COLLEGE OF DuPAGE

Special Board of Trustees Meeting

Thursday, May 10, 2012
1. Call to Order

2. Roll Call
1. **SUBJECT**
   Approval of Special 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 Special Board Meeting Agenda.
ITEM(S) ON REQUEST

That the Board of Trustees approves the May 10, 2012 Special Board Meeting Agenda.

Administrative Assistant, Office of the President

President

Date

Signature Page for Approval of Board Meeting Agenda
BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 502
COUNTIES OF DuPAGE, COOK AND WILL,
STATE OF ILLINOIS

THURSDAY, MAY 10, 2012
7:00 P.M. ~ SRC-2800

SPECIAL BOARD MEETING AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. PRESENTATIONS
   4. A. Paul Simon Student Essay Contest Winners – Dr. Joe Collins
   4. B. Recognition of Outstanding Faculty – Dr. Joe Collins

5. STUDENT TRUSTEE’S REPORT

6. PRESIDENT’S REPORT

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) 4/19/12 Closed Session Minutes – Confidential for Board Only
   b) 4/19/12 Organizational and Regular Board Meeting

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

9. B. 3) **Bid Items**
   a) SRC/Library Renovations Bid Package #2
   b) Landscaping Bid Package #3
   c) MAC & PE Buildings Moving Services
   d) BIC/SRC Renovations Bid Package #9
   e) College Vehicle (Rejection)
   f) Nursing Lab Equipment

9. B. 4) **Requests for Proposals**
   a) Temporary Employment Services
   b) Hyperion Budget Implementation Services
   c) Massage Therapy Program (Rejection)

9. B. 5) **Purchase Orders**
   a) Employee Wellness Screenings
   b) Fall 2012 Advertising Campaign

9. B. 6) **Personnel Actions**
   a) Ratification of Faculty Appointments
   b) Ratification of Managerial Appointments
   c) Ratification of Classified Appointments
   d) Ratification of Classified Promotions / Transfers
   e) Ratification of Classified Resignations / Terminations
   f) Ratification of Faculty 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**
   - Referendum-Related Projects
   - Capital Budget Projects – None

9. D. 2) **Approval of Construction Change Orders**
   - Referendum-Related Projects
   - Capital Budget Projects – None
10. **NEW BUSINESS**
   10. A. For Information
       1) Strategic Long Range Plan (SLRP) for College of DuPage
       2) Introduction of College of DuPage FY2013 Fiscal Year Budget
       3) Board Policy 15-201, General Employment Classifications (non-faculty)

   10. B. For Approval
       1) Compensation for Administrators and the President's Senior Management Team
       2) Compensation for Non-Union, Part-Time Teaching Faculty
       3) Compensation for Managerial Staff Employees
       4) Compensation for Classified Employees Staff Employees
       5) Approval for a New Resort Management Certificate
       6) Compensation Equity Adjustment for Classified, Managerial and Administrative Staff
       7) Approval of Agreement with College of DuPage Faculty Association (CODFA)
       8) Discontinuation of Medical/Dental/Vision Health Insurance for Dependents of Benefited Retirees

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

   **On-Campus Events** (Note: * = Required Board Event)
   
   • *Monday, June 18 – 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.

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**FUTURE MEETING**

**Monday, June 18, 2012**

7:00 p.m. – Regular Board Meeting – SSC-2200
Special Board Meeting Agenda
May 10, 2012

4. PRESENTATIONS
   A. Paul Simon Student Essay Contest Winners
   B. Recognition of Outstanding Faculty
   C. Campus Maintenance Center Renovation Update

5. STUDENT TRUSTEE’S REPORT

6. PRESIDENT’S REPORT
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

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.
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<th>Pledges/Stocks</th>
<th>Gifts-In-Kind</th>
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109 Gift(s) listed
1 new planned gift*
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<td>Greg Joos Memorial Scholarship</td>
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<td>Homeland Security Programs</td>
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<td>Howard K. Canaday Music Scholarship</td>
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<td>Jill Johnson Hall Memorial Scholarship</td>
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<td>Louis J. Mannion Scholarship</td>
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<td>Mary Mack Scholarship</td>
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<td>Murphy Presidential Scholarship</td>
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<td>New Philharmonic/DuPage Opera Theatre</td>
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<td>Praxair Welding Scholarship</td>
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<td>Road Builder Charities Scholarship</td>
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<td>S.C. Reed Scholarship</td>
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<td>Shirley A. Benson Nursing Scholarship</td>
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<td>Cash</td>
<td>Pledges/Stocks</td>
<td>Gifts-In-Kind</td>
<td>Planned/Deferred</td>
<td>Total</td>
</tr>
<tr>
<td>-------------------------------------------------------</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>Tom Galloway Scholarship</td>
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<td>Tuition Relief Fund</td>
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<td>Veterans Textbook Scholarship</td>
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<td>Visiting Chefs Series (formerly Unique Pairings)</td>
<td>23</td>
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<td>WDCB Public Radio Future Fund</td>
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<td>Weiseman New Works Fund</td>
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<td>Westlake Student Productions</td>
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<td>Wilbur Walker Dodge Memorial Scholarship</td>
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<tr>
<td><strong>Grand Totals:</strong></td>
<td></td>
<td><strong>$610,176.21</strong></td>
<td><strong>$101,757.35</strong></td>
<td><strong>$388,469.30</strong></td>
<td><strong>$25,000.00</strong></td>
<td><strong>$1,125,402.86</strong></td>
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</table>

1,775 Gift(s) listed

14 Planned Gifts*
<table>
<thead>
<tr>
<th>Granting Agency</th>
<th>Title</th>
<th>Division/Department</th>
<th>Project Director</th>
<th>Type</th>
<th>Amount</th>
<th>Start Date</th>
<th>End Date</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td><strong>COMPETITIVE GRANTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(Includes grants from State, Federal and Private Agencies where the proposal was in competition with other proposals and awards were made to a select number of institutions based on the merits of the project and proposal.)</td>
</tr>
<tr>
<td>IBM Corporation</td>
<td>FY12 Corporate Citizenship &amp; Corporate Affairs Grant</td>
<td>WDCB</td>
<td>Ken Scott</td>
<td>Private</td>
<td>$1,000</td>
<td>12/19/11</td>
<td>6/30/12</td>
<td>General operating support.</td>
</tr>
<tr>
<td>Illinois Arts Council</td>
<td>FY12 Partner In Excellence (McAninch Arts Center)</td>
<td>Liberal Arts</td>
<td>Stephen Cummins, Roland Raifeil</td>
<td>State</td>
<td>$24,300</td>
<td>9/15/11</td>
<td>8/31/12</td>
<td>General operating support for the 2011-2012 season.</td>
</tr>
<tr>
<td>Illinois Department of Commerce and Economic Opportunity (DCEO)</td>
<td>FY12 Small Business Development Center/International Trade Center (SBDC/ITC)</td>
<td>Business &amp; Technology</td>
<td>David Gay, Rita Haake, Luanne Mayorga</td>
<td>Federal/State</td>
<td>$10,000</td>
<td>1/1/11</td>
<td>12/31/11</td>
<td>To support COD Center for Entrepreneurship Small Business Development Center (SBDC), Procurement Technical Assistance Center (PTAC), and International Trade Center (ITC).</td>
</tr>
<tr>
<td>Illinois Department of Commerce and Economic Opportunity (DCEO)</td>
<td>FY12 Procurement Technical Assistance Center (PTAC) (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>FY12 Procurement Technical Assistance Center (PTAC) (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>Illinois State Library/Literacy Office</td>
<td>FY12 Adult Volunteer Literacy: People Educating People (PEP)</td>
<td>Continuing Education</td>
<td>Joseph Cassidy, Dan Deasy</td>
<td>State</td>
<td>$41,000</td>
<td>7/1/11</td>
<td>6/30/12</td>
<td>Community volunteers will give individualized instruction and provide tutoring for ABE, GED, ESL classes.</td>
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<tr>
<td>Illinois State Library/Literacy Office</td>
<td>FY12 Family Literacy: West Chicago</td>
<td>Continuing Education</td>
<td>Joseph Cassidy, Dan Deasy</td>
<td>State</td>
<td>$29,750</td>
<td>7/1/11</td>
<td>6/30/12</td>
<td>Support the Leer es Poder (Reading is Power) family literacy program.</td>
</tr>
<tr>
<td>The DuPage Community Foundation</td>
<td>FY12 SchoolStage</td>
<td>Liberal Arts</td>
<td>Stephen Cummins, Janey Sarther</td>
<td>Private</td>
<td>$15,000</td>
<td>12/7/11</td>
<td>11/1/12</td>
<td>To support the MAC SchoolStage Series, a collection of curriculum-based performances targeted to students pre-kindergarten through 8th grade; submitted through the College of DuPage Foundation.</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</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>
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**Note: New Entries in Bold**

**Total Amount: $239,049**
<table>
<thead>
<tr>
<th>Granting Agency</th>
<th>Title</th>
<th>Division/Department</th>
<th>Project Director</th>
<th>Type</th>
<th>Amount</th>
<th>Start Date</th>
<th>End Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illinois Emergency Management Agency</td>
<td>Public Assistance Grant</td>
<td>Police Department</td>
<td>Ray Snisko</td>
<td>Federal/ State</td>
<td>$ 29,219.08</td>
<td>3/17/11</td>
<td>6/30/12</td>
<td>To provide financial assistance to recover from major disasters or emergencies declared by the President. Used for the snow removal, emergency assistance, RAVE alert system, and replacement and installation of the damaged wind turbine in the snow storm of 2011.</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>
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<tr>
<td>Illinois Community College Board</td>
<td>FY12 Career &amp; Technical Education Innovation Grant</td>
<td>Academic Affairs</td>
<td>Mary Klinefelter</td>
<td>Federal/ State</td>
<td>$32,006</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 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 support COD Center for Entrepreneurship, Small Business Development Center (SBDC), Procurement Technical Assistance Center (PTAC), and International Trade Center (ITC).</td>
</tr>
<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, Rita Haake, Luanne Mayorga</td>
<td>State</td>
<td>$165,098</td>
<td>7/1/11</td>
<td>6/30/12</td>
<td>To support 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>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>
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<tr>
<td>Jack H. Marston II Melanoma Fund (Jack’s Fund)</td>
<td>FY12 Early Childhood Education Center Sun Shades 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>
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<tr>
<td><strong>AGENCY-ALLOCATED GRANTS</strong> (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.)</td>
<td></td>
<td></td>
<td></td>
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<td>$2,730,808</td>
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<tr>
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<td>Title</td>
<td>Division/Department</td>
<td>Project Director</td>
<td>Type</td>
<td>Amount</td>
<td>Start Date</td>
<td>End Date</td>
<td>Description</td>
</tr>
<tr>
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<td>------</td>
<td>--------</td>
<td>------------</td>
<td>----------</td>
<td>-------------</td>
</tr>
<tr>
<td>IL Department of Human Services and IL Coalition for Immigrant and Refugee Rights</td>
<td>Illinois Refugee and Immigrant Citizenship Initiative (IRICI) with West Suburban Citizenship Coalition</td>
<td>Continuing Education</td>
<td>Dan Deasy</td>
<td>State</td>
<td>$15,695</td>
<td>7/1/11</td>
<td>6/30/12</td>
<td>Partnership with World Relief DuPage, West Chicago High School District 94 and Exodus World Services to offer citizenship preparation classes, tutoring, legal assistance and application services to DuPage County permanent residents.</td>
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</tbody>
</table>

SUBCONTRACTOR / PARTNER in GRANT $15,695

FY12 Total All Grants: as of April 20, 2012 $2,985,552
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.
   
   c) **Disposal of Capital Assets** - This report is presented to the Board for information on a quarterly basis (August, November, February, May). This report lists the reason for the disposal, location, number of items and their respective dollar values.
## COLLEGE OF DUPAGE
COMMUNITY COLLEGE DISTRICT NO. 502
INVESTMENT SCHEDULE
April 30, 2012

<table>
<thead>
<tr>
<th>FINANCIAL INSTITUTION</th>
<th>DATE PURCHASED</th>
<th>DATE OF MATURITY</th>
<th>INTEREST RATE %</th>
<th>PRINCIPAL</th>
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<td><strong>OPERATING INVESTMENTS:</strong></td>
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<td>US Bank - IL FUNDS</td>
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<td>Wheaton Bank &amp; Trust NOW Acct</td>
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<td>PFM Liquidity Acct</td>
<td>N/A</td>
<td>N/A</td>
<td>0.24</td>
<td>26,167,886</td>
</tr>
<tr>
<td>MB Invest acct</td>
<td>N/A</td>
<td>N/A</td>
<td>0.20</td>
<td>8,198,610</td>
</tr>
<tr>
<td>Sovereign Bank CD</td>
<td>2/1/2012</td>
<td>8/1/2012</td>
<td>0.30</td>
<td>249,000</td>
</tr>
<tr>
<td>Mizuho Corp Bank</td>
<td>2/29/2012</td>
<td>8/29/2012</td>
<td>0.29</td>
<td>249,000</td>
</tr>
<tr>
<td>Bank of China CD</td>
<td>1/11/2012</td>
<td>1/11/2013</td>
<td>0.55</td>
<td>249,000</td>
</tr>
<tr>
<td>State Bank of India CD</td>
<td>1/27/2012</td>
<td>1/25/2013</td>
<td>0.50</td>
<td>249,000</td>
</tr>
<tr>
<td>First Bank of Puerto Rico</td>
<td>2/8/2012</td>
<td>5/8/2013</td>
<td>0.55</td>
<td>249,000</td>
</tr>
<tr>
<td>Chase High Yield Saving</td>
<td>N/A</td>
<td>N/A</td>
<td>0.30</td>
<td>31,224,833</td>
</tr>
<tr>
<td>Northern Trust Short Ultra Bond</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td>5,055,474</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>
</tr>
<tr>
<td><strong>OPERATIONS AND MAINTENANCE FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td>120,149,709</td>
</tr>
<tr>
<td>US Bank - IL FUNDS</td>
<td>N/A</td>
<td>N/A</td>
<td>0.07</td>
<td>128,878</td>
</tr>
<tr>
<td><strong>DEBT SERVICE FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td>128,878</td>
</tr>
<tr>
<td>PMA Citibank</td>
<td>N/A</td>
<td>N/A</td>
<td>0.11</td>
<td>505,638</td>
</tr>
<tr>
<td><strong>WORKING CASH FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td>505,638</td>
</tr>
<tr>
<td>PFM Investments</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td>7,958,759</td>
</tr>
<tr>
<td>PFM Fair Market Value Adjustment</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td>(10,700)</td>
</tr>
<tr>
<td>PFM IIIIT</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td>34,203</td>
</tr>
<tr>
<td><strong>SUB-TOTAL OPERATING INVESTMENTS</strong></td>
<td></td>
<td></td>
<td></td>
<td>7,960,262</td>
</tr>
<tr>
<td><strong>CONSTRUCTION INVESTMENTS:</strong></td>
<td></td>
<td></td>
<td></td>
<td>129,164,487</td>
</tr>
<tr>
<td>SERIES 2011A Bonds</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chase High Yield Saving</td>
<td>N/A</td>
<td>N/A</td>
<td>0.30</td>
<td>30,038,139</td>
</tr>
<tr>
<td>Managed Portfolio - 5/3 Bank</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td>20,000,000</td>
</tr>
<tr>
<td>PMA Citibank Savings</td>
<td>N/A</td>
<td>N/A</td>
<td>0.11</td>
<td>24,665,326</td>
</tr>
<tr>
<td><strong>OPERATIONS AND MAINTENANCE (RESTRICTED) FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td>74,703,465</td>
</tr>
<tr>
<td>MB Invest Acct</td>
<td>N/A</td>
<td>N/A</td>
<td>0.20</td>
<td>1,577,988</td>
</tr>
<tr>
<td>PFM Investments</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td>17,477,245</td>
</tr>
<tr>
<td>PFM Fair Market Value Adjustment</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td>(24,966)</td>
</tr>
<tr>
<td>PFM IIIIT</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td>79,806</td>
</tr>
<tr>
<td><strong>SUB-TOTAL CONSTRUCTION INVESTMENTS</strong></td>
<td></td>
<td></td>
<td></td>
<td>93,813,538</td>
</tr>
<tr>
<td><strong>GRAND TOTAL ALL INVESTMENTS</strong></td>
<td></td>
<td></td>
<td></td>
<td>222,978,025</td>
</tr>
</tbody>
</table>

U:\FINANCE\Central Accounting\CASH\CASH 0412 Final.xlsx - Invest Sum for Board Rpt Const
### Investment Schedule

**College of Dupage**  
**Community College District No. 502**  
**Investment Schedule**  
**April 30, 2012**

<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>$120,149,709</td>
<td>$150,000</td>
<td>$129,431</td>
<td>$165,040</td>
</tr>
<tr>
<td>Operations and Maintenance Fund</td>
<td>128,878</td>
<td>35,000</td>
<td>30,940</td>
<td>41,561</td>
</tr>
<tr>
<td>Operations and Maintenance (Restricted) Fund</td>
<td>93,813,538</td>
<td>262,500</td>
<td>205,271</td>
<td>309,836</td>
</tr>
<tr>
<td>Debt Service Fund</td>
<td>905,638</td>
<td>262,500</td>
<td>222,539</td>
<td>43,638</td>
</tr>
<tr>
<td>Auxiliary Fund</td>
<td></td>
<td></td>
<td></td>
<td>16,271</td>
</tr>
<tr>
<td>Working Cash Fund</td>
<td>7,980,262</td>
<td>40,000</td>
<td>35,849</td>
<td>38,739</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$222,978,025</strong></td>
<td><strong>$750,000</strong></td>
<td><strong>$624,030</strong></td>
<td><strong>$615,085</strong></td>
</tr>
<tr>
<td>Description</td>
<td>Amount</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Issue</td>
<td>8/10/2011</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Original Bond Proceeds</td>
<td>$90,114,979</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Original Expense Budget</td>
<td>$90,120,954</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenses to Date</td>
<td>$15,499,310</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Future Funds Available</td>
<td>$74,703,465</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## COLLEGE OF DUPAGE

**FISCAL YEAR 2012 BUDGET AND EXPENDITURES**

**April 30, 2012**

As of April 30, 2012 21 of 26 Payrolls have occurred = 80.1%

<table>
<thead>
<tr>
<th>DIVISION</th>
<th>CURRENT ANNUAL BUDGET</th>
<th>EXPENDITURES YEAR TO DATE</th>
<th>FUTURE COMMITMENTS</th>
<th>TOTAL COMMITTED</th>
<th>UNCOMMITTED BALANCE</th>
<th>% OF BUDGET COMMITTED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<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>$ 1,066,260</td>
<td>$ 754,007</td>
<td>$ 5,174</td>
<td>$ 759,181</td>
<td>$ 307,079</td>
<td>71.20%</td>
</tr>
<tr>
<td>Govern. Relations/Board of Trustees</td>
<td>549,355</td>
<td>349,368</td>
<td>25,025</td>
<td>374,393</td>
<td>174,962</td>
<td>68.15%</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>5,315,796</td>
<td>3,436,680</td>
<td>112,042</td>
<td>3,548,722</td>
<td>1,767,074</td>
<td>66.76%</td>
</tr>
<tr>
<td>Business &amp; Technology</td>
<td>14,777,197</td>
<td>12,712,484</td>
<td>132,508</td>
<td>12,844,991</td>
<td>1,932,205</td>
<td>86.92%</td>
</tr>
<tr>
<td>Health &amp; Social Sciences</td>
<td>30,506,447</td>
<td>24,533,355</td>
<td>127,693</td>
<td>24,662,048</td>
<td>5,845,399</td>
<td>80.84%</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>21,702,464</td>
<td>16,967,209</td>
<td>31,156</td>
<td>16,999,049</td>
<td>4,700,415</td>
<td>78.33%</td>
</tr>
<tr>
<td>Library</td>
<td>7,434,035</td>
<td>5,950,090</td>
<td>58,650</td>
<td>6,008,740</td>
<td>1,425,315</td>
<td>80.83%</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>2,256,444</td>
<td>1,876,833</td>
<td>18,557</td>
<td>1,895,390</td>
<td>361,054</td>
<td>84.00%</td>
</tr>
<tr>
<td>Student Services</td>
<td>6,982,527</td>
<td>4,910,241</td>
<td>84,056</td>
<td>4,994,297</td>
<td>1,984,230</td>
<td>71.53%</td>
</tr>
<tr>
<td>Information Technology</td>
<td>14,764,835</td>
<td>10,830,945</td>
<td>425,275</td>
<td>11,256,220</td>
<td>3,505,615</td>
<td>76.25%</td>
</tr>
<tr>
<td>Plan &amp; Inst Effectiveness</td>
<td>962,030</td>
<td>734,948</td>
<td>5,590</td>
<td>740,538</td>
<td>221,492</td>
<td>76.96%</td>
</tr>
<tr>
<td>Development &amp; Foundation</td>
<td>1,187,309</td>
<td>920,311</td>
<td>23,501</td>
<td>943,812</td>
<td>243,497</td>
<td>79.45%</td>
</tr>
<tr>
<td>Enrollment Management</td>
<td>5,153,725</td>
<td>3,246,835</td>
<td>24,336</td>
<td>3,271,171</td>
<td>1,882,554</td>
<td>63.47%</td>
</tr>
<tr>
<td><strong>Total Academic Affairs</strong></td>
<td>111,039,809</td>
<td>85,120,615</td>
<td>1,043,344</td>
<td>87,163,959</td>
<td>23,875,850</td>
<td>78.05%</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>346,891</td>
<td>4,143</td>
<td>351,034</td>
<td>416,102</td>
<td>45.76%</td>
</tr>
<tr>
<td>Business Affairs</td>
<td>2,103,083</td>
<td>1,227,437</td>
<td>174,358</td>
<td>1,401,795</td>
<td>701,288</td>
<td>66.65%</td>
</tr>
<tr>
<td>Police Department</td>
<td>2,192,277</td>
<td>1,543,714</td>
<td>74,151</td>
<td>1,617,865</td>
<td>574,412</td>
<td>73.80%</td>
</tr>
<tr>
<td>Finance Office</td>
<td>3,972,456</td>
<td>2,645,806</td>
<td>67,865</td>
<td>2,713,671</td>
<td>1,258,785</td>
<td>68.31%</td>
</tr>
<tr>
<td>Facilities/Plant Administration</td>
<td>4,014,555</td>
<td>3,011,443</td>
<td>256,868</td>
<td>3,268,311</td>
<td>746,644</td>
<td>81.40%</td>
</tr>
<tr>
<td>Risk Management</td>
<td>357,682</td>
<td>168,799</td>
<td>11,164</td>
<td>179,963</td>
<td>277,719</td>
<td>50.31%</td>
</tr>
<tr>
<td>General Institutional</td>
<td>21,089,829</td>
<td>9,208,899</td>
<td>72,751</td>
<td>9,281,644</td>
<td>11,802,184</td>
<td>44.02%</td>
</tr>
<tr>
<td><strong>Total Administrative Affairs</strong></td>
<td>34,494,417</td>
<td>18,152,983</td>
<td>663,300</td>
<td>18,814,283</td>
<td>15,077,134</td>
<td>54.55%</td>
</tr>
<tr>
<td><strong>Human Resources</strong></td>
<td>2,545,389</td>
<td>1,720,199</td>
<td>25,583</td>
<td>1,745,782</td>
<td>799,607</td>
<td>68.59%</td>
</tr>
<tr>
<td><strong>External Relations</strong></td>
<td>3,718,337</td>
<td>2,544,456</td>
<td>155,446</td>
<td>1,699,902</td>
<td>1,018,435</td>
<td>72.61%</td>
</tr>
<tr>
<td><strong>Total Education Fund:</strong></td>
<td>$ 153,410,567</td>
<td>$ 109,641,628</td>
<td>$ 1,915,872</td>
<td>$ 111,557,500</td>
<td>$ 41,853,067</td>
<td>72.72%</td>
</tr>
<tr>
<td><strong>OPERATIONS &amp; MAINTENANCE FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Affairs</td>
<td>$ 13,684,470</td>
<td>$ 7,845,590</td>
<td>$ 2,202,416</td>
<td>$ 10,048,006</td>
<td>$ 3,636,464</td>
<td>73.43%</td>
</tr>
<tr>
<td>Information Technology</td>
<td>748,541</td>
<td>446,454</td>
<td>147,474</td>
<td>593,928</td>
<td>154,613</td>
<td>79.34%</td>
</tr>
<tr>
<td><strong>Total Operations &amp; Maintenance Fund:</strong></td>
<td>$ 14,433,011</td>
<td>$ 8,292,044</td>
<td>$ 2,349,890</td>
<td>$ 10,641,934</td>
<td>$ 3,791,077</td>
<td>73.73%</td>
</tr>
<tr>
<td><strong>Total General Funds</strong></td>
<td>$ 167,843,578</td>
<td>$ 117,933,672</td>
<td>$ 4,265,762</td>
<td>$ 122,199,434</td>
<td>$ 45,644,144</td>
<td>72.81%</td>
</tr>
</tbody>
</table>
College of DuPage

FY 2011 & FY 2012 Education Fund Committed Expenditures

Percentages include cumulative monthly committed expenses as a percent of budget.
<table>
<thead>
<tr>
<th>REASON FOR DISPOSAL</th>
<th>NUMBER OF ITEMS</th>
<th>ORIGINAL COST VALUE</th>
<th>PROCEEDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAMAGED</td>
<td>1</td>
<td>$10,800.00</td>
<td>$</td>
</tr>
<tr>
<td>DONATED</td>
<td>1</td>
<td>$12,000.00</td>
<td>$</td>
</tr>
<tr>
<td>DISCARDED FOR OBSOLESCENCE</td>
<td>14</td>
<td>$87,238.37</td>
<td>$</td>
</tr>
<tr>
<td>SOLD</td>
<td>16</td>
<td>$62,885.12</td>
<td>$4,211.00</td>
</tr>
<tr>
<td>TRADED IN</td>
<td>3</td>
<td>$24,911.72</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>35</strong></td>
<td><strong>$197,835.21</strong></td>
<td><strong>$4,211.00</strong></td>
</tr>
</tbody>
</table>

Locations partially inventoried during the quarter included: CHC Building, HEC Building and TEC Building

Reviewed at the Board of Trustees Meeting on May, 2012.
<table>
<thead>
<tr>
<th>DISPOSAL DATE</th>
<th>FIXED ASSET TAG NUMBER</th>
<th>DESCRIPTION</th>
<th>ACQUISITION DATE</th>
<th>ACQUISITION METHOD</th>
<th>ORIGINAL COST</th>
<th>REASON FOR DISPOSAL</th>
<th>PROCEEDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/09/2012</td>
<td>000039635</td>
<td>SERVING COUNTERS/CARTS</td>
<td>01/11/1990</td>
<td>Purchase</td>
<td>$10,800.00</td>
<td>Damaged</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL:** $10,800.00 $
<table>
<thead>
<tr>
<th>DISPOSAL DATE</th>
<th>FIXED ASSET TAG NUMBER</th>
<th>DESCRIPTION</th>
<th>ACQUISITION DATE</th>
<th>ACQUISITION METHOD</th>
<th>ORIGINAL COST</th>
<th>REASON FOR DISPOSAL</th>
<th>PROCEEDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/21/2012</td>
<td>000035555</td>
<td>SCULPTURE/WORKS OF ART</td>
<td>11/07/1991</td>
<td>Purchase</td>
<td>$12,000.00</td>
<td>Donated</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL:** $12,000.00
<table>
<thead>
<tr>
<th>DISPOSAL DATE</th>
<th>FIXED ASSET TAG NUMBER</th>
<th>DESCRIPTION</th>
<th>ACQUISITION DATE</th>
<th>ACQUISITION METHOD</th>
<th>ORIGINAL COST</th>
<th>REASON FOR DISPOSAL</th>
<th>PROCEEDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/06/2012</td>
<td>000064893</td>
<td>OFFICE MACHINES</td>
<td>06/06/2005</td>
<td>Purchase</td>
<td>$ 3,152.80</td>
<td>Obsolete</td>
<td></td>
</tr>
<tr>
<td>03/12/2012</td>
<td>000069982</td>
<td>TRAULSEN FREEZER</td>
<td>06/23/2009</td>
<td>Purchase</td>
<td>$ 7,716.71</td>
<td>Obsolete</td>
<td></td>
</tr>
<tr>
<td>03/20/2012</td>
<td>000039729</td>
<td>SERVING COUNTERS/CARTS</td>
<td>12/01/1986</td>
<td>Purchase</td>
<td>$ 3,865.00</td>
<td>Obsolete</td>
<td></td>
</tr>
<tr>
<td>03/20/2012</td>
<td>000060382</td>
<td>PERIPHERAL EQUIPMENT</td>
<td>04/17/2002</td>
<td>Purchase</td>
<td>$ 25,365.00</td>
<td>Obsolete</td>
<td></td>
</tr>
<tr>
<td>03/21/2012</td>
<td>000038196</td>
<td>VIDEO/SOUND RECORDER/REPRODUCER</td>
<td>10/17/1988</td>
<td>Purchase</td>
<td>$ 5,691.00</td>
<td>Obsolete</td>
<td></td>
</tr>
<tr>
<td>03/21/2012</td>
<td>000037292</td>
<td>VIDEO/SOUND RECORDER/REPRODUCER</td>
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**TOTAL:** $ 87,238.37

**Proceeds:** $
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**TOTAL:** $ 62,885.12 $ 4,211.00

*Total proceeds of $4,211.00 represent both capital and non-capital IT equipment.*
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**TOTAL:** $24,911.72

**PROCEEDS:** $
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) 4/19/12 Closed Session Meeting
   b) 4/19/12 Organizational and Regular Board Meeting
SIGNATURE PAGE FOR APPROVAL OF BOARD MEETING MINUTES

ITEM(S) ON REQUEST

That the Board of Trustees approves the following Board Meeting Minutes:

a) 4/19/12 Closed Session Meeting

b) 4/19/12 Organizational and Regular Board Meeting

Carol A. Blattner
Administrative Assistant, Office of the President

Date

President

Date
4/19/12 Closed Session Minutes

CONFIDENTIAL

FOR BOARD ONLY
CALL TO ORDER
At 7:03 p.m., the Organizational 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. Vice Chairman Birt moved, Trustee Savage seconded the motion. On voice vote, the Board of Trustees approved the Agenda for the Organizational Board Meeting of April 19, 2012. The motion carried unanimously.

OUTGOING STUDENT TRUSTEE
Chairman Carlin read a Resolution of Appreciation for Student Trustee Lydia Whitten noting her outstanding and distinctive service during her term as Student Trustee from April 2011 through April 19, 2012.

Vice-Chairman Birt noted two books will be presented to the College of DuPage Library on behalf of Student Trustee Whitten in recognition of her efforts in support of the students and the College during her term as Student Trustee 2011-2012. The books are Following the Equator: A Journey Around the World, by Mark Twain; and Long Walk to Freedom – the Autobiography of Nelson Mandela. Ms. Whitten thanked all the members of the Board, Dr. Breuder, Mary Ann Millush and Monica Miller for their help this past year, the administration and her teachers, who were very flexible during the past year.
STUDENT ELECTION RESULTS
Chairman Carlin announced the results of the Student Leadership Council Election of March 20-21, 2012: Student Trustee, Olivia Martin; SLC President, Henry Gordon; and, SLC Vice-President, Tim Ziman.

Chairman Carlin asked Miss Martin to come forward. Secretary O’Donnell administered the Oath of Office and Miss Martin was seated at the Board table.

NOMINATION AND ELECTION OF BOARD CHAIRMAN
Chairman Carlin indicated he would turn the meeting over to Dr. Breuder, who would act as Chairman Pro Tem until the election of the new Board Chairman. Dr. Breuder called for nominations. Trustee Svoboda stated that there is already a majority support for the present officers of the Board. Valuing the spirit of unity among the members of the Board, Trustee Svoboda moved, Trustee McGuire seconded, they consider the three officers as a slate and vote unanimously for: Chairman David Carlin, Vice-Chairman Erin Birt, Secretary Allison O’Donnell. Chairman Pro Tem Breuder called for a voice vote. Student Trustee Martin’s preference is for the motion. Voting yes, Trustees Birt, Carlin, McGuire, O’Donnell, Savage, Svoboda, Wozniak. Motion passed unanimously. Chairman Carlin thanked the Board members for their support. He noted that they are a unified Board, each of them having one vote. They come to their positions as Trustees for the community to do what they perceive is in the best interest of the College and the community.

APPOINTMENT OF TREASURER
Vice-Chairman Birt moved, Trustee Wozniak seconded, a motion to appoint Tom Glaser, Senior Vice President Administration/Treasurer, to serve as Treasurer from April 19, 2012 until the next Organizational Board meeting in 2013. Student Trustee Martin’s preference is for the motion. Voting yes, Trustees Birt, Carlin, McGuire, O’Donnell, Savage, Svoboda and Wozniak. Motion passed unanimously.

DETERMINATION OF REGULAR BOARD MEETINGS, DATES AND LOCATIONS
Secretary O’Donnell moved, Trustee Savage seconded, a motion for the approval of the Regular Board Meeting dates for fiscal year 2013 as presented. Student Trustee Martin’s preference is for the motion. Voting yes, Trustees Birt, Carlin, McGuire, O’Donnell, Savage, Svoboda and Wozniak. Motion passed unanimously. Chairman Carlin noted that, if there is a necessity to change any of the dates, modifications will be made with appropriate notification.

CHANGE OF AUTHORIZED BANK SIGNATURES
Vice-Chairman Birt moved, Trustee Savage seconded, that Chairman Carlin authorize Secretary O’Donnell to complete the financial institution resolutions authorizing the signatures listed for College accounts as of April 19, 2012. Student Trustee Martin’s preference is for the motion. Voting yes, Trustees Birt, Carlin, McGuire, O’Donnell, Savage, Svoboda and Wozniak. Motion passed unanimously.

ADJOURN, SINE DIE
Chairman Carlin asked for a motion to adjourn the Organizational Board meeting sine die, and move into the Regular Board Meeting. Trustee Savage so moved, seconded by Trustee Svoboda. On roll call vote, the motion passed unanimously.
CALL TO ORDER
At 7:16 p.m., the Regular 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 Savage moved, Trustee McGuire seconded the motion. On voice vote, the Board of Trustees approved the Agenda for the Regular Board Meeting of April 19, 2012. The motion carried unanimously.

Faculty / Student Showcase
- Faculty Senate President Glenn Hansen presented Dr. Lois Stanciak, Associate Professor of Education. Dr. Stanciak indicated she was happy to note five new courses in education were recently approved. Dr. Stanciak introduced several of her students, who discussed things they learned in the first half of the year and how the College has helped them fulfill their dreams and reach their goals.

- Dr. Breuder introduced David Giuffre, COD Project Coordinator, Cathryn Wilkinson and Stephen Cummins of the Building Committee. Also presenting were Ed Faron, Architectural Project Manager, and Kevin Havens, Designer, of Wight Architects; and, Nathan Welch of Mortenson Construction to give an update on the McAninch Arts Center (MAC) Renovation.

Mr. Faron noted the project consists of major repairs, including a new roof, upgrading the mechanical and security systems, improved access for persons with disabilities, fire alarms, replacing furniture, etc.

Mr. Havens noted that, over twenty-five years ago, Wight & Company was chosen to be the original architect for the McAninch Arts Center. He gave an overview of the plans for the MAC, which he said will bring new life to one of the College’s cherished facilities in the area of arts education and performance excellence.

Nathan Welch of Mortenson Construction noted they are moving forward with the final design documents, which will go out to bid for October approval; construction will start in November, with completion expected to be in spring of 2014.

Dr. Breuder thanked Wight and Mortenson personnel for their presentation and acknowledged College personnel who have spent over a year in prepping for this renovation project. He noted next month, there will be a presentation on the Campus Maintenance Center.
STUDENT TRUSTEE’S REPORT

- Student Trustee Martin thanked Lydia Whitten for helping her transition to her place on the Board. Ms. Martin stated she and members of the Student Leadership Council recently went to Springfield to lobby for MAP grants. Each member was able to meet with at least one representative face-to-face. Ms. Martin looks forward to working with the Board of Trustees.

PRESIDENT’S REPORT

Dr. Breuder noted that, while we speak often about the “bricks and mortar” and development of our physical plant which houses all we do, the essence of the College is academic excellence. Dr. Gallisath, Associate Vice President for Academic Affairs, gave a brief overview of the Honors Program, and introduced the Director of the Honors Program, Dr. Helen Feng.

Dr. Feng noted the Honors Faculty Advisory Committee consists of two administrators and eight faculty. Since 2009, they have prepared the Honors course criteria and a course proposal process. The Honors Faculty Ambassadors group was formed, full-time faculty who volunteer to mentor honors students entering COD. From Fall 2010 to Fall 2011, there were 594 students in the Honors Program, and that number increases every year. Honors students completing 15 or more credit hour honors courses while at COD will be recognized as Honors Scholars at an awards ceremony each spring. Having been in the Honors Program will be beneficial to them when seeking employment. Dr. Feng introduced several students who presented their papers at the Honors Council of the Illinois Region Spring 2012 Conference in February. Dr. Feng thanked the Trustees, Dr. Breuder and the administration for continuing to support this program.

Sr. Vice President Tom Glaser introduced Chief Joseph Mullin who recognized the outstanding service of Police Officers Jeffrey Priest and Alfredo Silva. On March 21, the Police Dispatcher was informed there was a woman who had lost consciousness on the first floor of the SRC/SSC/BIC building. Upon responding to the call, Officers Priest and Silva observed a female on the floor having convulsions. Although paramedics were called, the officers responded with quick thinking and professionalism. They learned the woman had suffered a severe allergic reaction to food product. Officer Priest assisted her in locating an epinephrine device, which he administered per his training. The woman responded. When the paramedics arrived, they transported her to the hospital. The officers’ prompt response and appropriate action brought about a positive outcome. Mr. Glaser read a citation that was presented to the officers in appreciation and thanks for their service.

Dr. Joseph Collins introduced the person he is recommending for Vice President of Academic Affairs, Dr. Jean Kartje. Dr. Kartje has served as Vice President of Instruction at Kishwaukee Community College for the past five years.

COMMENTS FROM DISTRICT 502 CITIZENS

Professor David Goldberg introduced himself as a taxpayer and a community member, as well as a faculty member at College of DuPage. He spoke about the Honors Program and the Global Education Program at COD. In the past, faculty members received full release time in order to administer those programs, which involved a considerable amount of time to oversee the needs of the students. This has been reduced to one course hour per
semester. Professor Goldberg felt there is a need to put more resources behind these programs, not just in release time, but a larger level of administrative support. Professor Goldberg also spoke of the change in tuition and enrollment over the past three years, referring to 10th day enrollment numbers he said were given in a report to the Illinois Community College Board (ICCB).

Brendan McCormack, a COD student, will graduate in May as an honors student. He referred to the current administration’s policy of referring to the students as customers. He said he is a COD customer and supports the Faculty Association.

Kathleen Vega, a student leader, student and resident of District 502, said she found it bothersome to know that the efforts of Dr. Ken Gray, the former Faculty Association Presidents, have gone unheard on the subject of the importance of building trust between the administration and faculty.

**COMMENTS FROM COLLEGE OF DuPAGE EMPLOYEES**

Faculty Senate and Faculty Association President Glenn Hansen recognized and thanked the outstanding faculty for their service to the students of COD. He went on to question the values shown for the people of COD, and whether everyone is treated equally. He indicated that since March 21, there has been a campaign that he feels has been disrespectful to the faculty and the institution because it is intended to be divisive. He referred to statements in the media and the content of the webpage, which he feels carries a biased view of negotiations. He addressed Chairman Carlin, indicating he had asked in writing and is now asking publicly that these pages be removed from the COD website. He felt the web pages are in conflict with Chairman Carlin’s directive to stop the propaganda.

Although Professor Bob Hazard had signed in to speak this evening, when called upon, he declined.

Professor Tom Carter, who teaches physics at the College, presented his credentials. He stated he came to College of DuPage to teach, because he believes the key to this nation’s future is education. He stated he continues to strive to improve his teaching methods and expand the education provided his students and can only progress if this College community works together in a spirit of trust and respect.

Professor of Political Science, Chris Goergen, addressed the Board regarding information on the COD website. He compared faculty and administrators’ salaries to those of others in Illinois and across the nation. He stated the average COD faculty salary may seem high compared to other counties; however, when adjusted for the significantly higher cost of living in DuPage County, faculty salaries at COD are only slightly higher than the national average.

The following faculty members spoke. They detailed their credentials, degrees and awards. Each faculty member ended their comments with the following statement: “The district and faculty deserve a fair contract.”

- Deb Adelman, Professor of English
- Cheryl Jackson, Professor of Health Information Technology
- Helen Feng, Professor of History
- John Bangel, Associate Professor, Motion Pictures/Television
Kathleen Vega is the Student Leadership Council Vice President. She detailed how she has grown over the past three years at COD, as a student and student leader, and thanked everyone who supported her and members of the SLC. She stated the lessons she has learned at COD are the values of a lifetime.

Chairman Carlin touched on some of the comments made at this meeting. He noted words like trust, respect and integrity were used frequently. While this Board recognizes the tremendous ability of the faculty, they must also look out for the interests of the one million people in this community they represent and the 6,000 people who are currently struggling with foreclosure in DuPage County. Negotiations are difficult. These words – trust, respect and integrity – probably wouldn’t be used lightly if the Board just rubber stamped everything for which one constituent group at the College is asking. This Board hasn’t placed ads in the newspaper with misinformation; hasn’t held up signs; hasn’t encouraged students to come to the Board meetings to support them. Chairman Carlin asked everyone to remember there is a lot that needs to be discussed in negotiations, and the Board will look after the fine faculty, students and District 502 taxpayers.

Trustee Savage stated that, last month, the Board requested no further information be placed in the newspaper. The next morning, there was an ad in the paper. She requested that neither side debate this issue in the newspapers. She respectfully asked that the information on the website that is offensive to the faculty be removed. Trustees McGuire and Svoboda concurred. Trustee Svoboda mentioned her concern that it was said the students were coerced by the faculty to attend Board meetings showing their support for the faculty.

Chairman Carlin noted he would like to correct the record. More than one student has brought it to the attention of the Board and administration that faculty members have asked them to participate in rallies and show up at protests and Board meetings. Individual Board members shouldn’t be receiving emails saying they wouldn’t work with them professionally because of the way they treat the faculty. This Board serves as volunteers. They are people of integrity who want to serve their community and work hand-in-hand with the faculty to make sure we have some of the most highly educated students in the state. None of them have agendas. None of them want to treat people disrespectfully or operate with a lack of integrity, so to have people stand up at the podium and do that, I won’t stand for it. I won’t let them badger the administrators because they are trying to do what is in the best interest of the College and the community.

Trustee Savage stated she agrees we have excellent faculty and want to keep them. She again requested the information be removed from the website.

Chairman Carlin noted there were Board members who wanted this information removed, but he didn’t want to do anything that would not allow the Board and faculty to share information with the District constituents. He noted the 100 or more faculty who were at the
meeting, and also noted there weren’t many community members there. Chairman Carlin then requested community members to come to the next meeting and tell the Board what they want the Board to do to represent the community’s interests. He asked that everyone operate in a manner that is respectful...one that treats all people involved in the negotiations in a way that is fair, professional and respectful.

Chairman Carlin noted there is not a formal motion to remove negotiation information from the website. Trustee Savage moved to have the information removed. The motion was seconded by Trustee McGuire. On roll call vote, Student Trustee Martin’s preference is for the motion. Those voting yes were Trustees McGuire, Savage and Svoboda. Voting no were Trustees Birt, Carlin, Wozniak and O’Donnell. Motion failed.

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

CONSENT AGENDA
Trustee Savage moved, Board Secretary O’Donnell seconded, that the Board of Trustees approve the Consent Agenda consisting of the following items:

A. The following items for BOARD INFORMATION only:
   1) Gifts and Grants Report
   2) There were no Governmental Consortium/Cooperative Purchases this month.
   3) Financial Statements consisting of Schedule of Investments, Operating Funds – Budget and Expenditures

B. The following items for BOARD APPROVAL:
   1) Minutes of the March Board Meeting:
      a) 3/15/12 Board Meeting
   2) Financial Reports
      a) Treasurer’s Report
      b) Payroll and Accounts Payable Report
   3) Bid Items:
      a) The Board of Trustees awarded the bid for Network Equipment & Supplies to the lowest responsible bidders as follows:

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<td>Communications Supply Corp. 200 E. Lies Road Carol Stream, IL 60188</td>
<td>$ 26,302.10</td>
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<td>10,11,12</td>
<td>Dell Marketing LP One Dell Way Round Rock, TX 78682</td>
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For a total expenditure of: $ 63,530.94
b) The Board of Trustees awarded the bids for Landscaping Bid Package #2, to the lowest responsible bidders as follows:

- Irrigation work to Central Lawn Sprinklers, 239 King Street, Elk Grove Village, IL 60007, for the base bid total of $198,990.00;

- Landscaping work to Landworks. Ltd., 751 N. Bolingbrook Drive, Bolingbrook, IL 60440, for the base bid total of $1,060,222.35, and Alternate #3 for $3,600.00, for a total of $1,063,822.35;

- Electrical work to Thorne Electric, 26W501 St. Charles Road, Carol Stream, IL 60188, for the base bid total of $236,616.80;

For a total expenditure of $1,499,429.15.

c) The Board of Trustees rejected all bids received for BIC Phase 2 Post Construction Cleaning Services due to a change in bid specifications.

d) SRC South Lobby Electrical Work.

a) The Board of Trustees awarded the bid for SRC South Lobby Electrical Work to the lowest responsible bidder, American Electric Construction Company, 620 Pratt Avenue, Schaumburg, IL 60193, for a subtotal of $476,900.00;

b) The Board of Trustees approved the increase in the contract amount with Mortenson Construction Company, 25 Northwest Point Blvd., Elk Grove Village, 60007, for the contracts related to SRC South Lobby Electrical Work, in accordance with the contract terms, for the following fees:

- General Conditions at 4.58% for a subtotal of $21,842.00;
- Insurance at 0.95% for a subtotal of $4,738.00;
- Trade contract costs at 2.2% for a subtotal of $11,077.00;

for a subtotal of $37,657.00;

for a total expenditure of $514,557.00.

e) The Board of Trustees awards the bid for HSC Acute Care Simulation Lab Audio Visual Equipment to the lowest responsible bidder, Advanced Communications, 201 Woodcreek Drive, Michigan City, IN 46360, for a total expenditure of $115,593.00.

4) Requests for Proposals:

a) The Board of Trustees approved a contract for Actuarial Services with Clarity in Numbers, 125 S. Wacker Drive, Chicago, IL 60606, at a cost of $14,900.00 per year, for fiscal years ending 2012, 2014, and 2016, for a total expenditure of $44,700.00.
b) The Board of Trustees awarded a Guaranteed Energy Savings contract for the TEC Energy Conservation & Guaranteed Energy Cost Savings Program to Schneider Electric, 17475 Palmer Blvd., Homewood, IL 60430, for a total cost not to exceed $372,881.00 for equipment and building automation system upgrades, with guaranteed energy savings of $71,590.00 per year.

c) The Board of Trustees awarded a contract for HSC Retro-Commissioning Services to Rubicon Professional Services, 107 Tindall Road, Middletown, NJ 07748, for a total expenditure not to exceed $109,400.00.

5) Purchase Orders:
   a) The Board of Trustees approved the purchase of Testing Center Forms from ACT, 500 ACT Drive, Iowa City, IA 52243 for a total expenditure of $36,300.00.
   
   b) That the Board of Trustees approves a contract with Shaker Advertising, 1100 Lake Street, Oak Park, IL 60301, for a two-year contract term, expiring April 30, 2014, for an estimated two-year expenditure of $134,000.00.
   
   c) That the Board of Trustees approves the purchase of Voice Telecommunications Equipment from AT&T Global Services, PO Box 8102, Aurora, Illinois 60507, for a total expenditure of $131,305.49.
   
   d) That the Board of Trustees approves the purchase of a Chemistry Lab Electronic Data Collection System from Measure Net Technology, Ltd., 4240 Airport Road, Cincinnati, OH 45226, for a total expenditure of $25,695.00.
   
   e) That the Board of Trustees approves a Signage Design Contract with Hurricane Graphics, 1275 W. Roosevelt Road, Suite 112, West Chicago, IL 60185 for a total expenditure of $90,340.00.

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

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

1) Ratification of Construction Change Orders
   - Referendum-Related Projects

- **2012 SITE & GROUNDS PROJECT (SRC SOUTH PLAZA) – A. HORN #01: CREDIT ($47,675.54).** This is a unit-price contract for the SRC South Plaza Seat Wall Resurfacing Bid Package #4 masonry work. This change is a credit for unit adjustments made to the contract to reflect the final number of units utilized for project completion. *This is an Owner-Requested Scope Change.*

- **2012 SITE & GROUNDS PROJECT (SRC SOUTH PLAZA) – A. HORN #02: $33,858.04.** This change is to furnish and install precast caps over the existing east concrete seating wall and to furnish and install Chilton weather edge face stone. The stone will be approximately 1” thick and will match the color, size and texture of the natural stone in the MAC courtyard. *This is an Owner-Requested Scope Change.*

- **2012 SITE & GROUNDS PROJECT (SRC SOUTH PLAZA) – A. HORN #03: $51,992.16.** This change is to furnish and install Chilton weather edge seam face stone over existing west concrete planter/seating wall. The stone will be approximately 1” thick and will match the color, size and texture of the natural stone in the MAC courtyard. *This is an Owner-Requested Scope Change.*

- **2012 SITE & GROUNDS PROJECT (SRC SOUTH PLAZA) – A. HORN #04: $16,368.00.** This change is to furnish and install precast caps over existing west concrete planter/seating wall. The stone will be approximately 1” thick and will match the color, size and texture of the natural stone in the MAC courtyard. *This is an Owner-Requested Scope Change.*

- **2012 SITE & GROUNDS PROJECT (SRC SOUTH PLAZA AND MAC COURTYARD) – PIRTANO #01: CREDIT ($131,195.14).** This is a unit-price contract for SRC South Plaza and MAC Courtyard Bid Package #4 utility work. This change is a credit for unit adjustments made to the contract to reflect the final number of units utilized for project completion. *This is an Owner-Requested Scope Change.*

- **2012 SITE & GROUNDS PROJECT (POND ONE MODIFICATIONS) – PIRTANO #02: $55,005.00.** This change is to furnish labor, materials and equipment to reconfigure the existing storm sewer system as part of the Pond One improvements. *This is an Owner-Requested Scope Change.*

- **2012 SITE & GROUNDS PROJECT (PRAIRIE DRIVE) – PIRTANO #02: $4,582.00.** This change is to furnish labor, materials and equipment required to perform pothole utility locating services along Prairie Drive. *This is an Owner-Requested Scope Change.*

- **2012 SITE & GROUNDS PROJECT (MAC COURTYARD) – MARTAM #01: $61,838.03.** This is a unit-price contract for MAC Courtyard Bid Package #4 concrete work. This change order is the result of unit adjustments made to the contract to reflect the final number of units utilized for project completion. *This is an Owner-Requested Scope Change.*

- **2012 SITE & GROUNDS PROJECT (MAC COURTYARD) – MARTAM #02: $63,999.00.** This change is the cost to remove and dispose of the BIC tunnel concrete wall. *This is an Owner-Requested Scope Change.*

- **2012 SITE & GROUNDS PROJECT (BIC WEST COURTYARD) – LANDWORKS #01: $1,839.34.** This is a unit-price contract for BIC West Courtyard Bid Package #2 landscape work. This change order is the result of unit adjustments made to the contract to reflect the final number of units utilized for project completion. *This is an Owner-Requested Scope Change.*

- **2012 SITE & GROUNDS PROJECT (BIC EAST COURTYARD) – LANDWORKS #02: $4,022.26.** This is a unit-price contract for BIC East Courtyard Bid Package #2 landscape work. This change order is the result of unit adjustments made to the contract to reflect the final number of units utilized for project completion. *This is an Owner-Requested Scope Change.*
2012 SITE & GROUNDS PROJECT (SRC SOUTH PLAZA) – BREEZY HILL #01: $30,511.71. This change is the cost to furnish and install eight evergreen trees. This also includes the cost for clearing, grubbing and under-drainage work. This is an Owner-Requested Scope Change.

2012 SITE & GROUNDS PROJECT (MAC COURTYARD) – BREEZY HILL #02: $63,708.89. This change is the cost to furnish and install ornamental guardrail at MAC staircase and BIC tunnel. This is an Owner-Requested Scope Change.

2012 SITE & GROUNDS PROJECT (SRC SOUTH PLAZA) – BREEZY HILL #03: $32,180.00. This change is the cost to furnish and install 28 outcropping stones at the SRC South Plaza and the MAC Plaza. This is an Owner-Requested Scope Change.

2012 SITE & GROUNDS PROJECT (POND 2) – BREEZY HILL #01: $86,504.00. This change is the cost to furnish and install additional landscaping, mulch and under-drains. This is an Owner-Requested Scope Change.

2012 SITE & GROUNDS PROJECT (MAC COURTYARD) – BREEZY HILL #02: $83,344.50. This change is the cost to furnish and install additional landscaping, mulch and under-drains. This is an Owner-Requested Scope Change.

BIC/SRC – BOYER ROSENE #01: $68,143.13. Additional move services were required on the BIC/SRC project beyond the original scope. These services included packing items in a POD storage unit, packing and storing SLEA plaques, moving office furniture, moving filing cabinets off-site to be painted, moving additional boxes, speed packs and dolly loads. This is an Owner-Requested Scope Change.

BIC/SRC – LOEBL, SCHLOSSMAN & HACKL #38: $1,645.00. During demolition in the SRC Building, a concrete beam was found to be supported by a masonry wall. The wall, supporting this beam, was scheduled to be demolished. This cost is to design structural supports for the concrete beam. This was an Unforeseen Field Condition Scope Change.

BIC/SRC – MORTENSON #123.4: $31,905.00. Conflicts with the overhead door motor and steel beams, hollow metal frames and column covers, and the fire shutters were discovered during installation. Due to these conflicts, several items needed to be changed on the fire shutters in the SSC. Also included in this change order was relocating the key switches for better visibility when the key pads are being operated. This is an Errors and Omissions Scope Change.

BIC/SRC – MORTENSON #151.1: $60,248.00. There are several locations where interior walls tie into the exterior of the building. This cost is to install sound insulation on end walls to reduce the noise in offices and classrooms. This is an Errors and Omissions Scope Change.

BIC/SRC – MORTENSON #165.3: $94,630.12. During user meetings for the SRC Learning Commons area, minor changes were made to the layout. Additional costs were incurred for additional walls, door frames and electrical. The majority of this cost was due to revisions required to the lighting. During demolition, it was discovered the perimeter walls of the space do not go to the deck above. Approximately $35,000 of this cost is to extend the drywall to the deck above. This is an Owner-Requested Scope Change.

BIC/SRC – MORTENSON #167.1: $53,004.00. During user review meetings for the Computer and Internetworking Technology area, changes were requested to the drawings. Additional power and data, along with the capability to tie into local and C.O.D. networks, was requested. The users also requested additional lighting and closets for storage to accommodate racking equipment for the Academic program. This is an Owner-Requested Scope Change.

BIC/SRC – MORTENSON #180.1: $67,787.00. During user review meetings for the Physics Labs, additional items were requested to meet their current requirements. These changes included adding countertops with power and data around the perimeter of the space to accommodate computer workstations. This is an Owner-Requested Scope Change.

BIC/SRC – MORTENSON #193.1: $4,379.00. Coordination between the electrical drawings and the fire protection drawings required additional flow and tamper switches be installed on the sprinkler system. This is a Design-Related Scope Change.
- **BIC/SRC – MORTENSON #196.1: 43,022.00.** During construction, there were several items discovered that required the Student Commons area on the second floor of the BIC to be reworked. A one-hour rated wall was required on the west end of the commons when the old display case was removed. Conflicts with the HVAC and electrical required reworking of the duct work and lighting. *This is an Errors and Omissions Scope Change.*

- **BIC/SRC – MORTENSON #200.1: 6,092.00.** During a field survey completed of the South Auto Lab, it was discovered that the space is larger than shown on the design drawings. This cost is for additional duct work and water piping. *This is a Design-Related Scope Change.*

- **BIC/SRC – MORTENSON #204: 1,579.00.** After moving into the new Human Resources offices, it was determined that ten offices needed privacy film installed on the glass in the doors and sidelights. This cost is to add a frosted film on these doors and sidelights. *This is an Owner-Requested Scope Change.*

- **BIC/SRC – MORTENSON #206: CREDIT (11,361.00).** This credit is to address the C.O.D. Auditor’s comments and contractor allowances for Change Orders from Bid Package #1. *This credit is the result of an internal audit.*

- **BIC/SRC – MORTENSON #207: CREDIT (7,363.00).** This credit is to address the C.O.D. Auditor’s review of Change Orders 3.1 through 23. The credit is for overcharged labor rates. *This credit is the result of an internal audit.*

- **CAMPUS LANDSCAPING – POWER PCI # 6: CREDIT (20,305.00).** This credit is to address the unused Allowances as part of Breezy Hill’s landscaping contract. *This credit is the result of unused allowances.*

- **CHC - WB Olson COP #164: 13,505.00** This change was to furnish and install Masonite floor protection in the corridors during project completion and for protection during COD move-in as requested by COD. This is an *Owner Requested Scope Change.*

- **CHC-WB Olson Credit COP #165: 2,584.00** This change is to adjust the previously issued Change Order Proposals to reflect the College’s audit discovery of overages and general conditions correction. *This credit is the result of an internal audit.*

- **CHC-WB Olson Credit COP #167: 11,750.00** This change was to furnish the manpower and materials to correct the glycol concentration in the hot water and chilled water systems to meet design specifications. This change is a back-charge to the mechanical contractor (MG Mechanical). *This is a Design Related Scope Change.*

- **There were no Capital Budget Projects.**

- **2) Approval of Construction Change Orders**

- **2012 SITE & GROUNDS PROJECT (POND 6) – LANDWORKS #03: 75,215.20.** This is a unit-price contract for Pond 6 Bid Package #2 landscape work. This change order is the result of unit adjustments made to the contract to reflect the final number of units utilized for project completion. *This is an Owner-Requested Scope Change.*

- **APPROVE SCC – WIGHT #01: 245,353.00.** Wight Architects will provide additional work for the SCC Renovation project. Wight’s Basic Services fee was approved by the Board based on an overall project cost of $3.7 Million. Additional scope items have been added for an increased project cost of $6.0 Million. Wight has reduced their fee to 11.0% (from 12.1%) of the construction cost, resulting in an increase to their Basic Services fees of $245,353. *This is an Owner-Requested Scope Change.*

- **APPROVE MAC – WIGHT #01: 869,050.00.** Wight Architects will provide additional work for the MAC Renovation project. Wight’s Basic Services fee was approved by the Board based on an overall project cost of $22.9 million. Additional scope items have been added for an increased project cost of $35 million. Wight has reduced their fee to 9.0% (from 9.9%) of the increased construction cost, resulting in an increase to their Basic Services fees of $869,050. *This is an Owner-Requested Scope Change.*
• **APPROVE HEC Allowance Credit – Power #0156: <$141,691.00>** This is a Credit Allowance adjustment to the Homeland Education Center. Credit to the building contracts are a result of unused contract allowances and the College’s Allowance and Change Order audit. This is a **Contract Allowance Credit**.

• **APPROVE CHC-WB Olson COP #166: $245,000.00** This change was to provide additional general conditions to complete the project and include additional manpower to resolve scope conflicts to completion. This is an **Owner Requested Scope Change**.

• **APPROVE PARKING-Abbey Paving #33: $19,511.69** This change will provide irrigation modifications necessary for the 2012 site & grounds projects. This is an **Owner Requested Scope Change**.

• **APPROVE PARKING-Abbey Paving #37: $271,377.19** This change will remove existing vegetation on the hill north of the softball field and replace with sod and irrigation. It will remove existing MAC pond 2 cattails and replace with plantings. This is an **Owner Requested Scope Change**.

• **APPROVE PARKING-Abbey Paving #34: $142,668.84** This change will provide site & grounds enhancements along the east side of the PE building. This is an **Owner Requested Scope Change**.

• **APPROVE PARKING-Abbey Paving #35: $156,376.57** This change will provide PE east parking lot landscape screening. This is an **Owner Requested Scope Change**.

• 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 Pro Tem Svoboda called the roll. Student Trustee Martin’s preference is for the motion. Voting aye: Trustees Savage, Wozniak, Birt, McGuire, Svoboda and Chairman Carlin. Motion to approve all Consent Agenda items listed above carried unanimously.

**NEW BUSINESS**

A. **For Information Only:**
   1) One-Semester Non-Teaching Assignment Leaves for the 2012-2013 Academic Year

B. **For Approval:**
   1) Trustee Savage moved, Trustee McGuire seconded, that the Board approve the Notice of Public Hearing for the FY2013 Budget. On roll call, Student Trustee Martin’s preference is for the motion. Voting aye: Trustees Birt, McGuire, Savage, Svoboda, Wozniak and Chairman Carlin. Motion carried unanimously.

   2) Trustee Svoboda moved, Trustee Savage seconded, that the Board approve the Revised Board Policy – Tobacco-Free Campus, 10-160. On roll call, Student Trustee Martin’s preference is for the motion. Voting aye: Trustees McGuire, O’Donnell, Savage, Svoboda, Wozniak, Birt and Chairman Carlin. Motion carried unanimously.

   3) Secretary O’Donnell moved, Trustee Savage seconded, that the Board approve the College of DuPage 403(b) Plan and College of DuPage 457 Plan. On roll call, Student Trustee Martin’s preference is for the motion. Voting aye: Trustees Svoboda, Wozniak, Birt, McGuire, O’Donnell, Savage and Chairman Carlin. Motion carried unanimously.
ANNOUNCEMENTS

• ACCT Report
  o Trustee Svoboda noted the ICCTA Lobby Day is May 1 and 2 in Springfield. A number of the Trustees will be attending.
  o Trustee Svoboda asked for the support of the Board in consideration of her running for an ICCTA officer position, probably secretary. Chairman Carlin noted they gave her full support in this matter.

• Foundation Report
  o Trustee Savage noted the Foundation has received a record number of scholarship applications – more than 3,000 – 30% more than last year at this time. Typically, 10% of the applicants receive awards. The Foundation is at 60% of its $2 million fundraising goal.
  o The Foundation will host a reception in the Homeland Security Center on April 26 for Federal Judge William J. Bauer for whom the mock courthouse was named. This event is a fundraiser for an endowed scholarship in Judge Bauer’s name.
  o The Foundation has two new Board members: Carla Burkhart, President of Hurricane Graphics, and Richard Felize, a local attorney.
  o The next meeting of the Foundation Board will be on June 12.

• Chairman Carlin advised the next Board meeting will be a regular Board meeting on Monday, June 18, 2012.

• Chairman Carlin asked if the Board felt the necessity to have a meeting in Closed Session. Trustee Svoboda moved, Trustee Savage seconded, that the Board move into closed session at the conclusion of this meeting for the purpose of discussing:
  o The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
  o Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.
  o 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.

Secretary O’Donnell took a roll call vote. Student Trustee Martin’s preference is for the motion. Voting yes: Trustees McGuire, O’Donnell, Savage, Svoboda, Wozniak, Birt, and Chairman Carlin. Motion carried unanimously. Moved into closed session at 9:25 p.m.

At 10:18 p.m., the Board returned to Open Session. Chairman Carlin noted that, if there was no further business to come before the Board, he would entertain a motion to adjourn. Trustee Savage moved, Secretary O’Donnell seconded, that the Board Meeting adjourn.
On voice vote, the motion carried unanimously.

By: ________________________________
Allison O’Donnell, Board Secretary

Approved: May 10, 2012

By: ________________________________
David Carlin, Board Chairman
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.

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.

Lynne M. Spytka  5/7/2012
Assistant Vice President, Financial Affairs and Controller  Date

Senior Vice President, Administration and Treasurer  5/8/2012

President  Date
MB Financial and Chase Concentration Accounts

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>$12,505,590</td>
</tr>
<tr>
<td><strong>Current Activity</strong></td>
<td></td>
</tr>
<tr>
<td>Cash Receipts</td>
<td>$9,592,398</td>
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<tr>
<td>Cash Disbursements</td>
<td>($11,545,191)</td>
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<tr>
<td>Wire Transfer/Bank Charges/Voids</td>
<td>$9,924,396</td>
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<tr>
<td>Payroll</td>
<td>($5,603,911)</td>
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<tr>
<td><strong>Total Month Activity</strong></td>
<td>$2,367,692</td>
</tr>
<tr>
<td><strong>Ending Balance</strong></td>
<td>$14,873,282</td>
</tr>
</tbody>
</table>

Cash

| Description                                                      | Amount     |
|                                                               |            |
| MB Financial Concentration Account                             | $3,526,628 |
| MB Financial Fed Account                                       | 10,007     |
| Change Funds                                                   | 17,695     |
| Chase Concentration and Credit Card Accounts                   | 11,346,654 |
| **Total Cash**                                                 | $14,900,984|

Cash Equivalents

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ILFUNDs</td>
<td>$4,286,953</td>
</tr>
<tr>
<td>Wheaton NOW Account</td>
<td>14,099,851</td>
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<tr>
<td>Citibank</td>
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<tr>
<td>PFM Liquidity Account</td>
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<tr>
<td>MB Investment</td>
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<tr>
<td>Chase High Yield</td>
<td>61,262,972</td>
</tr>
<tr>
<td><strong>Total Cash Equivalents</strong></td>
<td>$141,165,204</td>
</tr>
</tbody>
</table>

Investments

| Description                                                    | Amount     |
|                                                              |            |
| Time Deposits                                                 | $1,245,000 |
| Northern Trust                                                | 5,055,474  |
| PFM                                                            | 25,434,004 |
| PFM Fair Market Adjustment                                   | ($35,666) |
| IIIT PFM                                                       | 114,009    |
| Managed Portfolio                                             | 20,000,000 |
| Other Gov't Securities                                        | 30,000,000 |
| **Total Investments**                                         | $81,812,821|

**Total Cash Equivalents & Investments** $222,978,025
**Total Cash, Cash Equivalents & Investments** $237,879,009
College of DuPage  
Community College District No. 502  
PAYROLL AND ACCOUNTS PAYABLE REPORT  
CASH DISBURSEMENTS  
April 30, 2012

### Payroll - April 2012

<table>
<thead>
<tr>
<th></th>
<th>Gross</th>
<th>Net</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advices</td>
<td>7,885,606</td>
<td>5,311,908</td>
</tr>
<tr>
<td>Checks</td>
<td>387,969</td>
<td>292,003</td>
</tr>
<tr>
<td><strong>Total Payroll</strong></td>
<td><strong>8,273,575</strong></td>
<td><strong>5,603,911</strong></td>
</tr>
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</table>

### Accounts Payable - April 2012*

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imprest checks - Vendors</td>
<td>637,776</td>
</tr>
<tr>
<td>Imprest Echecks - Vendors</td>
<td>784,394</td>
</tr>
<tr>
<td>Imprest checks - Employees</td>
<td>18,607</td>
</tr>
<tr>
<td>Imprest Echecks - Employees</td>
<td>54,655</td>
</tr>
<tr>
<td>Imprest checks - Student Refunds</td>
<td>427,800</td>
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<tr>
<td>Imprest E-commerce - Student Refunds</td>
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<tr>
<td><strong>Total Imprest</strong></td>
<td><strong>1,971,490</strong></td>
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<table>
<thead>
<tr>
<th>Account Description</th>
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</thead>
<tbody>
<tr>
<td>Operating checks - Vendors</td>
<td>626,641</td>
</tr>
<tr>
<td>Operating Echecks - Vendors</td>
<td>441,262</td>
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<tr>
<td>ACH transfers - Vendors</td>
<td>1,505,798</td>
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<tr>
<td>Wire transfers - Vendors</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Operating</strong></td>
<td><strong>9,573,701</strong></td>
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### Combined Payroll and Accounts Payable - April 2012

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Total Net Payroll Disbursements</td>
<td>5,603,911</td>
</tr>
<tr>
<td>Total Accounts Payable Disbursements</td>
<td>11,545,191</td>
</tr>
<tr>
<td><strong>Total Cash Disbursements</strong></td>
<td><strong>17,149,102</strong></td>
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</table>

*Includes payroll cash disbursements made to vendors and government agencies for employee withholdings.
## Checks Issued During Accounting Month - April

### COLLEGE OF DuPage
COMMUNITY COLLEGE DISTRICT NO. 502
ACCOUNTS PAYABLE TO BE APPROVED BY BOARD
AT THE MAY 2012 BOARD MEETING

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>PAYEE NAME</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>IM'0081352</td>
<td>Central Dupage Hospital</td>
<td>Fees for COD Fire Science Paramedic Program</td>
<td>$19,026.00</td>
</tr>
<tr>
<td>IM'0081353</td>
<td>ComEd/Commonwealth Edison-Carol Stream</td>
<td>Distribution charges for March 2011</td>
<td>53,081.36</td>
</tr>
<tr>
<td>IM'0091354</td>
<td>Good Samaritan EMSS - Paramedic Program</td>
<td>Fees for COD Fire Science Paramedic Program</td>
<td>15,640.00</td>
</tr>
<tr>
<td>IM'0091355</td>
<td>Indian Prairie School District 204</td>
<td>Rental fees for Frontier Campus (February 2012)</td>
<td>30,694.00</td>
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<tr>
<td>IM'0091356</td>
<td>Oracle America, Inc.</td>
<td>Hyperion Financial Management Adapter Suite</td>
<td>164,620.05</td>
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<td>IM'0091357</td>
<td>Packaging Personified</td>
<td>ETIP-Packaging Personified</td>
<td>18,642.60</td>
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<tr>
<td>IM'0091358</td>
<td>Postmaster - Glen Ellyn</td>
<td>USPS postage usage</td>
<td>20,000.00</td>
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<tr>
<td>IM'0091359</td>
<td>Reserve Account</td>
<td>Postage usage replenishment for March 2012</td>
<td>27,000.00</td>
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<td>IM'0091360</td>
<td>Robbins, Schwartz, Nicholas, Lifton &amp; Taylor</td>
<td>Legal services February 2012</td>
<td>16,316.52</td>
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<td>IM'0091361</td>
<td>Wards Natural Science Est., LLC</td>
<td>Anatomy and Physiology Equipment for Naperville Center</td>
<td>17,971.69</td>
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<td>IM'0091362</td>
<td>Wight &amp; Company</td>
<td>Architectural and engineering services for MAC renovation project</td>
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<td>IM'0091363</td>
<td>Xerox Corporation</td>
<td>Xerox copier lease/usage fees March/April 2012</td>
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<td>IM'0091802</td>
<td>Vining Productions, Inc.</td>
<td>Artist Fee for performance at the MAC</td>
<td>25,000.00</td>
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<td>IM'0092094</td>
<td>Edward Don &amp; Company</td>
<td>Smallwares for Culinary Arts Center</td>
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<td>IM'A101</td>
<td>Dept of Treasury</td>
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<td>IM'A161</td>
<td>Dept of Treasury</td>
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<td>55,317.99</td>
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<tr>
<td>IM'A161</td>
<td>Dept of Treasury</td>
<td>College share FICA tax withholding 4/8/12 payroll</td>
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<td>IDES-Magnetic Media Unit</td>
<td>State tax withholding 4/8/12 payroll</td>
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<td>IDES-Magnetic Media Unit</td>
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<td>Dept of Treasury</td>
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<td>American Airlines</td>
<td>Airfare for Field Studies Costa Rica Trip (participant paid)</td>
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<tr>
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<td>College of Dupage-CODAA</td>
<td>Payroll deduction 4/8/12 payroll</td>
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<td>Payroll deduction 4/8/12 payroll</td>
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<td>Payroll deduction 4/8/12 payroll</td>
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<td>IM'E0006673</td>
<td>Breezy Hill Nursery, Inc.</td>
<td>Landscape improvements for Site and Grounds project</td>
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<td>IM'E0006674</td>
<td>Cami Spectrum Llc</td>
<td>Artist Fee for performance at the MAC</td>
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<td>DACES</td>
<td>Rental fees for Technology Center of DuPage</td>
<td>63,276.19</td>
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<td>IM'E0006676</td>
<td>Edward Hospital-Emss</td>
<td>Fees for COD Fire Science Paramedic Program</td>
<td>16,899.00</td>
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<td>Integrys Energy Services Inc.</td>
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<td>117,715.66</td>
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<td>Loebl Schlossman &amp; Hack, Inc.</td>
<td>Professional services for SRC/Library/ACC projects</td>
<td>161,389.50</td>
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<td>IM'E0006679</td>
<td>Measurenet Technology, Ltd</td>
<td>Student workstations</td>
<td>20,015.00</td>
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<td>IM'E0006680</td>
<td>Mortenson Construction</td>
<td>Construction management services for BIC/SRC project</td>
<td>1,693,090.00</td>
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<td>IM'E0006691</td>
<td>Neinet Business Solutions</td>
<td>Credit card discount fees (February) for FACTS</td>
<td>21,553.61</td>
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<td>IM'E0006692</td>
<td>Proliance Energy Llc</td>
<td>Gas services February 2012</td>
<td>92,337.09</td>
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<td>IM'E0006693</td>
<td>Riverside Technologies, Inc.</td>
<td>Construction management services for PE Center</td>
<td>45,798.00</td>
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<td>IM'E0006684</td>
<td>Schaeffes Brothers, Inc.</td>
<td>Landscaping services for Athletic Fields project</td>
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<td>IM'E0006685</td>
<td>United Visual</td>
<td>Epson projectors for BIC project</td>
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<td>SURS-State Univ Retirement System of IL</td>
<td>SURS withholding 2/24/12 payroll</td>
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<td>Trust &amp; Federal funds 2/24/12 payroll</td>
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<td>IM'E0006871</td>
<td>SURS-State Univ Retirement System of IL</td>
<td>College share SURS health 2/24/12 payroll</td>
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<td>SURS-State Univ Retirement System of IL</td>
<td>College share SURS health 3/24/12 payroll</td>
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<td>Community College Health Consortium</td>
<td>Premium and fees for March 2012 health insurance</td>
<td>1,188,504.18</td>
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<td>IM'E006873</td>
<td>Gallagher Benefits Services Inc.</td>
<td>Life Insurance college share April 2012</td>
<td>11,587.76</td>
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<td>Gallagher Benefits Services Inc.</td>
<td>Payroll deductions March 2012</td>
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<td>Payroll deduction 4/20/12 payroll</td>
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<td>College of Dupage-CODAA</td>
<td>Payroll deduction 4/20/12 payroll</td>
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<td>IM'E006880</td>
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<td>SERS withholding 4/20/12 payroll</td>
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<td>Abbey Paving Co. Inc.</td>
<td>Services for Parking Improvement project</td>
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<td>IM'E007067</td>
<td>Breezy Hill Nursery, Inc.</td>
<td>Landscaping services for Site and Grounds project</td>
<td>81,281.97</td>
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<td>IM'E007068</td>
<td>Carter Group</td>
<td>Move management services for BIC project</td>
<td>16,475.20</td>
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<td>IM'E007069</td>
<td>Collax</td>
<td>Fees for asbestos abatement BIC/SRC renovation</td>
<td>34,391.28</td>
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<td>IM'E007070</td>
<td>DAOES</td>
<td>Pass through funds from ISBE</td>
<td>199,563.00</td>
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<td>IM'E007071</td>
<td>Datatel, Inc.</td>
<td>License and maintenance fees for Datatel Recruiter</td>
<td>42,000.00</td>
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<td>IM'E007072</td>
<td>Electrical Contractor, Inc.</td>
<td>Electrical work for Culinary parking lot gate project</td>
<td>16,999.00</td>
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<td>IM'E007073</td>
<td>Four Point O Inc.</td>
<td>BIC/SRC Audio Visual equipment</td>
<td>32,603.13</td>
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<td>IM'E007074</td>
<td>Franzek Radelet</td>
<td>Legal services February 2012</td>
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<td>IM'E007075</td>
<td>Gilbane</td>
<td>Final payment for Health Sciences and Technology Center projects</td>
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<td>IM'E007076</td>
<td>Governor c/o Bibby Services</td>
<td>Annual support, maintenance fees for CurricUNET</td>
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<td>IM'E007077</td>
<td>Hewlett Packard</td>
<td>HP Computers for IT</td>
<td>81,423.00</td>
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<td>IM'E007078</td>
<td>Interiors for Business, Inc.</td>
<td>Furniture down payment for Phase 2 BIC/SRC project</td>
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<td>IM'E007079</td>
<td>iworx Systems, Inc.</td>
<td>Physiology teaching kit</td>
<td>21,769.00</td>
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<td>IM'E007080</td>
<td>Michael Walters Advertising</td>
<td>Advertising fees for Summer term 2012</td>
<td>100,000.00</td>
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<td>IM'E007081</td>
<td>Smith Maintenance Company</td>
<td>Janitorial services for March 2012</td>
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<td>Sound Planning Associates, Inc.</td>
<td>BIC Phase 2 audio and visual equipment</td>
<td>205,000.00</td>
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<tr>
<td>IM'E007083</td>
<td>V3 Companies</td>
<td>Services for Site and Grounds project</td>
<td>25,388.00</td>
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</tbody>
</table>

TOTAL CHECKS, E-CHECKS, ACH, & WIRE TRANSFERS ISSUED DURING ACCOUNTING MONTH

$9,573,700.94
COLLEGE OF DuPAGE
SPECIAL BOARD MEETING

SUMMARY OF BIDS

Item 9. B. 3) a) SRC Library Renovations Bid Package #2.
   a) That the Board of Trustees awards the bid for SRC/Library
      Renovations Bid Package #2 to the lowest responsible bidders;

   • Structural Steel to Ralph H. Simpson Co., 733 Industrial Drive,
     Elmhurst, IL 60126, for the base bid total of $437,000.00;

   • Rooftop Air Handling Units to Temperature Equipment
     Corporation, 17725 Volbrecht Road, Lansing, IL 60438, for the
     base bid total of $1,150,200.00, Alternate #1 for $5,700.00, and
     Alternate #2 for $129,800.00, for a total of $1,285,700.00;

      For a subtotal of $1,722,700.00;

   b) That the Board of Trustees approves the increase in the
      Construction Management contract amount with Mortenson
      Construction Company, 25 Northwest Point Blvd., Elk Grove
      Village, 60007, for the contracts related to the SRC/Library
      Renovations Bid Package #2, in accordance with the contract
      terms, for the following fees:

      • General Conditions at 4.58% for a subtotal of $78,900.00;
      • Insurance at 0.95% for a subtotal of $17,115.00
      • Trade contract costs at 2.2% for a subtotal of $40,012.00;

      For a subtotal of $136,027.00;

      For a total expenditure of $1,858,727.00.

Item 9. B. 3) b) Landscaping Bid Package #3.
   That the Board of Trustees awards the bids for Landscaping Bid
   Package #3, to the lowest responsible bidders as follows:

   • Landscaping work to Breezy Hill Nursery, 7530 288th Avenue,
     Salem, WI 53168, for the base bid total of $541,636.20;

   • Electrical work to Thorne Electric, 26W501 St. Charles Road,
     Carol Stream, IL 60188, for the base bid total of $265,762.50;

   • Irrigation work to Aqua Designs, Inc., 2133 Gould Court,
     Rockdale, IL 60436, for the base bid total of $223,332.94;
Concrete work to Vixen Construction, Inc., 7600 W. 797th Street, Bridgeview, IL 60455, for the base bid total of $1,050,278.45;

Demolition, Grading and Utilities to Pirtano Construction, 1766 Armitage Court, Addison, IL 60101, for the base bid total of $478,785.50 and Alternate #1 for $20,212.50, for a subtotal of $498,998.00;

Glass Tree Art to Schaefges Brothers, Inc., 851 Seton Court, Wheeling, IL 60090, for the base bid total of $208,000.00 and Alternate #2 for $10,380.00, for a subtotal of $218,380.00;

For a total expenditure of $2,798,388.09.

Item 9. B. 3) c) MAC & PE Buildings Moving Services. 
   a) That the Board of Trustees awards the bid for MAC & PE Buildings Moving Services to the lowest responsible bidders as follows:
      
      • Moving and Storage Services to 3MD Relocation Services, Inc., 2600 S.25th Ave. Broadview, IL for the base bid total of $366,277.00;
      
      • Electrical work to Power Construction Company, 2360 Palmer Drive, Schaumburg, IL for the base bid total of $62,700.00;
      
      For a subtotal $428,977.00;

   b) That the Board of Trustees approves the increase in the construction management contract amount with Power Construction Company, LLC., 2360 Palmer Drive, Schaumburg, IL 60137 in accordance with the contract terms, for the following fees:

      • General Conditions at 4.95% for a subtotal of $21,234.36;
      • Insurance at 0.85% for a subtotal of $3,646.30;
      • Trade contract costs at 2.25% for a subtotal of $9,651.98;

      For a subtotal of $ 34,532.64;

For a total expenditure of $463,509.64.

a) That the Board of Trustees awards the bid for BIC/SRC Renovations Bid Package #9 to the lowest responsible bidders as follows:

- Flooring to Vortex Enterprises, 25 W. Official Road, Addison, IL 60101, for the base bid total of $104,398.00;
- Painting to Oosterbaan & Sons, 2515 W. 147th Street, Posen, IL 60469, for the base bid total of $69,620.00;
- General Trades to Doherty Construction, Inc., 163 N. Valley Hill Road, Woodstock, IL 60098, for the base bid total of $503,800.00;
- Fire Protection to Nova Fire Protection, 1530 Wiley Road, Schaumburg, IL 60173, for the base bid total of $116,372.00;
- Plumbing to C.W. Burns Co., Inc., 1536 Brook Drive, Downers Grove, IL 60515, for the base bid total of $84,750.00;
- HVAC and Temperature Controls to Mechanical Concepts of Illinois, 333 S. O'Hare Drive, Romeoville, IL 60446, for the base bid total of $411,888.00 and Alternate F for $6,400.00, for a total of $418,288.00;
- Electrical to Electrical Design Systems Corp., 510 Exchange Court, Aurora, IL 60504, for the base bid total of $463,439.00, and Alternate F for $859.00, for a total of $464,298.00;

For a subtotal of $1,761,526.00;

b) That the Board of Trustees approves the increase in the construction management contract amount with Mortenson Construction Company, 25 Northwest Point Blvd., Elk Grove Village, 60007, for the contracts related to BIC/SRC Renovations Bid Package #9, in accordance with the contract terms, for the following fees:

- General Conditions at 2.0% for a subtotal of $35,231.00;
- Insurance at 0.95% for a subtotal of $17,069.00;
- Trade contract costs at 2.2% for a subtotal of $39,904.00;

For a subtotal of $92,204.00;

For a total expenditure of $1,853,730.00.
Item 9. B. 3) e) **College Vehicle (Rejection).**
That the Board of Trustees rejects all bids received for a College Vehicle due to budgetary concerns.

Item 9. B. 3) f) **Nursing Lab Equipment.**
That the Board of Trustees awards the bid for Nursing Lab Equipment to the lowest responsible bidder, Laerdal Medical Corporation, 167 Myers Corners Road, Wappingers Falls, NY 12590, for a total expenditure of $29,319.07.
1. **SUBJECT**

   SRC/Library Renovations Bid Package #2.

2. **BUDGET STATUS**

   Mortenson Construction, the College's Construction Manager, estimated the total cost of this bid package to be $2,063,953.00. The recommended contractor's bids are $1,722,700.00 or $341,253.00 below the estimate. Funding for this project is being provided by the FMP SRC Library Renovations budget #03-90-36800-580300.

3. **BACKGROUND INFORMATION**

   This project is being bid in multiple packages. This represents bid package #2 for structural steel and rooftop air handling units for the SRC/Library Renovations project.

   This bid included two alternate bids for the rooftop air handling units as follows:

   Alternate 1 is to provide support brackets for future Trespa panel installation. We recommend accepting this alternate.

   Alternate 2 is to provide Strion air filters in lieu of standard filters. We recommend accepting this alternate which will provide better air quality in the building.

   The awarded bidder's contract and all future contracts associated with the project will be assigned to the project's Construction Manager, Mortenson Construction.

   A legal bid notice was published and 22 vendors were solicited. Nine responses were received. Seven local vendors were solicited with three responding, Ralph H. Simpson Company of Itasca (awarded), T.A. Bowman Contractors of Bloomingdale, and Trane of Willowbrook. Minority vendor references were reviewed for this bid with no listing found for this type of service.
Following is a recap of the bid tabulation:

### Structural Steel

<table>
<thead>
<tr>
<th></th>
<th>David Arch. Metals</th>
<th>K&amp;K Iron Works</th>
<th>Ralph H. Simpson Company</th>
<th>T.A. Bowman</th>
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</thead>
<tbody>
<tr>
<td>Base Bid Total</td>
<td>$465,000.00</td>
<td>$526,700.00</td>
<td>$437,000.00</td>
<td>$537,000.00</td>
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### Rooftop Air Handling Units

<table>
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<tr>
<th>Rooftop Air Handling Units</th>
<th>Ingenia Technologies</th>
<th>Mechanical Inc.</th>
<th>Temperature Equipment Corp. Airflow</th>
<th>Temperature Equipment Corp. Racan</th>
<th>Trane</th>
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<tr>
<td>Base Bid Total</td>
<td>$1,673,300.00</td>
<td>$1,523,000.00</td>
<td>$1,150,200.00</td>
<td>$1,510,900.00</td>
<td>$1,800,100.00</td>
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<td>Alt. #1-Brackets for Trespa Panels</td>
<td>$1,242.00</td>
<td>$25,300.00</td>
<td>$5,700.00</td>
<td>$76,100.00</td>
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<td>Alt. #2-Strion Air Filter</td>
<td>$262,165.00</td>
<td>$242,300.00</td>
<td>$129,800.00</td>
<td>$158,100.00</td>
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<tr>
<td>Total with Alt. #1 &amp; #2</td>
<td>$1,936,707.00</td>
<td>$1,790,600.00</td>
<td>$1,285,700.00</td>
<td>$1,745,100.00</td>
<td>$1,988,500.00</td>
</tr>
</tbody>
</table>

**Recommended Vendors in Bold**
4. RECOMMENDATION

a) That the Board of Trustees awards the bid for SRC/Library Renovations Bid Package #2 to the lowest responsible bidders;

- Structural Steel to Ralph H. Simpson Co., 733 Industrial Drive, Elmhurst, IL 60126, for the base bid total of $437,000.00;

- Rooftop Air Handling Units to Temperature Equipment Corporation, 17725 Volbrecht Road, Lansing, IL 60438, for the base bid total of $1,150,200.00, Alternate #1 for $5,700.00, and Alternate #2 for $129,800.00, for a total of $1,285,700.00;

For a subtotal of $1,722,700.00;

b) That the Board of Trustees approves the increase in the Construction Management contract amount with Mortenson Construction Company, 25 Northwest Point Blvd., Elk Grove Village, 60007, for the contracts related to the SRC/Library Renovations Bid Package #2, in accordance with the contract terms, for the following fees:

- General Conditions at 4.58% for a subtotal of $78,900.00;
- Insurance at 0.95% for a subtotal of $17,115.00;
- Trade contract costs at 2.2% for a subtotal of $40,012.00;

For a subtotal of $136,027.00;

For a total expenditure of $1,858,727.00.
SIGNATURE PAGE FOR SRC/LIBRARY RENOVATIONS BID PACKAGE #2 (BID).

ITEM(S) ON REQUEST

a) That the Board of Trustees awards the bid for SRC/Library Renovations Bid Package #2 to the lowest responsible bidders;

- Structural Steel to Ralph H. Simpson Co., 733 Industrial Drive, Elmhurst, IL 60126, for the base bid total of $437,000.00;

- Rooftop Air Handling Units to Temperature Equipment Corporation, 17725 Volbrecht Road, Lansing, IL 60438, for the base bid total of $1,150,200.00, Alternate #1 for $5,700.00, and Alternate #2 for $129,800.00, for a total of $1,285,700.00;

For a subtotal of $1,722,700.00;

b) That the Board of Trustees approves the increase in the Construction Management contract amount with Mortenson Construction Company, 25 Northwest Point Blvd., Elk Grove Village, 60007, for the contracts related to the SRC/Library Renovations Bid Package #2, in accordance with the contract terms, for the following fees:

- General Conditions at 4.58% for a subtotal of $78,900.00;
- Insurance at 0.95% for a subtotal of $17,115.00;
- Trade contract costs at 2.2% for a subtotal of $40,012.00;

For a subtotal of $136,027.00;

[Signatures and dates]

date: 4/16/12

Director, Facilities Planning & Development

[Signature]

date: 4/16/12

Director, Business Affairs

[Signature]

date: 4/17/2012

Senior Vice President, Administration and Treasurer

[Signature]

date: 5/3/12

President

[Signature]
1. **SUBJECT**

   Landscaping Bid Package #3.

2. **BUDGET STATUS**

   JJR, the College’s Landscape Consultant, estimated the total cost of this bid package to be $3,060,840.00. The recommended contractors’ bids are $2,798,388.09, or $262,451.91 below the estimate. These funds are being provided by Referendum #2 Site & Grounds budget #03-90-36804-5802001.

3. **BACKGROUND INFORMATION**

   The landscape plan includes landscaping, irrigation, electrical, concrete, demolition, grading and glass tree art to create a cohesive landscaping scheme across campus.

   Below is a brief description of each project involved with this bid:

   **BIC North Plaza** – This project consists of demolition, grading, storm sewer improvements, concrete curb and walks, asphalt paving, pedestrian and accent lighting, irrigation and landscaping for the plaza area bordered by Tallgrass Boulevard to the north, the MAC Building to the east, the BIC Building to the south and the previously completed improvements in front of the SRC Building to the west.

   **SRC South Plaza Architectural Structure** - This project involves construction of three glass tree structures intended to provide shade for the upper plaza area.

   **BIC Courtyards HVAC Grills and Concrete Staining** - This project involves sealing and staining of the existing concrete walks within the BIC East and BIC West Courtyards.

   The bid for landscaping included two alternate bids as follows:

   Alternate #1 is related to work involved with demolition, grading and utilities and includes the removal of the existing storm sewer pipe and then backfilling the area. We are accepting this alternate.

   Alternate #2 is related to work involved with the Glass Tree Arts and includes extension of the lighting controls to the existing water feature vault. We are accepting this alternate.
The awarded bidders’ contracts will be contracted directly with the College.

A legal bid notice was published and 32 vendors were solicited. Fifteen responses were received. Five local vendors were solicited with four responding, Central Lawn Sprinklers of Elk Grove Village, and the following three contractors who are all being awarded contracts: Landworks, Ltd. of Bolingbrook; Pirtano Construction of Addison; and Thorne Electric of Wheaton. One minority vendor was solicited, but did not respond.

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

Following is a recap of the bid tabulation:

<table>
<thead>
<tr>
<th>Landscaping</th>
<th>Breezy Hill</th>
<th>Landworks</th>
<th>Twin Oaks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Bid</td>
<td>$541,636.20</td>
<td>$627,396.37</td>
<td>$593,630.57</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electric</th>
<th>Thorne Electric</th>
<th>Utility Dynamics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Bid</td>
<td>$265,762.50</td>
<td>$293,273.75</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Irrigation</th>
<th>Aqua Designs</th>
<th>Central Lawn Sprinklers</th>
<th>Muellermist</th>
<th>NatureScape</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Bid</td>
<td>$223,332.94</td>
<td>$247,824.00</td>
<td>$252,375.00</td>
<td>$257,708.39</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Concrete Work</th>
<th>Landmark</th>
<th>Vixen Const.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Bid</td>
<td>$1,128,200.34</td>
<td>$1,050,278.45</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Demolition/Grading/Utilities</th>
<th>Martam Construction</th>
<th>Pirtano Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Bid</td>
<td>$517,049.20</td>
<td>$478,785.50</td>
</tr>
<tr>
<td>Alternate #1: Remove Storm Sewer Pipe</td>
<td>$24,500.00</td>
<td>$20,212.50</td>
</tr>
<tr>
<td>Total Base Bid &amp; Alternate #1</td>
<td>$541,549.20</td>
<td>$498,998.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Glass Tree Art</th>
<th>Martam Construction</th>
<th>Schaefges Bros.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Bid</td>
<td>$256,688.00</td>
<td>$208,000.00</td>
</tr>
<tr>
<td>Alternate #2: Extend Existing Lighting Controls</td>
<td>$6,000.00</td>
<td>$10,380.00</td>
</tr>
<tr>
<td>Total Base Bid &amp; Alternate #2</td>
<td>$262,688.00</td>
<td>$218,380.00</td>
</tr>
</tbody>
</table>

**Recommended Vendor in Bold**
4. **RECOMMENDATION**

That the Board of Trustees awards the bids for Landscaping Bid Package #3, to the lowest responsible bidders as follows:

- Landscaping work to Breezy Hill Nursery, 7530 288th Avenue, Salem, WI 53168, for the base bid total of $541,636.20;
- Electrical work to Thorne Electric, 26W501 St. Charles Road, Carol Stream, IL 60188, for the base bid total of $265,762.50;
- Irrigation work to Aqua Designs, Inc., 2133 Gould Court, Rockdale, IL 60436, for the base bid total of $223,332.94;
- Concrete work to Vixen Construction, Inc., 7600 W. 797th Street, Bridgeview, IL 60455, for the base bid total of $1,050,278.45;
- Demolition, Grading and Utilities to Pirtano Construction, 1766 Armitage Court, Addison, IL 60101, for the base bid total of $478,785.50 and Alternate #1 for $20,212.50, for a subtotal of $498,998.00;
- Glass Tree Art to Schaefges Brothers, Inc., 851 Seton Court, Wheeling, IL 60090, for the base bid total of $208,000.00 and Alternate #2 for $10,380.00, for a subtotal of $218,380.00;

For a total expenditure of $2,798,388.09.
SIGNATURE PAGE FOR LANDSCAPING BID PACKAGE #3 (BID).

ITEM(S) ON REQUEST

That the Board of Trustees awards the bids for Landscaping Bid Package #3, to the lowest responsible bidders as follows:

- Landscaping work to Breezy Hill Nursery, 7530 288th Avenue, Salem, WI 53168, for the base bid total of $541,636.20;

- Electrical work to Thorne Electric, 26W501 St. Charles Road, Carol Stream, IL 60188, for the base bid total of $265,762.50;

- Irrigation work to Aqua Designs, Inc., 2133 Gould Court, Rockdale, IL 60436, for the base bid total of $223,332.94;

- Concrete work to Vixen Construction, Inc., 7600 W. 797th Street, Bridgeview, IL 60455, for the base bid total of $1,050,278.45;

- Demolition, Grading and Utilities to Pirtano Construction, 1766 Armitage Court, Addison, IL 60101, for the base bid total of $478,785.50 and Alternate #1 for $20,212.50, for a subtotal of $498,998.00;

- Glass Tree Art to Schaehges Brothers, Inc., 851 Seton Court, Wheeling, IL 60090, for the base bid total of $208,000.00 and Alternate #2 for $10,380.00, for a subtotal of $218,380.00;

For a total expenditure of $2,798,388.09.

Director, Facilities Planning & Development
Date

Director, Business Affairs
Date

Senior Vice President, Administration and Treasurer
Date

President
Date
COLLEGE OF DuPAGE
SPECIAL BOARD MEETING
STANDARD BOARD APPROVAL

1. SUBJECT

MAC & PE Buildings Moving Services.

2. BUDGET STATUS

Power Construction Company, the College’s Construction Manager for the Physical Education Renovation, estimated the total cost of this bid package to be $430,000.00. The recommended contractor’s bids are $428,977.00 or $1,023.00 below the estimate. These funds are being provided by the Referendum #2 Physical Education Renovation Construction budget #03-90-36803-5804001.

3. BACKGROUND INFORMATION

This bid represents Phase 1 of the moving services required for the MAC and PE Buildings and includes the following two trades: Moving/Storage and Electrical Work.

The bid included one alternate bid as follows:

Alternate #1: Moving all items identified in the McAninch Arts Center specified rooms in the first and second floor performance areas. We are not accepting this alternate.

A legal bid notice was published and 27 vendors were solicited. Five responses were received. Six local vendors were solicited with one responding, Connelly Electric of Addison. One minority vendor was solicited but did not respond.

This purchase complies with State Statute, Board Policy and Administrative Procedures.
Following is a recap of the bid tabulation:

<table>
<thead>
<tr>
<th>MOVING/STORAGE</th>
<th>Boyer-Rosene</th>
<th>3MD Relocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Bid</td>
<td>$449,980.00</td>
<td>$366,277.00</td>
</tr>
<tr>
<td>Alt. #1: Moving items</td>
<td>$84,900.00</td>
<td>$124,776.00</td>
</tr>
<tr>
<td>in Performance Areas</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ELECTRICAL WORK**

<table>
<thead>
<tr>
<th></th>
<th>American Electric</th>
<th>Connelly Electric</th>
<th>Power Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Bid</td>
<td>$63,700.00</td>
<td>$73,700.00</td>
<td>$62,700.00</td>
</tr>
</tbody>
</table>

**Recommended Vendor in Bold**

4. **RECOMMENDATION**

   a) That the Board of Trustees awards the bid for MAC & PE Buildings Moving Services to the lowest responsible bidders as follows:

   - Moving and Storage Services to 3MD Relocation Services, Inc., 2600 S.25th Ave. Broadview, IL for the base bid total of $366,277.00;

   - Electrical work to Power Construction Company, 2360 Palmer Drive, Schaumburg, IL for the base bid total of $62,700.00;

   For a subtotal $428,977.00;

   b) That the Board of Trustees approves the increase in the construction management contract amount with Power Construction Company, LLC., 2360 Palmer Drive, Schaumburg, IL 60137 in accordance with the contract terms, for the following fees:

   - General Conditions at 4.95% for a subtotal of $21,234.36;
   - Insurance at 0.85% for a subtotal of $3,646.30;
   - Trade contract costs at 2.25% for a subtotal of $9,651.98;

   For a subtotal of $34,532.64;

   For a total project expenditure of $463,509.64.
SIGNATURE PAGE FOR MAC & PE BUILDINGS MOVING SERVICES (BID).

ITEM(S) ON REQUEST

a) That the Board of Trustees awards the bid for MAC & PE Buildings Moving Services to the lowest responsible bidders as follows:

- Moving and Storage Services to 3MD Relocation Services, Inc., 2600 S.25th Ave. Broadview, IL for the base bid total of $366,277.00;

- Electrical work to Power Construction Company, 2360 Palmer Drive, Schaumburg, IL for the base bid total of $62,700.00;

For a subtotal $428,977.00;

b) That the Board of Trustees approves the increase in the construction management contract amount with Power Construction Company, LLC., 2360 Palmer Drive, Schaumburg, IL 60137 in accordance with the contract terms, for the following fees:

- General Conditions at 4.95% for a subtotal of $21,234.36;
- Insurance at 0.85% for a subtotal of $3,646.30;
- Trade contract costs at 2.25% for a subtotal of $9,651.98;

For a subtotal of $ 34,532.64;

For a total project expenditure of $463,509.64.

Date: 4/24/12

Director, Facilities Planning & Development

Date: 4/24/12

Director, Business Affairs

Date: 4/24/12

Senior Vice President, Administration and Treasurer

Date: 4/21/12

President
1. **SUBJECT**

   BIC/SRC Renovations Bid Package #9.

2. **BUDGET STATUS**

   Mortenson Construction, the College’s Construction Manager, estimated the total cost of this bid package to be $2,063,953.00. The recommended contractor’s bids are $1,761,526.00 or $302,427.00 below the estimate. Funding for this project is being provided by the BIC/SRC Renovations budget #03-90-32727-5804001.

3. **BACKGROUND INFORMATION**

   This project is being bid in multiple packages. This bid package represents the renovations required in the SRC Building to provide a new location for the Radio Station, currently located in the OCC Building and the Fashion Merchandising Program, currently located in the McAninch Arts Center. The scope of work includes flooring, painting, general trades, fire protection, plumbing, HVAC/temperature controls, and electrical.

   This bid included two alternate bids as follows:

   Alternate A is to provide full build out and all finishes for a toilet room in the Radio Station area. We are not accepting this alternate.

   Alternate F is to replace two existing fan powered boxes on the 2nd floor of the SRC. We are accepting this alternate.

   We recommend rejecting the low bid received for Painting from Midwest Decorating due to non-compliance with bid specifications. They did not include painting and finishing of wood doors in their bid pricing as required. We recommend that the low bid received from L. J. Morse for General Trades be rejected due to non-compliance with bid specifications. They did not include the cost of the millwork and casework as required and also did not include the trade cost allowance of $55,000.00. We recommend that the bid from O’Sullivan Plumbing be rejected due to non-compliance with bid specifications. They did not include the trade cost allowance of $25,000.00 in their base bid total. All of these contractors have formally requested that their bids be withdrawn due to these errors.

   The awarded bidder’s contract and all future contracts associated with the project will be assigned to the project’s Construction Manager, Mortenson Construction.
A legal bid notice was published and 128 vendors were solicited. Thirty-two responses were received. Thirty local vendors were solicited with eight responding, F. E. Moran of Downers Grove, Five Star Decorating of Addison, Monaco Mechanical of Westmont, Mr. David's Carpets of Itasca, OPC Construction of Wood Dale, Premier Mechanical of Addison, Titan Electric of Villa Park, and Vortex Enterprises of Addison (awarded). Five minority vendors were solicited but did not respond.

Following is a recap of the bid tabulation:

### Flooring

<table>
<thead>
<tr>
<th></th>
<th>Mr. Davids</th>
<th>Rockford</th>
<th>Vortex Enterprises</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Bid</td>
<td>$114,870.00</td>
<td>$117,284.00</td>
<td><strong>$104,398.00</strong></td>
</tr>
<tr>
<td>Alt. A: Build out toilet room</td>
<td>$7,202.00</td>
<td>$6,400.00</td>
<td>$8,350.00</td>
</tr>
<tr>
<td>Alt. F: Fan Powered Boxes</td>
<td>No Bid</td>
<td>No Bid</td>
<td>No Bid</td>
</tr>
</tbody>
</table>

### Painting

<table>
<thead>
<tr>
<th></th>
<th>Ascher Bros.</th>
<th>Cosgrove</th>
<th>Five Star Decorating</th>
<th>Midwest Decorating</th>
<th>Oosterbaan Painting</th>
<th>Triangle Painting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Bid</td>
<td>$69,980.00</td>
<td>$75,125.00</td>
<td>$83,900.00</td>
<td><strong>$57,900.00</strong></td>
<td><strong>$69,620.00</strong></td>
<td>$72,250.00</td>
</tr>
<tr>
<td>Alt. A: Build out toilet room</td>
<td>No Bid</td>
<td>$250.00</td>
<td>$280.00</td>
<td>No Bid</td>
<td>No Bid</td>
<td>$200.00</td>
</tr>
<tr>
<td>Alt. F: Fan Powered Boxes</td>
<td>No Bid</td>
<td>No Bid</td>
<td>No Bid</td>
<td>No Bid</td>
<td>No Bid</td>
<td>No Bid</td>
</tr>
</tbody>
</table>

### General Trades

<table>
<thead>
<tr>
<th></th>
<th>Boller Construction</th>
<th>Cosgrove Construction</th>
<th>Doherty Construction</th>
<th>L.J. Morse Construction</th>
<th>Oakley Construction</th>
<th>OPC Construction</th>
<th>Stuckey Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Bid</td>
<td>$605,000.00</td>
<td>$683,800.00</td>
<td><strong>$503,800.00</strong></td>
<td><strong>$396,997.00</strong></td>
<td>$780,000.00</td>
<td>$788,700.00</td>
<td><strong>$558,000.00</strong></td>
</tr>
<tr>
<td>Alt. A: Build out toilet room</td>
<td>$4,900.00</td>
<td>$4,800.00</td>
<td>$15,700.00</td>
<td>$4,789.00</td>
<td>$6,500.00</td>
<td>$5,700.00</td>
<td>$5,800.00</td>
</tr>
<tr>
<td>Alt. F: Fan Powered Boxes</td>
<td>No Bid</td>
<td>No Bid</td>
<td>No Bid</td>
<td>No Bid</td>
<td>$10,800.00</td>
<td>No Bid</td>
<td>No Bid</td>
</tr>
</tbody>
</table>

### Fire Protection

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Bid</td>
<td>$130,520.00</td>
<td>$139,783.00</td>
<td><strong>$116,372.00</strong></td>
<td>$128,263.00</td>
<td>$127,990.00</td>
</tr>
<tr>
<td>Alt. A: Build out toilet room</td>
<td>No Bid</td>
<td>No Bid</td>
<td>No Bid</td>
<td>$1,200.00</td>
<td>No Bid</td>
</tr>
<tr>
<td>Alt. F: Fan Powered Boxes</td>
<td>No Bid</td>
<td>No Bid</td>
<td>No Bid</td>
<td>No Bid</td>
<td>No Bid</td>
</tr>
</tbody>
</table>

**Recommended Vendors in Bold**

*Rejected – Bid withdrawn*
### Plumbing

<table>
<thead>
<tr>
<th>Company</th>
<th>C.W. Burns</th>
<th>O'Sullivan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Bid</td>
<td>$84,750.00</td>
<td>$38,850.00</td>
</tr>
<tr>
<td>Alt. A: Build out toilet room</td>
<td>$9,900.00</td>
<td>$16,280.00</td>
</tr>
<tr>
<td>Alt. F: Fan Powered Boxes</td>
<td>No Bid</td>
<td>No Bid</td>
</tr>
</tbody>
</table>

### HVAC & Temperature Control

<table>
<thead>
<tr>
<th>AMC</th>
<th>AMS</th>
<th>Mechanical</th>
<th>Monoaco</th>
<th>Premier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanical</td>
<td>Mechanical</td>
<td>F.E. Moran</td>
<td>Concepts</td>
<td>Mechanical</td>
</tr>
<tr>
<td>Base Bid</td>
<td>$447,700.00</td>
<td>$457,568.00</td>
<td>$467,000.00</td>
<td>$411,888.00</td>
</tr>
<tr>
<td>Alt. A: Build out toilet room</td>
<td>$11,000.00</td>
<td>$11,531.00</td>
<td>$11,500.00</td>
<td>$7,100.00</td>
</tr>
<tr>
<td>Alt. F: Fan Powered Boxes</td>
<td>$12,000.00</td>
<td>$6,708.00</td>
<td>$10,800.00</td>
<td>$6,400.00</td>
</tr>
<tr>
<td>Total w/Alt. F</td>
<td>$459,700.00</td>
<td>$464,276.00</td>
<td>$477,800.00</td>
<td><strong>$418,288.00</strong></td>
</tr>
</tbody>
</table>

### Electrical

<table>
<thead>
<tr>
<th>American Electric</th>
<th>Electrical Systems</th>
<th>Titan Electric</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Bid</td>
<td>$589,700.00</td>
<td>$463,439.00</td>
</tr>
<tr>
<td>Alt. A: Build out toilet room</td>
<td>No Bid</td>
<td>$2,230.00</td>
</tr>
<tr>
<td>Alt. F: Fan Powered Boxes</td>
<td>No Bid</td>
<td>$859.00</td>
</tr>
<tr>
<td>Total w/ Alt. F</td>
<td>$589,700.00</td>
<td><strong>$464,298.00</strong></td>
</tr>
</tbody>
</table>

**Recommended Vendors in Bold**

*Rejected – Bid withdrawn*
4. **RECOMMENDATION**

a) That the Board of Trustees awards the bid for BIC/SRC Renovations Bid Package #9 to the lowest responsible bidders as follows:

- Flooring to Vortex Enterprises, 25 W. Official Road, Addison, IL 60101, for the base bid total of $104,398.00;
- Painting to Oosterbaan & Sons, 2515 W. 147th Street, Posen, IL 60469, for the base bid total of $69,620.00;
- General Trades to Doherty Construction, Inc., 163 N. Valley Hill Road, Woodstock, IL 60098, for the base bid total of $503,800.00;
- Fire Protection to Nova Fire Protection, 1530 Wiley Road, Schaumburg, IL 60173, for the base bid total of $116,372.00;
- Plumbing to C.W. Burns Co., Inc., 1536 Brook Drive, Downers Grove, IL 60515, for the base bid total of $84,750.00;
- HVAC and Temperature Controls to Mechanical Concepts of Illinois, 333 S. O'Hare Drive, Romeoville, IL 60446, for the base bid total of $411,888.00 and Alternate F for $6,400.00, for a total of $418,288.00;
- Electrical to Electrical Design Systems Corp., 510 Exchange Court, Aurora, IL 60504, for the base bid total of $463,439.00, and Alternate F for $859.00, for a total of $464,298.00;

For a subtotal of $1,761,526.00;

b) That the Board of Trustees approves the increase in the construction management contract amount with Mortenson Construction Company, 25 Northwest Point Blvd., Elk Grove Village, 60007, for the contracts related to BIC/SRC Renovations Bid Package #9, in accordance with the contract terms, for the following fees:

- General Conditions at 2.0% for a subtotal of $35,231.00;
- Insurance at 0.95% for a subtotal of $17,069.00;
- Trade contract costs at 2.2% for a subtotal of $39,904.00;

For a subtotal of $ 92,204.00;

For a total project expenditure of $1,853,730.00.
1. **SUBJECT**

   College Vehicle (Rejection).

2. **BUDGET STATUS**

   Funds to support this purchase are budgeted in the Facilities Department Capital Outlay Budget #02-90-20011-5807001.

3. **BACKGROUND INFORMATION**

   This item represents a bid for the purchase of a new waste/recycling collection truck for the Facilities Department. The vehicle will be used by our custodial staff for transporting trash and recyclable materials to central collection locations.

   On April 18, 2012, two bids were received and publicly opened. The lowest bid received exceeded the budgeted amount by 93.7%. We recommend that all bids received be rejected due to budgetary concerns and that the bid specifications be revised to bring the cost within budgeted amount. The vehicle will be re-bid for approval at a future date.

   A legal bid notice was published and 14 vendors were solicited. Two responses were received. Twelve local vendors were solicited with one responding, PTR Truck Center of West Chicago. Minority vendor references were reviewed for this bid, with no listing found for this type of purchase.

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

4. **RECOMMENDATION**

   That the Board of Trustees rejects all bids received for a College Vehicle due to budgetary concerns.
SIGNATURE PAGE FOR COLLEGE VEHICLE (BID REJECTION).

ITEM(S) ON REQUEST

That the Board of Trustees rejects all bids received for a College Vehicle due to budgetary concerns.

Director, Facilities Operations  
4/23/2012  
Date

Director, Business Affairs  
4/23/12  
Date

Senior Vice President, Administration and Treasurer  
4/24/2012  
Date

President  
4/24/12  
Date
1. **SUBJECT**

Nursing Lab Equipment.

2. **BUDGET STATUS**

Funds in the amount of $24,401.40 are being provided by the College Foundation and $4,917.67 by the Nursing Department Capital Outlay budget #01-10-00226-5806001.

3. **BACKGROUND INFORMATION**

This item represents a bid for the purchase of replacement equipment for the Nursing Lab located in the Health Sciences Center. The equipment being purchased consists of Sim Pad devices and accessories that are used to operate our Vital Sim mannequins. These will be used for instructional purposes by approximately 275 students enrolled in Associate Degree Nursing (ADN) and Licensed Practical Nursing (LPN) per semester. The Sim Pads are hand-held, tablet style PC’s that will upgrade our existing technology. This upgraded product will provide wireless operation of our current training mannequins, making them easier to move during training scenarios. The Sim Pads have a touch screen and are more user-friendly than our older remotes. The Sim Pads will be our new standard for programming scenarios on all Laerdal brand mannequins in the future. The Sim Pads allow for easier data input which will increase the options for programming the mannequins with nursing interventions and vital signs. This results in enhanced fidelity of the scenario which will promote critical thinking skills.

Our current VitalSim units are technologically outdated and are being traded-in as part of this bid.

A legal bid notice was published and eight vendors were solicited. Three responses were received. One local vendor was solicited but did not respond. Minority vendor references were reviewed for this bid, with none found for this type of equipment.

This purchase complies with State Statute, Board Policy and Administrative Procedures.
Following is a recap of the bid tabulation:

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Armstrong Medical</th>
<th>Laerdal Medical</th>
<th>Moore Medical</th>
</tr>
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<tbody>
<tr>
<td>1a</td>
<td>8</td>
<td>$18,020.00</td>
<td>$15,120.00</td>
<td>$22,462.00</td>
</tr>
<tr>
<td>1b</td>
<td>7</td>
<td>Included w/1a</td>
<td>Included w/1a</td>
<td>-$5,192.25</td>
</tr>
<tr>
<td>1c</td>
<td>1</td>
<td>$6,183.00</td>
<td>$6,870.00</td>
<td>$6,039.00</td>
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<tr>
<td>1d</td>
<td>8</td>
<td>$6,000.00</td>
<td>$6,000.00</td>
<td>$5,275.20</td>
</tr>
<tr>
<td>1e</td>
<td>1</td>
<td>$1,275.00</td>
<td>$1,275.00</td>
<td>$1,190.95</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Included w/1a</td>
<td>Included w/1a</td>
<td>Included w/1a</td>
</tr>
<tr>
<td>Total Package:</td>
<td></td>
<td>$31,478.00</td>
<td>$29,319.07</td>
<td>$29,774.90</td>
</tr>
</tbody>
</table>

**Recommended Vendor in Bold**

4. **RECOMMENDATION**

That the Board of Trustees awards the bid for Nursing Lab Equipment to the lowest responsible bidder, Laerdal Medical Corporation, 167 Myers Corners Road, Wappingers Falls, NY 12590, for a total expenditure of $29,319.07.
SIGNATURE PAGE NURSING LAB EQUIPMENT (BID).

ITEM(S) ON REQUEST

That the Board of Trustees awards the bid for Nursing Lab Equipment to the lowest responsible bidder, Laerdal Medical Corporation, 167 Myers Corners Road, Wappingers Falls, NY 12590, for a total expenditure of $29,319.07.

Director, Business Affairs

Date

Executive Vice President

Date

Senior Vice President, Administration and Treasurer

Date

President

Date
COLLEGE OF DuPAGE
SPECIAL BOARD MEETING

SUMMARY OF REQUESTS FOR PROPOSALS

Item 9. B. 4) a) Temporary Employment Services. That the Board of Trustees approves a three-year agreement for Temporary Employment Services with Stivers Staffing, 1250 E. Diehl Road, Naperville, IL 60563, for the contract term July 1, 2012 through June 30, 2015, per the attached schedule of hourly rates.

Item 9. B. 4) b) Hyperion Budget Implementation Services. That the Board of Trustees approves a contract for Hyperion Budget Implementation Services with Performance Architects, 470 Atlantic Avenue, Boston, MA 02210, for a total expenditure of $303,300.00.

Item 9. B. 4) c) Massage Therapy Program (Rejection). That the Board of Trustees rejects all proposals received for the Massage Therapy Program due to budgetary concerns.
1. **SUBJECT**

Temporary Employment Services (RFP).

2. **BUDGET STATUS**

Funds to support this agreement are available from the individual departmental budgets that utilize the temporary staffing services.

3. **BACKGROUND INFORMATION**

This request for proposal represents a three-year contract to provide temporary employment services for College of DuPage. The majority of the College's needs are in the area of administrative assistants. These services are needed to provide temporary support during the time a vacant position is being filled, during vacation periods or extended illnesses.

The placement of all orders and distribution of billing is currently administered through the Human Resources Department. These expenses are charged to the individual department requesting the services, and not through a centralized budget. Human Resources monitors the costs of this contract through the central distribution of billing and review of management reports provided by the agency.

Attached is a comparison of rates for the current contract and the proposed contract.

All proposals received were evaluated on the following criteria:

1) Overall cost containment of temporary services
2) Diversity of temporary services available
3) Types of management reports available
4) Experience, stability, and service orientation of agency
5) References

Staff members from both Human Resources and Purchasing reviewed and scored the proposals. Based on the results of the evaluation, we recommend Stivers Staffing for a three-year contract term beginning July 1, 2012. Stivers Staffing received the highest evaluation score. Stivers Staffing has held this contract for the College in the past and has performed very well.
A legal bid notice was published and 11 vendors were solicited. Four responses were received. Seven local vendors were solicited with three responding, Banner Personnel of Naperville, Staffmark of Naperville, and Stivers Staffing of Naperville that is being awarded this contract. Two minority vendors were solicited with two responding, Banner Personnel and 22nd Century Technologies, Inc.

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

Position Rate Comparison

<table>
<thead>
<tr>
<th>Position</th>
<th>Current Hourly Rate</th>
<th>New Hourly Rate for 3-year term</th>
<th>% Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Entry</td>
<td>$14.25</td>
<td>$14.75</td>
<td>3.5%</td>
</tr>
<tr>
<td>Clerk Typist/Receptionist</td>
<td>$14.25</td>
<td>$14.75</td>
<td>3.5%</td>
</tr>
<tr>
<td>Executive/Admin. Assist</td>
<td>$17.00</td>
<td>$17.50</td>
<td>2.9%</td>
</tr>
<tr>
<td>Financial Account Clerks</td>
<td>$17.25</td>
<td>$17.75</td>
<td>2.9%</td>
</tr>
<tr>
<td>Light Industrial</td>
<td>$13.25</td>
<td>$13.75</td>
<td>3.8%</td>
</tr>
</tbody>
</table>

4. **RECOMMENDATION**

That the Board of Trustees approves a three-year agreement for Temporary Employment Services with Stivers Staffing, 1250 E. Diehl Road, Naperville, IL 60563, for the contract term July 1, 2012 through June 30, 2015, per the attached schedule of hourly rates.
SIGNATURE PAGE FOR TEMPORARY EMPLOYMENT SERVICES (RFP).

ITEM(S) ON REQUEST

That the Board of Trustees approves a three-year agreement for Temporary Employment Services with Stivers Staffing, 1250 E. Diehl Road, Naperville, IL 60563, for the contract term July 1, 2012 through June 30, 2015, per the attached schedule of hourly rates.

[Signatures and dates]

Director, Business Affairs
Date

Vice President, Human Resources
Date

Senior Vice President, Administration and Treasurer
Date

President
Date
1. **SUBJECT**

Hyperion Budget Implementation Services (RFP).

2. **BUDGET STATUS**

Funds to support this contract are budgeted in the Finance Office Contractual Services Budget #01-80-00757-5309001.

3. **BACKGROUND INFORMATION**

This request for proposal represents implementation services for the Oracle Hyperion Budget Solution software that was approved for purchase at the February 2012 Board Meeting. The Oracle product will provide us with a core set of budget functions, consisting of position budgeting, five year budget planning, and dashboard reporting. The implementation services are essential to provide smooth integration with our current SunGard Datatel financial, human resources, and student systems.

All proposals received were evaluated on the following criteria:

1. Previous experience with Hyperion implementation
2. Higher education experience
3. Implementation methodology
4. Cost
5. Ability to meet the College’s requirements

Staff members from the Finance Office and Purchasing reviewed and scored the four proposals received. Interviews were also conducted with all four firms with staff from our IT Department in attendance. Based on the results of the evaluation and interviews, we recommend the firm receiving the highest score, Performance Architects. Our consultant from the Government Finance Office Association (GFOA) and our IT Department support this recommendation.

A legal bid notice was published and 11 vendors were solicited. Four responses were received. Local vendors solicited for this bid included AST Corporation of Naperville and Senryo Technologies of Lisle. Minority vendor references were reviewed for this bid with no listing found for this type of service.

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

That the Board of Trustees approves a contract for Hyperion Budget Implementation Services with Performance Architects, 470 Atlantic Avenue, Boston, MA 02210, for a total expenditure of $303,300.00.
SIGNATURE PAGE FOR HYPERION BUDGET IMPLEMENTATION SERVICES (RFP).

ITEM(S) ON REQUEST

That the Board of Trustees approves a contract for Hyperion Budget Implementation Services with Performance Architects, 470 Atlantic Avenue, Boston, MA 02210, for a total expenditure of $303,300.00.

Scott C. F. 4/24/12
Director, Business Affairs Date

Amy M. Apfel 4/24/12
Assistant Vice President, Financial Affairs & Controller Date

Chad E. Phair 4/24/12
Senior Vice President, Administration and Treasurer Date

President 4/28/12
Date
1. **SUBJECT**

   Massage Therapy Program RFP (Rejection).

2. **BUDGET STATUS**

   Funds to support this purchase are available in the Continuing Education Contractual Services Budget #01-20-14225-5302001.

3. **BACKGROUND INFORMATION**

   This item represents a Request for Proposal for the Continuing Education Department. The scope of services requested were to develop an accredited Massage Therapy Program that prepares students for the required licenses and credentials and a successful career in massage therapy.

   On March 9, 2012, one proposal was received. Staff from Continuing Education reviewed the proposal and found that the partnership was not financially viable for the College. Continuing Education will pursue developing the program internally with an appointed lead faculty member.

   A legal bid notice was published and four vendors were solicited. One response was received. Local and minority vendor listings were reviewed for this proposal, with no listing found for this type of purchase.

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

4. **RECOMMENDATION**

   That the Board of Trustees rejects all proposals received for the Massage Therapy Program due to budgetary concerns.
ITEM(S) ON REQUEST

That the Board of Trustees rejects all proposals received for the Massage Therapy Program due to budgetary concerns.

Director, Business Affairs 4/23/12

Executive Vice President 4/23/12

Senior Vice President, Administration and Treasurer 4/24/12

President Date
Item 09. B. 5) a) Employee Wellness Screenings.
That the Board of Trustees approves a contract for Employee Wellness Screenings with Wellness, Inc., 4205 Westbrook Drive, Aurora, IL 60504, for a total expenditure of $29,643.00.

Item 09. B. 5) b) Michael Walters Fall 2012 Marketing Campaign.
That the Board of Trustees approves a contract for the Fall 2012 Marketing Campaign with Michael Walters Advertising, 444 N. Wabash Avenue, Chicago, IL 60611, in the amount of $200,000.00.
1. **SUBJECT**

   Employee Wellness Screenings.

2. **BUDGET STATUS**

   Funds to support this purchase are budgeted in the Human Resources Contractual Services Budget #05-90-00845-5309001.

3. **BACKGROUND INFORMATION**

   This item represents the approval of the Annual Health Power Profile, available to all College employees who are covered under our health insurance plan. The Health Profile screening includes a Panel C blood test, body mass indicator, blood pressure screening and is a part of our Employee Wellness Incentive Program.

   We have utilized Wellness Inc. for several years to provide these services. Last year, in February of 2011, we had 362 participants at a cost of $67.50 each for a total cost of $24,435. This year we had our highest utilization of 427 participants at a cost of $69.42 each, for a total cost of $29,643.00.

   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 Employee Wellness Screenings with Wellness, Inc., 4205 Westbrook Drive, Aurora, IL 60504, for a total expenditure of $29,643.00.
ITEM(S) ON REQUEST

That the Board of Trustees approves a contract for Employee Wellness Screenings with Wellness, Inc., 4205 Westbrook Drive, Aurora, IL 60504, for a total expenditure of $29,643.00.

Director, Business Affairs

Date

Vice President, Human Resources

Date

Senior Vice President, Administration and Treasurer

Date

President

Date
1. **SUBJECT**

Michael Walters Fall 2012 Advertising Campaign.

2. **BUDGET STATUS**

Funds in the amount of $200,000.00 are budgeted in the Marketing and Creative Services budget number 01-90-00825-5407001.

3. **BACKGROUND INFORMATION**

The Michael Walters Agency has been utilized by College of DuPage to provide media placement and other related services to support past marketing campaigns. The services rendered for the FY 2010 and 2011 marketing campaigns provide a cost savings benefit to the College in that Michael Walters has the ability to buy media at bulk rates that the College cannot leverage independently.

This campaign includes broadcast radio spots, Pandora internet radio advertising and Admob mobile device advertising to promote the College's summer enrollment campaign.

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

4. **RECOMMENDATION**

That the Board of Trustees approves a contract for the Fall 2012 Marketing Campaign with Michael Walters Advertising, 444 N. Wabash Avenue, Chicago, IL 60611, in the amount of $200,000.00.
SIGNATURE PAGE FOR MICHAEL WALTERS ADVERTISING EXPENSES.

ITEM(S) ON REQUEST

That the Board of Trustees approves a contract for the Fall 2012 Marketing Campaign with Michael Walters Advertising, 444 N. Wabash Avenue, Chicago, IL 60611, in the amount of $200,000.00.

Director, Business Affairs

4/30/12

Date

Associate Vice President, Marketing & Communications

4/27/12

Date

Senior Vice President, Administration

4/30/12

Date

President

4/30/12

Date
COLLEGE OF DuPAGE
SPECIAL BOARD MEETING

STANDARD BOARD APPROVAL

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 Faculty Appointments
   B. Ratification of Managerial Appointments
   C. Ratification of Classified Appointments
   D. Ratification of Classified Promotions / Transfers
   E. Ratification of Classified Resignations / Terminations
   F. Ratification of Faculty Retirements

4. RECOMMENDATION
   That the Board of Trustees ratifies the Faculty Appointments; Managerial Appointments; Classified Appointments; Classified Promotions / Transfers; Classified Resignations / Terminations; and Faculty 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><strong>FACULTY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mara J. Baker</td>
<td>Instructor, Art</td>
<td>Fine &amp; Applied Arts</td>
<td>08/15/2012</td>
<td>Full-Time Faculty Appointment</td>
<td>$49,797</td>
</tr>
<tr>
<td>Donna C. Gillespie</td>
<td>Instructor, Spanish</td>
<td>Humanities</td>
<td>08/15/2012</td>
<td>Full-Time Faculty Appointment</td>
<td>$57,765</td>
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<tr>
<td>Maureen S. Gohde</td>
<td>Instructor, Nursing</td>
<td>Nursing</td>
<td>08/15/2012</td>
<td>Full-Time Faculty Appointment</td>
<td>$55,229</td>
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<tr>
<td>Melissa K. McKirdie</td>
<td>Instructor, Diagnostic Medical Imaging Sonography</td>
<td>Health &amp; Biological Sciences</td>
<td>08/15/2012</td>
<td>Full-Time Faculty Appointment</td>
<td>$49,797</td>
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<tr>
<td>April C. Zawlocki*</td>
<td>Instructor, Education</td>
<td>Social &amp; Behavioral Sciences</td>
<td>10/15/2012</td>
<td>Full-Time Faculty Appointment</td>
<td>$55,229</td>
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<tr>
<td></td>
<td>*Appointment approved by the Board on April 19, 2012. This adjustment reflects a change in start date.</td>
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<td><strong>MANAGERIAL</strong></td>
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<td>Patrick J. McFadden</td>
<td>Purchasing Manager</td>
<td>Business Affairs</td>
<td>04/27/2012</td>
<td>New Hire Full Time</td>
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<td><strong>CLASSIFIED</strong></td>
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<td></td>
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<tr>
<td>Maki Jursinic</td>
<td>Senior Accountant</td>
<td>Finance</td>
<td>05/14/2012</td>
<td>New Hire Full Time</td>
<td>$74,298</td>
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<tr>
<td>Bradley Bell</td>
<td>Wait Staff Assistant</td>
<td>Culinary &amp; Hospitality</td>
<td>04/04/2012</td>
<td>New Hire Part Time</td>
<td>$8,143</td>
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Kevin Roskoskey  Wait Staff  Culinary & Hospitality  04/13/2012  New Hire  Part Time  $18,047

**PROMOTIONS / TRANSFERS**

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department</th>
<th>Start Date</th>
<th>Type</th>
<th>Salary</th>
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<tbody>
<tr>
<td>Patrick Nevison</td>
<td>Patrol Officer</td>
<td>Police Department</td>
<td>05/21/2012</td>
<td>Transfer</td>
<td>$46,508</td>
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**RESIGNATIONS / TERMINATIONS**

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<th>Name</th>
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<th>End Date</th>
<th>Type</th>
<th>Years of Service</th>
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</thead>
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<tr>
<td>Alfredo Castil</td>
<td>Multimedia Developer</td>
<td>Multimedia Services</td>
<td>04/06/2012</td>
<td>Resignation</td>
<td>9 Yrs. 4 Mos.</td>
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<tr>
<td>Julie Kooi-Schackle</td>
<td>Wait Staff</td>
<td>Culinary &amp; Hospitality</td>
<td>02/13/2012</td>
<td>Resignation</td>
<td>0 Yrs. 8 Mos.</td>
</tr>
</tbody>
</table>
## RETIREMENTS

**Name** | **Title** | **Department** | **End Date** | **Type** | **Current Years of Service**
--- | --- | --- | --- | --- | ---
**FACULTY**
Patricia S. Belmonte | Professor, Dental Hygiene | Health & Sciences | 08/02/2015 | Retirement | 11 Yrs. 8 Mos.
Jim R. Huggins | Professor | Business & Technology | 08/05/2013 | Retirement | 17 Yrs. 2 Mos.
Deborah A. Klein | Professor, Criminal Justice | Business & Technology | 06/30/2014 | Retirement | 9 Yrs. 8 Mos.
Diane M. Kubetz | Associate Professor, Early Childhood Education and Care | Business & Technology | 08/04/2013 | Retirement | 22 Yrs. 8 Mos.
Sally Field Mullan | Professor, Computer Information Systems | Business & Technology | 08/02/2015 | Retirement | 11 Yrs. 8 Mos.
Sarah T. Patton | Professor, Early Childhood Education and Care | Health & Sciences | 08/03/2014 | Retirement | 17 Yrs. 8 Mos.
Herschel W. Smith | Professor, Business/Marketing/Management | Business & Technology | 08/05/2015 | Retirement | 22 Yrs. 8 Mos.
Carol B. Stewart | Professor, Nursing | Health & Sciences | 05/15/2015 | Retirement | 14 Yrs. 2 Mos.
Joanne Wagner | Professor, Computer and Internetworking Technologies | Business & Technology | 01/05/2015 | Retirement | 13 Yrs. 4 Mos.
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.
Renovate Berg Instructional Center, SRC and SSC #727

- Punchlist continues on BIC East.
- Office furniture installation begins April 23rd.
- Moves into BIC East are scheduled to begin May.
- Drywall and painting continues in the Continuing Education space in the SRC.

Culinary & Hospitality #760

- Landscaping complete. Review of audits and as-builts scheduled for May due to irrigation system being shut down.

Homeland Security Education Center #761

- Landscaping complete. Review of audits and as-builts scheduled for May due to irrigation system being shut down.

Referendum-Related Projects

McAninch Arts Center #802

- 50% Construction Drawings are distributed for comment and were distributed as close-out of the 50% CD phase.
- 50% CD budget reconciliation completed.
- Move management of academic and performance programs was bid in April and will be awarded as Referendum #2 Move and West Campus Building Modifications.

Physical Education Building #803

- 50% Construction Drawings are distributed for comment. They will be formally addressed by Legat Architects as close-out of the 50% CD phase.
- 50% CD budget reconciliation completed.
- Move management of academic and performance programs was bid in April and will be awarded as Referendum #2 Move and West Campus Building Modifications.

Landscaping #804

- The MAC tensile structure design is underway. Bid Package 3 goes to the May Board meeting for award
  Bid Package 4 is out to bid. Construction times vary starting in the spring and going through the fall of this year.

Parking #807

- Construction on Phase 2 of the west campus parking lot began on March 26. Construction is anticipated to be completed by July 30.

Athletic Fields #811

- Irrigation and final grading is complete. Sod to be installed when the irrigation pump is turned on for the season.
  The tennis court top surface will be installed in May.
9. CONSENT AGENDA

D. For APPROVAL: Construction-Related Items

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

2) Approval of Construction Change Orders
   - Referendum-Related Projects
   - Capital Budget Projects
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

*Design-Related Scope Change:* BIC/SRC, Mortenson #208, #209.2.

*Owner-Requested Scope Change:* CHC, Micro-Systems #01; SRC South Lobby Glass, Mortenson #205.

*Errors and Omissions Scope Change:* BIC/SRC, Mortenson #189.1, #197.1.

*Unforeseen Field Condition Scope Change:* BIC/SRC, Mortenson #194.

*Result of Internal Audit:* BIC/SRC, Mortenson #211.1.

Capital Budget Projects

None

4. **RECOMMENDATION**

That the Board of Trustees ratifies the Construction-Related Change Orders from the attached Summary for May 2012.
SUMMARY OF RATIFICATION OF CONSTRUCTION-RELATED CHANGE ORDERS

REFERENDUM-RELATED PROJECTS

- **BIC/SRC – MORTENSON #189.1: $35,060.00.** Due to peer review, fire rated doors were required to be added to maintain the fire separation between the buildings at the BIC/SRC intersection and in the SRC hallway just south of the Library. *This is an Errors and Omissions Scope Change.*

- **BIC/SRC – MORTENSON #194: $4,638.00.** Based on field observations and tracing of the existing reheat lines, the heating lines west of stair #5, were routed differently than expected and not usable. This cost is to rerun these lines from the lower level mechanical room to the first floor. *This is an Unforeseen Field Condition Scope Change.*

- **BIC/SRC – MORTENSON #197.1: $76,962.00.** This change is for ceiling and wall revisions. During construction of the Copy Center, it was noted that there were several valves above new spaces that needed to be accessible. A ladder and platform was added above the rooms to make these valves accessible. Also during construction, it was determined that there were conflicts with the HVAC and sprinklers that required the ceiling clouds to be reworked. *This is an Errors and Omissions Scope Change.*

- **BIC/SRC – MORTENSON #208: CREDIT ($6,785.00).** During the shop drawing review, it was determined that several drywall control joints were not required in the SSC and BIC. This credit is to delete these control joints from the drywall contract. *This is a Design-Related Scope Change.*

- **BIC/SRC – MORTENSON #209.2: CREDIT ($10,047.00).** When completing the furniture drawings, it was determined that backing was not required in several areas for new furniture. This credit is to remove the backing from the drywall contract in these areas. *This is a Design-Related Scope Change.*

- **BIC/SRC – MORTENSON #211.1: CREDIT ($23,992.00).** This credit is based on the C.O.D. Auditor review of pay applications 7-11 and the subcontractor labor rates. *This change is the result of the Internal Audit.*

- **CHC – MICRO SYSTEMS #01: $9,030.63.** This change was to provide software licenses, installation and travel expenses for the hotel management system as requested by C.O.D. This is an Owner-Requested Scope Change.

- **SRC SOUTH LOBBY GLASS – MORTENSON #205: $42,542.00.** This is not a request for additional funding; these costs are included in the original budget of $1,800,000. This work includes concrete and waterproofing where the revolving doors will be removed, and modifying the stainless-steel railings at the new curtain wall location. *This is an Owner-Requested Scope Change.*

CAPITAL BUDGET PROJECTS

None.
SIGNATURE PAGE FOR RATIFICATION OF CONSTRUCTION-RELATED CHANGE ORDERS

ITEM(S) ON REQUEST

That the Board of Trustees ratifies the Construction-Related Change Orders listed for May 2012.

John Wandroowski, Director Facilities Planning and Development

Date

Senior Vice President, Administration and Treasurer

Date

President

Date
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**

   *Owner-Requested Scope Change*: BIC/SRC, Mortenson #212.

   **Capital Budget Projects**

   *None*

4. **RECOMMENDATION**

   That the Board of Trustees approves the Construction-Related Change Orders from the attached Summary for May 2012.
SUMMARY OF APPROVED CONSTRUCTION-RELATED CHANGE ORDERS

REFERENDUM-RELATED PROJECTS

- **BIC/SRC – MORTENSON #212: $255,000.00.** Since 2009, when the Continuing Education space was originally designed, the users added or changed several programs. These programs changes required design changes of this space. The addition of a Pharmaceutical classroom was the largest change. This required a complete redesign of two classrooms which included revising the plumbing, HVAC and electrical. *This is an Owner-Requested Scope Change.*

CAPITAL BUDGET PROJECTS

None.
SIGNATURE PAGE FOR CONSTRUCTION-RELATED CHANGE ORDERS

ITEM(S) ON REQUEST

That the Board of Trustees approves the Construction-Related Change Orders listed for May 2012.

John Wandolowski, Director Facilities Planning & Development

Date

Senior Vice President, Administration and Treasurer

Date

President

Date
10. NEW BUSINESS

A. For INFORMATION
   1) Strategic Long Range Plan (SLRP) for College of DuPage
   2) Introduction of College of DuPage FY2013 Fiscal Year Budget
   3) Board Policy 15-201, General Employment Classifications (non-faculty)
1. **SUBJECT**

   Strategic Long Range Plan (SLRP) for College of DuPage.

2. **REASON FOR CONSIDERATION**

   In accordance with Board Policy 5-5, The College Governing Board, *The Board will encourage the President to seek the input of employees and the community in the development and updating of the College's Strategic Long Range Plan. Such Plan will be approved annually by the Board.*

   In accordance with Board Policy 5-15, Responsibilities of the Board, *The Board of Trustees will annually adopt a comprehensive Strategic Long Range Plan.*

3. **BACKGROUND INFORMATION**

   College of DuPage (COD) engages in planning to assure that it is future oriented in serving our students, community and other stakeholders. COD’s strategic long range planning is a continuous and inclusive process that guides the future direction of the institution.

   Specifically, the Strategic Long Range Plan (SLRP) defines COD’s institutional philosophy, mission, vision, core values, long-term goals and associated tasks.

   The Strategic Long Range Plan spans a three-year timeframe, FY 2011 – 2013. In developing the SLRP, input was sought externally from the community and internally from staff and students.

   The original 2011-2013 SLRP was approved by the Board of Trustees at their July 22, 2010 Regular Board Meeting.

   The Strategic Long Range Plan Advisory Committee (SLRPAC), under the chairmanship of the Vice President of Planning and Institutional Effectiveness, is comprised of full-time faculty, administrators, classified staff, managerial staff, and student leaders. The SLRPAC has evaluated the planning process, reviewed the relevance of the inputs, and made recommendations.

   The document being presented reflects the outcomes of Year Two and sets the strategic direction for the College for Year Three. It incorporates recommendations of the SLRPAC and the FY2013 Institutional Priorities developed by the Senior Management Team.

   The Updated 2011-2013 Strategic Long Range Plan is offered for information at the May 10 Special Meeting of the Board of Trustees with a recommendation for approval at the Regular Meeting of the Board of Trustees on June 18.
1. **SUBJECT**

   Introduction of College of DuPage Fiscal Year 2013 Budget.

2. **REASON FOR CONSIDERATION**

   For Board Information.

3. **BACKGROUND INFORMATION**

   The College of DuPage Budget is submitted to the Board each year for approval. Following the required 30-day period for public inspection and public hearing, a recommendation will be made to the Board to approve the FY2013 Budget through the adoption of a Resolution at the June 18, 2012, Board Meeting. We are submitting the Budget Book to the Board for review at this time.
1. **SUBJECT**
   General Employment Classifications, Board Policy 15-201.

2. **REASON FOR CONSIDERATION**
   Board approval is required to enact College policy.

3. **BACKGROUND INFORMATION**
   In accordance with Board Policy 5-85, Formulation of Board Policy, *The Board will continually monitor existing policies of the College to ensure their currency and applicability to existing conditions and will update as necessary and appropriate.*

   Human Resources has reviewed the non-faculty employee classifications.

   Board Policy 15-201 has been established to clarify the general employment classifications. The information was communicated to the impacted employee groups through employee group forums and meetings.

   Board Policy 15-201 reflects classifications and conditions effective July 1, 2012.

   Board Policy 15-201 is attached with recommendations noted. They are provided for first reading.
Definition of Classified Employment  General Employment Classifications (non-faculty)

A Classified employee is a support staff individual paid pursuant to the Classified salary schedule. Duties are described in a Classified Position Description.

There are three categories of Classified personnel employed by the College. In addition, any employee who is in the specified trial employment period will be considered a probationary employee. Probationary employees may be dismissed without cause.

This policy applies to all non-faculty positions:

A. The following employment categories are applicable to Classified employees:

1) Regular Employee – A regular employee is an employee employed with the expectation of continued employment subject to satisfactory performance.

2) Grant Employee – A grant employee is an employee who performs services funded by government or other external agency grants. Employment in the grant position ends when the grant funding for the position ceases or an employee is otherwise terminated. Full-time and part-time grant employees are entitled to pay, benefits, and working conditions equal to those of Classified employees at the same level of benefits, or as provided by grant funds.

3) Temporary Employee - An Temporary employee who is hired for a definite duration of less than one year, is on call for peak periods/events, or is a vacation substitute. The College President may approve exceptions for extended temporary assignments for a limited specified time, upon the recommendation of the appropriate Vice President.

4) On Call Temporary Employee – Temporary employee hired to work a variable schedule on an as-needed basis for a non-specified period of time.

5) Probationary Period Employee – any employee who is in a specified trial employment period will be considered a probationary employee. Probationary employees may be dismissed without cause.

B. Within each category, an employee is identified as full-time or part-time:

1) Full-time Employee – An employee who is employed to regularly work a 40-hour work week.

2) Part-time Employee – An employee whose total hours worked each week are less than the normal 40-hour work week.

C. Within each category, a Classified employee is further identified as benefited based on the following levels: Full-time and Part-time employees (not temporary) regularly scheduled to work 20 hours or more may be eligible for benefits.

*L1 1-19 hours per week—eligible for minimal benefits
*L2 20-29 hours per week — eligible for limited benefits

*L3 30-39 hours per week — eligible for all health benefits and other prorated benefits

*L4 40 hours per week — eligible for all available benefits

*Excludes temporary employees with assignments of less than 6 months duration.

Grant employees may be eligible for benefits when provided by the grant.

The *Classified Employee Guidebook* defines the specific terms of benefits for each level of benefits listed above.
*L2 20-29 hours per week—eligible for limited benefits

*L3 30-39 hours per week—eligible for all health benefits and other prorated benefits

*L4 40 hours per week—eligible for all available benefits

*Excludes temporary employees with assignments of less than 6 months duration.

Grant employees may be eligible for benefits when provided by the grant.

The *Classified Employee Guidebook* defines the specific terms of benefits for each level of benefits listed above.
10. NEW BUSINESS

B. For APPROVAL

1) Compensation for Administrators and the President’s Senior Management Team

2) Compensation for Non-Union, Part-Time Teaching Faculty

3) Compensation for Managerial Staff Employees

4) Compensation for Classified Employees Staff Employees

5) Approval for a New Resort Management Certificate

6) Compensation Equity Adjustment for Classified, Managerial and Administrative Staff

7) Approval of Agreement with College of DuPage Faculty Association (CODFA)

8) Discontinuation of Medical/Dental/Vision Health Insurance for Dependents of Benefited Retirees
1. **SUBJECT**

   Compensation for Administrators and the President’s Senior Management Team.

   - Increase Compensation for Administrators and the President’s Senior Management Team.

2. **REASON FOR CONSIDERATION**

   Board Policy 15-255, *Administrator Compensation*, states: “Compensation for current administrative staff will be set annually by the Board of Trustees and will be based on performance, comparative market data and recommendations submitted by the College President. Administrators will be provided fringe benefits as determined by the Board.”

   Board Policy 15-230, *Vice President’s Compensation*, states: “Salary increases for Vice Presidents subsequent to the initial salary will be determined by the President and approved by the Board of Trustees.”

3. **BACKGROUND INFORMATION**

   The recommended compensation increase pool for Administrators and the President’s Senior Management Team for FY2013 is consistent with the compensation pool increase that will be recommended for the other constituency groups.

   Salaries for Administrators in the current year are approximately $3,863,900, and a 3.15% compensation increase pool for next year will cost approximately $122,000. Salaries for the President and the President’s Senior Management Team in the current year are approximately $1,743,500 and a 3.15% compensation increase pool for next year will cost approximately $55,000.

   The President will award compensation increases from these compensation increase pools to Administrators and the President’s Senior Management Team who are in good standing and will also be based, in part, on performance.

4. **RECOMMENDATION**

   That the Board of Trustees approves the following, effective July 1, 2012:

   A compensation increase pool for Administrators and the President’s Senior Management Team of 3.15% of salaries.
SIGNATURE PAGE FOR APPROVAL OF COMPENSATION FOR ADMINISTRATORS AND THE PRESIDENT'S SENIOR MANAGEMENT TEAM.

ITEM(S) ON REQUEST

That the Board of Trustees approve the following, effective July 1, 2012:

A compensation increase pool for Administrators and the President’s Senior Management Team of 3.15% of salaries.

\[Signature\]  \[4/26/12\]
Vice President, Human Resources  Date

\[Signature\]  \[4/26/12\]
President  Date
1. **SUBJECT**
   
   FY 13 compensation for non-union, part-time teaching faculty credit assignments.

2. **REASON FOR CONSIDERATION**
   
   Board Action is required to approve the rates paid for these assignments each year.

3. **BACKGROUND INFORMATION**
   
   The rates being presented for non-union, part-time teaching faculty credit assignments represent a 3.15% compensation increase pool.

4. **RECOMMENDATION**
   
   That the Board of Trustees approves the following, effective August 20, 2012.

   That the Board authorizes a 3.15% compensation increase pool for non-union, part-time teaching faculty credit assignments.
COLLEGE OF DUPAGE

SCHEDULE OF REMUNERATION
FOR NON-UNION, PART-TIME TEACHING FACULTY CREDIT ASSIGNMENTS AND FULL-TIME
FACULTY OVERLOAD ASSIGNMENTS
2012-2013

Remuneration for non-union, part-time teaching faculty credit assignments shall be at a rate commensurate with the following levels of teaching experience within the institution:

<table>
<thead>
<tr>
<th>Step</th>
<th>Semesters of Teaching Experience</th>
<th>Rate Per Equivalent Hour Per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>1 to 2</td>
<td>$863.00</td>
</tr>
<tr>
<td>B</td>
<td>3 to 4</td>
<td>$900.00</td>
</tr>
<tr>
<td>C</td>
<td>5 and over</td>
<td>$937.00</td>
</tr>
</tbody>
</table>

| Full-Time Faculty Overload Rate | $950.67 (in negotiations) |

Credit classroom assignments will be based on equivalent hours determined by the Office of Curriculum and Central Scheduling.

Non-credit or non-classroom oriented assignments will be based on contact hour rates as determined by Human Resources.

Uncompensated absences equal to, or less than, one-half the semester will be deducted at the following rates per classroom contact hour:

<table>
<thead>
<tr>
<th>Step</th>
<th>Rate Per Contact Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>$54.00</td>
</tr>
<tr>
<td>B</td>
<td>$56.25</td>
</tr>
<tr>
<td>C</td>
<td>$58.50</td>
</tr>
</tbody>
</table>

These rates will be effective 8/20/12
SIGNATURE PAGE FOR FY 13 COMPENSATION FOR NON-UNION, PART-TIME TEACHING FACULTY CREDIT ASSIGNMENTS.

ITEM(S) ON REQUEST

That the Board of Trustees approves the following, effective August 20, 2012.

That the Board authorizes a 3.15% compensation increase pool for non-union, part-time teaching faculty credit assignments.

[Signature]
Vice President of Human Resources

Date 4-25-12

[Signature]
President

Date 4-26-12
1. **SUBJECT**
   FY 13 compensation for Managerial Staff employees.

2. **REASON FOR CONSIDERATION**
   Board Action is required to approve the compensation paid to Managerial Staff employees each year.

3. **BACKGROUND INFORMATION**
   The recommended salary increase for Managerial Staff employees for FY 13 is consistent with the compensation pool increase that will be recommended for the other constituency groups.

   Salaries for Managerial Staff employees in the current year are approximately $8,769,845, and a 3.15% compensation increase pool for next year will cost approximately $276,250.

4. **RECOMMENDATION**
   That the Board of Trustees approves the following, effective July 1, 2012.

   That the Board authorizes a compensation increase pool of 3.15% for Managerial Staff employees.
SIGNATURE PAGE FOR FY 13 COMPENSATION FOR MANAGERIAL STAFF EMPLOYEES.

ITEM(S) ON REQUEST

That the Board of Trustees approves the following, effective July 1, 2012.

That the Board authorizes a compensation increase pool of 3.15% for Managerial Staff employees.

[Signature]
Vice President of Human Resources

4-25-12
Date

[Signature]
President

4/26/12
Date
1. **SUBJECT**
   
   FY 13 compensation for Classified Staff employees.

2. **REASON FOR CONSIDERATION**

   Board Action is required to approve the compensation paid to Classified Staff employees each year.

3. **BACKGROUND INFORMATION**

   The recommended salary increase for Classified Staff employees for FY 13 is consistent with the compensation pool increase that will be recommended for the other constituency groups.

   Salaries for Classified employees in the current year are approximately $21,858,331, and a 3.15% compensation increase pool for next year will cost approximately $688,537.

4. **RECOMMENDATION**

   That the Board of Trustees approves the following, effective July 1, 2012.

   That the Board authorizes a compensation increase pool of 3.15% for Classified Staff employees.
ITEM(S) ON REQUEST

That the Board of Trustees approves the following, effective July 1, 2012.

That the Board authorizes a compensation increase pool of 3.15% for Classified Staff employees.

[Signature]
Vice President of Human Resources

4/25/12
Date

[Signature]
President

4/26/12
Date
COLLEGE OF DuPAGE
SPECIAL BOARD MEETING

NEW BUSINESS APPROVAL

1. SUBJECT

Approval for a new Resort Management Certificate.

2. REASON FOR CONSIDERATION

Board approval is required for new degree and certificate programs.

3. BACKGROUND INFORMATION

This certificate program is designed to educate students about the unique facets of working in a resort or boutique hotel within the lodging industry. Study will focus on the wellness and leisure component of the hospitality industry as well as learning the management of running this type of facility. Students will also focus on the demographics (selling and marketing) of the clientele who choose a resort over a hotel. Nutrition, sports, recreation, and wellness will also be included in the instruction.

This certificate program will prepare students to be a first-level supervisor in a resort or boutique hotel and will prepare them to pass the American Hotel and Lodging Association’s “Education Institute Certified Hospitality Supervisor” exam if they wish to pursue this certification.

4. RECOMMENDATION

That the Board of Trustees approves a 26-credit hour Resort Management Certificate.
SIGNATURE PAGE FOR THE APPROVAL FOR A RESORT MANAGEMENT CERTIFICATE.

ITEM(S) ON REQUEST

That the Board of Trustees approves a 26-credit hour Resort Management Certificate.

Donna Stewart 4/24/12

Dean, Business & Technology Division  Date

Joseph E. Coleman 4/23/12

Executive Vice President  Date

President  Date
April 16, 2012

To: Dr. Joseph Collins  
   Executive Vice President

From: Donna Stewart, Dean  
   Business and Technology

Re: Board of Trustee Approval on  
   Resort Management Certificate

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

Resort Management Certificate

The purpose of the Resort Management Certificate is to educate students about the unique facets of working in a resort or boutique hotel within the lodging industry.

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 Resort Management Certificate approval on the May 10, 2012 Board of Trustees’ agenda.

Please contact me if you have any questions.

Cc: B. Willig, Curriculum
Encl: Form 20 - Resort Management Cert
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 ___Donna Stewart___

PHONE _630-942-2592_ FAX _630-942-3923_

EMAIL ___stewartdo@cod.edu___

CURRICULUM INFORMATION

AAS:
TITLE ___________________________ CREDIT HOURS ___ CIP CODE ________

CERTIFICATE:
TITLE HOSP 4231 Resort Management Certificate CREDIT HOURS _26_ CIP CODE _52.0906_
CERTIFICATE:
TITLE ___________________________ CREDIT HOURS ___ CIP CODE ________

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: __________________________ Date

State approval is hereby requested:

Required- Chief Administrative Officer Signature __________________________ Date

ICCB USE ONLY:

ICCB APPROVAL DATE: AAS _________ 7-29 or 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
   Chicagoland has many entertainment and wellness hotels as well as boutique hotels with spa services. It is the fastest growing segment in hotel development projected this year, 2012. The purpose of this certificate is to educate students about the unique facets of working in a resort or boutique hotel within the lodging industry.

   Catalog Description: The modern resort must meet the needs of the vacationing guest by offering retail shops, guest activity programming, and a complete spa experience. This certificate provides students the opportunity to learn the nuance of this specialized area within hospitality management.

   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 Resort Management Certificate will train any front line, supervisory employee in rooms, food and beverage, sales, or concierge services that want to work in a resort or boutique hotel.

   c. the target population; e.g., current employees and/or persons desiring career entry
   Students and current industry employees looking for advancement in a resort OR recreational facility like a national park, boutique hotel with spa, resort hotel, or destination hotel.

   d. unique or noteworthy features of the program
   The certificate focuses on a specialized, emerging part of the hospitality industry.

   The advent of boutique (or lifestyle) hotels in the 1980s represented a culmination of many factors. After a decade or more of hotel chains promising that every room would be the same, travelers were ready for accommodations that offered something they had never seen before. The resort and boutique hotel was being built in areas not known for warm weather vacationing including Chicago and its surrounding area. This certificate will offer a student the specialization needed to work in this market segment. There is no other hospitality management program in the Chicagoland area offering this degree of specialization.

   e. relationship of the program to existing curricula at the college (e.g., how the program complements or shares resources with existing programs)
   The certificate will be closely related and share many classes with the Hospitality Management degrees and certificates that offer a broader education in managing a hotel.

   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? The program is centered on health and wellness which includes acceptance of diverse populations. The College of DuPage also has a specific department, Special Student Services, dedicated towards recruitment and retention of special populations.


   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.

   c. **Need Summary.** Summarize the key findings on Chart A: Labor Market Need. According to the Bureau of Labor Statistics:

   **Employment Change:**

   Employment of lodging managers is expected to grow 5 percent from 2008 to 2018. Over the decade, travel and tourism is expected to grow, however, more new hotels will be smaller limited-service hotels that will not have large staffs or need many managers. In addition, in order to cut expenses, some lodging properties are streamlining operations and either eliminating some managers or requiring fewer to be available at all times. Chain hotels are increasingly assigning a single manager to oversee multiple properties within a region. Despite these cutbacks in management, larger full-service hotels, including resort, casino, and convention hotels that provide a wider range of services to a much larger customer base will continue to generate job openings for experienced managers and management trainees.

   **Job Prospects – According to the Bureau of Labor Statistics:**
Job openings are expected to occur as experienced managers leave the labor force or transfer to other occupations, in part because of the long hours and stressful working conditions. Job opportunities are expected to be best for people with good customer service skills and experience in the food service or hospitality industries. People with a college degree in hotel or hospitality management are expected to have better opportunities, particularly at upscale and luxury hotels.

Local Market Needs—According to HVS (a leading hospitality market analysis firm) Chicago Hotel Outlook 2012:

96% of Chicago hotel managers surveyed expect occupancy outlook to increase for 2012 while only 4% see it remaining flat. 83% feel they will see a significant increase in average daily rate. Due to the increase in occupancy and average daily rate, revenue per available room should rebound for the remainder of 2012.

This increase in guest rooms will mean the hotels will continue to hire and the supply will continue to increase. This is a positive indicator for students.

d. **Planning and Collaboration.** Describe how the proposed curriculum fits into the colleges 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.

This certificate falls under the umbrella of Hospitality Management Programs of Study and offers a more specific area within the hospitality field that is an emerging and growing market within the industry.

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. N/A

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

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

According to the SOC-- source

SOC Job Titles & Codes * (and other)   Employment Projections:

<table>
<thead>
<tr>
<th></th>
<th>Annual District</th>
<th>Annual Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5
### CHART A: OPENINGS AND COMPLETERS

| Job Title                        | Openings | Completers **
|----------------------------------|----------|------------------
| Lodging Managers                | 4        | (indicate from which surrounding districts) |
| Lodging Attendants              | 40       |                  |

*Note: Data summarized in Chart A should directly correspond to data appended for 2a and 2b.*

**SOC (Standard Occupational Classification) Job titles/codes & AAJO (Average Annual Job Openings) by Community College district can be found through the IDES (Illinois Dept. Of Employment Security) website at [www.il.workinfo.com](http://www.il.workinfo.com).**

**Program completer data can be used from the most current ICCB Data and Characteristics Report or completer data provided by the college.**

### 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>8</td>
<td>12</td>
<td>16</td>
</tr>
<tr>
<td>Part-Time Enrollments:</td>
<td>12</td>
<td>16</td>
<td>24</td>
</tr>
<tr>
<td>Completions:</td>
<td>2</td>
<td>10</td>
<td>24</td>
</tr>
</tbody>
</table>

*Note: If more than one program is presented in this application; e.g., related degree and certificate programs, provide separate enrollment and completion projections for each program, adding lines to the chart as needed.*
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.

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.

   Please see attached active course files for the Resort Management Certificate 4231.

   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.

   We have articulation agreements with Roosevelt University (3 and 1), Kendall College for College of DuPage Hospitality students to earn a Bachelor of Science in Hospitality and Tourism Management.

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

   See enclosed (two new courses).

   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.

   This certificate will include visits to area resorts, spas and boutique hotels.

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

   None needed.

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. Please see attached advisory committee minutes from June 11, 2011.

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. This certificate will prepare students to be a first level supervisor in a resort or boutique hotel. The certificate will also prepare the student to pass the American Hotel and Lodging Associations exam titled the “Educational Institute Certified Hospitality Supervisor”, if the student wishes to pursue this certification.

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? Although no licensure or certification is required to enter the industry, we have incorporated the expectations and outcomes outlined by the American Hotel and Lodging Associations—Educational Institute Certified Hospitality Supervisor.

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? No accreditation is required.

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

   - **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.
The student in this certificate will focus on the wellness and leisure component of the hospitality industry as well as learn the management of running this type of facility. They will also focus on the demographics (selling and marketing) of the clientele that choose a resort over a hotel. Nutrition, sports, recreation, and wellness will be included in instruction.

Learning objectives:
- **Basic proficiency Business Planning/Operations through hands on learning.**
- **Gain Marketing/Retailing using both the Culinary Market and other venues located with the Culinary Hospitality Center.**
- **Customer Relationship Management (CRM) learned through the living laboratories.**
- **Become familiar with legal issues encountered daily within a hotel, resort, and spa.**

As well as:
- **Acquire a solid understanding of the management skills needed to work as a supervisor in a resort or boutique hotel.**
- **Learn strategic thinking for developing a business model and marketing plan**
- **Learn how to develop a culture that promotes profitability, customer loyalty, and employee retention.**

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.

Students participate in both an internal and external co op. They will also be evaluated through exams, projects and business plans, and assignments.

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

Through program review, the outcomes will be evaluated annually. Although the Program Review is done every five years, faculty assesses outcomes every year through a formal 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.

New Faculty:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Years Experience</th>
<th>Teaching or Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelors in Hospitality or related Field (preferred)</td>
<td>3-5+ Managing</td>
<td>3-5+</td>
</tr>
</tbody>
</table>

Existing Faculty:
Degree:  
Bachelors in Hospitality or related Field (preferred)

<table>
<thead>
<tr>
<th>Years Experience</th>
<th>Teaching or Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-5+ Managing</td>
<td>3-5+</td>
</tr>
</tbody>
</table>

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. One new adjunct faculty member will be needed.

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.

b. **Academic Control.** Describe how the college will maintain academic control over the program, including student admissions, faculty, and program content and quality. Not applicable, College of DuPage is sole deliverer.

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.

b. **Finance.** Complete and append Chart E: Finance to identify new direct costs to establish the program.
## 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 None Courses Required (required coursework).</td>
<td>Note which courses are transferable.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career and Technical Education Courses (required coursework)</td>
<td>HOSP 1100 Intro to Hospitality Industry</td>
<td></td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HOSP 1105 Intro to Resort Management</td>
<td>*</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HOSP 1111 Front Office Management</td>
<td></td>
<td>3</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>HOSP 1112 Hospitality Facilities Management</td>
<td></td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HOSP 1121 Supervision in the Hospitality Industry</td>
<td></td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HOSP 2105 Spa &amp; Recreation Management</td>
<td>*</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HOSP 2280 Hospitality Marketing Management</td>
<td></td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>21</td>
<td>20</td>
<td>2</td>
</tr>
<tr>
<td>Work-Based Learning Courses (required internship, practicum, apprenticeship, etc.)</td>
<td>HOSP 2862 Cooperative Education/Internship (Occupational)</td>
<td></td>
<td>2</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>HOSP 2863 Cooperative Education/Internship (Occupational)</td>
<td></td>
<td>3</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>5</td>
<td></td>
<td>29</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL CREDIT HOURS REQUIRED FOR COMPLETION</strong></td>
<td></td>
<td></td>
<td>26</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Chart D1: Faculty Qualifications

Cite the minimum qualifications for new and 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>Bachelors-preferred</td>
<td>Hospitality, Recreation, or Leisure</td>
<td>5</td>
<td>0 teaching, 5 training</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>Part-Time</th>
<th>Second Year</th>
<th>Full-Time</th>
<th>Part-Time</th>
<th>Third Year</th>
<th>Full-Time</th>
<th>Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

| # of Existing Faculty | 1 | 0 | 1 | 1 |

### Chart E: Finance

Identify projected new direct costs to establish the program.

<table>
<thead>
<tr>
<th></th>
<th>First Year</th>
<th>Second Year</th>
<th>Third Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Costs</td>
<td>$ 5,000</td>
<td>$ 10,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>Administrator Costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Personnel Costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(specify positions)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library/LRC Costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facility Costs*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL NEW COSTS</strong></td>
<td><strong>$ 5,000</strong></td>
<td><strong>$10,000</strong></td>
<td><strong>$10,000</strong></td>
</tr>
</tbody>
</table>

*Capital projects that use state funds require prior ICCB approval, as do capital projects over $250,000 that use local funds.
College of DuPage
Culinary and Hospitality Management
June 2, 2011

In attendance:

Patrick Gaughan
Margaret Sierankowski
Steve Fry
Danielle Krawiec
Laura Lerdal
Sally Winkleman
Chad Heminger
Darlene Salerno
Christine Peterson
Marco Kennedy
Janice Rosero
Howard Cohen
Chris Thielman
David Kramer
Tim Meyers
Mary Beth Leone
Nancy Carey
Catherine Leveille
Jean True
Aleisha Jaeger
Susan Maddox
Dan Triner
Andrea Katavic

Call to order 7:10am Macininch Art Center Lobby

Introduction of members present

Thielman reported
Revamp curriculum

Beverage is weak area—placing certificate on hold for a time

We will be revamping the certificate with the advisory committee’s recommendation.
**Culinary Degree**—changed name and prefix for student’s clarity

Culinary Measurements and Conversions course added

Piggyback—Foods and Hotel—courses are gone

**Baking and Pastry Degree**

Hospitality Concept Design—planning for entrepreneurs

Business Plans and Designs

Carey reported: New and innovative concepts needed

Specialty Baking Course Created: Vegan, Celiac, Allergy etc

**Restaurant Management Degree**

Changed course number to upper level

Coop changed to internal and external availability

**Hospitality Management Degree**

Leone reported: students to work internal and external coops

150 hours to work in the building

50 at front desk, 50 in laundry, 50 in guest services and revenue

Micros Fidelio System chosen for operating system—

New Management Certificate developed called the Resort Management Certificate—The certificate was discussed and advice solicited for classes to make up the certificate. When asked, advisory committee offered feedback and thought the certificate would be well attended.

**Culinary Market**

Leveille reported: Culinary Market taking center stage with new building

All marketing reflects student operated store with student produced items

Now that market will be adjacent to Wheat Café—new visibility
Adjourn for CHC tour 7:45 am
College of DuPage

ACTIVE COURSE FILE

*Curricular Area: HOSPITALITY MANAGEMENT Course Number: 1100
Course Title: Introduction to the Hospitality Industry
Semester  Credit Hours: 3  Clinical Hours:  Lecture Hours: 3  Lab Hours:

Course description to appear in catalog:
Orientation to the hospitality industry, its history and magnitude, organization, challenges, and opportunities. Highlights interdependent nature of the public hospitality industry.
Repeatable for credit: No
Pre-Enrollment Criteria: None

A. General Course Objectives:
Upon successful completion of the course the student should be able to do the following:

1. Survey the hospitality industry
2. Recognize the employment opportunities in the hospitality industry
3. Identify and explain the structure, organization, and operation of hotels and food service operations
4. Explain the importance of high standards of quality and service as applied to the hospitality industry
5. Explain the hours and working conditions in the industry

B. Topical Outline:
1. Survey of various types of hospitality industry operations facilities,
2. Restaurant operations
3. Hotel and lodging operations
4. Gaming and casino operations
5. Club management
6. Employee relations
7. Best practices
8. Industry trends
9. Career Opportunities

C. Methods of Evaluating Students:

1. Special reports from trade periodicals  Quizzes, mid-term and final exam  Research project
   Oral presentation and class participation

Initiator  Date  Division Dean  Date

Sponsor  Date
College of DuPage

Implementation Term 2012 Summer

ACTIVE COURSE FILE

*Curricular Area: HOSPITALITY MANAGEMENT Course Number: 1105
Course Title: Introduction to Resort Management
Semester  Credit Hours: 3  Clinical Hours:  Lecture Hours: 3  Lab Hours:

Course description to appear in catalog:
Overview of resort management and operations. Review the history and the growth of resorts in the United States, expansion of resorts world wide, and their operations and characteristics.
Repeatable for credit: No
Pre-Enrollment Criteria:

A. General Course Objectives:
Upon successful completion of the course the student should be able to do the following:

1. Survey the resort industry within the hospitality industry
2. Understand terminology and financial significance of resort operations
3. Describe demographic and psychographic profiles of resort guests
4. Identify the importance of planning and development of the destination
5. Describe emerging trends in the resort industry
6. Recognize social impact of the resort industry
7. Evaluate companies, operations, and careers in the field.

B. Topical Outline:
1. Introduction to Resort Industry
2. Terminology
3. Operations and Financial Measurements
4. Guest Profiles
5. Planning and Development
6. Trends
7. Social Impact
8. Careers

C. Methods of Evaluating Students:

1. Reports from trade periodicals Quizzes, Mid Term, Final Research Project Oral presentation and participation

MARY BETH LEONE  02-25-2011  Karen Randall  11/21/2011
Initiator  Date  Division Dean  Date

MARY BETH LEONE  02-25-2011
Sponsor  Date
College of DuPage
Implementation Term 2011 Fall

ACTIVE COURSE FILE

*Curricular Area: HOSPITALITY MANAGEMENT Course Number: 1111
Course Title: Front Office Operations
Semester  Credit Hours: 3        Clinical Hours:        Lecture Hours: 2 Lab Hours: 2

Course description to appear in catalog:
Supervisory management roles in the front office of a hotel or resort. Includes desk operations, reservations, sales, information management and uniformed services. Use of simulations, computers, role playing and hotel job shadowing.
Repeatable for credit: No
Pre-Enrollment Criteria: None

A. General Course Objectives:
Upon successful completion of the course the student should be able to do the following:

1. Explain the importance of the interdepartmental functions of the hotel front office
2. Describe the organization of the front office in a lodging establishment
3. Analyze how room rates are developed and structured
4. Identify variations in the room assigning process and detail the rooming procedure
5. Define the folio, sources of charges, actual charges, credits and transfers
6. Discuss the relationship between forecasting and reservations
7. Explain and perform the night audit corrective function

B. Topical Outline:
1. Scope of the lodging industry
2. Structure of the front office
3. Room reservations, rates, forecasts, and booking
4. Room rate formulas
5. Rooming procedures
6. Guest folio
7. Night audit

C. Methods of Evaluating Students:
1. Attendance and class participation Completion of an actual audit Simulation worksheets
   Mid-term and final exams

Initiator        Date

10-15-2010

Sponsor        Date

Division Dean
ACTIVE COURSE FILE

Curricular Area: HOSPITALITY MANAGEMENT Course Number: 1121
Course Title: Supervision in the Hospitality Industry
Semester: Credit Hours: 3 Clinical Hours: Lecture Hours: 3 Lab Hours:

Course description to appear in catalog:
Principles of effective human relations required by hospitality industry supervisory personnel.
Practical skills for effective supervision including decision making, leadership roles, motivating
personnel, recruiting and training employees, conflict resolution, delegation and effective
communications.
Repeatable for credit: No
Pre-Enrollment Criteria: None

A. General Course Objectives:
Upon successful completion of the course the student should be able to do the following:

1. Define the role of a supervisor in the hospitality industry
2. Analyze group dynamics in a hospitality environment
3. Describe the union-management relationship in a hospitality environment
4. Assess customer and employee needs
5. Plan for a fluctuating demand cycle
6. Evaluate importance and prevalence of diversity in the hospitality industry
7. Explain legal ramifications of line-level decisions on the organization
8. Describe best practices in hiring
9. Describe the human resource challenges associated with a high turnover industry
10. Evaluate methods for conflict resolution in a hospitality workplace
11. Summarize key issues to developing a safe workplace in the hospitality industry

B. Topical Outline:
1. Structural development for managing human resources
2. Personnel planning, recruitment and selection
3. Employee training development
4. Union-Management Relations
5. Diverse Workplace Conflict Resolution
6. Legal Issues

C. Methods of Evaluating Students:

1. Class participation Assignments & Case Studies Quizzes Examinations

Initiator Date Division Dean Date
ACTIVE COURSE FILE

*Curricular Area: HOSPITALITY MANAGEMENT Course Number: 1121
Course Title: Supervision in the Hospitality Industry
Semester  Credit Hours: 3   Clinical Hours:   Lecture Hours: 3 Lab Hours:

Course description to appear in catalog:
Principles of effective human relations required by hospitality industry supervisory personnel. Practical skills for effective supervision including decision making, leadership roles, motivating personnel, recruiting and training employees, conflict resolution, delegation and effective communications.
Repeatable for credit: No
Pre-Enrollment Criteria: None

A. General Course Objectives:
Upon successful completion of the course the student should be able to do the following:

1. Define the role of a supervisor in the hospitality industry
2. Analyze group dynamics in a hospitality environment
3. Describe the union-management relationship in a hospitality environment
4. Assess customer and employee needs
5. Plan for a fluctuating demand cycle
6. Evaluate importance and prevalence of diversity in the hospitality industry
7. Explain legal ramifications of line-level decisions on the organization
8. Describe best practices in hiring
9. Describe the human resource challenges associated with a high turnover industry
10. Evaluate methods for conflict resolution in a hospitality workplace
11. Summarize key issues to developing a safe workplace in the hospitality industry

B. Topical Outline:
1. Structural development for managing human resources
2. Personnel planning, recruitment and selection
3. Employee training development
4. Union-Management Relations
5. Diverse Workplace Conflict Resolution
6. Legal Issues

C. Methods of Evaluating Students:

1. Class participation Assignments & Case Studies Quizzes Examinations

Initiator  Date  Division Dean  Date
Course Title: Spa and Recreational Management

Course description to appear in catalog:
Orientation to spa and recreational management within a resort. Highlights the role of wellness, relaxation, and entertainment to the guest experience. Emphasis is also placed on business relationship between spa and hotel property.
Repeatable for credit: No

A. General Course Objectives:
Upon successful completion of the course the student should be able to do the following:

1. Investigate the vital role wellness, health, and fitness play in a resort environment
2. Evaluate products and services in spa management
3. Examine different business models with regard to leasing, contracts, and legal ramifications
4. Develop an integrated service culture that supports profitability, employee retention, and high customer loyalty

B. Topical Outline:
1. Market review and competitive analysis
2. Spa management services
3. Wellness and relaxation techniques
4. Spa menu development
5. Contract management
6. Legal issues
7. Profitability
8. Customer retention
9. Facility management

C. Methods of Evaluating Students:

1. Reports Mid Term and Final Exam Research Project Oral Presentation Class Participation

MARY BETH LEONE 03-01-2011
Initiator  Date

MARY BETH LEONE 03-01-2011
Sponsor  Date

Karen Randall 11/21/2011
Division Dean  Date
ACTIVE COURSE FILE

*Curricular Area: HOSPITALITY MANAGEMENT Course Number: 2280
Course Title: Hospitality Marketing Management
Semester  Credit Hours: 3  Clinical Hours:  Lecture Hours: 3 Lab Hours:

Course description to appear in catalog:
Successful marketing principles employed in the hospitality industry. Demand variables, distribution channels, communications, promotions, research, packaging, collateral materials, pricing strategies, the marketing plan, and enhancing internal sales may be covered.
Repeatable for credit: No
Pre-Enrollment Criteria:

A. General Course Objectives:
Upon successful completion of the course the student should be able to do the following:

1. Explain the role of hospitality marketing management
2. Compare and contrast the "service product" approach to hospitality marketing to the traditional approach
3. Analyze the role of marketing in strategic hospitality planning
4. Demonstrate the nature of hotel marketing intelligence
5. Appraise the roles of buying influences in the hospitality purchasing decision
6. Demonstrate the process of evaluating potential hotel market segments to choose target markets effectively
7. Judge the role of sales organizations and distribution methods or chains of supply as applied to hospitality products
8. Design a hospitality communication mix program including loyalty programs
9. Compare and contrast the effects and types of hospitality packaging and trade/brand names in a hospitality communications mix

B. Topical Outline:
1. Introduction to hospitality marketing, marketing strategy, marketing mix, environmental variables, and marketing management
2. Hospitality marketing plan and process
3. Service characteristics of hospitality planning
4. Demand for service goods in hospitality
5. Role of marketing in strategic hospitality planning
6. Product and service components
7. Channel components
8. Price component
9. Promotional component
10. Communications component
11. Market segmentation
12. Market differentiation
13. Market positioning
14. Market targeting
15. Marketing intelligence in the hospitality industry
16. Hospitality consumer markets and consumer buying behavior
17. Organizational buying behavior of hospitality group markets
18. Hospitality intermediaries and partnerships
19. Designing and managing hospitality products
20. Internal hospitality marketing
21. Hospitality relationship marketing
22. Personal hospitality selling and sales management
23. Hospitality destination marketing

C. Methods of Evaluating Students:

1. Class participation and attendance Assignments Marketing plan and presentation Group exercises Exams

<table>
<thead>
<tr>
<th>MARY BETH LEONE</th>
<th>Date</th>
<th>Karen Randall</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiator</td>
<td>10-15-2010</td>
<td>Division Dean</td>
<td>11/29/2010</td>
</tr>
<tr>
<td>Sponsor</td>
<td>Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
HOSP 1100 Introduction to the Hospitality Industry

Term: Fall

Year: 2011

Credit Hours
Credit Hours: 3

Lecture Hours: 3

Lab Hours: 0

Contact Hours: 3

Clinical Hours:

Catalog Description
Orientation to the hospitality industry, its history and magnitude, organization, challenges, and opportunities. Highlights interdependent nature of the public hospitality industry.

Prerequisites and Compliance Criteria
None

Course Methods of Instruction
1. Discussion/Lecture

Objectives/Goals
Upon successful completion of this course, the student should be able to do the following:

1. Survey the hospitality industry
2. Recognize the employment opportunities in the hospitality industry
3. Identify and explain the structure, organization, and operation of hotels and food service operations
4. Explain the importance of high standards of quality and service as applied to the hospitality industry
5. Explain the hours and working conditions in the industry

Topical Outline
This course will include but not be restricted to the following topics:
1. Survey of various types of hospitality industry operations facilities,
2. Restaurant operations
3. Hotel and lodging operations
4. Gaming and casino operations
5. Club management
6. Employee relations
7. Best practices
8. Industry trends
9. Career Opportunities

Course Materials

Required Texts
Supplemental Assignments

Assignments
Activities/Assignments
None
Examinations

Your final course grade will be computed as follows:

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Date Syllabus Prepared: ____________________________
College of DuPage
Course Syllabus

HOSP 1105 Introduction to Resort Management

Term: Summer Year: 2012 Course Date:

IAI Course Code for Majors:

Credit Hours
Credit Hours: 3 Lecture Hours: 3 Lab Hours: Contact Hours: 3
Clinical Hours:

Catalog Description
Overview of resort management and operations. Review the history and the growth of resorts in the United States, expansion of resorts world wide, and their operations and characteristics.

Course Methods of Instruction
1. L Lecture 2. D Discussion/Lecture

Objectives/Goals
Upon successful completion of this course, the student should be able to do the following:

1. Survey the resort industry within the hospitality industry
2. Understand terminology and financial significance of resort operations
3. Describe demographic and psychographic profiles of resort guests
4. Identify the importance of planning and development of the destination
5. Describe emerging trends in the resort industry
6. Recognize social impact of the resort industry
7. Evaluate companies, operations, and careers in the field.

Topical Outline
This course will include but not be restricted to the following topics:

1. Introduction to Resort Industry
2. Terminology
3. Operations and Financial Measurements
4. Guest Profiles
5. Planning and Development
6. Trends
7. Social Impact
8. Careers

Course Materials

Required Texts

Supplemental Assignments

Assignments
Activities/Assignments

None

Examinations

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Date Syllabus Prepared: ________________________________
College of DuPage
Course Syllabus

HOSP 1111 Front Office Operations

Term: Fall
Year: 2011

IAI Course Code for Majors:
Course Date:

Credit Hours
Credit Hours: 3  Lecture Hours: 2  Lab Hours: 2  Contact Hours: 4
Clinical Hours:

Catalog Description
Supervisory management roles in the front office of a hotel or resort. Includes desk operations,
reservations, sales, information management and uniformed services. Use of simulations, computers,
role playing and hotel job shadowing.

Prerequisites and Compliance Criteria
None

Course Methods of Instruction
1. L Lecture 2. X Lab/Lab Discussion

Objectives/Goals
Upon successful completion of this course, the student should be able to do the following:
1. Explain the importance of the interdepartmental functions of the hotel front office
2. Describe the organization of the front office in a lodging establishment
3. Analyze how room rates are developed and structured
4. Identify variations in the room assigning process and detail the rooming procedure
5. Define the folio, sources of charges, actual charges, credits and transfers
6. Discuss the relationship between forecasting and reservations
7. Explain and perform the night audit corrective function

Topical Outline
This course will include but not be restricted to the following topics:
1. Scope of the lodging industry
2. Structure of the front office
3. Room reservations, rates, forecasts, and booking
4. Room rate formulas
5. Rooming procedures
6. Guest folio
7. Night audit

Course Materials

Required Texts

Supplemental Assignments
Assignments
Activities/Assignments

None
Examinations

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Date Syllabus Prepared: ________________________________
College of DuPage
Course Syllabus

Term: Fall

IAI Course Code for Majors:

Credit Hours
Credit Hours: 3  Lecture Hours: 3  Lab Hours:  
Clinical Hours:  
Contact Hours: 3

Catalog Description
Introduction to the environments and functions in the housekeeping, maintenance, and engineering departments of today's hospitality environment.

Prerequisites and Compliance Criteria
None

Course Methods of Instruction
1. Lecture

Objectives/Goals
Upon successful completion of this course, the student should be able to do the following:
1. Identify the management techniques necessary to administer a lodging facility's housekeeping department
2. Describe the special techniques necessary and equipment used for all cleaning of sleeping rooms and hotel areas
3. Compare the various types of laundry management facilities
4. Explain the factors related to employee job training satisfaction and evaluations
5. Describe preventative maintenance activities critical to a hospitality facility
6. Assess the importance of LEED Certification and Green Seal in hospitality facilities

Topical Outline
This course will include but not be restricted to the following topics:
1. Overview of facilities management
2. Guestroom productivity and performance standards
3. Legal issues
4. Diversity issues
5. Inventory selection and management
6. Laundry operations
7. Staffing and training of personnel
8. LEED and Green Seal
9. Facilities maintenance

Course Materials

Required Texts

Supplemental Assignments
Assignments
Activities/Assignments
None
Examinations

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Date Syllabus Prepared: ____________________________
College of DuPage
Course Syllabus

TERM: Fall
IAI Course Code for Majors:

Credit Hours
Credit Hours: 3 Lecture Hours: 3 Lab Hours: Contact Hours: 3
Clinical Hours:

Catalog Description
Principles of effective human relations required by hospitality industry supervisory personnel. Practical skills for effective supervision including decision making, leadership roles, motivating personnel, recruiting and training employees, conflict resolution, delegation and effective communications.

Prerequisites and Compliance Criteria
None

Course Methods of Instruction
1. D Discussion/Lecture 2. Alternative Delivery 3. L Lecture

Objectives/Goals
Upon successful completion of this course, the student should be able to do the following:
1. Define the role of a supervisor in the hospitality industry
2. Analyze group dynamics in a hospitality environment
3. Describe the union-management relationship in a hospitality environment
4. Assess customer and employee needs
5. Plan for a fluctuating demand cycle
6. Evaluate importance and prevalence of diversity in the hospitality industry
7. Explain legal ramifications of line-level decisions on the organization
8. Describe best practices in hiring
9. Describe the human resource challenges associated with a high turnover industry
10. Evaluate methods for conflict resolution in a hospitality workplace
11. Summarize key issues to developing a safe workplace in the hospitality industry

Topical Outline
This course will include but not be restricted to the following topics:
1. Structural development for managing human resources
2. Personnel planning, recruitment and selection
3. Employee training development
4. Union-Management Relations
5. Diverse Workplace Conflict Resolution
6. Legal Issues

Course Materials
Required Texts

Supplemental Assignments

Assignments
Activities/Assignments
None
Examinations

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Date Syllabus Prepared: _________________________________
College of DuPage  
Course Syllabus  

HOSP 2280 Hospitality Marketing Management  
Year: 2011  

Term: Fall  
IAI Course Code for Majors:  

Credit Hours  
Credit Hours: 3  
Lecture Hours: 3  
Lab Hours:  
Clinical Hours: 3  
Contact Hours: 3  

Catalog Description  
Successful marketing principles employed in the hospitality industry. Demand variables, distribution channels, communications, promotions, research, packaging, collateral materials, pricing strategies, the marketing plan, and enhancing internal sales may be covered.  

Course Methods of Instruction  
1. Alternative Delivery  
2. L Lecture  

Objectives/Goals  
Upon successful completion of this course, the student should be able to do the following:  

1. Explain the role of hospitality marketing management  
2. Compare and contrast the "service product" approach to hospitality marketing to the traditional  
3. Analyze the role of marketing in strategic hospitality planning  
4. Demonstrate the nature of hotel marketing intelligence  
5. Appraise the roles of buying influences in the hospitality purchasing decision  
6. Demonstrate the process of evaluating potential hotel market segments to choose target effectively  
7. Judge the role of sales organizations and distribution methods or chains of supply as applied to products  
8. Design a hospitality communication mix program including loyalty programs  
9. Compare and contrast the effects and types of hospitality packaging and trade/brand in a hospitality communications mix  

Topical Outline  
This course will include but not be restricted to the following topics:  

1. Introduction to hospitality marketing, marketing strategy, marketing mix, variables, and marketing management  
2. Hospitality marketing plan and process  
3. Service characteristics of hospitality planning  
4. Demand for service goods in hospitality  
5. Role of marketing in strategic hospitality planning  
6. Product and service components  
7. Channel components  
8. Price component  
9. Promotional component  
10. Communications component  
11. Market segmentation  
12. Market differentiation
13. Market positioning
14. Market targeting
15. Marketing intelligence in the hospitality industry
16. Hospitality consumer markets and consumer buying behavior
17. Organizational buying behavior of hospitality group markets
18. Hospitality intermediaries and partnerships
19. Designing and managing hospitality products
20. Internal hospitality marketing
21. Hospitality relationship marketing
22. Personal hospitality selling and sales management
23. Hospitality destination marketing

Course Materials

Required Texts

Supplemental Assignments

Assignments
Activities/Assignments
None
Examinations

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Date Syllabus Prepared:
Catalog Description

Successful marketing principles employed in the hospitality industry. Demand variables, distribution channels, communications, promotions, research, packaging, collateral materials, pricing strategies, the marketing plan, and enhancing internal sales may be covered.

Course Methods of Instruction

1. Alternative Delivery
2. Lecture

Objectives/Goals

Upon successful completion of this course, the student should be able to do the following:

1. Explain the role of hospitality marketing management
2. Compare and contrast the "service product" approach to hospitality marketing to the traditional approach
3. Analyze the role of marketing in strategic hospitality planning
4. Demonstrate the nature of hotel marketing intelligence
5. Appraise the roles of buying influences in the hospitality purchasing decision
6. Demonstrate the process of evaluating potential hotel market segments to choose target markets effectively
7. Judge the role of sales organizations and distribution methods or chains of supply as applied to hospitality products
8. Design a hospitality communication mix program including loyalty programs
9. Compare and contrast the effects and types of hospitality packaging and trade/brand names in a hospitality communications mix

Topical Outline

This course will include but not be restricted to the following topics:

1. Introduction to hospitality marketing, marketing strategy, marketing mix, environmental variables, and marketing management
2. Hospitality marketing plan and process
3. Service characteristics of hospitality planning
4. Demand for service goods in hospitality
5. Role of marketing in strategic hospitality planning
6. Product and service components
7. Channel components
8. Price component
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20. Internal hospitality marketing
21. Hospitality relationship marketing
22. Personal hospitality selling and sales management
23. Hospitality destination marketing

Course Materials

Required Texts

Supplemental Assignments

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Activities/Assignments
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Examinations

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Date Syllabus Prepared: ________________________________
1. **SUBJECT**
   
   Compensation equity adjustments for Classified, Managerial and Administrative Employees for FY 13.

2. **REASON FOR CONSIDERATION**
   
   Board Action is required to approve compensation equity adjustments for Classified, Managerial and Administrative Employees.

3. **BACKGROUND INFORMATION**
   
   In order to ensure equity of compensation for positions within the Classified, Managerial and Administrative Employee groups, the President requests up to $100,000 to make additional compensation adjustments as may be recommended by Human Resources.

4. **RECOMMENDATION**
   
   That the Board of Trustees approves the following, effective July 1, 2012.

   That the Board authorizes compensation equity adjustments of up to $100,000 for Classified, Managerial and Administrative Employees as recommended by Human Resources.
SIGNATURE PAGE FOR COMPENSATION EQUITY ADJUSTMENTS FOR CLASSIFIED, MANAGERIAL AND ADMINISTRATIVE EMPLOYEES FOR FY 13.

ITEM(S) ON REQUEST

That the Board of Trustees approves the following, effective July 1, 2012.

That the Board authorizes compensation equity adjustments of up to $100,000 for Classified, Managerial and Administrative Employees as recommended by Human Resources.

[Signature]
Vice President of Human Resources

[Signature]
President

4/26/12
Date

4/26/12
Date
COLLEGE OF DUPAGE
SPECIAL BOARD MEETING

NEW BUSINESS APPROVAL

1. SUBJECT

College of DuPage Faculty Association IEA/NEA Contract May 28, 2012 through the calendar day immediately before Fall Term 2015.

2. REASON FOR CONSIDERATION

Board Action is required to ratify and approve College of DuPage Faculty Association IEA/NEA Contract May 28, 2012 through the calendar day immediately before Fall Term 2015.

3. BACKGROUND INFORMATION

The current College of DuPage Faculty Association IEA/NEA (CODFA) Contract May 19, 2007 through the calendar day immediately before Fall Term 2011 expired August 16, 2011. The wages and working conditions in that contract have been extended through the effective date of this new contract. The College and the CODFA have been negotiating since March 18, 2011. Over the past fourteen (14) months, we have held thirty (30) meetings lasting in excess of eighty (80) hours. Of the original fifty-seven (57) College and CODFA proposals (of which twenty-eight (28) were to update contract language to reflect current practice, new Board Policy numbers, title changes, updated dates etc.), thirty-four (34) have been tentatively agreed, eight (8) have been withdrawn and we were unable to reach final agreement on the remaining package of fifteen (15) proposals. The new agreement shall be in effect May 28, 2012 and shall remain in effect through the calendar day immediately before Fall Term 2015.

4. RECOMMENDATION

That the Board of Trustees approves the College of DuPage Faculty Association IEA/NEA Contract (May 28, 2012 through calendar day immediately before Fall 2015 term) and associated terms as herein presented.
SIGNATURE PAGE FOR COLLEGE OF DUPAGE FACULTY ASSOCIATION
IEA/NEA CONTRACT MAY 28, 2012 THROUGH CALENDAR DAY IMMEDIATELY
BEFORE FALL 2015 TERM.

ITEM(S) ON REQUEST-

That the Board of Trustees approves the College of DuPage Faculty
Association IEA/NEA Contract (May 28, 2012 through calendar day
immediately before Fall 2015 term) and associated terms as herein
presented.

[Signature]
May 10, 2012
Vice President of Human Resources

[Signature]
May 10, 2012
President
College of DuPage Faculty Association IEA/NEA Contract
Summary of Changes

- **TERM OF CONTRACT:** 3.2 Year Contract May 28, 2012 – day immediately before Fall 2015 term

- **REMUNERATION:** Annual compensation schedule adjustments to result in an increase to Faculty salaries in total (not specific individual faculty increases) of:
  - Year 1 – 2.85% (effective May 28, 2012 – August 14, 2012)
  - Year 2 – 3.15%
  - Year 3 – 3.55%
  - Year 4 – 4.15%

- **MEDICAL INSURANCE**
  **New:** All employees will pay twenty percent (20%) of the premiums for health insurance. Insurance Advisory Committee is charged with insurance plan design change recommendations. Any premium increase in excess of ten percent (10%) requires the Insurance Advisory Committee to consider plan design change recommendations or other alternatives to keep the cost increase to less than ten percent (10%). Any premium increase fifteen percent (15%) or more requires the Insurance Advisory Committee to recommend plan design changes in order to keep the cost increase to less than fifteen percent (15%) to the President for approval and recommendation to the Board of Trustees. Current PPO Premier plan will only be available to employees who elect this plan during the 2012 Open Enrollment. College can implement three tier premium structure (employee, employee + 1 dependent, or employee + more than 1 dependent).
  **Previous:** Employees who elected single coverage contributed 10 percent (10%) of the premiums and employees who elected family coverage contributed twenty percent (20%) of the premiums. Any alteration in plan coverage is subject to approval by the Association and the College.

- **TUITION WAIVER**
  **New:** Employees and eligible dependents receive two thirds (2/3) tuition waiver.
  **Previous:** Employees and eligible dependents receive full tuition waiver and up to fifty dollars ($50) course fee waiver.

- **RETIREE BENEFITS**
  **New:** Retirement compensation opportunity for prospective retirees is eliminated. Retirees and eligible dependents will receive one-half (1/2) tuition waiver for credit courses. College will provide $10,000 life insurance coverage for five years following retirement.
  **Previous:** Eligible prospective retirees could earn additional compensation (up to one hundred percent (100%) salary). Retirees and eligible dependents received full tuition and $50 per class fee waiver for credit courses. College provided $10,000 life insurance for retirees.

- **FACULTY LOAD**
  **New:** Effective Fall, 2012, all teaching faculty receive base salary for teaching fifteen (15) Equated Credit Hours (ECH). For Fall 2012, ECH is the same as current contact hour load calculation. Effective Fall 2013, one (1) lecture contact hour will equal one (1) ECH; Lab, Clinic or Studio contact hours will equal eighty percent (0.8) ECH.
New Business
Item 10.B.7)
May 10, 2012

Previous: Load for all teaching formats was based on contact hours. Base salary was paid for 24 hour loads for some English classes, 30 hour loads for all other lecture only classes and 32 hour loads for lecture/lab or clinic or studio combination classes.

- **ALTERNATIVE DELIVERY FORMAT AND COURSE REVISIONS**

  New: $2,000 stipends will be paid for the conversion of a class to the on-line format. $1,000 stipends will be paid for major revisions to existing on-line classes. Maximum class size are adjusted to 30 for general classes, 24 for English composition and foreign language classes, 20 for speech classes and 15 for developmental classes. Pay schedules for on-line and hybrid course delivery are simplified.

  Previous: Stipends based on the number of credit hours was paid for the conversion of classes to the on-line format (generally -$2850 for three (3) credit hour course). Revisions paid based on the degree of revision (generally $950 - $2850). Five (5) different levels and three (3) different pay schedules and calculations based on six (6) different traditionally delivered class sizes from twenty-two (22) to thirty five (35). Fully Internet delivered classes had class sizes from seventeen (17) to twenty-six (26).

- **SUMMER ASSIGNMENT PAY**

  New: Current Faculty compensation for teaching one-third (1/3) load (generally nine hours) in the Summer term:

  - Summer 2012: grandfather 23% (for average base pay @ $100,000, equals $23,000)
  - Summer 2013: 22% base pay
  - Summer 2014: 21% base pay
  - Summer 2015: 20% base pay

  Faculty newly hired to teach in Fall 2012, compensation based at one and one-half (1.5) times the overload pay rate (Summer 2013 ~ $1470 per ECH or $13,240 for 9 ECH), Summer 2014 ~ $1520 per ECH or $13,700 for 9 ECH and Summer 2015 ~ $1580 per ECH or $14,200 for 9 ECH.

  Previous: Faculty paid twenty-three percent (23%) base pay for one-third (1/3) load (for average base pay @ $100,000, equals $23,000).

- **SABBATICAL LEAVE**

  New: Establish joint Faculty/Administrator committee to recommend leave approval criteria, review applications and recommend candidates for approval. Compensation for two (2) semester leaves adjusted to competitive rate of fifty percent (50%) annual base pay. Limit number of leaves (both one (1) and two (2) semester leaves to five (5) total.

  Previous: Approval criteria not defined, process did not include joint review and recommendation. Compensation for two (2) semester leaves was seventy-five percent (75%) annual base pay. Contract allows up to six (6) two (2) semester leaves and nine (9) one (1) semester leaves for a total of fifteen (15) leaves per year.

- **REASSIGNED TIME – ASSOCIATION**

  New: College provides thirty (30) hours reassigned time for Association business.

  Previous: College provided thirty-five (35) hours reassigned time for Association business (this is in excess of one full time faculty load).

- **COMMITTEE PARTICIPATION**

  New: CODFA appoints Faculty members for fifty percent (50%) of the Faculty positions on College committees, and provides recommendations to the Administration for the remaining Faculty committee positions.
New Business
Item 10.B.7)
May 10, 2012

Previous: CODFA provided recommendations to the Administration for all Faculty positions on College committees.

- **DUTIES OF FACULTY MEMBERS**
  
  **New:** List of Faculty duties is updated to reflect current faculty responsibilities.
  
  **Previous:** List of Faculty duties did not accurately reflect the responsibilities and contributions of Faculty.

- **COUNSELING AND LIBRARIAN WORKLOAD**
  
  **New:** Effective 2015, only ten (10) days of vacation may be carried over to subsequent years. Standardize the pay for lunches in the Summer as unpaid time.
  
  **Previous:** The contract did not address the ability to carryover vacation time as it was intended to be a bridge of time between the one hundred sixty-eight (168) contractual work days, the College recognized holidays and the days between the beginning of Fall semester and the end of Spring semester. However, faculty were allowed to carryover vacation time creating both a scheduling and budget difficulty. Only Counselors were paid for their lunches during the Summer term.

- **COACHING/ASSISTANT ATHLETIC DIRECTOR**
  
  **New:** If Faculty is currently assigned to coach track or assigned as the Assistant Athletic Director, they will receive current reassigned time through Academic Year 2013. Effective Fall 2014, Faculty assigned these roles in Academic Year 2013 will be given first option to accept the role on a stipend basis, consistent with all other coaching assignments.
  
  **Previous:** Faculty assigned to coach or assigned as Assistant Athletic Director received reassigned time to coach in lieu of teaching classes.

- **REASSIGNED TIME – COORDINATOR/CHAIR**
  
  **New:** Redefined role of Coordinators (for career programs) and created Academic Chair role for transfer programs. Transfer the administrative work (for example assigning classes, budget monitoring, tracking student graduation requirements) to Classified Staff positions. Faculty reassigned time set at six (6) hours per year, with the possibility of additional hours based on the program complexity, size or accreditation requirements if approved by the Vice-President Academic Affairs.
  
  **Previous:** Coordinators (if assigned) received a core number of reassigned hours and then received additional hours for many administrative tasks that could be done by Classified Staff personnel. Reassigned time spent doing these tasks was in lieu of teaching classes, for which faculty are uniquely qualified.

- **NEW PROGRAM DEVELOPMENT**
  
  **New:** Establish stipends as the compensation for the development of new programs requested by the College.
  
  **Previous:** Faculty who developed new programs were awarded Coordinator reassigned time after the program was implemented if the College determined that the program needed a Coordinator and the Faculty member was assigned as the Coordinator. With CODFA agreement, the last new program developed (Homeland Security) was compensated with a stipend during the semester that the Faculty member actually developed the program.

- **MOVEMENT TO E RANGE**
  
  **New:** Establish joint Administrator/Faculty committee to develop meritorious criteria for promotion to E Range (the highest faculty rank), review applications for promotion and recommend candidates for promotion to the President.
Previous: Faculty members earn points based on a task/point matrix and must accumulate seventy-five (75) points based in part on the results of a Planning Conference with their Dean and Associate Dean. Many of the tasks listed in the matrix are basic expectations of a faculty member and do not represent exceptional performance consistent with a meritorious promotion to this level and has resulted in having over forty percent (40%) of our faculty in the E Range.

- **STAFF DEVELOPMENT REQUIREMENT**
  
  **New:** Delete the requirement that Faculty members complete three (3) credit hours of professional development over a three (3) year period. This requirement on its own does not ensure improved teaching or technical knowledge.
  
  **Previous:** Faculty were required to complete three (3) credit hours of professional development over a three (3) year period. Faculty could take courses, do projects or participate in activities for Alternative Credit. Most Faculty members participate in development activities and this requirement, on its own is administratively cumbersome and does not lead to more effective teaching.

- **FACULTY DEVELPMENT AND RENEWAL FUND**
  
  **New:** Allow up to six hundred dollars ($600) of the eighteen hundred fifty dollars ($1850) annual allowance to be used for travel. Faculty members have indicated repeatedly that this benefit has not been fully utilized because Faculty members could not access these funds for travel and they could not afford to pay for the required travel on their own. Faculty would not be able to ‘borrow’ funds from future years or use funds to pay for Sabbatical Leave activities or activities used for promotion to higher pay ranks.
  
  **Previous:** Faculty had to apply separately for travel funds if they wanted to go to meetings, courses or seminars that were not local. Approval was contingent upon the availability of funds. Faculty indicated that this precluded many of them from fully utilizing the funds available. Faculty could ‘borrow’ funds from future years and use any activity that was reimbursed by the College to apply for promotions (higher base pay) or to pay for one or two semester leaves (already compensated by the College).

- **NON-RENEWAL OF APPOINTMENT**
  
  **New:** Standardize the notification date of any Faculty member whose appointment is not being renewed as February 1st.
  
  **Previous:** There were numerous notification dates based upon the start date and tenure status of the Faculty member.

- **DURATION OF THE CONTRACT**
  
  **New:** Contract effective May 28, 2012 through the calendar day immediately before the Fall 2015 term.
  
  **Previous:** Contract effective May 19, 2007 through calendar day immediately before Fall 2011.

- **CLEAN UP/LANGUAGE CLARIFICATION ITEMS**
  
  Numerous obsolete Board Policy numbers, references, titles or incomplete processes were updated to reflect current information. All items were tentatively agreed by both parties.
1. **SUBJECT**

Resolution to discontinue Medical/Dental/Vision Health Insurance for dependents of benefited retirees effective immediately for current employees and effective 7/1/2012 for existing retiree dependents.

2. **REASON FOR CONSIDERATION**

The contracts that have been recently approved by the Board have not included this benefit for the dependents of employees that are retiring under their respective agreements. This resolution will ensure that all retirees are treated the same.

3. **BACKGROUND INFORMATION**

The Board of Trustees has had the option of discontinuing this benefit since the inception of the College Insurance Plan (CIP) for Community College Retirees in 1998, if the College’s cost for dependent coverage was within 130% of the CIP cost for dependent coverage. The language in the employee agreements under Retirement Benefits has been as follows:

“In addition, if at any time the premium for dependent coverage for benefits available under the College Insurance Program (CIP) provided by the State of Illinois is within 130% of the College of DuPage premium for this coverage, the Board may discontinue medical coverage for dependents.”

In 1998, the cost for dependent coverage under CIP was significantly higher than the cost of dependent coverage under the College Plan. This has not been the case for some years. In fact, the cost for dependent coverage under the College Plan now exceeds the cost for dependent coverage under CIP. This provision no longer provides the premium savings benefit as originally intended.
4. **RECOMMENDATION**

That the Board of Trustees act on the resolution to discontinue medical/dental/vision health insurance for dependents of benefited retirees effective immediately for current employees and effective 7/1/2012 for existing retiree dependents.
SIGNATURE PAGE FOR DISCONTINUATION OF MEDICAL/DENTAL/VISION HEALTH INSURANCE FOR DEPENDENTS OF BENEFITED RETIREES.

ITEM(S) ON REQUEST

That the Board of Trustees act on the resolution to discontinue medical/dental/vision health insurance for dependents of benefited retirees effective immediately for current employees and effective 7/1/2012 for existing retiree dependents.

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11. ANNOUNCEMENTS

A. Communications

B. Calendar Dates

-On-Campus Events-
- Monday, June 18, Regular Board Meeting; SSC-2200; 7:00 p.m.

-Off-Campus Events-
12. ADJOURN