COLLEGE OF DuPAGE

Special Board of Trustees Meeting

March 3, 2016
1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PUBLIC COMMENT

5. REPORTS
   a. Chairman’s Report
   b. President’s Report
   c. Presidential Search Committee Report
   d. Budget Committee Report

6. FOR INFORMATION
   a. Personnel items
   b. First Reading: Revisions to Board Policy No. 15-27 (Confidential Reporting of Wrongdoing)
   c. Administrative Policy No. 15-205 (“Duties and Responsibilities to the Board of Trustees”)
   d. College of DuPage Faculty Association Recommendations in Response to HLC
   e. In-House Counsel, salary range information (from Linda Sands-Vankerks
   f. Faculty Sabbatical Leaves

7. CONSENT AGENDA
   a. Ratification: BMO Advisory Service Contract and Custody Contract
   b. Approval: Renewal of Paramedic Program Hospital Training
   c. Approval: Meeting Minutes, February 3, 2016 Special Board Meeting
8. **PRESENTATION: Waterleaf, Update**

9. **UPDATE: In-House Legal Counsel (Presentation #2: Understanding Reporting Relationships)**

10. **APPROVAL: of Resolution to Hire In-House Counsel commencing July 1, 2016**

11. **UPDATE: Higher Learning Commission Discussion**
   - a. Accreditation Task Force Report
   - b. Discussion

12. **DISCUSSION: Administrative Policy No. 15-205, Duties and Responsibilities of the College President to the Board of Trustees**

13. **DISCUSSION: Board priorities for the next term**

14. **APPROVAL: Cancellation of March 17, 2016 Regular Board Meeting; Scheduling of Committee Meeting(s) March 17, 2016; and Scheduling of April 7, 2016 Special Board Meeting for SRC 2000 at 7:00 p.m.**

15. **PUBLIC COMMENT**

16. **TRUSTEE DISCUSSION**

17. **Calendar Dates / Campus Events**
   - Thursday, April 7, 2016 – Special Board Meeting – SRC-2000 at 7:00 p.m.

18. **CLOSED SESSION**

19. **ADJOURN**

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**FUTURE MEETINGS**

- 7:00 p.m. – Special Board Meeting – SRC-2000
  - Thursday, April 7, 2016
- 7:00 p.m. – Organizational Board Meeting, with Regular Board Meeting to follow – SRC-2000
  - Thursday, April 21, 2016

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**FINAL AGENDA SUBMITTED AND POSTED pursuant to Board Policy No. 5-60; 5-65; 5-120; 5-130 and Administrative Policy No. 15-205.**

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**POSTED:**

3/1/16

(Date)
INFORMATION

a. Personnel Actions

b. **First Reading**: Revisions to Board Policy No. 15-27 (Confidential Reporting of Wrongdoing)

c. Administrative Policy No. 15-205 (“Duties and Responsibilities to the Board of Trustees”)

d. College of DuPage Faculty Association Recommendations in Response to HLC

e. In-House Counsel, salary range information (from Linda Sands Van-Kirk)

f. Faculty Sabbatical Leaves
1. **SUBJECT**  
   Personnel Actions for Board Information.

2. **BACKGROUND INFORMATION**  
The following personnel actions are provided for information only:  
   a) Managerial Appointments  
   b) Classified Appointments  
   c) FOP Appointments  
   d) Classified Promotions / Transfers  
   e) Managerial Resignations / Terminations  
   f) Classified Resignations / Terminations

Staff Contact: Linda Sands-Vankerk, Vice President, Human Resources
<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>Thomas DeMunn</td>
<td>Manager, Staff Services</td>
<td>Business Affairs</td>
<td>03/07/2016</td>
<td>New Hire Full Time</td>
<td>$69,000</td>
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<td>Irving Abbott</td>
<td>Assistant Manager – Aquatics</td>
<td>Athletics</td>
<td>02/02/2016</td>
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<td>Bethany Cruse</td>
<td>Accounts Payable Team Leader</td>
<td>Financial Affairs &amp; Controller</td>
<td>02/29/2016</td>
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<td>$48,880</td>
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<td>Amy Frese</td>
<td>Administrative Assistant IV</td>
<td>Marketing &amp; Creative Services</td>
<td>02/12/2016</td>
<td>New Hire Part Time</td>
<td>$17,160</td>
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<tr>
<td>Cesar Gomez</td>
<td>Custodian I</td>
<td>Facilities Operations</td>
<td>02/15/2016</td>
<td>New Hire Part Time</td>
<td>$16,146</td>
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<tr>
<td>J. Cody Kuhlman</td>
<td>Front Desk / Night Clerk</td>
<td>Inn at Water’s Edge</td>
<td>03/06/2016</td>
<td>New Hire Part Time</td>
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<tr>
<td>Debbie Nosek</td>
<td>Administrative Assistant II</td>
<td>Health &amp; Sciences</td>
<td>02/15/2016</td>
<td>New Hire Part Time</td>
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<tr>
<td>Jonathan Ramos</td>
<td>Radio Dispatcher</td>
<td>Police Department</td>
<td>02/29/2016</td>
<td>New Hire Part Time</td>
<td>$25,394</td>
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### APPOINTMENTS - Continued

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<tr>
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<tr>
<td>Samantha Salvato</td>
<td>Accommodations Specialist</td>
<td>Center for Access and Accommodations</td>
<td>02/29/2016</td>
<td>New Hire</td>
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<td>Angela Xiong</td>
<td>Instructional Designer II</td>
<td>Academic Affairs</td>
<td>03/07/2016</td>
<td>New Hire</td>
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<td>Steven Cipriano</td>
<td>Patrol Officer</td>
<td>Police Department</td>
<td>03/27/2016</td>
<td>New Hire</td>
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### PROMOTIONS / TRANSFERS

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<th>Name</th>
<th>Title</th>
<th>Department</th>
<th>Start Date</th>
<th>Type</th>
<th>Salary</th>
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<tr>
<td>Kristen Bruhnke</td>
<td>Veterans Certification Specialist</td>
<td>Veterans Services</td>
<td>03/14/2016</td>
<td>Promotion</td>
<td>$40,019</td>
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<td>DeAnna Duval</td>
<td>Administrative Assistant III</td>
<td>External Relations</td>
<td>03/6/2016</td>
<td>Transfer</td>
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<td>Brian Smith</td>
<td>Administrative Assistant III</td>
<td>Business Affairs</td>
<td>02/15/2016</td>
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<td>Janelle Walker</td>
<td>Coordinator for Nursing Support</td>
<td>Health &amp; Sciences</td>
<td>03/07/2016</td>
<td>Transfer</td>
<td>$55,702</td>
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### RESIGNATIONS / TERMINATIONS

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<tr>
<th>Name</th>
<th>Title</th>
<th>Department</th>
<th>End Date</th>
<th>Type</th>
<th>Years of Service</th>
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<tr>
<td><strong>MANAGERIAL</strong></td>
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<td>Todd Buikema</td>
<td>Asst. Financial Controller</td>
<td>Financial Affairs</td>
<td>02/25/2016</td>
<td>Resignation</td>
<td>6 Yrs. 1 Mos.</td>
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<td><strong>CLASSIFIED</strong></td>
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<td>Irving Abbott</td>
<td>Assistant Manager – Aquatics</td>
<td>Athletics</td>
<td>02/09/2016</td>
<td>Termination</td>
<td>0 Yrs. 1 Mos.</td>
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<tr>
<td>Martha Carney</td>
<td>Program Manager</td>
<td>Center for Entrepreneurship</td>
<td>02/19/2016</td>
<td>Resignation</td>
<td>2 Yrs. 4 Mos.</td>
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<tr>
<td>Janis C. Igoe</td>
<td>Administrative Assistant III</td>
<td>Regional Centers</td>
<td>03/31/2016</td>
<td>Resignation</td>
<td>26 Yrs. 6 Mos.</td>
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<tr>
<td>Barbara Miller</td>
<td>Coordinator, Dual Credit</td>
<td>Academic Partnership</td>
<td>02/29/2016</td>
<td>Resignation</td>
<td>1 Yrs. 1 Mos.</td>
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<tr>
<td>Cathy Shea</td>
<td>Chap Fitness Center Supervisor/Trainer</td>
<td>Athletics</td>
<td>02/09/2016</td>
<td>Resignation</td>
<td>1 Yrs. 8 Mos.</td>
</tr>
<tr>
<td>Sean Warren-Crouch</td>
<td>HS Admissions Representative</td>
<td>Administrations &amp; Outreach</td>
<td>02/23/2016</td>
<td>Resignation</td>
<td>3 Yrs. 1 Mos.</td>
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Confidential Reporting of Wrongdoing

College of DuPage is committed to the highest ethical standards and conducting its operations in compliance with federal laws and regulations. To ensure that this standard of performance is achieved and maintained, a mechanism for confidential anonymous reporting of perceived wrongdoing, using an external, independent party, is provided either via telephone or the internet.

This Policy encourages persons to disclose allegations of internal wrongdoing.

Wrongdoing may include, but is not limited to:
- Crimes, or violations of the law or governmental regulations
- Fraud or financial irregularity
- Improper use of College funds, property or assets
- Corruption, bribery or blackmail
- Endangering the health or safety of an individual
- Harming College property
- Abuse of students, staff, patrons, College guests, or visitors
- Engaging in activity in violation of Board policy;
- Other unethical conduct

The College will not tolerate any harassment or victimization of reporters and will take appropriate action to protect reporters, including their anonymity (if name is known), who raise concerns in good faith.

Alleged wrongdoer’s name may be disclosed only upon completion of the investigation and if found guilty. If wrongdoer is found guilty, appropriate legal and/or personnel action will be taken.

The President will designate a senior administrator who will have overall responsibility for the maintenance and operation of this policy.

a. Where the complaint involves the senior administrator with this oversight responsibility or his/her immediate staff, the reporter may instead submit a report to the President.

b. Where the complaint involves the President, Treasurer, Controller, or other senior administrator where the reporter is concerned the President may possess a conflict of interest, the reporter may instead submit a report to the Chair of the Board of Trustees, and/or to the Board’s outside counsel.
For all complaints set forth in (a) above, the senior administrator will maintain a record of raised concerns and related outcomes. At a minimum, the President will provide the Board with a quarterly update of any complaint received and action taken, although the Board may ask for reports at any time.

Should a complaint involve the President, and be received by the senior administrator, the senior administrator will notify the Chair of the Board immediately upon receipt of the same. For all complaints in this paragraph and as set forth in (b) above, the Chair of the Board and outside counsel shall maintain a record of raised concerns and related outcomes.

Complaints involving a Board member will be brought to the Board’s attention by the President and/or the Chair and to outside counsel upon receipt of the same.

If any substantial changes are made to implementing procedures related to this policy, the Board will be notified.

The President shall ensure the College web page under the Office of the President and the Board of Trustees includes a link for members of the College, and members of the public, to confidentially report wrongdoing to the President and to the Board.
President

The President is the chief executive of College of DuPage. The President derives his authority from and is directly responsible to the Board of Trustees. The primary responsibility of the President is to provide the leadership that enables the College to establish and achieve to the extent possible its philosophy, mission and vision, and goals as approved by the Board of Trustees in accordance with applicable provisions of the *Illinois Public Community College Act*, 110 ILCS 805/1 *et seq.* The specific duties of the President directly relate to the internal operation of the College and the College community at large. The President may delegate responsibilities as appropriate.

Duties and Responsibilities to the Board of Trustees

The President is responsible to the Board of Trustees for preparing, recommending, and executing Board policies, and for implementing the procedures in support of these policies. The President will:

1. Prepare and recommend to the Board the following:
   a. The budget and all budgetary ancillary processes;
   b. Educational programs;
   c. Facilities requirements; and,
   d. Other matters necessary for the proper operation and control of the College.
2. Advise the Board by providing sufficient and timely information to enable all Trustees to make informed decisions, including providing for a budgetary cycle to facilitate Board review and approval.
3. Inform the Board of the state of affairs, problems, and progress in appropriate aspects of the College's development.
4. Inform the Board of statutory duties requiring action.
5. Serve as the Board’s liaison with the College’s students, faculty, administrators, and staff.
6. Prepare the agendas for Board meetings consistent with direction from the Board Chair and Vice Chair and attend Board meetings, except when the President's own employment is being considered.
7. Immediately advise the Board of other administrative matters that arise for which no provision has been made in law or by Board policy, to enable the Board to determine the appropriate action or response.
Duties and Responsibilities to the College

The President, as the Chief Executive Officer, will develop an appropriate administrative organization for the management of the College.

The President may delegate responsibility as deemed appropriate. The President will:

1. Conduct strategic planning activities, including coordinating the development and execution of a strategic long range plan.
2. Identify the educational needs of the College and develop programs and curricula to meet those needs.
3. Review and evaluate College programs, services and employee performance on a continuing basis.
4. Recommend personnel actions including employment, retention and dismissal of employees to the Board, unless the Board has conferred the authority to the President.
5. Direct the financial and physical operations of the College.
7. Prepare and submit reports required by local, state and national agencies.
8. Direct and coordinate aspects of student life and development.
9. Provide leadership to College personnel by maintaining a high degree of professionalism, implementing sound and just policies, and promoting employee morale.

Duties and Responsibilities to the College Community

The President will make reasonable effort to influence the attitude of the community toward the College and to maintain the good will of the various constituencies in the College District. The President will:

1. Communicate the role and services of the College to the community and coordinate appropriate efforts to involve the community in the College.
2. Participate directly, on behalf of the College, in the affairs of the community and encourage employees to take an active part in the concerns of the College as a whole.
3. Work cooperatively with elementary and secondary school districts, community colleges, and four-year colleges and universities to develop educational opportunities for students.
4. Develop a positive working relationship with the business and industrial community.
5. Represent the College locally, statewide, nationally and internationally.
6. Influence the development of local, state, and national educational policies.

<p>| Adopted: 3/19/09 | Reviewed: | Amended: |</p>
<table>
<thead>
<tr>
<th>HLC item</th>
<th>Concerns</th>
<th>Recommendations</th>
<th>Proposed Action</th>
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<tbody>
<tr>
<td>Criterion Two, Core Component 2.A, “the institution operates with integrity in its financial, academic, personnel, and auxiliary functions; it establishes and follows policies and processes for fair and ethical behavior on the part of its governing board, administration, faculty, and staff.”</td>
<td>Since the HLC identified the administration as responsible for most of the ethical lapses, what further ethics training should take place, specifically for administrators? Considering some practices in the Office of Human Resources that are not well perceived by employees, any ethics training should have been managed and administered by an impartial third party. Selection of an ethics program / training should have been done through shared governance processes involving all constituents who will be required to take it. Most Administrators responsible for the current crisis are still employed at the College of DuPage. These individuals continue to deny wrongdoing and have taken little demonstrated action to ameliorate the problems which they themselves participated.</td>
<td>Recognize that ethics training is simply not enough. Acquiring training software does not address the full scope of issues raised by the HLC. Change in and/or retraining of administrative leadership. Administration should model ethical practice, which would begin with adherence to the spirit and letter of shared governance and respect for the exclusivity of representation of full-time faculty by CODFA. Respect for and utilization of long-established procedures, processes, and committees such as the Division and College Curriculum Committees, CODFA Instruction committee, and the Faculty Senate.</td>
<td>The administration should demonstrate ethical practices by (1) addressing issues with integrity and fairness such as responding to grievances in a meaningful way, demonstrating ownership of contract violations (i.e. not deny the grievance but grant the remedy); (2) working with a spirit of cooperation and follow through, such as negotiating the 4-5 items the AIP and VPAA agreed to negotiate in October 2015; (3) ceasing attempts to bypass existing college structures and faculty-led committees. (For instance, the VPAA’s Working Wednesdays, ad hoc committees, or the proposed “academic senate.”) Administration/HR alone should not be in charge of ethics training. Given that the training program has already been selected, a team of constituent representatives should evaluate the current training tool, review alternative tools, if needed, and report their findings to the Board. A new Administrator evaluation process that reflects a process used for faculty. Administrators cannot continue to select their evaluators.</td>
</tr>
<tr>
<td>HLC Item</td>
<td>Concerns</td>
<td>Recommendations</td>
<td>Proposed Action</td>
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<td>Criterion Five, Core Component 5.B, “the institution’s governance and administrative structures promote effective leadership and support collaborative processes that enable the institution to fulfill its mission.”</td>
<td>SLEA is a major issue but it is also symptomatic of the administration’s behavior and attitude toward the faculty and curriculum. Simply put, “faculty governance did not function effectively” because the administration did not follow established College Curriculum procedures. At this time, there are still efforts to wrest control of curriculum from faculty and to put curriculum strictly under the purview of administration, for example: • Moving academic curriculum to Continuing Education (CE) without faculty guidance; • Attempting to provide CE for credit without faculty input; • Attempting to modify the degree requirement process; • Attempts at circumventing the process for appointment of faculty members to CCC / DCC. • Systemic hostility to peer review processes that have long been successful at COD; • Unilateral revision of the Faculty guidebook, increasing administrative control and micromanagement of faculty.</td>
<td>Since there is a lack of willingness to address the issues listed here, we recommend the following: Alternatively: • Accept and work within the established faculty-led curriculum processes (Senate, Instruction, Degree Requirements, DCCs, CCC, and individual programs). • No cross-walking between academic areas and CE without full-time faculty approval and full curriculum process review. • Full participation in shared governance • Bargain an objective matrix for fair coordination loads. • Implement faculty chairs where needed; • Institute Faculty Directors for instructional programs like Honor’s, Learning Communities, Service Learning, etc.</td>
<td>All of the recommendations proposed can and should be in effect immediately since they are already part of established policy and procedures, which the administration continuously attempts to circumvent. Processes and past practices that the current administration has dismantled should be reviewed and potentially restored through shared governance. For example, training on the Curriculum Process for all faculty and administrators should take place regularly. Processes should be again be formalized. Work flowcharts for curriculum and academic matters should be reviewed, graphed, and followed Evaluation and accountability for all administrators.</td>
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</table>
continuance of practices that led to the HLC sanction. In response to this resolution, the Acting Interim President publicly indicated full confidence in his administrative team in December 2015, and stated that he does not intend to address any of the above issues.
<table>
<thead>
<tr>
<th>HLC Item</th>
<th>Concerns</th>
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| (Continued) **Criterion Five, Core Component 5.B**, “the institution’s governance and administrative structures promote effective leadership and support collaborative processes that enable the institution to fulfill its mission.” […] | While the Vote of No Confidence (VNC) was directed at the President, many issues from the VNC persist and have not been addressed with a view toward repairing the damage, including:  
• Fundamental breach of trust  
• Agreement on October 22, 2015 to craft MOU on 4 tentatively agreed to issues has not been honored. Dr. Collins declined to craft any MOUs until an undetermined future date.  
• A failed process to reach an mutually acceptable process for unallocated Professional Development Funds, as provided for in the 2015 CBA extension.  
• A demonstrated lack of support for faculty led initiatives; such as Community Farm, BTE, Music ensembles.  
• Lack of respect and persistent hostility for full-time faculty and faculty leadership.  
• In the VNC document, Dr Breuder’s leadership was described as “coercive, authoritarian, and secretive”. These characteristics are applicable to some of the current college administrators.  
• The VNC declared: “Rather than working with the faculty to create an exceptional educational experience, he [Breuder] has worked to undermine them at every turn and create conflict where there should be cooperation.” This pattern continues.  
• Adversarial interactions with faculty members particularly | Look to faculty to manage their own programs, as they had done so well in the past. Removing faculty from management-type roles and hiring many administrators and classified to replace them was damaging to the academic programs and to students.  
There should be a temporary moratorium on new administrator hires until a full needs assessment is conducted. Look to faculty and other college employees with administrative experience to fill open positions in an interim capacity until new leadership is in place. Hiring new administrators in this time of great transition would undermine the College’s progress and would tie the hands of the next College President.  
In addition, the current turmoil and probationary status has the potential to discourage the best and brightest candidates from applying to faculty positions.  
**Academic Administrators should be required to teach one course per year in their discipline area in order to stay current on teaching and learning practices and be more tuned-in to the student experience. This is common practice in higher education and agreed to by the PACE committee and Faculty Senate.**  
Change the focus in Student Affairs to a model that is student-centered rather than enrollment-centered. | Reorganize the upper administration; redistribute the work to faculty chairs (as recommended by the PACE survey committee) and coordinators when appropriate; reinvest the budget for those positions in teaching and learning operations. No reorganization plan should be implemented until a new president is hired.  
Bargain an objective matrix for fair coordination loads.  
Implement faculty chairs where needed, install Faculty Directors for special instruction programs such as Honor’s, Learning Communities and Service Learning.  
Develop and provide training for academic administrators that will also be attended by faculty, especially on the IELRA, contract interpretation, and collective bargaining matters.  
Re-implement the Administrator Recruitment program (through which full and part time faculty were encouraged to consider administrative roles and were given release time to shadow an administrator and receive training for a semester).  
**Evaluate academic administrators for their abilities to teach in the modern classroom and provide training as needed.**  
Charge the Counseling faculty to conduct a thorough evaluation of RESET / ESEIP and present their recommendations to their administration and to the Board |
from the Academic Affairs leadership and HR representatives, despite assurances from the AIP that these unprofessional behaviors would stop.

- Item 6 of the VnC reads “He has not put together the best possible team of upper level administration, but instead, has hired administrators at very high salaries without comprehensive job searches, contrary to Board Policy 15-5, leading to accusations of cronyism.” Most of these administrators are still in place, maintaining the unnecessary top-heavy administrative structure of the college.
- Current academic affairs leadership continues to resist modifying reassigned/leave time structures, despite agreeing to bargain some of these matters in Fall 2015.
- Faculty chairs have never been implemented.
- Faculty-led programs such the Buffalo Theater Ensemble and the Community Education Farm have not been reinstated.

The effect of Dr. Collins’s white paper on counseling (which led to the failed RESET / ESEIP initiatives) have not been evaluated. The Student Affairs leadership has marginalized full-time counselors and deskilled their work (focusing their time on student enrollment, rather than counseling itself).

- RESET / ESEIP;
- Reassignment of counselors to an academic division without input or consultation.
While announced at a Board of Trustees meeting there would be 4 new Counselors hired, no posting have occurred. New questions of assignment have arisen that further diluted the pool of available Counselors to serve student needs.

<table>
<thead>
<tr>
<th>HLC Item</th>
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<tbody>
<tr>
<td><strong>The college meets with concerns, Criterion Three, Core Component 3.A</strong> “the institution’s degree programs are appropriate to higher education” because the College has inappropriately awarded college credits in criminal justice for the non-credit Suburban Law Enforcement Program (“SLEA”) without clear alignment with the College’s criminal justice program or a clear protocol for reviewing it as prior learning if it was intended as such and further increased this award without any increase in instruction or clock hours.</td>
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<thead>
<tr>
<th>Concerns</th>
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<tr>
<td>See above. While the College has determined that SLEA cadets will no longer receive academic credit, the process that led to the SLEA situation has not been altered or re-evaluated with that matter in mind. There is an obvious possibility that this situation will happen again. In fact there are ongoing concerns with intrusion of CE into other academic areas in PE and some health sciences.</td>
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<thead>
<tr>
<th>Recommendations</th>
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<tr>
<td>In addition to the recommendations above: Develop an administrative model that clearly defines and delineates the Continuing Education program as distinct from the academic program. The Board Academic Committee should have a role in establishing distinctions between academic and CE programs to ensure there is no overlap and confusion.</td>
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<tr>
<th>Proposed Action</th>
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<tr>
<td>Develop a Continuing Education Advisory Committee that would report to the President and to the Board Academic Committee. This committee should include all constituency groups, including administrators and faculty from programs that have been recently effected by the Continuing Education’s program development activities such as Criminal Justice, Allied Health, Office Technology, and Culinary Arts. This committee could be beneficial for all parties. The committee should be able to make decisions about Continuing Education topics, classes, programs, credits, etc.</td>
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<td>HLC Item</td>
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<td>The College meets with concerns <strong>Criterion Four, Core Component 4.A</strong>, “the institution demonstrates responsibility for the quality of its educational programs” because the College lacked appropriate oversight over the SLEA curriculum and did not, therefore, include the program in its regular academic program review process, which ensures that students in this program are meeting the learning objectives of the College’s criminal justice program, even though the College simultaneously awarded credit in its criminal justice program for the non-credit SLEA program credits</td>
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<tr>
<td>HLC item</td>
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<tr>
<td><strong>Criterion Two, Core Component 2.A.</strong> “the institution operates with integrity in its financial, academic, personnel, and auxiliary functions; it establishes and follows policies and processes for fair and ethical behavior on the part of its governing board, administration, faculty, and staff.”</td>
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</table>
In House Counsel Salary

Responsible for managing the institution’s legal affairs, including advising on legal rights, obligations and related matters. Typically provides legal advice to the corporate board and President/Chancellor, manages matters in litigation, and supervises both inside and outside counsel. Often serves as liaison to regulatory and legislative bodies, courts and attorneys general. Responsibilities typically include investments, accounting and budgets.

<table>
<thead>
<tr>
<th>Median Salary Data Public Institutions</th>
<th></th>
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<tbody>
<tr>
<td></td>
<td>Median</td>
</tr>
<tr>
<td>All Institutions</td>
<td>176,605</td>
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<tr>
<td>Public Institutions</td>
<td>158,225</td>
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<tr>
<td>Enrollment (FTE) Quartile (8,060-17,858)</td>
<td>156,613</td>
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<table>
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<tr>
<th>Percentile Data</th>
<th>20th Percentile</th>
<th>40th Percentile</th>
<th>60th Percentile</th>
<th>80th Percentile</th>
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<tr>
<td>All Institutions</td>
<td>142,414</td>
<td>171,970</td>
<td>207,189</td>
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<tr>
<td>Public Institutions</td>
<td>135,620</td>
<td>162,177</td>
<td>194,255</td>
<td>241,180</td>
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</table>

Source: Administrators in Higher Education Salary Survey, developed by the College and University Professional Association for Human Resources (CUPA-HR). 2015 data drawn from 1227 countrywide colleges and universities that participated in the survey.
1. **SUBJECT**

Sabbatical and One Semester Non-Teaching Assignment Leaves for the 2016-2017 Academic Year.

2. **REASON FOR CONSIDERATION**

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

3. **BACKGROUND INFORMATION**

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

**Sabbatical Leaves** (50% Salary) during the 2016-2017 academic year:

**Professor Thomas Carter, Physics, Health and Science.** Dr. Carter will apply for a science and public policy fellowship supported by the American Association for the Advancement of Science (AAAS) or similar organization. This will allow him to spend the year working within a branch of the federal government in Washington D.C., focusing on issues involving science and public policy. He will gain real-world experience in the operations of the government and the interplay between science and public policy. He will also be able to attend professional development, skill-building and networking events sponsored by AAAS, and develop a rich colleague base as resources for the classrooms upon his return. Note: should Dr. Carter not be awarded a fellowship, the Sabbatical would be declined.
Professor Thomas Fate, English, Liberal Arts. Mr. Fate identified two projects for the requested academic year leave. The first involves serving as a Resident Scholar at the Collegeville Institute at St. John’s University, where he will research and complete a book focusing on living/teaching/writing across cultures. The second semester involves working with Multimedia Services to develop new multimedia teaching resources for online and classroom use. This activity will include reviewing and editing the Writers Read Series archive of readings and interview as well as interviewing new writers to develop related assignments and resources. The materials will be a resource for faculty, students, writing/reading groups and other interested community members.

Semester Non-Teaching Assignment Leaves (100% Salary) during the 2016-2017 academic year:

Professor Franz Burnier, English, Liberal Arts. Fall 2016. Mr. Burnier will complete a National Endowment for the Humanities grant application and conduct research, planning and preparation of materials to implement the grant funding “Dialogues on the Experience of War” in Spring of 2017. Mr. Burnier will write the grant proposal, plan, research and coordinate between multiple elements involved in teaching and leading training programs for discussion leaders, write syllabi, arrange speakers and venues for a seminar. He will also plan the objectives and outcomes for classes and seminar discussions on topics of war which involve both local and global interests.

Assistant Professor Jill Granberry, English as a Second Language, Liberal Arts. Fall 2016. Ms. Granberry will research second language acquisition, especially the role of form-focused instruction and best practices to ensure language learning success. As a result of the research, a program redesign will be proposed and new courses will be developed for students who are higher or lower than current Academic ESL offerings. In addition, a set of classes for an intensive summer program and modules for native speakers of English who would value a cross cultural experience will be explored.

Professor Jackie McGrath, English, Liberal Arts. Fall 2016. Dr. McGrath will research programming, classes, and possible funding sources for teaching in partnership with local and county facilities that house or supervise incarcerated people. She will organize and facilitate a symposium at the College titled “The Community College and Prison Education”, inviting community stakeholders to examine how College of DuPage can educate incarcerated people within District #502. She will develop a Field Studies proposal for English 1130: Introduction to Literature, with a focus on prison and literature.

Special Consideration: Dr. Carter’s Sabbatical Leave is contingent upon being accepted to a fellowship program. In the event that Dr. Carter is not able to take advantage of the Sabbatical Leave, the committee recommends that Ms. Jennifer
Hereth be granted a One Semester Non-Teaching Leave in Fall or Spring of the
2016-2017 academic year.

Professor Jennifer Hereth, Art, Liberal Arts. Semester TBD.
Ms. Hereth proposes to immerse herself in one-on-one- training with 3D printing
technical experts in order to learn and explore this new use of technology. She
will explore use of the technology, developing a relationship with a 3D printer
expert who may be a future resource for the College, and design a workshop for
all full and part-time faculty at the College.
CONSENT AGENDA

a. Ratification, BMO Advisory Service Contract and Custody Contract

b. Approval, Renewal of Paramedic Program Hospital Training

c. Meeting Minutes, February 3, 2016 Special Board Meeting
1. **SUBJECT**

   BMO Global Asset Management – Advisory Service Contract and Custody Contract approval.

2. **REASON FOR CONSIDERATION**

   BMO Global Asset Management fee approved at February 25, 2016 Board of Trustee meeting, contract approval needed.

3. **BACKGROUND INFORMATION**

   Board of Trustees approved hiring an investment advisor to assist College with management of funds and compliance with its policy. BMO Global Asset Management was selected. Both BMO and Rathje Woodward have reviewed the contracts.

4. **RECOMMENDATION**

   That the Board of Trustees approves BMO Global Asset Management – Advisory Service Contract and Custody Contract

Staff Contact: Joseph Collins, Acting Interim President
Kim Michael-Lee, Interim VP of Administration and Treasurer
1. SUBJECT

Renewal of Paramedic Hospital Training Program.

2. REASON FOR CONSIDERATION

Aggregate spend for Fiscal Year 2017 that reaches $25,000 or more must be approved by the Board of Trustees.

3. BACKGROUND INFORMATION

<table>
<thead>
<tr>
<th>Year</th>
<th>Budget</th>
<th>YTD Spend</th>
<th>Variance</th>
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<td>FY15</td>
<td>$325,456</td>
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<td>$43,824</td>
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<td>FY16</td>
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<td>$246,400</td>
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<tr>
<td>FY17</td>
<td>$401,760</td>
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The Fire Science program is requesting annual approval of expenditures for Central DuPage Hospital (CDH), Edward Hospital (EDWH), and Good Samaritan Hospital (GSH) in order to support the Paramedic Programs. The total amount for each hospital requested for Fiscal Year 2017 is as follows: Central DuPage Hospital totaling $162,000 (estimating full enrollment of 30 students per section Summer 2016 through Spring 2017), Edward Hospital totaling $77,760 (estimating full enrollment of 18 students per section Summer 2016 through Spring 2017), and Good Samaritan Hospital totaling $162,000 (estimating full enrollment of 30 students per section Summer 2016 through Summer 2017).

The College collects tuition for the courses and reimburses the hospitals one hundred percent of the tuition for the instruction, since all of the instruction is done by the hosting hospital. A small fee is charged to each student to cover the management of the program and related costs of the College.

The College does claim the FTE and the associated apportionment income for the Paramedic students.
**THE FULL ENROLLMENT IS A GOAL BASED ON THE NUMBER OF QUALIFIED APPLICANTS WHO PERFORM SUCCESSFULLY DURING THE SELECTION PROCESS AND WHO ACCEPTS A POSITION IN THE PROGRAM.**

This purchase represents the instruction of the students enrolled in Paramedic sections at each of the above mentioned hospitals for the Summer 2016, Fall 2016, Spring 2017, and Summer 2017 semesters. College of DuPage offers Paramedic Training through affiliated area resource hospitals (Central DuPage, Edward, and Good Samaritan). All training and education is completed at the hospital training site. Each program has its own start and end dates, class dates and times, and approved providers for field training. Only resource hospitals can provide Paramedic Training per the Illinois Department of Public Health. All programs are 32 credit hours, as they all follow the national curriculum. The variation in enrollment is due to the number of students that each program can accommodate.

The Illinois Public Community College Act provides the Board of Trustees the power to enter into contracts with any person, organization, association, educational institution, or governmental agency for providing or securing educational services (110ILCS 805/3-40)

4. **RECOMMENDATION**

That the Board of Trustees approve the Fiscal Year 2017 Paramedic Hospital Training Program for the following: Central DuPage Hospital totaling $162,000; Edward Hospital totaling $77,760; and Good Samaritan Hospital totaling $162,200, for an overall expenditure of $401,760.

Staff Contact: Dan Krakora, Manager, Fire Science and Paramedic Training
1. **CALL TO ORDER / PLEDGE OF ALLEGIANCE**
   At 7:05 p.m., Chairman Mazzochi called to order the February 3, 2016 Special Meeting of the College of DuPage Board of Trustees and led the pledge of allegiance.

2. **OPENING ROLL CALL**
   Chairman Mazzochi asked Secretary Napolitano to call the roll.


   Absent: Student Trustee Roark.

   Also Present: Timothy Elliott, Rathje Woodward; Dr. Joseph Collins, Acting Interim President; staff members, representatives of the press and visitors. (Minutes prepared by Erin Carrillo.)

3. **PUBLIC COMMENT**
   Keith Yearman spoke regarding Waterleaf salaries.
   Al D'Ambrosio spoke regarding the 2014 Censure of Trustee Kathy Hamilton.
   Richard Jarman spoke regarding moving on with College business.
   Bill Graham spoke regarding the legal basis for boycotting meetings.
   Carol Davis spoke regarding lawlessness.
   Kirk Allen spoke regarding the extension of Dr. Breuder’s contract.
   Jeff Crowell spoke regarding the HLC letter.
   John Kraft spoke regarding Trustees working without compensation.

4. **CONSENT AGENDA**
   Chairman Mazzochi asked if there were any Consent Agenda items the Board would like to pull and vote on separately. Seeing and hearing none, Chairman Mazzochi entertained a motion to approve the Consent Agenda.
Trustee Bernstein moved, Secretary Napolitano seconded, that the Board of Trustees approve the Consent Agenda consisting of the following items:

a. Consortium Purchase for anatomy and physiology models for A&P classes from VWR, for an amount of $63,599.14.

b. Ethics Training Course Library to Workplace Answers, LLC, 4030 W. Braker Lane, Ste. 250, Austin, Texas 78759, for an expenditure of an annual fee of $12,890.00, with a total three year cost of $38,670.00.

c. Annual Purchase of Advertising Media from Comcast Sportlight LLC, 12964 Collections Center Drive, Chicago, Illinois 60693, in the amount not to exceed $40,000.00.

d. Planned capital purchase of an electronic organ for the Music Program to Allen Organs of Chicago, in the amount of $45,000.00.

e. Purchase of an Articulating Tractor to the lowest responsible bidder, Russo Power Equipment, 9525 W. Irving Park Road, Schiller Park, Illinois 60176, in the amount of $58,476.16.


g. Miller Exterior Capsule Signage Bid Rejection due to budgetary concerns and limited participation.

h. Digital X-Ray Units for the Radiography program to Blue Ox Technologies, 7845 Colony Road, Suite C4-327, Charlotte, NC 28226, for a total expenditure of $194,000.00.

i. Approval of a 13-credit hour Foundations of Data Science Certificate Program.

j. Approval of a 15-credit hour Fund Development in Human Services Certificate Program.

k. Approval of a 24-credit hour Paraprofessional in Education Certificate Program.

l. Approval of a $500,000.00 transfer of funds from the contingency account to fund current and future outstanding ordinary legal fees and one-time costs associated with investigations, interim management and cooperation with law.

m. Contract approval for Kirk Muspratt, through William Reinert, William Reinert Associates, Inc., 163 Amsterdam Ave., #334, New York, New York 10023, acting as agent for Kirk Muspratt, for a total expenditure not to exceed $51,000.00 in

Special Board of Trustees Meeting 2/3/16
n. Approval of a purchase of computer equipment from Apple, Inc., 12545 Riata Vista Circle, Austin, TX 78727, for a total expenditure of $249,004.00.

o. Approval in an amount of $55,475.00 to Bell Enterprises CDL, Inc., 306 Roscommon Court, Glen Ellyn, IL 60137, payable upon receipt of specific invoices related to the CDL program and consistent with the terms of the agreement between Bell Enterprises, Inc., and the College to cover contractual expenses for the CDL Instructional delivery.

p. Approval in an amount of $250,000.00 with MK Education (comprises of MRx1 Corporation and Kushan LLC), 920 Curtiss Street, Suite 338, Downers Grove, IL 60515, payable upon receipt of specific invoices related to each program and consistent with the terms of the agreement between MK Education and the College, to cover both contractual and instructional supply fees for providing the Pharmacy Technician, Veterinary Assistant, Dental Assistant and Hemodialysis Technician education programs.

q. Motion Picture Television Capital Purchase from Woodgate Sales LLC, 920 Woodgate Ave., Long Branch, NJ 07740 in the amount of $80,170.00.

r. Approval of contract with Ellucian, Inc., 4375 Fair Lakes Ct., Fairfax, VA 22033 for a total expenditure not to exceed $82,101.00.

s. Authorization of the 2014 Intergovernmental Agreement between the County of DuPage and Community College District No. 502 permitting the use of College Facilities for Continuity of Essential County Services and Functions.

t. Approval of the following revised Board Policies:
   - Policy 15-95: Employment Outside of the College (General)
   - Deletion of the following Board Policies:
     - Policy 15-270: Employment Outside the College (Administrative)
     - Policy 15-351: Employment Outside of the College, Full-time Faculty

u. Addendum to the Joint Education Agreement between South Suburban College and College of DuPage effective for the Spring 2016 semester.

v. Approval of the purchase of meat items; beef, pork, lamb, chicken and variety meats for the Culinary & Hospitality Programs from Consumers Meat Packing Company, 1301 Carson Drive, Melrose Park, IL 60160 for an amount not to exceed $38,000.00.

w. Approval of purchase for the Culinary & Hospitality Programs from Edward Don & Company, 9801 Adam Don Parkway, Woodridge, IL 60517, for disposables, sanitation items and smallwares; cooking tools, china, glassware, small
equipment purchases for an amount not to exceed $27,000.00.

x. Approval of purchase of produce and dairy for the Culinary & Hospitality Programs from Testa Produce, Inc., 4555 S. Racine Ave., Chicago, Illinois 60609, for a not to exceed amount of $62,000.00.

y. Approval of purchase of grocery, dry, frozen and dairy for the Culinary & Hospitality Programs from US Foods, 800 Supreme Drive, Bensenville, IL 60106, for an amount not to exceed $30,000.00.

z. Approve of purchase for various uniforms and sporting equipment, for both Physical Education classes and athletic teams from Sports Supply Group d/b/a BSN Sports, in an amount not to exceed $34,000.00.

aa. Approval of purchase of Field and Studio Production Replacement Equipment on the E&I cooperative agreement from B&H Photo Video in an amount of $85,440.00.

bb. McAninch Arts Center (MAC) Sound Equipment to the lowest responsible bidder, Metropolitan Interactive, LTD., 9 S Cherry Street, Wallingford, CT 06492 for the lump sum bid amount of $137,606.00.

cc. Westmont Testing Center and Learning Commons Renovation to the lowest responsible bidder, JMA Construction, Inc., 1025 N. Harvard Road, Villa Park, IL 60181 for the lump sum bid amount of $181,000.00.

On a roll call voting aye: Trustees Bernstein, Birt, McGuire and Wozniak, Secretary Napolitano and Vice Chairman Mazzochi. Motion passes.

5. MINUTES OF THE NOVEMBER 5, 2015 SPECIAL BOARD MEETING
Trustee McGuire moved and Trustee Bernstein seconded that the Board of Trustees approves the Minutes of the November 5, 2015 Special Board Meeting.

On a roll call voting aye: Trustees Bernstein, Birt, McGuire and Wozniak, Secretary Napolitano and Vice Chairman Mazzochi. Motion passes.

6. MINUTES OF THE NOVEMBER 19, 2015 REGULAR BOARD MEETING
Trustee McGuire moved and Trustee Bernstein seconded that the Board of Trustees approves the Minutes of the November 19, 2015 Regular Board Meeting.

On a roll call voting aye: Trustees Bernstein, McGuire and Wozniak, Secretary Napolitano and Vice Chairman Mazzochi. Trustee Birt abstained. Motion passes.

7. FINANCIAL REPORTS, EXCLUDING LEGAL BILLS
Trustee McGuire moved and Trustee Bernstein seconded that the Board of Trustees approves the Financial Reports, Excluding Legal Bills.
On a roll call voting aye: Trustees Bernstein, Birt, McGuire and Wozniak, Secretary Napolitano and Vice Chairman Mazzochi. Motion passes.

8. **LEGAL BILLS**
   Trustee Bernstein moved and Secretary Napolitano seconded that the Board of Trustees approves the Legal Bills.

   On a roll call voting aye: Trustee Bernstein, Secretary Napolitano. On roll call voting nay: Trustees Birt, McGuire and Wozniak and Vice Chairman Mazzochi. Motion fails.

9. **AVAYA PBX SOFTWARE**
   Secretary Napolitano moved and Trustee McGuire seconded that the Board of Trustees upgrade of the Avaya PBX Software with Arrow Systems Integration Inc., in the amount of $87,363.95.

   On a roll call voting aye: Trustees Birt, McGuire and Wozniak. On roll call voting nay: Trustee Bernstein, Secretary Napolitano and Vice Chairman Mazzochi. Motion fails.

Vice Chairman Mazzochi entertained a motion to vote on Items 10., 11. and 12. together.

Secretary Napolitano moved and Trustee Bernstein seconded that the Board of Trustees approves the following:

10. **Architectural Services for Updating the College of DuPage Facilities Master Plan (FMP), to Perkins & Will Architects for a not to exceed expenditure of $61,250.00.**

11. **Additional Architectural Services for providing a Facilities Needs Analysis concurrently with the Updating of the College of DuPage Facilities Master Plan (FMP) with Perkins & Will Architects for a not to exceed expenditure of $51,272.00 which includes reimbursable expenses.**

12. **Revised Policy 10-65: Vendor Payment.**

   On roll call voting aye: Trustee Bernstein, Secretary Napolitano and Vice Chairman Mazzochi. On roll call voting nay: Trustees Birt, McGuire and Wozniak. Motion fails.

13. **PERSONNEL ACTION ITEMS**
   Trustee McGuire moved and Trustee Wozniak seconded that the Board of Trustees approves the Personnel Action Items.
On roll call voting aye: Trustees Bernstein, Birt, McGuire and Wozniak, Secretary Napolitano and Vice Chairman Mazzochi. Motion passes.

14. **ADJOURN**
At 7:48 p.m., seeing no other business before the Board, Chairman Mazzochi called for a motion to adjourn. Secretary Napolitano moved and Trustee McGuire seconded a motion to adjourn the February 3, 2016 Special Meeting of the Board.

Motion passed on a voice vote.

___________________________________
Frank Napolitano, Secretary

Dated: March 3, 2016

___________________________________
Deanne Mazzochi, Chairman
1. **SUBJECT**

Creation of the Office of In-House Counsel at the College of DuPage, to be staffed by at least one in-house legal counsel and support staff that may be needed. In-house counsel will be a dual report; operationally to the College President; and with a client reporting relationship to the Board of Trustees. Consistent with Board Policy 5-180, the in-house counsel will be retained by, and serve at, the pleasure of the Board.

2. **REASON FOR CONSIDERATION**

The Board is authorized to approve the retention of new legal counsel. The Board further approves the Budget for the College for a given fiscal year; the next Fiscal Year will begin July 1, 2016. Approving the creation of this position will permit for sufficient time to incorporate this position into the next FY budget, and time to hire for that position.

3. **BACKGROUND INFORMATION**

Throughout the past several months, the Board has approved the retention of new legal counsel; the College also issued competitive requests for qualifications for legal services. Multiple proposals were received, and certain law firms were retained in response to those proposals. The Board engaged in this process despite the fact that the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part is exempt from bidding under Illinois Public Community College Act, 110 ILCS 805/3-27.1(a).

The Board’s current legal counsel (Rathje & Woodward and Schuyler, Roche & Crisham) have identified several classes of legal work that were typically handled by outside counsel that could be more effectively handled by in-house counsel, with accompanying legal savings to the College. This includes, but need not be limited to, FOIA document collection and responding to requests; smaller claims filed against the College; internal general employment-law questions; and other matters as directed by the Board or its designee.

The College further is a party to a considerable number of contracts, purchase orders, and obligations involving, *e.g.*, local government agreements and consortiums. Independent legal review will not only improve compliance, but
facilitate Board review of such contracts. Moreover, In-House Legal Counsel should serve as an independent repository of copies of all contracts to which the College is a party.

The College also is obligated to comply with a variety of federal, state and local statutes and/or regulations, as well as various accreditation agencies, including the Higher Learning Commission. It is desirable to have a single, consistent interpretation of the nature and scope of the College’s obligations within the College.

The College also has historically been involved in multiple lawsuits at any given time in a calendar year. In-house legal counsel can facilitate the coordination of the College’s response to such lawsuits; budgeting for such lawsuits; and oversee any independent legal counsel retained.

Trustees have further been solicited for their input regarding how In-House Counsel can best serve the College’s institutional interests, as well as the Board of Trustees as a whole.

4. **RECOMMENDATION**

This issue was previously considered February 18, 2016, and tabled until March 2016.

That the Board of Trustees remove this issue from the table, and approve the creation of an Office of In-House Counsel, and direct the College President (or individual acting in such position) to take steps to ensure such Office is housed at the College and appropriately budgeted for during the next fiscal year. A proposed Office of In-House Counsel’s Mission Statement and Job Description are attached hereto as Exhibit A to this Resolution.
EXHIBIT A

Mission Statement

The Mission of In-House Counsel for the College of DuPage is to provide exceptional legal advice and representation to the Corporate Entity called The College of DuPage, as headed by the Board of Trustees (“COD”).

While COD as an institution of higher education is the sole client of In-House Counsel, it is expected that In-House Counsel shall provide first rate legal services and representation to the COD stakeholders (including but not limited to the Board of Trustees, the President, the Senior Management Team and other Employees—whether administrators, faculty and/or staff—in their capacity as trustees and/or when acting as agents conducting College business) and further with a mindset that COD is a public institution that must preserve and maintain the public’s trust. This personalization of legal services makes it especially critical that In-House Counsel place the Institution’s needs, interests and mission to provide quality education to students in a manner consistent with the creation of a public community college, above those of any of its units or of any trustee or employee. Furthermore, In-House Counsel shall not represent or advise any Trustee, the President, members of the Senior Management Team, College Employee, Faculty or Student, or the College of DuPage Foundation in any individual or personal matter.

In fulfilling the missions of this office, In-House Counsel for the College of DuPage shall exercise exceptional professional competence and independent judgment, avoid conflicts of interest or even the appearance of a conflict of interest, and zealously pursue the highest standards of ethical and professional conduct.

Duties

The duties of In-House Counsel shall include:

1) Providing thoughtful legal advice and representation to The College of DuPage consistent with the Mission Statement above;

2) Politey, courageously and affirmatively persuading The College of DuPage to follow the law and further to encourage The College of DuPage to do the right thing from an ethical, sound, moral and sensible perspective, and ensure the public’s trust;

3) Anticipating developments in laws, regulations and professional standards applicable to The College of DuPage, Illinois Community Colleges and Institutions of higher education;

4) Ensuring that the best efforts of the Board of Trustees, Senior Management, and other Employees meet and exceed their lawful duties and obligations for the benefit
of The College of DuPage, while advocating the goals and objectives proscribed by federal and state laws applicable to institutions of higher education;

5) Identifying and resolving any legal issues that may arise to ensure that the College of DuPage fully complies with the spirit and the letter of its accrediting bodies;

6) Promptly elevating to the Board instances where the College President is not ensuring compliance with internal policies, procedures and/or shared governance;

7) Identifying and where appropriate taking steps to mitigate potential liability risks faced by the College of DuPage;

8) Engaging outside law firms (subject to Board approval); assigning cases to approved counsel; and supervising their work. It is the responsibility of In-House Counsel to assure that outside legal counsel are selected carefully, taking into account both the nature of the services they can provide and the fees they charge. Once outside counsel are engaged, In-House Counsel assures that legal services are provided in a professional manner that serves the best interests of COD, and are provided in a timely fashion at a reasonable cost.

9) Reviewing and advising on any intergovernmental, consortium obligations, and/or other long-term memoranda of understanding involving COD to ensure COD is securing the highest and best use of its funding, facilities, personnel, and/or receiving mutually reciprocal benefits under such agreements; and is not generating any adverse conflicts of interests in connection with those involvements.

10) Ensuring institutional compliance with recommendations made by and/or assisting with requests by COD’s Internal Auditor.

Characteristics

In-House Counsel shall be a person of unquestionable integrity, honesty, fairness and reliability, and shall be devoted to the goals, principles, policies and mission statement of The College of DuPage. Exceptional performance with high integrity creates and fosters trust amongst all College of DuPage stakeholders, The Board of Trustees, the President, the Senior Management Team, Employees, Faculty, Students, College Applicants, Regulators, Accreditation Agencies, Community Groups, the Media and the General Public.

In-House Counsel shall be a person who possesses exceptional skills as a lawyer, and possesses sound wisdom and judgment to counsel COD. In-House Counsel shall strive to keep concerns confronting COD from becoming problems and problems from becoming lawsuits. In-House Legal Counsel shall aide COD in avoiding or reducing exposure to legal risks, and shall suggest viable alternatives and solutions when concerns or problems arise. In-House Counsel shall also fully apprise the Board
of the pros and cons, advantages and disadvantages, and short and long term ramifications of proposed legal actions under consideration by COD.

In carrying out these endeavors and duties, In-House Counsel for The College of DuPage shall demonstrate steadfast devotion and commitment to The College of DuPage, and do so with the utmost integrity, honesty, respect and responsibility.