1. Call to Order

2. Roll Call
COLLEGE OF DUPAGE
REGULAR BOARD MEETING

STANDARD BOARD APPROVAL

1. **SUBJECT**
   Approval of Regular Board Meeting Agenda.

2. **PURPOSE**
   At this time, the Board may approve tonight’s Agenda.

3. **RECOMMENDATION**
   It is recommended that the Board of Trustees approve tonight’s Board Meeting Agenda.
ITEM(S) ON REQUEST

That the Board of Trustees approves the December 15, 2011 Board Meeting Agenda.

Carol A. Blattner
Administrative Assistant, Office of the President

President

Date

11/29/11
BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 502
COUNTIES OF DuPAGE, COOK AND WILL,
STATE OF ILLINOIS

THURSDAY, DECEMBER 15, 2011
7:00 P.M. ~ SSC-2200

REGULAR BOARD MEETING AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. PRESENTATIONS
   4. A. Faculty / Student Showcase
5. STUDENT TRUSTEE’S REPORT
6. PRESIDENT’S REPORT
   6. A. New Academic Programs
7. COMMENTS FROM COLLEGE OF DuPAGE EMPLOYEES
8. COMMENTS FROM CITIZENS
   8. A. District No. 502 Citizens
   8. B. Citizens-at-Large
9. CONSENT AGENDA** (Roll Call Vote)
   9. A. For Information: Standard Items
      9. A. 2) Governmental Consortium/Cooperative Purchases Report - None
      9. A. 3) Financial Statements
         a) Schedule of Investments
         b) Operating Funds – Budget and Expenditures
9. B. **For Approval: Standard items**

9. B. 1) Minutes
   a) 11/16/11 and 11/30/11 Closed Session – *Confidential for Board Only*
   b) 11/16/11 Board of Trustees Meeting
   c) 11/30/11 Special Board of Trustees Meeting

9. B. 2) Financial Reports
   a) Treasurer’s Report
   b) Payroll and Accounts Payable Report

9. B. 3) Bid Items
   None

9. B. 4) Requests for Proposals
   a) Projection System Partnership – Contract Extension
   b) Construction Manager Contract for the Campus Maintenance Center (CMC)

9. B. 5) Purchase Orders
   a) SRC/Library Renovation Commissioning Agent
   b) Architect Contract for the Campus Maintenance Center (CMC)
   c) Landscaping Design Contract
   d) Landscape – Construction Manager Services
   e) Peer Review Contracts

9. B. 6) Personnel Actions
   a) Ratification of Classified Appointments
   b) Ratification of Classified Promotions / Transfers
   c) Ratification of Managerial Promotions / Transfers
   d) Ratification of Classified Resignations / Terminations
   e) Ratification of Faculty Retirements
   f) Ratification of Classified Retirements

9. C. **For Information: Construction-Related Items**

9. C. 1) Monthly Construction Project Summary

9. D. **For Approval: Construction-Related Items**

9. D. 1) Ratification of Construction Change Orders - *None*
   - Referendum-Related Projects
   - Capital Budget Projects

9. D. 2) Approval of Construction Change Orders - *None*
   - Referendum-Related Projects
   - Capital Budget Projects

10. **NEW BUSINESS**
10. A. For Information
   1) Student Trustee Election Timetable

10. B. For Approval
   1) Faculty Tenure Candidates
   2) Approval of Addendum to the Facility Use Agreement Between College of DuPage and DuPage Area Occupational Education System (DAOES)
   3) Approval of Addendum to the Facility Use Agreement Between College of DuPage Naperville Center Facility and DuPage Area Occupational Education System (DAOES)
   4) Approval of a New Human Services Residential Child Care Certificate Program
   5) Approval of a New Human Services Corrections Counseling Certificate Program
   6) PACE Bus Route 714 Service Agreement Extension

11. ANNOUNCEMENTS BY BOARD CHAIRMAN
11. A. Communications
11. B. Calendar Dates

   **On-Campus Events** (Note: * = Required Board Event)

   ● *Thursday, January 19 – Regular Board Meeting – SSC-2200 – 7:00 p.m.

   **Off-Campus Events**

12. ADJOURN

** Certain recurring recommendations may be included in the Consent Agenda at the discretion of the President. At the request of a Trustee or the President, an item may be removed from the Consent Agenda for separate discussion or approval.

   ** FUTURE MEETING **

   Thursday, January 19, 2012
   7:00 p.m. – Regular Board Meeting – SSC-2200
4. PRESENTATIONS
   A. Faculty / Student Showcase

5. STUDENT TRUSTEE’S REPORT

6. PRESIDENT’S REPORT
   A. New Academic Programs
1. **SUBJECT**

New Academic Programs.

2. **REASON FOR CONSIDERATION**

New degrees and certificates developed and approved from 2009 to present.

3. **BACKGROUND INFORMATION**

Since January 2009, **30 new credit certificate programs** and **10 new degree programs** have been developed to serve the needs of students, employers, and communities in District 502. All of the degree programs are the Associate in Applied Science degree unless otherwise noted. Formal approval is required from the Illinois Community College Board before a new program is offered and promoted.

<table>
<thead>
<tr>
<th>Name of Certificate or Degree Program</th>
<th>Approved by ICCB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary Mathematics Degree (AAT)</td>
<td>January 27, 2009</td>
</tr>
<tr>
<td>Cisco Certified Network Associate (CCNA) Certificate</td>
<td>July 9, 2009</td>
</tr>
<tr>
<td>Paralegal Studies Certificate</td>
<td>September 23, 2009</td>
</tr>
<tr>
<td>Administrative Assistant and Meeting/Event Planning Certificate</td>
<td>November 20, 2009</td>
</tr>
<tr>
<td>Cosmetology Degree</td>
<td>November 20, 2009</td>
</tr>
<tr>
<td>Fitness Instructor Certificate</td>
<td>November 20, 2009</td>
</tr>
<tr>
<td>Administrative Assistant and Meeting/Event Planning Degree</td>
<td>December 8, 2009</td>
</tr>
<tr>
<td>Cosmetology Certificate</td>
<td>December 8, 2009</td>
</tr>
<tr>
<td>Paralegal Studies Degree</td>
<td>December 8, 2009</td>
</tr>
<tr>
<td>Assistant Teacher Certificate</td>
<td>December 11, 2009</td>
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<tr>
<td>Property Management Certificate</td>
<td>January 11, 2010</td>
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<tr>
<td>Renewable Energy Certificate</td>
<td>February 8, 2010</td>
</tr>
<tr>
<td>Early Childhood Education and Care Degree</td>
<td>April 6, 2010</td>
</tr>
<tr>
<td>Digital Logic Device Programming Certificate</td>
<td>April 30, 2010</td>
</tr>
<tr>
<td>Electrician's Preparation Certificate</td>
<td>April 30, 2010</td>
</tr>
<tr>
<td>Electricity and Electronics Technology Certificate</td>
<td>April 30, 2010</td>
</tr>
<tr>
<td>Energy Audit Certificate</td>
<td>April 30, 2010</td>
</tr>
<tr>
<td>Manufacturing Skills Standards Certificate</td>
<td>April 30, 2010</td>
</tr>
<tr>
<td>Sustainable Landscapes Certificate</td>
<td>April 30, 2010</td>
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<tr>
<td>Advanced Multi-skilled Technician Certificate</td>
<td>June 10, 2010</td>
</tr>
<tr>
<td>Sustainable Interiors Certificate</td>
<td>July 30, 2010</td>
</tr>
</tbody>
</table>
Voice over IP Telephony Specialist Certificate  December 21, 2010
Computed Tomography (CT) Certificate  February 25, 2011
Veterans Counseling Certificate  February 25, 2011
Homeland Security Degree  June 7, 2011
Fashion Apparel Production Certificate and Degree  October 4, 2011
Wine Appreciation and Knowledge Certificate  August 15, 2011

Animation Certificate  Pending ICCB approval
Forensic Criminal Investigations Certificate  Pending ICCB approval
Game Design and Development Certificate and Degree  Pending ICCB approval
Game Programming and Development Certificate and Degree  Pending ICCB approval
Information Systems Security Professionals Certificate and Degree  Pending ICCB approval

Corrections Counseling Certificate  Pending COD Board approval
Residential Child Care Certificate  Pending COD Board approval
7. Comments from College of DuPage Employees

8. Comments from Citizens
   A. District No. 502 Citizens
   B. Citizens-at-Large
9. CONSENT AGENDA

A. For INFORMATION: Standard Items
   1) Gifts and Grants Report
   2) Governmental Consortium / Cooperative Purchases Report - None
   3) Financial Statements
1. SUBJECT
Gifts and Grants Status Report.

2. REASON FOR CONSIDERATION
The Board is provided with a monthly update of gifts and grants.

3. BACKGROUND INFORMATION
The attachments report the status of cash donations and in-kind gifts to the Foundation and the current status of operational public and private grants to the College.
## College of DuPage Foundation
### Monthly Gift Summary Report
#### Nov 1 - Nov 23, 2011

<table>
<thead>
<tr>
<th>Fund Description</th>
<th>Gift Count</th>
<th>Cash</th>
<th>Pledges/Stocks</th>
<th>Gifts-In-Kind</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Fund</td>
<td>1</td>
<td>$25.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$25.00</td>
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<tr>
<td>College of DuPage Faculty Association Scholarship</td>
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<td>$525.00</td>
<td>$200.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$725.00</td>
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<td>Community Promise Scholarship Fund</td>
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<td>$280.00</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$280.00</td>
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<td>Community Relations Fund</td>
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<td>$745.00</td>
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<td>$11,860.04</td>
<td>$0.00</td>
<td>$12,605.04</td>
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<tr>
<td>Culinary &amp; Hospitality Center</td>
<td>2</td>
<td>$1,255.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,255.00</td>
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<td>Donald Carter Memorial Scholarship</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$53.00</td>
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<td>Early Childhood Education</td>
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<td>$0.00</td>
<td>$10.00</td>
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<td>General Fund</td>
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<td>General Scholarship Fund</td>
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<td>$0.00</td>
<td>$804.00</td>
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<td>Golf Day 2011</td>
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<td>$1,122.00</td>
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<td>Homeland Security Programs</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$338.33</td>
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<td>Louis J. Mannion Scholarship</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$15.00</td>
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<td>MAC Annual Fund</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$20.00</td>
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<td>Mary Mack Scholarship</td>
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<td>$25.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$50.00</td>
</tr>
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<td>Murphy Presidential Scholarship</td>
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<td>$1,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,000.00</td>
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<tr>
<td>New Philharmonic/DuPage Opera Theatre</td>
<td>3</td>
<td>$650.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$650.00</td>
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<tr>
<td>Study Abroad Scholarship Fund</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$35.00</td>
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<tr>
<td>WDCB Public Radio Future Fund</td>
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<td>$1,010.00</td>
<td>$182.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,192.00</td>
</tr>
</tbody>
</table>

| Grand Totals:                                            |            | $8,342.33| $707.00      | $11,860.04    | $0.00 | $20,909.37|

87 Gift(s) listed

No planned gifts this month.
### Fund Description | Gift Count | Cash | Pledges/Stocks | Gifts-In-Kind | Other | Total
---|---|---|---|---|---|---
A. Zarcone Memorial Scholarship | 2 | $80.00 | $0.00 | $0.00 | $0.00 | $80.00
Assurance Golden Jubilee Endowment | 1 | $25,000.00 | $0.00 | $0.00 | $0.00 | $25,000.00
Athletic Fund | 7 | $175.00 | $0.00 | $0.00 | $0.00 | $175.00
Buffalo Theatre Ensemble | 9 | $1,730.00 | $0.00 | $0.00 | $0.00 | $1,730.00
Carter Carroll Excellence in History Award | 1 | $1,000.00 | $0.00 | $0.00 | $0.00 | $1,000.00
CDW Women in Technology Scholarship Fund | 1 | $4,500.00 | $0.00 | $0.00 | $0.00 | $4,500.00
Christopher & Karen Thielman Culinary & Hospitality Scholarship | 1 | $500.00 | $0.00 | $0.00 | $0.00 | $500.00
Christopher & Karen Thielman International Field Studies Scholars | 1 | $500.00 | $0.00 | $0.00 | $0.00 | $500.00
COD Fund | 1 | $70.00 | $0.00 | $0.00 | $0.00 | $70.00
College of DuPage Faculty Association Scholarship | 26 | $890.00 | $200.00 | $0.00 | $0.00 | $1,090.00
Community Farm Fund | 15 | $1,006.25 | $0.00 | $0.00 | $0.00 | $1,006.25
Community Promise Scholarship Fund | 5 | $291.66 | $0.00 | $0.00 | $0.00 | $291.66
Community Relations Fund | 37 | $3,275.60 | $0.00 | $11,860.04 | $0.00 | $15,135.64
Culinary & Hospitality Center | 29 | $14,602.67 | $2,800.00 | $0.00 | $0.00 | $17,402.67
DiabeticLifestyles.com Scholarship Fund | 1 | $500.00 | $0.00 | $0.00 | $0.00 | $500.00
Donald Carter Memorial Scholarship | 6 | $318.00 | $0.00 | $0.00 | $0.00 | $318.00
Early Childhood Education | 7 | $70.00 | $0.00 | $0.00 | $0.00 | $70.00
Ellen Johnson Memorial Scholarship | 1 | $2,000.00 | $0.00 | $0.00 | $0.00 | $2,000.00
Fine Arts Program | 1 | $0.00 | $0.00 | $6,500.00 | $0.00 | $6,500.00
General Fund | 75 | $2,200.00 | $300.00 | $0.00 | $0.00 | $2,500.00
General Scholarship Fund | 138 | $3,024.00 | $0.00 | $0.00 | $0.00 | $3,024.00
Golf 2012 | 1 | $0.00 | $5,000.00 | $0.00 | $0.00 | $5,000.00
Golf 2013 | 1 | $0.00 | $5,000.00 | $0.00 | $0.00 | $5,000.00
Golf Day 2011 | 280 | $104,751.00 | $1,312.00 | $13,660.98 | $0.00 | $119,723.98
Healthcare Instructional Support | 1 | $50,000.00 | $0.00 | $0.00 | $0.00 | $50,000.00
Homeland Security Programs | 41 | $12,764.00 | $666.67 | $258,105.00 | $0.00 | $271,535.67
Hospitality Administration Program | 1 | $1,000.00 | $0.00 | $0.00 | $0.00 | $1,000.00
Howard K. Canaday Music Scholarship | 2 | $2,500.00 | $0.00 | $0.00 | $0.00 | $2,500.00
HVAC | 1 | $2,550.00 | $0.00 | $0.00 | $0.00 | $2,550.00
Jill Johnson Hall Memorial Scholarship | 1 | $1,000.00 | $0.00 | $0.00 | $0.00 | $1,000.00
Lecture Series | 1 | $100.00 | $0.00 | $0.00 | $0.00 | $100.00
Library Development Fund | 1 | $150.00 | $0.00 | $0.00 | $0.00 | $150.00
Louis J. Mannion Scholarship | 11 | $242.00 | $0.00 | $0.00 | $0.00 | $242.00
### College of DuPage Foundation
### FY12 Year-to-Date Gift Summary
**through Nov 23, 2011**

<table>
<thead>
<tr>
<th>Fund Description</th>
<th>Gift Count</th>
<th>Cash</th>
<th>Pledges/Stocks</th>
<th>Gifts-In-Kind</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC Annual Fund</td>
<td>39</td>
<td>$4,192.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$4,192.00</td>
</tr>
<tr>
<td>Mary Mack Scholarship</td>
<td>8</td>
<td>$300.00</td>
<td>$25.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$325.00</td>
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<tr>
<td>Morrissey Dental Hygiene Scholarship</td>
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<td>$1,500.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Murphy Presidential Scholarship</td>
<td>1</td>
<td>$1,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>New Philharmonic/DuPage Opera Theatre</td>
<td>5</td>
<td>$2,150.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$2,150.00</td>
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<tr>
<td>Road Builder Charities Scholarship</td>
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<td>$1,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Shirley A. Benson Nursing Endowment</td>
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<td>$25,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$25,000.00</td>
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<tr>
<td>Shirley A. Benson Nursing Scholarship</td>
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<td>$0.00</td>
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<td>$0.00</td>
<td>$1,000.00</td>
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<td>Short Term Purpose</td>
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<td>Study Abroad Scholarship Fund</td>
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<td>Veterans Textbook Scholarship</td>
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<td>$900.00</td>
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<td>WDCB Public Radio Future Fund</td>
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<td>$2,087.00</td>
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<td>Wilbur Walker Dodge Memorial Scholarship</td>
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<td>$1,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

**Grand Totals:** $276,657.18 $15,925.67 $340,126.02 $0.00 $632,708.87

816 Gift(s) listed

Total of 12 Planned Gifts on record.
### COMPETITIVE GRANTS

<table>
<thead>
<tr>
<th>Granting Agency</th>
<th>Title</th>
<th>Division</th>
<th>Project Director</th>
<th>Type</th>
<th>Amount</th>
<th>Start Date</th>
<th>End Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illinois Department of Commerce and Economic Opportunity (DCEO)</td>
<td>PTAC FY12 (1st Half)</td>
<td>Business &amp; Technology</td>
<td>Rita Haake</td>
<td>Federal/ State</td>
<td>$51,000</td>
<td>7/1/11</td>
<td>6/30/12</td>
<td>To support operations of the COD Center for Entrepreneurship Procurement Technical Assistance Center (PTAC).</td>
</tr>
<tr>
<td>Illinois Department of Commerce and Economic Opportunity (DCEO)</td>
<td>PTAC FY12 (2nd Half)</td>
<td>Business &amp; Technology</td>
<td>Rita Haake</td>
<td>Federal/ State</td>
<td>$51,000</td>
<td>7/1/11</td>
<td>6/30/12</td>
<td>To support operations of the COD Center for Entrepreneurship Procurement Technical Assistance Center (PTAC).</td>
</tr>
<tr>
<td>Tooling &amp; Manufacturing Association Education Foundation</td>
<td>Machinery &amp; Equipment Purchase Grant</td>
<td>Business &amp; Technology</td>
<td>James Filipek</td>
<td>Private</td>
<td>$15,999.00</td>
<td>7/1/11</td>
<td>6/30/12</td>
<td>To support a portion of the cost to purchase five Bridgeport vertical milling machines that will be used in basic and advanced machine shop classes for the Manufacturing Technology program.</td>
</tr>
</tbody>
</table>

### AGENCY-ALLOCATED GRANTS

<table>
<thead>
<tr>
<th>Granting Agency</th>
<th>Title</th>
<th>Division</th>
<th>Project Director</th>
<th>Type</th>
<th>Amount</th>
<th>Start Date</th>
<th>End Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illinois Community College Board</td>
<td>FY12 Workforce Development Grant: Business and Industry Services Component</td>
<td>Business &amp; Technology</td>
<td>David Gay</td>
<td>State</td>
<td>$165,098</td>
<td>7/1/11</td>
<td>6/30/12</td>
<td>To support COD Center for Entrepreneurship Small Business Development Center (SBDC), Procurement Technical Assistance Center (PTAC), and International Trade Center (ITC).</td>
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<tr>
<td>Illinois Community College Board</td>
<td>FY12 Program Improvement Grant</td>
<td>Academic Affairs</td>
<td>Glenda Gallisath</td>
<td>Federal/ State</td>
<td>$77,094</td>
<td>7/1/11</td>
<td>6/30/12</td>
<td>To purchase a vehicle for the Automotive Technology program, a 3-D printer for the Graphic Design program, an ambulance hydraulic lift for Fire Science and a BiPAP ventilator for Respiratory Care.</td>
</tr>
<tr>
<td>Illinois Arts Council</td>
<td>FY12 WDCB-FM Public Radio and Television Basic Grant</td>
<td>Information Technology</td>
<td>Scott Wager</td>
<td>State</td>
<td>$12,387</td>
<td>11/1/11</td>
<td>8/31/12</td>
<td>General operating support.</td>
</tr>
<tr>
<td>Illinois Community College Board</td>
<td>FY12 Adult Education and Family Literacy</td>
<td>Continuing Education</td>
<td>Joseph Cassidy</td>
<td>Federal/ State</td>
<td>$1,821,534</td>
<td>7/1/11</td>
<td>6/30/12</td>
<td>To support FY12 Adult Education and Family Literacy programming.</td>
</tr>
<tr>
<td>Granting Agency</td>
<td>Title</td>
<td>Division</td>
<td>Project Director</td>
<td>Type</td>
<td>Amount</td>
<td>Start Date</td>
<td>End Date</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-------------------------------------------------</td>
<td>---------------------</td>
<td>-------------------------</td>
<td>---------</td>
<td>-----------</td>
<td>------------</td>
<td>----------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Illinois Community College Board</td>
<td>FY12 Career &amp; Technical Education Program Postsecondary Perkins Grant</td>
<td>Academic Affairs</td>
<td>Glenda Gallisath</td>
<td>Federal/State</td>
<td>$583,410</td>
<td>7/1/11</td>
<td>6/30/12</td>
<td>For CTE programs and activities, equipment acquisition, faculty and staff development, and education and industry collaborations that will support student opportunities to enhance academic success, build technical skills, and prepare for future careers.</td>
</tr>
<tr>
<td>Jack H. Marston II Melanoma Fund (Jack's Fund)</td>
<td>Early Childhood Center Grant</td>
<td>Continuing Education</td>
<td>Joseph Cassidy/Marsha Pobst</td>
<td>Private</td>
<td>$10,060</td>
<td>7/1/11</td>
<td>6/30/13</td>
<td>For the purchase of shade structures on the pre-kindergarten and toddler playgrounds as well as educational materials that teach about sun safety.</td>
</tr>
</tbody>
</table>

**AGENCY-ALLOCATED GRANTS (Includes grants where it was necessary to develop a concept or project and follow comprehensive guidelines for proposal submission in order to receive allocated funds. Adherence to reporting requirements and ability to measure successful program outcomes determines the level of the award.) $2,669,583**

**FY12 Total All Grants: as of November 23, 2011 $2,787,582**
1. **SUBJECT**

Governmental Consortium/Cooperative Purchases Report.

There are no Governmental Consortium/Cooperative Purchases to report this month.
1. **SUBJECT**

   Financial Statements.

2. **REASON FOR CONSIDERATION**

   For monthly 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) **Operating Funds – 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 Operating Funds.
## COLLEGE OF DUPAGE
## COMMUNITY COLLEGE DISTRICT NO. 502
## INVESTMENT SCHEDULE
## November 30, 2011

### FINANCIAL INSTITUTION

#### OPERATING INVESTMENTS:

<table>
<thead>
<tr>
<th>FINANCIAL INSTITUTION</th>
<th>DATE PURCHASED</th>
<th>DATE OF MATURITY</th>
<th>INTEREST RATE %</th>
<th>PRINCIPAL</th>
<th>ANTICIPATED (TERM) INTEREST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EDUCATIONAL FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>US Bank - IL FUNDS</td>
<td>N/A</td>
<td>N/A</td>
<td>0.70</td>
<td>$19,910,738</td>
<td></td>
</tr>
<tr>
<td>Wheaton Bank &amp; Trust NOW acct</td>
<td>N/A</td>
<td>N/A</td>
<td>0.15</td>
<td>14,093,904</td>
<td></td>
</tr>
<tr>
<td>PFM Liquidity Acct</td>
<td>N/A</td>
<td>N/A</td>
<td>0.12</td>
<td>26,143,594</td>
<td></td>
</tr>
<tr>
<td>MB Invest acct</td>
<td>N/A</td>
<td>N/A</td>
<td>0.20</td>
<td>8,197,350</td>
<td></td>
</tr>
<tr>
<td>Chase High Yield Saving</td>
<td>N/A</td>
<td>N/A</td>
<td>0.30</td>
<td>30,007,504</td>
<td></td>
</tr>
<tr>
<td>Northern Trust Short Ultra Bond</td>
<td>N/A</td>
<td>N/A</td>
<td>0.12</td>
<td>5,013,354</td>
<td></td>
</tr>
<tr>
<td>Global Gov’t Securities</td>
<td>10/17/11</td>
<td>10/17/14</td>
<td>0.70</td>
<td>30,000,000</td>
<td>133,356,444 $ -</td>
</tr>
</tbody>
</table>

| **OPERATIONS AND MAINTENANCE FUND** |                |                  | 0.70            | 128,839     |                             |

| **OPERATIONS AND MAINTENANCE (RESTRICTED) FUND** |                |                  | 0.70            | 128,839     |                             |

| Citibank Savings Deposit Account | N/A | N/A | 0.11 | 3,012,035 |
| PFM Liquidity Acct | N/A | N/A | 0.13 | 2,018,547 |
| MB Invest acct | N/A | N/A | 0.20 | 7,614,086 |
| Chase High Yield Saving | N/A | N/A | 0.30 | 30,000,000 |
| PFM Investments | N/A | N/A | 0.11 | 17,486,955 |
| PFM Fair Market Value Adjustment | N/A | N/A | 0.11 | 5,237 |
| PFM II IT | N/A | N/A | 0.11 | 10,613 |

| **DEBT SERVICE FUND** |                |                  | 0.11            | 2,084,322   |                             |

| **WORKING CASH FUND** |                |                  | 0.11            | 2,084,322   |                             |

| PFM Investments | N/A | N/A | 0.11 | 7,960,921 |
| PFM Fair Market Value Adjustment | N/A | N/A | 0.11 | 2,245 |
| PFM II IT | N/A | N/A | 0.11 | 4,540 |

| **SUB-TOTAL OPERATING INVESTMENTS** |                |                  |                | 203,584,772 |                             |

| **BOND INVESTMENTS:** |                |                  |                |             |                             |

| **SERIES 2009B** |                |                  |                |             |                             |
| PMA - Keybank, NA | 05/27/09 | 12/12/11 | 2.23 | 1,548,878 | 88,700 |
| PFM Const Bond Fund | N/A | N/A | 0.13 | 4,417,356 |
| ISDLAF+ Money Market Account | N/A | N/A | 0.01 | 8,141,901 |

| **SERIES 2011A** |                |                  |                |             |                             |
| PMA Citibank Savings | N/A | N/A | 0.11 | 54,990,905 | - |

| **SUB-TOTAL BOND INVESTMENTS** |                |                  |                | 69,099,040 | 88,700 |

| **GRAND TOTAL ALL INVESTMENTS** |                |                  |                | 272,683,812 | 88,700 |

*Note: Anticipated Interest is only calculated for time deposit investments.*
<table>
<thead>
<tr>
<th>Fund</th>
<th>Outstanding Investments Principal</th>
<th>FY2012 Interest Budget</th>
<th>Budgeted Planned To Date</th>
<th>Interest Earned To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Fund</td>
<td>$133,356,444</td>
<td>$150,000</td>
<td>$67,934</td>
<td>$42,964</td>
</tr>
<tr>
<td>Operations and Maintenance Fund</td>
<td>128,839</td>
<td>35,000</td>
<td>18,409</td>
<td>14,609</td>
</tr>
<tr>
<td>Operations and Maintenance (Restricted) Fund</td>
<td>129,146,493</td>
<td>262,500</td>
<td>79,109</td>
<td>177,737</td>
</tr>
<tr>
<td>Debt Service Fund</td>
<td>2,084,322</td>
<td>262,500</td>
<td>120,819</td>
<td>15,031</td>
</tr>
<tr>
<td>Auxiliary Fund</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>4,179</td>
</tr>
<tr>
<td>Working Cash Fund</td>
<td>7,967,714</td>
<td>40,000</td>
<td>18,877</td>
<td>18,039</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$272,683,812</strong></td>
<td><strong>$750,000</strong></td>
<td><strong>$305,148</strong></td>
<td><strong>$272,559</strong></td>
</tr>
</tbody>
</table>

*Includes unrealized losses of $29,735, which reflects the changes in market value and purchase price based on a variety of economic and credit factors,
<table>
<thead>
<tr>
<th>College of DuPage - 2009 B Taxable Building Bonds</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Issue</td>
<td>5/4/2009</td>
</tr>
<tr>
<td>Original Bond Proceeds</td>
<td>$ 62,175,928</td>
</tr>
<tr>
<td>Original Expense Budget</td>
<td>$ 62,175,928</td>
</tr>
<tr>
<td>Expenses to Date</td>
<td>$ 46,966,997</td>
</tr>
<tr>
<td>Future Funds Available</td>
<td>$ 14,108,135</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College of DuPage - 2011A Building Bonds</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Issue</td>
<td>8/10/2011</td>
</tr>
<tr>
<td>Original Bond Proceeds</td>
<td>$ 90,114,879</td>
</tr>
<tr>
<td>Original Expense Budget</td>
<td>$ 90,120,954</td>
</tr>
<tr>
<td>Expenses to Date</td>
<td>$ 5,153,446</td>
</tr>
<tr>
<td>Future Funds Available</td>
<td>54,980,905</td>
</tr>
</tbody>
</table>
### COLLEGE OF DUPAGE

#### FISCAL YEAR 2011 BUDGET AND EXPENDITURES

**November 30, 2011**

As of November 30, 2011 10 of 26 Payrolls have occurred = 35.5%

<table>
<thead>
<tr>
<th>DIVISION</th>
<th>CURRENT ANNUAL BUDGET</th>
<th>EXPENDITURES YEAR TO DATE</th>
<th>FUTURE COMMITMENTS</th>
<th>TOTAL COMMITED</th>
<th>UNCOMMITTED BALANCE</th>
<th>% OF BUDGET COMMITED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EDUCATION FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>President</td>
<td>$1,056,260</td>
<td>$332,224</td>
<td>$2,873</td>
<td>$335,097</td>
<td>$731,163</td>
<td>31.43%</td>
</tr>
<tr>
<td>Govern. Relations/Board of Trustees</td>
<td>549,355</td>
<td>175,827</td>
<td>53,668</td>
<td>229,495</td>
<td>319,860</td>
<td>41.78%</td>
</tr>
<tr>
<td><strong>Academic Affairs</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Affairs Administration</td>
<td>5,743,230</td>
<td>1,555,554</td>
<td>402,313</td>
<td>1,958,867</td>
<td>3,784,363</td>
<td>34.11%</td>
</tr>
<tr>
<td>Business &amp; Technology</td>
<td>14,769,197</td>
<td>5,690,021</td>
<td>141,014</td>
<td>5,831,035</td>
<td>8,938,162</td>
<td>39.48%</td>
</tr>
<tr>
<td>Health &amp; Social Sciences</td>
<td>32,263,269</td>
<td>12,017,465</td>
<td>93,468</td>
<td>12,110,993</td>
<td>20,152,336</td>
<td>37.54%</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>21,710,384</td>
<td>7,732,382</td>
<td>48,868</td>
<td>7,781,250</td>
<td>13,929,134</td>
<td>35.84%</td>
</tr>
<tr>
<td>Library</td>
<td>7,945,704</td>
<td>3,137,058</td>
<td>57,866</td>
<td>3,194,924</td>
<td>4,650,780</td>
<td>40.72%</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>2,272,332</td>
<td>1,151,795</td>
<td>13,395</td>
<td>1,165,190</td>
<td>2,107,142</td>
<td>51.28%</td>
</tr>
<tr>
<td>Student Services</td>
<td>5,201,385</td>
<td>1,569,704</td>
<td>26,765</td>
<td>1,596,469</td>
<td>3,604,916</td>
<td>30.69%</td>
</tr>
<tr>
<td>Information Technology</td>
<td>14,765,625</td>
<td>5,794,573</td>
<td>538,501</td>
<td>5,893,074</td>
<td>8,428,551</td>
<td>42.90%</td>
</tr>
<tr>
<td>Plan &amp; Inst Effectiveness</td>
<td>962,030</td>
<td>345,548</td>
<td>636</td>
<td>345,684</td>
<td>615,846</td>
<td>35.98%</td>
</tr>
<tr>
<td>Development &amp; Foundation</td>
<td>1,187,909</td>
<td>462,687</td>
<td>101,019</td>
<td>563,706</td>
<td>603,603</td>
<td>49.16%</td>
</tr>
<tr>
<td>Enrollment Management</td>
<td>4,711,013</td>
<td>1,522,550</td>
<td>22,388</td>
<td>1,544,938</td>
<td>3,166,125</td>
<td>32.79%</td>
</tr>
<tr>
<td>Total Academic Affairs</td>
<td>111,427,476</td>
<td>41,060,337</td>
<td>1,446,183</td>
<td>42,446,520</td>
<td>68,580,958</td>
<td>38.09%</td>
</tr>
<tr>
<td><strong>Administrative Affairs</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Affairs Admin.</td>
<td>767,136</td>
<td>194,543</td>
<td>9,543</td>
<td>204,086</td>
<td>563,050</td>
<td>26.60%</td>
</tr>
<tr>
<td>Business Affairs</td>
<td>2,058,083</td>
<td>507,537</td>
<td>449,253</td>
<td>556,790</td>
<td>1,101,293</td>
<td>46.49%</td>
</tr>
<tr>
<td>Police Department</td>
<td>2,167,277</td>
<td>705,253</td>
<td>54,979</td>
<td>760,232</td>
<td>1,407,045</td>
<td>35.08%</td>
</tr>
<tr>
<td>Finance Office</td>
<td>3,972,456</td>
<td>1,215,660</td>
<td>25,055</td>
<td>1,240,715</td>
<td>2,731,741</td>
<td>31.23%</td>
</tr>
<tr>
<td>Facilities/Plant Administration</td>
<td>4,014,955</td>
<td>1,334,380</td>
<td>580,386</td>
<td>1,914,766</td>
<td>2,100,189</td>
<td>47.69%</td>
</tr>
<tr>
<td>Risk Management</td>
<td>357,682</td>
<td>65,719</td>
<td>37,694</td>
<td>103,413</td>
<td>254,269</td>
<td>28.91%</td>
</tr>
<tr>
<td>General Institutional</td>
<td>21,189,828</td>
<td>2,797,981</td>
<td>412,799</td>
<td>3,210,780</td>
<td>17,979,048</td>
<td>15.15%</td>
</tr>
<tr>
<td>Total Administrative Affairs</td>
<td>34,527,417</td>
<td>6,821,073</td>
<td>1,569,709</td>
<td>8,350,782</td>
<td>26,136,635</td>
<td>24.30%</td>
</tr>
<tr>
<td><strong>Human Resources</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2,121,200</td>
<td>756,157</td>
<td>4,178</td>
<td>760,335</td>
<td>1,361,385</td>
<td>35.84%</td>
<td></td>
</tr>
<tr>
<td><strong>External Relations</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3,718,387</td>
<td>1,235,767</td>
<td>303,510</td>
<td>1,539,277</td>
<td>2,179,060</td>
<td>41.40%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Education Fund:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$153,410,567</td>
<td>$50,321,385</td>
<td>$3,380,121</td>
<td>$53,701,506</td>
<td>$99,709,061</td>
<td>35.01%</td>
<td></td>
</tr>
</tbody>
</table>

### OPERATIONS & MAINTENANCE FUND

| Administrative Affairs | $13,684,470 | $3,794,869 | $3,077,521 | $6,872,390 | $6,812,080 | 50.22% |
| Information Technology | 748,541 | 183,785 | 395,121 | 578,906 | 169,635 | 77.34% |
| **Total Operations & Maintenance Fund:** | $14,433,011 | $3,978,654 | $3,472,642 | $7,451,296 | $6,981,715 | 51.63% |

**Total General Funds**

| $167,843,578 | $54,300,039 | $6,852,763 | $61,152,802 | $106,690,776 | 36.43% |
College of DuPage
FY 2011 & FY 2012 Education Fund Committed Expenditures

Dollars

Percentages include cumulative monthly committed expenses as a percent of budget
9. CONSENT AGENDA

B. For APPROVAL: Standard Items

1) Minutes
2) Financial Reports
3) Bids
4) Requests for Proposals (RFP)
5) Purchase Orders (PO)
6) Personnel Actions
1. SUBJECT
Approval of Board Meeting Minutes.

2. REASON FOR CONSIDERATION
The minutes of all Board of Trustees Meetings of Community College District 502 must be approved by the Trustees at a public Board Meeting.

3. BACKGROUND INFORMATION
Minutes are normally approved the month following the meeting dates.

4. RECOMMENDATION
That the Board of Trustees approves the following Board Meeting Minutes:
   a) 11/16/11 and 11/30/11 Closed Session Minutes – Confidential for Board Only
   b) 11/16/11 Board Meeting Minutes
   c) 11/30/11 Special Board Meeting Minutes
11/16/11 Closed Session Minutes

11/30/11 Closed Session Minutes

CONFIDENTIAL

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

MINUTES
WEDNESDAY, NOVEMBER 16, 2011
HELD ON CAMPUS IN SSC-2200, GLEN ELLYN, IL

CALL TO ORDER
At 7:03 p.m., the Special Meeting of the Board of Trustees was called to order by Chairman Carlin.

ROLL CALL

Also Present: President Dr. Robert L. Breuder, Legal Counsel Respicio F. Vazquez of Franczek Radelet P.C., staff members, representatives of the press and visitors. (Minutes prepared by Carol Blotteaux, Administrative Assistant, Office of the President.)

APPROVAL OF AGENDA
Chairman Carlin called for a motion to approve tonight’s Agenda. Trustee Svoboda moved, Trustee Birt seconded the motion. On voice vote, the Board of Trustees approved the Agenda for the Board Meeting of November 16, 2011. The motion carried unanimously.

PRESENTATIONS
Dr. Breuder introduced Dr. Ken Gray, Faculty Senate President, who introduced Assistant Professor Chris Miller, Assistant Director of Forensics. Professor Miller gave background on the Forensics team. The team competes in tournaments throughout the state in categories such as interpretation events, a speech to entertain, communication analysis, extemporaneous speaking, etc. Professor Miller introduced two students, Kyla Donato and Ricardo Guerrero, who performed two different styles of speeches.

STUDENT TRUSTEE’S REPORT
Student Trustee Whitten thanked Vice President Chuck Currier for his assistance at the Student Leadership Council’s (SLC) last Town Hall meeting on October 25. They’re looking forward to having Dr. Breuder at their next Town Hall meeting on November 29 for “Pizza with the President.” She indicated the SLC participated in the annual fall Student Leadership Conference. For the second year in a row, COD’s Student Leadership Council was awarded the Ed Schneider Merit Book Award for the work of last year’s Council and...
Alter Ego production. Ms. Whitten attended the Illinois Community College Board (ICCB) Student Advisory Committee meeting in Chicago this past weekend. Student Trustees from all over the state of Illinois met to discuss issues relating to legislative matters and local issues.

**PRESIDENT’S REPORT**
Dr. Breuder took this opportunity to acknowledge that tonight would be Sharon Mellor’s last Board meeting. Sharon is the Associate Vice President for Development and Executive Director of the Foundation and will be leaving College of DuPage Friday to take another position. Dr. Breuder thanked her for her years of service and for moving the Foundation to a new level.

**COMMENTS FROM COLLEGE OF DuPAGE EMPLOYEES**
Dr. Ken Gray, Faculty Senate President, spoke regarding his views on social categorization.

**COMMENTS FROM DISTRICT 502 CITIZENS**
Carl Henninger and Peter Cooper, Village of Glen Ellyn Board Members, addressed the Board regarding the dispute between the College and the Village of Glen Ellyn. Mr. Cooper discussed his views on Judge Sheen’s recent ruling.

Daniel McCullough spoke regarding College of DuPage signage.

**COMMENTS FROM CITIZENS AT-LARGE**
There were no comments from citizens at-large.

**CONSENT AGENDA**
Chairman Carlin indicated he would like to remove a Consent Agenda item from the Consent Agenda to discuss and vote on separately. Board Item 9.B.3)c) – Rescission of Bid Awarded to Creo Industries - will be considered separately.

Trustee Savage moved, Trustee McGuire seconded, that the Board of Trustees approve the Consent Agenda consisting of the following items, minus 9.B.3)c):

A. The following items for BOARD INFORMATION only:
   1) Gifts and Grants Report
   2) Governmental Consortium/Cooperative Purchases Report
   3) Financial Statements consisting of Schedule of Investments, Operating Funds – Budget and Expenditures, and Tax Levy Collection

B. The following items for BOARD APPROVAL:
   1) Minutes of the October Board Meetings:
      a) 10/20/11 Closed Session Board Meeting
      b) 10/20/11 Regular Board Meeting

   2) Financial Reports
      a) October Treasurer’s Report
      b) October Payroll and Accounts Payable Report
3) Bid Items:
   a) The Board of Trustees rejected all bids received for the Parking Lot, Roadway & Walkway Lighting Replacement Project due to a change to the bid specifications.
   b) The Board of Trustees awarded the bid for Manufacturing Technology Lab Equipment to the lowest responsible bidder, MSC Industrial, 1020 Wood Dale Road, Wood Dale, IL 60191, for a total expenditure of $51,186.00.

4) Requests for Proposals:
   There were no requests for proposals this month.

5) Purchase Orders for:
   a) A contract for McAninch Arts Center (MAC) Renovations Move Management Services with Legat Architects, 2015 Spring Road, Suite 175, Oak Brook, IL 60523, for a not-to-exceed expenditure of $44,960.00.
   b) A contract for the Physical Education (PE) Building Renovations Move Management Services with Legat Architects, 2015 Spring Road, Suite 175, Oak Brook, IL 60523, for an estimated expenditure of $41,210.00.
   c) A contract for SRC Renovations Furniture Purchases with Interiors for Business, 409 N. River Street, Batavia, IL 60510, for a total expenditure of $234,187.40.

6) The Board ratified the following Personnel Actions:
   a) Ratification of Administrator Appointments
   b) Ratification of Classified Appointments
   c) Ratification of Administrator Promotions / Transfers
   d) Ratification of Classified Promotions / Transfers
   e) Ratification of Administrator Resignations / Terminations
   f) Ratification of Faculty Retirements
   g) Ratification of Classified Retirements

C. For Information: Construction-Related Items
   1) Monthly Construction Project Summary

D. For Approval:
   Construction-Related Items
   1) Ratification of Construction Change Orders
   Referendum-Related Projects
      ● RATIFY BIC/SRC CARNOW CONIBEAR #01: $19,240.00.
      Additional Consulting Services for asbestos and mold abatement are required. These services include review of additional areas that are suspect to have asbestos or mold, preparation of documents for pricing, review of change orders, on-site air quality monitoring during asbestos and mold remediation and final reports which
include daily air sampling results, final clearance results and contractor submittals. *This is an Owner-Requested Scope Change*

- **RATIFY BIC/SRC COLFAX #22: $28,890.00.** During demolition it was discovered that the northeast corner of the BIC had mold on the drywall. For years there have been problems with leaks in this area. As part of the BIC project, waterproofing is being added to the foundation wall to correct this issue. During the remediation of the drywall at the Teaching and Learning Center (TLC) space, a few additional areas of mold were located. After discussions with our Environmental Consultant and our Coordinator of Hazardous Materials Management, it was determined that the balance of the drywall on the exterior wall should be removed so that there would be no concerns going forward. As part of the BIC project, the stairs and wall have been waterproofed to correct any leaking issues. This cost is to remove and dispose of the drywall and metal studs in this area. *This is an Unforeseen Field Condition Scope Change.*

- **RATIFY BIC/SRC – LSH ADDITIONAL SERVICE #34: $4,969.00.** This request is to provide additional architectural services for revisions to the physics laboratories on the third floor in BIC East. During reviews with the end users, changes to revise the millwork layouts to add countertops and wire mold to the perimeter of the rooms was requested. This layout was completed when they moved to their temporary space in the M building and found the layout ideal for teaching. This layout allows them to utilize computers at the new countertops and keep the work benches clear for other activities. *This is an Owner-Requested Scope Change.*

- **RATIFY BIC/SRC - LSH ADDITIONAL SERVICE #35: $6,241.00.** This request is to provide additional architectural services to the TLC space located under the SRC south stairs. Changes would include adding a space for Continuing Education for the Older Adult Institute and reconfiguring the TLC space to suit their current needs. *This is an Owner-Requested Scope Change.*

- **RATIFY BIC/SRC - LSH ADDITIONAL SERVICE #36: $6,905.00.** This request is to provide additional architectural services to the Computer Internetworking Technologies (CIT) lab space in the BIC East. During the user review meeting, it was noted that the configuration of the rooms would require changes to meet their current needs. These changes include revising layouts to allow for the use of servers at the lab tables and storage of these servers within the room. The changes also include additional electrical and data outlets. *This is an Owner-Requested Scope Change.*

- **RATIFY CHC – GREAT LAKES HOTEL SUPPLY COMPANY #06: $4,115.00.** This change is for purchasing a larger Beverage Air
Wine Cooler for the Waterleaf Restaurant. This change will be added to the Great Lakes contract for CHC but the cost for this change in scope is being funded out of Waterleaf restaurant operating budget. This is an Owner-Requested Scope Change.

- **RATIFY CHC – GREAT LAKES HOTEL SUPPLY COMPANY #07: $4,500.00.** This change is to add the program requested ice machine in the Bakeshop. This item was missed in drawing and scope review by the end users but is a necessary program requirement. This is an Owner-Requested Scope Change.

- **RATIFY CHC – W.B. OLSON #099: $2,536.00.** This change is for miscellaneous wall and other paint touch-up requested by Owner after user move-in and occupancy. This is an Owner-Requested Scope Change.

- **RATIFY CHC – W.B. OLSON #101: $1,340.00.** This change is for added corner guards on exposed corners within all of the hotel rooms. These were not originally specified on the drawings but were requested by the College. This is an Owner-Requested Scope Change.

- **RATIFY CHC – W.B. OLSON #108: $1,104.00.** This change is to provide insulation on copper drain lines that was not originally included in the contract. The initial submitted cost for this work was $4,643 but the cost has been negotiated down. This was added for ease of long term maintenance of the College. The reduced cost is acceptable for this scope. This is an Owner-Requested Scope Change.

- **RATIFY CHC – W.B. OLSON #110: $1,414.00.** This change is to extend power and data to several wireless access points above the ceiling in both fine and casual dining. These points are to be used with the wireless credit card system with the Aloha sales system. These wireless units were not known as a requirement by the users during the design phase and had to be added after the fact. These were not originally specified on the drawings but were requested by the College’s end user. This is an Owner-Requested Scope Change.

- **RATIFY CHC – W.B. OLSON #113: $2,712.00.** This change is for adjustments to the suspended hoods in the bakeshops and kitchens over the deck ovens. These deck ovens needed to be accessible by the College and the initial design did not allow for this. The kitchen design engineer has acknowledged this was their error and they have agreed to pay for this change. This will be addressed as a credit from the design contracts separately. This is a Design-Related Scope Change.

- **RATIFY CHC – W.B. OLSON #114: $3,883.00.** This change is a request by the Owner to provide a more finished and aesthetically
pleasing look to the exterior fine dining canopy by concealing sprinkler heads along with a few other architectural adjustments.  

- **RATIFY CHC – W.B. OLSON #115: $1,518.00.** This change is to make adjustments to the drywall partition that houses the grille of the Culinary Market. Small field adjustments were necessary once all countertops and grilles were in place to ensure the proper installation. *This is an Owner-Requested Scope Change.*

- **RATIFY CHC – W.B. OLSON #116: $775.00.** This change is to add a small soffit in corridor 1000J. This was not shown on the drawings and was not a coordination issue. This was a field condition found only after the installation of other finishes in this location. Building a soffit was the most effective solution. *This is an Unforeseen Field Condition Scope Change.*

- **RATIFY CHC – W.B. OLSON #117: $4,250.00.** This change is to add a lighted soffit in the 2nd floor men’s restroom where the ceiling height conflicted with the installed field condition of large ductwork. Moving the ductwork was not a cost-effective option. This soffit extended the length of the restroom and had lighting that was not able to be recessed into the ceiling. This was a field coordination issue and the cost has been reviewed as reasonable by all parties. *This is an Unforeseen Field Condition Scope Change.*

- **RATIFY CHC – W.B. OLSON #121: $3,706.00.** This change is to make adjustments to floor receptacles under raised flooring in the multi-media server room. The type of floor boxes installed was ultimately not compatible with the program requirements. These are unique receptacles as they are under the floor and in the server room with unique access. Replacing the floor boxes was more cost-effective than changing other aspects of program-purchased equipment. *This is an Owner-Requested Scope Change.*

- **RATIFY CHC – W.B. OLSON #127: $3,518.00.** This change is to adjust the specified traffic-coating material on the underside of the overhang to fine dining to a more acceptable product. The College requested this change as the specified product did not provide the desired end result. Several products were mocked; the chosen solution was the most cost-effective alternate to achieve the desired end result. *This is an Owner-Requested Scope Change.*

- **RATIFY CHC – W.B. OLSON #130: $261.00.** This change is to purchase a computerized emergency unit for the hotel room safes so that they can be opened in the event of an emergency. *This is an Owner-Requested Scope Change.*

- **RATIFY CHC – W.B. OLSON #131: $1,617.00.** This change is to add opaque privacy film on the room side of the Bakeshop #2 glass to the lobby. *This is an Owner-Requested Scope Change.*
• **RATIFY CHC – W.B. OLSON #132: $8,335.00.** This change is to add full-height wall protection in the bell closet and the meeting room storage area. This was an owner request after move-in so the contractor also had to move all owner equipment in order to access these areas. *This is an Owner-Requested Scope Change.*

• **RATIFY CHC – W.B. OLSON #134: $6,885.00.** This change is to provide power to the electrical units in the mirrors of the hotel room bathrooms. In design, power to these was eliminated and agreed upon by all parties. After installation of the mirrors and other finishes, it was determined to be a feature that should be added to the rooms. The initial estimate for this work was about $12,000. The end-cost is reasonable for this request. *This is an Owner-Requested Scope Change.*

• **RATIFY CHC – W.B. OLSON #136: $3,984.00.** This change is to provide epoxy flooring in lieu of sealed-exposed concrete in rooms 1032 and 1034 for ease of maintenance and cleaning. These areas were done with the balance of the dock area epoxy flooring to ensure efficiency of costs. *This is an Owner-Requested Scope Change.*

• **RATIFY CHC – W.B. OLSON #137: $1,194.00.** This change is to add a rubbed-finish on the exterior concrete dock wall. This change was requested as the initial specifications did not call for all holes and form marks to be filled and the owner requested this be added to the project for a more finished look. *This is an Owner-Requested Scope Change.*

• **RATIFY CHC – W.B. OLSON #140: $920.00.** This change is to remove and replace the specialty ceiling tile in fine and casual dining for the Aloha sales system. The ceiling tiles are fragile and rather than risk damage to them, the contractor removed and replaced them for this vendor’s installation. This was necessary in order to complete the installation of program related equipment. *This is an Owner-Requested Scope Change.*

• **RATIFY CHC – W.B. OLSON #141: $965.00.** This change is to add a platform on the floor for each guestroom safe versus the specified and installed shelf per the drawings. This was a user request for ease of access. *This is an Owner-Requested Scope Change.*

• **RATIFY CHC – W.B. OLSON #142: $1,214.00.** This change is to provide additional cables for the program’s Aloha System. Additional printer ports and terminals were added to this program equipment by the users after design. The College solicited other pricing to do this after the fact; it was more cost-effective to have the building contractor do this work. *This is an Owner-Requested Scope Change.*
- **RATIFY CHC – W.B. OLSON #143: $632.00.** This change is to provide a stainless steel cover at the garbage disposal of one of the relocated sinks. This was relocated equipment than can function without this cover however the program requested this stainless cover. *This is an Owner-Requested Scope Change.*

- **RATIFY CHC – W.B. OLSON #144: $2,602.00.** This change is for the construction and installation of a millwork shelf for the hotel rooms to hold the cable box. In design, it was not clear what cable option the users would choose for the hotel so this accommodation was not made in the original millwork. Once the users chose to go with WOW as the service provider, cable boxes were required. This was a simple and cost-effective solution to conceal this box. *This is an Owner-Requested Scope Change.*

- **RATIFY CHC – W.B. OLSON #150: $1,890.00.** This change is to relocate a field installed smoke damper from the winter garden lobby to a more accessible location in the business center. The location of this smoke damper was above the trees in the lobby. Since these units require regular maintenance, the location was requested to be moved by engineering so it is more accessible. *This is an Owner-Requested Scope Change.*

- **RATIFY CHC – W.B. OLSON #155: $879.00.** This change is to add opaque privacy film on the room side of the casual dining kitchen to the dining area. *This is an Owner-Requested Scope Change.*

- **RATIFY CHC – W.B. OLSON #156: $2,579.00.** This change is to add stainless steel and wood corner guards at the fine dining host stand and wait stations. Regular corner guards were not acceptable in this environment so guards were made that were more consistent with the other finishes. *This is an Owner-Requested Scope Change.*

- **RATIFY CHC – W.B. OLSON #157: $4,913.00.** This change is to add 15 amp adapter cords for all 20 amp receptacles in the TV studio. This was a program requirement to accommodate the power needs of all existing equipment. *This is an Owner-Requested Scope Change.*

- **RATIFY CHC – W.B. OLSON #159: $5,329.00.** This change is to add power and plumbing into the bakeshop to accommodate the new user-requested ice machine. The initial estimate for this work was $6,000.00. *This is an Owner-Requested Scope Change.*

- **RATIFY CHC – W.B. OLSON #160: $2,784.00.** This change is to adjust and re-wire circuits in the chocolate room. The program has expanded beyond the design conditions of the 6-8 students to 12-16. The initial estimate for this work was $10,000; however, once
the contractor began, they were able to find a more cost-effective solution. *This is an Owner-Requested Scope Change.*

- **RATIFY CHC – W.B. OLSON #161: **$1,194.00. This change is to add a removable millwork panel over the clean out plates as you enter into the casual dining restaurant. *This is an Owner-Requested Scope Change.*

- **RATIFY HEC – POWER #105: **$6,606.00. This change is for missing components needed for owner provided re-used gate arms. *This is an Un-bought Scope Change.*

- **RATIFY HEC – POWER #117: **$1,379.00. This change is for shelving for each of the storage rooms that was purchased and installed. Academic programs did not accommodate for this need. *This is an Owner-Requested Scope Change.*

- **RATIFY HEC – POWER #120: **$13,048.00. This change is not a request for contingency dollars. The cost of this work was anticipated in Power’s budget. This change is for foundations and lighting related to installing the World Trade Center artifact. Power had an allowance place-holder in the budget for items such as these. *This is an Owner-Requested Scope Change.*

- **RATIFY HEC – POWER #133: **$14,082.00. This change is to relocate data and power in seven offices. This included electrical work, drywall patching and painting. This change was the result of an issue with design and furniture coordination. The architect is accepting responsibility and the College will pursue a credit. Initial estimated costs for this work were $25,000. The contractor was able to find a more efficient way to do this work than initially anticipated. The furniture could not be adjusted without a similar cost and timeline extension. *This is an Un-bought Scope Change.*

- **RATIFY HEC – POWER #134: **$8,070.00. This change is for Power’s labor and carpentry time to assemble various owner-provided equipment such as SCBA racks, bike racks, exterior patio furniture, benches, dishwasher installation and storage cabinets. These items were owner FF&E and were not purchased with installation. Specifications have been adjusted for future contracts to include this language. Power’s staff was necessary in order to get these items installed and operational by the start of classes. *This is an Owner-Requested Scope Change.*

- **RATIFY HEC – POWER #135: **$7,687.00. This change is for final field adjustments that were required for access control revisions to doors 1042, 1050 and 2018. Completing the partial access control on these doors was less costly and time consuming than removing it and ordering new doors and hardware without access control devices as the doors were already prepped. *This is an Unforeseen Field Coordination Change.*
• **RATIFY HEC – POWER #136: $2,017.00.** This change is to add opaque film on windows in the Command Center to hide data and power cords from computers. *This is an Owner-Requested Scope Change.*

• **RATIFY HEC – POWER #137: $10,915.00.** This change is to adjust the wall-mats in the mat room to removable versus permanently attached per the Village request. The architect researched this and documentation was provided that the initial permanently attached solution did meet the intent of the code; however, the Village would not provide a certificate of occupancy without this change. *This is a Village-Requested Scope Change.*

• **RATIFY HEC – POWER #138: $29,995.00.** This change is to remove and resurface parking areas immediately adjacent to the new building parking areas. These areas needed repair and it was more cost effective to do these repairs with the project than the annual maintenance needed. *This is an Owner-Requested Scope Change.*

• **RATIFY HEC – POWER #140: $1,289.00.** This change is to make adjustments to repair the power to the eastern building identification sign. This work was part of the signage contractor’s responsibility to complete; however, multiple attempts at scheduling and attempting to get them to do this work were not successful. Power’s contractors completed this work so walls could be closed up. The cost of this change order will be back-charged to the signage vendor. *This is an Owner-Requested Scope Change.*

• **RATIFY HEC – POWER #142: $4,668.00.** This change is not a request for contingency dollars. The cost of this work was anticipated in Power’s budget. This change is to build the mock walls in the construction lab that the fire sciences lab will use as part of their program. *This is an Owner-Requested Scope Change.*

• **RATIFY HEC – POWER #144: $3,907.00.** This change is for adjustments in painting of the display cabinets in the north corridor to accommodate the user provided artifacts. This was not originally part of the scope of the project. *This is an Owner-Requested Scope Change.*

• **RATIFY HEC – POWER #147: $1,027.00.** This change is for added costs to raise the height of the lifts on the condenser units on the roof. This change was partly due to an installation issue and partly due to a request from the owner for height added beyond the design conditions. The contractor portion of this cost has already been allocated and absorbed by the installer. The College’s exposure for the added height requested was initially estimated at $5,000 which was reasonable. The costs for the owner-requested
portion of this change came in lower than anticipated. This is an Owner-Requested Scope Change.

- **RATIFY INFRASTRUCTURE – EDWARDS ENGINEERING #02: $3,100.00.** This change is to relocate the three new boiler control panels, add three new concrete pads and remove the three existing pads. The relocation of the boiler control panel and pads will allow a wider main aisle for equipment and machinery through the boiler room. This aisle is the primary thoroughfare for the boilers and de-aeration system. This is an Owner-Requested Scope Change.

- **RATIFY INFRASTRUCTURE – EDWARDS ENGINEERING #03: $1,879.00.** This change is to replace the existing aluminum electrical wiring and oversized fuses to the three new boiler blowers with code-compliant copper wire and appropriate fuses. This is an Unforeseen Field Condition Scope Change.

- **RATIFY PEDESTRIAN CROSSING – BREEZY HILL #01: $2,408.90.** This change was to remove and replace the geotextile fabric and associated cobble edging in the pedestrian crossing area. This change also included replacing several sections of sod and additional junipers. This is an Owner-Requested/Un-bought Scope Change.

- **RATIFY PEDESTRIAN CROSSING – THORNE #02: $13,252.78.** The Village of Glen Ellyn requested a revision and re-grading of the adjacent sidewalk to the crossing location. This required removing, re-grading and replacing several areas of sidewalk, curb and gutter. Original costs were estimated at about $15,000 but have been negotiated down with the contractor. This is a Village-Requested Scope Change.

- **RATIFY PEDESTRIAN CROSSING – THORNE #04: $769.86.** The Village of Glen Ellyn requested a revision to the six-inch thermoplastic striping. The cost of the additional striping was based upon agreed unit pricing in Thorne’s proposal. This is a Village-Requested Scope Change.

- There were no capital budget projects.

2) Approval of Construction Change Orders

- A change order to increase the Board approved contract for Power’s Supplemental Construction Services to include the last and final invoice for $12,760.00.

- There were no capital budget projects.

Chairman Carlin asked if any Trustee had a question regarding a Consent Agenda item. Hearing no questions or comments from the Board, Secretary O’Donnell called the roll. Voting aye: Student Trustee Whitten, Trustees Savage, Svoboda, Wozniak, Birt, McGuire,
O'Donnell, and Carlin. Motion to approve all Consent Agenda items listed above carried unanimously.

After a brief discussion, Trustee O'Donnell moved, Trustee Svoboda seconded, that the Board of Trustees approve Item 9.B.3)c):

c) The Board of Trustees authorized the President to take whatever action he deems appropriate, after further review with counsel, including, if necessary, termination of the contract with Creo Industrial Arts, 6300 Merrill Creek Parkway, Everett, WA 98203, and retention of new contractors to complete the signage at the Regional Centers.

Voting aye: Student Trustee Whitten, Trustees Birt, McGuire, O'Donnell, Savage, Svoboda, Wozniak and Carlin. Motion to approve Item 9.B.3)c) carried unanimously.

**NEW BUSINESS**

A. **For Information Only:**
There were no New Business Items for Information Only.

B. **For Approval:**

2) Trustee Birt moved, Trustee Savage seconded, that the Board approve a renewal of our contract with Employee Assistance Program through Central DuPage Hospital for three (3) years (to expire on 11/1/2014), at an annual rate of $10.00 per employee for a total estimated annual cost of $8,250.00 based on 825 employees. On roll call, voting aye: Student Trustee Whitten, Trustees Wozniak, Birt, McGuire, O'Donnell, Savage, Svoboda, and Carlin. Motion carried unanimously.


ANNOUNCEMENTS

- **ACCT Appointment of Voting Delegates**
  - Chairman Carlin noted, as previously discussed, Trustees Svoboda and McGuire will act as the voting delegates, and Trustee Wozniak will be the alternate.

- **ICCTA**
  - Trustee Svoboda discussed the November 11-12 ICCTA meeting which she, Trustees McGuire and Savage attended. There were roundtable discussions on many topics, including changes to the SURS retirement pension and the K-12 partnerships in which the community colleges are involved.
  - The guest speaker at lunch was Alexi Giannoulias, ICCB Board Chair.
  - The afternoon program was a legal and legislative update on the Freedom of Information Act and the Open Meetings Act.
  - Trustee Svoboda attended a committee meeting on government relations at which the current situation with the Village of Glen Ellyn and the College of DuPage was the subject of conversation. There was much support for COD around the state. Other community colleges also feel they are pressured by their communities and would like ICCB to clarify some aspects of the statements coming from their areas.
  - Trustee Svoboda attended the Executive Committee meeting, where this was again discussed. Colleges in the state are watching what we're doing and very supportive of our stand.
  - Trustee McGuire mentioned an article she reviewed at the ICCB meeting which focused on college completion. It is called *Freedom to Fail - the Board's Role in Reducing College Dropout Rates*. She requested each Board member receive a copy of this article.

- **FOUNDATION**
  - Trustee Savage noted the Foundation Committee has partnered with COD's Enrollment Management staff to promote online scholarship programming. They have simplified the application process for students and the selection process for Committee members. The application deadline is November 18. Scholarship applications are up 59% over last year. Of the more than $613,000 the Foundation raised since July 1, $170,000 is earmarked for scholarships. The Foundation is reaching out to faculty and staff to highlight the successes of the scholarship program and the opportunities to participate through giving or volunteering. The Foundation and staff of the McAninch Arts Center are beginning a feasibility study to evaluate current fundraising for the arts at COD and to determine potential for major support of programming. Trustee Savage thanked Sharon Mellor for all she has done for the Foundation. She will be missed.
  - Chairman Carlin noted his disappointment with some of the speakers at this evening's Board meeting. He found the Board members from the Village of Glen Ellyn to be hostile and disrespectful. When parties have disagreements, they go to court for assistance in resolving the matter. This
Board has allowed our legal counsel to address the interests of the Board with the Village of Glen Ellyn. Chairman Carlin noted that two weeks ago, he had dinner with the Glen Ellyn taxing entities, including the new Village Administrator and one of the Trustees, which indicates the College Board of Trustees has met with Glen Ellyn officials and tried to work things out. The Board passed an Intergovernmental Agreement a few months back. The Board is obligated to look out for the best interest of all of the constituents of District 502 and looks forward to future conversations. With that in mind, Chairman Carlin proposed moving into closed session for the purpose of discussing ongoing legal matters. No action will be taken following the closed session. At 8:00 p.m., the open session of the Special Board meeting adjourned.

CLOSED SESSION
Trustee O'Donnell moved, Trustee Svoboda seconded that the Board move into closed session at 8:04 p.m. Returned to open session at 8:41 p.m.

ADJOURN
At 8:42 p.m., Trustee O'Donnell moved, Trustee McGuire seconded, that the Special Board Meeting adjourn. On voice vote, the motion carried unanimously.

By: ________________________________
Allison O'Donnell, Board Secretary

Approved: December 15, 2011

By: ________________________________
David Carlin, Board Chairman
CALL TO ORDER
At 7:01 p.m., the Special Meeting of the Board of Trustees was called to order by Chairman Carlin.

ROLL CALL
Present: Student Trustee Lydia Whitten, Trustees Erin Birt, David Carlin, Dianne McGuire (arrived 7:04 p.m.), Allison O’Donnell, Kim Savage, Nancy Svoboda, Joseph Wozniak (arrived 7:03 p.m.)

Also Present: Dr. Breuder, Legal Counsel Respicio F. Vazquez of Franczek Radelet P.C., Legal Counsel Ken Florey of Robbins, Schwartz, Nicholas, Lifton & Taylor.

Chairman Carlin asked that the Trustees approve tonight’s meeting Agenda with one change. He would like the Comments from the Public to be heard prior to going into closed session. Trustee Birt so moved, Trustee Svoboda seconded. On voice vote, the motion carried unanimously.

COMMENTS FROM DISTRICT 502 CITIZENS
Richard Dunn of Glen Ellyn addressed the Board regarding the possibility of the College of DuPage de-annexing from the Village of Glen Ellyn. Mr. Dunn expressed his hope that common ground could be found – a way to work out their differences. He proposed assembling a Blue Ribbon Committee to review the situation and give recommendations to both parties that would be mutually agreeable and cost efficient.

CLOSED SESSION
At 7:07 p.m., Chairman Carlin indicated he would entertain a motion to move into closed session. Trustee Savage moved, Trustee Svoboda seconded, that the Board move into closed session for the purpose of discussing:

- 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.

ROLL CALL
Student Trustee Whitten, Trustees McGuire, O'Donnell, Savage, Svoboda, Wozniak, Birt and Carlin. Moved into closed session.

Returned to open session at 7:58 p.m.

ROLL CALL
Student Trustee Whitten, Trustees Savage, Svoboda, Wozniak, Birt, McGuire, O'Donnell and Carlin.

Chairman Carlin indicated he would entertain a motion that the Board of Trustees consider a Resolution which had been provided the Board of Trustees authorizing the College President to take all action necessary to disconnect the College’ campus from the Village of Glen Ellyn.

Secretary O'Donnell moved, Trustee Birt seconded approval of the attached Resolution.

ROLL CALL
Student Trustee Whitten, Trustees Savage, Svoboda, Wozniak, Birt, McGuire, O'Donnell and Carlin. Motion passed and the Resolution was adopted this November 30, 2011.

ADJOURN
At 8:05 p.m., Trustee O'Donnell moved, Trustee Savage seconded, that the Special Board Meeting adjourn. On voice vote, the motion carried unanimously.

By: ________________________________
Allison O'Donnell, Board Secretary

Approved: December 15, 2011

By: ________________________________
David Carlin, Board Chairman
RESOLUTION AUTHORIZING THE COLLEGE PRESIDENT TO TAKE ALL ACTION NECESSARY TO DISCONNECT THE COLLEGE’S CAMPUS FROM THE VILLAGE OF GLEN ELLYN

WHEREAS, the College of DuPage ("College") is an Illinois Public Community College, organized and existing pursuant to the Public Community College Act, 110 ILCS 805/1-1 et seq., and the College serves the parts of three counties and 43 villages and cities across northern Illinois; each semester nearly 31,000 students attend the College;

WHEREAS, the College is currently undergoing $600 million of facilities improvement projects that were approved by the Illinois Community College Board;

WHEREAS, the College’s campus was first incorporated into the boundaries of the Village of Glen Ellyn ("Village") nearly 39 years ago and since that time the Village has demanded that the College comply with its construction permitting and inspection process;

WHEREAS, the College and Village have disagreed with the Village’s role in the College construction process;

WHEREAS, at times the College has agreed to participate in the Village’s permitting and inspection process which has led to excessive project delays, significantly increased project costs and payments to the Village, Village plan review and inspection errors, and overall acrimony between the College and Village;

WHEREAS, over the history of the College the relationship between the College and the Village in matters related to construction has been contentious and has reached a point that the differences between the College and the Village have become irreconcilable;

WHEREAS, the unnecessary demands for regulatory compliance the Village has placed on the College have become an unnecessary financial and operational strain on the College, which, if allowed to continue, will mean continued inefficiencies and increased costs for the taxpayers that fund the College;

WHEREAS, the College has attempted to address its concerns with the Village in several ways, including by engaging in negotiations for an Intergovernmental Agreement ("IGA") and through court proceedings in an attempt to obtain a court order
clarifying that the Village does not have the vast and unchecked regulatory power it claims to possess;

WHEREAS, the efforts to craft an intergovernmental agreement with the Village were unsuccessful because of never ending changes demanded by the Village after the parties had reached an agreement to the terms;

WHEREAS, the court order issued on November 8, 2011, was equivocal as to the relationship between the College and the Village because the summary judgment motions of both the College and the Village were denied;

WHEREAS, since the issuance of the November 8, 2011 court order, Village trustees have publically threatened to issue citations and stop-work orders for construction projects and facility improvements at the College;

WHEREAS, the College views disconnection of its campus from the boundaries of the Village as a drastic, albeit necessary, last step for the College to ensure that it will enjoy peaceful, stable, predictable and efficient operations;

WHEREAS, the College regrets that disconnection is necessary, but views disconnection as its last alternative; and

WHEREAS, the College has determined that it is in the best interests of the College and the taxpayers of the College for the College to take all action necessary to disconnect the College's campus from the boundaries of the Village.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 502, COUNTIES OF DUPAGE, COOK AND WILL, ILLINOIS, AS FOLLOWS:

SECTION 1. The above recitals are incorporated herein and shall have the same force and effect as through fully set forth in this Section 1.

SECTION 2. The President of the College, or his designees, are hereby authorized to take all action necessary and legally appropriate to effect disconnection of the College's campus from the Village, including, as necessary, seeking a voluntary disconnection with the Village and if such a disconnection
agreement cannot be reached, the submission of a petition for disconnection to the Circuit Court of DuPage County.

SECTION 3. The President, or his designees, are hereby authorized to take any other action as may be necessary to effect disconnection, including the negotiation with the Village or other public and private entities and entry into agreements, as may be necessary, for water and sewer service, other utility services, fire and police protection, and to obtain the services of other professionals needed to accomplish the directions in this resolution.

SECTION 4. If any section, paragraph, clause or provision of this Resolution shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Resolution. All resolutions in conflict herewith are hereby repealed to the extent of such conflict.

ADOPTED by the BOARD OF TRUSTEES of Community College District No. 502, DuPage, Cook and Will Counties, Illinois, on November 30, 2011 by the following roll call vote:

<table>
<thead>
<tr>
<th>Trustee Name</th>
<th>YES</th>
<th>NO</th>
<th>ABSENT</th>
<th>PRESENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trustee Birt</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trustee McGuire</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trustee O'Donnell</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trustee Savage</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trustee Svoboda</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trustee Wozniak</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Trustee Whitten</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairman Carlin</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPROVED by the Board of Trustees on November 30, 2011.

[Signature]

DAVID CARLIN
Board Chairman

ATTEST:

[Signature]

ALLISON O’DONNELL
Board Secretary
1. **SUBJECT**

   Financial Reports.

2. **REASON FOR CONSIDERATION**

   For monthly Board approval.

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 by fund on strictly a cash basis. Therefore, the ending balance in each fund is equal to the balance of the cash and investments by fund.

   b) **Payroll and Accounts Payable Report** – This report is presented to the Board for approval each month. This report lists the total payroll and accounts payable for the accounting month by fund.

4. **RECOMMENDATION**

   That the Board of Trustees approves the Treasurer's Report and Payroll & Accounts Payable Report.
ITEM(S) ON REQUEST

That the Board of Trustees approves the Treasurer's Report and Payroll & Accounts Payable Report.

_________________________  12/8/11
Assistant Vice President Financial Affairs/Controller  Date

_________________________  12/8/2011
Senior Vice President, Administration and Treasurer  Date

_________________________  12/8/11
President  Date
MB Financial Concentration Account

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>$4,708,531</td>
</tr>
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</table>

Current Activity

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Cash Receipts</td>
<td>22,737,304</td>
</tr>
<tr>
<td>Cash Disbursements</td>
<td>(28,911,353)</td>
</tr>
<tr>
<td>General Journal Entry</td>
<td>14,604,586</td>
</tr>
<tr>
<td>Invoice Adjustment</td>
<td>(52)</td>
</tr>
<tr>
<td>Payroll</td>
<td>(5,591,323)</td>
</tr>
<tr>
<td><strong>Total Month Activity</strong></td>
<td>2,839,162</td>
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</tbody>
</table>

Ending Balance

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ending Balance</td>
<td>$7,547,693</td>
</tr>
</tbody>
</table>

Cash

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MB Financial Concentration Account</td>
<td>$7,547,693</td>
</tr>
<tr>
<td>MB Financial Fed Account</td>
<td>10,000</td>
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<tr>
<td>Change Funds</td>
<td>17,695</td>
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<tr>
<td>Chase Concentration Account</td>
<td>$9,259,606</td>
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<tr>
<td>Chase Credit Card Clearing</td>
<td>837,757</td>
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<tr>
<td><strong>Total Cash</strong></td>
<td>$17,672,751</td>
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</table>

Cash Equivalents

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ILFUNDS</td>
<td>$20,039,577</td>
</tr>
<tr>
<td>ISDLAF</td>
<td>8,141,901</td>
</tr>
<tr>
<td>Wheaton NOW Account</td>
<td>14,093,904</td>
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<tr>
<td>Citibank</td>
<td>60,087,262</td>
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<tr>
<td>PFM Liquidity Account</td>
<td>28,162,141</td>
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<tr>
<td>PFM Cons't Bond Fund</td>
<td>4,417,356</td>
</tr>
<tr>
<td>MB Investment</td>
<td>15,701,416</td>
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<tr>
<td>Chase High Yield</td>
<td>60,007,504</td>
</tr>
<tr>
<td><strong>Total Cash Equivalents</strong></td>
<td>$210,651,061</td>
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Investments

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Time Deposits</td>
<td>$1,548,878</td>
</tr>
<tr>
<td>Northern Trust</td>
<td>5,013,354</td>
</tr>
<tr>
<td>PFM</td>
<td>25,447,876</td>
</tr>
<tr>
<td>PFM Fair Market Adjustment</td>
<td>7,482</td>
</tr>
<tr>
<td>IIIT PFM</td>
<td>15,161</td>
</tr>
<tr>
<td>Other Gov't Securities</td>
<td>30,000,000</td>
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<tr>
<td><strong>Total Investments</strong></td>
<td>$62,032,751</td>
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</table>

Total Cash Equivalents & Investments

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Cash Equivalents &amp; Investments</td>
<td>$272,683,812</td>
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</tbody>
</table>

Total Cash, Cash Equivalents & Investments

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Cash, Cash Equivalents &amp; Investments</td>
<td>$290,356,563</td>
</tr>
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</table>
College of DuPage  
Community College District No. 502  
PAYROLL AND ACCOUNTS PAYABLE REPORT  
CASH DISBURSEMENTS  
November 30, 2011

### Payroll - November 2011

<table>
<thead>
<tr>
<th></th>
<th>Gross</th>
<th>Net</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advises</td>
<td>7,804,433</td>
<td>5,256,976</td>
</tr>
<tr>
<td>Checks</td>
<td>437,867</td>
<td>334,348</td>
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<tr>
<td><strong>Total Payroll</strong></td>
<td><strong>8,242,300</strong></td>
<td><strong>5,591,324</strong></td>
</tr>
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</table>

### Accounts Payable - November 2011*

<table>
<thead>
<tr>
<th>Description</th>
<th>Gross</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imprest checks - Vendors</td>
<td>899,506</td>
</tr>
<tr>
<td>Imprest Echecks - Vendors</td>
<td>588,269</td>
</tr>
<tr>
<td>Imprest checks - Employees</td>
<td>45,721</td>
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<tr>
<td>Imprest Echecks - Employees</td>
<td>28,896</td>
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<tr>
<td>Imprest checks - Student Refunds</td>
<td>1,092,442</td>
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<tr>
<td>Imprest E-commerce - Student Refunds</td>
<td>66,715</td>
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<tr>
<td><strong>Total Imprest</strong></td>
<td><strong>2,721,549</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Gross</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating checks - Vendors</td>
<td>3,376,103</td>
</tr>
<tr>
<td>Operating Echecks - Vendors</td>
<td>5,968,938</td>
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<tr>
<td>ACH transfers - Vendors</td>
<td>1,263,868</td>
</tr>
<tr>
<td>Wire transfers - Vendors</td>
<td>15,580,895</td>
</tr>
<tr>
<td><strong>Total Operating</strong></td>
<td><strong>26,189,804</strong></td>
</tr>
</tbody>
</table>

### Combined Payroll and Accounts Payable - November 2011

<table>
<thead>
<tr>
<th>Description</th>
<th>Gross</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Net Payroll Disbursements</td>
<td>5,591,324</td>
</tr>
<tr>
<td>Total Accounts Payable Disbursements</td>
<td>28,911,353</td>
</tr>
<tr>
<td><strong>Total Cash Disbursements</strong></td>
<td><strong>34,502,677</strong></td>
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</tbody>
</table>

*Includes payroll cash disbursements made to vendors and government agencies for employee withholdings.
<table>
<thead>
<tr>
<th>NUMBER</th>
<th>PAYEE NAME</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>005033</td>
<td>DHR International</td>
<td>Fees for employment search for VP Academic Affairs</td>
<td>$17,110.00</td>
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<tr>
<td>005034</td>
<td>Abbey Paving Co. Inc.</td>
<td>Fees for Parking Lot project</td>
<td>941,621.63</td>
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<tr>
<td>005036</td>
<td>AT&amp;T</td>
<td>Services contract for IT</td>
<td>143,391.68</td>
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<tr>
<td>005037</td>
<td>AT&amp;T</td>
<td>Services contract for IT</td>
<td>18,622.14</td>
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<td>005038</td>
<td>BCBS Healthcare Service Corp</td>
<td>Claims paid for medical and dental September/October 2011</td>
<td>1,154,122.40</td>
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<tr>
<td>005039</td>
<td>Central Dupage Hospital</td>
<td>Fees for COD Fire Science Paramedic Program</td>
<td>20,083.00</td>
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<tr>
<td>005040</td>
<td>ComEd/Commonwealth Edison-Carol Stream</td>
<td>Distribution charges for October 2011</td>
<td>67,347.14</td>
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<tr>
<td>005041</td>
<td>ComEd/Commonwealth Edison-Carol Stream</td>
<td>Distribution charges for September 2011</td>
<td>70,884.90</td>
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<tr>
<td>005042</td>
<td>Good Samaritan EMSS - Paramedic Program</td>
<td>Fees for COD Fire Science Paramedic Program</td>
<td>19,008.00</td>
</tr>
<tr>
<td>005043</td>
<td>Haydens Sport Center</td>
<td>Football uniforms for Athletics</td>
<td>20,202.85</td>
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<tr>
<td>005044</td>
<td>Healthcare Service Corp</td>
<td>Healthcare HMO subscriber fees November 2011</td>
<td>224,711.15</td>
</tr>
<tr>
<td>005045</td>
<td>Indian Prairie School District 204</td>
<td>Rental fees for Frontier Campus (July/Sept/Oct 2011)</td>
<td>92,692.00</td>
</tr>
<tr>
<td>005046</td>
<td>JJR,LLC</td>
<td>Landscape design services</td>
<td>36,120.15</td>
</tr>
<tr>
<td>005047</td>
<td>JJR,LLC</td>
<td>Landscape design services</td>
<td>88,190.00</td>
</tr>
<tr>
<td>005048</td>
<td>JJR,LLC</td>
<td>Landscape design services</td>
<td>103,975.00</td>
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<tr>
<td>005049</td>
<td>Nelnet Business Solutions</td>
<td>Credit card discount fees (September) for FACTS</td>
<td>35,163.61</td>
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<tr>
<td>005050</td>
<td>Official Payments</td>
<td>Credit card merchant transaction fees July 2011</td>
<td>74,625.82</td>
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<tr>
<td>005051</td>
<td>Official Payments</td>
<td>Credit card merchant transaction fees August 2011</td>
<td>105,694.24</td>
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<td>005052</td>
<td>Reserve Account</td>
<td>Postage usage replenishment for September 2011</td>
<td>40,000.00</td>
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<tr>
<td>005053</td>
<td>Satellite Shelters, Inc.</td>
<td>Fees to dismantle and remove &quot;H&quot; rental trailer</td>
<td>27,745.69</td>
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<tr>
<td>005054</td>
<td>Vedder Price P.C.</td>
<td>Legal fees June - September 2011</td>
<td>41,192.85</td>
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<tr>
<td>005055</td>
<td>Xerox Corporation</td>
<td>Xerox copier lease/usage fees October 2011</td>
<td>34,368.75</td>
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<tr>
<td>A12</td>
<td>SURS-State Univ Retirement System of IL</td>
<td>SURS withholding 10/21/11 payroll</td>
<td>319,048.97</td>
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<tr>
<td>A12</td>
<td>SURS-State Univ Retirement System of IL</td>
<td>Trust &amp; Federal funds 10/21/11 payroll</td>
<td>2,851.69</td>
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<tr>
<td>A12</td>
<td>SURS-State Univ Retirement System of IL</td>
<td>College share SURS health 10/21/11 payroll</td>
<td>13,722.77</td>
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<td>A130</td>
<td>IDES-Magnetic Media Unit</td>
<td>State tax withholding 11/4/11 payroll</td>
<td>172,179.46</td>
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<tr>
<td>A133</td>
<td>IDES-Magnetic Media Unit</td>
<td>State tax withholding 11/18/11 payroll</td>
<td>173,203.12</td>
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<td>A134</td>
<td>Dept of Treasury</td>
<td>Federal Tax withholding 11/18/11 payroll</td>
<td>514,062.88</td>
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<tr>
<td>A134</td>
<td>Dept of Treasury</td>
<td>College share Medicare tax withholding 11/18/11 payroll</td>
<td>54,935.16</td>
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<tr>
<td>A134</td>
<td>Dept of Treasury</td>
<td>College share FICA tax withholding 11/18/11 payroll</td>
<td>13,863.47</td>
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<tr>
<td>W114</td>
<td>Valic Retirement Services</td>
<td>Payroll deduction 11/4/11 payroll</td>
<td>125,797.90</td>
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<tr>
<td>W115</td>
<td>Valic Retirement Services</td>
<td>Payroll deduction 11/18/11 payroll</td>
<td>125,825.16</td>
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<tr>
<td>W116</td>
<td>Shidohya Tours and Safaris Ltd.</td>
<td>Tour fees for Field Studies program - participant paid</td>
<td>20,411.00</td>
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<tr>
<td>W117</td>
<td>Amalgamated Bank of Chicago</td>
<td>General Obligation Bond Principal and Interest Payments</td>
<td>15,209,861.24</td>
</tr>
<tr>
<td>E000420</td>
<td>DuPage Credit Union</td>
<td>Payroll deduction 11/4/11 payroll</td>
<td>57,273.76</td>
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<tr>
<td>E000406</td>
<td>Blackboard, Inc.</td>
<td>Maintenance annual renewal fees for IT</td>
<td>88,765.00</td>
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<tr>
<td>E000407</td>
<td>Breezy Hill Nursery, Inc.</td>
<td>Landscape services for Site and Ground project</td>
<td>208,665.50</td>
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<tr>
<td>E000408</td>
<td>CIA-Computer Intelligence Assoc.</td>
<td>Annual software license fees</td>
<td>44,888.01</td>
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<tr>
<td>E000409</td>
<td>DACES</td>
<td>Pass through funds from ISBE</td>
<td>118,899.00</td>
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<tr>
<td>E000410</td>
<td>Diversified Systems</td>
<td>TV &amp; AV system integration for Culinary Arts Center</td>
<td>186,035.33</td>
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<tr>
<td>E000411</td>
<td>Hreicane Graphics Inc.</td>
<td>Design fees for Donor Wall Plates</td>
<td>19,640.00</td>
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<tr>
<td>E000412</td>
<td>Interiors for Business, Inc.</td>
<td>Furniture for BIC renovation project</td>
<td>47,419.54</td>
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<tr>
<td>E000413</td>
<td>Landworks</td>
<td>Landscaping services for Site and Ground project</td>
<td>128,091.33</td>
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<tr>
<td>E000414</td>
<td>Mertenson Construction</td>
<td>Construction management fees for BIC/ISRC renovations</td>
<td>2,767,013.00</td>
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<tr>
<td>E000415</td>
<td>Nelnet Business Solutions</td>
<td>Credit card discount fees (August) for FACTS</td>
<td>23,488.40</td>
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<tr>
<td>E000416</td>
<td>Power Construction Co., LLC</td>
<td>Final closeout of consulting services for Culinary Arts Center project</td>
<td>54,410.00</td>
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<tr>
<td>E000417</td>
<td>Precise Printing Network Inc.</td>
<td>Printing services for COD Impact publication</td>
<td>59,900.00</td>
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<tr>
<td>E000418</td>
<td>Riverside Technologies, Inc.</td>
<td>HP Technical Installation</td>
<td>550,958.00</td>
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<tr>
<td>E000419</td>
<td>Robbins, Schwartz, Nicholas, Liftón &amp; Taylor</td>
<td>Legal services September 2011</td>
<td>32,970.93</td>
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<tr>
<td>E000420</td>
<td>Schaeffers Brothers, Inc.</td>
<td>Landscape improvements Athletic fields grounds project</td>
<td>256,279.85</td>
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</table>
## Checks Issued During Accounting Month - November 2011

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>PAYEE NAME</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>E0004421</td>
<td>Smith Maintenance Company</td>
<td>Janitorial services for October 2011</td>
<td>$41,452.00</td>
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<tr>
<td>E0004422</td>
<td>Thorne Electric</td>
<td>Electrical work for the Site and Grounds project</td>
<td>$125,856.99</td>
</tr>
<tr>
<td>E0004423</td>
<td>V3 Companies</td>
<td>Fees for campus landscape improvement project</td>
<td>$36,000.00</td>
</tr>
<tr>
<td>E0004424</td>
<td>Vixen Construction</td>
<td>Concrete services (campus wide project)</td>
<td>$25,795.24</td>
</tr>
<tr>
<td>E0004425</td>
<td>Wight &amp; Company</td>
<td>Services for MAC interior and exterior renovations</td>
<td>$39,815.00</td>
</tr>
<tr>
<td>E0004618</td>
<td>Apple Computer</td>
<td>Apple computer equipment for IT</td>
<td>$19,533.00</td>
</tr>
<tr>
<td>E0004619</td>
<td>Crowe Horwath LLP</td>
<td>Fees for annual examination of June 30, 2011 financial statements</td>
<td>$50,000.00</td>
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<tr>
<td>E0004620</td>
<td>DAOES</td>
<td>Rental fees for the Technology Center of DuPage (July - June 2012)</td>
<td>$63,278.19</td>
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<tr>
<td>E0004621</td>
<td>Flex-Plan Services, Inc.</td>
<td>Payroll deductions for October 2011</td>
<td>$26,596.08</td>
</tr>
<tr>
<td>E0004622</td>
<td>Gallagher Benefits Services Inc.</td>
<td>Life insurance college share November 2011</td>
<td>$10,810.43</td>
</tr>
<tr>
<td>E0004623</td>
<td>Gallagher Benefits Services Inc.</td>
<td>Payroll deductions October 2011</td>
<td>$17,537.10</td>
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<tr>
<td>E0004624</td>
<td>Legal Architects</td>
<td>Architectural services for the Physical Education Center project</td>
<td>$96,549.25</td>
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<tr>
<td>E0004625</td>
<td>Loebi Schlossman &amp; Hackl, Inc.</td>
<td>Architectural and engineering services for BIC renovation project</td>
<td>$166,584.68</td>
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<tr>
<td>E0004626</td>
<td>Martan Construction, Inc.</td>
<td>Landscaping services for Site and Grounds project</td>
<td>$167,535.90</td>
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<tr>
<td>E0004627</td>
<td>Michael Walters Advertising</td>
<td>Radio advertising for Spring 2012 semester</td>
<td>$150,000.00</td>
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<tr>
<td>E0004666</td>
<td>Moore Landscapes, Inc</td>
<td>Landscaping services for Site and Grounds project</td>
<td>$128,411.00</td>
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<tr>
<td>E0004667</td>
<td>Nicor Gas</td>
<td>Natural gas services 11/18/10-9/30/11</td>
<td>$36,567.99</td>
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<tr>
<td>E0004668</td>
<td>DuPage Credit Union</td>
<td>Payroll deductions for 11/18/11 payroll</td>
<td>$57,273.67</td>
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<tr>
<td>E0004669</td>
<td>College of Dupage Faculty Assoc</td>
<td>Payroll deduction for 11/4/11 and 11/18/11 payroll</td>
<td>$44,554.00</td>
</tr>
</tbody>
</table>

**Total Checks, E-Checks, ACH, & Wire Transfers Issued During Accounting Month**

$20,189,303.59
COLLEGE OF DUPAGE
REGULAR BOARD MEETING

SUMMARY OF BIDS

There are no bids to approve this month.
| Item 09. B. 4) a) | Projection System Partnership (RFP) – Contract Extension. That the Board of Trustees approves a two-year contract extension for the Projection Systems Partnership with United Visual, 1050 Spring Lake Drive, Itasca, IL 60143, for the contract term January 1, 2012 through December 31, 2013, for an estimated two-year expenditure of $280,260.00. |
| Item 09. B. 4) b) | Construction Manager Contract for the Campus Maintenance Center (CMC). That the Board of Trustees approves a contract for Construction Manager Services for the Campus Maintenance Center (CMC) with Pepper Construction, 411 Lake Zurich Road, Barrington, Illinois, for a total not to exceed expenditure of $591,250.00, including reimbursable expenses. |
1. **SUBJECT**
   Projection System Partnership – Contract Extension.

2. **BUDGET STATUS**
   Funds for this contract will be provided by the IT Plan, Departmental Capital, Supply Budgets, and Grant Funding.

3. **BACKGROUND INFORMATION**
   In January 2011, the College entered into a one-year partnership with United Visual to be the primary provider of Epson projection systems and related support services acquired by College of DuPage. United Visual was identified as the recommended vendor through an extensive RFP process.

   With this partnership, United Visual supplies both mobile and fixed projection systems to technology-enhanced classrooms, laboratories, computer classrooms, and conference rooms at the College. The term of the agreement was for one year, with two optional two-year extensions. This recommendation represents the first of two optional two-year extensions to the partnership.

   Over the past year, the College has been very pleased with the products, pricing, support, and ancillary benefits offered by United Visual. This extension would continue the same benefits the College has received over the last year.

4. **RECOMMENDATION**
   That the Board of Trustees approves a two-year contract extension for the Projection Systems Partnership with United Visual, 1050 Spring Lake Drive, Itasca, IL 60143, for the contract term January 1, 2012 through December 31, 2013, for an estimated two-year expenditure of $280,260.00.
ITEM(S) ON REQUEST

That the Board of Trustees approves a two-year contract extension for the Projection Systems Partnership with United Visual, 1050 Spring Lake Drive, Itasca, IL 60143, for the contract term January 1, 2012 through December 31, 2013, for an estimated two-year expenditure of $280,260.00.

Director, Business Affairs

Date

Vice President, Information Technology

Date

Senior Vice President, Administration & Treasurer

Date

President

Date
1. **SUBJECT**

Construction Manager (CM) Contract for the Campus Maintenance Center (CMC).

2. **BUDGET STATUS**

Funds are being provided by Bond Referendum #2 as follows:

<table>
<thead>
<tr>
<th>Project</th>
<th>Architect</th>
<th>Funding</th>
<th>Planned Project Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Maintenance Center (CMC)</td>
<td>Pepper Construction</td>
<td>03-90-36809-5304001</td>
<td>$7,500,000</td>
</tr>
</tbody>
</table>

3. **BACKGROUND INFORMATION**

On November 2, 2010, taxpayers of Community College District 502 voted, by 55% majority, to support the issuance of up to $168 million in bonds in order to build and equip community college buildings and additions thereto, alter, renovate, repair and/or demolish outdated community college buildings, improve and equip land for community college purposes and install technology; such projects to include, but not be limited to, renovation of the Student Resource Center w/Library, McAninch Arts Center, Seaton Computer Center, Physical Education Center and other related improvements.

Given the scope of work being done on campus, the College interviewed Gilbane Building Company, Leopardo and Pepper Construction for CM Services for the CMC. Based on the interview, experience with other education projects and fees, Pepper Construction was selected as the most qualified firm. Facilities staff negotiated with Pepper Construction on the fee based on a percentage of the estimated cost of construction. These fees are consistent with fees paid for past projects and also consistent with industry norms.
Pepper Construction - CMC:

<table>
<thead>
<tr>
<th>Costs</th>
<th>$5,500,000 Construction only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-construction Services</td>
<td>$25,152 0.45%</td>
</tr>
<tr>
<td>Construction Fee</td>
<td>$137,500 2.5%</td>
</tr>
<tr>
<td>General Conditions</td>
<td>$382,123 6.9%</td>
</tr>
<tr>
<td>Insurance</td>
<td>$46,475 0.85%</td>
</tr>
<tr>
<td>Total</td>
<td>$591,250 10.7%</td>
</tr>
</tbody>
</table>

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

4. RECOMMENDATION

That the Board of Trustees approves a contract for Construction Manager Services for the Campus Maintenance Center (CMC) with Pepper Construction, 411 Lake Zurich Road, Barrington, Illinois 60010, for a total not to exceed expenditure of $591,250.00, including reimbursable expenses.
ITEM(S) ON REQUEST –

That the Board of Trustees approves a contract for Construction Manager Services for the Campus Maintenance Center (CMC) with Pepper Construction, 411 Lake Zurich Road, Barrington, Illinois 60010, for a total not to exceed expenditure of $591,250.00, including reimbursable expenses.

Director, Facilities Planning and Development

Date

Director, Business Affairs

Date

Senior Vice President, Administration and Treasurer

Date

President

Date
Item 09. B. 5) a) **SRC/Library Renovation Commissioning Agent.**  
That the Board of Trustees approves a contract for SRC/Library Renovation Commissioning Services to Graef-USA, 125 South 84th Street, Milwaukee, Wisconsin, for a total not to exceed expenditure of $103,000.00, including reimbursable expenses.

Item 09. B. 5) b) **Architect Contract for the Campus Maintenance Center (CMC).**  
That the Board of Trustees approves a contract for Architectural Services for the Campus Maintenance Center (CMC) with Legat Architects, 2015 Spring Road, Oak Brook, Illinois for a total not to exceed expenditure of $562,000.00 including reimbursable expenses.

Item 09. B. 5) c) **Landscaping Design Contract.**  
That the Board of Trustees approves a contract for Landscaping Design for the BIC North Plaza, the MAC Courtyard Stage Architectural Structures, the SRC South Plaza Architectural Structures, along Prairie Drive, the BIC South Hill and Plaza Planters, Lambert Road SE of TEC, BIC Courtyards, and the SRC South Plaza stone seating, with JJR, LLC, 35 E. Wacker Drive, Chicago, IL 60601, for a total not to exceed expenditure of $357,750.00, including reimbursable expenses.

Item 09. B. 5) d) **Landscape – Construction Manager Services.**  
That the Board of Trustees approves a contract for Landscape Construction Manager Services with V3 Companies of Illinois, 7325 Janes Avenue, Woodridge, IL 60517, for a total not to exceed expenditure of $371,000.00, including reimbursable expenses.

Item 09. B. 5) e) **Peer Review Contracts.**  
That the Board of Trustees approves the Peer Review Contracts with Don Morris Architects, 337 Shore Drive, Burr Ridge, Illinois for a total not to exceed expenditure of $355,500.00.
1. **SUBJECT**

SRM/Library Renovation Commissioning Agent.

2. **BUDGET STATUS**

This work will provide commissioning services during design and construction administration phases of the SRM/Library Renovation Project. The costs associated with this work will be funded from the SRM/Library Renovation Fund 02 Budget 03-90-36800-5309001.

3. **BACKGROUND INFORMATION**

COD has a history of hiring commissioning agents on all new or renovation projects where major MEP systems are impacted. The commissioning agent provides valuable engineering systems review and feedback during the design phases, assists in review MEP scopes of work during bidding, ensures COD receives correct and accurate installation and assists with start-up operations of new MEP equipment. Because of the significant dollar investment in these systems in a new building, hiring a commissioning agent to act as quality control/quality assurance advocate for COD has the potential to save valuable time and dollars upon the completion of the project. The commissioning of the exterior envelope is being excluded at this time. Pricing was solicited from the selected vendor based on existing relationships for professional services.

Graef-USA and SSCX Facilities Commissioning were asked to provide their professional qualifications for commissioning services. The vendors solicited have recently completed work on campus and meet COD’s qualification criteria. Graef-USA was selected as the most qualified firm for this project. The pricing has been reviewed and deemed comparable with other recent projects on a cost per square foot pricing comparison. The cost includes enhanced commissioning and reimbursable expenses.

This purchase complies with State Statute, Board Policy and Administrative Procedures. Graef-USA is being recommended for award of this contract in accordance with the State Professional Services Selection Act which allows selection of a firm based on an existing satisfactory relationship between the architect/engineer firm and the public entity.
4. **RECOMMENDATION**

That the Board of Trustees approves a contract for SRC/Library Renovation Commissioning Services to Graef-USA, 125 South 84th Street, Milwaukee, Wisconsin, for a total not-to-exceed expenditure of $103,000.00, including reimbursable expenses.
ITEM(S) ON REQUEST –

That the Board of Trustees approves a contract for SRC/Library Renovation Commissioning Services to Graef-USA, 125 South 84th Street, Milwaukee, Wisconsin 53214, for a total not-to-exceed expenditure of $103,000.00, including reimbursable expenses.

_____________________________  11/29/11
Director, Facilities Planning and Development  Date

_____________________________  11/29/11
Director, Business Affairs  Date

_____________________________  12/5/2011
Senior Vice President, Administration and Treasurer  Date

_____________________________
President  Date
1. **SUBJECT**

   Architect Contract for the Campus Maintenance Center (CMC).

2. **BUDGET STATUS**

   Funds are being provided by Bond Referendum #2 as follows:

<table>
<thead>
<tr>
<th>Project</th>
<th>Architect</th>
<th>Funding</th>
<th>Planned Project Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Maintenance Center (CMC)</td>
<td>Legat Architects</td>
<td>03-90-36809-5303001</td>
<td>$7,500,000</td>
</tr>
</tbody>
</table>

3. **BACKGROUND INFORMATION**

   On November 2, 2010, taxpayers of Community College District 502 voted, by 55% majority, to support the issuance of up to $168 million in bonds in order to build and equip community college buildings and additions thereto, alter, renovate, repair and/or demolish outdated community college buildings, improve and equip land for community college purposes and install technology; such projects to include, but not be limited to, renovation of the Student Resource Center w/Library, McAninch Arts Center, Seaton Computer Center, Physical Education Center and other related improvements.

   Facilities staff negotiated with the architect to develop a fee based on a percentage of the estimated cost of construction. The fee includes schematic design, design development, construction documents, bidding, construction administration and reimbursable expenses. Legat Architects is being recommended for award of this contract based on our current favorable relationship and the fact that they designed a similar facility at Joliet Junior College.
Fees from Legat Architects are not to exceed as follows:

$5,500,000  Construction cost only

Basic Services
- Structural Engineering $412,500  7.5%
- MEP Engineering
- Architectural Services

Additional Services
- Programming $25,000
- A/E LEED Consulting Services $40,000
- Fixtures, Furnishings & Equipment $26,000
- Respond to Peer A/E review $4,000
- Coordinate w/Landscape Architect $4,500

Reimbursables $50,000  .9%

Total $562,000  10.2%

This purchase complies with State Statute, Board Policy and Administrative Procedures. The Local Government Professional Services Selection Act process is not required when a satisfactory relationship exists between the design firm and the public entity. Legat has provided the College with architectural services in the past and has performed very well.

4. **RECOMMENDATION**

That the Board of Trustees approves a contract for Architectural Services for the Campus Maintenance Center (CMC) with Legat Architects, 2015 Spring Road, Oak Brook, Illinois for a total not to exceed expenditure of $562,000.00, including reimbursable expenses.
ITEM(S) ON REQUEST -

That the Board of Trustees approves a contract for Architectural Services for the Campus Maintenance Center (CMC) with Legat Architects, 2015 Spring Road, Oak Brook, Illinois for a total not to exceed expenditure of $562,000.00, including reimbursable expenses.

Director, Facilities Planning and Development

Date

Director, Business Affairs

Date

Senior Vice President, Administration and Treasurer

Date

President

Date
COLLEGE OF DUPAGE
REGULAR BOARD MEETING
STANDARD BOARD APPROVAL

1. SUBJECT
Landscaping Design Contract.

2. BUDGET STATUS
The costs associated with the landscape design services for the 2012 landscape projects will be funded from the Bond Referendum #2 Site & Grounds project.

3. BACKGROUND INFORMATION
The 2012 landscape plan is comprised of various projects, including the BIC north plaza, Architectural Structures for the MAC Courtyard Stage and the SRC South Plaza, Landscaping at the south portion of Prairie Drive, the BIC South Hill and Plaza, Lambert Road Southeast of TEC, BIC Courtyard enhancements, and the addition of stone veneer on the SRC South Plaza seat wall.

The landscape plans include landscaping, irrigation, lighting, electrical and hardscape to create a cohesive landscaping scheme across campus. Below is a brief description of each project:

Berg Instructional Center (BIC) North Plaza - The project establishes a new front door image that will reflect the highest quality of education and creativity at COD. It will provide campus visitors, students and faculty with a central space for interaction. Landscape, plazas, lighting and irrigation will complement the BIC renovations.

McAninch Arts Center (MAC) Architectural Structure - The MAC courtyard is being renovated to include a waterfront amphitheater that will provide space for large gatherings who wish to enjoy an outdoor performance. An architectural structure will frame the stage area and provide infrastructure support for outdoor performances.
Included with this project is the resurfacing of the existing concrete tunnel at the east side of the BIC at the south end of the courtyard.

Student Resource Center (SRC) Plaza Architectural Structure – The recently renovated SRC Plaza will be further enhanced with the addition of an Architectural Structure that will provide a shaded area for seating at the top of the Plaza.

Landscape along Prairie Drive - The area along Prairie Drive from south of the SRC to College Road will have enhanced landscaping including installation of larger trees and irrigation.

BIC South Hill - The area consists of a steeply sloped hill located south of the BIC. New landscaping that will complement the BIC renovations currently underway.

BIC South Plaza Planters - The recently improved BIC south plaza will be further enhanced with planters to soften the hardscape to create an inviting environment for campus visitors, students and faculty to interact.

Lambert Road, east & southeast of TEC - The right of way will receive improved soil, sod, evergreen replacements and additional plantings.

BIC Courtyards - Concrete flatwork will be refurbished, HVAC grilles will be cleaned and furniture will be provided.

SRC South Plaza, stone seating – The SRC South Plaza seat wall will be resurfaced with stone and end piers will be added.

JJR, Legat Architects, and Hitchcock Design were asked to provide their professional qualifications for architectural services for this project. Based on their prior favorable work at the College, JJR was selected as the most qualified firm. Facilities staff negotiated a fee with JJR based on a percentage of the estimated cost of construction:

- Anticipated Total Project Cost Range: $4,000,000 - $5,000,000
- Anticipated Construction Cost Range: $3,500,000 - $4,500,000
- A/E percent of anticipated construction fee: 8.25%
- A/E Reimbursables: 0.20%
- A/E percent of anticipated construction fee: 7.75% with CM
- A/E Reimbursables: 0.20% with CM

The fee for all projects includes schematic design, design development, construction documents, bidding, construction administration and reimbursable expenses. These fees are consistent with fees paid for past projects and also consistent with industry norms.
This purchase complies with State Statute, Board Policy and Administrative Procedures. The Local Government Professional Services Selection Act process is not required when a satisfactory relationship exists between the design firm and the public entity. JJR has provided the College with landscape architectural services in the past and has performed very well.

4. RECOMMENDATION

That the Board of Trustees approves a contract for Landscaping Design for the BIC North Plaza, the MAC Courtyard Stage Architectural Structures, the SRC South Plaza Architectural Structures, along Prairie Drive, the BIC South Hill and Plaza Planters, Lambert Road SE of TEC, BIC Courtyards, and the SRC South Plaza stone seating, with JJR, LLC, 35 E. Wacker Drive, Chicago, IL 60601, for a total not to exceed expenditure of $357,750.00, including reimbursable expenses.
ITEM(S) ON REQUEST –

That the Board of Trustees approves a contract for Landscaping Design for the BIC North Plaza, the MAC Courtyard Stage Architectural Structures, the SRC South Plaza Architectural Structures, along Prairie Drive, the BIC South Hill and Plaza Planters, Lambert Road SE of TEC, BIC Courtyards, and the SRC South Plaza stone seating, with JJR, LLC, 35 E. Wacker Drive, Chicago, IL 60601, for a total not to exceed expenditure of $357,750.00, including reimbursable expenses.

__________________________  11/29/11
Director, Facilities Planning and Development  Date

__________________________  11/29/11
Director, Business Affairs  Date

__________________________  12/5/11
Senior Vice President, Administration and Treasurer  Date

__________________________
President  Date
1. **SUBJECT**

Landscape – Construction Manager Services.

2. **BUDGET STATUS**

The costs associated with the Landscape-Construction Management (CM) services for the 2012 landscape projects will be funded from the Bond Referendum #2 Site & Grounds project.

3. **BACKGROUND INFORMATION**

V3 Companies of Illinois was asked to provide their professional qualifications for CM services for these projects. This request was based on the College’s existing satisfactory relationship with this firm. Based on the review of the qualifications and proposed schedule, we recommend approving a contract with V3 Companies of Illinois. Fees were negotiated with V3 in the amount of $371,000.00 and are consistent with fees paid for past projects and also consistent with industry norms.

The 2012 landscape plan is comprised of various projects, including the BIC north plaza, Architectural Structures for the MAC Courtyard Stage and the SRC South Plaza, Landscaping at the south portion of Prairie Drive, the BIC South Hill and Plaza, Lambert Road Southeast of TEC, BIC Courtyard enhancements, and the addition of stone veneer on the SRC South Plaza seat wall.

**2012 Landscape Projects:**

<table>
<thead>
<tr>
<th>Estimated construction cost:</th>
<th>$4,500,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preconstruction Services</td>
<td>$47,000</td>
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<tr>
<td>Construction Services</td>
<td>$264,000</td>
</tr>
<tr>
<td>General Conditions</td>
<td>$30,000</td>
</tr>
<tr>
<td>Post Construction Services</td>
<td>$30,000</td>
</tr>
<tr>
<td>Total</td>
<td>$371,000</td>
</tr>
</tbody>
</table>
This purchase complies with State Statute, Board Policy and Administrative Procedures. The purchase of services of individuals possessing a high degree of professional skill are exempt from bidding under Illinois Public Community College Act, 110 ILCS 805/3-27.1.

4. **RECOMMENDATION**

That the Board of Trustees approves a contract for Landscape Construction Manager Services with V3 Companies of Illinois, 7325 Janes Avenue, Woodridge, IL 60517, for a total not to exceed expenditure of $371,000.00, including reimbursable expenses.
ITEM(S) ON REQUEST –

That the Board of Trustees approves a contract for Landscape Construction Manager Services with V3 Companies of Illinois, 7325 Janes Avenue, Woodridge, IL 60517, for a total not to exceed expenditure of $371,000.00, including reimbursable expenses.

10/24/11
Director, Facilities Planning and Development

11/29/11
Director, Business Affairs

12/5/2011
Senior Vice President, Administration and Treasurer

12/5/11
President
1. **SUBJECT**

   Peer Review Contracts.

2. **BUDGET STATUS**

   At the December 13, 2010 Board meeting, the Board authorized the Administration to enter into negotiations for professional services in order to execute components of the FY2010 Campus Master Plan. Funds are being provided by bonds issued as a result of the November, 2010 referendum:

<table>
<thead>
<tr>
<th>Project</th>
<th>Peer Review Firm</th>
<th>Funding</th>
<th>Planned Project Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Resource Center (SRC)</td>
<td>Don Morris Architects</td>
<td>03-90-36800-5309001</td>
<td>$128,400</td>
</tr>
<tr>
<td>McAninch Arts Center (MAC)</td>
<td>Don Morris Architects</td>
<td>03-90-36802-5309001</td>
<td>$108,900</td>
</tr>
<tr>
<td>Physical Education Center (PE)</td>
<td>Don Morris Architects</td>
<td>03-90-36803-5309001</td>
<td>$94,800</td>
</tr>
<tr>
<td>Seaton Computing Center (SCC)</td>
<td>Don Morris Architects</td>
<td>03-90-36801-5309001</td>
<td>$23,400</td>
</tr>
</tbody>
</table>

3. **BACKGROUND INFORMATION**

   On November 2, 2010, taxpayers of Community College District 502 voted, by 55% majority, to support the issuance of up to $168 million in bonds in order to build and equip community college buildings and additions thereto, alter, renovate, repair and/or demolish outdated community college buildings, improve and equip land for community college purposes and install technology; such projects to include, but not be limited to, renovation of the Student Resource Center w/Library, McAninch Arts Center, Seaton Computer Center, Physical Education Center and other related improvements.
Don Morris Architects is being recommended for award of these contracts.

Facilities staff negotiated with Don Morris to develop a site inspection fee based on the extent of renovation and the estimated cost of construction. Reimbursable inspection fees for all five buildings are on a not-to-exceed basis at the following rates:

A. Building Inspections: $125.00 per inspection/per hour*
B. Mechanical (HVAC) Inspections: $125.00 per inspection/per hour*
C. Electric Inspections: $125.00 per inspection/per hour*
D. Plumbing Inspections: $125.00 per inspection/per hour*
E. Fire Alarm/Fire Sprinkler Inspections: $125.00 per inspection/per hour*

*Inspection is $125.00 minimum plus $125.00 per hour.

Don Morris Architects provides plan review and code review services for over twenty Chicago-area municipalities and numerous architectural firms. Their area of expertise includes building, plumbing, electrical, fire, energy and Life Safety Codes applicable to the renovation work planned. Don Morris will act as a Peer-Review consultant for the Architecture/Engineering (A/E) firms currently under contract to complete the five renovations by the spring of 2014. Don Morris will also be providing inspection services to supplement the College’s Facilities staff and document their findings after every inspection.

The fee for all projects includes plan review and consulting services for the following eight disciplines: Architectural, Structural, Mechanical, Plumbing, Electrical, Handicap Accessibility, Life Safety and Energy Conservation. Expenses will be invoiced on a Time and Material Basis for the inspection services not-to-exceed $90,000.

Don Morris was recommended to the College as a firm that specializes in code review and peer review work for architects and municipalities by Legat Architects. Legat has worked with Don Morris in their code review capacity on other projects and had very positive results.

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

4. RECOMMENDATION

That the Board of Trustees approves the Peer Review Contracts with Don Morris Architects, 337 Shore Drive, Burr Ridge, Illinois for a total not-to-exceed expenditure of $355,500.00.
ITEM(S) ON REQUEST –

That the Board of Trustees approves the Peer Review Contract with Don Morris Architects, 337 Shore Drive, Burr Ridge, Illinois per the fees listed below for a total not-to-exceed expenditure of $355,500.00.

<table>
<thead>
<tr>
<th>Project</th>
<th>Peer Review Firm</th>
<th>Plan Review Fee</th>
<th>Inspection Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Resource Center (SRC)</td>
<td>Don Morris Architects</td>
<td>$96,000</td>
<td>$32,400</td>
</tr>
<tr>
<td>McAninch Arts Center (MAC)</td>
<td>Don Morris Architects</td>
<td>$81,000</td>
<td>$27,900</td>
</tr>
<tr>
<td>Physical Education Center (PE)</td>
<td>Don Morris Architects</td>
<td>$70,500</td>
<td>$24,300</td>
</tr>
<tr>
<td>Seaton Computing Center (SCC)</td>
<td>Don Morris Architects</td>
<td>$18,000</td>
<td>$5,400</td>
</tr>
</tbody>
</table>

Director of Facilities Planning and Development Date

Director, Business Affairs Date

Senior Vice President, Administration and Treasurer Date

President Date
1. SUBJECT
Personnel Actions.

2. REASON FOR CONSIDERATION
Board Action is required to ratify and approve personnel actions for all employees.

3. BACKGROUND INFORMATION
A. Ratification of Classified Appointments
B. Ratification of Faculty Appointments
C. Ratification of Classified Promotions / Transfers
D. Ratification of Managerial Promotions / Transfers
E. Ratification of Classified Resignations / Terminations
F. Ratification of Faculty Retirements
G. Ratification of Classified Retirements

4. RECOMMENDATION
That the Board of Trustees ratifies the Classified Appointments; Faculty Appointments; Classified Promotions / Transfers; Managerial Promotions / Transfers; Classified Resignations / Terminations; Faculty Retirements; and Classified Retirements.
# APPOINTMENTS

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department</th>
<th>Start Date</th>
<th>Type</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASSIFIED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Karen L. Jaeger</td>
<td>Accountant II</td>
<td>Finance</td>
<td>11/21/2011</td>
<td>New Hire Full Time</td>
<td>$59,113</td>
</tr>
<tr>
<td>Joseph A. Girten</td>
<td>Part Time Patrol Officer</td>
<td>Police Department</td>
<td>01/02/2012</td>
<td>New Hire Part Time</td>
<td>$32,842</td>
</tr>
<tr>
<td>Ann Marie Lazarski</td>
<td>Wait Staff</td>
<td>Culinary &amp; Hospitality Center</td>
<td>12/01/2011</td>
<td>New Hire Part Time</td>
<td>$14,868</td>
</tr>
</tbody>
</table>
## APPOINTMENTS - Continued

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department</th>
<th>Start Date</th>
<th>Type</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FACULTY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rosa Colella-Melki</td>
<td>Assistant Professor, Nursing</td>
<td>Health &amp; Sciences</td>
<td>08/19/2009</td>
<td>4th Year Extension</td>
<td>$57,946</td>
</tr>
<tr>
<td>Natalee Grigoletti</td>
<td>Assistant Professor, Business/Management/Marketing</td>
<td>Business &amp; Technology</td>
<td>08/19/2009</td>
<td>4th Year Extension</td>
<td>$57,946</td>
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</table>

## PROMOTIONS / TRANSFERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department</th>
<th>Start Date</th>
<th>Type</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CLASSIFIED</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Terry M. Buno</td>
<td>Purchasing Assistant</td>
<td>Purchasing</td>
<td>12/05/2011</td>
<td>Promotion</td>
<td>$46,217</td>
</tr>
<tr>
<td>Catherine B. King</td>
<td>Administrative Assistant IV</td>
<td>Admissions</td>
<td>11/28/2011</td>
<td>Promotion</td>
<td>$37,024</td>
</tr>
<tr>
<td>Bridget McFarland¹</td>
<td>Administrative Assistant IV</td>
<td>Records</td>
<td>11/23/2011</td>
<td>Promotion</td>
<td>$39,873</td>
</tr>
<tr>
<td>Adrian P. Paredes</td>
<td>Programmer/Analyst II</td>
<td>Information Technology</td>
<td>11/14/2011</td>
<td>Promotion</td>
<td>$81,577</td>
</tr>
<tr>
<td>Jane E. Schubert²</td>
<td>Program Assistant II</td>
<td>Learning Resources</td>
<td>11/18/2011</td>
<td>Promotion</td>
<td>$37,939</td>
</tr>
</tbody>
</table>

¹Bridget McFarland was previously reported as Campus Scheduling Specialist in November’s Personnel Action Item, her position changed shortly thereafter.

²Jane Schubert was previously misreported as a New Hire in November’s Personnel Action Item.
### PROMOTIONS / TRANSFERS - Continued

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department</th>
<th>Start Date</th>
<th>Type</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan M. Maloney</td>
<td>Lead Instructional Assistant</td>
<td>Center for Independent Learning</td>
<td>12/16/2011</td>
<td>Promotion Part Time</td>
<td>$29,396</td>
</tr>
</tbody>
</table>

### RESIGNATIONS / TERMINATIONS

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department</th>
<th>End Date</th>
<th>Type</th>
<th>Years of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beatrice Alvarado</td>
<td>Dishwasher</td>
<td>Culinary &amp; Hospitality Center</td>
<td>11/07/2011</td>
<td>Resignation</td>
<td>0 Yrs. 1 Mos.</td>
</tr>
<tr>
<td>Justin Anderson</td>
<td>Dishwasher</td>
<td>Culinary &amp; Hospitality Center</td>
<td>11/07/2011</td>
<td>Resignation</td>
<td>0 Yrs. 1 Mos.</td>
</tr>
<tr>
<td>Michelle G. Artman</td>
<td>Testing Assistant</td>
<td>Testing Center</td>
<td>10/21/2011</td>
<td>Resignation</td>
<td>3 Yrs. 8 Mos.</td>
</tr>
<tr>
<td>Jean Bevier</td>
<td>Graphic &amp; Web Designer II</td>
<td>Marketing &amp; Web Design II</td>
<td>01/06/2012</td>
<td>Position Elimination / Severance Agreement</td>
<td>8 Yrs. 4 Mos.</td>
</tr>
</tbody>
</table>
## RETIREMENTS

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department</th>
<th>End Date</th>
<th>Type</th>
<th>Current Years of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FACULTY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tammie A. Bob</td>
<td>Assistant Professor</td>
<td>Liberal Arts</td>
<td>05/31/2012</td>
<td>Retirement</td>
<td>23 Yrs. 6 Mos.</td>
</tr>
<tr>
<td><strong>CLASSIFIED</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Colleen T. Altott</td>
<td>Administrative Assistant IV</td>
<td>Student Records</td>
<td>10/01/2011</td>
<td>Retirement</td>
<td>15 Yrs. 0 Mos.</td>
</tr>
<tr>
<td>Victoria M. Fox</td>
<td>Information Center Specialist I</td>
<td>Information Technology</td>
<td>05/31/2012</td>
<td>Retirement</td>
<td>19 Yrs. 11 Mos.</td>
</tr>
<tr>
<td>William J. Igoe</td>
<td>Information Center Specialist II</td>
<td>Information Technology</td>
<td>06/29/2012</td>
<td>Retirement</td>
<td>24 Yrs. 2 Mos.</td>
</tr>
<tr>
<td>Robert M. Valentine</td>
<td>Information Center Specialist I</td>
<td>Information Technology</td>
<td>06/29/2012</td>
<td>Retirement</td>
<td>25 Yrs. 2 Mos.</td>
</tr>
</tbody>
</table>
9. CONSENT AGENDA

C. For INFORMATION: Construction-Related Items

1) Monthly Construction Project Summary
CONSTRUCTION BOARD INFORMATION

1. **SUBJECT**
   Monthly Construction Project Summary.

2. **REASON FOR CONSIDERATION**
   Standard reports provided to the Board monthly for their review.

3. **BACKGROUND INFORMATION**
   All projects are proceeding on schedule.
Referendum-Related Projects

Renovate Berg Instructional Center, SRC and SSC #727
- Ceiling Grid, tile and lights are being installed on the third floor of the BIC.
- Painting has started on the second floor of the BIC.
- Metal stud framing has started on the first floor.
- Ceiling grid and lights have started in the FA/HR space in the SRC.
- Metal Stud framing has started in the area that will be the Learning Commons.

Culinary & Hospitality #760
- Working on close-out documentation (as-builts, final Commissioning, billing etc.).
- Landscaping complete. Review of audits and as-builts has been postponed until spring due to irrigation system being shut down.

Homeland Security Education Center #761
- Working on close-out documentation (as-builts, final Commissioning, billing etc.).
- Landscaping complete. Review of audits and as-builts has been postponed until spring due to irrigation system being shut down.

Capital Budget Projects

Landscaping #804
- SRC South Plaza – construction to be substantially complete in early December.
- MAC Plaza - construction continues. Substantial completion is anticipated in mid-December.
- Pond 6 – construction completed.
- BIC East Courtyard – construction completed.

Parking #807
- Construction continues on the west campus phase A lot. Substantial completion is anticipated mid-December.
- Construction continues on the new lot located east of the PE building. Substantial completion is anticipated mid-December.

Athletic Fields #811
- Construction continues. Substantial completion is anticipated in early December.
9. CONSENT AGENDA

D. For APPROVAL:
   Construction-Related Items - *NONE*

   1) *Ratification* of Construction Change Orders
      • Referendum-Related Projects
      • Capital Budget Projects

   2) *Approval* of Construction Change Orders
      • Referendum-Related Projects
      • Capital Budget Projects
COLLEGE OF DUPAGE
REGULAR BOARD MEETING

CONSTRUCTION-RELATED BOARD APPROVAL

1. SUBJECT

Ratification of Construction-Related Change Orders.

2. BUDGET STATUS

Change orders will be funded from the designated project’s overall budget and fall within the project’s approved budget. All change orders not in excess of $100,000.00, or 10% of the contract price, have been approved by the Director of Facilities Planning and Development. All single change orders exceeding $50,000.00 have been approved by the President. All single change orders exceeding $100,000.00, or 10% of the contract price, require approval by the Board of Trustees. Multiple change orders to a single construction-related contract are allowed up to a cumulative limit of 20% of the original contract price. Multiple change orders exceeding 20% of the contract price require approval by the Board of Trustees.

3. BACKGROUND INFORMATION

Referendum-Related Projects

None

Capital Budget Projects

None

4. RECOMMENDATION

That the Board of Trustees ratifies the Construction-Related Change Orders from the attached Summary for December 2011.
SUMMARY OF RATIFICATION OF CONSTRUCTION-RELATED CHANGE ORDERS

REFERENDUM-RELATED PROJECTS

None

CAPITAL BUDGET PROJECTS

None
1. **SUBJECT**

Approval of Construction-Related Change Orders.

2. **BUDGET STATUS**

Change orders will be funded from the designated project’s contingency and fall within the project’s approved budget. All change orders not in excess of $100,000.00, or 10% of the contract price, have been approved by the Director of Facilities. All single change orders exceeding $50,000.00 have been approved by the President. All single change orders exceeding $100,000.00, or 10% of the contract price, require approval by the Board of Trustees. Multiple change orders to a single construction-related contract are allowed up to a cumulative limit of 20% of the original contract price. Multiple change orders exceeding 20% of the contract price require approval by the Board of Trustees.

3. **BACKGROUND INFORMATION**

Board approval is required due to the change order cumulative total exceeding 20% of the original contract value.

**Referendum-Related Projects**

None

**Capital Budget Projects**

None

4. **RECOMMENDATION**

That the Board of Trustees approves the Construction-Related Change Orders from the attached Summary for December 2011.
SUMMARY OF APPROVED CONSTRUCTION-RELATED CHANGE ORDERS

REFERENDUM-RELATED PROJECTS

None

CAPITAL BUDGET PROJECTS

None
10. NEW BUSINESS

A. For INFORMATION

1) Student Trustee Election Timetable
1. **SUBJECT**
   
   Student Trustee Election Timetable.

2. **REASON FOR CONSIDERATION**
   
   For information purposes.

3. **BACKGROUND INFORMATION**
   
   The election will be held online on Tuesday, March 20 and Wednesday, March 21, 2012.

   There will be an information session for interested candidates during which the Student Life staff reviews election procedures and guidelines. The current Student Trustee, the Chairman of the Board, and the College President will present the candidates with information concerning the College and the Board; this is similar to the orientation that all Board candidates receive.

   This election is combined with the election of the Student Body President and Vice President. The Student Life staff works with the Student Leadership Council in planning, implementing, and funding the election. The information tables will be staffed with student and staff volunteers. The results will be posted on the Board of Trustees bulletin board.

   The newly elected Student Trustee will be seated at the April 19, 2012 Board meeting.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, January 27</td>
<td>Public notice of election encouraging candidates to run</td>
</tr>
<tr>
<td>Monday, January 30, through</td>
<td>Election packets available for pick up in the Office of Student Life, SSC 1217, from 9:00 a.m. to 5:00 p.m.</td>
</tr>
<tr>
<td>Thursday, February 23</td>
<td>Monday through Friday, or evenings by appointment.</td>
</tr>
<tr>
<td>Wednesday, February 1,</td>
<td>Petition papers may be filed with Student Life staff in SSC 1217 between 8:30 a.m. and 5:00 p.m. Monday through Friday.</td>
</tr>
<tr>
<td>through</td>
<td></td>
</tr>
<tr>
<td>Friday, February 24</td>
<td></td>
</tr>
<tr>
<td>Monday, February 27</td>
<td>Lottery to determine ballot position in the event multiple candidates arrive at the opening of the office on the first day of filing (if needed), Office of Student Life, SSC 1217, 9:00 a.m.</td>
</tr>
<tr>
<td>Tuesday, February 28</td>
<td>Student Trustee Candidate Information Session with current Student Trustee, Board Chairman, and College President, Manager of Student Life, 3:30 p.m. to 4:30 p.m. (Date &amp; time are tentative).</td>
</tr>
<tr>
<td>Wednesday, February 29</td>
<td>Deadline for Candidate Platform Statements, Office of Student Life, SSC 1217, 4:00 p.m.</td>
</tr>
<tr>
<td>Wednesday, February 29</td>
<td>Campaign meeting for all candidates with Student Life staff, Office of Student Life, SSC 1217, 4:00 p.m. to 5:00 p.m.</td>
</tr>
<tr>
<td>Monday, March 5</td>
<td>Last day to withdraw as a candidate. Withdrawal must be on an official withdrawal form and filed in the Office of Student Life, SSC 1217.</td>
</tr>
<tr>
<td>Tuesday, March 6</td>
<td>Final Specimen Ballot posted online, in the Office of Student Life and in the Student Leadership Council Office.</td>
</tr>
<tr>
<td>Tuesday, March 13</td>
<td>Candidate Forum: Student Trustee, Student Body President and Student Body Vice-President candidates will be invited to share their platform statements and answer questions from the Student Body.</td>
</tr>
<tr>
<td>Friday, March 16</td>
<td>Public notice of election encouraging students to vote.</td>
</tr>
<tr>
<td><strong>Tuesday and Wednesday,</strong></td>
<td><strong>Election Days.</strong> Elections will be held online. Information tables will be staffed to advertise the election. Online ballots will be available for 48 hours from 12:01 a.m. on Tuesday, March 20, to 11:59 p.m. on Wednesday, March 21. There will also be paper ballots available in the Office of Student Life from March 20 to March 21, 9:00 a.m. to 4:30 p.m. each day, for those choosing to not vote online.</td>
</tr>
<tr>
<td><strong>March 20 and 21</strong></td>
<td></td>
</tr>
<tr>
<td>Thursday, March 22</td>
<td>The IT Department will submit a report of all candidates and the number of votes received by each to the Manager of Student Life by 11 a.m. Results will be posted online and in the Office of Student Life and the Student Leadership Council Office by noon.</td>
</tr>
<tr>
<td>Thursday, April 19</td>
<td>Student Trustee sworn in at Board of Trustees Meeting, COD Board Room, SSC 2200, at 7:00 p.m.</td>
</tr>
</tbody>
</table>
10. NEW BUSINESS

B. For APPROVAL

1) Faculty Tenure Candidates

2) Approval of Addendum to the Facility Use Agreement Between College of DuPage and DuPage Area Occupational Education System (DAOES)

3) Approval of Addendum to the Facility Use Agreement Between College of DuPage Naperville Center Facility and DuPage Area Occupational Education System (DAOES)

4) Approval of a New Human Services Residential Child Care Certificate Program

5) Approval of a New Human Services Corrections Counseling Certificate Program

6) PACE Bus Route 714 Service Agreement
COLLEGE OF DUPage
REGULAR BOARD MEETING

STANDARD BOARD APPROVAL

1. SUBJECT

Faculty Tenure Candidates.

2. REASON FOR CONSIDERATION

Awarding of faculty tenure requires Board approval.

3. BACKGROUND INFORMATION

Awarding of tenure is contained in the Faculty Contract. The recommendations presented herein have received the support of the appropriate Associate Dean, the Dean, and the Executive Vice President. The President recommends the awarding of tenure to the nine (9) full-time faculty members listed herein.

4. RECOMMENDATION

That the Board of Trustees approves tenure for members of the faculty at the end of their third consecutive year of employment at College of DuPage as indicated below:

1. James Filipek, Manufacturing Technology & Welding, Business & Technology Division
2. Robert Nichols, Computer Information Systems, Business & Technology Division
3. Carol Sturz, Library and Information Technology, Business & Technology Division
4. Matthew Green, Sociology, Health & Sciences Division
5. Richard Kalus, Psychology, Health & Sciences Division
6. William Peacy, Chemistry, Health & Sciences Division
7. David Smith, Engineering, Health & Sciences Division
8. Thomas Kulanjiyil, Philosophy & Religious Studies, Liberal Arts Division
9. Sheryl Mylan, English, Liberal Arts Division
ITEM(S) ON REQUEST

That the Board of Trustees approves tenure for members of the faculty at the end of their third consecutive year of employment at College of DuPage as indicated below:

1. James Filipek, Manufacturing Technology & Welding, Business & Technology Division
2. Robert Nichols, Computer Information Systems, Business & Technology Division
3. Carol Sturz, Library and Information Technology, Business & Technology Division
4. Matthew Green, Sociology, Health & Sciences Division
5. Richard Kalus, Psychology, Health & Sciences Division
6. William Peacy, Chemistry, Health & Sciences Division
7. David Smith, Engineering, Health & Sciences Division
8. Thomas Kulanjiyil, Philosophy & Religious Studies, Liberal Arts Division
9. Sheryl Mylan, English, Liberal Arts Division

[Signatures and dates]

Executive Vice President

Date

President

Date
RECOMMENDATION FOR TENURE

Name: James Filipek

Division of: Business and Technology

Discipline: Manufacturing Technology and Welding

1. Education:

M.A. - Educational Leadership, Northeastern Illinois University.
M.S. - Workforce Education and Development, Southern Illinois University.
B.A. - Board of Governors Program, Northeastern Illinois University.
A.A.S. - Machine Technology, Oakton Community College.

2. Background of the Position:

Jim Filipek was hired, as a replacement position, as coordinator of the Manufacturing Technology and Welding programs as well as an instructor to teach a variety of machining and manufacturing practice courses. Jim brought a strong technical education and professional background to the position enabling him to teach the wide variety of courses necessary to the program.

3. Service to students: (teaching, advising, evaluations, etc.)

Jim Filipek has successfully redesigned a number of manufacturing courses to better target the needs of a future manufacturing professional. Jim has designed a master plan for the Manufacturing and Welding labs addressing student’s need for an accurate industry experience. Jim has strengthened the relationship between the school and industry through introduction of courses targeted towards industry certifications, fieldtrips for the students to industrial settings, internships and industry sponsored grants focusing on manufacturing education.

Mr. Filipek has excellent teaching skills as noted on the classroom observation reports written by Associate Dean John Kronenburger and filed in the Business and Technology office. Mr. Filipek brings a wealth of technical education and industry experience to the classroom from his work experience in various manufacturing industry positions. He is talented at integrating real world examples into classroom discussion and lab projects. He has received high marks on student evaluations with mean scores ranging from 8.5 to 8.85 for Fall term of 2009 through Spring term of 2011. Mr. Filipek’s many years of teaching adults as a part-time instructor at COD as well as at the Technical Center of DuPage has contributed to his success in teaching courses in the Manufacturing Technology program.

Mr. Filipek has become knowledgeable of the advising process at COD by completing the faculty advising course through the TLC and observing advising session with other faculty members. Jim Filipek has aptly performed as an advisor to manufacturing and welding students alike. Also, Mr. Filipek has worked closely with Allison Greene, the Business and Technology division advisor to help better understand the manufacturing and welding programs.
4. Service to College: (committees, curriculum development, professional and community activities, etc.)

Mr. Filipek has participated in the curriculum process at COD, rewriting active course files for his program. He has written extensive documentation aligning the manufacturing technology curriculum with MSSC standards compliance. He currently is in the process of writing similar documentation for NIMS standards compliance. He is also currently addressing the alignment of Manufacturing and Welding certificates to address the Obama Manufacturing initiative.

Mr. Filipek has served as a member of the Gen Ed Assessment committee. As Manufacturing Technology and Welding program coordinator, Mr. Filipek has added several key adjunct instructors addressing important program needs in new specialty areas such as Computer Numerical Control (CNC).

Mr. Filipek has created a Manufacturing Technology and welding advisory committee comprised of 15 industry people that was not in existence several years ago when he arrived.

It should be noted that Mr. Filipek has demonstrated significant outreach to local industry. He has made students aware of the Manufacturing community as well as making the Manufacturing Community aware of what C.O.D. does well. This has resulted in good job placement opportunities for students.

Mr. Filipek has been responsible for obtaining two grants (One approved and one applied for and pending) for approximately $30,000 toward the procurement of educational capital equipment for the manufacturing laboratory.

Mr. Filipek is a distinguished member of the U.S. Air National Guard and has served on five separate international deployments since 1989.

5. Administrative:

Mr. Filipek has met with his Associate Dean, John Kronenburger, on a regular basis for planning conferences and he has observed his classes each term. Mr. Filipek has conducted himself in a professional manner.

We hereby recommend that the above-named person be granted tenure according to the provisions of the law of the State of Illinois and the Agreement between the C.O.D. Board of Trustees and the C.O.D. Faculty Association, IEA-NEA.

[Signatures and dates]
RECOMMENDATION FOR TENURE

Name: Robert Nichols

Division of: Business and Technology

Discipline: Computer Information Systems

1. Education:

M.S. – Computer Science – Louisiana State University, Baton Rouge, LA.
B.S. – Computer Science – Southern University, Baton Rouge, LA.

2. Background of the position:

Robert Nichols was hired as a replacement position at the college to teach Computer Information Systems (CIS). Mr. Nichols previously held positions at College of DuPage as an Associate Dean of Business and Technology and as Director of Articulation and Educational Partnerships.

3. Service to students: (teaching, advising, evaluations, etc.)

Robert Nichols has successfully expanded the number of CIS courses taught since he began his full-time position at the college. These courses include: CIS 1150, CIS 1120, CIS 1200, and more recently CIS 2541. Mr. Nichols has broadened the modes of delivery that he teaches in to also include Internet courses. He has successfully delivered CIS 1150, CIS 1120 and CIS 1200 in an internet format.

Mr. Nichols has excellent teaching skills as noted on the classroom observation reports written by Associate Dean John Kronenburger and filed in the Business and Technology office. Mr. Nichols brings a wealth of industry certifications as well as his CIS teaching and administration experience to the classroom. Mr. Nichols business certifications range from Public Management to Banking Operations. Mr. Nichols possesses previous education credentials in teaching as well as administration of Computer Science programs. He is very good at integrating real world examples into classroom discussion and project assignments. He has received high marks on student evaluations with mean scores ranging from 8.4 to 8.80 for the previous two years.

Mr. Nichols has become knowledgeable of the advising process at COD by completing the faculty advising course through the TLC and observing advising session with other faculty members. Mr. Nichols has advised many CIS students on career, internship and transfer choices in his various roles at COD. Mr. Nichols is presently involved in a project with several faculty from other disciplines addressing early retention of CIS students.

Mr. Nichols has participated in the curriculum process at COD as an active member of his discipline team reviewing and rewriting active course files for the CIS program. He has also joined his colleagues in the review of new and existing textbooks.
4. Service to College: (committees, curriculum development, professional and community activities, etc.)

Mr. Nichols serves as a member of the Instruction Committee with CODFA representing Business and Technology. He is an active member of the Department-wide Curriculum Committee (DCC). Mr. Nichols has been an active member of the Division’s Departmental Grade Appeal Committee. Mr. Nichols is an active member of the COD CIS Industry Advisory board. In these roles Mr. Nichols has been extremely flexible and accommodating in schedule to participate in these committees. It should also be noted that Mr. Nichols has been active in a wide range of community activities, both social and religious.

5. Administrative:

Mr. Nichols has met with his Associate Dean, John Kronenburger, on a regular basis for planning conferences and he has observed his classes each term. Mr. Nichols has conducted himself in a very professional manner.

We hereby recommend that the above-named person be granted tenure according to the provisions of the law of the State of Illinois and the Agreement between the C.O.D. Board of Trustees and the C.O.D. Faculty Association, IEA-NEA.

[Signatures and dates]

Associate Dean

Dean

Executive Vice President for Academic Affairs

Date

Date

Date
RECOMMENDATION FOR TENURE

Name: Carol Sturz

Division of: Business and Technology

Discipline: Library and Information Technology

1. Education:

M.A. Library Science, Dominican University, River Forest, IL.
M.A. Art, minor in Library Science, Eastern Illinois University, Charleston, IL.
B.S. Art Education, Northern Illinois University, DeKalb, IL.

2. Background of the position:

Carol Sturz was hired as a replacement position for the Business and Technology Division as coordinator of the Library and Information Technology program. The program was due for significant revision and updating. Also, the existing program had an emerging need to migrate some of the existing courses to an online format due to several factors including an increasingly diverse geographic population that required training in this pursuit.

The goal was for Mrs. Sturz to teach a majority of the courses in the program with assistance from adjuncts in specialty areas of library science. Mrs. Sturz would also teach some critical courses in an online format.

Mrs. Sturz was a part-time instructor for the Library and Information Technology discipline prior to being hired to teach in the program. In addition to her adjunct position, Mrs. Sturz was, most recently, a Library Media Specialist for St. Charles District 300.

3. Service to students: (teaching, advising, evaluations, etc.)

Carol Sturz has successfully taught LIBRA 1101, LIBRA 1102, LIBRA 1104, LIBRA 1820, LIBRA 2200, LIBRA 2300 and LIBRA 2600. In addition, she has taught LIBRA 1101, LIBRA 1102, LIBRA 1103, LIBRA 1104, LIBRA 2300 and LIBRA 2600 in the online format. Mrs. Sturz has received excellent teaching evaluations with ratings of at least 8.5 out of a 9 point scale. Carol Sturz’s traditional classes and online classes have been observed by her Associate Dean each term and Carol does an outstanding job in the classroom as noted on reports that have been filed in the Division office. Carol Sturz has successfully expanded her ability to teach all the online courses developed over the last two years. In addition to excellent delivery of online material, Mrs. Sturz has participated in site visits of her students in the online Practicum course. This, to provide quality assurance as well as effective feedback to graduating students. This has involved a great deal of both in and out-of district travel.

Carol Sturz successfully developed a new course, LIBRA 1820 Medical Reference, which initially was offered online. This will probably be an online-only format for the foreseeable future, this is first for her program. Carol also has made major revisions to the LIBRA 1104 LIBRA 2100, LIBRA 2300 and LIBRA 1105 courses. She has made all the changes to the online as well as traditional versions of the class as a submission through the college’s Curriculum Process. All ICCB application documents were created by Carol.

As coordinator for the program, Mrs. Sturz has recruited and mentored the adjunct faculty who teach in the program. She has reviewed and/or selected, with input from her adjunct faculty, all the textbooks used in the Library and Information Technology courses. She has close working relationship with the full-time staff of the College of DuPage Library. This serves both the Library Information Technology program and the College of DuPage Library well.

Carol Sturz is the sole adviser for the Library and Information Technology program. She assists all students entering and continuing in the program on course choices for the certificate and degree, transfer options and career transition.
Carol Sturz does an excellent job of advising the students in this program. Carol Sturz carefully monitors student successes in the Practicum course to serve as feedback on the whole program. These results are shared with the advisory board.

4. Service to College: (committees, curriculum development, professional and community activities, etc.)

Mrs. Sturz developed the documentation necessary for application for LSSC certification with the American Library Association. The program was subsequently certified. This certification is shared by only two schools in Illinois.

Carol Sturz has totally restructured the Library Information Technology Advisory Board. The board now contains an extremely diverse, knowledgeable group of Librarians from around the Northern Illinois area as well as from around the state.

Carol Sturz is extremely active with various community and professional associations in Illinois. She has formally visited a majority of the major libraries in the geographical area. She is an active member of the Illinois Library Association (ILA) as well as the American Library Association (ALA). She was also a member of the SYNERGY - Illinois State Library Initiative committee. Mrs. Sturz also serves on the Diversity committee at the College of DuPage.

5. Administrative:

Carol Sturz has been visited by the Associate Dean, John Kronenburger, on a regular basis and has conducted herself in a professional manner. Mrs. Sturz is a good colleague to the faculty in her Division and throughout the college.

We hereby recommend that the above-named person be granted tenure according to the provisions of the law of the State of Illinois and the Agreement between the C.O.D. Board of Trustees and the C.O.D. Faculty Association, IEA-NEA.

John Kronenburger
Associate Dean

11/17/11

Kari Lindwall
Dean

11/07/11

Executive Vice President for Academic Affairs

11/15/11
RECOMMENDATION FOR TENURE

Name: Matthew Green
Division: Health and Sciences
Discipline: Sociology

1. Education:

University of Arizona, Tucson, Arizona

- Ph.D., Sociology, 2010

California State University, Sacramento, California

- M.A., Sociology, 2003

San Jose State University, San Jose, California

- B.S., Business Administration, 1996

2. Background of the position: Full-time tenure track position in Sociology.

Dr. Green was hired to teach Sociology full time in 2009. Previously, he was a graduate teaching and research associate at the University of Arizona from 2003-2004, an adjunct instructor at Woodland Community College from 2001-2003, and a graduate teaching and research assistant at the Institute for Social Research at California State University, Sacramento from 2000-2003.

3. Service to students (teaching, advising, evaluations, etc):

Matthew has successfully taught Sociology 1100, face-to-face and online, and Sociology 2210 as an honors section. He also completed the development of Sociology 2205 as an online course and taught the course. He experiments with different pedagogical approaches and student assessment techniques in each course in order to improve the overall quality of his teaching. He is always available to students for discipline-related advising and continues to provide academic counseling and recommendations to students interested in pursuing Sociology as a major at four-year institutions. He has received favorable student evaluations over the probationary period, and the observations of him in the classroom by the Associate Dean have also shown him to be a very capable and consistent teacher. He advises students during his scheduled office hours as well as before and after classes as needed. He constantly attends workshops in the Teaching Learning Center focusing on advising.
4. Service to the College

He currently serves on the Asia Committee, Instruction Committee, and advises students as an Honors Faculty Ambassador. During 2010, he gave a presentation on Globalization at the College and also presented a paper at the Midwest Sociology Society conference held in Chicago. At C.O.D. he participated in the General Education Outcome Mapping and developed an online version of Sociology 2205 that will be offered during 2012.

Administrative: I highly recommend Matthew Green for tenure. He is constantly working to improve his overall teaching effectiveness in each of his classes and strives for favorable student evaluations.

Matthew has met with the Associate Dean for Health Sciences on a regular basis and has conducted himself in a satisfactory manner. In addition, the Associate Dean has visited his classroom as stipulated in the contractual agreement.

We hereby recommend that the above-named person be granted tenure according to the provisions of the laws of the State of Illinois and the Agreement between the C.O.D. Board of Trustees and the C.O.D. Faculty Association, IEA-NEA.

[Signatures and Dates]

Associate Dean

Date

Dean

Date

Vice-President for
Academic Affairs

Date
RECOMMENDATION FOR TENURE

Name: Richard Kalus

Division: Health and Sciences

Discipline: Psychology

1. Education:

Indiana University – Bloomington
- Ed.D., Education/Psychology, 1972

Bradley University
- M.A., Education, 1968
- B.S., Psychology, 1963

2. Background of the position: Full-time tenure track position in Psychology.

Dick was hired to teach Psychology full time.

3. Service to students (teaching, advising, evaluations, etc):

Dick has successfully taught students in Psychology; he has taught the 1100 General Psychology course most frequently, as well as Psych 2220, Educational Psychology. Dick has willingly traveled to regional centers to teach core courses. He embraces whatever teaching assignment is given to him. The Division leadership appreciates Dick’s flexibility; he is a consummate team player. He has received consistently favorable student evaluations over the probationary period. Observations of him in the classroom by the Associate Dean have also shown him to be a very capable and consistent instructor.

Dick advises students, both during his scheduled office hours as well as before and after classes, as per student needs. He is also available to students by e-mail and voice-mail.

4. Service to College (committees, curriculum development, professional and community activities, etc):

Dick has served the college on committees in a very consistent fashion. He has served on several search committees (Human Services Faculty, Fire Science Faculty, and Director of Academic Partnerships) and is currently serving on the Education Faculty Search Committee and is a member of the High School Partnership Advisory Committee. He has most recently filled in as an Interim Associate Dean of Social and Behavioral Sciences for a 4 month period during Summer and Fall of 2011 while still fulfilling his Fall 2011 faculty responsibilities.
Administrative: I highly recommend Richard Kalus for tenure. He is a devoted faculty member, dedicated to the students, and he has developed into a very capable instructor.

Dick has met with the Associate Dean for Social and Behavioral Sciences on a regular basis and has conducted himself in a satisfactory manner. The Associate Dean has visited his classroom on a regular basis, as stipulated in the contractual agreement.

We hereby recommend that the above-named person be granted tenure according to the provisions of the law of the State of Illinois and the Agreement between the C.O.D. Board of Trustees and the C.O.D. Faculty Association, IEA-NEA.

[Signatures and dates]

Associate Dean  Date  Dean  Date

Vice-President for Academic Affairs  Date

[Signature]

[Signature]
RECOMMENDATION FOR TENURE

Name: William Peacy
Division: Health and Sciences
Discipline: Chemistry

1. Education:

   National-Louis University, Chicago, IL
   • Doctoral program in Community College Leadership (ABD)

   Northeastern Illinois University, Chicago, IL
   • M.S., Chemistry, 1994
   • B.S., Chemistry, 1990

2. Background of the position: Full-time tenure track position in Chemistry.

   Was hired to teach Chemistry full time.

3. Service to students (teaching, advising, evaluations, etc):

   Bill has successfully taught students in the program, both as a lecturer and laboratory instructor. He has taught the 1211 General Chemistry course most frequently, as well as the 1105 Contemporary Chemistry course in an on-line format. He also has taught the 0485 Basic Lab and Computation Chemistry and majors 1551 Principles of Chemistry. He has received consistently favorable student evaluations over the probationary period. Observations of him in the classroom and laboratory settings by the Associate Dean have also shown him to be a very capable and consistent instructor.

   Bill advises students, both during his scheduled office hours as well as before and after classes, as per student needs. He is also available to students by e-mail and voice-mail.

4. Service to College (committees, curriculum development, professional and community activities, etc):

   Bill has served on the following committees: Faculty Technology Advisory Committee (FTAC) since 2009, the Campus Grounds Committee since 2006, and the Emergency Disaster Response Volunteer program, also since 2006. He has created a new course in conjunction with the new Homeland Security programs entitled: Introduction to Forensic Science and Chemistry (CHEMI 1205), which has been approved by the Illinois Community College Board and is now under IAI (Illinois Articulation Agreement) review. He has revised the CHEMI 0485 course, adding an additional lecture hour to better prepare students to meet the course objectives. He also has created a section of CHEMI 1105 which is taught on-line and is very popular with students.
Bill serves as co-advisor for the Chemistry Bonding student Club, and has participated in Open House activities and given tours of the Health and Science Center. He is a member of the American Chemical Society (ACS) and is the current president of the Joliet Section of that group. He is also a member of the Illinois Articulation Agreement Chemistry Majors panel. Bill volunteers in his local community’s park district, and is a member of the Great Lakes Regional Meeting Steering Panel for the ACS. He has given several presentations over the past 2 years in chemistry and science in general.

Administrative: I highly recommend William Peacy for tenure. He is a devoted faculty member, dedicated to the students, and he has developed into a very capable instructor.

Bill has met with the Associate Dean for Health Sciences on a regular basis and has conducted himself in a satisfactory manner. The Associate Dean has visited his classroom on a regular basis, as stipulated in the contractual agreement.

We hereby recommend that the above-named person be granted tenure according to the provisions of the law of the State of Illinois and the Agreement between the C.O.D. Board of Trustees and the C.O.D. Faculty Association, IEA-NEA.

[Signatures and dates]

Associate Dean 11/4/11
Date

Dean 11/4/11
Date

Vice-President for Academic Affairs 11/15/11
Date
RECOMMENDATION FOR TENURE

Name: David Smith

Division: Health and Sciences

Discipline: Engineering

1. Education:

University of Illinois - Chicago

- Ph.D., Mechanical Engineering, August, 2008
- B.S. in Mechanical Engineering, December, 2001

2. Background of the position: Full-time tenure track position in Engineering.

Was hired to teach Engineering full time.

3. Service to students (teaching, advising, evaluations, etc):

David has taught a number of Engineering courses since coming to College of DuPage (Engineering 1101, Engineering 2201, Engineering 2202, Engineering 2203 and Engineering 2205) and has consistently received favorable ratings on student evaluations of his performance in his classes. He has developed lecture notes for many of his classes for student use, has created numerous innovative and interactive assignments, has rewritten lab assignments and has developed a homework feedback system in Blackboard to provide immediate feedback for students. David has demonstrated his commitment to student success through his tireless work to upgrade his courses.

In addition, classroom observations by the Associate Dean in 2008, 2009 and in Fall, 2010 confirm that David is a very effective instructor. He creates a comfortable learning environment where students are engaged and participating in class discussion. David appropriately asks questions of students to ensure their understanding of the material and has a style and in-class demeanor that encourages active participation among his students. He also demonstrates great command of the material he is presenting and is effective in passing on his knowledge to his students.

David is the main faculty advisor for all the 200+ engineering students on campus. Each week, students meet with him to discuss the engineering program, which courses to take, the difference between engineering disciplines, and the universities that they will transfer into eventually.

David created transfer guides for the engineering courses to Bradley, Illinois Institute of Technology, Northern Illinois University, Southern Illinois University Carbondale, Southern Illinois University Edwardsville, University of Illinois at Chicago, University of Illinois at Urbana-Champaign, University of Iowa, and University of Wisconsin Madison. He also created transfer
guides by discipline for Aerospace, Civil, Chemical, Electrical, Industrial, and Mechanical Engineering.

4. Service to College (committees, curriculum development, professional and community activities, etc):

David is currently serving his 2nd year on the Faculty Technology Advisory Committee, his first year on the General Education Assessment Steering Committee, and is a member on the President’s Faculty Communication Committee for FY 2012.

David has worked to increase enrollment here in the engineering program at College of DuPage to the highest it has been in recent years. The fall semester prior to him starting, the engineering program had an FTE of 26 and is currently in the low 40s. This increased enrollment is due, in part, to the active recruiting done through events such as Explore Engineering Night that David organized on 10/20/2009 and on 12/10/2010 and that he is currently organizing for 11/4/2011. Explore Engineering Night invites all the local universities and speakers from industry to come and get high school seniors and juniors excited about engineering as a career field and answer questions they have about engineering. It is typically attended each year by 200 high school students and their parents.

David has been a fully participating member on the IAI Engineering Panel each semester since being hired. This has provided him with great insight into all the programs in the state and he has developed relationships with Deans, Provosts, and Professors at all the universities in the state.

Administrative: I highly recommend David for tenure. He is an excellent teacher for our students and a valuable faculty member to the division and the College.

David has met with the Associate Dean for Mathematics and Physical Sciences on a regular basis and has conducted himself in a satisfactory manner. The Associate Dean has visited his classroom on a regular basis, as stipulated in the contractual agreement.

We hereby recommend that the above-named person be granted tenure according to the provisions of the law of the State of Illinois and the Agreement between the C.O.D. Board of Trustees and the C.O.D. Faculty Association, IEA-NEA.

[Signatures and dates]
RECOMMENDATION FOR TENURE

Name: Thomas Kulanjiyil

Division of: Liberal Arts

Discipline: Philosophy and Religious Studies

1. Education:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Year</th>
<th>Field</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psy.D.</td>
<td>2003</td>
<td>Clinical Psychology</td>
<td>Wheaton College</td>
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<tr>
<td>Ph.D.</td>
<td>1999</td>
<td>Theology</td>
<td>South Florida Bible College</td>
</tr>
<tr>
<td>MA</td>
<td>1991</td>
<td>Philosophy</td>
<td>Osmania University</td>
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<tr>
<td>BA</td>
<td>1982</td>
<td>Theology</td>
<td>Serampore University</td>
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</tbody>
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2. Background of the position:

Replacement position for retired faculty member Werner Kriegstein.

3. Service to students: (teaching, advising, evaluations, etc.)

Thomas Kulanjiyil has successfully taught:

PHILO 1100 Introduction to Philosophy
PHILO 1110 Ethics
PHILO 1112 Biomedical Ethics
PHILO/RELIG 1150 World Religions
RELIG 1100 Introduction to Religion

Immediately prior to joining the full-time faculty, Mr. Kulanjiyil served as an Assistant Professor of Psychology at Houston Baptist University. Since 1982, he has held various instructional positions both in India and the United States in the disciplines of Theology, Philosophy, Religion and Psychology. Mr. Kulanjiyil also gained five years of community college teaching experience as a member of the adjunct faculty in Philosophy at College of DuPage (2003-2008).

Mr. Kulanjiyil has consistently demonstrated a high level of commitment to student learning. His classes are both rigorous and affirming, engaging students as active partners in learning. Course materials are meticulously prepared and creatively designed to ensure student engagement and success. It is evident that he truly values the unique backgrounds of his students and the richness that they bring from their diverse cultures and life backgrounds. He maintains a global focus in all of his classes, encouraging students to develop a sense of appreciation for individual differences while fostering a sense of human community. He also continuously incorporates new technologies in terms of both course delivery and management. Mr. Kulanjiyil demonstrates excellent rapport with students. His student evaluations have been consistently at the high end of the rating scale, generally topping 8.5 on a 9.0 scale.

In his capacity as faculty advisor, Mr. Kulanjiyil has demonstrated an ongoing commitment to students. He has completed the Basic Advising Skills course offered through the Teaching and Learning Center. He regularly encourages his students to take advantage of the many academic support services available. Additionally, he has focused on the unique needs, challenges and experiences of Asian Indian students in the community college setting. Finally, he is currently serving as Co-advisor for the Philosophy Club.

Through his service on the Asia Committee, Mr. Kulanjiyil has played a significant role in the planning and organization of several major events. Most recently, he worked with colleagues to develop a symposium titled, Dynamic India: History, Philosophy and Contemporary Society, where he also delivered his presentation titled, Immigration and Acculturation Issues of Indian Immigrant Student Population: Implications for Community College Education.
4. Service to College: (committees, curriculum development, professional and community activities, etc.)

Institutional Service and Committee Work:
- Co-advisor of the Philosophy Club
- Member of the Asia Committee
- Member of the Humanities Search Committee

Curriculum Development:
- Developed a new course: Philosophy 2260: Indian Philosophy
- Developed an Honors section of Philosophy/Religious Studies 1150: World Religions
- Developed Philosophy 1112: Biomedical Ethics online
- Developed a Humanities 1800 FIS course, India: Golden Triangle Tour

Professional and Community Activities:
- Collaborated with colleagues on the 2010 History Program Review Report
- Collaborated with colleagues and served as point-person for the General Education Outcomes Curriculum Mapping Project
- Scheduled to lead a Field Study to India during spring term 2012
- Member of and active contributor to CCHA
- Talented composer
- Published author
- Columnist

5. Administrative:

Mr. Kulanjiyil has been visited by the Associate Dean and Dean on a regular basis and has conducted himself in a satisfactory manner. We hereby recommend that the above-named person be granted tenure according to the provisions of the law of the State of Illinois and the Agreement between the C.O.D. Board of Trustees and the C.O.D. Faculty Association, IEA-NEA.

[Signatures and dates]
RECOMMENDATION FOR TENURE

Name: Dr. Sheryl Mylan
Division of: Liberal Arts
Discipline: English

1. Education:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Field</th>
<th>Institution</th>
</tr>
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<tbody>
<tr>
<td>Ph.D. (1987)</td>
<td>English</td>
<td>University of California—Riverside</td>
</tr>
<tr>
<td>M.A. (1979)</td>
<td>English</td>
<td>San Diego State University</td>
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2. Background of the position:

Transferred to a full-time tenure-track faculty position after an administrative reorganization.

3. Service to students: (teaching, advising, evaluations, etc.)

Sheryl Mylan has successfully taught:

- Engr 0490 Basic Writing
- Engr 0492 Approaches to College Writing II (traditional and online)
- English 1101 English Composition I (traditional and online)
- English 1102 English Composition II

Dr. Mylan has consistently demonstrated a high level of commitment to student learning. Her classes are both rigorous and affirming, engaging students as active partners in learning. Course materials are meticulously prepared and creatively designed to ensure student engagement and success. Dr. Mylan continually investigates and implements new ways to engage her students, a particular challenge in Developmental Writing courses. This focus on continuous improvement has enabled her to develop new student-centered teaching and learning strategies and techniques. She also effectively incorporates new technologies in terms of both course delivery and management. Dr. Mylan demonstrates excellent rapport with students. Her student evaluations reflect her teaching excellence; students confirm that she is a responsive, supportive teacher who provides them with a great learning environment.

In her capacity as faculty advisor, Dr. Mylan has demonstrated an ongoing commitment to students. She has completed the Basic Advising Skills course offered through the Teaching and Learning Center and focused on the special advising needs of developmental students. In addition, she meets individually with students throughout the semester, not only to work with them on their current writing projects but also to discuss their career goals and course selections. Since Dr. Mylan often has special needs students in her classes, she completed the TLC workshop, “Effective Teaching Strategies for Community College Students with Learning Disabilities.”

Dr. Mylan has created online versions of English 0492 and 1101. The course shell for English 1101 is currently being used by our entire part-time faculty who teach this online course. She has also played an integral part in the development and revision of the upper-level Developmental English courses and has worked with her colleagues to make a seamless alignment with the lower-level Literacy courses. Dr. Mylan has also participated in the development of the SOAP rubric that is currently being used in the latest Program Review.

Dr. Mylan is a respected faculty due to her expertise, experience, spirit of service and dedication to her students, colleagues, and the College.
Recommendation for Tenure

4. Service to College: (committees, curriculum development, professional and community activities, etc.)

Institutional Service and Committee Work:
- Developmental Ed Steering Committee
- Liberal Arts Division Curriculum Committee
- Affirmative Action Committee
- Chair, Grade Review Committee
- Chair, Demonstrated Competency Committee
- Composition Steering Committee
- Online English Committee
- Developmental Writing Committee
- Speech Search Committee

Curriculum Development:
- Developed online courses for English 0492 and English 1101
- Developed interactive in-class assignments and writing projects
- Revised upper-level Developmental Writing courses

Professional and Community Activities:
- Coordinates instructional online resources for part-time English faculty
- Collaborated with colleagues on the English Composition Program Review Report
- Collaborated with colleagues on the Developmental Writing Program Review Report.
- Coordinates the hiring and subject-specific orientations for new part-time English faculty
- Coordinates the teaching internship program with National Louis University
- Represented College of DuPage at a number of events, such as the Pathways Meeting, College Fair, and DuPage County Fair

5. Administrative:

Dr. Mylan has been visited by the Associate Dean and Dean on a regular basis and has conducted herself in a satisfactory manner. We hereby recommend that the above-named person be granted tenure according to the provisions of the law of the State of Illinois and the Agreement between the C.O.D. Board of Trustees and the C.O.D. Faculty Association, IEA-NEA.

Signed: [Signature]
Assistant Dean
[Signature]
Date

[Signature]
Dean
[Signature]
Date

[Signature]
Vice President
Academic & Student Affairs
[Signature]
Date
COLLEGE OF DUPAGE
REGULAR BOARD MEETING

NEW BUSINESS APPROVAL

1. SUBJECT

Addendum to the Facility Use Agreement between DuPage Area Occupational Education System (DAOES) and College of DuPage.

2. REASON FOR CONSIDERATION

Board approval is required for additions, deletions or other changes to agreements.

3. BACKGROUND INFORMATION

To include an addendum to the original agreement entered into on June 15, 2006 between DuPage Area Occupational Education System and College of DuPage for rental of facilities and usage of audio visual equipment.

4. RECOMMENDATION

That the Board of Trustees approves the Addendum to the Facility Use Agreement between DuPage Area Occupational Education System (DAOES) and College of DuPage for the term commencing September 1, 2011 through August 31, 2012.
ITEM(S) ON REQUEST

That the Board of Trustees approves the Addendum to the Facility Use Agreement between DuPage Area Occupational Education System (DAOES) and College of DuPage for the term commencing September 1, 2011 through August 31, 2012.

Executive Vice President

President
FACILITY USE AGREEMENT
BETWEEN
COLLEGE OF DUPAGE (COD)
AND
DUPAGE AREA OCCUPATIONAL EDUCATION SYSTEM (DAOES)

As an addendum to the agreement entered into on the 15th day of June, 2006, between the DuPage Area Occupational Education System (hereinafter referred to as “DAOES”) and Community College District Number 502 (hereinafter referred to as “College”), the parties further agree as follows for the term commencing September 1, 2011, and ending August 31, 2012.

1. DAOES shall provide the College instructors audio visual equipment for use in the College classes held at the DAOES Center. The DAOES Satellite Supervisor shall be responsible for scheduling, delivering and returning said equipment.

2. The rental fee shall be based on the following formula: number of class sessions x number of students x rental rate = rental fee. The number of students shall be defined as the number of students determined by state apportionment claim enrolled in programs conducted by the College at the DAOES facilities excepting those students using facilities pursuant to a lease agreement entered into between DAOES and the College dated June 15, 2006.

Rental rate for September 2011 — August 2012 - $1.66

3. The DAOES equipment (audio visual, laboratory or shop) which is established as damaged, lost, or stolen during College use shall be repaired or replaced by the College provided DAOES gives the College written notice within 30 days of the occurrence.

4. Whenever necessary, the College shall purchase and maintain supply cabinets in laboratory areas for storage of consumable supplies used for College classes.

5. Whenever necessary, the College shall require students participating in College courses conducted at the DAOES facilities to purchase basic hand tool kits.

For College of DuPage:

Signature: ________________________________
Chairperson, Board of Trustees

Date: ________________________________

Attest: ________________________________
Secretary

For DuPage Area Occupational Education System (DAOES):

Signature: ________________________________
DAOES Board President

Date: ________________________________

Attest: ________________________________
Secretary
TO: Dr. Joseph Collins  
Executive Vice President

FROM: Dr. Glenda Gallisath  
Associate Vice President of Academic Affairs

DATE: November 9, 2011

SUBJECT: Rental Agreements Involving the DuPage Area Occupational Education System (DAOES) and Technology Center of DuPage (TCD) for FY12

Attached are two rental agreements involving the DuPage Area Occupational Education System (DAOES) and Technology Center of DuPage (TCD) which are collaborative agreements associated with the Office of High School Partnerships and the Regional Centers of College of DuPage. The first agreement (term of lease: August 2011 – July 2012) is for rental fees that College of DuPage collects for TCD Cosmetology Dual Credit courses offered at the Naperville Regional Center. In addition to the state apportionment funds that the College receives for Dual Credit offerings, approximately $10,100 will be collected in rent from TCD for FY12.

The second agreement attached is for rent that College of DuPage will pay DAOES for renting classrooms at the Technology Center of DuPage (TCD) in Addison for COD credit and non-credit courses offered in the evening. For the 2011-2012 academic year, the credit courses are in Computer and Internetworking Technologies, Cosmetology, Fire Science, Health Science, Horticulture, and Manufacturing Technology. Non-credit courses include Automotive, English as a Second language (ESL), and Basic Home Repair. A total of $49,450 in rent and site supervision was paid to TCD last year to offer these evening classes using TCD classrooms. The tuition revenue generated last year was more than $210,000.

The new rental rate for FY12 is $1.66/student/session. This is an increase of $.06/student/session over last year. This rental rate has not increased during the past two years. The agreement to collect rent begins one month earlier than the agreement for College of DuPage to pay the increased rent.

These rental agreements were reviewed and approved at the Technology Center of DuPage Board of Directors Meeting on September 15, 2011 and delivered to COD in October. College financial data was then collected and analyzed to verify that the lease arrangements continue to be in the best interest of the College; which is still the case for FY12.

It is recommended that the attached rental agreements are approved and signed to continue these collaborative arrangements with the DuPage Area Occupational Education System and the Technology Center of DuPage.
1. **SUBJECT**

Addendum to the Facility Use Agreement between DuPage Area Occupational Education System (DAOES) and College of DuPage Naperville Center Facility.

2. **REASON FOR CONSIDERATION**

Board approval is required for additions, deletions or other changes to agreements.

3. **BACKGROUND INFORMATION**

To include an addendum to the original agreement entered into on March 15, 2007 between DuPage Area Occupational Education System and College of DuPage Naperville Center facility for rental of facilities and usage of audio visual equipment.

4. **RECOMMENDATION**

That the Board of Trustees approves the Addendum to the Facility Use Agreement between DuPage Area Occupational Education System (DAOES) and College of DuPage Naperville Center facility for the term commencing August 1, 2011 through July 31, 2012.
ITEM(S) ON REQUEST

That the Board of Trustees approves the Addendum to the Facility Use Agreement between DuPage Area Occupational Education System (DAOES) and College of DuPage Naperville Center facility for the term commencing August 1, 2011 through July 31, 2012.

Joseph E. Collins 12/1/11

Executive Vice President 12/1/11

President 12/1/11
FACILITY USE AGREEMENT
BETWEEN
COLLEGE OF DUPAGE (COD)
AND
DUPAGE AREA OCCUPATIONAL EDUCATION SYSTEM (DAOES)

Under this agreement entered into on the 15th day of March, 2007, between the DuPage Area Occupational Education System (hereinafter referred to as “DAOES”) and College of DuPage (COD), Community College District Number 502 (hereinafter referred to as “College”), the parties agree as follows for the term commencing August 1, 2011, and ending July 31, 2012.

1. The College shall provide the DAOES instructors audio visual equipment for use in the DAOES classes held at the Naperville Center. The COD Center Supervisor shall be responsible for scheduling, delivering and returning said equipment.

2. The rental fee shall be based on the following formula: number of class sessions x number of students x rental rate = rental fee. The number of students shall be defined as the number of students determined by state apportionment claim enrolled in programs conducted by DAOES at the Naperville Center facility.

Rental rate for August 2011 — July 2012 - $1.66

3. The COD equipment (audio visual, laboratory or shop) which is established as damaged, lost, or stolen during DAOES use shall be repaired or replaced by DAOES provided COD gives DAOES written notice within 30 days of the occurrence, or as soon as such event is known to COD, whichever is sooner.

4. Whenever necessary, DAOES shall purchase and maintain supply cabinets in laboratory areas for storage of consumable supplies used for DAOES classes.

5. Whenever necessary, DAOES shall require students participating in DAOES courses conducted at the Naperville Center facility to purchase basic hand tool kits.

For College of DuPage:  
For DuPage Area Occupational Education System (DAOES):

Signature: ____________________________  
Signature: ____________________________  
Chairperson, Board of Trustees  
DAOES Board President  
Date: ________________________________  
Date: ________________________________  
Attest: ______________________________  
Attest: ______________________________  
Secretary  
Secretary
TO: Dr. Joseph Collins  
Executive Vice President

FROM: Dr. Glenda Gallisath  
Associate Vice President of Academic Affairs

DATE: November 9, 2011

SUBJECT: Rental Agreements Involving the DuPage Area Occupational Education System (DAOES) and Technology Center of DuPage (TCD) for FY12

Attached are two rental agreements involving the DuPage Area Occupational Education System (DAOES) and Technology Center of DuPage (TCD) which are collaborative agreements associated with the Office of High School Partnerships and the Regional Centers of College of DuPage. The first agreement (term of lease: August 2011 – July 2012) is for rental fees that College of DuPage collects for TCD Cosmetology Dual Credit courses offered at the Naperville Regional Center. In addition to the state apportionment funds that the College receives for Dual Credit offerings, approximately $10,100 will be collected in rent from TCD for FY12.

The second agreement attached is for rent that College of DuPage will pay DAOES for renting classrooms at the Technology Center of DuPage (TCD) in Addison for COD credit and non-credit courses offered in the evening. For the 2011-2012 academic year, the credit courses are in Computer and Internetworking Technologies, Cosmetology, Fire Science, Health Science, Horticulture, and Manufacturing Technology. Non-credit courses include Automotive, English as a Second language (ESL), and Basic Home Repair. A total of $49,450 in rent and site supervision was paid to TCD last year to offer these evening classes using TCD classrooms. The tuition revenue generated last year was more than $210,000.

The new rental rate for FY12 is $1.66/student/session. This is an increase of $.06/student/session over last year. This rental rate has not increased during the past two years. The agreement to collect rent begins one month earlier than the agreement for College of DuPage to pay the increased rent.

These rental agreements were reviewed and approved at the Technology Center of DuPage Board of Directors Meeting on September 15, 2011 and delivered to COD in October. College financial data was then collected and analyzed to verify that the lease arrangements continue to be in the best interest of the College; which is still the case for FY12.

It is recommended that the attached rental agreements are approved and signed to continue these collaborative arrangements with the DuPage Area Occupational Education System and the Technology Center of DuPage.
COLLEGE OF DUPAGE
REGULAR BOARD MEETING

NEW BUSINESS APPROVAL

1. SUBJECT

Approval for a New Human Services Residential Child Care Certificate Program.

2. REASON FOR CONSIDERATION

Board approval is required for new degree and certificate programs.

3. BACKGROUND INFORMATION

The purpose of the Human Services Residential Child Care Certificate is to target students who wish to work in the field of residential child care and/or who wish to add this specialized training to other skill sets in order to increase their employability.

The skills and knowledge acquired through earning the Human Services Residential Child Care Certificate will prepare students for entry level positions such as a human service assistant, child care aide, social service assistant, overnight child care monitor and night attendance for residential child care.

4. RECOMMENDATION

That the Board of Trustees approves a 48-credit hour Human Services Residential Child Care Certificate Program.
SIGNATURE PAGE FOR THE APPROVAL FOR A NEW HUMAN SERVICES RESIDENTIAL CHILD CARE CERTIFICATE PROGRAM.

ITEM(S) ON REQUEST

That the Board of Trustees approves a 48-credit hour Human Services Residential Child Care Certificate Program.

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Date

Dean, Health & Sciences Division

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Date

Executive Vice President

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Date

President

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Date
November 17, 2011

To: Dr. Joseph Collins  
   Executive Vice President

From: Tom Cameron, Dean  
       Health and Sciences Division

Re: Board of Trustee Approval on  
    New Certificate – Residential Child Care Certificate

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

    Residential Child Care Certificate

The purpose of the Human Services Residential Child Care Certificate is to offer a unique opportunity to students who want to work with a residential child care population in a human service setting. Those who wish to enhance their skill level, gain a competitive employment advantage over others with less training, or find entry-level work will benefit from this certificate.

Entry-level employment opportunities for this level of training are available at local agencies. These agencies all employ individuals who are familiar with the needs of this special population. Possible job titles include: human service assistant, child care aide, social service assistant, overnight child care monitor and night attendant for residential child care.

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

Please place the Residential Child Care Certificate approval on the December 15, 2011 Board of Trustees' agenda.

Please contact me if you have any questions.

cc: B. Willig, Curriculum

encl: Form 20 - Corrections Counseling Certificate
APPLICATION FOR PERMANENT APPROVAL
OF A CAREER & TECHNICAL EDUCATION CURRICULUM
Submit THREE Complete Copies

COLLEGE NAME: COLLEGE OF DUPAGE 5-DIGIT COLLEGE NUMBER: 502-01

CONTACT PERSON: Tom Cameron

PHONE: 630-942-2291  FAX: 630-858-5409

EMAIL: Cameron@cod.edu

CURRICULUM INFORMATION

AAS:
TITLE CREDIT HOURS CIP CODE

CERTIFICATE:
TITLE HUMAN 4472 – Residential Child Care Certificate CREDIT HOURS 48
CIP CODE 44.000

PROPOSED CLASSIFICATION: X District Regional Statewide

PROPOSED IMPLEMENTATION DATE: Fall 2012

SUBMISSION INCLUDES:

x Part A: Feasibility Analysis

x Part B: Curriculum Quality and Cost Analysis. Also, complete the following when submitting Part B:

This curriculum was approved by the college Board of Trustees on: .

State approval is hereby requested:

Required- Chief Administrative Officer Signature .

ICCB USE ONLY:

ICCB APPROVAL DATE: AAS 7-29 cr hrs Cert. 30+ Cert. 

IBHE APPROVAL DATE for AAS
APPLICATION FOR PERMANENT APPROVAL OF
A CAREER & TECHNICAL EDUCATION CURRICULUM

INSTRUCTIONS


Part A: Feasibility Analysis. This section is designed to verify that the program is feasible from a labor market standpoint and solicits conclusive or convincing evidence of labor market need. Colleges are advised to complete this section in advance to indicate feasibility and provide evidence to the state curriculum review team regarding the program’s need and the district’s ability to sustain it.

Part B: Curriculum Quality and Cost Analysis. This section is intended to solicit information from the college that documents quality in response to identified needs and that it is a cost-effective program with commensurate financial support.

Community colleges may submit both Parts A and B separately or together as a package.

Approval of Related AAS Degree and Certificate Curricula. When applying for approval of closely related AAS degree and certificate programs, the college should submit a single application that reflects all programs. (For example, a hospitality management AAS and certificate would use a single application.) In the application, ensure that information is tailored as needed to each curriculum, as the rationale and supporting information may vary for each program. For Chart B: Enrollment, provide separate enrollment and completion figures for each program. For Chart C: Curriculum, submit a separate chart for each program.

Application Submission. Submit three (3) complete copies of the application.

For More Information. Community colleges are encouraged to contact ICCB staff with questions on the application process. Pertinent information is also contained in the Administrative Rules of the Illinois Community College Board.
OCCUPATIONAL CURRICULUM APPROVAL APPLICATION

PART A: FEASIBILITY ANALYSIS

1. **CURRICULUM DESCRIPTION.** Provide a description addressing:

a. the program's purpose and a catalog description

   The purpose of the Human Services Residential Child Care Certificate is to offer a unique opportunity to students who want to work with a residential child care population in a human service setting. Those who wish to enhance their skill level, gain a competitive employment advantage over others with less training, or find entry-level work will benefit from this certificate.

   **CATALOG:** Provides training for entry level positions in residential child care settings. A 300-hour direct contact internship in a residential child care setting is required.

b. the type of jobs for which it would train graduates (e.g., job titles, occupations, clusters of occupations, cross-functional positions, emerging occupations)

   Entry-level employment opportunities for this level of training are available at the following agencies: Lutherbrook Child and Family Services, Hephzibah, Lawrence Hall, Allendale, Mooseheart, and the Larken Center. These agencies all employ individuals who are familiar with the needs of this special population. Possible job titles include: human service assistant, child care aide, social service assistant, overnight child care monitor and night attendant for residential child care.

c. the target population; e.g., current employees and/or persons desiring career entry

   This certificate targets under graduate Human Services students who: 1) wish to work in the field of Residential Child Care and 2) wish to add this specialized training to other skill sets in order to increase their employability.

d. unique or noteworthy features of the program

   The Human Services Residential Child Care Certificate targets skills needed to work with a growing population - children in residential care. Several of the faculty who teach the classes for this certificate have extensive experience working with this population and can bring cutting edge examples to the students. Besides those students who wish to work in residential child care this certificate is also valuable for students who will be working with children with behavioral disorders in other settings.
e. relationship of the program to existing curricula at the college (e.g., how the program complements or shares resources with existing programs)

The Human Services Residential Child Care Certificate draws on current Human Services courses. The courses are well-established and regularly offered in the program. All of the courses will be taught by current faculty in the Human Services Department.

f. how will the college recruit and retain minorities, individuals with disabilities, non-traditional students or other students defined as "special populations" in this program?

College of DuPage admissions and advising department have outreach efforts to the district, the community at large, the professional community, and area high schools. These efforts include career nights and visits to local professional employers. Provisions are made for those students who require special accommodations for test taking, class participation and other needs.

2. LABOR MARKET NEED. Document labor market need for the proposed curriculum. Consult ICCB’s "Labor Market Need Analysis: Ten Easy Steps to Conduct a Basic Analysis for Program Approval" (Appendix B of the Program Manual)

a. Supply-Demand Data. Attach information on program completers versus projected job openings for your district. For comparison purposes you may want to include statewide data. Regional proposals should include data reflective of all districts to be served.

b. Alternate Documentation. If supply-demand data is not supportive, not applicable (such as with some new and emerging occupations), or not available (such as for your district) provide alternate documentation of labor market need. This might include career information, such as occupational growth rates, wage information, or a job outlook summary. This might also include data from employers assessing current openings in your area or their need to retrain employees.

The skills and knowledge acquired through earning the Residential Child Care Counseling Certificate have different applications in the job market. Some of the program’s students may simply earn the certificate and seek an entry-level job. Another set of students will transfer with the certificate and an Associate’s degree, thus seeking a four-year degree and subsequently looking in a different job market. Still other students will begin the certificate program with an AAS, undergraduate or graduate degree and will add the Residential Child Care Certificate to their resume to increase employability, gain specific skills for their practice or to pursue leadership positions in working with this population.
c. **Need Summary.** Summarize the key findings on Chart A: Labor Market Need.

*See chart.*

d. **Planning and Collaboration.** Describe how the proposed curriculum fits into the college's overall plans and goals to meet career and technical education/workforce preparation needs within the district/region. Address how the program meets priority needs, and describe steps taken to plan and deliver the curriculum in collaboration with others, such as the education-to-careers partnership, the Tech Prep consortium, the regional community college/university consortium, or other local/regional initiatives and partners.

*The Residential Child Care Certificate is an integral part of College of DuPage’s Human Services curriculum and, as such, it puts us at the forefront of providing specialized instruction for this population. Through cooperative internships and partnerships with local agencies such as Lutherbrook Child and Family Services, Hephzibah, Lawrence Hall, Allendale, Mooseheart, and the Larken Center, we will provide hands-on experience for our students and well trained staff for the agencies.*

e. **Regional Programs.** If the college is seeking "regional" designation for the proposed program, define the "region" to be served, describe how the college will ensure the region is adequately served by the program, (e.g., via cooperative arrangements or telecommunications) and include separate letters from each of the colleges within the defined region indicating their support for the proposed program at your college.

*We are not seeking regional approval. We are seeking district approval only.*

3. **ENROLLMENT DATA.** Project enrollments and completions on Chart B: Enrollment.

*See chart.*

**CHART A: LABOR MARKET NEED.** Summarize key findings from labor market data (including alternate data if appropriate) to document need for the proposed program.

<table>
<thead>
<tr>
<th>Projections data from the National Employment Matrix</th>
</tr>
</thead>
</table>

---

5
SOC Job Titles & Codes (and other job titles if alternate data also submitted)  

| Social and human service assistants | 21-1093 | 352,000 | 431,500 | 79,400 | 23 |

Employment Projections:

<table>
<thead>
<tr>
<th>Annual District Openings (1)</th>
<th>Annual Program Completers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social and Human Service Assistants</td>
<td>620 (+27%)</td>
</tr>
<tr>
<td>Child Care Workers</td>
<td>1,410 (+16%)</td>
</tr>
</tbody>
</table>

Sources: www.careerinfonet.org, 2010; United States Department of Labor, 2010 Illinois Department of Employment Security, Economic Information and Analysis Division

(1) All job data is for statewide average annual job openings. Projected increase in parentheses.

(2) Bright outlook for projected job growth.

(3) Social and Human Services Assistants are the 25th fastest-growing occupation in Illinois.

Human Service Assistants:

Employment of social and human service assistants is expected to grow much faster than the average for all occupations. Job prospects are expected to be excellent, particularly for applicants with relevant postsecondary education.

The number of social and human service assistants is expected to grow by nearly 23 percent between 2008 and 2018, which is much faster than the average for all occupations.

Median annual wages in the industries employing the largest numbers of social and human service assistants in May 2008 were:

State government $35,510
Local government: 32,560
Individual and family services: 26,250
Vocational rehabilitation services: 23,910
Residential mental retardation, mental health and substance abuse facilities: 23,580

Child Care Workers:

Child care workers held about 1.3 million jobs in 2008. Child day care services employed about 19 percent of all child care workers, and about 19 percent worked for private households. The remainder worked primarily in educational services; nursing and residential care facilities; amusement and recreation industries; civic and social organizations; and individual and family services.

Child care workers are expected to experience job growth that is about as fast as the average for all occupations. Job prospects will be good because of the many workers who leave the occupation and need to be replaced. Employment of child care workers is projected to increase by 11 percent between 2008 and 2018.

**CHART B: ENROLLMENT:** Project enrollments and completions:

<table>
<thead>
<tr>
<th></th>
<th>First Year</th>
<th>Second Year</th>
<th>Third Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time Enrollments:</td>
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<td>20</td>
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<tr>
<td>Part-Time Enrollments:</td>
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<td>15</td>
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</tr>
<tr>
<td>Completions:</td>
<td>0</td>
<td>10</td>
<td>25</td>
</tr>
</tbody>
</table>

**OCCUPATIONAL CURRICULUM APPROVAL APPLICATION**

**PART B: CURRICULUM QUALITY AND COST ANALYSIS**

1. **OCCUPATIONAL CURRICULUM APPROVAL APPLICATION COVER SHEET.** If Part A: Feasibility Analysis was submitted previously and Part B: Curriculum Quality and Cost Analysis is a separate submission:

a. **Cover Sheet.** Attach a copy of the cover sheet from the original submission that includes the local college board of trustees approval date and the chief administrative officer's signature.
b. **Part A Revisions.** Verify if the information submitted previously on Part A is still accurate and pertinent. If any revisions are needed, please submit.

*Original submission*

2. **CURRICULUM INFORMATION.** Provide the following information on the program:

a. **Curriculum.** Complete Chart C: Curriculum to present the proposed curriculum. Include separate chart C’s for each proposed program.

b. **Articulation.** Specify how the program is structured or articulated to provide a career ladder for students. Include information on articulation with secondary schools (such as dual credit opportunities) articulation between certificate and AAS degrees, and articulation with baccalaureate institutions.

The Human Services program currently offers an Associate in Applied Science (AAS) degree in Residential Child Care. The program also has articulation agreements in place with National-Louis University and Governors State University where students can transfer with an AAS degree and earn their bachelor’s degree in one or two years.

c. **Course Syllabi.** Append course syllabi for new courses or any existing courses that are being modified significantly for the proposed curriculum.

NA.

d. **Work-Based Learning.** Append a list of work-based learning sites to be used; e.g., for internship, career exploration, job shadowing, clinical practicum, or apprenticeship coursework.

Work-based learning is an important element of all Human Services programs at College of DuPage. 300 hours of internship work will be required for completion of this certificate. The Human Services program currently has active contracts with the following agencies to offer internships:

- Lutherbrook Child and Family Services
- Mooseheart
- Larken Center

e. **Equipment.** List equipment to be purchased, shared, or leased to implement the curriculum.

No additional equipment will be required for implementation or maintenance of this
3. **EDUCATION AND SKILL REQUIREMENTS.** Describe how the college ensures that the proposed curriculum will provide needed education and skills for the occupation and will meet program objectives by addressing the following:

a. **Employer Input.** Append employer advisory committee meeting minutes and other pertinent documents to reflect the private sector input obtained in the development of the proposed curriculum.

   *The Human Services program currently has an active advisory committee for the program, and that committee will provide advising for this certificate program as well. This committee consists of leaders from a wide array of community agencies, including residential child care agencies.*

b. **Skill Level.** Describe how the program incorporates the appropriate level of academic, technical, and workplace skills, including SCANS skills (Secretary's Commission on Achieving Necessary Skills), Work Keys and state and/or national skill standards, if available.

   *The Human Services program maintains accreditation through the Council for Standards in Human Service Education (CSHSE), and the Residential Child Care Certificate will be held to the same high standards as all of the existing programs within the Human Services curriculum. A required 300-hour fieldwork experience will ensure that students gain the academic, technical and workplace skills necessary to function in a residential child care setting upon completion of the certificate. Ongoing program and classroom based assessment is an integral part of our present accreditation and will be continuously monitored and upgraded when necessary.*

c. **Skills Standards/Credentialing/Licensure for Students.** Regarding the students, please specify:

   What skill standards have been set in this occupation or what professional credentialing (licensure, certification, registration, etc.) is available to students and through what agency/entity? Is it optional or required; i.e., is licensure or certification required or optional for job entry? What steps has the college completed to ensure that students will learn the skills required to obtain the necessary licensure or certification?

   *Students who complete the Residential Child Care certificate will be eligible for the Human Services Board Certified Professional Certification if they also complete the Human Services AAS degree or a bachelors degree in Human Services and pass the state exam. The Residential Child Care certificate will meet some of the education requirements for this state certification and prepare students to complete the required degree. This is a voluntary certification*
d. **Skills Standards/Accreditation for Programs.** Regarding the proposed program, please specify:

What external approval or accreditation can be obtained for this program and through what agency/entity? Is it optional or required; i.e., is program approval/accreditation by a regulatory agency or industry-related entity required prior to enrolling students or graduates earning their licensure/certification? What steps has the college completed to obtain that approval/accreditation?

*This certificate will be part of the Human Services’ existing accreditation through The Council for Standards for Human Service Education (CSHSE). The next scheduled reaccreditation is in 2013. No changes are needed at this time to include this certification in the existing accreditation.*

4. **ASSESSMENT OF STUDENT LEARNING.** Describe how the college plans to ensure students will meet the objective for this program by providing the following:

a. **Student Learning Objectives.** Describe or list the learning objectives/outcomes that each student is expected to have mastered upon completion of the program related to 1) the general education component of the curriculum, and 2) the career and technical education component of the curriculum. These are program-level outcomes rather than course-level outcomes.

1) *This is a certificate and, as such, there are no general education requirements. The Human Services program suggests specific general education courses for degrees but not for certificates.*

2) *The career/technical education components of this program are hosted in the Human Services Program. The mission of the College of DuPage Human Services program is to prepare a skilled entry-level clinician for the field of human services. Our goal is to expose students to multiple theoretical orientations and teach them to be competent, ethical, and culturally sensitive clinicians. Our mission is further served by full-time and adjunct faculty with varied degrees in the field, thus exposing students to diverse specialties.*

**The Human Services Program Objectives include:**

a) Demonstrate skill in therapeutic interpersonal interactions  
b) Identify assessment tools used with human service populations  
c) Demonstrate a commitment to personal growth and self-awareness  
d) Recognize the unique needs of various populations  
e) Describe and demonstrate a variety of research-based treatment approaches  
f) Identify resources available to various populations  
g) Synthesize information from multiple sources  
h) Evaluate ethical standards in human services
The program level objectives/outcomes listed above are the over-arching outcomes that accompany each of the course objectives to complete the certificate.

b. **Assessment of Student Learning Objectives.** Describe the end-of-program evaluation process(es) the college has in place to ensure that students demonstrate these learning objectives just prior to program completion. For example, assessment through portfolio review, cumulative course, team project, written/performance test, or industry/state certification/licensure examination.

*College of DuPage has been an international leader in general education assessment since 1995. The general education assessment program consists of three levels: 1) Classroom assessment conducted by each instructor in each class. This level allows for rapid assessment of student learning and rapid modifications in instruction, should that be necessary. It also affirms appropriate learning of specific course-related skills with feedback to students; 2) Program level assessment, currently embedded into our Program Review process. This level provides for discipline-wide assessment of student learning, with input from both full-time and part-time instructors. It allows for program-level modifications where necessary, and affirms appropriate attainment of program-level skills; 3) College-wide general education assessment using the ACT/CAAP general education assessment battery has been an established part of College of DuPage’s general education assessment design. This battery assesses five critical areas of general education: college-level reading, mathematics, science reasoning, critical thinking, and writing skills. This process selects a stratified, proportionate random sample of course sections using entry-level sections during fall semester, and exit-level sections during spring semester. The process is not done annually, and the last assessment round was during fall semester, 2008. This model has been adopted by colleges internationally, and has been presented at many conferences around the hemisphere. Additionally, there are rounds of assessment that include assessment of synthesis and analysis skills on a general education basis. Current modifications in the College of DuPage general assessment model include curriculum mapping models of assessment.*

*The Residential Child Care certificate courses will be tracked via project-based assessments, classroom observations, essay-type written and objective tests, and other designs as produced by the faculty. Also, prior to entering their field placement (300 hour internship), each student must meet with a full-time Human Services faculty member for a portfolio review. This portfolio consists of work done in every class in the certificate program, including exams, papers, and projects, plus certificates of participation in various college and community workshops and events. The student’s portfolio must demonstrate a level of competence and skill necessary to begin working with clients in the field. If the student is not ready for their internship, as determined by the faculty member, then they are not given a permit to enroll in the course at that time. A remedial contract is put in place, signed by the student and a*
full time faculty member, so that the student may be able to do the internship at a later date. Finally, upon completion of the internship, a site visit is conducted with a full-time faculty member, the student, and the student's site supervisor present. A standard evaluation form is used to measure the student's performance during the internship and is kept on file as part of the student's record.

Program-level assessment is conducted on a regular basis using the Program Review process established at the college. The process provides an in-depth examination, including instructors outside the discipline, of the overall objectives of the program and the extent to which the students are meeting those objectives. This includes the processes of curriculum modification when necessary.

General education assessment is conducted in a similar manner to the items described above, and may include participation in a round of nationally standardized assessments as conducted using the ACT/CAAP general education assessment battery as described in the first paragraph above.

c. **Program Improvement.** Describe how the college will use this assessment for continuous quality improvement of the curriculum.

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

5. **FACULTY**

a. **Faculty Qualifications.** Complete and append Chart D1: Faculty Qualifications to specify the minimum qualifications for program faculty, including new and existing faculty.

  *Attached.*

b. **Faculty Needs.** Complete and append Chart D2: Faculty Needs to specify the number of
full- and part-time faculty the program will need for each of the first three years, including new and existing faculty.

Attached.

6. **ACADEMIC CONTROL.** If another entity is involved in the delivery of the program in addition to the community college through a cooperative arrangement or contract; e.g., with another college or university, the regional consortia, an apprenticeship organization, a private institution or business, or other outside entity:

   a. **Contractual/Cooperative Agreements.** Append a copy of the contractual or cooperative agreement.

      *Not applicable.*

   b. **Academic Control.** Describe how the college will maintain academic control over the program, including student admissions, faculty, and program content and quality.

      *There is no other entity involved in delivery of the Residential Child Care program at College of DuPage. The program will be housed in Human Services and will receive the same oversight as all current programs in this department.*

7. **COST DATA.** Document the financial feasibility of the proposed program.

   a. **Source of Funds.** Specify the source of resources to support the proposed program and note what portion of funds will come from reallocation of existing resources as compared to new resources.

      *Attached.*

   b. **Finance.** Complete and append Chart E: Finance to identify new direct costs to establish the program.

      *Attached.*
**CHART C: CURRICULUM.** List courses within the proposed program, and *asterisk new courses.*

<table>
<thead>
<tr>
<th>Course Prefix/#</th>
<th>Course Title</th>
<th>Asterisk New Courses</th>
<th>Credit Hours</th>
<th>Lecture Contact Hours</th>
<th>Lab Contact Hours</th>
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<tbody>
<tr>
<td>Career and Technical Education Courses <em>(required coursework)</em></td>
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<td></td>
<td></td>
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<td>Human 1100</td>
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<td>Human 1160</td>
<td>Residential Child Care</td>
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<td>Dynamics of Child Abuse</td>
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<td>Crisis Intervention</td>
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<td></td>
<td></td>
<td><strong>40</strong></td>
<td><strong>29</strong></td>
<td><strong>13</strong></td>
</tr>
<tr>
<td>Work-Based Learning Courses <em>(required internship, practicum, apprenticeship, etc.)</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human 2251</td>
<td>Fieldwork I</td>
<td></td>
<td>4</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>4</strong></td>
<td><strong>2</strong></td>
<td><strong>2</strong></td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td></td>
<td><strong>4</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td></td>
<td></td>
<td><strong>48</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**CHART D1: FACULTY QUALIFICATIONS.** Cite the minimum qualifications for new and existing faculty.

**New faculty:**

<table>
<thead>
<tr>
<th>Degree</th>
<th>Field</th>
<th>Years of Related Occupational Experience</th>
<th>Years of Teaching Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSW or PhD in Social Work, PhD in Clinical Counseling or MA in Clinical Psychology or PhD/PsyD in Psychology</td>
<td>Social Work, Psychology, or Counseling, experience with residential child care population preferred</td>
<td>5+</td>
<td>3+</td>
</tr>
</tbody>
</table>

**Existing faculty:**

<table>
<thead>
<tr>
<th>Degree</th>
<th>Field</th>
<th>Years of Related Occupational Experience</th>
<th>Years of Teaching Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSW/PhD. in Social Work, MA in Clinical Counseling or MA in clinical Psychology or PhD/PsyD in Psychology</td>
<td>Social Work, Clinical Psychology, Clinical Counseling, experience with residential child care population preferred</td>
<td>5+</td>
<td>3+</td>
</tr>
</tbody>
</table>

**CHART D2: FACULTY NEEDS.** Cite the number of faculty, including new and existing faculty, that the program will need for each of the first three years, noting if they will serve as full-time faculty or part-time.

- **# of New Faculty**
  - 0 (Full-Time)
  - 0 (Part-Time)

- **# of Existing Faculty**
  - 2 (Full-Time)
  - 6 (Part-Time)

**CHART E: FINANCE:** Identify projected new direct costs to establish the program.

<table>
<thead>
<tr>
<th>Costs Description</th>
<th>First Year</th>
<th>Second Year</th>
<th>Third Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Costs</td>
<td>$0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Administrator Costs</td>
<td>$0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Personnel Costs</td>
<td>$0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Equipment Costs</td>
<td>$0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Category</td>
<td>Costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------</td>
<td>--------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library/I.RC Costs</td>
<td>$0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facility Costs</td>
<td>$0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td>$0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL NEW COSTS</strong></td>
<td>$0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
COLLEGE OF DUPAGE
REGULAR BOARD MEETING

NEW BUSINESS APPROVAL

1. SUBJECT
Approval for a New Human Services Corrections Counseling Certificate Program.

2. REASON FOR CONSIDERATION
Board approval is required for new degree and certificate programs.

3. BACKGROUND INFORMATION
The purpose of the Human Services Corrections Counseling Certificate is to provide specialized training for those students who wish to work with people in a corrections setting in the role of a human services worker.

This certificate program targets two primary groups – Licensed practitioners who want to develop a unique skill set for working with clients who are involved in the criminal justice system and undergraduate human services students who are interested in developing a solid foundation for working with clients in corrections.

4. RECOMMENDATION
That the Board of Trustees approves a 49-credit hour Human Services Corrections Counseling Certificate Program.
SIGNATURE PAGE FOR THE APPROVAL FOR A NEW HUMAN SERVICES CORRECTIONS COUNSELING CERTIFICATE PROGRAM.

ITEM(S) ON REQUEST

That the Board of Trustees approves a 49-credit hour Human Services Corrections Counseling Certificate Program.

[Signature]

11/30/11

Dean, Health & Sciences Division

[Signature]

12/1/11

Executive Vice President

[Signature]

12/1/11

President

[Signature]
November 17, 2011

To: Dr. Joseph Collins  
Executive Vice President

From: Tom Cameron, Dean  
Health and Sciences Division

Re: Board of Trustee Approval on  
New Certificate – Corrections Counseling Certificate

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

**Corrections Counseling Certificate**

The purpose of the Human Services Corrections Counseling Certificate is to provide specialized training for those who wish to work with people in a corrections setting in the role of a human services worker.

The need for corrections-specific skills in the human services field is greatly increasing. Counselors, social workers, and entry-level human service professionals see a need for specific training to work with the unique needs of those in the criminal justice system in addition to the traditional probation officers and correctional officers. Positions in this field include case managers, rehabilitation counselors, mental health counselors, human service assistants, and correctional treatment specialists.

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

Please place the Corrections Counseling Certificate approval on the December 15, 2011 Board of Trustees’ agenda.

Please contact me if you have any questions.

cc: B. Willig, Curriculum
end: Form 20 - Corrections Counseling Certificate
APPLICATION FOR PERMANENT APPROVAL
OF A CAREER & TECHNICAL EDUCATION CURRICULUM
Submit THREE Complete Copies

COLLEGE NAME: COLLEGE OF DUPAGE  5-DIGIT COLLEGE NUMBER: 502-01

CONTACT PERSON: Tom Cameron

PHONE: 630-942-2291  FAX: 630-858-5409

EMAIL: Cameron@cod.edu

CURRICULUM INFORMATION

AAS:
TITLE __________________________ CREDIT HOURS ___ CIP CODE________

CERTIFICATE:
TITLE HUMAN 4470 - Corrections Counseling Certificate  CREDIT HOURS 49
CIP CODE 44.000

PROPOSED CLASSIFICATION: ___X___ District _____ Regional _____ Statewide

PROPOSED IMPLEMENTATION DATE: ________ Fall 2012

SUBMISSION INCLUDES:

_____ Part A: Feasibility Analysis

_____ Part B: Curriculum Quality and Cost Analysis. Also, complete the following when submitting Part B:

This curriculum was approved by the college Board of Trustees on: _________________.

State approval is hereby requested:

Required- Chief Administrative Officer Signature Date

ICCB USE ONLY:

ICCB APPROVAL DATE: AAS ________ 7-29 cr hrs Cert. ________ 30+ Cert. ________

IBHE APPROVAL DATE for AAS
APPLICATION FOR PERMANENT APPROVAL OF
A CAREER & TECHNICAL EDUCATION CURRICULUM

INSTRUCTIONS


Part A: Feasibility Analysis. This section is designed to verify that the program is feasible from a labor market standpoint and solicits conclusive or convincing evidence of labor market need. Colleges are advised to complete this section in advance to indicate feasibility and provide evidence to the state curriculum review team regarding the program’s need and the district’s ability to sustain it.

Part B: Curriculum Quality and Cost Analysis. This section is intended to solicit information from the college that documents quality in response to identified needs and that it is a cost-effective program with commensurate financial support.

Community colleges may submit both Parts A and B separately or together as a package.

Approval of Related AAS Degree and Certificate Curricula. When applying for approval of closely related AAS degree and certificate programs, the college should submit a single application that reflects all programs. (For example, a hospitality management AAS and certificate would use a single application.) In the application, ensure that information is tailored as needed to each curriculum, as the rationale and supporting information may vary for each program. For Chart B: Enrollment, provide separate enrollment and completion figures for each program. For Chart C: Curriculum, submit a separate chart for each program.

Application Submission. Submit three (3) complete copies of the application.

For More Information. Community colleges are encouraged to contact ICCB staff with questions on the application process. Pertinent information is also contained in the Administrative Rules of the Illinois Community College Board.
OCCUPATIONAL CURRICULUM APPROVAL APPLICATION

PART A: FEASIBILITY ANALYSIS

1. **CURRICULUM DESCRIPTION.** Provide a description addressing:

   a. the program's purpose and a catalog description

   *The purpose of the Human Services Corrections Counseling Certificate is to provide specialized training for those who wish to work with people in a corrections setting in the role of a human services worker.*

   *CATALOG: Provides training to prepare an entry-level worker to counsel in a correctional setting, such as jail and prison. A 300-hour direct contact internship in a correctional setting is required.*

   b. the type of jobs for which it would train graduates (e.g., job titles, occupations, clusters of occupations, cross-functional positions, emerging occupations)

   *The need for corrections-specific skills in the human services field is greatly increasing. Counselors, social workers, and entry-level human service professionals see a need for specific training to work with the unique needs of those in the criminal justice system in addition to the traditional probation officers and correctional officers. Positions in this field include case managers, rehabilitation counselors, mental health counselors, human service assistants, and correctional treatment specialists.*

   c. the target population; e.g., current employees and/or persons desiring career entry

   *This certificate targets two primary groups: 1) Licensed practitioners who want to develop a unique skill set for working with clients who are involved in the criminal justice system, and 2) Undergraduate human services students who are interested in developing a solid foundation for working with clients in corrections.*

   d. unique or noteworthy features of the program

   *The Human Services Corrections Counseling Certificate would offer a unique link between the criminal justice system and human service models, offering students a chance to work within the corrections system while providing supportive services characteristic of human service workers. Several of the faculty utilized for these courses will have extensive experience and specialized training with this population.*
e. relationship of the program to existing curricula at the college (e.g., how the program complements or shares resources with existing programs)

The Human Services Corrections Counseling Certificate draws on current Human Services courses. The courses are well-established and regularly offered in the program. All of the courses will be taught by current faculty in the Human Services department at College of DuPage.

f. how will the college recruit and retain minorities, individuals with disabilities, non-traditional students or other students defined as “special populations” in this program?

College of DuPage admissions and advising department have outreach efforts to the district, the community at large, the professional community, and area high schools. These efforts include career nights and visits to local professional employers. Provisions are made for those students who require special accommodations for test taking, class participation and other needs.

2. **LABOR MARKET NEED.** Document labor market need for the proposed curriculum. Consult ICCB’s "Labor Market Need Analysis: Ten Easy Steps to Conduct a Basic Analysis for Program Approval" (Appendix B of the Program Manual)

a. **Supply-Demand Data.** Attach information on program completers versus projected job openings for your district. For comparison purposes you may want to include statewide data. Regional proposals should include data reflective of all districts to be served.

b. **Alternate Documentation.** If supply-demand data is not supportive, not applicable (such as with some new and emerging occupations), or not available (such as for your district) provide alternate documentation of labor market need. This might include career information, such as occupational growth rates, wage information, or a job outlook summary. This might also include data from employers assessing current openings in your area or their need to retrain employees.

The skills and knowledge acquired through earning the Corrections Counseling Certificate have different applications in the job market. Some of the program’s students may simply earn the certificate and seek an entry-level job. Another set of students will transfer with the certificate and an Associate’s degree, thus seeking a four-year degree and subsequently looking in a different job market. Still other students will begin the certificate program with a post-graduate degree, and they will add the Corrections Counseling Certificate to gain specific skills for their practice or to pursue leadership positions in the corrections
c. **Need Summary.** Summarize the key findings on Chart A: Labor Market Need.

*See chart.*

d. **Planning and Collaboration.** Describe how the proposed curriculum fits into the college's overall plans and goals to meet career and technical education/workforce preparation needs within the district/region. Address how the program meets priority needs, and describe steps taken to plan and deliver the curriculum in collaboration with others, such as the education-to-careers partnership, the Tech Prep consortium, the regional community college/university consortium, or other local/regional initiatives and partners.

*With the Corrections Counseling Certificate as a part of our Human Services curriculum, College of DuPage will be at the forefront of providing specialized instruction for this population.*

*Through cooperative internships and partnerships with local agencies, we will provide hands-on experience for our students.*

e. **Regional Programs.** If the college is seeking "regional" designation for the proposed program, define the "region" to be served, describe how the college will ensure the region is adequately served by the program, (e.g., via cooperative arrangements or telecommunications) and include separate letters from each of the colleges within the defined region indicating their support for the proposed program at your college.

*We are not seeking regional approval. We are seeking district approval only.*

3. **ENROLLMENT DATA.** Project enrollments and completions on Chart B: Enrollment.

*See chart.*
CHART A: LABOR MARKET NEED. Summarize key findings from labor market data (including alternate data if appropriate) to document need for the proposed program.

<table>
<thead>
<tr>
<th>SOC Job Titles &amp; Codes (and other job titles if alternate data also submitted)</th>
<th>Employment Projections:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Annual District Openings (1)</td>
</tr>
<tr>
<td>21-1014.00 Mental Health Counselors (2) (3)</td>
<td>180 (+26%)</td>
</tr>
<tr>
<td>21-1015.00 Rehabilitation Counselors</td>
<td>160 (+19%)</td>
</tr>
<tr>
<td>21-1023.00 Mental Health and Substance Abuse Social Workers (2) (Elgin)</td>
<td>220 (+20%)</td>
</tr>
<tr>
<td>21-1092.00 Probation Officers and Correctional Treatment Specialists</td>
<td>80 (+19%)</td>
</tr>
<tr>
<td>21-1093.00 Social and Human Service Assistants (4)</td>
<td>490 (+27%)</td>
</tr>
</tbody>
</table>

Sources: [www.careerinfonet.org](http://www.careerinfonet.org), 2010; United States Department of Labor, 2010

1. All job data is for statewide average annual job openings. Projected increase in parentheses.

2. Bright outlook for projected job growth.

3. Mental Health Counselors are the 23rd fastest-growing occupation in Illinois.

4. Social and Human Service Assistants are the 25th fastest-growing occupation in Illinois.

Probation Officers and Correctional Treatment Specialists (21-1092):

Employment estimate and mean wage estimates for this occupation:

<table>
<thead>
<tr>
<th>Employment</th>
<th>Employment RSE</th>
<th>Mean hourly wage</th>
<th>Mean annual wage</th>
<th>Wage RSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>89,900</td>
<td>0.7 %</td>
<td>$24.64</td>
<td>$51,240</td>
<td>0.8 %</td>
</tr>
</tbody>
</table>
Percentile wage estimates for this occupation:

<table>
<thead>
<tr>
<th>Percentile</th>
<th>10%</th>
<th>25%</th>
<th>50% (Median)</th>
<th>75%</th>
<th>90%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Wage</td>
<td>$14.86</td>
<td>$17.52</td>
<td>$22.69</td>
<td>$30.20</td>
<td>$38.82</td>
</tr>
<tr>
<td>Annual Wage</td>
<td>$30,920</td>
<td>$36,440</td>
<td>$47,200</td>
<td>$62,820</td>
<td>$80,750</td>
</tr>
</tbody>
</table>

*Source: United States Department of Labor, 2011*

**Social and Human Service Assistants (21-1093):**

Employment of social and human service assistants is expected to grow much faster than the average for all occupations. Job prospects are expected to be excellent, particularly for applicants with relevant postsecondary education.

The number of social and human service assistants is expected to grow by nearly 23 percent between 2008 and 2018, which is much faster than the average for all occupations. This is due in large part to the aging population and increased demand for mental health and substance abuse treatment.

Median annual wages in the industries employing the largest numbers of social and human service assistants in May 2008 were:

- **State government**: $35,510
- **Local government**: 32,560
- **Individual and family services**: 26,250
- **Vocational rehabilitation services**: 23,910
Residential mental retardation, mental health and substance abuse facilities

Source: United States Department of Labor, 2010

CHART B: ENROLLMENT: Project enrollments and completions:

<table>
<thead>
<tr>
<th></th>
<th>First Year</th>
<th>Second Year</th>
<th>Third Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time Enrollments:</td>
<td>10</td>
<td>20</td>
<td>35</td>
</tr>
<tr>
<td>Part-Time Enrollments:</td>
<td>10</td>
<td>15</td>
<td>25</td>
</tr>
<tr>
<td>Completions:</td>
<td>0</td>
<td>10</td>
<td>25</td>
</tr>
</tbody>
</table>

OCCUPATIONAL CURRICULUM APPROVAL APPLICATION
PART B: CURRICULUM QUALITY AND COST ANALYSIS

1. **OCCUPATIONAL CURRICULUM APPROVAL APPLICATION COVER SHEET.** If Part A: Feasibility Analysis was submitted previously and Part B: Curriculum Quality and Cost Analysis is a separate submission:

   a. **Cover Sheet.**Attach a copy of the cover sheet from the original submission that includes the local college board of trustees approval date and the chief administrative officer's signature.

   Attached

   b. **Part A Revisions.**Verify if the information submitted previously on Part A is still accurate and pertinent. If any revisions are needed, please submit.

    Original submission

2. **CURRICULUM INFORMATION.** Provide the following information on the program:

   a. **Curriculum.** Complete Chart C: Curriculum to present the proposed curriculum. Include separate chart C's for each proposed program.
b. **Articulation.** Specify how the program is structured or articulated to provide a career ladder for students. Include information on articulation with secondary schools (such as dual credit opportunities) articulation between certificate and AAS degrees, and articulation with baccalaureate institutions.

_The Human Services program currently offers an Associate in Applied Science (A.A.S.) degree in Corrections Counseling. The program also has articulation agreements in place with National-Louis University and Governors State University where students can transfer with an A.A.S. degree and earn their bachelor's degree in one or two years._

c. **Course Syllabi.** Append course syllabi for new courses or any existing courses that are being modified significantly for the proposed curriculum.

*Attached.*

d. **Work-Based Learning.** Append a list of work-based learning sites to be used; e.g., for internship, career exploration, job shadowing, clinical practicum, or apprenticeship coursework.

*Work-based learning is an important element of all Human Services programs at COD. 300 hours of internship work will be required for completion of this certificate. The Human Services program currently has active contracts with the following agencies to offer internships:*

*TASC, Inc. – Glen Ellyn, IL*
*SAFER Foundation – Joliet and Chicago, IL*
*DuPage County Probation – Wheaton, IL*

e. **Equipment.** List equipment to be purchased, shared, or leased to implement the curriculum.

*No additional equipment will be required for implementation or maintenance of this program.*

3. **EDUCATION AND SKILL REQUIREMENTS.** Describe how the college ensures that the proposed curriculum will provide needed education and skills for the occupation and will meet program objectives by addressing the following:

a. **Employer Input.** Append employer advisory committee meeting minutes and other pertinent documents to reflect the private sector input obtained in the development of the proposed curriculum.
The Human Services program currently has an active advisory committee for the program, and that committee will provide advising for this certificate program as well. This committee consists of leaders from a wide array of community agencies, including agencies that work with corrections clients.

b. **Skill Level.** Describe how the program incorporates the appropriate level of academic, technical, and workplace skills, including SCANS skills (Secretary's Commission on Achieving Necessary Skills), Work Keys and state and/or national skill standards, if available.

The Human Services program maintains accreditation through the Council for Standards in Human Service Education (CSHSE), and the Corrections Counseling certificate will be held to the same high standards as all of the existing programs within the Human Services curriculum. A required 300-hour clinical fieldwork experience will ensure that students gain the technical and workplace skills necessary to function in a corrections setting as a human service professional upon completion of the certificate. In addition, we will be devoting resources to conduct ongoing classroom-based and program-level assessment per College and accreditation standards.

c. **Skills Standards/Credentialing/Licensure for Students.** Regarding the students, please specify:

What skill standards have been set in this occupation or what professional credentialing (licensure, certification, registration, etc.) is available to students and through what agency/entity? Is it optional or required; i.e., is licensure or certification required or optional for job entry? What steps has the college completed to ensure that students will learn the skills required to obtain the necessary licensure or certification?

Students who complete this certificate program may be eligible for the Illinois Certification Board's Certified Criminal Justice Addictions Professional. The program will meet the education requirements for the certificate, which also mandates supervised work experience and passing of the National Criminal Justice Exam.

d. **Skills Standards/Accreditation for Programs.** Regarding the proposed program, please specify:
What external approval or accreditation can be obtained for this program and through what agency/entity? Is it optional or required; i.e., is program approval/accreditation by a regulatory agency or industry-related entity required prior to enrolling students or graduates earning their licensure/certification? What steps has the college completed to obtain that approval/accreditation?

This program will be part of the program's existing accreditation through CSHSE. The next scheduled program audit will be in 2013. No changes are needed at this time to include the certificate within the current accreditation.

4. **ASSESSMENT OF STUDENT LEARNING.** Describe how the college plans to ensure students will meet the objective for this program by providing the following:

a. **Student Learning Objectives.** Describe or list the learning objectives/outcomes that each student is expected to have mastered upon completion of the program related to 1) the general education component of the curriculum, and 2) the career and technical education component of the curriculum. These are program-level outcomes rather than course-level outcomes.

   1) Since this is a certificate program and not a degree program, there is no specific general education curriculum requirement for this certificate.

   2) The career/technical education components of this program are hosted in the Human Services program. The mission of the College of DuPage Human Services program is to prepare a skilled entry-level clinician for the field of human services. Our goal is to expose students to multiple theoretical orientations and teach them to be competent, ethical, and culturally sensitive clinicians. Our mission is further served by full-time and adjunct faculty with varied degrees in the field, thus exposing students to diverse specialties.

   **The Human Services Program Objectives include:**
   a) Demonstrate skill in therapeutic interpersonal interactions
   b) Identify assessment tools used with human service populations
   c) Demonstrate a commitment to personal growth and self-awareness
   d) Recognize the unique needs of various populations
   e) Describe and demonstrate a variety of research-based treatment approaches
   f) Identify resources available to various populations
   g) Synthesize information from multiple sources
   h) Evaluate ethical standards in human services
In addition, students who complete the Corrections Counseling certification will:

a) Identify resources available within their community for those involved in the criminal justice system
b) Describe terminology unique to the corrections system
c) Demonstrate interpersonal skills for working with corrections clients
d) Identify laws, penalties, and referrals specific to human service clients within the corrections system

b. Assessment of Student Learning Objectives. Describe the end-of-program evaluation process(es) the college has in place to ensure that students demonstrate these learning objectives just prior to program completion. For example, assessment though portfolio review, cumulative course, team project, written/performance test, or industry/state certification/licensure examination.

College of DuPage has been an international leader in general education assessment since 1995. The general education assessment program consists of three levels: 1) Classroom assessment conducted by each instructor in each class. This level allows for rapid assessment of student learning and rapid modifications in instruction, should that be necessary. It also affirms appropriate learning of specific course-related skills with feedback to students; 2) Program level assessment, currently embedded into our Program Review process. This level provides for discipline-wide assessment of student learning, with input from both full-time and part-time instructors. It allows for program-level modifications where necessary, and affirms appropriate attainment of program-level skills; 3) College-wide general education assessment using the ACT/CAAP general education assessment battery has been an established part of COD’s general education assessment design. This battery assesses five critical areas of general education: college-level reading, mathematics, science reasoning, critical thinking, and writing skills. This process selects a stratified, proportionate random sample of course sections using entry-level sections during fall semester, and exit-level sections during spring semester. The process is not done annually, and the last assessment round was during fall semester, 2008. This model has been adopted by colleges internationally, and has been presented at many conferences around the hemisphere. Additionally, there are rounds of assessment that include assessment of synthesis and analysis skills on a general education basis. Current modifications in the COD general assessment model include curriculum mapping models of assessment.
The Corrections Counseling certificate courses will be tracked via project-based assessments, authentic assessments from fish-bowl type observations, essay-type written and objective tests, and other designs as produced by the faculty. Also, prior to entering their field placement (300 hour internship), each student must meet with a full-time Human Services faculty member for a portfolio review. This portfolio consists of work done in every class in the certificate program, including exams, papers, and projects, plus certificates of participation in various community workshops and events. The student’s portfolio must demonstrate a level of competence and skill necessary to begin working with clients in the field. If the student is not ready for their internship, as determined by the faculty member, then they are not given a permit to enroll in the course at that time. Suggestions for improvement will be made so that the student may be able to do the internship at a later date. Finally, upon completion of the internship, a site visit is conducted with a full-time faculty member, the student, and the student’s site supervisor present. A standard evaluation form is used to measure the student’s performance during the internship and is kept on file as part of the student’s record.

Program-level assessment is conducted on a regular basis using the Program Review process established at the college. This provides an in-depth examination, including instructors outside the discipline, of the overall objectives of the program and the extent to which the students are meeting those objectives. This includes the processes of curriculum modification when necessary.

General education assessment is conducted in a similar manner to the items described above, and may include participation in a round of nationally standardized assessments as conducted using the ACT/CAAP general education assessment battery as described in the first paragraph above.

c. **Program Improvement.** Describe how the college will use this assessment for continuous quality improvement of the curriculum.

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

5. **FACULTY**

a. **Faculty Qualifications.** Complete and append Chart D1: Faculty Qualifications to specify the minimum qualifications for program faculty, including new and existing faculty.

   *Attached.*

b. **Faculty Needs.** Complete and append Chart D2: Faculty Needs to specify the number of full- and part-time faculty the program will need for each of the first three years, including new and existing faculty.

   *Attached.*

6. **ACADEMIC CONTROL.** If another entity is involved in the delivery of the program in addition to the community college through a cooperative arrangement or contract; e.g., with another college or university, the regional consortia, an apprenticeship organization, a private institution or business, or other outside entity:

   a. **Contractual/Cooperative Agreements.** Append a copy of the contractual or cooperative agreement.

   *Not applicable.*

b. **Academic Control.** Describe how the college will maintain academic control over the program, including student admissions, faculty, and program content and quality.

   *There is no other entity involved in delivery of the Veterans Counseling program at College of DuPage. The program will be housed in Human Services and will receive the same oversight as all current programs in this department.*

7. **COST DATA.** Document the financial feasibility of the proposed program.

   a. **Source of Funds.** Specify the source of resources to support the proposed program and
note what portion of funds will come from reallocation of existing resources as compared to new resources.

Attached.

b. **Finance.** Complete and append Chart E: Finance to identify new direct costs to establish the program.

Attached.
**CHART C: CURRICULUM.** List courses within the proposed program, and *asterisk new courses.*

<table>
<thead>
<tr>
<th>Course Prefix/#</th>
<th>Course Title</th>
<th>Asterisk New Courses</th>
<th>Credit Hours</th>
<th>Lecture Contact Hours</th>
<th>Lab Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Courses <em>(required coursework).</em></td>
<td><strong>NONE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Note which courses are <em>transferable.</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career and Technical Education Courses <em>(required coursework)</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human 1100</td>
<td>Intro. To Human Services</td>
<td></td>
<td>4</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Human 1113</td>
<td>Interpersonal Dynamics</td>
<td></td>
<td>4</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Human 1114</td>
<td>Contemporary Trt Approaches</td>
<td></td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Human 1115</td>
<td>Behavior Modification</td>
<td></td>
<td>3</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Human 1121</td>
<td>Cross-Cultural Comm.</td>
<td></td>
<td>4</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Human 1125</td>
<td>Intro. to Addictions</td>
<td></td>
<td>4</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Human 1170</td>
<td>Role of Advocacy in HS</td>
<td></td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Human 1175</td>
<td>Crisis Intervention</td>
<td></td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Human 1180</td>
<td>Domestic/Family Violence</td>
<td></td>
<td>4</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Human 2200</td>
<td>HS Corrections Counseling</td>
<td></td>
<td>4</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Human 2212</td>
<td>Group Dynamics</td>
<td></td>
<td>3</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Human 2223</td>
<td>Generalist Practice</td>
<td></td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Human 2279</td>
<td>Ethics in Counseling</td>
<td></td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>41</strong></td>
<td><strong>29</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

16
<table>
<thead>
<tr>
<th>Work-Based Learning Courses (required internship, practicum, apprenticeship, etc.)</th>
<th>Fieldwork I</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>Students must select four hours of electives from other Human Services courses</td>
<td>4</td>
<td>2-4</td>
<td>0-2</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>4</td>
<td>2-4</td>
<td>0-2</td>
</tr>
<tr>
<td>TOTAL CREDIT HOURS REQUIRED FOR COMPLETION</td>
<td></td>
<td></td>
<td>49</td>
<td>33-35 lecture hours 14-16 lab hours</td>
</tr>
</tbody>
</table>

**CHART D1: FACULTY QUALIFICATIONS.** Cite the minimum qualifications for new and existing faculty.

**New faculty:**

<table>
<thead>
<tr>
<th>Degree</th>
<th>Field</th>
<th>Years of Related Occupational Experience</th>
<th>Years of Teaching Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA in Counseling or Psychology; MSW or LCSW; Psy.D.</td>
<td>Psychology, counseling, or social work; experience with corrections population preferred</td>
<td>5+</td>
<td>3+</td>
</tr>
</tbody>
</table>

**Existing faculty:**

<table>
<thead>
<tr>
<th>Degree</th>
<th>Field</th>
<th>Years of Related Occupational Experience</th>
<th>Years of Teaching Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA in Counseling or Psychology; MSW or LCSW; Psy.D.</td>
<td>Psychology, counseling, or social work; experience with corrections population preferred</td>
<td>5+</td>
<td>3+</td>
</tr>
</tbody>
</table>

**CHART D2: FACULTY NEEDS.** Cite the number of faculty, including new and existing faculty, that the program will need for each of the first three years, noting if they will serve as full-time faculty or part-time.

<table>
<thead>
<tr>
<th># of New Faculty</th>
<th>First Year</th>
<th>Second Year</th>
<th>Third Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full-Time</td>
<td>Part-Time</td>
<td>Full-Time</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th># of Existing Faculty</th>
<th>First Year</th>
<th>Second Year</th>
<th>Third Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full-Time</td>
<td>Part-Time</td>
<td>Full-Time</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Cost Category</td>
<td>First Year</td>
<td>Second Year</td>
<td>Third Year</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------</td>
<td>-------------</td>
<td>------------</td>
</tr>
<tr>
<td>Faculty Costs</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Administrator Costs</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Other Personnel Costs (specify positions)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Equipment Costs</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Library/LRC Costs</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Facility Costs</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Other (specify)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>TOTAL NEW COSTS</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
</tr>
</tbody>
</table>
1. **SUBJECT**

PACE Bus Route 714 Service Agreement Extension.

2. **REASON FOR CONSIDERATION**

At the April 28, 2011 Board of Trustees meeting, the Board authorized the President to enter into an agreement with the Suburban Bus Division of the Regional Transportation Authority to help support the continuation of PACE Route 714, which is used extensively by College of DuPage students to get to and from campus. That authorization was for a term that expired on November 30, 2011 and was for an amount not-to-exceed $30,000.

3. **BACKGROUND INFORMATION**

The route has been in service since 2006. To help offset increased operating costs on a route that was deemed to be important to the region, DuPage County, City of Naperville and College of DuPage, each contributed to PACE to keep the route operational. For that original financial support, PACE agreed to increase marketing efforts at building ridership and investigate operating efficiencies.

Since the Board approved the Service Agreement, several milestones have been achieved. First, on August 22, 2011, the first day of Fall semester classes, ridership on the route exceeded 500 passengers for the first time. Secondly, the PACE Board approved the agency’s FY2012 budget that included full funding for Route 714 as of May 2012.

PACE is asking DuPage County, the Cities of Naperville and Wheaton and College of DuPage to make one final contribution to help support the route between December 2011 and May 2012. In no event will this final contribution by the College exceed $10,000. Per prior agreement, effective June 2012, PACE’s share of the operating funds to support this route will increase to 100% and the support of other units of local government will cease.
This purchase complies with State Statute, Board Policy and Administrative Procedures. The purchase of these services which are economically procurable from only one source, are exempt from bidding under the Illinois Community College Act, 110 ILCS 805/3-27.1.

4. **RECOMMENDATION**

That the Board of Trustees approves the extension of the PACE Bus Route 714 Service Agreement to May, 2012 and increase the amount of support by an amount not-to-exceed $10,000.
ITEM(S) ON REQUEST

That the Board of Trustees approves the extension of the PACE Bus Route 714 Service Agreement to May, 2012 and increase the amount of support by an amount not-to-exceed $10,000.

Director, Government Relations/Special Assistant to the President

Date

Senior Vice President, Administration and Treasurer

Date

President

Date
11. ANNOUNCEMENTS

A. Communications

B. Calendar Dates

On-Campus Events

- Next Board of Trustees Meeting
  Thursday, January 19, 2012
  SSC-2200 - 7:00 p.m.

Off-Campus Events
12. ADJOURN