Update 11: Board Response to the December 16, 2015 Higher Learning Commission Determination

Update 4: Board Response to the September 28, 2016 Performance Audit of the College of DuPage (Senate Resolution No. 55)
The period of Probation mandated by the Board is two years at the end of which the Commission will evaluate the College again. Therefore, the Board requires that the College file with the Commission an Assurance Filing no later than February 2017, or eight weeks prior to a comprehensive evaluation scheduled for no later than April 2017. The Assurance Filing should provide evidence that the College has ameliorated the findings of non-compliance identified in this action that resulted in the imposition of Probation and that the College meets all the Criteria for Accreditation, the Core Components, Federal Compliance Requirements, and the Assumed Practices. While the College must address all of these requirements in its Assurance Filing, its particular focus should be on integrity, governance, the role of the Suburban Law Enforcement Academy in the College and its intersection with the criminal justice program, and effectiveness of governance and administration.
Higher Learning Commission
December 16, 2015 Notification of Action Letter

Assurance Narrative Status:

Board:

- Update, Committee of the Whole 1/17/17
- Complete draft Assurance Narrative circulated today.
- Proposed changes to DMM or Jim Bente by January 24, 2017.
- Assurance Filing “no later than February 2017...”
Action Plan
Updated November 17, 2016

- Improvement Goals: For 3/4Q 2016:
  - Remaining agenda for Board year for each regular meeting to systematically include education/training/presentation. Audit: Done. HR, RFP/RFQ/RFI (Done), buildings; Faculty (full time, adjunct set-Tonight).
  - Mid-year review of status in October. Done.

  - Each Trustee to review in-depth assurance filing; To complete 1/24/17.
  - Board self-assessment, President evaluation. (President evaluation, Dec. 1, 2016 DONE; follow up Dec. 15 closed session; Board self-assessment to follow).
  - General Counsel hire. Done.
  - Special Board meetings: Policy review-combine with Committee of the Whole, DONE.
  - Further update meeting with HLC Liason Barbara Johnson.
    - Review process for HLC Assurance Filing, Board-specific items. DONE.

  - Target goal: all HLC items addressed prior to February, 2017.
Board-Specific Recommendations:

Recommendation 1: Fiduciary Duties of Trustees: 
*Draft policy prepared.*

Recommendation 2: Establishing Standing Committees (finance/audit, budget, academic affairs): 
Done; *review and re-confirm charters, other committees (construction/facilities committee, in draft-see no. 11). 1Q2017.*

Recommendation 3: Evaluating the College President Annually: 
*Done for 2016.*

Recommendation 5: Board Oversight of College Investments: 
*Done.*

Recommendation 6: Budget Transfers; Recommendation 9: Accounts Payable report. 
*In progress; improved disclosures in Board book; draft policy in progress (re budget transfers, mandatory checkbook disclosure, defining cabinet officers); additional authority limits DONE.*

Recommendation 8: Procurements and Contracts: 
*In progress; draft policy revisions underway.*
Recommendation 10: Bond Advisory Services: Draft policy for competitive procurement and public approval of bond services.

Recommendation 11: Facilities Construction Committee and Monthly Status Reports
The College of DuPage Board of Trustees should consider establishing a facilities/construction committee and including monthly reports of the status of individual projects in the Board packet for regular meetings. Target 1Q 2017 present committee charter to the Board; improved reporting of project status in monthly Board book.


Recommendation 16: Bid Openings and Board Approval of Final Contracts: Compliant to date.

Recommendation 18: Open Meetings Act Compliance. Compliant to date.

Recommendation 19: Board Correspondence and Actions
The College of DuPage Board of Trustees should maintain documentation of all Presidential employment correspondence between the President and the Board of Trustees. Compliant to date.
-Policy Topics: Committee of the Whole, November 10, 2016.

- Fiduciary responsibilities of individual Trustees
- Standing committees (finance, budget, academic affairs, facilities/construction)
  - Monthly reports, construction projects.
- Treasurer’s Advisory Committee
- Budget transfers
- Defining “Cabinet Officer”
- Bidding processes and protocols; designating specific employees for public opening
- Check reporting requirements
- Competitive procurement of bond advisory services
- Construction manager contracts, professional services, contractor/professional services evaluation processes, prequalification of contractors/vendors.

Proposed policy changes reviewed; with administration/general counsel for further review before first public reading of revised versions; finance-specific issues to be reviewed further by Brian Caputo in mid-March.

-Presidential evaluations and process. Vice-Chairman Olsen. DONE.

-Target goal: all Auditor General items addressed prior to April 2017.