employee Reimb	Mary Mitter	2/6/2020	IM*0078686	\$ 335.00	Tuition Reimbursement-CODA
Employee Reimb	Mary Newberg	2/13/2020	IM*0078884	\$ 210.00	Dues - Faculty
Invoice <\$15,000	Mary Reiner	2/12/2020	IM*0262577	\$ 1,200.00	Retiree Healthcare Payments
Invoice <\$15,000	Mary Steinmetz	2/12/2020	IM*0262594	\$ 1,600.00	Retiree Healthcare Payments
Employee Reimb	Matthew Cousins	2/20/2020	IM*0079001	\$ 139.86	Other supplies
Invoice <\$15,000	Matthew Kennedy	2/12/2020	IM*0262409	\$ 75.24	Funds Held in Custody of Others
Employee Reimb	Matthew Rahm	2/13/2020	IM*0262707	\$ 1,261.09	Out-of-State Travel Costs
Invoice <\$15,000	McGraw-Hill Global Education, Inc.	2/12/2020	IM*0262426	\$ 224.54	Books and Binding Costs
Invoice <\$15,000	McKesson Medical-Surgical Inc	2/12/2020	IM*0262427	\$ 1,359.05	Instructional Supplies
Invoice <\$15,000	McMaster Carr Supply	2/12/2020	IM*0262428	\$ 1,065.04	Instructional Supplies
Invoice <\$15,000	Media Suite, Inc.	2/5/2020	IM*0078635	\$ 400.00	Performing Arts Services
Invoice <\$15,000	Medline Industries, Inc.	2/12/2020	IM*0262429	\$ 3.60	Instructional Supplies
Invoice <\$15,000	MEGA Clinica, LLC	2/19/2020	IM*0078965	\$ 599.00	In-State Conference Costs
Employee Reimb	Melissa Schertz	2/6/2020	IM*0078696	\$ 75.00	Dues - Faculty
Invoice <\$15,000	Mergent Inc.	2/19/2020	IM*0078966	\$ 3,900.00	Publications
Invoice <\$15,000	Mergent Inc.	2/5/2020	IM*0078636	\$ 1,949.00	Books and Binding Costs

D. All Disbursements Excluding Payroll  
College of DuPage  
Community College District No. 502  
ACCOUNTS PAYABLE AND PAYROLL REPORT  
CASH DISBURSEMENTS  
February 29, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - February 2020

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AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice <\$15,000	Merrimac Solutions, Inc.	2/5/2020	IM*E0078637	\$ 2,404.00	Maintenance Services Expense
Invoice <\$15,000	Mervin Bellele	2/26/2020	IM*E0263168	\$ 2,500.00	Other Contractual Services Expense
Invoice <\$15,000	M-F Athletic Co, Inc.	2/5/2020	IM*E0078633	\$ 1,208.00	Non-Capital Equipment
Employee Reimb	MI Ran Lee	2/6/2020	IM*E0078681	\$ 65.84	Funds Held in Custody of Others
Invoice <\$15,000	Mi-Box	2/12/2020	IM*E0262430	\$ 99.00	Rental Facility
Employee Reimb	Michael Conwood	2/20/2020	IM*E0079000	\$ 4.60	In-State Travel Costs
Employee Reimb	Michael Conwood	2/13/2020	IM*E0078668	\$ 4.60	In-State Travel Costs
Employee Reimb	Michael Conwood	2/6/2020	IM*E0078665	\$ 4.60	In-State Travel Costs
Invoice <\$15,000	Michael Draffe	2/12/2020	IM*E0078632	\$ 1,722.32	Retiree Healthcare Payments
Employee Reimb	Michael Fosa	2/20/2020	IM*E0079005	\$ 399.00	Dues - Faculty
Employee Reimb	Michael Grygleski	2/27/2020	IM*E0078163	\$ 12.66	In-State Travel Costs
Employee Reimb	Michael Grygleski	2/13/2020	IM*E0078872	\$ 12.66	In-State Travel Costs
Invoice <\$15,000	Michael Lanners	2/13/2020	IM*E0262643	\$ 744.36	Retiree Healthcare Payments
Employee Reimb	Michael Lukritz	2/20/2020	IM*E0079014	\$ 777.39	Out-of-State Travel Costs
Employee Reimb	Michael Maddox	2/27/2020	IM*E0078170	\$ 117.94	Instructional Supplies
Employee Reimb	Michael McKisack	2/13/2020	IM*E0078680	\$ 195.00	Tuition Reimbursement-Classified
Employee Reimb	Michael Moon	2/27/2020	IM*E0079172	\$ 8.06	In-State Travel Costs
Invoice <\$15,000	Michael Skrabia	2/12/2020	IM*E0262492	\$ 135.00	Officials/Referees
Invoice <\$15,000	Michel, LLC	2/12/2020	IM*E0262431	\$ 678.07	Instructional Supplies
Employee Reimb	Michelle Moore	2/6/2020	IM*E0078668	\$ 1,418.75	Tuition Reimbursement-Faculty
Invoice <\$15,000	Midway Dental Supply Detroit, LLC	2/12/2020	IM*E0078766	\$ 450.00	Maintenance Services Expense
Invoice <\$15,000	Midway Staffing, Inc.	2/26/2020	IM*E0079094	\$ 9,779.51	Custodial Services
Invoice <\$15,000	Midway Staffing, Inc.	2/19/2020	IM*E0078967	\$ 11,593.77	Custodial Services
Invoice <\$15,000	Midway Staffing, Inc.	2/12/2020	IM*E0078767	\$ 14,773.87	Custodial Services
Invoice <\$15,000	Midway Staffing, Inc.	2/5/2020	IM*E0078638	\$ 9,409.38	Custodial Services
Invoice <\$15,000	Midwest Computer Supply	2/19/2020	IM*E0078968	\$ 176.00	IT Maintenance Services
Invoice <\$15,000	Midwest Imports	2/19/2020	IM*E0078969	\$ 1,653.06	Instructional Supplies
Invoice <\$15,000	Midwest Tape LLC	2/12/2020	IM*E0262432	\$ 504.08	Books and Binding Costs
Invoice <\$15,000	Midwest Trading Horticulture Supplies Inc.	2/12/2020	IM*E0262433	\$ 3,950.98	Instructional Supplies
Invoice <\$15,000	Mike Chu	2/12/2020	IM*E0078829	\$ 455.64	Retiree Healthcare Payments
Invoice <\$15,000	Mike Lennie	2/12/2020	IM*E0262420	\$ 225.00	Officials/Referees
Invoice <\$15,000	Minitab, Inc.	2/12/2020	IM*E0078769	\$ 2,520.00	IT Maintenance Services
Employee Reimb	Mirta Pagnucci	2/20/2020	IM*E0079023	\$ 61.29	Funds Held in Custody of Others
Employee Reimb	Monika Gadek-Stephan	2/13/2020	IM*E0262690	\$ 40.00	Tuition Reimbursement-CODA
Invoice <\$15,000	Monoprice, Inc.	2/12/2020	IM*E0078770	\$ 244.00	Instructional Supplies
Invoice <\$15,000	Moraine Valley Community College	2/4/2020	IM*E0262166	\$ 500.00	Other Contractual Services Expense
Invoice <\$15,000	Motorola Solutions	2/12/2020	IM*E0078771	\$ 1,224.00	Other Contractual Services Expense
Invoice >\$15,000	Motorola Solutions	2/26/2020	IM*E0079144	\$ 157,487.16	Equipment - Service
Invoice <\$15,000	Mouser Electronics	2/19/2020	IM*E0078970	\$ 86.49	Instructional Supplies
Invoice <\$15,000	Mouser Electronics	2/5/2020	IM*E0078639	\$ 579.19	Equipment - Instructional
Employee Reimb	Ms Katherine Norris	2/27/2020	IM*E0078174	\$ 15.00	Dues - Classified
Invoice <\$15,000	MSC Industrial Supply	2/12/2020	IM*E0262434	\$ 469.73	Instructional Supplies
Employee Reimb	Nancy Carey	2/13/2020	IM*E0262662	\$ 85.00	Dues - Faculty
Invoice <\$15,000	Nancy Carroll	2/12/2020	IM*E0262546	\$ 1,200.00	Retiree Healthcare Payments
Invoice <\$15,000	Nancy Hala	2/13/2020	IM*E0262620	\$ 1,200.00	Retiree Healthcare Payments
Invoice <\$15,000	Nancy Thomas	2/12/2020	IM*E0262690	\$ 560.16	Retiree Healthcare Payments
Invoice <\$15,000	NAPA Auto Parts - Glen Eilyn	2/19/2020	IM*E0078971	\$ 126.71	Purchase for Resale
Invoice <\$15,000	NAPA Auto Parts - Glen Eilyn	2/12/2020	IM*E0078772	\$ 1,716.18	Instructional Supplies
Invoice <\$15,000	Naperville Chamber of Commerce	2/26/2020	IM*E0079095	\$ 50.00	In-State Conference Costs
Invoice <\$15,000	Nasco	2/12/2020	IM*E0262435	\$ 763.31	Instructional Supplies
Invoice <\$15,000	Nathaniel Williams	2/12/2020	IM*E0262609	\$ 800.00	Retiree Healthcare Payments
Invoice <\$15,000	National Academies of Emergency Dispatch	2/26/2020	IM*E0079096	\$ 1,895.00	Out-of-State Conference Costs
Invoice <\$15,000	Navia Benefit Solutions	2/26/2020	IM*E0079140	\$ 13,439.94	Flexible Spending Accounts
Invoice <\$15,000	Navia Benefit Solutions	2/20/2020	IM*E0079036	\$ 2,014.00	HSA Admin Fees
Invoice <\$15,000	Navia Benefit Solutions	2/13/2020	IM*E0078883	\$ 13,516.86	Flexible Spending Accounts
Invoice >\$15,000	Navia Benefit Solutions	2/19/2020	IM*E021420	\$ 28,179.88	HSA Empl/COD Contr 2/14/20 Payroll
Invoice >\$15,000	Navia Benefit Solutions	2/12/2020	IM*E021420	\$ 28,279.68	HSA Empl/COD Contr 1/31/20 Payroll
Invoice <\$15,000	Ned Turner	2/12/2020	IM*E0262603	\$ 1,600.00	Retiree Healthcare Payments
Invoice <\$15,000	Neher Electric	2/12/2020	IM*E0262436	\$ 128.99	Maintenance Supplies
Invoice <\$15,000	Network Data Systems Inc	2/26/2020	IM*E0079097	\$ 765.00	Other Contractual Services Expense
Invoice <\$15,000	Network Data Systems Inc	2/5/2020	IM*E0078640	\$ 367.20	Other Contractual Services Expense
Invoice <\$15,000	Neuco Inc	2/12/2020	IM*E0078773	\$ 672.73	Maintenance Supplies
Invoice <\$15,000	New Chef Fashion Inc.	2/12/2020	IM*E0262437	\$ 3,892.03	Instructional Supplies
Invoice <\$15,000	New Liberty Popcorn, LLC	2/26/2020	IM*E0079098	\$ 490.00	Purchase for Resale
Invoice <\$15,000	Newark Electronics	2/12/2020	IM*E0262438	\$ 522.21	IT Maintenance Services
Invoice <\$15,000	Nicor Gas	2/26/2020	IM*E0079135	\$ 908.60	Gas Expense
Invoice >\$15,000	Normal, LLC	2/21/2020	IM*E0262824	\$ 19,000.00	Performing Arts Services
Invoice <\$15,000	Normandy Construction Co., Inc.	2/12/2020	IM*E0262439	\$ 5,164.65	Other Contractual Services Expense
Invoice <\$15,000	Nova Science Publishers, Inc.	2/12/2020	IM*E0262440	\$ 92.90	Books and Binding Costs
Invoice <\$15,000	Novus Pest Control	2/12/2020	IM*E0078759	\$ 620.00	Custodial Services
Invoice <\$15,000	Nunnally Enterprises Inc.	2/19/2020	IM*E0262820	\$ 1,710.00	Other supplies
Invoice <\$15,000	Oak Brook Mechanical Services Inc	2/12/2020	IM*E0262441	\$ 2,232.79	Facilities Maintenance Service Expense
Invoice <\$15,000	Oaktree Products, Inc.	2/12/2020	IM*E0078775	\$ 843.31	Instructional Supplies
Invoice <\$15,000	OBEX P.E. Inc	2/19/2020	IM*E0078972	\$ 1,330.00	Other supplies
Invoice <\$15,000	Office Depot	2/14/2020	IM*E0262727	\$ 3,685.46	Office Supplies
Invoice <\$15,000	Office Depot	2/12/2020	IM*E0262442	\$ 14,779.65	Office Supplies
Invoice <\$15,000	Office of Glenn B. Starns	2/26/2020	IM*E0263172	\$ 528.46	Wage Assignments
Invoice <\$15,000	Office of Glenn B. Starns	2/13/2020	IM*E0262719	\$ 528.46	Wage Assignments
Invoice <\$15,000	Olivia Shapiro	2/12/2020	IM*E0262586	\$ 1,200.00	Retiree Healthcare Payments
Invoice <\$15,000	Omnigraphics, Inc.	2/12/2020	IM*E0262457	\$ 59.70	Books and Binding Costs
Invoice <\$15,000	Omnigraphics, Inc.	2/12/2020	IM*E0262456	\$ 81.65	Books and Binding Costs
Invoice <\$15,000	Open Table, Inc.	2/12/2020	IM*E0262458	\$ 128.50	Other Contractual Services Expense
Invoice <\$15,000	OptiTex USA Inc.	2/12/2020	IM*E0262459	\$ 937.40	Computer Software
Invoice <\$15,000	Oraflex America, Inc.	2/12/2020	IM*E0262460	\$ 11,563.22	IT Maintenance Services
Invoice <\$15,000	O'Reilly Auto Parts	2/12/2020	IM*E0078774	\$ 579.65	Maintenance Supplies
Invoice <\$15,000	Otto Frel	2/12/2020	IM*E0078776	\$ 2,623.54	Non-Capital Equipment
Invoice <\$15,000	P&G Oral Health	2/12/2020	IM*E0262461	\$ 198.92	Instructional Supplies
Invoice <\$15,000	Paddock Publications	2/26/2020	IM*E0079099	\$ 62.10	Advertising Expense

D. All Disbursements Excluding Payroll  
College of DuPage  
Community College District No. 502  
ACCOUNTS PAYABLE AND PAYROLL REPORT  
CASH DISBURSEMENTS  
February 29, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - February 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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[http://www.cod.edu/about/office\\_of\\_the\\_president/planning\\_and\\_reporting\\_documents/invoices.aspx](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	Paddock Publications	2/19/2020	IM'E0078973	\$ 1,255.80	Advertising Expense
Invoice <\$15,000	Paddock Publications	2/12/2020	IM'E0078777	\$ 78.00	Instructional Supplies
Invoice <\$15,000	Parta Town, LLC	2/19/2020	IM'E0078974	\$ 66.49	Maintenance Services Expense
Invoice <\$15,000	Patricia Graunke	2/12/2020	IM'E0262672	\$ 1,200.00	Retiree Healthcare Payments
Invoice <\$15,000	Patricia O Dwyer	2/13/2020	IM'E0262670	\$ 1,200.00	Retiree Healthcare Payments
Invoice <\$15,000	Patricia Puccio	1/29/2020	IM'E0078437	\$ (1,200.00)	Check issued in prior month; voided in current month
Invoice <\$15,000	Patricia Puccio	2/4/2020	IM'E0262158	\$ 1,200.00	Retiree Healthcare Payments
Invoice <\$15,000	Patricia Siocum	2/12/2020	IM'E0262588	\$ 1,600.00	Retiree Healthcare Payments
Employee Reimb	Patricia Sowatzke	2/6/2020	IM'E0078698	\$ 550.00	Tuition Reimbursement-Classified
Invoice <\$15,000	Patrick Sclaras	2/12/2020	IM'E0262584	\$ 1,200.00	Retiree Healthcare Payments
Invoice <\$15,000	Patterson Dental	2/26/2020	IM'E0079100	\$ 430.78	Instructional Supplies
Invoice <\$15,000	Patterson Dental	2/12/2020	IM'E0078778	\$ 396.00	Instructional Supplies
Invoice <\$15,000	Patterson Dental	2/5/2020	IM'E0078641	\$ 319.00	Instructional Supplies
Invoice <\$15,000	Paul Eldersveid	2/12/2020	IM'E0262557	\$ 900.00	Retiree Healthcare Payments
Invoice <\$15,000	Paul Svoboda	2/12/2020	IM'E0262598	\$ 1,491.67	Retiree Healthcare Payments
Invoice <\$15,000	Paula Cebula	2/5/2020	IM'E0078588	\$ 3,330.00	Performing Arts Services
Invoice <\$15,000	Performance Architects, Inc.	2/26/2020	IM'E0078101	\$ 1,950.00	Consultants Expense
Invoice <\$15,000	Perkins + Will, Inc.	2/26/2020	IM'E0079102	\$ 14,465.51	Architectural Services Expense
Invoice >\$15,000	Perkins + Will, Inc.	2/26/2020	IM'E0079145	\$ 28,140.00	Architectural Services Expense
Invoice >\$15,000	Perkins + Will, Inc.	2/17/2020	IM'E0078905	\$ 28,140.00	Architectural Services Expense
Invoice <\$15,000	Peter Klassen	2/13/2020	IM'E0262635	\$ 900.00	Retiree Healthcare Payments
Invoice <\$15,000	Peter Russo	2/12/2020	IM'E0262583	\$ 1,374.00	Retiree Healthcare Payments
Invoice <\$15,000	Peterson's a Helnet Co.	2/26/2020	IM'E0079103	\$ 245.89	Books and Binding Costs
Invoice <\$15,000	Petroleum Technologies Equipment	2/26/2020	IM'E0079104	\$ 559.50	Maintenance Services Expense
Employee Reimb	Philip Franz Seitz	2/13/2020	IM'E0262708	\$ 17.58	Instructional Supplies
Employee Reimb	Phillip Zuber	2/20/2020	IM'E0079035	\$ 61.01	Advertising Expense
Invoice <\$15,000	Phillip Crawford	2/12/2020	IM'E0262325	\$ 135.00	Official/Referees
Employee Reimb	Pierre Michiels	2/13/2020	IM'E0262700	\$ 75.00	Dues - Classified
Invoice <\$15,000	Pitney Bowes	2/12/2020	IM'E0262462	\$ 287.50	Rental - Equipment
Invoice <\$15,000	Plaques Plus, Inc.	2/5/2020	IM'E0078642	\$ 960.05	Other supplies
Invoice <\$15,000	Plural Publishing	2/12/2020	IM'E0262463	\$ 83.45	Books and Binding Costs
Invoice <\$15,000	Pocket Nurse	2/19/2020	IM'E0078975	\$ 170.27	Instructional Supplies
Invoice <\$15,000	Police Law Institute	2/12/2020	IM'E0262464	\$ 2,944.00	On-Campus Conf & Mtgs
Invoice <\$15,000	Post Up Stand	2/26/2020	IM'E0079105	\$ 201.02	Non-Capital Equipment
Invoice <\$15,000	Post Up Stand	2/12/2020	IM'E0078779	\$ 155.05	Non-Capital Equipment
Invoice <\$15,000	POSTMASTER - GLEN ELLYN	2/4/2020	IM'E0262157	\$ 13,000.00	USPS Prepaid
Invoice <\$15,000	PPG Architectural Finishes, Inc.	2/26/2020	IM'E0079106	\$ 98.97	Maintenance Supplies
Invoice <\$15,000	PPG Architectural Finishes, Inc.	2/12/2020	IM'E0078780	\$ 41.64	Maintenance Supplies
Invoice <\$15,000	Praxair/Gas Tech	2/12/2020	IM'E0262465	\$ 1,979.35	Instructional Supplies
Invoice <\$15,000	Precise Printing Network Inc.	2/12/2020	IM'E0078761	\$ 13,610.00	Printing Expense
Invoice >\$15,000	Precise Printing Network Inc.	2/17/2020	IM'E0078906	\$ 117,145.06	Printing Expense
Invoice <\$15,000	Prema Ramnath	2/12/2020	IM'E0078841	\$ 1,200.00	Retiree Healthcare Payments
Invoice <\$15,000	President and Fellows of Harvard College	2/12/2020	IM'E0262466	\$ 10,900.00	Out-of-State Conference Costs
Invoice <\$15,000	Press Photography Network	2/19/2020	IM'E0078917	\$ 568.75	Performing Arts Services
Invoice <\$15,000	Press Photography Network	2/12/2020	IM'E0078714	\$ 3,006.25	Other Contractual Services Expense
Invoice <\$15,000	Press Photography Network	2/5/2020	IM'E0078591	\$ 1,462.50	Performing Arts Services
Invoice <\$15,000	Pretrax, Inc.	2/12/2020	IM'E0262467	\$ 2,887.39	Other Contractual Services Expense
Invoice >\$15,000	Prime Time Specialty Vehicles, Inc.	2/24/2020	IM'E0079049	\$ 75,495.00	Equipment - Instructional
Employee Reimb	Priscilla Linaras	2/13/2020	IM'E0262695	\$ 400.29	Tuition Reimbursement-Classified
Invoice <\$15,000	Pro Education Solutions Inc.	2/12/2020	IM'E0078782	\$ 1,881.00	Other Contractual Services Expense
Invoice <\$15,000	Proquest, LLC	2/26/2020	IM'E0079107	\$ 167.00	Books and Binding Costs
Invoice <\$15,000	Proquest, LLC	2/5/2020	IM'E0078643	\$ 155.42	Books and Binding Costs
Invoice <\$15,000	Quark Enterprises, Inc.	2/12/2020	IM'E0262468	\$ 607.50	Instructional Supplies
Invoice <\$15,000	Quik Impressions Group, Inc.	1/22/2020	IM'E0078361	\$ (1,114.00)	Check issued in prior month; voided in current month
Invoice <\$15,000	Quik Impressions Group, Inc.	2/19/2020	IM'E0262810	\$ 1,114.00	Printing Expense
Invoice <\$15,000	R. Richardson	2/12/2020	IM'E0262578	\$ 900.00	Retiree Healthcare Payments
Invoice <\$15,000	Rachel Yarch	2/5/2020	IM'E0078592	\$ 1,500.00	Consultants Expense
Invoice <\$15,000	Radiation Detection Company	2/5/2020	IM'E0078644	\$ 496.20	Instructional Supplies
Invoice <\$15,000	Ralph Miller	2/13/2020	IM'E0262660	\$ 900.00	Retiree Healthcare Payments
Invoice <\$15,000	Rabije & Woodward, LLC	2/21/2020	IM'E0079046	\$ 11,084.90	Legal Services Expense
Invoice <\$15,000	Ray Graham Association for People With Disabilities	2/26/2020	IM'E0079108	\$ 322.73	Other Contractual Services Expense
Invoice <\$15,000	Ray O'Herron Co., Inc.	2/26/2020	IM'E0079109	\$ 1,922.83	Other supplies
Invoice <\$15,000	Ray O'Herron Co., Inc.	2/19/2020	IM'E0078976	\$ 239.50	Other supplies
Invoice <\$15,000	Raymond Olson	2/13/2020	IM'E0262674	\$ 1,600.00	Retiree Healthcare Payments
Invoice <\$15,000	Rebecca Bergen	2/12/2020	IM'E0262540	\$ 1,200.00	Retiree Healthcare Payments
Employee Reimb	Rebecca Brown	2/27/2020	IM'E0079154	\$ 226.00	Dues - Classified
Invoice <\$15,000	Rebecca Noel	2/13/2020	IM'E0262668	\$ 1,200.00	Retiree Healthcare Payments
Invoice <\$15,000	Record-A-Hit, Inc.	2/5/2020	IM'E0078645	\$ 2,200.00	Other Contractual Services Expense
Invoice <\$15,000	Reinders, Inc.	2/26/2020	IM'E0079110	\$ 291.04	Maintenance Supplies
Invoice <\$15,000	Reinders, Inc.	2/12/2020	IM'E0078763	\$ 1,304.96	Maintenance Supplies
Invoice <\$15,000	Reinders, Inc.	2/5/2020	IM'E0078646	\$ 198.16	Maintenance Supplies
Invoice >\$15,000	Reliance Standard Life Insurance Company	2/20/2020	IM'E0262822	\$ 48,349.69	Life Insurance
Employee Reimb	Remic Enawseier	2/6/2020	IM'E0078667	\$ 775.28	Tuition Reimbursement-Classified
Invoice <\$15,000	Reserve Account	2/4/2020	IM'E0262107	\$ 10,000.00	Pitney Bowes Prepaid
Invoice <\$15,000	Rev.com, Inc.	2/12/2020	IM'E0262469	\$ 16.00	Other Contractual Services Expense
Invoice <\$15,000	Richard Bielecki	2/12/2020	IM'E0262542	\$ 2,277.12	Retiree Healthcare Payments
Invoice <\$15,000	Richard Kalas	2/13/2020	IM'E0262628	\$ 1,200.00	Retiree Healthcare Payments
Invoice <\$15,000	Richard Malec	2/13/2020	IM'E0078850	\$ 1,200.00	Retiree Healthcare Payments
Employee Reimb	Rio Saucedo	2/27/2020	IM'E0079176	\$ 223.70	In-State Travel Costs
Employee Reimb	Rita Patel	2/13/2020	IM'E0262703	\$ 1,449.90	Tuition Reimbursement-Faculty
Invoice <\$15,000	Riverside Technologies, Inc.	2/26/2020	IM'E0079111	\$ 4,290.00	Non-Capital Equipment
Invoice <\$15,000	Riverside Technologies, Inc.	2/19/2020	IM'E0078977	\$ 990.00	Non-Capital Equipment
Invoice <\$15,000	Riverside Technologies, Inc.	2/12/2020	IM'E0078794	\$ 9,004.00	Other supplies
Invoice >\$15,000	Riverside Technologies, Inc.	2/26/2020	IM'E0079136	\$ 18,822.66	Equipment - Technology
Invoice >\$15,000	Riverside Technologies, Inc.	2/24/2020	IM'E0079050	\$ 71,669.00	Non-Capital Equipment
Invoice >\$15,000	Riverside Technologies, Inc.	2/17/2020	IM'E0078912	\$ 38,954.00	Non-Capital Equipment
Invoice <\$15,000	Rma Supply	2/5/2020	IM'E0078647	\$ 3,418.70	Instructional Supplies
Invoice <\$15,000	Robert Bemis	2/12/2020	IM'E0262284	\$ 1,000.00	Non-Credit Instructional Serv

D. All Disbursements Excluding Payroll  
College of DuPage  
Community College District No. 502  
ACCOUNTS PAYABLE AND PAYROLL REPORT  
CASH DISBURSEMENTS  
February 29, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - February 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	Robert Berry	2/12/2020	IM*E0078422	\$ 1,200.00	Retiree Healthcare Payments
Invoice < \$15,000	Robert Bollendorf	2/12/2020	IM*Q262544	\$ 900.00	Retiree Healthcare Payments
Employee Reimb	Robert Clark	2/13/2020	IM*E0078467	\$ 380.95	Instructional Supplies
Invoice < \$15,000	Robert Davis	2/4/2020	IM*Q262106	\$ 2,950.00	Other Contractual Services Expense
Invoice < \$15,000	Robert Georgalas	2/12/2020	IM*Q262570	\$ 1,200.00	Retiree Healthcare Payments
Invoice < \$15,000	Robert Mac Dougal	2/13/2020	IM*Q262653	\$ 1,600.00	Retiree Healthcare Payments
Employee Reimb	Robert Plank	2/9/2020	IM*E0078694	\$ 189.24	Out-of-State Travel Costs
Invoice < \$15,000	Robert Regner	2/12/2020	IM*Q262576	\$ 1,200.00	Retiree Healthcare Payments
Employee Reimb	Robert Wilson	2/27/2020	IM*E0079181	\$ 2,014.00	Out-of-State Travel Costs
Invoice < \$15,000	Roberta Distributora LP	2/12/2020	IM*E0078785	\$ 717.50	Non-Capital Equipment
Invoice < \$15,000	Roco Films Educational	2/12/2020	IM*Q262470	\$ 305.00	Performing Arts Services
Employee Reimb	Rodney Buck	2/13/2020	IM*E0078864	\$ 3,966.06	Out-of-State Travel Costs
Invoice < \$15,000	Rodney Harrington	2/12/2020	IM*E0078749	\$ 135.00	Officials/Referees
Invoice < \$15,000	Rohina Hasany	2/12/2020	IM*Q262379	\$ 600.00	On-Campus Conf & Mtgs
Employee Reimb	Roland Raffet	2/13/2020	IM*Q262706	\$ 5,910.67	Advertising Expense
Invoice > \$15,000	RoMAAS, Inc	2/17/2020	IM*E0078908	\$ 59,467.50	Building Remodeling Expense
Employee Reimb	Ronald Stenz	2/20/2020	IM*E0079031	\$ 1,783.83	Out-of-State Travel Costs
Invoice < \$15,000	Ronnie Craggett	2/12/2020	IM*Q262326	\$ 135.00	Officials/Referees
Employee Reimb	Rosaura Carbajal-Romo	2/6/2020	IM*E0078662	\$ 240.12	Tuition Reimbursement-Faculty
Invoice < \$15,000	Rose Mac Duff	2/13/2020	IM*Q262654	\$ 1,400.00	Retiree Healthcare Payments
Invoice < \$15,000	Rosemary Ginger	2/12/2020	IM*Q262571	\$ 1,200.00	Retiree Healthcare Payments
Invoice < \$15,000	Roшон Franklin	2/12/2020	IM*Q262366	\$ 135.00	Officials/Referees
Invoice < \$15,000	Rosa Electric	2/12/2020	IM*E0078786	\$ 4,040.00	Facilities Maintenance Service Expense
Invoice < \$15,000	Rotary Club of Naperville	2/12/2020	IM*Q262472	\$ 475.00	In-State Conference Costs
Invoice < \$15,000	Rowman & Littlefield Publ.	2/12/2020	IM*Q262474	\$ 169.97	Books and Binding Costs
Invoice < \$15,000	Roy McGrath	2/24/2020	IM*Q262832	\$ 600.00	Other Contractual Services Expense
Invoice < \$15,000	RR Donnelley	2/5/2020	IM*E0078648	\$ 598.29	Office Supplies
Invoice < \$15,000	Ruben Garcia	2/5/2020	IM*E0078590	\$ 135.00	Officials/Referees
Invoice < \$15,000	Rumpel Shirt Skin, Inc.	2/12/2020	IM*Q262476	\$ 52.00	Other supplies
Invoice < \$15,000	Russell Kirt	2/13/2020	IM*Q262634	\$ 1,600.00	Retiree Healthcare Payments
Invoice < \$15,000	Russo Power Equipment	2/19/2020	IM*E0078976	\$ 13,570.78	Non-Capital Equipment
Invoice < \$15,000	Russo Power Equipment	2/12/2020	IM*E0078787	\$ 3,901.10	Maintenance Supplies
Employee Reimb	Ruta PeBenito	2/6/2020	IM*E0078693	\$ 53.25	Grant Funded Travel/Conf
Invoice < \$15,000	Ruth Thomas	2/12/2020	IM*Q262601	\$ 1,600.00	Retiree Healthcare Payments
Invoice < \$15,000	Ruth Waterman	2/12/2020	IM*Q262908	\$ 1,626.00	Retiree Healthcare Payments
Employee Reimb	Sabrina Zeldner	2/6/2020	IM*E0078705	\$ 31.29	Other supplies
Invoice < \$15,000	Sai-T-Gard International, Inc.	2/12/2020	IM*E0078788	\$ 91.03	Maintenance Supplies
Invoice < \$15,000	Sally Mullin	2/13/2020	IM*E0078859	\$ 1,200.00	Retiree Healthcare Payments
Invoice < \$15,000	SalonCentric Inc.	2/12/2020	IM*Q262477	\$ 133.93	Instructional Supplies
Employee Reimb	Samantha Salvato	2/13/2020	IM*E0078886	\$ 1,028.22	Out-of-State Travel Costs
Invoice < \$15,000	Samuel French Inc	2/12/2020	IM*Q262478	\$ 13.61	Books and Binding Costs
Invoice < \$15,000	Sandra Geis	2/12/2020	IM*E0078839	\$ 1,200.00	Retiree Healthcare Payments
Employee Reimb	Sandra Gonzales	2/13/2020	IM*Q262691	\$ 1,850.00	Tuition Reimbursement-Classified
Employee Reimb	Sandra Marchetti	2/20/2020	IM*E0079015	\$ 4.60	In-State Travel Costs
Employee Reimb	Sandra Martina	2/20/2020	IM*E0079016	\$ 1,121.83	Out-of-State Travel Costs
Employee Reimb	Sara Alcantara	2/20/2020	IM*E0078993	\$ 250.00	Dues
Employee Reimb	Sarah Butler	2/20/2020	IM*E0078996	\$ 454.05	Tuition Reimbursement-Faculty
Employee Reimb	Sarah Butler	2/13/2020	IM*E0078865	\$ 348.66	Out-of-State Travel Costs
Invoice < \$15,000	Sarah Feinbloom	2/12/2020	IM*Q262479	\$ 579.00	Books and Binding Costs
Invoice < \$15,000	Sarah Kiper	2/12/2020	IM*Q262411	\$ 200.00	On-Campus Conf & Mtgs
Invoice < \$15,000	SAS Institute Inc.	2/12/2020	IM*Q262480	\$ 13,602.92	Computer Software
Invoice > \$15,000	Savastree LLC	2/21/2020	IM*Q262825	\$ 24,500.00	Facilities Maintenance Service Expense
Invoice < \$15,000	Scent Air Technologies, Inc.	2/12/2020	IM*Q262481	\$ 93.45	Other Contractual Services Expense
Invoice < \$15,000	Scholarship America	2/28/2020	IM*Q263179	\$ 1,415.38	Financial Charges & Adjustments
Invoice < \$15,000	Scholarship America	12/18/2019	IM*Q260832	\$ (2,355.99)	Check issued in prior month; voided in current month
Invoice < \$15,000	School Health Corporation	2/12/2020	IM*Q262482	\$ 1,099.92	Other supplies
Invoice < \$15,000	School Specialty, Inc.	2/26/2020	IM*E0079113	\$ 623.49	Instructional Supplies
Invoice < \$15,000	Scope Shoppe, Inc.	2/12/2020	IM*E0078789	\$ 243.50	Maintenance Services Expense
Invoice < \$15,000	Scope Shoppe, Inc.	2/5/2020	IM*E0078649	\$ 4,996.00	Maintenance Services Expense
Invoice < \$15,000	Scott Engel	2/12/2020	IM*E0078834	\$ 2,160.00	Retiree Healthcare Payments
Invoice < \$15,000	Scrubs Etc. Inc.	2/12/2020	IM*E0078790	\$ 57.50	Instructional Supplies
Invoice < \$15,000	Second Chance Coffee Company, LLC	2/26/2020	IM*E0079114	\$ 131.50	Purchase for Resale
Invoice < \$15,000	Second Chance Coffee Company, LLC	2/19/2020	IM*E0078979	\$ 649.00	Instructional Supplies
Invoice < \$15,000	Second Chance Coffee Company, LLC	2/12/2020	IM*E0078791	\$ 150.40	Purchase for Resale
Invoice < \$15,000	Second City Inc	2/20/2020	IM*Q262821	\$ 675.00	Performing Arts Services
Invoice < \$15,000	Second City Inc	2/12/2020	IM*Q262485	\$ 6,250.00	Performing Arts Services
Invoice < \$15,000	Service Sanitation, Inc.	2/19/2020	IM*E0078980	\$ 81.37	Office Supplies
Employee Reimb	Shaheen Chowdhury	2/6/2020	IM*E0078683	\$ 175.00	Dues - Faculty
Employee Reimb	Shamili Algoonkar	2/20/2020	IM*E0078992	\$ 302.97	In-State Travel Costs
Employee Reimb	Shamili Algoonkar	2/13/2020	IM*E0078661	\$ 383.63	In-State Travel Costs
Invoice < \$15,000	Shana Stump	2/12/2020	IM*Q262499	\$ 975.00	Other Contractual Services Expense
Employee Reimb	Shannon Brown	2/6/2020	IM*E0078661	\$ 105.00	Dues - Faculty
Invoice < \$15,000	Sharon Scallise	2/12/2020	IM*E0078843	\$ 2,200.00	Retiree Healthcare Payments
Invoice < \$15,000	Sharprint	2/12/2020	IM*Q262486	\$ 147.13	Advertising Expense
Invoice < \$15,000	Shaw Suburban Media Group	2/12/2020	IM*Q262487	\$ 699.00	Advertising Expense
Employee Reimb	Shawn Maitsch	2/6/2020	IM*E0078682	\$ 50.26	In-State Travel Costs
Employee Reimb	Shelley Weiler	2/6/2020	IM*E0078702	\$ 2,235.41	Tuition Reimbursement-Classified
Employee Reimb	Shelly Mocchi	2/6/2020	IM*E0078687	\$ 542.00	Dues - Faculty
Invoice < \$15,000	Sherwin Williams Company	2/12/2020	IM*Q262488	\$ 396.71	Maintenance Supplies
Invoice < \$15,000	SHI International Corp	2/12/2020	IM*Q262489	\$ 1,702.68	Non-Capital Equipment
Invoice < \$15,000	Shirlee Thompson	2/12/2020	IM*Q262602	\$ 1,525.66	Retiree Healthcare Payments
Invoice < \$15,000	Show of Force LLC	2/12/2020	IM*Q262490	\$ 375.00	Performing Arts Services
Invoice < \$15,000	Sidney Fryer	2/12/2020	IM*Q262567	\$ 1,600.00	Retiree Healthcare Payments
Invoice > \$15,000	Siemens Industry, Inc.	2/26/2020	IM*E0079150	\$ 47,487.36	Building Remodeling Expense
Invoice > \$15,000	Siemens Industry, Inc.	2/24/2020	IM*E0079051	\$ 75,791.00	Building Remodeling Expense
Invoice > \$15,000	Siemens Industry, Inc.	2/17/2020	IM*E0078909	\$ 97,273.00	Building Remodeling Expense
Invoice < \$15,000	Sierra Automated Systems & Engineering Corporation	2/5/2020	IM*E0078650	\$ 11,085.90	Equipment - Services
Invoice < \$15,000	Signature Cleaners of University Commons	2/26/2020	IM*E0078115	\$ 308.00	Performing Arts Services



D. All Disbursements Excluding Payroll  
College of DuPage  
Community College District No. 502  
ACCOUNTS PAYABLE AND PAYROLL REPORT  
CASH DISBURSEMENTS  
February 29, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - February 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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[http://www.cod.edu/about/office\\_of\\_the\\_president/planning\\_and\\_reporting\\_documents/invoices.aspx](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	Signature Cleaners of University Commons	2/12/2020	IM*E0078792	\$ 210.00	Performing Arts Services
Invoice <\$15,000	Simplex Grinnell Lp	2/12/2020	IM*0262491	\$ 46.38	Maintenance Supplies
Invoice <\$15,000	Smithgroup Inc	2/12/2020	IM*0262493	\$ 9,675.00	Facilities Maintenance Service Expense
Invoice >\$15,000	Smithgroup Inc	2/17/2020	IM*0262775	\$ 66,857.67	Architectural Services Expense
Invoice <\$15,000	Snap-on, Inc.	2/19/2020	IM*E0078981	\$ 1,752.33	Maintenance Services Expense
Invoice <\$15,000	Sodexo	2/26/2020	IM*E0079116	\$ 9,768.61	Other Conference & Meeting Expense
Invoice <\$15,000	Sodexo	2/12/2020	IM*E0078793	\$ 14,059.75	Other Conference & Meeting Expense
Invoice <\$15,000	Sound Communications, Inc.	2/12/2020	IM*0262494	\$ 3,027.37	Maintenance Services Expense
Invoice <\$15,000	Southside Control Supply Company	2/26/2020	IM*E0079117	\$ 35.74	Instructional Supplies
Invoice <\$15,000	Southside Control Supply Company	2/19/2020	IM*E0078982	\$ 176.77	Instructional Supplies
Invoice <\$15,000	Southside Control Supply Company	2/12/2020	IM*E0078794	\$ 96.22	Maintenance Supplies
Invoice <\$15,000	Sparkfun Electronics Inc.	2/12/2020	IM*0262495	\$ 219.82	Instructional Supplies
Invoice <\$15,000	Sport Supply Group, Inc.	2/26/2020	IM*E0079118	\$ 536.65	Other supplies
Invoice <\$15,000	Sport Supply Group, Inc.	2/12/2020	IM*E0078795	\$ 91.28	Non-Capital Equipment
Invoice <\$15,000	Sprint	2/26/2020	IM*0263163	\$ 63.65	Telephone Expense
Invoice <\$15,000	Stacy Tylinaki	2/12/2020	IM*0262510	\$ 135.00	Official/Referees
Invoice <\$15,000	State Disbursement Unit	2/26/2020	IM*0263173	\$ 4,912.44	Wage Assignments
Invoice <\$15,000	State Disbursement Unit	2/13/2020	IM*0262720	\$ 4,991.69	Wage Assignments
Invoice <\$15,000	Stephan Bates	2/12/2020	IM*0262496	\$ 1,314.00	Instructional Supplies
Employee Reimb	Stephanie Loconsole	2/27/2020	IM*E0079169	\$ 80.51	In-State Travel Costs
Employee Reimb	Stephanie Ouirik	2/20/2020	IM*E0079025	\$ 1,126.94	Out-of-State Travel Costs
Employee Reimb	Stephen Thompson	2/13/2020	IM*0262711	\$ 66.00	Tuition Reimbursement-Faculty
Invoice <\$15,000	Steve Weiss Music	2/26/2020	IM*E0079119	\$ 59.99	Instructional Supplies
Invoice <\$15,000	Steven J. Fink & Assoc.	2/26/2020	IM*0263174	\$ 38.76	Wage Assignments
Invoice <\$15,000	Steven J. Fink & Assoc.	2/13/2020	IM*0262721	\$ 38.76	Wage Assignments
Invoice <\$15,000	Stevens & Tate, Inc.	2/12/2020	IM*E0078796	\$ 135.00	Performing Arts Services
Invoice <\$15,000	Strategic Cost Control, Inc.	2/12/2020	IM*0263496	\$ 800.00	Unemployment Insurance Expense
Invoice <\$15,000	StreamGuys, Inc	2/26/2020	IM*E0079120	\$ 551.10	Other Contractual Services Expense
Invoice <\$15,000	StreamGuys, Inc	2/12/2020	IM*E0078797	\$ 1,784.90	Other Contractual Services Expense
Invoice <\$15,000	Stylus Publishing Llc	2/12/2020	IM*E0078798	\$ 6,456.04	Other supplies
Invoice <\$15,000	Sue Franzen	2/12/2020	IM*0262367	\$ 7,761.39	On-Campus Conf & Mgt
Invoice <\$15,000	Summit Plastic Co.	2/12/2020	IM*E0078799	\$ 1,155.90	Instructional Supplies
Invoice <\$15,000	Supreme Lobster, Seafood	2/26/2020	IM*E0079121	\$ 284.50	Instructional Supplies
Invoice <\$15,000	Supreme Lobster, Seafood	2/19/2020	IM*E0078983	\$ 610.13	Instructional Supplies
Invoice <\$15,000	Supreme Lobster, Seafood	2/12/2020	IM*E0078800	\$ 266.43	Instructional Supplies
Invoice >\$15,000	SURS-State University Retirement System	2/26/2020	IM*E0079148	\$ 411,494.50	Employee Retirement Contributions
Invoice >\$15,000	SURS-State University Retirement System	2/13/2020	IM*E0078996	\$ 432,951.72	Employee Retirement Contributions
Invoice <\$15,000	Susan Benton	2/12/2020	IM*0262539	\$ 1,200.00	Retiree Healthcare Payments
Employee Reimb	Susan Castellanos	2/13/2020	IM*0262864	\$ 595.00	Tuition Reimbursement-Classified
Invoice <\$15,000	Susan Harris-Mitchell	2/13/2020	IM*0262618	\$ 1,200.00	Retiree Healthcare Payments
Employee Reimb	Susan Kerby	2/6/2020	IM*E0078678	\$ 274.01	In-State Travel Costs
Invoice <\$15,000	Susan Stone	2/12/2020	IM*0262497	\$ 600.00	On-Campus Conf & Mgt
Invoice <\$15,000	Suzanne Blasi	2/12/2020	IM*E0078823	\$ 1,200.00	Retiree Healthcare Payments
Invoice <\$15,000	Swank Motion Pictures	2/26/2020	IM*E0079122	\$ 1,033.00	Performing Arts Services
Invoice <\$15,000	Swank Motion Pictures	2/12/2020	IM*E0078601	\$ 1,003.00	Performing Arts Services
Employee Reimb	Swarup Gupta	2/6/2020	IM*E0078671	\$ 19.56	In-State Travel Costs
Invoice <\$15,000	Sydney Morse	2/12/2020	IM*E0078710	\$ 233.04	Maintenance Services Expense
Invoice <\$15,000	Sylvia Rudolph	2/12/2020	IM*0262582	\$ 900.00	Retiree Healthcare Payments
Invoice <\$15,000	Table Mountain Group, LLC	2/12/2020	IM*0262501	\$ 1,225.00	Instructional Supplies
Invoice >\$15,000	Tableau Software Inc	2/21/2020	IM*E0079038	\$ 16,887.00	IT Maintenance Services
Employee Reimb	Tanaki Tibelli	2/13/2020	IM*0262712	\$ 49.00	Instructional Supplies
Invoice <\$15,000	Taylor & Francis Group, LLC	2/5/2020	IM*E0078651	\$ 1,400.00	Books and Binding Costs
Invoice <\$15,000	Teman Training and Consulting	2/12/2020	IM*0262503	\$ 150.00	In-State Conference Costs
Invoice <\$15,000	Terrace Supply Company	2/19/2020	IM*E0078984	\$ 22.62	Instructional Supplies
Invoice <\$15,000	Terrace Supply Company	2/12/2020	IM*E0078802	\$ 145.40	Instructional Supplies
Invoice <\$15,000	Terrakotta, Inc.	2/26/2020	IM*E0079123	\$ 1,590.18	Non-Capital Equipment
Invoice <\$15,000	Terrakotta, Inc.	2/12/2020	IM*E0078803	\$ 1,782.65	Equipment - Instructional
Employee Reimb	Terri Swanson	2/27/2020	IM*E0079176	\$ 95.00	Out-of-State Travel Costs
Employee Reimb	Terri Swanson	2/6/2020	IM*E0078700	\$ 50.00	Out-of-State Travel Costs
Invoice <\$15,000	Terry Vitacco	2/12/2020	IM*E0078848	\$ 1,743.00	Retiree Healthcare Payments
Invoice <\$15,000	Testa Produce, Inc.	2/26/2020	IM*E0079124	\$ 1,161.80	Instructional Supplies
Invoice <\$15,000	Testa Produce, Inc.	2/19/2020	IM*E0078985	\$ 1,221.60	Instructional Supplies
Invoice <\$15,000	Testa Produce, Inc.	2/12/2020	IM*E0078604	\$ 1,897.15	Instructional Supplies
Invoice <\$15,000	The Board of Trustees of the University of Illinois	2/19/2020	IM*0262809	\$ 225.00	Consultants Expense
Invoice <\$15,000	The ICON Group, Inc.	2/12/2020	IM*0262389	\$ 241.00	Rental Facility
Invoice <\$15,000	The Lincoln Electric Company	2/12/2020	IM*0262423	\$ 2,703.14	Instructional Supplies
Invoice <\$15,000	Theatreworks, USA	2/12/2020	IM*0262504	\$ 6,000.00	Performing Arts Services
Invoice <\$15,000	TheraHeat, LLC	2/12/2020	IM*0262505	\$ 480.00	On-Campus Conf & Mgt
Invoice <\$15,000	Theresa Perrino	2/13/2020	IM*0262677	\$ 1,200.00	Retiree Healthcare Payments
Invoice <\$15,000	Thomas Cameron	2/12/2020	IM*E0078825	\$ 1,200.00	Retiree Healthcare Payments
Employee Reimb	Thomas Carter	2/27/2020	IM*E0079155	\$ 229.61	Instructional Supplies
Employee Reimb	Thomas Carter	2/20/2020	IM*E0078997	\$ 201.59	Instructional Supplies
Employee Reimb	Thomas Carter	2/13/2020	IM*E0078666	\$ 196.93	Instructional Supplies
Invoice <\$15,000	Thomas Kidin	2/13/2020	IM*0262636	\$ 800.00	Retiree Healthcare Payments
Invoice <\$15,000	Thomas Lindblade	2/13/2020	IM*0262648	\$ 900.00	Retiree Healthcare Payments
Employee Reimb	Thomas Murray	2/27/2020	IM*E0079173	\$ 458.28	Purchase for Resale
Employee Reimb	Thomas Murray	2/13/2020	IM*E0078883	\$ 259.75	Other supplies
Employee Reimb	Thomas Murray	2/6/2020	IM*E0078690	\$ 453.38	Other supplies
Invoice <\$15,000	Thomas Reed	2/12/2020	IM*E0078842	\$ 2,200.00	Retiree Healthcare Payments
Invoice <\$15,000	Thomas Stephenson	2/12/2020	IM*0262595	\$ 1,200.00	Retiree Healthcare Payments
Invoice <\$15,000	Thomson Reuters	2/12/2020	IM*0262506	\$ 276.75	Books and Binding Costs
Employee Reimb	Timothy Arroyo	2/13/2020	IM*0262680	\$ 66.00	Tuition Reimbursement-Faculty
Employee Reimb	Timothy Henningsen	2/6/2020	IM*E0078673	\$ 44.00	Tuition Reimbursement-Faculty
Employee Reimb	Timothy Meyers	2/13/2020	IM*0262699	\$ 235.00	Dues - Faculty
Invoice <\$15,000	Titan Image Group	2/12/2020	IM*E0078805	\$ 425.00	Advertising Expense
Invoice <\$15,000	Titanium Software Inc	2/12/2020	IM*E0078806	\$ 2,000.00	IT Maintenance Services
Invoice <\$15,000	Tio (The Last One)	2/12/2020	IM*0262507	\$ 50.00	Other Contractual Services Expense
Employee Reimb	Tobey McCoy	2/6/2020	IM*E0078684	\$ 62.97	Instructional Supplies

D. All Disbursements Excluding Payroll  
 College of DuPage  
 Community College District No. 502  
 ACCOUNTS PAYABLE AND PAYROLL REPORT  
 CASH DISBURSEMENTS  
 February 29, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - February 2020

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AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice < \$15,000	Tom Clifford	2/12/2020	IM*0262311	\$ 135.00	Officials/Referees
Invoice < \$15,000	Tompkins Printing	2/12/2020	IM*0262508	\$ 271.63	Office Supplies
Invoice < \$15,000	Tovar Snow Professionals, Inc.	2/12/2020	IM*E0078407	\$ 9,665.00	Maintenance Services Expense
Invoice < \$15,000	Trane	2/12/2020	IM*0262509	\$ 989.30	Maintenance Supplies
Invoice < \$15,000	Travelport	2/5/2020	IM*E0078652	\$ 100.00	Instructional Service Contracts
Invoice < \$15,000	Tree Toms Repro Service	2/26/2020	IM*E0078125	\$ 480.00	Facilities Maintenance Service Expense
Employee Reimb	Trevor Cipriano	2/13/2020	IM*0262665	\$ 68.43	Recruitment Costs - Athletics
Invoice < \$15,000	Tribune Media Group	2/19/2020	IM*E0078986	\$ 2,932.00	Advertising Expense
Invoice < \$15,000	Tribune Media Group	2/12/2020	IM*E0078408	\$ 778.33	Publications
Invoice < \$15,000	Tryad Solutions Inc	2/26/2020	IM*E0079126	\$ 358.06	Office Supplies
Invoice < \$15,000	Tryad Solutions Inc	2/12/2020	IM*E0078409	\$ 2,069.71	Maintenance Supplies
Invoice < \$15,000	Tyco Fire & Security (US) Management, Inc.	2/26/2020	IM*E0079127	\$ 291.22	Maintenance Services Expense
Invoice < \$15,000	U.S. Department of Education	2/26/2020	IM*0263175	\$ 210.53	Wage Assignments
Invoice < \$15,000	U.S. Department of Education	2/13/2020	IM*0262722	\$ 210.52	Wage Assignments
Invoice < \$15,000	U.S. Food Service	2/12/2020	IM*E0078810	\$ 4,171.21	Instructional Supplies
Invoice < \$15,000	Uline	2/12/2020	IM*E0078811	\$ 452.91	Non-Capital Equipment
Invoice < \$15,000	United Fitness Service, Inc.	2/12/2020	IM*E0078812	\$ 639.00	Maintenance Services Expense
Invoice < \$15,000	United Parcel Service	2/12/2020	IM*0262513	\$ 403.63	Postage
Invoice < \$15,000	United Radio Communications, Inc.	2/19/2020	IM*E0078987	\$ 1,900.00	Maintenance Supplies
Invoice < \$15,000	United Stations Radio Networks	2/12/2020	IM*0262511	\$ 300.00	Other Contractual Services Expense
Invoice < \$15,000	University of Chicago Interlibrary Loan Lending Service	2/12/2020	IM*0262826	\$ 387.42	Books and Binding Costs
Invoice < \$15,000	University of Chicago Interlibrary Loan Lending Service	12/11/2019	IM*0260668	\$ (170.98)	Check issued in prior month; voided in current month
Invoice < \$15,000	University of Chicago Interlibrary Loan Lending Service	11/13/2019	IM*0260050	\$ (216.44)	Check issued in prior month; voided in current month
Invoice < \$15,000	University of St. Francis	2/12/2020	IM*0262512	\$ 1,818.00	Tuition Reimbursement-Faculty
Invoice < \$15,000	Unum Life Insurance Company of America	2/20/2020	IM*0262823	\$ 8,323.78	Long Term Care - Insurance
Invoice < \$15,000	Urban Elevator Service, Inc.	2/12/2020	IM*0262514	\$ 1,968.75	Facilities Maintenance Service Expense
Invoice < \$15,000	US Ecology, EQ The Environmental Quality Co.	2/26/2020	IM*E0079128	\$ 5,385.20	Refuse Disposal Expense
Employee Reimb	Valeria Fike	2/6/2020	IM*E0078668	\$ 636.55	Tuition Reimbursement-Classified
Invoice > \$15,000	Valic Retirement Services	2/26/2020	IM*E0079149	\$ 156,162.08	Annuities
Invoice > \$15,000	Valic Retirement Services	2/13/2020	IM*E0078497	\$ 156,673.06	Annuities
Invoice < \$15,000	Varideak LLC	2/12/2020	IM*0262515	\$ 445.50	Equipment - Office
Invoice < \$15,000	Verizon Wireless	2/26/2020	IM*0263164	\$ 114.03	Telephone Expense
Invoice < \$15,000	Verizon Wireless	2/12/2020	IM*0262516	\$ 942.95	Other Contractual Services Expense
Invoice < \$15,000	Verrier Softwars	2/19/2020	IM*E0078988	\$ 1,838.81	Instructional Supplies
Invoice < \$15,000	Victoria Fox	2/12/2020	IM*E0078838	\$ 1,200.00	Retiree Healthcare Payments
Invoice < \$15,000	Village of Carol Stream	2/12/2020	IM*0262517	\$ 48.64	Water - Sewage Expense
Invoice < \$15,000	Village of Glen Ellyn, Illinois	2/19/2020	IM*E0078989	\$ 101.25	Hotel/Motel Tax
Invoice < \$15,000	Village of Glen Ellyn, Illinois	2/18/2020	IM*E0078916	\$ 3,291.24	Water - Sewage Expense
Invoice < \$15,000	Village of Glen Ellyn, Illinois	2/18/2020	IM*E0078915	\$ 12,910.78	Water - Sewage Expense
Invoice < \$15,000	Village of Glen Ellyn, Illinois	2/14/2020	IM*0262726	\$ 130.96	Glen Ellyn Food/Beverage Tax
Invoice < \$15,000	Village of Glen Ellyn, Illinois	2/6/2020	IM*0262160	\$ 250.00	Equipment - Instructional
Invoice < \$15,000	Village of Glen Ellyn, Illinois	2/5/2020	IM*0262159	\$ 450.00	Building Remodeling Expense
Invoice < \$15,000	Village of Glen Ellyn, Illinois	2/4/2020	IM*0262109	\$ 695.00	Building Remodeling Expense
Invoice < \$15,000	Village of Glen Ellyn, Illinois	2/4/2020	IM*0262108	\$ 402.00	Building Remodeling Expense
Invoice < \$15,000	Village of Westmont	2/12/2020	IM*E0078813	\$ 28.22	Water - Sewage Expense
Invoice > \$15,000	Vision Service Plan - (IV)	2/20/2020	IM*E0079037	\$ 19,063.12	Vision Choice Prem February 2020
Invoice > \$15,000	VisionPoint Media, Inc.	2/17/2020	IM*E0078910	\$ 37,954.67	Advertising Expense
Invoice < \$15,000	Visographic	2/5/2020	IM*E0078653	\$ 393.21	SS Color Copies
Invoice < \$15,000	VWR Funding, Inc.	2/12/2020	IM*0262518	\$ 2,501.11	Instructional Supplies
Invoice < \$15,000	Walden Floral Design Co	2/4/2020	IM*0262104	\$ 4,780.00	Other supplies
Invoice < \$15,000	Wallace Moy	2/13/2020	IM*0262663	\$ 1,200.00	Retiree Healthcare Payments
Invoice < \$15,000	Warehouse Direct, Inc.	2/26/2020	IM*E0079129	\$ 3,880.85	Maintenance Supplies
Invoice < \$15,000	Warehouse Direct, Inc.	2/19/2020	IM*E0078990	\$ 10,507.07	Maintenance Supplies
Invoice < \$15,000	Warehouse Direct, Inc.	2/12/2020	IM*E0078814	\$ 14,378.34	Equipment - Office
Invoice < \$15,000	Warehouse Direct, Inc.	2/5/2020	IM*E0078654	\$ 1,480.00	Maintenance Supplies
Invoice < \$15,000	Waste Management of Illinois-West	2/26/2020	IM*0263165	\$ 6,442.70	Refuse Disposal Expense
Invoice < \$15,000	Waste Management of Illinois-West	2/12/2020	IM*0262519	\$ 228.43	Refuse Disposal Expense
Invoice < \$15,000	Way 2 Easy, Inc.	2/5/2020	IM*E0078655	\$ 12,500.00	Non-Capital Equipment
Invoice < \$15,000	Weatherproofing Technologies	2/12/2020	IM*0262521	\$ 2,350.00	Facilities Maintenance Service Expense
Invoice < \$15,000	Wendolyn Tellow	2/18/2020	IM*0262779	\$ 1,200.00	Retiree Healthcare Payments
Invoice < \$15,000	Werner Krieglstein	2/13/2020	IM*0262540	\$ 1,200.00	Retiree Healthcare Payments
Invoice < \$15,000	Wesco Distribution, Inc.	2/12/2020	IM*E0078815	\$ 454.00	Maintenance Supplies
Invoice > \$15,000	Wesco Distribution, Inc.	2/17/2020	IM*E0078911	\$ 41,953.98	Equipment - Instructional
Invoice < \$15,000	Wesley Fritz	2/12/2020	IM*0262566	\$ 744.36	Retiree Healthcare Payments
Invoice < \$15,000	West Payment Center	2/12/2020	IM*E0078816	\$ 1,263.06	Books and Binding Costs
Invoice > \$15,000	West Payment Center	2/5/2020	IM*E0078587	\$ 22,457.52	Books and Binding Costs
Invoice < \$15,000	West Publishing Corporation	2/26/2020	IM*E0079130	\$ 604.06	Instructional Service Contracts
Invoice < \$15,000	West Suburban Limousine	2/12/2020	IM*E0078817	\$ 323.15	Performing Arts Services
Invoice < \$15,000	West Suburban Limousine	2/5/2020	IM*E0078656	\$ 67.20	Dues
Invoice < \$15,000	Westlake Hardware, Inc.	2/12/2020	IM*0262522	\$ 16.52	Other supplies
Invoice < \$15,000	Westlake Reed Leasco	2/19/2020	IM*E0078940	\$ 1,600.44	Equipment - Instructional
Invoice < \$15,000	Westmont Interior Supply House	2/26/2020	IM*E0079131	\$ 1,093.60	Maintenance Supplies
Invoice < \$15,000	Wheaton Park District/Arrowhead	2/14/2020	IM*0262724	\$ 200.00	In-State Travel Costs
Invoice < \$15,000	Wheeler Sales & Marketing, Inc.	2/5/2020	IM*E0078627	\$ 1,193.41	Other Contractual Services Expense
Invoice < \$15,000	WideOpenWest IL, LLC	2/26/2020	IM*E0079132	\$ 969.69	Other Contractual Services Expense
Invoice < \$15,000	WideOpenWest IL, LLC	2/12/2020	IM*E0078818	\$ 440.16	Other Contractual Services Expense
Invoice > \$15,000	Wight & Company	2/11/2020	IM*0262246	\$ 16,253.23	Architectural Services Expense
Invoice < \$15,000	William Hussong	2/13/2020	IM*0262624	\$ 744.36	Retiree Healthcare Payments
Invoice < \$15,000	William Igoe	2/13/2020	IM*E0078854	\$ 1,200.00	Retiree Healthcare Payments
Invoice < \$15,000	William Myers	2/13/2020	IM*0262665	\$ 2,277.12	Retiree Healthcare Payments
Invoice < \$15,000	William Rousey	2/12/2020	IM*0262473	\$ 15.00	Funds Held in Custody of Others
Invoice < \$15,000	Window to the World Communications	2/26/2020	IM*E0079133	\$ 4,752.00	Advertising Expense
Invoice < \$15,000	Windy City Truck Repair, Inc.	2/12/2020	IM*0262524	\$ 2,483.15	Maintenance Services Expense
Invoice < \$15,000	W.M. F. Meyer Company	2/12/2020	IM*0262526	\$ 198.66	Maintenance Supplies
Invoice < \$15,000	World Point ECC, Inc.	2/12/2020	IM*0262527	\$ 584.64	Instructional Supplies
Invoice < \$15,000	Xerox Corporation	2/12/2020	IM*0262528	\$ 14,366.86	Rental - Equipment
Invoice > \$15,000	Xerox Corporation	2/17/2020	IM*0262776	\$ 89,778.47	Rental - Equipment
Invoice < \$15,000	Xuechao Zhang	2/10/2020	IM*0262220	\$ 82.81	Funds Held in Custody of Others

D. All Disbursements Excluding Payroll  
 College of DuPage  
 Community College District No. 502  
 ACCOUNTS PAYABLE AND PAYROLL REPORT  
 CASH DISBURSEMENTS  
 February 29, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - February 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	Xuechao Zhang	12/11/2019	IM*0260708	\$ (82.81)	Check issued in prior month; voided in current month
Invoice <\$15,000	Yankee Book Peddler, Inc.	2/26/2020	IM*E0078134	\$ 1,227.53	Books and Binding Costs
Invoice <\$15,000	Yankee Book Peddler, Inc.	2/12/2020	IM*E0078819	\$ 3,559.03	Books and Binding Costs
Invoice <\$15,000	Yankee Book Peddler, Inc.	2/5/2020	IM*E0078657	\$ 5,141.29	Books and Binding Costs
Invoice <\$15,000	Yorks Prints Shoppe Inc	2/12/2020	IM*0262529	\$ 1,331.04	Printing Expense
Invoice <\$15,000	Zinta Korzad	2/13/2020	IM*0262638	\$ 1,200.00	Retiree Healthcare Payments
Invoice <\$15,000	Zofia Solarczyk	2/12/2020	IM*0262559	\$ 1,200.00	Retiree Healthcare Payments
Student Refunds	Checks issued in prior month; voided in current month			\$ (13,762.62)	Student Refunds Voided Checks - 13 transactions
Student Refunds	Student Refunds			\$ 161,292.88	Student Refunds via Credit Cards - 464 transactions
Student Refunds	Student Refunds			\$ 465,536.76	Student Refunds via Paper Check - 595 transactions
Student Refunds	Student Refunds			\$ 1,139,109.70	Student Refunds via Touchnet ACH - 976 transactions
<b>TOTAL VENDOR PAYMENTS DURING THE ACCOUNTING MONTH</b>				<b>\$ 12,014,530.88</b>	

Reconciliation to Total Cash Disbursements:

Payment to Alphagraphics Wheaton, included on separate Board agenda item:

2/12/2020	IM*0262260	\$ 342.00
		<u>\$ 12,014,872.88</u>

Printing Expense

D. All Disbursements Excluding Payroll  
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AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice <15,000	Illinois Department of Revenue	2/14/2020	IM*000907	\$ 722.00	Sales Tax
Invoice <15,000	University of Chicago Interlibrary Loan Lending Service	11/13/2019	IM*026050	\$ (216.44)	Check issued in prior month; voided in current month
Invoice <15,000	University of Chicago Interlibrary Loan Lending Service	12/11/2019	IM*026068	\$ (170.98)	Check issued in prior month; voided in current month
Invoice <15,000	Xuechao Zhang	12/11/2019	IM*026070	\$ (82.81)	Check issued in prior month; voided in current month
Invoice <15,000	Scholarship America	12/18/2019	IM*026083	\$ (2,355.99)	Check issued in prior month; voided in current month
Invoice <15,000	Jo-Ann Mazlach	2/3/2020	IM*026201	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Walden Floral Design Co	2/4/2020	IM*026210	\$ 4,780.00	Other supplies
Invoice <15,000	Karen Cordero	2/4/2020	IM*026210	\$ 4,000.00	Performing Arts Services
Invoice <15,000	Robert Davis	2/4/2020	IM*026210	\$ 2,950.00	Other Contractual Services Expense
Invoice <15,000	Reserve Account	2/4/2020	IM*026210	\$ 10,000.00	Pitney Bowes Prepaid
Invoice <15,000	Village of Glen Ellyn, Illinois	2/4/2020	IM*026210	\$ 402.00	Building Remodeling Expense
Invoice <15,000	Village of Glen Ellyn, Illinois	2/4/2020	IM*026210	\$ 695.00	Building Remodeling Expense
Invoice <15,000	Carolyn Dockus	2/4/2020	IM*026211	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Five Star AudioVisual Inc	2/4/2020	IM*026211	\$ 7,184.00	On-Campus Cont & Mfgs
Invoice <15,000	Hot Club Productions, LLC	2/4/2020	IM*026215	\$ 250.00	Performing Arts Services
Invoice <15,000	Moraine Valley Community College	2/4/2020	IM*026215	\$ 500.00	Other Contractual Services Expense
Invoice <15,000	POSTMASTER - GLEN ELLYN	2/4/2020	IM*026215	\$ 13,000.00	USPS Prepaid
Invoice <15,000	Patricia Puccio	2/4/2020	IM*026215	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Village of Glen Ellyn, Illinois	2/5/2020	IM*026215	\$ 450.00	Building Remodeling Expense
Invoice <15,000	Village of Glen Ellyn, Illinois	2/6/2020	IM*026216	\$ 250.00	Equipment - Instructional
Invoice >15,000	Capital Steps	2/6/2020	IM*026216	\$ 22,500.00	Performing Arts Services
Invoice >15,000	Floora Inc	2/6/2020	IM*026216	\$ 17,050.00	Equipment - Instructional
Invoice <15,000	AT&T Long Distance	2/6/2020	IM*026216	\$ 2.73	Telephone Expense
Invoice <15,000	AT&T Long Distance	2/6/2020	IM*026216	\$ 298.48	Telephone Expense
Invoice <15,000	AT&T Long Distance	2/6/2020	IM*026216	\$ 2,273.60	Telephone Expense
Invoice <15,000	AT&T Long Distance	2/6/2020	IM*026216	\$ 5,633.48	Telephone Expense
Invoice <15,000	AT&T Mobility	2/6/2020	IM*026216	\$ 161.19	Cell Phone Allowance
Invoice <15,000	Erna Gevondyan	2/10/2020	IM*026219	\$ 200.00	Honorarium Stipend
Invoice <15,000	Xuechao Zhang	2/10/2020	IM*026220	\$ 62.81	Funds Held in Custody of Others
Invoice >15,000	Les Productions Neuvarr Inc	2/11/2020	IM*026224	\$ 18,700.00	Performing Arts Services
Invoice >15,000	Wight & Company	2/11/2020	IM*026224	\$ 16,253.23	Architectural Services Expense
Invoice <15,000	A & P Grease Trappers, Inc.	2/12/2020	IM*026224	\$ 450.00	Facilities Maintenance Service Expense
Invoice <15,000	A.F.M. & E.P. Fund	2/12/2020	IM*026224	\$ 754.52	Performing Arts Services
Invoice <15,000	Academy of Human Resource Development	2/12/2020	IM*026224	\$ 655.00	Out-of-State Conference Costs
Invoice <15,000	Adrian School Dist #4	2/12/2020	IM*026225	\$ 37.00	Postage
Invoice <15,000	Advanced Material Services	2/12/2020	IM*026225	\$ 4,340.00	Maintenance Supplies
Invoice <15,000	Advanced Material Services	2/12/2020	IM*026225	\$ 1,085.00	Maintenance Supplies
Invoice <15,000	Advanced Stores Company, Inc.	2/12/2020	IM*026225	\$ 2,295.62	Purchase for Resale
Invoice <15,000	Advantage Team Sales Group	2/12/2020	IM*026225	\$ 1,070.00	Other supplies
Invoice <15,000	Airgas, Inc.	2/12/2020	IM*026225	\$ 705.14	Instructional Supplies
Invoice <15,000	Al Warren Oil Company, Inc.	2/12/2020	IM*026225	\$ 5,736.24	Vehicle Supplies
Invoice <15,000	Alexander Equipment Co.	2/12/2020	IM*026225	\$ 208.05	Maintenance Services Expense
Invoice <15,000	Alibria	2/12/2020	IM*026225	\$ 102.64	Books and Binding Costs
Invoice <15,000	Alligator Records & Artist Management, Inc.	2/12/2020	IM*026225	\$ 203.40	Advertising Expense
Invoice <15,000	Alaco, Inc.	2/12/2020	IM*026226	\$ 4,677.87	Instructional Supplies
Invoice <15,000	Altar Industries Inc	2/12/2020	IM*026226	\$ 11,507.08	Facilities Maintenance Service Expense
Invoice <15,000	Amazon.com, LLC	2/12/2020	IM*026226	\$ 8,010.51	Books and Binding Costs
Invoice <15,000	American Library Association - CHOICE Magazine	2/12/2020	IM*026226	\$ 71.99	Books and Binding Costs
Invoice <15,000	Anlter, Inc.	2/12/2020	IM*026226	\$ 5,272.40	Non-Capital Equipment
Invoice <15,000	ARC-STSA	2/12/2020	IM*026226	\$ 4,000.00	Dues
Invoice <15,000	Arnell Steel Supply Company	2/12/2020	IM*026227	\$ 7,385.31	Instructional Supplies
Invoice <15,000	Ascend Learning Holdings, LLC	2/12/2020	IM*026228	\$ 130.00	Equipment - Instructional
Invoice <15,000	Ascher Brothers Inc	2/12/2020	IM*026229	\$ 5,000.00	Building Remodeling Expense
Invoice <15,000	Aspen University Inc	2/12/2020	IM*026227	\$ 490.00	Tuition Reimbursement-Classified
Invoice <15,000	Association for Supervision & Curriculum Development	2/12/2020	IM*026227	\$ 68.44	Books and Binding Costs
Invoice <15,000	AT&T Long Distance	2/12/2020	IM*026227	\$ 341.68	Telephone Expense
Invoice <15,000	AT&T Long Distance	2/12/2020	IM*026227	\$ 116.24	Telephone Expense
Invoice <15,000	AT&T Mobility	2/12/2020	IM*026227	\$ 68.69	Telephone Expense
Invoice <15,000	AT&T Mobility	2/12/2020	IM*026227	\$ 43.23	Other supplies
Invoice <15,000	Atlas Receipts Holdings, LLC	2/12/2020	IM*026227	\$ 52.59	Printing Expense
Invoice <15,000	Automated Logic	2/12/2020	IM*026227	\$ 2,660.00	Facilities Maintenance Service Expense
Invoice <15,000	Automatic Doors Inc.	2/12/2020	IM*026227	\$ 950.00	Maintenance Supplies
Invoice <15,000	AVT Sealing Solutions Inc.	2/12/2020	IM*026227	\$ 1,098.44	Maintenance Supplies
Invoice <15,000	Axon Enterprises, Inc.	2/12/2020	IM*026228	\$ 320.00	Other supplies
Invoice <15,000	Baker & Taylor Books	2/12/2020	IM*026228	\$ 101.44	Books and Binding Costs
Invoice <15,000	Banc Certified Merchant Services	2/12/2020	IM*026228	\$ 96.00	Performing Arts Services
Invoice <15,000	Banc Certified Merchant Services	2/12/2020	IM*026228	\$ 96.00	Performing Arts Services
Invoice <15,000	Robert Bemis	2/12/2020	IM*026228	\$ 1,000.00	Non-Credit Instructional Serv
Invoice <15,000	Benco Dental Co.	2/12/2020	IM*026228	\$ 564.00	Instructional Supplies
Invoice <15,000	BHFK Digital Imaging	2/12/2020	IM*026228	\$ 708.33	Land Improvements
Invoice <15,000	Bill Doran Co.	2/12/2020	IM*026228	\$ 388.88	Instructional Supplies
Invoice <15,000	Blackboard, Inc.	2/12/2020	IM*026228	\$ 7,725.00	IT Maintenance Services
Invoice <15,000	Board of Trustees of Southern Illinois University	2/12/2020	IM*026228	\$ 125.00	Dues
Invoice <15,000	Book Oven Inc	2/12/2020	IM*026229	\$ 6,998.00	Other Expenditure
Invoice <15,000	Joseph Bradley	2/12/2020	IM*026229	\$ 90.00	Officials/Referees
Invoice <15,000	Brevard Production	2/12/2020	IM*026229	\$ 14,254.40	Out-of-State Travel Costs
Invoice <15,000	Brightview Acquisition Holdings, Inc.	2/12/2020	IM*026229	\$ 14,400.00	Facilities Maintenance Service Expense
Invoice <15,000	Brill USA, Inc.	2/12/2020	IM*026229	\$ 116.50	Books and Binding Costs
Invoice <15,000	Brink's, Inc.	2/12/2020	IM*026229	\$ 122.09	Financial Charges & Adjustments
Invoice <15,000	Build A Blinkie	2/12/2020	IM*026229	\$ 2,000.00	Other supplies
Invoice <15,000	Emily Bulger	2/12/2020	IM*026229	\$ 600.00	Other Contractual Services Expense
Invoice <15,000	Bumper to Bumper	2/12/2020	IM*026229	\$ 36.66	Purchase for Resale
Invoice <15,000	Cambridge Educational	2/12/2020	IM*026229	\$ 534.72	Instructional Supplies
Invoice <15,000	Consortium of Academic and Research Libraries in Illinois	2/12/2020	IM*026230	\$ 5,978.14	Books and Binding Costs
Invoice <15,000	Brandon Cawthon	2/12/2020	IM*026230	\$ 135.00	Officials/Referees
Invoice <15,000	Central National Gottesman, Inc.	2/12/2020	IM*026230	\$ 115.00	Office Supplies
Invoice <15,000	Charleston Advisor Company	2/12/2020	IM*026230	\$ 295.00	Other Contractual Services Expense
Invoice <15,000	Kyla Chase	2/12/2020	IM*026230	\$ 135.00	Officials/Referees

D. All Disbursements Excluding Payroll  
College of DuPage  
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ACCOUNTS PAYABLE AND PAYROLL REPORT  
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Invoice <15,000	Chicago Federation of Musicians	2/12/2020	IM*0262305	\$ 6.60	Performing Arts Services
Invoice <15,000	Chief Architect Inc	2/12/2020	IM*0262306	\$ 65.00	Computer Software
Invoice <15,000	Chronicle of Higher Education	2/12/2020	IM*0262307	\$ 99.95	Dues
Invoice <15,000	Anthony Cianciolo	2/12/2020	IM*0262308	\$ 135.00	Officials/Referees
Invoice <15,000	City of Naperville - Utilities	2/12/2020	IM*0262309	\$ 3,046.88	Electricity Expense
Invoice <15,000	Cleaner's Supply, Inc.	2/12/2020	IM*0262310	\$ 316.45	Instructional Supplies
Invoice <15,000	Tom Clifford	2/12/2020	IM*0262311	\$ 135.00	Officials/Referees
Invoice <15,000	CliftonLarsonAllen LLP	2/12/2020	IM*0262312	\$ 3,400.00	Audit Services Expense
Invoice <15,000	College of DuPage	2/12/2020	IM*0262313	\$ 102.85	Instructional Supplies
Invoice <15,000	Columbia Artists Management	2/12/2020	IM*0262314	\$ 14,250.00	Performing Arts Services
Invoice <15,000	Comcast Commercial Services	2/12/2020	IM*0262315	\$ 3,667.06	Telephone Expense
Invoice <15,000	Comcast Holdings Corporation	2/12/2020	IM*0262316	\$ 14,542.95	Advertising Expense
Invoice <15,000	Commonwealth Edison-Carol Stream	2/12/2020	IM*0262317	\$ 1,554.31	Electricity Expense
Invoice <15,000	Communications Revolving Fund	2/12/2020	IM*0262318	\$ 1,208.02	Other Contractual Services Expense
Invoice <15,000	ICN-CMS	2/12/2020	IM*0262319	\$ 3,600.00	IT Maintenance Services
Invoice <15,000	CompTIA Certification LLC	2/12/2020	IM*0262320	\$ 2,699.00	Other Contractual Services Expense
Invoice <15,000	Computer Aided Technology Inc.	2/12/2020	IM*0262321	\$ 4,600.00	Maintenance Services Expense
Invoice <15,000	Conserv Fa	2/12/2020	IM*0262322	\$ 7,691.89	Maintenance Supplies
Invoice <15,000	Consolidated Flooring of Chicago LLC	2/12/2020	IM*0262323	\$ 1,650.00	Maintenance Supplies
Invoice <15,000	Consortium of Ophthalmic Training Programs	2/12/2020	IM*0262324	\$ 350.00	Dues
Invoice <15,000	Phillip Crawford	2/12/2020	IM*0262325	\$ 135.00	Officials/Referees
Invoice <15,000	Ronnie Creggett	2/12/2020	IM*0262326	\$ 135.00	Officials/Referees
Invoice <15,000	Croestax	2/12/2020	IM*0262327	\$ 427.70	Instructional Supplies
Invoice <15,000	CTVUSA, Inc.	2/12/2020	IM*0262328	\$ 3,756.00	Printing Expense
Invoice <15,000	Dadant and Sons, Inc.	2/12/2020	IM*0262329	\$ 29.50	Non-Capital Equipment
Invoice <15,000	Daily Herald	2/12/2020	IM*0262330	\$ 360.00	Advertising Expense
Invoice <15,000	Darby Dental Supply, LLC	2/12/2020	IM*0262331	\$ 1,683.00	Instructional Supplies
Invoice <15,000	Darley	2/12/2020	IM*0262332	\$ 179.10	Instructional Supplies
Invoice <15,000	Dawn Sign Press	2/12/2020	IM*0262333	\$ 409.05	Instructional Supplies
Invoice <15,000	Denson Shops, Inc.	2/12/2020	IM*0262334	\$ 29.50	Maintenance Services Expense
Invoice <15,000	Dentaply	2/12/2020	IM*0262335	\$ 201.60	Instructional Supplies
Invoice <15,000	DiaMedical USA Equipment LLC	2/12/2020	IM*0262336	\$ 1,094.89	Non-Capital Equipment
Invoice <15,000	Dick Pond Athletics	2/12/2020	IM*0262337	\$ 161.00	Office Supplies
Invoice <15,000	Digi International, Inc.	2/12/2020	IM*0262338	\$ 119.40	Other Contractual Services Expense
Invoice <15,000	DIRECTV, LLC	2/12/2020	IM*0262339	\$ 10.25	Non-Credit Instructional Serv
Invoice <15,000	Discmakers	2/12/2020	IM*0262340	\$ 177.00	Audio/Visual Materials
Invoice <15,000	Drafting Equipment Warehouse	2/12/2020	IM*0262341	\$ 178.19	Instructional Supplies
Invoice <15,000	DuPage County	2/12/2020	IM*0262342	\$ 2,845.11	Other Expenditure
Invoice <15,000	DuPage County	2/12/2020	IM*0262343	\$ 2,845.11	Indirect Costs
Invoice <15,000	Dupage Dodge Chrysler Jeep	2/12/2020	IM*0262344	\$ 86.25	Purchase for Resale
Invoice <15,000	E Instruments International LLC	2/12/2020	IM*0262345	\$ 234.56	Maintenance Supplies
Invoice <15,000	Ecolab	2/12/2020	IM*0262346	\$ 5,889.57	Instructional Supplies
Invoice <15,000	Educational Music Services Inc	2/12/2020	IM*0262347	\$ 183.14	Books and Binding Costs
Invoice <15,000	Edward Occupational Health	2/12/2020	IM*0262348	\$ 126.00	Instructional Service Contracts
Invoice <15,000	Edward Occupational Health	2/12/2020	IM*0262349	\$ 181.00	Instructional Service Contracts
Invoice <15,000	Elliott Auto Supply Co., Inc.	2/12/2020	IM*0262350	\$ 622.36	Purchase for Resale
Invoice <15,000	Ellman's Music Center, Inc.	2/12/2020	IM*0262351	\$ 201.00	Other Contractual Services Expense
Invoice <15,000	Elmhurst College	2/12/2020	IM*0262352	\$ 400.00	Consultants Expense
Invoice <15,000	Elsevier, Inc.	2/12/2020	IM*0262353	\$ 13,143.75	Instructional Service Contracts
Invoice <15,000	Encyclopaedia Britannica, Inc.	2/12/2020	IM*0262354	\$ 2,600.00	Books and Binding Costs
Invoice <15,000	Enterprise Rent-A-Car - Glen Ellyn	2/12/2020	IM*0262355	\$ 764.61	In-State Travel Costs
Invoice <15,000	Fastsigns - Naperville	2/12/2020	IM*0262356	\$ 35.00	Printing Expense
Invoice <15,000	Fastsigns - Naperville	2/12/2020	IM*0262357	\$ 2,851.24	Advertising Expense
Invoice <15,000	Firat Student, Inc.	2/12/2020	IM*0262358	\$ 1,322.50	Other Contractual Services Expense
Invoice <15,000	Fisher Scientific Company	2/12/2020	IM*0262359	\$ 1,310.54	Instructional Supplies
Invoice <15,000	Flagg Creek Water Reclamation District	2/12/2020	IM*0262360	\$ 40.35	Water - Sewage Expense
Invoice <15,000	Flinn Scientific	2/12/2020	IM*0262361	\$ 1,277.92	Instructional Supplies
Invoice <15,000	Follett's College of DuPage	2/12/2020	IM*0262362	\$ 7,228.82	Instructional Supplies
Invoice <15,000	Follett's College of DuPage	2/12/2020	IM*0262364	\$ 149.19	Instructional Supplies
Invoice <15,000	Follett's College of DuPage	2/12/2020	IM*0262365	\$ 47.40	Instructional Supplies
Invoice <15,000	Roshon Franklin	2/12/2020	IM*0262366	\$ 135.00	Officials/Referees
Invoice <15,000	Sue Franzen	2/12/2020	IM*0262367	\$ 7,761.39	On-Campus Conf & Mtgs
Invoice <15,000	Fred Pryor Seminars	2/12/2020	IM*0262368	\$ 199.00	On-Campus Conf & Mtgs
Invoice <15,000	Free Lance Sales	2/12/2020	IM*0262369	\$ 312.65	On-Campus Conf & Mtgs
Invoice <15,000	Mary Fritz	2/12/2020	IM*0262370	\$ 586.00	Officials/Referees
Invoice <15,000	John Garcia	2/12/2020	IM*0262371	\$ 135.00	Officials/Referees
Invoice <15,000	GED Teaching Service	2/12/2020	IM*0262372	\$ 2,910.00	Grant Funded Travel/Conf
Invoice <15,000	General Supply & Services, Inc.	2/12/2020	IM*0262373	\$ 500.00	Maintenance Services Expense
Invoice <15,000	George Patton Associates, Inc.	2/12/2020	IM*0262374	\$ 101.21	Instructional Supplies
Invoice <15,000	Andrew Gerdes	2/12/2020	IM*0262375	\$ 270.00	Officials/Referees
Invoice <15,000	Glen Ellyn Chamber of	2/12/2020	IM*0262376	\$ 90.00	Dues
Invoice <15,000	Greater Oakbrook Chamber of Commerce	2/12/2020	IM*0262377	\$ 50.00	Advertising Expense
Invoice <15,000	Grey House Publishing	2/12/2020	IM*0262378	\$ 932.38	Books and Binding Costs
Invoice <15,000	Rohina Haasany	2/12/2020	IM*0262379	\$ 600.00	On-Campus Conf & Mtgs
Invoice <15,000	Henry Schein	2/12/2020	IM*0262380	\$ 2,708.34	Instructional Supplies
Invoice <15,000	Holabird & Root LLC	2/12/2020	IM*0262381	\$ 8,125.00	Architectural Services Expense
Invoice <15,000	Honors Council of the IL Region	2/12/2020	IM*0262382	\$ 80.00	Dues
Invoice <15,000	HP Inc.	2/12/2020	IM*0262383	\$ 147.95	IT Maintenance Services
Invoice <15,000	HP Products Corporation	2/12/2020	IM*0262384	\$ 57.59	Maintenance Supplies
Invoice <15,000	HP Products Corporation	2/12/2020	IM*0262385	\$ 124.45	Maintenance Supplies
Invoice <15,000	Hav Bookstore Follett #784	2/12/2020	IM*0262386	\$ 304.00	Other supplies
Invoice <15,000	Humphry's Flag Co.	2/12/2020	IM*0262387	\$ 623.00	Other supplies
Invoice <15,000	ICDVP	2/12/2020	IM*0262388	\$ 150.00	Dues
Invoice <15,000	The ICON Group, Inc.	2/12/2020	IM*0262389	\$ 241.00	Rental Facility
Invoice <15,000	ICOR Products	2/12/2020	IM*0262390	\$ 346.00	Maintenance Supplies
Invoice <15,000	IdeaStream Consumer Products LLC	2/12/2020	IM*0262391	\$ 1,071.44	Other supplies
Invoice <15,000	Identalonics, Inc.	2/12/2020	IM*0262392	\$ 1,760.50	Other supplies
Invoice <15,000	HEMA	2/12/2020	IM*0262393	\$ 1,175.00	Dues

D. All Disbursements Excluding Payroll  
College of DuPage  
Community College District No. 502  
ACCOUNTS PAYABLE AND PAYROLL REPORT  
CASH DISBURSEMENTS  
February 28, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - February 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](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	Illinois Association of Cosmetology Schools	2/12/2020	IM*0262394	\$ 550.00	Dues
Invoice <15,000	Illinois Institute for Continuing Legal Education	2/12/2020	IM*0262395	\$ 35.00	Books and Binding Costs
Invoice <15,000	Illinois Police Accreditation Coalition (I-Pac)	2/12/2020	IM*0262396	\$ 100.00	Dues - Classified
Invoice <15,000	Infobase Publishing	2/12/2020	IM*0262397	\$ 318.92	Books and Binding Costs
Invoice <15,000	Integration Partners	2/12/2020	IM*0262398	\$ 2,883.84	IT Maintenance Services
Invoice <15,000	International Assoc. of Chiefs of Police	2/12/2020	IM*0262399	\$ 215.00	Dues
Invoice <15,000	Iron Mountain Off Site Data	2/12/2020	IM*0262400	\$ 306.78	IT Maintenance Services
Invoice <15,000	J.J. Keller & Associates, Inc.	2/12/2020	IM*0262401	\$ 143.00	Instructional Supplies
Invoice <15,000	Jenn Sales Corporation	2/12/2020	IM*0262402	\$ 972.50	Instructional Supplies
Invoice <15,000	Job Target.com	2/12/2020	IM*0262403	\$ 2,654.50	Advertising Expense
Invoice <15,000	John Wiley & Sons - Boston	2/12/2020	IM*0262404	\$ 146.05	Books and Binding Costs
Invoice <15,000	Johnny's Selected Seeds	2/12/2020	IM*0262405	\$ 535.22	Purchase for Resale
Invoice <15,000	Joubel AS	2/12/2020	IM*0262406	\$ 750.00	Computer Software
Invoice <15,000	Kevin Joyce	2/12/2020	IM*0262407	\$ 135.00	Officials/Referees
Invoice <15,000	Darrell Katz	2/12/2020	IM*0262408	\$ 1,500.00	Non-Credit Instructional Serv
Invoice <15,000	Matthew Kennedy	2/12/2020	IM*0262409	\$ 75.24	Funds Held in Custody of Others
Invoice <15,000	Kennicott Brothers Company	2/12/2020	IM*0262410	\$ 688.46	Instructional Supplies
Invoice <15,000	Sarah Klaper	2/12/2020	IM*0262411	\$ 200.00	On-Campus Conf & Mtgs
Invoice <15,000	Knightsbridge Global Ltd	2/12/2020	IM*0262412	\$ 623.95	Instructional Supplies
Invoice <15,000	Krag's Tire Centers Inc.	2/12/2020	IM*0262413	\$ 162.00	Vehicle Supplies
Invoice <15,000	LACONI Inc	2/12/2020	IM*0262414	\$ 100.00	Dues
Invoice <15,000	Laerdal Medical Corporation	2/12/2020	IM*0262415	\$ 208.58	Instructional Supplies
Invoice <15,000	Lakeshore Managers, LLC	2/12/2020	IM*0262416	\$ 2,565.00	Other supplies
Invoice <15,000	Lan's Aca Hardware-Glen Ellyn	2/12/2020	IM*0262418	\$ 375.90	Instructional Supplies
Invoice <15,000	Lan's Aca Hardware-Glen Ellyn	2/12/2020	IM*0262419	\$ 627.33	Maintenance Supplies
Invoice <15,000	Mika Lennie	2/12/2020	IM*0262420	\$ 225.00	Officials/Referees
Invoice <15,000	Lester and Rosalie Anister Center	2/12/2020	IM*0262421	\$ 348.00	Consultants Expense
Invoice <15,000	Lex Meat, LTD	2/12/2020	IM*0262422	\$ 802.80	Instructional Supplies
Invoice <15,000	The Lincoln Electric Company	2/12/2020	IM*0262423	\$ 2,703.14	Instructional Supplies
Invoice <15,000	LKG A-Reliable Auto Parts	2/12/2020	IM*0262424	\$ 150.95	Instructional Supplies
Invoice <15,000	Marberry Cleaners and Launderer's LLC	2/12/2020	IM*0262425	\$ 1,191.83	Maintenance Services Expense
Invoice <15,000	McGraw-Hill Global Education, Inc.	2/12/2020	IM*0262426	\$ 224.54	Books and Binding Costs
Invoice <15,000	McKesson Medical-Surgical Inc	2/12/2020	IM*0262427	\$ 1,359.05	Instructional Supplies
Invoice <15,000	McMaster Carr Supply	2/12/2020	IM*0262428	\$ 1,065.04	Instructional Supplies
Invoice <15,000	Medline Industries, Inc.	2/12/2020	IM*0262429	\$ 3.80	Instructional Supplies
Invoice <15,000	Mi-Box	2/12/2020	IM*0262430	\$ 99.00	Rental Facility
Invoice <15,000	Michel, LLC	2/12/2020	IM*0262431	\$ 679.97	Instructional Supplies
Invoice <15,000	Midwest Tape LLC	2/12/2020	IM*0262432	\$ 504.08	Books and Binding Costs
Invoice <15,000	Midwest Trading Horticulture Supplies Inc.	2/12/2020	IM*0262433	\$ 3,950.88	Instructional Supplies
Invoice <15,000	MSC Industrial Supply	2/12/2020	IM*0262434	\$ 469.73	Instructional Supplies
Invoice <15,000	Naaco	2/12/2020	IM*0262435	\$ 763.31	Instructional Supplies
Invoice <15,000	Neher Electric	2/12/2020	IM*0262436	\$ 128.99	Maintenance Supplies
Invoice <15,000	New Chef Fashion Inc.	2/12/2020	IM*0262437	\$ 3,892.03	Instructional Supplies
Invoice <15,000	Newark Electronics	2/12/2020	IM*0262438	\$ 522.21	IT Maintenance Services
Invoice <15,000	Normandy Construction Co., Inc.	2/12/2020	IM*0262439	\$ 5,164.65	Other Contractual Services Expense
Invoice <15,000	Nova Science Publishers, Inc.	2/12/2020	IM*0262440	\$ 82.80	Books and Binding Costs
Invoice <15,000	Oak Brook Mechanical Services Inc	2/12/2020	IM*0262441	\$ 2,232.79	Facilities Maintenance Service Expense
Invoice <15,000	Office Depot	2/12/2020	IM*0262442	\$ 14,779.85	Office Supplies
Invoice <15,000	Omnigraphics, Inc.	2/12/2020	IM*0262456	\$ 81.85	Books and Binding Costs
Invoice <15,000	Omnigraphics, Inc.	2/12/2020	IM*0262457	\$ 59.70	Books and Binding Costs
Invoice <15,000	Open Table, Inc.	2/12/2020	IM*0262458	\$ 128.50	Other Contractual Services Expense
Invoice <15,000	Optitex USA Inc.	2/12/2020	IM*0262459	\$ 937.40	Computer Software
Invoice <15,000	Oracle America, Inc.	2/12/2020	IM*0262460	\$ 11,563.22	IT Maintenance Services
Invoice <15,000	P&G Oral Health	2/12/2020	IM*0262461	\$ 198.92	Instructional Supplies
Invoice <15,000	Pitney Bowes	2/12/2020	IM*0262462	\$ 287.50	Rental - Equipment
Invoice <15,000	Pitman Publishing	2/12/2020	IM*0262463	\$ 83.45	Books and Binding Costs
Invoice <15,000	Police Law Institute	2/12/2020	IM*0262464	\$ 2,944.00	On-Campus Conf & Mtgs
Invoice <15,000	Praxair/Gas Tech	2/12/2020	IM*0262465	\$ 1,979.35	Instructional Supplies
Invoice <15,000	President and Fellows of Harvard College	2/12/2020	IM*0262466	\$ 10,900.00	Out-of-State Conference Costs
Invoice <15,000	Pretrax, Inc.	2/12/2020	IM*0262467	\$ 2,887.39	Other Contractual Services Expense
Invoice <15,000	Quark Enterprises, Inc.	2/12/2020	IM*0262468	\$ 607.50	Instructional Supplies
Invoice <15,000	Rev.com, Inc.	2/12/2020	IM*0262469	\$ 16.00	Other Contractual Services Expense
Invoice <15,000	Roco Films Educational	2/12/2020	IM*0262470	\$ 305.00	Performing Arts Services
Invoice <15,000	Celia Rodee	2/12/2020	IM*0262471	\$ 500.00	DNU Confer/Meeting Exp-Local
Invoice <15,000	Rotary Club of Naperville	2/12/2020	IM*0262472	\$ 475.00	In-State Conference Costs
Invoice <15,000	William Rousey	2/12/2020	IM*0262473	\$ 15.00	Funds Held in Custody of Others
Invoice <15,000	Rowman & Littlefield Publ.	2/12/2020	IM*0262474	\$ 169.97	Books and Binding Costs
Invoice <15,000	Grace Ruggiero	2/12/2020	IM*0262475	\$ 455.61	Funds Held in Custody of Others
Invoice <15,000	Rumpel Shirt Skin, Inc.	2/12/2020	IM*0262476	\$ 52.00	Other supplies
Invoice <15,000	SalonCentric Inc.	2/12/2020	IM*0262477	\$ 133.93	Instructional Supplies
Invoice <15,000	Samuel French Inc	2/12/2020	IM*0262478	\$ 13.61	Books and Binding Costs
Invoice <15,000	Sarah Feinbloom	2/12/2020	IM*0262479	\$ 579.00	Books and Binding Costs
Invoice <15,000	SAS Institute Inc.	2/12/2020	IM*0262480	\$ 13,602.92	Computer Software
Invoice <15,000	Scent Air Technologies, Inc.	2/12/2020	IM*0262481	\$ 83.45	Other Contractual Services Expense
Invoice <15,000	School Health Corporation	2/12/2020	IM*0262482	\$ 1,099.82	Other supplies
Invoice <15,000	Lloyd Schweiner	2/12/2020	IM*0262483	\$ 135.00	Officials/Referees
Invoice <15,000	Kimberly Schultz	2/12/2020	IM*0262484	\$ 600.00	On-Campus Conf & Mtgs
Invoice <15,000	Second City Inc	2/12/2020	IM*0262485	\$ 6,250.00	Performing Arts Services
Invoice <15,000	Sharpint	2/12/2020	IM*0262486	\$ 147.13	Advertising Expense
Invoice <15,000	Shaw Suburban Media Group	2/12/2020	IM*0262487	\$ 699.00	Advertising Expense
Invoice <15,000	Sherwin Williams Company	2/12/2020	IM*0262488	\$ 396.71	Maintenance Supplies
Invoice <15,000	SHI International Corp	2/12/2020	IM*0262489	\$ 1,702.68	Non-Capital Equipment
Invoice <15,000	Show of Force LLC	2/12/2020	IM*0262490	\$ 375.00	Performing Arts Services
Invoice <15,000	Simplex Grinnell Lp	2/12/2020	IM*0262491	\$ 46.38	Maintenance Supplies
Invoice <15,000	Michael Skrabla	2/12/2020	IM*0262492	\$ 135.00	Officials/Referees
Invoice <15,000	Smithgroup Inc	2/12/2020	IM*0262493	\$ 8,675.00	Facilities Maintenance Service Expense
Invoice <15,000	Sound Communications, Inc.	2/12/2020	IM*0262494	\$ 3,027.37	Maintenance Services Expense
Invoice <15,000	Sparikhun Electronics Inc.	2/12/2020	IM*0262495	\$ 219.82	Instructional Supplies

D. All Disbursements Excluding Payroll  
 College of DuPage  
 Community College District No. 502  
 ACCOUNTS PAYABLE AND PAYROLL REPORT  
 CASH DISBURSEMENTS  
 February 29, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - February 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	Stephan Bates	2/12/2020	IM*0262496	\$ 1,314.00	Instructional Supplies
Invoice <15,000	Susan Stone	2/12/2020	IM*0262497	\$ 600.00	On-Campus Conf & Mtgs
Invoice <15,000	Strategic Cost Control, Inc.	2/12/2020	IM*0262498	\$ 800.00	Unemployment Insurance Expense
Invoice <15,000	Shana Stump	2/12/2020	IM*0262499	\$ 975.00	Other Contractual Services Expense
Invoice <15,000	Jim Sullivan	2/12/2020	IM*0262500	\$ 135.00	Officials/Referees
Invoice <15,000	Table Mountain Group, LLC	2/12/2020	IM*0262501	\$ 1,225.00	Instructional Supplies
Invoice <15,000	Ciera Taylor	2/12/2020	IM*0262502	\$ 405.00	Officials/Referees
Invoice <15,000	Yeman Training and Consulting	2/12/2020	IM*0262503	\$ 150.00	In-State Conference Costs
Invoice <15,000	Theatrowka, USA	2/12/2020	IM*0262504	\$ 6,000.00	Performing Arts Services
Invoice <15,000	TheraNest, LLC	2/12/2020	IM*0262505	\$ 480.00	On-Campus Conf & Mtgs
Invoice <15,000	Thomson Reuters	2/12/2020	IM*0262506	\$ 276.75	Books and Binding Costs
Invoice <15,000	Tio (The Last One)	2/12/2020	IM*0262507	\$ 50.00	Other Contractual Services Expense
Invoice <15,000	Tompkins Printing	2/12/2020	IM*0262508	\$ 271.63	Office Supplies
Invoice <15,000	Trane	2/12/2020	IM*0262509	\$ 989.30	Maintenance Supplies
Invoice <15,000	Stacy Tyfinaki	2/12/2020	IM*0262510	\$ 135.00	Officials/Referees
Invoice <15,000	United Stations Radio Networks	2/12/2020	IM*0262511	\$ 300.00	Other Contractual Services Expense
Invoice <15,000	University of St. Francis	2/12/2020	IM*0262512	\$ 1,818.00	Tuition Reimbursement-Faculty
Invoice <15,000	United Parcel Service	2/12/2020	IM*0262513	\$ 403.63	Postage
Invoice <15,000	Urban Elevator Service, Inc.	2/12/2020	IM*0262514	\$ 1,968.75	Facilities Maintenance Service Expense
Invoice <15,000	Varideak LLC	2/12/2020	IM*0262515	\$ 445.50	Equipment - Office
Invoice <15,000	Verizon Wireless	2/12/2020	IM*0262516	\$ 942.95	Other Contractual Services Expense
Invoice <15,000	Village of Carol Stream	2/12/2020	IM*0262517	\$ 48.64	Water - Sewage Expense
Invoice <15,000	VWR Funding, Inc.	2/12/2020	IM*0262518	\$ 2,501.11	Instructional Supplies
Invoice <15,000	Waste Management of Illinois-West	2/12/2020	IM*0262519	\$ 229.43	Refuse Disposal Expense
Invoice <15,000	Lawrence Wayne	2/12/2020	IM*0262520	\$ 135.00	Officials/Referees
Invoice <15,000	Weatherproofing Technologies	2/12/2020	IM*0262521	\$ 2,350.00	Facilities Maintenance Service Expense
Invoice <15,000	Westlake Hardware, Inc.	2/12/2020	IM*0262522	\$ 16.52	Other supplies
Invoice <15,000	Jaquetta Westley	2/12/2020	IM*0262523	\$ 135.00	Officials/Referees
Invoice <15,000	Windy City Truck Repair, Inc.	2/12/2020	IM*0262524	\$ 2,483.15	Maintenance Services Expense
Invoice <15,000	Barry Winograd	2/12/2020	IM*0262525	\$ 600.00	Other Contractual Services Expense
Invoice <15,000	WM. F. Meyer Company	2/12/2020	IM*0262526	\$ 188.66	Maintenance Supplies
Invoice <15,000	World Point ECC, Inc.	2/12/2020	IM*0262527	\$ 584.64	Instructional Supplies
Invoice <15,000	Xerox Corporation	2/12/2020	IM*0262528	\$ 14,366.96	Rental - Equipment
Invoice <15,000	Yorke Prints Shoppe Inc	2/12/2020	IM*0262529	\$ 1,331.04	Printing Expense
Invoice <15,000	American Express Travel Related Services Co., Inc.	2/12/2020	IM*0262530	\$ 53,947.54	Travel - Out of State
Invoice <15,000	Hilde Achepohl	2/12/2020	IM*0262531	\$ 900.00	Retiree Healthcare Payments
Invoice <15,000	Debra Adrian	2/12/2020	IM*0262532	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Dvonna Alley	2/12/2020	IM*0262533	\$ 900.00	Retiree Healthcare Payments
Invoice <15,000	Lynnette Arendt	2/12/2020	IM*0262534	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Frank Aata	2/12/2020	IM*0262535	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Daniel Barazez	2/12/2020	IM*0262536	\$ 744.36	Retiree Healthcare Payments
Invoice <15,000	David Baughman	2/12/2020	IM*0262537	\$ 1,600.00	Retiree Healthcare Payments
Invoice <15,000	Anne Bels	2/12/2020	IM*0262538	\$ 900.00	Retiree Healthcare Payments
Invoice <15,000	Susan Benton	2/12/2020	IM*0262539	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Rebecca Bergen	2/12/2020	IM*0262540	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Alan Bergeson	2/12/2020	IM*0262541	\$ 900.00	Retiree Healthcare Payments
Invoice <15,000	Richard Bielski	2/12/2020	IM*0262542	\$ 2,277.12	Retiree Healthcare Payments
Invoice <15,000	Linda Bollendorf	2/12/2020	IM*0262543	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Robert Bollendorf	2/12/2020	IM*0262544	\$ 900.00	Retiree Healthcare Payments
Invoice <15,000	Fred Bruney	2/12/2020	IM*0262545	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Nancy Carroll	2/12/2020	IM*0262546	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	John Church	2/12/2020	IM*0262547	\$ 2,277.12	Retiree Healthcare Payments
Invoice <15,000	Harold Cohen	2/12/2020	IM*0262548	\$ 1,600.00	Retiree Healthcare Payments
Invoice <15,000	Joann Cook	2/12/2020	IM*0262549	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Jeffrey Cowdery	2/12/2020	IM*0262550	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Clyde Cox	2/12/2020	IM*0262551	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Deborah Cronborg	2/12/2020	IM*0262552	\$ 1,182.00	Retiree Healthcare Payments
Invoice <15,000	Ellen Davel	2/12/2020	IM*0262553	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Debra Dimatteo	2/12/2020	IM*0262554	\$ 2,200.00	Retiree Healthcare Payments
Invoice <15,000	Jacqueline Diatt	2/12/2020	IM*0262555	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Daniel Dooley	2/12/2020	IM*0262556	\$ 1,400.00	Retiree Healthcare Payments
Invoice <15,000	Paul Eldersveld	2/12/2020	IM*0262557	\$ 900.00	Retiree Healthcare Payments
Invoice <15,000	Cheri Erdman	2/12/2020	IM*0262558	\$ 900.00	Retiree Healthcare Payments
Invoice <15,000	Diane Erickson	2/12/2020	IM*0262559	\$ 1,600.00	Retiree Healthcare Payments
Invoice <15,000	David Ficht	2/12/2020	IM*0262560	\$ 3,097.03	Retiree Healthcare Payments
Invoice <15,000	John Ficks	2/12/2020	IM*0262561	\$ 900.00	Retiree Healthcare Payments
Invoice <15,000	Diana Fitzwater	2/12/2020	IM*0262562	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Mary Fioden-Seltridge	2/12/2020	IM*0262563	\$ 1,600.00	Retiree Healthcare Payments
Invoice <15,000	Lawrence Fratsechi	2/12/2020	IM*0262564	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Elaine Frederick	2/12/2020	IM*0262565	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Wesley Fritz	2/12/2020	IM*0262566	\$ 744.36	Retiree Healthcare Payments
Invoice <15,000	Sidney Fryer	2/12/2020	IM*0262567	\$ 1,600.00	Retiree Healthcare Payments
Invoice <15,000	David Gay	2/12/2020	IM*0262568	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Arthur Geis	2/12/2020	IM*0262569	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Robert Georgalas	2/12/2020	IM*0262570	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Rosemary Ginger	2/12/2020	IM*0262571	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Patricia Graunke	2/12/2020	IM*0262572	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Mary Greene	2/12/2020	IM*0262573	\$ 622.91	Retiree Healthcare Payments
Invoice <15,000	Kathleen Rachick	2/12/2020	IM*0262574	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Galen Ramsay	2/12/2020	IM*0262575	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Robert Regner	2/12/2020	IM*0262576	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Mary Reiner	2/12/2020	IM*0262577	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	R. Richardson	2/12/2020	IM*0262578	\$ 900.00	Retiree Healthcare Payments
Invoice <15,000	George Rokosh	2/12/2020	IM*0262579	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Ann Rosen	2/12/2020	IM*0262580	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Fred Rudolph	2/12/2020	IM*0262581	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Sylvia Rudolph	2/12/2020	IM*0262582	\$ 900.00	Retiree Healthcare Payments
Invoice <15,000	Peter Russo	2/12/2020	IM*0262583	\$ 1,374.00	Retiree Healthcare Payments

D. All Disbursements Excluding Payroll  
 College of DuPage  
 Community College District No. 502  
 ACCOUNTS PAYABLE AND PAYROLL REPORT  
 CASH DISBURSEMENTS  
 February 29, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - February 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	Patrick Sclarra	2/12/2020	IM*0262584	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Betty Shannon	2/12/2020	IM*0262585	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Olivia Shapiro	2/12/2020	IM*0262586	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	David Shavilla	2/12/2020	IM*0262587	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Patricia Siocum	2/12/2020	IM*0262588	\$ 1,600.00	Retiree Healthcare Payments
Invoice <15,000	Zofia Solarczyk	2/12/2020	IM*0262589	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Jean Spahr	2/12/2020	IM*0262590	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	John Sprague-Williams	2/12/2020	IM*0262591	\$ 900.00	Retiree Healthcare Payments
Invoice <15,000	Judith Stahulak	2/12/2020	IM*0262592	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Jeanette Steiner	2/12/2020	IM*0262593	\$ 900.00	Retiree Healthcare Payments
Invoice <15,000	Mary Stainmetz	2/12/2020	IM*0262594	\$ 1,600.00	Retiree Healthcare Payments
Invoice <15,000	Thomas Stephenson	2/12/2020	IM*0262595	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Gwendolyn Stoldt	2/12/2020	IM*0262596	\$ 1,546.53	Retiree Healthcare Payments
Invoice <15,000	Edward Storke	2/12/2020	IM*0262597	\$ 1,600.00	Retiree Healthcare Payments
Invoice <15,000	Paul Svoboda	2/12/2020	IM*0262598	\$ 1,491.67	Retiree Healthcare Payments
Invoice <15,000	Louise Tannura	2/12/2020	IM*0262599	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Nancy Thomas	2/12/2020	IM*0262600	\$ 560.16	Retiree Healthcare Payments
Invoice <15,000	Ruth Thomas	2/12/2020	IM*0262601	\$ 1,600.00	Retiree Healthcare Payments
Invoice <15,000	Shirlee Thompson	2/12/2020	IM*0262602	\$ 1,525.66	Retiree Healthcare Payments
Invoice <15,000	Hed Turner	2/12/2020	IM*0262603	\$ 1,600.00	Retiree Healthcare Payments
Invoice <15,000	Carol Urban	2/12/2020	IM*0262604	\$ 900.00	Retiree Healthcare Payments
Invoice <15,000	Eugene Wagner	2/12/2020	IM*0262605	\$ 900.00	Retiree Healthcare Payments
Invoice <15,000	Joanne Wagner	2/12/2020	IM*0262606	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Larry Ward	2/12/2020	IM*0262607	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Ruth Waterman	2/12/2020	IM*0262608	\$ 1,626.00	Retiree Healthcare Payments
Invoice <15,000	Nathaniel Williams	2/12/2020	IM*0262609	\$ 900.00	Retiree Healthcare Payments
Invoice <15,000	Heidemarie Wing	2/12/2020	IM*0262610	\$ 1,949.97	Retiree Healthcare Payments
Invoice <15,000	Helen Zaleski	2/12/2020	IM*0262611	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Albert Zamsky	2/12/2020	IM*0262612	\$ 1,600.00	Retiree Healthcare Payments
Invoice <15,000	James Zielinski	2/12/2020	IM*0262613	\$ 900.00	Retiree Healthcare Payments
Invoice <15,000	Barbara Hall	2/13/2020	IM*0262614	\$ 1,600.00	Retiree Healthcare Payments
Invoice <15,000	Eugene Hallongren	2/13/2020	IM*0262615	\$ 900.00	Retiree Healthcare Payments
Invoice <15,000	Kenneth Harris	2/13/2020	IM*0262617	\$ 900.00	Retiree Healthcare Payments
Invoice <15,000	Susan Harris-Mitchell	2/13/2020	IM*0262618	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Herbert Haushahn	2/13/2020	IM*0262619	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Nancy Hels	2/13/2020	IM*0262620	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Mary Holdway	2/13/2020	IM*0262621	\$ 1,600.00	Retiree Healthcare Payments
Invoice <15,000	Joyce Holte	2/13/2020	IM*0262622	\$ 2,200.00	Retiree Healthcare Payments
Invoice <15,000	Dennis Hudson	2/13/2020	IM*0262623	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	William Husong	2/13/2020	IM*0262624	\$ 744.36	Retiree Healthcare Payments
Invoice <15,000	Beatrice Jaynes	2/13/2020	IM*0262625	\$ 560.16	Retiree Healthcare Payments
Invoice <15,000	Cherry Johnson	2/13/2020	IM*0262626	\$ 993.20	Retiree Healthcare Payments
Invoice <15,000	Claudine Jordan	2/13/2020	IM*0262627	\$ 900.00	Retiree Healthcare Payments
Invoice <15,000	Richard Kalua	2/13/2020	IM*0262628	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Jagdish Kapoor	2/13/2020	IM*0262629	\$ 900.00	Retiree Healthcare Payments
Invoice <15,000	Donald Katsa	2/13/2020	IM*0262630	\$ 2,200.00	Retiree Healthcare Payments
Invoice <15,000	Ann Kenny	2/13/2020	IM*0262631	\$ 2,200.00	Retiree Healthcare Payments
Invoice <15,000	Annette Kerwin	2/13/2020	IM*0262632	\$ 2,200.00	Retiree Healthcare Payments
Invoice <15,000	Edward Kies	2/13/2020	IM*0262633	\$ 744.36	Retiree Healthcare Payments
Invoice <15,000	Russell Kirt	2/13/2020	IM*0262634	\$ 1,600.00	Retiree Healthcare Payments
Invoice <15,000	Peter Klaasen	2/13/2020	IM*0262635	\$ 900.00	Retiree Healthcare Payments
Invoice <15,000	Thomas Klodin	2/13/2020	IM*0262636	\$ 900.00	Retiree Healthcare Payments
Invoice <15,000	Joyce Koerfer	2/13/2020	IM*0262637	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Zinta Konrad	2/13/2020	IM*0262638	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Geraldine Korcha	2/13/2020	IM*0262639	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Werner Kriegelstein	2/13/2020	IM*0262640	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Carolyn Kveton	2/13/2020	IM*0262641	\$ 1,600.00	Retiree Healthcare Payments
Invoice <15,000	Edward Kveton	2/13/2020	IM*0262642	\$ 1,600.00	Retiree Healthcare Payments
Invoice <15,000	Michael Lanners	2/13/2020	IM*0262643	\$ 744.36	Retiree Healthcare Payments
Invoice <15,000	Larry Larson	2/13/2020	IM*0262644	\$ 900.00	Retiree Healthcare Payments
Invoice <15,000	Ellen Leake	2/13/2020	IM*0262646	\$ 1,600.00	Retiree Healthcare Payments
Invoice <15,000	Ernest Leduc	2/13/2020	IM*0262647	\$ 1,600.00	Retiree Healthcare Payments
Invoice <15,000	Thomas Lindblade	2/13/2020	IM*0262648	\$ 900.00	Retiree Healthcare Payments
Invoice <15,000	Colette Lindsay	2/13/2020	IM*0262649	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Kathleen Litos	2/13/2020	IM*0262650	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Mary Lockerby	2/13/2020	IM*0262651	\$ 744.36	Retiree Healthcare Payments
Invoice <15,000	Margaret Maas	2/13/2020	IM*0262652	\$ 900.00	Retiree Healthcare Payments
Invoice <15,000	Robert Mac Dougall	2/13/2020	IM*0262653	\$ 1,600.00	Retiree Healthcare Payments
Invoice <15,000	Rosa Mac Duff	2/13/2020	IM*0262654	\$ 1,400.00	Retiree Healthcare Payments
Invoice <15,000	Linda Marchese	2/13/2020	IM*0262655	\$ 1,533.33	Retiree Healthcare Payments
Invoice <15,000	Lauris Mattas	2/13/2020	IM*0262656	\$ 900.00	Retiree Healthcare Payments
Invoice <15,000	David Mc Grath	2/13/2020	IM*0262657	\$ 900.00	Retiree Healthcare Payments
Invoice <15,000	Lucia McGinn	2/13/2020	IM*0262658	\$ 900.00	Retiree Healthcare Payments
Invoice <15,000	Gisela Mayn	2/13/2020	IM*0262659	\$ 1,600.00	Retiree Healthcare Payments
Invoice <15,000	Ralph Miller	2/13/2020	IM*0262660	\$ 900.00	Retiree Healthcare Payments
Invoice <15,000	Joseph Milligan	2/13/2020	IM*0262661	\$ 2,277.11	Retiree Healthcare Payments
Invoice <15,000	Joan Morris	2/13/2020	IM*0262662	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Wallace Moy	2/13/2020	IM*0262663	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Juana Murphy	2/13/2020	IM*0262664	\$ 900.00	Retiree Healthcare Payments
Invoice <15,000	William Myers	2/13/2020	IM*0262665	\$ 2,277.12	Retiree Healthcare Payments
Invoice <15,000	Linda Neiman	2/13/2020	IM*0262666	\$ 335.39	Retiree Healthcare Payments
Invoice <15,000	Kay Nielsen	2/13/2020	IM*0262667	\$ 744.36	Retiree Healthcare Payments
Invoice <15,000	Rebecca Noel	2/13/2020	IM*0262668	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Jane Nonnenmann	2/13/2020	IM*0262669	\$ 744.36	Retiree Healthcare Payments
Invoice <15,000	Patricia O Dwyer	2/13/2020	IM*0262670	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Lenora Obaidallah	2/13/2020	IM*0262671	\$ 744.36	Retiree Healthcare Payments
Invoice <15,000	Gary Oliver	2/13/2020	IM*0262672	\$ 2,277.12	Retiree Healthcare Payments
Invoice <15,000	David Olson	2/13/2020	IM*0262673	\$ 1,200.00	Retiree Healthcare Payments



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AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice <15,000	Raymond Olson	2/13/2020	IM*0262674	\$ 1,600.00	Retiree Healthcare Payments
Invoice <15,000	Howard Owens	2/13/2020	IM*0262675	\$ 1,600.00	Retiree Healthcare Payments
Invoice <15,000	Judith Pelleber	2/13/2020	IM*0262676	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Theresa Perrino	2/13/2020	IM*0262677	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Judith Peters	2/13/2020	IM*0262678	\$ 844.80	Retiree Healthcare Payments
Invoice <15,000	Chris Petersen	2/13/2020	IM*0262679	\$ 2,200.00	Retiree Healthcare Payments
Employee Reimb	Timothy Arroyo	2/13/2020	IM*0262680	\$ 66.00	Tuition Reimbursement-Faculty
Employee Reimb	Albert Bailey	2/13/2020	IM*0262681	\$ 100.00	Tuition Reimbursement-CODA
Employee Reimb	Nancy Cary	2/13/2020	IM*0262682	\$ 85.00	Dues - Faculty
Employee Reimb	Julia Casey	2/13/2020	IM*0262683	\$ 20.00	Grant Funded Travel/Conf
Employee Reimb	Susan Castellano	2/13/2020	IM*0262684	\$ 595.00	Tuition Reimbursement-Classified
Employee Reimb	Trevor Cipriano	2/13/2020	IM*0262685	\$ 68.43	Recruitment Costs - Athletics
Employee Reimb	Daniel Deasy	2/13/2020	IM*0262686	\$ 351.27	Grant Funded Travel/Conf
Employee Reimb	Casey Emerich	2/13/2020	IM*0262687	\$ 750.00	Tuition Reimbursement-Faculty
Employee Reimb	Layne Engel	2/13/2020	IM*0262688	\$ 125.00	Dues
Employee Reimb	Daniel Fahlgren	2/13/2020	IM*0262689	\$ 50.00	Tuition Reimbursement-Classified
Employee Reimb	Monika Gadek-Stephan	2/13/2020	IM*0262690	\$ 40.00	Tuition Reimbursement-CODA
Employee Reimb	Sandra Gonzales	2/13/2020	IM*0262691	\$ 1,650.00	Tuition Reimbursement-Classified
Employee Reimb	Gerard Grabowski	2/13/2020	IM*0262692	\$ 82.80	In-State Travel Costs
Employee Reimb	Kristi Hainline	2/13/2020	IM*0262693	\$ 54.07	In-State Travel Costs
Employee Reimb	Derek Jensen	2/13/2020	IM*0262694	\$ 80.00	Dues - Classified
Employee Reimb	Priscilla Linares	2/13/2020	IM*0262695	\$ 400.29	Tuition Reimbursement-Classified
Employee Reimb	Cheryl Martin	2/13/2020	IM*0262696	\$ 134.89	Dues - Classified
Employee Reimb	Kevin Medina	2/13/2020	IM*0262697	\$ 50.00	Tuition Reimbursement-Classified
Employee Reimb	Mario Mendoza	2/13/2020	IM*0262698	\$ 70.00	Dues
Employee Reimb	Timothy Meyers	2/13/2020	IM*0262699	\$ 235.00	Dues - Faculty
Employee Reimb	Pierre Michiels	2/13/2020	IM*0262700	\$ 75.00	Dues - Classified
Employee Reimb	Martin Nachel	2/13/2020	IM*0262701	\$ 118.29	Instructional Supplies
Employee Reimb	Irene Pallasch	2/13/2020	IM*0262702	\$ 462.05	Other supplies
Employee Reimb	Rita Patel	2/13/2020	IM*0262703	\$ 1,449.90	Tuition Reimbursement-Faculty
Employee Reimb	Karen Peraky	2/13/2020	IM*0262704	\$ 82.80	Tuition Reimbursement-Faculty
Employee Reimb	Joel Quam	2/13/2020	IM*0262705	\$ 925.58	Out-of-State Travel Costs
Employee Reimb	Roland Raffel	2/13/2020	IM*0262706	\$ 5,810.67	Advertising Expense
Employee Reimb	Matthew Rahn	2/13/2020	IM*0262707	\$ 1,261.09	Out-of-State Travel Costs
Employee Reimb	Phillip Franz Seitz	2/13/2020	IM*0262708	\$ 17.58	Instructional Supplies
Employee Reimb	Amanda Skarool	2/13/2020	IM*0262709	\$ 12.69	Instructional Supplies
Employee Reimb	Jennifer Stawart	2/13/2020	IM*0262710	\$ 75.00	Dues - Classified
Employee Reimb	Stephen Thompson	2/13/2020	IM*0262711	\$ 66.00	Tuition Reimbursement-Faculty
Employee Reimb	Tamaki Tiballi	2/13/2020	IM*0262712	\$ 49.00	Instructional Supplies
Employee Reimb	Adam Wasilewski	2/13/2020	IM*0262713	\$ 196.64	Instructional Supplies
Employee Reimb	Anna Ziermann	2/13/2020	IM*0262714	\$ 135.63	Tuition Reimbursement-CODA
Invoice <15,000	Chicago Federation of Musicians	2/13/2020	IM*0262715	\$ 165.00	Performing Arts Services
Invoice <15,000	Educ Loan - AES PHEAA	2/13/2020	IM*0262716	\$ 210.24	Wage Assignments
Invoice <15,000	Great Lakes Higher Education Guaranty Corporation	2/13/2020	IM*0262717	\$ 635.68	Wage Assignments
Invoice <15,000	International Union of Operating Engineers	2/13/2020	IM*0262718	\$ 732.13	Professional Dues
Invoice <15,000	Office of Glenn B. Stearns	2/13/2020	IM*0262719	\$ 528.46	Wage Assignments
Invoice <15,000	State Disbursement Unit	2/13/2020	IM*0262720	\$ 4,991.69	Wage Assignments
Invoice <15,000	Steven J. Fink & Assoc.	2/13/2020	IM*0262721	\$ 38.76	Wage Assignments
Invoice <15,000	U.S. Department of Education	2/13/2020	IM*0262722	\$ 210.52	Wage Assignments
Invoice <15,000	Fredrick Dixon	2/13/2020	IM*0262723	\$ 3,977.00	Other Contractual Services Expense
Invoice <15,000	Wheaton Park District/Arrowhead	2/14/2020	IM*0262724	\$ 200.00	In-State Travel Costs
Invoice <15,000	Village of Glen Ellyn, Illinois	2/14/2020	IM*0262726	\$ 130.96	Glen Ellyn Food/Beverage Tax
Invoice <15,000	Office Depot	2/14/2020	IM*0262727	\$ 3,685.46	Office Supplies
Invoice <15,000	DuPage County Fire Chief's Assn	2/17/2020	IM*0262729	\$ 50.00	Dues - Classified
Invoice >15,000	Smithgroup Inc	2/17/2020	IM*0262775	\$ 66,857.87	Architectural Services Expense
Invoice >15,000	Xerox Corporation	2/17/2020	IM*0262776	\$ 89,778.47	Rental - Equipment
Invoice >15,000	Artlow Systems Inc	2/18/2020	IM*0262777	\$ 83,117.60	Building Remodeling Expense
Invoice >15,000	Blackboard, Inc.	2/18/2020	IM*0262778	\$ 44,700.00	IT Maintenance Services
Invoice <15,000	Wendolyn Tetlow	2/18/2020	IM*0262779	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	The Board of Trustees of the University of Illinois	2/18/2020	IM*0262809	\$ 225.00	Consultants Expense
Invoice <15,000	Quik Impressions Group, Inc.	2/19/2020	IM*0262810	\$ 1,114.00	Printing Expense
Invoice <15,000	Gina Wardell	2/19/2020	IM*0262811	\$ 2,200.00	Retiree Healthcare Payments
Invoice <15,000	A.R.T. League Inc	2/19/2020	IM*0262812	\$ 1,675.00	Advertising Expense
Invoice <15,000	AMFM Broadcasting, Inc.	2/19/2020	IM*0262813	\$ 517.85	Advertising Expense
Invoice <15,000	AMFM Broadcasting, Inc.	2/19/2020	IM*0262814	\$ 1,603.95	Advertising Expense
Invoice <15,000	Breakthru Beverage Illinois, LLC	2/19/2020	IM*0262815	\$ 1,492.16	Purchase for Resale
Invoice <15,000	Janet Fix	2/19/2020	IM*0262816	\$ 406.50	Retiree Healthcare Payments
Invoice <15,000	G. Schirmer, Inc.	2/19/2020	IM*0262817	\$ 755.00	Books and Binding Costs
Invoice <15,000	G. Schirmer, Inc.	2/19/2020	IM*0262818	\$ 825.00	Books and Binding Costs
Invoice <15,000	Home Depot - Downers Grove	2/19/2020	IM*0262819	\$ 2,329.35	Other supplies
Invoice <15,000	Nunnally Enterprises Inc.	2/19/2020	IM*0262820	\$ 1,710.00	Other supplies
Invoice <15,000	Second City Inc	2/20/2020	IM*0262821	\$ 675.00	Performing Arts Services
Invoice <15,000	Reliance Standard Life Insurance Company	2/20/2020	IM*0262822	\$ 48,349.69	Life Insurance
Invoice <15,000	Unum Life Insurance Company of America	2/20/2020	IM*0262823	\$ 8,323.78	Long Term Care - Insurance
Invoice >15,000	Normal, LLC	2/21/2020	IM*0262824	\$ 19,000.00	Performing Arts Services
Invoice >15,000	Sevatree LLC	2/21/2020	IM*0262825	\$ 24,500.00	Facilities Maintenance Service Expense
Invoice <15,000	University of Chicago Interlibrary Loan Lending Service	2/21/2020	IM*0262826	\$ 387.42	Books and Binding Costs
Invoice <15,000	Drinker Biddle & Reath LLP	2/21/2020	IM*0262827	\$ 240.00	Legal Services Expense
Invoice >15,000	Bluwatser Learning Inc	2/24/2020	IM*0262828	\$ 20,000.00	IT Maintenance Services
Invoice >15,000	Commonwealth Edison-Carol Stream	2/24/2020	IM*0262829	\$ 64,439.37	Electricity Expense
Invoice <15,000	IDES-Magnetic Media Unit	2/24/2020	IM*0262830	\$ 389.47	Unemployment Insurance Expense
Invoice <15,000	Andrew Leake	2/24/2020	IM*0262831	\$ 792.09	Retiree Healthcare Payments
Invoice <15,000	Roy McGrath	2/24/2020	IM*0262832	\$ 600.00	Other Contractual Services Expense
Employee Reimb	Casey Slott	2/24/2020	IM*0262833	\$ 66.00	Tuition Reimbursement-Faculty
Invoice <15,000	Computer Aided Technology Inc.	2/24/2020	IM*0262900	\$ 62,505.00	Equipment - Instructional
Invoice <15,000	AT&T Long Distance	2/25/2020	IM*0262901	\$ 256.94	Telephone Expense
Invoice <15,000	AT&T Long Distance	2/25/2020	IM*0262902	\$ 442.92	Telephone Expense
Invoice <15,000	AT&T Long Distance	2/25/2020	IM*0262903	\$ 42.37	Telephone Expense

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February 29, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - February 2020

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AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION	
Invoice <15,000	AT&T Mobility	2/25/2020	IM*0262904	\$ 129.69	Office Supplies	
Invoice <15,000	Board of Trustees of Southern Illinois University	2/25/2020	IM*0262905	\$ 125.00	Dues	
Invoice <15,000	Board of Trustees of Southern Illinois University	2/25/2020	IM*0262906	\$ 125.00	Dues	
Invoice <15,000	Sprint	2/26/2020	IM*0263163	\$ 63.65	Telephone Expense	
Invoice <15,000	Verizon Wireless	2/26/2020	IM*0263164	\$ 114.03	Telephone Expense	
Invoice <15,000	Waste Management of Illinois-West	2/26/2020	IM*0263165	\$ 6,442.70	Refuse Disposal Expense	
Invoice <15,000	AT&T Long Distance	2/26/2020	IM*0263166	\$ 48.44	Telephone Expense	
Invoice <15,000	AT&T Long Distance	2/26/2020	IM*0263167	\$ 4,769.76	Telephone Expense	
Invoice <15,000	Mervin Bellafe	2/26/2020	IM*0263168	\$ 2,500.00	Other Contractual Services Expense	
Invoice <15,000	Educ Loan - AES PHEAA	2/26/2020	IM*0263169	\$ 210.26	Wage Assignments	
Invoice <15,000	Great Lakes Higher Education Guaranty Corporation	2/26/2020	IM*0263170	\$ 635.66	Wage Assignments	
Invoice <15,000	International Union of Operating Engineers	2/26/2020	IM*0263171	\$ 732.13	Professional Dues	
Invoice <15,000	Office of Glenn B. Stearns	2/26/2020	IM*0263172	\$ 528.46	Wage Assignments	
Invoice <15,000	State Disbursement Unit	2/26/2020	IM*0263173	\$ 4,912.44	Wage Assignments	
Invoice <15,000	Steven J. Fink & Assoc.	2/26/2020	IM*0263174	\$ 38.76	Wage Assignments	
Invoice <15,000	U.S. Department of Education	2/26/2020	IM*0263175	\$ 210.53	Wage Assignments	
Invoice <15,000	Marget Hamilton	2/27/2020	IM*0263176	\$ 1,200.00	Retiree Healthcare Payments	
Invoice <15,000	DJ Peraiat, LLC	2/27/2020	IM*0263177	\$ 500.00	On-Campus Conf & Mtgs	
Invoice <15,000	Airgas, Inc.	2/27/2020	IM*0263178	\$ 4,349.17	Instructional Supplies	
Invoice <15,000	Scholarship America	2/28/2020	IM*0263179	\$ 1,415.38	Financial Charges & Adjustments	
Invoice <15,000	Lambda Publications, Inc.	2/24/2020	IM*A262417	\$ 1,800.00	Advertising Expense	
Invoice <15,000	Navia Benefit Solutions	2/12/2020	IM*A903	\$ 28,279.68	HSA Emp/COD Contr 1/31/20 Payroll	
Invoice >15,000	IDES-Magnetic Media Unit	2/14/2020	IM*A904	\$ 182,423.15	Withholding Tax - State	
Invoice >15,000	Department of Treasury	2/14/2020	IM*A905	\$ 556,838.03	Withholding Tax - Federal	
Invoice <15,000	Illinois Department of Revenue	2/14/2020	IM*A906	\$ 118.52	Hotel/Motel Tax	
Invoice <15,000	IDES-Magnetic Media Unit	2/14/2020	IM*A907	\$ 200,230.87	Withholding Tax - State	
Invoice <15,000	Department of Treasury	2/26/2020	IM*A909	\$ 577,669.93	Withholding Tax - Federal	
Invoice >15,000	Navia Benefit Solutions	2/19/2020	IM*D21420	\$ 28,179.68	HSA Emp/COD Contr 2/14/20 Payroll	
Invoice <15,000	Quik Impressions Group, Inc.	1/22/2020	IM*E0078361	\$ (1,114.00)	Check issued in prior month; voided in current month	
Invoice <15,000	Jo-Ann Mazlach	1/29/2020	IM*E0078425	\$ (1,200.00)	Check issued in prior month; voided in current month	
Invoice <15,000	Patricia Puccio	1/29/2020	IM*E0078437	\$ (1,200.00)	Check issued in prior month; voided in current month	
Invoice <15,000	Five Star AudioVisual Inc	1/29/2020	IM*E0078463	\$ (7,194.00)	Check issued in prior month; voided in current month	
Invoice <15,000	Carolyn Dockus	1/29/2020	IM*E0078517	\$ (1,200.00)	Check issued in prior month; voided in current month	
Invoice >15,000	West Payment Center	2/5/2020	IM*E0078587	\$ 22,457.52	Books and Binding Costs	
Invoice <15,000	Paula Cebada	2/5/2020	IM*E0078588	\$ 3,330.00	Performing Arts Services	
Invoice <15,000	Karen Dickelman	2/5/2020	IM*E0078589	\$ 955.00	Performing Arts Services	
Invoice <15,000	Ruben Garcia	2/5/2020	IM*E0078590	\$ 135.00	Officials/Referees	
Invoice <15,000	Press Photography Network	2/5/2020	IM*E0078591	\$ 1,482.50	Performing Arts Services	
Invoice <15,000	Rachel Yarch	2/5/2020	IM*E0078592	\$ 1,500.00	Consultants Expense	
Invoice <15,000	Ace Delivery Service, Inc.	2/5/2020	IM*E0078593	\$ 1,350.00	Other Contractual Services Expense	
Invoice <15,000	Aggressive Energy LLC	2/5/2020	IM*E0078594	\$ 1.55	Electricity Expense	
Invoice <15,000	Alexian Brothers Ambulatory Group	2/5/2020	IM*E0078595	\$ 938.00	Non-Credit Instructional Serv	
Invoice <15,000	All Occasions Ballons	2/5/2020	IM*E0078596	\$ 86.00	Other Contractual Services Expense	
Invoice <15,000	Ambrose Video Publishing	2/5/2020	IM*E0078597	\$ 75.00	Books and Binding Costs	
Invoice <15,000	Aqua Pure Enterprises, Inc.	2/5/2020	IM*E0078598	\$ 212.22	Maintenance Services Expense	
Invoice <15,000	Ad Specialites Inc., Illinois	2/5/2020	IM*E0078599	\$ 4,187.00	Maintenance Supplies	
Invoice <15,000	Association of American Geographers	2/5/2020	IM*E0078600	\$ 50.00	Advertising Expense	
Invoice <15,000	B&H Foto & Electronica Corporation	2/5/2020	IM*E0078601	\$ 5,053.31	Equipment - Instructional	
Invoice <15,000	BC Technical, INC.	2/5/2020	IM*E0078602	\$ 6,200.01	Maintenance Services Expense	
Invoice <15,000	Boiler Equipment Co.	2/5/2020	IM*E0078603	\$ 13,900.00	Equipment - Instructional	
Invoice <15,000	Bring 2 Market LLC	2/5/2020	IM*E0078604	\$ 178.21	Other Contractual Services Expense	
Invoice <15,000	Burris Equipment Company	2/5/2020	IM*E0078605	\$ 94.56	Maintenance Supplies	
Invoice <15,000	Carolina Biological	2/5/2020	IM*E0078606	\$ 3,265.38	Instructional Supplies	
Invoice <15,000	Chemcraft Industries	2/5/2020	IM*E0078607	\$ 1,232.00	Maintenance Supplies	
Invoice <15,000	Computer Discount Warehouse	2/5/2020	IM*E0078608	\$ 3,476.36	Other supplies	
Invoice <15,000	DEPCO Enterprises, LLC	2/5/2020	IM*E0078609	\$ 1,560.00	Maintenance Services Expense	
Invoice <15,000	E.R. Salon and Barbers, Inc.	2/5/2020	IM*E0078610	\$ 4,500.00	Other Contractual Services Expense	
Invoice <15,000	Eashtay	2/5/2020	IM*E0078611	\$ 166.89	Other supplies	
Invoice <15,000	EBSCO Information Services	2/5/2020	IM*E0078612	\$ 336.09	Publications	
Invoice <15,000	Edward Don & Company	2/5/2020	IM*E0078613	\$ 879.17	Instructional Supplies	
Invoice <15,000	Entercom Communications Corp	2/5/2020	IM*E0078614	\$ 3,000.00	Advertising Expense	
Invoice <15,000	Equipment & Engine Training Council	2/5/2020	IM*E0078615	\$ 234.00	Non-Capital Equipment	
Invoice <15,000	Fingerprint Marketing	2/5/2020	IM*E0078616	\$ 2,047.81	Advertising Expense	
Invoice <15,000	Fortune Fish Company	2/5/2020	IM*E0078617	\$ 226.50	Instructional Supplies	
Invoice <15,000	Full Compass Systems, Ltd	2/5/2020	IM*E0078618	\$ 222.44	Office Supplies	
Invoice <15,000	Grainger - Downers Grove	2/5/2020	IM*E0078619	\$ 2,178.04	Equipment - Instructional	
Invoice <15,000	Grand Stage Lighting Co., Inc.	2/5/2020	IM*E0078620	\$ 1,148.80	Other supplies	
Invoice <15,000	GW Berkhimer Co. Inc.	2/5/2020	IM*E0078621	\$ 504.46	Instructional Supplies	
Invoice <15,000	Hartman Publishing Group, LTD	2/5/2020	IM*E0078622	\$ 500.00	Advertising Expense	
Invoice <15,000	HJL Associates, LLC	2/5/2020	IM*E0078623	\$ 316.35	Performing Arts Services	
Invoice <15,000	Infinity Transportation Management, LLC	2/5/2020	IM*E0078624	\$ 5,967.00	Other Contractual Services Expense	
Invoice <15,000	Institute for Leadership Excellence & Dev., Inc	2/5/2020	IM*E0078625	\$ 3,000.00	Non-Credit Instructional Serv	
Invoice <15,000	Jameco Electronics	2/5/2020	IM*E0078626	\$ 921.40	Instructional Supplies	
Invoice <15,000	Wheeler Sales & Marketing, Inc.	2/5/2020	IM*E0078627	\$ 1,193.41	Other Contractual Services Expense	
Invoice <15,000	JMA Construction, Inc.	2/5/2020	IM*E0078628	\$ 4,975.00	Maintenance Supplies	
Invoice <15,000	Kendall / Hunt Publishing Co.	2/5/2020	IM*E0078629	\$ 174.32	Books and Binding Costs	
Invoice <15,000	Kigore International	2/5/2020	IM*E0078630	\$ 1,455.83	Instructional Supplies	
Invoice <15,000	Legat Architects	2/5/2020	IM*E0078631	\$ 332.30	Architectural Services Expense	
Invoice <15,000	Livingston International Inc	2/5/2020	IM*E0078632	\$ 767.43	Other Contractual Services Expense	
Invoice <15,000	M-F Athletic Co. Inc.	2/5/2020	IM*E0078633	\$ 1,208.00	Non-Capital Equipment	
Invoice <15,000	Maulana Industries, Inc.	2/5/2020	IM*E0078634	\$ 48.04	Instructional Supplies	
Invoice <15,000	Media Suite, Inc.	2/5/2020	IM*E0078635	\$ 400.00	Performing Arts Services	
Invoice <15,000	Mergent Inc.	2/5/2020	IM*E0078636	\$ 1,949.00	Books and Binding Costs	
Invoice <15,000	Merrimac Solutions, Inc.	2/5/2020	IM*E0078637	\$ 2,404.00	Maintenance Services Expense	
Invoice <15,000	Midway Staffing, Inc.	2/5/2020	IM*E0078638	\$ 8,409.38	Custodial Services	
Invoice <15,000	Mouseer Electronics	2/5/2020	IM*E0078639	\$ 579.19	Equipment - Instructional	
Invoice <15,000	Network Data Systems Inc	2/5/2020	IM*E0078640	\$ 367.20	Other Contractual Services Expense	
Invoice <15,000	Patterson Dental	2/5/2020	IM*E0078641	\$ 319.00	Instructional Supplies	

D. All Disbursements Excluding Payroll  
College of DuPage  
Community College District No. 502  
ACCOUNTS PAYABLE AND PAYROLL REPORT  
CASH DISBURSEMENTS  
February 29, 2020

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Invoice <15,000	Plaques Plus, Inc.	2/5/2020	IM*E0078642	\$ 860.05	Other supplies
Invoice <15,000	Proquest, LLC	2/5/2020	IM*E0078643	\$ 155.42	Books and Binding Costs
Invoice <15,000	Radiation Detection Company	2/5/2020	IM*E0078644	\$ 496.20	Instructional Supplies
Invoice <15,000	Record-A-Hit, Inc.	2/5/2020	IM*E0078645	\$ 2,200.00	Other Contractual Services Expense
Invoice <15,000	Reinders, Inc.	2/5/2020	IM*E0078646	\$ 188.16	Maintenance Supplies
Invoice <15,000	Rma Supply	2/5/2020	IM*E0078647	\$ 3,418.70	Instructional Supplies
Invoice <15,000	RR Donnelley	2/5/2020	IM*E0078648	\$ 598.29	Office Supplies
Invoice <15,000	Scope Shoppe, Inc.	2/5/2020	IM*E0078649	\$ 4,996.00	Maintenance Services Expense
Invoice <15,000	Sierra Automated Systems & Engineering Corporation	2/5/2020	IM*E0078650	\$ 11,085.90	Equipment - Service
Invoice <15,000	Taylor & Francis Group, LLC	2/5/2020	IM*E0078651	\$ 1,400.00	Books and Binding Costs
Invoice <15,000	Travelport	2/5/2020	IM*E0078652	\$ 100.00	Instructional Service Contracts
Invoice <15,000	Visagraphic	2/5/2020	IM*E0078653	\$ 393.21	SS Color Copies
Invoice <15,000	Warehouse Direct, Inc.	2/5/2020	IM*E0078654	\$ 1,480.00	Maintenance Supplies
Invoice <15,000	Way 2 Easy, Inc.	2/5/2020	IM*E0078655	\$ 12,500.00	Non-Capital Equipment
Invoice <15,000	West Suburban Limousine	2/5/2020	IM*E0078656	\$ 67.20	Dues
Invoice <15,000	Yankee Book Peddler, Inc.	2/5/2020	IM*E0078657	\$ 5,141.29	Books and Binding Costs
Employee Reimb	Joseph Aranki	2/6/2020	IM*E0078658	\$ 464.46	Instructional Supplies
Employee Reimb	Marco Benassi	2/6/2020	IM*E0078659	\$ 195.21	In-State Travel Costs
Employee Reimb	Bryan Blinstrup	2/6/2020	IM*E0078660	\$ 5.75	In-State Travel Costs
Employee Reimb	Shannon Brown	2/6/2020	IM*E0078661	\$ 105.00	Dues - Faculty
Employee Reimb	Rosaura Carbajal-Romo	2/6/2020	IM*E0078662	\$ 240.12	Tuition Reimbursement-Faculty
Employee Reimb	Shahen Chowdhury	2/6/2020	IM*E0078663	\$ 175.00	Dues - Faculty
Employee Reimb	Brian Clement	2/6/2020	IM*E0078664	\$ 238.82	Instructional Supplies
Employee Reimb	Michael Cornwood	2/6/2020	IM*E0078665	\$ 4.60	In-State Travel Costs
Employee Reimb	Remic Eneweller	2/6/2020	IM*E0078667	\$ 775.28	Tuition Reimbursement-Classified
Employee Reimb	Valeria Fike	2/6/2020	IM*E0078668	\$ 636.55	Tuition Reimbursement-Classified
Employee Reimb	Jamie Fredericks	2/6/2020	IM*E0078669	\$ 56.72	Instructional Supplies
Employee Reimb	Jennifer Gimmell	2/6/2020	IM*E0078670	\$ 1,134.71	Out-of-State Travel Costs
Employee Reimb	Swarup Gupta	2/6/2020	IM*E0078671	\$ 19.56	In-State Travel Costs
Employee Reimb	Debbie Henderson	2/6/2020	IM*E0078672	\$ 1,610.00	Tuition Reimbursement-Classified
Employee Reimb	Timothy Henningsen	2/6/2020	IM*E0078673	\$ 44.00	Tuition Reimbursement-Faculty
Employee Reimb	Lisa Higgins	2/6/2020	IM*E0078674	\$ 418.00	In-State Conference Costs
Employee Reimb	Erica Hotinpliller	2/6/2020	IM*E0078675	\$ 823.45	Tuition Reimbursement-Faculty
Employee Reimb	Amy Hull	2/6/2020	IM*E0078676	\$ 350.95	Grant Funded Travel/Conf
Employee Reimb	Edith Jaco	2/6/2020	IM*E0078677	\$ 264.00	Tuition Reimbursement-Faculty
Employee Reimb	Susan Kerby	2/6/2020	IM*E0078678	\$ 274.61	In-State Travel Costs
Employee Reimb	Elizabeth Kiedalisch	2/6/2020	IM*E0078679	\$ 985.12	Tuition Reimbursement-Faculty
Employee Reimb	Mary Konkol	2/6/2020	IM*E0078680	\$ 311.00	Dues - Faculty
Employee Reimb	MI Ran Lee	2/6/2020	IM*E0078681	\$ 65.84	Funds Held in Custody of Others
Employee Reimb	Shawn Malach	2/6/2020	IM*E0078682	\$ 50.26	In-State Travel Costs
Employee Reimb	Diana Martinez	2/6/2020	IM*E0078683	\$ 551.44	On-Campus Conf & Migs
Employee Reimb	Tobey McCoy	2/6/2020	IM*E0078684	\$ 62.97	Instructional Supplies
Employee Reimb	Janet Minton	2/6/2020	IM*E0078685	\$ 3.49	Instructional Supplies
Employee Reimb	Mary Mitterer	2/6/2020	IM*E0078686	\$ 335.00	Tuition Reimbursement-CODA
Employee Reimb	Shelly Mocchi	2/6/2020	IM*E0078687	\$ 542.00	Dues - Faculty
Employee Reimb	Michelle Moore	2/6/2020	IM*E0078688	\$ 1,418.75	Tuition Reimbursement-Faculty
Employee Reimb	Kimberly Morris	2/6/2020	IM*E0078689	\$ 3,408.81	Other supplies
Employee Reimb	Thomas Murray	2/6/2020	IM*E0078690	\$ 453.38	Other supplies
Employee Reimb	Alyssa Pasquale	2/6/2020	IM*E0078691	\$ 200.90	Dues - Faculty
Employee Reimb	Karen Pearson	2/6/2020	IM*E0078692	\$ 350.00	Tuition Reimbursement-CODA
Employee Reimb	Ruta PeBenito	2/6/2020	IM*E0078693	\$ 53.25	Grant Funded Travel/Conf
Employee Reimb	Robert Plank	2/6/2020	IM*E0078694	\$ 199.24	Out-of-State Travel Costs
Employee Reimb	Amanda Rakow	2/6/2020	IM*E0078695	\$ 55.29	Office Supplies
Employee Reimb	Melissa Schertz	2/6/2020	IM*E0078696	\$ 75.00	Dues - Faculty
Employee Reimb	Jason Snaft	2/6/2020	IM*E0078697	\$ 35.00	Tuition Reimbursement-Faculty
Employee Reimb	Patricia Sowatzka	2/6/2020	IM*E0078698	\$ 550.00	Tuition Reimbursement-Classified
Employee Reimb	John Stasinopoulos	2/6/2020	IM*E0078699	\$ 76.49	Tuition Reimbursement-Faculty
Employee Reimb	Terri Swanson	2/6/2020	IM*E0078700	\$ 50.00	Out-of-State Travel Costs
Employee Reimb	Justin Wagner	2/6/2020	IM*E0078701	\$ 35.98	Other Conference & Meeting Expense
Employee Reimb	Shelley Weiler	2/6/2020	IM*E0078702	\$ 2,235.41	Tuition Reimbursement-Classified
Employee Reimb	Justin Witte	2/6/2020	IM*E0078703	\$ 194.24	Dues
Employee Reimb	Sabrina Zeidler	2/6/2020	IM*E0078705	\$ 31.29	Other supplies
Invoice >15,000	ASR Analytics LLC	2/5/2020	IM*E0078706	\$ 20,000.00	IT Maintenance Services
Invoice >15,000	DAOS	2/10/2020	IM*E0078707	\$ 505,660.00	Funds Held in Custody of Others
Invoice <15,000	Mark Foss	2/12/2020	IM*E0078708	\$ 1,944.00	Maintenance Services Expense
Invoice <15,000	Kevin Moore	2/12/2020	IM*E0078709	\$ 135.00	Officials/Referees
Invoice <15,000	Sydney Morse	2/12/2020	IM*E0078710	\$ 233.04	Maintenance Services Expense
Invoice <15,000	Gregory Mulvey	2/12/2020	IM*E0078711	\$ 500.00	Performing Arts Services
Invoice <15,000	Kirk Muepratt	2/12/2020	IM*E0078712	\$ 4,500.00	Performing Arts Services
Invoice <15,000	Benjamin Nadel	2/12/2020	IM*E0078713	\$ 1,190.00	Performing Arts Services
Invoice <15,000	Press Photography Network	2/12/2020	IM*E0078714	\$ 3,006.25	Other Contractual Services Expense
Invoice <15,000	A Freedom Flag, Company	2/12/2020	IM*E0078715	\$ 44.45	Equipment - Office
Invoice <15,000	ACT, Inc.	2/12/2020	IM*E0078716	\$ 492.00	Other Contractual Services Expense
Invoice <15,000	Advanced Parts & Services	2/12/2020	IM*E0078717	\$ 1,144.00	Maintenance Services Expense
Invoice <15,000	Aggressive Energy LLC	2/12/2020	IM*E0078718	\$ 43.61	Electricity Expense
Invoice <15,000	Air One Equipment Inc.	2/12/2020	IM*E0078719	\$ 507.00	Maintenance Services Expense
Invoice <15,000	American Welding & Gas, Inc.	2/12/2020	IM*E0078720	\$ 358.22	Instructional Supplies
Invoice <15,000	Associated Integrated Supply Chain Solutions	2/12/2020	IM*E0078721	\$ 219.33	Maintenance Services Expense
Invoice <15,000	Atlas Bobcat, Inc.	2/12/2020	IM*E0078722	\$ 821.00	Maintenance Supplies
Invoice <15,000	B&H Foto & Electronics Corporation	2/12/2020	IM*E0078723	\$ 5,944.02	Non-Capital Equipment
Invoice <15,000	Bailey Edward Design, Inc.	2/12/2020	IM*E0078724	\$ 4,563.00	Architectural Services Expense
Invoice <15,000	Banner Personnel Service Inc	2/12/2020	IM*E0078725	\$ 2,601.00	Other Contractual Services Expense
Invoice <15,000	Barnes & Noble Booksellers Inc.	2/12/2020	IM*E0078726	\$ 32.00	Instructional Supplies
Invoice <15,000	Blick Art Materials	2/12/2020	IM*E0078727	\$ 568.10	Instructional Supplies
Invoice <15,000	Bound Tree Medical	2/12/2020	IM*E0078728	\$ 534.46	Instructional Supplies
Invoice <15,000	Buffalo Theatre Ensemble Corp.	2/12/2020	IM*E0078729	\$ 10,975.86	Art Center Deposit Liability
Invoice <15,000	BWM Global, Inc.	2/12/2020	IM*E0078730	\$ 293.00	Advertising Expense
Invoice <15,000	Carolina Biological	2/12/2020	IM*E0078731	\$ 2,053.68	Instructional Supplies

D. All Disbursements Excluding Payroll  
College of DuPage  
Community College District No. 502  
ACCOUNTS PAYABLE AND PAYROLL REPORT  
CASH DISBURSEMENTS  
February 29, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - February 2020

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Invoice <15,000	Chef by Request - CBR Industries, Inc.	2/12/2020	IM*E0078732	\$ 324.00	Performing Arts Services
Invoice <15,000	Clarus Corporation	2/12/2020	IM*E0078733	\$ 2,237.07	Advertising Expense
Invoice <15,000	Commercial Alarm Systems	2/12/2020	IM*E0078734	\$ 925.00	Equipment - Office
Invoice <15,000	Computer Discount Warehouse	2/12/2020	IM*E0078735	\$ 2,429.75	Other supplies
Invoice <15,000	Converged Digital Networks	2/12/2020	IM*E0078736	\$ 1,816.88	Other Contractual Services Expense
Invoice <15,000	DAOES	2/12/2020	IM*E0078737	\$ 5,068.58	Rental Facility
Invoice <15,000	Demco, Inc.	2/12/2020	IM*E0078738	\$ 121.10	Office Supplies
Invoice <15,000	Ellucian	2/12/2020	IM*E0078739	\$ 13,253.00	IT Maintenance Services
Invoice <15,000	Engineering Resource Associates Inc	2/12/2020	IM*E0078740	\$ 1,300.00	Architectural Services Expense
Invoice <15,000	Evoque Water Technologies Llc	2/12/2020	IM*E0078741	\$ 698.21	Facilities Maintenance Service Expense
Invoice <15,000	Fitzgerald's Electrical Contracting Inc	2/12/2020	IM*E0078742	\$ 1,889.00	Facilities Maintenance Service Expense
Invoice <15,000	Glanbia Performance Nutrition (NA) Inc	2/12/2020	IM*E0078743	\$ 48.30	Non-Capital Equipment
Invoice <15,000	Goodheart Wilcox Company, Inc.	2/12/2020	IM*E0078744	\$ 59.52	Books and Binding Costs
Invoice <15,000	Grainger - Downers Grove	2/12/2020	IM*E0078745	\$ 392.15	Other supplies
Invoice <15,000	Grand Stage Lighting Co., Inc.	2/12/2020	IM*E0078746	\$ 11.00	Other supplies
Invoice <15,000	Graybar Electric-Glendale Heights	2/12/2020	IM*E0078747	\$ 1,772.98	Other supplies
Invoice <15,000	Harland Clarke Corporation	2/12/2020	IM*E0078748	\$ 1,465.50	Other Contractual Services Expense
Invoice <15,000	Rodney Harrington	2/12/2020	IM*E0078749	\$ 135.00	Officials/Referes
Invoice <15,000	HelpSystems LLC	2/12/2020	IM*E0078750	\$ 4,342.80	IT Maintenance Services
Invoice <15,000	Heritage FS Inc.	2/12/2020	IM*E0078751	\$ 679.16	Non-Credit Instructional Serv
Invoice <15,000	Holstein's Garage	2/12/2020	IM*E0078752	\$ 35.00	Maintenance Services Expense
Invoice <15,000	Honeywell International, Inc.	2/12/2020	IM*E0078753	\$ 13,200.00	Facilities Maintenance Service Expense
Invoice <15,000	Infinity Transportation Management, LLC	2/12/2020	IM*E0078754	\$ 1,049.00	Other Contractual Services Expense
Invoice <15,000	Integral Construction, Inc.	2/12/2020	IM*E0078755	\$ 9,229.00	Building Remodeling Expense
Invoice <15,000	Interiors for Business, Inc.	2/12/2020	IM*E0078756	\$ 10,224.93	Equipment - Office
Invoice <15,000	JBH Technologies, Inc.	2/12/2020	IM*E0078757	\$ 3,534.00	Maintenance Services Expense
Invoice <15,000	JC Licht	2/12/2020	IM*E0078758	\$ 109.20	Maintenance Supplies
Invoice <15,000	Novus Pest Control	2/12/2020	IM*E0078759	\$ 620.00	Custodial Services
Invoice <15,000	Lands' End, Inc.	2/12/2020	IM*E0078760	\$ 33.14	Consultants Expense
Invoice <15,000	LibraryWorks Inc	2/12/2020	IM*E0078761	\$ 49.00	On-Campus Cont & Mgtg
Invoice <15,000	Live Reps Call Center, LLC	2/12/2020	IM*E0078762	\$ 47.95	Other Contractual Services Expense
Invoice <15,000	M. R. Serment Inc	2/12/2020	IM*E0078763	\$ 2,500.00	Performing Arts Services
Invoice <15,000	Magna Publications, Inc.	2/12/2020	IM*E0078764	\$ 594.00	On-Campus Cont & Mgtg
Invoice <15,000	Mapformation	2/12/2020	IM*E0078765	\$ 260.00	Maintenance Supplies
Invoice <15,000	Midway Dental Supply Detroit, LLC	2/12/2020	IM*E0078766	\$ 450.00	Maintenance Services Expense
Invoice <15,000	Midway Staffing, Inc.	2/12/2020	IM*E0078767	\$ 14,773.87	Custodial Services
Invoice <15,000	Minitab, Inc.	2/12/2020	IM*E0078769	\$ 2,520.00	IT Maintenance Services
Invoice <15,000	Monoprice, Inc.	2/12/2020	IM*E0078770	\$ 248.00	Instructional Supplies
Invoice <15,000	Motorola Solutions	2/12/2020	IM*E0078771	\$ 1,224.00	Other Contractual Services Expense
Invoice <15,000	NAPA Auto Parts - Glen Ellyn	2/12/2020	IM*E0078772	\$ 1,710.18	Instructional Supplies
Invoice <15,000	Neuco Inc	2/12/2020	IM*E0078773	\$ 672.73	Maintenance Supplies
Invoice <15,000	O'Reilly Auto Parts	2/12/2020	IM*E0078774	\$ 579.65	Maintenance Supplies
Invoice <15,000	Oaktree Products, Inc.	2/12/2020	IM*E0078775	\$ 843.31	Instructional Supplies
Invoice <15,000	Otto Frei	2/12/2020	IM*E0078776	\$ 2,623.54	Non-Capital Equipment
Invoice <15,000	Paddock Publications	2/12/2020	IM*E0078777	\$ 78.00	Instructional Supplies
Invoice <15,000	Patterson Dental	2/12/2020	IM*E0078778	\$ 396.00	Instructional Supplies
Invoice <15,000	Post Up Stand	2/12/2020	IM*E0078779	\$ 155.05	Non-Capital Equipment
Invoice <15,000	PPG Architectural Finishes, Inc.	2/12/2020	IM*E0078780	\$ 41.64	Maintenance Supplies
Invoice <15,000	Precise Printing Network Inc.	2/12/2020	IM*E0078781	\$ 13,610.00	Printing Expense
Invoice <15,000	Pro Education Solutions Inc.	2/12/2020	IM*E0078782	\$ 1,881.00	Other Contractual Services Expense
Invoice <15,000	Reindera, Inc.	2/12/2020	IM*E0078783	\$ 1,304.96	Maintenance Supplies
Invoice <15,000	Riverside Technologies, Inc.	2/12/2020	IM*E0078784	\$ 9,004.00	Other supplies
Invoice <15,000	Roberta Distributor's LP	2/12/2020	IM*E0078785	\$ 717.50	Non-Capital Equipment
Invoice <15,000	Ross Electric	2/12/2020	IM*E0078786	\$ 4,640.00	Facilities Maintenance Service Expense
Invoice <15,000	Russo Power Equipment	2/12/2020	IM*E0078787	\$ 3,901.10	Maintenance Supplies
Invoice <15,000	Saf-T-Gard International, Inc.	2/12/2020	IM*E0078788	\$ 91.03	Maintenance Supplies
Invoice <15,000	Scope Shoppe, Inc.	2/12/2020	IM*E0078789	\$ 243.50	Maintenance Services Expense
Invoice <15,000	Scrubs Etc. Inc.	2/12/2020	IM*E0078790	\$ 57.50	Instructional Supplies
Invoice <15,000	Second Chance Coffee Company, LLC	2/12/2020	IM*E0078791	\$ 150.40	Purchase for Resale
Invoice <15,000	Signature Cleaners of University Commons	2/12/2020	IM*E0078792	\$ 210.00	Performing Arts Services
Invoice <15,000	Sedexo	2/12/2020	IM*E0078793	\$ 14,059.75	Other Conference & Meeting Expense
Invoice <15,000	Southside Control Supply Company	2/12/2020	IM*E0078794	\$ 98.22	Maintenance Supplies
Invoice <15,000	Sport Supply Group, Inc.	2/12/2020	IM*E0078795	\$ 91.28	Non-Capital Equipment
Invoice <15,000	Stevens & Tate, Inc.	2/12/2020	IM*E0078796	\$ 135.00	Performing Arts Services
Invoice <15,000	StreamGuys, Inc	2/12/2020	IM*E0078797	\$ 1,784.80	Other Contractual Services Expense
Invoice <15,000	Stylus Publishing Llc	2/12/2020	IM*E0078798	\$ 6,456.04	Other supplies
Invoice <15,000	Summit Plastic Co.	2/12/2020	IM*E0078799	\$ 1,155.90	Instructional Supplies
Invoice <15,000	Supreme Lobster, Seafood	2/12/2020	IM*E0078800	\$ 266.43	Instructional Supplies
Invoice <15,000	Swank Motion Pictures	2/12/2020	IM*E0078801	\$ 1,003.00	Performing Arts Services
Invoice <15,000	Terrace Supply Company	2/12/2020	IM*E0078802	\$ 145.40	Instructional Supplies
Invoice <15,000	Terrakotta, Inc.	2/12/2020	IM*E0078803	\$ 1,792.65	Equipment - Instructional
Invoice <15,000	Teata Products, Inc.	2/12/2020	IM*E0078804	\$ 1,897.15	Instructional Supplies
Invoice <15,000	Titan Image Group	2/12/2020	IM*E0078805	\$ 425.00	Advertising Expense
Invoice <15,000	Titanium Software Inc	2/12/2020	IM*E0078806	\$ 2,000.00	IT Maintenance Services
Invoice <15,000	Tovar Snow Professionals, Inc.	2/12/2020	IM*E0078807	\$ 9,665.00	Maintenance Services Expense
Invoice <15,000	Tribune Media Group	2/12/2020	IM*E0078808	\$ 778.33	Publications
Invoice <15,000	Tryad Solutions Inc	2/12/2020	IM*E0078809	\$ 2,069.71	Maintenance Supplies
Invoice <15,000	U.S. Food Service	2/12/2020	IM*E0078810	\$ 4,171.21	Instructional Supplies
Invoice <15,000	Uline	2/12/2020	IM*E0078811	\$ 852.91	Non-Capital Equipment
Invoice <15,000	United Fitness Service, Inc.	2/12/2020	IM*E0078812	\$ 639.00	Maintenance Services Expense
Invoice <15,000	Village of Westmont	2/12/2020	IM*E0078813	\$ 28.22	Water - Sewage Expense
Invoice <15,000	Warehouse Direct, Inc.	2/12/2020	IM*E0078814	\$ 14,379.34	Equipment - Office
Invoice <15,000	Wesco Distribution , Inc.	2/12/2020	IM*E0078815	\$ 454.00	Maintenance Supplies
Invoice <15,000	West Payment Center	2/12/2020	IM*E0078816	\$ 1,263.06	Books and Binding Costs
Invoice <15,000	West Suburban Limousine	2/12/2020	IM*E0078817	\$ 323.15	Performing Arts Services
Invoice <15,000	WideOpenWest IL, LLC	2/12/2020	IM*E0078818	\$ 440.16	Other Contractual Services Expense
Invoice <15,000	Yankee Book Peddler, Inc.	2/12/2020	IM*E0078819	\$ 3,559.03	Books and Binding Costs
Invoice <15,000	James Ablich	2/12/2020	IM*E0078820	\$ 2,200.00	Retiree Healthcare Payments

D. All Disbursements Excluding Payroll  
College of DuPage  
Community College District No. 502  
ACCOUNTS PAYABLE AND PAYROLL REPORT  
CASH DISBURSEMENTS  
February 29, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - February 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](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	Marianne Berger	2/12/2020	IM*E0078821	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Robert Berry	2/12/2020	IM*E0078822	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Suzanne Blasl	2/12/2020	IM*E0078823	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Alexander Bolyanatz	2/12/2020	IM*E0078824	\$ 1,417.96	Retiree Healthcare Payments
Invoice <15,000	Thomas Cameron	2/12/2020	IM*E0078825	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Gina Carrier	2/12/2020	IM*E0078826	\$ 2,200.00	Retiree Healthcare Payments
Invoice <15,000	Allan Carter	2/12/2020	IM*E0078827	\$ 900.00	Retiree Healthcare Payments
Invoice <15,000	David Chu	2/12/2020	IM*E0078828	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Mike Chu	2/12/2020	IM*E0078829	\$ 455.64	Retiree Healthcare Payments
Invoice <15,000	Jo Collins	2/12/2020	IM*E0078830	\$ 2,200.00	Retiree Healthcare Payments
Invoice <15,000	Charles Currier	2/12/2020	IM*E0078831	\$ 2,200.00	Retiree Healthcare Payments
Invoice <15,000	Michael Draffe	2/12/2020	IM*E0078832	\$ 1,722.32	Retiree Healthcare Payments
Invoice <15,000	Linda Elaine	2/12/2020	IM*E0078833	\$ 753.53	Retiree Healthcare Payments
Invoice <15,000	Scott Engel	2/12/2020	IM*E0078834	\$ 2,150.00	Retiree Healthcare Payments
Invoice <15,000	Mark Fazzini	2/12/2020	IM*E0078835	\$ 744.36	Retiree Healthcare Payments
Invoice <15,000	Helen Feng	2/12/2020	IM*E0078836	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Victoria Fox	2/12/2020	IM*E0078838	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Sandra Geis	2/12/2020	IM*E0078839	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Kay Gerken	2/12/2020	IM*E0078840	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Prema Ramnath	2/12/2020	IM*E0078841	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Thomas Reed	2/12/2020	IM*E0078842	\$ 2,200.00	Retiree Healthcare Payments
Invoice <15,000	Sharon Scallise	2/12/2020	IM*E0078843	\$ 2,200.00	Retiree Healthcare Payments
Invoice <15,000	Bryan Schacht	2/12/2020	IM*E0078844	\$ 354.48	Retiree Healthcare Payments
Invoice <15,000	Harlan Schweer	2/12/2020	IM*E0078845	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Charles Vanderwarf	2/12/2020	IM*E0078847	\$ 2,200.00	Retiree Healthcare Payments
Invoice <15,000	Terry Vitacco	2/12/2020	IM*E0078848	\$ 1,743.00	Retiree Healthcare Payments
Invoice <15,000	Luann Zimmnick	2/12/2020	IM*E0078850	\$ 2,200.00	Retiree Healthcare Payments
Invoice <15,000	Ida Hagman	2/13/2020	IM*E0078851	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Glenn Hansen	2/13/2020	IM*E0078852	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Janet Hunsicker	2/13/2020	IM*E0078853	\$ 2,200.00	Retiree Healthcare Payments
Invoice <15,000	William Igoe	2/13/2020	IM*E0078854	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Donald Klaua	2/13/2020	IM*E0078855	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Gerald Krusinski	2/13/2020	IM*E0078856	\$ 843.28	Retiree Healthcare Payments
Invoice <15,000	Jeffrey Lecky	2/13/2020	IM*E0078857	\$ 2,200.00	Retiree Healthcare Payments
Invoice <15,000	Richard Malec	2/13/2020	IM*E0078858	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Sally Mullan	2/13/2020	IM*E0078859	\$ 1,200.00	Retiree Healthcare Payments
Invoice <15,000	Marsha Pobal	2/13/2020	IM*E0078860	\$ 744.36	Retiree Healthcare Payments
Employee Reimb	Shamli Aigankar	2/13/2020	IM*E0078861	\$ 383.63	In-State Travel Costs
Employee Reimb	Joseph Aranki	2/13/2020	IM*E0078862	\$ 314.46	Instructional Supplies
Employee Reimb	Bryan Blinstrup	2/13/2020	IM*E0078863	\$ 5.75	In-State Travel Costs
Employee Reimb	Rodney Buck	2/13/2020	IM*E0078864	\$ 3,966.06	Out-of-State Travel Costs
Employee Reimb	Sarah Butler	2/13/2020	IM*E0078865	\$ 348.66	Out-of-State Travel Costs
Employee Reimb	Thomas Carter	2/13/2020	IM*E0078866	\$ 196.93	Instructional Supplies
Employee Reimb	Robert Clark	2/13/2020	IM*E0078867	\$ 380.95	Instructional Supplies
Employee Reimb	Michael Conwood	2/13/2020	IM*E0078868	\$ 4.60	In-State Travel Costs
Employee Reimb	Gilbert Egge	2/13/2020	IM*E0078869	\$ 176.83	Office Supplies
Employee Reimb	Karin Evans	2/13/2020	IM*E0078870	\$ 85.00	Dues - Faculty
Employee Reimb	Faon Grandinetti	2/13/2020	IM*E0078871	\$ 261.00	Audio/Visual Materials
Employee Reimb	Michael Grygleski	2/13/2020	IM*E0078872	\$ 12.66	In-State Travel Costs
Employee Reimb	Kristina Henderson	2/13/2020	IM*E0078873	\$ 78.79	On-Campus Conf & Mtgs
Employee Reimb	Joseph Hopper	2/13/2020	IM*E0078874	\$ 122.52	Performing Arts Services
Employee Reimb	Mary Konkel	2/13/2020	IM*E0078875	\$ 999.65	Tuition Reimbursement-Faculty
Employee Reimb	David Kramer	2/13/2020	IM*E0078876	\$ 507.21	Instructional Supplies
Employee Reimb	Diana Martinez	2/13/2020	IM*E0078877	\$ 174.98	Other supplies
Employee Reimb	James Martner	2/13/2020	IM*E0078878	\$ 165.00	Dues - Administrators
Employee Reimb	Ellen McGowan	2/13/2020	IM*E0078879	\$ 99.00	Dues
Employee Reimb	Michael McKasack	2/13/2020	IM*E0078880	\$ 195.00	Tuition Reimbursement-Classified
Employee Reimb	Janet Minton	2/13/2020	IM*E0078881	\$ 1.50	Instructional Supplies
Employee Reimb	Christine Monnier	2/13/2020	IM*E0078882	\$ 415.00	Dues - Faculty
Employee Reimb	Thomas Murray	2/13/2020	IM*E0078883	\$ 259.75	Other supplies
Employee Reimb	Mary Newberg	2/13/2020	IM*E0078884	\$ 210.00	Dues - Faculty
Employee Reimb	Andrea Polites	2/13/2020	IM*E0078885	\$ 140.00	Dues - Faculty
Employee Reimb	Samantha Salvato	2/13/2020	IM*E0078886	\$ 1,028.22	Out-of-State Travel Costs
Employee Reimb	Kathleen Smid	2/13/2020	IM*E0078887	\$ 86.05	In-State Travel Costs
Employee Reimb	James Turnavich	2/13/2020	IM*E0078888	\$ 249.14	Instructional Supplies
Employee Reimb	Justin Witta	2/13/2020	IM*E0078889	\$ 99.00	Performing Arts Services
Invoice <15,000	College of Dupage Foundation	2/13/2020	IM*E0078890	\$ 2,049.71	Charitable Contributions
Invoice <15,000	Illinois Fraternal Order of Police	2/13/2020	IM*E0078891	\$ 398.70	Professional Dues
Invoice <15,000	Illinois Education Association	2/13/2020	IM*E0078892	\$ 130.68	Professional Dues
Invoice <15,000	Navia Benefit Solutions	2/13/2020	IM*E0078893	\$ 13,516.86	Flexible Spending Accounts
Invoice >15,000	College of Dupage Faculty Assoc	2/13/2020	IM*E0078894	\$ 26,846.00	Professional Dues
Invoice >15,000	DuPage Credit Union	2/13/2020	IM*E0078895	\$ 21,124.14	Credit Union
Invoice >15,000	SURS-State University Retirement System	2/13/2020	IM*E0078896	\$ 432,951.72	Employee Retirement Contributions
Invoice >15,000	Valic Retirement Services	2/13/2020	IM*E0078897	\$ 156,873.06	Annuities
Invoice >15,000	DADES	2/17/2020	IM*E0078898	\$ 104,795.19	Rental Facility
Invoice >15,000	Depue Mechanical, Inc.	2/17/2020	IM*E0078899	\$ 55,375.50	Facilities Maintenance Service Expense
Invoice >15,000	F.H. Paschen S.N Nielsen & Assoc LLC	2/17/2020	IM*E0078900	\$ 384,641.77	Building Remodeling Expense
Invoice >15,000	Follett Higher Education	2/17/2020	IM*E0078901	\$ 755,589.57	Other Students Bookbills
Invoice >15,000	Good Samaritan EMSS - Paramedic Prog	2/17/2020	IM*E0078902	\$ 26,304.00	Instructional Service Contracts
Invoice >15,000	Integral Construction, Inc.	2/17/2020	IM*E0078903	\$ 175,509.00	Building Remodeling Expense
Invoice >15,000	M.A. Mortenson Company	2/17/2020	IM*E0078904	\$ 271,115.00	Building Remodeling Expense
Invoice >15,000	Perkins + Will, Inc.	2/17/2020	IM*E0078905	\$ 28,140.00	Architectural Services Expense
Invoice >15,000	Precise Printing Network Inc.	2/17/2020	IM*E0078906	\$ 117,145.06	Printing Expense
Invoice >15,000	RoMAAS, Inc	2/17/2020	IM*E0078908	\$ 59,467.50	Building Remodeling Expense
Invoice >15,000	Siemens Industry, Inc.	2/17/2020	IM*E0078909	\$ 97,273.00	Building Remodeling Expense
Invoice >15,000	VisionPoint Media, Inc.	2/17/2020	IM*E0078910	\$ 37,954.67	Advertising Expense
Invoice >15,000	Wesco Distribution, Inc.	2/17/2020	IM*E0078911	\$ 41,953.98	Equipment - Instructional
Invoice >15,000	Riverside Technologies, Inc.	2/17/2020	IM*E0078912	\$ 38,954.00	Non-Capital Equipment

D. All Disbursements Excluding Payroll  
 Colleges of DuPage  
 Community College District No. 502  
 ACCOUNTS PAYABLE AND PAYROLL REPORT  
 CASH DISBURSEMENTS  
 February 29, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - February 2020

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[http://www.cod.edu/about/office\\_of\\_the\\_president/planning\\_and\\_reporting\\_documents/invoices.aspx](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
Employee Reimb	Jason Hyatt	2/18/2020	IM'E0078913	\$ 3,082.50	Taxes Rec-Current
Invoice <15,000	Village of Glen Ellyn, Illinois	2/18/2020	IM'E0078915	\$ 12,810.78	Water - Sewage Expense
Invoice <15,000	Village of Glen Ellyn, Illinois	2/18/2020	IM'E0078916	\$ 3,281.24	Water - Sewage Expense
Invoice <15,000	Press Photography Network	2/18/2020	IM'E0078917	\$ 568.75	Performing Arts Services
Invoice <15,000	Addison Electric	2/18/2020	IM'E0078918	\$ 273.19	Maintenance Supplies
Invoice <15,000	Advanced Parts & Services	2/18/2020	IM'E0078919	\$ 441.00	Maintenance Services Expense
Invoice <15,000	Alexian Brothers Ambulatory Group	2/18/2020	IM'E0078920	\$ 435.00	Other Contractual Services Expense
Invoice <15,000	Allegiant Fire Protection LLC	2/18/2020	IM'E0078921	\$ 6,305.00	Facilities Maintenance Service Expense
Invoice <15,000	Alpha Media, LLC	2/18/2020	IM'E0078922	\$ 2,040.00	Advertising Expense
Invoice <15,000	Angele Caputo's Fresh Markets	2/18/2020	IM'E0078923	\$ 95.82	Performing Arts Services
Invoice <15,000	Aqua Pure Enterprises, Inc.	2/18/2020	IM'E0078924	\$ 3,130.36	Other Contractual Services Expense
Invoice <15,000	ASR Analytics LLC	2/18/2020	IM'E0078925	\$ 10,720.00	IT Maintenance Services
Invoice <15,000	Athletico Management Lc	2/18/2020	IM'E0078926	\$ 4,709.00	Other Contractual Services Expense
Invoice <15,000	B&H Foto & Electronics Corporation	2/18/2020	IM'E0078927	\$ 644.17	Non-Capital Equipment
Invoice <15,000	Banner Personnel Service Inc	2/18/2020	IM'E0078928	\$ 618.00	Office Services Expense
Invoice <15,000	Barnes & Noble Booksellers Inc.	2/18/2020	IM'E0078929	\$ 42.32	Instructional Supplies
Invoice <15,000	Better Impact USA Inc.	2/18/2020	IM'E0078930	\$ 542.50	Computer Software
Invoice <15,000	Blick Art Materials	2/18/2020	IM'E0078931	\$ 456.75	Instructional Supplies
Invoice <15,000	Buffalo Theatre Ensemble Corp.	2/18/2020	IM'E0078932	\$ 1,368.75	Art Center Deposit Liability
Invoice <15,000	Cengage Learning, Inc.	2/18/2020	IM'E0078933	\$ 1,122.66	Books and Binding Costs
Invoice <15,000	Chef by Request - CBR Industries, Inc.	2/18/2020	IM'E0078934	\$ 305.90	Performing Arts Services
Invoice <15,000	Chicago Gallery News, Inc.	2/18/2020	IM'E0078935	\$ 4,969.00	Advertising Expense
Invoice <15,000	Classroom Products LLC	2/18/2020	IM'E0078936	\$ 155.40	Instructional Supplies
Invoice <15,000	Combined Roofing Services, LLC	2/18/2020	IM'E0078937	\$ 1,440.64	Facilities Maintenance Service Expense
Invoice <15,000	Computer Discount Warehouse	2/18/2020	IM'E0078938	\$ 6,606.83	Equipment - Office
Invoice <15,000	Direction Promo, Inc.	2/18/2020	IM'E0078939	\$ 300.00	Advertising Expense
Invoice <15,000	Westlake Reed Leaksosy	2/18/2020	IM'E0078940	\$ 1,600.44	Equipment - Instructional
Invoice <15,000	Dremliter Electrical Motors	2/18/2020	IM'E0078941	\$ 59.12	Maintenance Supplies
Invoice <15,000	EBSCO Information Services	2/18/2020	IM'E0078942	\$ 115.22	Publications
Invoice <15,000	Ellician	2/18/2020	IM'E0078943	\$ 1,331.25	IT Maintenance Services
Invoice <15,000	Equipment Depot	2/18/2020	IM'E0078944	\$ 175.00	Non-Credit Instructional Serv
Invoice <15,000	Equipment International, Ltd.	2/18/2020	IM'E0078945	\$ 2,190.62	Maintenance Services Expense
Invoice <15,000	Etched in Time Inc.	2/18/2020	IM'E0078946	\$ 276.00	On-Campus Conf & Migs
Invoice <15,000	Faestel Company	2/18/2020	IM'E0078947	\$ 327.00	Maintenance Supplies
Invoice <15,000	Fitzgerald's Electrical Contracting Inc	2/18/2020	IM'E0078948	\$ 6,897.00	Equipment - Service
Invoice <15,000	Fortuna Fish Company	2/18/2020	IM'E0078949	\$ 666.67	Instructional Supplies
Invoice <15,000	Full Compass Systems, Ltd	2/18/2020	IM'E0078950	\$ 12.80	Office Supplies
Invoice <15,000	Gary Gand Music, Inc.	2/18/2020	IM'E0078951	\$ 220.00	Other supplies
Invoice <15,000	Gianbia Performance Nutrition (NA) Inc	2/18/2020	IM'E0078952	\$ 965.70	Non-Capital Equipment
Invoice <15,000	Granger - Downers Grove	2/18/2020	IM'E0078953	\$ 623.76	Instructional Supplies
Invoice <15,000	Grand Stage Lighting Co., Inc.	2/18/2020	IM'E0078954	\$ 87.75	Other supplies
Invoice <15,000	Graybar Electric-Glendale Heights	2/18/2020	IM'E0078955	\$ 67.28	Other supplies
Invoice <15,000	Heritage Wine Cellars, Inc.	2/18/2020	IM'E0078956	\$ 1,514.98	Instructional Supplies
Invoice <15,000	Infinity Transportation Management, LLC	2/18/2020	IM'E0078957	\$ 2,109.00	Other Contractual Services Expense
Invoice <15,000	Jameco Electronics	2/18/2020	IM'E0078958	\$ 184.20	Instructional Supplies
Invoice <15,000	JBH Technologies, Inc.	2/18/2020	IM'E0078959	\$ 447.00	Instructional Supplies
Invoice <15,000	JC Licht	2/18/2020	IM'E0078960	\$ 174.83	Maintenance Supplies
Invoice <15,000	Jerry Haggerty Chevrolet	2/18/2020	IM'E0078961	\$ 62.27	Instructional Supplies
Invoice <15,000	Len's Ace Hardware, Inc.	2/18/2020	IM'E0078962	\$ 100.22	IT Maintenance Services
Invoice <15,000	Market Mapping Plus	2/18/2020	IM'E0078963	\$ 425.00	Other Contractual Services Expense
Invoice <15,000	Martin Implement Sales	2/18/2020	IM'E0078964	\$ 472.97	Maintenance Supplies
Invoice <15,000	MEGA Clinica, LLC	2/18/2020	IM'E0078965	\$ 599.00	In-State Conference Costs
Invoice <15,000	Mergent Inc.	2/18/2020	IM'E0078966	\$ 3,000.00	Publications
Invoice <15,000	Midway Staffing, Inc.	2/18/2020	IM'E0078967	\$ 11,593.77	Custodial Services
Invoice <15,000	Midwest Computer Supply	2/18/2020	IM'E0078968	\$ 170.00	IT Maintenance Services
Invoice <15,000	MidwestImports	2/18/2020	IM'E0078969	\$ 1,853.06	Instructional Supplies
Invoice <15,000	Mouser Electronics	2/18/2020	IM'E0078970	\$ 98.49	Instructional Supplies
Invoice <15,000	NAPA Auto Parts - Glen Ellyn	2/18/2020	IM'E0078971	\$ 126.71	Purchase for Resale
Invoice <15,000	OBEX P.E. Inc	2/18/2020	IM'E0078972	\$ 1,330.00	Other supplies
Invoice <15,000	Paddock Publications	2/18/2020	IM'E0078973	\$ 1,255.80	Advertising Expense
Invoice <15,000	Parts Town, LLC	2/18/2020	IM'E0078974	\$ 86.49	Maintenance Services Expense
Invoice <15,000	Pocket Nurse	2/18/2020	IM'E0078975	\$ 170.27	Instructional Supplies
Invoice <15,000	Ray O'Herron Co., Inc.	2/18/2020	IM'E0078976	\$ 239.50	Other supplies
Invoice <15,000	Riverside Technologies, Inc.	2/18/2020	IM'E0078977	\$ 990.00	Non-Capital Equipment
Invoice <15,000	Russo Power Equipment	2/18/2020	IM'E0078978	\$ 13,570.78	Non-Capital Equipment
Invoice <15,000	Second Chance Coffee Company, LLC	2/18/2020	IM'E0078979	\$ 649.00	Instructional Supplies
Invoice <15,000	Service Sanitation, Inc.	2/18/2020	IM'E0078980	\$ 61.37	Office Supplies
Invoice <15,000	Snap-on, Inc.	2/18/2020	IM'E0078981	\$ 1,752.33	Maintenance Services Expense
Invoice <15,000	Southside Control Supply Company	2/18/2020	IM'E0078982	\$ 176.77	Instructional Supplies
Invoice <15,000	Supreme Lobster, Seafood	2/18/2020	IM'E0078983	\$ 810.13	Instructional Supplies
Invoice <15,000	Terrace Supply Company	2/18/2020	IM'E0078984	\$ 22.62	Instructional Supplies
Invoice <15,000	Tasta Produce, Inc.	2/18/2020	IM'E0078985	\$ 1,221.60	Instructional Supplies
Invoice <15,000	Tribune Media Group	2/18/2020	IM'E0078986	\$ 2,032.00	Advertising Expense
Invoice <15,000	United Radio Communications, Inc.	2/18/2020	IM'E0078987	\$ 1,980.00	Maintenance Supplies
Invoice <15,000	Vernier Software	2/18/2020	IM'E0078988	\$ 1,838.81	Instructional Supplies
Invoice <15,000	Village of Glen Ellyn, Illinois	2/18/2020	IM'E0078989	\$ 181.25	Hotel/Motel Tax
Invoice <15,000	Warehouse Direct, Inc.	2/18/2020	IM'E0078990	\$ 10,507.07	Maintenance Supplies
Employee Reimb	Kacy Abeln	2/20/2020	IM'E0078991	\$ 2,150.56	In-State Travel Costs
Employee Reimb	Shamili Ajgaonkar	2/20/2020	IM'E0078992	\$ 302.97	In-State Travel Costs
Employee Reimb	Sara Alcantara	2/20/2020	IM'E0078993	\$ 250.00	Dues
Employee Reimb	Bryan Blinstrup	2/20/2020	IM'E0078994	\$ 5.75	In-State Travel Costs
Employee Reimb	Charles Boone	2/20/2020	IM'E0078995	\$ 535.00	Tuition Reimbursement-Admin
Employee Reimb	Sarah Butler	2/20/2020	IM'E0078996	\$ 454.05	Tuition Reimbursement-Faculty
Employee Reimb	Thomas Carter	2/20/2020	IM'E0078997	\$ 201.59	Instructional Supplies
Employee Reimb	Joseph Cassidy	2/20/2020	IM'E0078998	\$ 63.00	Instructional Supplies
Employee Reimb	Judith Coates	2/20/2020	IM'E0078999	\$ 33.35	In-State Travel Costs
Employee Reimb	Michael Comwood	2/20/2020	IM'E0079000	\$ 4.60	In-State Travel Costs
Employee Reimb	Matthew Cousins	2/20/2020	IM'E0079001	\$ 138.86	Other supplies

D. All Disbursements Excluding Payroll  
College of DuPage  
Community College District No. 502  
ACCOUNTS PAYABLE AND PAYROLL REPORT  
CASH DISBURSEMENTS  
February 29, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - February 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](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
Employee Reimb	Gilbert Egge	2/20/2020	IM*E0079002	\$ 5,968.90	Out-of-State Travel Costs
Employee Reimb	Farozan Fatima	2/20/2020	IM*E0079003	\$ 1,850.00	Tuition Reimbursement-Classified
Employee Reimb	Cesar Flores	2/20/2020	IM*E0079004	\$ 2,254.46	Out-of-State Travel Costs
Employee Reimb	Michael Foas	2/20/2020	IM*E0079005	\$ 399.00	Dues - Faculty
Employee Reimb	Amy Fress	2/20/2020	IM*E0079006	\$ 48.00	Other supplies
Employee Reimb	Donna Gillespie	2/20/2020	IM*E0079007	\$ 773.73	Tuition Reimbursement-Faculty
Employee Reimb	Margarat Hernandez	2/20/2020	IM*E0079008	\$ 20.00	Tuition Reimbursement-Classified
Employee Reimb	Joseph Hopper	2/20/2020	IM*E0079009	\$ 334.24	Performing Arts Services
Employee Reimb	Elmir Huetzovic	2/20/2020	IM*E0079010	\$ 87.59	Audio/Visual Materials
Employee Reimb	Derek Jensen	2/20/2020	IM*E0079011	\$ 274.15	In-State Travel Costs
Employee Reimb	Lauretta Jorgensen	2/20/2020	IM*E0079012	\$ 83.70	Publications
Employee Reimb	Jason Levaggi	2/20/2020	IM*E0079013	\$ 13.80	In-State Travel Costs
Employee Reimb	Michael Lukritz	2/20/2020	IM*E0079014	\$ 777.39	Out-of-State Travel Costs
Employee Reimb	Sandra Marchetti	2/20/2020	IM*E0079015	\$ 4.80	In-State Travel Costs
Employee Reimb	Sandra Martina	2/20/2020	IM*E0079016	\$ 1,121.83	Out-of-State Travel Costs
Employee Reimb	James Martner	2/20/2020	IM*E0079017	\$ 325.00	Dues - Administrators
Employee Reimb	Adela Meitz	2/20/2020	IM*E0079018	\$ 32.23	Grant Funded Travel/Conf
Employee Reimb	Janet Minton	2/20/2020	IM*E0079019	\$ 40.84	Instructional Supplies
Employee Reimb	Jane Oetegaard	2/20/2020	IM*E0079020	\$ 696.00	Dues - Faculty
Employee Reimb	David Ouellette	2/20/2020	IM*E0079021	\$ 612.00	Out-of-State Travel Costs
Employee Reimb	Anthony Padgett	2/20/2020	IM*E0079022	\$ 1,067.97	Out-of-State Travel Costs
Employee Reimb	Mirta Pagnucci	2/20/2020	IM*E0079023	\$ 61.29	Funds Held in Custody of Others
Employee Reimb	Jigna Patel	2/20/2020	IM*E0079024	\$ 53.00	Dues - Classified
Employee Reimb	Stephanie Quirk	2/20/2020	IM*E0079025	\$ 1,126.94	Out-of-State Travel Costs
Employee Reimb	Lori Rabehl	2/20/2020	IM*E0079026	\$ 19.09	In-State Travel Costs
Employee Reimb	Cynthia Rice	2/20/2020	IM*E0079027	\$ 287.90	Dues - Faculty
Employee Reimb	Linda Sanda-Vankerk	2/20/2020	IM*E0079028	\$ 1,469.43	Out-of-State Travel Costs
Employee Reimb	Charles Steebs	2/20/2020	IM*E0079030	\$ 216.00	Advertising Expense
Employee Reimb	Ronald Stanz	2/20/2020	IM*E0079031	\$ 1,783.93	Out-of-State Travel Costs
Employee Reimb	Kara Tegmeyer	2/20/2020	IM*E0079032	\$ 248.84	Instructional Supplies
Employee Reimb	James Tumasovich	2/20/2020	IM*E0079033	\$ 1,812.66	Instructional Supplies
Employee Reimb	Philip Zuber	2/20/2020	IM*E0079035	\$ 61.01	Advertising Expense
Invoice <\$15,000	Navia Benefit Solutions	2/20/2020	IM*E0079038	\$ 2,914.00	HS&A Admin Fees
Invoice >\$15,000	Vision Service Plan - (IV)	2/20/2020	IM*E0079037	\$ 19,963.12	Vision Choice Prem February 2020
Invoice >\$15,000	Tableau Software Inc	2/1/2020	IM*E0079038	\$ 16,887.00	IT Maintenance Services
Invoice >\$15,000	Aggressive Energy LLC	2/1/2020	IM*E0079039	\$ 137,829.80	Electricity Expense
Invoice >\$15,000	Community College Health Consortium	2/1/2020	IM*E0079040	\$ 1,121,642.64	Medical HD Premiums - January 2020
Invoice >\$15,000	Computer Discount Warehouse	2/1/2020	IM*E0079041	\$ 17,154.97	IT Maintenance Services
Invoice >\$15,000	Delta Dental of Illinois	2/1/2020	IM*E0079042	\$ 68,277.60	Dental PPO Premium January 2020
Invoice >\$15,000	Extra Basee, LLC	2/1/2020	IM*E0079043	\$ 19,642.00	Funds Held in Custody of Others
Invoice >\$15,000	ICCTA	2/1/2020	IM*E0079044	\$ 17,500.00	Dues
Invoice >\$15,000	JMA Construction, Inc.	2/1/2020	IM*E0079045	\$ 17,350.00	Building Remodeling Expense
Invoice <\$15,000	Ratje & Woodward, LLC	2/1/2020	IM*E0079048	\$ 11,984.90	Legal Services Expense
Invoice <\$15,000	Central DuPage Hosp-BHS	2/1/2020	IM*E0079047	\$ 12,960.00	Employee Assistance Program
Invoice >\$15,000	Automotive Equipment Specialists	2/24/2020	IM*E0079048	\$ 33,267.24	Equipment - Instructional
Invoice >\$15,000	Prime Time Specialty Vehicles, Inc.	2/24/2020	IM*E0079049	\$ 75,495.00	Equipment - Instructional
Invoice >\$15,000	Riverside Technologies, Inc.	2/24/2020	IM*E0079050	\$ 71,669.00	Non-Capital Equipment
Invoice >\$15,000	Siemens Industry, Inc.	2/24/2020	IM*E0079051	\$ 75,791.00	Building Remodeling Expense
Invoice >\$15,000	Colley Elevator Co	2/25/2020	IM*E0079052	\$ 15,606.00	Building Remodeling Expense
Invoice <\$15,000	Donald Baumgart	2/26/2020	IM*E0079053	\$ 324.00	Officials/Referees
Invoice <\$15,000	Mark Foas	2/26/2020	IM*E0079054	\$ 120.00	Performing Arts Services
Invoice <\$15,000	ABC-CLIQ, LLC	2/26/2020	IM*E0079055	\$ 55.60	Books and Binding Costs
Invoice <\$15,000	Aggressive Energy LLC	2/26/2020	IM*E0079056	\$ 1,562.80	Electricity Expense
Invoice <\$15,000	Alexian Brothers Ambulatory Group	2/26/2020	IM*E0079057	\$ 421.00	Non-Credit Instructional Serv
Invoice <\$15,000	APTAC	2/26/2020	IM*E0079058	\$ 1,515.00	In-State Conference Costs
Invoice <\$15,000	B&H Foto & Electronics Corporation	2/26/2020	IM*E0079059	\$ 3,120.63	Instructional Supplies
Invoice <\$15,000	Bailey Edward Design, Inc.	2/26/2020	IM*E0079060	\$ 4,100.75	Architectural Services Expense
Invoice <\$15,000	Blick Art Materials	2/26/2020	IM*E0079061	\$ 169.92	Instructional Supplies
Invoice <\$15,000	Buffalo Theatre Ensemble Corp.	2/26/2020	IM*E0079062	\$ 347.00	Art Center Deposit Liability
Invoice <\$15,000	Burlington English Inc	2/26/2020	IM*E0079063	\$ 4,800.00	Instructional Supplies
Invoice <\$15,000	Career Step, LLC	2/26/2020	IM*E0079064	\$ 798.40	Non-Credit Instructional Serv
Invoice <\$15,000	Carolina Biological	2/26/2020	IM*E0079065	\$ 52.59	Instructional Supplies
Invoice <\$15,000	Cengage Learning, Inc.	2/26/2020	IM*E0079066	\$ 4,536.40	Books and Binding Costs
Invoice <\$15,000	Chef by Request - CBR Industries, Inc.	2/26/2020	IM*E0079067	\$ 942.65	Performing Arts Services
Invoice <\$15,000	Chemcraft Industries	2/26/2020	IM*E0079068	\$ 839.60	Maintenance Supplies
Invoice <\$15,000	Chicagoland Beverage Company	2/26/2020	IM*E0079069	\$ 274.59	Instructional Supplies
Invoice <\$15,000	Computer Discount Warehouse	2/26/2020	IM*E0079070	\$ 8,659.53	Equipment - Office
Invoice <\$15,000	Cordogan Clark & Associates, Inc.	2/26/2020	IM*E0079071	\$ 1,507.28	Architectural Services Expense
Invoice <\$15,000	CTI Holdings, Inc.	2/26/2020	IM*E0079072	\$ 80.00	Non-Capital Equipment
Invoice <\$15,000	DIGSBOT Inc	2/26/2020	IM*E0079073	\$ 400.00	On-Campus Conf & Mtgs
Invoice <\$15,000	Draisliker Electrical Motors	2/26/2020	IM*E0079074	\$ 300.78	Maintenance Supplies
Invoice <\$15,000	Educated Business Resource Corp	2/26/2020	IM*E0079075	\$ 11,700.00	Non-Credit Instructional Serv
Invoice <\$15,000	Fastenal Company	2/26/2020	IM*E0079076	\$ 1,406.19	Maintenance Supplies
Invoice <\$15,000	Fkiquality, Llc	2/26/2020	IM*E0079077	\$ 10,000.00	Non-Credit Instructional Serv
Invoice <\$15,000	Forebay Suppliers, Inc.	2/26/2020	IM*E0079078	\$ 2,255.92	Instructional Supplies
Invoice <\$15,000	Fortune Fish Company	2/26/2020	IM*E0079079	\$ 104.79	Instructional Supplies
Invoice <\$15,000	Full Compass Systems, Ltd	2/26/2020	IM*E0079080	\$ 292.47	Office Supplies
Invoice <\$15,000	Grainger - Downers Grove	2/26/2020	IM*E0079081	\$ 2,575.91	Instructional Supplies
Invoice <\$15,000	Heritage FS Inc	2/26/2020	IM*E0079082	\$ 781.21	Non-Credit Instructional Serv
Invoice <\$15,000	HILL Associates, LLC	2/26/2020	IM*E0079083	\$ 316.35	Performing Arts Services
Invoice <\$15,000	Institute for Leadership Excellence & Dev., Inc	2/26/2020	IM*E0079084	\$ 8,300.00	Non-Credit Instructional Serv
Invoice <\$15,000	Interline Brands, Inc.	2/26/2020	IM*E0079085	\$ 1,043.42	Maintenance Supplies
Invoice <\$15,000	Intersection Media Holdings, Inc.	2/26/2020	IM*E0079086	\$ 7,445.00	Advertising Expense
Invoice <\$15,000	J W Pepper Music	2/26/2020	IM*E0079087	\$ 2,721.57	Instructional Supplies
Invoice <\$15,000	Kigors International	2/26/2020	IM*E0079088	\$ 2,550.56	Instructional Supplies
Invoice <\$15,000	Krueger International, Inc.	2/26/2020	IM*E0079089	\$ 2,379.86	Equipment - Office
Invoice <\$15,000	M. R. Serment Inc	2/26/2020	IM*E0079090	\$ 1,250.00	Performing Arts Services
Invoice <\$15,000	Marianna Industries, Inc.	2/26/2020	IM*E0079091	\$ 414.22	Instructional Supplies

D. All Disbursements Excluding Payroll  
College of DuPage  
Community College District No. 502  
ACCOUNTS PAYABLE AND PAYROLL REPORT  
CASH DISBURSEMENTS  
February 29, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - February 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	Mark Andy Print Products	2/26/2020	IM*E0079092	\$ 1,355.21	Office Supplies
Invoice <15,000	Marlin Implement Sales	2/26/2020	IM*E0079093	\$ 36.46	Maintenance Supplies
Invoice <15,000	Midway Staffing, Inc.	2/26/2020	IM*E0079094	\$ 9,779.51	Custodial Services
Invoice <15,000	Naperville Chamber of Commerce	2/26/2020	IM*E0079095	\$ 50.00	In-State Conference Costs
Invoice <15,000	National Academies of Emergency Dispatch	2/26/2020	IM*E0079096	\$ 1,895.00	Out-of-State Conference Costs
Invoice <15,000	Network Data Systems Inc	2/26/2020	IM*E0079097	\$ 765.00	Other Contractual Services Expense
Invoice <15,000	New Liberty Popcorn, LLC	2/26/2020	IM*E0079098	\$ 490.00	Purchase for Resale
Invoice <15,000	Paddock Publications	2/26/2020	IM*E0079099	\$ 62.10	Advertising Expense
Invoice <15,000	Patterson Dental	2/26/2020	IM*E0079100	\$ 430.78	Instructional Supplies
Invoice <15,000	Performance Architects, Inc.	2/26/2020	IM*E0079101	\$ 1,950.00	Consultants Expense
Invoice <15,000	Perkins + Will, Inc.	2/26/2020	IM*E0079102	\$ 14,465.51	Architectural Services Expense
Invoice <15,000	Peterson's a Helmet Co.	2/26/2020	IM*E0079103	\$ 245.89	Books and Binding Costs
Invoice <15,000	Petroleum Technologies Equipment	2/26/2020	IM*E0079104	\$ 559.50	Maintenance Services Expense
Invoice <15,000	Post Up Stand	2/26/2020	IM*E0079105	\$ 201.02	Non-Capital Equipment
Invoice <15,000	PPG Architectural Finishes, Inc.	2/26/2020	IM*E0079106	\$ 98.87	Maintenance Supplies
Invoice <15,000	Proquest, LLC	2/26/2020	IM*E0079107	\$ 167.00	Books and Binding Costs
Invoice <15,000	Ray Graham Association for People With Disabilities	2/26/2020	IM*E0079108	\$ 322.73	Other Contractual Services Expense
Invoice <15,000	Ray O'Herron Co., Inc.	2/26/2020	IM*E0079109	\$ 1,922.83	Other supplies
Invoice <15,000	Reinders, Inc.	2/26/2020	IM*E0079110	\$ 291.04	Maintenance Supplies
Invoice <15,000	Riverside Technologies, Inc.	2/26/2020	IM*E0079111	\$ 4,290.00	Non-Capital Equipment
Invoice <15,000	Be The Change Solutions	2/26/2020	IM*E0079112	\$ 1,897.50	Instructional Supplies
Invoice <15,000	School Specialty, Inc.	2/26/2020	IM*E0079113	\$ 622.49	Instructional Supplies
Invoice <15,000	Second Chance Coffee Company, LLC	2/26/2020	IM*E0079114	\$ 131.50	Purchase for Resale
Invoice <15,000	Signature Cleaners of University Commons	2/26/2020	IM*E0079115	\$ 308.00	Performing Arts Services
Invoice <15,000	Sodexo	2/26/2020	IM*E0079116	\$ 9,768.61	Other Conference & Meeting Expense
Invoice <15,000	Southside Control Supply Company	2/26/2020	IM*E0079117	\$ 35.74	Instructional Supplies
Invoice <15,000	Sport Supply Group, Inc.	2/26/2020	IM*E0079118	\$ 538.65	Other supplies
Invoice <15,000	Steve Weiss Music	2/26/2020	IM*E0079119	\$ 59.99	Instructional Supplies
Invoice <15,000	StreamGuys, Inc	2/26/2020	IM*E0079120	\$ 551.10	Other Contractual Services Expense
Invoice <15,000	Supreme Lobster, Seafood	2/26/2020	IM*E0079121	\$ 284.50	Instructional Supplies
Invoice <15,000	Swank Motion Pictures	2/26/2020	IM*E0079122	\$ 1,033.00	Performing Arts Services
Invoice <15,000	Terrakotta, Inc.	2/26/2020	IM*E0079123	\$ 1,590.18	Non-Capital Equipment
Invoice <15,000	Testa Produca, Inc.	2/26/2020	IM*E0079124	\$ 1,161.80	Instructional Supplies
Invoice <15,000	Tree Towns Repro Service	2/26/2020	IM*E0079125	\$ 480.00	Facilities Maintenance Service Expense
Invoice <15,000	Tryad Solutions Inc	2/26/2020	IM*E0079126	\$ 358.06	Office Supplies
Invoice <15,000	Tyco Fire & Security (US) Management, Inc.	2/26/2020	IM*E0079127	\$ 291.22	Maintenance Services Expense
Invoice <15,000	US Ecology, EQ The Environmental Quality Co.	2/26/2020	IM*E0079128	\$ 5,385.20	Refuse Disposal Expense
Invoice <15,000	Warehouse Direct, Inc.	2/26/2020	IM*E0079129	\$ 3,880.85	Maintenance Supplies
Invoice <15,000	West Publishing Corporation	2/26/2020	IM*E0079130	\$ 604.06	Instructional Service Contracts
Invoice <15,000	Westmont Interior Supply House	2/26/2020	IM*E0079131	\$ 1,093.60	Maintenance Supplies
Invoice <15,000	WideOpenWest IL, LLC	2/26/2020	IM*E0079132	\$ 369.69	Other Contractual Services Expense
Invoice <15,000	Window to the World Communications	2/26/2020	IM*E0079133	\$ 4,752.00	Advertising Expense
Invoice <15,000	Yankee Book Peddler, Inc.	2/26/2020	IM*E0079134	\$ 1,227.53	Books and Binding Costs
Invoice <15,000	Nicor Gas	2/26/2020	IM*E0079135	\$ 908.60	Gas Expense
Invoice >15,000	Riverside Technologies, Inc.	2/26/2020	IM*E0079136	\$ 18,822.86	Equipment - Technology
Invoice <15,000	College of Dupage Foundation	2/26/2020	IM*E0079137	\$ 2,321.67	Charitable Contributions
Invoice <15,000	Illinois Fraternal Order of Police	2/26/2020	IM*E0079138	\$ 376.55	Professional Dues
Invoice <15,000	Illinois Education Association	2/26/2020	IM*E0079139	\$ 130.68	Professional Dues
Invoice <15,000	Navia Benefit Solutions	2/26/2020	IM*E0079140	\$ 13,439.94	Flexible Spending Accounts
Invoice >15,000	Colley Elevator Co	2/26/2020	IM*E0079141	\$ 73,301.00	Building Remodeling Expense
Invoice >15,000	Computer Discount Warehouse	2/26/2020	IM*E0079142	\$ 29,532.40	Equipment - Office
Invoice >15,000	F.H. Paschen S.N Nielsen & Assoc LLC	2/26/2020	IM*E0079143	\$ 276,012.57	Building Remodeling Expense
Invoice >15,000	Motorola Solutions	2/26/2020	IM*E0079144	\$ 157,487.16	Equipment - Service
Invoice >15,000	Perkins + Will, Inc.	2/26/2020	IM*E0079145	\$ 28,140.00	Architectural Services Expense
Invoice >15,000	College of Dupage Faculty Assoc	2/26/2020	IM*E0079146	\$ 26,937.00	Professional Dues
Invoice >15,000	DuPage Credit Union	2/26/2020	IM*E0079147	\$ 21,124.14	Credit Union
Invoice >15,000	SURS-State University Retirement System	2/26/2020	IM*E0079148	\$ 411,494.50	Employee Retirement Contributions
Invoice >15,000	Valic Retirement Services	2/26/2020	IM*E0079149	\$ 156,162.08	Annuities
Invoice >15,000	Siemens Industry, Inc.	2/26/2020	IM*E0079150	\$ 47,487.36	Building Remodeling Expense
Employee Reimb	Kacy Abeln	2/27/2020	IM*E0079151	\$ 304.07	In-State Conference Costs
Employee Reimb	Marco Benassi	2/27/2020	IM*E0079152	\$ 180.00	Instructional Supplies
Employee Reimb	Bryan Binstrup	2/27/2020	IM*E0079153	\$ 5.75	In-State Travel Costs
Employee Reimb	Rebecca Brown	2/27/2020	IM*E0079154	\$ 226.00	Dues - Classified
Employee Reimb	Thomas Carter	2/27/2020	IM*E0079155	\$ 229.61	Instructional Supplies
Employee Reimb	Joseph Cassidy	2/27/2020	IM*E0079156	\$ 65.00	In-State Travel Costs
Employee Reimb	Cedric Cemel	2/27/2020	IM*E0079157	\$ 6.90	In-State Travel Costs
Employee Reimb	Kayla Chepyator	2/27/2020	IM*E0079158	\$ 65.00	Grant Funded Travel/Conf
Employee Reimb	Brian Clement	2/27/2020	IM*E0079159	\$ 96.64	Instructional Supplies
Employee Reimb	Kathleen Dexter-Mitchell	2/27/2020	IM*E0079160	\$ 100.00	Tuition Reimbursement-Faculty
Employee Reimb	Gilbert Egge	2/27/2020	IM*E0079161	\$ 174.43	In-State Travel Costs
Employee Reimb	Jason Florin	2/27/2020	IM*E0079162	\$ 18.95	Dues - Faculty
Employee Reimb	Michael Grygleski	2/27/2020	IM*E0079163	\$ 12.66	In-State Travel Costs
Employee Reimb	Debra Hasse	2/27/2020	IM*E0079164	\$ 1,069.52	Tuition Reimbursement-Classified
Employee Reimb	Amy Hull	2/27/2020	IM*E0079165	\$ 105.93	Instructional Supplies
Employee Reimb	Christine Kicksels	2/27/2020	IM*E0079166	\$ 40.00	Dues - Faculty
Employee Reimb	Mary Konkel	2/27/2020	IM*E0079168	\$ 169.63	In-State Travel Costs
Employee Reimb	Stephanie Loconale	2/27/2020	IM*E0079169	\$ 80.51	In-State Travel Costs
Employee Reimb	Michael Maddox	2/27/2020	IM*E0079170	\$ 117.94	Instructional Supplies
Employee Reimb	Diana Martinez	2/27/2020	IM*E0079171	\$ 1,024.89	On-Campus Conf & Mtgs
Employee Reimb	Michael Moon	2/27/2020	IM*E0079172	\$ 8.06	In-State Travel Costs
Employee Reimb	Thomas Murray	2/27/2020	IM*E0079173	\$ 498.28	Purchase for Resale
Employee Reimb	Ms Katherine Norris	2/27/2020	IM*E0079174	\$ 15.00	Dues - Classified
Employee Reimb	David Ouelletta	2/27/2020	IM*E0079175	\$ 325.00	Tuition Reimbursement-Faculty
Employee Reimb	Rio Saucedo	2/27/2020	IM*E0079176	\$ 223.70	In-State Travel Costs
Employee Reimb	Caroline Soo	2/27/2020	IM*E0079177	\$ 110.00	Tuition Reimbursement-Faculty
Employee Reimb	Terri Swanson	2/27/2020	IM*E0079178	\$ 95.00	Out-of-State Travel Costs
Employee Reimb	Kara Tegmeyer	2/27/2020	IM*E0079179	\$ 365.91	Instructional Supplies
Employee Reimb	James Tumavich	2/27/2020	IM*E0079180	\$ 1,469.58	Grant Funded Travel/Conf



D. All Disbursements Excluding Payroll  
 College of DuPage  
 Community College District No. 502  
 ACCOUNTS PAYABLE AND PAYROLL REPORT  
 CASH DISBURSEMENTS  
 February 29, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - February 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](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
Employee Reimb	Robert Wilson	2/27/2020	IM*E0079181	\$ 2,014.00	Out-of-State Travel Costs
Employee Reimb	Justin Wirth	2/27/2020	IM*E0079182	\$ 838.85	Other supplies
Invoice <15,000	JPMorgan Chase & Co	2/20/2020	IM*PC21421	\$ 8,695.05	Pcard/Travel Card Clearing
Invoice <15,000	JPMorgan Chase & Co	2/20/2020	IM*PC21422	\$ 9,357.16	Pcard/Travel Card Clearing
Invoice <15,000	JPMorgan Chase & Co	2/20/2020	IM*PC21423	\$ 10,454.00	Pcard/Travel Card Clearing
Invoice <15,000	JPMorgan Chase & Co	2/20/2020	IM*PC21425	\$ 926.70	Pcard/Travel Card Clearing
Invoice <15,000	JPMorgan Chase & Co	2/20/2020	IM*TC21424	\$ 318.04	Pcard/Travel Card Clearing
Student Refunds	Checks issued in prior month; voided in current month			\$ (13,762.62)	Student Refunds Voided Checks - 13 transactions
Student Refunds	Student Refunds			\$ 161,292.88	Student Refunds via Credit Cards - 464 transactions
Student Refunds	Student Refunds			\$ 465,536.76	Student Refunds via Paper Check - 595 transactions
Student Refunds	Student Refunds			\$ 1,139,109.70	Student Refunds via Touchnet ACH - 970 transactions
<b>TOTAL VENDOR PAYMENTS DURING THE ACCOUNTING MONTH</b>				<b>\$ 12,014,530.88</b>	

Reconciliation to Total Cash Disbursements:

Payment to Alphagraphics Wheaton, included on separate Board agenda item:	2/12/2020	IM*0262260	\$ 342.00	Printing Expense
			<u>\$ 12,014,872.88</u>	

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

E. Budget Transfer Report

Date	Budget Adjustment Number	Fund	Dept. No.	Department Name	Object Number	Object Name	Debit	Credit	
01/31/20	B009963	06	05151	ICCB/Trans. Inst. Math 20	5103044	Non-Teaching Assign-PT	13,363.67	-	
		06	05151	ICCB/Trans. Inst. Math 20	5209003	SURS Contr (self managed plan)	520.08	-	
		06	05151	ICCB/Trans. Inst. Math 20	5209004	SURS Contribution (grant)	848.98	-	
		06	05151	ICCB/Trans. Inst. Math 20	5299902	PT alloc Employee Benefits	267.27	-	
		06	05151	ICCB/Trans. Inst. Math 20	4208001	Other IL Governmental Sources	-	15,000.00	
<b>B009963 Subtotal</b>							<b>Approval Level: President</b>	<b>15,000.00</b>	<b>15,000.00</b>
<i>To establish budget for new grant.</i>									
01/31/20	B009964	05	11999	Frida Kahlo Exhibit	5404002	Computer Software	360.00	-	
		05	11999	Frida Kahlo Exhibit	5409002	Non-Capital equipment	-	360.00	
<b>B009964 Subtotal</b>							<b>Approval Level: Controller</b>	<b>360.00</b>	<b>360.00</b>
<i>To adjust budget to cover the cost of scheduling software upgrade in preparation of Frida Kahlo Exhibit.</i>									
02/04/20	B009965	05	64005	Massage Therapy CE	5309005	Non-Credit instructional Serv	10,188.00	-	
		05	69002	New Program Development	5309005	Non-Credit instructional Serv	-	10,188.00	
<b>B009965 Subtotal</b>							<b>Approval Level: President</b>	<b>10,188.00</b>	<b>10,188.00</b>
<i>To adjust budget to cover additional instructional expenses with NMT Midwest.</i>									
02/04/20	B009966	01	00425	Dean-STEM	5502005	In-State Conference Costs	2,500.00	-	
		01	00165	Earth Science	5503005	Out-of-State Conference Costs	-	2,500.00	
<b>B009966 Subtotal</b>							<b>Approval Level: Controller</b>	<b>2,500.00</b>	<b>2,500.00</b>
<i>To adjust budget to cover additional funding needed for Earth Science conference.</i>									
02/07/20	B009967	01	00449	Financial Aid	5302001	Consultants Exps	365,500.00	-	
		01	00449	Financial Aid	5309001	Other Contractual Services Exp	-	20,500.00	
		01	00449	Financial Aid	5104501	Managerial Staff FT	-	40,000.00	
		01	00449	Financial Aid	5299901	FT Allocated Employee Benefits	-	57,500.00	
		01	00449	Financial Aid	5101001	Administrative Staff-full-time	-	117,500.00	
		01	00449	Financial Aid	5102001	Profess/Tech Staff - Full-Time	-	130,000.00	
<b>B009967 Subtotal</b>							<b>Approval Level: President</b>	<b>365,500.00</b>	<b>365,500.00</b>
<i>To reallocate funds within financial aid department to cover consulting services provided by College aid Services.</i>									
02/07/20	B009968	01	00453	Adjunct Faculty Support Office	5503005	Out-of-State Conference Costs	17,900.04	-	
		01	00453	Adjunct Faculty Support Office	5501002	On-Campus Conf & Mtgs	-	17,900.04	
<b>B009968 Subtotal</b>							<b>Approval Level: President</b>	<b>17,900.04</b>	<b>17,900.04</b>
<i>To adjust budget due to change in object code accounting.</i>									
02/11/20	B009969	01	00077	Horticulture	5401002	Instructional Supplies	3,200.00	-	
		01	00077	Horticulture	5409002	Non-Capital equipment	800.00	-	
		01	00077	Horticulture	5905002	Charges Faciliti/Staff/Othr	-	4,000.00	
<b>B009969 Subtotal</b>							<b>Approval Level: Controller</b>	<b>4,000.00</b>	<b>4,000.00</b>
<i>To adjust budget to cover the purchase of additional instructional and non-capital equipment.</i>									
02/11/20	B009970	01	00434	Business Development Center	5502005	In-State Conference Costs	1,000.00	-	
		01	00434	Business Development Center	5501002	On-Campus Conf & Mtgs	-	1,000.00	
<b>B009970 Subtotal</b>							<b>Approval Level: Controller</b>	<b>1,000.00</b>	<b>1,000.00</b>
<i>To adjust budget to cover additional in-state conference costs.</i>									
02/11/20	B009971	01	00077	Horticulture	5409002	Non-Capital equipment	250.00	-	
		01	00077	Horticulture	5304001	Maintenance Services Exps	-	250.00	
<b>B009971 Subtotal</b>							<b>Approval Level: Controller</b>	<b>250.00</b>	<b>250.00</b>
<i>To adjust budget to cover additional non-capital equipment.</i>									
02/11/20	B009972	01	00425	Dean-STEM	5502005	In-State Conference Costs	200.00	-	
		01	00145	Chemistry	5401002	Instructional Supplies	-	200.00	
<b>B009972 Subtotal</b>							<b>Approval Level: Controller</b>	<b>200.00</b>	<b>200.00</b>
<i>To adjust budget to cover additional in-state conference costs.</i>									

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

E. Budget Transfer Report

Date	Budget Adjustment Number	Fund	Dept. No.	Department Name	Object Number	Object Name	Debit	Credit
02/11/20	B009973	01	00797	Human Resources	5401001	Office Supplies	2,000.00	-
		01	00797	Human Resources	5406001	Publications	-	2,000.00
	B009973 Subtotal					<b>Approval Level: Controller</b>	2,000.00	2,000.00
	<i>To adjust budget to cover the purchase of service award pins for adjunct faculty.</i>							
02/11/20	B009974	01	00797	Human Resources	5106003	Clerical Temporary	6,999.98	-
		01	00797	Human Resources	5108002	Student Worker NON-CSWP	-	6,999.98
	B009974 Subtotal					<b>Approval Level: Controller</b>	6,999.98	6,999.98
	<i>To adjust budget to cover the hiring of clerical temps to help support Human Resources until a student worker can be hired.</i>							
02/13/20	B009975	05	63003	Food & Beverage CE	5407001	Advertising Exps	495.00	-
		05	63003	Food & Beverage CE	5406002	Dues	-	495.00
	B009975 Subtotal					<b>Approval Level: Controller</b>	495.00	495.00
	<i>To adjust budget to cover the cost of membership to the Brewers Association.</i>							
02/14/20	B009976	01	14225	Continuing Education ED fund	5409002	Non-Capital equipment	961.00	-
		01	14225	Continuing Education ED fund	5309001	Other Contractual Services Exp	-	961.00
	B009976 Subtotal					<b>Approval Level: Controller</b>	961.00	961.00
	<i>To adjust budget to cover the purchase of computer equipment.</i>							
02/14/20	B009977	01	00261	Biological Sciences	5108002	Student Worker NON-CSWP	16,000.00	-
		01	00261	Biological Sciences	5299902	PT alloc Employee Benefits	320.00	-
		01	00429	Dean-Health & Sciences	5299902	PT alloc Employee Benefits	-	320.00
		01	00429	Dean-Health & Sciences	5108002	Student Worker NON-CSWP	-	16,000.00
	B009977 Subtotal					<b>Approval Level: President</b>	16,320.00	16,320.00
	<i>To adjust budget to move four student worker salaries to the STEM division due to the reorganization which took place in FY2019 when Biological Sciences moved under the STEM Division.</i>							
02/18/20	B009978	02	20130	Elevator Renovation	5804001	Building Remodeling Exps	2,850.00	-
		02	20999	Projects TBD	5804001	Building Remodeling Exps	-	2,850.00
	B009978 Subtotal					<b>Approval Level: Controller</b>	2,850.00	2,850.00
	<i>To adjust budget to cover additional expenses related to the elevator renovation.</i>							
02/18/20	B009979	05	11301	AUX MAC Operations	5408001	Purchase for Resale	5,000.00	-
		05	11301	AUX MAC Operations	5401006	Other supplies	-	5,000.00
	B009979 Subtotal					<b>Approval Level: Controller</b>	5,000.00	5,000.00
	<i>To adjust budget to purchase additional resale items needed for concession operations.</i>							
02/19/20	B009980	01	00825	Marketing & Creative Services	5407001	Advertising Exps	25,000.00	-
		01	00825	Marketing & Creative Services	5402001	Printing Exps	-	25,000.00
	B009980 Subtotal					<b>Approval Level: President</b>	25,000.00	25,000.00
	<i>To adjust budget to cover the move from print advertising to digital.</i>							
02/20/20	B009981	01	00757	Financial Affairs	5302001	Consultants Exps	3,000.00	-
		01	00757	Financial Affairs	5301001	Audit Services Exps	-	3,000.00
	B009981 Subtotal					<b>Approval Level: Controller</b>	3,000.00	3,000.00
	<i>To adjust budget to cover consultants expenses related to Concur functionality updates.</i>							
02/20/20	B009982	01	00065	Fashion Merchandising	5102003	Profess/Tech Staff, Temporary	1,000.00	-
		01	00065	Fashion Merchandising	5103044	Non-Teaching Assign-PT	-	1,000.00
	B009982 Subtotal					<b>Approval Level: Controller</b>	1,000.00	1,000.00
	<i>To adjust budget to cover the cost of hiring a temporary scenes stage manager to assist with end of the year fashion show.</i>							

College of DuPage  
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E. Budget Transfer Report

Date	Budget Adjustment Number	Fund	Dept. No.	Department Name	Object Number	Object Name	Debit	Credit	
02/20/20	B009983	01	00788	Provost Office	5405001	Books and Binding Costs	11,000.00	-	
		01	00788	Provost Office	5509001	Other Conf & Meeting Exp a	3,500.00	-	
		01	00788	Provost Office	5409002	Non-Capital equipment	-	14,500.00	
<b>B009983 Subtotal</b>							<b>Approval Level: President</b>	<b>14,500.00</b>	<b>14,500.00</b>
<i>To adjust budget to purchase and sponsor online training and professional development of adjunct through the COD Continuing Education Division.</i>									
02/20/20	B009984	06	02440	NEA/Frida Kahlo 20/21	5909020	Cash Match-Grant a	20,000.00	-	
		06	02440	NEA/Frida Kahlo 20/21	5909021	Cash Match-Grant b	-	20,000.00	
<b>B009984 Subtotal</b>							<b>Approval Level: President</b>	<b>20,000.00</b>	<b>20,000.00</b>
<i>To adjust budget to cash match objects.</i>									
02/20/20	B009985	06	04310	DCEO/Mrktg /Frida Kahlo 20	4204001	Depart of Comm and Econ Opport	25,000.00	-	
		06	04310	DCEO/Mrktg /Frida Kahlo 20	5909020	Cash Match-Grant a	68,100.00	-	
		06	04310	DCEO/Mrktg /Frida Kahlo 20	5309001	Other Contractual Services Exp	-	25,000.00	
		06	04310	DCEO/Mrktg /Frida Kahlo 20	5909021	Cash Match-Grant b	-	68,100.00	
<b>B009985 Subtotal</b>							<b>Approval Level: President</b>	<b>93,100.00</b>	<b>93,100.00</b>
<i>To adjust grant for Carol Fox being picked up by the Foundation and adding cash match.</i>									
02/20/20	B009986	06	04311	DCEO/Attraction/Kahlo 20	5309001	Other Contractual Services Exp	3,025.00	-	
		06	04311	DCEO/Attraction/Kahlo 20	5409001	Other Materials & Supplies Exp	40,587.00	-	
		06	04311	DCEO/Attraction/Kahlo 20	5409002	Non-Capital equipment	56,388.00	-	
		06	04311	DCEO/Attraction/Kahlo 20	5909020	Cash Match-Grant a	100,000.00	-	
		06	04311	DCEO/Attraction/Kahlo 20	4204001	Depart of Comm and Econ Opport	-	100,000.00	
		06	04311	DCEO/Attraction/Kahlo 20	5909021	Cash Match-Grant b	-	100,000.00	
<b>B009986 Subtotal</b>							<b>Approval Level: President</b>	<b>200,000.00</b>	<b>200,000.00</b>
<i>To adjust budget to establish new grant.</i>									
02/21/20	B009987	06	04101	DCEO SBDC ITC 20/21	5102001	Profess/Tech Staff - Full-Time	19,237.00	-	
		06	04101	DCEO SBDC ITC 20/21	5209004	SURS Contribution (grant)	4,043.60	-	
		06	04101	DCEO SBDC ITC 20/21	5909020	Cash Match-Grant a	3,176.00	-	
		06	04101	DCEO SBDC ITC 20/21	5909030	In-kind Match-Grant a	20,824.00	-	
		06	04101	DCEO SBDC ITC 20/21	5299901	FT Allocated Employee Benefits	-	280.60	
		06	04101	DCEO SBDC ITC 20/21	5909021	Cash Match-Grant b	-	3,176.00	
		06	04101	DCEO SBDC ITC 20/21	5909031	In-kind Match-Grant b	-	20,824.00	
		06	04101	DCEO SBDC ITC 20/21	4204001	Depart of Comm and Econ Opport	-	23,000.00	
<b>B009987 Subtotal</b>							<b>Approval Level: President</b>	<b>47,280.60</b>	<b>47,280.60</b>
<i>To adjust budget to actual award amount.</i>									
02/21/20	B009988	03	39051	Academic Affairs Suite Remodel	5804001	Building Remodeling Exps	24,750.00	-	
		03	39059	PE Dance Floor Replacement	5804001	Building Remodeling Exps	12,000.00	-	
		03	39061	Athlete Hall of Fame	5303001	Architectural Services Exps	40,000.00	-	
		03	39061	Athlete Hall of Fame	5804001	Building Remodeling Exps	18,500.00	-	
		03	39005	Emerging Projects	5804001	Building Remodeling Exps	-	95,250.00	
<b>B009988 Subtotal</b>							<b>Approval Level: Board of Trustees</b>	<b>95,250.00</b>	<b>95,250.00</b>
<i>To adjust budget per February construction meeting.</i>									
02/21/20	B009989	05	63002	Professional Training CE	5401002	Instructional Supplies	3,500.00	-	
		05	69002	New Program Development	5309005	Non-Credit instructional Serv	-	3,500.00	
<b>B009989 Subtotal</b>							<b>Approval Level: Controller</b>	<b>3,500.00</b>	<b>3,500.00</b>
<i>To adjust budget to cover the purchase of instructional supplies related to the Institute for Leadership Excellence &amp; Development.</i>									
02/21/20	B009990	05	64005	Massage Therapy CE	5406002	Dues	100.00	-	
		05	64005	Massage Therapy CE	5401002	Instructional Supplies	-	100.00	
<b>B009990 Subtotal</b>							<b>Approval Level: Controller</b>	<b>100.00</b>	<b>100.00</b>
<i>To adjust budget to cover the renewal of dues for the American Massage Therapy Association.</i>									

College of DuPage  
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E. Budget Transfer Report

Date	Budget Adjustment Number	Fund	Dept. No.	Department Name	Object Number	Object Name	Debit	Credit
02/21/20	B009991	06	04312	DCEO/Private Sector/Kahlo 20	5309001	Other Contractual Services Exp	60,395.50	-
			04312	DCEO/Private Sector/Kahlo 20	5309004	Performing Arts Services	225,000.00	-
			04312	DCEO/Private Sector/Kahlo 20	5409001	Other Materials & Supplies Exp	7,176.39	-
			04312	DCEO/Private Sector/Kahlo 20	5909020	Cash Match-Grant a	292,571.89	-
			04312	DCEO/Private Sector/Kahlo 20	4204001	Depart of Comm and Econ Opport	-	292,571.89
			04312	DCEO/Private Sector/Kahlo 20	5909021	Cash Match-Grant b	-	292,571.89
<b>B009991 Subtotal</b>						<b>Approval Level: President</b>	<b>585,143.78</b>	<b>585,143.78</b>
<i>To adjust budget to establish new grant.</i>								
02/21/20	B009992	06	02815	SBA/DCEO/SBDC ITC 20/21	4309001	Other Federal Govt Sources	29,297.00	-
			02815	SBA/DCEO/SBDC ITC 20/21	5909021	Cash Match-Grant b	24,110.00	-
			02815	SBA/DCEO/SBDC ITC 20/21	5909031	In-kind Match-Grant b	4,128.00	-
			02815	SBA/DCEO/SBDC ITC 20/21	5209004	SURS Contribution (grant)	-	78.00
			02815	SBA/DCEO/SBDC ITC 20/21	5909030	In-kind Match-Grant a	-	4,128.00
			02815	SBA/DCEO/SBDC ITC 20/21	5299901	FT Allocated Employee Benefits	-	8,310.00
			02815	SBA/DCEO/SBDC ITC 20/21	5102001	Profess/Tech Staff - Full-Time	-	20,909.00
			02815	SBA/DCEO/SBDC ITC 20/21	5909020	Cash Match-Grant a	-	24,110.00
<b>B009992 Subtotal</b>						<b>Approval Level: President</b>	<b>57,535.00</b>	<b>57,535.00</b>
<i>To adjust budget to actual award received.</i>								
02/25/20	B009993	06	04312	DCEO/Private Sector/Kahlo 20	5309001	Other Contractual Services Exp	225,000.00	-
			04312	DCEO/Private Sector/Kahlo 20	5309004	Performing Arts Services	-	225,000.00
<b>B009993 Subtotal</b>						<b>Approval Level: President</b>	<b>225,000.00</b>	<b>225,000.00</b>
<i>To adjust budget due to change in object code accounting.</i>								
02/25/20	B009994	01	00345	Music	5806001	Equipment - Instructional	1,000.00	-
			00423	Dean-Arts, Comm. & Hospitality	5401002	Instructional Supplies	-	1,000.00
<b>B009994 Subtotal</b>						<b>Approval Level: Controller</b>	<b>1,000.00</b>	<b>1,000.00</b>
<i>To adjust budget to cover the purchase of a piano.</i>								
02/25/20	B009995	01	15240	Library	5905002	Charges Faciliti/Staff/Othr	165.00	-
			15240	Library	5501002	On-Campus Conf & Mtgs	-	165.00
<b>B009995 Subtotal</b>						<b>Approval Level: Controller</b>	<b>165.00</b>	<b>165.00</b>
<i>To adjust budget to cover expenses related to the Food Security Summit.</i>								
02/28/20	B009996	01	12781	Student Organizations	5402001	Printing Exps	500.00	-
			12781	Student Organizations	5401006	Other supplies	-	500.00
<b>B009996 Subtotal</b>						<b>Approval Level: Controller</b>	<b>500.00</b>	<b>500.00</b>
<i>To adjust budget to cover the printing of the spring issue of the Prairie Light Review.</i>								
02/28/20	B009997	01	15215	Writing Assistance Center	5407001	Advertising Exps	600.00	-
			15215	Writing Assistance Center	5401002	Instructional Supplies	-	600.00
<b>B009997 Subtotal</b>						<b>Approval Level: Controller</b>	<b>600.00</b>	<b>600.00</b>
<i>To adjust budget to cover the purchase of additional promotional items.</i>								
02/28/20	B009998	01	14230	Testing	5503006	Out-of-State Travel Costs	6,593.08	-
			14230	Testing	5505006	International Travel Costs	3,000.00	-
			14230	Testing	5501002	On-Campus Conf & Mtgs	-	1,000.00
			14230	Testing	5502007	In-State Vehicle Usage Expense	-	1,000.00
			14230	Testing	5502005	In-State Conference Costs	-	2,300.00
			14230	Testing	5503005	Out-of-State Conference Costs	-	5,293.08
<b>B009998 Subtotal</b>						<b>Approval Level: Controller</b>	<b>9,593.08</b>	<b>9,593.08</b>
<i>To adjust budget to cover additional international and out-of-state conferences costs.</i>								

Entries B009963 and B009964 were January Budget Transfers which were not included in the January Board Report.

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

Date	Budget Adjustment Number	Fund	Dept. No.	Department Name	Object Number	Object Name	Debit	Credit
TBD	TBD	03	39057	Football Field Returfing	5802001	Land Improvements	220,000.00	
		03	39005	Emerging Projects	5804001	Building Remodeling Exps		220,000.00
Subtotal							220,000.00	220,000.00
<i>To adjust budget per March Construction Planning Meeting.</i>								
TBD	TBD	03	39063	SRC 2000 Cove Light Power Conditioning	5804001	Building Remodeling Exps	28,000.00	
		03	39005	Emerging Projects	5804001	Building Remodeling Exps		28,000.00
Subtotal							28,000.00	28,000.00
<i>To adjust budget per March Construction Planning Meeting.</i>								
TBD	TBD	03	39062	Speech Lab	5303001	Architectural Services Expenses	25,000.00	
		03	39005	Emerging Projects	5804001	Building Remodeling Exps		25,000.00
Subtotal							25,000.00	25,000.00
<i>To adjust budget per March Construction Planning Meeting.</i>								
TBD	TBD	03	39047	BIC STEM Pilot	5804001	Building Remodeling Exps	60,000.00	
		03	39005	Emerging Projects	5804001	Building Remodeling Exps		60,000.00
Subtotal							60,000.00	60,000.00
<i>To adjust budget per March Construction Planning Meeting.</i>								
TBD	TBD	03	39047	BIC STEM Pilot	5804001	Building Remodeling Exps	55,000.00	
		03	39047	BIC STEM Pilot	5805001	Equipment-Office		55,000.00
Subtotal							55,000.00	55,000.00
<i>To adjust budget per March Construction Planning Meeting.</i>								

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

E. Budget Transfer Report

Date	Budget Adjustment Number	Fund	Dept. No.	Department Name	Object Number	Object Name	Debit	Credit
TBD	TBD	03	39057	Football Field Returfing	5802001	Land Improvements	220,000.00	
		03	39005	Emerging Projects	5804001	Building Remodeling Exps		220,000.00
Subtotal							220,000.00	220,000.00
<i>To adjust budget per March Construction Planning Meeting.</i>								
TBD	TBD	03	39063	SRC 2000 Cove Light Power Conditioning	5804001	Building Remodeling Exps	28,000.00	
		03	39005	Emerging Projects	5804001	Building Remodeling Exps		28,000.00
Subtotal							28,000.00	28,000.00
<i>To adjust budget per March Construction Planning Meeting.</i>								
TBD	TBD	03	39062	Speech Lab	5303001	Architectural Services Expenses	25,000.00	
		03	39005	Emerging Projects	5804001	Building Remodeling Exps		25,000.00
Subtotal							25,000.00	25,000.00
<i>To adjust budget per March Construction Planning Meeting.</i>								
TBD	TBD	03	39047	BIC STEM Pilot	5804001	Building Remodeling Exps	60,000.00	
		03	39005	Emerging Projects	5804001	Building Remodeling Exps		60,000.00
Subtotal							60,000.00	60,000.00
<i>To adjust budget per March Construction Planning Meeting.</i>								
TBD	TBD	03	39047	BIC STEM Pilot	5804001	Building Remodeling Exps	55,000.00	
		03	39047	BIC STEM Pilot	5805001	Equipment-Office		55,000.00
Subtotal							55,000.00	55,000.00
<i>To adjust budget per March Construction Planning Meeting.</i>								

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

**GENERAL FUND:**

FROM:			
MONTH	ACCOUNT NUMBER	DESCRIPTION	Amount

TO:			
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  
ACCOUNTS PAYABLE REPORT  
February 2020

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

Rathje Woodward LLC	Professional Services Dec 2019	\$4,079.70
Rathje Woodward LLC	Professional Services Jan 2020	\$16,788.17
Duggan Bertsch	Professional Services Jan 2020	\$5,659.00
<b>TOTAL</b>		<b>\$26,526.87</b>

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

Employee Name	Request ID	Request Date	Request Name	Request Description	Group Travel Category	Estimated Travel Amount
Kacy Abeln	A3KH	05/16/20	Forensics -Pi Kapp Delta Tournament	Forensics Club - Pi Kappa Delta National Tournament	Student Life	\$8,073.00
Brandon Wood	43KJ	05/16/20	Forensics -Phi Rho Pii Tournament	Forensics Club - Phi Rho Pi Tournament	Student Life	\$23,080.00
Shingo Satustani	43LA	2/19/2020	2020 Spring Japan	Field Studies to Japan	Field Studies	\$31,570.00
Brian Clement	43FN	02/20/20	NALP Nat'l Collegiate Land Competition	Student competition - Perkins funded	Student Life	\$12,911.04
Theodore Darden	43IY	02/24/20	Global Justice	Field Study - London	Field Studies	\$34,250.00
Bonnie Loder	43KU	02/24/20	Spain Study Abroad	Field Study - Spain Study Abroad	Field Studies	\$51,520.00
Marco Benassi	43M9	02/24/20	Kauai Speech Field Study	Field Study - Kauai	Field Studies	\$21,990.00
Robert Cervenka	43kQ	02/28/20	2020 Indoor Nationals	2020 Indoor Nationals	Athletics	\$8,150.00
Robert Wilson	43MP	02/24/20	2020 Baseball Season	2020 Baseball Season	Athletics	\$16,316.20
<b>Total</b>						<b>\$207,860.24</b>

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

Employee Name	Request ID	Request Date	Request Name	Request Description	Travel Category	Estimated Travel Amount
Brian Caputo	43DF	05/02/20	Harvard Leadership Seminar	Harvard Seminar for New Presidents	Individual	\$11,940.50
David Swope	43EG	05/06/20	HBCU College Tour	College visit to Historically Black Colleges & Universities	Individual	\$9,500.00
<b>Total</b>						<b>\$21,440.50</b>



**COLLEGE OF DuPAGE**  
**REGULAR BOARD MEETING**

**BOARD APPROVAL**

1. **SUBJECT**

Cleaning supplies for Coronavirus preparedness and response.

2. **REASON FOR CONSIDERATION**

The Board of Trustees must approve aggregate spend to a single vendor in excess of \$25,000.00

3. **BACKGROUND INFORMATION**

The recent outbreak of the Coronavirus has necessitated unanticipated expenditures in order to enable the College to address evolving conditions. Vendors are reporting supply chain shortages that cause difficulty filling customer orders. Expenditures in the approximate two week period from March 2<sup>nd</sup> through March 12<sup>th</sup> were slightly over \$17,000 for basic supplies such as hand sanitizer dispenser stations, refill cartridges, disinfectant wipe dispensers and associated refills, protective custodial gloves and masks. The College anticipates that continued evolution of the Coronavirus will necessitate additional expenditures in order to maintain adequate supplies and replenish resources. As a result, we are requesting emergency approval to increase spending limits for the College's primary supplier, Warehouse Direct, in an additional amount not to exceed \$34,000.00.

**Budget Status**

	<b>FY2019</b>	<b>FY2020</b>		
<b>GL Account</b>	<b>YTD Spend</b>	<b>Annual Budget</b>	<b>YTD Spend</b>	<b>Available Balance</b>
01-70-00689-5401004	\$ 214,294	\$ 323,360	\$ 272,149	\$ 51,211
<i>Custodial: Maintenance Supplies</i>				
		<b>FY2020 Request</b>	<b>\$ 34,000</b>	

4. **RECOMMENDATION**

That the Board of Trustees approves increasing the aggregate spend limits for emergency cleaning supplies for Warehouse Direct, 2001 S. Mount Prospect Road, Des Plaines IL 60018 in an additional amount not to exceed \$34,000.00.

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

**SIGNATURE PAGE**

Cleaning supplies for Coronavirus preparedness and response

**ITEM(S) ON REQUEST**

That the Board of Trustees approves increasing the aggregate spend limits for emergency cleaning supplies for Warehouse Direct, 2001 S. Mount Prospect Road, Des Plaines IL 60018 in an additional amount not to exceed \$34,000.00.

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BOARD CHAIR

DATE

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BOARD SECRETARY

DATE



COLLEGE OF DuPAGE  
REGULAR BOARD MEETING

BOARD APPROVAL

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**CONFIDENTIAL**

**Closed Session Minutes of the  
December 19, 2019 Regular Board of  
Trustees Meeting**





**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING**

**BOARD APPROVAL**

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1. **SUBJECT**

Financial Reports: AlphaGraphics - Wheaton

2. **REASON FOR CONSIDERATION**

In previous meetings of the Board of Trustees, Trustee Fenne has publicly disclosed her intent to abstain from voting upon motions to approve the College's Financial Reports whenever those reports reflect payments to AlphaGraphics of Wheaton, Illinois. In disclosing her intent to abstain, Trustee Fenne has read a statement in substantially the following form:

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

As a result of Trustee Fenne's abstentions, however, she has been precluded from voting upon any portion of the Financial Reports whenever an AlphaGraphics item has been included. To remedy this problem of overbreadth, it is proposed that, whenever an AlphaGraphics item is to be included in the Financial Reports, a separate board item pertaining only to a separate AlphaGraphics Financial Report be included on the meeting Agenda. This will permit Trustee Fenne to exercise her discretion to abstain from voting as to this item only, not to the entirety of the Financial Reports.

3. BACKGROUND INFORMATION

During the month ended February 29, 2020, disbursements to AlphaGraphics – Wheaton included:

AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice <\$15,000	Alphagraphics Wheaton	2/12/2020	IM*0262260	\$342.00	Printing Expense

4. RECOMMENDATION

That the Board of Trustees approves the disbursements for AlphaGraphics – Wheaton.

Staff Contact:

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

**SIGNATURE PAGE**

**FINANCIAL REPORTS – ALPHAGRAPHSICS – WHEATON**

**ITEM(s) ON REQUEST:**

THAT THE BOARD OF TRUSTEES APPROVES THE FINANCIAL REPORTS –  
ALPHAGRAPHSICS - WHEATON FOR THE PERIOD ENDED FEBRUARY 29, 2020

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Board Chairman

Date

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Board Secretary

Date

\* Trustee Fenne abstained from voting on this item and provided the following statement: “As it relates to the policy manual of the Board of Trustees, Policy 15-28, I would like to publicly disclose my employment at AlphaGraphics Wheaton. This item pertains to a current financial report of the College of DuPage reflecting a payment to Alphagraphics Wheaton. My employer has had a relationship with the College of DuPage for several years prior to my election to the Board and regularly directs invoices for completed projects to the College. It is my wish to always be transparent and ethical in my actions. Therefore, I will abstain from voting on this Financial Report.”



COLLEGE OF DuPAGE  
REGULAR BOARD MEETING

BOARD APPROVAL

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**PLACEHOLDER**

**Resolution of Appreciation  
Student Trustee Jasmine Schuett**

(expected 3/13/20)