



**COLLEGE OF DuPAGE**

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

**September 17, 2020**





## NOTICE AND AGENDA

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

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**REGULAR BOARD MEETING**  
**THURSDAY, SEPTEMBER 17, 2020**  
**6:00 P.M. ~ REMOTELY**

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

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

*To join this Meeting for the purpose of public comment via telephone:  
Phone Number: +1 312 626 6799  
Meeting ID: 964 9812 6926*

### AGENDA

1. CALL TO ORDER / ROLL CALL
2. PUBLIC COMMENT\* see above
3. CLOSED SESSION
4. RETURN TO OPEN SESSION
5. REPORTS
  - a. Chairman’s Report
  - b. Student Trustee Report
  - c. President’s Report
6. PRESENTATIONS
  - Gen Cyber
    - Susan Landers, Manager Learning Technologies
    - Marcia Frank, Grant Program Manager
  - Pathways
    - Lisa Stock, Assistant Vice President Assessment & Student Success
    - Jane Smith, Director Pathways
  - Marketing & Communications Update
    - Wendy Parks, Vice President Public Relations, Communications & Marketing

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. Revision of College Vision Statement and Chapters 1 & 2 of the College Manual – First Reading

8. **CONSENT AGENDA**
- a. 2021 Benefits Plan Renewals
  - b. Arterial Doppler Machines DMIS
  - c. ATI Software for Nursing
  - d. BIC Collaborative Classroom Furniture
  - e. BIC Remodel of Previous Marketing Space
  - f. BIC Faculty Office Furniture
  - g. Extron Equipment for Collaborative Classroom
  - h. General Contractor for Speech Lab
  - i. Janitorial Supplies
  - j. PEC Arena Scoreboards
  - k. Westmont Rooftop HVAC Unit
  - l. Additional Auto Captioning Minutes – YuJa Video Content Management System
  - m. Personnel Action Item
  - n. Minutes of the August 13, 2020 Special Board Meeting
  - o. Minutes of the August 20, 2020 Regular Board Meeting
  - p. Closed Session Minutes as follows:
    - a. August 20, 2020
  - q. Financial Reports

9. **TRUSTEE DISCUSSION**

10. **CALENDAR DATES / *Campus Events***

- College of DuPage Board of Trustees Regular Board Meeting - Thursday, October 15, 2020 @ 6:00 p.m.

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

12. **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 9/15/20



## **INFORMATION**

- a. Personnel Items**
- b. Financial Statements**
- c. Gifts Report**
- d. Construction Change Orders**
- e. Monthly Construction Update**
- f. Grants Report**
- g. In-Kind Quarterly Donations Report**
- h. Revision of College Vision Statement and Chapters 1 & 2 of the College Manual – First Reading**



**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) Managerial Appointments
- b) Classified Appointments
- c) Operating Engineer Promotions / Transfers
- d) Managerial Resignations
- e) Classified Resignations
- f) SURS Retirements

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



**APPOINTMENTS**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Start Date</u>	<u>Type</u>	<u>Salary</u>
<u>MANAGERIAL</u> Theresa Dobersztyn	Manager, Procurement Services	Procurement Services	09/28/2020	New Hire Full Time	\$90,000.00
<u>CLASSIFIED</u> Zachary Badger-House	Administrative Asst. II	Counseling, Advising and Transfer Services	08/31/2020	New Hire Part Time	\$16,120.00
Evan Charbonneau	Radio Dispatcher	Police	08/25/2020	New Hire Part Time	\$27,566.24
Kyla Thomas	Administrative Asst. II	Counseling, Advising and Transfer Services	08/17/2020	New Hire Part Time	\$15,953.60

**PROMOTIONS / TRANSFERS**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Start Date</u>	<u>Type</u>	<u>Salary</u>
<u>OPERATING ENGINEER</u> James Stevens	Maintenance Mechanic II	Facilities Operations	09/08/2020	Promotion Full Time	\$88,587.00

**RESIGNATIONS**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>End Date</u>	<u>Type</u>	<u>Years of Service</u>
<u>MANAGERIAL</u> Zachary Weber	Supvr, Student Financial Assistance	Student Financial Aid	09/01/2020	Resignation	1 Yr. 2 Mos.

**RESIGNATIONS - Continued**

CLASSIFIED  
Erienne Birt

Library Assistant I

Library

07/02/2020

Resignation

2 Yrs. 1 Mo.

**RETIREMENTS**

**Name**

**Title**

**Department**

**End Date**

**Type**

**Years of  
Service**

CLASSIFIED  
Jeanie Hiss

LRC Monitor

Library

05/31/2020

SURS  
Retirement

5 Yrs. 8 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 (*August, November, February, May*). This report lists the reason for the disposal, location, number of items and their respective dollar values.

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

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

Staff Contact:

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

a.

**COLLEGE OF DUPAGE**  
**TREASURY PORTFOLIO OVERVIEW**  
**AS OF AUGUST 31, 2020**  
*PRELIMINARY, UNAUDITED*

( 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 August 31, 2020, the College had an *average cash and investment* balance of \$302.1 million. The *average investment* balance was \$288.7 million.

	ME 7/31/20	ME 8/31/20	Fiscal YTD
Average Investment Balance (\$millions)	\$ 292.3	\$ 288.7	\$ 291.5
Interest Earned (Yield)	\$ 351,492	\$ 326,910	\$ 678,402
Annualized Yield %	1.44%	1.36%	1.40%
Realized Gain/(Loss)	\$ -	\$ -	\$ -
Yield + Realized Gain/(Loss)	\$ 351,492	\$ 326,910	\$ 678,402
Annualized Yield + Realized Gain/(Loss)%	1.44%	1.36%	1.40%
Unrealized Gain/(Loss)**	\$ (197,823)	\$ (296,358)	\$ (494,181)
Net Yield + Realized & Unrealized Gain/(Loss)	\$ 153,669	\$ 30,552	\$ 184,221
Annualized %	0.63%	0.13%	0.38%

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

- Return, here and on following pages, calculated by: (total income plus realized & unrealized gain/loss)/average period portfolio balance.
- The average period balance is calculated using the total balance at the beginning and at the end of that period.
- College owns certain securities, including commercial paper, which are bought at a discount or premium and pay interest when matured.



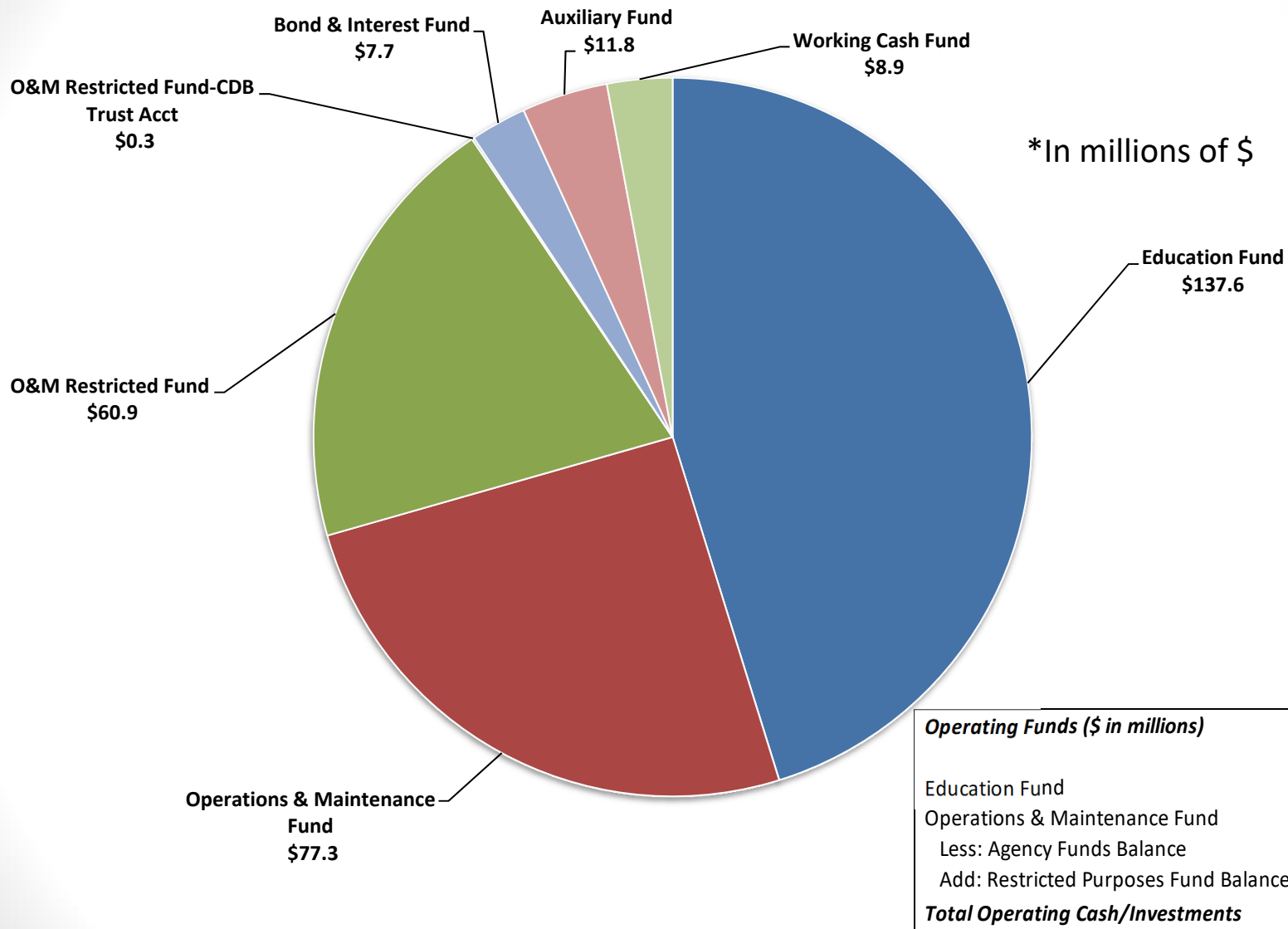
# Investment Monthly Balance Summary

- \$304.5 million cash and investment balance at month-end

## Monthly Ending Balances (\$ millions)

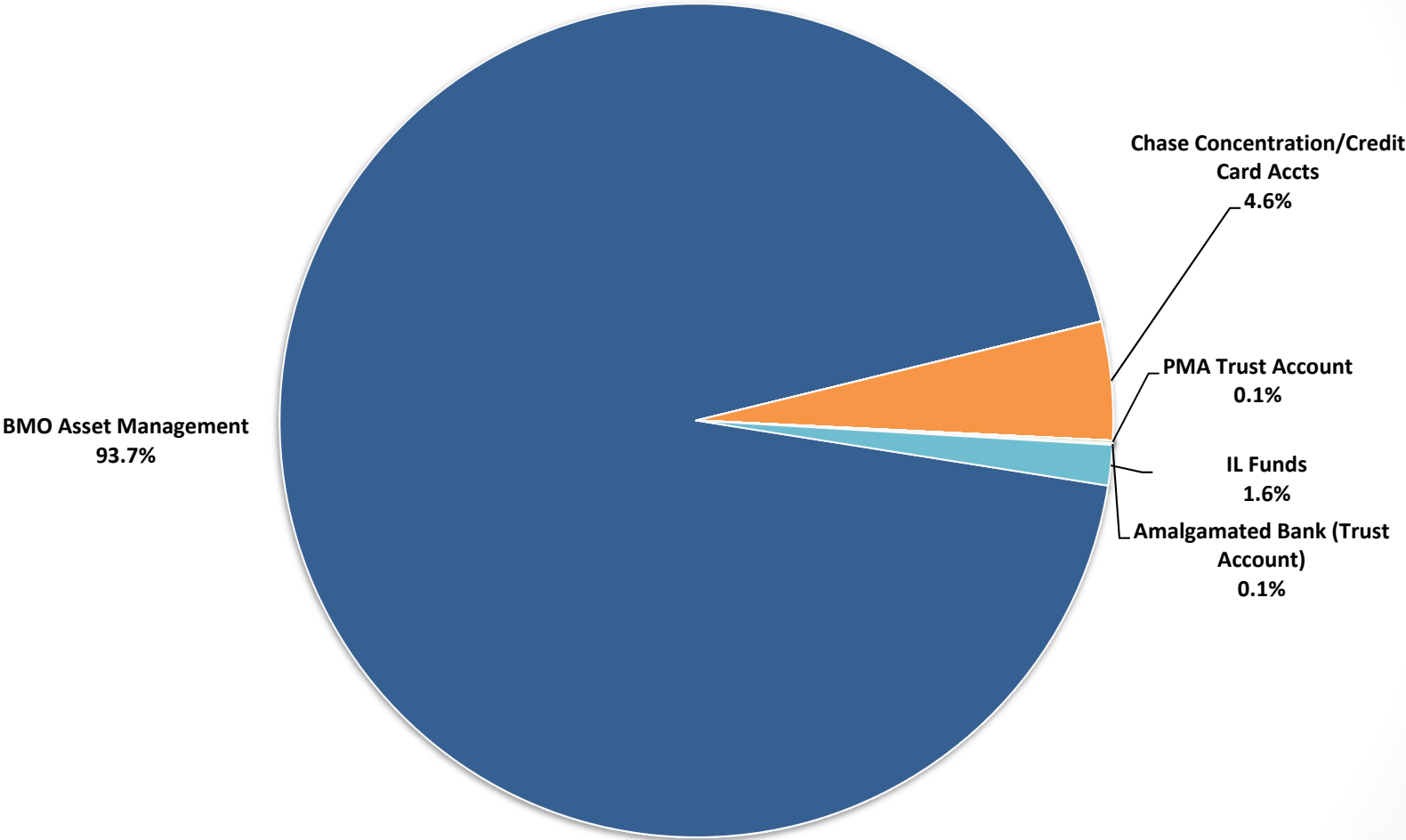
	<u>6/30/20</u>	<u>8/31/20</u>	<u>Change: 6/30/20 to Month-End</u>
BMO Asset Management	\$ 295.0	\$ 285.2	\$ (9.8)
US Bank/IL Funds	<u>2.2</u>	<u>4.8</u>	<u>2.6</u>
Subtotal	297.2	290.0	(7.2)
Cash & Cash Equivalents	<u>13.6</u>	<u>14.5</u>	<u>0.9</u>
Total Cash & Investments	<u>\$ 310.8</u>	<u>\$ 304.5</u>	<u>\$ (6.3)</u>

# August 31, 2020 Portfolio Overview: Assets by Fund Allocation (\$304.5 MM total)



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.

# August 31, 2020 Portfolio Overview: Assets by Location/Firm (\$304.5 MM total)

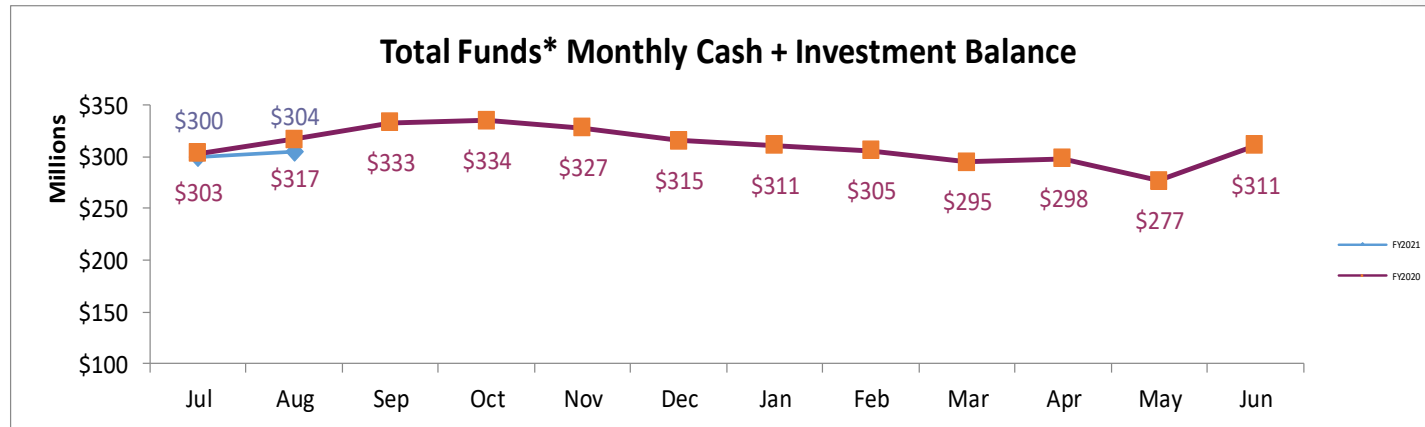


# August 31, 2020 Portfolio Overview:

## Assets by Investment Type (\$290.0 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)	\$ 201,659,279	69.54%	None	Y
2	Fed Agency Bond / Note (Callable)	\$ 21,000,070	7.24%	25.0%	Y
3	Negotiable Interest-Bearing Certificates of Deposit	\$ 41,399,971	14.28%	30.0%	Y
4	Commercial Paper	\$ 20,493,587	7.07%	30.0%	Y
7	Operating Pool - Government Money Market Fund	\$ 650,387	0.22%	Unlimited	Y
9	<b>U.S. Bank (IL Funds)</b>	\$ 4,766,679	1.64%	15.0%	Y
<b>Total Investments</b>		<b>\$ 289,969,973</b>	<b>100.0%</b>		

# Monthly Trends



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

Total Funds*					
FY2021 Key Revenue & Expenditure					
Seasonality Chart					
	Property Tax Revenue	Tuition & Fee Revenue	Salary Expense	Debt Service Expense	Cash + Investment Balance As Of
Jul 2020	\$ 3,465,368	\$ <b>19,536,219</b>	\$ 6,984,185	\$ 981,350	\$ 299,811,528
Aug	9,012,645	<b>11,468,985</b>	5,796,685	-	304,454,457
Sep	-	-	-	-	-
Oct	-	-	-	-	-
Nov	-	-	-	-	-
Dec	-	-	-	-	-
Jan 2021	-	-	-	-	-
Feb	-	-	-	-	-
Mar	-	-	-	-	-
Apr	-	-	-	-	-
May	-	-	-	-	-
Jun 2021	-	-	-	-	-
Total FY21	\$ 12,478,012	\$ 31,005,204	\$ 12,780,869	\$ 981,350	\$ 304,454,457

\*total funds = Funds 01-07, 10

APPENDIX:  
AUGUST 31, 2020  
BMO ASSET MANAGEMENT  
PORTFOLIO SUMMARY

# College of DuPage

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08/31/2020



# Market and Economic Commentary

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## Market Commentary:

- The shape of the yield curve steepened modestly in the 3yr and under space. While significant steepening was seen in maturities 7yrs and longer, within the maturity band for COD, the largest increase was in the 3yr Treasury, whose yield climbed 3bps.
- At month-end there was <2bps separating the 6mo. and 2yr. Treasury yields.
- The second look at Q2-2020 GDP came in at -31.7%, which was revised slightly better than the previously reported -32.9%.
- In a webcast speech, Fed Chair Powell announced that the FOMC is shifting towards an “average inflation target”. The market’s takeaway from this is that because the Fed will be willing to tolerate inflation above and below the 2% long-run rate, the belief is that short-term interest rates will remain “lower-for-longer”.
- Sales of both new and existing homes continues to be a bright spot in the recovery as homebuilders ramp up construction to meet demand.
- At month-end, Treasury Bills were being offered at ~0.10% in 3mos and ~0.115% in 6mos.
- As an agreement on a new stimulus bill was unable to be reached, the pace of Consumer Spending is slowing and the overall savings rate is increasing.

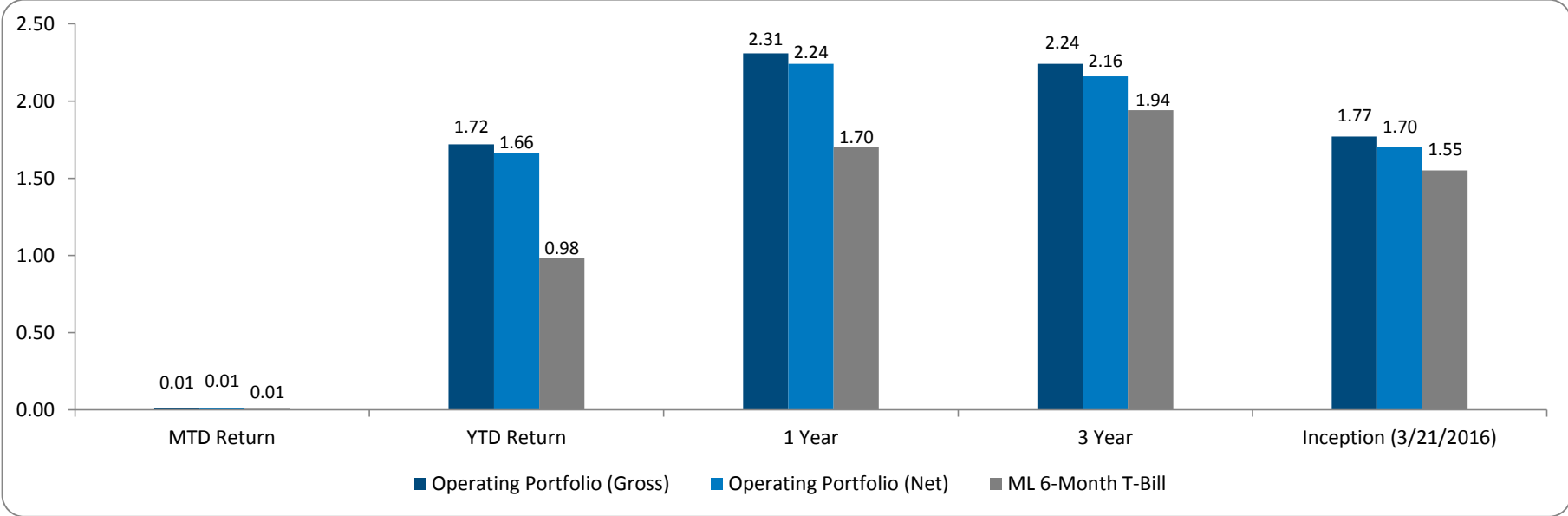
## Portfolio Commentary:

- There were no deposits or withdrawals last month.
- The overall duration of the COD portfolio remained relatively static in August. As of 8/31/20 the duration was 0.78yrs, as compared to 0.79yrs on 7/31/20.
- Purchases totaled \$24.275mm in August.
  - Commercial paper buys totaled \$2.00mm
  - 6 certificate of deposit buys totaled \$12.275mm
    - 2 CD’s were “fixed-out floaters” with yields of 0.13% and 0.15%
    - The other 4 were floating rate CD’s with spreads of:
      - 1moL +8
      - SOFR +20
      - 3moL +0
      - 3moL +1
  - US Government Agency buys totaled \$10.00mm
    - 3 callable agencies were purchased with final maturities between August 2022 and August 2023.
      - Initial call dates range from 7/01/2021 to 8/10/22.
      - Coupons range from 0.22% to 0.35%.
    - 1 Agency security was called in August.
- Cash was drawn down to <\$1mm at month-end.



# College of DuPage Performance Summary

## Operating Funds



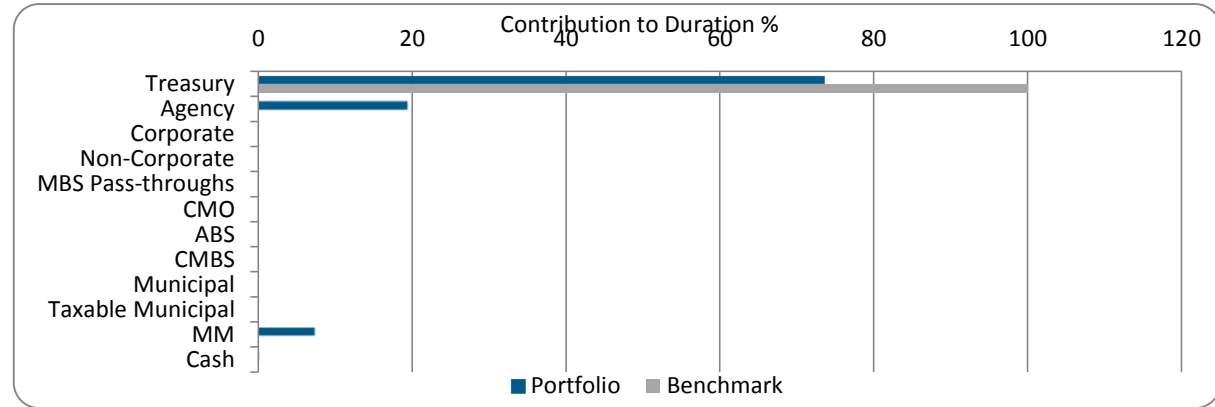
# Summary

08/31/2020

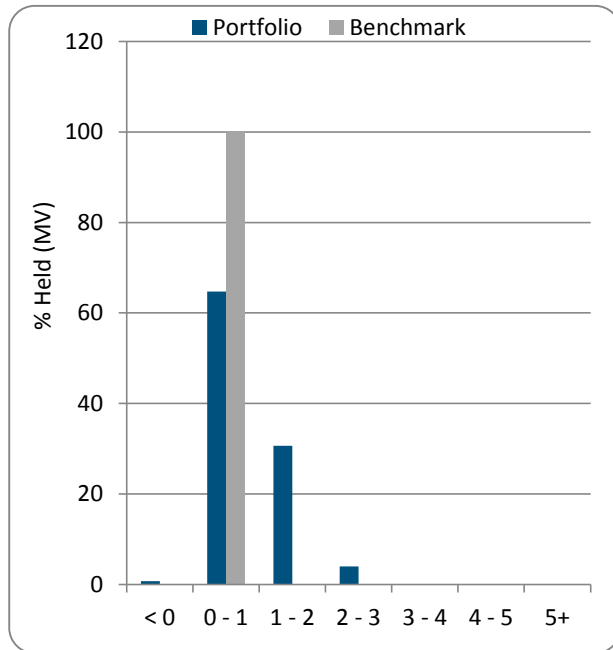
## Fundamentals Portfolio Benchmark

Port Mkt Val (000)	286,266	
YTW	0.17	0.12
Coupon	1.32	0.00
Maturity (Yrs)	0.88	0.50
Quality	Aaa	Aaa
Eff Dur	0.778	0.506

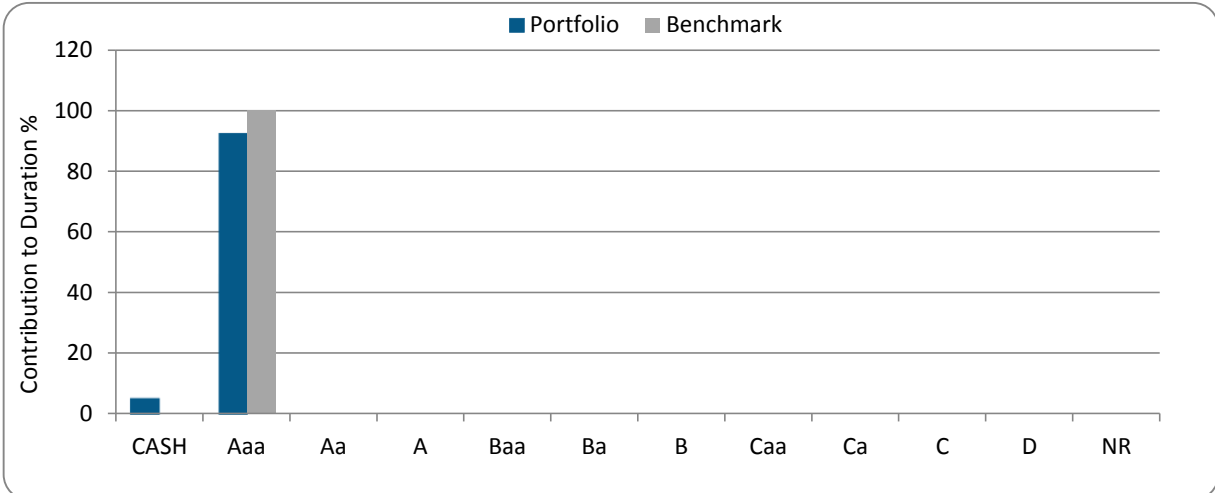
## Contribution to Duration by Sector



## Effective Duration Allocation



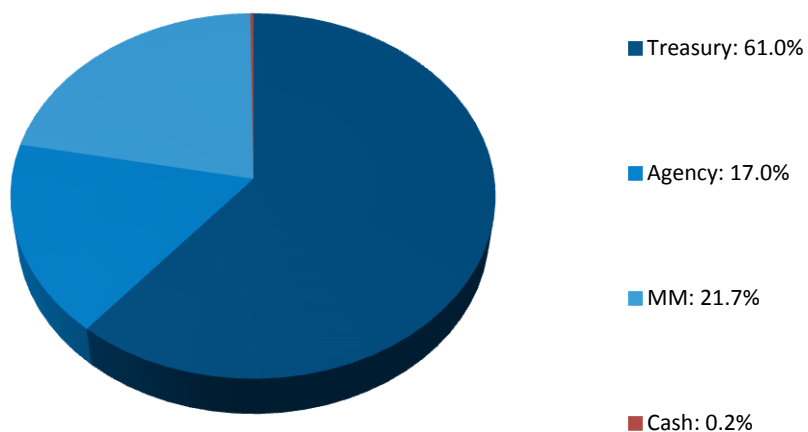
## Contribution to Duration by Quality



# Sector & Quality Allocations

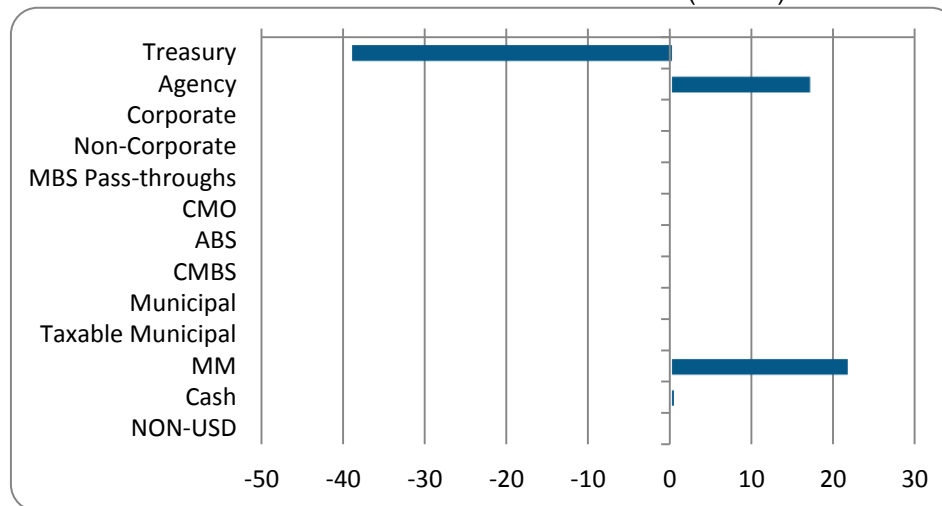
08/31/2020

## Sector Allocation



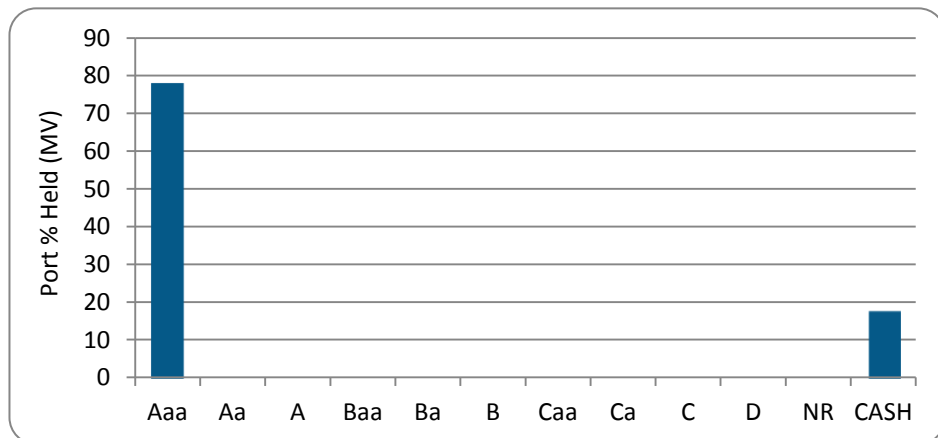
## Sector Difference Relative to Benchmark (% MV Held)

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



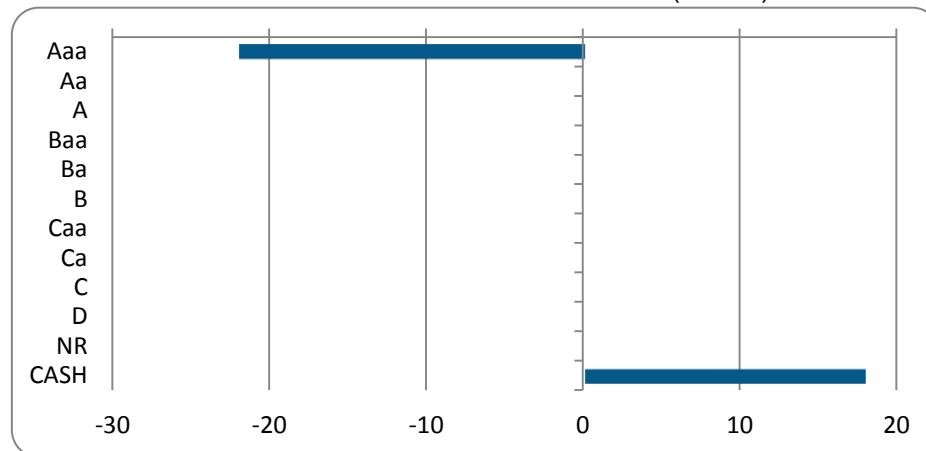
## Quality Allocation

Quality Rating: Aaa



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

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



# Standard Holdings

08/31/2020

Sector 1	Par (000)	Mdys	S&P	Coupon (%)	Mkt Value (\$)	% Held (MV)	YTW (%)	Avg Life	Eff Dur
CASH	650	Aaa	AAA	0.01	650,387	0.23	0.010	0.083	0.082
TSY	171,000	TSY	TSY	1.97	174,726,262	61.04	0.151	0.965	0.936
AGY	48,700	AGY	AGY	0.30	48,770,322	17.04	0.203	1.020	0.878
MM	61,960	Aa3	AA-	0.35	62,118,993	21.70	0.187	0.403	0.261
<b>Total:</b>	<b>282,310</b>	<b>Aaa</b>	<b>AA+</b>	<b>1.32</b>	<b>286,265,964</b>	<b>100.00</b>	<b>0.168</b>	<b>0.850</b>	<b>0.778</b>

# Standard Holdings

08/31/2020

Sector 1	Par (000)	Issuer Name	Mdys	S&P	Coupon (%)	Maturity	Mkt Value (\$)	% Held (MV)	YTW (%)	Avg Life	Eff Dur
<b>CASH</b>	<b>650</b>		<b>Aaa</b>	<b>AAA</b>	<b>0.01</b>	<b>Avg Life=0.1</b>	<b>650,387</b>	<b>0.23</b>	<b>0.010</b>	<b>0.083</b>	<b>0.082</b>
	650	CASH & EQUIVALENTS	Aaa	AAA	0.01	9/30/2020	650,387	0.23	0.010	0.083	0.082
<b>TSY</b>	<b>171,000</b>		<b>TSY</b>	<b>TSY</b>	<b>1.97</b>	<b>Avg Life=0.9</b>	<b>174,726,262</b>	<b>61.04</b>	<b>0.151</b>	<b>0.965</b>	<b>0.936</b>
	2,000	UNITED STATES TREAS NTS	TSY	TSY	1.38	9/15/2020	2,013,489	0.70	0.318	0.083	0.041
	2,000	UNITED STATES TREAS BILL	TSY	TSY	0.00	9/22/2020	1,999,900	0.70	0.083	0.060	0.060
	2,500	UNITED STATES TREAS NTS	TSY	TSY	2.00	9/30/2020	2,524,602	0.88	0.192	0.083	0.082
	3,500	UNITED STATES TREAS NTS	TSY	TSY	2.75	9/30/2020	3,547,201	1.24	0.318	0.083	0.082
	1,000	UNITED STATES TREAS NTS	TSY	TSY	1.63	10/15/2020	1,007,847	0.35	0.224	0.167	0.123
	4,500	UNITED STATES TREAS NTS	TSY	TSY	1.75	10/31/2020	4,538,111	1.59	0.168	0.167	0.167
	3,000	UNITED STATES TREAS NTS	TSY	TSY	1.38	10/31/2020	3,019,757	1.05	0.173	0.167	0.167
	2,000	UNITED STATES TREAS NTS	TSY	TSY	2.88	10/31/2020	2,028,199	0.71	0.164	0.167	0.167
	3,500	UNITED STATES TREAS NTS	TSY	TSY	1.75	11/15/2020	3,529,596	1.23	0.141	0.250	0.208
	2,000	UNITED STATES TREAS NTS	TSY	TSY	2.63	11/15/2020	2,025,568	0.71	0.163	0.250	0.208
	2,000	UNITED STATES TREAS BILL	TSY	TSY	0.00	11/19/2020	1,999,580	0.70	0.096	0.219	0.219
	1,500	UNITED STATES TREAS NTS	TSY	TSY	2.00	11/30/2020	1,514,396	0.53	0.160	0.250	0.249
	3,500	UNITED STATES TREAS NTS	TSY	TSY	2.75	11/30/2020	3,546,874	1.24	0.142	0.250	0.249
	2,000	UNITED STATES TREAS NTS	TSY	TSY	2.38	12/31/2020	2,022,763	0.71	0.147	0.333	0.334
	1,500	UNITED STATES TREAS NTS	TSY	TSY	2.00	1/15/2021	1,514,316	0.53	0.121	0.417	0.375
	3,500	UNITED STATES TREAS NTS	TSY	TSY	2.50	1/31/2021	3,541,811	1.24	0.132	0.417	0.419
	1,500	UNITED STATES TREAS NTS	TSY	TSY	2.13	1/31/2021	1,515,045	0.53	0.142	0.417	0.419
	3,500	UNITED STATES TREAS NTS	TSY	TSY	2.25	2/15/2021	3,537,199	1.24	0.135	0.500	0.460
	3,000	UNITED STATES TREAS NTS	TSY	TSY	2.00	2/28/2021	3,027,660	1.06	0.155	0.500	0.495
	3,000	UNITED STATES TREAS NTS	TSY	TSY	2.50	2/28/2021	3,035,280	1.06	0.146	0.500	0.495
	3,500	UNITED STATES TREAS NTS	TSY	TSY	2.38	3/15/2021	3,580,559	1.25	0.134	0.583	0.531
	2,000	UNITED STATES TREAS NTS	TSY	TSY	1.25	3/31/2021	2,023,411	0.71	0.136	0.583	0.577
	3,000	UNITED STATES TREAS NTS	TSY	TSY	2.38	4/15/2021	3,068,595	1.07	0.140	0.667	0.615
	2,000	UNITED STATES TREAS NTS	TSY	TSY	2.25	4/30/2021	2,043,081	0.71	0.142	0.667	0.657
	4,500	UNITED STATES TREAS NTS	TSY	TSY	1.38	4/30/2021	4,557,941	1.59	0.130	0.667	0.659
	3,500	UNITED STATES TREAS NTS	TSY	TSY	2.63	5/15/2021	3,588,073	1.25	0.151	0.750	0.697
	2,500	UNITED STATES TREAS NTS	TSY	TSY	2.00	5/31/2021	2,547,343	0.89	0.140	0.750	0.742

Sector 1	Par (000)	Issuer Name	Mdys	S&P	Coupon (%)	Maturity	Mkt Value (\$)	% Held (MV)	YTW (%)	Avg Life	Eff Dur
	3,000	UNITED STATES TREAS NTS	TSY	TSY	1.38	5/31/2021	3,038,029	1.06	0.142	0.750	0.744
	2,500	UNITED STATES TREAS NTS	TSY	TSY	2.13	5/31/2021	2,550,354	0.89	0.146	0.750	0.742
	1,500	UNITED STATES TREAS NTS	TSY	TSY	2.63	6/15/2021	1,537,699	0.54	0.139	0.833	0.782
	2,500	UNITED STATES TREAS NTS	TSY	TSY	1.13	6/30/2021	2,525,238	0.88	0.138	0.833	0.826
	2,000	UNITED STATES TREAS NTS	TSY	TSY	1.63	6/30/2021	2,030,076	0.71	0.144	0.833	0.825
	3,000	UNITED STATES TREAS NTS	TSY	TSY	2.63	7/15/2021	3,074,618	1.07	0.155	0.917	0.864
	1,500	UNITED STATES TREAS NTS	TSY	TSY	1.13	7/31/2021	1,514,846	0.53	0.147	0.917	0.911
	1,500	UNITED STATES TREAS NTS	TSY	TSY	2.25	7/31/2021	1,531,673	0.54	0.149	0.917	0.908
	3,000	UNITED STATES TREAS NTS	TSY	TSY	2.75	8/15/2021	3,078,107	1.08	0.150	1.000	0.948
	2,500	UNITED STATES TREAS NTS	TSY	TSY	1.13	8/31/2021	2,524,500	0.88	0.144	1.000	0.996
	2,500	UNITED STATES TREAS NTS	TSY	TSY	1.13	9/30/2021	2,538,232	0.89	0.145	1.083	1.072
	3,000	UNITED STATES TREAS NTS	TSY	TSY	2.13	9/30/2021	3,090,640	1.08	0.151	1.083	1.065
	3,000	UNITED STATES TREAS NTS	TSY	TSY	2.88	10/15/2021	3,124,290	1.09	0.148	1.167	1.101
	3,000	UNITED STATES TREAS NTS	TSY	TSY	1.25	10/31/2021	3,051,084	1.07	0.146	1.167	1.156
	2,500	UNITED STATES TREAS NTS	TSY	TSY	1.50	10/31/2021	2,551,884	0.89	0.148	1.167	1.155
	3,500	UNITED STATES TREAS NTS	TSY	TSY	2.00	10/31/2021	3,598,717	1.26	0.152	1.167	1.151
	3,500	UNITED STATES TREAS NTS	TSY	TSY	2.88	11/15/2021	3,644,646	1.27	0.145	1.250	1.186
	3,500	UNITED STATES TREAS NTS	TSY	TSY	1.88	11/30/2021	3,591,816	1.25	0.149	1.250	1.234
	3,500	UNITED STATES TREAS NTS	TSY	TSY	1.75	11/30/2021	3,585,396	1.25	0.146	1.250	1.235
	1,500	UNITED STATES TREAS NTS	TSY	TSY	2.63	12/15/2021	1,556,149	0.54	0.147	1.333	1.270
	3,500	UNITED STATES TREAS NTS	TSY	TSY	2.50	1/15/2022	3,623,980	1.27	0.148	1.417	1.355
	3,500	UNITED STATES TREAS NTS	TSY	TSY	1.88	1/31/2022	3,590,858	1.25	0.150	1.417	1.404
	2,500	UNITED STATES TREAS NTS	TSY	TSY	2.50	2/15/2022	2,588,267	0.90	0.147	1.500	1.440
	3,000	UNITED STATES TREAS NTS	TSY	TSY	1.88	2/28/2022	3,077,580	1.08	0.148	1.500	1.480
	1,500	UNITED STATES TREAS NTS	TSY	TSY	1.75	2/28/2022	1,535,970	0.54	0.149	1.500	1.481
	2,500	UNITED STATES TREAS NTS	TSY	TSY	1.88	3/31/2022	2,587,770	0.90	0.149	1.583	1.552
	4,000	UNITED STATES TREAS NTS	TSY	TSY	2.25	4/15/2022	4,170,335	1.46	0.146	1.667	1.588
	2,000	UNITED STATES TREAS NTS	TSY	TSY	1.75	4/30/2022	2,065,058	0.72	0.146	1.667	1.636
	3,000	UNITED STATES TREAS NTS	TSY	TSY	1.88	4/30/2022	3,105,171	1.08	0.144	1.667	1.634
	4,000	UNITED STATES TREAS NTS	TSY	TSY	2.13	5/15/2022	4,159,786	1.45	0.146	1.750	1.671
	1,000	UNITED STATES TREAS NTS	TSY	TSY	1.75	5/31/2022	1,032,409	0.36	0.146	1.750	1.720
	3,500	UNITED STATES TREAS NTS	TSY	TSY	1.75	7/15/2022	3,612,823	1.26	0.145	1.917	1.844
	3,500	UNITED STATES TREAS NTS	TSY	TSY	1.88	7/31/2022	3,621,483	1.27	0.143	1.917	1.886
	2,000	UNITED STATES TREAS NTS	TSY	TSY	1.63	8/31/2022	2,059,220	0.72	0.142	2.000	1.974

Sector 1	Par (000)	Issuer Name	Mdys	S&P	Coupon (%)	Maturity	Mkt Value (\$)	% Held (MV)	YTW (%)	Avg Life	Eff Dur
	2,000	UNITED STATES TREAS NTS	TSY	TSY	1.38	10/15/2022	2,062,709	0.72	0.140	2.167	2.087
	1,500	UNITED STATES TREAS NTS	TSY	TSY	1.88	10/31/2022	1,565,650	0.55	0.140	2.167	2.120
	3,500	UNITED STATES TREAS NTS	TSY	TSY	1.63	11/15/2022	3,631,002	1.27	0.142	2.250	2.166
<b>AGY</b>	<b>48,700</b>		<b>AGY</b>	<b>AGY</b>	<b>0.30</b>	<b>Avg Life=1.3</b>	<b>48,770,322</b>	<b>17.04</b>	<b>0.203</b>	<b>1.020</b>	<b>0.878</b>
	2,000	FEDERAL HOME LN MTG CORP	AGY	AGY	0.55	9/1/2020	2,002,842	0.70	0.000	0.003	0.003
	3,600	FEDERAL HOME LOAN BANKS	AGY	AGY	0.00	9/2/2020	3,600,000	1.26	0.000	0.005	0.005
	2,000	FFCB DISC NT	AGY	AGY	0.00	9/28/2020	1,999,900	0.70	0.065	0.077	0.077
	4,600	FEDERAL HOME LOAN BANKS	AGY	AGY	0.00	11/4/2020	4,599,172	1.61	0.101	0.178	0.178
	2,500	FEDERAL HOME LOAN BANKS	AGY	AGY	0.00	11/23/2020	2,499,425	0.87	0.100	0.230	0.230
	2,500	FHLB DISC NT	AGY	AGY	0.00	11/24/2020	2,499,425	0.87	0.099	0.232	0.233
	2,000	FEDERAL HOME LOAN BANKS	AGY	AGY	0.13	7/2/2021	1,998,090	0.70	0.264	0.833	0.834
	2,000	FEDERAL HOME LOAN BANKS	AGY	AGY	0.13	7/2/2021	1,998,230	0.70	0.256	0.833	0.834
	1,500	FEDERAL HOME LOAN BANKS	AGY	AGY	1.88	7/7/2021	1,526,374	0.53	0.136	0.833	0.844
	1,000	FEDERAL HOME LOAN BANKS	AGY	AGY	3.00	9/10/2021	1,043,080	0.36	0.183	1.000	1.004
	1,500	FEDERAL HOME LN MTG CORP	AGY	AGY	0.35	5/13/2022	1,501,110	0.52	0.368	1.667	0.857
	1,500	FEDERAL HOME LN MTG CORP	AGY	AGY	0.30	5/13/2022	1,500,555	0.52	0.331	1.667	1.167
	2,000	FEDERAL HOME LN MTG CORP	AGY	AGY	0.35	5/27/2022	2,001,168	0.70	0.368	1.750	0.894
	2,000	FEDERAL HOME LN MTG CORP	AGY	AGY	0.28	6/2/2022	2,004,222	0.70	0.179	1.750	-0.020
	2,000	FEDERAL HOME LN MTG CORP	AGY	AGY	0.32	7/8/2022	2,001,042	0.70	0.306	0.333	1.020
	2,000	FEDERAL HOME LN MTG CORP	AGY	AGY	0.28	7/27/2022	1,997,109	0.70	0.370	1.917	1.362
	2,000	FEDERAL HOME LOAN BANKS	AGY	AGY	0.13	8/12/2022	1,998,798	0.70	0.159	1.917	1.943
	2,000	FEDERAL FARM CR BKS	AGY	AGY	0.20	8/19/2022	1,999,573	0.70	0.214	2.000	1.357
	1,500	FEDERAL HOME LN MTG CORP	AGY	AGY	0.22	8/24/2022	1,497,694	0.52	0.300	2.000	1.413
	1,000	FEDERAL HOME LN MTG CORP	AGY	AGY	0.35	4/28/2023	1,002,051	0.35	0.159	0.917	1.435
	2,000	FEDERAL HOME LN MTG CORP	AGY	AGY	0.25	6/26/2023	2,001,303	0.70	0.243	2.833	2.805
	2,000	FEDERAL NATL MTG ASSN	AGY	AGY	0.45	7/20/2023	2,001,905	0.70	0.336	0.417	1.263
	1,500	FEDERAL NATL MTG ASSN	AGY	AGY	0.42	7/27/2023	1,500,685	0.52	0.413	0.917	1.618
	2,000	FEDERAL NATL MTG ASSN	AGY	AGY	0.30	8/10/2023	1,996,570	0.70	0.365	2.917	2.381
<b>MM</b>	<b>61,960</b>		<b>Aa3</b>	<b>AA-</b>	<b>0.35</b>	<b>Avg Life=0.4</b>	<b>62,118,993</b>	<b>21.70</b>	<b>0.187</b>	<b>0.403</b>	<b>0.261</b>
	2,500	NORDEA BK ABP NEW YORK BRH	Aa3	AA-	0.34	9/10/2020	2,501,994	0.87	0.129	0.027	0.027
	1,400	TORONTO DOMINION BK N Y BRH	Aa3	AA-	0.46	9/18/2020	1,400,441	0.49	0.158	0.049	0.049
	1,500	TORONTO-DOMINION BANK/NY 2.4	Aa3	AA-	0.52	9/30/2020	1,501,784	0.52	0.131	0.083	0.026
	1,500	CHEVRON CORP NEW	Aa1	AA-	0.00	10/1/2020	1,499,910	0.52	0.071	0.085	0.085
	2,085	APPLE INC	P-1	A-1+	0.00	10/2/2020	2,084,854	0.73	0.080	0.087	0.088

Sector 1	Par (000)	Issuer Name	Mdys	S&P	Coupon (%)	Maturity	Mkt Value (\$)	% Held (MV)	YTW (%)	Avg Life	Eff Dur
	3,250	HSBC USA INC NEW	Aa3	AA-	2.70	10/2/2020	3,382,389	1.18	0.318	0.087	0.088
	2,500	APPLE INC	P-1	A-1+	0.00	10/5/2020	2,499,825	0.87	0.073	0.096	0.096
	2,000	APPLE INC	P-1	A-1+	0.00	10/13/2020	1,999,820	0.70	0.076	0.117	0.118
	2,000	EXXON CORP	P-1	A-1+	0.00	10/14/2020	1,999,800	0.70	0.083	0.120	0.120
	2,500	CHEVRON CORP NEW	Aa1	AA-	0.00	11/12/2020	2,499,525	0.87	0.095	0.199	0.200
	1,500	EXXON CORP	P-1	A-1+	0.00	11/17/2020	1,499,685	0.52	0.098	0.213	0.213
	4,500	TORONTO DOMINION BK N Y BRH	Aa3	AA-	0.22	11/23/2020	4,501,757	1.57	0.162	0.230	0.230
	1,000	CHEVRON CORP NEW	Aa1	AA-	0.00	12/14/2020	999,680	0.35	0.111	0.287	0.287
	1,500	SVENSKA HANDELSBANKEN AB	Aa3	AA-	0.41	1/4/2021	1,501,597	0.52	0.190	0.344	0.107
	2,000	JOHNSON & JOHNSON	P-1	A-1+	0.00	1/5/2021	1,999,220	0.70	0.112	0.347	0.348
	1,500	EXXON CORP	P-1	A-1+	0.00	1/7/2021	1,499,325	0.52	0.127	0.353	0.353
	1,350	ROYAL BK OF CANADA CERTIFICA	Aa2	AA-	0.26	1/15/2021	1,350,773	0.47	0.167	0.417	0.163
	3,475	SVENSKA HANDELSBANKEN AB	Aa3	AA-	0.29	1/26/2021	3,477,164	1.21	0.208	0.405	0.242
	2,000	WESTPAC BKING CORP N CERTIFI	Aa2	AA-	0.29	2/12/2021	2,000,703	0.70	0.234	0.417	0.305
	2,500	ROYAL BK OF CANADA CERTIFICA	Aa2	AA-	0.32	2/26/2021	2,501,612	0.87	0.199	0.500	0.190
	2,000	EXXON CORP	P-1	A-1+	0.00	3/24/2021	1,998,180	0.70	0.162	0.561	0.561
	1,250	NORDEA BK ABP NEW YORK BRH	Aa2	AA-	0.46	5/7/2021	1,252,422	0.44	0.225	0.681	0.324
	2,000	NORDEA BK ABP NEW YORK BRH	Aa2	AA-	0.34	5/21/2021	2,000,189	0.70	0.341	0.720	0.393
	2,000	TORONTO DOMINION BK N Y BRH	Aa3	AA-	0.35	6/10/2021	2,001,560	0.70	0.351	0.774	0.269
	1,650	NATIONAL AUSTRALIA BK N Y BR	Aa3	AA-	0.36	6/18/2021	1,651,417	0.58	0.265	0.796	0.292
	2,000	SVENSKA HANDELSBANKEN AB	Aa3	AA-	0.36	6/18/2021	2,003,604	0.70	0.229	0.796	0.289
	2,000	ROYAL BK OF CANADA CERTIFICA	Aa2	AA-	0.43	6/18/2021	2,001,760	0.70	0.427	0.833	0.797
	1,500	ROYAL BK CDA NY BRH	Aa2	AA-	0.43	7/26/2021	1,505,938	0.53	0.076	0.900	0.899
	3,000	WESTPAC BANKING CORP	Aa3	AA-	0.29	8/3/2021	3,002,089	1.05	0.241	0.922	0.451
	2,000	ROYAL BK OF CANADA CERTIFICA	Aa2	AA-	0.20	8/6/2021	1,999,978	0.70	0.286	0.917	0.398
<b>Total:</b>	<b>282,310</b>		<b>Aaa</b>	<b>AA+</b>	<b>1.32</b>	<b>Avg Life=0.9</b>	<b>286,265,964</b>	<b>100.00</b>	<b>0.168</b>	<b>0.850</b>	<b>0.778</b>



College of DuPage

8/31/2020

Average Life	Market Value	% of Total
0 - 6 mo	\$ 116,045,149	40.5%
6 mo - 1 yr	\$ 73,299,789	25.6%
1 yr - 2 yrs	\$ 85,663,792	29.9%
2 yrs - 3 yrs	\$ 11,257,234	3.9%
<b>Total</b>	<b>\$ 286,265,964</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 8/31/2020 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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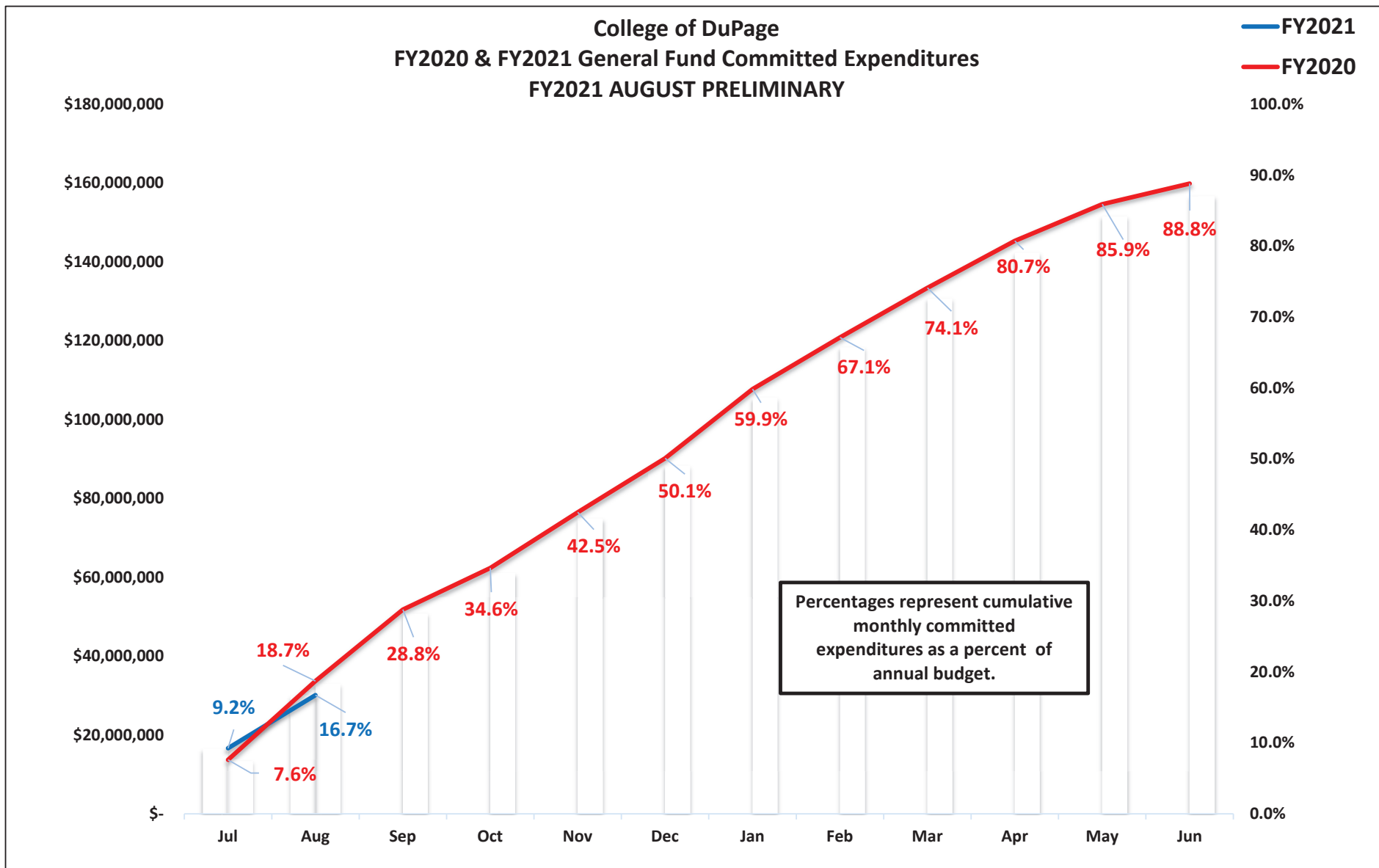
COLLEGE OF DUPAGE  
**FISCAL YEAR 2021 GENERAL FUND BUDGET AND EXPENDITURES by DIVISION**  
 PRELIMINARY August 31, 2020  
 As of August 31, 2020, 5 of 26 Payrolls have occurred (19.2%)

DIVISION	ANNUAL BUDGET	EXPENDITURES (1) YEAR TO DATE	CURRENT YEAR COMMITMENTS (2)	TOTAL COMMITTED (3)	UNCOMMITTED BALANCE	% OF BUDGET COMMITTED
<b>President</b>	\$ 533,068	\$ 89,999	\$ -	\$ 89,999	\$ 443,069	16.88%
<b>Legislative Relations</b>	281,823	36,066	-	36,066	245,757	12.80%
<b>Board of Trustees</b>	170,435	4,465	-	4,465	165,970	2.62%
<b>Office of the General Counsel</b>						
General Counsel	594,164	44,937	-	44,937	549,227	7.56%
Compliance & Internal Audit	320,808	53,255	-	53,255	267,553	16.60%
<b>Office of the General Counsel Total</b>	<b>914,972</b>	<b>98,192</b>	<b>-</b>	<b>98,192</b>	<b>816,780</b>	<b>10.73%</b>
<b>Office of Provost</b>						
Student Affairs	17,689,349	1,982,280	841,648	2,823,928	14,865,421	15.96%
Math, Natural Sciences, & STEM	14,799,737	1,360,096	4,206	1,364,302	13,435,435	9.22%
Social & Behavioral Sciences	14,460,419	1,667,910	150,031	1,817,941	12,642,478	12.57%
Arts, Communications, & Hospitality	12,776,184	984,143	167,139	1,151,282	11,624,902	9.01%
Liberal Arts	11,849,161	972,996	24	973,020	10,876,141	8.21%
Business & Technology	11,865,973	1,012,590	430,004	1,442,594	10,423,379	12.16%
Nursing & Health Sciences	10,474,842	780,943	102,350	883,293	9,591,549	8.43%
Academic Partnerships & Learning Resources	8,779,070	1,019,245	168,291	1,187,536	7,591,534	13.53%
Continuing Education & Economic Development	3,862,060	617,182	249,991	867,173	2,994,887	22.45%
Provost Administration	2,122,501	232,400	(952)	231,448	1,891,053	10.90%
Curriculum & Assessment	2,322,895	340,173	23,212	363,385	1,959,510	15.64%
<b>Office of Provost Total</b>	<b>111,002,191</b>	<b>10,969,958</b>	<b>2,135,944</b>	<b>13,105,902</b>	<b>97,896,289</b>	<b>11.81%</b>
<b>Institutional Advancement</b>	<b>1,438,612</b>	<b>177,395</b>	<b>(1,995)</b>	<b>175,400</b>	<b>1,263,212</b>	<b>12.19%</b>
<b>Planning &amp; Inst. Effectiveness</b>	<b>1,161,610</b>	<b>154,177</b>	<b>-</b>	<b>154,177</b>	<b>1,007,433</b>	<b>13.27%</b>
<b>Administrative Affairs</b>						
Facilities	23,883,086	2,274,937	1,217,696	3,492,633	20,390,453	14.62%
Information Technology Services	15,132,384	3,046,226	1,394,714	4,440,940	10,691,444	29.35%
Financial Affairs	4,249,082	583,210	60,200	643,410	3,605,672	15.14%
Police	2,476,400	300,097	50,168	350,265	2,126,135	14.14%
Business Affairs	3,962,448	448,364	316,350	764,714	3,197,734	19.30%
Vice President-Administration	429,599	39,459	(1,354)	38,105	391,494	8.87%
Risk Management	400,345	72,626	90	72,716	327,629	18.16%
Budget Office	215,116	32,416	-	32,416	182,700	15.07%
<b>Administrative Affairs Total</b>	<b>50,748,460</b>	<b>6,797,335</b>	<b>3,037,864</b>	<b>9,835,199</b>	<b>40,913,261</b>	<b>19.38%</b>
<b>Marketing &amp; Communications</b>						
Marketing, Communications, Multi-Media	4,431,277	689,035	615,676	1,304,711	3,126,566	29.44%
Public Relations	991,005	180,785	45,615	226,400	764,605	22.85%
Community Relations	340,526	34,338	(2,101)	32,237	308,289	9.47%
<b>Marketing &amp; Communications Total</b>	<b>5,762,808</b>	<b>904,158</b>	<b>659,190</b>	<b>1,563,348</b>	<b>4,199,460</b>	<b>27.13%</b>
<b>Human Resources &amp; Project Hire-Ed</b>	<b>2,733,428</b>	<b>364,511</b>	<b>99,730</b>	<b>464,241</b>	<b>2,269,187</b>	<b>16.98%</b>
<b>General Institutional</b>	<b>11,465,850</b>	<b>4,461,520</b>	<b>-</b>	<b>4,461,520</b>	<b>7,004,330</b>	<b>38.91%</b>
<b>Internal Campus Services</b>	<b>(1,527,704)</b>	<b>(100,807)</b>	<b>-</b>	<b>(100,807)</b>	<b>(1,426,897)</b>	<b>6.60%</b>
<b>Position Budget Vacancy Allowance</b>	<b>(6,028,200)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(6,028,200)</b>	<b>0.00%</b>
<b>Total General Fund</b>	<b>\$ 178,657,353</b>	<b>\$ 23,956,969</b>	<b>\$ 5,930,733</b>	<b>\$ 29,887,702</b>	<b>\$ 148,769,651</b>	<b>16.73%</b>

**NOTES:**

- (1) The expenditures are based on unaudited numbers from the general ledger as of preliminary August 31, 2020.  
 (2) Current year commitments includes purchase orders actually entered into the procurement system related to the current fiscal year.  
 (3) Total committed includes expenditures plus current fiscal year commitments.

b.



COLLEGE OF DUPAGE  
 FISCAL YEAR ENDING JUNE 30, 2021  
 PRELIMINARY AUGUST 31, 2020  
 STATUS OF MAJOR PROJECTS / INITIATIVES

b.

PROJECT / INITIATIVE	ANNUAL BUDGET	EXPENDITURES (1) YEAR TO DATE	CURRENT COMMITMENTS (2)	TOTAL COMMITTED (3)	UNCOMMITTED BALANCE	% OF BUDGET COMMITTED
Project Hire-Ed	\$ 443,140	\$ 39,369	\$ -	\$ 39,369	\$ 403,771	8.88%
Innovation DuPage	\$ 301,450	\$ 284,052	\$ -	\$ 284,052	\$ 17,398	94.23%
Pathways	\$ 1,797,148	\$ 233,670	\$ 170,751	\$ 404,421	\$ 1,392,727	22.50%

**NOTES:**

- (1) The expenditures are based on unaudited numbers from the general ledger as of preliminary August 31, 2020.
- (2) Current year commitments include purchase orders actually entered into the procurement system related to the current fiscal year.
- (3) Total committed includes expenditures plus current fiscal year commitments.

**COLLEGE OF DUPAGE**  
**Operating Cash Available to Pay Annual Operating Expenses**  
**as of August 31, 2020**  
*Preliminary, Unaudited*

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

	<b>Net of Board Approved</b>	
	<b>Without Restrictions</b>	<b>Fund Balance Restrictions</b>
<b>Total Operating Cash/Investments</b>	<b>\$ 227,062,363</b>	<b>\$ 227,062,363</b>
<b>Current General Fund Fund Balance Restrictions</b>		
Retiree OPEB Liability	-	(14,500,000)
Recapitalization Costs	-	(60,000,000)
<b>Total Current General Fund Fund Balance Restrictions</b>	-	(74,500,000)
<b>Net Operating Cash/Investments</b>	<b>227,062,363</b>	<b>152,562,363</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>142.3%</b>	<b>95.6%</b>

\*Audited FY2019 CAFR, Exhibit A

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

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

Position Title	Position FTE	Position Salary Budget
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*No positions were added in August 2020*





**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**  
August 1 - 31, 2020

Fund ID	Fund Description	Gift Count	Cash	Stock	Pledge Balance	Gifts-In-Kind	Planned	Total
G858 / 35	AFA Applied Music Fee Award	1	\$1,523.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,523.00
R695 / 30	Athletic Department	6	\$110.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110.00
G932 / 35	Automotive Technology Scholarship	1	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00
R607B / 30	Belushi Artist-In-Residence Program	4	\$38.76	\$0.00	\$0.00	\$0.00	\$0.00	\$38.76
G268 / 35	Cancer Federation Scholarship	4	\$44.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44.00
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	1	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00
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	1	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
G971 / 35	Chief George Graves Scholarship	2	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
G827 / 40	Cleve Carney Endowed Art Fund	2	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00
G215 / 35	College of DuPage Faculty Association Scholarship	1	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00
G915 / 25	College of DuPage Foundation's Returning Adult Scholarship	4	\$12.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12.00
G918 / 25	College of DuPage Foundation's Single Parent Scholarship	11	\$176.36	\$0.00	\$0.00	\$0.00	\$0.00	\$176.36
G904 / 25	College of DuPage Foundation's Textbook Scholarship	8	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00
G702 / 35	Community HS District 99 (Downers Grove North/South) Scholarship	2	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
D888 / 20	Contact Tracing Program	1	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,000.00
D627 / 20	Culinary & Hospitality Program	2	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
G879 / 35	Debra Jeffay Continuing Education Scholarship	1	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
G455 / 35	Donald Carter Memorial Scholarship	1	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00
G974 / 35	Edwin and Barbara Dannewitz Perioperative Arena Scholarship	2	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00
G105 / 25	Eileen M. Ward Endowed Textbook/Instructional Materials Scholarship	2	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00
D703 / 30	Engineering Program Support	1	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00
G856 / 35	Eric Martinson Memorial Scholarship	11	\$148.48	\$0.00	\$0.00	\$0.00	\$0.00	\$148.48
D692 / 20	Fashion Program	1	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00
R612 / 30	Fine Arts Program	1	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00
E225 / 20	Frida Kahlo Exhibition	13	\$8,043.90	\$0.00	\$0.00	\$0.00	\$0.00	\$8,043.90
D704 / 30	FUEL Pantry Support	8	\$77.10	\$0.00	\$0.00	\$0.00	\$0.00	\$77.10
G808 / 40	General Scholarship Endowment	2	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00
G900 / 25	General Scholarship Fund	74	\$1,784.05	\$0.00	\$0.00	\$0.00	\$0.00	\$1,784.05
R661 / 30	George Macht Culinary & Hospitality Program	4	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00
G707 / 35	Glenbard High School District 87 Scholarship	4	\$14.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14.00
G926 / 35	Glenn Hansen Leadership Scholarship	2	\$55.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00
G959 / 35	H. J. Kleemann Engineering Scholarship	2	\$7.68	\$0.00	\$0.00	\$0.00	\$0.00	\$7.68
G708 / 35	Hinsdale Township High School District 86 Scholarship	1	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
R648 / 30	Homeland Security Program Support	1	\$0.00	\$0.00	\$0.00	\$4,500.00	\$0.00	\$4,500.00
D629 / 20	Horticulture Program	3	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00
D620 / 20	Horticulture Student Competition Support	1	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00
D640 / 20	International Education Development Support	1	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00
G444 / 35	Kathy Marszalek Memorial Endowed Scholarship	2	\$2,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$8,000.00
R660 / 20	Library Development	2	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00

**College of DuPage Foundation**  
**Monthly Gift Summary Report**  
August 1 - 31, 2020

Fund ID	Fund Description	Gift Count	Cash	Stock	Pledge Balance	Gifts-In-Kind	Planned	Total
R659 / 20	Library Program Endowment	3	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
R619 / 30	McAninch Arts Center General Fund	21	\$1,443.83	\$0.00	\$0.00	\$900.00	\$0.00	\$2,343.83
G800 / 40	McAninch Endowment for the Arts Fund	1	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00
D693 / 20	Music Program	2	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00
D660 / 20	New Philharmonic Orchestra	13	\$6,690.56	\$0.00	\$0.00	\$0.00	\$0.00	\$6,690.56
D707 / 20	Paralegal Student Success Fund	1	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00
G980 / 40	Paul W. Hedburn and Katherine T. Hedburn Scholarship Endowment	1	\$64,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$64,000.00
G860 / 35	Professor Chris Goergen Political Science Scholarship	1	\$440.00	\$0.00	\$0.00	\$0.00	\$0.00	\$440.00
G100 / 10	Resource for Excellence Fund	25	\$303.52	\$0.00	\$0.00	\$0.00	\$0.00	\$303.52
R656 / 30	Ronald Lemme Lecture Series	2	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00
G469 / 35	Second Year Nursing Scholarship	2	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00
G115 / 25	Student Crisis Emergency Support	14	\$247.50	\$59.27	\$0.00	\$0.00	\$0.00	\$306.77
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	5	\$38.85	\$0.00	\$0.00	\$0.00	\$0.00	\$38.85
G967 / 35	The Christopher Drop Welding Scholarship	1	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00
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	2	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00
G135 / 25	Vocational Skills Program Support for Special Populations	4	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00
D697 / 20	WDCB Employer Matching Gift Revenue (EMG)	2	\$275.00	\$0.00	\$360.00	\$0.00	\$0.00	\$635.00
D696 / 20	WDCB Individual Gifts	1,648	\$38,583.77	\$0.00	\$0.00	\$0.00	\$0.00	\$38,583.77
D695 / 20	WDCB Underwriting	4	\$693.00	\$0.00	\$516.00	\$0.00	\$0.00	\$1,209.00
G716 / 35	Westmont High School District 201 Scholarship	2	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00
R701 / 30	Youth Leadership Program and Scholarships	3	\$510.00	\$0.00	\$0.00	\$0.00	\$0.00	\$510.00
		<b>Grand Totals:</b>	<b>\$140,835.36</b>	<b>\$3,059.27</b>	<b>\$6,876.00</b>	<b>\$5,400.00</b>	<b>\$0.00</b>	<b>\$156,170.63</b>

1,966 Gift(s) listed  
1,795 Donor(s) listed

**College of DuPage Foundation**  
**Fiscal Year 2021 Gift Summary Report**  
Year-to-Date as of September 2, 2020

Fund ID	Fund Description	Gift Count	Cash	Stock	Pledge Balance	In-Kind	Planned	Total
G858 / 35	AFA Applied Music Fee Award	1	\$1,523.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,523.00
R695 / 30	Athletic Department	15	\$275.00	\$0.00	\$0.00	\$0.00	\$0.00	\$275.00
G932 / 35	Automotive Technology Scholarship	4	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00
R607B / 30	Belushi Artist-In-Residence Program	10	\$96.90	\$0.00	\$0.00	\$0.00	\$0.00	\$96.90
D624 / 20	Buffalo Theatre Ensemble Program	7	\$1,159.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,159.00
R693 / 30	Business and Technology Program	1	\$9.09	\$0.00	\$0.00	\$0.00	\$0.00	\$9.09
G268 / 35	Cancer Federation Scholarship	10	\$110.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110.00
G700 / 35	Carol Stream Community College Scholarship	5	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
G475 / 35	Carter Carroll Excellence in History Award	4	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
D690 / 20	Center for Entrepreneurship Fund for Workforce Development	5	\$62.50	\$0.00	\$0.00	\$0.00	\$0.00	\$62.50
G273 / 35	Certificate of GED Scholarship	4	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
G971 / 35	Chief George Graves Scholarship	5	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00
G827 / 40	Cleve Carney Endowed Art Fund	5	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00
G215 / 35	College of DuPage Faculty Association Scholarship	4	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00
G915 / 25	College of DuPage Foundation's Returning Adult Scholarship	13	\$45.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45.00
G918 / 25	College of DuPage Foundation's Single Parent Scholarship	29	\$470.90	\$0.00	\$0.00	\$0.00	\$0.00	\$470.90
G904 / 25	College of DuPage Foundation's Textbook Scholarship	20	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00
G702 / 35	Community HS District 99 (Downers Grove North/South) Scholarship	5	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00
D888 / 20	Contact Tracing Program	1	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,000.00
D627 / 20	Culinary & Hospitality Program	5	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00
G879 / 35	Debra Jeffay Continuing Education Scholarship	4	\$3,500.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$4,500.00
G455 / 35	Donald Carter Memorial Scholarship	4	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00
G847 / 35	Dr. Maureen N. Dunne Autism Student Success Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
G320 / 35	DuPage Area Moms Scholarship	1	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00
G528 / 35	E.R. Valintis Scholarship	1	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
G974 / 35	Edwin and Barbara Dannewitz Perioperative Arena Scholarship	5	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
G105 / 25	Eileen M. Ward Endowed Textbook/Instructional Materials Scholarship	5	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00
D703 / 30	Engineering Program Support	6	\$42.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42.00
G856 / 35	Eric Martinson Memorial Scholarship	39	\$489.20	\$0.00	\$0.00	\$0.00	\$0.00	\$489.20
D692 / 20	Fashion Program	4	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00
R612 / 30	Fine Arts Program	3	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
E225 / 20	Frida Kahlo Exhibition	34	\$8,681.01	\$0.00	\$0.00	\$0.00	\$0.00	\$8,681.01
D704 / 30	FUEL Pantry Support	23	\$249.00	\$0.00	\$0.00	\$0.00	\$0.00	\$249.00
G808 / 40	General Scholarship Endowment	5	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00
G900 / 25	General Scholarship Fund	198	\$3,828.46	\$0.00	\$0.00	\$0.00	\$0.00	\$3,828.46
R661 / 30	George Macht Culinary & Hospitality Program	10	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
G707 / 35	Glenbard High School District 87 Scholarship	10	\$35.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35.00
G926 / 35	Glenn Hansen Leadership Scholarship	8	\$220.00	\$0.00	\$0.00	\$0.00	\$0.00	\$220.00
G959 / 35	H. J. Kleemann Engineering Scholarship	6	\$319.20	\$0.00	\$0.00	\$0.00	\$0.00	\$319.20
R646 / 30	Healthcare Instructional Support	1	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
G708 / 35	Hinsdale Township High School District 86 Scholarship	4	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
R648 / 30	Homeland Security Program Support	1	\$0.00	\$0.00	\$0.00	\$4,500.00	\$0.00	\$4,500.00

**College of DuPage Foundation**  
**Fiscal Year 2021 Gift Summary Report**  
Year-to-Date as of September 2, 2020

Fund ID	Fund Description	Gift Count	Cash	Stock	Pledge Balance	In-Kind	Planned	Total
D629 / 20	Horticulture Program	9	\$140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$140.00
D620 / 20	Horticulture Student Competition Support	4	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00
D640 / 20	International Education Development Support	1	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00
G201 / 35	Iyer Chemistry Scholarship	3	\$115.38	\$0.00	\$0.00	\$0.00	\$0.00	\$115.38
G880 / 35	John B. Schreiber III Lifelong Learning Scholarship	1	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
G230 / 35	John Belushi Memorial Scholarships for Music and Theater	1	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00
G444 / 35	Kathy Marszalek Memorial Endowed Scholarship	2	\$2,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$8,000.00
R660 / 20	Library Development	5	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00
R659 / 20	Library Program Endowment	9	\$65.00	\$0.00	\$0.00	\$0.00	\$0.00	\$65.00
R619 / 30	McAninch Arts Center General Fund	53	\$2,128.45	\$0.00	\$0.00	\$1,500.00	\$0.00	\$3,628.45
G800 / 40	McAninch Endowment for the Arts Fund	1	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00
D694 / 20	Meteorology Program	1	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00
D693 / 20	Music Program	5	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00
G501 / 35	Naperville Rotary Charities and the Rotary Club of Naperville Scholarship	1	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00
D660 / 20	New Philharmonic Orchestra	64	\$18,761.56	\$0.00	\$0.00	\$0.00	\$0.00	\$18,761.56
G130 / 25	Nursing Alumni Scholarship	3	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00
D707 / 20	Paralegal Student Success Fund	2	\$275.00	\$0.00	\$0.00	\$0.00	\$0.00	\$275.00
G980 / 40	Paul W. Hedburn and Katherine T. Hedburn Scholarship Endowment	1	\$64,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$64,000.00
G860 / 35	Professor Chris Goergen Political Science Scholarship	4	\$790.00	\$0.00	\$0.00	\$0.00	\$0.00	\$790.00
G100 / 10	Resource for Excellence Fund	71	\$1,113.30	\$0.00	\$0.00	\$0.00	\$0.00	\$1,113.30
R656 / 30	Ronald Lemme Lecture Series	5	\$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	5	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00
G115 / 25	Student Crisis Emergency Support	54	\$14,590.51	\$59.27	\$0.00	\$0.00	\$0.00	\$14,649.78
G848 / 35	Student Life Leadership Award	5	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00
G931 / 35	Student Need Scholarship	15	\$137.50	\$0.00	\$0.00	\$0.00	\$0.00	\$137.50
G520 / 35	Study Abroad Scholarships	17	\$125.40	\$0.00	\$0.00	\$0.00	\$0.00	\$125.40
G967 / 35	The Christopher Drop Welding Scholarship	4	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
G563 / 35	The Honorable Bonnie M. Wheaton Endowed Scholarship	5	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00
G938 / 35	Troy Scholarship for Engineering	5	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
G939 / 35	Troy Scholarship for Nursing	5	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
D632 / 20	Veteran Services Program	5	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00
G135 / 25	Vocational Skills Program Support for Special Populations	10	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00
D697 / 20	WDCB Employer Matching Gift Revenue (EMG)	6	\$1,224.26	\$0.00	\$360.00	\$0.00	\$0.00	\$1,584.26
D687 / 20	WDCB Future Fund	1	\$10.94	\$0.00	\$0.00	\$0.00	\$0.00	\$10.94
D696 / 20	WDCB Individual Gifts	3,378	\$83,761.25	\$0.00	\$0.00	\$0.00	\$0.00	\$83,761.25
D695 / 20	WDCB Underwriting	15	\$11,189.00	\$0.00	\$1,776.00	\$0.00	\$0.00	\$12,965.00
G716 / 35	Westmont High School District 201 Scholarship	5	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00
R701 / 30	Youth Leadership Program and Scholarships	6	\$525.00	\$0.00	\$0.00	\$0.00	\$0.00	\$525.00
<b>Grand Totals:</b>			<b>\$304,303.08</b>	<b>\$3,059.27</b>	<b>\$9,136.00</b>	<b>\$6,000.00</b>	<b>\$0.00</b>	<b>\$322,498.08</b>

4,314 Gift(s) listed

2,155 Donor(s) listed

VENDOR DONATIONS RECEIVED  
BY THE COLLEGE\*  
YTD as of August 31, 2020

JULY 2020

*no activity*

August 2020

*no activity*

\* 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 Augmented and Virtual Reality Classroom, Antigua #02, #03 and #04.

b) Fund 02 Budget Related Projects

*College Requested Change:* PE Precast Crack Repairs and Surface Sealant Replacement, BP&T Construction #01 and #03.

*Unforeseen Conditions Change:* PE Precast Crack Repairs and Surface Sealant Replacement, BP&T Construction #02 and #04.



## SUMMARY OF CONSTRUCTION CHANGE ORDERS

a) FUND 03 BUDGET RELATED PROJECTS

- **BIC AUGMENTED AND VIRTUAL REALITY CLASSROOM – ANTIGUA, INC. #02 - \$748.00.** Owner requested change. The bid documents did not show any changes to the classroom phone location, leaving it in place near where the teacher lectern had been positioned before the project. As the classroom renovation project was wrapping up, the College IT department requested the phone to be relocated to the new lectern location, opposite corner of the classroom. This change order compensates the contractor to provide cable and terminations to serve the new phone location.

Contractor	Original Contract	Change Orders Amount to Date	Amount of This Change Order	New Contract Value
Antigua, Inc.	\$145,919.35	\$1,100.00	\$748.00	\$147,767.35
<b>Total this C.O.</b>			<b>\$748.00</b>	

- **BIC AUGMENTED AND VIRTUAL REALITY CLASSROOM – ANTIGUA, INC. #03 - \$1,385.57.** Owner requested change. The student work area pods require transmitter devices hung from the ceiling to communicate with the virtual reality system. The bid documents included support systems for this purpose, however, as the mock up was developed and installed, it was discovered that the system purchased in the bid documents would interrupt the signal transmissions. The design was then changed to a more streamlined and functional support system. This change order compensates the contractor for revising the 10 ceiling hung transmitter supports in order to allow proper functionality of the virtual reality equipment in the student work pods.

Contractor	Original Contract	Change Orders Amount to Date	Amount of This Change Order	New Contract Value
Antigua, Inc.	\$145,919.35	\$1,848.00	\$1,385.57	\$149,152.92
<b>Total this C.O.</b>			<b>\$1,385.57</b>	

- **BIC AUGMENTED AND VIRTUAL REALITY CLASSROOM – ANTIGUA, INC. #04 – CREDIT (\$2,325.00).** Owner requested change. The bid package included blackout shades on all windows in the classroom. As the work in the space was underway, it was determined due to the orientation of the projector and projection screen, that black out shades would not be beneficial on two of the windows. This change order reduces the contract value to delete the blackout shades in areas they were not deemed as necessary.

Contractor	Original Contract	Change Orders Amount to Date	Amount of This Change Order	New Contract Value
Antigua, Inc.	\$145,919.35	3,233.57	(\$2,325.00)	\$146,827.92
<b>Total this C.O.</b>			<b>(\$2,325.00)</b>	

b) FUND 02 BUDGET RELATED PROJECTS

- **PE PRECAST CRACK REPAIRS AND SURFACE SEALANT REPLACEMENT – BP&T CONSTRUCTION #01 – CREDIT (\$750.00).** Owner requested change. The bid documents included a type of corner joint seal that the manufacturer did not recommend using. This change order reduces the contract amount to provide a different corner joint seal, which was less costly and recommended by the manufacturer for this joint condition.

Contractor	Original Contract	Change Orders Amount to Date	Amount of This Change Order	New Contract Value
B P & T Construction	\$140,780.00	\$0.00	(\$750.00)	\$140,030.00
<b>Total this C.O.</b>			<b>(\$750.00)</b>	

- **PE PRECAST CRACK REPAIRS AND SURFACE SEALANT REPLACEMENT – BP&T CONSTRUCTION #02 – \$9,682.00.** Unforeseen conditions change. The bid documents identified sealant repairs between panels that could be observed from the ground with binoculars. As the contractor performed the panel joint sealant work, using a lift and able to gain close access to the higher portions of the building faces, 354 feet of joints were identified that also needed replacement, that were not included in the bid package quantities. This change order compensates the contractor to replace joint sealant between the precast panels identified in the field that were not identified in the bid documents.

Contractor	Original Contract	Change Orders Amount to Date	Amount of This Change Order	New Contract Value
B P & T Construction	\$140,780.00	(\$750.00)	\$9,682.00	\$149,712.00
<b>Total this C.O.</b>			<b>\$9,682.00</b>	

- **PE PRECAST CRACK REPAIRS AND SURFACE SEALANT REPLACEMENT – BP&T CONSTRUCTION #03 – CREDIT (\$4,641.65).** Owner requested change. During the performance of the work, the contractor's lift damaged several panels of concrete sidewalk, requiring replacement. This change order deducts the cost of having the sidewalk panels damaged by B P & T replaced by a competitively priced concrete contractor.

Contractor	Original Contract	Change Orders Amount to Date	Amount of This Change Order	New Contract Value
B P & T Construction	\$140,780.00	\$8,932.00	(\$4,641.65)	\$145,070.35
<b>Total this C.O.</b>			<b>(\$4,641.65)</b>	

- PE PRECAST CRACK REPAIRS AND SURFACE SEALANT REPLACEMENT – BP&T CONSTRUCTION #04 – \$21,800.00.** Unforeseen conditions change. The bid documents identified areas on the panels where crack repairs on the surface required routing out and filling of the crack with specified sealant. The bid documents contained only locations that could be observed from the ground with binoculars. As the contractor performed the crack repair operation, 277 lineal feet of static (non-moving) cracks and 105 lineal feet of dynamic (moving) cracks not included in the bid package were identified. This change order compensates the contractor to repair the additional cracks within the precast panels that were not identified in the bid documents.

<b>Contractor</b>	<b>Original Contract</b>	<b>Change Orders Amount to Date</b>	<b>Amount of This Change Order</b>	<b>New Contract Value</b>
B P & T Construction	\$140,780.00	\$4,290.35	\$21,800.00	\$166,870.35
<b>Total this C.O.</b>			<b>\$21,800.00</b>	

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**

September 17, 2020

COMPLETED FY21			
Project Name	Origin/Scope	Anticipated Benefit/Timing	Actual Cost
	_____		
	_____		
	_____		
	_____		
	_____		
	_____		
	_____		
	_____		
	_____		
	_____		

**College of DuPage Construction Projects Update**  
**September 17, 2020**

<b>IN PROGRESS</b>			
Project Name	Origin/Scope	Anticipated Benefit/Timing	Actual Cost
<b>BIC Academic Backfill</b> (former Marketing offices)	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 complete. Construction drawings and bidding complete. Contractor award submitted to September Board for approval. <b>Anticipated completion date December 2020.</b>	<b>\$2,000,000</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. Construction suspended March 20th for one week due to Covid 19 order. AR/VR Room substantially complete August 2020. Coordinating user set-up of equipment. Nureva Room suspended pending completion of research to select alternate interactive instructional system. Original vendor stopped supporting software. <b>Anticipated completion TBD.</b>	<b>\$573,650</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>Installation commenced mid-July with completion anticipated early October 2020.</b>	<b>\$209,000</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. Bidding is complete and presented to the June Board for approval. Shop drawings in progress. <b>Anticipated completion late October 2020 due to manufacturing lead times.</b>	<b>\$150,000</b>
<b>PE Arena Scoreboard Upgrades.</b>	Origin: Request by PE/Academic Leadership  Scope: Remove existing aged scoreboards and replace with new multi-screen units to be inter-phased with an existing Athletics Department live-streaming video system.	This upgrade replaces an outdated scoreboard system with one more in keeping with other collegiate institutions and current sports guidelines. The installation will improve the functionality of the scoreboard as well as increase the entertainment value for patrons and help to build interest in COD sports teams. Bidding complete and submitted to September Board for approval. <b>Anticipated completion late November 2020.</b>	<b>\$249,000</b>
<b>Speech Lab Upgrades</b>	Origin: Request by Academic Leadership  Scope: Upgrade/pilot one existing Speech Lab with new collaborative furniture and audio visual capabilities.	Upgrading the Speech Lab will create a more collaborative and interactive environment for students and faculty with improved audio visual capabilities and playback/critique features that will improve the learning experience and outcomes. Construction drawings and bidding complete. Submitted to September Board for approval. <b>Anticipated completion December 2020.</b>	<b>\$125,000</b>
<b>Project Hire-Ed Leadership and Engagement Office</b>	Origin: Request by College Administrative Leadership  Scope: Repurpose BIC office space formerly occupied by the Marketing Department to create one office, one conference/interaction room, four work stations and receptionist workstation.	This repurposing will enable all Project Hire-Ed functions and interaction spaces to be co-located in one space so as to provide better service to students and interaction with prospective employers. Architect hired and construction drawings 95% complete. contractor Quotes to follow. <b>Anticipated completion January 2021.</b>	<b>\$150,000</b>

**College of DuPage Construction Projects Update**  
September 17, 2020

IN PROGRESS (continued)			
Project Name	Origin/Scope	Anticipated Benefit/Timing	Actual Cost
<b>PE Precast Exterior Wall Crack Repair &amp; Joint Sealant Replacement</b>	Origin: Request by Facilities  Scope: Power wash building exterior, route out and repair existing crack, remove and replace failing precast panel sealant.	The sealant joints in the existing exterior precast concrete wall panels have not been repaired or replaced since the building was built in 1983 and are exhibiting signs loss of adhesion and deterioration. Replacing deteriorating joint sealant and repairing cracks will reduce the potential for water intrusion into the wall system and expanded water damage. Construction is substantially complete. Repairing several additional discovered cracks. <b>Anticipated final completion by the end of September 2020.</b>	<b>\$140,000</b>

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

DEFERRED/CANCELLED			
Project Name	Origin/Scope	Anticipated Benefit and Reason for Deferment or Cancellation	Anticipated Cost
<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 rapidly return to playable conditions following rain events. Design, estimating and bid documents are complete. <b>Project deferred to FY22 for reconsideration.</b>	<b>\$59,250</b> (project to be re-bid)





**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  
 FY2021 Grants Awarded Report  
 July 1, 2020 - June 30, 2021

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>FY2021 Amount</u>	<u>Total Award Amount</u>	<u>Start Date</u>	<u>End Date</u>	<u>Description</u>
Illinois Community College Board	Perkins Postsecondary Career & Tech. Education Program	Academic Affairs	Ellis	Federal	\$1,892,194	\$1,892,194	7/1/2020	6/30/2021	Federal Allocation restricted to support the academic achievement of CTE students in accordance with the FY 2021 Program Plan.
Partnership for College Completion	IL Equity Attainment	Student Success/ Pathways	Stock/Smith	Found.	\$12,000	\$12,000	8/15/2020	6/30/2021	Implementation of plans to promote equity through improved graduation outcomes for Black, Latinx, & low-income students at COD
<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>\$1,904,194</b>				

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

Note: New Entries in Bold

COMPETITIVE GRANTS									
Grantor	Project Title	Department	Project Director	Type	FY2021 Amount	Total Award Amount	Start Date	End Date	Description
ICCB CTE Leadership	PLATE: Preparatory Learning and Training Experiences	Culinary	Meyers	Federal	\$64,667	\$97,000	8/1/2020	12/30/2021	A program designed to actively engage young adults interested in academic and culinary workforce training in order to gain employable skills in the culinary industry.
National Security Agency	GenCyber Teacher Summer Camp	CIT/Learning Technologies	Chen/Landers	Federal	\$83,769	\$83,769	4/1/2020	3/31/2022	To help teachers (Grades 3-12) learn about cyber security, cybercrime, and cyber security careers
National Security Agency	GenCyber Beginning Student Summer Camp	CIT/Learning Technologies	Wagner/Landers	Federal	\$52,308	\$52,308	4/1/2020	3/31/2022	To help students (Grades 6-12) learn about cyber security, cybercrime, and cyber security careers
National Security Agency	GenCyber Advanced Student Summer Camp	CIT/Learning Technologies	Wagner/Landers	Federal	\$26,314	\$26,314	4/1/2020	3/31/2022	To help students (Grades 8-12) with advanced cyberesecurity experience increase their skills in cyber security, cybercrime, and cyber security careers
Arts Midwest	Touring Fund	MAC	Martinez/Sarther	Federal	\$4,000	\$4,000	7/1/2020	12/31/2021	Support for American Ballet Theatre performances
National Science Foundation	Scholarships for STEM	STEM	Jarman	Federal	\$122,573	\$650,136	8/1/2016	7/30/2021	Funding for scholarships and other training opportunities for students pursuing STEM
IL Dept of Commerce & Economic Opportunity	Apprenticeship Expansion - Project Hire-Ed	Project Hire-Ed	Kuglin-Seago	Federal	\$147,715	\$221,572	6/1/2020	12/31/2021	TOTAL AWARD: \$221,572 for 18 months Funding to support pilot regional initiatives that expand Registered Apprenticeship and Pre-Apprenticeship programs in Illinois
Dept. of State	COD Africa Initiative	Study Abroad	Kerby/DiLiberti	Federal	\$35,000	\$35,000	7/1/2020	8/30/2021	COD Africa Initiative, in partnership with EDU Africa, integrates service learning into a sustainable model for interdisciplinary study abroad at a community college while ighlighting non-traditional disciplines for study abroad.
Department of Commerce and Economic Development	Small Business Development Center (SBDC)	Continuing Ed./Ctr. for Entrepren.	Rita Haake	Federal	\$128,750	\$128,750	1/1/2020	12/30/2020	Federal funds to the COD Small Business Development Center to provide one-stop business management assistance to individuals and small businesses.
IL Board of Higher Education	IL Cooperative Work Study	Student Affairs	LaSorsa	State	\$44,573	\$44,573	7/1/2020	8/30/2021	Cooperative work-study programs for 20 students in 9 programs/majors
IL Community College Board	Transitional English and Math Program	English	Martins	State	\$11,613	\$14,180	7/1/2019	6/30/2021	To implement a transitional English (\$14,180) program in collaboration with 3 regional high schools

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

**Note: New Entries in Bold**

<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>\$721,282</b>				

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

Note: New Entries in Bold

SUB-AWARDS or IN KIND GRANTS									
Grantor	Project Title	Department	Project Director	Type	FY2021 Amount	Total Award Amount	Start Date	End Date	Description
US Dept. of State/Northern Virginia Community College	FY21 Community College Initiative Student Exchange	Field & Experiential Learning	Smid	Federal	\$54,000	\$54,000	7/1/2020	6/30/2021	Grant agreement for funding of Program Administrator only; Grant provides opportunities for individuals from other countries to develop leadership, professional skills & English language proficiency, while studying at a community college in the US.
National Science Foundation	LSAMP-PUMA Stem	STEM	DiCarlo	Fed	\$33,007	\$165,035	7/1/2019	6/30/2024	Total award for five years: \$165,035; project with 7 four-year universities to promote STEM research opportunities for underrepresented groups
<b>SUB-AWARD OR IN KIND GRANTS</b> (Includes donations that have been granted to the institution for a particular period of time.)					<b>\$87,007</b>				
<b>FY2021 Total College Grants Awarded as of August 31, 2020</b>					<b>\$2,712,483</b>				

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

**Note: New Entries in Bold**

<b>COVID-RELATED FUNDS</b>									
<u>Grantor</u>	<u>Project Title</u>	<u>Department</u>	<u>Project Director</u>	<u>Type</u>	<u>FY2021 Amount</u>	<u>Total Award Amount</u>	<u>Start Date</u>	<u>End Date</u>	<u>Description</u>
Illinois Community College Board	Governor's Emergency Education Relief (GEER)	Finance	Del Rosario	State	\$857,210	857,210	7/1/2020	6/30/2021	Funds to support underrepresented, low-income, and/or first generation students who experienced barriers to enrollment & retention due to the pandemic.
Illinois Dept. of Commerce & Economic Opportunity	Small Business Development Center - CARES	Business Development Center	Westphal/ Haake	Federal	\$25,000	\$25,000	7/1/2020	6/30/2021	Funds to support SBDC at COD to assist regional small businesses cope with pandemic economy
Dept. of Education	COD CARES-Minority Serving Institution Funds	Finance	Del Rosario/ Brady	Federal	37,411	\$37,411	5/29/2020	5/28/2021	TOTAL AWARD: \$37,411 Funds to support emergency needs experienced by COD institution due to COVID
Dept. of Education	COD CARES-Institution	Finance	Del Rosario/ Brady	Federal	4,550,443	\$4,550,443	4/20/2020	4/19/2021	TOTAL AWARD: \$4,550,443 Funds to support emergency needs experienced by COD institution due to COVID
ICCB	Adult Education & Literacy	Adult Education	Deasy	Federal		\$100,000	4/20/2020	6/30/2020	Federal Basic Adult Education funding to help program transition instruction to alternative, remote or online learning as a result of COVID-19
Dept. of Education	COD CARES-Student	Finance	Del Rosario/ Brady	Federal	\$4,550,443	\$4,550,443	4/24/2020	4/23/2021	TOTAL AWARD: \$4,550,443 Funds to support emergency needs experienced by COD students due to COVID
Corporation for Public Broadcasting	COVID Stabilization Fund	WDCB	Bindert	Federal		\$75,000	4/16/2020	6/30/2020	Funds to help public radio stations maintain local programming and services threatened by declines in non-federal revenue sources during the current COVID-19 economy
<b>GRANTS provided in response to COVID Emergency March, 2020 to July 2021</b>					<b>\$10,020,507</b>				





**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING**

**BOARD INFORMATION**

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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 \$5,400.00 capital gifts received between August 1 and August 31, 2020, as shown on the attached list of donations. (There were no gifts given directly to the College this quarter.)

**In-Kind Donations Report  
August 1 - 31, 2020**

**CAPITAL DONATIONS THROUGH THE COLLEGE FOUNDATION**

Fund Description	Date	Constituent Name	Gift Value*	Reference
Homeland Security Program Support	8/17/2020	Geneva Fire Department 200 East Side Dr Geneva, IL 60134	\$4,500.00	1991 Pierce Lance Fire Engine VIN# P1CT02D2MA000545
McAninch Arts Center General Fund	8/19/2020	Diana L. Martinez 594 Elm St Glen Ellyn, IL 60137-3929	\$900.00	a large assortment of costumes for the theatre program
			<b>\$5,400.00</b>	

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

\*NOTE: The dollar value listed in these items represents an amount established by the donor.  
College of DuPage and College of DuPage Foundation do not appraise donated items.



**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING**

**BOARD INFORMATION**

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**Revision of Vision Statement**



## **Mission and Vision**

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

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

## **Values**

### *Integrity*

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

### *Honesty*

We expect truthfulness and trustworthiness.

### *Respect*

We expect courtesy and dignity in all interpersonal interactions.

### *Responsibility*

We expect fulfillment of obligations and accountability.

### *Equity*

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

## **Philosophy**

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

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

History:

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

**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING**

**BOARD INFORMATION**

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**Revisions of Section 1**



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1.02: Duties of Officers	5-60, 5-65, 5-70, 5-75	Revised/Combined
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1.19: <i>Left Blank</i>	n/a	Blank



New Policy No.	Old Policy Reference(s)	Status
1.20: <i>Left Blank</i>	n/a	Blank
1.21: <i>Left Blank</i>	n/a	Blank
1.22: Board and Committee Meetings	5-110, 5-115, 5-120, 5-126, 5-130	Revised/Combined
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1.26: Public Comment	5-145	Revised



### **Selection, Replacement, and Removal of Board Officers**

**Selection.** The Board will annually elect or appoint a Chairman, Vice-Chairman, Secretary, and Treasurer at its annual organizational meeting as follows:

- (1) The Board will elect from its membership a Chairman and Vice-Chairman.
- (2) The Board will either elect a Secretary from the membership of the Board or appoint a Secretary who is not a member of the Board.
- (3) The Board will appoint a Treasurer who is not a member of the Board.

**Replacement.** In the event of the resignation, removal, death, or permanent incapacity of the Chairman, Vice-Chairman, Secretary, or Treasurer, the vacancy shall be filled as follows:

- (1) In the case of the vacancy of the Chairman, the Vice-Chairman shall become the Chairman and shall serve in that role until the Board's next organizational meeting. The Board shall then elect a sitting Trustee to serve as the new Vice-Chairman to serve until the Board's next organizational meeting. If the Board is unable to elect a new Vice-Chairman by majority vote for two consecutive regular meetings, the Chairman may appoint a new Vice-Chairman at the next regular or special meeting of the Board.
- (2) In the case of the vacancy of the Vice-Chairman, Secretary, or Treasurer, the Board shall elect or appoint (as applicable) a new individual to the vacant position to serve in that role until the Board's next organizational meeting. If the Board is unable to elect or appoint an individual to the vacant position by majority vote for two consecutive regular meetings, the Chairman may appoint an individual to the vacant position at the next regular or special meeting of the Board.

**Removal.** A Board Officer may be removed from his/her position only by majority vote of the entire Board. Any such removal must be based on a finding by the Board that the Board Officer's removal is in the best interests of the College.

Authority: 110 ILCS 805/3-8; 110 ILCS 805/3-10; 110 ILCS 805/3-18.

History:

- Adopted 3/19/09
- Reviewed 5/7/13
- Amended 6/20/13
- Amended



### **Duties of Board Officers**

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

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

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

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

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

History:

- Adopted 3/19/09
- Amended



**Student Trustee**

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

Authority: 110 ILCS 805/3-7.24.

History:

- Adopted 3/19/09
- Amended



**Vacancies**

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

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

Authority: 110 ILCS 805/3-7.

History:

- Adopted 3/19/09
- Amended



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

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

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

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

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

History:

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



### **Formulation of Board Policy**

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

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

### **Formulation of Administrative Procedures**

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

Authority: 110 ILCS 805/Art. 3.

#### History:

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





**Authority of Members of the Board**

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

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

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

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

History:

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



### **Trustee Use Of College Equipment**

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

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

Authority: 110 ILCS 805/3-30.

History:

- Adopted 3/19/09
- Amended



### **Trustee Electronic Communications**

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

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

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

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

History:

- Adopted



**Appointment of Internal Auditor**

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

Authority: 110 ILCS 805/3-30.

History:

- Adopted 3/19/09
- Amended



**Appointment of an Audit Firm**

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

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

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

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

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

History:

- Adopted 3/19/09
- Amended



**Legal Counsel**

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

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

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

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

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

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

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

Authority: 110 ILCS 805/3-30.

History:

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



**Board Representatives at Bid Openings**

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

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

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

Authority: 110 ILCS 805/3-27.1.

History:

- Adopted 4/20/17
- Amended





### **Trustee Training**

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

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

Authority: 110 ILCS 805/3-8.5.

History:

- Adopted



**Trustee Education and Attendance at Conferences**

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

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

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

Authority: 50 ILCS 150/.

History:

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



### **Reimbursement for Trustee Expenses**

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

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

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

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

Authority: 50 ILCS 150/.

History:

- Amended

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

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

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

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

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

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

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

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



**REIMBURSABLE EXPENSE FORM**

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



### **Committees of the Board**

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

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

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

Authority: 110 ILCS 805/3-30.

History:

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



## **Board and Committee Meetings**

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

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

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

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

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

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

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

History:

- Adopted 3/19/09
- Amended





**Conduct Of Meetings**

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

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

History:

- Adopted 3/19/09
- Amended



**Closed Session**

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

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

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

History:

- Adopted 3/19/09
- Amended



**Remote Attendance for Board or Committee Meetings**

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

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

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

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

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

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

History:

- Adopted 3/19/09
- Amended



**Public Comment at Meetings**

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

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

History:

- Adopted 3/19/09
- Amended

**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING**

**BOARD INFORMATION**

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**Revisions of Section 2**



**TABLE OF CONTENTS – SECTION 2: FINANCE**

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

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

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



## **Financial Operations**

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

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

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

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

Authority: 110 ILCS 805/3-23

History:

- Adopted 3/19/09
- Amended





### **Financial Reports**

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

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

History:

- Adopted 3/19/09
- Amended



**Basis of Accounting**

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

Authority: 110 ILCS 805/3-30.

History:

- Adopted 3/19/09
- Amended



### **Annual Budget**

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

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

Authority: 110 ILCS 805/3-20.1

History:

- Adopted 3/19/09
- Amended



### **Unrestricted Fund Balance**

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

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

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

#### History:

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



**Budget Transfers**

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

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

<b>Category</b>	<b>Approval Required</b>	<b>Approval Date</b>
Taxing funds <sup>1</sup> Contingency Amounts of \$10,000 and over All other	Board President Controller	Quarterly Quarterly As received from cabinet officer
Operations & Maintenance Fund (Restricted) (Construction Fund)	Board (Budgets recorded are estimates only until project is approved by the Board.)	Project initialization
Agency funds	None	Allowed to expend only funds that are available
All other funds	Controller	As received from Cabinet Officer <sup>2</sup>

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

History:

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

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



### **Inter-Fund Loans**

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

Authority: 110 ILCS 805/3-34

History:

- Adopted 3/19/09
- Amended



## **Investment of College Funds**

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

The College shall invest public funds in a manner that:

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

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

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

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

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

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

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

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

**Responsibility of Treasurer for Investment Program and Related Operational Procedures.**

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Periodic Review of Investment Portfolio.** The Treasurer shall conduct appropriate periodic reviews, not less than annually, of the investment portfolio, its effectiveness in meeting the College's needs for safety, liquidity, and rate of return.

**Reporting.** The Treasurer will report monthly to the Board on all investments, financial institutions, investment amounts, interest rates, maturity dates and other pertinent information deemed necessary. At least quarterly, the Treasurer shall provide a report of investment activities to the Board and President, including information regarding securities in the portfolio by class or type, book value, income earned, credit quality, and market value as of the report date.

**Selection of Investment Managers.** The College may engage the services of an external investment manager to assist in the management of the College's investment portfolio in a manner consistent with the College's objectives. Such external managers may be granted discretion to purchase and sell investment securities in accordance with this Policy and applicable laws and regulations. Such managers must be registered under the Investment Advisers Act of 1940.

The Board is responsible for the selection of investment managers and such selection must be made through prudent due diligence procedures. The criteria for selecting investment managers include, but are not necessarily limited to:

- Organizational factors
- Investment capabilities
- Compliance monitoring procedures
- Key personnel
- Consistency of the investment philosophy and process
- Review of historical strategy performance
- Client services capabilities
- Fees

**Ethics and Conflicts of Interest.** Trustees, Cabinet Officers and Employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Board Policy relating to conflicts of interest shall also apply, where appropriate, to the College's investment activities.

**Investment Policy Adoption.** The Policy will be adopted by the Board. This Policy is available for public inspection at the Office of the Board Secretary, 425 Fawell Blvd., Glen Ellyn, IL 60137. The Policy will be reviewed periodically by the Treasurer and any amendments or modifications thereto must be approved by the Board.

Authority: 110 ILCS 805/3-47; see *also* 3-30; Illinois Public Funds Investment Act, 30 ILCS 235/1 et seq.

History:

- Adopted 3/19/09
- Reviewed 2/21/13
- Amended 3/19/13
- Amended 5/11/18
- Amended 12/19/19

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



## **Long-Term Debt Management**

### **Purpose**

To establish a policy governing long-term financial obligations that bear the College's name or name of any subordinate Agency for the College.

### **Background**

The College recognizes that it may need to enter into long-term financial obligations to acquire or construct capital assets to meet the service needs of the District, and that these financial obligations must be managed properly. The adoption of a long-term financial strategy and policy is important to ensure sound financial management practices. This policy is general and therefore allows for exceptions in extraordinary conditions. For the purposes of this policy, long-term financial obligations are those that exceed one Fiscal Year, and include certificates of participation, bonds, or similar instruments (including, but not limited to, bank loans and letters of credit) that require the acquisition of capital from the financial markets and are supported by the College's municipal credit rating(s). This policy does not apply to leases in which the payments are not "securitized."

### **Policy**

It is the policy of the Board that the following guidelines and restrictions will be applied during the debt issuance process and the management of the College's debt portfolio:

1. Long-Term Debt Limits
  - a. All long-term financings shall comply with federal, state and local requirements.
  - b. All long-term obligations must be approved by the Board after approval and recommendation by the Chief Financial Officer and/or Treasurer.
  - c. Prior to the recommendation, the Chief Financial Officer/Treasurer shall assess the ability of the College to repay the obligation, identify the funding source of repayment, evaluate the impact of the ongoing obligation on the current budget and future budgets, assess the maintenance and operational requirements of the project to be financed, and consider the impact on the College's credit rating.
  - d. The term of the long-term obligation will not exceed the useful life or the average life of the project or projects being financed.
  - e. The State of Illinois has established limits on the amount of bonded indebtedness that a local government can have outstanding. For Illinois

community colleges, the debt limit is 2.875% of the most current equalized assessed valuation of property within the community college's borders.

## 2. Uses of Long-Term Debt

- a. Long-term financial obligations will not be used to finance current operations or for recurring needs.
- b. Capital projects identified as candidates for debt financing should have first been identified and prioritized during the development of the College's multi-year Facilities Master Plan and/or Facility Condition Assessment. If the Chief Financial Officer/Treasurer deems that the financing is feasible, financially and economically prudent, coincides with the College's objectives, and does not impair the College's creditworthiness, then it will be forwarded to the Board for consideration.
- c. Refunding is a procedure whereby the College refinances an outstanding issue by issuing new bonds. Bonds can be refunded to remove burdensome covenants, restructure the stream of debt service payments to reduce costs, or reduce interest costs. Whenever deemed to be in the best interest of the College, it shall consider refunding or restructuring outstanding debt when financially advantageous or beneficial for structuring.

## 3. Method of Sale

- a. The College will generally conduct bond sales on a competitive basis in which the College and its financial advisor will set the terms of the sale to encourage as many bidders as possible. However, a negotiated financing or private placement may be pursued when appropriate. A negotiated financing may be used where market volatility, refunding sensitivity, or the use of an unusual or complex financing or security structure causes a concern with regard to marketability. Such determination may be made on an issue-by-issue basis for a series of issues, or for part or all of a specific financing program. In the case of a public sale, the underwriting team is selected through a competitive procurement process and the ultimate decision will be based on the team's qualifications.

## 4. Management Practices

- a. The College shall encourage and maintain good relations with credit rating agencies, investors in the College's long-term financial obligations, and those in the financial community who participate in the issuance or monitoring of the College's long-term obligations. A policy of full and open disclosure on every financial report, official statement, and long-term obligation transaction will be enforced, and a credit rating agency presentation/update shall be conducted when needed.
- b. The College shall comply with all on-going disclosure conditions and shall file such required documents in a timely manner.

- c. The College shall monitor earnings on bond proceeds and rebate excess earnings as required to the U.S. Treasury to avoid the loss of tax-exempt status (*arbitrage rebate calculation*). A third-party vendor may be used to compute this.
- d. The College shall continually review outstanding obligations and initiate refundings when economically feasible and advantageous.
- e. Bond proceeds shall be invested in accordance with the College's investment policy and bond covenants as applicable.

Authority: 110 ILCS 805/3-30

History:

- Adopted





**The Solicitation and Acceptance of Grants, Contributions (Gifts), and Other Exchange Transactions**

**Purpose.** The College may identify financial needs for special projects, program development, and other educational endeavors that cannot be met through available funding sources. The College may seek external resources to meet identified needs. In addition, the Board may accept contributions and gifts to the College and agree to exchange transactions to meet financial needs.

**Gifts or Other Exchange Transactions.** Gifts or other exchange transactions that commit the College to providing resources must receive approval by the Institutional Advancement department prior to their finalization.

**Grants.** All grant proposals and other related documents that commit the College to providing resources must receive appropriate approval by the Grants Office prior to their finalization and submission through the Grants Office.

Failure to receive prior appropriate approval for the grant submission, gift or other exchange transaction may result in the College declining the award.

**Authority:** 110 ILCS 805/3-30

**History:**

- Adopted 3/19/09
- Amended 10/24/19



## **Procurement**

**Award of Contracts.** All contracts with the College will be awarded, and, where necessary, approved by the Board, in accordance with applicable federal and state laws and regulations, including competitive bid requirements and statutory bid limits.

**Purchasing Authority.** The Board delegates to the Purchasing Department authority to enter into all contracts, in accordance with applicable Procedures, that: (a) do not exceed the statutory bid limit; (b) meet the requirements of joint purchases with governmental units; or (c) are contracts procured from another governmental agency. Construction-related contracts that do not exceed statutory bid limits shall be processed at the discretion of the Purchasing Department, in accordance with applicable Procedures. The Vice President of Administrative Affairs is authorized to develop Procedures for purchasing and procurement, consistent with this Policy and all applicable federal and state laws and regulations.

The Board delegates to the Provost authority to enter into contracts for the provision of educational services for academic credit, in accordance with applicable Procedures, that: (a) do not exceed the statutory bid limit; (b) meet the requirements of the Community College Act; and (c) meet the requirements of all other applicable laws, regulations and/or accrediting bodies. The Provost is authorized to develop Procedures for the procurement of educational services, consistent with this Policy and all applicable federal and state laws and regulations.

All other contracts for supplies, materials, work, and the provision of services must be approved by the Board.

**Centralized Purchasing Function.** A centralized purchasing function shall be maintained by the College. Purchase orders may be authorized by the Purchasing Department only.

**Emergency Expenditures.** Expenditures and contracts for supplies, materials and/or services in excess of the bid limit shall be allowed without public bid where funds are expended in an emergency and such emergency expenditure is approved by 75% of the members of the Board.

**Certifications.** All bid documents shall contain statements requiring prospective contractors to certify that they are eligible to bid on and enter into public contracts, have not engaged in bid rigging or bid rotating, and they are in compliance with the Illinois Prevailing Wage Act, 820 ILCS 130/11a and any applicable equal employment opportunity laws and requirements. Bid documents shall contain a statement advising prospective contractors that such certifications will be used as a criterion in the evaluation of prospective contractors.

Authority: 110 ILCS 805/3-27.1, 3-40; Illinois Prevailing Wage Act, 820 ILCS 130/11a; Illinois Criminal Code of 2012, 720 ILCS 5/33E-1, *et seq.*; *see also* Illinois Local Government Professional Services Selection Act, 50 ILCS 510/1, *et seq.*

### History:

- Adopted 3/19/09
- Amended



## **Vendor Payment**

To timely and efficiently effect the College's payment of the orders and bills, the Board may, by resolution, establish revolving funds authorizing the Treasurer to make payments to vendors prior to approval of same by the Board, subject to the following conditions and limitations:

1. Payment for items not previously approved by the Board shall require Board approval for amounts of \$15,000 and over.
2. Payment may be made only for items delineated in a category of the College's budget, or otherwise approved by the Board.
3. No payment shall be made under the terms of this Policy unless there is documentation that the services and goods have been received and that the invoice is consistent with the applicable procurement authorization.
4. No payment shall be made in an amount in excess of the dollar amount previously approved by the Board.

Exceptions to the above conditions and limitations. To ensure prompt payment to the College's vendors and the College's compliance with the Illinois Local Government Prompt Payment Act, the Treasurer is authorized to establish a revolving fund. Expenditures meeting one of the following criteria are exceptions to the above conditions and limitations, and may be paid as necessary. Each month, the Treasurer or his/her designee shall provide the Board with an itemized listing of all payments made pursuant to these exceptions during the preceding month:

1. Utility bills (e.g., water, electric, gas, telephone).
2. Payroll taxes, payroll deductions, and unemployment payments.
3. Monthly medical, dental and life insurance premiums.
4. Postage account replenishment, however, individual mailing activities of \$25,000 or more shall require Board approval.
5. Bond principal and interest payments, according to debt service schedules.
6. Release of pass-through funds held in custody by the College on behalf of rental, ticketing, and resident ensemble clients.
7. Release of pass-through funds held in custody by the College on behalf of student clubs and organizations.
8. Release of pass-through funds held in custody by the College related to student deposits paid to the College for field studies or similar activities.
9. Release of pass-through funds held in custody by the College related to Board approved intergovernmental agreements between the College and a third party.
10. Expenditures where the College has a Board-approved contractual obligation to make the payment by a date certain and the payment does not exceed the amount approved by the Board.

All bills that do not meet the criteria to be disbursed from the revolving fund will be listed and presented to the Board for approval prior to payment. It is the responsibility of the Board to approve these bills for payment prior to disbursement being made.

Authority: 110 ILCS 805/3-27; Illinois Local Government Prompt Payment Act, 50 ILCS 505/1, *et seq.*

History:

- Adopted 3/19/09
- Reviewed 11/16/18
- Amended 12/20/18



## **Insurance**

The Board will establish a program of risk management for the College, in accordance with applicable state and federal laws and regulations and consistent with the financial ability of the College.

The Board will purchase with College funds the type and amount of insurance necessary from a company licensed to write insurance policies in Illinois, or will set aside adequate reserves to self-insure, for the following purposes, properties and risks:

1. Financial losses of the College and/or its Trustees and Employees, including reasonable attorneys' fees and costs, arising out of any civil rights damage claims and suits, constitutional rights damage claims and suits, bodily injury damage claims and suits, property damage claims and suits, and the defense thereof, when damages are sought for alleged negligent or wrongful acts while acting in the scope of his/her employment, exercising his/her powers or duties of the Board, and/or acting at the direction of the Board;
2. Loss and/or damage to real and other property (e.g., furnishings, machinery, equipment, and other personal property) of the College; and
3. Losses to the College due to Employee dishonesty, injury or death.

The Board may approve and direct the purchase of additional insurance as may be necessary from time to time.

In addition, the Board will provide a program of health and welfare benefits for Employees and direct the scope and limits of such programs.

The President and/or his/her designee, shall develop, implement, and maintain Procedures consistent with this Policy for the administration and supervision of the College's risk management program and the program of health and welfare benefits for Employees within the limits established from time to time by the Board.

Authority: 110 ILCS 805/3-29, 3-38.1; see *a/so* 110 ILCS 805/3-30.

### History:

- Adopted 3/19/09
- Amended



### **Construction Contracts**

All contracts for construction-related services will be made in accordance with the Community College Act and all other applicable local, state and federal laws and regulations. Construction-related services contracts shall include contracts for building repair, maintenance, remodeling, renovation, or construction and professional services related thereto.

Emergency expenditures in excess of the statutory bid limit may be allowed without public bid where funds are expended in an emergency and such emergency expenditure is approved by three-fourths ( $\frac{3}{4}$ ) of the members of the Board.

Authority: 110 ILCS 805/3-27.1

History:

- Adopted 3/19/09
- Amended



### **Auxiliary and Other Revenue-Generating Contracts**

The Board will annually approve the McAninch Arts Center, Business Solutions, and Conference and Events comprehensive budgets. Within the limitations of those budgets, the Administration is authorized to contract for speakers, productions, training, equipment rental, and other professional service contracts as follows:

1. McAninch Arts Center productions and speakers;
2. Business Solutions training contracts; and
3. Conference and Events equipment rentals.

Board approval is required for contracts in amounts of \$25,000 and greater, regardless of any anticipated revenue generated from the event or service. In the event that a contract is authorized for an event occurring in the next Fiscal Year, all payment on the contract will take place in the Fiscal Year that the event occurs.

Authority: 110 ILCS 805/3-27.1, 3-30

History:

- Adopted 3/19/09
- Reviewed 10/21/16
- Amended 11/17/16
- Amended



### **Business Enterprise Program**

The College recognizes the importance of increasing access and opportunities for businesses owned by minorities, females, and persons with disabilities in public contracts. The College is committed to the “Business Enterprise Program” to encourage participation by minority, female and persons with disabilities-owned vendors in the College’s procurement processes.

It is the College’s policy to promote and encourage the continuing economic development of businesses owned by minorities, females, and persons with disabilities by setting aspirational goals to award contracts to such businesses for certain services; to award contracts to such businesses for certain services in accordance with the provisions of the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/0.01 *et seq.* (the “Act”) and policies, regulations, and procedures enacted by the Business Enterprise Council for Minorities, Females, and Persons with Disabilities, 30 ILCS 575/5 (the “Council”); and to comply with the requirements of the Act and the policies, regulations and procedures enacted by the Council.

Authority: 30 ILCS 575/0.01, *et seq.*; 110 ILCS 805/3-30

History:

- Adopted: 3/19/09
- Amended 11/17/16





**Privatization of College Services**

The Board may authorize and/or direct the privatization of certain College services and/or functions, as permitted by the Community College Act and other applicable state and federal laws and regulations.

Authority: 110 ILCS 805/3-30

History:

- Adopted 3/19/09
- Amended



**College Use of Checking Accounts**

The College shall establish and utilize the minimum number of checking accounts necessary to comply with sound business and fiscal practices as determined by the Board, in consultation with the President, and the internal and external auditors of the College. Every effort shall be made to ensure that checking accounts which consistently have substantial daily balances earn interest consistent with current bank practices.

Authority: 110 ILCS 805/3-30

History:

- Adopted 3/19/09



### **Credit Cards**

The Board permits the use of College credit cards by authorized College Employees for the efficient procurement of goods and services.

The President and/or his/her designee shall have authority to issue College credit cards and shall develop, implement, and maintain Procedures to monitor and control the use of such credit cards. Such Procedures shall be developed and comply with all relevant state and federal laws and regulations, accreditation standards, and generally accepted accounting principles.

Authority: 110 ILCS 805/3-30

History:

- Adopted 3/19/09
- Amended



### **Disposal of College Property**

College property, certified by the responsible division Vice President and the Vice President of Administrative Affairs to be obsolete or no longer useful, may be disposed of if the estimated fair value, or when multiple similar items are involved over the course of a Fiscal Year, the aggregate estimated fair value does not exceed \$25,000. The disposal of College property with an estimated fair value (or aggregate estimated fair value, if applicable) of \$25,000 or more must be approved by the Board in advance. Notification of disposals in both instances will be made to the Board in a quarterly "Summary of Property Disposals Report." The report shall describe the items disposed of or to be disposed of, the method of their disposal, and their estimated fair value (or trade-in credit or sales proceeds, if applicable).

The Vice President of Administrative Affairs, and/or his/her designee, shall determine the disposal methodology most beneficial to the College in accordance with federal, state and local law. Acceptable disposal methods may include sealed and email bids, local and online auctions, trade-ins, scrap and junk disposals.

All hazardous materials or items containing hazardous materials must be disposed of in accordance with federal, state and local laws and regulations. Disposal of such materials must be approved by the College of DuPage Coordinator of Risk Management.

Authority: 110 ILCS 805/3-30, 3-41

History:

- Adopted 3/19/09
- Amended 7/22/10
- Amended 10/19/17
- Amended



### **Reimbursement for Employee Business and Travel Expenses**

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

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

1. Employees may be reimbursed for travel, meal, and lodging expenses incurred in connection with "official business." For purposes of this Policy and any corresponding Procedure, the types of "official business" for which reimbursement is permitted are as follows: professional and continuing education conferences, trainings, programs and seminars; meetings and events attended for the purpose of furthering the College's mission; study abroad programs for which the employee is a designated College advisor; athletics programs for which the employee is a coach or designated staff member; and student extracurricular activities for which the employee is a coach or designated College advisor (e.g., Mock United Nations, forensics team, etc.).
2. The maximum allowable reimbursement for Employee travel expenses shall be at the rates set forth in Administrative Procedure 10-190 and Exhibit A to this Policy. All Employee travel expenses in excess of the maximum allowable rates, or total Employee travel expenses that exceed \$5,000 for individual travel or \$15,000 for group travel, must be approved by the Board by roll call vote at an open meeting before an Employee may be reimbursed for such expenses. Please refer to Procedures for more on the determination of what constitutes group travel. However, the President may approve for reimbursement employee travel expenses that exceed either the maximum allowable rates, or a total of \$5,000 for individual travel, or \$15,000 for group travel if such expenses are incurred because of emergency or other extraordinary circumstances.
3. Any Employee seeking reimbursement for any travel, meal, or lodging expense shall do so using the College's standardized forms and processes for such requests and shall provide the required documentation of such expenses. Such documentation shall include: (1) an estimate of the cost of travel, meals, and lodging if such expenses have not yet been incurred; or, if such expenses have already been incurred, (2) receipts for the travel, meal, and lodging expenses for which reimbursement is sought.

Employees should consult the relevant Procedures for further guidance as to the types of travel expenses that are and are not reimbursable and for the processes for submitting reimbursement requests.

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

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

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

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

<b><u>Maximum Reimbursable Rates for: Lodging</u></b>	
In the Country	General Services Administration* (GSA) city per diem rate or established conference rate, whichever is greater. Always ask for, and try and receive the Government Rate for Lodging
Outside of the Country	U.S. Department of State Office of Allowances maximum lodging rate**, or as approved by the Board/President or Designee.

\* U.S. General Services Administration rates @ <https://www.gsa.gov/portal/content/104877> are updated annually in October.

\*\* U.S. Department of State, Bureau of Administration, Office of Allowances rates @ [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp) are updated monthly

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

Authority: 50 ILCS 150/1; 110 ILCS 805/3-30

History:

- Adopted 7/20/17



### **Reimbursable Expenses for Non-Employees**

Reimbursements of reasonable expenses incurred by certain non-Employees such as consultants, speakers, performers, and the like who perform services for and/or at the College will be made based solely upon a written agreement executed before the commencement of such services.

All such reimbursements shall be approved by the appropriate authorized signator before payment will be made. Such approval indicates that the reimbursement is within limitations of the contract, any applicable budget(s) and these Policies.

Authority: 110 ILCS 805/3-27, 3-27.1, 3-30

History:

- Adopted 3/19/09
- Amended





**CONSENT AGENDA**

- a.2021 Employee Benefit Renewals**
- b.Arterial Doppler Machines DMIS**
- c.ATI Software for Nursing**
- d.BIC Collaborative Classroom Furniture**
- e.BIC Remodel of Previous Marketing Space**
- f. BIC Faculty Office Furniture**
- g.Extron Equipment for Collaborative Classroom**
- h.General Contractor for Speech Lab**
- i. Janitorial Supplies**
- j. PEC Arena Scoreboards**
- k.Westmont Rooftop HVAC Unit**
- l. Additional Auto Captioning Minutes – FuJa Video Content Management System**

**m.Personnel Action Items**

**n.August 13, 2020 Minutes of the Special Board of Trustees Meeting**

**o.August 20, 2020 Minutes of the Regular Board of Trustees Meeting**

**p.Closed Session of the following meetings:**  
**a. August 20, 2020**

**q.Financial Reports**



**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING**

**BOARD APPROVAL**

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1. **SUBJECT**

2021 Employee Benefits Plan Renewals

2. **REASON FOR CONSIDERATION**

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

3. **BACKGROUND INFORMATION**

The College provides health insurance benefits to its approximately 1000 eligible employees through multiple vendors. Our plans are administered on a calendar year basis (January through December). The College participates in the Community College Health Consortium (CCHC) for medical and dental insurance and the plan year 2021 rates were reviewed and negotiated by the CCHC broker (HUB International).

Total plan cost projections are as follows:

Medical Plans	\$ 15,563,330
Dental Plans	\$ 899,000
Vision Plans	\$ 219,000
Basic Life & AD&D (Reliance Standard)	\$ 112,000
<b>Total:</b>	<b>\$ 16,793,330</b>

For Informational Purposes only: Below are additional Health and Welfare voluntary benefits offered by the College that are 100% employee paid:

- o Long-Term Care - Unum Insurance
- o Supplemental Life Insurance (with AD&D) - Reliance Standard (through the Illinois Community College Consortium (ICCC))
- o Long Term Disability Insurance - Reliance Standard (through the Illinois Community College Consortium (ICCC))

**2021 Employee Group Benefits Vendors**

<b>Plans: Vendors</b>	<b>2021 Plan Renewal Process</b>
Medical Plan: BCBSIL	Medical plan costs were negotiated by the Community College Health Consortium (CCHC) through HUB (the Consortium broker/consultant).
Dental Plans (PPO & HMO): Delta Dental IL	Dental plan costs were negotiated by CCHC through HUB. Dental HMO plan has a rate lock through 12/31/2021.
Vision Plan: VSP	Contract renewal rates effective 1/1/2021 with a 2-year rate lock.
Basic Life Insurance: Reliance Standard	Premium rates were negotiated by the Illinois Community College Consortium (ICCC, effective 7/1/2019, with a 3-year rate lock through 6/30/2022.

Insurance plan renewals are based on calendar year costs with half of annual expenses reflected in FY 2021 budget (January through June 2021) and the other half reflected in the FY2022 budget (July through December 2021). The COD projected aggregated costs are within budgeted expenses.

2021 projected medical plan costs were developed in conjunction with our CCHC brokers/consultants and are based on our overall plan provisions, plan experience, medical/Rx cost trends and legislative requirements. We continue to believe our overall plan cost increases reflect the effectiveness of the consortium in which we participate.

**2021 Employee Benefit Plan Projected Cost Detail**  
**(projected annual costs based on estimated enrollment elections)**

Plans: Vendors	Premium or Fee Renewal Rates
Medical Plans: BCBSIL (HDHP-PPO and Blue Advantage HMO)	<b>Consortium:</b> 2021 annual medical care expenses are projected to not exceed \$15,563,330.
Dental Plans: - Delta Dental IL (Dental PPO and Dental HMO plans)	<b>Consortium:</b> 2021 annual dental care expenses are projected to not exceed \$899,000.
Vision Plan: VSP (Signature Plan and the Choice -“Buy-up” Plan)	2021 annual vision care costs are projected to not exceed \$219,000.
Basic Life and AD&D Insurance: Reliance Standard	<b>Consortium:</b> 2021 annual expenses are projected to not exceed \$112,000.

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

**Budget Status**

Benefit Plans	2021 Calendar Year			Fiscal Year Budget Allocation		
	Annual Cost (Projected)	College Contribution	Annual Exp. (Projected)	FY2021 (Jan-Jun)	FY2022 (Jul-Dec)	Total Budget (Projected)
Medical Plans	\$ 15,563,330	76 - 100%	\$ 13,318,831	\$ 6,659,415	\$ 6,659,415	\$ 13,318,831
Dental Plans	899,000	80%	719,200	359,600	359,600	719,200
Vision Plan	219,000	38-80%	175,200	87,600	87,600	175,200
Life Ins. Plan	112,000	100%	112,000	56,000	56,000	112,000
	<u>\$ 16,793,330</u>		<u>\$ 14,325,231</u>	<u>\$ 7,162,615</u>	<u>\$ 7,162,615</u>	<u>\$ 14,325,231</u>
	<b><u>\$ 16,793,330</u></b>	<b>Current Request</b>		<b>Net Expenditure Projection</b>		<b><u>\$ 14,325,231</u></b>

*Note: Total contributions are split between the College and college employees who make their contributions through payroll withholdings. The budgets is reflective of the college's contribution to the benefit plans.*

4. **RECOMMENDATION**

That the Board of Trustees approves the 2021 projected aggregate cost for COD healthcare insurance plans and College-provided life insurance costs in an amount not to exceed **\$16,793,330** as follows:

<b>Vendor</b>	<b>Plan</b>
Blue Cross/Blue Shield of Illinois	Medical Plans
Delta Dental Illinois	Dental Plans
VSP	Vision Plans
Reliance Standard	Basic Life / AD&D

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



**BOARD APPROVAL**

**SIGNATURE PAGE**

2021 Employee Benefits Plan Renewals

**Item(s) on Request**

That the Board of Trustees approves the 2021 projected aggregate costs for COD healthcare insurance plans and College-provided life insurance costs in an amount not to exceed **\$16,793,330** as follows:

<b>Vendor</b>	<b>Plan</b>
Blue Cross/Blue Shield of Illinois	Medical Plans
Delta Dental Illinois	Dental Plans
VSP	Vision Plans
Reliance Standard	Basic Life / AD&D

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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**

Arterial Doppler Machines

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 program has two (2) arterial Doppler machines on the Capital Equipment Replacement Plan to be purchased this fiscal year (2021). Purchase of the new machines replaces two (2) machines we currently have, which are no longer functioning. Additionally, these two (2) non-functioning machines are no longer repairable due to their age and the difficulty in finding replacement parts. Lastly, the machines being purchased are the types of machines students will be using once they graduate and obtain jobs in the field of Diagnostic Medical Imaging – Sonography.

A legal notice for an Invitation for Bids was published on July 27, 2020, in the Daily Herald; the invitation, Bid Number 2021-B0006, 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-four (44) vendors were directly solicited. Twenty-one (21) vendors downloaded the bid documents. Bids were required to be submitted electronically to the College using Dropbox and a public opening was held on August 20, 2020, at 11:00 a.m. via Zoom. The following individuals were in attendance: Susan Castellanos (COD Buyer/Facilitator), Jordan Towne (COD Purchasing Expeditor/Recorder), Anne Marie Dando (COD Purchasing Assistant), Bob Hayley (COD Budget Manager, Budget Office/Agent of the Board), Melissa McKirdie (COD Assistant Professor, Diagnostic Medical Imaging), Jessica Lang (COD Program Support Specialist, Nursing and Health Sciences), Joe Brenner (COD Client Solution Supervisor, Office and Classroom Technology) and two (2) vendor representatives. Two (2) bids were received. Two (2) woman/minority owned businesses submitted a bid.

One (1) bid was rejected as non-responsive to the bid for failure to meet all required specifications.

The 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>*Koven Technology Inc.</b>	<b>\$45,710.00</b>

**Recommended Award in Bold**

\*Woman/Minority Owned Business

The cost (\$45,710.00) of two (2) arterial Doppler machines was determined to be the most reasonable, as it is approximately half the amount charged for the same machines by Koven Technology’s competitors.

Budget Status

GL Account	FY2020		FY2021		Available Balance
	YTD Spend	Annual Budget	YTD Spend		
01-10-00157-5806001	\$ 66,690	\$ 390,400	\$ 328,427		\$ 61,973
<i>Diagnostic Medical Sonography: Equipment Instructional</i>				<b>FY2021 Request</b>	<b>\$ 45,710</b>

\*YTD Spend equals actuals as of 9/1/20.

This contract supports the Strategic Long Range Plan Goal # 3.1 Student Centeredness – Enhance & expand opportunities to support student learning needs; 4 – Equity & Inclusiveness

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

4. RECOMMENDATION

That the Board of Trustees approves the purchase of two (2) Arterial Doppler Machines for the DMIS program from Koven Technology, Inc., 477 N. Lindbergh Blvd., Suite 220, St. Louis, MO 63141 for the total amount of \$45,710.00.

Staff Contacts: Dilyss Gallyot, Interim Dean, Nursing & Health Sciences

**SIGNATURE PAGE**

**Arterial Doppler Machines**

**ITEM(S) ON REQUEST**

That the Board of Trustees approve the purchase of two (2) Arterial Doppler Machines for the DMIS program from Koven Technology, Inc., 477 N. Lindbergh Blvd., Suite 220, St. Louis, MO 63141 for the total amount of \$45,710.00.

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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**

Assessment Testing Institute's (ATI's) Real Life 3.0 and Nurses Touch software license for Associate Degree Nursing student instruction – Grant Funded

2. **REASON FOR CONSIDERATION**

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

3. **BACKGROUND INFORMATION**

During the second 8-weeks of the spring 2020 semester, the Nursing A.D.N. program used Assessment Testing Institute's (ATI's) Real Life 3.0 and Nurses Touch software on a free trial basis. Real Life 3.0 is a virtual clinical experience delivered in an engaging screen-based simulation that encourages critical thinking, clinical decision-making, and clinical judgment. Scenarios feature realistic, live story-boarding that unfolds and takes a student through a pathway that challenges them to make important healthcare decisions which impact patient outcomes.

The story boarding responds to the student's decision making without posing a risk to patient safety. Rationales are given for every level of decision-making, and the features of this first-of-its-kind tool deepens the student's engagement when they arrive at the point when a decision must be made about patient care. Each Real Life Scenario can be crafted for a 6-8 hour clinical day (the same number of hours students have spent at physical clinical sites in the past) with supplemented lesson plans to guide learning that is mapped to the NCLEX test plan. Scenarios are diverse in areas across the patient lifespan, in specialty areas, and in general medical-surgical nursing.

Nurse's Touch features six active learning solutions that assist with developing "professional touch" which include practicing skill building virtually to prepare students to become safe professional nurses. For example, to build real-life communication skills students are given scenarios that prompt them to respond with effective, therapeutic communication. Some students work in modules with case study questions, and some scenarios are virtual, interactive communication responses. Real-life communication learned is dependent upon the student's response and the decisions they make when working within the module. This allows students to build

and practice their skills, confidence, and competence in a virtual, interactive format that promotes safety and professionalism in patient care. Modules include informatics and technology, wellness and self-care, professionalism, communication, and leadership.

Nurse's Touch, combined with Real Life 3.0, meets outcomes of the Nursing A.D.N. program's six competencies of Quality and Safety Education for Nurses, which are required of students for pre-licensure and graduation. The competencies are:

1. Safety
2. Patient-Centered Care
3. Teamwork and Collaboration
4. Evidenced-Based Practice
5. Quality Improvement
6. Informatics

ATI believes in innovative, creative solutions that focus on "quality" and leading with excellence to work in collaboration with educators and help them achieve student success. This belief echoes College of DuPage's Institutional Philosophy on many levels. ATI products are backed by psychometrics, and in conjunction with their live NCLEX review, generates a 97% pass rate (ATI, 2019).

Most importantly, the landmark national longitudinal study of simulation use in pre licensure, core nursing courses, conducted by the National Council of State Boards of Nursing (NCSBN), proved that up to 50% virtual simulation can be effectively substituted for traditional clinical experiences under conditions comparable to those described in the study in all pre-licensure core nursing courses (NCSBN, 2015). Simulation activities that NCSBN studied included the utilization of ATI's Real Life Clinical Reasoning Scenarios. Below are modules that ATI's software offers students.

Modules included in ATI's Real Life 3.0 Clinical Reasoning Scenarios include

Adult Medical Surgical

1. COPD
2. GI Bleed
3. Kidney Disease Screening
4. Urinary Tract Infection
5. Myocardial Infarction Complications Care

Nursing Care of Children

1. Well Child
2. Gastroenteritis and Dehydration
3. Cystic Fibrosis/Inpatient Care
4. Cystic Fibrosis/Community Care
5. Type 1 Diabetes Mellitus

Maternal Newborn

1. Preterm Labor
2. Postpartum Hemorrhage
3. Gestational Diabetes Early
4. Preeclampsia Medications
5. Teaching Prenatal & Newborn

Mental Health

1. Bipolar Disorder
2. Anxiety Disorder
3. Schizophrenia
4. Alcohol Abuse



Nurse's Touch Modules Include

**Professional Communication**

1. Types of Communication
2. Therapeutic/Non-therapeutic Communication
3. Factors That Affect Communication With Individuals and Groups
4. Organizational Communication
5. Client Education

**Wellness and Self-Care**

1. Wellness, Health Promotion and Disease Prevention
2. Stress: Causes, Effects and Management
3. Self-care—Eating Healthy and Maintaining a Healthy Weight
4. Self-care—Physical Activity
5. Self-care—Rest and Sleep

**Becoming a Professional Nurse**

1. Profession and Professional Identity
2. Professional Nursing Practice
3. Professional Behaviors in Nursing
4. Socialization into Professional Nursing

**Nursing Informatics and Technology**

1. Informatics
2. Information Management Systems
3. Literacy Skills and Consumer Educational Needs
4. Virtual Social Networks

**Leadership and Management**

1. Teamwork
2. Delegation
3. Supervision
4. Quality Improvement
5. Conflict and Conflict Resolution
6. Risk Assessment

**The Communicator**

1. Technique Identifier: Client experiencing aphasia
2. Technique Identifier: Client experiencing thrombosis
3. Technique Identifier: Client experiencing a stroke
4. Technique Identifier: Client undergoing surgery
5. Technique Identifier: Respecting clients' cultures
6. Technique Identifier: Client undergoing weight-loss surgery
7. Technique Identifier: Client living with asthma
8. Technique Identifier: Client undergoing colorectal surgery
9. Technique Identifier: Client undergoing knee surgery
10. Technique Identifier: Client discharge planning
11. Video Interaction: Clients displaying aggressive behavior

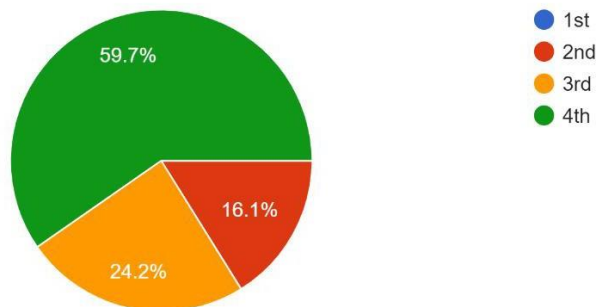
12. Video Interaction: Aging client
13. Video Interaction: Family in a stressful situation
14. Video Interaction: Role as inter-professional team member
15. Video Interaction: Client comfort and end-of-life care

Furthermore, ATI graciously extended their free trial offer to College of DuPage's Associate Degree Nursing Program in order for students to be able to use this software at the start of the fall 2020 semester. This extension expires October 16, 2020. ATI customarily charges \$500/student for Real Life 3.0 and Nurses Touch. During negotiations with ATI the College was offered a price of \$300/student; however the faculty member working with ATI's Client Executive successfully negotiated a price of \$50/student, per semester for Real Life 3.0 and Nurse's Touch. This pricing includes student access to the software for one year after graduating from the A.D.N. Nursing program.

Last but not least, nursing faculty administered surveys to Nursing A.D.N. students (see results below) who used ATI's software during the spring 2020 semester. The survey generated strong results in favor of the benefits the software provided students. Many students felt the software increased their critical thinking skills allowing them to make better decisions about patient care and safety. The survey results encouraged Nursing A.D.N. program faculty to request Perkins funding to pilot the Real Life 3.0 and Nurse's Touch software for a full Academic Year, which would allow them to gain additional insight into its enhancement of student learning. Now more than ever having this software is invaluable to students, as our clinical partners such as hospitals and nursing homes are not accepting students due to COVID-19.

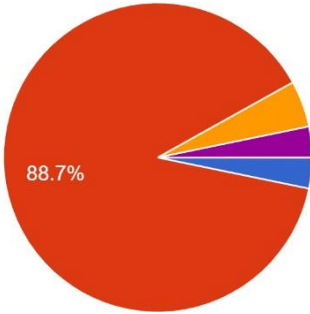
What semester are you?

62 responses



Regarding ATI Real Life 3.0 Scenarios

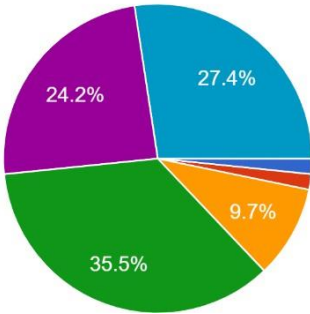
62 responses



- "I didn't use this product."
- "I utilized it for my course. It was beneficial in my learning or critical thinking."
- "I utilized it for my course. It was not beneficial in my learning or critical thinking."
- "I didn't use this product as much"
- "I utilized it very little. It could have been beneficial in my learning or critical thinking."

If you utilized ATI Nurse's Touch product, give your rating regarding this statement. Nurse's Touch helped me apply therapeutic communication principles.

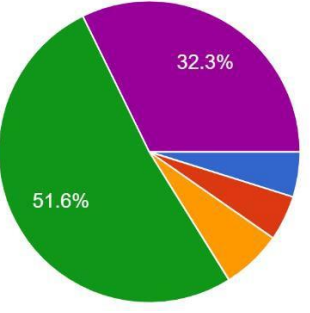
62 responses



- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree
- Not applicable. I didn't use the product

3. I feel ATI Real Life 3.0 will add to my learning in preparation for critical thinking/NCLEX.

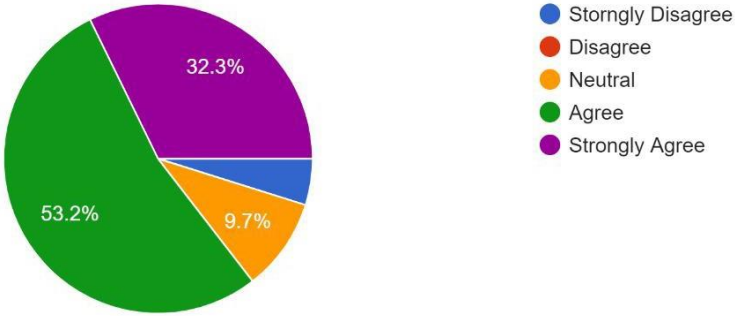
62 responses



- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

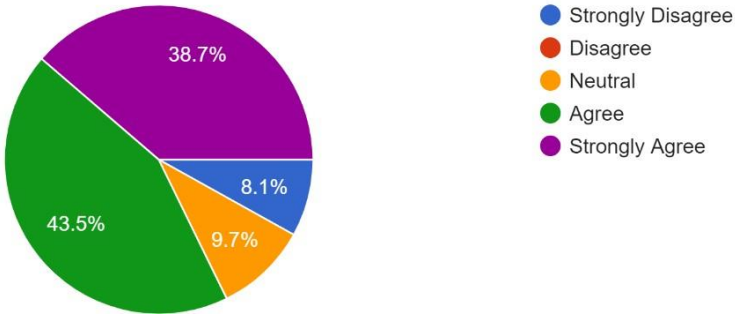
6. I felt the ATI product was easy to use.

62 responses



8. I recommend the use of ATI for the College of DuPage Nursing program to adjunct clinical learning.

62 responses



ATI’s Nurse’s Touch and Real Life 3.0 software assists A.D.N. Nursing students by exposing them to real-life clinical experiences in a virtual environment. The software reinforces and builds on the student’s critical thinking skills and provides them with the experiences necessary to make the correct decisions in a clinical setting. These skills are invaluable to students as they go through the Nursing A.D.N. program during, especially during this unprecedented and challenging time the program is without physical clinical locations for students to gain the necessary skills they need to complete the program and graduate from COD.

ATI’s software is web-based, and as noted in the attached Board Routing packet, the vendor is a sole source vendor. What is unique about this product is its use of live human beings as subjects for interactive clinical reasoning scenarios. During the fall 2020 semester, this software will be used by a total of 252 students, and in spring 2021, it will be used by a total of 288 students.

Budget Status

GL Account	FY2020		FY2021	
	YTD Spend	Annual Budget	YTD Spend	Available Balance
06-10-02637-5401002	\$ -	\$ 65,396	\$ 25,099	\$ 40,297
<i>DE/ICCB/Perkins/Main 21: Instructional Supplies</i>				
			<b>FY2021 Request</b>	<b>\$ 30,000</b>

*\*YTD Spend equals actuals as of 9/1/20.*

This purchase supports the Strategic Long Range Plan Goal #3 - Student Centeredness Methods of teaching that shift the focus of instruction from the teacher to the student.

- 3.1 - Enhance and expand opportunities to support student learning needs, including helping students identify a course of study, recognize their specific goals and assist them to overcome their weaknesses.
- 3.3. - Develop innovative ways to gather quantitative and qualitative data from students about their needs and act upon that input.
- 3.7 - Foster a culture of intellectual expectations, achievement and engagement for students.
- 3.8 - Leverage faculty expertise to develop and implement original content/learning modules that can be scaled to meet current and emerging student educational goals and local employer needs.

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 of Trustees approves the grant-funded contract for the Assessment Testing Institute’s (ATI’s) Real Life 3.0 and Nurses Touch software license to Assessment Technologies Institute, 1161 Overbrook St., Leawood, KS 66211 for the total amount of \$30,000.00.

Staff Contact: Dilyss Gallyot, Interim Dean, Nursing & Health Sciences

**SIGNATURE PAGE FOR**

Assessment Testing Institute's (ATI's) Real Life 3.0 and Nurses Touch software license for Associate Degree Nursing student instruction – Grant Funded

**ITEM(S) ON REQUEST**

That the Board of Trustees approves the grant-funded contract for the Assessment Testing Institute's (ATI's) Real Life 3.0 and Nurses Touch software license to Assessment Technologies Institute, 1161 Overbrook St., Leawood, KS 66211 for the total amount of \$30,000.00.

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

\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
DATE

**SOLE SOURCE EXEMPTION APPROVAL FORM**

Date	September 9, 2020	Phone	630-461-0889		
Requester Name	Adrianna Costello	Email	costelloa146@cod.edu		
Title	ADBA	Department Name	Nursing & Health Sciences		
Divisional Administrator Signature	<i>Dillon Gallwey</i>	Date Signed	9/9/20		
Vendor Name	ATI Testing	Contact Name	Daniel Krebs		
Address	11161 Overbrook Rd.	City	Leawood	ST	KS
Phone Number	978-460-9242	Email	daniel.krebs@atitesting.com		
Total Cost	\$ 30,000.00				
Project Description	Nursing clinical software replacing actual clinical experiences				

**SOLE SOURCE JUSTIFICATION** - To be considered a sole source purchase, and exempt from the quote or competitive bid process, one of the following conditions must be met (check appropriate boxes):

<input checked="" type="checkbox"/>	The requested product or service is the sole item that meets the department/College's need and obtained from one source (manufacturer/distributor).
<input type="checkbox"/>	The product or service must match or be compatible with current equipment or services.
<input type="checkbox"/>	Product requested is specifically required for use in conjunction with grant or contract terms.
<input type="checkbox"/>	Request pertains to an existing contract or agreement. <b>Attach copy of the contract.</b>
<input type="checkbox"/>	Contract is for entertainment, athletic, or artistic services.
<input type="checkbox"/>	Service required is controlled and/or mandated by local utility or government.

**How is this vendor uniquely qualified to meet the College's need?**

They provide software that replaces the hands-on student clinical experience in Nursing

**What are the unique features of the supplies or services that are not available in any other product or by any other vendor? Provide specific, quantifiable factors/qualifications.**

The software uses live human beings as subjects for interactive clinical reasoning scenarios.

**Have any other activities related to this request already occurred?**

**Yes – Explain**

During the second 8-weeks of the spring 2020 semester, the Nursing A.D.N. program used Assessment Testing Institute's (ATI's) Real Life 3.0 and Nurses Touch software on a free trial basis.

**No**

Did you research other products and/or services prior to selecting this vendor?

Yes - Name of Vendor(s)

[Empty text box for vendor name]

What prevented you from utilizing this vendor?

ATI agreed to special pricing, it was piloted for free in spring 2020, and it uses live human beings as subjects for interactive clinical reasoning scenarios.

No - This step must be completed in order for your request to be considered

Will this purchase obligate the College to this vendor for future purchases such as maintenance, licensing or continuing need?

Yes - Provide detail regarding future obligations and/or needs and attach supporting documents

[Empty text box for details]

No

How did you acquire pricing?

Nursing faculty member worked with ATI representative to obtain pricing.

**Attach a copy of the vendor's sole source explanation (SSX)**

<b>Procurement Services Use Only</b>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
_____ Procurement Services Manager Signature	_____ Date

If this is for a service: Include this form with contract for approval and attach it, and approved contract, to your requisition.

If this if for goods: Attach this form to your requisition.





Adrianna Costello  
College of DuPage  
425 Fawell Blvd  
Glen Ellyn, IL 60137

Dear Adrianna,

This letter is to certify that Real Life and Nurse's Touch, provided by ATI, is the exclusive property of Assessment Technologies Institute, LLC ("ATI") and distributed exclusively by ATI. To ATI's knowledge, Real Life is the only resource that uses human actors with branching logic for online simulation. To ATI's knowledge, Nurse's Touch is the only resource covering Professionalism, Wellness/Self-Care, Communication, Leadership, and Informatics/Technology in a single module with simulation, learning tutorials, and practice/proctored assessments.

If you have any additional questions or you need anything else, please don't hesitate to contact me. Thank you for your consideration of our textbooks.

Sincerely,

Rich Elings

ATI Nursing

## Nursing and Health Sciences ATI Software

### Rationale:

During the pandemic in spring many of the Nursing programs clinical sites declined to have students. This was driven by not wanting COVID 19 exposures to spread to students, limited amounts of PPE and protecting the patients from potential COVID 19 exposure. In most of our classes we spend 6 to 8 hours a week in the clinical setting. The State Board of Nursing allowed the program to implement “virtual” clinical.

The ATI Software is sole source software that allows the nursing students to experience a virtual simulation which is used for the missing clinical. Presently we have only the fourth semester students attending a clinical at hospitals and clinics. This leaves the first, second and third semester students needing to fulfill the clinicals with an augmented virtual experience. We were able to trial the ATI program during the Spring semester. The faculty wished to utilize ATI to assist them while we remain limited in clinical sites.

The cost of ATI is normally \$300.00 per students but a faculty member was able to get a reduction to \$50.00 per student. We have 80 students per cohort with 4 cohorts, this is approximately \$16,000.00 per semester. The program wants to utilize this for the full year and the cost would be \$32,000 for the academic year. The program has lost students by attrition therefore the approximate cost for the ATI program for an Academic Year is \$30,000.

Respectfully Submitted,

Dilyss Gallyot,  
Interim Dean Nursing and Health Sciences  
R.N. MSN, MBA CCRN



**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING**

**BOARD APPROVAL**

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1. SUBJECT

Berg Instructional Center (BIC) – Collaborative Classroom Furniture.

2. REASON FOR CONSIDERATION

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

3. BACKGROUND INFORMATION

When the Early Childhood Center was remodeled into office space, the Marketing organization was moved into the newly remodeled Intuitional Resource Center. A portion of their former suite in BIC 1D04 was earmarked to be remodeled into classroom space. The project will create five Collaborative Classrooms. The request is to purchase and install new furniture in five newly created classrooms including 125 collaborative personal classroom tables (25 per classroom), 5 adjustable leg personal instructor tables (1 per classroom), 130 collaborative chairs (26 per classroom) and 5 collaborative stools (1 per classroom).

A legal notice for an Invitation for Bids was published on August 5, 2020 in the Daily Herald; the invitation, Bid Number 2021-B0011, 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. Sixty (60) vendors were directly solicited. Fifty-five (55) vendors downloaded the bid documents. A pre-bid Zoom meeting was held on August 13, 2020 at 11:00 a.m. The non-mandatory pre-bid meeting was attended by six (6) vendor representatives. Bids were required to be submitted electronically to the College using Dropbox and a public opening was held on August 27, 2020 at 11:00 a.m. via Zoom. The following individuals were in attendance: Susan Castellanos (COD Buyer/Facilitator), Jordan Towne (COD Purchasing Expeditor/Recorder), Anne Marie Dando (COD Purchasing Assistant), Bob Hayley (COD Budget Officer, Budget Office/Agent of the Board), Tim Loftus (COD Senior Project Manager, Facilities), Jennifer Kulbida (COD Facilities Documentation & Project Coordinator, Facilities), Michael Mohring (COD Client Solution Specialist, Office and Classroom Technology) and three (3) vendor representatives. Eight (8) bids were received. Four (4) woman/minority owned businesses submitted a bid.

One (1) bid was rejected as non-responsive to the bid submission requirement for failure to submit a completed Certification Page. Four (4) bids were rejected for submitting a product that was not in full compliance with the Basis of Design.

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

Vendor	Total Base Bid
<b>Interiors for Business</b>	<b>\$72,404.82</b>
Forward Space (Option #1)	\$75,852.90
Forward Space (Option #2)	\$76,040.00

**Recommended Award in Bold**

\*Woman/Minority Owned Business

Budget Status

GL Account	FY2020		FY2021		Available Balance
	YTD Spend	Annual Budget	YTD Spend	Available Balance	
03-90-39036-5805001	\$ -	\$ 294,250	\$ -	\$ 294,250	
<i>Marketing Office to Classroom Conversion: Equipment-Office</i>					
			<b>FY2021 Request</b>	<b>\$ 72,405</b>	

\*YTD Spend equals actuals as of 9/1/20.

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

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

4. RECOMMENDATION

That the Board of Trustees approves the award of a contract for the purchase and installation of office furniture as part of the remodeling of the BIC former Marketing area to Interiors for Business Inc., 409 N. River St., Batavia, IL 60510 for the total amount of \$72,404.82.

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

**SIGNATURE PAGE**

**Berg Instructional Center (BIC) – Collaborative Classroom Furniture**

ITEM(S) ON REQUEST

That the Board of Trustees approves the award of a contract for the purchase and installation of office furniture as part of the remodeling of the BIC former Marketing area to Interiors for Business Inc., 409 N. River St., Batavia, IL 60510 for the total amount of \$72,404.82.

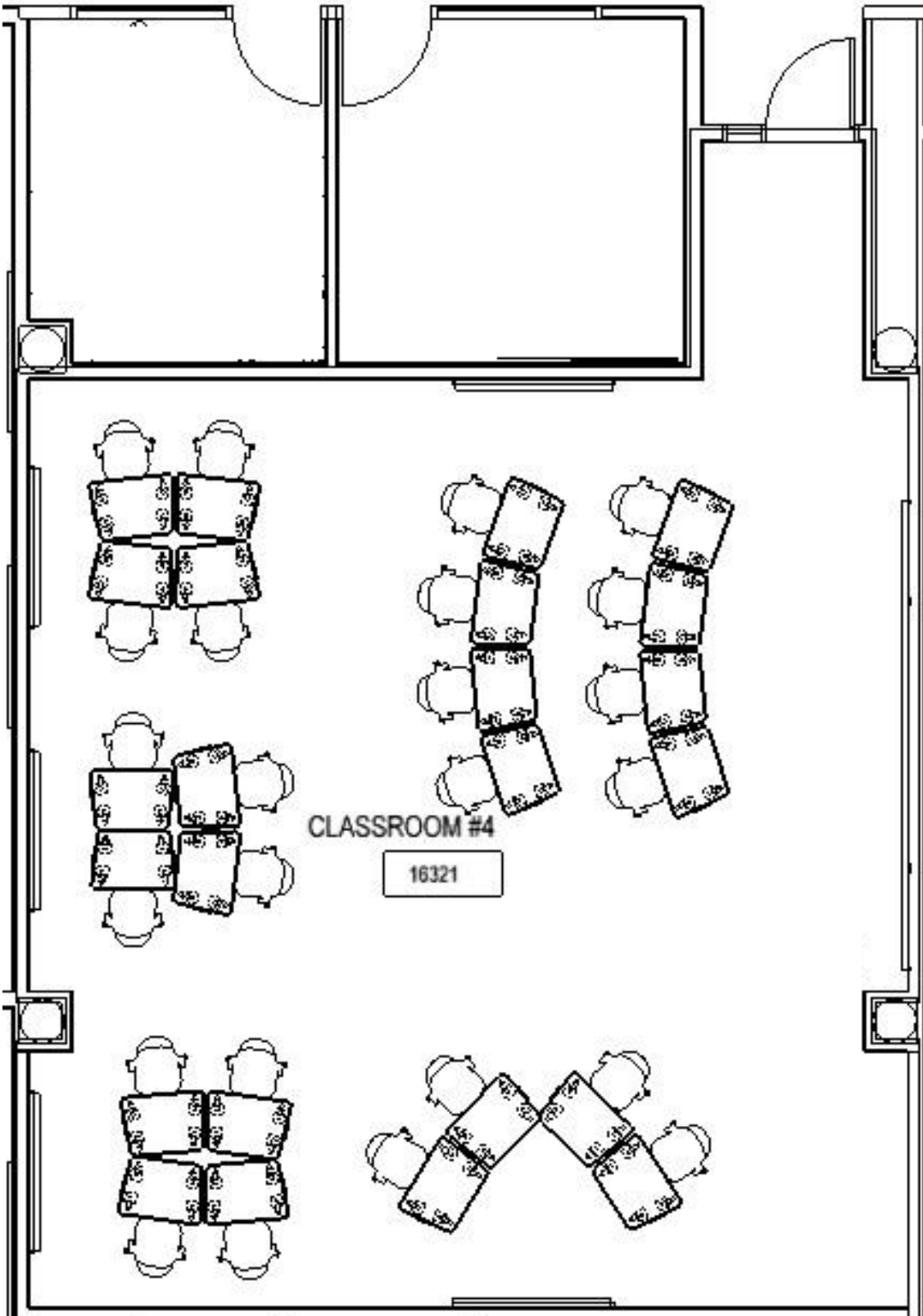
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BOARD CHAIR DATE

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BOARD SECRETARY DATE

Sample classroom layout (typical for 5 classrooms)



Classroom General Layout







**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING**

**BOARD APPROVAL**

---

1. **SUBJECT**

Berg Instructional Center (BIC) – Remodel of Previous Marketing Space

2. **REASON FOR CONSIDERATION**

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

3. **BACKGROUND INFORMATION**

When the Early Childhood Center was remodeled into office space, the Marketing organization was moved into the newly remodeled Institutional Resource Center. Their former suite in BIC 1D04 was earmarked to be remodeled into classroom space. This construction project will create five Collaborative Classrooms, six faculty offices (replacing those displaced by this remodel), a conference room and the infrastructure for a future second floor classroom. This request is for the execution of a contract for the implementation of the base bid and alternate A-1 and alternate A-2 only as this will allow the addition of a new classroom on the 2<sup>nd</sup> floor and four offices on the 1<sup>st</sup> floor. The four offices on the 1<sup>st</sup> floor will recoup lost offices due to the creation of five new classrooms on the first floor.

Alternate A-1: Demolition and new work associated with the Level 01 reconfiguration of existing conference room and storage rooms into new offices as indicated on the Drawings.

Alternate A-2: Demolition and new work associated with the Level 02 reconfiguration of existing student commons and open to above atrium space into a new classroom as indicated on the Drawings.

Alternate A-3: Work associated with the Extron wireless infrastructure in classroom 3 on Level 01 as indicated on the drawings in lieu of a wired system.

Alternate A-4: Work associated with the Extron wireless infrastructure in all classrooms on Level 01, excluding classroom 3, as indicated on the drawings in lieu of a wired system.

Alternates A-3 & A-4 were not exercised, as the alternates should have been bid at no cost or a deduct. The Extron equipment can be implemented utilizing the infrastructure installed in the base bid.

A legal notice for an Invitation for Bids was published on August 5, 2020 in the Daily Herald; the invitation, Bid Number 2021-B0010, 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-five (95) vendors were directly solicited. Ninety-one (91) vendors downloaded the bid documents. A pre-bid Zoom meeting was held on August 12, 2020 at 11:00 a.m. The non-mandatory pre-bid meeting was attended by twenty (20) vendor representatives. Bids were required to be submitted electronically to the College using Dropbox and a public opening was held on August 26, 2020 at 11:00 a.m. via Zoom. The following individuals were in attendance: Susan Castellanos (COD Buyer/Facilitator), Jordan Towne (COD Purchasing Expeditor/Recorder), Anne Marie Dando (COD Purchasing Assistant), Bob Hayley (COD Budget Officer, Budget Office/Agent of the Board), Tim Loftus (COD Senior Project Manager, Facilities), David Ditchfield (COD West Campus Chief Engineer, Facilities), Joe Brenner (COD Client Solution Supervisor, Office and Classroom Technology) and fifteen (15) vendor representatives. Eleven (11) bids were received. Four (4) woman/minority owned businesses submitted a bid.

One (1) bid was rejected as non-responsive to the bid submission requirement, for failure to include the required addenda.

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 Price	Total Alternate A-1 Price	Total Alternate A-2 Price	Total Alternate A-3 Price	Total Alternate A-4 Price
<b>Kandu Construction Inc.</b>	<b>\$543,000.00</b>	<b>\$48,000.00</b>	<b>\$44,000.00</b>	\$38,000.00	\$36,000.00
Master Design Build LLC	\$564,677.00	\$90,497.00	\$128,125.00	\$10,731.00	\$24,720.00
RoMAAS Inc.	\$574,900.00	\$89,900.00	\$94,900.00	Deduct \$13,000.00	Deduct \$10,000.00
F.H. Paschen, S.N Neilsen Associates LLC	\$658,500.00	\$82,130.00	\$111,000.00	\$2,625.00	\$3,675.00
Drive Construction Inc.	\$668,900.00	\$119,000.00	\$111,000.00	Deduct \$6,500.00	Deduct \$5,000.00
W.E. O'Neil Construction	\$699,816.00	\$91,029.00	\$143,563.00	-\$796.00	-\$1,359.00
Light Construction Inc.	\$719,000.00	\$87,000.00	\$98,000.00	-\$1,000.00	-\$3,000.00
Happ Builders Inc.	\$733,000.00	Add \$85,000.00	Add \$105,000.00	Add \$500.00	Deduct \$300.00
O'Malley Construction	\$770,842.49	\$33,119.00	\$77,179.00	\$13,000.00	\$10,000.00

Antigua Inc.	\$972,565.56	\$91,204.15	\$184,845.68	\$28,935.00	\$22,717.88
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**Recommended Award in Bold**

\*Woman/Minority Owned Business

**NOTE: The total request of \$635,000.00 is for the base bid, Alternate #1 and Alternate #2 only.**

Budget Status

GL Account	FY2020		FY2021	
	YTD Spend	Annual Budget	YTD Spend	Available Balance
03-90-39036-5804001	\$ -	\$ 1,464,080	\$ 1,415	\$ 1,462,665
<i>Marketing Office to Classroom Conversion: Building Remodeling Expense</i>				
				<b>FY2021 Request \$ 635,000</b>

\*YTD Spend equals actuals as of 9/3/20.

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

4. RECOMMENDATION

That the Board of Trustees approves the award of a contract for the remodeling of the BIC previous Marketing space to Kandu Construction Inc., 8055 Ridgeway Ave, Skokie, IL 60076, for the total amount of \$635,000.00.

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

**SIGNATURE PAGE**

**Berg Instructional Center (BIC) – Remodel of Previous Marketing Space**

ITEM(S) ON REQUEST

That the Board of Trustees approves the award of a contract for the remodeling of the BIC previous Marketing space to Kandu Construction Inc., 8055 Ridgeway Ave, Skokie, IL 60076, for the total amount of \$635,000.00.

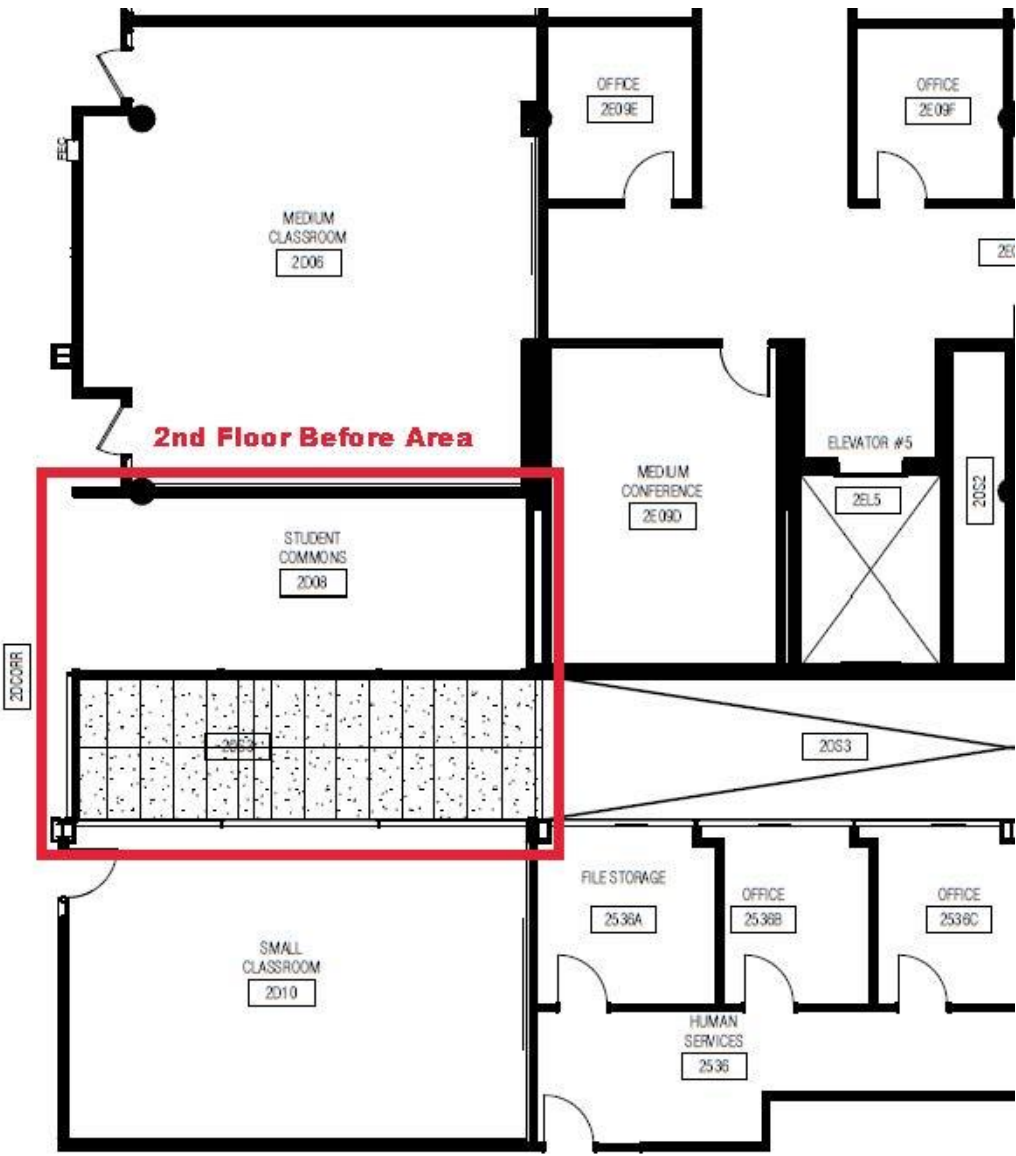
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BOARD CHAIR

\_\_\_\_\_  
DATE

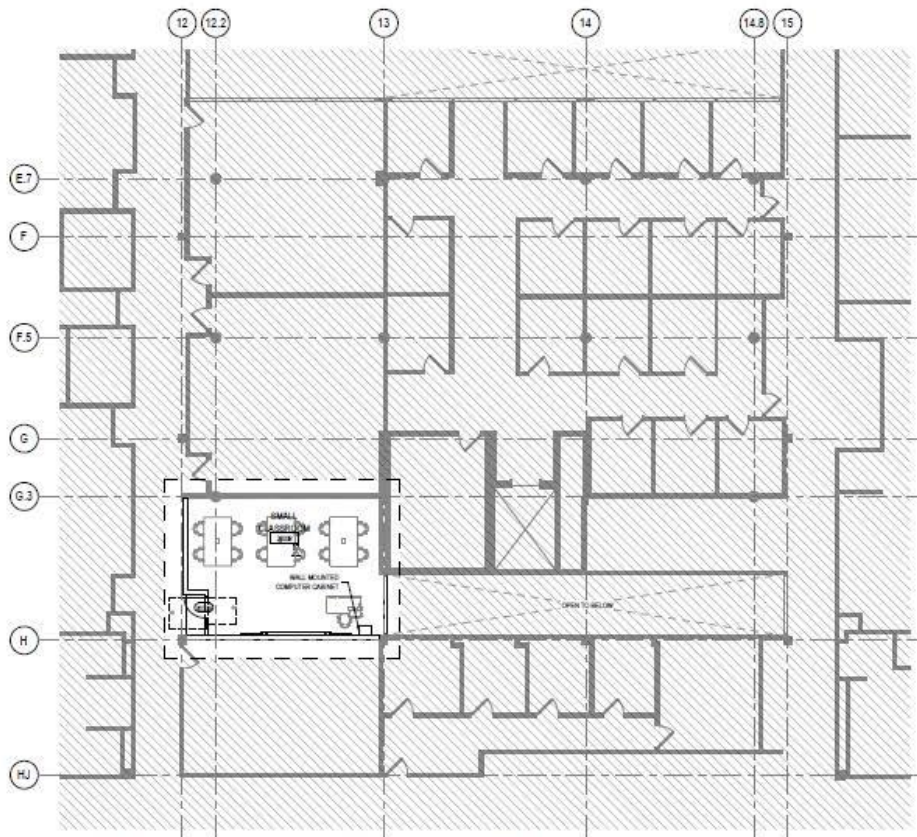
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BOARD SECRETARY

\_\_\_\_\_  
DATE

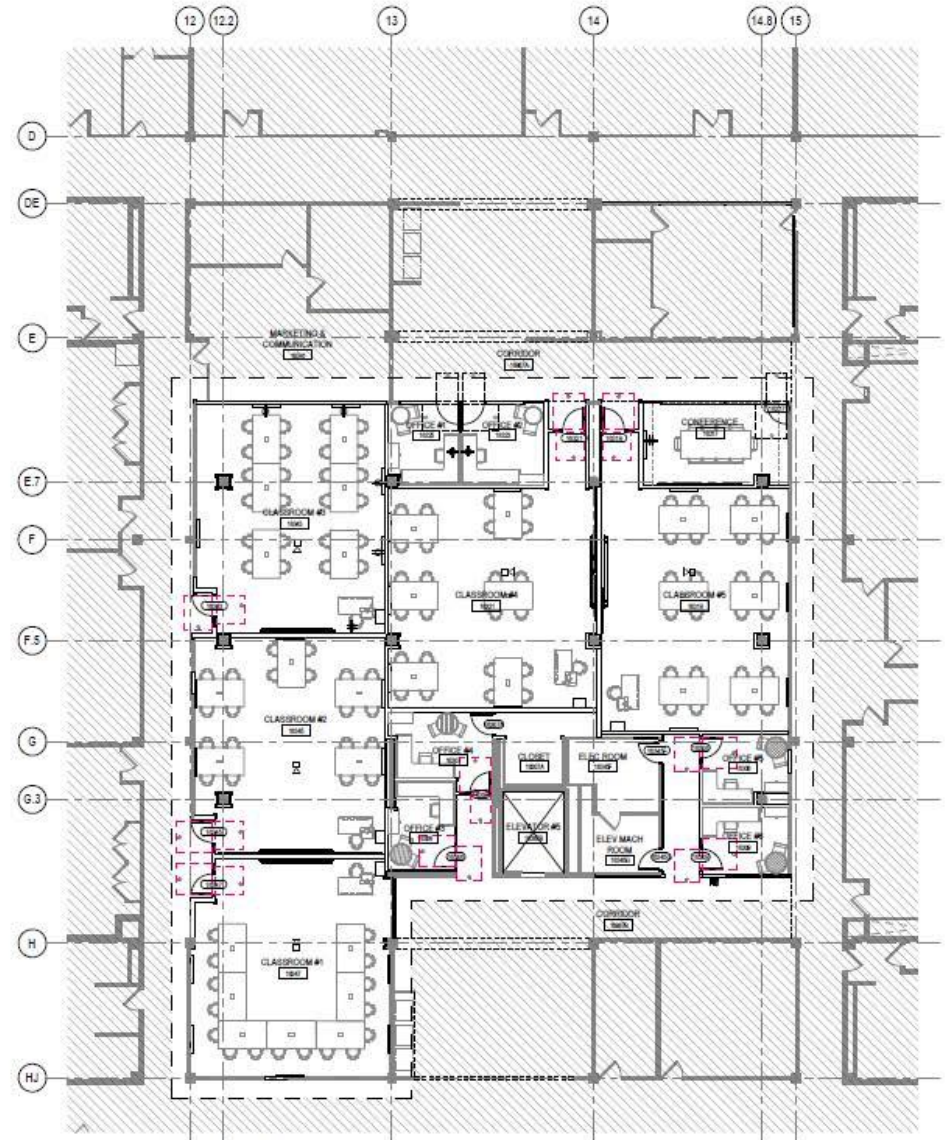




1st & 2nd Floor Final Layout with Alternates A1 & A2



2 LEVEL 02 FURNITURE PLAN - BIC CLASSROOMS ALTERNATE  
1/8" = 1'-0"



1 LEVEL 01 FURNITURE PLAN - BIC CLASSROOMS ALTERNATE  
1/8" = 1'-0"





**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING**

**BOARD APPROVAL**

---

1. SUBJECT

Berg Instructional Center (BIC) – Faculty Office Furniture

2. REASON FOR CONSIDERATION

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

3. BACKGROUND INFORMATION

When the Early Childhood Center was remodeled into office space, the Marketing organization was moved into the newly remodeled Intuitional Resource Center. Their former suite in BIC 1D04 was earmarked to be remodeled. A portion of the remodeling called for the creation of six faculty offices to replace those displaced by this remodel. This request is for the purchase and installation of furniture for the newly created offices. Itemized list of furniture and furniture layout provided in attachment.

A legal notice for an Invitation for Bids was published on August 25, 2020 in the Daily Herald; the invitation, Bid Number 2021-B0009, 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. Five (5) vendors were directly solicited. Thirty-seven (37) vendors downloaded the bid documents. A pre-bid Zoom meeting was held on August 11, 2020 at 2:00 p.m. The non-mandatory pre-bid meeting was attended by one (1) vendor representative. Bids were required to be submitted electronically to the College using Dropbox and a public opening was held on August 25, 2020 at 11:00 a.m. via Zoom. The following individuals were in attendance: Susan Castellanos (COD Buyer/Facilitator), Jordan Towne (COD Purchasing Expeditor/Recorder), Anne Marie Dando (COD Purchasing Assistant), Bob Hayley (COD Budget Officer, Budget Office/Agent of the Board), Tim Loftus (COD Senior Project Manager, Facilities), Jennifer Kulbida (COD Facilities Documentation & Project Coordinator, Facilities) and Joe Brenner (COD Client Solution Supervisor, Office and Classroom Technology). Two (2) bids were received. One (1) 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 Furniture & Freight	Total Base Bid Installation Price	Total Alternate Bid Furniture & Freight	Total Alternate Bid Installation Price	Total Base + Alternate Installed Bid Price
<b>Interior for Business, Inc.</b>	<b>\$8,776.62</b>	<b>\$978.00</b>	<b>\$17,553.25</b>	<b>\$1,931.00</b>	<b>\$29,238.87</b>
*Forward Space	\$7,827.70	\$9,324.64	\$16,049.91	\$18,860.14	\$52,062.39

**Recommended Award in Bold**

\*Woman/Minority Owned Business

Budget Status

GL Account	FY2020		FY2021	
	YTD Spend	Annual Budget	YTD Spend	Available Balance
03-90-39036-5805001	\$ -	\$ 294,250	\$ 35,920	\$ 258,330
<i>Marketing Office to Classroom Conversion: Equipment-Office</i>				
			<b>FY2021 Request</b>	<b>\$ 29,239</b>

\*YTD Spend equals actuals as of 9/1/20.

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

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

4. RECOMMENDATION

That the Board of Trustees approves the award of a contract for the purchase and installation of faculty office furniture as part of the remodeling of the BIC former Marketing area to Interiors for Business Inc., 409 N. River St., Batavia, IL 60510 for the total amount of \$29,238.87.

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

**SIGNATURE PAGE**

**Berg Instructional Center (BIC) – Faculty Office Furniture**

ITEM(S) ON REQUEST

That the Board of Trustees approves the award of a contract for the purchase and installation of faculty office furniture as part of the remodeling of the BIC former Marketing area to Interiors for Business Inc., 409 N. River St., Batavia, IL 60510 for the total amount of \$29,238.87.

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

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BOARD SECRETARY DATE

List of Faculty Office Furniture includes:

**BASE BID:**

**Office #1:** (1) 4'-0" X 2'-0" work surface, (1) 3'-0" X 3'-0" corner work surface, (1) 5'-0" X 2'-0" work surface, all Blond on Maple with matching edge banding; (3) steel support legs; (1) BBF pedestal file in Sand, (1) FF pedestal file in sand; 5'-0"L overhead bin with task light, 5'-0" tack board with Grade 1 fabric, Leap office chair with carpet casters; (1) 3'-0" round table in Blond on Maple and matching edge banding and metal X base, 18" X 42" 5 drawer lateral file in Sand.

**Office #2:** (1) 4'-0" X 2'-0" work surface, (1) 3'-0" X 3'-0" corner work surface, (1) 5'-0" X 2'-0" work surface, all Blond on Maple with matching edge banding; (3) steel support legs; (1) BBF pedestal file in Sand, (1) FF pedestal file in sand; 5'-0"L overhead bin with task light, 5'-0" tack board with Grade 1 fabric, Leap office chair with carpet casters; (1) 3'-0" round table in Blond on Maple and matching edge banding and metal X base, 18" X 42" 5 drawer lateral file in Sand.

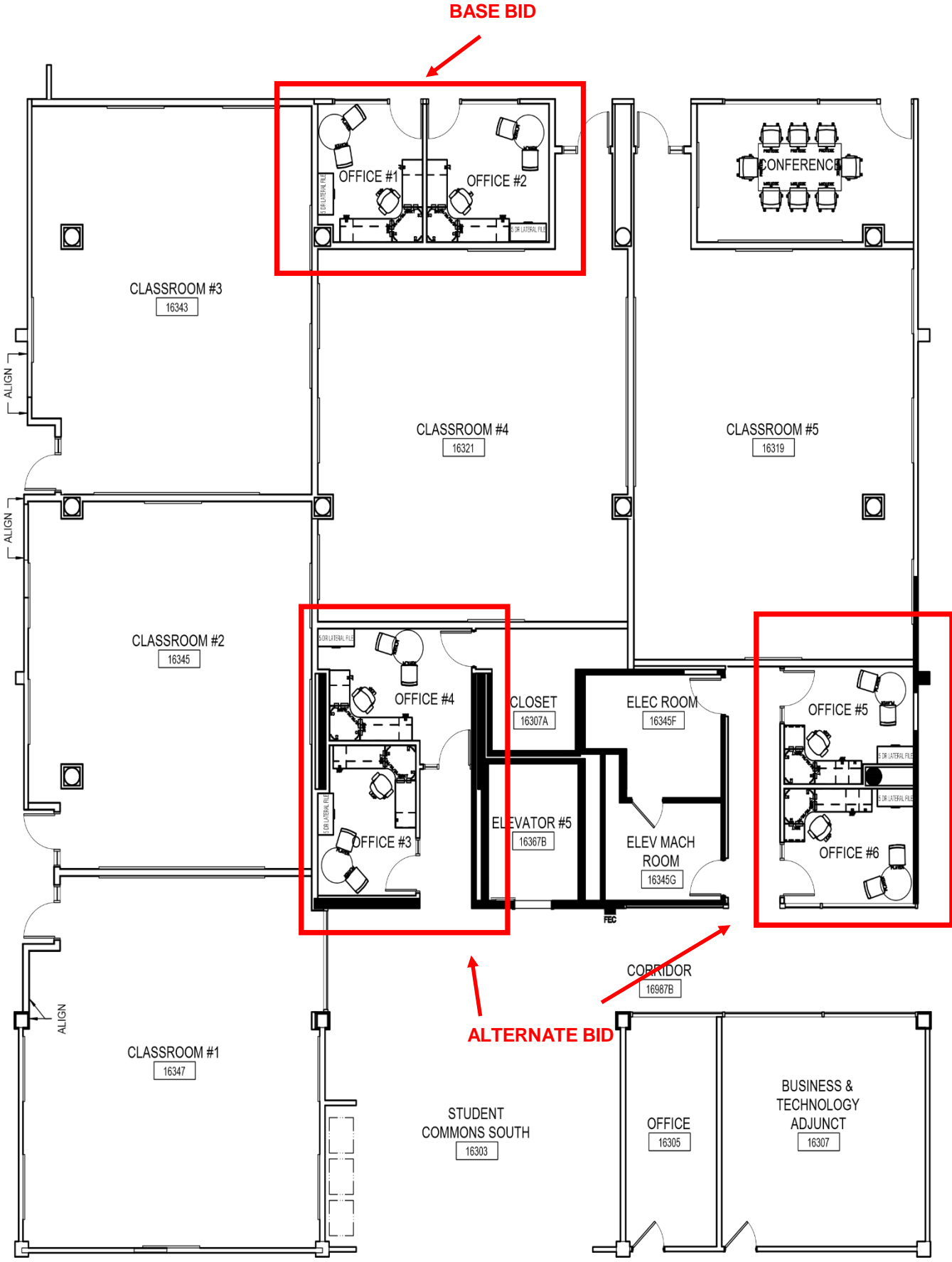
**ALTERNATE BID:**

**Office #3:** (1) 4'-0" X 2'-0" work surface, (1) 3'-0" X 3'-0" corner work surface, (1) 5'-0" X 2'-0" work surface, all Blond on Maple with matching edge banding; (3) steel support legs; (1) BBF pedestal file in Sand, (1) FF pedestal file in sand; 5'-0"L overhead bin with task light, 5'-0" tack board with Grade 1 fabric, Leap office chair with carpet casters; (1) 3'-0" round table in Blond on Maple and matching edge banding and metal X base, 18" X 42" 5 drawer lateral file in Sand.

**Office #4:** (1) 3'-0" X 2'-0" work surface, (1) 3'-0" X 3'-0" corner work surface, (1) 5'-0" X 2'-0" work surface, all Blond on Maple with matching edge banding; (3) steel support legs; (1) BBF pedestal file in Sand, (1) FF pedestal file in sand; 5'-0"L overhead bin with task light, 5'-0" tack board with Grade 1 fabric, Leap office chair with carpet casters; (1) 3'-0" round table in Blond on Maple and matching edge banding and metal X base, 18" X 42" 5 drawer lateral file in Sand.

**Office #5:** (1) 2'-0" X 2'-0" work surface, (1) 3'-0" X 3'-0" corner work surface, (1) 4'-6" X 2'-0" work surface, all Blond on Maple with matching edge banding; (1) metal support end panel for 2'-0" work surface in Sand; (3) steel support legs; (1) BBF pedestal file in Sand, (1) FF pedestal file in sand; 5'-6"L overhead bin with task light, 5'-6" tack board with Grade 1 fabric, Leap office chair with carpet casters; (1) 3'-0" round table in Blond on Maple and matching edge banding and metal X base, 18" X 42" 5 drawer lateral file in Sand.

**Office #6:** (1) 1'-6" X 2'-0" work surface, (1) 3'-0" X 3'-0" corner work surface, (1) 5'-6" X 2'-0" work surface, all Blond on Maple with matching edge banding; (1) metal support end panel for 1'-6" work surface in Sand; (3) steel support legs; (1) BBF pedestal file in Sand, (1) FF pedestal file in sand; 5'-6"L overhead bin with task light, 5'-6" tack board with Grade 1 fabric, Leap office chair with carpet casters; (1) 3'-0" round table in Blond on Maple and matching edge banding and metal X base, 18" X 42" 5 drawer lateral file in Sand.





**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING**

**BOARD APPROVAL**

---

1. **SUBJECT**

Berg Instructional Center (BIC) – Extron Equipment for Collaborative Classroom

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**

When the Early Childhood Center was remodeled into office space, the Marketing organization was moved into the newly renovated and renamed Institutional Resource Center. Their old suite in BIC 1D04 was earmarked to be remodeled into five (5) Collaborative Classrooms. The collaborative classroom enables students to work together in small groups on a laptop, iPad type device or smart phone with the capabilities to share their work with other small groups, with the entire classroom, or the teacher via technology. The Extron AV equipment provided in this bid provides part of the basic infrastructure to create these classrooms. When the classrooms are completed, the technology to execute the collaboration will be present in each room. This request is for the purchase and installation of Extron AV equipment in five classrooms. A detailed list of equipment is included as an attachment.

A legal notice for an Invitation for Bids was published on August 3, 2020 in the Daily Herald. The invitation, Bid Number 2021-B0008, was also posted to the College of DuPage Procurement Services website and distributed to the College of DuPage Center for Entrepreneurship and in-district Chambers of Commerce. Six (6) vendors were directly solicited. Thirty-three (33) vendors downloaded the bid documents. Bids were required to be submitted electronically to the College using Dropbox and a public opening was held on August 24, 2020 at 11:00 a.m. via Zoom. The following individuals were in attendance: Susan Castellanos (COD Buyer/Facilitator), Jordan Towne (COD Purchasing Expeditor/Recorder), Anne Marie Dando (COD Purchasing Assistant), Bob Hayley (COD Budget Officer, Budget Office/Agent of the Board), Tim Loftus (COD Senior Project Manager, Facilities), Joe Brenner (COD Client Solution Supervisor, Office and Classroom Technology) and three (3) vendor representatives. Five (5) 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>ACP CreativIT</b>	<b>\$71,680.38</b>
Midwest Computer Products Inc.	\$72,189.00
Media Resources Inc.	\$72,584.50
Conference Technologies, Inc.	\$73,503.31
AVES Audio Visual Systems Inc	\$74,112.00

**Recommended Award in Bold**

Budget Status

GL Account	FY2020		FY2021		Available Balance
	YTD Spend	Annual Budget	YTD Spend	FY2021 Request	
03-90-39036-5805001	\$ -	\$ 294,250	\$ 35,920		\$ 258,330
<i>Marketing Office to Classroom Conversion: Equipment Office</i>					
				<b>FY2021 Request</b>	<b>\$ 71,680</b>

*\*YTD Spend equals actuals as of 8/31/20.*

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

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

4. RECOMMENDATION

That the Board of Trustees approves the award of a contract for the Extron audio visual equipment to ACP CreativIT LLC, 851 Commerce Court, Buffalo Grove, IL 60089 for the total amount of \$71,680.38

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



**SIGNATURE PAGE**

**Berg Instructional Center – Extron Equipment for Collaborative Classrooms**

ITEM(S) ON REQUEST

That the Board of Trustees approves the award of a contract for the Extron audio visual equipment to ACP CreativIT LLC, 851 Commerce Court, Buffalo Grove, IL 60089 for the total amount of \$71,680.38

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

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BOARD SECRETARY DATE

**Extron Equipment List for 5 Classrooms**

	Description	Qty	Unit of Measurement
1	DXP HD 4K PLUS Series 4K/60 HDMI Matrix Switchers - Extron Part # 60-1495-21	5	EA
2	IP Link Pro Control Processor - Extron Part # 60-1434-01	5	EA
3	Two Channel Amp, 100 watts at 8 or 4 ohms - Extron Part # 60-1761-01	5	EA
4	TLP Pro 725M 7" Wall Mount TouchLink Pro Touch panel - Extron Part # 60-1563-02	5	EA
5	ShareLink Pro 1000 - Extron Part #60-1679-01	10	EA
6	HD Pro Plenum Series HDMI Premium High Speed Optical Cables – 50 ft. - Extron Part #26-726-50	12	EA
7	HD Pro Plenum Series HDMI Premium High Speed Optical Cables – 75 ft. - Extron Part #26-726-75	32	EA
8	PI 140 High Power Injector for TouchLink Pro Touch panels - Extron Part # 60-1361-01	5	EA
9	232 Series 9-pin D Male to Female RS-232 Cables - Extron Part # 26-518-02	30	EA
10	HDMI Ultra Series 15 ft. cable - Extron Part # 26-663-15	20	EA
11	HDMI Ultra Series 6 ft. cable - Extron Part # 26-663-06	25	EA
12	XTPDTP network cable 50 ft. - Extron Part # 26-702-50	3	EA
13	XTPDTP network cable 75ft - Extron Part # 26-702-75	9	EA
14	DisplayPort M-HDMI F Active, 6" - Extron Part # 26-713-01	10	EA
15	SF 26CT speakers - Extron Part # 60-1310-03	10	EA
16	1U Universal Half Rack Shelf Kit, gray - Extron Part # 60-1251-20	30	EA
17	CSR 6 adaptor - Extron Part # 26-575-01	10	EA
18	16 AWG Speaker Cable - Extron Part # 22-154-03	1	EA



**COLLEGE OF DUPAGE  
REGULAR BOARD MEETING**

**BOARD APPROVAL**

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1. SUBJECT

General Contractor – Speech Lab

2. REASON FOR CONSIDERATION

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

3. BACKGROUND INFORMATION

To fulfill its mission to provide the best in education, COD must continuously improve its facilities. This requires that we explore new technologies that will enable faculty to provide the latest and best student experience. A Speech Department faculty team and the administration has requested that we update and improve an existing classroom in a pilot phase to enable us to demonstrate how we can improve our teaching environment before expanding on a larger scale. Improvements will include audio-visual transformations and pedagogical based collaborative room alterations to enhance the student learning experience and their professional marketability. By remodeling this Fall, we anticipate using the new room to teach by our Spring 2021 term.

A legal notice for an Invitation for Bids was published on August 7, 2020 in the Daily Herald; the invitation, Bid Number 2021-B0013, 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. Seventeen (17) vendors were directly solicited. Sixty-five (65) vendors downloaded the bid documents. A pre-bid Zoom meeting was held on August 14, 2020 at 2:00 p.m. The non-mandatory pre-bid meeting was attended by thirteen (13) vendor representatives. A site visit was held on August 17, 2020 at 10:00 a.m. The non-mandatory site visit was attended by nine (9) vendor representatives. Bids were required to be submitted electronically to the College using Dropbox and a public opening was held on August 28, 2020 at 11:00 a.m. via Zoom. The following individuals were in attendance: Susan Castellanos (COD Buyer/Facilitator), Jordan Towne (COD Purchasing Expeditor/Recorder), Anne Marie Dando (COD Purchasing Assistant), Bob Hayley (COD Budget Officer, Budget Office/Agent of the Board), Don Inman (COD Senior Project Manager, Facilities), Joe Brenner (COD Client Solution Supervisor, Office and Classroom Technology), Stephen Thompson (COD Associate Professor, Speech Communication), the College's Architect for this project and seven (7) vendor

representatives. Ten (10) bids were received. Two (2) woman/minority owned businesses submitted a bid.

One (1) bid was rejected as non-responsive to the bid submission requirement for failure to include all required forms; Certification Page, Signature Page, Conflict of Interest, Bid Tab and Addendum.

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>O'Malley Construction Company</b>	<b>\$151,889.00</b>
Blue Reef LLC	\$161,000.00
Orbis Construction	\$166,200.00
Chapple Design Build	\$166,300.00
RoMAAS Inc.	\$167,900.00
Master Design Build	\$168,809.00
Antigua Inc.	\$187,617.75
Boller Construction Inc	\$248,000.00
Arlington Construction Services Inc.	\$270,129.00

**Recommended Award in Bold**

\*Woman/Minority Owned Business

Budget Status

GL Account	FY2020		FY2021		Request
	YTD Spend	Annual Budget	YTD Spend	Available Balance	
03-90-39062-5804001 <i>Speech Lab: Building Remodeling Expense</i>	\$ -	\$ 135,400	\$ -	\$ 135,400	\$ 135,400
03-90-39062-5806001 <i>Speech Lab: Equipment-Instructional</i>	-	30,000	9,217	20,783	16,489
			<b>FY2021 Request</b>	<b>\$ 151,889</b>	

\*YTD Spend equals actuals as of 9/3/20.

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

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

4. RECOMMENDATION

That the Board of Trustees awards the General Contractor – Speech Lab to the lowest responsible bidder, O’Malley Construction Co., 55 W. Seegers Road, Arlington Heights, IL 60005 for the lump sum bid amount of \$151,889.00.

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

**SIGNATURE PAGE**

**General Contractor – Speech Lab**

ITEM(S) ON REQUEST

That the Board of Trustees awards the General Contractor – Speech Lab to the lowest responsible bidder, O'Malley Construction Co., 55 W. Seegers Road, Arlington Heights, IL 60005 for the lump sum bid amount of \$151,889.00.

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

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





**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING**

**BOARD APPROVAL**

---

1. SUBJECT

Janitorial Supplies

2. REASON FOR CONSIDERATION

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

3. BACKGROUND INFORMATION

This bid represents the purchase of paper towels, toilet tissue, toilet seat covers, sanitary products and trash can liners for the Custodial Department. These supplies are used in various locations throughout the campus. The paper towels, toilet tissue and toilet seat covers meet the EPA guidelines for recycled products. The products support the College's mission of modeling and promoting environmental stewardship.

Items included as part of this bid are as follows:

Category A	Roll Towels Natural 700' roll to fit hands free Roll Towel Dispenser 700' Multifold Towels Natural Multifold Towels Dispenser to fit above item Tork Dispenser, Towel, Peakserv Tork Dispenser, Towel, Peakserv Mini Tork Towel, Hand, White Continuous
Category B	Toilet Tissue, Jumbo 1000' roll, two-ply Toilet Tissue, Single Roll, two-ply Toilet Tissue Dispenser to fit above item 9" Twin
Category C	10 Micron 24 x 33 clear 10 Micron 33 x 40 Clear 12 Micron 43 x 48 Clear 2 mil 43 x 48 Clear Gray Tint 1.5 mil 28 x 40 Clear Green Tint

A legal notice for an Invitation for Bids was published on July 23, 2020 in the Daily Herald; the invitation, Bid Number 2021-B0003, 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. Eighty (80) vendors were directly solicited. Sixty-eight (68) vendors downloaded the bid documents. Bids were required to be submitted electronically to the College using Dropbox and a public opening was held on August 17, 2020 at 11:00 a.m. via Zoom. The following individuals were in attendance: Susan Castellanos (COD Buyer/Facilitator), Jordan Towne (COD Purchasing Expeditor/Recorder), Anne Marie Dando (COD Purchasing Assistant), Phil Gieschen (COD Coordinator, Risk Management/Agent of the Board), Monica Chowaniec (COD Custodial Operations Manager, Facilities), Carldale Melton (COD Custodial Operations Supervisor, Facilities), and Joe Brenner (COD Client Solution Supervisor, Office and Classroom Technology) and three (3) vendor representatives. Ten (10) bids were received. Three (3) woman/minority owned business submitted a bid.

Six (6) bids were rejected as non-responsive to the bid submission requirements. One (1) bidder failed to submit a completed Certification Page, two (2) vendors failed to submit a completed Conflict of Interest Page, and three (3) vendors failed to submit the required janitorial sample supplies.

An additional three (3) bidders did not follow the submission instructions, which required uploading documents to the designated Dropbox and providing the janitorial sample supplies to COD Warehouse Services. Two (2) bidders submitted the bid responses via Fed-Ex, and therefore the bids were not accepted by Procurement Services or read at the public bid opening. One (1) bidder sent the supplies to the COD Warehouse but did not provide the bid response.

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 for Category A	Total for Category B	Total for Category C
Central Poly-Bag Corp	No Bid	<b>\$18,428.00</b>	\$34,455.00
Unipak Corporation	No Bid	No Bid	<b>\$27,175.00</b>
Warehouse Direct	<b>\$46,854.20</b>	No Bid	\$32,566.00

**Recommended Award in Bold**

Budget Status

<u>GL Account</u>	<u>FY2020</u>		<u>FY2021</u>	
	<u>YTD Spend</u>	<u>Annual Budget</u>	<u>YTD Spend</u>	<u>Available Balance</u>
01-70-00689-5401004 <i>Custodial Dept: Maintenance Supplies</i>	\$ 350,827	\$ 222,300	\$ 97,402	\$ 124,898
			<b>FY2021 Request</b>	<b>\$ 92,457</b>

*\*YTD Spend equals actuals as of 9/1/20.*

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

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

4. RECOMMENDATION

That the Board of Trustees approves the purchase of the Janitorial Supplies as outlined in the above table for Category A from The Warehouse Direct, 2001 S Mount Prospect Road, Des Plaines, Illinois 60018 in the amount of \$46,854.20; Category B from Central Poly Corp., 2400 Bedle Place, Linden, New Jersey 07036 in the amount of \$18,428.00; and Category C from Unipak Corporation, PO Box 300027, Brooklyn, New York, 11230 in the amount \$27,175.00, for the total expenditure of \$92,457.20 in accordance with a one-year agreement.

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

**SIGNATURE PAGE**

**Janitorial Supplies**

**ITEM(S) ON REQUEST**

That the Board of Trustees approves the purchase of the Janitorial Supplies as outlined in the above table for Category A from The Warehouse Direct, 2001 S Mount Prospect Road, Des Plaines, Illinois 60018 in the amount of \$46,854.20; Category B from Central Poly Corp., 2400 Bedle Place, Linden, New Jersey 07036 in the amount of \$18,428.00; and Category C from Unipak Corporation, PO Box 300027, Brooklyn, New York, 11230 in the amount \$27,175.00, for the total expenditure of \$92,457.20 in accordance with a one-year agreement.

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BOARD CHAIR DATE

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BOARD SECRETARY DATE



**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING**

**BOARD APPROVAL**

---

1. **SUBJECT**

Physical Education Center (PEC) Arena Scoreboards

2. **REASON FOR CONSIDERATION**

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

3. **BACKGROUND INFORMATION**

The project involves removing the two existing scoreboards and replacing them with new LED multiscreen units at the north and south ends of the arena. An LED video scoreboard will also be added for use with athletics, events and graduation ceremonies on the east wall of the arena, facing the bleachers. All three of the new units will be integrated into an existing live-streaming video system. This work replaces an outdated scoreboard system with one more in keeping with other collegiate institutions, current sports guidelines and technological standards. The installation will improve the functionality of the arena scoreboards, increase the entertainment value for patrons and help build interest in College of DuPage Athletics.

A legal notice for an Invitation for Bids was published on August 7, 2020 in the Daily Herald; the invitation, Bid Number 2021-B0012, 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. Forty-three (43) vendors downloaded the bid documents. A pre-bid Zoom meeting was held on August 14, 2020 at 11:00 a.m. The non-mandatory pre-bid meeting was attended by thirteen (13) vendor representatives. A site visit was held on August 17, 2020 at 9:00 a.m. The non-mandatory site visit was attended by seven (7) vendor representatives. Bids were required to be submitted electronically to the College using Dropbox and a public opening was held on August 28, 2020 at 2:00 p.m. via Zoom. The following individuals were in attendance: Susan Castellanos (COD Buyer/Facilitator), Jordan Towne (COD Purchasing Expeditor/Recorder), Anne Marie Dando (COD Purchasing Assistant), Bob Hayley (COD Budget Officer, Budget Office/Agent of the Board), Chris Wosachlo (COD Energy Project Manager, Facilities), Joe Brenner (COD Client Solution Supervisor, Office and Classroom Technology) and two (2) vendor representatives. Six (6) bids were received. One (1) 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 option #1 additional cost represents the product only cost of the additional new LED video scoreboard to be located on the east wall of the arena. The option #2 additional cost is the labor, additional materials and installation cost associated with the additional new video scoreboard on the east wall of the arena. The following is a tabulation of the results:

Vendor	Total Base Bid	Option 1	Option 2	Total Bid w/ Options
<b>Fair-Play Corporation</b>	<b>\$197,922.00</b>	\$35,053.00	\$11,250.00	<b>\$244,225.00</b>
Correct Digital Displays	\$198,643.00	\$33,302.00	\$15,000.00	\$246,945.00
Watchfire Signs LLC	\$286,733.00	\$21,910.00	\$51,975.00	\$360,618.00
Planar Systems Inc. (2)	\$305,905.00	\$34,457.00	\$33,507.00	\$373,869.00
Planar Systems Inc	\$318,180.00	\$31,057.00	\$33,507.00	\$382,744.00
Tiles in Style LLC DBA Taza Supplies	\$795,499.50	\$161,500.00	\$48,000.00	\$1,004,999.50

**Recommended Award in Bold**

\*Woman/Minority Owned Business

Budget Status

GL Account	FY2020		FY2021	
	YTD Spend	Annual Budget	YTD Spend	Available Balance
03-90-39053-5805501	\$ 22,375	\$ 249,000	\$ -	\$ 249,000
<i>PE Arena Scoreboards: Equipment - Technology</i>				
			<b>FY2021 Request</b>	<b>\$ 244,225</b>

\*YTD Spend equals actuals as of 9/1/20.

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

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

4. RECOMMENDATION

That the Board of Trustees approves the contract for the PEC Arena Score Board System from Fair-Play Corporation, 6100 Aviator Dr., Hazelwood, MO 63042 for the total amount of \$244,225.00.

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

**SIGNATURE PAGE**

**Physical Education Center (PEC) Arena Score Boards**

**ITEM(S) ON REQUEST**

That the Board of Trustees approves the contract for the PEC Arena Score Board System from Fair-Play Corporation, 6100 Aviator Dr., Hazelwood, MO 63042 for the total amount of \$244,225.00.

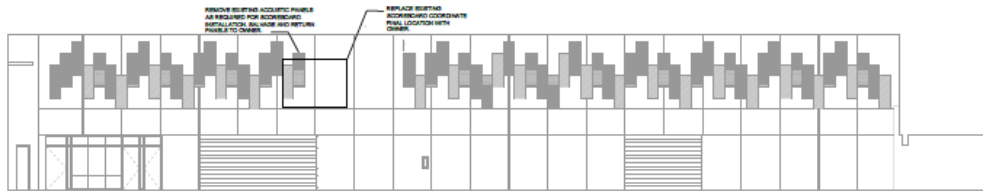
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DATE

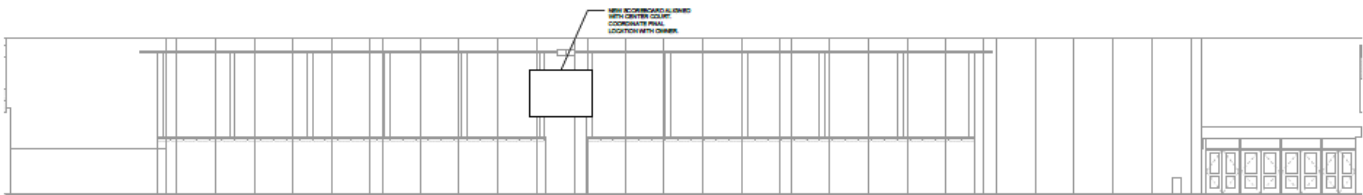
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BOARD SECRETARY

\_\_\_\_\_  
DATE

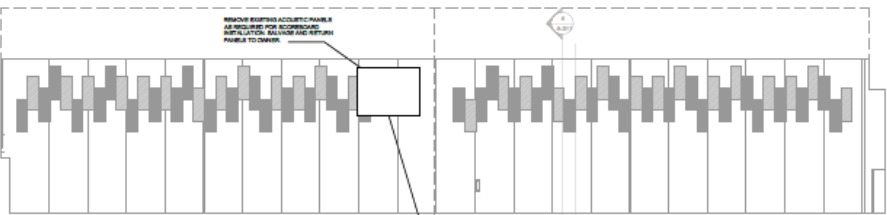




1 INTERIOR ELEVATION - ARENA  
1/8" = 1'-0"  
Video Scoreboard to Replace Existing



2 INTERIOR ELEVATION - ARENA  
1/8" = 1'-0"  
New Video Scoreboard



3 INTERIOR ELEVATION - ARENA  
1/8" = 1'-0"  
Video Scoreboard to Replace Existing



4 INTERIOR ELEVATION - ARENA  
1/8" = 1'-0"



**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING**

**BOARD APPROVAL**

---

1. **SUBJECT**

Westmont Regional Center Roof Top Unit 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 guidelines established by the American Society of Heating, Refrigerating and Air-Conditioning Engineers for the life expectancy of heating and cooling equipment states that they can be expected to last 15 years with typical maintenance. The existing unit was installed in 1994 and has been regularly maintained in accordance with the defined preventative maintenance program established for the equipment by the manufacturer and executed by the College of DuPage Facilities Engineers. The building is experiencing difficulties in maintaining proper pressurization. This is in part caused by a failing exhaust fan section of the roof top unit. Due to the age of the existing unit, which also uses HCFC-22 Freon, a refrigerant which has been phased out by the federal government in 2020, it is recommended that the unit be replaced with a new roof top unit that meets the new 2018 Department of Energy Mandatory Efficiency Standards.

A legal notice for an Invitation for Bids was published on July 17, 2020 in the Daily Herald; the invitation, Bid Number 2021-B0005, was also posted to the College of DuPage Procurement Services website and distributed to the College of DuPage Center for Entrepreneurship and in-district Chambers of Commerce. Ten (10) vendors were directly solicited. Thirty-one (31) vendors downloaded the bid documents. A pre-bid Zoom meeting was held on July 27, 2020 at 11:00 a.m. The non-mandatory pre-bid meeting was attended by seven (7) vendor representatives. A site visit was held on July 28, 2020 at 8:00 a.m. The non-mandatory site visit was attended by seven (7) vendor representatives. Bids were required to be submitted electronically to the College using Dropbox and a public opening was held on August 11, 2020 at 11:00 a.m. via Zoom. The following individuals were in attendance: Susan Castellanos (COD Buyer/Facilitator), Jordan Towne (COD Purchasing Expeditor/Recorder), Anne Marie Dando (COD Purchasing Assistant), Keith Zeitz (COD Manager, Office and Classroom Technology/Agent of the Board), Tim Loftus (COD Senior Project Manager, Facilities), David Ditchfield (COD Chief Engineer, Facilities), and Joe Brenner

(COD Client Solution Supervisor, Office and Classroom Technology) and six (6) vendor representatives. Six (6) bids were received. No woman/minority owned business submitted a bid.

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

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

Vendor	Total Base Bid
<b>Hill Mechanical Corp</b>	<b>\$95,978.00</b>
Amber Mechanical Contractors Inc	\$101,100.00
MG Mechanical Services Inc.	\$111,000.00
F.E. Moran	\$117,471.00
Cyril Regen Heating Inc	\$127,516.00

**Recommended Award in Bold**

Budget Status

GL Account	FY2020		FY2021		Available Balance
	YTD Spend	Annual Budget	YTD Spend	FY2021 Request	
02-90-21012-5804001	\$ 4,500	\$ 100,000	\$ -		\$ 100,000
<i>Westmont Roof Top Air Handling: Equipment - Office</i>					
				<b>FY2021 Request</b>	<b>\$ 95,978</b>

*\*YTD Spend equals actuals as of 8/31/20.*

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

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

4. RECOMMENDATION

That the Board of Trustees approves the award of a contract for the replacement of the Westmont Regional Center Roof Top Unit to Hill Mechanical Corporation, 11045 Belmont Ave, Franklin Park, IL 60131 for the total amount of \$95,978.00.

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

**SIGNATURE PAGE**

**Westmont Regional Center Roof Top Unit Replacement**

ITEM(S) ON REQUEST

That the Board of Trustees approves the award of a contract for the replacement of the Westmont Regional Center Roof Top Unit to Hill Mechanical Corporation, 11045 Belmont Ave, Franklin Park, IL 60131 for the total amount of \$95,978.00.

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BOARD CHAIR DATE

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BOARD SECRETARY DATE



**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING**

**BOARD APPROVAL**

---

1. **SUBJECT**

Additional Auto Captioning Minutes - YuJa Video Content Management System

2. **REASON FOR CONSIDERATION**

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

3. **BACKGROUND INFORMATION**

In March 2019 the Board of Trustees approved a five-year contract with YuJa, Inc to provide a video content management system for the College. The system was selected as part of an RFP process and evaluated by a cross institutional team. The cloud-based system hosts and manages videos used across the college for instruction, live event video streaming, lecture capture, and scheduled recordings. The annual fee for this service is \$30,895, which includes 50,000 minutes of auto captioning annually. Auto captioning converts spoken word into readable text that is overlaid onto the video. Due to the events of the last year, the demand for recorded video has far outpaced expectations and additional auto captioning minutes are needed. Auto captioning is essential in our support of students with disabilities and also enhances the system by adding search capabilities to locate relevant content by key word.

The College seeks approval to purchase up to an additional 150,000 minutes of auto captioning annually through the end of the contract in March 2024. An additional 150,000 minutes are available for under \$7,500. In the event it is determined that additional auto captioning minutes are not needed beyond FY21 they would not be procured. Any procured captioning minutes roll over to the next year on the contract anniversary date.

Budget Detail

GL Account	FY2020		FY2021	
	YTD Spend	Annual Budget	YTD Spend	Available Balance
01-90-90111-5409002	\$ 2,383,643	\$ 2,313,000	\$ 1,111,587	\$ 1,201,413
<i>IT Plan: Non-Capital Equipment</i>				
			<b>FY2021 Request</b>	<b>\$ 7,500</b>
			<b>Future Commitments FY2022</b>	<b>\$ 15,000</b>
			<b>Total Request</b>	<b>\$ 22,500</b>

*\*YTD Spend equals actuals as of 9/03/20.*

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

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

**4. RECOMMENDATION**

That the Board of Trustees approves additional expenditures not to exceed \$7,500 annually for FY21 – FY23 from YuJa, Inc., 84 W Santa Clara St #690, San Jose, CA 95113 for a three-year additional expenditure not to exceed \$22,500 for auto-captioning services.

Staff Contact: Donna Berliner, Director, Information Technology Services  
Ellen Roberts, Interim Vice President, Administrative Affairs



**SIGNATURE PAGE FOR**

**Additional Auto Captioning Minutes - YuJa Video Content Management System**

ITEM(S) ON REQUEST

That the Board of Trustees approves additional expenditures not to exceed \$7,500 annually for FY21 – FY23 from YuJa, Inc., 84 W Santa Clara St #690, San Jose, CA 95113 for a three-year additional expenditure not to exceed \$22,500 for auto-captioning services.

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BOARD CHAIR DATE

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BOARD SECRETARY DATE



**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING**

**BOARD APPROVAL**

---

1.    SUBJECT  
      Personnel Actions.
  
2.    REASON FOR CONSIDERATION  
      Board Action is required to ratify and approve personnel actions.
  
3.    BACKGROUND INFORMATION  
      a) Ratification of Classified Retirements
  
4.    RECOMMENDATION  
      That the Board of Trustees ratifies the Administrator Appointment, Faculty Appointments, Faculty Resignations, Administrator Retirements and Faculty Retirements.

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

**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> Richard Berendson	AV Repair Technician	Office & Classroom Technology	12/23/2020	Retirement	27 Yrs. 1 Mo.



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

**THURSDAY, AUGUST 13, 2020**

**SPECIAL BOARD MEETING ~ 5:15 P.M.**

**MINUTES**

**HELD REMOTELY**

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

At 5:15 p.m., Chairman Napolitano called to order the August 13, 2020 the Special Meeting of the College of DuPage Board of Trustees. Chairman Napolitano led the Pledge of Allegiance

**ROLL CALL**

Chairman Napolitano asked Secretary Markwell to call the roll.

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

***Absent:** Heidi Holan.*

A quorum was present.

**2. PUBLIC COMMENT**

None.

**Please Note:**

***Heidi Holan joined the meeting at 5:19 p.m.***

**3. CLOSED SESSION/ADJOURNMENT**

**Motion:** At 5:20 p.m., Chairman Napolitano entertained a motion that the Board of Trustees enter into closed session with adjournment immediately following. Secretary Markwell moved and Vice Chairman Fenne seconded the motion.

Emily Shupe, Outside 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.

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

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

Chairman Napolitano declared the motion passed.

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Dan Markwell, Secretary

Dated: September 17, 2020

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Frank Napolitano, Chairman





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

**THURSDAY, AUGUST 20, 2020**

**REGULAR BOARD MEETING ~ 6:00 P.M.**

**MINUTES**

**HELD REMOTELY**

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

At 6:03 p.m., Chairman Napolitano called to order the August 20, 2020 the Regular Meeting of the College of DuPage Board of Trustees. Chairman Napolitano led the Pledge of Allegiance

**ROLL CALL**

Chairman Napolitano asked Secretary Markwell to call the roll.

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

***Absent:** None.*

A quorum was present.

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

**2. PUBLIC COMMENT**

- Abbas Jaffary spoke regarding FOIA Requests and lack of response from Human Resources regarding Discrimination.
- Shannon Toler spoke regarding equity and the importance of adjunct faculty.

**3. CLOSED SESSION**

**Motion:** At 6:16 p.m., Chairman Napolitano entertained a motion that the Board of Trustees enter into closed session. Secretary Markwell moved and Trustee Holan seconded the motion.

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

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
21. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes or approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

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

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

Chairman Napolitano declared the motion passed.

4. **RETURN TO OPEN SESSION**

At 8:06 p.m. Chairman Napolitano asked Secretary Markwell to call the roll.

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

A quorum was present.

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

5. **REPORTS**

a. **Chairman's Report**

Chairman Napolitano read the following:

"Now is a time of year that students would normally be returning to campus. We're coming to campus for the first time.

It's unfortunate that due to the pandemic most of our students are learning remotely and I appreciate the effort and dedication of the students. I appreciate the efforts and dedication of our faculty and administration.

And certainly, I know we're all looking forward to the day that all classes can be in person that needs to be in person. I know we're prioritizing lab classes that need to happen in person.

But looking forward to this being behind us. Obviously, this meeting is remote again due to the pandemic and out of an abundance of caution. I do look forward to hopefully having these meetings return very soon to in person meetings and hopefully that'll be the case.”

**b. Student Trustee’s Report**

Student Trustee Samiha Syed read the following:

“Virtual New Student Orientation spanned the course of three days, Tuesday, August 11<sup>th</sup> through Thursday, August 13<sup>th</sup> 8 a.m. to 12:45 p.m. About 200 students attended per day. New students were presented with the opportunity to learn about resources available on campus and to learn more about advising and academics, student wellness and student success and support services. Families of the new students were invited to a separate orientation, where they were able to meet other families, guests, Orientation Leaders and engage with the COD community. Several departments had tables during virtual NSO and were able to answer questions on a drop in basis to inform students about the resources and programs they offer. Departments included: Career Services, Center for Student Diversity and Inclusion, Community Relations, Counseling and Advising - first year fundamentals, Counseling and Advising - Transfer Services and Counseling and Advising – Undecided, Field Studies, Financial Aid, Follett Bookstore, Library, Living Leadership Program, Learning Commons, Phi Theta Kappa, Student Leadership Council, Student Life, The Courier and the Art Center.

Blackboard pages are being continually utilized by several College of DuPage offices and constituents this upcoming year, including the virtual New Student Orientation Program.

As part of the College’s dialogue over distance series College of DuPage in partnership with Glen Ellyn, Indian Prairie and Prospect Heights public libraries presented critical conversations defining systemic racism from 7 p.m. to 8:30 p.m. on Monday, August 17, 2020.

Chaps United Against Racism Initiative launches on September 1, 2020 as a college wide effort to actively examine the ways that racism exists in today's society, as well as how COD and the broader community are working together to create a better world. The academic year-long initiative will incorporate videos, photos, forums and much more in partnership with the COD Student Development team. Students will also be taking part in this initiative.

The Center for Diversity, Equity and Inclusion sub team has analyzed data and performed research on collegiate multicultural initiatives in an effort to develop a Multicultural Center to promote a culture of equity, inclusion and access

threats to the students. Student representatives from Student Leadership Council have also served on this committee this past summer.

Fall classes begin August 24 and Chaparral Days will take place. It's the first week of fall.

c. **President's Report**

Dr. Brian Caputo presented the following:

Again, we welcome our faculty and our students back to campus. The faculty have already been back for In-Service and the students will be arriving shortly. A bit of an update on our modes of delivery. We have 3,165 sections that we are teaching in the fall. Of that, roughly 3,200 sections are hybrid and we have 512 of those are the sections that are partially in face to face, and partially either online or VCM. That equates to 16% of the overall courses and those are only those courses, who's learning objectives cannot be accomplished online. So we're trying to minimize the risk there. The other sections we're teaching on the online sections about 36% of our sections are online and then VCM virtual classroom meeting about 48%. The VCMs, those are the sections that are being taught on a synchronous basis. That is the instruction is live. It's just online. In-Service started yesterday and today we had a presentation by Dr. Sandra McGuire. She is a former administrator and faculty member at Louisiana State University and an author, she gave a very informative talk titled: "Teaching Students how to Learn Metacognition - Is the Key - Metacognition Being Thinking About How You Think and Trying to Learn More Effectively."

**Faculty Acknowledgements**

**Allison Greene, Student Success Counselor - Current President of the Illinois College Counseling Association**

**Danice McGrath, Student Success Counselor - President-Elect of the Illinois College Counseling Association**

Illinois College Counseling Association: A division of the Illinois Counseling Association and the American College Counseling Association. The mission of the Illinois Counseling Association is to enhance the quality of life in society by promoting the development of professional counselors, advancing the counseling profession, and using the profession and practice of counseling to promote respect for human dignity and diversity.

**Jessica Dyrek, Student Success Counselor - President Elect for the Illinois Mental Health Counselor Association**

Illinois Mental Health Counselors Association: IMHCA functions to represent ALL Illinois counselors. They provide advocacy in Illinois with the Illinois Department of Financial and Professional Regulation. They are also a founding member of the Coalition of Illinois Counselors. IMHCA supports a training Academy where they provide an annual conference and a variety of training

opportunities for mental health providers.

**Certificate of Achievement for Excellence in Financial Reporting (CAFR)**

The College received GFOA's Certificate of Achievement for Excellence in Financial Reporting for its Comprehensive Annual Financial Report (CAFR) for the year ended June 30, 2019. This is the College's 26<sup>th</sup> time receiving this award dating back to FY1993.

Even though we continue to receive this award year after year, we cannot take for granted the amount of work and professionalism which goes into each one of these CAFRs.

Congratulations once again to Dave Virgilio and his team for putting together a report. This is a report that is exceptionally informative and goes beyond the requirements of generally accepted accounting principles.

**d. General Counsel Search Committee Report**

Trustee Corrigan reported that the General Counsel Search Committee completed its job of identifying the top candidates who submitted applications for the position of General Counsel for College of DuPage following the departure of General Counsel John Kness.

The Committee has submitted the final two candidates to the Board and they were interviewed and voted on and we do have the finalist, and the individual who will be holding the role of General Counsel. I'll leave that to the chair or others to announce that. But our job is complete and I really enjoyed serving with this group of people I did on the Search Committee, did a wonderful job. They were always punctual, they were always prepared and they were very diligent in the role of members of the General Counsel Search Committee. So thank you. Thanks to all of them and also for the opportunities to serve as Chair of the General Counsel Search Committee.

**6. PRESENTATIONS**

- **Introduction of New Full Time Faculty**
  - **Mark Curtis-Chávez, Provost**
- **Project Hire-Ed**
  - **Linda Sands-Vankerk, Vice President Human Resources & Project Hire-Ed**
  - **Danielle Kuglin Seago, Manager Project Hire-Ed**

**7. INFORMATION**

The following items were provided to the Board for Information:

- a. Personnel Items
- b. Financial Statements
- c. Gifts Report
- d. Construction Change Orders
- e. Monthly Construction Update
- f. Grants Report
- g. In-Kind Donations Report

h. Change to 2020-2021 Academic Calendar

**8. CONSENT AGENDA**

Chairman Napolitano asked if there were any Consent Agenda items the Board would like to pull and vote on separately. Hearing none, Chairman Napolitano entertained a motion that the Board of Trustees approve the Consent Agenda. Secretary Markwell moved and Trustee Holan seconded the motion.

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

- a. Approval of the following, effective August 24, 2020: An increase of 2.8% to non-union, adjunct teaching faculty; and 2.8% to part-time librarians, non-credit, non-classroom oriented assignments.
- b. Purchase of Microsoft Enrollment for Education Solutions from Insight Public Sector, Inc. 13755 Sunrise Valley Drive, Suite 750, Herndon, VA 20171-4608 for the total amount of \$254,321.00.
- c. Approval of the following maintenance contracts for a total expenditure of \$73,450:

<b>Annual Maintenance Contract Renewals</b>			
<b>Vendor</b>		<b>Address</b>	<b>Amount of Request</b>
A)	Superior Service Solutions	864 North Ridge Ave., Lombard, IL 60148	\$50,000.00
B)	CAS Security Holdings, LLC	120 King Street, Elk Grove Village, IL 60007	\$23,450.00
<b>Total</b>			<b>\$73,450.00</b>

- d. Contract for the Robert J. Miller Homeland Security Education Center (HEC) Building Automation System Modifications to Siemens Industry, Inc. 585 Slawin Ct., Mt. Prospect Illinois, 60056 for the total amount of \$28,675.24.
- e. Purchase of a Haas SL20-Y CNC Lathe and a Haas VL-2 CNC Mill including supporting equipment from Haas Factory Outlet, A Division of HFO Chicago, LLC, 165 N. Lively Blvd, Elk Grove, IL 60007 in the amount of \$214,523.00.
- f. Agreement for testing services provided by Elsevier, Inc. P.O. Box 9555 New York, NY 10087-9555 in the amount not to exceed \$111,555.00 to cover payments in FY21 for the A.D.N. students in five cohorts.
- g. Proposed annual block contribution to Innovation DuPage, which includes space, utilities and operational support in the amount of \$284,000.00.
- h. College of DuPage Continuing Education’s contract extension with educational partner Educated Business Resource, Corp, 5760 Jeanne Marie Drive, Whitre Lake, MI 48383, with expenses not to exceed \$70,500.00 in FY21 and \$86,400.00

in FY22.

- i. Purchase of additional student user licenses for the Adult Education program from Burlington English Inc., 4800 N. Federal Hwy., Suite E207, Boca Raton, FL 33431 in an amount not to exceed \$160,000.00 in FY 2021.
- j. Contract for the modernization of Student Resource Center (SRC) Elevator #5 to Urban Elevator Service, LLC, 4830 W. 16th Street, Cicero, IL 60804 for the total amount of \$164,604.00.
- k. Contract for the replacement of roof D on the south side at the east end of the Berg Instructional Center to Premier Contractors, 290 Springfield Drive, Ste. 225, Bloomingdale, IL 60108 for the total amount of \$24,000.00.
- l. Purchase of produce and dairy for the Culinary & Hospitality Program for FY21 from Testa Produce, Inc. 4555 S. Racine Ave., Chicago, IL 60609, for an amount not to exceed \$52,000.00.
- m. Authorization to the College Administration to approve the increase of \$31,025.00 to the trust agreement between the Capital Development Board and the College of DuPage for the projects to replace the Carol Stream boilers and the BIC boiler breeching abatement.
- n. Minutes of the July 16, 2020 Regular Board of Trustees Meeting.
- o. Closed Session of the following meeting:
  - a. July 16, 2020
  - b. August 13, 2020
- p. Personnel Action Items
- q. Financial Reports
- r. Approval of the Local Funding Contribution of \$1,084,100.00 for the State of Illinois Resource Funding Allocation of the RAMP related Grounds and Retention Pond Improvements project.
- s. Contract for Examsoft software from Examsoft Worldwide, Inc. 5001 LBJ Freeway, Suite 700, Dallas, TX 75244 for the total amount of \$25,099.09.
- t. The minutes of the following closed sessions, which have been reviewed by the Board and determined to require continued confidential treatment in their entirety, and any existing corresponding verbatim records, shall not be made available for public inspection in any form:
  - Closed Session Number 269, dated March 8, 2000;
  - Closed Session Number 286, dated August 24, 2000;
  - Closed Session Number 298, dated January 15, 2001;

- Closed Session Number 319, dated April 10, 2002;
- Closed Session Number 327, dated August 14, 2002;
- Closed Session Number 330, dated October 9, 2002;
- Closed Session Number 335, dated February 3, 2003;
- Closed Session Number 344, dated July 9, 2003;
- Closed Session Number 356, dated December 8, 2003;
- Closed Session Number 362, dated February 28, 2004;
- Closed Session Number 375, dated September 16, 2004;
- Closed Session Number 379, dated December 9, 2004;
- Closed Session Number 383, dated February 17, 2005;
- Closed Session Number 384, dated February 26, 2005;
- Closed Session Number 390, dated June 13, 2005;
- Closed Session Number 397, dated November 17, 2005;
- Closed Session Number 401, dated January 26, 2006;
- Closed Session Number 409, dated April 13, 2006;
- Closed Session Number 410, dated April 27, 2006;
- Closed Session Number 411, dated May 11, 2006;
- Closed Session Number 413, dated July 13, 2006;
- Closed Session Number 415, dated August 17, 2006;
- Closed Session Number 416, dated September 11, 2006;
- Closed Session Number 420, dated November 16, 2006;
- Closed Session Number 421, dated December 11, 2006;
- Closed Session Number 423, dated January 18, 2007;
- Closed Session Number 430, dated March 12, 2007;
- Closed Session Number 435, dated June 12, 2007;
- Closed Session Number 436, dated July 19, 2007;
- Closed Session Number 445B, dated January 14, 2008;
- Closed Session Number 449, dated February 21, 2008;
- Closed Session Number 451, dated March 10, 2008;
- Closed Session Number 459, dated May 229, 2008;
- Closed Session Number 464, dated August 11, 2008;
- Closed Session Number 466, dated September 8, 2008;
- Closed Session Number 468, dated October 13, 2008;
- Closed Session Number 475, dated November 10, 2008;
- Closed Session Number 479, dated February 19, 2009;
- Closed Session Number 481, dated April 16, 2009;
- Closed Session Number 486, dated July 16, 2009;
- Closed Session Number 491, dated September 17, 2009;
- Closed Session Number 492, dated November 19, 2009;
- Closed Session Number 499, dated August 26, 2010;
- Closed Session dated June 23, 2011;
- Closed Session dated January 19, 2012;
- Closed Session dated February 20, 2014;
- Closed Session dated July 17, 2014;
- Closed Session dated August 21, 2014;
- Closed Session dated October 16, 2014;
- Closed Session dated January 22, 2015;
- Closed Session dated March 19, 2015;
- Closed Session dated May 14, 2015;
- Closed Session dated May 21, 2015;
- Closed Session dated June 11, 2015;
- Closed Session dated June 25, 2015;
- Closed Session dated July 16, 2015;
- Closed Session dated July 30, 2015;
- Closed Session dated August 20, 2015;



- Closed Session dated September 17, 2015;
- Closed Session dated October 20, 2015;
- Closed Session dated February 18, 2016;
- Closed Session dated February 25, 2016;
- Closed Session dated March 3, 2016;
- Closed Sessions (2) dated April 7, 2016;
- Closed Session dated April 18, 2016;
- Closed Session dated April 19, 2016;
- Closed Session dated April 20, 2016;
- Closed Session dated April 21, 2016;
- Closed Session dated May 2, 2016;
- Closed Session dated May 5, 2016;
- Closed Sessions (2) dated May 19, 2016;
- Closed Sessions (2) dated June 23, 2016;
- Closed Session dated July 7, 2016;
- Closed Session dated July 28, 2016;
- Closed Session dated August 18, 2016;
- Closed Session dated August 29, 2016;
- Closed Session dated September 15, 2016;
- Closed Session dated October 7, 2016;
- Closed Session dated October 20, 2016;
- Closed Session dated November 10, 2016;
- Closed Session dated November 17, 2016;
- Closed Session dated December 15, 2016;
- Closed Sessions (2) dated January 19, 2017;
- Closed Session dated February 27, 2017;
- Closed Session dated March 16, 2017;
- Closed Session dated March 20, 2017;
- Closed Session dated April 17, 2017;
- Closed Session dated April 20, 2017;
- Closed Session dated May 7, 2017;
- Closed Session dated May 18, 2017;
- Closed Session dated June 22, 2017;
- Closed Session dated July 6, 2017;
- Closed Session dated July 20, 2017;
- Closed Session dated August 17, 2017;
- Closed Sessions (2) dated September 21, 2017;
- Closed Session dated October 5, 2017;
- Closed Session dated October 19, 2017;
- Closed Session dated October 26, 2017;
- Closed Sessions (2) dated December 14, 2017;
- Closed Sessions (2) dated January 18, 2018;
- Closed Session dated February 15, 2018;
- Closed Session dated March 15, 2018;
- Closed Sessions (2) dated April 19, 2018;
- Closed Sessions (2) dated May 10, 2018;
- Closed Sessions (2) dated June 21, 2018;
- Closed Session dated July 19, 2018;
- Closed Session dated July 28, 2018;
- Closed Session dated August 16, 2018;
- Closed Session dated September 20, 2018;
- Closed Session dated October 18, 2018;
- Closed Session dated November 15, 2018;
- Closed Session dated December 20, 2018;
- Closed Session dated January 17, 2019;

- Closed Session dated February 1, 2019;
- Closed Session dated February 21, 2019;
- Closed Session dated March 21, 2019;
- Closed Session dated April 25, 2019;
- Closed Session dated April 29, 2019;
- Closed Session dated May 6, 2019;
- Closed Session dated May 8, 2019;
- Closed Session dated May 13, 2019;
- Closed Sessions (2) dated May 16, 2019;
- Closed Session dated May 23, 2019;
- Closed Session dated June 20, 2019;
- Closed Session dated July 13, 2019;
- Closed Session dated July 18, 2019;
- Closed Session dated August 12, 2019;
- Closed Session dated August 15, 2019;
- Closed Session dated August 20, 2019;
- Closed Session dated September 19, 2019;
- Closed Session dated October 24, 2019; and
- Closed Session dated November 21, 2019.

- u. Use of GEER Funds as deemed eligible by the U.S. Department of Education and ICCB, and as outlined in this agenda item.
- v. Approval of the hiring of Lilianna Kalin for the position of General Counsel of the Board of Trustees, on the terms and conditions set forth in Exhibit A.

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

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

Chairman Napolitano declared the motion passed.

**9. APPROVAL: AlphaGraphics Wheaton Financial Reports**

Chairman Napolitano entertained a motion that the Board of Trustees approve the AlphaGraphics Wheaton Financial Reports. Trustee Holan moved and Trustee Corrigan seconded the motion.

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

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

**On roll call abstaining:** Vice Chairman Fenne.

Chairman Napolitano declared the motion passed.

**10. APPROVAL: Closed Session Minutes of the June 25, 2020 Public Hearing of the FY2021 Budget and Regular Board of Trustees Meeting**

Chairman Napolitano entertained a motion that the Board of Trustees approve the Closed Session Minutes of the June 25, 2020 Public Hearing of the FY2021 Budget and Regular Board Meeting. Vice Chairman Fenne moved and Trustee Holan

seconded the motion.

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

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

Chairman Napolitano declared the motion passed.

**11. TRUSTEE DISCUSSION**

Trustee Holan welcomed the new faculty and congratulated the counselors on their recent appointments. Trustee Holan also noted that she is a big fan of the CAFR and is happy to see the recognition.

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

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

**13. CLOSED SESSION**

None.

**14. ADJOURN**

**Motion:** At 8:40 p.m., Chairman Napolitano entertained a motion that the Board of Trustees adjourn. Trustee Corrigan moved and Vice Chairman Fenne seconded the motion.

Motion passed on a voice vote.

Chairman Napolitano declared that the August 20, 2020 Regular Board Meeting is adjourned.

\_\_\_\_\_  
Dan Markwell, Secretary

Dated: September 17, 2020

\_\_\_\_\_  
Frank Napolitano, Chairman



COLLEGE OF DuPAGE  
REGULAR BOARD MEETING

BOARD APPROVAL

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**CONFIDENTIAL**  
**For Board Only**

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

COLLEGE OF DuPAGE  
REGULAR BOARD MEETING

BOARD APPROVAL

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**CONFIDENTIAL**  
**For Board Only**

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

**August 20, 2020**



**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 AUGUST 31, 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 8/31/2020  
*Preliminary, Unaudited*

**Chase Concentration and Credit Card Accounts**

Beginning Balance	\$	12,353,698
<b>Current Activity</b>		
Cash Receipts		6,738,379
Cash Disbursements		(10,338,948)
Wire Transfers/Bank Charges/Voids		8,951,257
Payroll		(3,709,459)
Total Monthly Activity		<u>1,641,229</u>
Ending Balance	\$	<u>13,994,927</u>

**Cash**

Total Cash JPMorgan Chase	\$	<u>13,994,927</u>
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**Disbursement Summary**

<b>Invoices less than \$15,000</b>		
Checks - Vendors	\$	479,033
Echecks - Vendors		548,788
ACH transfers - Vendors		-
Wire transfers - Vendors		-
Sub-total Vendors	\$	<u>1,027,821</u>
Checks - Employees	\$	2,499
Echecks - Employees		17,706
Sub-total Employees	\$	<u>20,205</u>
Checks - Student Refunds	\$	386,275
E-commerce - Student Refunds		1,538,760
Sub-total Students	\$	<u>1,925,035</u>
Total invoices less than \$15,000	\$	<u>2,973,061</u>

% Electronic 70.81%

<b>Invoices \$15,000 or more</b>		
Checks - Vendors	\$	3,273,459
Echecks - Vendors		4,092,428
ACH transfers - Vendors		-
Wire transfers - Vendors		-
Total invoices \$15,000 or more	\$	<u>7,365,887</u>

% Electronic 55.6%

Total Cash Disbursements	\$	<u>10,338,948</u>
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<b>Invoices \$15,000 or more</b>		
Payroll Related	\$	1,519,904
Accounts Payable Related		5,845,983
Total Invoices \$15,000 or more	\$	<u>7,365,887</u>

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

Payroll - August 2020

	Gross	Net
Direct Deposits	\$5,408,458.08	\$3,643,785.43
Checks	\$113,700.81	\$65,673.38
<b>Total Payroll</b>	<b>\$5,522,158.89</b>	<b>\$3,709,458.81</b>

% Electronic 98.2%

Payroll Related Disbursements: Withholdings and Taxes  
Grand Total Payroll Disbursements

Payroll Disbursements - August 2020

CHECK NUMBER	CHECK DATE	PAYEE NAME	DESCRIPTION	AMOUNT
IM*D21552	08/12/20	Department of Treasury	Withholding Tax - Federal 8/14/20 Payroll	\$219,074.31
IM*D21554	08/28/20	Department of Treasury	Withholding Tax - Federal 8/28/20 Payroll	\$375,183.14
IM*E0081325	08/26/20	DuPage Credit Union	Credit Union - PR Deduction 8/28/20	\$19,021.76
IM*D21551	08/12/20	IDES-Magnetic Media Unit	Withholding Tax - State 8/14/20 Payroll	\$87,206.10
IM*D21553	08/28/20	IDES-Magnetic Media Unit	Withholding Tax - State 8/28/20 Payroll	\$137,770.17
IM*D21550	08/03/20	Navia Benefit Solutions	HSA Empl/COD Contr 7/30/20 Payroll	\$24,040.07
IM*E0081196	08/13/20	SURS-State University Retirement System	Employee Retirement Contributions - 8/14/20 Payroll	\$175,987.70
IM*E0081358	08/31/20	SURS-State University Retirement System	Employee Retirement Contributions - 8/28/20 Payroll	\$281,760.28
IM*E0081182	08/12/20	Valic Retirement Services	Annuities - 8/14/20 Payroll	\$69,411.44
IM*E0081357	08/27/20	Valic Retirement Services	Annuities - 8/28/20 Payroll	\$130,449.17
<b>TOTAL</b>				<b>\$1,519,904.14</b>

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

Accounts Payable Disbursements - August 2020

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

CHECK NUMBER	CHECK DATE	PAYEE NAME	DESCRIPTION	AMOUNT
IM*E0081255	08/18/20	Aggressive Energy LLC	Electricity Expense	\$125,233.98
IM*0271656	08/21/20	AVI Systems, Inc.	Non-Capital Equipment	\$16,026.00
IM*E0081087	08/04/20	BC Technical, INC.	Equipment - Instructional	\$122,400.00
IM*E0081322	08/26/20	BP&T Construction	Building Remodeling Expense	\$117,612.00
IM*0271687	08/26/20	Buckardt Technologies, Inc.	IT Maintenance Services	\$105,721.87
IM*E0081267	08/21/20	CMG Construction Inc	Maintenance Supplies	\$16,384.00
IM*E0081090	08/04/20	College Aid Services, LLC	Consultants Expense	\$39,818.06
IM*0271335	08/04/20	Commonwealth Edison-Carol Stream	Electricity Expense	\$87,123.04
IM*E0081354	08/27/20	Community College Health Consortium	Medical HD Premium - August 2020	\$1,099,656.00
IM*E0081268	08/21/20	Computer Discount Warehouse	IT Maintenance Services	\$18,270.15
IM*0271334	08/04/20	Consortium of Academic and Research Libraries in Illinois	Other Contractual Services Expense	\$88,820.67
IM*E0081088	08/04/20	DAOES	Funds Held in Custody of Others	\$329,339.00
IM*E0081269	08/21/20	DAOES	Funds Held in Custody of Others	\$105,585.35
IM*E0081323	08/26/20	DAOES	Funds Held in Custody of Others	\$84,377.00
IM*E0081187	08/12/20	Delta Dental of Illinois	Dental PPO Premium June 2020	\$43,080.81
IM*E0081355	08/27/20	Delta Dental of Illinois	Dental PPO Premium July 2020	\$70,682.96
IM*D21552	08/12/20	Department of Treasury	Withholding Tax - Federal	\$31,512.86
IM*D21554	08/28/20	Department of Treasury	Withholding Tax - Federal	\$47,770.69
IM*E0081089	08/04/20	EBSCO Information Services	Publications	\$17,728.29
IM*E0081270	08/21/20	EBSCO Information Services	Other supplies	\$21,120.15
IM*E0081324	08/26/20	F.H. Paschen S.N Nielsen & Assoc LLC	Building Remodeling Expense	\$84,248.11
IM*0271302	08/04/20	Illinois Community College Risk Management Consortium	General Insurance Expense	\$1,824,395.00
IM*E0081271	08/25/20	Innovation Dupage	Other Fixed Charges Expense	\$284,000.00
IM*E0081261	08/21/20	MyJoVE Corporation	Instructional Supplies	\$22,500.00
IM*E0081256	08/18/20	Nicor Enerchange	Gas Expense	\$16,092.86
IM*E0081086	08/04/20	Patriot Pavement Maintenance	Facilities Maintenance Service Expense	\$318,345.00
IM*0271417	08/12/20	Reliance Standard Life Insurance Company	Life Insurance Premium June 2020	\$47,567.00
IM*0271689	08/27/20	Reliance Standard Life Insurance Company	Life Insurance Premium July 2020	\$47,525.59
IM*E0081265	08/21/20	SafetyFile LLC	Equipment - Office	\$24,308.25
IM*0271669	08/25/20	SHI International Corp	Non-Capital Equipment	\$24,675.05
IM*0271682	08/26/20	Sona Soft	IT Maintenance Services	\$15,360.00
IM*E0081092	08/04/20	SURS-State University Retirement System	SURS 6% Rule Payments	\$17,167.92
IM*E0081196	08/13/20	SURS-State University Retirement System	Employee Retirement Contributions - COD Share	\$12,295.14
IM*E0081358	08/31/20	SURS-State University Retirement System	Employee Retirement Contributions - COD Share	\$18,738.89
IM*E0081132	08/05/20	Ti Training	Equipment - Instructional	\$102,600.00
IM*0271336	08/04/20	Tickets.com, Inc.	IT Maintenance Services	\$20,000.00
IM*E0081257	08/18/20	Village of Glen Ellyn, Illinois	Water - Sewage Expense	\$39,978.29
IM*E0081146	08/12/20	Vision Service Plan - (IV)	Vision Signature Premium - June 2020	\$15,066.31
IM*E0081353	08/27/20	Vision Service Plan - (IV)	Vision Signature Premium - July 2020	\$15,440.44
IM*E0081326	08/27/20	VisionPoint Media, Inc.	Advertising Expense	\$188,574.94
IM*0271688	08/27/20	Xerox Corporation	Rental - Equipment	\$73,687.53
IM*E0081085	08/04/20	Zones Inc.	IT Maintenance Services	\$45,153.28
<b>TOTAL</b>				<b>\$5,845,982.48</b>

**Purchases for approval to be paid in September**

Xerox Corporation	Xerox Charges - September 2020	\$37,384.97
SpeakWorks, Inc.	GoReact Software Student Access - Cloud Service	\$24,000.00
Mobile Citizen	12 months 30GB+4G LTE data-only plan	\$20,495.00
<b>Total</b>		<b>\$81,879.97</b>

D. All Disbursements Excluding Payroll  
College of DuPage  
Community College District No. 502  
ACCOUNTS PAYABLE AND PAYROLL REPORT  
CASH DISBURSEMENTS  
August 31, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - August 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	4IMPRINT, Inc.	8/26/2020	IM*E0081273	\$ 1,962.44	Instructional Supplies
Invoice <\$15,000	A.M. Best Co.	8/26/2020	IM*E0081274	\$ 199.75	Books and Binding Costs
Invoice <\$15,000	AccessData Group Inc	8/18/2020	IM*0271442	\$ 660.00	Instructional Supplies
Invoice <\$15,000	Accurate Document Destruction, Inc.	8/18/2020	IM*0271443	\$ 92.31	Water - Sewage Expense
Invoice <\$15,000	Adair Enterprises, Inc.	8/18/2020	IM*0271444	\$ 479.18	Vehicle Supplies
Employee Reimb	Adam Wasilewski	8/18/2020	IM*0271645	\$ 767.48	Other Contractual Services Expense
Invoice <\$15,000	Adobe Systems Incorporated	8/18/2020	IM*E0081198	\$ 359.88	Other Contractual Services Expense
Invoice <\$15,000	Advanced Stores Company, Inc.	8/18/2020	IM*0271445	\$ 1,239.92	Purchase for Resale
Invoice <\$15,000	Advantage Team Sales Group	8/18/2020	IM*0271648	\$ 14,585.75	Other supplies
Invoice <\$15,000	Advantage Team Sales Group	8/18/2020	IM*0271446	\$ 13,244.95	Other supplies
Invoice <\$15,000	Adweek, LLC	8/18/2020	IM*0271447	\$ 149.00	Publications
Invoice <\$15,000	Aggressive Energy LLC	8/5/2020	IM*E0081094	\$ 3,390.67	Electricity Expense
Invoice >\$15,000	Aggressive Energy LLC	8/18/2020	IM*E0081255	\$ 125,233.98	Electricity Expense
Invoice <\$15,000	AICPA-North Carolina	8/18/2020	IM*0271449	\$ 475.00	Dues - Administrators
Invoice <\$15,000	AICPA-North Carolina	8/18/2020	IM*0271448	\$ 126.30	Books and Binding Costs
Invoice <\$15,000	Airgas, Inc.	8/18/2020	IM*0271450	\$ 1,556.33	Instructional Supplies
Invoice <\$15,000	AI Warren Oil Company, Inc.	8/18/2020	IM*0271451	\$ 5,486.12	Vehicle Supplies
Invoice <\$15,000	Alexian Brothers Ambulatory Group	8/18/2020	IM*E0081199	\$ 362.00	Other Contractual Services Expense
Invoice <\$15,000	Alexian Brothers Ambulatory Group	8/12/2020	IM*E0081151	\$ 384.00	Other Contractual Services Expense
Invoice <\$15,000	Alexian Brothers Ambulatory Group	8/5/2020	IM*E0081095	\$ 141.00	Other Contractual Services Expense
Employee Reimb	Alyssa Pasquale	8/27/2020	IM*E0081346	\$ 39.96	Instructional Supplies
Invoice <\$15,000	Amalgamated Bank of Chicago	8/18/2020	IM*0271452	\$ 300.00	Bond Interest
Invoice <\$15,000	American Science & Surplus	8/18/2020	IM*0271453	\$ 157.50	Other supplies
Employee Reimb	Amy Fries	8/27/2020	IM*E0081334	\$ 244.36	Tuition Reimbursement-Classified
Employee Reimb	Andrea Politis	8/18/2020	IM*E0081252	\$ 585.00	Tuition Reimbursement-Faculty
Invoice <\$15,000	Anixter, Inc.	8/18/2020	IM*0271454	\$ 3,438.00	Maintenance Supplies
Employee Reimb	Anthony Ramos	8/27/2020	IM*E0081349	\$ 1,850.00	Tuition Reimbursement-Admin
Invoice <\$15,000	Apple Computer	8/18/2020	IM*E0081200	\$ 100.00	Instructional Supplies
Invoice <\$15,000	Archetype Innovations LLC	8/18/2020	IM*0271455	\$ 630.00	Instructional Supplies
Invoice <\$15,000	Armarius Software Inc	8/18/2020	IM*0271456	\$ 392.70	Other Contractual Services Expense
Invoice <\$15,000	Arnell Steel Supply Company	8/18/2020	IM*0271457	\$ 4,701.21	Instructional Supplies
Invoice <\$15,000	Ascher Brothers Inc	8/3/2020	IM*0271256	\$ 1,600.00	Equipment - Office
Employee Reimb	Ashley McLaughlin	8/6/2020	IM*E0081141	\$ 69.00	Office Supplies
Invoice <\$15,000	Aspen University Inc	8/18/2020	IM*0271458	\$ 490.00	Tuition Reimbursement-Classified
Invoice <\$15,000	ASR Analytics LLC	8/18/2020	IM*E0081201	\$ 13,470.00	IT Maintenance Services
Invoice <\$15,000	Association for Title IX Administrators	8/18/2020	IM*0271459	\$ 4,650.50	Out-of-State Conference Costs
Invoice <\$15,000	AT&T Long Distance	8/18/2020	IM*0271463	\$ 2,273.60	Telephone Expense
Invoice <\$15,000	AT&T Long Distance	8/18/2020	IM*0271462	\$ 5,756.63	Telephone Expense
Invoice <\$15,000	AT&T Long Distance	8/18/2020	IM*0271461	\$ 116.24	Telephone Expense
Invoice <\$15,000	AT&T Long Distance	8/18/2020	IM*0271460	\$ 350.16	Telephone Expense
Invoice <\$15,000	AT&T Long Distance	8/10/2020	IM*0271345	\$ 4,940.63	Telephone Expense
Invoice <\$15,000	AT&T Long Distance	8/10/2020	IM*0271344	\$ 150.64	Telephone Expense
Invoice <\$15,000	AT&T Long Distance	8/4/2020	IM*0271340	\$ 18.27	Telephone Expense
Invoice <\$15,000	AT&T Long Distance	8/4/2020	IM*0271339	\$ 756.60	Telephone Expense
Invoice <\$15,000	AT&T Long Distance	8/4/2020	IM*0271338	\$ 120.58	Telephone Expense
Invoice <\$15,000	AT&T Mobility	8/18/2020	IM*0271465	\$ 172.92	Other supplies
Invoice <\$15,000	AT&T Mobility	8/18/2020	IM*0271464	\$ 68.75	Telephone Expense
Invoice <\$15,000	Athletico Management Lic	8/20/2020	IM*E0081258	\$ 200.00	Miscellaneous Revenues
Invoice <\$15,000	Automated Logic	8/18/2020	IM*0271466	\$ 1,800.00	Maintenance Supplies
Invoice <\$15,000	AVI Systems, Inc.	8/18/2020	IM*0271467	\$ 3,999.00	Equipment - Office
Invoice >\$15,000	AVI Systems, Inc.	8/21/2020	IM*0271656	\$ 16,026.00	Non-Capital Equipment
Invoice <\$15,000	B&H Foto & Electronics Corporation	8/26/2020	IM*E0081275	\$ 2,285.04	Non-Capital Equipment
Invoice <\$15,000	B&H Foto & Electronics Corporation	8/18/2020	IM*E0081202	\$ 5,601.97	Non-Capital Equipment
Invoice <\$15,000	B&H Foto & Electronics Corporation	8/12/2020	IM*E0081152	\$ 4,817.05	Other supplies
Invoice <\$15,000	B&H Foto & Electronics Corporation	8/5/2020	IM*E0081097	\$ 151.23	Non-Capital Equipment
Invoice <\$15,000	Bailey Edward Design, Inc.	8/5/2020	IM*E0081098	\$ 4,582.50	Architectural Services Expense
Invoice <\$15,000	Banc Certified Merchant Services	8/18/2020	IM*0271468	\$ 96.00	Performing Arts Services
Employee Reimb	Barbara Mitchell	8/6/2020	IM*E0081143	\$ 68.98	Office Supplies
Invoice <\$15,000	Barry Winograd	8/18/2020	IM*0271609	\$ 600.00	Other Contractual Services Expense
Invoice >\$15,000	BC Technical, INC.	8/4/2020	IM*E0081087	\$ 122,400.00	Equipment - Instructional
Invoice <\$15,000	Belec Electrical Inc	8/18/2020	IM*0271469	\$ 1,670.00	Building Remodeling Expense
Invoice <\$15,000	Benco Dental Co.	8/18/2020	IM*0271470	\$ 253.06	Instructional Supplies
Employee Reimb	Benjamin Johnson	8/27/2020	IM*E0081340	\$ 284.93	Other supplies
Invoice <\$15,000	Benjamin Nadel	8/12/2020	IM*E0081150	\$ 2,830.00	Performing Arts Services
Invoice <\$15,000	Better Impact USA Inc.	8/12/2020	IM*E0081153	\$ 355.00	Computer Software
Invoice <\$15,000	Bibliotheca Lic	8/18/2020	IM*0271471	\$ 2,568.00	Office Supplies
Invoice <\$15,000	Blick Art Materials	8/12/2020	IM*E0081154	\$ 261.60	Instructional Supplies
Invoice >\$15,000	BP&T Construction	8/26/2020	IM*E0081322	\$ 117,612.00	Building Remodeling Expense
Invoice <\$15,000	Brill USA, Inc.	8/18/2020	IM*0271474	\$ 116.50	Books and Binding Costs
Invoice <\$15,000	Bring 2 Market LLC	8/20/2020	IM*E0081259	\$ 150.00	Miscellaneous Revenues
Invoice >\$15,000	Buckardt Technologies, Inc.	8/26/2020	IM*0271687	\$ 105,721.87	IT Maintenance Services

D. All Disbursements Excluding Payroll  
College of DuPage  
Community College District No. 502  
ACCOUNTS PAYABLE AND PAYROLL REPORT  
CASH DISBURSEMENTS  
August 31, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - August 2020

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AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice <\$15,000	C.H. Robinson International Inc	8/20/2020	IM*0271649	\$ 200.00	Miscellaneous Revenues
Invoice <\$15,000	Campus Compact	8/26/2020	IM*E0081276	\$ 4,500.00	Dues
Invoice <\$15,000	Caption Access LLC	8/5/2020	IM*E0081125	\$ 220.00	Consultants Expense
Employee Reimb	Carla Johnson	8/27/2020	IM*E0081341	\$ 197.67	Tuition Reimbursement-Faculty
Employee Reimb	Carla Johnson	8/18/2020	IM*E0081244	\$ 199.13	Tuition Reimbursement-Faculty
Invoice <\$15,000	Carol Stream Fire Protection District	8/18/2020	IM*0271475	\$ 2,000.00	Rental Facility
Invoice <\$15,000	Carolina Biological	8/26/2020	IM*E0081277	\$ 441.18	Instructional Supplies
Invoice <\$15,000	Carolina Biological	8/18/2020	IM*E0081203	\$ 231.56	Instructional Supplies
Invoice <\$15,000	Carrier Corporation	8/18/2020	IM*0271476	\$ 7,770.00	Facilities Maintenance Service Expense
Invoice <\$15,000	Center for Computer-Assisted Legal Instruction	8/18/2020	IM*0271477	\$ 250.00	Dues
Invoice <\$15,000	Central Steel & Wire Company	8/5/2020	IM*E0081099	\$ 113.70	Instructional Supplies
Invoice <\$15,000	Central Turf and Irrigation Supply	8/5/2020	IM*E0081100	\$ 48.86	Maintenance Supplies
Invoice <\$15,000	Chemcraft Industries	8/18/2020	IM*E0081204	\$ 564.00	Maintenance Supplies
Invoice <\$15,000	Chemcraft Industries	8/12/2020	IM*E0081155	\$ 664.00	Maintenance Supplies
Employee Reimb	Christa Brennan	8/27/2020	IM*E0081327	\$ 61.66	Tuition Reimbursement-Faculty
Invoice <\$15,000	Christopher Glass Services Inc	8/12/2020	IM*E0081156	\$ 14,820.00	Facilities Maintenance Service Expense
Invoice <\$15,000	Citrix Systems	8/26/2020	IM*E0081278	\$ 13,410.00	IT Maintenance Services
Invoice <\$15,000	City of Naperville - Utilities	8/18/2020	IM*0271478	\$ 3,195.58	Electricity Expense
Invoice >\$15,000	CMG Construction Inc	8/21/2020	IM*E0081267	\$ 16,384.00	Maintenance Supplies
Invoice <\$15,000	College Aid Services, LLC	8/18/2020	IM*E0081231	\$ 444.12	Consultants Expense
Invoice >\$15,000	College Aid Services, LLC	8/4/2020	IM*E0081090	\$ 39,818.06	Consultants Expense
Invoice <\$15,000	College of Dupage Foundation	8/26/2020	IM*E0081319	\$ 2,041.43	Charitable Contributions
Invoice <\$15,000	College of Dupage Foundation	8/12/2020	IM*E0081183	\$ 1,515.38	Charitable Contributions
Invoice <\$15,000	College of Dupage Foundation	8/18/2020	IM*0271483	\$ 1,433.75	Art Center Deposit Liability
Invoice <\$15,000	College of Dupage Foundation	8/18/2020	IM*0271482	\$ 1,523.00	Art Center Deposit Liability
Invoice <\$15,000	College of Dupage Foundation	8/18/2020	IM*0271481	\$ 2,000.00	Deposit Due Foundation
Invoice <\$15,000	College of Dupage Foundation	8/3/2020	IM*0271257	\$ 50.00	Funds Held in Custody of Others
Invoice <\$15,000	Combined Roofing Services, LLC	8/5/2020	IM*E0081101	\$ 1,516.40	Facilities Maintenance Service Expense
Invoice <\$15,000	Comcast	8/18/2020	IM*0271485	\$ 413.95	Telephone Expense
Invoice <\$15,000	Comcast Commercial Services	8/18/2020	IM*0271484	\$ 3,263.33	Telephone Expense
Invoice <\$15,000	Comcast Holdings Corporation	8/18/2020	IM*E0081205	\$ 10,206.41	Advertising Expense
Invoice <\$15,000	Commonwealth Edison-Carol Stream	8/18/2020	IM*0271486	\$ 2,063.83	Electricity Expense
Invoice >\$15,000	Commonwealth Edison-Carol Stream	8/4/2020	IM*0271335	\$ 87,123.04	Electricity Expense
Invoice <\$15,000	Communications Revolving Fund	8/18/2020	IM*0271487	\$ 1,208.02	IT Maintenance Services
Invoice >\$15,000	Community College Health Consortium	8/27/2020	IM*E0081354	\$ 1,099,656.00	Medical HD Premiums - July 2020
Invoice <\$15,000	Compass Records Group Inc	8/18/2020	IM*0271488	\$ 86.12	Advertising Expense
Invoice <\$15,000	Compu-Tecture Inc	8/18/2020	IM*0271489	\$ 2,400.00	Books and Binding Costs
Invoice <\$15,000	Computer Discount Warehouse	8/26/2020	IM*E0081279	\$ 7,335.10	Other supplies
Invoice <\$15,000	Computer Discount Warehouse	8/18/2020	IM*E0081206	\$ 4,468.79	Non-Capital Equipment
Invoice <\$15,000	Computer Discount Warehouse	8/12/2020	IM*E0081157	\$ 7,949.91	Non-Capital Equipment
Invoice <\$15,000	Computer Discount Warehouse	8/5/2020	IM*E0081102	\$ 10,051.43	IT Maintenance Services
Invoice >\$15,000	Computer Discount Warehouse	8/21/2020	IM*E0081268	\$ 18,270.15	IT Maintenance Services
Invoice <\$15,000	Conference Technologies, Inc.	8/26/2020	IM*E0081280	\$ 2,930.67	Non-Capital Equipment
Invoice <\$15,000	Connected Automotive Systems of NE, Inc	8/5/2020	IM*E0081103	\$ 3,535.00	Publications
Invoice >\$15,000	Consortium of Academic and Research Libraries in Illinois	8/4/2020	IM*0271334	\$ 88,820.67	Books and Binding Costs
Invoice <\$15,000	Contemporary Control Systems Inc	8/18/2020	IM*0271490	\$ 170.00	Facilities Rental
Invoice <\$15,000	Core & Main LP	8/18/2020	IM*0271491	\$ 212.14	Maintenance Supplies
Invoice <\$15,000	Cornerstone OnDemand Inc.	8/18/2020	IM*0271492	\$ 1,500.00	IT Maintenance Services
Invoice <\$15,000	Council for Higher Education	8/18/2020	IM*0271494	\$ 4,870.00	Dues
Invoice <\$15,000	Creation Engine Inc.	8/18/2020	IM*0271495	\$ 750.00	Computer Software
Invoice <\$15,000	Creative Engineering, Inc.	8/12/2020	IM*E0081158	\$ 1,090.16	Instructional Supplies
Invoice <\$15,000	Curtis Davis	8/11/2020	IM*0271413	\$ 1,600.00	Retiree Healthcare Payments
Invoice <\$15,000	Cynthia Shanahan	8/18/2020	IM*0271590	\$ 4,000.00	Other Contractual Services Expense
Employee Reimb	Daniel Bindert	8/18/2020	IM*0271636	\$ 175.15	Audio/Visual Materials
Invoice <\$15,000	Danielle Cline	8/18/2020	IM*0271480	\$ 264.66	Office Supplies
Invoice <\$15,000	DAOES	8/18/2020	IM*E0081208	\$ 5,205.62	Rental Facility
Invoice >\$15,000	DAOES	8/26/2020	IM*E0081323	\$ 84,377.00	Funds Held in Custody of Others
Invoice >\$15,000	DAOES	8/21/2020	IM*E0081269	\$ 105,585.35	Rental Facility
Invoice >\$15,000	DAOES	8/4/2020	IM*E0081088	\$ 329,339.00	Funds Held in Custody of Others
Invoice <\$15,000	Datatelligent LLC	8/26/2020	IM*E0081281	\$ 4,900.00	Other Contractual Services Expense
Employee Reimb	David Hamler	8/27/2020	IM*E0081337	\$ 78.70	Tuition Reimbursement-Classified
Employee Reimb	David Kramer	8/27/2020	IM*E0081342	\$ 290.94	Instructional Supplies
Employee Reimb	David Kramer	8/6/2020	IM*E0081138	\$ 845.00	Instructional Supplies
Employee Reimb	Dawn Weeks	8/18/2020	IM*0271646	\$ 6.21	Office Supplies
Invoice <\$15,000	Delmark Records	8/18/2020	IM*0271497	\$ 110.51	Advertising Expense
Invoice >\$15,000	Delta Dental of Illinois	8/27/2020	IM*E0081355	\$ 70,682.96	Dental PPO Premium July 2020
Invoice >\$15,000	Delta Dental of Illinois	8/12/2020	IM*E0081187	\$ 43,080.81	Dental PPO Premium July 2020
Invoice <\$15,000	Denson Shops, Inc.	8/18/2020	IM*0271498	\$ 24.00	Maintenance Services Expense
Employee Reimb	Deon King	8/18/2020	IM*0271639	\$ 26.48	Office Supplies
Invoice >\$15,000	Department of Treasury	8/28/2020	IM*D21554	\$ 422,953.83	Withholding Tax - Federal
Invoice >\$15,000	Department of Treasury	8/12/2020	IM*D21552	\$ 250,587.17	Withholding Tax - Federal

D. All Disbursements Excluding Payroll  
College of DuPage  
Community College District No. 502  
ACCOUNTS PAYABLE AND PAYROLL REPORT  
CASH DISBURSEMENTS  
August 31, 2020

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Invoice <\$15,000	Developmental Services Center	8/18/2020	IM*0271499	\$ 998.66	Instructional Supplies
Invoice <\$15,000	DiaMedical USA Equipment LLC	8/18/2020	IM*0271500	\$ 137.50	Instructional Supplies
Invoice <\$15,000	Digi-Key 643614	8/18/2020	IM*0271501	\$ 28.19	Other supplies
Invoice <\$15,000	Donna Brazen	8/18/2020	IM*0271473	\$ 289.00	Community Memberships - PE
Employee Reimb	Donna Wrobel	8/18/2020	IM*0271647	\$ 89.98	Instructional Supplies
Invoice <\$15,000	Doris Levine	8/18/2020	IM*0271546	\$ 9,885.28	Retiree Healthcare Payments
Employee Reimb	Dorothy O'Neil	8/18/2020	IM*0271643	\$ 295.00	Tuition Reimbursement-CODA
Invoice <\$15,000	Douglas Curry	8/18/2020	IM*0271496	\$ 650.00	Other Contractual Services Expense
Employee Reimb	Douglas Green	8/27/2020	IM*E0081336	\$ 744.00	Tuition Reimbursement-Classified
Invoice <\$15,000	Dramatists Play Service, Inc.	8/18/2020	IM*0271502	\$ 826.00	Performing Arts Services
Invoice <\$15,000	Dreamhost.com	8/18/2020	IM*0271503	\$ 119.40	Other Contractual Services Expense
Invoice <\$15,000	Duggan Bertsch, LLC	8/21/2020	IM*E0081266	\$ 2,660.00	Legal Services Expense
Invoice <\$15,000	Dupage County	8/20/2020	IM*0271650	\$ 100.00	Miscellaneous Revenues
Invoice <\$15,000	DuPage County	8/18/2020	IM*0271504	\$ 5,451.30	Indirect Costs
Invoice <\$15,000	DuPage Credit Union	8/12/2020	IM*E0081184	\$ 8,916.87	Credit Union
Invoice >\$15,000	DuPage Credit Union	8/26/2020	IM*E0081325	\$ 19,021.76	Credit Union
Invoice <\$15,000	Eastbay	8/12/2020	IM*E0081160	\$ 3,158.50	Non-Capital Equipment
Invoice <\$15,000	EBSCO Information Services	8/26/2020	IM*E0081282	\$ 157.49	Publications
Invoice <\$15,000	EBSCO Information Services	8/12/2020	IM*E0081161	\$ 78.72	Publications
Invoice <\$15,000	EBSCO Information Services	8/5/2020	IM*E0081104	\$ 10,679.00	Books and Binding Costs
Invoice >\$15,000	EBSCO Information Services	8/21/2020	IM*E0081270	\$ 21,120.15	Other supplies
Invoice >\$15,000	EBSCO Information Services	8/4/2020	IM*E0081089	\$ 17,728.29	Publications
Invoice <\$15,000	Ecolab	8/18/2020	IM*0271506	\$ 1,383.20	Maintenance Supplies
Invoice <\$15,000	Educated Business Resource Corp	8/18/2020	IM*E0081209	\$ 11,250.00	Non-Credit instructional Serv
Invoice <\$15,000	Edward Don & Company	8/26/2020	IM*E0081283	\$ 509.45	Instructional Supplies
Employee Reimb	Elizabeth Holmwood	8/6/2020	IM*E0081136	\$ 44.90	Office Supplies
Employee Reimb	Elizabeth Mares	8/6/2020	IM*E0081139	\$ 33.99	Instructional Supplies
Invoice <\$15,000	Elizabeth McGuan	8/18/2020	IM*0271552	\$ 60.50	Community Memberships - PE
Employee Reimb	Elmir Huselovic	8/27/2020	IM*E0081339	\$ 148.38	Audio/Visual Materials
Invoice <\$15,000	Engler Callaway Baasten & Sraga LLC	8/21/2020	IM*0271651	\$ 371.00	Legal Services Expense
Invoice <\$15,000	Equifax Consumer Services LLC	8/3/2020	IM*0271259	\$ 4,282.20	Other Contractual Services Expense
Invoice <\$15,000	Evouqa Water Technologies Llc	8/18/2020	IM*E0081210	\$ 481.95	Instructional Supplies
Invoice <\$15,000	ExamSoft Worldwide Inc	8/18/2020	IM*0271507	\$ 12,383.77	Instructional Supplies
Invoice <\$15,000	Expedia Construction Corporation	8/26/2020	IM*E0081284	\$ 810.00	Facilities Maintenance Service Expense
Invoice >\$15,000	F.H. Paschen S.N Nielsen & Assoc LLC	8/26/2020	IM*E0081324	\$ 84,248.11	Building Remodeling Expense
Invoice <\$15,000	Fingerprint Marketing	8/5/2020	IM*E0081105	\$ 697.95	Advertising Expense
Invoice <\$15,000	Fisher Scientific Company	8/18/2020	IM*0271508	\$ 197.74	Non-Capital Equipment
Invoice <\$15,000	Flagg Creek Water Reclamation District	8/18/2020	IM*0271509	\$ 16.70	Water - Sewage Expense
Invoice <\$15,000	Flinn Scientific	8/18/2020	IM*0271510	\$ 286.16	Instructional Supplies
Invoice <\$15,000	Follett's College of DuPage	8/18/2020	IM*0271512	\$ 15.80	Instructional Supplies
Invoice <\$15,000	Follett's College of DuPage	8/18/2020	IM*0271511	\$ 2,486.26	On-Campus Conf & Mtgs
Employee Reimb	Frank Balestri	8/18/2020	IM*0271634	\$ 98.00	Instructional Supplies
Invoice <\$15,000	Freyda Libman	8/11/2020	IM*0271415	\$ 1,200.00	Retiree Healthcare Payments
Invoice <\$15,000	Full Compass Systems, Ltd	8/18/2020	IM*E0081211	\$ 548.92	Other supplies
Invoice <\$15,000	G3ict Global Initiative for Inclusive Information and Com	8/18/2020	IM*E0081212	\$ 195.00	Dues - Classified
Invoice <\$15,000	Getty Images (US) Inc.	8/26/2020	IM*E0081285	\$ 1,258.00	Performing Arts Services
Invoice <\$15,000	GFOA	8/18/2020	IM*0271513	\$ 169.00	Publications
Employee Reimb	Glenn Glinke	8/18/2020	IM*0271638	\$ 51.78	Office Supplies
Invoice <\$15,000	Glover Restaurants, Inc.	8/18/2020	IM*0271514	\$ 277.50	On-Campus Conf & Mtgs
Invoice <\$15,000	Glover Restaurants, Inc.	7/14/2020	IM*0270879	\$ (277.50)	Check issued in prior month; voided in current month
Invoice <\$15,000	GovConnection Inc	8/18/2020	IM*0271516	\$ 1,737.10	Non-Capital Equipment
Invoice <\$15,000	Grainger - Downers Grove	8/26/2020	IM*E0081286	\$ 709.98	Maintenance Supplies
Invoice <\$15,000	Grainger - Downers Grove	8/18/2020	IM*E0081213	\$ 1,888.80	Non-Capital Equipment
Invoice <\$15,000	Grainger - Downers Grove	8/12/2020	IM*E0081162	\$ 881.19	Maintenance Supplies
Invoice <\$15,000	Grainger - Downers Grove	8/5/2020	IM*E0081106	\$ 168.80	Maintenance Supplies
Invoice <\$15,000	Harland Clarke Corporation	8/5/2020	IM*E0081107	\$ 1,465.50	Other Contractual Services Expense
Invoice <\$15,000	Harry Bohn	8/18/2020	IM*0271472	\$ 243.00	Officials/Referees
Invoice <\$15,000	Henry Schein	8/18/2020	IM*0271518	\$ 1,363.23	Instructional Supplies
Invoice <\$15,000	Heritage FS Inc.	8/26/2020	IM*E0081287	\$ 633.45	Non-Credit instructional Serv
Invoice <\$15,000	Heritage FS Inc.	8/5/2020	IM*E0081108	\$ 781.65	Non-Credit instructional Serv
Invoice <\$15,000	Higher Learning Commission	8/5/2020	IM*0271341	\$ 12,827.80	Dues
Invoice <\$15,000	H-O-H Water Technology, Inc.	8/18/2020	IM*0271517	\$ 2,409.13	Maintenance Supplies
Invoice <\$15,000	Holabird & Root LLC	8/18/2020	IM*0271519	\$ 585.00	Architectural Services Expense
Invoice <\$15,000	Hollander International Storage & Moving Company, Inc.	8/26/2020	IM*E0081288	\$ 1,600.00	Instructional Supplies
Invoice <\$15,000	Holstein's Garage	8/12/2020	IM*E0081163	\$ 35.00	Vehicle Supplies
Invoice <\$15,000	Home Depot - Downers Grove	8/31/2020	IM*0271691	\$ 2,930.54	COVID19 Related Mat & Supplies
Invoice <\$15,000	Howard Lee & Sons Inc	8/26/2020	IM*E0081289	\$ 295.00	Maintenance Services Expense
Invoice <\$15,000	HP Products Corporation	8/18/2020	IM*0271522	\$ 102.10	Custodial Services
Invoice <\$15,000	HP Products Corporation	8/18/2020	IM*0271521	\$ 81.00	Maintenance Supplies
Invoice <\$15,000	ICCET	8/18/2020	IM*0271523	\$ 100.00	Dues
Invoice <\$15,000	ICN-CMS	8/18/2020	IM*0271524	\$ 3,600.00	IT Maintenance Services



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Invoice >\$15,000	IDES-Magnetic Media Unit	8/28/2020	IM*D21553	\$ 137,770.17	Withholding Tax - State
Invoice >\$15,000	IDES-Magnetic Media Unit	8/12/2020	IM*D21551	\$ 87,206.10	Withholding Tax - State
Invoice <\$15,000	Illinois Chamber of Commerce	8/18/2020	IM*E0081214	\$ 127.00	Facilities Rental
Invoice <\$15,000	Illinois Community College Risk Management Consortium	8/18/2020	IM*0271526	\$ 2,616.00	Legal Services Expense
Invoice >\$15,000	Illinois Community College Risk Management Consortium	8/4/2020	IM*0271302	\$ 1,824,395.00	General Insurance Expense
Invoice <\$15,000	Illinois Department of IDFP	8/26/2020	IM*0271686	\$ 450.00	Dues - Classified
Invoice <\$15,000	Illinois Department of IDFP	8/18/2020	IM*0271527	\$ 450.00	Dues - Classified
Invoice <\$15,000	Illinois Education Association	8/26/2020	IM*E0081321	\$ 130.68	Professional Dues
Invoice <\$15,000	Illinois Education Association	8/12/2020	IM*E0081186	\$ 130.68	Professional Dues
Invoice <\$15,000	Illinois Fraternal Order of Police	8/26/2020	IM*E0081320	\$ 376.55	Professional Dues
Invoice <\$15,000	Illinois Fraternal Order of Police	8/12/2020	IM*E0081185	\$ 376.55	Professional Dues
Invoice <\$15,000	Image Trend, Inc.	8/18/2020	IM*0271528	\$ 6,753.05	IT Maintenance Services
Invoice <\$15,000	Infobase Publishing	8/18/2020	IM*0271529	\$ 1,237.52	Books and Binding Costs
Invoice <\$15,000	infoUSA Marketing, Inc.	8/18/2020	IM*0271530	\$ 12,595.00	Books and Binding Costs
Invoice >\$15,000	Innovation Dupage	8/25/2020	IM*E0081271	\$ 284,000.00	Other Fixed Charges Expense
Invoice <\$15,000	Installation Services Inc	8/18/2020	IM*0271531	\$ 827.00	Other Contractual Services Expense
Invoice <\$15,000	Institute for Leadership Excellence & Dev., Inc	8/18/2020	IM*E0081215	\$ 4,800.00	Non-Credit instructional Serv
Invoice <\$15,000	Institute for Leadership Excellence & Dev., Inc	8/5/2020	IM*E0081109	\$ 3,100.00	Non-Credit instructional Serv
Invoice <\$15,000	Insurance Information Technologies, Inc.	8/21/2020	IM*0271653	\$ 200.00	Miscellaneous Revenues
Invoice <\$15,000	Integral Construction, Inc.	8/18/2020	IM*E0081216	\$ 240.00	Building Remodeling Expense
Invoice <\$15,000	Integration Partners	8/18/2020	IM*0271532	\$ 7,437.92	IT Maintenance Services
Invoice <\$15,000	Interlake Mecalux, Inc.	8/21/2020	IM*0271654	\$ 150.00	Miscellaneous Revenues
Invoice <\$15,000	Interline Brands, Inc.	8/18/2020	IM*E0081217	\$ 6.20	Maintenance Supplies
Invoice <\$15,000	Interline Brands, Inc.	8/12/2020	IM*E0081164	\$ 532.84	Maintenance Supplies
Invoice <\$15,000	Interline Brands, Inc.	8/5/2020	IM*E0081110	\$ 3,755.09	Maintenance Supplies
Invoice <\$15,000	International Union of Operating Engineers	8/26/2020	IM*0271683	\$ 703.35	Professional Dues
Invoice <\$15,000	International Union of Operating Engineers	8/12/2020	IM*0271419	\$ 703.35	Professional Dues
Invoice <\$15,000	Intersection Media Holdings, Inc.	8/5/2020	IM*E0081111	\$ 3,250.00	Advertising Expense
Invoice <\$15,000	Iron Mountain Off Site Data	8/18/2020	IM*0271533	\$ 304.58	IT Maintenance Services
Invoice <\$15,000	iStockphoto LP	8/18/2020	IM*0271534	\$ 1,440.00	Advertising Expense
Invoice <\$15,000	J.J. Keller & Associates, Inc.	8/18/2020	IM*0271535	\$ 435.89	Instructional Supplies
Invoice <\$15,000	Jacquelyn Popp	8/18/2020	IM*0271575	\$ 1,200.00	Other Contractual Services Expense
Invoice <\$15,000	Jameco Electronics	8/26/2020	IM*E0081290	\$ 195.78	Instructional Supplies
Employee Reimb	James Nocera	8/27/2020	IM*E0081345	\$ 67.00	Audio/Visual Materials
Employee Reimb	Jamie Duggan	8/27/2020	IM*E0081331	\$ 99.99	Other supplies
Employee Reimb	Janet Minton	8/18/2020	IM*E0081248	\$ 114.63	Instructional Supplies
Employee Reimb	Janet Minton	8/6/2020	IM*E0081142	\$ 49.78	Instructional Supplies
Employee Reimb	Jason Snart	8/18/2020	IM*E0081253	\$ 15.93	Instructional Supplies
Invoice <\$15,000	JC Licht	8/18/2020	IM*E0081218	\$ 56.12	Maintenance Supplies
Invoice <\$15,000	JC Licht	8/12/2020	IM*E0081165	\$ 39.98	Maintenance Supplies
Employee Reimb	Jeanine Beiffuss	8/18/2020	IM*0271635	\$ 49.70	Out-of-State Conference Costs
Invoice <\$15,000	Jenn Sales Corporation	8/18/2020	IM*0271537	\$ 472.50	Advertising Expense
Employee Reimb	Jennifer Kelley	8/6/2020	IM*E0081137	\$ 49.00	Tuition Reimbursement-Faculty
Employee Reimb	Jennifer Matiaszek	8/6/2020	IM*E0081140	\$ 170.00	Dues - Classified
Invoice <\$15,000	JMA Construction, Inc.	8/26/2020	IM*E0081291	\$ 5,375.00	IT Maintenance Services
Invoice <\$15,000	Joanne Corpus	8/18/2020	IM*0271493	\$ 248.00	Community Memberships - PE
Invoice <\$15,000	Job Target.com	8/18/2020	IM*0271538	\$ 200.00	Advertising Expense
Invoice <\$15,000	Jodi Holschuh	8/18/2020	IM*0271520	\$ 3,500.00	Other Contractual Services Expense
Employee Reimb	John Connell	8/18/2020	IM*E0081241	\$ 1,097.07	Out-of-State Travel Costs
Invoice <\$15,000	Johnstone Supply	8/18/2020	IM*0271539	\$ 4,645.97	Instructional Supplies
Employee Reimb	Jonathan Powell	8/27/2020	IM*E0081348	\$ 1,850.00	Tuition Reimbursement-Classified
Employee Reimb	Jonita Ellis	8/27/2020	IM*E0081332	\$ 384.17	Office Supplies
Employee Reimb	Jonita Ellis	8/13/2020	IM*E0081193	\$ 34.00	Grant Funded Travel/Conf
Employee Reimb	Joseph Aranki	8/6/2020	IM*E0081134	\$ 59.47	Instructional Supplies
Invoice <\$15,000	JPMorgan Chase & Co	8/31/2020	IM*PC21431	\$ 10,703.09	Pcard/Travel Card Clearing
Employee Reimb	Julie Gibbs	8/27/2020	IM*E0081335	\$ 10.66	Tuition Reimbursement-Faculty
Employee Reimb	Julie Trytek	8/27/2020	IM*E0081351	\$ 325.00	Tuition Reimbursement-Faculty
Invoice <\$15,000	Kaesser & Blair, Inc.	8/18/2020	IM*E0081219	\$ 226.42	On-Campus Conf & Mtgs
Invoice <\$15,000	Kammes Auto & Truck Repair, Inc.	8/18/2020	IM*0271540	\$ 1,872.88	Maintenance Services Expense
Employee Reimb	Karen Batke	8/13/2020	IM*E0081190	\$ 150.00	Tuition Reimbursement-Faculty
Invoice <\$15,000	Karen Dickelman	8/12/2020	IM*E0081148	\$ 2,170.00	Performing Arts Services
Employee Reimb	Kathleen Striplin	8/27/2020	IM*E0081350	\$ 54.19	Other supplies
Invoice <\$15,000	Key Code Media	8/18/2020	IM*0271541	\$ 4,119.00	Equipment - Technology
Employee Reimb	Kimberly Morris	8/27/2020	IM*E0081344	\$ 801.18	Other supplies
Invoice <\$15,000	Kirk Muspratt	8/12/2020	IM*E0081149	\$ 9,250.00	Performing Arts Services
Employee Reimb	Kourtney McGhee	8/18/2020	IM*E0081247	\$ 231.48	Instructional Supplies
Invoice <\$15,000	Krueger International, Inc.	8/18/2020	IM*E0081220	\$ 5,046.11	Equipment - Office
Invoice <\$15,000	Lakeshore Equipment Company	8/18/2020	IM*0271542	\$ 817.75	Instructional Supplies
Employee Reimb	Larinda Dixon	8/13/2020	IM*E0081192	\$ 55.00	Tuition Reimbursement-Faculty
Employee Reimb	Laura Gibson	8/18/2020	IM*E0081243	\$ 200.00	Tuition Reimbursement-Faculty
Employee Reimb	Laura Weiland	8/6/2020	IM*E0081145	\$ 63.05	Other supplies

D. All Disbursements Excluding Payroll  
College of DuPage  
Community College District No. 502  
ACCOUNTS PAYABLE AND PAYROLL REPORT  
CASH DISBURSEMENTS  
August 31, 2020

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AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice <\$15,000	Learning Resources Network, Inc.	8/18/2020	IM*0271543	\$ 138.00	Dues
Invoice <\$15,000	Len's Ace Hardware, Inc.	8/5/2020	IM*E0081112	\$ 7.99	Instructional Supplies
Invoice <\$15,000	Len's Ace Hardware-Glen Ellyn	8/18/2020	IM*0271544	\$ 563.34	Maintenance Supplies
Invoice <\$15,000	Lester and Rosalie Anixter Center	8/18/2020	IM*0271545	\$ 4,814.00	Consultants Expense
Invoice <\$15,000	Lexicon Networks, Inc.	8/18/2020	IM*0271547	\$ 12,000.00	IT Maintenance Services
Invoice <\$15,000	Lifo Construction	8/18/2020	IM*0271548	\$ 7,900.00	Building Remodeling Expense
Employee Reimb	Lisa Higgins	8/6/2020	IM*E0081135	\$ 195.00	Instructional Supplies
Invoice <\$15,000	LiveU Inc	8/18/2020	IM*0271549	\$ 150.00	Non-Capital Equipment
Invoice <\$15,000	Livingston International Inc	8/21/2020	IM*0271655	\$ 200.00	Miscellaneous Revenues
Invoice <\$15,000	LogMeIn, Inc.	8/26/2020	IM*E0081292	\$ 2,066.63	Instructional Supplies
Invoice <\$15,000	LYRASIS	8/18/2020	IM*E0081221	\$ 617.00	Books and Binding Costs
Employee Reimb	Malgorzata Warias	8/6/2020	IM*E0081144	\$ 277.88	Tuition Reimbursement-Classified
Invoice <\$15,000	Marberry Cleaners and Launderer's LLC	8/18/2020	IM*0271550	\$ 278.40	Maintenance Services Expense
Invoice <\$15,000	Marianna Industries, Inc.	8/26/2020	IM*E0081293	\$ 1,467.90	Instructional Supplies
Employee Reimb	Maribeth Fendl	8/18/2020	IM*0271637	\$ 150.00	Tuition Reimbursement-CODA
Employee Reimb	Mark Curtis	8/27/2020	IM*E0081329	\$ 30.00	On-Campus Conf & Mtgs
Invoice <\$15,000	Mark Dvorak	8/18/2020	IM*0271505	\$ 60.00	Advertising Expense
Employee Reimb	Mark Pearson	8/27/2020	IM*E0081347	\$ 144.77	Instructional Supplies
Invoice <\$15,000	Martin Implement Sales	8/26/2020	IM*E0081294	\$ 351.66	Vehicle Supplies
Invoice <\$15,000	Matthew Bender & Co., Inc.	8/18/2020	IM*0271551	\$ 611.41	Books and Binding Costs
Invoice <\$15,000	McMaster Carr Supply	8/18/2020	IM*0271553	\$ 2,199.93	Instructional Supplies
Invoice <\$15,000	Medline Industries, Inc.	8/18/2020	IM*0271554	\$ 80.18	Instructional Supplies
Employee Reimb	Melissa Ericson	8/18/2020	IM*E0081242	\$ 53.60	Instructional Supplies
Invoice <\$15,000	Menards - Naperville	8/3/2020	IM*0271258	\$ 1,449.51	Instructional Supplies
Employee Reimb	Michael Maddox	8/18/2020	IM*E0081245	\$ 220.00	Dues
Employee Reimb	Michael Moon	8/18/2020	IM*E0081250	\$ 75.96	Other supplies
Invoice <\$15,000	Michael Ward	8/18/2020	IM*0271606	\$ 900.00	Retiree Healthcare Payments
Invoice <\$15,000	Michelle Zeto	8/18/2020	IM*0271613	\$ 2,600.00	Other Contractual Services Expense
Invoice <\$15,000	Midway Staffing, Inc.	8/26/2020	IM*E0081296	\$ 10,167.61	Custodial Services
Invoice <\$15,000	Midway Staffing, Inc.	8/18/2020	IM*E0081222	\$ 11,058.39	Custodial Services
Invoice <\$15,000	Midway Staffing, Inc.	8/12/2020	IM*E0081168	\$ 11,141.23	Custodial Services
Invoice <\$15,000	Midway Staffing, Inc.	8/5/2020	IM*E0081113	\$ 10,716.58	Custodial Services
Invoice <\$15,000	Midwest Groundcovers	8/26/2020	IM*E0081297	\$ 145.50	Maintenance Supplies
Invoice <\$15,000	Midwest Salt, LLC	8/5/2020	IM*E0081096	\$ 749.70	Maintenance Supplies
Invoice <\$15,000	Mindy Golub	8/18/2020	IM*0271515	\$ 2,300.00	Other Contractual Services Expense
Invoice <\$15,000	Mock Medical, Llc	8/18/2020	IM*0271555	\$ 2,638.50	Instructional Supplies
Invoice <\$15,000	Morningstar, Inc.	8/18/2020	IM*0271556	\$ 4,434.00	Books and Binding Costs
Invoice <\$15,000	Motorola Solutions	8/18/2020	IM*E0081223	\$ 2,380.00	IT Maintenance Services
Invoice <\$15,000	Mouser Electronics	8/18/2020	IM*E0081224	\$ 59.39	Other supplies
Invoice <\$15,000	MP Medical Equipment Ltd	8/18/2020	IM*0271557	\$ 250.00	Athletic Trainer Supplies
Employee Reimb	Ms Katherine Norris	8/18/2020	IM*E0081251	\$ 18.49	Office Supplies
Invoice <\$15,000	MSC Industrial Supply	8/25/2020	IM*0271670	\$ 4,219.69	Other supplies
Invoice <\$15,000	MSC Industrial Supply	8/18/2020	IM*0271558	\$ 12,850.82	Equipment - Instructional
Invoice <\$15,000	Murphy Construction Services LLC	8/18/2020	IM*0271559	\$ 2,500.00	Building Remodeling Expense
Invoice >\$15,000	MyJoVE Corporation	8/21/2020	IM*E0081261	\$ 22,500.00	Instructional Supplies
Invoice <\$15,000	Nancy Pfahl	8/11/2020	IM*0271416	\$ 900.00	Retiree Healthcare Payments
Invoice <\$15,000	Nathan Wright Landscape Design	8/18/2020	IM*E0081225	\$ 1,163.50	Other Contractual Services Expense
Invoice <\$15,000	National Academy of Television Arts and Sciences	8/18/2020	IM*0271560	\$ 1,000.00	Instructional Supplies
Invoice <\$15,000	National Council for Marketing & Public Relations	8/18/2020	IM*0271561	\$ 1,250.00	Dues
Invoice <\$15,000	Navia Benefit Solutions	8/27/2020	IM*E0081356	\$ 13,952.18	Flexible Spending Accounts
Invoice <\$15,000	Navia Benefit Solutions	8/12/2020	IM*E0081189	\$ 8,163.08	Flexible Spending Accounts
Invoice <\$15,000	Navia Benefit Solutions	8/12/2020	IM*E0081169	\$ 2,043.50	HSA Admin Fees
Invoice >\$15,000	Navia Benefit Solutions	8/3/2020	IM*D21550	\$ 24,040.07	HSA Empl/COD Contr 7/30/20 Payroll
Invoice <\$15,000	Network Data Systems Inc	8/26/2020	IM*E0081298	\$ 1,560.60	Other Contractual Services Expense
Invoice <\$15,000	Neuco Inc	8/26/2020	IM*E0081299	\$ 8.76	Maintenance Supplies
Invoice <\$15,000	New City Communications, Inc.	8/26/2020	IM*E0081300	\$ 1,100.00	Advertising Expense
Invoice <\$15,000	Newark Electronics	8/18/2020	IM*0271562	\$ 36.29	IT Maintenance Services
Invoice <\$15,000	Nicolette Pilalis	8/6/2020	IM*0271342	\$ 1,000.00	Misc. Awards (1099)
Invoice <\$15,000	Nicolette Pilalis	6/23/2020	IM*0269104	\$ (1,000.00)	Check issued in prior month; voided in current month
Invoice >\$15,000	Nicor Enerchange	8/18/2020	IM*E0081256	\$ 16,092.86	Gas Expense
Invoice <\$15,000	NJCAA Region IV Treasurer	8/18/2020	IM*0271563	\$ 6,725.00	Dues
Invoice <\$15,000	NJCAA-Online Membership	7/29/2020	IM*E0081036	\$ (4,308.00)	Check issued in prior month; voided in current month
Invoice <\$15,000	NJCAA-Online Membership	8/10/2020	IM*0271343	\$ 4,308.00	Dues
Invoice <\$15,000	Noodle Tools	8/18/2020	IM*0271564	\$ 1,462.00	Books and Binding Costs
Invoice <\$15,000	North Light Color	8/26/2020	IM*E0081301	\$ 1,105.90	Office Supplies
Invoice <\$15,000	Northern Illinois University	8/18/2020	IM*0271565	\$ 1,850.00	Tuition Reimbursement-Classified
Invoice <\$15,000	Northwestern University Center for Public Safety	8/18/2020	IM*0271566	\$ 3,000.00	Other Contractual Services Expense
Invoice <\$15,000	Novus Pest Control	8/12/2020	IM*E0081166	\$ 620.00	Custodial Services
Invoice <\$15,000	NUCLOUD	8/5/2020	IM*E0081115	\$ 4,000.00	Other Contractual Services Expense
Invoice <\$15,000	Oaktree Products, Inc.	8/18/2020	IM*E0081226	\$ 548.00	Instructional Supplies
Invoice <\$15,000	OCLC, Inc. # 774412	7/29/2020	IM*E0081037	\$ (2,666.33)	Check issued in prior month; voided in current month

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College of DuPage  
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Invoice <\$15,000	OCLC, Inc. # 774412	8/18/2020	IM*0271567	\$ 2,666.33	Other Contractual Services Expense
Invoice <\$15,000	Office Depot	8/18/2020	IM*0271568	\$ 4,176.71	Custodial Services
Invoice <\$15,000	Office of Glenn B. Stearns	8/26/2020	IM*0271684	\$ 371.54	Wage Assignments
Invoice <\$15,000	Office of Glenn B. Stearns	8/12/2020	IM*0271420	\$ 371.54	Wage Assignments
Invoice <\$15,000	Ommemail	8/12/2020	IM*E0081171	\$ 682.50	IT Maintenance Services
Invoice <\$15,000	Omnigraphics, Inc.	8/18/2020	IM*0271570	\$ 163.70	Books and Binding Costs
Invoice <\$15,000	Oosterbaan & Sons Company	8/18/2020	IM*0271571	\$ 13,950.00	Facilities Maintenance Service Expense
Invoice <\$15,000	Open Education Global Inc	8/18/2020	IM*0271572	\$ 700.00	Dues
Invoice <\$15,000	Oracle America, Inc.	8/18/2020	IM*0271573	\$ 698.17	Other Contractual Services Expense
Invoice <\$15,000	O'Reilly Auto Parts	8/12/2020	IM*E0081170	\$ 868.54	Maintenance Supplies
Invoice <\$15,000	Paddock Publications	8/26/2020	IM*E0081302	\$ 273.70	Advertising Expense
Invoice <\$15,000	Paddock Publications	8/18/2020	IM*E0081227	\$ 59.80	Advertising Expense
Employee Reimb	Pamela McClelland	8/18/2020	IM*0271640	\$ 349.00	Tuition Reimbursement-CODA
Invoice >\$15,000	Patriot Pavement Maintenance	8/4/2020	IM*E0081086	\$ 318,345.00	Facilities Maintenance Service Expense
Invoice <\$15,000	Patterson Dental	8/26/2020	IM*E0081303	\$ 176.00	Instructional Supplies
Invoice <\$15,000	Paula Cebula	8/12/2020	IM*E0081147	\$ 7,160.00	Performing Arts Services
Invoice <\$15,000	Paxen Publishing LLC	8/12/2020	IM*E0081172	\$ 6,652.10	Instructional Supplies
Invoice <\$15,000	Paxen Publishing LLC	8/5/2020	IM*E0081116	\$ 1,146.44	Instructional Supplies
Invoice <\$15,000	Performance Health Supply, Inc.	8/12/2020	IM*E0081173	\$ 3,500.00	Funds Held in Custody of Others
Invoice <\$15,000	Perkins + Will, Inc.	8/18/2020	IM*E0081228	\$ 825.00	Architectural Services Expense
Invoice <\$15,000	Pitney Bowes	8/18/2020	IM*0271574	\$ 1,628.38	Office Supplies
Invoice <\$15,000	Pocket Nurse	8/26/2020	IM*E0081304	\$ 89.23	Instructional Supplies
Invoice <\$15,000	Pocket Nurse	8/18/2020	IM*E0081229	\$ 610.58	Instructional Supplies
Invoice <\$15,000	POSTMASTER - GLEN ELLYN	8/18/2020	IM*0271576	\$ 7,000.00	USPS Prepaid
Invoice <\$15,000	Power Up Batteries, LLC	8/12/2020	IM*E0081174	\$ 99.84	Maintenance Supplies
Invoice <\$15,000	Power Up Batteries, LLC	8/5/2020	IM*E0081117	\$ 242.06	IT Maintenance Services
Invoice <\$15,000	Press Photography Network	8/26/2020	IM*E0081272	\$ 1,437.50	Other Contractual Services Expense
Invoice <\$15,000	Press Photography Network	8/18/2020	IM*E0081197	\$ 1,575.00	Other Contractual Services Expense
Invoice <\$15,000	Press Photography Network	8/5/2020	IM*E0081093	\$ 1,750.00	Other Contractual Services Expense
Invoice <\$15,000	Pretrax, Inc.	8/18/2020	IM*0271577	\$ 2,817.88	Other Contractual Services Expense
Invoice <\$15,000	Print Management Partners, Inc.	8/18/2020	IM*E0081230	\$ 2,911.00	Other Contractual Services Expense
Invoice <\$15,000	Professional Diversity Network, Inc.	8/18/2020	IM*0271578	\$ 8,000.00	Advertising Expense
Invoice <\$15,000	Proquest, LLC	8/5/2020	IM*E0081118	\$ 150.00	Books and Binding Costs
Invoice <\$15,000	Public Radio Exchange	8/18/2020	IM*0271579	\$ 4,094.00	Other Contractual Services Expense
Invoice <\$15,000	Public Safety Communication	8/18/2020	IM*0271580	\$ 210.00	Facilities Maintenance Service Expense
Invoice <\$15,000	QuadMed, Inc.	8/18/2020	IM*0271581	\$ 316.00	Instructional Supplies
Invoice <\$15,000	Quickbase, Inc.	8/12/2020	IM*E0081175	\$ 9,588.00	Non-Capital Equipment
Invoice <\$15,000	Quik Impressions Group, Inc.	8/18/2020	IM*0271582	\$ 388.00	Printing Expense
Invoice <\$15,000	Radiation Detection Company	8/5/2020	IM*E0081119	\$ 22.60	Instructional Supplies
Invoice <\$15,000	Radio Aids, Inc.	8/18/2020	IM*0271583	\$ 18.00	Other Contractual Services Expense
Invoice <\$15,000	Rainbow Printing	8/18/2020	IM*0271584	\$ 505.00	Office Supplies
Invoice <\$15,000	Ramrod Distributors	8/18/2020	IM*0271585	\$ 11,184.00	Custodial Services
Invoice <\$15,000	Rathje & Woodward, LLC	8/21/2020	IM*E0081264	\$ 16,780.06	Legal Services Expense
Invoice <\$15,000	Rathje & Woodward, LLC	8/20/2020	IM*E0081260	\$ 14,886.10	Legal Services Expense
Invoice <\$15,000	Rathje & Woodward, LLC	8/5/2020	IM*E0081120	\$ 23,934.08	Legal Services Expense
Invoice <\$15,000	Ray O'Herron Co., Inc.	8/26/2020	IM*E0081305	\$ 37.98	Other supplies
Invoice <\$15,000	Reach Sports Marketing Group, Inc.	8/18/2020	IM*0271586	\$ 11,770.00	Non-Capital Equipment
Invoice <\$15,000	Red Giant, LLC	8/5/2020	IM*E0081121	\$ 4,975.00	Computer Software
Invoice >\$15,000	Reliance Standard Life Insurance Company	8/27/2020	IM*0271689	\$ 47,525.59	Life Insurance
Invoice >\$15,000	Reliance Standard Life Insurance Company	8/12/2020	IM*0271417	\$ 47,567.00	Life Insurance
Invoice <\$15,000	Reserve Account	8/18/2020	IM*0271587	\$ 10,000.00	Pitney Bowes Prepaid
Invoice <\$15,000	Riverside Technologies, Inc.	8/26/2020	IM*E0081306	\$ 12,367.00	Instructional Supplies
Invoice <\$15,000	Riverside Technologies, Inc.	8/12/2020	IM*E0081176	\$ 14,625.28	Equipment - Technology
Invoice <\$15,000	Riverside Technologies, Inc.	8/5/2020	IM*E0081122	\$ 3,952.00	Other supplies
Invoice <\$15,000	RTM Engineering Consultants LLC	8/5/2020	IM*E0081123	\$ 1,378.50	Facilities Maintenance Service Expense
Invoice >\$15,000	SafetyFile LLC	8/21/2020	IM*E0081265	\$ 24,308.25	Equipment - Office
Invoice <\$15,000	Saf-T-Gard International, Inc.	8/18/2020	IM*E0081232	\$ 91.03	Maintenance Supplies
Invoice <\$15,000	Sage Learning Landscapes, LLC	8/12/2020	IM*E0081167	\$ 2,800.00	Other Contractual Services Expense
Invoice <\$15,000	Saltzman Enterprise Group LLC	8/26/2020	IM*E0081307	\$ 300.00	Instructional Supplies
Invoice <\$15,000	Samantha Jaffe	8/18/2020	IM*0271536	\$ 200.00	Performing Arts Services
Employee Reimb	Sandra Martins	8/27/2020	IM*E0081343	\$ 150.00	Tuition Reimbursement-Admin
Invoice <\$15,000	Scent Air Technologies, Inc.	8/18/2020	IM*0271588	\$ 93.45	Other Contractual Services Expense
Invoice <\$15,000	Second Chance Cardiac Solutions, Inc.	8/26/2020	IM*E0081308	\$ 498.00	Other Contractual Services Expense
Employee Reimb	Shannon Wood	8/18/2020	IM*E0081254	\$ 36.83	Office Supplies
Employee Reimb	Shelly Mocchi	8/18/2020	IM*E0081249	\$ 212.74	Tuition Reimbursement-Faculty
Employee Reimb	Shelly Mocchi	8/13/2020	IM*E0081195	\$ 371.25	Tuition Reimbursement-Faculty
Employee Reimb	Sheri Gross	8/13/2020	IM*E0081194	\$ 15.62	Postage
Invoice <\$15,000	Sherwin Williams Company	8/18/2020	IM*0271591	\$ 402.50	Maintenance Supplies
Invoice >\$15,000	SHI International Corp	8/25/2020	IM*0271669	\$ 24,675.05	Non-Capital Equipment
Invoice <\$15,000	Sierra Automated Systems & Engineering Corporation	8/12/2020	IM*E0081177	\$ 11,085.89	Equipment - Service
Employee Reimb	Silvia Donatelli	8/27/2020	IM*E0081330	\$ 163.60	Dues - Faculty

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Invoice <\$15,000	Smithgroup Inc	8/18/2020	IM*0271592	\$ 4,375.00	Equipment - Technology
Invoice >\$15,000	Sona Soft	8/26/2020	IM*0271682	\$ 15,360.00	IT Maintenance Services
Invoice <\$15,000	Southside Control Supply Company	8/26/2020	IM*E0081309	\$ 22.82	Maintenance Supplies
Invoice <\$15,000	Southside Control Supply Company	8/5/2020	IM*E0081124	\$ 131.47	Maintenance Supplies
Invoice <\$15,000	Space Architects and Planners LLC	8/26/2020	IM*E0081310	\$ 2,726.46	Other Contractual Services Expense
Invoice <\$15,000	Sphero Inc	8/18/2020	IM*0271593	\$ 1,199.50	Other Contractual Services Expense
Invoice <\$15,000	Sprint	8/18/2020	IM*0271594	\$ 127.34	Telephone Expense
Invoice <\$15,000	State Disbursement Unit	8/26/2020	IM*0271685	\$ 4,677.00	Wage Assignments
Invoice <\$15,000	State Disbursement Unit	8/12/2020	IM*0271421	\$ 2,025.06	Wage Assignments
Invoice <\$15,000	Steiner Electric Company	8/18/2020	IM*0271595	\$ 2,626.38	Publications
Employee Reimb	Stephanie Abrassart	8/6/2020	IM*E0081133	\$ 1,260.00	Tuition Reimbursement-Classified
Invoice <\$15,000	Sterling Studio Kitchen and Bath LLC	8/18/2020	IM*E0081234	\$ 1,616.70	Other Contractual Services Expense
Invoice <\$15,000	Strategic Cost Control, Inc.	8/18/2020	IM*0271596	\$ 800.00	Unemployment Insurance Expense
Invoice <\$15,000	Stylus Publishing Llc	8/12/2020	IM*E0081178	\$ 514.46	Books and Binding Costs
Invoice <\$15,000	Suburban Life Publications	8/18/2020	IM*0271597	\$ 733.58	Publications
Invoice <\$15,000	SURS-State University Retirement System	8/12/2020	IM*E0081188	\$ 10,024.20	SURS 6% Rule Payments
Invoice <\$15,000	SURS-State University Retirement System	8/4/2020	IM*E0081091	\$ 1,793.27	SURS 6% Rule Payments
Invoice >\$15,000	SURS-State University Retirement System	8/31/2020	IM*E0081358	\$ 300,499.17	Employee Retirement Contributions
Invoice >\$15,000	SURS-State University Retirement System	8/13/2020	IM*E0081196	\$ 188,282.84	Employee Retirement Contributions
Invoice >\$15,000	SURS-State University Retirement System	8/4/2020	IM*E0081092	\$ 17,167.92	SURS 6% Rule Payments
Invoice <\$15,000	Survey Monkey Inc.	8/18/2020	IM*0271598	\$ 4,577.00	Office Supplies
Employee Reimb	Susan Cabay	8/13/2020	IM*E0081191	\$ 495.96	Instructional Supplies
Invoice <\$15,000	Swiftkick	8/26/2020	IM*E0081311	\$ 4,800.00	Other Contractual Services Expense
Employee Reimb	Tauya Forst	8/27/2020	IM*E0081333	\$ 1,684.96	Tuition Reimbursement-Faculty
Invoice <\$15,000	TekCore LLC	8/12/2020	IM*E0081179	\$ 894.00	Maintenance Services Expense
Invoice <\$15,000	The CLCD Company, LLC	8/18/2020	IM*0271479	\$ 1,275.00	Books and Binding Costs
Invoice <\$15,000	The ICON Group, Inc.	8/18/2020	IM*0271525	\$ 241.00	Rental Facility
Invoice <\$15,000	The Medalcraft Mint Inc	8/26/2020	IM*E0081295	\$ 1,767.00	Other Contractual Services Expense
Invoice <\$15,000	The Standard Companies	8/18/2020	IM*E0081233	\$ 972.00	Maintenance Supplies
Invoice <\$15,000	The Standard Companies	8/5/2020	IM*E0081126	\$ 13,500.00	Maintenance Supplies
Employee Reimb	Theresa Ciez	8/27/2020	IM*E0081328	\$ 470.72	Tuition Reimbursement-Faculty
Invoice >\$15,000	Ti Training	8/5/2020	IM*E0081132	\$ 102,600.00	Equipment - Instructional
Invoice >\$15,000	Tickets.com, Inc.	8/4/2020	IM*0271336	\$ 20,000.00	IT Maintenance Services
Employee Reimb	Timothy Henningsen	8/27/2020	IM*E0081338	\$ 59.99	Dues - Faculty
Employee Reimb	Timothy Meyers	8/18/2020	IM*0271641	\$ 350.00	Dues - Faculty
Invoice <\$15,000	To (The Last One)	8/18/2020	IM*0271599	\$ 50.00	Other Contractual Services Expense
Employee Reimb	Tobey McCoy	8/18/2020	IM*E0081246	\$ 100.47	Instructional Supplies
Invoice <\$15,000	Tree Towns Repro Service	8/5/2020	IM*E0081127	\$ 1,414.88	Building Remodeling Expense
Invoice <\$15,000	Tryad Solutions Inc	8/26/2020	IM*E0081312	\$ 3,775.08	Maintenance Supplies
Invoice <\$15,000	Tryad Solutions Inc	8/18/2020	IM*E0081235	\$ 366.81	Maintenance Supplies
Invoice <\$15,000	Twenty Six LLC	8/18/2020	IM*0271600	\$ 800.00	Other Contractual Services Expense
Invoice <\$15,000	U.S. Green Bldg. Council	8/4/2020	IM*0271337	\$ 450.00	Publications
Invoice <\$15,000	United Parcel Service	8/18/2020	IM*0271603	\$ 13.88	Postage
Invoice <\$15,000	United Radio Communications, Inc.	8/12/2020	IM*E0081180	\$ 2,344.00	Maintenance Supplies
Invoice <\$15,000	United Stations Radio Networks	8/18/2020	IM*0271601	\$ 975.00	Other Contractual Services Expense
Invoice <\$15,000	University of Illinois At Springfield	8/4/2020	IM*0271333	\$ 350.00	Tuition Reimbursement-CODA
Invoice <\$15,000	University of Illinois At Springfield	5/19/2020	IM*0268010	\$ (350.00)	Check issued in prior month; voided in current month
Invoice <\$15,000	University of Tennessee Knoxville	8/18/2020	IM*0271602	\$ 150.00	Books and Binding Costs
Invoice <\$15,000	Unum Life Insurance Company of America	8/27/2020	IM*0271690	\$ 8,083.51	Long Term Care - Insurance
Invoice <\$15,000	Unum Life Insurance Company of America	8/12/2020	IM*0271418	\$ 7,883.02	Long Term Care - Insurance
Invoice <\$15,000	Urban Elevator Service, Inc.	8/18/2020	IM*0271604	\$ 2,062.50	Facilities Maintenance Service Expense
Invoice >\$15,000	Valic Retirement Services	8/27/2020	IM*E0081357	\$ 130,449.17	Annuities
Invoice >\$15,000	Valic Retirement Services	8/12/2020	IM*E0081182	\$ 69,411.44	Annuities
Invoice <\$15,000	Verizon Wireless	8/25/2020	IM*0271681	\$ 89.11	Telephone Expense
Invoice <\$15,000	Verizon Wireless	8/18/2020	IM*0271605	\$ 613.56	Other Contractual Services Expense
Invoice <\$15,000	Vernon Hills Police	8/24/2020	IM*0271668	\$ 100.00	Miscellaneous Revenues
Invoice <\$15,000	VEX Robotics, Inc.	8/5/2020	IM*E0081128	\$ 288.13	Instructional Supplies
Invoice <\$15,000	Village of Glen Ellyn, Illinois	8/18/2020	IM*E0081236	\$ 9,644.74	Water - Sewage Expense
Invoice >\$15,000	Village of Glen Ellyn, Illinois	8/18/2020	IM*E0081257	\$ 39,978.29	Water - Sewage Expense
Invoice <\$15,000	Village of Westmont	8/18/2020	IM*E0081237	\$ 28.22	Water - Sewage Expense
Invoice <\$15,000	Virginia Schwartz	8/18/2020	IM*0271589	\$ 191.00	Community Memberships - PE
Invoice >\$15,000	Vision Service Plan - (IV)	8/27/2020	IM*E0081353	\$ 15,440.44	Vision Choice Prem August 2020
Invoice >\$15,000	Vision Service Plan - (IV)	8/12/2020	IM*E0081146	\$ 15,066.31	Vision Choice Prem August 2020
Invoice >\$15,000	VisionPoint Media, Inc.	8/27/2020	IM*E0081326	\$ 188,574.94	Advertising Expense
Invoice <\$15,000	Warehouse Direct, Inc.	8/26/2020	IM*E0081313	\$ 8,835.42	Maintenance Supplies
Invoice <\$15,000	Warehouse Direct, Inc.	8/18/2020	IM*E0081238	\$ 2,778.82	Maintenance Supplies
Invoice <\$15,000	Warehouse Direct, Inc.	8/12/2020	IM*E0081181	\$ 4,927.60	COVID19 Related Mat & Supplies
Invoice <\$15,000	Warehouse Direct, Inc.	8/5/2020	IM*E0081130	\$ 1,072.58	Maintenance Supplies
Invoice <\$15,000	Waste Management of Illinois-West	8/18/2020	IM*0271607	\$ 2,428.94	Refuse Disposal Expense
Invoice <\$15,000	West Payment Center	8/26/2020	IM*E0081314	\$ 1,263.06	Books and Binding Costs
Invoice <\$15,000	West Publishing Corporation	8/26/2020	IM*E0081315	\$ 628.22	Instructional Service Contracts

D. All Disbursements Excluding Payroll  
College of DuPage  
Community College District No. 502  
ACCOUNTS PAYABLE AND PAYROLL REPORT  
CASH DISBURSEMENTS  
August 31, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - August 2020

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AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice <\$15,000	Westlake Reed Leskosky	8/12/2020	IM*E0081159	\$ 1,200.32	Equipment - Instructional
Invoice <\$15,000	Wheaton Mulch, Inc.	8/26/2020	IM*E0081316	\$ 937.50	Maintenance Supplies
Invoice <\$15,000	Wheaton Mulch, Inc.	8/18/2020	IM*E0081239	\$ 330.00	Maintenance Supplies
Invoice <\$15,000	WideOpenWest IL, LLC	8/26/2020	IM*E0081317	\$ 390.88	Other Contractual Services Expense
Employee Reimb	William North	8/18/2020	IM*0271642	\$ 89.99	Maintenance Supplies
Invoice <\$15,000	Wilma Gunn	8/11/2020	IM*0271414	\$ 900.00	Retiree Healthcare Payments
Invoice <\$15,000	Windy City Truck Repair, Inc.	8/18/2020	IM*0271608	\$ 1,047.40	Maintenance Services Expense
Invoice <\$15,000	WM. F. Meyer Company	8/18/2020	IM*0271610	\$ 519.12	Maintenance Supplies
Invoice <\$15,000	W-Squared Communications, Inc.	8/5/2020	IM*E0081129	\$ 4,995.03	Printing Expense
Invoice <\$15,000	Xerox Corporation	8/18/2020	IM*0271611	\$ 7,913.34	Rental - Equipment
Invoice >\$15,000	Xerox Corporation	8/27/2020	IM*0271688	\$ 73,687.53	Rental - Equipment
Invoice <\$15,000	Yankee Book Peddler, Inc.	8/26/2020	IM*E0081318	\$ 3,786.58	Books and Binding Costs
Invoice <\$15,000	Yankee Book Peddler, Inc.	8/5/2020	IM*E0081131	\$ 246.95	Books and Binding Costs
Invoice <\$15,000	Zendesck, Inc.	8/18/2020	IM*0271612	\$ 3,672.00	Other Contractual Services Expense
Invoice <\$15,000	Ziken Signage LLC	8/18/2020	IM*E0081240	\$ 6,165.40	Architectural Services Expense
Invoice >\$15,000	Zones Inc.	8/4/2020	IM*E0081085	\$ 45,153.28	IT Maintenance Services
Cares Act Student Portion	Cares Act Student Portion			\$ 464,099.00	Cares Act Student Portion via Touchnet ACH - 686 transactions
Student Refunds	Checks issued in prior month; voided in current month			\$ (10,389.27)	Student Refunds Voided Checks - 11 transactions
Student Refunds	Student Refunds			\$ 396,663.95	Student Refunds via Paper Check - 646 transactions
Student Refunds	Student Refunds			\$ 1,074,660.68	Student Refunds via Credit Cards - 2141 transactions
<b>TOTAL VENDOR PAYMENTS DURING THE ACCOUNTING MONTH</b>				<b>\$ 10,338,948.20</b>	

D. All Disbursements Excluding Payroll  
College of DuPage  
Community College District No. 502  
ACCOUNTS PAYABLE AND PAYROLL REPORT  
CASH DISBURSEMENTS  
August 31, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - August 2020

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AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice <\$15,000	University of Illinois At Springfield	5/19/2020	IM*0268010	\$ (350.00)	Check issued in prior month; voided in current month
Invoice <\$15,000	Nicolette Pilalis	6/23/2020	IM*0269104	\$ (1,000.00)	Check issued in prior month; voided in current month
Invoice <\$15,000	Glover Restaurants, Inc.	7/14/2020	IM*0270879	\$ (277.50)	Check issued in prior month; voided in current month
Invoice <\$15,000	Ascher Brothers Inc	8/3/2020	IM*0271256	\$ 1,600.00	Equipment - Office
Invoice <\$15,000	College of Dupage Foundation	8/3/2020	IM*0271257	\$ 50.00	Funds Held in Custody of Others
Invoice <\$15,000	Menards - Naperville	8/3/2020	IM*0271258	\$ 1,449.51	Instructional Supplies
Invoice <\$15,000	Equifax Consumer Services LLC	8/3/2020	IM*0271259	\$ 4,282.20	Other Contractual Services Expense
Invoice >\$15,000	Illinois Community College Risk Management Consortium	8/4/2020	IM*0271302	\$ 1,824,395.00	General Insurance Expense
Invoice <\$15,000	University of Illinois At Springfield	8/4/2020	IM*0271333	\$ 350.00	Tuition Reimbursement-CODA
Invoice >\$15,000	Consortium of Academic and Research Libraries in Illinois	8/4/2020	IM*0271334	\$ 88,820.67	Books and Binding Costs
Invoice >\$15,000	Commonwealth Edison-Carol Stream	8/4/2020	IM*0271335	\$ 87,123.04	Electricity Expense
Invoice >\$15,000	Tickets.com, Inc.	8/4/2020	IM*0271336	\$ 20,000.00	IT Maintenance Services
Invoice <\$15,000	U.S. Green Bldg. Council	8/4/2020	IM*0271337	\$ 450.00	Publications
Invoice <\$15,000	AT&T Long Distance	8/4/2020	IM*0271338	\$ 120.58	Telephone Expense
Invoice <\$15,000	AT&T Long Distance	8/4/2020	IM*0271339	\$ 756.60	Telephone Expense
Invoice <\$15,000	AT&T Long Distance	8/4/2020	IM*0271340	\$ 18.27	Telephone Expense
Invoice <\$15,000	Higher Learning Commission	8/5/2020	IM*0271341	\$ 12,827.80	Dues
Invoice <\$15,000	Nicolette Pilalis	8/6/2020	IM*0271342	\$ 1,000.00	Misc. Awards (1099)
Invoice <\$15,000	NJCAA-Online Membership	8/10/2020	IM*0271343	\$ 4,308.00	Dues
Invoice <\$15,000	AT&T Long Distance	8/10/2020	IM*0271344	\$ 150.64	Telephone Expense
Invoice <\$15,000	AT&T Long Distance	8/10/2020	IM*0271345	\$ 4,940.63	Telephone Expense
Invoice <\$15,000	Curtis Davis	8/11/2020	IM*0271413	\$ 1,600.00	Retiree Healthcare Payments
Invoice <\$15,000	Wilma Gunn	8/11/2020	IM*0271414	\$ 900.00	Retiree Healthcare Payments
Invoice <\$15,000	Freyda Libman	8/11/2020	IM*0271415	\$ 1,200.00	Retiree Healthcare Payments
Invoice <\$15,000	Nancy Pfahl	8/11/2020	IM*0271416	\$ 900.00	Retiree Healthcare Payments
Invoice >\$15,000	Reliance Standard Life Insurance Company	8/12/2020	IM*0271417	\$ 47,567.00	Life Insurance
Invoice <\$15,000	Unum Life Insurance Company of America	8/12/2020	IM*0271418	\$ 7,883.02	Long Term Care - Insurance
Invoice <\$15,000	International Union of Operating Engineers	8/12/2020	IM*0271419	\$ 703.35	Professional Dues
Invoice <\$15,000	Office of Glenn B. Stearns	8/12/2020	IM*0271420	\$ 371.54	Wage Assignments
Invoice <\$15,000	State Disbursement Unit	8/12/2020	IM*0271421	\$ 2,025.06	Wage Assignments
Invoice <\$15,000	AccessData Group Inc	8/18/2020	IM*0271442	\$ 660.00	Instructional Supplies
Invoice <\$15,000	Accurate Document Destruction, Inc.	8/18/2020	IM*0271443	\$ 92.31	Water - Sewage Expense
Invoice <\$15,000	Adair Enterprises, Inc.	8/18/2020	IM*0271444	\$ 479.18	Vehicle Supplies
Invoice <\$15,000	Advanced Stores Company, Inc.	8/18/2020	IM*0271445	\$ 1,239.92	Purchase for Resale
Invoice <\$15,000	Advantage Team Sales Group	8/18/2020	IM*0271446	\$ 13,244.95	Other supplies
Invoice <\$15,000	Adweek, LLC	8/18/2020	IM*0271447	\$ 149.00	Publications
Invoice <\$15,000	AICPA-North Carolina	8/18/2020	IM*0271448	\$ 126.30	Books and Binding Costs
Invoice <\$15,000	AICPA-North Carolina	8/18/2020	IM*0271449	\$ 475.00	Dues - Administrators
Invoice <\$15,000	Airgas, Inc.	8/18/2020	IM*0271450	\$ 1,556.33	Instructional Supplies
Invoice <\$15,000	AJ Warren Oil Company, Inc.	8/18/2020	IM*0271451	\$ 5,486.12	Vehicle Supplies
Invoice <\$15,000	Amalgamated Bank of Chicago	8/18/2020	IM*0271452	\$ 300.00	Bond Interest
Invoice <\$15,000	American Science & Surplus	8/18/2020	IM*0271453	\$ 157.50	Other supplies
Invoice <\$15,000	Anixter, Inc.	8/18/2020	IM*0271454	\$ 3,438.00	Maintenance Supplies
Invoice <\$15,000	Archetype Innovations LLC	8/18/2020	IM*0271455	\$ 630.00	Instructional Supplies
Invoice <\$15,000	Armarius Software Inc	8/18/2020	IM*0271456	\$ 392.70	Other Contractual Services Expense
Invoice <\$15,000	Arnell Steel Supply Company	8/18/2020	IM*0271457	\$ 4,701.21	Instructional Supplies
Invoice <\$15,000	Aspen University Inc	8/18/2020	IM*0271458	\$ 490.00	Tuition Reimbursement-Classified
Invoice <\$15,000	Association for Title IX Administrators	8/18/2020	IM*0271459	\$ 4,650.50	Out-of-State Conference Costs
Invoice <\$15,000	AT&T Long Distance	8/18/2020	IM*0271460	\$ 350.16	Telephone Expense
Invoice <\$15,000	AT&T Long Distance	8/18/2020	IM*0271461	\$ 116.24	Telephone Expense
Invoice <\$15,000	AT&T Long Distance	8/18/2020	IM*0271462	\$ 5,756.63	Telephone Expense
Invoice <\$15,000	AT&T Long Distance	8/18/2020	IM*0271463	\$ 2,273.60	Telephone Expense
Invoice <\$15,000	AT&T Mobility	8/18/2020	IM*0271464	\$ 68.75	Telephone Expense
Invoice <\$15,000	AT&T Mobility	8/18/2020	IM*0271465	\$ 172.92	Other supplies
Invoice <\$15,000	Automated Logic	8/18/2020	IM*0271466	\$ 1,800.00	Maintenance Supplies
Invoice <\$15,000	AVI Systems, Inc.	8/18/2020	IM*0271467	\$ 3,999.00	Equipment - Office
Invoice <\$15,000	Banc Certified Merchant Services	8/18/2020	IM*0271468	\$ 96.00	Performing Arts Services
Invoice <\$15,000	Belec Electrical Inc	8/18/2020	IM*0271469	\$ 1,670.00	Building Remodeling Expense
Invoice <\$15,000	Benco Dental Co.	8/18/2020	IM*0271470	\$ 253.06	Instructional Supplies
Invoice <\$15,000	Bibliotheca Llc	8/18/2020	IM*0271471	\$ 2,568.00	Office Supplies
Invoice <\$15,000	Harry Bohn	8/18/2020	IM*0271472	\$ 243.00	Officials/Referees
Invoice <\$15,000	Donna Brazen	8/18/2020	IM*0271473	\$ 289.00	Community Memberships - PE
Invoice <\$15,000	Brill USA, Inc.	8/18/2020	IM*0271474	\$ 116.50	Books and Binding Costs
Invoice <\$15,000	Carol Stream Fire Protection District	8/18/2020	IM*0271475	\$ 2,000.00	Rental Facility
Invoice <\$15,000	Carrier Corporation	8/18/2020	IM*0271476	\$ 7,770.00	Facilities Maintenance Service Expense
Invoice <\$15,000	Center for Computer-Assisted Legal Instruction	8/18/2020	IM*0271477	\$ 250.00	Dues
Invoice <\$15,000	City of Naperville - Utilities	8/18/2020	IM*0271478	\$ 3,195.58	Electricity Expense
Invoice <\$15,000	The CLCD Company, LLC	8/18/2020	IM*0271479	\$ 1,275.00	Books and Binding Costs
Invoice <\$15,000	Danielle Cline	8/18/2020	IM*0271480	\$ 264.66	Office Supplies
Invoice <\$15,000	College of Dupage Foundation	8/18/2020	IM*0271481	\$ 2,000.00	Deposit Due Foundation

D. All Disbursements Excluding Payroll  
College of DuPage  
Community College District No. 502  
ACCOUNTS PAYABLE AND PAYROLL REPORT  
CASH DISBURSEMENTS  
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Invoice <\$15,000	College of Dupage Foundation	8/18/2020	IM*0271482	\$ 1,523.00	Art Center Deposit Liability
Invoice <\$15,000	College of Dupage Foundation	8/18/2020	IM*0271483	\$ 1,433.75	Art Center Deposit Liability
Invoice <\$15,000	Comcast Commercial Services	8/18/2020	IM*0271484	\$ 3,263.33	Telephone Expense
Invoice <\$15,000	Comcast	8/18/2020	IM*0271485	\$ 413.95	Telephone Expense
Invoice <\$15,000	Commonwealth Edison-Carol Stream	8/18/2020	IM*0271486	\$ 2,063.83	Electricity Expense
Invoice <\$15,000	Communications Revolving Fund	8/18/2020	IM*0271487	\$ 1,208.02	IT Maintenance Services
Invoice <\$15,000	Compass Records Group Inc	8/18/2020	IM*0271488	\$ 86.12	Advertising Expense
Invoice <\$15,000	Compu-Tecture Inc	8/18/2020	IM*0271489	\$ 2,400.00	Books and Binding Costs
Invoice <\$15,000	Contemporary Control Systems Inc	8/18/2020	IM*0271490	\$ 170.00	Facilities Rental
Invoice <\$15,000	Core & Main LP	8/18/2020	IM*0271491	\$ 212.14	Maintenance Supplies
Invoice <\$15,000	Cornerstone OnDemand Inc.	8/18/2020	IM*0271492	\$ 1,500.00	IT Maintenance Services
Invoice <\$15,000	Joanne Corpus	8/18/2020	IM*0271493	\$ 248.00	Community Memberships - PE
Invoice <\$15,000	Council for Higher Education	8/18/2020	IM*0271494	\$ 4,870.00	Dues
Invoice <\$15,000	Creation Engine Inc.	8/18/2020	IM*0271495	\$ 750.00	Computer Software
Invoice <\$15,000	Douglas Curry	8/18/2020	IM*0271496	\$ 650.00	Other Contractual Services Expense
Invoice <\$15,000	Delmark Records	8/18/2020	IM*0271497	\$ 110.51	Advertising Expense
Invoice <\$15,000	Denson Shops, Inc.	8/18/2020	IM*0271498	\$ 24.00	Maintenance Services Expense
Invoice <\$15,000	Developtmental Services Center	8/18/2020	IM*0271499	\$ 998.66	Instructional Supplies
Invoice <\$15,000	DialMedical USA Equipment LLC	8/18/2020	IM*0271500	\$ 137.50	Instructional Supplies
Invoice <\$15,000	Digi-Key 643614	8/18/2020	IM*0271501	\$ 28.19	Other supplies
Invoice <\$15,000	Dramatists Play Service, Inc.	8/18/2020	IM*0271502	\$ 826.00	Performing Arts Services
Invoice <\$15,000	Dreamhost.com	8/18/2020	IM*0271503	\$ 119.40	Other Contractual Services Expense
Invoice <\$15,000	DuPage County	8/18/2020	IM*0271504	\$ 5,451.30	Indirect Costs
Invoice <\$15,000	Mark Dvorak	8/18/2020	IM*0271505	\$ 60.00	Advertising Expense
Invoice <\$15,000	Ecolab	8/18/2020	IM*0271506	\$ 1,383.20	Maintenance Supplies
Invoice <\$15,000	ExamSoft Worldwide Inc	8/18/2020	IM*0271507	\$ 12,383.77	Instructional Supplies
Invoice <\$15,000	Fisher Scientific Company	8/18/2020	IM*0271508	\$ 197.74	Non-Capital Equipment
Invoice <\$15,000	Flagg Creek Water Reclamation District	8/18/2020	IM*0271509	\$ 16.70	Water - Sewage Expense
Invoice <\$15,000	Film Scientific	8/18/2020	IM*0271510	\$ 286.16	Instructional Supplies
Invoice <\$15,000	Follett's College of DuPage	8/18/2020	IM*0271511	\$ 2,486.26	On-Campus Conf & Mtgs
Invoice <\$15,000	Follett's College of DuPage	8/18/2020	IM*0271512	\$ 15.80	Instructional Supplies
Invoice <\$15,000	GFOA	8/18/2020	IM*0271513	\$ 169.00	Publications
Invoice <\$15,000	Glover Restaurants, Inc.	8/18/2020	IM*0271514	\$ 277.50	On-Campus Conf & Mtgs
Invoice <\$15,000	Mindy Golub	8/18/2020	IM*0271515	\$ 2,300.00	Other Contractual Services Expense
Invoice <\$15,000	GovConnection Inc	8/18/2020	IM*0271516	\$ 1,737.10	Non-Capital Equipment
Invoice <\$15,000	H-O-H Water Technology, Inc.	8/18/2020	IM*0271517	\$ 2,409.13	Maintenance Supplies
Invoice <\$15,000	Henry Schein	8/18/2020	IM*0271518	\$ 1,363.23	Instructional Supplies
Invoice <\$15,000	Holabird & Root LLC	8/18/2020	IM*0271519	\$ 585.00	Architectural Services Expense
Invoice <\$15,000	Jodi Holschuh	8/18/2020	IM*0271520	\$ 3,500.00	Other Contractual Services Expense
Invoice <\$15,000	HP Products Corporation	8/18/2020	IM*0271521	\$ 81.00	Maintenance Supplies
Invoice <\$15,000	HP Products Corporation	8/18/2020	IM*0271522	\$ 102.10	Custodial Services
Invoice <\$15,000	ICCET	8/18/2020	IM*0271523	\$ 100.00	Dues
Invoice <\$15,000	ICN-CMS	8/18/2020	IM*0271524	\$ 3,600.00	IT Maintenance Services
Invoice <\$15,000	The ICON Group, Inc.	8/18/2020	IM*0271525	\$ 241.00	Rental Facility
Invoice <\$15,000	Illinois Community College Risk Management Consortium	8/18/2020	IM*0271526	\$ 2,616.00	Legal Services Expense
Invoice <\$15,000	Illinois Department of IDFP	8/18/2020	IM*0271527	\$ 450.00	Dues - Classified
Invoice <\$15,000	Image Trend, Inc.	8/18/2020	IM*0271528	\$ 6,753.05	IT Maintenance Services
Invoice <\$15,000	Infobase Publishing	8/18/2020	IM*0271529	\$ 1,237.52	Books and Binding Costs
Invoice <\$15,000	InfoUSA Marketing, Inc.	8/18/2020	IM*0271530	\$ 12,595.00	Books and Binding Costs
Invoice <\$15,000	Installation Services Inc	8/18/2020	IM*0271531	\$ 827.00	Other Contractual Services Expense
Invoice <\$15,000	Integration Partners	8/18/2020	IM*0271532	\$ 7,437.92	IT Maintenance Services
Invoice <\$15,000	Iron Mountain Off Site Data	8/18/2020	IM*0271533	\$ 304.58	IT Maintenance Services
Invoice <\$15,000	iStockphoto LP	8/18/2020	IM*0271534	\$ 1,440.00	Advertising Expense
Invoice <\$15,000	J.J. Keller & Associates, Inc.	8/18/2020	IM*0271535	\$ 435.89	Instructional Supplies
Invoice <\$15,000	Samantha Jaffe	8/18/2020	IM*0271536	\$ 200.00	Performing Arts Services
Invoice <\$15,000	Jenn Sales Corporation	8/18/2020	IM*0271537	\$ 472.50	Advertising Expense
Invoice <\$15,000	Job Target.com	8/18/2020	IM*0271538	\$ 200.00	Advertising Expense
Invoice <\$15,000	Johnstone Supply	8/18/2020	IM*0271539	\$ 4,645.97	Instructional Supplies
Invoice <\$15,000	Kammes Auto & Truck Repair, Inc.	8/18/2020	IM*0271540	\$ 1,872.88	Maintenance Services Expense
Invoice <\$15,000	Key Code Media	8/18/2020	IM*0271541	\$ 4,119.00	Equipment - Technology
Invoice <\$15,000	Lakeshore Equipment Company	8/18/2020	IM*0271542	\$ 817.75	Instructional Supplies
Invoice <\$15,000	Learning Resources Network, Inc.	8/18/2020	IM*0271543	\$ 138.00	Dues
Invoice <\$15,000	Len's Ace Hardware-Glen Elyn	8/18/2020	IM*0271544	\$ 563.34	Maintenance Supplies
Invoice <\$15,000	Lester and Rosalie Anixter Center	8/18/2020	IM*0271545	\$ 4,814.00	Consultants Expense
Invoice <\$15,000	Doris Levine	8/18/2020	IM*0271546	\$ 9,885.28	Retiree Healthcare Payments
Invoice <\$15,000	Lexicon Networks, Inc.	8/18/2020	IM*0271547	\$ 12,000.00	IT Maintenance Services
Invoice <\$15,000	Lifco Construction	8/18/2020	IM*0271548	\$ 7,900.00	Building Remodeling Expense
Invoice <\$15,000	LiveU Inc	8/18/2020	IM*0271549	\$ 150.00	Non-Capital Equipment
Invoice <\$15,000	Marberry Cleaners and Launderer's LLC	8/18/2020	IM*0271550	\$ 278.40	Maintenance Services Expense
Invoice <\$15,000	Matthew Bender & Co., Inc.	8/18/2020	IM*0271551	\$ 611.41	Books and Binding Costs

D. All Disbursements Excluding Payroll  
College of DuPage  
Community College District No. 502  
ACCOUNTS PAYABLE AND PAYROLL REPORT  
CASH DISBURSEMENTS  
August 31, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - August 2020

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AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice <\$15,000	Elizabeth McGuan	8/18/2020	IM*0271552	\$ 60.50	Community Memberships - PE
Invoice <\$15,000	McMaster Carr Supply	8/18/2020	IM*0271553	\$ 2,199.93	Instructional Supplies
Invoice <\$15,000	Medline Industries, Inc.	8/18/2020	IM*0271554	\$ 80.18	Instructional Supplies
Invoice <\$15,000	Mock Medical, Llc	8/18/2020	IM*0271555	\$ 2,638.50	Instructional Supplies
Invoice <\$15,000	Morningstar, Inc.	8/18/2020	IM*0271556	\$ 4,434.00	Books and Binding Costs
Invoice <\$15,000	MP Medical Equipment Ltd	8/18/2020	IM*0271557	\$ 250.00	Athletic Trainer Supplies
Invoice <\$15,000	MSC Industrial Supply	8/18/2020	IM*0271558	\$ 12,850.82	Equipment - Instructional
Invoice <\$15,000	Murphy Construction Services LLC	8/18/2020	IM*0271559	\$ 2,500.00	Building Remodeling Expense
Invoice <\$15,000	National Academy of Television Arts and Sciences	8/18/2020	IM*0271560	\$ 1,000.00	Instructional Supplies
Invoice <\$15,000	National Council for Marketing & Public Relations	8/18/2020	IM*0271561	\$ 1,250.00	Dues
Invoice <\$15,000	Newark Electronics	8/18/2020	IM*0271562	\$ 36.29	IT Maintenance Services
Invoice <\$15,000	NJCAA Region IV Treasurer	8/18/2020	IM*0271563	\$ 6,725.00	Dues
Invoice <\$15,000	Noodle Tools	8/18/2020	IM*0271564	\$ 1,462.00	Books and Binding Costs
Invoice <\$15,000	Northern Illinois University	8/18/2020	IM*0271565	\$ 1,850.00	Tuition Reimbursement-Classified
Invoice <\$15,000	Northwestern University Center for Public Safety	8/18/2020	IM*0271566	\$ 3,000.00	Other Contractual Services Expense
Invoice <\$15,000	OCLC, Inc. # 774412	8/18/2020	IM*0271567	\$ 2,666.33	Other Contractual Services Expense
Invoice <\$15,000	Office Depot	8/18/2020	IM*0271568	\$ 4,176.71	Custodial Services
Invoice <\$15,000	Omnigraphics, Inc.	8/18/2020	IM*0271570	\$ 163.70	Books and Binding Costs
Invoice <\$15,000	Oosterbaan & Sons Company	8/18/2020	IM*0271571	\$ 13,950.00	Facilities Maintenance Service Expense
Invoice <\$15,000	Open Education Global Inc	8/18/2020	IM*0271572	\$ 700.00	Dues
Invoice <\$15,000	Oracle America, Inc.	8/18/2020	IM*0271573	\$ 698.17	Other Contractual Services Expense
Invoice <\$15,000	Pitney Bowes	8/18/2020	IM*0271574	\$ 1,628.38	Office Supplies
Invoice <\$15,000	Jacquelynn Popp	8/18/2020	IM*0271575	\$ 1,200.00	Other Contractual Services Expense
Invoice <\$15,000	POSTMASTER - GLEN ELLYN	8/18/2020	IM*0271576	\$ 7,000.00	USPS Prepaid
Invoice <\$15,000	Pretrax, Inc.	8/18/2020	IM*0271577	\$ 2,817.88	Other Contractual Services Expense
Invoice <\$15,000	Professional Diversity Network, Inc.	8/18/2020	IM*0271578	\$ 8,000.00	Advertising Expense
Invoice <\$15,000	Public Radio Exchange	8/18/2020	IM*0271579	\$ 4,094.00	Other Contractual Services Expense
Invoice <\$15,000	Public Safety Communication	8/18/2020	IM*0271580	\$ 210.00	Facilities Maintenance Service Expense
Invoice <\$15,000	QuadMed, Inc.	8/18/2020	IM*0271581	\$ 316.00	Instructional Supplies
Invoice <\$15,000	Quik Impressions Group, Inc.	8/18/2020	IM*0271582	\$ 388.00	Printing Expense
Invoice <\$15,000	Radio Aids, Inc.	8/18/2020	IM*0271583	\$ 18.00	Other Contractual Services Expense
Invoice <\$15,000	Rainbow Printing	8/18/2020	IM*0271584	\$ 505.00	Office Supplies
Invoice <\$15,000	Ramrod Distributors	8/18/2020	IM*0271585	\$ 11,184.00	Custodial Services
Invoice <\$15,000	Reach Sports Marketing Group, Inc.	8/18/2020	IM*0271586	\$ 11,770.00	Non-Capital Equipment
Invoice <\$15,000	Reserve Account	8/18/2020	IM*0271587	\$ 10,000.00	Pitney Bowes Prepaid
Invoice <\$15,000	Scent Air Technologies, Inc.	8/18/2020	IM*0271588	\$ 93.45	Other Contractual Services Expense
Invoice <\$15,000	Virginia Schwartz	8/18/2020	IM*0271589	\$ 191.00	Community Memberships - PE
Invoice <\$15,000	Cynthia Shanahan	8/18/2020	IM*0271590	\$ 4,000.00	Other Contractual Services Expense
Invoice <\$15,000	Sherwin Williams Company	8/18/2020	IM*0271591	\$ 402.50	Maintenance Supplies
Invoice <\$15,000	Smithgroup Inc	8/18/2020	IM*0271592	\$ 4,375.00	Equipment - Technology
Invoice <\$15,000	Sphero Inc	8/18/2020	IM*0271593	\$ 1,199.50	Other Contractual Services Expense
Invoice <\$15,000	Sprint	8/18/2020	IM*0271594	\$ 127.34	Telephone Expense
Invoice <\$15,000	Steiner Electric Company	8/18/2020	IM*0271595	\$ 2,626.38	Publications
Invoice <\$15,000	Strategic Cost Control, Inc.	8/18/2020	IM*0271596	\$ 800.00	Unemployment Insurance Expense
Invoice <\$15,000	Suburban Life Publications	8/18/2020	IM*0271597	\$ 733.58	Publications
Invoice <\$15,000	Survey Monkey Inc.	8/18/2020	IM*0271598	\$ 4,577.00	Office Supplies
Invoice <\$15,000	Tlo (The Last One)	8/18/2020	IM*0271599	\$ 50.00	Other Contractual Services Expense
Invoice <\$15,000	Twenty Six LLC	8/18/2020	IM*0271600	\$ 800.00	Other Contractual Services Expense
Invoice <\$15,000	United Stations Radio Networks	8/18/2020	IM*0271601	\$ 975.00	Other Contractual Services Expense
Invoice <\$15,000	University of Tennessee Knoxville	8/18/2020	IM*0271602	\$ 150.00	Books and Binding Costs
Invoice <\$15,000	United Parcel Service	8/18/2020	IM*0271603	\$ 13.88	Postage
Invoice <\$15,000	Urban Elevator Service, Inc.	8/18/2020	IM*0271604	\$ 2,062.50	Facilities Maintenance Service Expense
Invoice <\$15,000	Verizon Wireless	8/18/2020	IM*0271605	\$ 613.56	Other Contractual Services Expense
Invoice <\$15,000	Michael Ward	8/18/2020	IM*0271606	\$ 900.00	Retiree Healthcare Payments
Invoice <\$15,000	Waste Management of Illinois-West	8/18/2020	IM*0271607	\$ 2,428.94	Refuse Disposal Expense
Invoice <\$15,000	Windy City Truck Repair, Inc.	8/18/2020	IM*0271608	\$ 1,047.40	Maintenance Services Expense
Invoice <\$15,000	Barry Winograd	8/18/2020	IM*0271609	\$ 600.00	Other Contractual Services Expense
Invoice <\$15,000	WM, F. Meyer Company	8/18/2020	IM*0271610	\$ 519.12	Maintenance Supplies
Invoice <\$15,000	Xerox Corporation	8/18/2020	IM*0271611	\$ 7,913.34	Rental - Equipment
Invoice <\$15,000	Zendesck, Inc.	8/18/2020	IM*0271612	\$ 3,672.00	Other Contractual Services Expense
Invoice <\$15,000	Michelle Zeto	8/18/2020	IM*0271613	\$ 2,600.00	Other Contractual Services Expense
Employee Reimb	Frank Balestri	8/18/2020	IM*0271634	\$ 98.00	Instructional Supplies
Employee Reimb	Jeanne Beilfuss	8/18/2020	IM*0271635	\$ 49.70	Out-of-State Conference Costs
Employee Reimb	Daniel Bindert	8/18/2020	IM*0271636	\$ 175.15	Audio/Visual Materials
Employee Reimb	Maribeth Fendl	8/18/2020	IM*0271637	\$ 150.00	Tuition Reimbursement-CODA
Employee Reimb	Glenn Glink	8/18/2020	IM*0271638	\$ 51.78	Office Supplies
Employee Reimb	Deon King	8/18/2020	IM*0271639	\$ 26.48	Office Supplies
Employee Reimb	Pamela McClelland	8/18/2020	IM*0271640	\$ 349.00	Tuition Reimbursement-CODA
Employee Reimb	Timothy Meyers	8/18/2020	IM*0271641	\$ 350.00	Dues - Faculty
Employee Reimb	William North	8/18/2020	IM*0271642	\$ 89.99	Maintenance Supplies



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Employee Reimb	Dorothy O'Neil	8/18/2020	IM*0271643	\$ 295.00	Tuition Reimbursement-CODA
Employee Reimb	Adam Wasilewski	8/18/2020	IM*0271645	\$ 767.48	Other Contractual Services Expense
Employee Reimb	Dawn Weeks	8/18/2020	IM*0271646	\$ 6.21	Office Supplies
Employee Reimb	Donna Wrobel	8/18/2020	IM*0271647	\$ 89.98	Instructional Supplies
Invoice <\$15,000	Advantage Team Sales Group	8/18/2020	IM*0271648	\$ 14,585.75	Other supplies
Invoice <\$15,000	C.H. Robinson International Inc	8/20/2020	IM*0271649	\$ 200.00	Miscellaneous Revenues
Invoice <\$15,000	Dupage County	8/20/2020	IM*0271650	\$ 100.00	Miscellaneous Revenues
Invoice <\$15,000	Engler Callaway Baasten & Sraga LLC	8/21/2020	IM*0271651	\$ 371.00	Legal Services Expense
Invoice <\$15,000	Insurance Information Technologies, Inc.	8/21/2020	IM*0271653	\$ 200.00	Miscellaneous Revenues
Invoice <\$15,000	Interlake Mecalux, Inc.	8/21/2020	IM*0271654	\$ 150.00	Miscellaneous Revenues
Invoice <\$15,000	Livingston International Inc	8/21/2020	IM*0271655	\$ 200.00	Miscellaneous Revenues
Invoice >\$15,000	AVI Systems, Inc.	8/21/2020	IM*0271656	\$ 16,026.00	Non-Capital Equipment
Invoice <\$15,000	Vernon Hills Police	8/24/2020	IM*0271668	\$ 100.00	Miscellaneous Revenues
Invoice >\$15,000	SHI International Corp	8/25/2020	IM*0271669	\$ 24,675.05	Non-Capital Equipment
Invoice <\$15,000	MSC Industrial Supply	8/25/2020	IM*0271670	\$ 4,219.69	Other supplies
Invoice <\$15,000	Verizon Wireless	8/25/2020	IM*0271681	\$ 89.11	Telephone Expense
Invoice >\$15,000	Sona Soft	8/26/2020	IM*0271682	\$ 15,360.00	IT Maintenance Services
Invoice <\$15,000	International Union of Operating Engineers	8/26/2020	IM*0271683	\$ 703.35	Professional Dues
Invoice <\$15,000	Office of Glenn B. Stearns	8/26/2020	IM*0271684	\$ 371.54	Wage Assignments
Invoice <\$15,000	State Disbursement Unit	8/26/2020	IM*0271685	\$ 4,677.00	Wage Assignments
Invoice <\$15,000	Illinois Department of IDFP	8/26/2020	IM*0271686	\$ 450.00	Dues - Classified
Invoice >\$15,000	Buckardt Technologies, Inc.	8/26/2020	IM*0271687	\$ 105,721.87	IT Maintenance Services
Invoice >\$15,000	Xerox Corporation	8/27/2020	IM*0271688	\$ 73,687.53	Rental - Equipment
Invoice >\$15,000	Reliance Standard Life Insurance Company	8/27/2020	IM*0271689	\$ 47,525.59	Life Insurance
Invoice <\$15,000	Unum Life Insurance Company of America	8/27/2020	IM*0271690	\$ 8,083.51	Long Term Care - Insurance
Invoice <\$15,000	Home Depot - Downers Grove	8/31/2020	IM*0271691	\$ 2,930.54	COVID19 Related Mat & Supplies
Invoice >\$15,000	Navia Benefit Solutions	8/3/2020	IM*D21550	\$ 24,040.07	HSA Empl/COD Contr 7/30/20 Payroll
Invoice >\$15,000	IDES-Magnetic Media Unit	8/12/2020	IM*D21551	\$ 87,206.10	Withholding Tax - State
Invoice >\$15,000	Department of Treasury	8/12/2020	IM*D21552	\$ 250,587.17	Withholding Tax - Federal
Invoice >\$15,000	IDES-Magnetic Media Unit	8/28/2020	IM*D21553	\$ 137,770.17	Withholding Tax - State
Invoice >\$15,000	Department of Treasury	8/28/2020	IM*D21554	\$ 422,953.83	Withholding Tax - Federal
Invoice <\$15,000	NJCAA-Online Membership	7/29/2020	IM*E0081036	\$ (4,308.00)	Check issued in prior month; voided in current month
Invoice <\$15,000	OCLC, Inc. # 774412	7/29/2020	IM*E0081037	\$ (2,666.33)	Check issued in prior month; voided in current month
Invoice >\$15,000	Zones Inc.	8/4/2020	IM*E0081085	\$ 45,153.28	IT Maintenance Services
Invoice >\$15,000	Patriot Pavement Maintenance	8/4/2020	IM*E0081086	\$ 318,345.00	Facilities Maintenance Service Expense
Invoice >\$15,000	BC Technical, INC.	8/4/2020	IM*E0081087	\$ 122,400.00	Equipment - Instructional
Invoice >\$15,000	DAOES	8/4/2020	IM*E0081088	\$ 329,339.00	Funds Held in Custody of Others
Invoice >\$15,000	EBSCO Information Services	8/4/2020	IM*E0081089	\$ 17,728.29	Publications
Invoice >\$15,000	College Aid Services, LLC	8/4/2020	IM*E0081090	\$ 39,818.06	Consultants Expense
Invoice <\$15,000	SURS-State University Retirement System	8/4/2020	IM*E0081091	\$ 1,793.27	SURS 6% Rule Payments
Invoice >\$15,000	SURS-State University Retirement System	8/4/2020	IM*E0081092	\$ 17,167.92	SURS 6% Rule Payments
Invoice <\$15,000	Press Photography Network	8/5/2020	IM*E0081093	\$ 1,750.00	Other Contractual Services Expense
Invoice <\$15,000	Aggressive Energy LLC	8/5/2020	IM*E0081094	\$ 3,390.67	Electricity Expense
Invoice <\$15,000	Alexian Brothers Ambulatory Group	8/5/2020	IM*E0081095	\$ 141.00	Other Contractual Services Expense
Invoice <\$15,000	Midwest Salt, LLC	8/5/2020	IM*E0081096	\$ 749.70	Maintenance Supplies
Invoice <\$15,000	B&H Folo & Electronics Corporation	8/5/2020	IM*E0081097	\$ 151.23	Non-Capital Equipment
Invoice <\$15,000	Bailey Edward Design, Inc.	8/5/2020	IM*E0081098	\$ 4,582.50	Architectural Services Expense
Invoice <\$15,000	Central Steel & Wire Company	8/5/2020	IM*E0081099	\$ 113.70	Instructional Supplies
Invoice <\$15,000	Central Turf and Irrigation Supply	8/5/2020	IM*E0081100	\$ 48.86	Maintenance Supplies
Invoice <\$15,000	Combined Roofing Services, LLC	8/5/2020	IM*E0081101	\$ 1,516.40	Facilities Maintenance Service Expense
Invoice <\$15,000	Computer Discount Warehouse	8/5/2020	IM*E0081102	\$ 10,051.43	IT Maintenance Services
Invoice <\$15,000	Connected Automotive Systems of NE, Inc	8/5/2020	IM*E0081103	\$ 3,535.00	Publications
Invoice <\$15,000	EBSCO Information Services	8/5/2020	IM*E0081104	\$ 10,679.00	Books and Binding Costs
Invoice <\$15,000	Fingerprint Marketing	8/5/2020	IM*E0081105	\$ 697.95	Advertising Expense
Invoice <\$15,000	Grainger - Downers Grove	8/5/2020	IM*E0081106	\$ 168.80	Maintenance Supplies
Invoice <\$15,000	Harland Clarke Corporation	8/5/2020	IM*E0081107	\$ 1,465.50	Other Contractual Services Expense
Invoice <\$15,000	Heritage FS Inc.	8/5/2020	IM*E0081108	\$ 781.65	Non-Credit instructional Serv
Invoice <\$15,000	Institute for Leadership Excellence & Dev., Inc	8/5/2020	IM*E0081109	\$ 3,100.00	Non-Credit instructional Serv
Invoice <\$15,000	Interline Brands, Inc.	8/5/2020	IM*E0081110	\$ 3,755.09	Maintenance Supplies
Invoice <\$15,000	Intersection Media Holdings, Inc.	8/5/2020	IM*E0081111	\$ 3,250.00	Advertising Expense
Invoice <\$15,000	Len's Ace Hardware, Inc.	8/5/2020	IM*E0081112	\$ 7.99	Instructional Supplies
Invoice <\$15,000	Midway Staffing, Inc.	8/5/2020	IM*E0081113	\$ 10,716.58	Custodial Services
Invoice <\$15,000	NUCLOUD	8/5/2020	IM*E0081115	\$ 4,000.00	Other Contractual Services Expense
Invoice <\$15,000	Paxen Publishing LLC	8/5/2020	IM*E0081116	\$ 1,146.44	Instructional Supplies
Invoice <\$15,000	Power Up Batteries, LLC	8/5/2020	IM*E0081117	\$ 242.06	IT Maintenance Services
Invoice <\$15,000	Proquest, LLC	8/5/2020	IM*E0081118	\$ 150.00	Books and Binding Costs
Invoice <\$15,000	Radiation Detection Company	8/5/2020	IM*E0081119	\$ 22.60	Instructional Supplies
Invoice <\$15,000	Rathje & Woodward, LLC	8/5/2020	IM*E0081120	\$ 23,934.08	Legal Services Expense
Invoice <\$15,000	Red Giant, LLC	8/5/2020	IM*E0081121	\$ 4,975.00	Computer Software
Invoice <\$15,000	Riverside Technologies, Inc.	8/5/2020	IM*E0081122	\$ 3,952.00	Other supplies

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Invoice <\$15,000	RTM Engineering Consultants LLC	8/5/2020	IM*E0081123	\$ 1,378.50	Facilities Maintenance Service Expense
Invoice <\$15,000	Southside Control Supply Company	8/5/2020	IM*E0081124	\$ 131.47	Maintenance Supplies
Invoice <\$15,000	Caption Access LLC	8/5/2020	IM*E0081125	\$ 220.00	Consultants Expense
Invoice <\$15,000	The Standard Companies	8/5/2020	IM*E0081126	\$ 13,500.00	Maintenance Supplies
Invoice <\$15,000	Tree Towns Repro Service	8/5/2020	IM*E0081127	\$ 1,414.88	Building Remodeling Expense
Invoice <\$15,000	VEX Robotics, Inc.	8/5/2020	IM*E0081128	\$ 288.13	Instructional Supplies
Invoice <\$15,000	W-Squared Communications, Inc.	8/5/2020	IM*E0081129	\$ 4,995.03	Printing Expense
Invoice <\$15,000	Warehouse Direct, Inc.	8/5/2020	IM*E0081130	\$ 1,072.58	Maintenance Supplies
Invoice <\$15,000	Yankee Book Peddler, Inc.	8/5/2020	IM*E0081131	\$ 246.95	Books and Binding Costs
Invoice >\$15,000	Ti Training	8/5/2020	IM*E0081132	\$ 102,600.00	Equipment - Instructional
Employee Reimb	Stephanie Abrassart	8/6/2020	IM*E0081133	\$ 1,260.00	Tuition Reimbursement-Classified
Employee Reimb	Joseph Aranki	8/6/2020	IM*E0081134	\$ 59.47	Instructional Supplies
Employee Reimb	Lisa Higgins	8/6/2020	IM*E0081135	\$ 195.00	Instructional Supplies
Employee Reimb	Elizabeth Holmwood	8/6/2020	IM*E0081136	\$ 44.90	Office Supplies
Employee Reimb	Jennifer Kelley	8/6/2020	IM*E0081137	\$ 49.00	Tuition Reimbursement-Faculty
Employee Reimb	David Kramer	8/6/2020	IM*E0081138	\$ 845.00	Instructional Supplies
Employee Reimb	Elizabeth Mares	8/6/2020	IM*E0081139	\$ 33.99	Instructional Supplies
Employee Reimb	Jennifer Matiasak	8/6/2020	IM*E0081140	\$ 170.00	Dues - Classified
Employee Reimb	Ashley McLaughlin	8/6/2020	IM*E0081141	\$ 69.00	Office Supplies
Employee Reimb	Janet Minton	8/6/2020	IM*E0081142	\$ 49.78	Instructional Supplies
Employee Reimb	Barbara Mitchell	8/6/2020	IM*E0081143	\$ 68.98	Office Supplies
Employee Reimb	Malgorzata Warias	8/6/2020	IM*E0081144	\$ 277.88	Tuition Reimbursement-Classified
Employee Reimb	Laura Welland	8/6/2020	IM*E0081145	\$ 63.05	Other supplies
Invoice >\$15,000	Vision Service Plan - (IV)	8/12/2020	IM*E0081146	\$ 15,066.31	Vision Choice Prem August 2020
Invoice <\$15,000	Paula Cebula	8/12/2020	IM*E0081147	\$ 7,160.00	Performing Arts Services
Invoice <\$15,000	Karen Dickelman	8/12/2020	IM*E0081148	\$ 2,170.00	Performing Arts Services
Invoice <\$15,000	Kirk Muspratt	8/12/2020	IM*E0081149	\$ 9,250.00	Performing Arts Services
Invoice <\$15,000	Benjamin Nadel	8/12/2020	IM*E0081150	\$ 2,830.00	Performing Arts Services
Invoice <\$15,000	Alexian Brothers Ambulatory Group	8/12/2020	IM*E0081151	\$ 384.00	Other Contractual Services Expense
Invoice <\$15,000	B&H Foto & Electronics Corporation	8/12/2020	IM*E0081152	\$ 4,817.05	Other supplies
Invoice <\$15,000	Better Impact USA Inc.	8/12/2020	IM*E0081153	\$ 355.00	Computer Software
Invoice <\$15,000	Blick Art Materials	8/12/2020	IM*E0081154	\$ 261.60	Instructional Supplies
Invoice <\$15,000	Chemcraft Industries	8/12/2020	IM*E0081155	\$ 664.00	Maintenance Supplies
Invoice <\$15,000	Christopher Glass Services Inc	8/12/2020	IM*E0081156	\$ 14,820.00	Facilities Maintenance Service Expense
Invoice <\$15,000	Computer Discount Warehouse	8/12/2020	IM*E0081157	\$ 7,949.91	Non-Capital Equipment
Invoice <\$15,000	Creative Engineering, Inc.	8/12/2020	IM*E0081158	\$ 1,090.16	Instructional Supplies
Invoice <\$15,000	Westlake Reed Leskosky	8/12/2020	IM*E0081159	\$ 1,200.32	Equipment - Instructional
Invoice <\$15,000	Eastbay	8/12/2020	IM*E0081160	\$ 3,158.50	Non-Capital Equipment
Invoice <\$15,000	EBSCO Information Services	8/12/2020	IM*E0081161	\$ 78.72	Publications
Invoice <\$15,000	Grainger - Downers Grove	8/12/2020	IM*E0081162	\$ 881.19	Maintenance Supplies
Invoice <\$15,000	Holstein's Garage	8/12/2020	IM*E0081163	\$ 35.00	Vehicle Supplies
Invoice <\$15,000	Interline Brands, Inc.	8/12/2020	IM*E0081164	\$ 532.84	Maintenance Supplies
Invoice <\$15,000	JC Licht	8/12/2020	IM*E0081165	\$ 39.98	Maintenance Supplies
Invoice <\$15,000	Novus Pest Control	8/12/2020	IM*E0081166	\$ 620.00	Custodial Services
Invoice <\$15,000	Sage Learning Landscapes, LLC	8/12/2020	IM*E0081167	\$ 2,800.00	Other Contractual Services Expense
Invoice <\$15,000	Midway Staffing, Inc.	8/12/2020	IM*E0081168	\$ 11,141.23	Custodial Services
Invoice <\$15,000	Navia Benefit Solutions	8/12/2020	IM*E0081169	\$ 2,043.50	HSA Admin Fees
Invoice <\$15,000	O'Reilly Auto Parts	8/12/2020	IM*E0081170	\$ 868.54	Maintenance Supplies
Invoice <\$15,000	Omnemail	8/12/2020	IM*E0081171	\$ 682.50	IT Maintenance Services
Invoice <\$15,000	Paxen Publishing LLC	8/12/2020	IM*E0081172	\$ 6,652.10	Instructional Supplies
Invoice <\$15,000	Performance Health Supply, Inc.	8/12/2020	IM*E0081173	\$ 3,500.00	Funds Held in Custody of Others
Invoice <\$15,000	Power Up Batteries, LLC	8/12/2020	IM*E0081174	\$ 99.84	Maintenance Supplies
Invoice <\$15,000	Quickbase, Inc.	8/12/2020	IM*E0081175	\$ 9,588.00	Non-Capital Equipment
Invoice <\$15,000	Riverside Technologies, Inc.	8/12/2020	IM*E0081176	\$ 14,625.28	Equipment - Technology
Invoice <\$15,000	Sierra Automated Systems & Engineering Corporation	8/12/2020	IM*E0081177	\$ 11,085.89	Equipment - Service
Invoice <\$15,000	Stylus Publishing Lic	8/12/2020	IM*E0081178	\$ 514.46	Books and Binding Costs
Invoice <\$15,000	TekCore LLC	8/12/2020	IM*E0081179	\$ 894.00	Maintenance Services Expense
Invoice <\$15,000	United Radio Communications, Inc.	8/12/2020	IM*E0081180	\$ 2,344.00	Maintenance Supplies
Invoice <\$15,000	Warehouse Direct, Inc.	8/12/2020	IM*E0081181	\$ 4,927.60	COVID19 Related Mat & Supplies
Invoice >\$15,000	Valic Retirement Services	8/12/2020	IM*E0081182	\$ 69,411.44	Annuities
Invoice <\$15,000	College of Dupage Foundation	8/12/2020	IM*E0081183	\$ 1,515.38	Charitable Contributions
Invoice <\$15,000	DuPage Credit Union	8/12/2020	IM*E0081184	\$ 8,916.87	Credit Union
Invoice <\$15,000	Illinois Fraternal Order of Police	8/12/2020	IM*E0081185	\$ 376.55	Professional Dues
Invoice <\$15,000	Illinois Education Association	8/12/2020	IM*E0081186	\$ 130.68	Professional Dues
Invoice >\$15,000	Delta Dental of Illinois	8/12/2020	IM*E0081187	\$ 43,080.81	Dental PPO Premium July 2020
Invoice <\$15,000	SURS-State University Retirement System	8/12/2020	IM*E0081188	\$ 10,024.20	SURS 6% Rule Payments
Invoice <\$15,000	Navia Benefit Solutions	8/12/2020	IM*E0081189	\$ 8,163.08	Flexible Spending Accounts
Employee Reimb	Karen Batke	8/13/2020	IM*E0081190	\$ 150.00	Tuition Reimbursement-Faculty
Employee Reimb	Susan Cabay	8/13/2020	IM*E0081191	\$ 495.96	Instructional Supplies
Employee Reimb	Larinda Dixon	8/13/2020	IM*E0081192	\$ 55.00	Tuition Reimbursement-Faculty

D. All Disbursements Excluding Payroll  
College of DuPage  
Community College District No. 502  
ACCOUNTS PAYABLE AND PAYROLL REPORT  
CASH DISBURSEMENTS  
August 31, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - August 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
Employee Reimb	Jonita Ellis	8/13/2020	IM*E0081193	\$ 34.00	Grant Funded Travel/Conf
Employee Reimb	Sheri Gross	8/13/2020	IM*E0081194	\$ 15.62	Postage
Employee Reimb	Shelly Mocchi	8/13/2020	IM*E0081195	\$ 371.25	Tuition Reimbursement-Faculty
Invoice >\$15,000	SURS-State University Retirement System	8/13/2020	IM*E0081196	\$ 188,282.84	Employee Retirement Contributions
Invoice <\$15,000	Press Photography Network	8/18/2020	IM*E0081197	\$ 1,575.00	Other Contractual Services Expense
Invoice <\$15,000	Adobe Systems Incorporated	8/18/2020	IM*E0081198	\$ 359.88	Other Contractual Services Expense
Invoice <\$15,000	Alexian Brothers Ambulatory Group	8/18/2020	IM*E0081199	\$ 362.00	Other Contractual Services Expense
Invoice <\$15,000	Apple Computer	8/18/2020	IM*E0081200	\$ 100.00	Instructional Supplies
Invoice <\$15,000	ASR Analytics LLC	8/18/2020	IM*E0081201	\$ 13,470.00	IT Maintenance Services
Invoice <\$15,000	B&H Foto & Electronics Corporation	8/18/2020	IM*E0081202	\$ 5,601.97	Non-Capital Equipment
Invoice <\$15,000	Carolina Biological	8/18/2020	IM*E0081203	\$ 231.56	Instructional Supplies
Invoice <\$15,000	Chemcraft Industries	8/18/2020	IM*E0081204	\$ 564.00	Maintenance Supplies
Invoice <\$15,000	Comcast Holdings Corporation	8/18/2020	IM*E0081205	\$ 10,206.41	Advertising Expense
Invoice <\$15,000	Computer Discount Warehouse	8/18/2020	IM*E0081206	\$ 4,468.79	Non-Capital Equipment
Invoice <\$15,000	DAOES	8/18/2020	IM*E0081208	\$ 5,205.62	Rental Facility
Invoice <\$15,000	Educated Business Resource Corp	8/18/2020	IM*E0081209	\$ 11,250.00	Non-Credit instructional Serv
Invoice <\$15,000	Evoqua Water Technologies Llc	8/18/2020	IM*E0081210	\$ 481.95	Instructional Supplies
Invoice <\$15,000	Full Compass Systems, Ltd	8/18/2020	IM*E0081211	\$ 548.92	Other supplies
Invoice <\$15,000	G3ict Global Initiative for Inclusive Information and Com	8/18/2020	IM*E0081212	\$ 195.00	Dues - Classified
Invoice <\$15,000	Grainger - Downers Grove	8/18/2020	IM*E0081213	\$ 1,888.80	Non-Capital Equipment
Invoice <\$15,000	Illinois Chamber of Commerce	8/18/2020	IM*E0081214	\$ 127.00	Facilities Rental
Invoice <\$15,000	Institute for Leadership Excellence & Dev., Inc	8/18/2020	IM*E0081215	\$ 4,800.00	Non-Credit instructional Serv
Invoice <\$15,000	Integral Construction, Inc.	8/18/2020	IM*E0081216	\$ 240.00	Building Remodeling Expense
Invoice <\$15,000	Interline Brands, Inc.	8/18/2020	IM*E0081217	\$ 6.20	Maintenance Supplies
Invoice <\$15,000	JC Licht	8/18/2020	IM*E0081218	\$ 56.12	Maintenance Supplies
Invoice <\$15,000	Kaeser & Blair, Inc.	8/18/2020	IM*E0081219	\$ 226.42	On-Campus Conf & Mtgs
Invoice <\$15,000	Krueger International, Inc.	8/18/2020	IM*E0081220	\$ 5,046.11	Equipment - Office
Invoice <\$15,000	LYRASIS	8/18/2020	IM*E0081221	\$ 617.00	Books and Binding Costs
Invoice <\$15,000	Midway Staffing, Inc.	8/18/2020	IM*E0081222	\$ 11,058.39	Custodial Services
Invoice <\$15,000	Motorola Solutions	8/18/2020	IM*E0081223	\$ 2,380.00	IT Maintenance Services
Invoice <\$15,000	Mouser Electronics	8/18/2020	IM*E0081224	\$ 59.39	Other supplies
Invoice <\$15,000	Nathan Wright Landscape Design	8/18/2020	IM*E0081225	\$ 1,163.50	Other Contractual Services Expense
Invoice <\$15,000	Oaktree Products, Inc.	8/18/2020	IM*E0081226	\$ 548.00	Instructional Supplies
Invoice <\$15,000	Paddock Publications	8/18/2020	IM*E0081227	\$ 59.80	Advertising Expense
Invoice <\$15,000	Perkins + Will, Inc.	8/18/2020	IM*E0081228	\$ 825.00	Architectural Services Expense
Invoice <\$15,000	Pocket Nurse	8/18/2020	IM*E0081229	\$ 610.58	Instructional Supplies
Invoice <\$15,000	Print Management Partners, Inc.	8/18/2020	IM*E0081230	\$ 2,911.00	Other Contractual Services Expense
Invoice <\$15,000	College Aid Services, LLC	8/18/2020	IM*E0081231	\$ 444.12	Consultants Expense
Invoice <\$15,000	Saf-T-Gard International, Inc.	8/18/2020	IM*E0081232	\$ 91.03	Maintenance Supplies
Invoice <\$15,000	The Standard Companies	8/18/2020	IM*E0081233	\$ 972.00	Maintenance Supplies
Invoice <\$15,000	Sterling Studio Kitchen and Bath LLC	8/18/2020	IM*E0081234	\$ 1,616.70	Other Contractual Services Expense
Invoice <\$15,000	Tryad Solutions Inc	8/18/2020	IM*E0081235	\$ 366.81	Maintenance Supplies
Invoice <\$15,000	Village of Glen Ellyn, Illinois	8/18/2020	IM*E0081236	\$ 9,644.74	Water - Sewage Expense
Invoice <\$15,000	Village of Westmont	8/18/2020	IM*E0081237	\$ 28.22	Water - Sewage Expense
Invoice <\$15,000	Warehouse Direct, Inc.	8/18/2020	IM*E0081238	\$ 2,778.82	Maintenance Supplies
Invoice <\$15,000	Wheaton Mulch, Inc.	8/18/2020	IM*E0081239	\$ 330.00	Maintenance Supplies
Invoice <\$15,000	Ziken Signage LLC	8/18/2020	IM*E0081240	\$ 6,165.40	Architectural Services Expense
Employee Reimb	John Connell	8/18/2020	IM*E0081241	\$ 1,097.07	Out-of-State Travel Costs
Employee Reimb	Melissa Ericson	8/18/2020	IM*E0081242	\$ 53.60	Instructional Supplies
Employee Reimb	Laura Gibson	8/18/2020	IM*E0081243	\$ 200.00	Tuition Reimbursement-Faculty
Employee Reimb	Carla Johnson	8/18/2020	IM*E0081244	\$ 199.13	Tuition Reimbursement-Faculty
Employee Reimb	Michael Maddox	8/18/2020	IM*E0081245	\$ 220.00	Dues
Employee Reimb	Tobey McCoy	8/18/2020	IM*E0081246	\$ 100.47	Instructional Supplies
Employee Reimb	Kourtney McGhee	8/18/2020	IM*E0081247	\$ 231.48	Instructional Supplies
Employee Reimb	Janet Minton	8/18/2020	IM*E0081248	\$ 114.63	Instructional Supplies
Employee Reimb	Shelly Mocchi	8/18/2020	IM*E0081249	\$ 212.74	Tuition Reimbursement-Faculty
Employee Reimb	Michael Moon	8/18/2020	IM*E0081250	\$ 75.96	Other supplies
Employee Reimb	Ms Katherine Norris	8/18/2020	IM*E0081251	\$ 18.49	Office Supplies
Employee Reimb	Andrea Politis	8/18/2020	IM*E0081252	\$ 585.00	Tuition Reimbursement-Faculty
Employee Reimb	Jason Snart	8/18/2020	IM*E0081253	\$ 15.93	Instructional Supplies
Employee Reimb	Shannon Wood	8/18/2020	IM*E0081254	\$ 36.83	Office Supplies
Invoice >\$15,000	Aggressive Energy LLC	8/18/2020	IM*E0081255	\$ 125,233.98	Electricity Expense
Invoice >\$15,000	Nicor Enerchange	8/18/2020	IM*E0081256	\$ 16,092.86	Gas Expense
Invoice >\$15,000	Village of Glen Ellyn, Illinois	8/18/2020	IM*E0081257	\$ 39,978.29	Water - Sewage Expense
Invoice <\$15,000	Athletico Management Llc	8/20/2020	IM*E0081258	\$ 200.00	Miscellaneous Revenues
Invoice <\$15,000	Bring 2 Market LLC	8/20/2020	IM*E0081259	\$ 150.00	Miscellaneous Revenues
Invoice <\$15,000	Rathje & Woodward, LLC	8/20/2020	IM*E0081260	\$ 14,886.10	Legal Services Expense
Invoice >\$15,000	MyJoVE Corporation	8/21/2020	IM*E0081261	\$ 22,500.00	Instructional Supplies
Invoice <\$15,000	Rathje & Woodward, LLC	8/21/2020	IM*E0081264	\$ 16,780.06	Legal Services Expense
Invoice >\$15,000	SafetyFile LLC	8/21/2020	IM*E0081265	\$ 24,308.25	Equipment - Office

D. All Disbursements Excluding Payroll  
College of DuPage  
Community College District No. 502  
ACCOUNTS PAYABLE AND PAYROLL REPORT  
CASH DISBURSEMENTS  
August 31, 2020

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AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice <\$15,000	Duggan Bertsch, LLC	8/21/2020	IM*E0081266	\$ 2,660.00	Legal Services Expense
Invoice >\$15,000	CMG Construction Inc	8/21/2020	IM*E0081267	\$ 16,384.00	Maintenance Supplies
Invoice >\$15,000	Computer Discount Warehouse	8/21/2020	IM*E0081268	\$ 18,270.15	IT Maintenance Services
Invoice >\$15,000	DAOES	8/21/2020	IM*E0081269	\$ 105,585.35	Rental Facility
Invoice >\$15,000	EBSCO Information Services	8/21/2020	IM*E0081270	\$ 21,120.15	Other supplies
Invoice >\$15,000	Innovation Dupage	8/25/2020	IM*E0081271	\$ 284,000.00	Other Fixed Charges Expense
Invoice <\$15,000	Press Photography Network	8/26/2020	IM*E0081272	\$ 1,437.50	Other Contractual Services Expense
Invoice <\$15,000	4IMPRINT, Inc.	8/26/2020	IM*E0081273	\$ 1,962.44	Instructional Supplies
Invoice <\$15,000	A.M. Best Co.	8/26/2020	IM*E0081274	\$ 199.75	Books and Binding Costs
Invoice <\$15,000	B&H Foto & Electronics Corporation	8/26/2020	IM*E0081275	\$ 2,285.04	Non-Capital Equipment
Invoice <\$15,000	Campus Compact	8/26/2020	IM*E0081276	\$ 4,500.00	Dues
Invoice <\$15,000	Carolina Biological	8/26/2020	IM*E0081277	\$ 441.18	Instructional Supplies
Invoice <\$15,000	Citrix Systems	8/26/2020	IM*E0081278	\$ 13,410.00	IT Maintenance Services
Invoice <\$15,000	Computer Discount Warehouse	8/26/2020	IM*E0081279	\$ 7,335.10	Other supplies
Invoice <\$15,000	Conference Technologies, Inc.	8/26/2020	IM*E0081280	\$ 2,930.67	Non-Capital Equipment
Invoice <\$15,000	Datelligent LLC	8/26/2020	IM*E0081281	\$ 4,900.00	Other Contractual Services Expense
Invoice <\$15,000	EBSCO Information Services	8/26/2020	IM*E0081282	\$ 157.49	Publications
Invoice <\$15,000	Edward Don & Company	8/26/2020	IM*E0081283	\$ 509.45	Instructional Supplies
Invoice <\$15,000	Expedia Construction Corporation	8/26/2020	IM*E0081284	\$ 810.00	Facilities Maintenance Service Expense
Invoice <\$15,000	Getty Images (US) Inc.	8/26/2020	IM*E0081285	\$ 1,258.00	Performing Arts Services
Invoice <\$15,000	Grainger - Downers Grove	8/26/2020	IM*E0081286	\$ 709.98	Maintenance Supplies
Invoice <\$15,000	Heritage FS Inc.	8/26/2020	IM*E0081287	\$ 633.45	Non-Credit instructional Serv
Invoice <\$15,000	Hollander International Storage & Moving Company, Inc.	8/26/2020	IM*E0081288	\$ 1,600.00	Instructional Supplies
Invoice <\$15,000	Howard Lee & Sons Inc	8/26/2020	IM*E0081289	\$ 295.00	Maintenance Services Expense
Invoice <\$15,000	Jameco Electronics	8/26/2020	IM*E0081290	\$ 195.78	Instructional Supplies
Invoice <\$15,000	JMA Construction, Inc.	8/26/2020	IM*E0081291	\$ 5,375.00	IT Maintenance Services
Invoice <\$15,000	LogMeIn, Inc.	8/26/2020	IM*E0081292	\$ 2,066.63	Instructional Supplies
Invoice <\$15,000	Marianna Industries, Inc.	8/26/2020	IM*E0081293	\$ 1,467.90	Instructional Supplies
Invoice <\$15,000	Martin Implement Sales	8/26/2020	IM*E0081294	\$ 351.66	Vehicle Supplies
Invoice <\$15,000	The Medalcraft Mint Inc	8/26/2020	IM*E0081295	\$ 1,767.00	Other Contractual Services Expense
Invoice <\$15,000	Midway Staffing, Inc.	8/26/2020	IM*E0081296	\$ 10,167.61	Custodial Services
Invoice <\$15,000	Midwest Groundcovers	8/26/2020	IM*E0081297	\$ 145.50	Maintenance Supplies
Invoice <\$15,000	Network Data Systems Inc	8/26/2020	IM*E0081298	\$ 1,560.60	Other Contractual Services Expense
Invoice <\$15,000	Neuco Inc	8/26/2020	IM*E0081299	\$ 8.76	Maintenance Supplies
Invoice <\$15,000	New City Communications, Inc.	8/26/2020	IM*E0081300	\$ 1,100.00	Advertising Expense
Invoice <\$15,000	North Light Color	8/26/2020	IM*E0081301	\$ 1,105.90	Office Supplies
Invoice <\$15,000	Paddock Publications	8/26/2020	IM*E0081302	\$ 273.70	Advertising Expense
Invoice <\$15,000	Patterson Dental	8/26/2020	IM*E0081303	\$ 176.00	Instructional Supplies
Invoice <\$15,000	Pocket Nurse	8/26/2020	IM*E0081304	\$ 89.23	Instructional Supplies
Invoice <\$15,000	Ray O'Herron Co., Inc.	8/26/2020	IM*E0081305	\$ 37.98	Other supplies
Invoice <\$15,000	Riverside Technologies, Inc.	8/26/2020	IM*E0081306	\$ 12,367.00	Instructional Supplies
Invoice <\$15,000	Saltzman Enterprise Group LLC	8/26/2020	IM*E0081307	\$ 300.00	Instructional Supplies
Invoice <\$15,000	Second Chance Cardiac Solutions, Inc.	8/26/2020	IM*E0081308	\$ 498.00	Other Contractual Services Expense
Invoice <\$15,000	Southside Control Supply Company	8/26/2020	IM*E0081309	\$ 22.82	Maintenance Supplies
Invoice <\$15,000	Space Architects and Planners LLC	8/26/2020	IM*E0081310	\$ 2,726.46	Other Contractual Services Expense
Invoice <\$15,000	Swiftkick	8/26/2020	IM*E0081311	\$ 4,800.00	Other Contractual Services Expense
Invoice <\$15,000	Tryad Solutions Inc	8/26/2020	IM*E0081312	\$ 3,775.08	Maintenance Supplies
Invoice <\$15,000	Warehouse Direct, Inc.	8/26/2020	IM*E0081313	\$ 8,835.42	Maintenance Supplies
Invoice <\$15,000	West Payment Center	8/26/2020	IM*E0081314	\$ 1,263.06	Books and Binding Costs
Invoice <\$15,000	West Publishing Corporation	8/26/2020	IM*E0081315	\$ 628.22	Instructional Service Contracts
Invoice <\$15,000	Wheaton Mulch, Inc.	8/26/2020	IM*E0081316	\$ 937.50	Maintenance Supplies
Invoice <\$15,000	WideOpenWest IL, LLC	8/26/2020	IM*E0081317	\$ 390.88	Other Contractual Services Expense
Invoice <\$15,000	Yankee Book Peddler, Inc.	8/26/2020	IM*E0081318	\$ 3,786.58	Books and Binding Costs
Invoice <\$15,000	College of Dupage Foundation	8/26/2020	IM*E0081319	\$ 2,041.43	Charitable Contributions
Invoice <\$15,000	Illinois Fraternal Order of Police	8/26/2020	IM*E0081320	\$ 376.55	Professional Dues
Invoice <\$15,000	Illinois Education Association	8/26/2020	IM*E0081321	\$ 130.68	Professional Dues
Invoice >\$15,000	BP&T Construction	8/26/2020	IM*E0081322	\$ 117,612.00	Building Remodeling Expense
Invoice >\$15,000	DAOES	8/26/2020	IM*E0081323	\$ 84,377.00	Funds Held in Custody of Others
Invoice >\$15,000	F.H. Paschen S.N Nielsen & Assoc LLC	8/26/2020	IM*E0081324	\$ 84,248.11	Building Remodeling Expense
Invoice >\$15,000	DuPage Credit Union	8/26/2020	IM*E0081325	\$ 19,021.76	Credit Union
Invoice >\$15,000	VisionPoint Media, Inc.	8/27/2020	IM*E0081326	\$ 188,574.94	Advertising Expense
Employee Reimb	Christa Brennan	8/27/2020	IM*E0081327	\$ 61.66	Tuition Reimbursement-Faculty
Employee Reimb	Theresa Ciez	8/27/2020	IM*E0081328	\$ 470.72	Tuition Reimbursement-Faculty
Employee Reimb	Mark Curtis	8/27/2020	IM*E0081329	\$ 30.00	On-Campus Conf & Migs
Employee Reimb	Silvia Donatelli	8/27/2020	IM*E0081330	\$ 163.60	Dues - Faculty
Employee Reimb	Jamie Duggan	8/27/2020	IM*E0081331	\$ 99.99	Other supplies
Employee Reimb	Jonita Ellis	8/27/2020	IM*E0081332	\$ 384.17	Office Supplies
Employee Reimb	Tauya Forst	8/27/2020	IM*E0081333	\$ 1,684.96	Tuition Reimbursement-Faculty
Employee Reimb	Amy Fresse	8/27/2020	IM*E0081334	\$ 244.36	Tuition Reimbursement-Classified
Employee Reimb	Julie Gibbs	8/27/2020	IM*E0081335	\$ 10.66	Tuition Reimbursement-Faculty

D. All Disbursements Excluding Payroll  
College of DuPage  
Community College District No. 502  
ACCOUNTS PAYABLE AND PAYROLL REPORT  
CASH DISBURSEMENTS  
August 31, 2020

CHECKS ISSUED DURING ACCOUNTING MONTH - August 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	Douglas Green	8/27/2020	IM*E0081336	\$ 744.00	Tuition Reimbursement-Classified
Employee Reimb	David Hamler	8/27/2020	IM*E0081337	\$ 78.70	Tuition Reimbursement-Classified
Employee Reimb	Timothy Henningsen	8/27/2020	IM*E0081338	\$ 59.99	Dues - Faculty
Employee Reimb	Elmir Husetovic	8/27/2020	IM*E0081339	\$ 148.38	Audio/Visual Materials
Employee Reimb	Benjamin Johnson	8/27/2020	IM*E0081340	\$ 284.93	Other supplies
Employee Reimb	Carla Johnson	8/27/2020	IM*E0081341	\$ 197.67	Tuition Reimbursement-Faculty
Employee Reimb	David Kramer	8/27/2020	IM*E0081342	\$ 290.94	Instructional Supplies
Employee Reimb	Sandra Martins	8/27/2020	IM*E0081343	\$ 150.00	Tuition Reimbursement-Admin
Employee Reimb	Kimberly Morris	8/27/2020	IM*E0081344	\$ 801.18	Other supplies
Employee Reimb	James Nocera	8/27/2020	IM*E0081345	\$ 67.00	Audio/Visual Materials
Employee Reimb	Alyssa Pasquale	8/27/2020	IM*E0081346	\$ 39.96	Instructional Supplies
Employee Reimb	Mark Pearson	8/27/2020	IM*E0081347	\$ 144.77	Instructional Supplies
Employee Reimb	Jonathan Powell	8/27/2020	IM*E0081348	\$ 1,850.00	Tuition Reimbursement-Classified
Employee Reimb	Anthony Ramos	8/27/2020	IM*E0081349	\$ 1,850.00	Tuition Reimbursement-Admin
Employee Reimb	Kathleen Striplin	8/27/2020	IM*E0081350	\$ 54.19	Other supplies
Employee Reimb	Julie Trytek	8/27/2020	IM*E0081351	\$ 325.00	Tuition Reimbursement-Faculty
Invoice >\$15,000	Vision Service Plan - (IV)	8/27/2020	IM*E0081353	\$ 15,440.44	Vision Choice Prem August 2020
Invoice >\$15,000	Community College Health Consortium	8/27/2020	IM*E0081354	\$ 1,099,656.00	Medical HD Premiums - July 2020
Invoice >\$15,000	Delta Dental of Illinois	8/27/2020	IM*E0081355	\$ 70,682.96	Dental PPO Premium July 2020
Invoice <\$15,000	Navia Benefit Solutions	8/27/2020	IM*E0081356	\$ 13,952.18	Flexible Spending Accounts
Invoice >\$15,000	Valic Retirement Services	8/27/2020	IM*E0081357	\$ 130,449.17	Annuities
Invoice >\$15,000	SURS-State University Retirement System	8/31/2020	IM*E0081358	\$ 300,499.17	Employee Retirement Contributions
Invoice <\$15,000	JPMorgan Chase & Co	8/31/2020	IM*PC21431	\$ 10,703.09	Pcard/Travel Card Clearing
Cares Act Student Portion	Cares Act Student Portion			\$ 464,099.00	Cares Act Student Portion via Touchnet ACH - 686 transactions
Student Refunds	Checks issued in prior month; voided in current month			\$ (10,389.27)	Student Refunds Voided Checks - 11 transactions
Student Refunds	Student Refunds			\$ 396,663.95	Student Refunds via Paper Check - 646 transactions
Student Refunds	Student Refunds			\$ 1,074,660.68	Student Refunds via Credit Cards - 2141 transactions
<b>TOTAL VENDOR PAYMENTS DURING THE ACCOUNTING MONTH</b>				<b>\$ 10,338,948.20</b>	

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

E. Budget Transfer Report

Date	Budget Adjustment Number	Fund	Dept. No.	Department Name	Object Number	Object Name	Debit	Credit
08/06/20	B010152	06	02532	DE/ICCB/Perkins/Education 21	4301001	Dept of Education	-	15,390.00
			02532	DE/ICCB/Perkins/Education 21	5401006	Other supplies	-	5,910.00
			02532	DE/ICCB/Perkins/Education 21	5908001	Honorarium Stipend	-	5,000.00
			02532	DE/ICCB/Perkins/Education 21	5103044	Non-Teaching Assign-PT	2,000.00	-
			02532	DE/ICCB/Perkins/Education 21	5309001	Other Contractual Services Exp	24,300.00	-
<b>B010152 Subtotal</b>						<b>Approval Level: President</b>	<b>26,300.00</b>	<b>26,300.00</b>
<i>To adjust budget per ICCB approved grant modifications.</i>								
08/06/20	B010153	06	02637	DE/ICCB/Perkins/Main 21	4301001	Dept of Education	-	125,181.78
			02637	DE/ICCB/Perkins/Main 21	5103044	Non-Teaching Assign-PT	-	44,925.66
			02637	DE/ICCB/Perkins/Main 21	5104511	Managerial Staff FT High Risk	-	8,289.61
			02637	DE/ICCB/Perkins/Main 21	5106002	Clerical Part-Time	-	74,498.81
			02637	DE/ICCB/Perkins/Main 21	5302001	Consultants Exps	-	2,000.00
			02637	DE/ICCB/Perkins/Main 21	5401006	Other supplies	-	135,293.90
			02637	DE/ICCB/Perkins/Main 21	5507099	Grant Funded Travel/Conf	-	39,209.00
			02637	DE/ICCB/Perkins/Main 21	5806001	Equipment - Instructional	-	93,829.00
			02637	DE/ICCB/Perkins/Main 21	5299902	PT alloc Employee Benefits	417.30	-
			02637	DE/ICCB/Perkins/Main 21	5107011	Service Staff FT High Risk	702.34	-
			02637	DE/ICCB/Perkins/Main 21	5908001	Honorarium Stipend	2,069.02	-
			02637	DE/ICCB/Perkins/Main 21	5104501	Managerial Staff FT	2,094.00	-
			02637	DE/ICCB/Perkins/Main 21	5209003	SURS Contr (self managed plan)	6,395.00	-
			02637	DE/ICCB/Perkins/Main 21	5209004	SURS Contribution (grant)	20,734.09	-
			02637	DE/ICCB/Perkins/Main 21	5108002	Student Worker NON-CSWP	22,926.00	-
			02637	DE/ICCB/Perkins/Main 21	5309001	Other Contractual Services Exp	24,150.98	-
			02637	DE/ICCB/Perkins/Main 21	5409002	Non-Capital equipment	25,085.33	-
			02637	DE/ICCB/Perkins/Main 21	5401002	Instructional Supplies	37,717.57	-
			02637	DE/ICCB/Perkins/Main 21	5299901	FT Allocated Employee Benefits	44,911.61	-
			02637	DE/ICCB/Perkins/Main 21	5104001	Supervisory/Confidential FT	59,871.00	-
02637	DE/ICCB/Perkins/Main 21	5102002	Profess/Tech Staff, Part-Time	138,043.52	-			
02637	DE/ICCB/Perkins/Main 21	5102001	Profess/Tech Staff - Full-Time	138,110.00	-			
<b>B010153 Subtotal</b>						<b>Approval Level: President</b>	<b>523,227.76</b>	<b>523,227.76</b>
<i>To adjust budget per ICCB approved grant modifications.</i>								
08/06/20	B010154	06	01923	DE/ICCB/GEER Funds 21	4301001	Dept of Education	-	857,210.00
			01923	DE/ICCB/GEER Funds 21	5909001	Other Expenditure	857,210.00	-
<b>B010154 Subtotal</b>						<b>Approval Level: President</b>	<b>857,210.00</b>	<b>857,210.00</b>
<i>To establish new grant budget.</i>								
08/06/20	B010155	06	04701	IBHE/IL Coop 20/21	4208001	Other IL Governmental Sources	-	2,125.53
			04701	IBHE/IL Coop 20/21	5301001	Audit Services Exps	-	22.38
			04701	IBHE/IL Coop 20/21	5309001	Other Contractual Services Exp	2,147.91	-
<b>B010155 Subtotal</b>						<b>Approval Level: Controller</b>	<b>2,147.91</b>	<b>2,147.91</b>
<i>To carryover budget from multiyear grant.</i>								
08/06/20	B010156	01	00773	Public Relations	5309001	Other Contractual Services Exp	-	1,602.01
			00773	Public Relations	5409002	Non-Capital equipment	1,602.01	-
<b>B010156 Subtotal</b>						<b>Approval Level: Controller</b>	<b>1,602.01</b>	<b>1,602.01</b>
<i>To adjust budget to cover the purchase of a MacBook Pro.</i>								
08/11/20	B010157	06	02583	DE/ICCB/Perkins/ADM 21	4301001	Dept of Education	-	7,399.00
			02583	DE/ICCB/Perkins/ADM 21	5401006	Other supplies	-	100.00
			02583	DE/ICCB/Perkins/ADM 21	5507099	Grant Funded Travel/Conf	-	2,000.04
			02583	DE/ICCB/Perkins/ADM 21	5909003	Indirect Costs	9,499.04	-
<b>B010157 Subtotal</b>						<b>Approval Level: Controller</b>	<b>9,499.04</b>	<b>9,499.04</b>
<i>To adjust budget per ICCB approved grant modifications.</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	
08/11/20	B010158	06	02130	DOL/DCEO Apprenticeship 20/22	5102001	Profess/Tech Staff - Full-Time	-	144,540.00	
		06	02130	DOL/DCEO Apprenticeship 20/22	5102002	Profess/Tech Staff, Part-Time	144,540.00	-	
B010158 Subtotal							<b>Approval Level: President</b>	144,540.00	144,540.00
<i>To adjust budget to move funds to appropriate ledger account.</i>									
08/11/20	B010159	06	02275	DE/ICCB/Leadership (CTE) 19/20	4301001	Dept of Education	-	13,142.07	
		06	02533	DE/ICCB/Perkins/Education 20	4301001	Dept of Education	-	4,414.19	
		06	02584	DE/ICCB/Perkins/ADM 20	4301001	Dept of Education	-	23,107.06	
		06	02638	DE/ICCB/Perkins/Main 20	4301001	Dept of Education	-	129,706.67	
		06	02738	DOD/NSA/GC Students 20/22	4309001	Other Federal Govt Sources	-	249.00	
		06	05135	ICCB/Ad Ed Performance 20	4201021	Adult Ed Performance Grants	-	34,062.10	
		06	05150	ICCB/Trans. Inst. Eng. 20	4208001	Other IL Governmental Sources	-	14,180.00	
		06	05177	ICCB/Ad Ed State Basic 20	4201019	Adult Ed - State Basic Grants	-	27,137.12	
		06	01920	DE/CARES Act Relief Funds	4309001	Other Federal Govt Sources	-	1,913,083.00	
		06	01921	DE/CARES Act Institutional	4309001	Other Federal Govt Sources	-	1,913,083.00	
		06	01922	DE/CARES Act MSI	4309001	Other Federal Govt Sources	-	37,411.00	
		06	05177	ICCB/Ad Ed State Basic 20	5299902	PT alloc Employee Benefits	111.93	-	
		06	02275	DE/ICCB/Leadership (CTE) 19/20	5299902	PT alloc Employee Benefits	114.00	-	
		06	02275	DE/ICCB/Leadership (CTE) 19/20	5209004	SURS Contribution (grant)	178.89	-	
		06	02738	DOD/NSA/GC Students 20/22	5909003	Indirect Costs	249.00	-	
		06	02638	DE/ICCB/Perkins/Main 20	5409002	Non-Capital equipment	252.62	-	
		06	02638	DE/ICCB/Perkins/Main 20	5401002	Instructional Supplies	274.67	-	
		06	02638	DE/ICCB/Perkins/Main 20	5302001	Consultants Exps	500.00	-	
		06	05135	ICCB/Ad Ed Performance 20	5299901	FT Allocated Employee Benefits	931.92	-	
		06	02275	DE/ICCB/Leadership (CTE) 19/20	5103094	Overload Non-Teaching-FT	1,950.00	-	
		06	02638	DE/ICCB/Perkins/Main 20	5908001	Honorarium Stipend	2,230.98	-	
		06	05150	ICCB/Trans. Inst. Eng. 20	5401002	Instructional Supplies	3,180.00	-	
		06	05177	ICCB/Ad Ed State Basic 20	5299901	FT Allocated Employee Benefits	3,549.81	-	
		06	02533	DE/ICCB/Perkins/Education 20	5401006	Other supplies	4,414.19	-	
		06	05135	ICCB/Ad Ed Performance 20	5401002	Instructional Supplies	5,000.00	-	
		06	05177	ICCB/Ad Ed State Basic 20	5106002	Clerical Part-Time	5,596.25	-	
		06	02638	DE/ICCB/Perkins/Main 20	5309001	Other Contractual Services Exp	6,506.35	-	
		06	02638	DE/ICCB/Perkins/Main 20	5507099	Grant Funded Travel/Conf	7,262.44	-	
		06	05135	ICCB/Ad Ed Performance 20	5104501	Managerial Staff FT	7,716.58	-	
		06	02275	DE/ICCB/Leadership (CTE) 19/20	5401006	Other supplies	10,899.18	-	
		06	05150	ICCB/Trans. Inst. Eng. 20	5309001	Other Contractual Services Exp	11,000.00	-	
		06	05177	ICCB/Ad Ed State Basic 20	5102001	Profess/Tech Staff - Full-Time	17,879.13	-	
		06	05135	ICCB/Ad Ed Performance 20	5106001	Clerical Full-Time	20,413.60	-	
		06	02584	DE/ICCB/Perkins/ADM 20	5909003	Indirect Costs	23,107.06	-	
		06	01922	DE/CARES Act MSI	5909001	Other Expenditure	37,411.00	-	
		06	02638	DE/ICCB/Perkins/Main 20	5806001	Equipment - Instructional	112,679.61	-	
		06	01920	DE/CARES Act Relief Funds	5902001	Student GrantsAndScholarships	1,913,083.00	-	
		06	01921	DE/CARES Act Institutional	5909001	Other Expenditure	1,913,083.00	-	
B010159 Subtotal							<b>Approval Level: President</b>	4,109,575.21	4,109,575.21
<i>To adjust budget due to grant extension.</i>									
08/14/20	B010160	01	00341	Motion Picture Television	5806001	Equipment - Instructional	-	29,275.00	
		01	00833	General Institutional - Ed	5909001	Other Expenditure	29,275.00	-	
B010160 Subtotal							<b>Approval Level: President</b>	29,275.00	29,275.00
<i>To reallocate funds to general account in order to meet future unanticipated needs.</i>									
08/14/20	B010161	01	00833	General Institutional - Ed	5909001	Other Expenditure	-	9,000.00	
		01	00389	Global Education	5501002	On-Campus Conf & Mtgs	9,000.00	-	
B010161 Subtotal							<b>Approval Level: Controller</b>	9,000.00	9,000.00
<i>To adjust budget to cover expenses needed to support the Global Ed Committee.</i>									

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E. Budget Transfer Report

Date	Budget Adjustment Number	Fund	Dept. No.	Department Name	Object Number	Object Name	Debit	Credit	
08/18/20	B010163	06	02276	DE/ICCB/Leadership (CTE)21-22	4301001	Dept of Education	-	97,000.00	
		06	02276	DE/ICCB/Leadership (CTE)21-22	5299902	PT alloc Employee Benefits	773.00	-	
		06	02276	DE/ICCB/Leadership (CTE)21-22	5507099	Grant Funded Travel/Conf	1,700.00	-	
		06	02276	DE/ICCB/Leadership (CTE)21-22	5909003	Indirect Costs	4,619.00	-	
		06	02276	DE/ICCB/Leadership (CTE)21-22	5209004	SURS Contribution (grant)	4,912.00	-	
		06	02276	DE/ICCB/Leadership (CTE)21-22	5401002	Instructional Supplies	5,512.00	-	
		06	02276	DE/ICCB/Leadership (CTE)21-22	5103094	Overload Non-Teaching-FT	38,684.00	-	
		06	02276	DE/ICCB/Leadership (CTE)21-22	5309001	Other Contractual Services Exp	40,800.00	-	
<b>B010163 Subtotal</b>							<b>Approval Level: President</b>	<b>97,000.00</b>	<b>97,000.00</b>
<i>To establish new grant budget.</i>									
08/18/20	B010164	01	11001	Director of Performing Arts	5409002	Non-Capital equipment	-	8,000.00	
		01	11001	Director of Performing Arts	5409007	COVID19 Related Mat & Supplies	8,000.00	-	
<b>B010164 Subtotal</b>							<b>Approval Level: Controller</b>	<b>8,000.00</b>	<b>8,000.00</b>
<i>To adjust budget to cover COVID-related purchases.</i>									
08/18/20	B010165	01	00157	Diagnostic Med Sonography	5806001	Equipment - Instructional	-	14,000.00	
		01	00789	Asst. Provost, Instruction	5806001	Equipment - Instructional	5,795.00	-	
		01	00157	Diagnostic Med Sonography	5409002	Non-Capital equipment	8,205.00	-	
<b>B010165 Subtotal</b>							<b>Approval Level: President</b>	<b>14,000.00</b>	<b>14,000.00</b>
<i>To adjust budget to purchase 3 stretchers per Sonography accreditation visit.</i>									
08/18/20	B010166	01	15215	Writing Assistance Center	5503006	Out-of-State Travel Costs	-	2,000.00	
		01	15065	Learning Commons	5502005	In-State Conference Costs	2,000.00	-	
<b>B010166 Subtotal</b>							<b>Approval Level: Controller</b>	<b>2,000.00</b>	<b>2,000.00</b>
<i>To adjust budget to cover virtual conference expenses for staff.</i>									
08/18/20	B010167	01	00449	Financial Aid	5309001	Other Contractual Services Exp	-	22,000.00	
		01	00449	Financial Aid	5302001	Consultants Exps	22,000.00	-	
<b>B010167 Subtotal</b>							<b>Approval Level: President</b>	<b>22,000.00</b>	<b>22,000.00</b>
<i>To adjust budget to cover additional consultant expenses.</i>									
08/19/20	B010168	01	00434	Business Development Center	5502006	In-State Travel Costs	-	2,000.00	
		01	00434	Business Development Center	5502005	In-State Conference Costs	2,000.00	-	
<b>B010168 Subtotal</b>							<b>Approval Level: Controller</b>	<b>2,000.00</b>	<b>2,000.00</b>
<i>To adjust budget to cover virtual conference expenses for staff.</i>									
08/19/20	B010169	01	00257	Respiratory Tech	5806001	Equipment - Instructional	-	7,000.00	
		01	00257	Respiratory Tech	5409002	Non-Capital equipment	7,000.00	-	
<b>B010169 Subtotal</b>							<b>Approval Level: Controller</b>	<b>7,000.00</b>	<b>7,000.00</b>
<i>To adjust budget to cover the replacement purchase of 3 broken hospital beds.</i>									
08/19/20	B010170	01	00165	Earth Science	5401002	Instructional Supplies	-	700.00	
		01	00165	Earth Science	5404002	Computer Software	700.00	-	
<b>B010170 Subtotal</b>							<b>Approval Level: Controller</b>	<b>700.00</b>	<b>700.00</b>
<i>To adjust budget to cover the cost of software needed for Astronomy students.</i>									
08/19/20	B010171	06	02750	NSF/Elmhurst /LSamp 20/24	4309001	Other Federal Govt Sources	-	919.00	
		06	02750	NSF/Elmhurst /LSamp 20/24	5409001	Other Materials & Supplies Exp	919.00	-	
<b>B010171 Subtotal</b>							<b>Approval Level: Controller</b>	<b>919.00</b>	<b>919.00</b>
<i>To adjust budget to cover the cost of additional materials and supplies.</i>									



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Date	Budget Adjustment Number	Fund	Dept. No.	Department Name	Object Number	Object Name	Debit	Credit	
08/20/20	B010173	02	20999	Projects TBD	5304003	Facilities Maintenance Service	-	44,000.00	
		02	21051	CHC Repair 3rd Floor Soffits	5303001	Architectural Services Exps	17,000.00	-	
		02	21003	Emergency Generator Emissions	5804001	Building Remodeling Exps	27,000.00	-	
B010173 Subtotal							<b>Approval Level: President</b>	44,000.00	44,000.00
<i>To adjust budget per August Construction Meeting.</i>									
08/21/20	B010174	05	11701	AUX New Philharmonic/DOT	5501002	On-Campus Conf & Mtgs	-	5,000.00	
		05	11701	AUX New Philharmonic/DOT	5409007	COVID19 Related Mat & Supplies	5,000.00	-	
B010174 Subtotal							<b>Approval Level: Controller</b>	5,000.00	5,000.00
<i>To adjust budget to cover COVID-related purchases.</i>									
08/21/20	B010175	01	11001	Director of Performing Arts	5409002	Non-Capital equipment	-	5,000.00	
		01	11001	Director of Performing Arts	5409007	COVID19 Related Mat & Supplies	5,000.00	-	
B010175 Subtotal							<b>Approval Level: Controller</b>	5,000.00	5,000.00
<i>To adjust budget to cover COVID-related purchases.</i>									
08/21/20	B010176	06	02601	DOT/IRS/VITA 19/21	4309001	Other Federal Govt Sources	-	2,016.82	
		06	02601	DOT/IRS/VITA 19/21	5409002	Non-Capital equipment	2,016.82	-	
B010176 Subtotal							<b>Approval Level: Controller</b>	2,016.82	2,016.82
<i>To adjust budget to cover the cost of additional noncapital equipment.</i>									
08/27/20	B010177	02	20999	Projects TBD	5304003	Facilities Maintenance Service	-	25,000.00	
		02	21012	Westmont Roof Top Air Handling	5804001	Building Remodeling Exps	25,000.00	-	
B010177 Subtotal							<b>Approval Level: President</b>	25,000.00	25,000.00
<i>To adjust budget to meet the lowest bid submitted for the rooftop replacement unit at the Westmont Center.</i>									
08/28/20	B010178	03	39005	Emerging Projects	5804001	Building Remodeling Exps	-	463,680.00	
		03	39036	Marketing Office to Classroom	5805001	Equipment - Office	-	5,750.00	
		03	39060	Cistern Removal-HSC	5804001	Building Remodeling Exps	1,100.00	-	
		03	39061	Athlete Hall of Fame	5303001	Architectural Services Exps	2,000.00	-	
		03	39036	Marketing Office to Classroom	5303001	Architectural Services Exps	5,750.00	-	
		03	39040	BIC Plaz Deck Expansion joints	5804001	Building Remodeling Exps	7,000.00	-	
		03	39046	SRC 1144 Pathway Temp Space	5804001	Building Remodeling Exps	10,000.00	-	
		03	39052	PE Office Remodel	5303001	Architectural Services Exps	10,000.00	-	
		03	39061	Athlete Hall of Fame	5804001	Building Remodeling Exps	12,000.00	-	
		03	39081	Softball Re-turf - Design	5303001	Architectural Services Exps	17,000.00	-	
		03	39036	Marketing Office to Classroom	5804001	Building Remodeling Exps	18,580.00	-	
		03	39063	SRC2000 Cove Light Power Cond	5804001	Building Remodeling Exps	26,000.00	-	
		03	39052	PE Office Remodel	5804001	Building Remodeling Exps	55,000.00	-	
		03	39045	Cleve Carney Gallery Expansion	5804001	Building Remodeling Exps	105,000.00	-	
		03	39033	Beem Building	5804001	Building Remodeling Exps	200,000.00	-	
B010178 Subtotal							<b>Approval Level: Board of Trustees</b>	25,000.00	25,000.00
<i>To adjust budget per August Construction Meeting.</i>									
08/28/20	B010179	06	02275	DE/ICCB/Leadership (CTE) 19/20	5103094	Overload Non-Teaching-FT	-	1,150.00	
		06	02275	DE/ICCB/Leadership (CTE) 19/20	5209004	SURS Contribution (grant)	-	77.00	
		06	02275	DE/ICCB/Leadership (CTE) 19/20	5299902	PT alloc Employee Benefits	-	244.00	
		06	02275	DE/ICCB/Leadership (CTE) 19/20	5401006	Other supplies	1,471.00	-	
B010179 Subtotal							<b>Approval Level: Controller</b>	1,471.00	1,471.00
<i>To adjust budget to purchase additional supplies.</i>									

B010162 and B010172 were unprocessed entries.

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

Date	Budget Adjustment Number	Fund	Dept. No.	Department Name	Object Number	Object Name	Debit	Credit
TBD	TBD	03	34029	#29 CDB Grounds Ponds Improvement	5303001	Architectural Services Exps	560,000.00	
		03	39005	Emerging Projects	5804001	Building Remodeling Exps		560,000.00
	Subtotal					<b>Approval Level: Board of Trustees</b>	560,000.00	560,000.00
TBD	TBD	03	39055	Baseball Softball Field Returf	5303001	Architectural Services Exps	8,750.00	
		03	39005	Emerging Projects	5804001	Building Remodeling Exps		8,750.00
	Subtotal					<b>Approval Level: Board of Trustees</b>	8,750.00	8,750.00
TBD	TBD	03	39062	Speech Lab	5804001	Building Remodeling Exps	60,000.00	
		03	39005	Emerging Projects	5804001	Building Remodeling Exps		60,000.00
	Subtotal					<b>Approval Level: Board of Trustees</b>	60,000.00	60,000.00

*To adjust budget per September Construction Planning Meeting.*

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

**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  
August 2020

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

Rathje Woodward, LLC	June 2020 Legal Services	\$	21,788.34
<b>Total</b>		<b>\$</b>	<b>21,788.34</b>

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

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

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

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