



College of DuPage  
Board of Trustees

## NOTICE AND AGENDA

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### REGULAR BOARD MEETING

THURSDAY, AUGUST 24, 2023 – 6:00 PM

425 FAWELL BLVD.  
GLEN ELLYN, IL 60137  
SRC2000

## AGENDA

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE / ROLL CALL
2. CLOSED SESSION
3. RETURN TO OPEN SESSION (At 7:00 P.M.)
4. PUBLIC COMMENT
  - General Public
  - College of DuPage Employees
5. REPORTS
  - 5.a Chair's Report
  - 5.b Student Trustee's Report
  - 5.c President's Report
  - 5.d Student Success Committee Update
  - 5.e Future of Work Committee Update
  - 5.f Academic Committee Update

## **6. PRESENTATIONS**

### **6.a Faculty Spotlight: Introduction of new Full Time Faculty**

- Dr. Mark Curtis-Chavez, Provost

### **6.b Apprenticeships: The Future of Work-Based Learning**

- Danielle Kuglin Seago, Manager Project Hire-Ed

## **7. INFORMATION**

### **7.a Financial Statements: Schedule of Investments, General Fund – Budget and Expenditures, Operating Cash Available to Pay Annual Operating Expenses, Disposal of Capital Assets, Tax Levy Collections, and Budgetary Position Additions.**

### **7.b IT Project Status Report**

### **7.c Monthly Construction Status Provided for Board Information**

### **7.d Construction Change Orders for Board Information**

### **7.e Gifts Status Report**

### **7.f Grants Status Report**

### **7.g First Reading of Revisions to the College Mission Statement and Equity Value**

### **7.h Monthly Status Report - Diversity, Equity, and Inclusion**

### **7.i Personnel Actions for Board Information**

## **8. CONSENT AGENDA**

### **8.a Financial Reports: Treasurer's Report, Payroll Report, Accounts Payable Report, All Disbursements Excluding Payroll, Budget Transfer Report, Legal Professional and Search Fees Report, and Travel Expense/Requests Report.**

### **8.b Approval of Council Membership Dues for President Dr. Brian W. Caputo in the amount of \$5,000 relating to the 2023-2024 membership in the Illinois Council of Community College Presidents (ICCCP).**

### **8.c Approval for Cannabis and Industrial Hemp Cultivation and Operations Certificate.**

### **8.d Approval of a one-year contract for VMWare Support and Subscription to EEC Services LLC in the Amount of \$48,205.36.**

### **8.e Approval for Purchase of Fortinet Maintenance, Support, and Software Licensing from SHI International Corp. for a Total Cost of \$125,691.44 through October 10, 2024.**

- 8.f Approval of a one-year agreement for the purchase of Microsoft Enrollment for Education Solutions licenses from Software One, Inc., for an amount of \$435,146.33.
- 8.g Approval of Reimbursement to President Dr. Brian W. Caputo for expenses incurred while attending the American Association of Community Colleges (AACC) Presidents Academy Summer Institute on July 15 – 18, 2023 in Toronto, ON in the amount of \$1,734.93.
- 8.h Approval of Contract with SmithGroup, Inc. in the not to exceed amount of \$75,000.00 for Athletic Annex Feasibility Study
- 8.i Approval for Information Technology Services Aggregate Spend with CDW Government LLC in FY24 for an amount not to exceed \$100,000.00.
- 8.j Approval for Information Technology Services Aggregate Spend with GovConnection, Inc. in FY24 for an amount not to exceed \$100,000.00.
- 8.k Approval of Rotary Membership Dues for President Dr. Brian W. Caputo in an amount not to exceed \$1,500.00 relating to the 2023-2024 membership in the Rotary Club of Wheaton.
- 8.l Approval of Association Membership Dues for President Dr. Brian W. Caputo in the amount of \$150.00 relating to the 2023-2024 membership in the Illinois Association of School Administrators - DuPage Division.
- 8.m Approval of the purchase of (2) furniture workstations by Kimball Poppin PODS line from Upright Interiors in the amount of \$29,228.25.
- 8.n Approval of Two (2) additional one (1) year extension options for Travel Agency Services from Teplis Travel in an Amount Not to Exceed \$40,000.00.
- 8.o Approval of a five (5) year contract for Retail Dining and Catering Services Management with Sodexo America LLC in the amount not to exceed \$1,810,000.00.
- 8.p Approval to increase contract in the amount of \$58,400.00 to Lamar Johnson Collaborative for HVAC System Study at the Institutional Resource Center (IRC) bringing the total investigation and pre-design fee to \$124,400.00
- 8.q Minutes of the July 27, 2023 Regular Board of Trustees Meeting.
- 8.r July 27, 2023 Closed Session Meeting Minutes.
- 8.s Reimbursement to Vice Chair Heidi Holan for attending the Illinois Community College Trustees Association ("ICCTA") Convention and Training in Bloomington-Normal, IL, June 2, 2023 - June 3, 2023 in the amount of \$289.92.
- 8.t 2023 College of DuPage Alumni Scholarship Golf Classic increase to initial contract of \$22,200.00 with Naperville Country Club to an amount not to exceed \$27,550.80 due to an increase of participants.

- 8.u Reimbursement to Trustee Florence Appel for expenses incurred while visiting Pierce College in Tacoma, Washington, July 31, 2023 - August 3, 2023 in the amount of \$1,404.05.
- 8.v Reimbursement for Vice Chair Heidi Holan for expenses incurred while visiting Pierce College in Tacoma, Washington, July 31, 2023 - August 3, 2023 in the amount of \$1,275.52.
- 8.w Approval for Vice Chair Heidi Holan, Trustee Appel and Trustee Maureen Dunne to attend and be reimbursed expenses up to \$500 each to attend the Illinois Community College Trustees Association ("ICCTA") Board of Representatives and Committee Meetings on September 8-9, 2023 in Springfield, Illinois.

8.x Personnel Actions

9. **TRUSTEE DISCUSSION**

10. **CALENDAR DATES / Campus Events**

- Regular Board of Trustees Meeting - September 21, 2023 at 6:00 P.M. in SSC2200

11. **CLOSED SESSION**

12. **ADJOURN**

AUGUST 24, 2023

COLLEGE OF DuPAGE  
REGULAR BOARD MEETING  
BOARD APPROVAL

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SUBJECT

Faculty Spotlight: Introduction of new Full Time Faculty

- Dr. Mark Curtis-Chavez, Provost

BACKGROUND INFORMATION

Introduction of new Faculty members for the 2023-24 school-year.

STAFF CONTACT

Erin Carrillo

Administrative Assistant VI

[BOT New Faculty Introductions\\_08.24.2023.pdf](#)

## New Faculty Introductions

The Regular Board of Trustees

August 24, 2023

Dr. Mark Curtis-Chávez, Provost



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**Kadet Alaks**  
Librarian

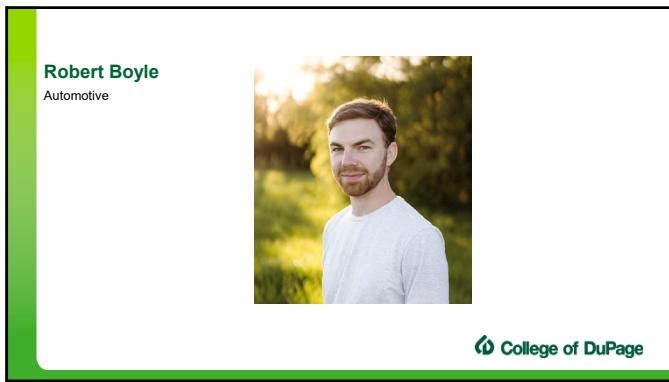


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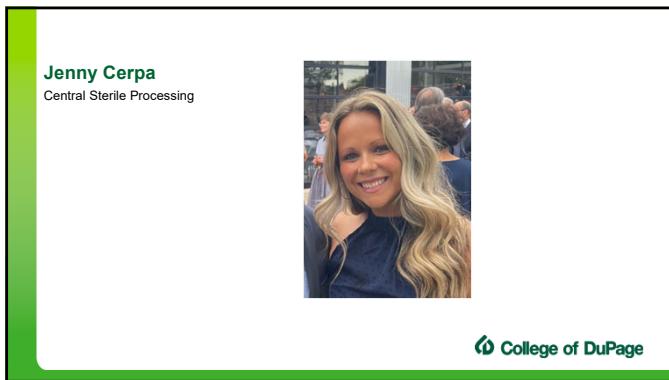
**Aleshia Balestri**  
English



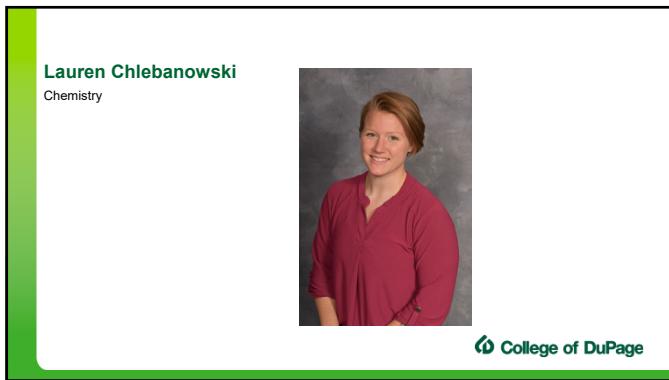
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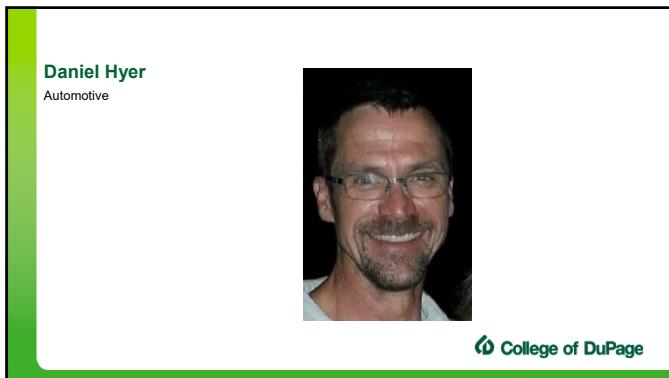
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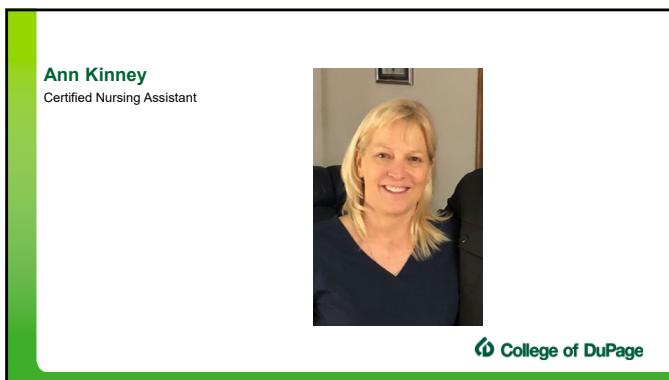
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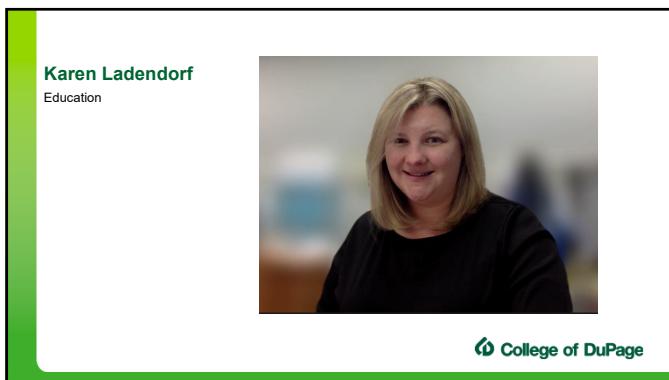
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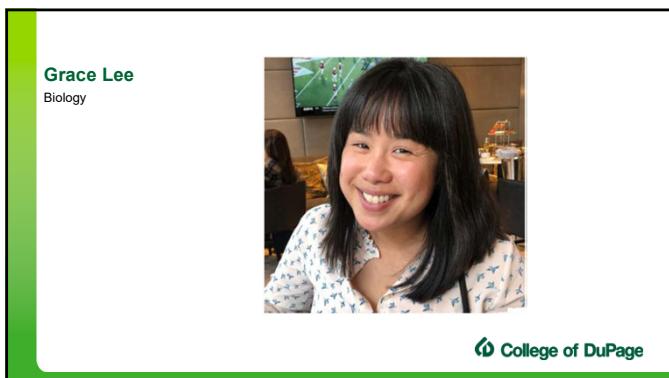
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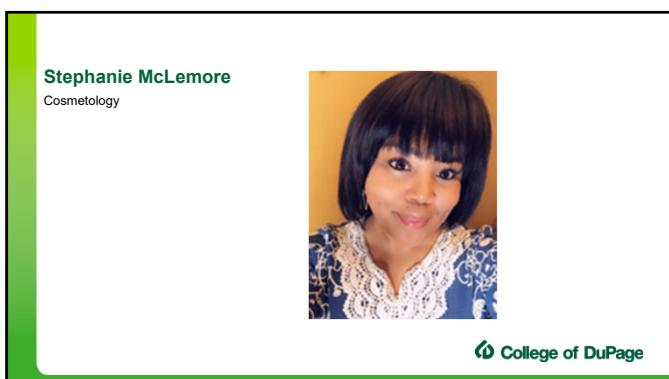
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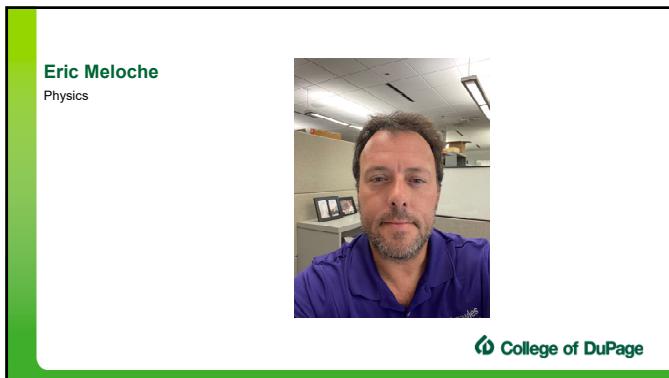
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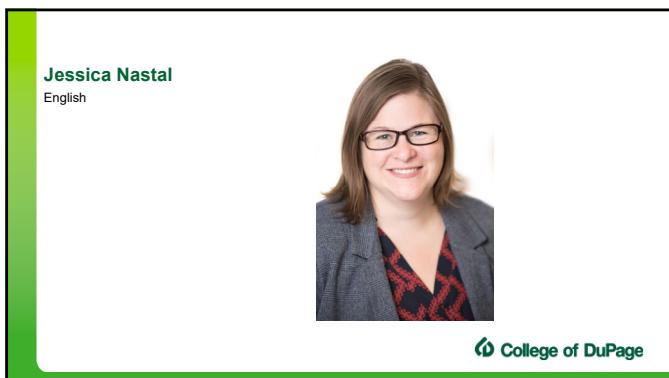
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**Karly Schmidt-Simard**  
Earth Science



College of DuPage

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**Natilie Williams**  
Speech Communications



College of DuPage

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**Cassandra Wingert**  
Speech Communications



College of DuPage

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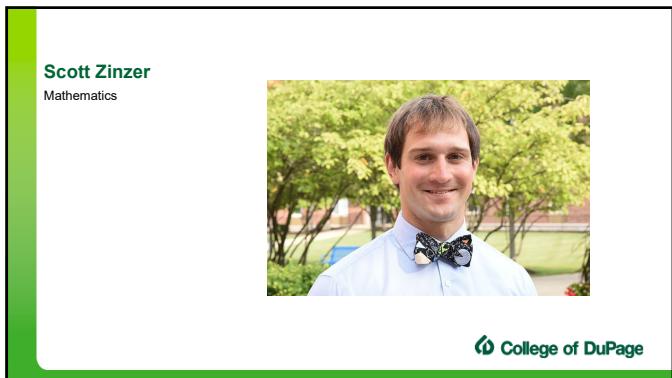
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**AUGUST 24, 2023**

**COLLEGE OF DuPAGE**  
**REGULAR BOARD MEETING**  
**BOARD APPROVAL**

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**SUBJECT**

Apprenticeships: The Future of Work-Based Learning

- Danielle Kuglin Seago, Manager Project Hire-Ed

**REASON FOR CONSIDERATION**

Annual update to the Board on apprenticeship progress over the year.

**BACKGROUND INFORMATION**

Highlights:

The national impact of apprenticeships continues to create an environment where apprenticeships are seen as a sustainable pipeline of talent for employers to build the future workforce of their organizations.

- \$1.47 Return for every dollar spent on apprentice by employers
- 93% Of apprentices are employed upon completion of their apprenticeship
- \$300,000 Lifetime earning advantage for apprentices

Project Hire-Ed has had another year of growth with apprenticeships at College of DuPage.

- Opportunities into more industries, including Early Childhood Education and Human Resources
- Supporting Department of Labor Registered Apprenticeships for 7 occupations
- Supporting apprentices with 100% retention last academic year
- Growth in the number of apprentices to serving 75 apprentices total throughout the program

**STAFF CONTACT**

Danielle Kuglin Seago  
Manager, Project Hire-Ed

BOT Presentation August 2023\_FINAL.pdf

**Project  
HireEd™  
COLLEGE OF DUPAGE**

## Apprenticeships: The Future of Work-Based Learning

The Regular Board of Trustees  
August 24, 2023

**College of DuPage**

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### Work-Based Learning

1. The alignment of the classroom and workplace learning
2. Application of academic, technical, and employability skills in a work setting
3. Support from classroom or workplace mentors

Work-Based Learning Toolkit, Perkins Collaborative Resource Network, cte.ed.gov/toolkit

**College of DuPage**

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### Apprenticeship

*Integrated learning at work and school*

"It's more about the **learning and application**...I was not afraid to ask questions and ask for help, and **my instructor made all the difference**."

He has a very easy-going attitude, great to talk to, you love to work with him and I love the way he approaches teaching."

*Faustino Lagunas,  
Manufacturing CNC Apprentices  
with Stemberg Lighting*

**START YOUR CAREER NOW**

APPRENTICESHIPS WITH  
**PROJECT HIRE-ED**

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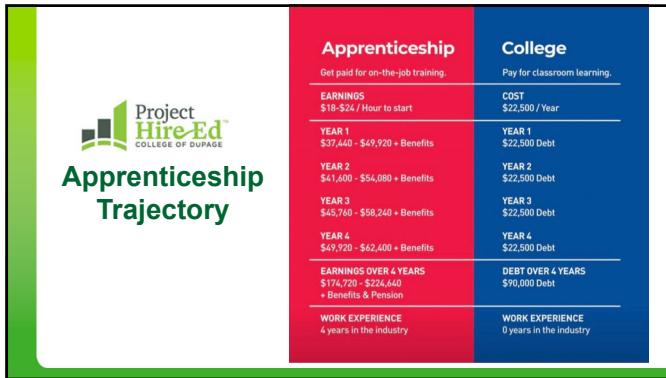


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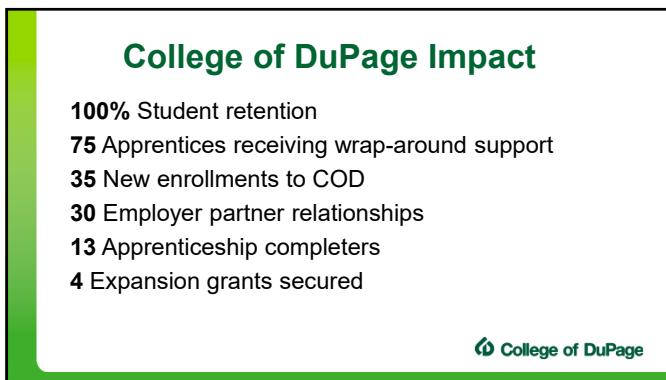
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**Department of Labor Registered Apprenticeship Program**



10 College certificates integrated into Registered Apprenticeships

7 Department Labor Registered Apprenticeship occupations

"Project Hire-Ed is the future. You are the **ambassador program** [for apprenticeships]. I'd like to use your work as **best practices** to set the **standards** for Registered Apprenticeship programs."

Apprenticeship Training Representative,  
Department of Labor, July 12, 2023

**APPRENTICESHIPUSA** 

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**Apprenticeships: Student Success**

Integrated learning  
Real-world examples  
Financial stability  
Life-sustaining wage  
Career focused occupation  
Safety net of support  
Singular employer  
Employer buy-in to complete academic program



**START YOUR CAREER NOW**

APPRENTICESHIPS WITH  
**PROJECT HIRE-ED**

Christian Arnold,  
System Support Specialist Apprentice with Northwestern Medicine

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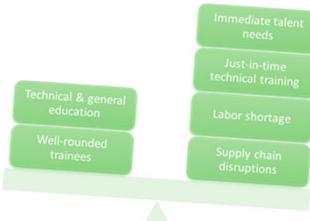


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**Labor Market Demands: Agility Required**





**College of DuPage**

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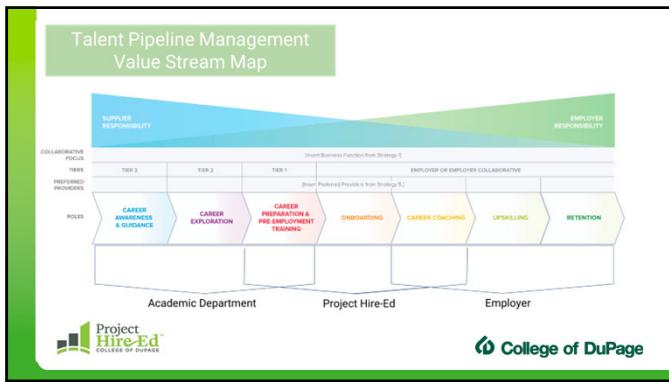
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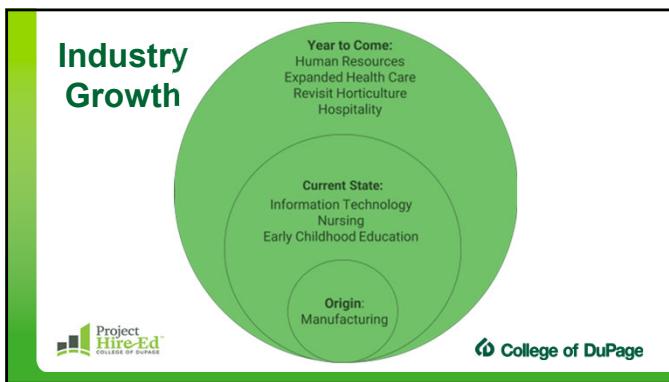
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## Apprenticeship Careers

### In process:

- Medical Assisting, Human Resources, Early Childhood Education

## Current apprenticeships:

- Information Technology: 2
- Industrial Maintenance Mechanic: 15
- CNC Program Operator: 11
- Electromechanical Technician: 7
- Welding: 3



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## Employer Success with Apprenticeships

"We are a **small manufacturing business**, and the effort and knowledge needed for us to do our own apprenticeship was prohibitive.

But the **ease and facilitation** of an apprenticeship through the College of DuPage Project Hire-Ed, and the DuPage Regional Work-Based Learning and Youth Apprenticeship Collaborative (powered by GPS Education Partners) from the area high schools **allowed us to pursue an apprenticeship.**"

*Lianne Sundberg, Vice President, Simplex Systems Control*



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## Project Hire-Ed Team

Meg Frey, Apprentice Recruiter  
Ileana Nava, Program Assistant  
Laura Paley, Case Manager  
Stephanie Spencer, Apprenticeship Specialist  
Josie Wallace, Employer Outreach Coordinator



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AUGUST 24, 2023

COLLEGE OF DuPAGE  
REGULAR BOARD MEETING  
BOARD APPROVAL

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SUBJECT

Financial Statements: Schedule of Investments, General Fund – Budget and Expenditures, Operating Cash Available to Pay Annual Operating Expenses, Disposal of Capital Assets, Tax Levy Collections, and Budgetary Position Additions.

REASON FOR CONSIDERATION

Provided for Board information.

BACKGROUND INFORMATION

- a) Schedule of Investments – This report is presented to the Board for information each month. It lists the Schedule of Investments for each of the College's Funds. The report details the purchase and maturity dates and interest rate earned.
- b) General Fund – Budget and Expenditures – This report is presented to the Board for information each month. It lists the budget-to-actual results for the current fiscal year for the General Fund.
- c) Operating Cash Available to Pay Annual Operating Expenses – This report is presented to the Board for information each month. It shows the amount of operating cash and investments on hand and Board-approved fund balance restrictions compared to prior year annual operating expenses and presents the ratio of cash available to annual operating expenses.
- d) Disposal of Capital Assets - This report is presented to the Board for information on a quarterly basis (**August, November, February, May**). This report lists the reason for the disposal, location, number of items and their respective dollar values.
- e) Tax Levy Collections – This report is presented to the Board for discussion purposes on a quarterly basis (**July, October, January, April**). This report lists the tax receipts by counties and also by each of the funds that levy taxes.
- f) Budgetary Position Additions – This report is presented to the Board for information on a monthly basis. This report lists the positions that have been added after the Annual Budget

was adopted.

#### RECOMMENDATION

Provided for Board information; no action required.

#### STAFF CONTACT

Ellen Roberts, Vice President, Administrative Affairs

Scott Brady, CFO and Treasurer

David Virgilio, Controller

[2023\\_08\\_24 Financial Statements for Information.pdf](#)

COLLEGE OF DUPAGE  
TREASURY PORTFOLIO OVERVIEW  
AS OF JULY 31, 2023  
PRELIMINARY, UNAUDITED

# Overview of What the College Can Invest in

- Summary of authorized investment types and limitations

Item	Investment Types	Limitation of FMV of the total portfolio	
		Max. Aggregate	Max Single Issuer
1	US Treasury bonds, bills, notes	No limit	No limit
2	Fed. Agency bonds/notes	25% in callable, no limit in non-callable	No limit
3	Negotiable interest-bearing certificates of deposit	33.3%	5%
4	Commercial paper	33.3%	5%
5	Corporate notes 1-3 years	33.3%	5%
6	State and municipal bonds	33.3%	5%
7	Collateralized repurchase agreements	10.0%	No limit
8	Mutual funds in money market funds	No limit	20%
9	Mutual funds in short term corporate bonds funds	15.0%	5%
10	Illinois Trust, IL Funds, ISDLA Fund Plus	15.0%	No limit

Please refer to College Policy 2.13 for further detail.

- No more than 60% of the fair market value of the portfolio shall be invested in non-U.S. Treasury or U.S. Federal Agency securities
- The specific objectives of the policy prioritize safety over liquidity and return
- The policy prohibits direct investments in any derivatives and unregistered stock

# Overview of Investment Performance

- For the month ended July 31, 2023, the College had an *average cash and investment* balance of \$319.2 million. The *average investment* balance was \$303.3 million.

	QE 6/30/23	ME 7/31/23	Fiscal YTD
Average Investment Balance (\$millions)	\$ 292.9	\$ 303.3	\$ 303.3
Interest Earned (Yield)	\$ 2,173,945	\$ 921,250	\$ 921,250
Annualized Yield %	2.87%	3.64%	3.64%
Realized Gain/(Loss)*	\$ (1,622,172)	\$ (33,661)	\$ (33,661)
Yield + Realized Gain/(Loss)	\$ 551,773	\$ 887,589	\$ 887,589
Annualized Yield + Realized Gain/(Loss)%	0.73%	3.51%	3.51%
Unrealized Gain/(Loss)**	\$ (851,278)	\$ 346,100	\$ 346,100
Net Yield + Realized & Unrealized Gain/(Loss)	\$ (299,505)	\$ 1,233,689	\$ 1,233,689
Annualized %	-0.39%	4.88%	4.88%

\*Realized loss of \$33,661 reported in this month is due to maturity of the securities that were sold below costs offset by the securities that were purchased at a discount. The College buys a security at a discount when its coupon rate is favorable to earn higher interest income over the life of the security.

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

1 – Return, here and on following pages, calculated by: (total income plus realized & unrealized gain/loss)/average period portfolio balance.

2 – The average period balance is calculated using the total balance at the beginning and at the end of that period.

3 – College owns certain securities, including commercial paper, which are bought at a discount or premium and pay interest when matured.

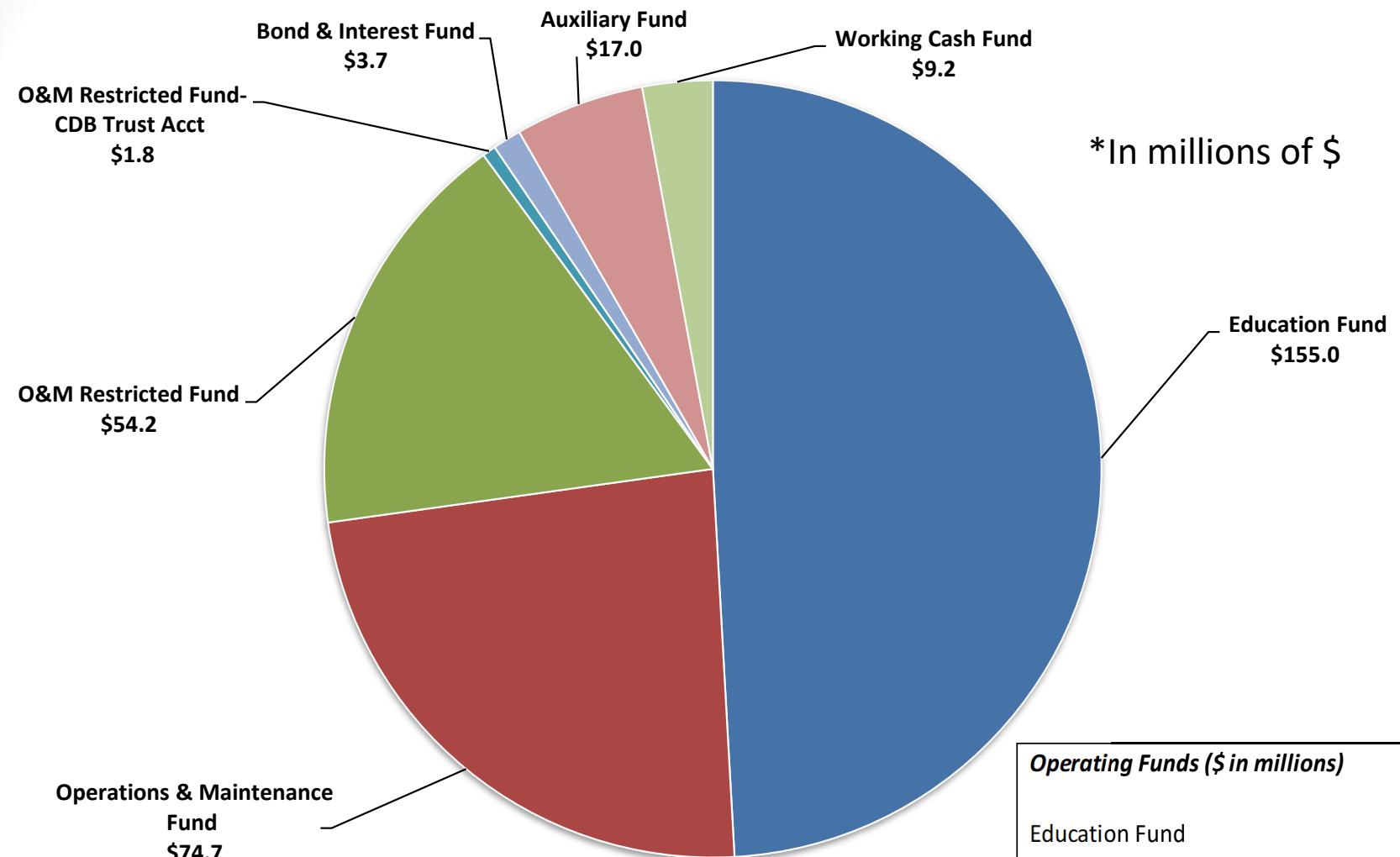
# Investment Monthly Balance Summary

- \$315.6 million cash and investment balance at month-end

## Monthly Ending Balances (\$ millions)

	<u>6/30/23</u>	<u>7/31/23</u>	<b>Change: 6/30/23 to Month-End</b>
PFM Asset Management	\$ 305.1	\$ 301.0	\$ (4.1)
US Bank/IL Funds	0.4	0.1	(0.3)
Subtotal	305.5	301.1	(4.4)
Cash & Cash Equivalents	17.4	14.5	(2.9)
<b>Total Cash &amp; Investments</b>	<b>\$ 322.9</b>	<b>\$ 315.6</b>	<b>\$ (7.3)</b>

# July 31, 2023 Portfolio Overview: Assets by Fund Allocation (\$315.6 MM total)

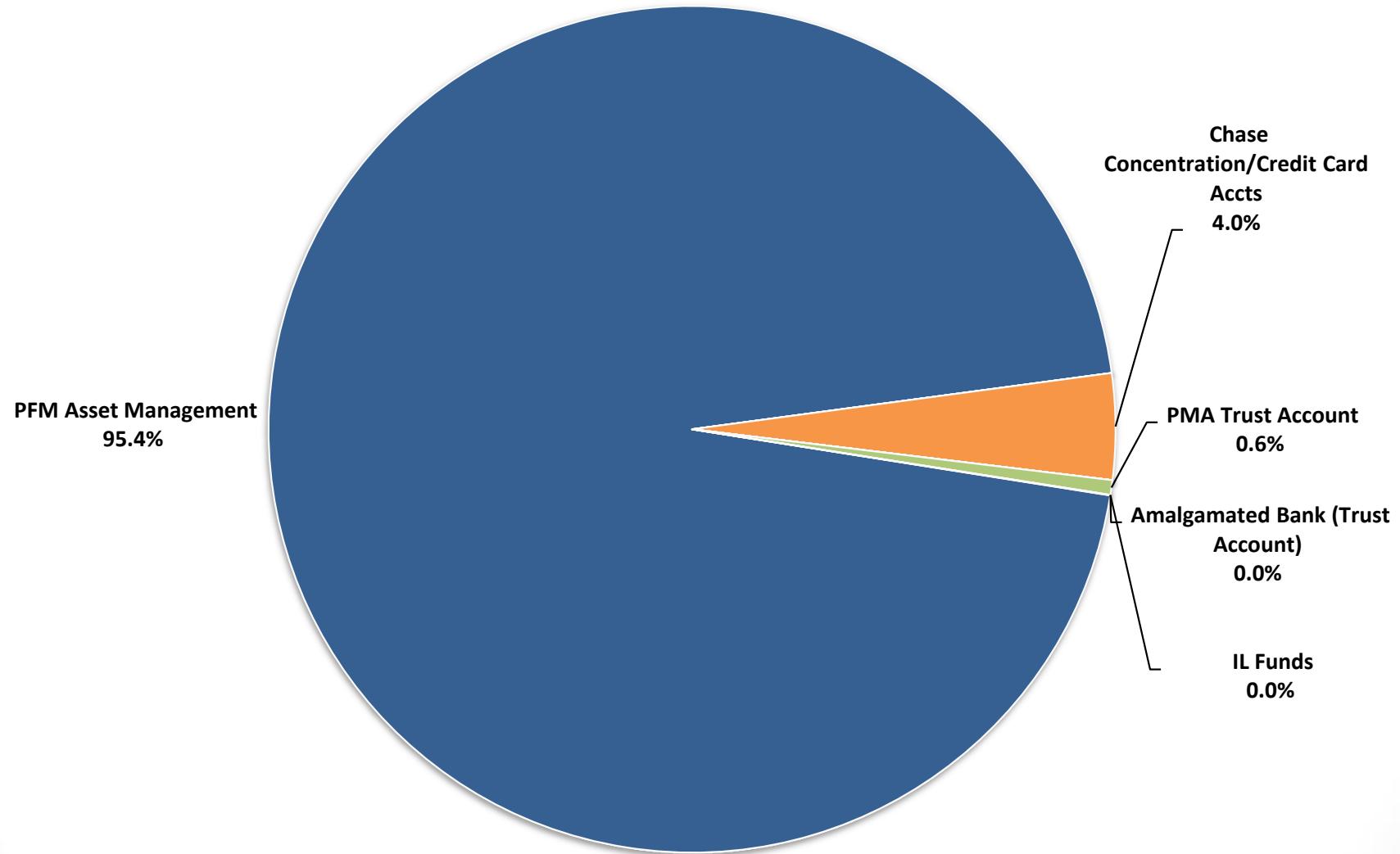


## Operating Funds (\$ in millions)

Education Fund	\$ 155.0
Operations & Maintenance Fund	74.7
Less: Agency Funds Balance	(0.2)
Add: Restricted Purposes Fund Balance	4.1
<b>Total Operating Cash/Investments</b>	<b>\$ 233.6</b>

Note: Cash and investments held in College of DuPage's name. For accounting purposes, cash and investments are held in the Education Fund and allocated to other funds.

# July 31, 2023 Portfolio Overview: Assets by Location/Firm (\$315.6 MM total)

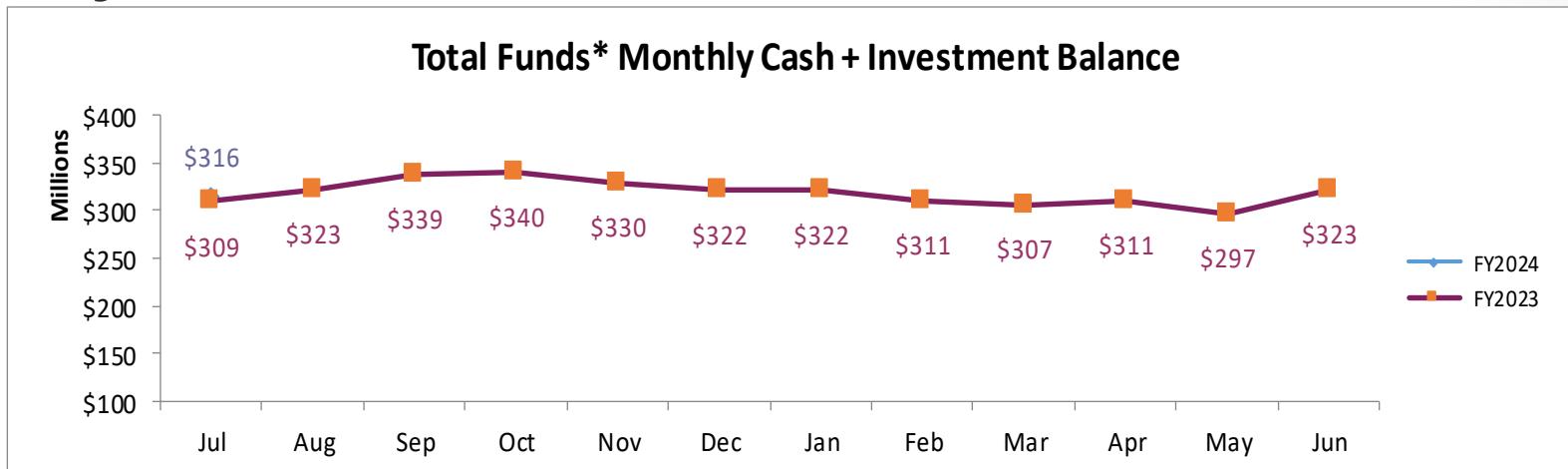


# July 31, 2023 Portfolio Overview:

## Assets by Investment Type (\$301.1 MM investment total)

Invest. Type	Holding Type	Balance	% of Total Investments	% Limitation per Policy 2.13	In Compliance? (Yes/No)
<b>PFM Asset Management LLC</b>					
1, 2	Treasuries / Fed Agency Bond / Note (Non-Callable)	\$ 198,111,081	65.80%	None	Y
2	Fed Agency Bond / Note (Callable)	11,174,717	3.71%	25.0%	Y
4	Commercial Paper	34,285,019	11.39%	33.3%	Y
5	Corporate Notes (1-3 Years)	37,624,252	12.50%	33.3%	Y
10	Operating Pool - Illinois Portfolio, IIIT Class*	6,243,657	2.07%	15.0%	Y
9	Corporate Investment Grade Short Term Bond Funds	13,570,000	4.51%	15.0%	Y
10	<b>U.S. Bank (IL Funds)</b>	68,445	0.02%	15.0%	Y
<b>Total Investments</b>		<b><u>301,077,172</u></b>	<b>100.0%</b>		

# Monthly Trends



Total Funds*					
FY2023 Key Revenue & Expenditure					
Seasonality Chart					
	Property Tax	Tuition & Fee	Salary	Debt Service	Investment
	Revenue	Revenue	Expense	Expense	Balance As Of
Jul 2022	\$ 602,424	<b>\$ 20,379,797</b>	\$ 6,393,665	\$ 663,000	\$ 309,196,721
Aug	6,552,519	<b>14,145,654</b>	7,289,332	-	322,660,268
Sep	<b>34,022,987</b>	1,266,728	9,772,364	-	338,585,535
Oct	1,043,712	1,602,936	10,391,958	-	340,264,003
Nov	820,181	<b>10,436,615</b>	10,399,178	2,146,540	329,561,287
Dec	2,763,027	<b>6,570,052</b>	<b>14,373,008</b>	4,428,000	321,788,049
Jan 2023	1,980,589	<b>10,593,982</b>	7,656,265	-	321,761,754
Feb	13,799	1,234,584	10,047,935	-	310,631,937
Mar	2,607,140	1,136,849	10,486,913	-	306,690,172
Apr	2,417,328	2,020,597	10,369,090	-	311,177,399
May	8,305,596	1,849,338	10,541,100	14,736,540	297,329,764
Jun 2023	<b>40,088,955</b>	166,012	10,847,893	-	322,863,733
Total FY23	\$ 101,218,258	\$ 71,403,144	\$ 118,568,700	\$ 21,974,080	\$ 322,863,733

Total Funds*					
FY2024 Key Revenue & Expenditure					
Seasonality Chart					
	Property Tax	Tuition &	Salary	Debt Service	Investment
	Revenue	Fee Revenue	Expense	Expense	Balance As Of
Jul 2023	\$ 1,296,665	<b>\$ 24,343,639</b>	\$ 7,062,694	\$ 568,875	\$ 315,605,662
Aug	-	-	-	-	-
Sep	-	-	-	-	-
Oct	-	-	-	-	-
Nov	-	-	-	-	-
Dec	-	-	-	-	-
Jan 2024	-	-	-	-	-
Feb	-	-	-	-	-
Mar	-	-	-	-	-
Apr	-	-	-	-	-
May	-	-	-	-	-
Jun 2024	-	-	-	-	-
Total FY24	\$ 1,296,665	\$ 24,343,639	\$ 7,062,694	\$ 568,875	\$ 315,605,662

\*total funds = Funds 01-07, 10

APPENDIX:  
JULY 31, 2023  
PFM ASSET MANAGEMENT  
PORTFOLIO SUMMARY



# College of DuPage

## Monthly Investment Review For the Month Ended July 31, 2023

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### Client Management Team

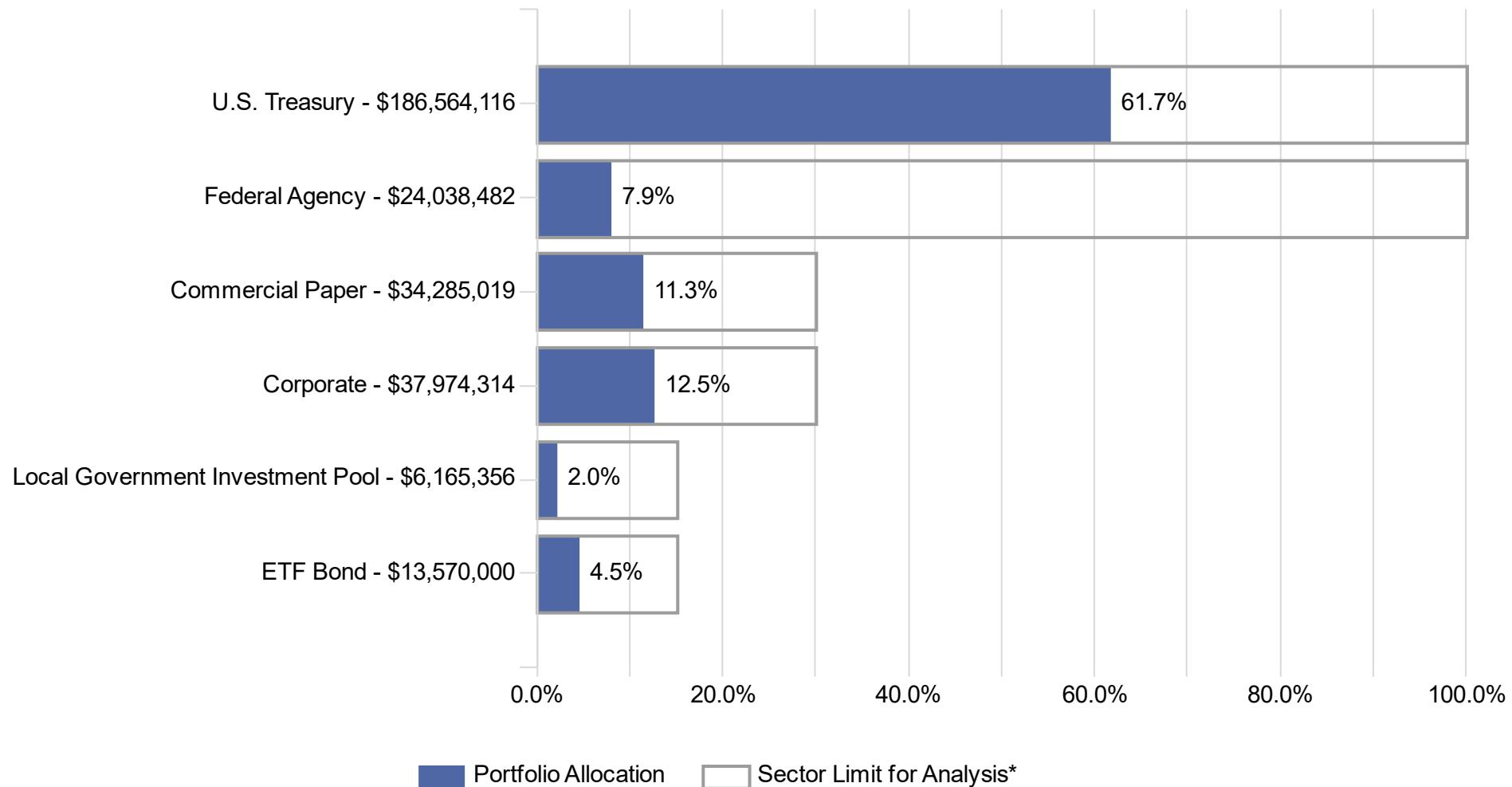
Jeffrey K. Schroeder, Managing Director  
Matthew Hanigan, Senior Managing Consultant  
Christopher Harris, Director  
Amber Cannegieter, Key Account Manager

### PFM Asset Management LLC

209 South LaSalle MK-IL-RY2C  
Chicago, IL 60604  
331-278-8382

213 Market Street  
Harrisburg, PA 17101-2141  
717-232-2723

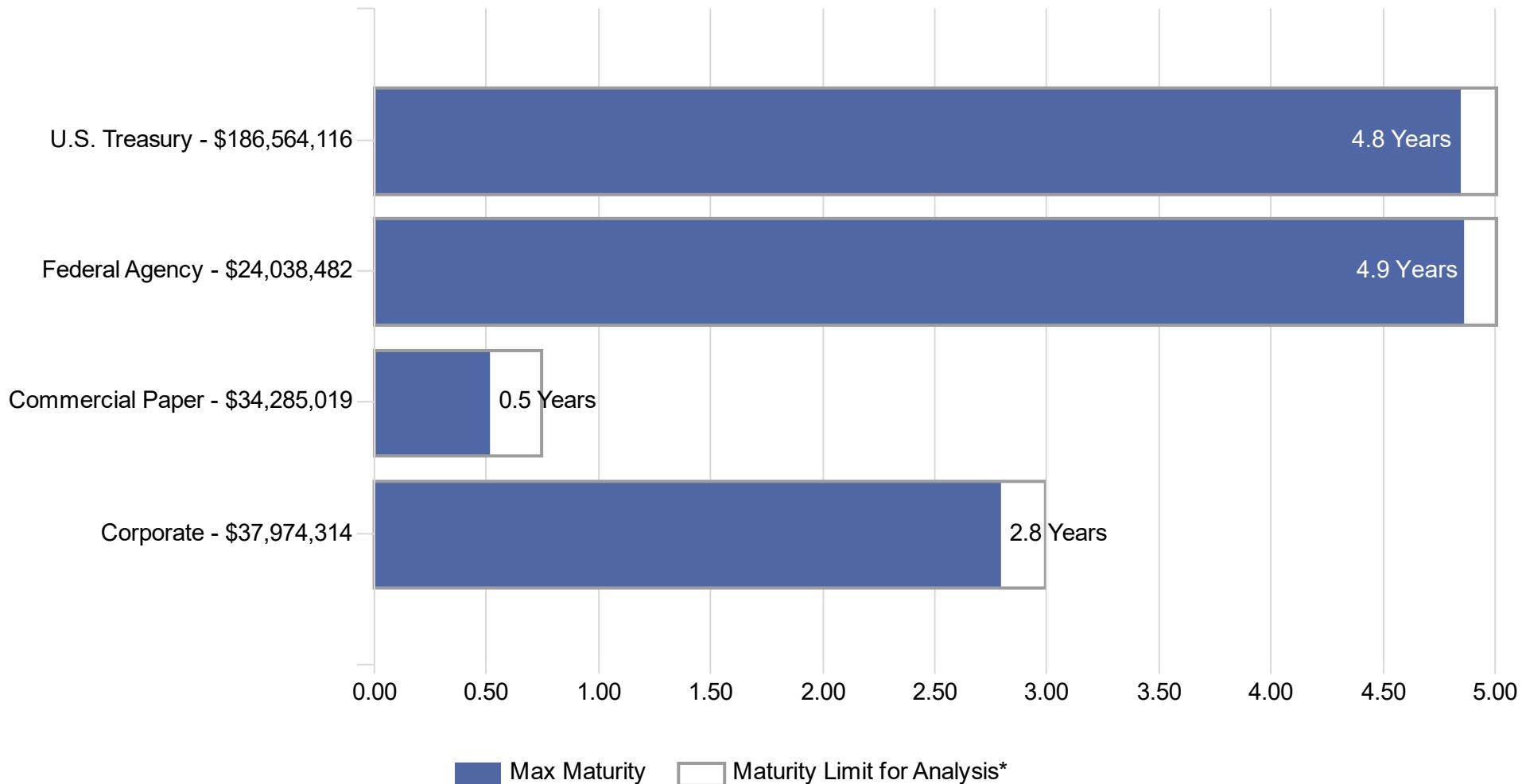
## Sector Allocation Analytics



For informational/analytical purposes only and is not provided for compliance assurance. Includes accrued interest.

\*Sector Limit for Analysis is as derived from our interpretation of your most recent Investment Policy as provided.

## Max Maturity Analytics



For informational/analytical purposes only and is not provided for compliance assurance. Includes accrued interest and excludes balances invested in overnight funds.

\*Maturity Limit for Analysis is derived from our interpretation of your most recent Investment Policy as provided.

Mortgage-backed securities and asset-backed securities, if any, limit is based on weighted average life, if applicable. Callable securities, if any, limit is based on maturity date.

## Issuer Diversification

Security Type / Issuer	Market Value (%)	S&P / Moody's / Fitch
<b>U.S. Treasury</b>	<b>62.9%</b>	
UNITED STATES TREASURY	62.9%	AA / Aaa / AA
<b>Federal Agency</b>	<b>8.1%</b>	
FANNIE MAE	0.8%	AA / Aaa / AA
FEDERAL FARM CREDIT BANKS	1.4%	AA / Aaa / AA
FEDERAL HOME LOAN BANKS	4.6%	AA / Aaa / NR
FREDDIE MAC	1.1%	AA / Aaa / AA
TENNESSEE VALLEY AUTHORITY	0.2%	AA / Aaa / AA
<b>Commercial Paper</b>	<b>11.6%</b>	
BNP PARIBAS	2.3%	A / Aa / AA
CREDIT AGRICOLE SA	1.6%	A / Aa / AA
Honeywell International Inc	0.5%	A / Aa / A
METLIFE INC	0.5%	AA / Aa / AA
MITSUBISHI UFJ FINANCIAL GROUP INC	2.3%	A / Aa / A
NATIXIS NY BRANCH	2.3%	A / Aa / AA
TOYOTA MOTOR CORP	2.0%	AA / Aa / A
<b>Corporate</b>	<b>12.8%</b>	
AIR PRODUCTS & CHEMICALS	0.1%	A / A / NR
AMAZON.COM INC	0.5%	AA / A / AA
AMERICAN HONDA FINANCE	0.5%	A / A / NR
APPLE INC	0.8%	AA / Aaa / NR
BANK OF AMERICA CO	0.8%	A / A / AA
BRISTOL-MYERS SQUIBB CO	0.1%	A / A / NR
CATERPILLAR INC	0.8%	A / A / A
CINTAS CORPORATION NO. 2	0.2%	A / A / NR
CISCO SYSTEMS INC	0.3%	AA / A / NR
CITIGROUP INC	0.5%	A / A / A

Security Type / Issuer	Market Value (%)	S&P / Moody's / Fitch
<b>Corporate</b>	<b>12.8%</b>	
COMMONWEALTH BANK OF AUSTRALIA	0.6%	AA / Aa / A
DEERE & COMPANY	0.5%	A / A / A
EXXON MOBIL CORP	0.5%	AA / Aa / NR
GENERAL DYNAMICS CORP	0.3%	A / A / NR
GOLDMAN SACHS GROUP INC	0.3%	BBB / A / A
HOME DEPOT INC	0.2%	A / A / A
Johnson & Johnson	0.4%	AA / Aa / NR
JP MORGAN CHASE & CO	0.8%	A / A / AA
MORGAN STANLEY	0.3%	A / A / A
NATIONAL AUSTRALIA BANK LTD	0.3%	AA / Aa / NR
NATIONAL RURAL UTILITIES CO FINANCE CORP	0.3%	A / A / A
RABOBANK NEDERLAND	0.4%	A / Aa / AA
STATE STREET CORPORATION	0.3%	A / A / AA
TARGET CORP	0.1%	A / A / A
THE BANK OF NEW YORK MELLON CORPORATION	0.7%	A / A / AA
TOYOTA MOTOR CORP	0.3%	A / A / A
UNITEDHEALTH GROUP INC	0.3%	A / A / A
VISA INC	0.7%	AA / Aa / NR
WAL-MART STORES INC	0.2%	AA / Aa / AA
WELLS FARGO & COMPANY	0.5%	BBB / A / A
<b>ETF Bond</b>	<b>4.6%</b>	
STATE STREET CORPORATION	4.6%	NR / NR / NR
<b>Total</b>	<b>100.0%</b>	

Ratings shown are calculated by assigning a numeral value to each security rating, then calculating a weighted average rating for each security type / issuer category using all available security ratings, excluding Not-Rated (NR) ratings. For security type / issuer categories where a rating from the applicable NRSRO is not available, a rating of NR is assigned. Includes accrued interest and excludes balances invested in overnight funds.

## Certificate of Compliance

During the reporting period ended July 31, 2023, the account(s) managed by PFM Asset Management ("PFMAM") were in compliance with the applicable investment policy and guidelines as furnished to PFMAM.

Acknowledged : *PFM Asset Management LLC*

*Note: Pre- and post-trade compliance for the account(s) managed by PFM Asset Management is provided via Bloomberg Asset and Investment Management ("AIM").*

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## Important Disclosures

This material is for general information purposes only and is not intended to provide specific advice or a specific recommendation, as it was prepared without regard to any specific objectives or financial circumstances.

Investment advisory services are provided by PFM Asset Management LLC ("PFMAM"), an investment adviser registered with the U.S. Securities and Exchange Commission and a subsidiary of U.S. Bancorp Asset Management, Inc. ("USBAM"). USBAM is a subsidiary of U.S. Bank National Association ("U.S. Bank"). U.S. Bank is a separate entity and subsidiary of U.S. Bancorp. U.S. Bank is not responsible for and does not guarantee the products, services or performance of PFMAM. The information contained is not an offer to purchase or sell any securities. Additional applicable regulatory information is available upon request.

PFMAM professionals have exercised reasonable professional care in the preparation of this performance report. Information in this report is obtained from sources external to PFMAM and is generally believed to be reliable and available to the public; however, we cannot guarantee its accuracy, completeness or suitability. We rely on the client's custodian for security holdings and market values. Transaction dates reported by the custodian may differ from money manager statements. While efforts are made to ensure the data contained herein is accurate and complete, we disclaim all responsibility for any errors that may occur. References to particular issuers are for illustrative purposes only and are not intended to be recommendations or advice regarding such issuers. Fixed income manager and index characteristics are gathered from external sources. When average credit quality is not available, it is estimated by taking the market value weights of individual credit tiers on the portion of the strategy rated by a NRSRO.

It is not possible to invest directly in an index. The index returns shown throughout this material do not represent the results of actual trading of investor assets. Third-party providers maintain the indices shown and calculate the index levels and performance shown or discussed. Index returns do not reflect payment of any sales charges or fees an investor would pay to purchase the securities they represent. The imposition of these fees and charges would cause investment performance to be lower than the performance shown.

The views expressed within this material constitute the perspective and judgment of PFMAM at the time of distribution and are subject to change. Any forecast, projection, or prediction of the market, the economy, economic trends, and equity or fixed-income markets are based upon certain assumptions and current opinion as of the date of issue and are also subject to change. Some, but not all assumptions are noted in the report. Assumptions may or may not be proven correct as actual events occur, and results may depend on events outside of your or our control. Changes in assumptions may have a material effect on results. Opinions and data presented are not necessarily indicative of future events or expected performance.

For more information regarding PFMAM's services or entities, please visit [www.pfmam.com](http://www.pfmam.com).

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## Account Statement

For the Month Ending **July 31, 2023**

### Consolidated Summary Statement

College Of Dupage

#### Portfolio Summary

Portfolio Holdings	Cash Dividends and Income	Closing Market Value	Current Yield
Illinois Portfolio, IIIT Class	31,256.78	6,165,355.89	5.31 %
Illinois Trust Managed Account	259,325.19	294,765,069.59	* N/A
<b>Total</b>	<b>\$290,581.97</b>		<b>\$300,930,425.48</b>

\* Not Applicable

#### Investment Allocation

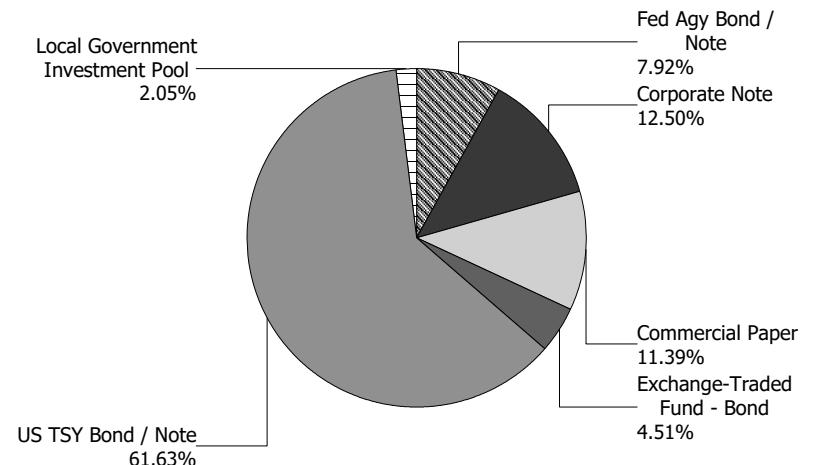
Investment Type	Closing Market Value	Percent
Federal Agency Bond / Note	23,825,708.96	7.92
Corporate Note	37,624,252.03	12.50
Commercial Paper	34,285,019.00	11.39
Exchange-Traded Fund - Bond	13,570,000.00	4.51
U.S. Treasury Bond / Note	185,460,089.60	61.63
Local Government Investment Pool	6,165,355.89	2.05
<b>Total</b>	<b>\$300,930,425.48</b>	<b>100.00%</b>

#### Maturity Distribution (Fixed Income Holdings)

Portfolio Holdings	Closing Market Value	Percent
Under 30 days	7,162,905.89	2.48
31 to 60 days	0.00	0.00
61 to 90 days	1,483,110.00	0.52
91 to 180 days	28,469,917.00	9.91
181 days to 1 year	52,529,433.28	18.28
1 to 2 years	82,106,580.99	28.57
2 to 3 years	94,153,734.65	32.77
3 to 4 years	13,706,636.92	4.77
4 to 5 years	7,748,106.75	2.70
Over 5 years	0.00	0.00
<b>Total</b>	<b>\$287,360,425.48</b>	<b>100.00%</b>

Weighted Average Days to Maturity **592**

#### Sector Allocation



**Account Statement**For the Month Ending **July 31, 2023****Consolidated Summary Statement**

College Of Dupage

<b>Account Number</b>	<b>Account Name</b>	<b>Opening Market Value</b>	<b>Purchases / Deposits</b>	<b>Redemptions / Sales/ Maturities</b>	<b>Unsettled Trades</b>	<b>Change in Value</b>	<b>Closing Market Value</b>	<b>Cash Dividends and Income</b>
450579	Operating Account	213,099,511.07	2,656,654.42	(2,459,466.68)	0.00	428,246.72	213,724,945.53	183,189.50
450612	Short Term Account	42,157,210.26	5,029,835.20	(10,000,504.00)	0.00	155,515.00	37,342,056.46	81,340.76
450631	SWS Managed	49,786,682.64	3,065,537.51	(3,034,332.44)	0.00	45,535.78	49,863,423.49	26,051.71
<b>Total</b>		<b>\$305,043,403.97</b>	<b>\$10,752,027.13</b>	<b>(\$15,494,303.12)</b>	<b>\$0.00</b>	<b>\$629,297.50</b>	<b>\$300,930,425.48</b>	<b>\$290,581.97</b>



## Account Statement - Transaction Summary

For the Month Ending **July 31, 2023**

College Of Dupage - Operating Account - 450579

### Illinois Portfolio, IIIT Class

Opening Market Value	104,792.56
Purchases	1,332,515.67
Redemptions	(1,336,285.04)
Unsettled Trades	0.00
Change in Value	0.00

**Closing Market Value** **\$101,023.19**

Cash Dividends and Income 406.30

### Illinois Trust Managed Account

Opening Market Value	212,994,718.51
Purchases	1,324,138.75
Redemptions	(1,123,181.64)
Unsettled Trades	0.00
Change in Value	428,246.72

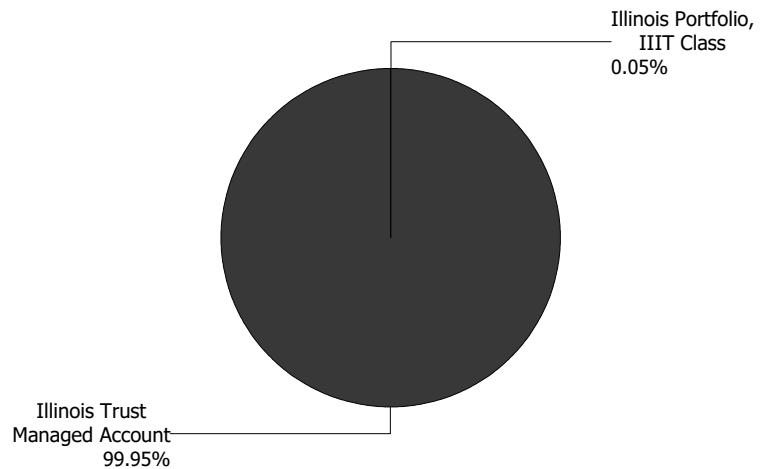
**Closing Market Value** **\$213,623,922.34**

Cash Dividends and Income 182,783.20

### Asset Summary

	<b>July 31, 2023</b>	<b>June 30, 2023</b>
<b>Illinois Portfolio, IIIT Class</b>	101,023.19	104,792.56
<b>Illinois Trust Managed Account</b>	213,623,922.34	212,994,718.51
<b>Total</b>	<b>\$213,724,945.53</b>	<b>\$213,099,511.07</b>

### Asset Allocation





## Managed Account Summary Statement

For the Month Ending **July 31, 2023**

College Of Dupage - Operating Account - 450579 - (40968452)

Transaction Summary - Money Market		Transaction Summary - Managed Account		Account Total	
<b>Opening Market Value</b>	<b>\$104,792.56</b>	<b>Opening Market Value</b>	<b>\$212,994,718.51</b>	<b>Opening Market Value</b>	<b>\$213,099,511.07</b>
Purchases	1,332,515.67	Maturities/Calls	0.00		
Redemptions	(1,336,285.04)	Principal Dispositions	(1,123,181.64)		
		Principal Acquisitions	1,324,138.75		
		Unsettled Trades	0.00		
		Change in Current Value	428,246.72		
<b>Closing Market Value</b>	<b>\$101,023.19</b>	<b>Closing Market Value</b>	<b>\$213,623,922.34</b>	<b>Closing Market Value</b>	<b>\$213,724,945.53</b>
Dividend	406.30				
Earnings Reconciliation (Cash Basis) - Managed Account					
Interest/Dividends/Coupons Received			208,927.73		
Less Purchased Interest Related to Interest/Coupons			0.00		
Plus Net Realized Gains/Losses			(26,144.53)		
<b>Total Cash Basis Earnings</b>			<b>\$182,783.20</b>		
Earnings Reconciliation (Accrual Basis)		Managed Account	Total	Cash Transactions Summary- Managed Account	
Ending Amortized Value of Securities		219,906,970.64	220,007,993.83	Maturities/Calls	0.00
Ending Accrued Interest		1,292,923.07	1,292,923.07	Sale Proceeds	1,129,744.14
Plus Proceeds from Sales		1,129,744.14	2,466,029.18	Coupon/Interest/Dividend Income	202,365.23
Plus Proceeds of Maturities/Calls/Principal Payments		0.00	0.00	Principal Payments	0.00
Plus Coupons/Dividends Received		202,365.23	202,365.23	Security Purchases	(1,324,138.75)
Less Cost of New Purchases		(1,324,138.75)	(2,656,654.42)	Net Cash Contribution	(7,970.62)
Less Beginning Amortized Value of Securities		(219,627,768.20)	(219,732,560.76)	Reconciling Transactions	0.00
Less Beginning Accrued Interest		(1,051,602.12)	(1,051,602.12)		
Dividends		0.00	406.30		
<b>Total Accrual Basis Earnings</b>		<b>\$528,494.01</b>	<b>\$528,900.31</b>		



## Portfolio Summary and Statistics

For the Month Ending **July 31, 2023**

College Of Dupage - Operating Account - 450579 - (40968452)

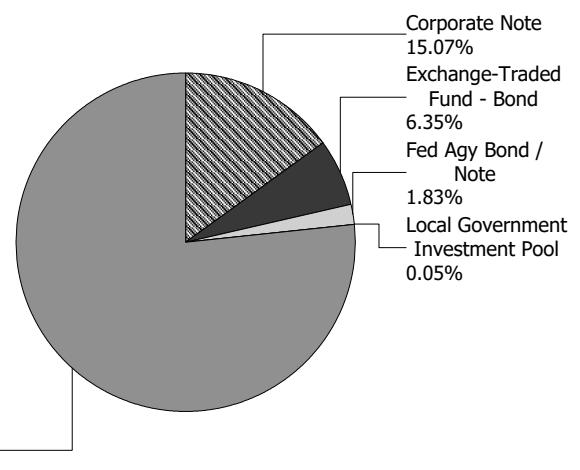
### Account Summary

Description	Par Value	Market Value	Percent
U.S. Treasury Bond / Note	170,750,000.00	163,949,538.63	76.70
Federal Agency Bond / Note	4,000,000.00	3,901,771.50	1.83
Exchange-Traded Fund - Bond	460,000.00	13,570,000.00	6.35
Corporate Note	33,450,000.00	32,202,612.21	15.07
<b>Managed Account Sub-Total</b>	<b>208,660,000.00</b>	<b>213,623,922.34</b>	<b>99.95%</b>
Accrued Interest		1,292,923.07	
<b>Total Portfolio</b>	<b>208,660,000.00</b>	<b>214,916,845.41</b>	
Illinois Portfolio, IIIT Class	101,023.19	101,023.19	0.05
<b>Total Investments</b>	<b>208,761,023.19</b>	<b>215,017,868.60</b>	<b>100.00%</b>

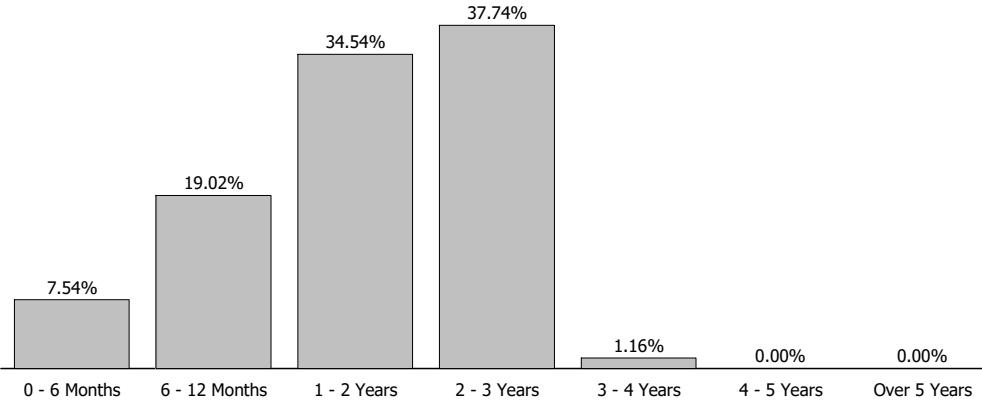
### Unsettled Trades

0.00 0.00

### Sector Allocation



### Maturity Distribution



### Characteristics

Yield to Maturity at Cost	2.97%
Yield to Maturity at Market	5.09%
Weighted Average Days to Maturity	635



## Managed Account Issuer Summary

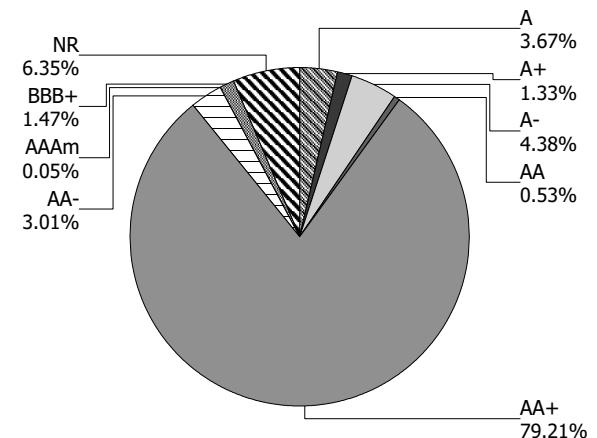
For the Month Ending **July 31, 2023**

College Of Dupage - Operating Account - 450579 - (40968452)

### Issuer Summary

Issuer	Market Value of Holdings	Percent
AMAZON.COM INC	1,126,730.00	0.53
AMERICAN HONDA FINANCE	1,487,301.75	0.70
APPLE INC	1,444,630.50	0.68
BANK OF AMERICA CO	2,397,449.00	1.12
CATERPILLAR INC	1,723,946.20	0.81
CINTAS CORPORATION NO. 2	483,947.00	0.23
CISCO SYSTEMS INC	961,332.00	0.45
CITIGROUP INC	745,168.70	0.35
COMMONWEALTH BANK OF AUSTRALIA	1,757,213.50	0.82
DEERE & COMPANY	1,575,369.65	0.74
EXXON MOBIL CORP	1,576,588.20	0.74
FANNIE MAE	983,286.00	0.46
FEDERAL FARM CREDIT BANKS	1,480,560.00	0.69
FEDERAL HOME LOAN BANKS	1,437,925.50	0.67
GENERAL DYNAMICS CORP	972,259.00	0.45
GOLDMAN SACHS GROUP INC	837,097.63	0.39
HOME DEPOT INC	717,373.50	0.34
Illinois Portfolio, IIIT Class	101,023.19	0.05
Johnson & Johnson	755,560.50	0.35
JP MORGAN CHASE & CO	2,291,543.20	1.07
MORGAN STANLEY	748,144.70	0.35
NATIONAL AUSTRALIA BANK LTD	995,069.00	0.47
NATIONAL RURAL UTILITIES CO FINANCE CORP	989,183.00	0.46
RABOBANK NEDERLAND	1,328,757.70	0.62
STATE STREET CORPORATION	14,540,273.00	6.80
THE BANK OF NEW YORK MELLON CORPORATION	2,108,907.00	0.99
TOYOTA MOTOR CORP	835,283.33	0.39
UNITED STATES TREASURY	163,949,538.63	76.70
UNITEDHEALTH GROUP INC	669,336.50	0.31
VISA INC	1,150,776.00	0.54
WELLS FARGO & COMPANY	1,553,371.65	0.73

### Credit Quality (S&P Ratings)





## Managed Account Issuer Summary

For the Month Ending **July 31, 2023**

College Of Dupage - Operating Account - 450579 - (40968452)

Total	\$213,724,945.53	100.00%
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## Managed Account Detail of Securities Held

For the Month Ending **July 31, 2023**

College Of Dupage - Operating Account - 450579 - (40968452)

Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	S&P Par	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value	
<b>U.S. Treasury Bond / Note</b>												
US TREASURY N/B NOTES DTD 02/28/2022 1.500% 02/29/2024		91282CEA5	3,850,000.00	AA+	Aaa	03/07/22	03/08/22	3,847,744.15	1.53	24,167.12	3,849,338.53	3,763,976.37
US TREASURY NOTES DTD 03/15/2021 0.250% 03/15/2024		91282CBR1	1,000,000.00	AA+	Aaa	08/04/21	08/05/21	999,534.66	0.27	944.29	999,889.16	968,906.20
US TREASURY NOTES DTD 03/15/2021 0.250% 03/15/2024		91282CBR1	1,500,000.00	AA+	Aaa	06/24/21	06/25/21	1,494,317.78	0.39	1,416.44	1,498,702.35	1,453,359.30
US TREASURY NOTES DTD 03/31/2017 2.125% 03/31/2024		912828W71	2,500,000.00	AA+	Aaa	08/04/21	08/05/21	2,615,085.60	0.38	17,853.48	2,528,860.48	2,446,875.00
US TREASURY N/B NOTES DTD 04/15/2021 0.375% 04/15/2024		91282CBV2	1,000,000.00	AA+	Aaa	04/23/21	04/26/21	1,001,188.21	0.33	1,106.56	1,000,282.54	965,468.80
US TREASURY N/B NOTES DTD 04/15/2021 0.375% 04/15/2024		91282CBV2	1,000,000.00	AA+	Aaa	05/04/21	05/05/21	1,001,491.89	0.32	1,106.56	1,000,357.72	965,468.80
US TREASURY N/B NOTES DTD 04/15/2021 0.375% 04/15/2024		91282CBV2	1,500,000.00	AA+	Aaa	04/19/21	04/20/21	1,501,175.22	0.35	1,659.84	1,500,277.92	1,448,203.20
US TREASURY NOTES DTD 04/30/2019 2.250% 04/30/2024		9128286R6	2,500,000.00	AA+	Aaa	09/22/21	09/23/21	2,620,699.53	0.38	14,215.35	2,534,685.23	2,442,187.50
US TREASURY N/B NOTES DTD 05/15/2021 0.250% 05/15/2024		91282CCC3	1,000,000.00	AA+	Aaa	05/12/21	05/17/21	997,258.77	0.34	529.89	999,278.36	960,156.20
US TREASURY N/B NOTES DTD 05/15/2021 0.250% 05/15/2024		91282CCC3	1,000,000.00	AA+	Aaa	05/17/21	05/18/21	997,806.27	0.32	529.89	999,421.96	960,156.20
US TREASURY N/B NOTES DTD 05/15/2021 0.250% 05/15/2024		91282CCC3	1,000,000.00	AA+	Aaa	05/19/21	05/20/21	997,467.29	0.34	529.89	999,331.42	960,156.20
US TREASURY NOTES DTD 05/31/2017 2.000% 05/31/2024		912828XT2	1,500,000.00	AA+	Aaa	05/10/21	05/11/21	1,567,307.75	0.52	5,081.97	1,518,334.73	1,458,515.70
US TREASURY N/B NOTES DTD 05/31/2022 2.500% 05/31/2024		91282CER8	5,000,000.00	AA+	Aaa	06/03/22	06/06/22	4,986,914.06	2.64	21,174.87	4,994,512.93	4,881,250.00
US TREASURY N/B NOTES DTD 05/31/2022 2.500% 05/31/2024		91282CER8	5,000,000.00	AA+	Aaa	06/24/22	06/27/22	4,947,656.25	3.06	21,174.87	4,977,397.02	4,881,250.00



## Managed Account Detail of Securities Held

For the Month Ending **July 31, 2023**

College Of Dupage - Operating Account - 450579 - (40968452)

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	S&P Par	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value	
<b>U.S. Treasury Bond / Note</b>											
US TREASURY N/B NOTES DTD 06/15/2021 0.250% 06/15/2024	91282CCG4	1,000,000.00	AA+	Aaa	06/17/21	06/18/21	995,561.65	0.40	321.04	998,704.64	956,562.50
US TREASURY N/B NOTES DTD 06/15/2021 0.250% 06/15/2024	91282CCG4	1,000,000.00	AA+	Aaa	07/29/21	07/30/21	997,387.87	0.34	321.04	999,207.17	956,562.50
US TREASURY N/B NOTES DTD 06/15/2021 0.250% 06/15/2024	91282CCG4	1,500,000.00	AA+	Aaa	06/14/21	06/15/21	1,496,727.23	0.32	481.56	1,499,047.43	1,434,843.75
US TREASURY N/B NOTES DTD 06/30/2022 3.000% 06/30/2024	91282CEX5	3,000,000.00	AA+	Aaa	06/30/22	06/30/22	3,002,460.94	2.96	7,826.09	3,001,124.42	2,935,312.50
US TREASURY N/B NOTES DTD 06/30/2022 3.000% 06/30/2024	91282CEX5	3,000,000.00	AA+	Aaa	07/26/22	07/27/22	2,996,367.19	3.06	7,826.09	2,998,276.48	2,935,312.50
US TREASURY N/B NOTES DTD 07/15/2021 0.375% 07/15/2024	91282CCL3	1,500,000.00	AA+	Aaa	08/10/21	08/11/21	1,496,841.24	0.45	259.85	1,498,968.75	1,430,625.00
US TREASURY N/B NOTES DTD 07/31/2022 3.000% 07/31/2024	91282CFA4	4,000,000.00	AA+	Aaa	08/04/22	08/09/22	3,997,500.00	3.03	326.09	3,998,736.15	3,907,500.00
US TREASURY N/B NOTES DTD 08/15/2021 0.375% 08/15/2024	91282CCT6	1,500,000.00	AA+	Aaa	09/10/21	09/13/21	1,498,158.09	0.42	2,594.96	1,499,344.02	1,424,765.70
US TREASURY NOTES DTD 08/15/2014 2.375% 08/15/2024	912828D56	5,000,000.00	AA+	Aaa	06/03/22	06/06/22	4,967,773.44	2.68	54,782.46	4,984,711.49	4,849,219.00
US TREASURY N/B NOTES DTD 08/15/2021 0.375% 08/15/2024	91282CCT6	7,500,000.00	AA+	Aaa	06/27/22	06/28/22	7,073,144.53	3.16	12,974.79	7,291,777.82	7,123,828.50
US TREASURY N/B NOTES DTD 09/15/2021 0.375% 09/15/2024	91282CCX7	1,500,000.00	AA+	Aaa	09/15/21	09/16/21	1,497,049.01	0.44	2,124.66	1,498,892.37	1,419,375.00
US TREASURY N/B NOTES DTD 09/15/2021 0.375% 09/15/2024	91282CCX7	1,500,000.00	AA+	Aaa	09/23/21	09/24/21	1,494,500.07	0.50	2,124.66	1,497,920.45	1,419,375.00
US TREASURY NOTES DTD 09/30/2019 1.500% 09/30/2024	912828YH7	500,000.00	AA+	Aaa	03/17/21	03/18/21	516,005.75	0.58	2,520.49	505,277.44	478,515.60
US TREASURY NOTES DTD 09/30/2019 1.500% 09/30/2024	912828YH7	1,000,000.00	AA+	Aaa	03/15/21	03/16/21	1,030,132.67	0.64	5,040.99	1,009,920.03	957,031.20



## Managed Account Detail of Securities Held

For the Month Ending **July 31, 2023**

College Of Dupage - Operating Account - 450579 - (40968452)

Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	S&P Par	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>U.S. Treasury Bond / Note</b>											
US TREASURY NOTES DTD 10/02/2017 2.125% 09/30/2024	9128282Y5	3,000,000.00	AA+	Aaa	07/26/22	07/27/22	2,943,281.25	3.03	21,424.18	2,969,645.49	2,891,250.00
US TREASURY NOTES DTD 10/31/2019 1.500% 10/31/2024	912828YM6	500,000.00	AA+	Aaa	05/27/21	05/28/21	516,576.51	0.52	1,895.38	506,050.69	477,187.50
US TREASURY NOTES DTD 10/31/2019 1.500% 10/31/2024	912828YM6	1,500,000.00	AA+	Aaa	05/17/21	05/18/21	1,548,512.97	0.55	5,686.14	1,517,567.69	1,431,562.50
US TREASURY NOTES DTD 10/31/2017 2.250% 10/31/2024	9128283D0	6,000,000.00	AA+	Aaa	09/26/22	09/27/22	5,750,625.00	4.35	34,116.85	5,851,026.96	5,779,687.20
US TREASURY NOTES DTD 01/31/2020 1.375% 01/31/2025	912828Z52	1,500,000.00	AA+	Aaa	06/29/21	06/30/21	1,538,214.74	0.65	56.05	1,516,002.97	1,418,437.50
US TREASURY NOTES DTD 02/29/2020 1.125% 02/28/2025	912828ZC7	250,000.00	AA+	Aaa	03/22/21	03/23/21	254,492.17	0.66	1,176.97	251,802.49	234,882.80
US TREASURY NOTES DTD 02/29/2020 1.125% 02/28/2025	912828ZC7	1,000,000.00	AA+	Aaa	06/16/21	06/17/21	1,019,266.54	0.60	4,707.88	1,008,222.48	939,531.20
US TREASURY NOTES DTD 02/29/2020 1.125% 02/28/2025	912828ZC7	1,500,000.00	AA+	Aaa	03/09/21	03/10/21	1,526,850.60	0.67	7,061.82	1,510,677.32	1,409,296.80
US TREASURY NOTES DTD 02/28/2018 2.750% 02/28/2025	9128283Z1	9,000,000.00	AA+	Aaa	09/26/22	09/27/22	8,663,203.13	4.39	103,573.37	8,780,416.05	8,677,969.20
US TREASURY N/B NOTES DTD 04/15/2022 2.625% 04/15/2025	91282CEH0	3,000,000.00	AA+	Aaa	06/24/22	06/27/22	2,958,164.06	3.15	23,237.70	2,974,522.20	2,880,937.50
US TREASURY NOTES DTD 04/30/2020 0.375% 04/30/2025	912828ZL7	500,000.00	AA+	Aaa	03/17/21	03/18/21	495,893.15	0.58	473.84	498,257.87	461,406.25
US TREASURY NOTES DTD 04/30/2020 0.375% 04/30/2025	912828ZL7	500,000.00	AA+	Aaa	03/23/21	03/24/21	495,805.07	0.58	473.84	498,213.37	461,406.25
US TREASURY NOTES DTD 04/30/2020 0.375% 04/30/2025	912828ZL7	500,000.00	AA+	Aaa	03/31/21	03/31/21	494,837.35	0.63	473.84	497,790.90	461,406.25
US TREASURY NOTES DTD 04/30/2020 0.375% 04/30/2025	912828ZL7	1,500,000.00	AA+	Aaa	03/11/21	03/12/21	1,489,583.58	0.55	1,421.53	1,495,598.89	1,384,218.75



## Managed Account Detail of Securities Held

For the Month Ending **July 31, 2023**

College Of Dupage - Operating Account - 450579 - (40968452)

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	S&P Par	Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>U.S. Treasury Bond / Note</b>											
US TREASURY NOTES DTD 04/30/2020 0.375% 04/30/2025	912828ZL7	4,250,000.00	AA+	Aaa	04/01/22	04/04/22	3,968,271.48	2.64	4,027.68	4,089,801.43	3,921,953.13
US TREASURY NOTES DTD 04/30/2018 2.875% 04/30/2025	9128284M9	5,250,000.00	AA+	Aaa	09/23/22	09/26/22	5,077,529.30	4.22	38,144.53	5,133,805.38	5,060,507.55
US TREASURY N/B NOTES DTD 05/15/2022 2.750% 05/15/2025	91282CEQ0	2,500,000.00	AA+	Aaa	05/31/22	06/01/22	2,500,976.56	2.74	14,572.01	2,500,591.00	2,403,515.50
US TREASURY NOTES DTD 05/31/2020 0.250% 05/31/2025	912828ZT0	500,000.00	AA+	Aaa	05/19/21	05/20/21	493,069.81	0.60	211.75	496,850.34	458,828.10
US TREASURY NOTES DTD 05/31/2020 0.250% 05/31/2025	912828ZT0	1,000,000.00	AA+	Aaa	04/29/21	04/30/21	984,633.06	0.63	423.50	993,109.60	917,656.20
US TREASURY NOTES DTD 05/31/2020 0.250% 05/31/2025	912828ZT0	1,500,000.00	AA+	Aaa	05/04/21	05/05/21	1,480,826.01	0.57	635.25	1,491,373.64	1,376,484.30
US TREASURY N/B NOTES DTD 06/15/2022 2.875% 06/15/2025	91282CEU1	5,000,000.00	AA+	Aaa	10/28/22	10/31/22	4,813,867.19	4.39	18,459.70	4,867,103.51	4,813,281.00
US TREASURY NOTES DTD 07/31/2020 0.250% 07/31/2025	91282CAB7	1,500,000.00	AA+	Aaa	07/29/21	07/30/21	1,481,820.33	0.56	10.19	1,490,922.60	1,368,515.70
US TREASURY N/B NOTES DTD 08/15/2022 3.125% 08/15/2025	91282CFE6	3,150,000.00	AA+	Aaa	10/11/22	10/12/22	3,048,486.33	4.34	45,411.77	3,077,140.96	3,043,195.47
US TREASURY N/B NOTES DTD 09/15/2022 3.500% 09/15/2025	91282CFK2	5,000,000.00	AA+	Aaa	09/26/22	09/27/22	4,877,148.44	4.39	66,100.54	4,912,054.60	4,864,062.50
US TREASURY NOTES DTD 09/30/2020 0.250% 09/30/2025	91282CAM3	250,000.00	AA+	Aaa	03/18/21	03/19/21	244,859.80	0.71	210.04	247,544.75	226,953.13
US TREASURY NOTES DTD 09/30/2020 0.250% 09/30/2025	91282CAM3	500,000.00	AA+	Aaa	03/12/21	03/15/21	490,225.01	0.69	420.08	495,342.16	453,906.25
US TREASURY NOTES DTD 09/30/2020 0.250% 09/30/2025	91282CAM3	1,500,000.00	AA+	Aaa	03/10/21	03/11/21	1,472,660.42	0.66	1,260.25	1,487,003.84	1,361,718.75
US TREASURY N/B NOTES DTD 10/15/2022 4.250% 10/15/2025	91282CFP1	8,000,000.00	AA+	Aaa	10/19/22	10/20/22	7,935,000.00	4.54	100,327.87	7,951,979.84	7,907,500.00



## Managed Account Detail of Securities Held

For the Month Ending **July 31, 2023**

College Of Dupage - Operating Account - 450579 - (40968452)

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	S&P Par	Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>U.S. Treasury Bond / Note</b>											
US TREASURY NOTES DTD 10/31/2018 3.000% 10/31/2025	9128285J5	6,000,000.00	AA+	Aaa	04/18/23	04/19/23	5,853,750.00	4.02	45,489.13	5,870,175.49	5,772,187.20
US TREASURY N/B NOTES DTD 11/15/2022 4.500% 11/15/2025	91282CFW6	2,750,000.00	AA+	Aaa	12/08/22	12/13/22	2,783,623.05	4.05	26,229.62	2,776,350.65	2,733,671.88
US TREASURY NOTES DTD 02/16/2016 1.625% 02/15/2026	912828P46	250,000.00	AA+	Aaa	03/12/21	03/15/21	258,390.12	0.93	1,874.14	254,335.05	231,914.05
US TREASURY NOTES DTD 02/16/2016 1.625% 02/15/2026	912828P46	250,000.00	AA+	Aaa	03/18/21	03/19/21	258,117.28	0.95	1,874.14	254,203.43	231,914.05
US TREASURY NOTES DTD 02/16/2016 1.625% 02/15/2026	912828P46	250,000.00	AA+	Aaa	03/22/21	03/23/21	258,335.52	0.93	1,874.14	254,326.09	231,914.05
US TREASURY NOTES DTD 02/16/2016 1.625% 02/15/2026	912828P46	500,000.00	AA+	Aaa	03/30/21	03/31/21	515,449.96	0.97	3,748.27	508,054.44	463,828.10
US TREASURY NOTES DTD 02/16/2016 1.625% 02/15/2026	912828P46	1,000,000.00	AA+	Aaa	03/09/21	03/10/21	1,034,828.05	0.90	7,496.55	1,017,945.23	927,656.20
US TREASURY NOTES DTD 02/28/2019 2.500% 02/28/2026	9128286F2	2,225,000.00	AA+	Aaa	05/01/23	05/03/23	2,144,169.92	3.87	23,277.85	2,151,219.05	2,110,273.44
US TREASURY N/B NOTES DTD 04/15/2023 3.750% 04/15/2026	91282CGV7	2,150,000.00	AA+	Aaa	05/16/23	05/18/23	2,148,152.34	3.78	23,790.98	2,148,282.70	2,103,640.63
US TREASURY N/B NOTES DTD 04/15/2023 3.750% 04/15/2026	91282CGV7	4,000,000.00	AA+	Aaa	04/18/23	04/19/23	3,982,343.75	3.91	44,262.30	3,984,025.30	3,913,750.00
US TREASURY N/B NOTES DTD 04/30/2021 0.750% 04/30/2026	91282CBW0	500,000.00	AA+	Aaa	05/27/21	05/28/21	498,876.38	0.80	947.69	499,373.20	451,093.75
US TREASURY N/B NOTES DTD 04/30/2021 0.750% 04/30/2026	91282CBW0	1,000,000.00	AA+	Aaa	05/10/21	05/11/21	999,549.31	0.76	1,895.38	999,750.94	902,187.50
US TREASURY N/B NOTES DTD 04/30/2021 0.750% 04/30/2026	91282CBW0	1,000,000.00	AA+	Aaa	05/12/21	05/13/21	995,377.90	0.85	1,895.38	997,442.93	902,187.50
US TREASURY N/B NOTES DTD 05/15/2023 3.625% 05/15/2026	91282CHB0	2,675,000.00	AA+	Aaa	06/12/23	06/13/23	2,629,754.88	4.25	20,553.16	2,631,832.68	2,609,796.88



## Managed Account Detail of Securities Held

For the Month Ending **July 31, 2023**

College Of Dupage - Operating Account - 450579 - (40968452)

Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	S&P Par	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>U.S. Treasury Bond / Note</b>											
US TREASURY N/B NOTES DTD 05/15/2023 3.625% 05/15/2026	91282CHB0	4,250,000.00	AA+	Aaa	06/01/23	06/05/23	4,207,832.03	3.99	32,654.55	4,210,067.91	4,146,406.25
US TREASURY N/B NOTES DTD 05/31/2021 0.750% 05/31/2026	91282CCF6	1,000,000.00	AA+	Aaa	06/03/21	06/04/21	996,480.53	0.82	1,270.49	998,002.67	900,000.00
US TREASURY N/B NOTES DTD 05/31/2021 0.750% 05/31/2026	91282CCF6	1,000,000.00	AA+	Aaa	06/16/21	06/17/21	995,569.06	0.84	1,270.49	997,467.33	900,000.00
US TREASURY N/B NOTES DTD 05/31/2021 0.750% 05/31/2026	91282CCF6	1,000,000.00	AA+	Aaa	06/18/21	06/21/21	993,158.15	0.89	1,270.49	996,080.62	900,000.00
US TREASURY N/B NOTES DTD 06/15/2023 4.125% 06/15/2026	91282CHH7	3,200,000.00	AA+	Aaa	06/29/23	06/30/23	3,178,000.00	4.37	16,950.82	3,178,651.25	3,166,000.00
US TREASURY NOTES DTD 08/15/2016 1.500% 08/15/2026	9128282A7	1,000,000.00	AA+	Aaa	08/25/21	08/26/21	1,031,942.70	0.84	6,919.89	1,019,535.20	915,312.50
US TREASURY N/B NOTES DTD 08/31/2021 0.750% 08/31/2026	91282CCW9	750,000.00	AA+	Aaa	09/23/21	09/24/21	743,954.84	0.92	2,353.94	746,222.61	670,195.35
US TREASURY N/B NOTES DTD 08/31/2021 0.750% 08/31/2026	91282CCW9	1,000,000.00	AA+	Aaa	09/16/21	09/17/21	995,480.74	0.84	3,138.59	997,187.02	893,593.80
<b>Security Type Sub-Total</b>		<b>170,750,000.00</b>					<b>168,703,073.48</b>	<b>2.71</b>	<b>978,048.33</b>	<b>169,283,529.82</b>	<b>163,949,538.63</b>
<b>Federal Agency Bond / Note</b>											
FEDERAL FARM CREDIT BANK NOTES (CALLABLE DTD 11/02/2020 0.290% 11/02/2023	3133EMFB3	1,500,000.00	AA+	Aaa	11/05/20	11/06/20	1,499,370.00	0.30	1,075.42	1,499,946.30	1,480,560.00
FANNIE MAE NOTES DTD 11/25/2020 0.250% 11/27/2023	3135G06H1	1,000,000.00	AA+	Aaa	01/06/21	01/07/21	1,000,380.00	0.24	444.44	1,000,042.54	983,286.00
FEDERAL HOME LOAN BANK NOTES (CALLABLE) DTD 05/24/2021 0.400% 05/24/2024	3130AMK76	1,500,000.00	AA+	Aaa	05/21/21	05/24/21	1,500,000.00	0.40	1,116.67	1,500,000.00	1,437,925.50
<b>Security Type Sub-Total</b>		<b>4,000,000.00</b>					<b>3,999,750.00</b>	<b>0.32</b>	<b>2,636.53</b>	<b>3,999,988.84</b>	<b>3,901,771.50</b>



## Managed Account Detail of Securities Held

For the Month Ending **July 31, 2023**

College Of Dupage - Operating Account - 450579 - (40968452)

Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	S&P Par	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value	
<b>Exchange-Traded Fund - Bond</b>												
SPDR BARCLAYS SHORT TERM COR		78464A474	100,000.00	NR	NR	02/08/22	02/10/22	3,064,000.00	0.00	0.00	3,064,000.00	2,950,000.00
SPDR BARCLAYS SHORT TERM COR		78464A474	160,000.00	NR	NR	03/03/22	03/07/22	4,870,400.00	0.00	0.00	4,870,400.00	4,720,000.00
SPDR BARCLAYS SHORT TERM COR		78464A474	200,000.00	NR	NR	12/23/21	12/28/21	6,186,000.00	0.00	0.00	6,186,000.00	5,900,000.00
<b>Security Type Sub-Total</b>			<b>460,000.00</b>				<b>14,120,400.00</b>		<b>0.00</b>	<b>14,120,400.00</b>	<b>13,570,000.00</b>	
<b>Corporate Note</b>												
AMERICAN HONDA FINANCE CORPORATE NOTES DTD 04/17/2023 4.600% 04/17/2025		02665WEF4	650,000.00	A-	A3	04/13/23	04/17/23	649,779.00	4.62	8,637.78	649,811.05	643,121.70
CINTAS CORPORATION NO. 2 CORP NOTE (CALL DTD 05/03/2022 3.450% 05/01/2025		17252MAP5	500,000.00	A-	A3	03/30/23	03/31/23	488,040.00	4.67	4,312.50	489,970.55	483,947.00
GENERAL DYNAMICS CORP (CALLABLE) CORP NO DTD 05/11/2018 3.500% 05/15/2025		369550BG2	1,000,000.00	A-	A3	03/28/23	03/30/23	978,610.00	4.57	7,388.89	982,023.59	972,259.00
JOHN DEERE CAPITAL CORP CORPORATE NOTES DTD 06/08/2023 4.950% 06/06/2025		24422EWW5	950,000.00	A	A2	06/05/23	06/08/23	949,468.00	4.98	6,923.13	949,507.41	948,405.90
COOPERAT RABOBANK UA/NY CORPORATE NOTES DTD 07/18/2023 5.500% 07/18/2025		21688AAW2	1,325,000.00	A+	Aa2	07/11/23	07/18/23	1,324,138.75	5.53	2,631.60	1,324,155.24	1,328,757.70
STATE STREET CORP CORPORATE NOTES DTD 08/18/2015 3.550% 08/18/2025		857477AT0	1,000,000.00	A	A1	03/29/23	03/31/23	967,820.00	5.00	16,073.61	972,364.36	970,273.00
BANK OF AMERICA CORP NOTES (CALLABLE) DTD 10/22/2019 2.456% 10/22/2025		06051GHW2	1,500,000.00	A-	A1	03/29/23	03/31/23	1,425,510.00	4.53	10,131.00	1,435,298.75	1,440,234.00
BANK OF NY MELLON CORP NOTES (CALLABLE) DTD 11/18/2013 3.950% 11/18/2025		06406HCO0	1,250,000.00	A	A1	03/28/23	03/30/23	1,212,625.00	5.18	10,012.15	1,217,432.57	1,208,770.00



## Managed Account Detail of Securities Held

For the Month Ending **July 31, 2023**

College Of Dupage - Operating Account - 450579 - (40968452)

Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	S&P Par	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>Corporate Note</b>											
VISA INC (CALLABLE) CORP NOTES DTD 12/14/2015 3.150% 12/14/2025	92826CAD4	1,200,000.00	AA-	Aa3	04/25/23	04/27/23	1,168,368.00	4.22	4,935.00	1,171,524.62	1,150,776.00
TOYOTA MOTOR CREDIT CORP CORPORATE NOTES DTD 01/11/2021 0.800% 01/09/2026	89236THW8	925,000.00	A+	A1	03/27/23	03/29/23	838,040.75	4.43	452.22	848,728.96	835,283.33
CITIGROUP INC CORPORATE NOTES DTD 01/12/2016 3.700% 01/12/2026	172967KG5	775,000.00	BBB+	A3	03/28/23	03/30/23	747,286.00	5.09	1,513.40	750,658.46	745,168.70
AMERICAN HONDA FINANCE CORPORATE NOTES DTD 01/12/2023 4.750% 01/12/2026	02665WEC1	850,000.00	A-	A3	03/28/23	03/30/23	856,885.00	4.44	2,130.90	856,047.18	844,180.05
NATIONAL AUSTRALIA BK/NY CORPORATE NOTES DTD 01/12/2023 4.966% 01/12/2026	63253OAA2	1,000,000.00	AA-	Aa3	05/18/23	05/22/23	1,007,760.00	4.65	2,620.94	1,007,189.65	995,069.00
MORGAN STANLEY CORPORATE NOTES DTD 01/27/2016 3.875% 01/27/2026	61746BDZ6	775,000.00	A-	A1	03/28/23	03/30/23	754,478.00	4.89	333.68	756,939.05	748,144.70
BANK OF NY MELLON CORP (CALLABLE) CORPOR DTD 01/28/2021 0.750% 01/28/2026	06406RAQ0	1,000,000.00	A	A1	03/28/23	03/30/23	893,390.00	4.83	62.50	906,162.60	900,137.00
WELLS FARGO & COMPANY (CALLABLE) DTD 02/11/2020 2.164% 02/11/2026	95000U2K8	750,000.00	BBB+	A1	03/29/23	03/31/23	706,837.50	4.32	7,664.17	711,903.33	708,653.25
APPLE INC (CALLABLE) BONDS DTD 02/23/2016 3.250% 02/23/2026	037833BY5	1,500,000.00	AA+	Aaa	03/27/23	03/29/23	1,466,025.00	4.09	21,395.83	1,470,023.94	1,444,630.50
JPMORGAN CHASE & CO CORP NOTES (CALLABLE) DTD 02/24/2022 2.595% 02/24/2026	46647PCV6	1,400,000.00	A-	A1	03/29/23	03/31/23	1,330,980.00	4.42	15,843.92	1,338,981.38	1,337,536.20
GOLDMAN SACHS GROUP INC CORP NOTES (CALL DTD 02/25/2016 3.750% 02/25/2026	38143U8H7	875,000.00	BBB+	A2	03/29/23	03/31/23	847,910.00	4.91	14,218.75	851,047.54	837,097.63
CISCO SYSTEMS INC CORP NOTES DTD 02/29/2016 2.950% 02/28/2026	17275RBC5	1,000,000.00	AA-	A1	03/27/23	03/29/23	966,400.00	4.19	12,537.50	970,336.27	961,332.00



## Managed Account Detail of Securities Held

For the Month Ending **July 31, 2023**

College Of DuPage - Operating Account - 450579 - (40968452)

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	S&P Par	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value	
<b>Corporate Note</b>											
EXXON MOBIL CORP NOTES (CALLABLE) DTD 03/03/2016 3.043% 03/01/2026	30231GAT9	1,650,000.00	AA-	Aa2	03/28/23	03/30/23	1,589,329.50	4.40	20,920.63	1,596,380.24	1,576,588.20
CATERPILLAR FINL SERVICE CORPORATE NOTES DTD 03/01/2021 0.900% 03/02/2026	14913R2K2	1,200,000.00	A	A2	03/27/23	03/29/23	1,088,748.00	4.31	4,470.00	1,101,756.89	1,082,445.60
JOHN DEERE CAPITAL CORP CORPORATE NOTES DTD 03/03/2023 5.050% 03/03/2026	24422EWT2	625,000.00	A	A2	03/27/23	03/29/23	635,731.25	4.42	12,975.69	634,477.60	626,963.75
COMMONWEALTH BK AUSTR NY CORPORATE NOTES DTD 03/13/2023 5.316% 03/13/2026	20271RAR1	750,000.00	AA-	Aa3	06/22/23	06/26/23	754,747.50	5.06	15,283.50	754,575.04	753,091.50
NATIONAL RURAL UTIL COOP CORP NOTES (CAL DTD 02/09/2023 4.450% 03/13/2026	63743HFH0	1,000,000.00	A-	A2	03/27/23	03/29/23	998,030.00	4.52	21,261.11	998,258.01	989,183.00
COMMONWEALTH BK AUSTR NY CORPORATE NOTES DTD 03/13/2023 5.316% 03/13/2026	20271RAR1	1,000,000.00	AA-	Aa3	06/22/23	06/26/23	1,006,540.00	5.05	20,378.00	1,006,302.42	1,004,122.00
UNITEDHEALTH GROUP INC CORPORATE NOTES DTD 02/25/2016 3.100% 03/15/2026	91324PCV2	700,000.00	A+	A2	03/29/23	03/31/23	675,437.00	4.38	8,197.78	678,234.45	669,336.50
KENVUE INC CORPORATE NOTES (CALLABLE) DTD 03/22/2023 5.350% 03/22/2026	49177JAC6	750,000.00	A	A1	03/30/23	03/31/23	768,247.50	4.47	14,378.13	766,128.10	755,560.50
HOME DEPOT INC CORP NOTES (CALLABLE) DTD 02/12/2016 3.000% 04/01/2026	437076BM3	750,000.00	A	A2	05/18/23	05/22/23	726,502.50	4.17	7,500.00	728,098.98	717,373.50
JP MORGAN CORP (CALLABLE) NOTES DTD 03/23/2016 3.300% 04/01/2026	46625HQW3	1,000,000.00	A-	A1	05/18/23	05/22/23	962,350.00	4.72	11,000.00	964,908.04	954,007.00
BANK OF AMERICA CORP NOTES DTD 04/19/2016 3.500% 04/19/2026	06051GFX2	1,000,000.00	A-	A1	05/18/23	05/22/23	964,330.00	4.83	9,916.67	966,712.47	957,215.00



## Managed Account Detail of Securities Held

For the Month Ending **July 31, 2023**

College Of Dupage - Operating Account - 450579 - (40968452)

Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	S&P Par	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>Corporate Note</b>											
WELLS FARGO & CO CORP NOTES DTD 04/22/2016 3.000% 04/22/2026	949746RW3	900,000.00	BBB+	A1	05/18/23	05/22/23	852,147.00	4.98	7,425.00	855,334.21	844,718.40
AMAZON INC CORP NOTES (CALLABLE) DTD 05/12/2021 1.000% 05/12/2026	023135BX3	1,250,000.00	AA	A1	05/18/23	05/22/23	1,134,512.50	4.35	2,743.06	1,142,062.79	1,126,730.00
CATERPILLAR FINL SERVICE CORPORATE NOTES DTD 05/15/2023 4.350% 05/15/2026	14913UAA8	650,000.00	A	A2	05/08/23	05/15/23	649,694.50	4.37	5,969.17	649,716.24	641,500.60
<b>Security Type Sub-Total</b>		<b>33,450,000.00</b>					<b>32,386,698.25</b>	<b>4.63</b>	<b>312,238.21</b>	<b>32,503,051.98</b>	<b>32,202,612.21</b>
<b>Managed Account Sub-Total</b>		<b>208,660,000.00</b>					<b>219,209,921.73</b>	<b>2.78</b>	<b>1,292,923.07</b>	<b>219,906,970.64</b>	<b>213,623,922.34</b>
<b>Local Government Investment Pool</b>											
Illinois Portfolio, IIIT Class		101,023.19	AAAm	NR			101,023.19		0.00	101,023.19	101,023.19
<b>Liquid Sub-Total</b>		<b>101,023.19</b>					<b>101,023.19</b>		<b>0.00</b>	<b>101,023.19</b>	<b>101,023.19</b>
<b>Securities Sub-Total</b>		<b>\$208,761,023.19</b>					<b>\$219,310,944.92</b>	<b>2.97%</b>	<b>\$1,292,923.07</b>	<b>\$220,007,993.83</b>	<b>\$213,724,945.53</b>
<b>Accrued Interest</b>											
<b>Total Investments</b>											



## Account Statement - Transaction Summary

For the Month Ending **July 31, 2023**

College Of Dupage - Short Term Account - 450612

### Illinois Portfolio, IIIT Class

Opening Market Value	5,984,443.26
Purchases	5,029,835.20
Redemptions	(5,000,504.00)
Unsettled Trades	0.00
Change in Value	0.00

**Closing Market Value** **\$6,013,774.46**

Cash Dividends and Income 29,835.20

### Illinois Trust Managed Account

Opening Market Value	36,172,767.00
Purchases	0.00
Redemptions	(5,000,000.00)
Unsettled Trades	0.00
Change in Value	155,515.00

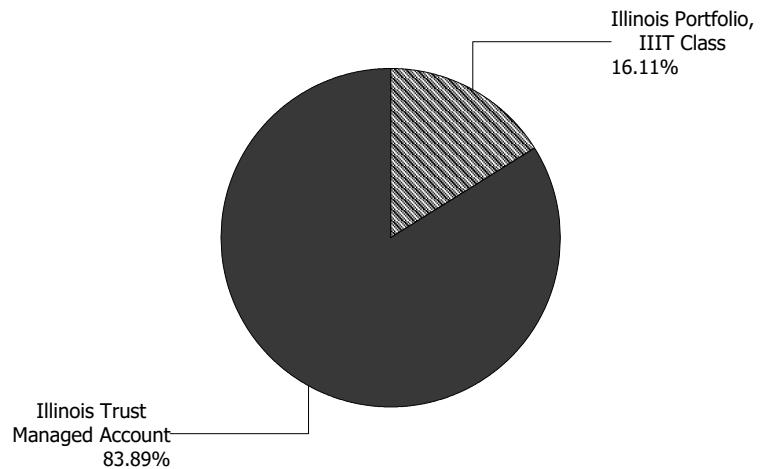
**Closing Market Value** **\$31,328,282.00**

Cash Dividends and Income 51,505.56

### Asset Summary

	<b>July 31, 2023</b>	<b>June 30, 2023</b>
<b>Illinois Portfolio, IIIT Class</b>	6,013,774.46	5,984,443.26
<b>Illinois Trust Managed Account</b>	31,328,282.00	36,172,767.00
<b>Total</b>	<b>\$37,342,056.46</b>	<b>\$42,157,210.26</b>

### Asset Allocation





## Managed Account Summary Statement

For the Month Ending **July 31, 2023**

College Of Dupage - Short Term Account - 450612 - (40968453)

Transaction Summary - Money Market		Transaction Summary - Managed Account		Account Total	
<b>Opening Market Value</b>	<b>\$5,984,443.26</b>	<b>Opening Market Value</b>	<b>\$36,172,767.00</b>	<b>Opening Market Value</b>	<b>\$42,157,210.26</b>
Purchases	5,029,835.20	Maturities/Calls	(5,000,000.00)		
Redemptions	(5,000,504.00)	Principal Dispositions	0.00		
		Principal Acquisitions	0.00		
		Unsettled Trades	0.00		
		Change in Current Value	155,515.00		
<b>Closing Market Value</b>	<b>\$6,013,774.46</b>	<b>Closing Market Value</b>	<b>\$31,328,282.00</b>	<b>Closing Market Value</b>	<b>\$37,342,056.46</b>
Dividend	29,835.20				
Earnings Reconciliation (Cash Basis) - Managed Account					
Interest/Dividends/Coupons Received			0.00		
Less Purchased Interest Related to Interest/Coupons			0.00		
Plus Net Realized Gains/Losses			51,505.56		
<b>Total Cash Basis Earnings</b>			<b>\$51,505.56</b>		
Earnings Reconciliation (Accrual Basis)		Managed Account		Total	
Ending Amortized Value of Securities		31,339,014.99		37,352,789.45	
Ending Accrued Interest		0.00		0.00	
Plus Proceeds from Sales		0.00		5,000,504.00	
Plus Proceeds of Maturities/Calls/Principal Payments		5,000,000.00		5,000,000.00	
Plus Coupons/Dividends Received		0.00		0.00	
Less Cost of New Purchases		0.00		(5,029,835.20)	
Less Beginning Amortized Value of Securities	(36,182,881.68)			(42,167,324.94)	
Less Beginning Accrued Interest		0.00		0.00	
Dividends		0.00		29,835.20	
<b>Total Accrual Basis Earnings</b>		<b>\$156,133.31</b>		<b>\$185,968.51</b>	
Cash Transactions Summary- Managed Account					
Maturities/Calls			5,000,000.00		
Sale Proceeds			0.00		
Coupon/Interest/Dividend Income			0.00		
Principal Payments			0.00		
Security Purchases			0.00		
Net Cash Contribution			(5,000,000.00)		
Reconciling Transactions			0.00		



## Portfolio Summary and Statistics

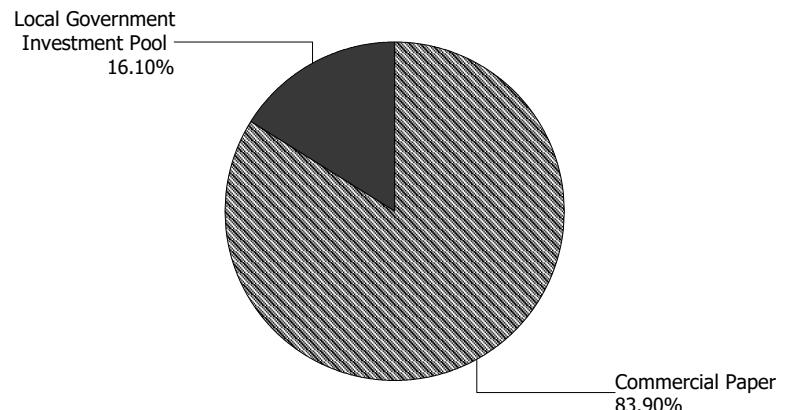
For the Month Ending **July 31, 2023**

College Of Dupage - Short Term Account - 450612 - (40968453)

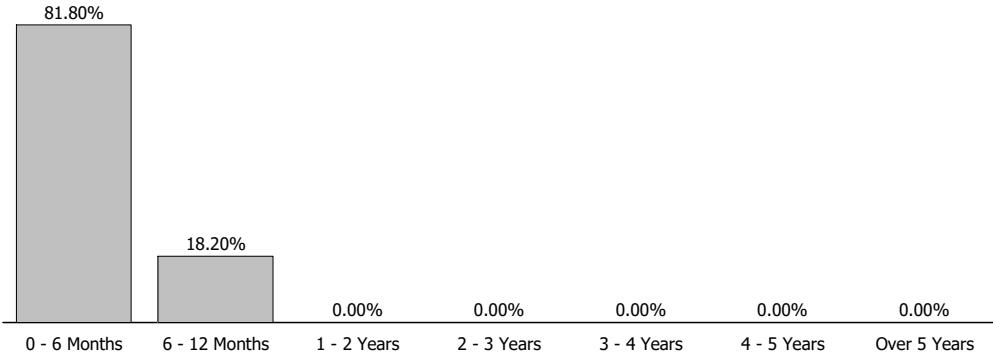
### Account Summary

Description	Par Value	Market Value	Percent
Commercial Paper	32,000,000.00	31,328,282.00	83.90
<b>Managed Account Sub-Total</b>	<b>32,000,000.00</b>	<b>31,328,282.00</b>	<b>83.90%</b>
Accrued Interest		0.00	
<b>Total Portfolio</b>	<b>32,000,000.00</b>	<b>31,328,282.00</b>	
Illinois Portfolio, IIIT Class	6,013,774.46	6,013,774.46	16.10
<b>Total Investments</b>	<b>38,013,774.46</b>	<b>37,342,056.46</b>	<b>100.00%</b>
 Unsettled Trades	 0.00	 0.00	

### Sector Allocation



### Maturity Distribution



### Characteristics

Yield to Maturity at Cost	5.66%
Yield to Maturity at Market	5.68%
Weighted Average Days to Maturity	135



## Managed Account Issuer Summary

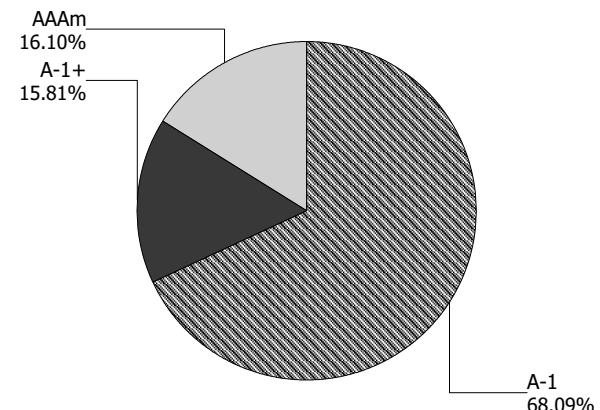
For the Month Ending **July 31, 2023**

College Of Dupage - Short Term Account - 450612 - (40968453)

### Issuer Summary

Issuer	Market Value of Holdings	Percent
BNP PARIBAS	6,878,104.00	18.42
CREDIT AGRICOLE SA	4,883,310.00	13.08
Illinois Portfolio, IIIT Class	6,013,774.46	16.10
MITSUBISHI UFJ FINANCIAL GROUP INC	6,867,588.00	18.39
NATIXIS NY BRANCH	6,795,838.00	18.20
TOYOTA MOTOR CORP	5,903,442.00	15.81
<b>Total</b>	<b>\$37,342,056.46</b>	<b>100.00%</b>

### Credit Quality (S&P Ratings)





## Managed Account Detail of Securities Held

For the Month Ending **July 31, 2023**

College Of Dupage - Short Term Account - 450612 - (40968453)

Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	S&P Par	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value	
<b>Commercial Paper</b>												
TOYOTA MOTOR CREDIT CORP COMM PAPER	DTD 06/26/2023 0.0000% 11/14/2023	89233HYE8	6,000,000.00	A-1+	P-1	06/26/23	06/27/23	5,873,066.67	5.56	0.00	5,904,800.00	5,903,442.00
BNP PARIBAS NY BRANCH COMM PAPER	DTD 03/01/2023 0.0000% 11/15/2023	09659CYF9	4,000,000.00	A-1	P-1	06/29/23	06/30/23	3,917,046.67	5.52	0.00	3,936,282.22	3,934,744.00
BNP PARIBAS NY BRANCH COMM PAPER	DTD 03/06/2023 0.0000% 12/01/2023	09659CZ19	3,000,000.00	A-1	P-1	06/29/23	06/30/23	2,930,315.00	5.56	0.00	2,944,795.00	2,943,360.00
MUFG BANK LTD/NY COMM PAPER	DTD 03/07/2023 0.0000% 12/01/2023	62479MZ14	7,000,000.00	A-1	P-1	06/23/23	06/26/23	6,830,413.33	5.66	0.00	6,869,053.33	6,867,588.00
CREDIT AGRICOLE CIB NY COMM PAPER	DTD 05/31/2023 0.0000% 12/27/2023	22533UZT3	5,000,000.00	A-1	P-1	06/16/23	06/20/23	4,854,861.11	5.66	0.00	4,886,944.44	4,883,310.00
NATIXIS NY BRANCH COMM PAPER	DTD 06/29/2023 0.0000% 02/01/2024	63873JB17	7,000,000.00	A-1	P-1	06/29/23	06/30/23	6,761,860.00	5.87	0.00	6,797,140.00	6,795,838.00
<b>Security Type Sub-Total</b>			<b>32,000,000.00</b>				<b>31,167,562.78</b>	<b>5.66</b>	<b>0.00</b>	<b>31,339,014.99</b>	<b>31,328,282.00</b>	
<b>Managed Account Sub-Total</b>			<b>32,000,000.00</b>				<b>31,167,562.78</b>	<b>5.66</b>	<b>0.00</b>	<b>31,339,014.99</b>	<b>31,328,282.00</b>	
<b>Local Government Investment Pool</b>												
Illinois Portfolio, IIIT Class			6,013,774.46	AAAm	NR		6,013,774.46		0.00	6,013,774.46	6,013,774.46	
<b>Liquid Sub-Total</b>			<b>6,013,774.46</b>				<b>6,013,774.46</b>		<b>0.00</b>	<b>6,013,774.46</b>	<b>6,013,774.46</b>	
<b>Securities Sub-Total</b>			<b>\$38,013,774.46</b>				<b>\$37,181,337.24</b>	<b>5.66%</b>	<b>\$0.00</b>	<b>\$37,352,789.45</b>	<b>\$37,342,056.46</b>	
<b>Accrued Interest</b>											<b>\$0.00</b>	
<b>Total Investments</b>											<b>\$37,342,056.46</b>	



## Account Statement - Transaction Summary

For the Month Ending **July 31, 2023**

College Of Dupage - SWS Managed - 450631

### Illinois Portfolio, IIIT Class

Opening Market Value	61,789.19
Purchases	1,530,154.76
Redemptions	(1,541,385.71)
Unsettled Trades	0.00
Change in Value	0.00

**Closing Market Value** **\$50,558.24**

Cash Dividends and Income 1,015.28

### Illinois Trust Managed Account

Opening Market Value	49,724,893.45
Purchases	1,535,382.75
Redemptions	(1,492,946.73)
Unsettled Trades	0.00
Change in Value	45,535.78

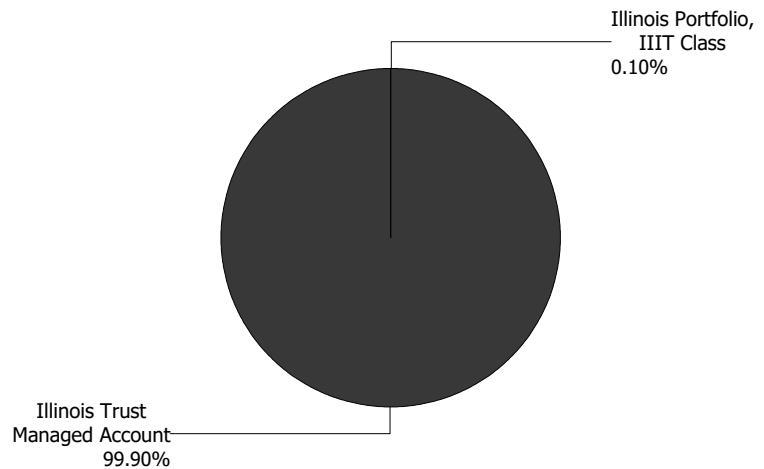
**Closing Market Value** **\$49,812,865.25**

Cash Dividends and Income 25,036.43

### Asset Summary

	<b>July 31, 2023</b>	<b>June 30, 2023</b>
<b>Illinois Portfolio, IIIT Class</b>	50,558.24	61,789.19
<b>Illinois Trust Managed Account</b>	49,812,865.25	49,724,893.45
<b>Total</b>	<b>\$49,863,423.49</b>	<b>\$49,786,682.64</b>

### Asset Allocation





## Managed Account Summary Statement

For the Month Ending **July 31, 2023**

College Of Dupage - SWS Managed - 450631 - (40968454)

Transaction Summary - Money Market		Transaction Summary - Managed Account		Account Total	
<b>Opening Market Value</b>	<b>\$61,789.19</b>	<b>Opening Market Value</b>	<b>\$49,724,893.45</b>	<b>Opening Market Value</b>	<b>\$49,786,682.64</b>
Purchases	1,530,154.76	Maturities/Calls	0.00		
Redemptions	(1,541,385.71)	Principal Dispositions	(1,492,946.73)		
		Principal Acquisitions	1,535,382.75		
		Unsettled Trades	0.00		
		Change in Current Value	45,535.78		
<b>Closing Market Value</b>	<b>\$50,558.24</b>	<b>Closing Market Value</b>	<b>\$49,812,865.25</b>	<b>Closing Market Value</b>	<b>\$49,863,423.49</b>
Dividend	1,015.28				
Earnings Reconciliation (Cash Basis) - Managed Account					
Interest/Dividends/Coupons Received			36,192.75		
Less Purchased Interest Related to Interest/Coupons			(3,218.05)		
Plus Net Realized Gains/Losses			(7,938.27)		
<b>Total Cash Basis Earnings</b>			<b>\$25,036.43</b>		
Earnings Reconciliation (Accrual Basis)		Managed Account	Total	Cash Transactions Summary- Managed Account	
Ending Amortized Value of Securities		50,513,178.81	50,563,737.05	Maturities/Calls	0.00
Ending Accrued Interest		373,938.63	373,938.63	Sale Proceeds	1,495,166.73
Plus Proceeds from Sales		1,495,166.73	3,036,552.44	Coupon/Interest/Dividend Income	33,972.75
Plus Proceeds of Maturities/Calls/Principal Payments		0.00	0.00	Principal Payments	0.00
Plus Coupons/Dividends Received		33,972.75	33,972.75	Security Purchases	(1,538,600.80)
Less Cost of New Purchases		(1,538,600.80)	(3,068,755.56)	Net Cash Contribution	9,461.32
Less Beginning Amortized Value of Securities		(50,421,924.00)	(50,483,713.19)	Reconciling Transactions	0.00
Less Beginning Accrued Interest		(290,716.00)	(290,716.00)		
Dividends		0.00	1,015.28		
<b>Total Accrual Basis Earnings</b>		<b>\$165,016.12</b>	<b>\$166,031.40</b>		



## Portfolio Summary and Statistics

For the Month Ending **July 31, 2023**

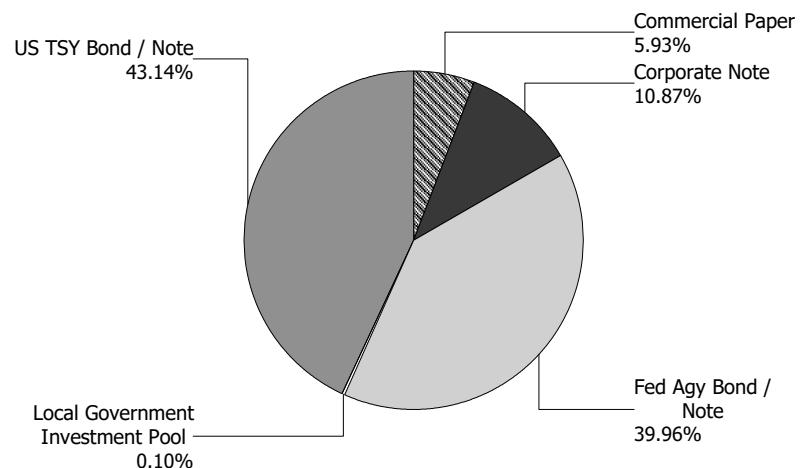
College Of Dupage - SWS Managed - 450631 - (40968454)

### Account Summary

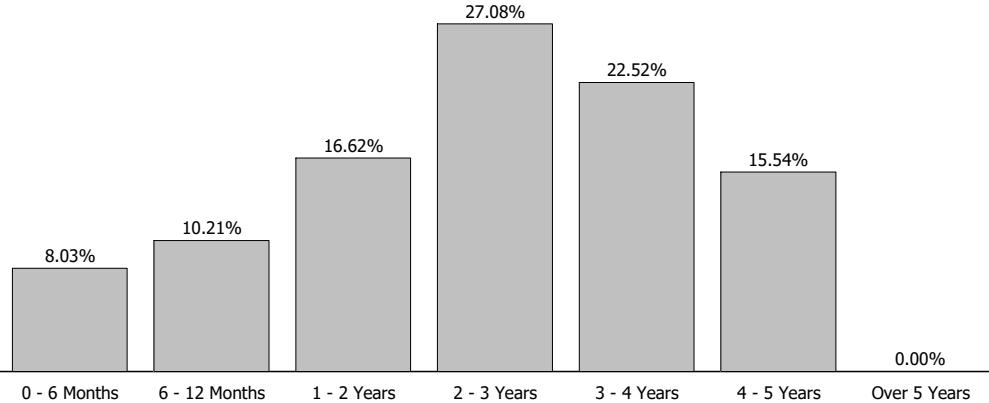
Description	Par Value	Market Value	Percent
U.S. Treasury Bond / Note	22,700,000.00	21,510,550.97	43.14
Federal Agency Bond / Note	20,414,000.00	19,923,937.46	39.96
Corporate Note	5,607,000.00	5,421,639.82	10.87
Commercial Paper	3,000,000.00	2,956,737.00	5.93
<b>Managed Account Sub-Total</b>	<b>51,721,000.00</b>	<b>49,812,865.25</b>	<b>99.90%</b>
Accrued Interest		373,938.63	
<b>Total Portfolio</b>	<b>51,721,000.00</b>	<b>50,186,803.88</b>	
Illinois Portfolio, IIIT Class	50,558.24	50,558.24	0.10
<b>Total Investments</b>	<b>51,771,558.24</b>	<b>50,237,362.12</b>	<b>100.00%</b>

Unsettled Trades **0.00** **0.00**

### Sector Allocation



### Maturity Distribution



### Characteristics

Yield to Maturity at Cost	4.28%
Yield to Maturity at Market	4.90%
Weighted Average Days to Maturity	953



## Managed Account Issuer Summary

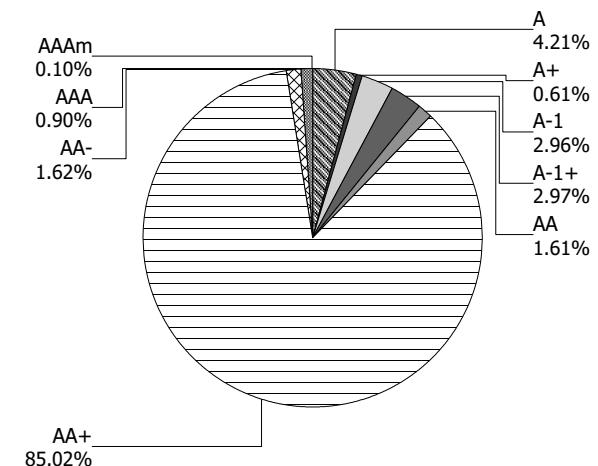
For the Month Ending **July 31, 2023**

College Of Dupage - SWS Managed - 450631 - (40968454)

### Issuer Summary

Issuer	Market Value of Holdings	Percent
AIR PRODUCTS & CHEMICALS	384,655.82	0.77
AMAZON.COM INC	309,294.72	0.62
APPLE INC	963,087.00	1.93
BRISTOL-MYERS SQUIBB CO	181,359.40	0.36
CATERPILLAR INC	627,903.25	1.26
CITIGROUP INC	741,716.25	1.49
FANNIE MAE	1,457,305.50	2.92
FEDERAL FARM CREDIT BANKS	2,643,166.68	5.30
FEDERAL HOME LOAN BANKS	12,002,193.00	24.07
FREDDIE MAC	3,337,098.28	6.69
Honeywell International Inc	1,473,627.00	2.96
Illinois Portfolio, IIIT Class	50,558.24	0.10
JOHNSON & JOHNSON	450,623.81	0.90
METLIFE INC	1,483,110.00	2.97
TARGET CORP	342,808.74	0.69
TENNESSEE VALLEY AUTHORITY	484,174.00	0.97
UNITED STATES TREASURY	21,510,550.97	43.14
UNITEDHEALTH GROUP INC	123,485.63	0.25
VISA INC	805,543.20	1.62
WAL-MART STORES INC	491,162.00	0.99
<b>Total</b>	<b>\$49,863,423.49</b>	<b>100.00%</b>

### Credit Quality (S&P Ratings)





## Managed Account Detail of Securities Held

For the Month Ending **July 31, 2023**

College Of Dupage - SWS Managed - 450631 - (40968454)

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	S&P Par	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value	
<b>U.S. Treasury Bond / Note</b>											
US TREASURY NOTES DTD 03/15/2021 0.250% 03/15/2024	91282CBR1	1,500,000.00	AA+	Aaa	03/29/23	03/30/23	1,440,527.34	4.52	1,416.44	1,461,537.62	1,453,359.30
US TREASURY N/B NOTES DTD 03/31/2022 2.250% 03/31/2024	91282CEG2	2,075,000.00	AA+	Aaa	03/28/23	03/29/23	2,029,366.21	4.51	15,690.06	2,044,866.82	2,032,527.24
US TREASURY N/B NOTES DTD 02/15/2022 1.500% 02/15/2025	91282CDZ1	2,000,000.00	AA+	Aaa	03/28/23	03/29/23	1,904,609.38	4.16	13,839.78	1,921,915.37	1,892,187.60
US TREASURY N/B NOTES DTD 03/15/2022 1.750% 03/15/2025	91282CED9	1,500,000.00	AA+	Aaa	03/29/23	03/30/23	1,433,613.28	4.12	9,915.08	1,445,110.42	1,421,953.20
US TREASURY N/B NOTES DTD 04/30/2021 0.750% 04/30/2026	91282CBW0	2,000,000.00	AA+	Aaa	03/29/23	03/30/23	1,818,750.00	3.90	3,790.76	1,838,692.32	1,804,375.00
US TREASURY N/B NOTES DTD 06/15/2023 4.125% 06/15/2026	91282CHH7	1,000,000.00	AA+	Aaa	06/21/23	06/22/23	994,062.50	4.34	5,297.13	994,280.59	989,375.00
US TREASURY N/B NOTES DTD 12/31/2021 1.250% 12/31/2026	91282CDO1	1,400,000.00	AA+	Aaa	03/30/23	03/31/23	1,275,148.44	3.82	1,521.74	1,286,349.56	1,261,750.00
US TREASURY N/B NOTES DTD 02/28/2022 1.875% 02/28/2027	91282CEC1	500,000.00	AA+	Aaa	05/18/23	05/19/23	466,308.59	3.80	3,923.23	468,113.92	458,906.25
US TREASURY N/B NOTES DTD 02/28/2022 1.875% 02/28/2027	91282CEC1	2,500,000.00	AA+	Aaa	03/29/23	03/30/23	2,324,804.69	3.82	19,616.17	2,339,985.83	2,294,531.25
US TREASURY N/B NOTES DTD 03/31/2022 2.500% 03/31/2027	91282CEF4	1,000,000.00	AA+	Aaa	03/29/23	03/30/23	951,875.00	3.81	8,401.64	955,956.74	937,500.00
US TREASURY N/B NOTES DTD 04/30/2022 2.750% 04/30/2027	91282CEN7	1,000,000.00	AA+	Aaa	04/26/23	04/27/23	971,328.13	3.52	6,949.73	973,208.25	944,843.80
US TREASURY N/B NOTES DTD 06/30/2022 3.250% 06/30/2027	91282CEW7	800,000.00	AA+	Aaa	06/21/23	06/22/23	773,562.50	4.15	2,260.87	774,282.38	769,375.04
US TREASURY N/B NOTES DTD 06/30/2022 3.250% 06/30/2027	91282CEW7	1,000,000.00	AA+	Aaa	05/01/23	05/02/23	982,460.94	3.71	2,826.09	983,510.98	961,718.80
US TREASURY NOTES DTD 08/31/2020 0.500% 08/31/2027	91282CAH4	500,000.00	AA+	Aaa	04/24/23	04/25/23	436,914.06	3.67	1,046.20	440,804.82	429,375.00



## Managed Account Detail of Securities Held

For the Month Ending **July 31, 2023**

College Of Dupage - SWS Managed - 450631 - (40968454)

Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	S&P Par	Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>U.S. Treasury Bond / Note</b>												
US TREASURY N/B NOTES DTD 09/30/2022 4.125% 09/30/2027		91282CFM8	925,000.00	AA+	Aaa	05/30/23	05/31/23	930,708.98	3.97	12,823.00	930,485.38	918,929.69
US TREASURY N/B NOTES DTD 10/31/2022 4.125% 10/31/2027		91282CFU0	1,000,000.00	AA+	Aaa	03/29/23	03/30/23	1,015,859.38	3.74	10,424.59	1,014,686.01	993,750.00
US TREASURY N/B NOTES DTD 01/31/2023 3.500% 01/31/2028		91282CGH8	1,000,000.00	AA+	Aaa	06/14/23	06/15/23	978,437.50	4.01	95.11	979,036.81	970,000.00
US TREASURY N/B NOTES DTD 05/31/2023 3.625% 05/31/2028		91282CHE4	1,000,000.00	AA+	Aaa	06/02/23	06/05/23	991,914.06	3.80	6,140.71	992,167.02	976,093.80
<b>Security Type Sub-Total</b>			<b>22,700,000.00</b>					<b>21,720,250.98</b>	<b>4.01</b>	<b>125,978.33</b>	<b>21,844,990.84</b>	<b>21,510,550.97</b>
<b>Federal Agency Bond / Note</b>												
FANNIE MAE NOTES (CALLABLE) DTD 08/18/2020 0.360% 08/18/2023		3135G05V1	1,000,000.00	AA+	Aaa	03/24/23	03/24/23	1,000,590.00	5.01	1,630.00	1,000,000.00	997,550.00
FEDERAL HOME LOAN BANK NOTES DTD 05/04/2023 4.500% 07/03/2024		3130AVWU2	400,000.00	AA+	Aaa	05/04/23	05/05/23	400,856.00	4.31	1,400.00	400,678.76	396,624.40
FEDERAL HOME LOAN BANK NOTES DTD 03/06/2023 5.250% 09/13/2024		3130AVB84	1,000,000.00	AA+	Aaa	05/16/23	05/17/23	1,007,665.33	4.64	21,145.83	1,006,464.16	998,260.00
FEDERAL HOME LOAN BANK NOTES DTD 02/28/2023 5.000% 12/13/2024		3130AV5N8	1,000,000.00	AA+	Aaa	03/29/23	03/30/23	1,009,230.00	4.43	6,666.67	1,007,395.83	995,821.00
FEDERAL HOME LOAN BANK NOTES DTD 02/17/2023 4.625% 03/14/2025		3130AUZC1	800,000.00	AA+	Aaa	03/29/23	03/30/23	804,190.91	4.34	16,855.56	803,464.09	793,173.60
FANNIE MAE NOTES DTD 06/19/2020 0.500% 06/17/2025		3135G04Z3	500,000.00	AA+	Aaa	05/09/23	05/10/23	464,599.52	4.05	305.56	468,420.38	459,755.50
FREDDIE MAC NOTES DTD 07/23/2020 0.375% 07/21/2025		3137EAEU9	444,000.00	AA+	Aaa	06/21/23	06/22/23	406,232.95	4.72	46.25	408,220.69	406,069.52
FREDDIE MAC NOTES (CALLABLE) DTD 10/27/2020 0.650% 10/27/2025		3134GW5R3	1,000,000.00	AA+	Aaa	07/13/23	07/14/23	911,830.00	4.77	1,697.22	913,728.40	907,813.00
FEDERAL FARM CREDIT BANK NOTES DTD 11/09/2015 2.640% 12/03/2025		3133EFNG8	850,000.00	AA+	Aaa	05/11/23	05/12/23	824,755.00	3.87	3,615.33	826,939.66	808,531.05



## Managed Account Detail of Securities Held

For the Month Ending **July 31, 2023**

College Of Dupage - SWS Managed - 450631 - (40968454)

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	S&P Par	Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>Federal Agency Bond / Note</b>											
FEDERAL HOME LOAN BANK NOTES DTD 03/01/2023 4.500% 03/13/2026	3130AV6J6	1,000,000.00	AA+	Aaa	04/17/23	04/18/23	1,011,550.00	4.07	18,750.00	1,010,405.90	994,087.00
FEDERAL HOME LOAN BANK NOTES DTD 03/01/2023 4.500% 03/13/2026	3130AV6J6	1,500,000.00	AA+	Aaa	05/04/23	05/05/23	1,537,395.00	3.57	28,125.00	1,534,239.91	1,491,130.50
FEDERAL FARM CREDIT BANK NOTES DTD 04/13/2023 3.750% 04/13/2026	3133EPFT7	500,000.00	AA+	Aaa	05/17/23	05/18/23	497,280.00	3.95	5,625.00	497,472.27	488,052.00
FEDERAL FARM CREDIT BANK NOTES DTD 04/28/2023 4.000% 04/28/2026	3133EPHH1	750,000.00	AA+	Aaa	04/26/23	04/28/23	753,690.00	3.82	7,750.00	753,370.16	736,585.50
FEDERAL FARM CREDIT BANK NOTES (CALLABLE) DTD 06/01/2023 5.360% 06/01/2026	3133EPKL8	500,000.00	AA+	Aaa	05/18/23	06/01/23	499,375.00	5.41	4,466.67	499,409.79	495,640.00
FEDERAL HOME LOAN BANK NOTES (CALLABLE) DTD 06/26/2023 5.350% 06/26/2026	3130AWG95	1,000,000.00	AA+	Aaa	06/21/23	06/26/23	1,000,000.00	5.35	5,201.39	1,000,000.00	993,289.00
FEDERAL HOME LOAN BANK NOTES (CALLABLE) DTD 06/30/2021 0.600% 06/30/2026	3130AMUB6	1,000,000.00	AA+	Aaa	06/22/23	06/23/23	907,200.00	3.89	516.67	910,481.23	902,687.00
FEDERAL HOME LOAN BANK NOTES (CALLABLE) DTD 03/16/2023 5.250% 09/16/2026	3130AV7M8	1,000,000.00	AA+	Aaa	03/29/23	03/30/23	1,008,150.00	4.99	19,687.50	1,006,264.55	993,475.00
FEDERAL FARM CREDIT BANK NOTES DTD 12/09/2019 1.780% 12/09/2026	3133ELCU6	125,000.00	AA+	Aaa	05/11/23	05/12/23	117,286.61	3.64	321.39	117,764.64	114,358.13
FEDERAL HOME LOAN BANK NOTES DTD 03/06/2023 4.500% 03/12/2027	3130AVBC5	1,000,000.00	AA+	Aaa	05/24/23	05/25/23	1,015,580.00	4.05	18,125.00	1,014,816.16	1,001,492.00
FREDDIE MAC NOTES (CALLABLE) DTD 06/14/2023 5.300% 06/14/2027	3134GYTW2	1,000,000.00	AA+	Aaa	06/16/23	06/20/23	998,540.00	5.34	6,919.44	998,582.14	990,088.00
FREDDIE MAC NOTE (CALLABLE) DTD 07/31/2023 6.000% 07/26/2027	3134GYXU1	500,000.00	AA+	Aaa	07/19/23	07/31/23	500,000.00	6.00	83.33	500,000.00	499,497.00



## Managed Account Detail of Securities Held

For the Month Ending **July 31, 2023**

College Of Dupage - SWS Managed - 450631 - (40968454)

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	S&P Par	Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>Federal Agency Bond / Note</b>											
FEDERAL HOME LOAN BANK NOTES DTD 10/25/2022 4.500% 03/10/2028	3130ATS57	1,000,000.00	AA+	Aaa	04/13/23	04/14/23	1,039,290.00	3.62	17,625.00	1,036,900.15	1,006,850.00
TENN VALLEY AUTHORITY NOTES DTD 03/27/2023 3.875% 03/15/2028	880591EZ1	500,000.00	AA+	Aaa	06/02/23	06/05/23	498,625.00	3.94	6,512.15	498,669.91	484,174.00
FREDDIE MAC NOTES (CALLABLE) DTD 04/24/2023 5.100% 04/24/2028	3134GYQ54	545,000.00	AA+	Aaa	05/04/23	05/05/23	545,000.00	5.10	7,489.21	545,000.00	533,630.76
FEDERAL HOME LOAN BANKS (CALLABLE) DTD 05/12/2021 1.250% 05/12/2028	3130AM7H9	500,000.00	AA+	Aaa	06/08/23	06/09/23	455,860.00	3.20	1,371.53	457,160.40	446,733.00
FEDERAL HOME LOAN BANK NOTES (CALLABLE) DTD 05/30/2023 5.750% 05/25/2028	3130AWAD2	500,000.00	AA+	Aaa	05/23/23	05/30/23	500,000.00	5.75	4,871.53	500,000.00	495,829.00
FEDERAL HOME LOAN BANK NOTES DTD 06/01/2023 4.000% 06/09/2028	3130AWC24	500,000.00	AA+	Aaa	06/08/23	06/09/23	501,410.00	3.94	3,333.33	501,369.10	492,741.50
<b>Security Type Sub-Total</b>		<b>20,414,000.00</b>					<b>20,216,181.32</b>	<b>4.43</b>	<b>210,136.56</b>	<b>20,217,218.28</b>	<b>19,923,937.46</b>
<b>Corporate Note</b>											
UNITEDHEALTH GROUP INC CORP NOTES DTD 12/17/2018 3.500% 02/15/2024	91324PDM1	50,000.00	A+	A2	07/11/23	07/13/23	49,395.00	5.61	806.94	49,447.97	49,394.25
UNITEDHEALTH GROUP INC CORP NOTES DTD 12/17/2018 3.500% 02/15/2024	91324PDM1	75,000.00	A+	A2	07/13/23	07/17/23	74,157.75	5.50	1,210.42	74,217.06	74,091.38
TARGET CORP CORPORATE NOTES DTD 06/26/2014 3.500% 07/01/2024	87612EBD7	19,000.00	A	A2	05/04/23	05/08/23	18,768.20	4.60	55.42	18,815.11	18,662.94
TARGET CORP CORPORATE NOTES DTD 06/26/2014 3.500% 07/01/2024	87612EBD7	100,000.00	A	A2	05/09/23	05/11/23	98,637.00	4.74	291.67	98,905.02	98,226.00
TARGET CORP CORPORATE NOTES DTD 06/26/2014 3.500% 07/01/2024	87612EBD7	230,000.00	A	A2	04/14/23	04/18/23	227,191.70	4.55	670.84	227,861.86	225,919.80
CITIGROUP CORP NOTES (CALLABLE) DTD 06/29/2023 5.700% 07/29/2024	17291REP3	750,000.00	A	A2	06/27/23	06/29/23	749,932.50	0.00	0.00	749,938.12	741,716.25



## Managed Account Detail of Securities Held

For the Month Ending **July 31, 2023**

College Of Dupage - SWS Managed - 450631 - (40968454)

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	S&P Par	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value	
<b>Corporate Note</b>											
AIR PRODUCTS & CHEMICALS CORP NOTE (CALL DTD 07/31/2014 3.350% 07/31/2024	009158AV8	93,000.00	A	A2	05/10/23	05/12/23	91,472.94	4.75	8.65	91,750.28	91,025.42
AIR PRODUCTS & CHEMICALS CORP NOTE (CALL DTD 07/31/2014 3.350% 07/31/2024	009158AV8	100,000.00	A	A2	05/10/23	05/12/23	98,358.00	4.75	9.31	98,656.21	97,876.80
AIR PRODUCTS & CHEMICALS CORP NOTE (CALL DTD 07/31/2014 3.350% 07/31/2024	009158AV8	200,000.00	A	A2	05/16/23	05/18/23	196,346.00	4.93	18.61	196,968.84	195,753.60
CATERPILLAR FINL SERVICE DTD 11/08/2019 2.150% 11/08/2024	1491303B3	100,000.00	A	A2	05/09/23	05/11/23	96,500.00	4.60	495.69	97,024.68	96,156.70
CATERPILLAR FINL SERVICE DTD 11/08/2019 2.150% 11/08/2024	14913Q3B3	553,000.00	A	A2	04/14/23	04/18/23	533,274.49	4.55	2,741.19	536,908.14	531,746.55
AMAZON.COM INC CORPORATE NOTES DTD 04/13/2022 3.000% 04/13/2025	023135CE4	120,000.00	AA	A1	04/26/23	04/28/23	117,649.20	4.05	1,080.00	117,961.11	115,985.52
AMAZON.COM INC CORPORATE NOTES DTD 04/13/2022 3.000% 04/13/2025	023135CE4	200,000.00	AA	A1	05/09/23	05/11/23	195,538.00	4.22	1,800.00	196,058.46	193,309.20
BRISTOL-MYERS SQUIBB CO CORPORATE NOTES DTD 11/13/2020 0.750% 11/13/2025	110122DN5	200,000.00	A+	A2	05/15/23	05/17/23	184,218.00	4.12	325.00	185,534.61	181,359.40
VISA INC (CALLABLE) CORP NOTES DTD 12/14/2015 3.150% 12/14/2025	92826CAD4	140,000.00	AA-	Aa3	06/21/23	06/23/23	134,519.00	4.85	575.75	134,755.20	134,257.20
VISA INC (CALLABLE) CORP NOTES DTD 12/14/2015 3.150% 12/14/2025	92826CAD4	200,000.00	AA-	Aa3	05/16/23	05/18/23	194,764.00	4.23	822.50	195,181.32	191,796.00
VISA INC (CALLABLE) CORP NOTES DTD 12/14/2015 3.150% 12/14/2025	92826CAD4	500,000.00	AA-	Aa3	05/17/23	05/19/23	486,500.00	4.27	2,056.25	487,562.77	479,490.00
APPLE INC (CALLABLE) BONDS DTD 02/23/2016 3.250% 02/23/2026	037833BY5	500,000.00	AA+	Aaa	04/27/23	05/01/23	489,800.00	4.02	7,131.95	490,711.95	481,543.50
APPLE INC (CALLABLE) BONDS DTD 02/23/2016 3.250% 02/23/2026	037833BY5	500,000.00	AA+	Aaa	05/23/23	05/25/23	486,420.00	4.31	7,131.95	487,338.85	481,543.50



## Managed Account Detail of Securities Held

For the Month Ending **July 31, 2023**

College Of Dupage - SWS Managed - 450631 - (40968454)

Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	S&P Par	Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>Corporate Note</b>												
JOHNSON & JOHNSON (CALLABLE) NOTES DTD 03/01/2016 2.450% 03/01/2026		478160BY9	52,000.00	AAA	Aaa	06/21/23	06/23/23	49,304.84	4.52	530.83	49,411.88	49,124.61
JOHNSON & JOHNSON (CALLABLE) NOTES DTD 03/01/2016 2.450% 03/01/2026		478160BY9	425,000.00	AAA	Aaa	05/15/23	05/17/23	409,253.75	3.86	4,338.55	410,428.15	401,499.20
WALMART INC CORPORATE NOTES (CALLABLE) DTD 04/18/2023 4.000% 04/15/2026		931142FA6	500,000.00	AA	Aa2	06/27/23	06/29/23	493,270.00	4.52	5,722.22	493,487.52	491,162.00
<b>Security Type Sub-Total</b>			<b>5,607,000.00</b>					<b>5,475,270.37</b>	<b>3.79</b>	<b>37,823.74</b>	<b>5,488,925.11</b>	<b>5,421,639.82</b>
<b>Commercial Paper</b>												
METLIFE SHORT TERM FUND COMM PAPER DTD 03/31/2023 0.000% 10/13/2023		59157UXD7	1,500,000.00	A-1+	P-1	03/29/23	03/31/23	1,459,738.33	5.07	0.00	1,485,004.58	1,483,110.00
HONEYWELL INTERNATIONAL COMM PAPER DTD 04/21/2023 0.000% 11/21/2023		43851UYM9	1,500,000.00	A-1	P-1	04/18/23	04/21/23	1,456,130.00	5.07	0.00	1,477,040.00	1,473,627.00
<b>Security Type Sub-Total</b>			<b>3,000,000.00</b>					<b>2,915,868.33</b>	<b>5.07</b>	<b>0.00</b>	<b>2,962,044.58</b>	<b>2,956,737.00</b>
<b>Managed Account Sub-Total</b>			<b>51,721,000.00</b>					<b>50,327,571.00</b>	<b>4.22</b>	<b>373,938.63</b>	<b>50,513,178.81</b>	<b>49,812,865.25</b>
<b>Local Government Investment Pool</b>												
Illinois Portfolio, IIIT Class			50,558.24	AAAm	NR			50,558.24		0.00	50,558.24	50,558.24
<b>Liquid Sub-Total</b>			<b>50,558.24</b>					<b>50,558.24</b>		<b>0.00</b>	<b>50,558.24</b>	<b>50,558.24</b>
<b>Securities Sub-Total</b>			<b>\$51,771,558.24</b>					<b>\$50,378,129.24</b>	<b>4.28%</b>	<b>\$373,938.63</b>	<b>\$50,563,737.05</b>	<b>\$49,863,423.49</b>
<b>Accrued Interest</b>												
<b>Total Investments</b>												

b.

**COLLEGE OF DUPAGE**  
**FISCAL YEAR 2024 FINANCIAL RESULTS - BUDGETARY BASIS**  
**YEAR-TO-DATE as of JULY 31, 2023**  
*Preliminary as of 8/9/2023*

Fund	Beginning Fund Balance*	Revenues	Expenditures	Encumbrances (Committed)	Ending Fund Balance
01 - Education Fund	\$ 152,890,956	\$ 24,833,643	\$ 10,978,600	\$ 4,310,557	\$ 162,435,442
02 - Operations & Maintenance Fund	73,990,228	368,232	(388,931)	351,431	74,395,960
05 - Auxiliary Enterprises Fund	16,219,890	2,000,163	581,699	643,540	16,994,814
03 - Operations & Maintenance (Restricted) Fund	55,755,868	160,894	2,500	475,688	55,438,574
04 - Bond & Interest Fund	2,160,478	2,144,935	568,875	-	3,736,538
07 - Working Cash Fund	9,184,721	26,021	-	-	9,210,742
06 - Restricted Purposes Fund	71,485	(3,228,819)	614,392	(10,048)	(3,761,678)
<b>Total</b>	<b>\$ 310,273,626</b>	<b>\$ 26,305,069</b>	<b>\$ 12,357,135</b>	<b>\$ 5,771,168</b>	<b>\$ 318,450,392</b>

\*Beginning Fund Balance: ACFR Exhibit A. - These amounts are estimated as Fy2023 has not yet been finalized.

Also note: Balances as of 07/31/2023 include reversals of prior fiscal year accruals, in some instances resulting in negative amounts above, which will be offset by activity occurring in forthcoming months.

**Compliance with College Policy 2.10 - Unrestricted Fund Balance**

Unrestricted Fund Balance in the combined Education Fund, O&M Fund, and Working Cash Fund = at least 50% of total annual expenditures in the combined Education and O&M Funds.

Total Unrestricted Fund Balance in Education, O&M, and Working Cash Funds =	241,380,156
Less Fund Balance Restrictions approved by the Board	
Retiree OPEB Liability	(15,400,000)
Recapitalization Plan	(60,000,000)
Net Unrestricted Fund Balance	<u><b>165,980,156</b></u>

Total Education and O&M Funds Annual Expenditures (from Previous Year's ACFR, Exhibit A) =

**170,818,368**

Percentage, Net Unrestricted Fund Balance to Total Annual Expenditures =

97.2% ✓

**COLLEGE OF DUPAGE**

**FISCAL YEAR 2024 GENERAL FUND BUDGET AND EXPENDITURE by CATEGORY**

JULY 31, 2023

*Preliminary as of 8/9/2023*

As of July 31 2023, 2 of 26 Payrolls have occurred (7.7%)

Category	Annual Budget	Expenditures (1)		Encumbrances (Committed) (2)		Total Committed (3)	Uncommitted Balance	% of Budget Committed
		Y-T-D	Y-T-D	Y-T-D	Y-T-D			
Salaries	\$ 116,816,252	\$ 6,480,167	\$ -	\$ 6,480,167	\$ 110,336,085	6%		
Employee Benefits	18,165,270	1,209,330	(1,760)	1,207,570	16,957,700	7%		
Contractual Services	20,250,780	983,611	1,762,064	2,745,675	17,505,105	14%		
Materials & Supplies	10,929,774	253,991	2,484,468	2,738,459	8,191,315	25%		
Conferences & Meetings	1,801,518	8,430	70,290	78,720	1,722,798	4%		
Fixed Charges	2,851,671	390,319	393,739	784,058	2,067,613	27%		
Utilities	5,129,418	353,007	159,095	512,102	4,617,316	10%		
Capital Outlay	6,419,892	(197,215)	(205,908)	(403,123)	6,823,015	-6%		
Scholarships, Grants, Waivers, and Other	7,324,736	1,108,029	-	1,108,029	6,216,707	15%		
Contingency	500,000	-	-	-	500,000	0%		
<b>Total General Fund</b>	<b>\$ 190,189,311</b>	<b>\$ 10,589,669</b>	<b>\$ 4,661,988</b>	<b>\$ 15,251,657</b>	<b>\$ 174,937,654</b>	<b>8%</b>		

**Notes:**

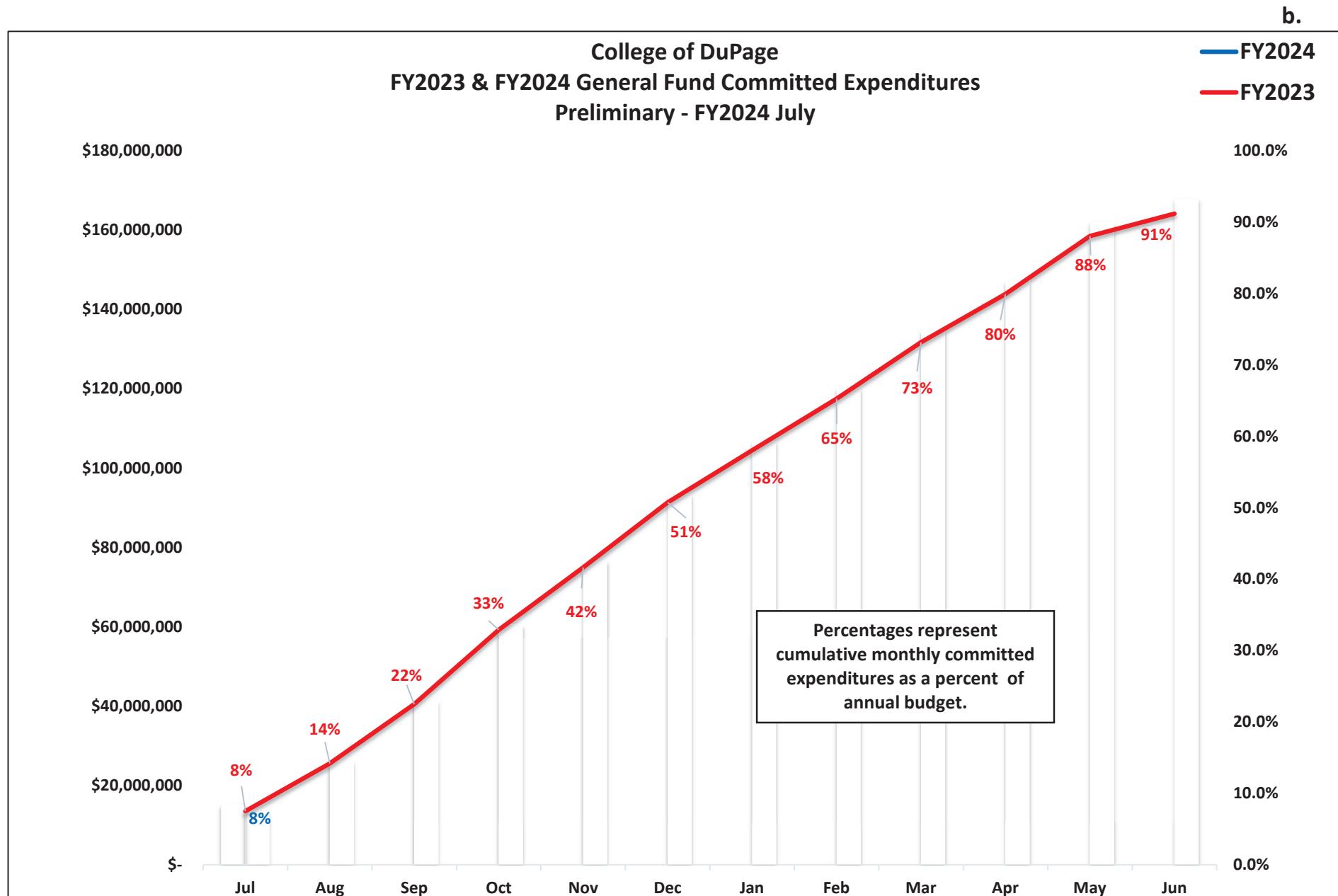
1) The expenditures are based on unaudited numbers from the preliminary general ledger as of month-end.

2) Current year commitments includes purchase orders actually entered into the procurement system related to the current fiscal year.

3) Total committed includes expenditures plus current fiscal year commitments.

Also note: Balances as of 07/31/2023 include reversals of prior fiscal year accruals, in some instances resulting in negative amounts above, which will be offset by activity occurring in forthcoming months.

b.



b.

FISCAL YEAR 2024  
JULY 31, 2023  
PRELIMINARY  
STATUS OF MAJOR PROJECTS / INITIATIVES

PROJECT / INITIATIVE	ANNUAL BUDGET	EXPENDITURES (1) YEAR TO DATE	CURRENT COMMITMENTS (2)	TOTAL COMMITTED (3)	UNCOMMITTED BALANCE	% OF BUDGET COMMITTED
Project Hire-Ed	\$ 282,821	\$ 20,915	\$ -	\$ 20,915	\$ 261,906	7.40%
Innovation DuPage	\$ 300,300	\$ 299,048	\$ -	\$ 299,048	\$ 1,252	99.58%
Pathways	\$ 1,623,791	\$ 54,938	\$ -	\$ 54,938	\$ 1,568,854	3.38%

**NOTES:**

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

**COLLEGE OF DUPAGE**  
**Operating Cash Available to Pay Annual Operating Expenses**  
**As of July 31, 2023**  
*Preliminary, Unaudited*

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

	<b>Without Restrictions</b>	<b>Net of Board Approved Fund Balance Restrictions</b>
<b>Total Operating Cash/Investments</b>	<b>\$ 233,547,153</b>	<b>\$ 233,547,153</b>
<b>Current <u>General Fund</u> Fund Balance Restrictions</b>		
Retiree OPEB Liability	-	(15,400,000)
Recapitalization Costs	-	(60,000,000)
<b>Total Current <u>General Fund</u> Fund Balance Restrictions</b>	<b>-</b>	<b>(75,400,000)</b>
<b>Net Operating Cash/Investments</b>	<b>233,547,153</b>	<b>158,147,153</b>
<b>FY2022 General Fund Expenditures*</b>	<b>\$ 164,159,448</b>	<b>\$ 164,159,448</b>
<b>Net % Of Operating Cash/Investments Available To Pay Annual Operating Expenses</b>	<b>142.3%</b>	<b>96.3%</b>

\*Audited FY2022 ACFR, Exhibit A

d.

**COLLEGE OF DUPAGE**  
**Summary of Asset Disposals**  
*Apr 1, 2023 thru June 30, 2023*

<b>Asset Type (1)</b>	<b>Acquisition Cost</b>	<b>Net Book Value</b>	<b>Disposal Proceeds</b>
<b>Capital Assets</b>	\$ 1,724,421.83	\$ 9,557.84	\$ 73,382.50
<b>Non-Capital Assets</b>			1,477.75
	<b>\$ 1,724,421.83</b>	<b>\$ 9,557.84</b>	<b>\$ 74,860.25</b>

**Notes:**

(1) **Capitalization Thresholds (effective 7/1/17)**  
a. Capital assets: Assets with a unit cost greater than or equal to \$5,000.  
b. Non-capital assets: Assets with a unit cost less than \$5,000.

**COLLEGE OF DUPAGE**  
**Detail for Asset Disposals (Capital Assets)**  
*Apr 1, 2023 thru June 30, 2023*

Asset Type	Method of Disposal	Disposal Date	Fixed Asset Tag No.	Item Description	Department	Acquisition Date	Acquisition Cost	Net Book Value	Disposal Proceeds
Capital	Sold	4/4/2023	000074056	Sigma Spectrum Pump	Nursing	6/24/2015	\$ 2,924.00	\$ -	\$ 250.00
		4/4/2023	000074059	Sigma Spectrum Pump	Nursing	6/24/2015	2,924.00		301.00
		4/27/2023	000072532	Multi Format HD Camera	Multimedia	12/4/2013	14,221.00		8,000.00
		4/27/2023	000072533	Multi Format HD Camera	Multimedia	12/4/2013	14,221.00		-
		4/27/2023	000072534	Triax HD LDK Adapter	Multimedia	12/4/2013	6,880.00		-
		4/27/2023	000072535	Triax HD LDK Adapter	Multimedia	12/4/2013	6,880.00		-
		4/27/2023	000072536	LDK3000 Base Station	Multimedia	12/4/2013	12,373.00		-
		4/27/2023	000072537	LDK3000 Base Station	Multimedia	12/4/2013	12,373.00		-
		4/27/2023	000072538	7" Viewfinder	Multimedia	12/4/2013	4,665.00		-
		4/27/2023	000072539	7" Viewfinder	Multimedia	12/4/2013	4,665.00		-
		4/27/2023	000072540	Studio Camera Lens	Multimedia	11/26/2013	13,867.35		-
		4/27/2023	000072541	Studio Camera Lens	Multimedia	11/26/2013	13,867.35		-
		4/27/2023	000071681	Camera Head	Multimedia	11/20/2012	14,459.00		-
		4/27/2023	000071682	Camera Head	Multimedia	11/20/2012	14,459.00		-
		4/27/2023	000071683	Triax HD LDK Adapter	Multimedia	11/20/2012	7,082.00		-
		4/27/2023	000071684	Triax HD LDK Adapter	Multimedia	11/20/2012	7,082.00		-
		4/27/2023	000071685	LDK3000 Base Station	Multimedia	11/20/2012	12,737.00		-
		4/27/2023	000071686	LDK3000 Base Station	Multimedia	11/20/2012	12,737.00		-
		4/27/2023	000071687	7" Viewfinder	Multimedia	11/5/2012	5,024.00		-
		4/27/2023	000071688	7" Viewfinder	Multimedia	11/5/2012	5,024.00		-
		5/1/2023	65378	Envelope Press w/ Feeder & Conveyor	Print Services	12/8/2020	15,640.00	9,557.84	8,000.00
		5/1/2023	000044572	Electrical Theater Lighting Control	Performing Arts	10/10/1994	9,244.50		7.50
		5/1/2023	000046271	Electrical Theater Lighting Control	Performing Arts	10/10/1994	9,244.50		7.50
		5/2/2023	43406	Bistro Stone Hearth Oven	Culinary	3/16/2017	15,411.96		6,700.00
		6/1/2023	000061091	Port-a-Cool Series 2000 48" Fan	Grounds	9/4/2002	2,680.64		1,075.00
		6/1/2023	99G007409	Plate Writer	Art	6/1/2010	29,693.00	-	450.00
							\$ 270,379.30	\$ 9,557.84	\$ 24,791.00
Capital	Email Bids	4/1/2023	000068409	16 Pt KVM Switch	IT	3/4/2008	\$ 2,857.00	\$ -	\$ 28,444.00
		4/1/2023	000070942	HP Proliant DL380 Server	IT	11/23/2010	7,679.27		-
		4/1/2023	000071026	Dual Channel Bodypack Wireless Mic	IT	11/4/2011	2,944.00		-
		4/1/2023	000071039	Evertz Q-0802 Hrouter	IT	8/30/2011	5,167.00		-
		4/1/2023	000071040	Evertz Q-0802 Hrouter	IT	8/30/2011	5,167.00		-
		4/1/2023	000071041	Analog Way Broadscan HD Converter	IT	8/30/2011	6,360.00		-
		4/1/2023	000070986	HP Proliant DL380 Server	IT	2/7/2011	5,012.05		-
		4/1/2023	000070987	HP Proliant DL380 Server	IT	2/24/2011	7,702.63		-
		4/1/2023	000070960	4 Port 10 GBE XFP A9500 Module	IT	12/14/2010	7,264.77		-
		4/1/2023	000070984	E5412 Switch Bundle	IT	2/11/2011	11,220.00		-
		4/1/2023	000070947	Networking Eq Switch Chassis	IT	12/17/2010	2,957.00		-
		4/1/2023	000070958	4 Port 10 GBE XFP A9500 Module	IT	12/14/2010	7,264.77		-
		4/1/2023	000070954	360 GPS A9500 Fabric Module	IT	12/14/2010	6,820.54		-
		4/1/2023	000070955	360 GPS A9500 Fabric Module	IT	12/14/2010	6,820.54		-
		4/1/2023	000070949	Networking A9505 Switch Chassis	IT	12/14/2010	2,957.00		-
		4/1/2023	000070950	360 GPS A9500 Fabric Module	IT	12/14/2010	6,820.54		-
		4/1/2023	000070951	360 GPS A9500 Fabric Module	IT	12/14/2010	6,820.54		-
		4/1/2023	000070161	HP Proliant DL380 Server	IT	6/10/2009	7,334.89		-
		4/1/2023	000070176	HP Proliant DL380 Server	IT	6/2/2009	3,826.00		-
		4/1/2023	000070177	HP Proliant DL380 Server	IT	6/2/2009	3,826.00		-
		4/1/2023	000071315	HP Proliant DL380 Server	IT	11/8/2011	10,120.00		-
		4/1/2023	000071279	MSL4048 Tape Library	IT	11/8/2011	12,000.00		-
		4/1/2023	000071355	HP Proliant DL380 Server	IT	12/6/2011	8,326.15		-
		4/1/2023	000071321	DL980 CPU Installation Assembly	IT	11/8/2011	2,910.00		-
		4/1/2023	000071317	DL980 G7 E7-2860 Processor Kit	IT	11/8/2011	19,200.00		-
		4/1/2023	000071318	DL980 G7 E7-2860 Processor Kit	IT	11/8/2011	19,200.00		-
		4/1/2023	000071417	HP 5412 Switch	IT	3/10/2012	10,777.00		-
		4/1/2023	000071418	HP 5412 Switch	IT	3/10/2012	10,777.00		-
		4/1/2023	000071419	HP 5412 Switch	IT	3/10/2012	10,777.00		-
		4/1/2023	000071421	HP 5412 Switch	IT	3/10/2012	10,777.00		-
		4/1/2023	000071422	HP 5412 Switch	IT	3/10/2012	10,777.00		-
		4/1/2023	000071423	HP 5412 Switch	IT	3/10/2012	10,777.00		-
		4/1/2023	000071424	HP 5412 Switch	IT	3/10/2012	10,777.00		-
		4/1/2023	000071425	HP 5412 Switch	IT	3/10/2012	10,777.00		-
		4/1/2023	000071426	HP 5412 Switch	IT	3/10/2012	10,777.00		-
		4/1/2023	000071427	HP 5412 Switch	IT	3/10/2012	10,777.00		-
		4/1/2023	000071428	HP 5412 Switch	IT	3/10/2012	10,777.00		-
		4/1/2023	000071429	HP 5412 Switch	IT	3/10/2012	10,777.00		-
		4/1/2023	000071430	HP 5412 Switch	IT	3/10/2012	10,777.00		-
		4/1/2023	000071431	HP 5412 Switch	IT	3/10/2012	10,777.00		-
		4/1/2023	000071432	HP 5412 Switch	IT	3/10/2012	10,777.00		-

**COLLEGE OF DUPAGE**  
**Detail for Asset Disposals (Capital Assets)**  
*Apr 1, 2023 thru June 30, 2023*

Asset Type	Method of Disposal	Disposal Date	Fixed Asset Tag No.	Item Description	Department	Acquisition Date	Acquisition Cost	Net Book Value	Disposal Proceeds
		4/1/2023	000071229	HP 5412 Switch	IT	9/13/2011	10,777.00	-	
		4/1/2023	000071230	HP 5412 Switch	IT	9/13/2011	10,777.00	-	
		4/1/2023	000071179	20P GT Poe Addon Chassis	IT	6/7/2011	2,694.00	-	
		4/1/2023	000071205	HP 5412 Switch	IT	6/11/2012	10,777.00	-	
		4/1/2023	000071206	HP 5412 Switch	IT	6/11/2012	10,777.00	-	
		4/1/2023	000071207	HP 5412 Switch	IT	6/11/2012	10,777.00	-	
		4/1/2023	000071208	HP 5412 Switch	IT	6/11/2012	10,777.00	-	
		4/1/2023	000071209	HP 5412 Switch	IT	6/11/2012	10,777.00	-	
		4/1/2023	000071210	HP 5412 Switch	IT	6/11/2012	10,777.00	-	
		4/1/2023	000071211	HP 5412 Switch	IT	6/11/2012	10,777.00	-	
		4/1/2023	000071212	HP 5412 Switch	IT	6/11/2012	10,777.00	-	
		4/1/2023	000071213	HP 5412 Switch	IT	6/11/2012	10,777.00	-	
		4/1/2023	000071214	HP 5412 Switch	IT	6/11/2012	10,777.00	-	
		4/1/2023	000071215	HP 5412 Switch	IT	6/11/2012	10,777.00	-	
		4/1/2023	000071216	HP 5412 Switch	IT	6/11/2012	10,777.00	-	
		4/1/2023	000071434	HP 5412 Switch	IT	3/10/2012	10,777.00	-	
		4/1/2023	000071627	HP 5412 Switch	IT	10/26/2012	8,780.90	-	
		4/1/2023	000071624	HP 5412 Switch	IT	10/26/2012	8,780.90	-	
		4/1/2023	000071625	HP 5412 Switch	IT	10/26/2012	8,780.90	-	
		4/1/2023	000071607	SMS V2 25 IPS File Server	IT	9/27/2012	7,149.00	-	
		4/1/2023	000071760	HP 5412 Switch	IT	3/20/2013	11,987.00	-	
		4/1/2023	000071802	Hana SAP System	IT	6/28/2013	99,882.96	-	
		4/1/2023	000071637	HP 5412 Switch	IT	10/26/2012	8,780.90	-	
		4/1/2023	000071638	HP 5412 Switch	IT	10/26/2012	8,780.90	-	
		4/1/2023	000071639	HP 5412 Switch	IT	10/26/2012	8,780.90	-	
		4/1/2023	000071640	HP 5412 Switch	IT	10/26/2012	8,780.90	-	
		4/1/2023	000071641	HP 5412 Switch	IT	10/26/2012	8,780.90	-	
		4/1/2023	000071642	HP 5412 Switch	IT	10/26/2012	8,780.90	-	
		4/1/2023	000071643	HP 5412 Switch	IT	10/26/2012	8,780.90	-	
		4/1/2023	000071699	40482L Tape Library	IT	11/13/2012	14,600.00	-	
		4/1/2023	000071724	HP 5412 Switch	IT	3/20/2013	11,987.00	-	
		4/1/2023	000071632	HP 5412 Switch	IT	10/26/2012	8,780.90	-	
		4/1/2023	000073297	Server	IT	2/27/2015	14,735.00	-	
		4/1/2023	000073298	Server	IT	2/27/2015	14,735.00	-	
		4/1/2023	000073299	Server	IT	2/27/2015	14,735.00	-	
		4/1/2023	000073300	Server	IT	2/27/2015	14,735.00	-	
		4/1/2023	000073301	Server	IT	2/27/2015	14,735.00	-	
		4/1/2023	000073302	Server	IT	2/27/2015	14,735.00	-	
		4/1/2023	000073303	Server	IT	2/27/2015	14,735.00	-	
		4/1/2023	000073304	Server	IT	2/27/2015	14,735.00	-	
		4/1/2023	000073305	Server	IT	2/27/2015	14,735.00	-	
		4/1/2023	000074409	HP DL380 Server	IT	12/15/2016	17,729.31	-	
		4/1/2023	000074410	HP DL380 Server	IT	12/15/2016	17,729.31	-	
		4/1/2023	000074411	HP DL380 Server	IT	12/15/2016	17,729.31	-	
		4/1/2023	000074412	HP DL380 Server	IT	12/15/2016	17,729.31	-	
		4/1/2023	000074413	HP DL380 Server	IT	12/15/2016	17,729.31	-	
		4/1/2023	000074414	HP DL380 Server	IT	12/15/2016	17,729.31	-	
		4/1/2023	000074415	HP DL380 Server	IT	12/15/2016	17,729.31	-	
		4/1/2023	000074406	HP DL380 Server	IT	12/15/2016	17,729.31	-	
		4/1/2023	000074407	HP DL380 Server	IT	12/15/2016	17,729.31	-	
		4/1/2023	000072780	Switch	IT	6/30/2014	9,610.00	-	
		4/1/2023	000072542	HP Storever	IT	11/19/2013	12,844.00	-	
		4/1/2023	000072566	HP Proliant DL380 Server	IT	9/23/2014	3,206.81	-	
		4/1/2023	000072629	Server	IT	6/30/2014	5,892.69	-	
		4/1/2023	000072630	Server	IT	6/30/2014	5,892.69	-	
		5/1/2023	000073057	Server	IT	6/30/2014	11,987.00	13,147.50	
		5/1/2023	000074408	HP Proliant DL380 Server	IT	12/15/2016	17,729.31	-	
		5/1/2023	000074242	Fujitsu Color Production Scanner	IT	6/15/2016	3,103.62	-	
		5/1/2023	000073192	Switch	IT	6/30/2014	9,610.00	-	
		5/1/2023	000073193	Switch	IT	6/30/2014	9,610.00	-	
		5/1/2023	000071626	HP E5412 Ethernet Switch	IT	10/26/2012	8,780.90	-	
		5/1/2023	000071635	HP E5412 Ethernet Switch	IT	10/26/2012	8,780.90	-	
		5/1/2023	000071631	HP E5412 Ethernet Switch	IT	10/26/2012	8,780.90	-	
		5/1/2023	000071180	20P GT Poe Addon Chassis	IT	6/7/2011	2,694.00	-	
		5/1/2023	000071181	20P GT Poe Addon Chassis	IT	6/7/2011	2,694.00	-	
		5/1/2023	000071177	HP E5412 Ethernet Switch	IT	6/7/2011	10,777.00	-	
		5/1/2023	000071178	20P GT Poe Addon Chassis	IT	6/7/2011	2,694.00	-	
		5/1/2023	000071174	HP E5412 Ethernet Switch	IT	6/7/2011	10,777.00	-	
		5/1/2023	000071175	HP E5412 Ethernet Switch	IT	6/7/2011	10,777.00	-	
		5/1/2023	000071280	HP D2D 4312 Backup System	IT	11/8/2011	55,000.00	-	

**COLLEGE OF DUPAGE**  
**Detail for Asset Disposals (Capital Assets)**  
*Apr 1, 2023 thru June 30, 2023*

Asset Type	Method of Disposal	Disposal Date	Fixed Asset Tag No.	Item Description	Department	Acquisition Date	Acquisition Cost	Net Book Value	Disposal Proceeds
		5/1/2023	000071111	HP D2D 4312 Backup System	IT	4/22/2011	63,100.00	-	
		5/1/2023	000069297	Routing Switch	IT	12/3/2008	4,208.00	-	
		5/1/2023	000069298	Routing Switch	IT	12/3/2008	4,208.00	-	
		5/1/2023	000069306	Routing Switch	IT	12/3/2008	4,208.00	-	
		5/1/2023	000066213	Nortel Ethernet Switch	IT	4/12/2006	3,118.37		
							<b>\$ 1,339,040.53</b>	<b>\$ -</b>	<b>\$ 41,591.50</b>
Capital	Donated	4/26/2023	000074181	Miller Arrow Pedestal System	MPTV	4/1/2016	9,675.00	-	-
							<b>\$ 9,675.00</b>	<b>\$ -</b>	<b>\$ -</b>
Capital	Junked	6/30/2023	000074071	Mobile X-Ray System	Radiography	3/10/2015	84,000.00		
							<b>\$ 84,000.00</b>	<b>\$ -</b>	<b>\$ -</b>
Capital	Traded In	4/1/2023	000071782	48" Standing Mower	Grounds	11/26/2013	\$ 7,325.00	\$ -	\$ 3,000.00
		4/1/2023	000071252	48" Wright Standing Mower	Grounds	8/23/2011	7,562.00	-	2,200.00
		4/1/2023	000071253	36" Wright Standing Mower	Grounds	8/23/2011	6,440.00	-	1,800.00
							<b>\$ 21,327.00</b>	<b>\$ -</b>	<b>\$ 7,000.00</b>
							<b>\$ 1,724,421.83</b>	<b>\$ 9,557.84</b>	<b>\$ 73,382.50</b>

**Notes:**

- (1) Sold Furniture & equipment were sold thru auctions on the GovDeals.com auction site.
- (2) IT Email Bids Email bid sales are conducted by the IT Dept for disposal of computer & other electronic equipment.
- (3) Donated Obsolete items donated to various non-profit organizations.
- (4) Junked Obsolete, unsellable items thrown into open top dumpsters.
- (5) Traded In Obsolete college assets traded in for newer college assets

**COLLEGE OF DUPAGE**  
**Detail for Asset Disposals (Non-Capital Assets)**  
*Apr 1, 2023 thru June 30, 2023*

Asset Type	Method of Disposal	Disposal Date	No. of Items	Item Description	Department	Acquisition Date	Estimated Acquisition Cost	Net Book Value	Disposal Proceeds
Non-Capital	Sold	4/4/2023	2	X-Ray Viewbox & Loading Bin	DMIR	n/a	\$ -	\$ -	\$ 3.00
Non-Capital	Sold	4/6/2023	2	Living Earth Massage Tables	Cosmetology	n/a	-	-	80.00
Non-Capital	Sold	4/10/2023	109	Blue KI Torsion Stacking Chairs	Fixed Assets	n/a	-	-	272.50
Non-Capital	Sold	4/10/2023	2	Baxter Flo-Gard Infusion Pumps	Nursing	n/a	-	-	51.00
Non-Capital	Sold	4/11/2023	8	Baxter Pumps, Alaris Point of Care Units	Nursing	n/a	-	-	81.00
Non-Capital	Sold	4/12/2023	3	Alaris Point of Care Units	Nursing	n/a	-	-	15.00
Non-Capital	Sold	4/18/2023	1	Medfusion Syringe Infusion Pump	Nursing	n/a	-	-	200.00
Non-Capital	Sold	4/24/2023	1	Studio Flash Lighting Equipment	Fixed Assets	n/a	-	-	5.00
Non-Capital	Sold	5/11/2023	32	Tables, Chairs	Custodial	n/a	-	-	35.00
Non-Capital	Sold	5/18/2023	14	Tables, Chairs, 5 High File	Custodial	n/a	-	-	31.00
Non-Capital	Sold	5/19/2023	3	Wall Partitions, Computer Station	Fixed Assets	n/a	-	-	205.00
Non-Capital	Sold	5/22/2023	19	Wall Partitions, Chairs	Fixed Assets	n/a	-	-	62.00
Non-Capital	Sold	5/24/2023	124	Chairs, Tables, Massage Table, Paper Towel Dispenser	Fixed Assets, Custodial	n/a	-	-	194.50
Non-Capital	Sold	5/30/2023	4	Chairs, Workstation	Fixed Assets	n/a	-	-	3.50
Non-Capital	Sold	5/31/2023	2	Desk, Work Table	Communications	n/a	-	-	2.00
Non-Capital	Sold	6/1/2023	1	Daewoo Refrigerator	Photography	n/a	-	-	4.00
Non-Capital	Sold	6/2/2023	4	Folding Tables	Fixed Assets	n/a	-	-	4.00
Non-Capital	Sold	6/14/2023	47	Tablet Arm Chairs, Stacking Chairs	Custodial	n/a	-	-	124.25
Non-Capital	Sold	6/15/2023	43	Tablet Arm Chairs, Sled Chair	Carol Stream, Custodial	n/a	-	-	43.00
Non-Capital	Sold	6/29/2023	4	Filing Cabinet, Alaris IV Pumps	Nursing	n/a	-	-	62.00
			<b>425</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,477.75</b>
Non-Capital	Email Bids	4/1/2023	500	IT Items	IT	n/a	\$ -	\$ -	\$ -
Non-Capital	Email Bids	5/1/2023	275	IT Items	IT	n/a	-	-	-
			<b>775</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Non-Capital	Donated	6/12/2023	2	Chair, Clock	Administrative Offices	n/a	-	-	-
			<b>2</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Non-Capital	Scrapped	5/12/2023	1	Bench Sander	Performing Arts	n/a	\$ -	\$ -	\$ -
Non-Capital	Scrapped	6/15/2023	3	Metal Bender, Work Table, Wood Table	HVACR	n/a	\$ -	\$ -	\$ -
			<b>4</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Non-Capital	Junked	5/12/2023	2	Storage Cabinet, File Cabinet	Art	n/a	\$ -	\$ -	\$ -
		6/14/2023	4	Chairs	Carol Stream	n/a	-	-	-
			<b>2</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
			<b>1208</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,477.75</b>

**Notes:**

(1) Sold Furniture & equipment were sold thru auctions on the GovDeals.com auction site.  
 (2) IT Email Bids Email bid sales are conducted by the IT Dept for disposal of computer & other electronic equipment  
 (3) Donated Obsolete items donated to various non-profit organizations.  
 (4) Scrapped Scrap items are not sold individually but are gathered in scrap piles at various campus locations and picked up periodically (as required) by local scrap dealers.  
 (5) Junked Obsolete, unsellable items thrown into open top dumpsters.

College of DuPage  
Community College District No. 502  
BUDGETARY POSITION ADDITIONS  
July 2023

The following positions have been added after the adoption of the FY2024 Budget. Resources from current-year vacancies will be applied to cover the costs of these positions.

Position Title	Position FTE	Position Salary Budget
<i>There was no activity this month.</i>		

AUGUST 24, 2023

COLLEGE OF DuPAGE  
REGULAR BOARD MEETING  
BOARD APPROVAL

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**SUBJECT**

IT Project Status Report

**REASON FOR CONSIDERATION**

The attached spreadsheet provides a brief summary of the status of IT major projects in various phases of completion. This is being submitted to update the Board of Trustees on the progress of activities.

**BACKGROUND INFORMATION**

The attached spreadsheet represents major projects within IT.

**RECOMMENDATION**

The attached spreadsheet provides a brief summary of the status of IT major projects in various phases of completion. This is being submitted to update the Board of Trustees on the progress of activities.

**STAFF CONTACT**

Keith Zeitz, Interim Director, Information Technology Services

Keith Tyrka, Vice President, Planning, Performance and Technology

[Monthly IT Projects Status Report 8-2023.pdf](#)

Monthly IT Projects Status Report COMPLETED/CANCELLED				
Project Name	Origin	Anticipated Benefit/Timing	Status	
Remote Proctoring Solution	Academic Affairs	<b>February 2022 - Board approved.</b> Online proctoring of tests for COD students. Contract with ProctorU has been approved by the Board. <b>Solution currently in use.</b>	Project is complete.	
Replacement of Anti-Spam Email Appliance	IT Replacement Plan	<b>July 2022 - Board Approved.</b> Replacement of existing anti-spam email appliance in accordance with IT replacement plan.	Installation is complete.	
Campus One Card	Student Affairs	<b>July 2021.</b> Investigate a Campus One Card that could be used for discounted meal plans, identification for college processes, point of sale transactions, printing, access control, and library checkout. Additionally, explore options for collecting data to improve student success. <b>Project on hold permanently.</b>	Project has been put on hold permanently.	
Replacement of IT Firewalls	IT Replacement Plan	<b>July 2022 - Board Approved.</b> Replacement of existing firewalls in accordance with IT replacement plan. <b>Installation is complete.</b>	Installation is complete.	
Replacement of Internet Routers	IT Replacement Plan	<b>January 2022 - Board Approved.</b> Replacement of Internet Routers in accordance with IT replacement plan. Initial delivery date was October 2022.	Installation is complete.	
Salesforce Marketing and Communication System	Marketing and Student Services offices	<b>November 2021 - Board approved.</b> Implementing new communication system to replace existing software products used by Marketing, activate data feeds from the Recruit and Colleague systems, and centralize the tracking of various communications sent to prospective and enrolled students. Data feeds include name, address, text number, email address and other demographic information useful for targeting messages to certain subsets of the college. Phase 1 rollout (for Marketing's use) was completed in May 2022. Marketing has completed the transition of all text message communications into Salesforce and has begun using it for texting. <b>IT real-time integration is complete as of first week of October 2022.</b> With this new system the College will be able to better communicate information that students find valuable. (Example: For prospective students - information regarding the specific program they are interested in. For current students - reminders about their Financial Aid deadlines or events they might be interested in based on their program or interests that will keep them more engaged.) The data integration with Recruit and Colleague will allow the pace and timing of communications to be based on student needs and tailored more personally because we can better track the information about the students. Initial end user training completed on 6/22.	Realtime integration between Recruit and SFMC (Salesforce Marketing Cloud) is implemented. Initial implementation is complete. Development of post implementation data feeds are underway.	
Remote Access to Software for Students	Academic Affairs	No Board approval for Phase I due to cost being under Board limits. Pilot test of a solution to provide remote access to software for students. At the request of faculty, Phase I pilot test with CIS programming language students occurred during Spring 2022. Phase II pilot includes Interior Design students and provide access to software used by their program such as AutoCAD, 3DS Max, Revit, etc. Assuming Phase II pilot is successful, the solution could be used by classes college wide that need remote access to specialty software. <b>Implementation for Phase II occurred in January 2023.</b>	HP Anyware set up and configured for use by Interior Design program.	
Section Fill Rate and Waitlist Reporting Improvements	Academic Affairs / Student Affairs	Added to Board Report <b>November 2022.</b> Review possible improvements in Section fill rate and waitlist reporting to assist in section management. This project will continue through Spring 2023, targeting additional functionality for Summer Term enrollment.	Deployed a new Business Objects report on 12/1/2022 that provides data similar to existing Colleague WAIT screen and adds additional contact information. Project is complete.	
SAN replacement	IT Replacement Plan	<b>RTI Contract Board Approved August 2021.</b> Replacement of Storage Area Network in accordance with IT replacement plan in FY23. Replacement of fan in one unit and system freeze for semester startup has slightly delayed migration efforts.	Installation is complete.	
Anaplan - Financial Reporting System	Financial Affairs	<b>July 2022 - Board Approved</b> - New Financial Reporting system Anaplan to replace Hyperion.	Data validation of prior year information has been completed. Nightly data integration of current year information has recently been completed and Finance Office staff is reviewing and validating that data. Data validation and report creation is complete. Project complete on 3-29-2023.	

Chrome River Invoicing	Procurement and Finance	<b>March 2019 - Board approved funds. October 2019 - contract signed for software license.</b> An invoicing tool including a workflow for approvals and an automated voucher creation within Colleague. <b>Implemented September 2021 for college-wide use.</b>	End user facing issues have been resolved with fixes implemented. Some issues related to AP processing have required alternative backend processes to resolve. Any remaining issues that arise will be addressed through normal Chrome River Customer Support channels.
CHC 1020 AV replacement	IT Replacement Plan - Academic Affairs	<b>April 2022 - Board approved.</b> Replace Audio Visual System in the CHC 1020 Amphitheatre. This is a tiered lecture hall with a kitchen set up at the front of the room. Purchase Order released to vendor on 4-28-2022. All equipment has arrived. IT has installed and configured equipment.	Project is complete.
Credit Card Reader Replacement	Financial Affairs	<b>April 2022 - Board approved.</b> Upgrade Credit Card readers across campus to meet new standards. Board approved in April. <b>IT portion of this project is complete.</b>	Project is complete.
Schedule Planner Decommissioning	IT / Student Affairs	Removal of duplicate functionality from student portal. Schedule Planner was implemented prior to adoption of Student Planning and provides similar functionality. Schedule Planner contract expired on 6-30-2023	Project is complete.
FY23 Device Replacement (Windows)	IT Replacement Plan	<b>August 2021 - Board approved 5-year contract.</b> Replacement of devices per the FY23 IT Replacement Plan. FY23 replacements included: Learning Commons, Library Classrooms, Library Media Lab, Electronics classrooms, Gaming, full-time faculty (FTAC) device replacements, and staff devices.	Project is complete.
FY23 Device Replacement (Apple)	IT Replacement Plan	<b>Board approved December 2022.</b> Project to replace Apple devices per the FY23 IT Replacement Plan. Areas to be replaced included: ACC Open Lab, Animation, EDC, Faculty/Staff devices, Computer Art, Photo, Library Media Lab, Sign Language. <b>Installs began week of February 6.</b>	Project is complete.
Projector replacements for FY23 IT plan	IT	<b>Board approved January 2023.</b> Projector installs are complete.	Project is complete.
Blackboard - Default Landing Page	Academic Affairs	Request to change default landing page in Blackboard from Institutional View to Courses View.	Project complete as of 8/7/2023.

### IN PROGRESS

Project Name	Origin	Anticipated Benefit/Timing	Outstanding Tasks/Issues
HEC AV replacement - Phase II	IT Replacement Plan - Academic Affairs	<b>April 2022 - Board approved.</b> Replace Audio Visual System in 10 rooms in the Homeland Security Education Center (HEC). This is final phase of a two phase project to update the AV systems in this building. <b>Final equipment delivery is TBD.</b>	Purchase Order released to vendor on 5-10-2022. Due to supply chain issues we have been notified that some products needed for this project will take longer than typical to arrive at the College. Received partial shipments of equipment in November. Vendor began install work the week of 1/13/2023. While some equipment has not yet arrived four classrooms have been partially completed. Awaiting arrival of additional equipment most of which is for HEC 1022. Working with vendor on repair of some system components that are not functioning as expected. (Staff Contact - Keith Zeitz/Cedric Cemel/Tom Ross)
Assessment Management System	Academic Affairs	<b>July 2021.</b> Select an application to manage the review and assessment of academic programs. Timeline extended due to request by Academic Affairs. RFP written and released to vendors. <b>Board Approved May 2023.</b>	Purchase Order has been issued for Helio Campus. Kick off call held. Technical meeting scheduled for week of 8/14. (Staff Contact - Faon Crystal/Keith Zeitz)
Data Center Redundancy	Information Technology Services	<b>July 2022.</b> Project to improve redundancy of network infrastructure. <b>Design work underway.</b>	Board approved aggregate spend increase in April 2023. Contract has been finalized, kick off call is complete and design work is underway. (Staff Contact Keith Zeitz/Joe Brenner)
Hy Flex Classrooms Pilot	Academic Affairs	<b>May 2022 - Board approved.</b> Investigate equipment options to support remote and in-person classroom experiences simultaneously. Target completion prior to Fall 2023 term.	Pilot room set up and tested. Demonstrated revised design for Academic Affairs leadership. Electrical work complete. Mounts installed. Product being installed prior to start of term. (Staff Contact Keith Zeitz/Ed Cheeks/Lisa Stock)

CE Registration System Improvements	Academic Affairs	<b>July 2022. CE leadership has endorsed the plan</b> is to implement Ellucian Instant Enrollment for CE courses. This product is currently licensed by the college. <b>In the setup and configuration stage.</b> Anticipate October 2023 launch for Spring Enrollment.	IT is working with Continuing Education to configure Instant Enrollment. Updates are being made by Curriculum for CE courses. Links on portal and on COD website as well as an auto generated email messages are being identified by Continuing Education. Enrollment flow for credit students taking non-credit classes needs to be reviewed. CE is testing and training on Instant Enrollment System within the test system. (Staff Contacts - Keith Zeitz/Craig Heavens/Dan Deasy)
Student Registration System Improvements	Student Affairs	<b>August 2022.</b> Research and implement improvements to student registration functionality. Requests include guest access to credit course search, link from student planning into payment plan, improvements to messaging during reset password process, and improvements to payment plan messaging. Credit course search rolled out on 10/20/22. Links to student planning into payment plan, improvements to messaging for reset password process and improvements to payment plan messaging are complete. Implemented improved messaging on username retrieval for students mid-December 2022. Link to account balance within Student Planning was implemented mid-February.	New flow for students who last attended COD pre-Colleague is waiting for Justin Hardee and Registration office to complete testing and sign off on changes before go live. Project will be complete once this new account flow goes live. (Staff Contact - Keith Zeitz/Craig Heavens/Justin Hardee)
Roster Verification and Midterm Grade submission improvements	Academic Affairs / Student Affairs	Added to Board Report <b>November 2022.</b> Review options to replace current interface between Blackboard and Colleague with a new version of existing tool or to move to alternate solution. Planning to run <b>pilot test in conjunction with Learning Technologies of new interface in Spring 2023</b> to gather feedback. Current version occasionally does not display roster correctly and requires faculty to toggle menu option to get roster to property display.	Standardized dates implement 8/7/2023. Changes to be communicated as part of in service day activities the week of 8/14. <b>Ellucian released new version of ILP with additional features requested by the College.</b> Pilot of new LTI interface will continue in the fall. (Staff Contact - Keith Zeitz/Craig Heavens/Jill Pierson)
Enterprise Content Management / Softdocs implementation	IT Plan	Board approved <b>October 2022.</b> Project to replace existing Enterprise Content Management and Transcript Capture solution.	Discovery meetings have been held with Records office to document the workflows to be implemented. Implementation for Records office is continuing with data transfer completed and transcript capture configuration in production. Started discovery phase with Admissions. (Staff Contact - Keith Zeitz/Mike Mohring/Jill Pierson/Justin Hardee)
Reporting Improvements for Admissions and Financial Aid	Student Affairs	Project to provide additional reports for Admissions and Financial Aid to improve operations.	Met with Financial Aid and Admissions to understand reporting needs and to prioritize. A new type of registration hold has been implemented. Demographic Data fraud report has been created and is in use to identify students. The Financial Aid Office is leading a Task Force in efforts to better identify fraudulent applicants. Reviewing functionality of third party solutions that could enhance our reporting. A contract for a no cost demonstration is being negotiated. (Staff Contact - Keith Zeitz/Diana Del Rosario)
Modern Campus Web Hosting	Marketing	<b>Board approved January 2023.</b> Project to move Modern Campus content management system (CMS) and COD website to cloud hosted solution.	Phase 1, moving CMS to the Cloud, is complete. Phase 2, moving website to the cloud, kickoff meeting scheduled for 8/15. IT developing plan to move some IT related web content/applications to other locations. (Staff Contact - Keith Zeitz/Joe Brenner/Laurie Jorgensen)
Security Camera replacements for FY23 IT plan	IT	<b>Board approved December 2022.</b> Cyclic replacement of security cameras and security camera systems.	Eighty percent of equipment has arrived. Network switches are on back order. New network cable installs are complete. Servers arrived early April and have been deployed. Cameras installed on SRC 2nd and 3rd floors. Camera installs are 70% complete. (Staff Contact - Keith Zeitz/Bob Murr/Joe Mullin)
Dual Enroll	Academic Affairs	<b>Board approved March 2023.</b> Project team is targeting implementation for Fall 2023 term.	IT working with DualEnroll testing application import to Colleague. Team meeting to be scheduled by DualEnroll for testing. Implementation is ongoing. (Staff Contact - Keith Zeitz/Craig Heavens/Lisa Haegele)

JDxpert	Human Resources	<b>Board approved April 2023.</b> The primary purpose of JDxpert is to allow collaboration in development of job descriptions, approval tracking, and version and record keeping of all job descriptions, including automated approval workflows and history maintenance for version roll backs and audit purposes. The system currently includes approximately 1500 job descriptions, including current, historical, and archived descriptions. The job description improvement plan is anticipated to be part of the compensation study, e.g., job families, job description consolidations, which will not take place until FY24.	HR will review the JDxpert database to inventory and provide a count of active vs. archived/historical job descriptions, along with a plan of how the review of job descriptions will proceed. Advanced features of the system, upon completion of the review, include implementation of multi-lingual postings and a job description catalog available to all employees. Count of active job descriptions: 1,541. Count of retired job descriptions: 700. (Staff contact - Michelle Olson Rzeminski)
Everbridge - Emergency Alerts	Police Department	<b>Board Approved February 2023.</b> Replacement of emergency alert system. Training system administrators in complete. Configured system settings. Daily data feeds are in production.	System went live the week of June 19th. Notification has been sent for end users to verify their contact information in the new system. Workflow for snow plowing call out to be built with Facilities staff. (Staff contact - Keith Zeitz/Dirk Heid)
FY24 Device Replacement (Apple)	IT Replacement Plan	<b>Board approved December 2022.</b> Project to replace Apple devices per the FY24 IT Replacement Plan.	Verifying list of labs to be replaced in FY24. Sequencing upgrades. (Staff Contact - Keith Zeitz/Mike Mohring)
FY24 Device Replacement (Windows)	IT Replacement Plan	<b>August 2021 - Board approved 5-year contract.</b> Replacement of devices per the FY24 IT Replacement Plan. FY24 replacements include devices for Faculty, Staff, and Computer Labs.	Preparing purchase requisitions for FY24 purchases. (Staff Contact - Keith Zeitz/Mike Wolkowitz/Carmen Abernathy)
Colleague Employee Data Display Modifications	Human Resources	Request to change display parameters for employee data.	HR is reconfiguring data elements and how they are displayed in the system. IT is researching options to reconfigure data access at screen level. (Staff Contact - Keith Zeitz/Craig Heavens/Alma Camarena)

AUGUST 24, 2023

**COLLEGE OF DuPAGE**  
**REGULAR BOARD MEETING**  
**BOARD APPROVAL**

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**SUBJECT**

Monthly Construction Status Provided for Board Information

**REASON FOR CONSIDERATION**

The attached spreadsheet provides a brief summary of the status of College construction projects in various phases of development. This is being submitted to update the Board on the progress of activities to date.

**BACKGROUND INFORMATION**

The attached spreadsheet represents proposed projects, projects in progress and projects completed during this fiscal year.

**RECOMMENDATION**

The attached spreadsheet provides a brief summary of the status of College construction projects in various phases of development. This is being submitted to update the Board on the progress of activities to date.

**STAFF CONTACT**

Don Inman, Director of Facilities

Ellen Roberts, Vice President, Administrative Affairs

[\*\*Board Monthly Construction Status Update August 2023 Meeting - Aug 1.pdf\*\*](#)

## Monthly Construction Status Report - Fiscal Year 23 / Fiscal Year 24

### COMPLETED

Project Name	Origin/Scope	Anticipated Benefit/Timing	Anticipated Cost
BIC Film Studies Classroom	<p>Origin: Academic Leadership</p> <p>Convert two BIC Classrooms into Film Screening rooms which can be dedicated to students, but also used for club or public screenings. Changes include better technology, seating and isolating room from ambient light and sound.</p>	FY 23 Budget Approved June 23, 2022. Client meetings to understand the scope occurred in August. The design contract has been executed. Bidding began in February. Anticipating April Board approval. Work is 50% complete. <b>Construction and user training is anticipated complete prior to end of August 2023.</b>	\$202,800
TEC Division Offices West	Reconfigure TEC Division Office and conference area, along with support office TEC 1008 to more flexible staff and student oriented layouts and incorporate more welcoming and workable "front door" set up for this office on the west side of campus.	FY 23 Budget Approved June 23, 2022. Client and Design proposal meetings held in August. Designer in process of providing proposal, however the Architect will not have staff available until November. Concepts being considered/Schematic design occurred during October. Submitted for Board Approval April 2023. <b>Anticipate project complete August 2023.</b>	\$212,000

### IN PROGRESS

Project Name	Origin/Scope	Anticipated Benefit/Timing	Anticipated Cost
#27 CDB Road Repair & Concrete	<p>Origin: Facilities Leadership</p> <p>Scope: The asphalt surface of our primary roads on the east portion of campus have begun to deteriorate, This project removes the top 2 inches of asphalt and replaces with a new top asphalt course a College Road, Tallgrass and Prairie drives.</p>	On March 21, 2109 the Board approved moving forward with the project where the College will provide 25% of the funds to perform the work, the Capital Development Board funded 75% of the work. During Fall 2021, contractor was awarded work. Local 150 strike which thwarted delivery of aggregate has ended. CBD is re-energizing the project. <b>Project Anticipated Completion and re-estimate of costs due schedule delay to be reported after further information received from CDB.</b>	\$574,359.96
#28 CDB Various Mechanical System Improvements	<p>Origin: Facilities Leadership</p> <p>Scope: Boilers for heating the Carol Stream facility will be replaced. Insulation replacement and minor metal repairs will take at the Berg Instruction Center Boiler system.</p>	On June 20, 2019 the Board approved moving forward with the project where the College will provide 25% of the funds to perform this work, the Capital Development Board funded 75% of the work. Design of the project was completed February 2021. CDB has not yet issued this for bid. Boiler work can only occur during summer months. <b>Project Anticipated Completion and re-estimate of costs due schedule delay to be reported after further information received from CDB.</b>	\$444,999.96
#29 CDB - Pond Stabilization and Drainage Improvements	<p>Origin: Facilities Leadership</p> <p>Scope: Stabilize banks of the detention ponds near the McAninch Arts Center, the west side of Lambert Road and improved drainage to the pond near College Road and Park. Efforts to enhance the pond plant life for academic purposes, creating minor bench or restful areas, and an overlook at the west pond near Lambert road are anticipated.</p>	On August 20, 2020 the Board approved moving forward with the project where the College will provide 25% of the funds, the Capital Development Board funded 75% of the work. CDB's designer contract was executed March 2021. Schematic Design began in May 2021. Design Development Phase began Oct 2021. Project designer is on hold pending CDB approval of geotechnical design change order. November 2022, CDB advised project is over budget and Value Engineering studies will begin. <b>Project Anticipated Completion and re-estimate of costs due schedule delay to be reported after further information received from CDB.</b>	\$4,336,400

## IN PROGRESS (Continued)

Project Name	Origin/Scope	Anticipated Benefit/Timing	Anticipated Cost
#30 CDB - Replace Large Skylights at Berg Instructional Center	Origin: Facilities Leadership  Scope: The two original 30 foot by 90 foot skylights above student common areas in the BIC building have had growing maintenance costs to prevent leaks in the last 5 years. This project replaces the circa 1981 skylights with new which are predicted be leak free for 20 years.	On May 20, 2021 the Board approved moving forward with the project where the College will provide 25% of the funds, the Capital Development Board funded 75% of the work. CDB has awarded the design contract. Designer performed site review September 2021. Scope Analysis held February 2022. Drawing Progress as of April 2022 is at the 50% design development stage. <b>Project Anticipated Completion and re-estimate of costs due schedule delay to be reported after further information received from CDB.</b>	\$1,342,625
Digital Fabrication Studio - Construction	Origin: Academic Leadership  Scope: Design modifications to existing MAC sculpture studio to house a digital Fabrication Studio.	FY 23 Budget Approved June 23, 2022. The space will provide art students with important opportunities to engage with advanced digital equipment to envision, think, and create new ideas and forms, the space would also allow for students in other program areas a centralized space for exploring and experimenting with a variety of digital media. This Project will be partially funded by DCEO grant. GC contract was awarded in May. Work is underway <b>Anticipated Completion December 2023.</b>	\$354,000
Student Service Center Renovation - Multiyear Project	Origin: Academic Department Leadership  Scope: Design, schedule and estimate costs to rearrange space use of 3 levels in the SSC. This project includes renovation of 2nd and 3rd levels and reassignment of space use for specific areas of SRC levels 1 and 2.	FY 22 Budget Approved June 24, 2021. A key component of the 2019 Facilities Master Plan, this project completely re-organizes and improves the student transition and on-boarding experience in the Student Resource Center (SRC) and the Student Services Center (SSC) by relocating and expanding Student Affairs functions including Admissions, Financial Aid, Advising, Counseling, MyAccess Computer Lab, and Multipurpose Meeting Room. Design proposal interviews were completed in August. Board approval for designer received October 2021. Pre-design completed June 2022. Preferred Design, Phase 2 of Design Contract and Construction Manager for Pre-Construction Phase approved August 2022. Final Phase of Design approved July 2023. <b>Anticipating drawings ready for bid late Fall 2023, with staff relocations occurring winter 2023/2024. Project to Complete June 2025.</b>	\$30,000,000  <b>Total Project multi-year costs includes all design, construction furniture and misc.</b>
Furniture at Inn of Water's Edge Lounge/Hallway	Origin: Academic Leadership  Furniture and finishes in the guest lounge and hallway need to be updated as they are outdated and showing signs of wear. This request was originally part of the FY 2020 upgrade, however, was not funded.	FY 23 Budget Approved June 23, 2022. This project includes freshening the lobby wall paper, carpet in the lobby and corridor, public area furniture and common area ice machine. As of late March, all materials have been chosen. Procurement began in April. Furniture order has been placed. <b>Anticipated project complete in December 2023.</b>	\$135,080
Westmont Regional Center Digital Entrance Sign	Origin: Academic Leadership  Replace existing sign off of entry drive with digital display entry sign, adding capability to advertise programs/classes to passing traffic.	FY 23 Budget Approved June 23, 2022. Design contract complete, Site survey for existing sign and power completed in December. Permitting discussion began in November, with bidding documents are complete. <b>It is anticipated this work will complete in October 2023.</b>	\$35,000
Server Modification Design	Origin: Facilities College Leadership  The Cafeteria Server requires updating to bring a contemporary ambiance to the patrons. This Project provides for design of the space in FY 23. Construction may occur in future years.	FY 23 Budget Approved June 23, 2022. Meetings with the Business Services group begin in October to determine conceptual scope. It was determined that revisions to the server should wait until after the new dining services contract is executed, targeted July 2023. There will be no activity on this project this Fiscal Year. <b>Designer for Project has been procured.</b>	\$85,000
Motion Capture Studio	Origin: Academic Leadership  Convert BIC Classrooms into 2000 SF Studio to bring enhanced motion capture technology to Motion Picture/Television Arts and CIS Programs. COD would be one of few schools having this technology, which is anticipated to be used by other teaching departments available.	FY 23 Budget Approved June 23, 2022. Initial meetings between intended designer and client have taken place in August and September to determine scope. This project requires converting general purpose classrooms to the studio space. Design contract has been executed. Room location was finalized in February. Design will re-energize in March. The electronic equipment, due to lead time, will be purchased through an RFP, separate from the construction portion. Board Approval for construction contract award occurred July 2023. <b>The project is anticipated as ready for operation Spring semester 2024.</b>	\$423,040

## IN PROGRESS (Continued)

Project Name	Origin/Scope	Anticipated Benefit/Timing	Anticipated Cost
Renovate IRC HVAC System	<p>Origin: Facilities Leadership</p> <p>The current HVAC System in IRC has trouble maintaining space temperatures to comfort levels. Design studies begin in FY 22. This project would simplify HVAC system equipment controls and reduce required maintenance.</p>	FY 23 Budget Approved June 23, 2022. This project will begin in terms of design, bid and construction at after the HVAC Study is complete, reviewed and decision to implement recommendations is made. Discussions with the IRC Architect have taken place and lead the College to believe that to assure the most proper and economical solution is provided to overcome HVAC deficiencies, a separate designer will be required. <b>The completion of the converted system is targeted for late Spring 2024.</b>	\$864,000
Health Science Division Office Entry and Office Revisions - HSC	<p>Academic Leadership</p> <p>Reconfigure main Entry for more secure and usable reception. Increase visibility with better signage. Add private office in storage room.</p>	FY budget approved March 2023. The revisions provide a more workable reception setting for students. Private office provides location for added staff that cannot properly execute their confidential nature work in open area. Designer has been contracted and met with staff in April. Bid documents anticipated as available in July. <b>Construction completion targeted January 2024.</b>	\$113,000
TEC Greenhouse Lighting	<p>Horticulture Department</p> <p>LED lighting in the Greenhouse will provide needed lighting for students to learn to grow various crops in greenhouse setting and introduce new technology to the student for their lab use.</p>	FY 23 Budget Approved June 23, 2022. Existing lights will be removed in bay 3 and replaced with new multi-temperature LED fixtures. Work includes addition of circuits to feed programming panel. Kick off meeting with Horticulture department has occurred to define needs. College has been awarded IGEN grant funding for partial funding of this work. Designer contract has been executed. Design has begun for grow lighting fixtures and additional electric requirements. Design came in over budget and is being revised. <b>Work anticipated to be complete Fall 2023.</b>	\$65,000
Solar Water Heater	<p>Origin: Facilities College Leadership</p> <p>Study buildings on campus for best application of converting existing gas fed water heater and convert at the preferred location from gas fed water heater to solar powered water heater.</p>	FY budget approved..... The incorporation of a solar power water heater is anticipated to have a 7 year payback period and will reduce the College's natural gas consumption footprint once completed. Project Funding is approved in February 2023. Design began June 2023. Project Completion will be determined after design is finalized. <b>Current operational target is late Spring 2024.</b>	\$65,000
Advancement Staff Office	<p>Advancement Leadership</p> <p>Advancement has added staff and will convert a workstation into a private office .</p>	FY budget approved March 2023. Additional enclosed office will provide a more appropriate setting for Advancement conversations and work efforts. In April, designer has been contracted, developed conceptual design for client review. <b>Anticipate office complete prior to September 2023.</b>	\$75,000
Student Center for Justice Studies and Fire Science - HEC	<p>Academic Leadership</p> <p>Re-utilize space for to provide essential student services, flexible student engagement and micro work center for Fire Science, Justice studies and other HEC based students eliminating need to travel to other areas of the campus,</p>	FY Budget approved March 2023. Repurposes unused space to provide students ability to register for programs, schedule advising appointments, explore courses and have access to printer. Designer has met with customer and is developing conceptual sketches. <b>Anticipate project complete December 2023.</b>	\$75,000
Green House Slab Design	<p>Academic Leadership</p> <p>Horticulture programs continue to grow which requires expansion of greenhouse "classrooms"</p>	FY 24 Budget approved June 2023. This phase of a potential future project to place a slab and "hoop house" just east of HTC building is for design and cost estimation only. Pending approval of the plan and estimate, the project may continue with construction July 1, 2024. The completion of this phase of the project is anticipated March 2024.	\$40,000
Hy-Flex Classrooms - PH2	<p>Academic Leadership</p> <p>The education landscape has changed requiring new flexibility in teaching modes to accommodate student needs and remain competitive with other education providers.</p>	FY 24 Budget Approved June 2023. The Facility Department will provide the infrastructure and support as needed by the IT department to energize up to 10 classrooms that are being converted to Hy-Flex, which enables remote learning and participation for students unable to take classes in person. This project timetable is targeted for completion prior to Fall 2024.	\$75,000

## IN PROGRESS (Continued)

Project Name	Origin/Scope	Anticipated Benefit/Timing	Anticipated Cost
Athletic Locker Rooms/E-Sport Feasibility Study	Academic Leadership	FY 24 Budget Approved June 2023. This project is limited to conceptual studies to determine potential building location, foot print, room uses and project estimate. Board Approval for this phase anticipated August 2024. Should future decision to move forward, this document provides the starting point for further refinement of design and construction, which will alleviate space concerns for Athetic Sports Programs	\$75,000
	Athletic Department is increase team sports and will shortly run out of locker, training and office space to support the added programs which include E-sports..		
Speech Lab Number 4	Academic Leadership	FY 24 Budget Approved June 2023. Updating the Speech lab will create a more collaborative and interactive environment for students and faculty with improved audio visual capabilities and playback/critique features that will improve the learning experience and outcomes. Design Contract in progress. Targeting Construction beginning February 2024. <b>Project completoion June 2024.</b>	\$250,240
	Upgrade existing classroom on BIC first floor to new technology, repeating design and implementation from succesful previous year Speech Lab projects		
Softball Outfield Drainage - Design	Facilities Department	FY 24 Budget approved June 2023 to move forward with design, construction estimate and permit drawings that would, if implemented, remove drainage concerns in the outfield. Pending confirmation of reasonable cost, the College would implement the work July 12024 for completion Fall 2024, allowing a more consistent home game usage of the field for COD teams and a more attractive rentable space. Design contract completed. Survey of the site began 5 July 2023. <b>Design and bid phase completed March 2024.</b>	\$40,000
Staff Offices at TEC First Floor	Business and Applied Technology - Horticulture	FY 24 Budget approved August 2023. This project converts a large multiuse space into a space that has interior common areas and three offices, with furniture to support the program needs. Designers have been interviewed. Anticipate construction complete January 2024. 2024.	\$155,000
	Program growth requires new staff and faculty and related office space in TEC.		

AUGUST 24, 2023

COLLEGE OF DuPAGE  
REGULAR BOARD MEETING  
BOARD APPROVAL

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SUBJECT

Construction Change Orders for Board Information

REASON FOR CONSIDERATION

Change orders will be funded from the designated project's overall budget and fall within the approved budget. These change orders are presented for information only because they fall below the \$100,000 and percentage of contract thresholds established in Administrative Procedure 2.23 (Construction Contracts) for Board approval.

BACKGROUND INFORMATION

These Change Orders are issued for Board Information in accordance with Administrative Procedure 2.23

Fund 03 Budget Related Projects

*College Requested Change:* Digital Fabrication Studio, Integral Construction, Inc #01

*College Requested Change:* Digital Fabrication Studio, Integral Construction, Inc #02

Fund 02 Budget Related Projects

*Unforeseen Condition Change:* Main Campus Building ID Sign Project, Parvin Clauss Sign Company #01

*Unforeseen Condition Change:* Grounds Irrigation Start Up and Shut Down, Aqua Designs Inc. #01

RECOMMENDATION

No action required. These Change Orders are issued for Board Information in accordance with

Administrative Procedure 2.23 8.F where change orders for publicly bid work which do not require Board of Trustees approval will be submitted periodically for ratification.

**STAFF CONTACT**

Don Inman - Director of Facilities

Ellen Roberts - Vice President of Administrative Affairs

[\*\*Change Orders for Information August 2023 BOT rev 16 Aug.pdf\*\*](#)

## **CONSTRUCTION CHANGE ORDERS FOR INFORMATION**

### **a) FUND 03 BUDGET RELATED PROJECTS**

- **DIGITAL FABRICATION STUDIO – INTEGRAL CONSTRUCTION, INC #01:**

**\$1,500.00.** *College Requested Change.* Change metal door and frame gauge from 12 gauge to 16 and 18 gauge. Originally bid gauge is more than necessary for the use in this project as documented in Construction Change Directive dated July 10, 2023. The change reduces cost to the contractor which is passed onto College.

Contractor	Original Contract	Change Order Amount to Date	Amount of This Change Order	New Contract Value
Integral Construction, Inc.	\$398,320.00	\$0.00	(\$1,500.00)	\$396,820.00
<b>Total this CO</b>			<b>(\$1,500.00)</b>	

- **DIGITAL FABRICATION STUDIO – INTEGRAL CONSTRUCTION, INC #02:**

**\$7,500.00.** *College Requested Change.* Remove provision and installation of vinyl wall graphics from this contract. Work will be implemented by COD students and staff. The change reduces cost to the contractor which is passed onto College.

Contractor	Original Contract	Change Order Amount to Date	Amount of This Change Order	New Contract Value
Integral Construction, Inc.	\$398,320.00	(\$1,500.00)	(\$7,500)	\$389,320.00
<b>Total this CO</b>			<b>(\$7,500)</b>	

### **b) FUND 02 BUDGET RELATED PROJECTS**

- **MAIN CAMPUS BUILDING ID SIGN PROJECT– PARVIN CLAUSS SIGN COMPANY #01 \$1,750.00.**

*Unforeseen Conditions Change.* Replace broken brackets at MAC tower building identification sign that were discovered during implementation of the LED lighting and sign face replacement. This change order compensates Contractor for the additional repairs necessary to properly finish their work at the sign.

Contractor	Original Contract	Change Order Amount to Date	Amount of This Change Order	New Contract Value
Parvin-Clauss Sign Company	\$340,795.00	\$0.00	\$1,750.00	\$342,545.00
<b>Total this CO</b>			<b>\$1,750.00</b>	

- **GROUNDS IRRIGATION START UP AND SHUT DOWN – AQUA DESIGNS INC.**

**#01 \$26,475.00** *Unforeseen Condition Change.* The College irrigation system is drained down in the Fall and filled in the Spring in order to prevent water freezing in the system and subsequent damage to the vast network of pipes, valves and irrigation spray heads. Typically, each Spring during the annual fill and system start up activity, a few components of the system are found to have breaks in pipe joints or leaks due to winter freeze-thaw movement of the soil along with valve or spray seals and wiring connections that have, over time in the exterior environment, worn out. The repair of gate valves, water carrying mainlines and replacement of broken irrigation spray heads are minor in scope relative to the several miles of irrigation spread across the campus. These are common, expected maintenance tasks. Since the location and quantity of repair areas vary from year to year, these random repairs cannot be included in any multi-year lump sum bid scope. Rather they are identified annually each Spring as the system is filled and pumps turned back on, and taken care of by the incumbent service contractor on a time and material basis. This change order compensates Aqua Designs inc. for necessary repairs repairs to the campus Irrigation system which were discovered during start up in May of 2023.

Contractor	Original Contract	Change Order Amount to Date	Amount of This Change Order	New Contract Value
Aqua Designs Inc.	\$398,595.00	\$0.00	\$26,475.00	\$425,070.00
<b>Total this CO</b>			<b>\$26,475.00</b>	

AUGUST 24, 2023

COLLEGE OF DuPAGE  
REGULAR BOARD MEETING  
**BOARD APPROVAL**

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**SUBJECT**

Gifts Status Report

**REASON FOR CONSIDERATION**

The Board is provided with a monthly update of gifts.

**BACKGROUND INFORMATION**

The attachment reports the current status of cash donations and in-kind gifts to the College of DuPage Foundation.

**STAFF CONTACT**

Karen Kuhn, M.S., CFRE Executive Director, College of DuPage Foundation

[Gifts Report 07.23.23.pdf](#)

[In-Kind Report August BOT.pdf](#)

**College of DuPage Foundation**  
**FY23 Gift Summary Report**

Completed fiscal year 7/1/22 - 6/30/23

Fund ID	Fund Description	Gift Count	Cash	Stock	Pledge Balance	In-Kind	Planned	Total
G620 / 35	A.R.C. Memorial Scholarship	22	\$865.00	\$0.00	\$0.00	\$0.00	\$0.00	\$865.00
G732 / 35	Advocate Health Care CNA Scholarship	1	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,000.00
G858 / 35	AFA Applied Music Fee Award	3	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00
G342 / 35	American Meteorological Society Scholarship	2	\$1,550.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,550.00
R695 / 30	Athletic Department	58	\$612.00	\$0.00	\$0.00	\$0.00	\$0.00	\$612.00
G825 / 40	August Zarcone Memorial Scholarship Endowment	1	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00
D612 / 20	Automotive Service Technology Program	1	\$0.00	\$0.00	\$0.00	\$2,472.00	\$0.00	\$2,472.00
G932 / 35	Automotive Technology Scholarship	12	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
R607B / 30	Belushi Artist-In-Residence Program	26	\$104.00	\$0.00	\$0.00	\$0.00	\$0.00	\$104.00
G751 / 35	Bensenville Community Foundation Scholarship	1	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
G746 / 35	Brad and Ann Marie Engineering Scholarship	1	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
G348 / 35	Brian Fugiel Memorial Scholarship	1	\$522.00	\$0.00	\$0.00	\$0.00	\$0.00	\$522.00
G928 / 35	BTE Stage Management Scholarship	1	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
D624 / 20	Buffalo Theatre Ensemble Program	67	\$13,262.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,262.00
G853 / 35	Capper and Marilou Grant Paralegal Scholarship	1	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00
G887 / 40	Caputo Scholarship Endowment	24	\$5,123.13	\$0.00	\$0.00	\$0.00	\$0.00	\$5,123.13
G700 / 35	Carol Stream Community College Scholarship	27	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$540.00
G475 / 35	Carter Carroll Excellence in History Award	16	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
G123 / 35	Catherine M. Brod Scholarship for Speech and Theatre	1	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
D690 / 20	Center for Entrepreneurship Fund for Workforce Development	11	\$225.00	\$0.00	\$0.00	\$0.00	\$0.00	\$225.00
G273 / 35	Certificate of GED Scholarship	12	\$8,080.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,080.00
G730 / 35	Chaparral Alumni Network Annual Scholarship	85	\$72,888.34	\$0.00	\$0.00	\$901.00	\$0.00	\$73,789.34
G829 / 40	Chaparral Alumni Network Scholarship Endowment	1	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00
G971 / 35	Chief George Graves Scholarship	14	\$140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$140.00
G168 / 25	Christopher & Karen Thielman Culinary & Hospitality Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
G167 / 25	Christopher & Karen Thielman International Field Studies Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
R622 / 30	Cleve Carney Art Gallery Fund	2	\$500.00	\$0.00	\$0.00	\$5,500.00	\$0.00	\$6,000.00
G827 / 40	Cleve Carney Endowed Art Fund	27	\$135.00	\$0.00	\$0.00	\$0.00	\$0.00	\$135.00
D600 / 20	Cleve Carney Museum of Art Membership	57	\$3,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,200.00
D706 / 20	COACH Program	1	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
G882 / 25	COD Succeeds Scholarship	61	\$6,047.50	\$0.00	\$0.00	\$0.00	\$0.00	\$6,047.50
G869 / 35	CODAA Founders Scholarship	1	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
G215 / 35	College of DuPage Faculty Association Scholarship	27	\$1,260.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,260.00
G906 / 25	College of DuPage Foundation's Achievers Scholarship	1	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
G912 / 25	College of DuPage Foundation's Impact Scholarship	1	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
G915 / 25	College of DuPage Foundation's Returning Adult Scholarship	19	\$140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$140.00
G918 / 25	College of DuPage Foundation's Single Parent Scholarship	84	\$3,158.60	\$0.00	\$0.00	\$0.00	\$0.00	\$3,158.60
G904 / 25	College of DuPage Foundation's Textbook Scholarship	26	\$130.00	\$0.00	\$0.00	\$0.00	\$0.00	\$130.00
G703 / 35	Community Unit School District 200 (Wheaton/Warrenville) Scholarship	15	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
D627 / 20	Culinary & Hospitality Program	2	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00
G309 / 35	Culinary Student Scholarship (Teen Culinary Challenge)	6	\$1,550.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,550.00
G977 / 35	DeLara Family Scholarship	27	\$3,520.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,520.00
R629 / 30	Dental Hygiene Program	2	\$350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$350.00
G722 / 35	Developmental Education Endowed Scholarship	2	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00
G721 / 40	Developmental Education Scholarship Endowment	1	\$9,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,000.00
G741 / 35	Diagnostic Medical Imaging Endowed Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
G740 / 40	Diagnostic Medical Imaging Scholarship Endowment	1	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00
G752 / 35	Don Dame Memorial Scholarship	17	\$3,070.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,070.00

**College of DuPage Foundation**  
**FY23 Gift Summary Report**

Completed fiscal year 7/1/22 - 6/30/23

Fund ID	Fund Description	Gift Count	Cash	Stock	Pledge Balance	In-Kind	Planned	Total
G455 / 35	Donald Carter Memorial Scholarship	23	\$230.00	\$0.00	\$0.00	\$0.00	\$0.00	\$230.00
G306 / 35	Donald J. Craft Memorial Scholarship	4	\$1,375.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,375.00
R699A / 30	Dr. Donald and Helen (Gum) Westlake Endowed Fund for Student Productior	5	\$1,350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,350.00
G857 / 35	Dr. Gina Santori Nursing Scholarship	1	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00
G847 / 35	Dr. Maureen N. Dunne Autism Student Success Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
G975 / 35	Dr. Robert J. Frank Endowed Scholarship	16	\$560.00	\$0.00	\$0.00	\$0.00	\$0.00	\$560.00
G979 / 40	Dr. Robert J. Frank Scholarship Endowment	1	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
G528 / 35	E.R. Valintis Scholarship	1	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00
G874 / 35	Earl E. and Teresa L. Dowling Student Success Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
G974 / 35	Edwin and Barbara Dannewitz Perioperative Arena Scholarship	26	\$520.00	\$0.00	\$0.00	\$0.00	\$0.00	\$520.00
G105 / 25	Eileen M. Ward Endowed Textbook/Instructional Materials Scholarship	28	\$5,656.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,656.00
G892 / 35	Eileen M. Ward Textbook/Instructional Materials Endowed Scholarship	3	\$700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$700.00
G724 / 35	Eleanor Nellemann Health and Wellness Endowed Scholarship	1	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00
D703 / 30	Engineering Program	34	\$1,610.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,610.00
G856 / 35	Eric Martinson Memorial Scholarship	189	\$2,145.13	\$0.00	\$0.00	\$0.00	\$0.00	\$2,145.13
D692 / 20	Fashion Program	147	\$3,190.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,190.00
R612 / 30	Fine Arts Program	27	\$1,040.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$2,040.00
G347 / 35	Flexible Steel Lacing Endowed Scholarship	1	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00
G448 / 35	Forbes Electric/Keller Margery Maurer Endowed Scholarship	1	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00
G749 / 35	Foster Forward Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
D704 / 30	FUEL Pantry Support	376	\$25,267.63	\$0.00	\$0.00	\$1,400.00	\$0.00	\$26,667.63
G902 / 25	G.E.D. Scholarship	1	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
D626 / 20	General Athletic Program	10	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
G808 / 40	General Scholarship Endowment	22	\$5,155.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,155.00
G900 / 25	General Scholarship Fund	816	\$22,529.90	\$0.00	\$0.00	\$0.00	\$0.00	\$22,529.90
R661 / 30	George Macht Culinary & Hospitality Program	10	\$7,635.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,635.00
G589 / 35	George Macht Endowed Scholarship	17	\$165.00	\$42,302.04	\$0.00	\$0.00	\$0.00	\$42,467.04
G826 / 40	George Macht Scholarship Endowment	2	\$1,791.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,791.00
G707 / 35	Glenbard High School District 87 Scholarship	43	\$190.00	\$0.00	\$0.00	\$0.00	\$0.00	\$190.00
G926 / 35	Glenn Hansen Leadership Scholarship	95	\$2,773.52	\$0.00	\$0.00	\$0.00	\$0.00	\$2,773.52
G989 / 35	Global Justice Scholarship	1	\$18,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,000.00
G959 / 35	H. J. Kleemann Engineering Scholarship	2	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
G384 / 35	Harkins Scholarship for Excellence in Sociology	26	\$260.00	\$0.00	\$0.00	\$0.00	\$0.00	\$260.00
R644 / 30	Hearing Impaired Program	8	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
G509 / 35	Herb Salberg PE Scholarship	26	\$164.00	\$0.00	\$0.00	\$0.00	\$0.00	\$164.00
R648 / 30	Homeland Security Program Support	1	\$164,380.00	\$0.00	\$0.00	\$0.00	\$0.00	\$164,380.00
R643 / 30	Honors Program	26	\$156.00	\$0.00	\$0.00	\$0.00	\$0.00	\$156.00
D629 / 20	Horticulture Program	25	\$600.00	\$0.00	\$0.00	\$2,015.00	\$0.00	\$2,615.00
R645 / 30	Hui Nursing Superior Performance Award	1	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
R700 / 30	International Education Resource Center Program	1	\$500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500,000.00
G201 / 35	Iyer Chemistry Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
G727 / 35	Jeanne Bowen Scholarship	2	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00
G843 / 35	Jerry J. Fajkus Memorial Scholarship	26	\$164.00	\$0.00	\$0.00	\$0.00	\$0.00	\$164.00
G880 / 35	John B. Schreiber III Lifelong Learning Scholarship	26	\$130.00	\$0.00	\$0.00	\$0.00	\$0.00	\$130.00
G230 / 35	John Belushi Memorial Scholarships for Music and Theater	14	\$850.00	\$0.00	\$0.00	\$0.00	\$0.00	\$850.00
G927 / 35	John Modschiedler, Advisor Emeritus, Phi Theta Kappa Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
G417 / 35	Julie Svec Memorial Scholarship	26	\$188.00	\$0.00	\$0.00	\$0.00	\$0.00	\$188.00
G726 / 35	Jump Start Scholarship	1	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00

**College of DuPage Foundation**  
**FY23 Gift Summary Report**

Completed fiscal year 7/1/22 - 6/30/23

Fund ID	Fund Description	Gift Count	Cash	Stock	Pledge Balance	In-Kind	Planned	Total
G735 / 35	Kathleen Yosko Endowed Nursing Scholarship	1	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
G736 / 40	Kathleen Yosko Nursing Scholarship Endowment	2	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00
G952 / 35	Kathy Testa Memorial Challenge Scholarship	1	\$6,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,500.00
R660 / 20	Library Development	2	\$550.00	\$0.00	\$0.00	\$0.00	\$0.00	\$550.00
R659 / 20	Library Program Endowment	52	\$390.00	\$0.00	\$0.00	\$0.00	\$0.00	\$390.00
R672 / 30	Lifelong Learning Program	12	\$5,020.00	\$0.00	\$0.00	\$1,625.00	\$0.00	\$6,645.00
G155 / 25	Lifelong Learning Scholarship	18	\$3,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,100.00
R840 / 30	Linda and Robert Jenkins Equipment Mgr Student Aides Support	14	\$140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$140.00
G986 / 35	Luke Laudolff Memorial Scholarship	1	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
G720 / 35	Lydia Molinari Olson Memorial Radiation Therapy Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
R705 / 30	MACtastic Treat Seats - Tickets for Kids and Families Endowed Program	1	\$1,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,600.00
E225 / 20	Major Exhibition Fund	399	\$216,438.19	\$0.00	\$700.00	\$63,995.89	\$0.00	\$281,134.08
G940 / 35	Margarita Salazar Respiratory Therapy Scholarship	1	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
G729 / 35	Maria Martinez Cosmetology Scholarship	16	\$1,780.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,780.00
G943 / 35	Marriott Chicagoland Business Council Hospitality Scholarship	1	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00
R662 / 30	Marsh Project Support	1	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
G314 / 35	Mary Daly Endowed Scholarship	1	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00
G446 / 35	Mary Mack Textbook Scholarship	9	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00
R619 / 30	McAninch Arts Center General Fund	323	\$86,059.54	\$0.00	\$929.30	\$15,582.35	\$0.00	\$102,571.19
G800 / 40	McAninch Endowment for the Arts Fund	31	\$495.00	\$0.00	\$0.00	\$0.00	\$0.00	\$495.00
G728 / 35	McGraw Hill Education VITA Scholarship	3	\$4,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,500.00
D694 / 20	Meteorology Program	6	\$2,860.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,860.00
G266 / 35	Michael Browning Memorial Scholarship	1	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
G725 / 35	Mirta Pagnucci Siena Italy Study Abroad Scholarship	28	\$1,617.10	\$0.00	\$0.00	\$0.00	\$0.00	\$1,617.10
G454 / 35	Morrissey Dental Hygiene Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
D693 / 20	Music Program	45	\$261.00	\$0.00	\$0.00	\$0.00	\$0.00	\$261.00
SC502 / 20	NAMI Fund	5	\$11,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,700.00
G934 / 35	Nancy Ann Rutledge Memorial Pre-Nursing Scholarship	2	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00
G501 / 35	Naperville Rotary Charities and the Rotary Club of Naperville Scholarship	1	\$57,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$57,500.00
G976 / 35	Naperville Woman's Club Scholarship	1	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00
D660 / 20	New Philharmonic Orchestra	349	\$213,442.00	\$0.00	\$6,445.00	\$0.00	\$0.00	\$219,887.00
G130 / 25	Nursing Alumni Scholarship	3	\$260.00	\$0.00	\$0.00	\$0.00	\$0.00	\$260.00
G753 / 40	Out-of-District Horticulture Student Scholarship Endowment	1	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00
G881 / 35	Paralegal Program Scholarship	1	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
D710 / 40	Paralegal Program Student Success Endowment	1	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00
D707 / 20	Paralegal Student Success Fund	1	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
G429 / 35	Phi Theta Kappa Scholarship (Justine Kawalek Memorial)	1	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00
G860 / 35	Professor Chris Goergen Political Science Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
G983 / 35	Raymond and Virginia Link Vocational Scholarship	12	\$925.00	\$0.00	\$0.00	\$0.00	\$0.00	\$925.00
G100 / 10	Resource for Excellence Fund	340	\$57,817.21	\$0.00	\$0.00	\$2,000.00	\$0.00	\$59,817.21
R656 / 30	Ronald Lemme Lecture Series	28	\$1,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,256.00
G840 / 35	Sally N. Fairbank Endowed Paralegal Textbook Scholarship	28	\$870.00	\$0.00	\$0.00	\$0.00	\$0.00	\$870.00
G866 / 40	Sally N. Fairbank Paralegal Textbook Scholarship Endowment	1	\$6,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,400.00
G744 / 35	Salt Creek Family Dental Scholarship	2	\$1,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$5,000.00
G835 / 35	Scalise Family Fashion Program Scholarship	13	\$1,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,300.00
G748 / 35	Second Chance Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
G469 / 35	Second Year Nursing Scholarship	30	\$4,656.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,656.00
G883 / 35	Selena Kuch Nursing Scholarship	32	\$2,230.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,230.00

**College of DuPage Foundation**  
**FY23 Gift Summary Report**  
Completed fiscal year 7/1/22 - 6/30/23

Fund ID	Fund Description	Gift Count	Cash	Stock	Pledge Balance	In-Kind	Planned	Total
G743 / 40	Selena Kuch Nursing Scholarship Endowment	10	\$14,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,500.00
G875 / 35	SEN-HWA Foundation Culinary Scholarship	1	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00
G876 / 35	SEN-HWA Foundation Scholarship for Student Success	1	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00
G739 / 35	Shirley M. Jannusch Memorial Endowed Scholarship	2	\$350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$350.00
G738 / 40	Shirley M. Jannusch Memorial Scholarship Endowment	85	\$32,138.50	\$603.51	\$0.00	\$0.00	\$0.00	\$32,742.01
G101 / 10	Short Term Purpose	10	\$4,392.09	\$0.00	\$0.00	\$0.00	\$0.00	\$4,392.09
E226 / 20	Sip & Savor Wine Tasting Event	71	\$16,880.00	\$0.00	\$0.00	\$1,124.00	\$0.00	\$18,004.00
D670 / 30	STEM Opportunities	1	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00
G742 / 35	Steven and Gayle Tyriver Scholarship	3	\$1,500.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$7,500.00
G115 / 25	Student Crisis Emergency Support	758	\$25,563.06	\$0.00	\$0.00	\$0.00	\$0.00	\$25,563.06
G848 / 35	Student Life Leadership Award	1	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
G931 / 35	Student Need Scholarship	3	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00
G520 / 35	Study Abroad Scholarships	69	\$2,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,100.00
G878 / 35	Susan Alice Scanlan Krenek Memorial Endowed Scholarship	1	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00
G877 / 40	Susan Alice Scanlan Krenek Memorial Scholarship Endowment	1	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
G733 / 35	Susan and Dan Spooner Education Scholarship	4	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
D709 / 20	Sustaining the Arts Fund	14	\$790.00	\$0.00	\$0.00	\$0.00	\$0.00	\$790.00
G563 / 35	The Honorable Bonnie M. Wheaton Endowed Scholarship	27	\$1,650.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,650.00
G884 / 35	The Isreal "Izzy" Malave Scholarship for Educators	145	\$2,133.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,133.00
G734 / 35	TKDA and Cedar Street Architecture Scholarship	2	\$1,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$5,000.00
G326 / 35	Tom Galloway Memorial Scholarship	2	\$2,656.08	\$0.00	\$0.00	\$0.00	\$0.00	\$2,656.08
G737 / 35	Tom Robertson Memorial Scholarship	86	\$9,239.08	\$0.00	\$0.00	\$0.00	\$0.00	\$9,239.08
G745 / 35	Tony Laskowski and Pat Dziak Memorial Scholarship	2	\$1,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$5,000.00
G938 / 35	Troy Scholarship for Engineering	26	\$520.00	\$0.00	\$0.00	\$0.00	\$0.00	\$520.00
G939 / 35	Troy Scholarship for Nursing	26	\$520.00	\$0.00	\$0.00	\$0.00	\$0.00	\$520.00
D632 / 20	Veteran Services Program	10	\$830.00	\$0.00	\$0.00	\$2,164.96	\$0.00	\$2,994.96
G846 / 35	Vistex Scholarship	1	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
G135 / 25	Vocational Skills Program Support for Special Populations	52	\$390.00	\$0.00	\$0.00	\$0.00	\$0.00	\$390.00
D697 / 20	WDCB Employer Matching Gift Revenue (EMG)	83	\$8,068.24	\$0.00	\$180.00	\$0.00	\$0.00	\$8,248.24
D700 / 20	WDCB Events	87	\$1,619.16	\$0.00	\$0.00	\$0.00	\$0.00	\$1,619.16
D687 / 20	WDCB Future Fund	6	\$13.52	\$0.00	\$0.00	\$0.00	\$0.00	\$13.52
D696 / 20	WDCB Individual Gifts	25551	\$969,069.57	\$0.00	\$0.00	\$0.00	\$0.00	\$969,069.57
D699 / 20	WDCB Merchandising	347	\$9,874.95	\$0.00	\$0.00	\$0.00	\$0.00	\$9,874.95
D695 / 20	WDCB Underwriting	133	\$123,673.76	\$0.00	\$0.00	\$0.00	\$0.00	\$123,673.76
G750 / 35	West Chicago Garden Club Scholarship	2	\$1,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$5,000.00
G966 / 35	William W. Steele Memorial Endowed Scholarship	1	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
D688 / 20	Women's Soccer Program	26	\$260.00	\$0.00	\$0.00	\$0.00	\$0.00	\$260.00
R701 / 30	Youth Leadership Program and Scholarships	36	\$230.00	\$0.00	\$0.00	\$0.00	\$0.00	\$230.00

**Grand Totals: \$3,158,725.80    \$42,905.55    \$30,254.30    \$99,780.20    \$0.00    \$3,331,665.85**

32,400 Gift(s) listed  
8,065 Donor(s) listed

College of DuPage Foundation

## FY24 Gift Summary Report

July 1, 2023 - July 23, 2023

**College of DuPage Foundation**  
**FY24 Gift Summary Report**  
July 1, 2023 - July 23, 2023

<b>Fund ID</b>	<b>Fund Description</b>	<b>Gift Count</b>	<b>Cash</b>	<b>Stock</b>	<b>Pledge Balance</b>	<b>In-Kind</b>	<b>Planned</b>	<b>Total</b>
D693 / 20	Music Program	2	\$19.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19.00
D660 / 20	New Philharmonic Orchestra	15	\$4,661.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$5,661.00
G100 / 10	Resource for Excellence Fund	12	\$279.04	\$0.00	\$0.00	\$0.00	\$0.00	\$279.04
R656 / 30	Ronald Lemme Lecture Series	1	\$6.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6.00
G840 / 35	Sally N. Fairbank Endowed Paralegal Textbook Scholarship	1	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
G469 / 35	Second Year Nursing Scholarship	1	\$6.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6.00
G883 / 35	Selena Kuch Nursing Scholarship	2	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00
G101 / 10	Short Term Purpose	2	\$4,128.50	\$0.00	\$0.00	\$0.00	\$0.00	\$4,128.50
E226 / 20	Sip & Savor Wine Tasting Event	1	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00
G115 / 25	Student Crisis Emergency Support	26	\$308.70	\$0.00	\$0.00	\$0.00	\$0.00	\$308.70
G520 / 35	Study Abroad Scholarships	2	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
G563 / 35	The Honorable Bonnie M. Wheaton Endowed Scholarship	1	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00
G884 / 35	The Isreal "Izzy" Malave Scholarship for Educators	6	\$69.50	\$0.00	\$0.00	\$0.00	\$0.00	\$69.50
G737 / 35	Tom Robertson Memorial Scholarship	2	\$28.18	\$0.00	\$0.00	\$0.00	\$0.00	\$28.18
G135 / 25	Vocational Skills Program Support for Special Populations	2	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00
D697 / 20	WDCB Employer Matching Gift Revenue (EMG)	2	\$10.00	\$0.00	\$240.00	\$0.00	\$0.00	\$250.00
D700 / 20	WDCB Events	17	\$1,020.49	\$0.00	\$0.00	\$0.00	\$0.00	\$1,020.49
D696 / 20	WDCB Individual Gifts	1475	\$21,174.27	\$0.00	\$0.00	\$0.00	\$0.00	\$21,174.27
D699 / 20	WDCB Merchandising	17	\$395.06	\$0.00	\$0.00	\$0.00	\$0.00	\$395.06
D695 / 20	WDCB Underwriting	10	\$6,748.70	\$0.00	\$0.00	\$0.00	\$0.00	\$6,748.70
D688 / 20	Women's Soccer Program	1	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00
R701 / 30	Youth Leadership Program and Scholarships	1	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00
<b>Grand Totals:</b>								
<b>\$66,120.67</b>								
<b>\$3,803.19</b>								
<b>\$240.00</b>								
<b>\$0.00</b>								
<b>\$0.00</b>								
<b>\$70,163.86</b>								

1,723 Gift(s) listed

1,624 Donor(s) listed

\*totals include payments on pledges

**VENDOR DONATIONS RECEIVED  
BY THE COLLEGE\***

Preliminary YTD as of June 30, 2023

**July 2022**

*Pepsi Beverages Company*

3,500.00	Athletics Program Support (per contract) FY2022
3,500.00	

*Pepsi Beverages Company*

1,000.00	Sustainability Support (per contract) FY2022
1,000.00	

**August 2022**

*Pepsi Beverages Company*

17,183.17	Sponsorship Payment (per contract) FY2021
17,183.17	

*Pepsi Beverages Company*

15,236.83	Sponsorship Payment (per contract) FY2022
15,236.83	

**September 2022**

*no activity*

**October 2022**

*no activity*

**November 2022**

*no activity*

**December 2022**

*no activity*

**January 2023**

*no activity*

**February 2023**

*Pepsi Beverages Company*

3,500.00	Athletics Program Support (per contract) FY2023
3,500.00	

*Pepsi Beverages Company*

1,000.00	Sustainability Support (per contract) FY2023
1,000.00	

*Pepsi Beverages Company*  
2,000.00 Fundraising Support (per contract) FY2023  
2,000.00

**March 2023**

*no activity*

**April 2023**

*Sodexo America, LLC*  
20,000.00 Annual Gift (per contract) FY2023  
20,000.00

**May 2023**

*no activity*

**June 2023**

*no activity*

\* Not received directly by the College of DuPage Foundation

**In-Kind Donations Report**  
June 27 - July 24, 2023

<b>Fund Description</b>	<b>Date</b>	<b>Constituent Name</b>	<b>Gift Value*</b>	<b>Reference</b>
Lifelong Learning Program	6/29/2023	CapTel Outreach 1500 Olympic Blvd  Santa Monica, CA	\$30.00	a live plant for the drawing
Cleve Carney Art Gallery Fund	6/29/2023	Ryan T. Christian  0S351 Summit Dr Winfield, IL 60190-1470	\$5,500.00	2 Karl Wirsum screen prints: 17D13 Dye O Rama Hyena (2017), Unshackled Bye You (2017)
Lifelong Learning Program	6/29/2023	DuPage County Commun 421 N County Farm Rd Wheaton, IL 60187-2570	\$30.00	a promotional bottle, fly swatter and umbrella for drawing
Automotive Service Technology Program	6/30/2023	Daniel H. Failey  614 S Quincy Hinsdale, IL 60521	\$2,472.00	a 2007 Lexus GS for student use in the Auto Lab
Lifelong Learning Program	6/29/2023	Glen Ellyn Food Pantry 493 Forest Ave Glen Ellyn, IL 60137-4104	\$40.00	a promotional basket with water bottle, kneeling pad and cookbook
Lifelong Learning Program	6/29/2023	Julie A. Konczyk 918 N President St Wheaton, IL 60187-4366	\$30.00	a book - Remarkably Bright Creatures
Lifelong Learning Program	6/29/2023	Pace Suburban Bus Servi 550 W Algonquin Rd Arlington Heights, IL 60005-4412	\$15.00	a promotional lunch bag for the drawing
McAninch Arts Center General Fund	6/29/2023	Dennis Rockett 200 Ainsley Dr West Chicago, IL 60185-4946	\$200.00	a full length blue fox coat in excellent condition
Lifelong Learning Program	6/29/2023	Senior News 50 & Better PO Box 478 Dundee, IL 60118-0478	\$180.00	10 one year subscription to Senior News 50 & Better

In-Kind Donations Report  
June 27 - July 24, 2023

Lifelong Learning Program	6/29/2023	Soundwave Hearing 619 Enterprise Dr Ste 205 Oak Brook, IL 60523-8836	\$1,000.00	a Sontro OTC Hearing Aid for the drawing
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**Grand Totals:** **\$9,497.00**

10 Gift(s) listed

10 Donor(s) listed

AUGUST 24, 2023

**COLLEGE OF DuPAGE**  
**REGULAR BOARD MEETING**  
**BOARD APPROVAL**

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**SUBJECT**  
Grants Status Report

**REASON FOR CONSIDERATION**  
The Board is provided with a monthly update of newly received and ongoing active grants received to date.

**BACKGROUND INFORMATION**  
The attached report documents the current status of operational public and private grants to the College of DuPage.

**STAFF CONTACT**  
Marcia Frank, Grants Manager  
College of DuPage  
[\*\*Grants Office Report for Board of Trustees August 2023 meeting.pdf\*\*](#)

College of DuPage Grants Office Report for Board of Trustees  
FY2024 Active Grants (July 1, 2023 - June 30, 2024)

Note: New Entries in Bold

ALLOCATED GRANTS										
<u>Grantor</u>	<u>Project Title</u>	<u>Department</u>	<u>Project Director</u>	<u>Type</u>	<u>FY2024 Amount</u>	<u>Total Award Amount</u>	<u>Start Date</u>	<u>End Date</u>	<u>Description</u>	
Dept. of Commerce and Economic Development	Small Business Development Center (SBDC)	COD Business Development Center	Westphal/ Lin	State	\$120,000	\$210,000	1/1/2023	12/31/2023	State funds for the COD Small Business Development Center to provide one-stop business management assistance to individuals and small businesses.	
Illinois Community College Board	Early Childhood Access Consortium for Equity	Academic Affairs	Zaar	Federal	\$484,449	\$2,004,163	8/1/2021	6/30/2024	Allocation to support the programming to increase the number of Early Childhood incumbent workers achieving credentials and early childhood educator degrees.	
Illinois Community College Board	Pipeline for Advancement of Healthcare Workforce (PATH)	Nursing & Health Sciences	Deane	State	\$1,303,416	\$1,303,416	7/1/2023	6/30/2024	State allocation to create support and expand the opportunities of individual in the nursing pathway to obtain credentials and degrees and address the shortage of workers in the healthcare industry.	
Dept. of Commerce and Economic Development	Digital Fabrication Studio	Facilities	Inman	State	\$0	\$200,000	2/1/2022	1/31/2024	Support for capital construction expenses of new digital fabrication studio	
ALLOCATED GRANTS (Includes grants where it was necessary to develop a concept or project and follow comprehensive guidelines for proposal submission in order to receive allocated funds. Adherence to reporting requirements and ability to measure successful program outcomes determines the level of the award.)					\$1,907,865					
COMPETITIVE GRANTS										
<u>Grantor</u>	<u>Project Title</u>	<u>Department</u>	<u>Project Director</u>	<u>Type</u>	<u>FY2024 Amount</u>	<u>Total Award Amount</u>	<u>Start Date</u>	<u>End Date</u>	<u>Description</u>	
National Science Foundation	Scholarships for STEM	STEM	Davis	Federal	\$250,000	\$1,500,000	1/1/2023	12/31/2028	Funding for scholarships and other training opportunities for students pursuing STEM majors	
Illinois Dept. of Human Services	Certified Recovery Support Specialist Program	Human Services	Florin/Polites	State	\$794,159	\$794,159	7/1/2023	6/30/2024	Funding to implement a Certified Recovery Support Specialist Curriculum	
Illinois Arts Council	Public Radio & TV Operating Grant	WDCB	Bindert	State	\$9,120	\$9,120	6/1/2023	8/31/2023	General support for programs at WDCB	
U.S. Dept of Education	Title III & V Eligibility Waiver	Academic Affairs		Federal	\$314,177	\$314,177	7/1/2023	6/30/2024	Waiver to support COD institutional match for general federal funds	
Nuts, Bolts, & Thingamajigs Foundation	Gadget Girls Camp	Adv. Manuf. & Cont. Ed.	Tumavich	Found	\$1,000	\$1,000	1/1/2023	12/31/2023	Support for a one-week summer camp for middle-school aged girls on advanced manufacturing skills FY24	

## College of DuPage Grants Office Report for Board of Trustees FY2024 Active Grants (July 1, 2023 - June 30, 2024)

### Note: New Entries in Bold

<b>Nuts, Bolts, &amp; Thingamajigs Foundation</b>	<b>Dream It, Build It</b>	<b>Adv. Manuf. &amp; Cont. Ed.</b>	<b>Tumavich</b>	<b>Found</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>1/1/2023</b>	<b>12/31/2023</b>	<b>Support for a one-week summer camp for middle-school aged youth on advanced manufacturing skills FY24</b>
<b>DCEO Tourism</b>	<b>Warhol - Tourism Marketing</b>	<b>MAC</b>	<b>Martinez</b>	<b>State</b>	<b>\$53,000</b>	<b>\$53,000</b>	<b>7/1/2023</b>	<b>6/30/2024</b>	<b>Support for exhibit marketing expenses</b>
Northwestern Medical Community Benefit Grant	Medical Assistants Apprenticeship Pilot	Project Hire-Ed/ Nursing	Kuglin-Seago	Found	\$70,000	\$75,000	5/25/2023	6/30/2024	Support for the pilot and implementation of a Medical Assistant Apprenticeship program to train both new and incumbent healthcare workforce
Department of Justice	Body Worn Camera Implementation	COD Police	Mullin/ Nehls	Federal	\$18,430	\$18,430	10/1/2022	9/30/2025	Support the of lease 20 BWCs for its officers to comply with Illinois state law and to advance CODPD's mission for the benefit of the COD community and its local criminal justice partners.
Dept. of Commerce and Economic Development	Youth Apprenticeship Expansion	Project Hire-Ed	Kuglin-Seago	Federal	\$112,500	\$225,000	1/1/2022	12/31/2023	Funding to support expansion of IL Pre-Apprenticeship program into high schools in collaboration with DuPage Regional Office of Education and GPS-ED
<b>COMPETITIVE GRANTS</b> (Includes grants from federal, state and private grantors where the proposal was in competition with other proposals and awards were made to a select number of institutions based on the merits of the project and proposal.)					<b>\$1,623,886</b>				
<b>SUB-AWARDS or IN KIND GRANTS</b>									
<b>Grantor</b>	<b>Project Title</b>	<b>Department</b>	<b>Project Director</b>	<b>Type</b>	<b>FY2024 Amount</b>	<b>Total Award Amount</b>	<b>Start Date</b>	<b>End Date</b>	<b>Description</b>
US Dept. of State/ Northern Virginia Community College	FY24 Community College Initiative Student Exchange	Field & Experiential Learning	Smid	Federal	\$203,576	\$203,576	7/1/2023	6/30/2024	Grant agreement for funding of Program participant expenses; Grant provides opportunities for individuals from other countries to develop leadership, professional skills & English language proficiency, while studying at a community college in the US.
National Science Foundation - LSAMP	LSAMP-PUMA Stem	STEM	DiCarlo	Fed	\$33,007	\$165,035	7/1/2019	6/30/2024	Total award for five years: \$165,035; project with 7 regional four-year universities to promote STEM research opportunities for underrepresented groups
National Science Foundation - NOYCE Teacher Scholarship	Promoting Inclusiveness & Diversity in STEM Education	Education	Zawlocki	Federal	\$17,307	\$82,500	2/15/2022	1/31/2027	Elmhurst will recruit, retain, graduate, and support an additional 24 STEM teachers over five years in partnership with Fenton HSI District 100, Leyden HS District 212, College of DuPage, and Harper Community College. (Total Grant award: \$1,320,077 )
CARLI IL- Support for Creation of Open Ed Resources (SCOERs)	College of DuPage OER Accelerator for Physics and Addictions Counseling Courses	Library	Kosrow	Federal	\$58,699	\$65,457	5/2/2023	8/30/2024	Funding to support time & effort and supplies to create several open-education textbooks for 2 COD programs
<b>SUB-AWARD OR IN KIND GRANTS</b> (Includes donations that have been granted to the institution for a particular period of time.)					<b>\$312,589</b>				

AUGUST 24, 2023

COLLEGE OF DuPAGE  
REGULAR BOARD MEETING  
BOARD APPROVAL

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SUBJECT

First Reading of Revisions to the College Mission Statement and Equity Value

REASON FOR CONSIDERATION

Board Policy 1.06, Board Duties, Powers & Responsibilities states - *As the governing body of District No. 502, the Board has responsibilities including, but not limited to, the following: (4) Ensure ongoing long-range planning through direction to, participation in, and annual approval of a strategic long-range plan.*

Board Policy 4.21, Duties of The President, states - *The President will: (1) Conduct strategic planning activities, including coordinating the development and execution of the Strategic Long-Range Plan.*

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 mission, vision, values, strategic pillars, and strategic goals. At the July 2020 Board meeting, the Board of Trustees approved the College's 2022-2026 Strategic Long-Range Plan.

The Strategic Long Range Plan Advisory Committee (SLRPAC), under the chairmanship of the Vice President of Planning and Institutional Effectiveness, is comprised of students, faculty (full-time and adjunct), classified staff, managerial staff, administrators, and a Board of Trustee liaison. The SLRPAC is commissioned by and responsible to the College President.

Following three benchmarking trips to high-performing colleges (Harper College, Elgin Community College, and Alamo College District), and input from the College's Diversity, Equity, and Inclusion (DEI) consultant, The Kaleidoscope Group, President Caputo charged the SLRPAC to review and provide him with a recommendation on the College's mission statement and equity value.

On October 5, 2022, the SLRPAC had an orientation/kick-off meeting and subsequently met every other week (excluding winter break), concluding their work on February 9, 2023. As the SLPAC carried out their charge with respect to the mission, they followed the best practice of having the mission be no more than a single sentence long, that it be easily understood by a 12-year-old, and that it be easy to remember and recite by memory. With respect to equity, the SLPAC followed the premise that equality says, "everyone is at the same level," whereas, equity says, "to have everyone at the same level, you first must look and see if they have what they need to get there."

After considerable dialogue and consensus, the SLPAC recommended to the President, two options for the College's mission:

- To educate, enrich, and empower our communities.
- To educate, enrich, and empower our communities for success.

In addition, the SLPAC recommended to the President, the following equity value:

- We expect that everyone will receive the support they need to achieve their goals.

If we are to best serve our students, their success should be the primary focus of everything that we do. Therefore, the following mission is being recommended to the Board by the President.

With respect to the equity value, the President accepted the recommendation of the SLPAC, with one minor syntax change and it was presented to the Board. The Board desired to take more time to review and evaluate the changes to both the mission and equity statement. At the July 29, 2023 Board Retreat the revision of the mission and the equity value was revisited by the Board of Trustees. At the retreat there was a consensus to move forward with the mission to be adopted as:

To educate, enrich, and empower our communities for success.

The equity value discussed at the Board Retreat was as follows:

We strive to remove barriers to empower all to achieve their goals.

## RECOMMENDATION

That the Board of Trustees approves the following mission statement and equity value for the College:

Mission Statement: To educate, enrich, and empower our communities for success.

Equity Value: We strive to remove barriers to empower all to achieve their goals.

#### STAFF CONTACT

Jim Kostecki, Director of Research and Analytics

[Intro\\_Mission Statement\\_August\\_redlined.pdf](#)



### Mission and Vision

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

To educate, enrich, and empower our communities for success.

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

### Values

#### *Integrity*

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

#### *Honesty*

We expect truthfulness and trustworthiness.

#### *Respect*

We expect courtesy and dignity in all interpersonal interactions.

#### *Responsibility*

We expect fulfillment of obligations and accountability.

#### *Equity*

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

We strive to remove barriers to empower all to achieve their goals.

### Philosophy

- College of DuPage believes in the power of teaching and learning. We endorse the right of each person to accessible and affordable opportunities to learn and affirm the innate value of the pursuit of knowledge and its application to life. Our primary commitment is to facilitate and support student success in learning.
- College of DuPage is committed to excellence. We seek quality in all that we do. To ensure quality, we are committed to continual assessment and self-evaluation.
- College of DuPage values diversity. We seek to reflect and meet the educational needs of the residents of our large, multicultural district. We recognize the importance of embracing individual differences and cultures and

value the contributions made to the College by people of all ethnic and cultural backgrounds. We affirm our role as a catalyst for promoting dialogue and tolerance on issues supporting the common good.

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

History:

- Adopted 3/19/09
- Amended 6/22/10
- Reviewed 5/23/11
- Amended 6/23/12
- Amended 1/21/21

AUGUST 24, 2023

COLLEGE OF DuPAGE  
REGULAR BOARD MEETING  
**BOARD APPROVAL**

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**SUBJECT**

Monthly Status Report - Diversity, Equity, and Inclusion

**REASON FOR CONSIDERATION**

The attached spreadsheet provides a brief summary of the status of the College 's DEI Initiatives. This is being submitted to update the Board on the progress of activities to date.

**BACKGROUND INFORMATION**

The attached spreadsheet represents the activities regarding Diversity Equity and Inclusion initiatives to date.

**STAFF CONTACT**

Nevien Shaabneh, Ph.D.

Director of Diversity, Equity & Inclusion

[Board Equity Update August 24, 2023.pdf](#)

**Monthly Status Report**  
**DIVERSITY, EQUITY, AND INCLUSION**  
**August 24, 2023**

**DEI CONSULTANT GROUP, KALEIDOSCOPE GROUP, LLC**

**SCOPE OF WORK:** Comprehensive assessment and presentation of a final report; development of DEI vision statement, and alignment with mission and values; development and facilitation of DEI education/training sessions for COD workforce; assistance with development of DEI framework in alignment with strategic planning and measurable outcomes; recommendations for future planning; ongoing coaching as necessary.

Item	Project	Description	Updates	Status	Budget/Resources
1	<b>Kaleidoscope Group's Comprehensive Report</b>	Development of comprehensive report summarizing findings from their assessment. Summary will include findings from: Policies, Practices, Processes (3P) Analysis, Student Policies and Practices Analysis, Employee Survey, Employee Focus Groups, and Virtual Student Feedback Session.	Findings are being finalized	Report expected in late September	\$320,000
2	<b>DEI Strategic Framework</b>	Creation of framework co-produced and in collaboration with Director of DEI and COD team designed to complement and enhance COD's mission and institutional values. This framework will be integrated across organizational plans and will outline 1) areas of focus, 2) goals, 3) measures of success, 4) communication, 5) education, and 6) accountability.	Plan will be complete late February 2024	In process	Included above
3	<b>DEI Curriculum Education</b>	Consultant-led delivery of training (45 sessions, up to 100 participants at a time) for COD's workforce. Feedback sessions from faculty and leadership will inform DEI curriculum. Director of DEI and KG will co-create curriculum.	Feedback sessions will begin by September 2023. Training will occur October 2023-January 2024. Due to construction and shortage of conference spaces to hold large groups, this timeline is subject to change.	In process	Included above

**EQUITY VALUE**

College of DuPage's Strategic Long Range Plan consists of five institutional values: integrity, honesty, respect, responsibility, and equity. The SLRPAC suggested a revision to the equity value. This was then presented before the President and the Board.

Item	Project	Description	Updates	Status	Budget/Resources
4	<b>Equity Value Revision</b>	Present revised equity definition before the Board of Trustees and President for discussion.	Revised definition has been presented to the President and Board. The Board reached a consensus on the definition at its retreat on 7/29/23.	Formal approval is pending.	NA

**EQUITY PLAN**

<b>New IL legislation - House Bill 5464 - requires all public postsecondary institutions to have an equity plan, and require strategies to support students with disabilities, adult students, women, and students with outstanding loan balances. House Bill 5464 legislation does not articulate or allocate any funding. Awaiting regulations from the ICCB before modifying the COD Equity Plan.</b>					
5	<b>DEI Training/ Education for Employees</b>	This strategy consists of employees receiving training and education on DEI topics and concepts.	Please see item 3	In process	NA
6	<b>Strategy: Multicultural Center</b>	This strategy consists of establishing a comprehensive Multicultural Center to support students. The Center space is included in the SSC redesign. Director of DEI will work with the Director of Facilities to discuss ideas to foster belonging in these spaces. The Director of DEI will meet with group leaders that comprise the Multicultural Center to ensure groups' needs are met in this space.	Forthcoming	In process	\$800,000
7	<b>Strategy: Recruitment, Hiring, and Retention Processes</b>	This strategy consists of adopting best practices in hiring, recruiting, and retaining employees who are representative of the students we serve. Kaleidoscope Group developed an initial list of recommendations based on their 3P Analysis.	The Director of DEI will meet regularly (monthly) with VP of Human Resources to discuss and implement best practices.	In process	NA

AUGUST 24, 2023

COLLEGE OF DuPAGE  
REGULAR BOARD MEETING  
**BOARD APPROVAL**

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**SUBJECT**

Personnel Actions for Board Information.

**REASON FOR CONSIDERATION**

Personnel Actions for Board Information.

**BACKGROUND INFORMATION**

The following personnel actions are provided for information only:

- a. Classified Appointments
- b. Management Promotion/Transfers
- c. Classified Promotion/Transfer
- d. Operating Engineers Promotion
- e. Classified Resignations

**STAFF CONTACT**

Bill Dial

Vice President Human Resources

[Personal\\_Information\\_Items\\_2\\_.pdf](#)

August 24, 2023

**APPOINTMENTS**

<u>Name</u> <u>CLASSIFIED</u>	<u>Title</u>	<u>Department</u>	<u>Start Date</u>	<u>Type</u>	<u>Salary</u>
Isela Aquino	Administrative Assistant III, Addison Center	COD Centers	07/22/2023	New Hire Part Time	\$21,590
Megan Dyser	Administrative Assistant V, Carol Stream	COD Centers	08/02/2023	New Hire Full Time	\$42,640
Michele Hanson	Specialist, Testing Proctor	Adult Continuing Education	07/25/2023	New Hire Part Time Grant Funded	\$8,996
Emily III	Administrative Assistant III	Learning Commons	08/07/2023	New Hire Part Time	\$21,340
Edward Ortega	Bilingual High School Admissions Representative	Admissions & Outreach	07/24/2023	Re-Hire Full Time	\$61,800
Caitlyn Stabile	Grading Support Specialist	Student Records	08/07/2023	New Hire Full Time	\$42,640

August 24, 2023

**PROMOTIONS/TRANSFERS**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Start Date</b>	<b>Type</b>	<b>Salary</b>
<b>MANAGERIAL</b>					
Adam Hogan	Manager, Adjunct Faculty Support	Adjunct Support	07/17/2023	Transfer Full Time	\$74,000
Jordan Towne	Program Support Specialist	Public Services	07/31/2023	Transfer Full Time	\$61,529
<b>CLASSIFIED</b>					
Michael Guarino	Lead Student Accounts Representative	Accounts Receivable	07/31/2023	Promotion Full Time	\$46,342
<b>OPERATING ENGINEERS</b>					
Eric Merkel	Operating Engineer	Facilities	07/31/2023	Promotion Full Time	\$102,814

**RESIGNATIONS**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>End Date</b>	<b>Type</b>	<b>Years of Service</b>
<b>CLASSIFIED</b>					
Jennifer Braun	Program Specialist, Tutoring	Learning Commons/Tutoring Services	08/10/2023	Resignation	6 Yrs.
Mallory Evans	Enrollment Associate-Administrative Assistant III	Campus Central	08/03/2023	Resignation	2 Mos.
Marcia Kovar	Chemistry Laboratory Assistant III	Chemistry STEM	08/03/2023	Resignation	5 Yrs. 11 Mos.
Anthony Rybarczyk	Radio Dispatcher	Police Department	07/22/2023	Resignation	8 Yrs. 9 Mos.
Brittany Spencer	Financial Aid Assistant	Student Financial Assistance	07/31/2023	Resignation	4 Mos.
Francine Venegas	Instructional Assistant III, Carol Stream	Learning Commons	07/14/2023	Resignation	17 Yrs. 4 Mos.

AUGUST 24, 2023

COLLEGE OF DuPAGE  
REGULAR BOARD MEETING  
BOARD APPROVAL

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SUBJECT

Financial Reports: Treasurer's Report, Payroll Report, Accounts Payable Report, All Disbursements Excluding Payroll, Budget Transfer Report, Legal Professional and Search Fees Report, and Travel Expense/Requests Report.

REASON FOR CONSIDERATION

Regarding orders and bills consistent with Section 3-27 of the Illinois Public Community College Act, Policy 2.21 requires that checks for items not previously approved by the Board shall require individual approval by the Board of Trustees for amounts of \$15,000 or over. We have listed all items for the month, including those over \$15,000, which will include the small subset of items over \$15,000 which is consistent with Section 3-27 of the Illinois Public Community College Act and not previously approved by the Board.

BACKGROUND INFORMATION

(a) Treasurer's Report – The Treasurer's Report goes to the Board for approval every month. The Treasurer's Report includes the receipts and disbursements for each month on strictly a cash basis.

(b) Payroll Report – This report includes disbursements from accounts payable related to Payroll items including taxes, SURS and benefits greater than \$15,000. This report is presented to the Board for approval each month.

(c) Accounts Payable Report – This report includes all Accounts Payable disbursements greater than \$15,000 excluding payroll items included in the Payroll Report. This report is presented to the Board for approval each month.

(d) All Disbursements Excluding Payroll – This report includes all disbursements for the month excluding personal payroll disbursements.

(e) Budget Transfer Report – This report is presented to the Board for approval on a monthly basis. The budget transfer report lists the funds, descriptions, amounts and reasons for the budget transfer.

(f) Legal, Professional, and Search Fees - Request approval for payment of Legal Fees, Professional Fees and Search Fees. This report is presented to the Board for approval each month.

(g) Travel Expense/Requests- Estimated travel expenses that exceed the maximum allowable rates set forth in Exhibit A of Administrative Procedure 10-190, or total estimated travel expenses that exceed \$5,000 or \$15,000 for group travel, must be approved by the Board by roll call vote at an open meeting. If estimated travel expenses are below the maximum allowable rates but actually incurred expenses end up exceeding the maximum allowable rates, the expenses must be approved by the Board by roll call vote at an open meeting prior to reimbursement. This report is presented to the Board for approval each month.

Primary Strategic Long Range Plan Goal: Organizational Culture. To accomplish this, we will: Integrate practices for workforce equity and inclusion. Define and implement a culture of service excellence and collaboration. Empower employees through high impact professional development and growth opportunities. Improve and enhance work systems and technology to support employees and deliver operational efficiencies.

#### RECOMMENDATION

That the Board of Trustees approves all financial reports listed in this agenda item.

#### STAFF CONTACT

Ellen Roberts, Vice President, Administrative Affairs

Scott Brady, CFO and Treasurer

David Virgilio, Controller

2023\_08\_24 Financial Reports for Approval.pdf

**College of DuPage**  
**Community College District No. 502**  
**Treasurer's Report as of 7/31/2023**  
*Preliminary, Unaudited*

**Chase Concentration and Credit Card Accounts**

Beginning Balance	\$	15,022,443
Current Activity		
Cash Receipts		5,754,660
Cash Disbursements		(11,477,613)
Wire Transfers/Bank Charges/Voids		10,563,352
Payroll		(7,103,505)
Total Monthly Activity		<u>(2,263,106)</u>
Ending Balance	\$	<u>12,759,337</u>

**Cash**

Total Cash JPMorgan Chase	\$	<u>12,759,337</u>
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**Disbursement Summary****Invoices less than \$15,000**

Checks - Vendors	\$	369,867
Echecks - Vendors		938,175
ACH transfers - Vendors		-
Wire transfers - Vendors		10,793
<b>Sub-total Vendors</b>	<b>\$</b>	<b>1,318,835</b>
Checks - Employees	\$	11,435
Echecks - Employees		69,385
<b>Sub-total Employees</b>	<b>\$</b>	<b>80,820</b>

Checks - Student Refunds	\$	193,110
E-commerce - Student Refunds		450,640
<b>Sub-total Students</b>	<b>\$</b>	<b>643,750</b>

<b>Total invoices less than \$15,000</b>	<b>\$</b>	<b>2,043,405</b>
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% Electronic	71.89%
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**Invoices \$15,000 or more**

Checks - Vendors	\$	3,466,927
Echecks - Vendors		5,967,281
ACH transfers - Vendors		-
Wire transfers - Vendors		-
<b>Total invoices \$15,000 or more</b>	<b>\$</b>	<b>9,434,208</b>

% Electronic	63.3%
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<b>Total Cash Disbursements</b>	<b>\$</b>	<b>11,477,613</b>
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**Invoices \$15,000 or more**

Payroll Related	\$	3,855,253
Accounts Payable Related		5,578,955
<b>Total Invoices \$15,000 or more</b>	<b>\$</b>	<b>9,434,208</b>

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

**Payroll - July 2023**

	Gross	Net
Direct Deposits	\$10,101,302.87	\$6,980,759.69
Checks	\$192,469.81	\$122,745.04
Total Payroll	\$10,293,772.68	\$7,103,504.73
% Electronic		98.3%

**Payroll Related Disbursements: Withholdings and Taxes**  
**Grand Total Payroll Disbursements**

**Payroll Disbursements - July 2023**

CHECK NUMBER	CHECK DATE	PAYEE NAME	DESCRIPTION	AMOUNT
IM*D21892	07/12/23	Department of Treasury	Withholding Tax - Federal W/H 7/13/23 Payroll	\$620,987.16
IM*D21899	07/26/23	Department of Treasury	Withholding Tax - Federal W/H 7/27/23 Payroll	\$618,999.45
IM*D21893	07/12/23	IDES-Magnetic Media Unit	Withholding Tax - State W/H 7/13/23 Payroll	\$215,786.71
IM*D21898	07/26/23	IDES-Magnetic Media Unit	Withholding Tax - State W/H 7/27/23 Payroll	\$215,776.30
IM*D21890	07/03/23	InterFlex Payment, LLC	Check issued in current month; voided in current month	\$25,042.41
IM*D21890	07/03/23	InterFlex Payment, LLC	HSA Emp/COD Contr 6/29/23 DED	\$25,042.41
IM*D21891	07/03/23	InterFlex Payment, LLC	HSA Emp/COD Contr 6/29/23 DED	\$25,042.41
IM*D21897	07/19/23	InterFlex Payment, LLC	HSA Emp/COD Contr 7/13/23 DED	\$25,571.11
IM*E0096017	07/03/23	SURS-State University Retirement System	Employee Retirement Contributions - 6/29/23 Payroll	\$463,323.71
IM*E0096120	07/11/23	SURS-State University Retirement System	Employee Retirement Contributions - 6/29/23 Payroll	\$463,323.71
IM*E0096230	07/12/23	SURS-State University Retirement System	Employee Retirement Contributions - 7/13/23 Payroll	\$453,688.70
IM*E0096415	07/26/23	SURS-State University Retirement System	Employee Retirement Contributions - 7/27/23 Payroll	\$453,842.81
IM*E0096231	07/13/23	Valic Retirement Services	Annuities - 7/13/23 Payroll	\$150,231.84
IM*E0096416	07/26/23	Valic Retirement Services	Annuities - 7/27/23 Payroll	\$148,679.58
<b>TOTAL</b>				<b>\$3,855,253.49</b>

**College of DuPage**  
**Community College District No. 502**  
**ACCOUNTS PAYABLE REPORT**  
**CASH DISBURSEMENTS GREATER THAN \$15,000**  
**July 2023 Disbursements**

## Accounts Payable Disbursements - July 2023

## CHECKS ISSUED DURING ACCOUNTING MONTH - July 2023 FOR INVOICES GREATER THAN \$15,000

CHECK NUMBER	CHECK DATE	PAYEE NAME	DESCRIPTION	AMOUNT
IM*W677	07/10/23	Amalgamated Bank of Chicago	Check issued in current month; voided in current month	\$568,875.00
IM*W677	07/10/23	Amalgamated Bank of Chicago	Debt Service	\$568,875.00
IM*0313718	07/24/23	American Express Travel Related Services Co., Inc.	Travel - Out of State	\$28,742.07
IM*0313839	07/31/23	American Express Travel Related Services Co., Inc.	Travel - Out of State	\$30,242.19
IM*E0096099	07/06/23	Anthem Excavation & Demolition Inc.	Land Improvements	\$44,000.00
IM*E0096100	07/24/23	Barizon Light of New England, Inc.	Equipment - Service	\$57,978.60
IM*E0096101	07/06/23	Block Imaging International Inc.	Equipment - Instructional	\$85,500.00
IM*E0096101	07/11/23	CareerAmerica, LLC	IT Maintenance Services	\$37,750.00
IM*E0096101	07/06/23	CareerAmerica, LLC	Check issued in current month; voided in current month	\$37,750.00
IM*E0096101	07/06/23	CareerAmerica, LLC	IT Maintenance Services	\$37,750.00
IM*0313404	07/10/23	Carrier Corporation	Facilities Maintenance Service Expense	\$120,000.00
IM*0313793	07/31/23	Carrier Corporation	Facilities Maintenance Service Expense	\$15,145.94
IM*0313405	07/10/23	Chicagoland Paving Contractors Inc	Facilities Maintenance Service Expense	\$222,586.30
IM*0313327	07/05/23	Commonwealth Edison-Carol Stream	Check issued in current month; voided in current month	\$131,998.83
IM*0313327	07/05/23	Commonwealth Edison-Carol Stream	Electricity Expense	\$131,998.83
IM*0313614	07/12/23	Commonwealth Edison-Carol Stream	Electricity Expense	\$131,998.83
IM*E0096347	07/20/23	Community College Health Consortium	Medical HD Premium - July 2023	\$1,186,771.98
IM*E0096449	07/31/23	CTSM LLC	Performing Arts Services	\$21,000.00
IM*E0096102	07/06/23	DAOES	Funds Held in Custody of Others	\$77,017.00
IM*E0096348	07/20/23	Delta Dental of Illinois	Dental PPO Premium June 2023	\$54,194.34
IM*D21892	07/12/23	Department of Treasury	Withholding Tax - Federal	\$78,427.73
IM*D21899	07/26/23	Department of Treasury	Withholding Tax - Federal	\$79,236.43
IM*0313406	07/10/23	EAB Global Inc.	IT Maintenance Services	\$82,296.05
IM*E0096103	07/06/23	Eco Clean Maintenance, Inc.	Custodial Services	\$43,804.16
IM*E0096104	07/06/23	Ellucian	IT Maintenance Services	\$988,798.00
IM*E0096105	07/06/23	ESM Solutions Corp	IT Maintenance Services	\$54,931.00
IM*E0096106	07/06/23	Follett Higher Education, LLC	Other Students Bookbills	\$120,743.92
IM*0313407	07/10/23	Gordon Flesh Co.	Rental - Equipment	\$43,791.57
IM*0313714	07/24/23	Gordon Flesh Co.	Rental - Equipment	\$33,724.98
IM*0313715	07/24/23	Hopkins Fulfillment Service	Other supplies	\$15,216.94
IM*0313408	07/10/23	Illinois Community College Risk Management Consortium	General Insurance Expense	\$41,627.00
IM*E0096450	07/31/23	Illinois Pump	Facilities Maintenance Service Expense	\$17,486.00
IM*E0096351	07/24/23	Info-Tech Research Group, Inc.	Consultants Expense	\$28,382.18
IM*0313716	07/24/23	Innovate Technologies, Inc.	Equipment - Instructional	\$91,700.00
IM*E0096107	07/06/23	Innovation Dupage	Other Fixed Charges Expense	\$284,000.00
IM*PC21495	07/25/23	JPMorgan Chase & Co	Pcard/Travel Card Clearing	\$77,001.75
IM*TC21496	07/25/23	JPMorgan Chase & Co	Pcard/Travel Card Clearing	\$15,899.96
IM*E0096108	07/06/23	KK Stevens Co	Printing Expense	\$65,472.38
IM*E0096451	07/31/23	M. L. Coss and Associates, LLC	Consultants Expense	\$21,000.00
IM*0313794	07/31/23	MEDICAL SHIPMENT LLC	Equipment - Instructional	\$53,997.00
IM*E0096352	07/25/23	MEDICAL SHIPMENT LLC	Check issued in current month; voided in current month	\$63,997.00
IM*E0096352	07/25/23	MEDICAL SHIPMENT LLC	Equipment - Instructional	\$53,997.00
IM*0313792	07/21/23	Open Presence Inc	IT Maintenance Services	\$30,000.00
IM*E0096353	07/25/23	Open Presence Inc	Check issued in current month; voided in current month	\$30,000.00
IM*0313328	07/06/23	Open Presence Inc	IT Maintenance Services	\$30,000.00
IM*E0096233	07/18/23	Peter's Home Renovation Inc.	Equipment - Instructional	\$173,000.00
IM*0313712	07/20/23	Populoo Inc	IT Maintenance Services	\$16,250.00
IM*E0096452	07/31/23	Reliance Standard Life Insurance Company	Life Insurance Premium June 2023	\$49,317.38
IM*0313791	07/21/23	Riverside Technologies, Inc.	Equipment - Instructional	\$19,674.00
IM*E0096353	07/25/23	Shamrock Solutions, LLC	IT Maintenance Services	\$24,250.00
IM*E0096354	07/25/23	Siemens Industry, Inc.	Facilities Maintenance Service Expense	\$125,964.00
IM*E0096109	07/06/23	Smithgroup Inc	Building Remodeling Expenses	\$141,541.30
IM*E0096453	07/31/23	Southern Recognition, Inc.	Athletic Other Supplies	\$23,395.30
IM*E0096110	07/06/23	Superior Service Solutions Inc	Custodial Services	\$27,050.00
IM*E0096017	07/03/23	SURS-State University Retirement System	Employee Retirement Contributions - COD Share	\$31,446.13
IM*E0096120	07/11/23	SURS-State University Retirement System	Employee Retirement Contributions - COD Share	\$31,446.13
IM*E0096230	07/12/23	SURS-State University Retirement System	Employee Retirement Contributions - COD Share	\$30,155.77
IM*E0096415	07/26/23	SURS-State University Retirement System	Employee Retirement Contributions - COD Share	\$30,172.40
IM*0313603	07/11/23	Tickets.com, Inc.	Check issued in current month; voided in current month	\$20,000.00
IM*0313603	07/11/23	Tickets.com, Inc.	IT Maintenance Services	\$20,000.00
IM*0313611	07/12/23	Tickets.com, Inc.	IT Maintenance Services	\$20,000.00
IM*0313326	07/05/23	TWIN EAGLE HOLDINGS N.A., LLC	Gas Expense	\$41,406.13
IM*0313779	07/25/23	TWIN EAGLE HOLDINGS N.A., LLC	Gas Expense	\$81,086.99
IM*0313778	07/25/23	Urban Elevator Service, Inc.	Building Remodeling Expense	\$41,608.16
IM*E0096355	07/25/23	Village of Glen Ellyn, Illinois	Water - Sewage Expense	\$34,541.25
IM*E0096349	07/20/23	Vision Service Plan - (IV)	Vision Signature Premium - June 2023	\$16,939.14
IM*E0096113	07/06/23	VisionPoint Media, Inc.	Advertising Expense	\$134,679.00
IM*0313717	07/24/23	Watermark Insights LLC	IT Maintenance Services	\$26,732.00
IM*E0096111	07/06/23	Wesco Distribution , Inc.	Facilities Maintenance Service Expense	\$77,835.24
			<b>TOTAL</b>	<b>\$5,578,954.62</b>

## Purchases for approval to be paid in August

TimelyCare	Consultation, Health Coaching Consultations 2023/2024	\$68,755.00
JMA Construction Inc.	Labor and Material to install Cat5 white Panduit cables	\$27,435.00
Airgas, Inc.	Lincoln Electric	\$24,661.98
Cambridge University Press	Student Workbook	\$24,630.68
Grotabyte Inc.	Annual Renewal	\$21,120.00
GovConnection Inc.	Annual Renewal	\$21,019.59
Rogers Pump Sales & Service Inc.	Fire Pump Controller Built in Automatic Transfer Switch	\$20,447.70
NICHE	2YR Recruiter Package	\$19,240.00
Henry Schein	Recertified Physio Lifepak	\$17,098.00
Lightcast	Analyst - HE	\$17,000.00
IBISWorld Inc.	Annual Renewal	\$16,655.00
Intelligent Marketing USA Inc.	Implementation Setup - Lease of Turf tank sprayer for ball fields	\$16,500.00
Kinetic Software, Inc.	Annual Maintenance	\$16,213.00
CDW	TRIPP 1500VA UPS Smart Online 2U RT	\$15,010.20
	<b>Total</b>	<b>\$325,786.15</b>

**D. All Disbursements Excluding Payroll**  
 College of DuPage  
 Community College District No. 502  
**ACCOUNTS PAYABLE AND PAYROLL REPORT**  
**CASH DISBURSEMENTS**  
 July 31, 2023

CHECKS ISSUED DURING ACCOUNTING MONTH - July 2023

Check number sequence order excludes checks issued to students which results in check number sequence gaps. All students are covered under the Family Educational Rights and Privacy Act (FERPA). Checks listed include payroll cash disbursements made to vendors and government agencies for employee payroll deductions.					
To view invoices on line, click the hyperlink below to take you to the College's home page. <a href="http://www.cod.edu/about/office_of_the_president/planning_and_reporting_documents/invoices.aspx">http://www.cod.edu/about/office_of_the_president/planning_and_reporting_documents/invoices.aspx</a>					
Click "About COD"; then click "COD Financial Documents"; then click Third Party Invoices and select a month					
AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice <\$15,000	1157 DesignConcepts, LLC	7/11/2023	IM*E0096121	\$ (886.66)	Check issued in current month; voided in current month
Invoice <\$15,000	1157 DesignConcepts, LLC	7/11/2023	IM*E0096121	\$ 886.66	Other Contractual Services Expense
Invoice <\$15,000	1157 DesignConcepts, LLC	7/20/2023	IM*0313704	\$ 886.66	Other Contractual Services Expense
Invoice <\$15,000	3003 Corporate Hotel LLC	7/11/2023	IM*0313438	\$ 6,264.74	In-State Conference Costs
Invoice <\$15,000	4IMPRINT, Inc.	7/26/2023	IM*E0096359	\$ 387.00	Advertising Expense
Invoice <\$15,000	4IMPRINT, Inc.	7/19/2023	IM*E0096237	\$ 285.47	Other supplies
Invoice <\$15,000	4IMPRINT, Inc.	7/5/2023	IM*E0096018	\$ 7,044.67	Other supplies
Invoice <\$15,000	A.F.M. & E.P. Fund	7/11/2023	IM*0313439	\$ 149.99	Performing Arts Services
Invoice <\$15,000	A.M. Leonard, Inc.	7/11/2023	IM*E0096122	\$ 883.73	Non-Capital Equipment
Invoice <\$15,000	AAPC Holdings, LLC	7/26/2023	IM*E0096360	\$ 6,350.00	Dues
Employee Reimb	Abby Smith	7/27/2023	IM*E0096444	\$ 278.37	Instructional Supplies
Invoice <\$15,000	ADA Enterprises, Inc.	7/5/2023	IM*E0096019	\$ 7,657.00	Facilities Maintenance Service Expense
Invoice <\$15,000	Adam Przybyla	7/26/2023	IM*E0096358	\$ 300.00	Instructional Supplies
Employee Reimb	Adela Meitz	7/20/2023	IM*E0096327	\$ 11.80	Grant Funded Travel/Conf
Invoice <\$15,000	Advanced Parts & Services	7/19/2023	IM*E0096238	\$ 198.00	Maintenance Services Expense
Invoice <\$15,000	Advanced Stores Company, Inc.	7/20/2023	IM*0313705	\$ 4,838.40	Purchase for Resale
Invoice <\$15,000	Advertising Vehicles, Inc.	7/20/2023	IM*0313707	\$ 6,850.00	Advertising Expense
Invoice <\$15,000	Advertising Vehicles, Inc.	7/11/2023	IM*0313440	\$ 10,043.00	Advertising Expense
Invoice <\$15,000	Affordable Auto Parts	7/26/2023	IM*E0096361	\$ 650.00	Maintenance Supplies
Invoice <\$15,000	Aggressive Energy LLC	7/5/2023	IM*E0096020	\$ 2,777.04	Electricity Expense
Invoice <\$15,000	AI-Media Technologies LLC	7/11/2023	IM*0313441	\$ 6,723.75	Consultants Expense
Invoice <\$15,000	Air Filter Solutions LLC	7/5/2023	IM*E0096021	\$ 4,058.88	Maintenance Supplies
Invoice <\$15,000	AI Warren Oil Company, Inc.	7/19/2023	IM*E0096239	\$ 11,418.60	Vehicle Supplies
Invoice <\$15,000	Alacrinet Consulting Services Inc	7/11/2023	IM*0313442	\$ 13,000.00	IT Maintenance Services
Invoice <\$15,000	Albris, Inc.	7/11/2023	IM*0313443	\$ 30.95	Publications
Invoice <\$15,000	All American Sports Corp.	7/19/2023	IM*E0096240	\$ 6,034.75	Non-Capital Equipment
Invoice <\$15,000	All Occasions Balloons	7/11/2023	IM*E0096123	\$ 78.00	Other supplies
Invoice <\$15,000	Alliance Paper and Food Service Inc.	7/11/2023	IM*0313444	\$ 700.84	Purchase for Resale
Invoice <\$15,000	Alesco, Inc.	7/11/2023	IM*0313445	\$ 1,853.66	Instructional Supplies
Invoice <\$15,000	Altforer Industries Inc	7/11/2023	IM*0313446	\$ 2,039.83	Maintenance Services Expense
Invoice >\$15,000	Amalgamated Bank of Chicago	7/10/2023	IM*W677	\$ (568,675.00)	Check issued in current month; voided in current month
Invoice >\$15,000	Amalgamated Bank of Chicago	7/10/2023	IM*W677	\$ 568,675.00	Debt Service
Invoice <\$15,000	Amazon Capital Services, Inc.	7/11/2023	IM*0313447	\$ 649.89	Books and Binding Costs
Invoice >\$15,000	American Express Travel Related Services Co., Inc.	7/31/2023	IM*0313839	\$ 30,242.19	Travel - Out of State
Invoice >\$15,000	American Express Travel Related Services Co., Inc.	7/24/2023	IM*0313718	\$ 28,742.07	Travel - Out of State
Invoice <\$15,000	American Products Group, Inc	7/11/2023	IM*0313448	\$ 204.00	Purchase for Resale
Employee Reimb	Ami Chambers	7/27/2023	IM*E0096423	\$ 32.76	Grant Funded Travel/Conf
Invoice <\$15,000	Amtex Supply Holdings, Inc.	7/11/2023	IM*0313450	\$ 1,124.70	Instructional Supplies
Employee Reimb	Amy Calhoun	7/6/2023	IM*E0096067	\$ 1,407.21	In-State Travel Costs
Employee Reimb	Amy Frese	7/27/2023	IM*E0096429	\$ 1,316.37	Out-of-State Travel Costs
Employee Reimb	Amy Hull	7/6/2023	IM*E0096080	\$ 47.96	Instructional Supplies
Invoice <\$15,000	Anatomical Gift Association of Illinois	7/11/2023	IM*E0096124	\$ 9,320.00	Instructional Supplies
Employee Reimb	Andrew Rachford	7/6/2023	IM*E0096092	\$ 217.03	Instructional Supplies
Employee Reimb	Angela Lee	7/11/2023	IM*0313426	\$ 240.00	Tuition Reimbursement-Faculty
Invoice <\$15,000	Anixter, Inc.	7/11/2023	IM*0313451	\$ 1,642.30	Maintenance Supplies
Invoice <\$15,000	Anjali Agarwal	7/3/2023	IM*0313250	\$ 300.00	Other Contractual Services Expense
Employee Reimb	Anna Bucur	7/27/2023	IM*E0096420	\$ 81.22	In-State Travel Costs
Employee Reimb	Anna Bucur	7/6/2023	IM*E0096066	\$ 157.20	In-State Travel Costs
Employee Reimb	Anna Serrano	7/27/2023	IM*E0096442	\$ 373.37	International Travel Costs
Employee Reimb	Anna Serrano	7/20/2023	IM*E0096337	\$ 1.77	International Travel Costs
Invoice <\$15,000	Anonymous Design, Inc	7/11/2023	IM*0313452	\$ 7,107.82	Performing Arts Services
Invoice >\$15,000	Anthem Excavation & Demolition Inc.	7/6/2023	IM*E0096099	\$ 44,000.00	Land Improvements
Employee Reimb	Anthony Wisniewski	7/11/2023	IM*0313437	\$ 372.26	Tuition Reimbursement-CODA
Invoice <\$15,000	Aqua Pure Enterprises, Inc.	7/26/2023	IM*E0096362	\$ 2,290.14	Other Contractual Services Expense
Invoice <\$15,000	Argosy Publishing, Inc.	7/26/2023	IM*E0096363	\$ 1,559.76	Instructional Supplies
Invoice <\$15,000	Armarius Software Inc	7/26/2023	IM*E0096364	\$ 793.12	Other Contractual Services Expense
Invoice <\$15,000	Armarius Software Inc	7/11/2023	IM*E0096125	\$ 255.00	Other Contractual Services Expense
Invoice <\$15,000	Armarius Software Inc	7/5/2023	IM*E0096022	\$ 386.25	Other Contractual Services Expense
Invoice <\$15,000	Arnell Steel Supply Company	7/11/2023	IM*0313454	\$ 4,400.55	Instructional Supplies
Invoice <\$15,000	Articulate Global Inc	7/26/2023	IM*E0096365	\$ 699.00	Other Contractual Services Expense
Invoice <\$15,000	Artists Rights Society Inc	7/11/2023	IM*E0096126	\$ 8,460.00	Performing Arts Services
Invoice <\$15,000	Associated Integrated Supply Chain Solutions	7/11/2023	IM*E0096127	\$ 653.75	Maintenance Services Expense
Invoice <\$15,000	Association of Community College Trustees	7/19/2023	IM*E0096241	\$ 8,490.00	Dues
Invoice <\$15,000	AT&T	7/11/2023	IM*0313457	\$ 737.01	Telephone Expense
Invoice <\$15,000	AT&T	7/11/2023	IM*0313456	\$ 993.40	Telephone Expense
Invoice <\$15,000	AT&T	7/11/2023	IM*0313455	\$ 3,604.36	Telephone Expense
Invoice <\$15,000	AT&T Mobility	7/11/2023	IM*0313458	\$ 29.49	Cell Phone Allowance
Invoice <\$15,000	AUDIENCE ARCHITECTS, NFP	7/25/2023	IM*0313782	\$ 425.00	Advertising Expense
Invoice <\$15,000	AUDIENCE ARCHITECTS, NFP	2/15/2023	IM*0307842	\$ (425.00)	Check issued in prior month; voided in current month

**D. All Disbursements Excluding Payroll**  
 College of DuPage  
 Community College District No. 502  
**ACCOUNTS PAYABLE AND PAYROLL REPORT**  
**CASH DISBURSEMENTS**  
 July 31, 2023

CHECKS ISSUED DURING ACCOUNTING MONTH - July 2023

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Click "About COD"; then click "COD Financial Documents"; then click Third Party Invoices and select a month					
AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice <\$15,000	Audio Visual Productions Inc	7/11/2023	IM*0313459	\$ 2,562.00	Other Contractual Services Expense
Invoice <\$15,000	Automationdirect.com Inc	7/19/2023	IM*E0096242	\$ 32.30	Equipment - Instructional
Invoice <\$15,000	Automationdirect.com Inc	7/11/2023	IM*E0096128	\$ 57.45	Instructional Supplies
Invoice <\$15,000	Automotive Electronics Service	7/11/2023	IM*E0096129	\$ 800.99	Instructional Supplies
Invoice <\$15,000	AVI Systems, Inc	7/19/2023	IM*E0096243	\$ 7,500.00	Maintenance Services Expense
Employee Reimb	Ayesha Ahmed	7/20/2023	IM*E0096307	\$ 25.47	Instructional Supplies
Invoice <\$15,000	AZ Holdco, LLC	7/19/2023	IM*E0096244	\$ 4,975.00	Instructional Supplies
Invoice <\$15,000	B&H Foto & Electronics Corporation	7/26/2023	IM*E0096366	\$ 336.47	Non-Capital Equipment
Invoice <\$15,000	B&H Foto & Electronics Corporation	7/19/2023	IM*E0096245	\$ 14,666.21	Equipment - Technology
Invoice <\$15,000	B&H Foto & Electronics Corporation	7/11/2023	IM*E0096130	\$ 1,509.15	Equipment - Instructional
Invoice <\$15,000	B&H Foto & Electronics Corporation	7/5/2023	IM*E0096023	\$ 2,111.18	Instructional Supplies
Invoice <\$15,000	Baker & Taylor Books	7/11/2023	IM*0313461	\$ 399.33	Publications
Invoice <\$15,000	Banc Certified Merchant Services, LLC	7/11/2023	IM*E0096131	\$ 96.00	Performing Arts Services
Invoice <\$15,000	Banner Personnel Service Inc	7/19/2023	IM*E0096246	\$ 3,813.00	Other Contractual Services Expense
Invoice <\$15,000	Banner Personnel Service Inc	7/5/2023	IM*E0096024	\$ 4,226.85	Other Contractual Services Expense
Invoice <\$15,000	Bannerville, USA	7/11/2023	IM*E0096132	\$ 8,325.00	Advertising Expense
Invoice >\$15,000	Barbizon Light of New England, Inc.	7/24/2023	IM*0313713	\$ 57,978.60	Equipment - Service
Invoice <\$15,000	Barcodes Acquisition, Inc.	7/11/2023	IM*0313462	\$ 70.95	Office Supplies
Invoice <\$15,000	Barnes & Noble Booksellers Inc.	7/11/2023	IM*E0096133	\$ 3,634.62	Books and Binding Costs
Invoice <\$15,000	Barry Winograd	7/11/2023	IM*0313600	\$ 700.00	Other Contractual Services Expense
Invoice <\$15,000	Batteries Plus	7/26/2023	IM*E0096374	\$ 719.30	Maintenance Supplies
Invoice <\$15,000	Batteries Plus	7/11/2023	IM*E0096153	\$ 1,545.84	Other supplies
Invoice <\$15,000	Benco Dental Co.	7/11/2023	IM*0313463	\$ 334.22	Instructional Supplies
Employee Reimb	Benjamin Johnson	7/20/2023	IM*E0096319	\$ 96.92	Non-Capital Equipment
Employee Reimb	Benjamin Johnson	7/6/2023	IM*E0096082	\$ 22.16	In-State Travel Costs
Invoice <\$15,000	Better Impact USA Inc.	7/26/2023	IM*E0096367	\$ 948.00	Computer Software
Employee Reimb	Beverly Smith	7/6/2023	IM*E0096093	\$ 66.78	Office Supplies
Invoice <\$15,000	BHFX Digital Imaging	7/11/2023	IM*0313464	\$ 481.73	Building Remodeling Expense
Invoice <\$15,000	Blick Art Materials	7/26/2023	IM*E0096368	\$ 51.69	Instructional Supplies
Invoice >\$15,000	Block Imaging International Inc	7/6/2023	IM*E0096100	\$ 85,500.00	Equipment - Instructional
Invoice <\$15,000	BlueAlly Technology Solutions	7/19/2023	IM*E0096247	\$ 990.00	Maintenance Services Expense
Employee Reimb	Bonnie Loder	7/11/2023	IM*0313427	\$ 1,327.00	Tuition Reimbursement-Faculty
Employee Reimb	Brandon Marshall	7/6/2023	IM*E0096089	\$ 100.00	Tuition Reimbursement-Classified
Employee Reimb	Brandon Wood	7/20/2023	IM*E0096346	\$ 2,848.98	In-State Travel Costs
Employee Reimb	Brandon Wood	7/6/2023	IM*E0096096	\$ 152.49	On-Campus Conf & Mtgs
Employee Reimb	Brian Caputo	7/6/2023	IM*E0096068	\$ 501.61	In-State Travel Costs
Employee Reimb	Brian Clement	7/20/2023	IM*E0096313	\$ 364.85	In-State Travel Costs
Invoice <\$15,000	Brick Wall, Inc.	7/11/2023	IM*0313466	\$ 599.00	Instructional Supplies
Employee Reimb	Bridget Rathwell	7/27/2023	IM*E0096441	\$ 915.99	Tuition Reimbursement-Classified
Invoice <\$15,000	BRINC Drones Inc.	7/11/2023	IM*E0096134	\$ 2,998.00	Instructional Supplies
Invoice <\$15,000	Brindley Engineering Corporation	7/11/2023	IM*E0096135	\$ 5,097.31	Other Contractual Services Expense
Invoice <\$15,000	Brownells, Inc.	7/11/2023	IM*0313467	\$ 37.35	Instructional Supplies
Invoice <\$15,000	Bucket Listers Inc	7/26/2023	IM*E0096369	\$ 7,000.00	Advertising Expense
Invoice <\$15,000	Buffalo Theatre Ensemble Corp.	7/5/2023	IM*E0096025	\$ 13,746.17	Art Center Deposit Liability
Invoice <\$15,000	Bumper to Bumper	7/20/2023	IM*0313708	\$ 3,608.59	Purchase for Resale
Invoice <\$15,000	Bumper to Bumper	7/11/2023	IM*0313468	\$ 154.99	Instructional Supplies
Invoice <\$15,000	BWM Global, Inc.	7/11/2023	IM*E0096137	\$ 9,689.25	Purchase for Resale
Invoice <\$15,000	BWM Global, Inc.	7/5/2023	IM*E0096026	\$ 11,037.00	Purchase for Resale
Invoice <\$15,000	Byford Construction Inc.	7/11/2023	IM*E0096138	\$ 1,243.00	Performing Arts Services
Invoice <\$15,000	Calendly LLC	7/11/2023	IM*E0096139	\$ 7,875.00	Advertising Expense
Invoice <\$15,000	Cambridge Educational	4/11/2023	IM*0310967	\$ (2,154.29)	Check issued in prior month; voided in current month
Invoice <\$15,000	Cambridge University Press	7/11/2023	IM*0313469	\$ 2,154.29	Instructional Supplies
Invoice <\$15,000	Canon Solutions America Inc	7/11/2023	IM*0313470	\$ 681.90	Other supplies
Invoice >\$15,000	CareerAmerica, LLC	7/6/2023	IM*E0096101	\$ (37,750.00)	Check issued in current month; voided in current month
Invoice >\$15,000	CareerAmerica, LLC	7/6/2023	IM*E0096101	\$ 37,750.00	IT Maintenance Services
Invoice >\$15,000	CareerAmerica, LLC	7/17/2023	IM*0313619	\$ 37,750.00	IT Maintenance Services
Employee Reimb	Carla Johnson	7/20/2023	IM*E0096320	\$ 1,613.78	International Travel Costs
Invoice <\$15,000	Carlos Munoz	7/11/2023	IM*0313546	\$ 165.06	On-Campus Conf & Mtgs
Invoice <\$15,000	Carol Fox & Associates	7/26/2023	IM*E0096371	\$ 4,915.00	Advertising Expense
Invoice <\$15,000	Carol Fox & Associates	7/11/2023	IM*E0096140	\$ 5,785.00	Advertising Expense
Invoice <\$15,000	Carol Fox & Associates	7/5/2023	IM*E0096027	\$ 11,040.00	Advertising Expense
Invoice <\$15,000	Carol Stream Fire Protection District	7/11/2023	IM*0313471	\$ 4,800.00	Rental Facility
Invoice <\$15,000	Carolina Biological	7/11/2023	IM*E0096141	\$ 84.65	Instructional Supplies
Invoice >\$15,000	Carrier Corporation	7/31/2023	IM*0313793	\$ 15,145.94	Facilities Maintenance Service Expense
Invoice >\$15,000	Carrier Corporation	7/10/2023	IM*0313404	\$ 120,000.00	Facilities Maintenance Service Expense
Employee Reimb	Casey Emerich	7/11/2023	IM*0313418	\$ 20.80	Other supplies
Invoice <\$15,000	Castle Branch, Inc.	7/11/2023	IM*0313472	\$ 99.00	Instructional Service Contracts
Employee Reimb	Cathleen Kaye	7/6/2023	IM*E0096084	\$ 9.83	In-State Travel Costs
Invoice <\$15,000	CBS Broadcasting, Inc.	7/26/2023	IM*E0096372	\$ 5,000.00	Advertising Expense

**D. All Disbursements Excluding Payroll**  
**College of DuPage**  
**Community College District No. 502**  
**ACCOUNTS PAYABLE AND PAYROLL REPORT**  
**CASH DISBURSEMENTS**  
**July 31, 2023**

CHECKS ISSUED DURING ACCOUNTING MONTH - July 2023

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Click "About COD"; then click "COD Financial Documents"; then click Third Party Invoices and select a month					
AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Employee Reimb	Cedric Cemel	7/27/2023	IM*E0096422	\$ 107.07	Instructional Supplies
Invoice <\$15,000	Cengage Learning, Inc.	7/11/2023	IM*E0096142	\$ 352.01	Books and Binding Costs
Invoice <\$15,000	Central National Gottesman, Inc.	7/19/2023	IM*E0096248	\$ 876.00	Office Supplies
Invoice <\$15,000	Central Steel & Wire Company	7/19/2023	IM*E0096249	\$ 301.20	Instructional Supplies
Invoice <\$15,000	Central Steel & Wire Company	7/11/2023	IM*E0096143	\$ 3,189.16	Instructional Supplies
Invoice <\$15,000	Central Turf and Irrigation Supply	7/11/2023	IM*E0096144	\$ 630.00	Maintenance Supplies
Invoice >\$15,000	Chicagoland Paving Contractors Inc	7/10/2023	IM*0313405	\$ 222,586.30	Facilities Maintenance Service Expense
Employee Reimb	Christa Brennan	7/20/2023	IM*E0096311	\$ 370.77	In-State Travel Costs
Invoice <\$15,000	City of Naperville - Utilities	7/11/2023	IM*0313473	\$ 4,323.87	Electricity Expense
Invoice <\$15,000	Clear Channel Outdoor, Inc.	7/11/2023	IM*0313474	\$ 6,884.00	Advertising Expense
Invoice <\$15,000	College of DuPage	7/11/2023	IM*0313477	\$ 42.00	Art Center Deposit Liability
Invoice <\$15,000	College of DuPage	7/11/2023	IM*0313476	\$ 11.00	In-State Travel Costs
Invoice <\$15,000	College of DuPage Foundation	7/26/2023	IM*E0096412	\$ 1,603.15	Charitable Contributions
Invoice <\$15,000	College of DuPage Foundation	7/12/2023	IM*E0096228	\$ 1,615.15	Charitable Contributions
Invoice <\$15,000	Colony Hardware Corporation	7/11/2023	IM*0313478	\$ 2,755.10	Instructional Supplies
Invoice <\$15,000	Comcast	7/11/2023	IM*0313479	\$ 2,892.89	Telephone Expense
Invoice <\$15,000	Commonwealth Edison-Carol Stream	7/11/2023	IM*0313480	\$ 2,949.16	Electricity Expense
Invoice >\$15,000	Commonwealth Edison-Carol Stream	7/12/2023	IM*0313614	\$ 131,998.83	Electricity Expense
Invoice <\$15,000	Commonwealth Edison-Carol Stream	7/5/2023	IM*0313327	\$ (131,998.83)	Check issued in current month; voided in current month
Invoice >\$15,000	Commonwealth Edison-Carol Stream	7/5/2023	IM*0313327	\$ 131,998.83	Electricity Expense
Invoice <\$15,000	Communications Direct Inc.	7/5/2023	IM*E0096028	\$ 867.54	Audio/Visual Materials
Invoice <\$15,000	Communications Revolving Fund	7/11/2023	IM*0313481	\$ 1,208.02	IT Maintenance Services
Invoice >\$15,000	Community College Health Consortium	7/20/2023	IM*E0096347	\$ 1,186,771.98	Medical HD Premiums - June 2023
Invoice <\$15,000	Computer Discount Warehouse	7/19/2023	IM*E0096250	\$ 5,867.92	Non-Capital Equipment
Invoice <\$15,000	Computer Discount Warehouse	7/5/2023	IM*E0096029	\$ 2,602.25	Instructional Supplies
Invoice <\$15,000	Conceptboard Cloud Service GmbH	7/26/2023	IM*W680	\$ 2,112.00	Instructional Supplies
Invoice <\$15,000	Corporate Risk Holdings III, Inc.	7/11/2023	IM*0313482	\$ 7,536.67	Other Contractual Services Expense
Invoice <\$15,000	Creation Engine Inc.	7/11/2023	IM*0313483	\$ 6,675.00	Instructional Supplies
Invoice >\$15,000	CSTM LLC	7/31/2023	IM*E0096449	\$ 21,000.00	Performing Arts Services
Invoice <\$15,000	Dadant and Sons, Inc.	7/11/2023	IM*0313484	\$ 1,263.30	Instructional Supplies
Invoice <\$15,000	Dale Strohuis	7/11/2023	IM*0313585	\$ 300.00	Other Contractual Services Expense
Invoice <\$15,000	Daniel Brennan	7/11/2023	IM*0313465	\$ 1,050.00	Performing Arts Services
Employee Reimb	Daniel Deasy	7/6/2023	IM*E0096073	\$ 1,481.07	Out-of-State Conference Costs
Employee Reimb	Danielle Kuglin Seago	7/11/2023	IM*0313425	\$ 824.66	Tuition Reimbursement-Classified
Employee Reimb	Danielle Oakes	7/6/2023	IM*E0096090	\$ 572.02	Tuition Reimbursement-Classified
Invoice <\$15,000	DAOES	7/19/2023	IM*E0096251	\$ 412.80	Rental Facility
Invoice >\$15,000	DAOES	7/6/2023	IM*E0096102	\$ 77,017.00	Funds Held in Custody of Others
Employee Reimb	David Virgilio	7/20/2023	IM*E0096342	\$ 340.00	Dues - Administrators
Invoice <\$15,000	DBG AURORA, LLC	7/11/2023	IM*0313485	\$ 251.05	In-State Conference Costs
Invoice <\$15,000	Deborah Vernetti	7/11/2023	IM*0313595	\$ 300.00	Other Contractual Services Expense
Employee Reimb	Debra Jeffay	7/6/2023	IM*E0096081	\$ 23.58	In-State Travel Costs
Invoice >\$15,000	Delta Dental of Illinois	7/20/2023	IM*E0096348	\$ 54,194.34	Dental PPO Premium June 2023
Invoice <\$15,000	Denise Hagerty	7/11/2023	IM*0313511	\$ 280.00	Advertising Expense
Invoice >\$15,000	Department of Treasury	7/26/2023	IM*D21899	\$ 698,235.86	Withholding Tax - Federal
Invoice >\$15,000	Department of Treasury	7/12/2023	IM*D21892	\$ 699,414.89	Withholding Tax - Federal
Invoice <\$15,000	Diane Remillard	7/11/2023	IM*0313567	\$ 250.00	Other Contractual Services Expense
Invoice <\$15,000	Direction Promo, Inc.	7/11/2023	IM*E0096145	\$ 2,053.50	Advertising Expense
Invoice <\$15,000	Discount School Supply	7/11/2023	IM*0313488	\$ 806.03	Instructional Supplies
Invoice <\$15,000	Discount School Supply	7/11/2023	IM*0313487	\$ 88.20	Instructional Supplies
Invoice <\$15,000	DML Solutions, Inc.	7/11/2023	IM*E0096146	\$ 4,911.45	Advertising Expense
Employee Reimb	Donna Kanak	7/20/2023	IM*E0096321	\$ 575.00	Tuition Reimbursement-Faculty
Employee Reimb	Donna Kanak	7/6/2023	IM*E0096083	\$ 358.94	Tuition Reimbursement-Faculty
Invoice <\$15,000	DoStuff Media LLC	7/11/2023	IM*E0096147	\$ 1,000.00	Performing Arts Services
Invoice <\$15,000	Dreisilker Electrical Motors	7/19/2023	IM*E0096252	\$ 615.22	Maintenance Supplies
Invoice <\$15,000	Dreisilker Electrical Motors	7/11/2023	IM*E0096148	\$ 105.83	Maintenance Supplies
Invoice <\$15,000	DuPage County	7/11/2023	IM*0313491	\$ 3,756.10	Indirect Costs
Invoice <\$15,000	Dupage Dodge Chrysler Jeep	7/11/2023	IM*0313492	\$ 6.16	Purchase for Resale
Invoice >\$15,000	EAB Global Inc.	7/10/2023	IM*0313406	\$ 82,296.05	IT Maintenance Services
Invoice <\$15,000	EAC Product Development Solutions	7/11/2023	IM*0313493	\$ 3,630.00	Maintenance Supplies
Invoice <\$15,000	EBSCO Information Services	7/26/2023	IM*E0096373	\$ 12,115.00	Books and Binding Costs
Invoice <\$15,000	EBSCO Information Services	7/19/2023	IM*E0096253	\$ 8,326.19	Publications
Invoice <\$15,000	EBSCO Information Services	7/11/2023	IM*E0096149	\$ 350.00	Publications
Invoice >\$15,000	Eco Clean Maintenance, Inc.	7/6/2023	IM*E0096103	\$ 43,804.16	Custodial Services
Invoice <\$15,000	Ecolab	7/12/2023	IM*0313613	\$ 37.35	Maintenance Services Expense
Invoice <\$15,000	Ecolab	7/11/2023	IM*0313498	\$ 1,005.30	Maintenance Supplies
Invoice <\$15,000	Ecolab	7/11/2023	IM*0313497	\$ 185.00	Instructional Supplies
Invoice <\$15,000	Ecolab	7/11/2023	IM*0313496	\$ 185.00	Instructional Supplies
Invoice <\$15,000	Ecolab	7/11/2023	IM*0313495	\$ 762.21	Maintenance Supplies
Invoice <\$15,000	Ecolab	7/11/2023	IM*0313494	\$ (37.35)	Check issued in current month; voided in current month

**D. All Disbursements Excluding Payroll**  
**College of DuPage**  
**Community College District No. 502**  
**ACCOUNTS PAYABLE AND PAYROLL REPORT**  
**CASH DISBURSEMENTS**  
**July 31, 2023**

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Click "About COD"; then click "COD Financial Documents"; then click Third Party Invoices and select a month					
AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice <\$15,000	Ecolab	7/11/2023	IM*0313494	\$ 37.35	Maintenance Services Expense
Employee Reimb	Edith Jaco	7/11/2023	IM*0096117	\$ 366.42	Tuition Reimbursement-Faculty
Invoice <\$15,000	Educated Business Resource Corp	7/11/2023	IM*E0096150	\$ 9,500.00	Non-Credit instructional Serv
Invoice <\$15,000	Edward Don & Company	7/11/2023	IM*0313499	\$ 634.68	Instructional Supplies
Invoice <\$15,000	Einstein Graphic Services LLC	7/11/2023	IM*E0096151	\$ 1,995.00	Other Contractual Services Expense
Employee Reimb	Elisabeth Unruh	7/11/2023	IM*0313434	\$ 500.00	Tuition Reimbursement-CODA
Invoice <\$15,000	Elliott Auto Supply Co., Inc.	7/20/2023	IM*0313709	\$ 1,418.68	Purchase for Resale
Invoice >\$15,000	Ellucian	7/6/2023	IM*E0096104	\$ 988,798.00	IT Maintenance Services
Employee Reimb	Eric Merkel	7/13/2023	IM*0313615	\$ 86.18	Maintenance Supplies
Invoice <\$15,000	Eric Shiner	7/26/2023	IM*0313785	\$ 1,000.00	Performing Arts Services
Invoice <\$15,000	Esco Institute Ltd.	7/11/2023	IM*0313500	\$ 2,500.00	Other Contractual Services Expense
Invoice >\$15,000	ESM Solutions Corp	7/6/2023	IM*E0096105	\$ 54,931.00	IT Maintenance Services
Invoice <\$15,000	ESRI/Environmental Systems Research	7/11/2023	IM*0313501	\$ 1,000.00	Maintenance Services Expense
Invoice <\$15,000	Euclid Beverage, Ltd.	7/11/2023	IM*0313502	\$ 1,055.00	Purchase for Resale
Invoice <\$15,000	Excelleration Music Partners, Llc	7/11/2023	IM*E0096152	\$ 120.46	Advertising Expense
Employee Reimb	Faon Crystal	7/6/2023	IM*E0096071	\$ 1,226.64	Out-of-State Travel Costs
Invoice <\$15,000	Fisher Scientific Company	7/11/2023	IM*0313503	\$ 916.20	Instructional Supplies
Invoice <\$15,000	Fitness Team, Inc.	7/11/2023	IM*0313504	\$ 249.99	Maintenance Services Expense
Invoice <\$15,000	Five Corners 1-Hr. Cleaners	7/11/2023	IM*0313505	\$ 415.70	Performing Arts Services
Invoice <\$15,000	Five Star AudioVisual Inc	7/11/2023	IM*0313506	\$ 2,600.00	On-Campus Conf & Mtgs
Invoice <\$15,000	Flagg Creek Water Reclamation District	7/11/2023	IM*0313507	\$ 40.49	Water - Sewage Expense
Invoice <\$15,000	Flinn Scientific	7/19/2023	IM*E0096254	\$ 75.60	Instructional Supplies
Invoice <\$15,000	Florence Appel	7/11/2023	IM*0313453	\$ 1,500.00	Out-of-State Travel Costs
Invoice <\$15,000	Follett Higher Education, LLC	7/11/2023	IM*E0096154	\$ 1,193.20	Office Supplies
Invoice >\$15,000	Follett Higher Education, LLC	7/6/2023	IM*E0096106	\$ 120,743.92	Other Students Bookbills
Invoice <\$15,000	Forestry Suppliers, Inc.	7/26/2023	IM*E0096375	\$ 336.61	Instructional Supplies
Invoice <\$15,000	Fortune Fish Company	7/26/2023	IM*E0096376	\$ 121.70	Instructional Supplies
Invoice <\$15,000	Fortune Fish Company	7/19/2023	IM*E0096255	\$ 2,212.61	Instructional Supplies
Invoice <\$15,000	Full Compass Systems, Ltd	7/26/2023	IM*E0096377	\$ 1,049.72	Audio/Visual Materials
Invoice <\$15,000	Full Compass Systems, Ltd	7/11/2023	IM*E0096155	\$ 1,590.86	Non-Capital Equipment
Employee Reimb	Gautam Wadhwa	7/20/2023	IM*E0096343	\$ 1,194.26	Dues - Faculty
Invoice <\$15,000	Glanbia Performance Nutrition (NA) Inc	7/26/2023	IM*E0096378	\$ 4,130.94	Athletic Other Supplies
Invoice <\$15,000	Gordon Flesch Co.	7/11/2023	IM*0313508	\$ 2,270.00	Rental - Equipment
Invoice <\$15,000	Gordon Flesch Co.	7/24/2023	IM*0313714	\$ 33,724.98	Rental - Equipment
Invoice >\$15,000	Gordon Flesch Co.	7/10/2023	IM*0313407	\$ 43,791.57	Rental - Equipment
Invoice <\$15,000	Grainger - Downers Grove	7/26/2023	IM*E0096379	\$ 518.41	Instructional Supplies
Invoice <\$15,000	Grainger - Downers Grove	7/19/2023	IM*E0096256	\$ 1,128.21	Instructional Supplies
Invoice <\$15,000	Grainger - Downers Grove	7/5/2023	IM*E0096030	\$ 1,470.21	Other Contractual Services Expense
Invoice <\$15,000	Grand Stage Lighting Co., Inc.	7/11/2023	IM*E0096156	\$ 1,192.28	Facilities Maintenance Service Expense
Invoice <\$15,000	Greenhouse A-Fex Co	7/11/2023	IM*0313510	\$ 350.00	Maintenance Services Expense
Invoice <\$15,000	Greenhouse A-Fex Co	7/11/2023	IM*0313509	\$ 2,835.00	Maintenance Services Expense
Invoice <\$15,000	Hachette Book Group	7/11/2023	IM*E0096157	\$ 1,771.31	Purchase for Resale
Invoice <\$15,000	Heidi Holan	7/11/2023	IM*0313514	\$ 487.25	In-State Travel Costs
Invoice <\$15,000	Henry Fiene	7/3/2023	IM*0313252	\$ 2,500.00	Rental - Equipment
Invoice <\$15,000	Henry Schein	7/11/2023	IM*E0096158	\$ 239.68	Instructional Supplies
Invoice <\$15,000	Heritage FS Inc.	7/26/2023	IM*E0096380	\$ 715.60	Non-Credit instructional Serv
Invoice <\$15,000	Higher Learning Commission	7/11/2023	IM*0313512	\$ 13,888.40	Dues
Invoice <\$15,000	Holabird & Root LLC	7/11/2023	IM*0313513	\$ 5,250.00	Architectural Services Expense
Invoice <\$15,000	Home Depot USA, Inc.	7/11/2023	IM*0313515	\$ 10,886.67	Maintenance Supplies
Invoice >\$15,000	Hopkins Fulfillment Service	7/24/2023	IM*0313715	\$ 15,216.94	Other supplies
Invoice <\$15,000	Howard Industries, Inc.	7/11/2023	IM*E0096159	\$ 749.00	Non-Capital Equipment
Invoice <\$15,000	HP Inc.	7/11/2023	IM*0313516	\$ 115.84	Maintenance Supplies
Invoice <\$15,000	IAODAPCA, Inc.	7/11/2023	IM*0313517	\$ 1,260.00	Other Contractual Services Expense
Invoice <\$15,000	ICCTA	7/19/2023	IM*E0096257	\$ 1,485.00	In-State Conference Costs
Invoice >\$15,000	IDES-Magnetic Media Unit	7/26/2023	IM*D21898	\$ 215,776.30	Withholding Tax - State
Invoice >\$15,000	IDES-Magnetic Media Unit	7/12/2023	IM*D21893	\$ 215,786.71	Withholding Tax - State
Invoice <\$15,000	IEEE	7/11/2023	IM*E0096160	\$ 20.00	Other Contractual Services Expense
Invoice <\$15,000	Illinois Arts Alliance	7/19/2023	IM*E0096258	\$ 250.00	Dues
Invoice >\$15,000	Illinois Community College Risk Management Consortium	7/10/2023	IM*0313408	\$ 41,827.00	General Insurance Expense
Invoice <\$15,000	Illinois Community College Trustees Association	7/11/2023	IM*0313518	\$ 132.00	Office Supplies
Invoice <\$15,000	Illinois Department of Revenue	7/18/2023	IM*D21896	\$ 5,555.00	Sales Tax
Invoice <\$15,000	Illinois Department of Revenue	7/18/2023	IM*D21895	\$ 328.99	Hotel/Motel Tax
Invoice <\$15,000	Illinois Department of Revenue	7/26/2023	IM*0313787	\$ 417.77	Wage Assignments
Invoice <\$15,000	Illinois Department of Revenue	7/11/2023	IM*0313604	\$ 417.77	Wage Assignments
Invoice <\$15,000	Illinois Education Association	7/26/2023	IM*0313788	\$ 72.60	Professional Dues
Invoice <\$15,000	Illinois Education Association	7/11/2023	IM*0313605	\$ 72.60	Professional Dues
Invoice <\$15,000	Illinois Fraternal Order of Police	7/26/2023	IM*E0096413	\$ 400.18	Professional Dues
Invoice <\$15,000	Illinois Fraternal Order of Police	7/12/2023	IM*E0096229	\$ 400.18	Professional Dues
Invoice <\$15,000	Illinois Pump	7/5/2023	IM*E0096031	\$ 13,986.00	Facilities Maintenance Service Expense

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 Community College District No. 502  
**ACCOUNTS PAYABLE AND PAYROLL REPORT**  
**CASH DISBURSEMENTS**  
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Click "About COD"; then click "COD Financial Documents"; then click Third Party Invoices and select a month					
AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice >\$15,000	Illinois Pump	7/31/2023	IM*E0096450	\$ 17,486.00	Facilities Maintenance Service Expense
Invoice <\$15,000	Illinois Secretary of State	7/17/2023	IM*0313621	\$ 173.00	Financial Charges & Adjustments
Invoice <\$15,000	Illinois State Bar Association	7/11/2023	IM*0313519	\$ 450.00	Dues
Invoice >\$15,000	Info-Tech Research Group, Inc.	7/24/2023	IM*E0096351	\$ 28,382.18	Consultants Expense
Invoice >\$15,000	Innovate Technologies, Inc.	7/24/2023	IM*0313716	\$ 91,700.00	Equipment - Instructional
Invoice >\$15,000	Innovation Dupage	7/6/2023	IM*E0096107	\$ 284,000.00	Other Fixed Charges Expense
Invoice <\$15,000	Institute for Leadership Excellence & Dev., Inc	7/5/2023	IM*E0096032	\$ 3,200.00	Non-Credit instructional Serv
Invoice <\$15,000	Institute of Int'l Education	7/11/2023	IM*0313520	\$ 530.00	Nongovernment Gifts/Grants
Invoice <\$15,000	Integrated DNA Technologies, Inc.	7/5/2023	IM*E0096033	\$ 11.00	Instructional Supplies
Invoice <\$15,000	InterFlex Payment, LLC	7/26/2023	IM*E0096414	\$ 12,288.52	Flexible Spending Accounts
Invoice <\$15,000	InterFlex Payment, LLC	7/13/2023	IM*E0096232	\$ 12,288.52	Flexible Spending Accounts
Invoice <\$15,000	InterFlex Payment, LLC	7/13/2023	IM*D21894	\$ 752.98	HSA Emply/COD Contr 01/01/17
Invoice <\$15,000	InterFlex Payment, LLC	7/20/2023	IM*0313710	\$ 1,825.24	HSA Admin Fees
Invoice >\$15,000	InterFlex Payment, LLC	7/19/2023	IM*D21897	\$ 25,571.11	HSA Emply/COD Contr 01/01/17
Invoice >\$15,000	InterFlex Payment, LLC	7/3/2023	IM*D21891	\$ 25,042.41	HSA Emply/COD Contr 01/01/17
Invoice >\$15,000	InterFlex Payment, LLC	7/3/2023	IM*D21890	\$ (25,042.41)	Check issued in current month; voided in current month
Invoice >\$15,000	InterFlex Payment, LLC	7/3/2023	IM*D21890	\$ 25,042.41	HSA Emply/COD Contr 01/01/17
Invoice <\$15,000	International Union of Operating Engineers	7/26/2023	IM*0313789	\$ 644.31	Professional Dues
Invoice <\$15,000	International Union of Operating Engineers	7/11/2023	IM*0313606	\$ 644.31	Professional Dues
Employee Reimb	Iris Castellanos	7/11/2023	IM*0313414	\$ 56.99	In-State Travel Costs
Invoice <\$15,000	JW Pepper Music	7/26/2023	IM*E0096381	\$ 202.99	Instructional Supplies
Invoice <\$15,000	J.J. Keller & Associates, Inc.	7/11/2023	IM*0313521	\$ 1,717.20	Instructional Supplies
Invoice <\$15,000	Jacqueline Skryd	7/11/2023	IM*0313581	\$ 450.35	Officials/Referees
Invoice <\$15,000	Jad Melki	7/3/2023	IM*W675	\$ 500.00	Honorarium Stipend
Employee Reimb	James Allen	7/27/2023	IM*E0096418	\$ 594.00	Funds Held in Custody of Others
Employee Reimb	James Bente	7/6/2023	IM*E0096065	\$ 185.00	Dues - Administrators
Invoice <\$15,000	Jameson Publishing, Inc.	7/11/2023	IM*0313586	\$ 995.00	Advertising Expense
Employee Reimb	Jane Murtaugh	7/27/2023	IM*E0096437	\$ 1,079.72	Tuition Reimbursement-Faculty
Invoice <\$15,000	Jansco, Inc.	7/19/2023	IM*E0096259	\$ 743.44	On-Campus Conf & Mtgs
Employee Reimb	Jared Deane	7/11/2023	IM*0313415	\$ 1,578.50	Dues - Administrators
Employee Reimb	Jarret Dyer	7/27/2023	IM*E0096426	\$ 51.20	Wellness Incentive
Employee Reimb	Jason Snart	7/6/2023	IM*E0096094	\$ 50.00	Dues - Faculty
Invoice <\$15,000	Jayson Mamaclay	7/11/2023	IM*0313539	\$ 562.96	Non-Credit instructional Serv
Invoice <\$15,000	JC Licht	7/11/2023	IM*E0096161	\$ 280.01	Maintenance Supplies
Employee Reimb	Jeffrey Walker	7/11/2023	IM*0313435	\$ 44.54	In-State Travel Costs
Employee Reimb	Jelymar Mejia	7/20/2023	IM*E0096328	\$ 2,083.22	Tuition Reimbursement-Classified
Invoice <\$15,000	Jenn Sales Corporation	7/11/2023	IM*0313522	\$ 265.00	Instructional Supplies
Employee Reimb	Jennifer Cumpston	7/6/2023	IM*E0096072	\$ 123.07	Office Supplies
Employee Reimb	Jennifer Kelley	7/6/2023	IM*E0096085	\$ 1,173.15	Out-of-State Travel Costs
Employee Reimb	Jennifer Lange	7/6/2023	IM*E0096088	\$ 290.23	Instructional Supplies
Employee Reimb	Jennifer Piehl	7/20/2023	IM*E0096333	\$ 1,630.80	Tuition Reimbursement-Faculty
Employee Reimb	Jenny Madsen	7/20/2023	IM*E0096323	\$ 153.27	In-State Travel Costs
Invoice <\$15,000	Jessica Beck	7/25/2023	IM*0313783	\$ 4,500.00	Performing Arts Services
Employee Reimb	Jessica Dyrek	7/11/2023	IM*0313417	\$ 99.00	Tuition Reimbursement-CODA
Employee Reimb	Jill McWilliams	7/27/2023	IM*E0096435	\$ 736.88	Tuition Reimbursement-Admin
Employee Reimb	Jill McWilliams	7/20/2023	IM*E0096326	\$ 81.36	In-State Conference Costs
Invoice <\$15,000	Jobelephant.com Inc	7/19/2023	IM*E0096260	\$ 9,965.00	Advertising Expense
Invoice <\$15,000	Jobelephant.com Inc	7/11/2023	IM*E0096162	\$ 1,118.00	Advertising Expense
Invoice <\$15,000	John Lenart	7/19/2023	IM*E0096235	\$ 3,000.00	Other Contractual Services Expense
Invoice <\$15,000	John Thompson	7/11/2023	IM*0313588	\$ 750.00	Performing Arts Services
Employee Reimb	Jonita Ellis	7/27/2023	IM*E0096427	\$ 1,124.42	Grant Funded Travel/Conf
Employee Reimb	Jorge Nieto	7/20/2023	IM*E0096330	\$ 273.79	Tuition Reimbursement-Admin
Invoice <\$15,000	Joseph Freeman & Associates, Inc.	7/26/2023	IM*0313786	\$ 4,000.00	Performing Arts Services
Invoice <\$15,000	Josephine Cloud	7/11/2023	IM*0313475	\$ 500.00	Consultants Expense
Employee Reimb	Josephine Wallace	7/11/2023	IM*0313436	\$ 131.41	In-State Conference Costs
Invoice >\$15,000	JPMorgan Chase & Co	7/25/2023	IM*TC21496	\$ 15,899.96	Pcard/Travel Card Clearing
Invoice >\$15,000	JPMorgan Chase & Co	7/26/2023	IM*PC21495	\$ 77,001.75	Pcard/Travel Card Clearing
Invoice <\$15,000	JRCNMT	7/11/2023	IM*E0096164	\$ 1,500.00	Dues
Invoice <\$15,000	Juan Perezchica	7/11/2023	IM*0313563	\$ 25.96	Funds Held in Custody of Others
Employee Reimb	Jude Geiger	7/6/2023	IM*E0096077	\$ 1,481.81	In-State Travel Costs
Employee Reimb	Judy Turcan-Shoup	7/11/2023	IM*0313433	\$ 65.50	Tuition Reimbursement-CODA
Employee Reimb	Julia Venetis	7/20/2023	IM*E0096341	\$ 62.34	Tuition Reimbursement-Classified
Employee Reimb	Julie Alvin	7/11/2023	IM*0313409	\$ 518.96	Tuition Reimbursement-Faculty
Employee Reimb	Justin Witte	7/27/2023	IM*E0096447	\$ 181.99	Performing Arts Services
Invoice <\$15,000	Kaeser & Blair, Inc.	7/26/2023	IM*E0096383	\$ 8,005.50	Advertising Expense
Invoice <\$15,000	Kaeser & Blair, Inc.	7/19/2023	IM*E0096261	\$ 4,198.00	Advertising Expense
Invoice <\$15,000	Kaeser & Blair, Inc.	7/5/2023	IM*E0096035	\$ 2,783.00	Advertising Expense
Invoice <\$15,000	Kammes Auto & Truck Repair, Inc.	7/11/2023	IM*0313523	\$ 361.78	Maintenance Services Expense
Invoice <\$15,000	Kaplan	7/11/2023	IM*0313524	\$ 954.44	Instructional Supplies

**D. All Disbursements Excluding Payroll**  
**College of DuPage**  
**Community College District No. 502**  
**ACCOUNTS PAYABLE AND PAYROLL REPORT**  
**CASH DISBURSEMENTS**  
**July 31, 2023**

CHECKS ISSUED DURING ACCOUNTING MONTH - July 2023

Check number sequence order excludes checks issued to students which results in check number sequence gaps. All students are covered under the Family Educational Rights and Privacy Act (FERPA). Checks listed include payroll cash disbursements made to vendors and government agencies for employee payroll deductions.					
To view invoices on line, click the hyperlink below to take you to the College's home page. <a href="http://www.cod.edu/about/office_of_the_president/planning_and_reporting_documents/invoices.aspx">http://www.cod.edu/about/office_of_the_president/planning_and_reporting_documents/invoices.aspx</a>					
Click "About COD"; then click "COD Financial Documents"; then click Third Party Invoices and select a month					
AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Employee Reimb	Karen Hunt	7/11/2023	IM*0313421	\$ 25.44	Advertising Expense
Employee Reimb	Kathleen Kasprzyk Szetela	7/11/2023	IM*E0096118	\$ 1,568.79	In-State Travel Costs
Employee Reimb	Kathleen Witort	7/13/2023	IM*0313617	\$ 20.31	In-State Travel Costs
Invoice <\$15,000	Kendra Simmons	7/11/2023	IM*0313579	\$ 300.00	Other Contractual Services Expense
Invoice <\$15,000	Kennicott Brothers Company	7/11/2023	IM*0313527	\$ 162.97	Instructional Supplies
Employee Reimb	Kimberly Morris	7/27/2023	IM*E0096436	\$ 287.32	Other supplies
Invoice <\$15,000	Kirk Muspratt	7/19/2023	IM*E0096236	\$ 5,030.00	Performing Arts Services
Invoice >\$15,000	KK Stevens Co	7/6/2023	IM*E0096108	\$ 65,472.38	Printing Expense
Employee Reimb	Korry Granger	7/27/2023	IM*E0096431	\$ 617.35	In-State Travel Costs
Employee Reimb	Korry Granger	7/11/2023	IM*0313419	\$ 31.44	In-State Travel Costs
Employee Reimb	Kristin Bures	7/11/2023	IM*0313411	\$ 197.83	Tuition Reimbursement-Classified
Employee Reimb	Kristina Henderson	7/20/2023	IM*E0096318	\$ 125.86	On-Campus Conf & Mtgs
Invoice <\$15,000	Krueger International, Inc.	7/11/2023	IM*0313528	\$ 8,509.74	Instructional Supplies
Invoice <\$15,000	Kyle Karas	7/11/2023	IM*0313525	\$ 550.00	Other Contractual Services Expense
Invoice <\$15,000	Labor Titan	7/5/2023	IM*E0096034	\$ 4,000.00	Instructional Supplies
Invoice <\$15,000	Labsource	7/11/2023	IM*0313530	\$ 979.25	Instructional Supplies
Invoice <\$15,000	Laerdal Medical Corporation	7/11/2023	IM*0313531	\$ 3,949.00	Instructional Supplies
Invoice <\$15,000	Laff Productions Inc	7/11/2023	IM*E0096165	\$ 10,000.00	Performing Arts Services
Invoice <\$15,000	Lakeshore Medical Resources, Inc	7/11/2023	IM*E0096166	\$ 6,975.00	Maintenance Services Expense
Invoice <\$15,000	Lands' End, Inc	7/26/2023	IM*E0096384	\$ 1,052.20	Advertising Expense
Invoice <\$15,000	Lands' End, Inc	7/19/2023	IM*E0096262	\$ 1,052.20	Advertising Expense
Invoice <\$15,000	Lands' End, Inc	7/11/2023	IM*E0096167	\$ 1,933.01	Advertising Expense
Invoice <\$15,000	Lands' End, Inc	7/5/2023	IM*E0096036	\$ 393.15	Advertising Expense
Invoice <\$15,000	Landscape Depot	7/11/2023	IM*E0096168	\$ 697.30	Instructional Supplies
Invoice <\$15,000	Landscape Depot	7/5/2023	IM*E0096037	\$ 2,493.30	Instructional Supplies
Invoice <\$15,000	Laura Donatello	7/11/2023	IM*0313489	\$ 150.00	Honorarium Stipend
Invoice <\$15,000	Laurie Waldeck	7/11/2023	IM*0313596	\$ 235.00	Other Contractual Services Expense
Invoice <\$15,000	LEGO Education US	7/11/2023	IM*0313532	\$ 5,062.20	Instructional Supplies
Invoice <\$15,000	Len's Ace Hardware, Inc.	7/19/2023	IM*E0096263	\$ 502.65	Non-Capital Equipment
Invoice <\$15,000	Len's Ace Hardware, Inc.	7/11/2023	IM*E0096169	\$ 52.85	Maintenance Supplies
Invoice <\$15,000	Len's Ace Hardware, Inc.	7/5/2023	IM*E0096038	\$ 884.31	Maintenance Supplies
Employee Reimb	Lesley Shwories	7/27/2023	IM*0313643	\$ 418.59	Instructional Supplies
Employee Reimb	Lesley Shwories	7/20/2023	IM*E0096338	\$ 99.52	Instructional Supplies
Invoice <\$15,000	Lester and Rosalie Anixter Center	7/11/2023	IM*0313533	\$ 738.75	Consultants Expense
Invoice <\$15,000	LEX MEAT, LTD	7/11/2023	IM*0313534	\$ 2,650.65	Instructional Supplies
Employee Reimb	Liliana Kalin	7/11/2023	IM*0313424	\$ 1,128.00	In-State Travel Costs
Invoice <\$15,000	Linde Gas & Equipment Inc	7/11/2023	IM*0313535	\$ 889.00	Instructional Supplies
Invoice <\$15,000	Lisa Steiner	7/11/2023	IM*0313584	\$ 300.00	Other Contractual Services Expense
Employee Reimb	Lisa Vondra	7/27/2023	IM*E0096446	\$ 145.42	In-State Travel Costs
Invoice <\$15,000	Live Reps Call Center, LLC	7/11/2023	IM*E0096171	\$ 539.56	Other Contractual Services Expense
Invoice <\$15,000	LiveU Inc	7/26/2023	IM*E0096385	\$ 796.27	Instructional Supplies
Employee Reimb	Lori Vardas	7/20/2023	IM*E0096340	\$ 98.00	Tuition Reimbursement-CODA
Invoice <\$15,000	Louis Glunz Wines, Inc.	7/19/2023	IM*E0096264	\$ 436.00	Purchase for Resale
Invoice <\$15,000	Low Voltage Solutions, Inc.	7/11/2023	IM*0313537	\$ 646.24	Non-Capital Equipment
Invoice <\$15,000	Lowitz and Sons, Inc.	7/11/2023	IM*E0096172	\$ 13,083.49	Printing Expense
Invoice <\$15,000	LYRASIS	7/19/2023	IM*E0096265	\$ 11,078.48	Books and Binding Costs
Invoice <\$15,000	LYRASIS	7/11/2023	IM*E0096173	\$ 300.00	Dues
Invoice >\$15,000	M. L. Coss and Associates, Llc	7/31/2023	IM*E0096451	\$ 21,000.00	Consultants Expense
Invoice <\$15,000	M.E.R.I.T. DuPage County	7/11/2023	IM*0313538	\$ 6,500.00	Other Contractual Services Expense
Invoice <\$15,000	Manuel Lopez	7/11/2023	IM*0313536	\$ 1,800.00	Other Contractual Services Expense
Invoice <\$15,000	Marberry Cleaners and Launderer's LLC	7/11/2023	IM*0313540	\$ 27.03	Maintenance Services Expense
Employee Reimb	Marcella Nowak	7/11/2023	IM*0313429	\$ 162.34	Tuition Reimbursement-Classified
Employee Reimb	Marcia Frank	7/27/2023	IM*E0096428	\$ 250.00	Tuition Reimbursement-Classified
Employee Reimb	Marilyn Joyne	7/11/2023	IM*0313423	\$ 128.98	Instructional Supplies
Employee Reimb	Marjorie Swanson	7/27/2023	IM*E0096445	\$ 1,663.90	In-State Travel Costs
Invoice <\$15,000	Mark Krukowski	7/26/2023	IM*E0096357	\$ 1,805.62	Tuition Reimbursement-Classified
Employee Reimb	Mark Yahoudy	7/6/2023	IM*E0096097	\$ 653.83	Dues - Faculty
Employee Reimb	Martin Nachel	7/27/2023	IM*E0096438	\$ 371.53	Instructional Supplies
Invoice <\$15,000	Marvin Feig & Associates, Ltd	7/11/2023	IM*E0096174	\$ 478.00	Maintenance Supplies
Employee Reimb	Mary Andersen	7/11/2023	IM*0313410	\$ 110.00	Tuition Reimbursement-Classified
Employee Reimb	Mary Carlson	7/11/2023	IM*0313413	\$ 166.69	Dues - Faculty
Employee Reimb	Mary Konkel	7/6/2023	IM*E0096086	\$ 385.00	Tuition Reimbursement-Faculty
Employee Reimb	Matthew Rahn	7/11/2023	IM*0313431	\$ 134.26	Out-of-State Travel Costs
Invoice <\$15,000	Maxient LLC	7/11/2023	IM*E0096175	\$ 8,000.00	IT Maintenance Services
Invoice <\$15,000	McGaw Graphics Inc.	7/5/2023	IM*E0096039	\$ 1,518.16	Purchase for Resale
Invoice <\$15,000	McMaster Carr Supply	7/26/2023	IM*E0096386	\$ 108.19	Instructional Supplies
Invoice <\$15,000	McMaster Carr Supply	7/19/2023	IM*E0096266	\$ 1,017.04	Instructional Supplies
Invoice <\$15,000	McMaster Carr Supply	7/11/2023	IM*E0096176	\$ 1,889.81	Instructional Supplies
Invoice <\$15,000	McMaster Carr Supply	7/5/2023	IM*E0096040	\$ 35.75	Maintenance Supplies

**D. All Disbursements Excluding Payroll**  
 College of DuPage  
 Community College District No. 502  
**ACCOUNTS PAYABLE AND PAYROLL REPORT**  
**CASH DISBURSEMENTS**  
 July 31, 2023

CHECKS ISSUED DURING ACCOUNTING MONTH - July 2023

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Click "About COD"; then click "COD Financial Documents"; then click Third Party Invoices and select a month					
AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice <\$15,000	Mechanical Sales Technologies, Inc.	7/11/2023	IM*0313541	\$ 4,208.00	Maintenance Supplies
Invoice <\$15,000	Media Suite, Inc.	7/5/2023	IM*E0096041	\$ 1,600.00	Performing Arts Services
Invoice >\$15,000	MEDICAL SHIPMENT LLC	7/25/2023	IM*E0096352	\$ (53,997.00)	Check issued in current month; voided in current month
Invoice >\$15,000	MEDICAL SHIPMENT LLC	7/25/2023	IM*E0096352	\$ 53,997.00	Equipment - Instructional
Invoice >\$15,000	MEDICAL SHIPMENT LLC	7/31/2023	IM*0313794	\$ 53,997.00	Equipment - Instructional
Employee Reimb	Melissa Fanella	7/20/2023	IM*E0096315	\$ 75.00	Dues - Classified
Employee Reimb	Melissa Lachcik	7/6/2023	IM*E0096087	\$ 200.00	Tuition Reimbursement-Classified
Employee Reimb	Melissa McKirbie	7/27/2023	IM*E0096434	\$ 175.56	In-State Travel Costs
Employee Reimb	Melissa Schertz	7/20/2023	IM*E0096335	\$ 1,489.23	Tuition Reimbursement-Classified
Invoice <\$15,000	Mercer Tool Corp	7/11/2023	IM*E0096177	\$ 112.65	Instructional Supplies
Invoice <\$15,000	Mercer Tool Corp	7/5/2023	IM*E0096042	\$ 1,741.00	Instructional Supplies
Invoice <\$15,000	Meyer Njus Tanick, Pa	7/11/2023	IM*0313607	\$ 381.24	Wage Assignments
Invoice <\$15,000	Michel Bouvier	7/25/2023	IM*0313784	\$ 900.00	Performing Arts Services
Invoice <\$15,000	Michel, LLC	7/11/2023	IM*0313545	\$ 4,843.67	Instructional Supplies
Invoice <\$15,000	Michel, LLC	7/11/2023	IM*0313544	\$ 231.15	Equipment - Instructional
Invoice <\$15,000	Michel, LLC	7/11/2023	IM*0313543	\$ 985.27	Instructional Supplies
Invoice <\$15,000	Micheline Mennecke	7/11/2023	IM*0313542	\$ 150.00	Honorarium Stipend
Invoice <\$15,000	Michelle Musial	7/11/2023	IM*0313547	\$ 150.00	Honorarium Stipend
Invoice <\$15,000	Midwest Computer Supply	7/19/2023	IM*E0096267	\$ 9,939.40	Non-Capital Equipment
Invoice <\$15,000	Midwest Computer Supply	7/11/2023	IM*E0096178	\$ 649.90	Maintenance Supplies
Invoice <\$15,000	Midwest Groundcovers	7/26/2023	IM*E0096387	\$ 125.40	Maintenance Supplies
Invoice <\$15,000	Midwest Groundcovers	7/5/2023	IM*E0096043	\$ 3,873.67	Other Materials & Supplies Expense
Employee Reimb	Miglena Nikolova	7/20/2023	IM*E0096331	\$ 2,348.19	International Travel Costs
Employee Reimb	Mitzi Thomas	7/6/2023	IM*E0096095	\$ 350.00	Instructional Supplies
Invoice <\$15,000	Mock Medical, Llc	7/5/2023	IM*E0096044	\$ 4,550.00	Instructional Supplies
Invoice <\$15,000	MOMENTA, INC	7/5/2023	IM*E0096045	\$ 200.00	Non-Capital Equipment
Invoice <\$15,000	Mouser Electronics	7/26/2023	IM*E0096388	\$ 49.95	Other supplies
Invoice <\$15,000	MSC Industrial Supply	7/26/2023	IM*E0096389	\$ 882.45	Instructional Supplies
Invoice <\$15,000	MSC Industrial Supply	7/19/2023	IM*E0096268	\$ 3,463.89	Instructional Supplies
Invoice <\$15,000	MSC Industrial Supply	7/11/2023	IM*E0096179	\$ 200.72	Equipment - Instructional
Invoice <\$15,000	MSC Industrial Supply	7/5/2023	IM*E0096046	\$ 875.56	Instructional Supplies
Invoice <\$15,000	NACAS	7/11/2023	IM*0313548	\$ 1,010.00	Dues
Invoice <\$15,000	NAEYC	7/11/2023	IM*0313549	\$ 2,516.80	Instructional Supplies
Employee Reimb	Nancy Guzman Gama	7/20/2023	IM*E0096316	\$ 322.75	In-State Travel Costs
Employee Reimb	Nancy Guzman Gama	7/6/2023	IM*E0096078	\$ 51.09	In-State Travel Costs
Invoice <\$15,000	Nancy Rosenheim	7/11/2023	IM*0313573	\$ 350.00	Instructional Supplies
Employee Reimb	Nancy Sabatini	7/20/2023	IM*E0096334	\$ 138.27	Instructional Supplies
Invoice <\$15,000	NAPA Auto Parts - Glen Ellyn	7/19/2023	IM*E0096269	\$ 2,148.84	Purchase for Resale
Invoice <\$15,000	NAPA Auto Parts - Glen Ellyn	7/5/2023	IM*E0096047	\$ 1,687.77	Maintenance Supplies
Invoice <\$15,000	Napolillo, Inc.	7/11/2023	IM*0313550	\$ 343.61	Instructional Supplies
Employee Reimb	Nathan Hambel	7/11/2023	IM*0313420	\$ 326.56	Out-of-State Travel Costs
Employee Reimb	Nathania Montes	7/20/2023	IM*E0096329	\$ 2,750.53	Tuition Reimbursement-Admin
Invoice <\$15,000	National Board for Professional Teaching Standards	7/11/2023	IM*0313551	\$ 2,000.00	Instructional Supplies
Invoice <\$15,000	National Board of Surgical Technology and Surgical	7/11/2023	IM*0313552	\$ 2,490.00	Instructional Supplies
Invoice <\$15,000	National Empowerment Center	7/11/2023	IM*E0096180	\$ 39.00	Instructional Supplies
Invoice <\$15,000	National Junior College Athletic Assoc	7/12/2023	IM*0313612	\$ 1,159.03	Out-of-State Travel Costs
Invoice <\$15,000	National Junior College Athletic Assoc	6/6/2023	IM*0312498	\$ (1,159.03)	Check issued in prior month; voided in current month
Invoice <\$15,000	National Public Radio	7/26/2023	IM*E0096390	\$ 14,203.01	Other Contractual Services Expense
Invoice <\$15,000	Nationwide Imaging Services Inc.	7/6/2023	IM*E0096112	\$ 52,950.00	Prepaid Expenses
Invoice <\$15,000	NBC Universal, LLC	7/11/2023	IM*E0096181	\$ 12,070.00	Advertising Expense
Invoice <\$15,000	NCCHC	7/11/2023	IM*0313553	\$ (6,500.00)	Check issued in current month; voided in current month
Invoice <\$15,000	NCCHC	7/11/2023	IM*0313553	\$ 6,500.00	Dues
Invoice <\$15,000	NCR Local Chicago	7/11/2023	IM*0313554	\$ 3,485.20	Other Contractual Services Expense
Invoice <\$15,000	NCS Pearson Inc.	7/11/2023	IM*0313555	\$ 4,680.00	Other Contractual Services Expense
Employee Reimb	Nelson Cantada	7/11/2023	IM*E0096114	\$ 3,600.00	Travel Advances
Invoice <\$15,000	Neuco Inc	7/19/2023	IM*E0096270	\$ 855.66	Maintenance Supplies
Invoice <\$15,000	Newark Electronics	7/11/2023	IM*0313557	\$ 45.00	Maintenance Supplies
Invoice <\$15,000	Nexstar, Inc.	7/11/2023	IM*0313558	\$ 1,275.00	Advertising Expense
Invoice <\$15,0001C	Nicor Gas	7/27/2023	IM*E0096448	\$ 12,754.67	Gas Expense
Invoice <\$15,0001C	Nicor Gas	7/20/2023	IM*E0096306	\$ 5,085.83	Gas Expense
Invoice <\$15,0001C	Nicor Gas	7/6/2023	IM*E0096063	\$ 19,270.09	Gas Expense
Invoice <\$15,000	North East Multi Regional Training	7/11/2023	IM*0313556	\$ 1,995.00	On-Campus Conf & Mtgs
Invoice <\$15,000	Northern Tool & Equipment Catalog Company, Inc.	7/19/2023	IM*E0096271	\$ 65.93	Instructional Supplies
Invoice <\$15,000	Northern Tool & Equipment Catalog Company, Inc.	7/11/2023	IM*E0096182	\$ 3,084.66	Instructional Supplies
Invoice <\$15,000	Novus Pest Control	7/26/2023	IM*E0096382	\$ 845.00	Custodial Services
Invoice <\$15,000	Novus Pest Control	7/11/2023	IM*E0096163	\$ 960.00	Custodial Services
Invoice <\$15,000	ODP Business Solutions, LLC	7/26/2023	IM*E0096392	\$ 2,942.14	Office Supplies
Invoice <\$15,000	ODP Business Solutions, LLC	7/19/2023	IM*E0096272	\$ 6,240.72	Office Supplies
Invoice <\$15,000	ODP Business Solutions, LLC	7/11/2023	IM*E0096183	\$ 2,825.22	Office Supplies

**D. All Disbursements Excluding Payroll**  
**College of DuPage**  
**Community College District No. 502**  
**ACCOUNTS PAYABLE AND PAYROLL REPORT**  
**CASH DISBURSEMENTS**  
**July 31, 2023**

CHECKS ISSUED DURING ACCOUNTING MONTH - July 2023

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Click "About COD"; then click "COD Financial Documents"; then click Third Party Invoices and select a month					
AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice <\$15,000	ODP Business Solutions, LLC	7/5/2023	IM*E0096048	\$ 1,903.06	Maintenance Supplies
Invoice <\$15,000	Office of Glen B. Stearns	7/26/2023	IM*0313790	\$ 471.70	Wage Assignments
Invoice <\$15,000	Office of Glen B. Stearns	7/11/2023	IM*0313608	\$ 293.06	Wage Assignments
Invoice >\$15,000	Open Presence Inc	7/25/2023	IM*E0096353	\$ (30,000.00)	Check issued in current month; voided in current month
Invoice >\$15,000	Open Presence Inc	7/25/2023	IM*E0096353	\$ 30,000.00	IT Maintenance Services
Invoice >\$15,000	Open Presence Inc	7/27/2023	IM*0313792	\$ 30,000.00	IT Maintenance Services
Invoice <\$15,000	Oracle America, Inc.	7/11/2023	IM*0313559	\$ 1,839.05	Other Contractual Services Expense
Invoice <\$15,000	O'Reilly Auto Parts	7/26/2023	IM*E0096391	\$ 279.28	Maintenance Supplies
Invoice <\$15,000	Outfront Media Inc	7/26/2023	IM*E0096393	\$ 10,000.00	Performing Arts Services
Invoice <\$15,000	Outfront Media Inc	7/11/2023	IM*E0096184	\$ 825.00	Performing Arts Services
Invoice <\$15,000	Oxford University Press	7/11/2023	IM*0313560	\$ 550.00	Publications
Invoice <\$15,000	Packety Webb Ford	7/19/2023	IM*E0096273	\$ 391.82	Facilities Maintenance Service Expense
Invoice <\$15,000	Paddock Publications	7/19/2023	IM*E0096274	\$ 994.20	Publications
Invoice <\$15,000	Paddock Publications	7/11/2023	IM*E0096185	\$ 6,806.06	Advertising Expense
Employee Reimb	Pamela McClelland	7/11/2023	IM*0313428	\$ 55.00	Tuition Reimbursement-CODA
Employee Reimb	Patrick O'Shea	7/13/2023	IM*0313616	\$ 961.74	Dues - Faculty
Employee Reimb	Patrick O'Shea	7/11/2023	IM*0313430	\$ 125.00	Dues - Faculty
Invoice <\$15,000	Patterson Dental	7/19/2023	IM*E0096275	\$ 109.81	Instructional Supplies
Invoice <\$15,000	Patterson Dental	7/11/2023	IM*E0096186	\$ 139.49	Instructional Supplies
Invoice <\$15,000	Paula Cebula	7/19/2023	IM*E0096234	\$ 3,970.00	Performing Arts Services
Invoice <\$15,000	Paxen Publishing LLC	7/26/2023	IM*E0096394	\$ 1,261.41	Instructional Supplies
Invoice <\$15,000	Pearson Curriculum Group	7/11/2023	IM*0313561	\$ 1,245.17	Instructional Supplies
Invoice <\$15,000	Pepsi Purchases	7/11/2023	IM*0313562	\$ 1,441.66	Purchase for Resale
Invoice <\$15,000	Peter's Home Renovation Inc.	7/6/2023	IM*0313282	\$ 173,000.00	Equipment - Instructional
Invoice <\$15,000	Pezza Landscape Inc	7/19/2023	IM*E0096276	\$ 4,425.00	Facilities Maintenance Service Expense
Invoice <\$15,000	Phi Theta Kappa Honor Society	7/11/2023	IM*0313564	\$ 65.00	Dues
Invoice <\$15,000	Phoenix Rising Consulting Inc.	7/11/2023	IM*E0096187	\$ 999.80	Other Contractual Services Expense
Invoice <\$15,000	Plantit Landscape Perspectives LLC	7/19/2023	IM*E0096277	\$ 1,643.73	Other Contractual Services Expense
Invoice <\$15,000	PlanPilot, LLC	7/11/2023	IM*E0096188	\$ 9,950.00	Consultants Expense
Invoice <\$15,000	Pocket Nurse	7/11/2023	IM*E0096189	\$ 358.54	Instructional Supplies
Invoice >\$15,000	Popplio Inc	7/18/2023	IM*E0096233	\$ 16,250.00	IT Maintenance Services
Invoice <\$15,000	Porter Pipe & Supply Co.	7/19/2023	IM*E0096278	\$ 16.78	Maintenance Supplies
Invoice <\$15,000	Porter Pipe & Supply Co.	7/5/2023	IM*E0096049	\$ 480.77	Maintenance Supplies
Invoice <\$15,000	Positive Impressions Inc	7/11/2023	IM*E0096190	\$ 744.00	On-Campus Conf & Mtgs
Invoice <\$15,000	Positive Impressions Inc	7/5/2023	IM*E0096050	\$ 3,139.39	Advertising Expense
Invoice <\$15,000	POSTMASTER - GLEN ELLYN	7/11/2023	IM*0313565	\$ 5,000.00	USPS Prepaid
Invoice <\$15,000	Premier Ophthalmic Services Inc	7/19/2023	IM*E0096279	\$ 570.00	Instructional Supplies
Invoice <\$15,000	Press Photography Network	7/26/2023	IM*E0096395	\$ 2,047.50	Other Contractual Services Expense
Invoice <\$15,000	Press Photography Network	7/19/2023	IM*E0096280	\$ 390.00	Performing Arts Services
Invoice <\$15,000	Press Photography Network	7/5/2023	IM*E0096051	\$ 487.50	Performing Arts Services
Invoice <\$15,000	Pro Education Solutions Inc.	7/5/2023	IM*E0096052	\$ 5,335.00	Other Contractual Services Expense
Invoice <\$15,000	Production Plus Technologies, Inc.	7/5/2023	IM*E0096054	\$ 1,950.00	Other supplies
Invoice <\$15,000	Pro-Fab Sheet Metal Inc	7/5/2023	IM*E0096053	\$ 4,900.00	Equipment - Instructional
Invoice <\$15,000	Professional Nursing Enrichments	7/5/2023	IM*E0096055	\$ 3,500.00	Non-Credit instructional Serv
Invoice <\$15,000	Queen's University Biological Station	7/6/2023	IM*W676	\$ 3,801.18	International Travel Costs
Employee Reimb	Rachel Diaz	7/11/2023	IM*0313416	\$ 35.63	Instructional Supplies
Invoice <\$15,000	Rachel Kawale	7/11/2023	IM*0313526	\$ 300.00	Advertising Expense
Invoice <\$15,000	Radiate Holdings LP	7/11/2023	IM*0313566	\$ 444.64	Other Contractual Services Expense
Invoice <\$15,000	Radiation Detection Company	7/19/2023	IM*E0096282	\$ 18.87	Instructional Supplies
Invoice <\$15,000	Ray O'Herron Co., Inc.	7/5/2023	IM*E0096056	\$ 3,564.68	Other supplies
Employee Reimb	Rebecca Harrington	7/20/2023	IM*E0096317	\$ 41.25	Tuition Reimbursement-Classified
Invoice <\$15,000	Red Arc International Pty Ltd	7/17/2023	IM*W679	\$ 4,247.00	IT Maintenance Services
Invoice <\$15,000	Redishred Chicago, Inc.	7/11/2023	IM*E0096192	\$ 2,900.00	IT Maintenance Services
Invoice <\$15,000	Refrigeration Enterprises, Inc.	7/11/2023	IM*E0096193	\$ 1,153.75	Maintenance Services Expense
Invoice <\$15,000	Reinders, Inc.	7/11/2023	IM*E0096194	\$ 1,076.30	Maintenance Supplies
Invoice >\$15,000	Reliance Standard Life Insurance Company	7/20/2023	IM*0313712	\$ 49,317.38	Life Insurance
Invoice <\$15,000	Rene Avila	7/11/2023	IM*0313460	\$ 600.00	Other Contractual Services Expense
Invoice <\$15,000	Reserve Account	7/11/2023	IM*0313568	\$ 10,000.00	Pitney Bowes Prepaid
Invoice <\$15,000	Revere Electric Supply	7/11/2023	IM*E0096195	\$ 662.90	Maintenance Supplies
Invoice <\$15,000	Revere Electric Supply	7/11/2023	IM*0313569	\$ 500.00	Maintenance Supplies
Invoice <\$15,000	Reynas Upholstery Inc	7/26/2023	IM*E0096396	\$ 4,995.00	Equipment - Office
Invoice <\$15,000	Rightway Printing Inc	7/11/2023	IM*0313571	\$ 2,300.00	Printing Expense
Invoice <\$15,000	Rittenhouse Book Distributors Inc	7/11/2023	IM*E0096197	\$ 7,000.00	Books and Binding Costs
Invoice <\$15,000	Riverside Technologies, Inc.	7/26/2023	IM*E0096397	\$ 3,191.00	Non-Capital Equipment
Invoice <\$15,000	Riverside Technologies, Inc.	7/19/2023	IM*E0096283	\$ 869.00	Equipment - Office
Invoice <\$15,000	Riverside Technologies, Inc.	7/11/2023	IM*E0096198	\$ 45.50	Instructional Supplies
Invoice >\$15,000	Riverside Technologies, Inc.	7/31/2023	IM*E0096452	\$ 19,674.00	Instructional Supplies
Invoice <\$15,000	Rk Lighting Llc	7/11/2023	IM*0313572	\$ 5,350.00	Instructional Supplies
Invoice <\$15,000	Robbins, Schwartz,	7/3/2023	IM*0313249	\$ 350.00	In-State Conference Costs

**D. All Disbursements Excluding Payroll**  
 College of DuPage  
 Community College District No. 502  
**ACCOUNTS PAYABLE AND PAYROLL REPORT**  
**CASH DISBURSEMENTS**  
 July 31, 2023

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AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice <\$15,000	Robert Broom	7/3/2023	IM*0313251	\$ 750.00	Other Contractual Services Expense
Employee Reimb	Robert Cano	7/27/2023	IM*E0096421	\$ 432.72	Instructional Supplies
Employee Reimb	Robert Cano	7/11/2023	IM*0313412	\$ 472.74	Instructional Supplies
Employee Reimb	Robert Cervenka	7/6/2023	IM*E0096069	\$ 139.98	Out-of-State Travel Costs
Employee Reimb	Robert Clark	7/27/2023	IM*E0096424	\$ 959.06	Instructional Supplies
Employee Reimb	Robert Marek	7/27/2023	IM*E0096432	\$ 1,231.09	Out-of-State Travel Costs
Employee Reimb	Robert Marek	7/20/2023	IM*E0096324	\$ 45.98	Office Supplies
Employee Reimb	Robert Plank	7/27/2023	IM*E0096439	\$ 226.76	Grant Funded Travel/Conf
Employee Reimb	Robert Wiseman	7/20/2023	IM*E0096345	\$ 363.00	Tuition Reimbursement-Classified
Employee Reimb	Robyn Schiffman	7/20/2023	IM*E0096336	\$ 503.48	Tuition Reimbursement-Admin
Invoice <\$15,000	Rocha Electric Company	7/19/2023	IM*E0096284	\$ 7,500.00	Building Remodeling Expense
Employee Reimb	Rodney Buck	7/11/2023	IM*E0096115	\$ 720.27	Out-of-State Travel Costs
Invoice <\$15,000	Rosemary Kryk	7/11/2023	IM*0313529	\$ 300.00	Non-Credit instructional Serv
Invoice <\$15,000	RPC Leadership Associates, Inc.	7/11/2023	IM*E0096196	\$ 787.50	Non-Credit instructional Serv
Invoice <\$15,000	Russo Power Equipment	7/26/2023	IM*E0096398	\$ 991.48	Maintenance Services Expense
Invoice <\$15,000	Russo Power Equipment	7/11/2023	IM*E0096199	\$ 491.70	Maintenance Services Expense
Employee Reimb	Sabrina Zeidler	7/6/2023	IM*E0096098	\$ 55.84	Other supplies
Invoice <\$15,000	Safeguard Business Systems	7/11/2023	IM*0313575	\$ 1,851.40	Office Supplies
Invoice <\$15,000	Safelite Fulfillment Inc	7/11/2023	IM*E0096200	\$ 395.85	Facilities Maintenance Service Expense
Invoice <\$15,000	Sally Beauty Supply	7/11/2023	IM*E0096201	\$ 14.79	Instructional Supplies
Invoice <\$15,000	SalonCentric Inc.	7/11/2023	IM*0313576	\$ 389.30	Instructional Supplies
Employee Reimb	Sandra Anderson	7/20/2023	IM*E0096309	\$ 1,190.92	Tuition Reimbursement-Faculty
Employee Reimb	Sarah Born	7/20/2023	IM*E0096310	\$ 69.76	Tuition Reimbursement-Faculty
Invoice <\$15,000	Scantron Corporation	7/19/2023	IM*E0096285	\$ 295.00	Other Contractual Services Expense
Invoice <\$15,000	Scholar Buys	7/26/2023	IM*E0096399	\$ 3,661.00	Instructional Supplies
Invoice <\$15,000	School Outfitters LLC	7/25/2023	IM*0313780	\$ 813.47	Non-Capital Equipment
Invoice <\$15,000	School Outfitters LLC	6/26/2023	IM*0313039	\$ (813.47)	Check issued in prior month; voided in current month
Invoice <\$15,000	Scope Shoppe, Inc.	7/11/2023	IM*E0096202	\$ 4,866.00	Maintenance Services Expense
Invoice <\$15,000	Searcy Medical Solutions, Inc	7/19/2023	IM*E0096286	\$ 48.00	Instructional Supplies
Invoice <\$15,000	Service Sanitation, Inc.	7/19/2023	IM*E0096287	\$ 1,367.80	Other Contractual Services Expense
Invoice <\$15,000	SGS North America, Inc.	7/11/2023	IM*0313577	\$ 225.00	Other Contractual Services Expense
Invoice <\$15,000	Shamak Shah	7/12/2023	IM*0313610	\$ 250.00	Misc. Awards (1099)
Invoice <\$15,000	Shamak Shah	5/18/2023	IM*0312059	\$ (250.00)	Check issued in prior month; voided in current month
Employee Reimb	Shamili Ajaonkar	7/27/2023	IM*E0096417	\$ 105.00	Dues - Faculty
Employee Reimb	Shamili Ajaonkar	7/20/2023	IM*E0096308	\$ 240.00	Dues - Faculty
Invoice <\$15,000	Shamili Ajaonkar	7/26/2023	IM*E0096356	\$ 83.11	Tuition Reimbursement-Faculty
Invoice >\$15,000	Shamrock Solutions, Llc	7/25/2023	IM*0313781	\$ 24,250.00	IT Maintenance Services
Invoice <\$15,000	Shane Richards	7/11/2023	IM*0313570	\$ 150.00	Funds Held in Custody of Others
Employee Reimb	Shannon Hernandez	7/6/2023	IM*E0096079	\$ 1,298.65	In-State Travel Costs
Invoice <\$15,000	Sheffield Pottery Inc	7/5/2023	IM*E0096057	\$ 274.36	Instructional Supplies
Invoice <\$15,000	Sherwin Williams Company	7/11/2023	IM*0313578	\$ 400.63	Maintenance Supplies
Invoice <\$15,000	Shipper's Sales and Service, Inc.	7/19/2023	IM*E0096288	\$ 7,125.00	On-Campus Conf & Mtgs
Invoice <\$15,000	Shipper's Sales and Service, Inc.	7/11/2023	IM*E0096203	\$ 13,737.00	On-Campus Conf & Mtgs
Employee Reimb	Sibyl Gallus-Price	7/27/2023	IM*E0096430	\$ 958.54	International Travel Costs
Invoice >\$15,000	Siemens Industry, Inc.	7/25/2023	IM*E0096354	\$ 125,964.00	Facilities Maintenance Service Expense
Invoice <\$15,000	Signature Cleaners of University Commons	7/19/2023	IM*E0096289	\$ 455.00	Performing Arts Services
Invoice <\$15,000	Silvija Ruzginaite	7/11/2023	IM*0313574	\$ 590.00	Other Contractual Services Expense
Invoice <\$15,000	SiteOne Landscape Supply Holding, LLC	7/11/2023	IM*0313580	\$ 3,484.33	Maintenance Supplies
Invoice >\$15,000	Smithgroup Inc	7/6/2023	IM*E0096109	\$ 141,541.30	Building Remodeling Expense
Invoice <\$15,000	Snap-on, Inc.	7/26/2023	IM*E0096400	\$ 5,363.89	Publications
Invoice <\$15,000	Snap-on, Inc.	7/19/2023	IM*E0096290	\$ 105.92	Instructional Supplies
Invoice <\$15,000	Snap-on, Inc.	7/11/2023	IM*E0096204	\$ 118.80	Maintenance Supplies
Invoice <\$15,000	Sodexo	7/26/2023	IM*E0096401	\$ 13,246.58	Other Conference & Meeting Expense
Invoice <\$15,000	Sodexo	7/19/2023	IM*E0096291	\$ 4,106.18	Other Conference & Meeting Expense
Invoice <\$15,000	Sodexo	7/11/2023	IM*E0096205	\$ 2,254.08	Other Conference & Meeting Expense
Invoice <\$15,000	Sodexo	7/5/2023	IM*E0096058	\$ 6,251.82	Other Conference & Meeting Expense
Employee Reimb	Sonia Watson	7/20/2023	IM*E0096344	\$ 791.68	Instructional Supplies
Invoice <\$15,000	Sony Music Holdings, Inc.	7/11/2023	IM*0313582	\$ 124.20	Advertising Expense
Invoice <\$15,000	Sound Ergonomics	7/11/2023	IM*E0096206	\$ 676.46	Instructional Service Contracts
Invoice >\$15,000	Southern Recognition, Inc.	7/31/2023	IM*E0096453	\$ 23,395.30	Athletic Other Supplies
Invoice <\$15,000	Southside Control Supply Company	7/19/2023	IM*E0096292	\$ 445.70	Instructional Supplies
Invoice <\$15,000	Sprint	7/11/2023	IM*0313583	\$ 55.61	Telephone Expense
Invoice <\$15,000	State Disbursement Unit	7/26/2023	IM*0313791	\$ 3,987.54	Wage Assignments
Invoice <\$15,000	State Disbursement Unit	7/11/2023	IM*0313609	\$ 3,872.16	Wage Assignments
Employee Reimb	Stella Styrzula	7/20/2023	IM*E0096339	\$ 1,123.33	Tuition Reimbursement-Classified
Employee Reimb	Stephanie Quirk	7/27/2023	IM*E0096440	\$ 108.48	In-State Travel Costs
Invoice <\$15,000	Stericycle, Inc.	7/19/2023	IM*E0096293	\$ 124.00	Refuse Disposal Expense
Invoice <\$15,000	Sterling Studio Kitchen and Bath LLC	7/26/2023	IM*E0096402	\$ 930.24	Other Contractual Services Expense
Invoice <\$15,000	Strapko Resources	7/19/2023	IM*E0096294	\$ 2,000.00	Performing Arts Services

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**CASH DISBURSEMENTS**  
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AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice <\$15,000	StreamGuys, Inc	7/26/2023	IM*E0096403	\$ 1,830.35	Other Contractual Services Expense
Invoice <\$15,000	StreamGuys, Inc	7/11/2023	IM*E0096208	\$ 1,793.00	Other Contractual Services Expense
Invoice <\$15,000	Sue Franzen	7/11/2023	IM*E0096209	\$ 2,430.75	Out-of-State Travel Costs
Invoice >\$15,000	Superior Service Solutions Inc	7/6/2023	IM*E0096110	\$ 27,050.00	Custodial Services
Invoice <\$15,000	Supreme Lobster Seafood	7/19/2023	IM*E0096295	\$ 914.60	Instructional Supplies
Invoice <\$15,000	SurgiReal Products Inc	7/11/2023	IM*E0096210	\$ 651.18	Instructional Supplies
Invoice <\$15,000	SURS-State University Retirement System	7/20/2023	IM*E0096350	\$ 11,036.66	SURS 6% Rule Payments
Invoice >\$15,000	SURS-State University Retirement System	7/26/2023	IM*E0096415	\$ 484,015.21	Employee Retirement Contributions
Invoice <\$15,000	SURS-State University Retirement System	7/12/2023	IM*E0096230	\$ 483,844.47	Employee Retirement Contributions
Invoice >\$15,000	SURS-State University Retirement System	7/11/2023	IM*E0096120	\$ 494,769.84	Employee Retirement Contributions
Invoice >\$15,000	SURS-State University Retirement System	7/3/2023	IM*E0096017	\$ 494,769.84	Employee Retirement Contributions
Employee Reimb	Susan Fenwick	7/6/2023	IM*E0096075	\$ 236.00	Dues - Classified
Invoice <\$15,000	Synergy Imports, LLC	7/19/2023	IM*E0096296	\$ 4,757.95	Other Contractual Services Expense
Employee Reimb	Tamara McClain	7/20/2023	IM*E0096325	\$ 2,467.85	In-State Conference Costs
Employee Reimb	Tauya Forst	7/6/2023	IM*E0096076	\$ 477.49	Dues
Invoice <\$15,000	Telesource Services, Inc.	7/11/2023	IM*E0096211	\$ 453.64	Office Supplies
Invoice <\$15,000	Terrace Supply Company	7/19/2023	IM*E0096297	\$ 1,834.30	Instructional Supplies
Invoice <\$15,000	Terrace Supply Company	7/11/2023	IM*E0096212	\$ 418.86	Instructional Supplies
Invoice <\$15,000	Terrace Supply Company	7/5/2023	IM*E0096059	\$ 142.29	Instructional Supplies
Employee Reimb	Terrance Buckley	7/20/2023	IM*E0096312	\$ 812.39	Grant Funded Travel/Conf
Invoice <\$15,000	Textmunication, Inc.	7/11/2023	IM*E0096213	\$ 1,299.88	IT Maintenance Services
Invoice <\$15,000	The American Society of Mechanical Engineers	7/11/2023	IM*031449	\$ 37.50	Other Contractual Services Expense
Invoice <\$15,000	The Burmax Co., Inc.	7/26/2023	IM*E0096370	\$ 2,485.86	Instructional Supplies
Invoice <\$15,000	The Burmax Co., Inc.	7/11/2023	IM*E0096136	\$ 38.48	Instructional Supplies
Invoice <\$15,000	The Dupage Community Foundation	7/11/2023	IM*0313490	\$ 3,012.12	Agency Scholarships
Invoice <\$15,000	The Lewer Agency, Inc.	7/11/2023	IM*E0096170	\$ 327.21	Intl Student HLTH Insurance
Invoice <\$15,000	The Prophet Corporation	7/19/2023	IM*E0096281	\$ 1,185.30	Instructional Supplies
Invoice <\$15,000	The Prophet Corporation	7/11/2023	IM*E0096191	\$ 732.56	Instructional Supplies
Invoice <\$15,000	The Standard Companies	7/11/2023	IM*E0096207	\$ 1,942.70	Maintenance Supplies
Employee Reimb	Theodore Darden	7/27/2023	IM*E0096425	\$ 482.96	International Travel Costs
Employee Reimb	Theodore Darden	7/20/2023	IM*E0096314	\$ 1,466.41	International Travel Costs
Employee Reimb	Theresa Doberszyn	7/11/2023	IM*E0096116	\$ 85.00	Tuition Reimbursement-Classified
Employee Reimb	Thomas Sergey	7/11/2023	IM*0313432	\$ 382.00	Tuition Reimbursement-CODA
Invoice <\$15,000	Thomson Reuters Enterprise Centre GmbH	7/11/2023	IM*E0096214	\$ 672.95	IT Maintenance Services
Invoice <\$15,000	Ti Training	7/26/2023	IM*E0096404	\$ 11,800.00	Instructional Supplies
Employee Reimb	Tiana Baymon	7/27/2023	IM*E0096419	\$ 788.38	Out-of-State Travel Costs
Invoice >\$15,000	Tickets.com, Inc.	7/12/2023	IM*0313611	\$ 20,000.00	IT Maintenance Services
Invoice >\$15,000	Tickets.com, Inc.	7/11/2023	IM*0313603	\$ (20,000.00)	Check issued in current month; voided in current month
Invoice >\$15,000	Tickets.com, Inc.	7/11/2023	IM*0313603	\$ 20,000.00	IT Maintenance Services
Invoice <\$15,000	Tim Deters	7/11/2023	IM*0313486	\$ 150.00	Funds Held in Custody of Others
Invoice <\$15,000	Titan Image Group	7/5/2023	IM*E0096060	\$ 4,435.00	Printing Expense
Invoice <\$15,000	Tlo (The Last One)	7/11/2023	IM*0313589	\$ 900.00	Other Contractual Services Expense
Employee Reimb	Tony Chen	7/6/2023	IM*E0096070	\$ 723.12	Grant Funded Travel/Conf
Invoice <\$15,000	Total Elevator Service LLC	7/19/2023	IM*E0096298	\$ 3,520.00	Facilities Maintenance Service Expense
Invoice <\$15,000	Total Elevator Service LLC	7/11/2023	IM*E0096215	\$ 2,592.50	Facilities Maintenance Service Expense
Invoice <\$15,000	Total Promotions, Inc.	7/19/2023	IM*E0096299	\$ 4,995.00	Instructional Supplies
Invoice <\$15,000	Townend Music	7/27/2023	IM*W681	\$ 132.83	Books and Binding Costs
Employee Reimb	Tracey Dulceak	7/6/2023	IM*E0096074	\$ 66.84	In-State Travel Costs
Invoice <\$15,000	Trajeccsys Corporation	7/5/2023	IM*E0096061	\$ 6,000.00	Instructional Supplies
Invoice <\$15,000	Tribune Media Group	7/11/2023	IM*E0096216	\$ 1,466.50	Advertising Expense
Invoice <\$15,000	Trugreen, L.P.	7/11/2023	IM*E0096217	\$ 11,645.00	Facilities Maintenance Service Expense
Invoice <\$15,000	Truth & Fun	7/26/2023	IM*E0096405	\$ 325.00	Other Contractual Services Expense
Invoice <\$15,000	Tuohy Horticultural Enterprise	7/26/2023	IM*E0096406	\$ 658.39	Purchase for Resale
Invoice >\$15,000	TWIN EAGLE HOLDINGS N.A., L.L.C	7/25/2023	IM*0313779	\$ 81,086.99	Gas Expense
Invoice >\$15,000	TWIN EAGLE HOLDINGS N.A., L.L.C	7/5/2023	IM*0313326	\$ 41,406.13	Gas Expense
Invoice <\$15,000	Two Hands Interiors	7/26/2023	IM*E0096407	\$ 462.95	Other Contractual Services Expense
Invoice <\$15,000	Uline	7/19/2023	IM*E0096300	\$ 1,312.93	Advertising Expense
Invoice <\$15,000	Uline	7/11/2023	IM*E0096218	\$ 211.97	Office Supplies
Invoice <\$15,000	United Parcel Service	7/11/2023	IM*0313592	\$ 998.63	Postage
Invoice <\$15,000	United Power & Battery Corporation	7/11/2023	IM*0313590	\$ 1,574.26	IT Maintenance Services
Invoice <\$15,000	United States Cylinder Gas	7/19/2023	IM*E0096301	\$ 31.00	Rental - Equipment
Invoice <\$15,000	University Aviation Association	7/11/2023	IM*0313591	\$ 575.00	Instructional Supplies
Invoice <\$15,000	Unum Life Insurance Company of America	7/20/2023	IM*0313711	\$ 6,324.44	Long Term Care - Insurance
Invoice <\$15,000	Urban Elevator Service, Inc.	7/11/2023	IM*0313593	\$ 5,000.00	Facilities Maintenance Service Expense
Invoice >\$15,000	Urban Elevator Service, Inc.	7/25/2023	IM*0313778	\$ 41,608.16	Building Remodeling Expense
Invoice >\$15,000	Valic Retirement Services	7/26/2023	IM*E0096416	\$ 148,679.58	Annuities
Invoice >\$15,000	Valic Retirement Services	7/13/2023	IM*E0096231	\$ 150,231.84	Annuities
Invoice <\$15,000	Vanguard Archives LLC	7/11/2023	IM*E0096219	\$ 218.00	IT Maintenance Services
Invoice <\$15,000	Verizon Wireless	7/11/2023	IM*0313594	\$ 499.46	Other Contractual Services Expense

**D. All Disbursements Excluding Payroll**  
 College of DuPage  
 Community College District No. 502  
**ACCOUNTS PAYABLE AND PAYROLL REPORT**  
**CASH DISBURSEMENTS**  
 July 31, 2023

CHECKS ISSUED DURING ACCOUNTING MONTH - July 2023

Check number sequence order excludes checks issued to students which results in check number sequence gaps. All students are covered under the Family Educational Rights and Privacy Act (FERPA). Checks listed include payroll cash disbursements made to vendors and government agencies for employee payroll deductions.					
To view invoices on line, click the hyperlink below to take you to the College's home page. <a href="http://www.cod.edu/about/office_of_the_president/planning_and_reporting_documents/invoices.aspx">http://www.cod.edu/about/office_of_the_president/planning_and_reporting_documents/invoices.aspx</a>					
Click "About COD"; then click "COD Financial Documents"; then click Third Party Invoices and select a month					
AP TYPE	PAYEE	CHECK DATE	CHECK NO.	AMOUNT	DESCRIPTION
Invoice <\$15,000	Village of Glen Ellyn, Illinois	7/19/2023	IM*E0096302	\$ 11,988.60	Water - Sewage Expense
Invoice <\$15,000	Village of Glen Ellyn, Illinois	7/17/2023	IM*0313703	\$ 285.83	Glen Ellyn Food/Beverage Tax
Invoice >\$15,000	Village of Glen Ellyn, Illinois	7/25/2023	IM*E0096355	\$ 34,541.25	Water - Sewage Expense
Invoice <\$15,000	Village of Westmont	7/19/2023	IM*E0096303	\$ 114.53	Water - Sewage Expense
Invoice <\$15,000	Vincor Ltd	7/11/2023	IM*E0096220	\$ 1,454.00	Non-Capital Equipment
Invoice >\$15,000	Vision Service Plan - (IV)	7/20/2023	IM*E0096349	\$ 16,339.14	Vision Choice Prem July 2023
Invoice >\$15,000	VisionPoint Media, Inc.	7/6/2023	IM*E0096113	\$ 134,679.00	Advertising Expense
Invoice <\$15,000	Vogue Fabrics Inc	7/17/2023	IM*0313620	\$ 1,827.40	Advertising Expense
Invoice <\$15,000	Vogue Fabrics Inc	6/6/2023	IM*0312544	\$ (1,827.40)	Check issued in prior month; voided in current month
Employee Reimb	Walter Johnson	7/11/2023	IM*0313422	\$ 1,104.90	Advertising Expense
Invoice >\$15,000	Watermark Insights LLC	7/24/2023	IM*0313717	\$ 26,732.00	IT Maintenance Services
Employee Reimb	Wendolynn Andrews	7/6/2023	IM*E0096064	\$ 500.00	Tuition Reimbursement-CODA
Employee Reimb	Wendy McCambridge	7/27/2023	IM*E0096433	\$ 2,730.00	Tuition Reimbursement-Admin
Employee Reimb	Wendy Parks	7/6/2023	IM*E0096091	\$ 164.71	Office Supplies
Invoice <\$15,000	Wesco Distribution , Inc.	7/26/2023	IM*E0096408	\$ 130.24	Equipment - Office
Invoice <\$15,000	Wesco Distribution , Inc.	7/11/2023	IM*E0096222	\$ 8,963.56	Equipment - Office
Invoice >\$15,000	Wesco Distribution , Inc.	7/6/2023	IM*E0096111	\$ 77,835.24	Facilities Maintenance Service Expense
Invoice <\$15,000	West Chicago Park District	7/11/2023	IM*0313597	\$ 900.00	Other Contractual Services Expense
Invoice <\$15,000	West Payment Center	7/19/2023	IM*E0096304	\$ 1,022.00	Books and Binding Costs
Invoice <\$15,000	West Publishing Corporation	7/11/2023	IM*E0096223	\$ 676.91	Publications
Invoice <\$15,000	West Suburban Limousine	7/19/2023	IM*E0096305	\$ 209.60	Performing Arts Services
Invoice <\$15,000	West Suburban Philanthropic Network	7/11/2023	IM*0313598	\$ 1,000.00	Advertising Expense
Invoice <\$15,000	Westlake Hardware, Inc.	7/11/2023	IM*0313599	\$ 116.87	Other supplies
Invoice <\$15,000	WGN-TV	7/26/2023	IM*E0096409	\$ 1,500.00	Advertising Expense
Invoice <\$15,000	WILLIAM MCKINLEY STUDIOS	7/26/2023	IM*E0096410	\$ 4,433.13	Office Supplies
Invoice <\$15,000	WILLIAM MCKINLEY STUDIOS	7/11/2023	IM*E0096224	\$ 667.83	Instructional Supplies
Employee Reimb	William Norris	7/20/2023	IM*E0096332	\$ 53.95	Out-of-State Travel Costs
Invoice <\$15,000	William Tenant	7/11/2023	IM*0313587	\$ 2,880.00	Other Contractual Services Expense
Invoice <\$15,000	Windy City Fine Framing, LLC	7/26/2023	IM*E0096411	\$ 895.50	Other supplies
Invoice <\$15,000	WLS Television Inc	7/11/2023	IM*0313601	\$ 10,000.00	Advertising Expense
Invoice <\$15,000	Wm F Meyer Co	7/11/2023	IM*0313602	\$ 193.29	Maintenance Supplies
Invoice <\$15,000	World Point ECC, Inc.	7/13/2023	IM*0313618	\$ 4,423.07	Instructional Supplies
Invoice <\$15,000	W-Squared Communications, Inc.	7/11/2023	IM*E0096221	\$ 4,943.15	Printing Expense
Invoice <\$15,000	Yankee Book Peddler, Inc.	7/11/2023	IM*E0096225	\$ 1,165.73	Books and Binding Costs
Invoice <\$15,000	YTC Mall Owner LLC	7/11/2023	IM*E0096226	\$ 14,434.00	Other Contractual Services Expense
Employee Reimb	Zhi-Ying Liu	7/20/2023	IM*E0096322	\$ 338.21	International Travel Costs
Employee Reimb	Zhi-Ying Liu	7/11/2023	IM*E0096119	\$ 584.11	International Travel Costs
Invoice <\$15,000	Zoho Corporation	7/11/2023	IM*E0096227	\$ 7,320.00	Computer Software
Invoice <\$15,000	Zoho Corporation	7/5/2023	IM*E0096062	\$ 3,366.00	IT Maintenance Services
Student Refunds	Checks issued in prior month; voided in current month			\$ (21,548.79)	Student Refunds Voided Checks - 26 transactions
Student Refunds	Student Refunds			\$ 23,820.20	Student Refunds via Credit Cards - 119 transactions
Student Refunds	Student Refunds			\$ 214,658.44	Student Refunds via Paper Check - 328 transactions
Student Refunds	Student Refunds via Touchnet ACH			\$ 426,820.27	Student Refunds via Touchnet ACH - 544 transactions
<b>TOTAL VENDOR PAYMENTS DURING THE ACCOUNTING MONTH</b>				\$ 11,477,612.79	

**College of DuPage**  
**Community College District No. 502**  
**Budget Transfer Report**  
**July 2023**

E. Budget Transfer Report

Date	Budget Adjustment Number	GL Account	GL Account Name	Debit	Credit
07/06/23	B013017	05-63-65008-5806001 05-60-00529-5909999	Homeland Security Training Ins : Equipment - Instructional AUX Misc Auxiliary Services : Unanticipated Expenditures	\$ 70,000.00	\$ 70,000.00
			<b>B013017 Subtotal</b>	<b>Approval Level: President</b>	<b>\$ 70,000.00</b>
			<i>To reallocate budget to remove duplicate carryover request.</i>		
07/06/23	B013018	06-10-04176-5103040 06-10-04176-5209004 06-10-04176-5299901 06-10-04176-5909001	ICCB/Ad Ed State Basic 23 : Faculty - Part-Time ICCB/Ad Ed State Basic 23 : SURS Contribution (grant) ICCB/Ad Ed State Basic 23 : FT Allocated Employee Benefit ICCB/Ad Ed State Basic 23 : Other Expenditure	\$ 879.00 \$ 113.00 \$ 18.00 \$ 1,010.00	\$ 879.00 \$ 113.00 \$ 18.00 \$ 1,010.00
			<b>B013018 Subtotal</b>	<b>Approval Level: President</b>	<b>\$ 1,010.00</b>
			<i>To reallocate budget to cover DuPage County expenses.</i>		
07/06/23	B013019	05-60-11701-5407001 05-60-11101-5407001 05-60-11601-5407001 05-60-00529-5909999	AUX New Philharmonic/DOT : Advertising Exps AUX Buffalo Theatre : Advertising Exps MAC Touring : Advertising Exps AUX Misc Auxiliary Services : Unanticipated Expenditures	\$ 300.00 \$ 300.00 \$ 3,300.00 \$ 3,900.00	\$ 300.00 \$ 300.00 \$ 3,300.00 \$ 3,900.00
			<b>B013019 Subtotal</b>	<b>Approval Level: Controller</b>	<b>\$ 3,900.00</b>
			<i>To reallocate budget to cover a carryover request not entered during Budget Development.</i>		
07/10/23	B013020	01-90-00825-5409002 01-90-00825-5309001	Marketing & Creative Services : Non-Capital equipment Marketing & Creative Services : Other Contractual Service	\$ 3,718.97 \$ 3,718.97	\$ 3,718.97 \$ 3,718.97
			<b>B013020 Subtotal</b>	<b>Approval Level: Controller</b>	<b>\$ 3,718.97</b>
			<i>To reallocate budget to purchase three iPads.</i>		
07/10/23	B013021	02-70-00702-5309099 02-70-00705-5309099 02-70-00702-5309001 02-70-00705-5304003	Facilities : Budget Carryover 530 group Maintenance of Plant Dept : Budget Carryover 530 group Facilities : Other Contractual Services Exp Maintenance of Plant Dept : Facilities Maintenance Service	\$ 26,548.00 \$ 20,010.00 \$ 26,548.00 \$ 20,010.00	\$ 26,548.00 \$ 20,010.00 \$ 26,548.00 \$ 20,010.00
			<b>B013021 Subtotal</b>	<b>Approval Level: President</b>	<b>\$ 46,558.00</b>
			<i>To reallocate budget to reclass 5309099 to the correct object code.</i>		
07/10/23	B013022	01-20-00374-5304004 01-20-00374-5401001 01-20-00374-5407001 01-20-00374-5501002	Dual Credit : IT Maintenance Services Dual Credit : Office Supplies Dual Credit : Advertising Exps Dual Credit : On-Campus Conf & Mtgs	\$ 2,863.00 \$ 1,000.00 \$ 863.00 \$ 1,000.00	\$ 2,863.00 \$ 1,000.00 \$ 863.00 \$ 1,000.00
			<b>B013022 Subtotal</b>	<b>Approval Level: Controller</b>	<b>\$ 2,863.00</b>
			<i>To reallocate budget to cover additional IT maintenance expenses.</i>		
07/11/23	B013023	05-60-11101-5409099 05-60-11601-5409099 05-60-11701-5409099 05-60-11998-5409099 05-60-11701-5404003 05-60-11101-5404003 05-60-11998-5404003 05-60-11601-5404003 05-60-00529-5909999	AUX Buffalo Theatre : Budget Carryover Group 540 MAC Touring : Budget Carryover Group 540 AUX New Philharmonic/DOT : Budget Carryover Group 540 Summer Museum Exhibition : Budget Carryover Group 540 AUX New Philharmonic/DOT : Postage AUX Buffalo Theatre : Postage Summer Museum Exhibition : Postage MAC Touring : Postage AUX Misc Auxiliary Services : Unanticipated Expenditures	\$ 6,600.00 \$ 37,400.00 \$ 6,400.00 \$ 8,000.00 \$ 2,900.00 \$ 3,100.00 \$ 3,500.00 \$ 7,500.00 \$ 41,400.00	\$ 6,600.00 \$ 37,400.00 \$ 6,400.00 \$ 8,000.00 \$ 2,900.00 \$ 3,100.00 \$ 3,500.00 \$ 7,500.00 \$ 41,400.00
			<b>B013023 Subtotal</b>	<b>Approval Level: President</b>	<b>\$ 58,400.00</b>
			<i>To reallocate budget to reclass 5409099 to the correct object code and move FY24 Carryover budget spent in FY23 to the general institutional account.</i>		
07/12/23	B013024	06-10-02550-4301001 06-10-02550-5103044 06-10-02550-5103094 06-10-02550-5105001 06-10-02550-5209003 06-10-02550-5209004 06-10-02550-5299901 06-10-02550-5299902 06-10-02550-5309001 06-10-02550-5401006 06-10-02550-5601001	DE/UofIL SCOErs23/25 : Dept of Education DE/UofIL SCOErs23/25 : Non-Teaching Assign-PT DE/UofIL SCOErs23/25 : Overload Non-Teaching-FT DE/UofIL SCOErs23/25 : Academic Support, Full-time DE/UofIL SCOErs23/25 : SURS Contr (self managed plan) DE/UofIL SCOErs23/25 : SURS Contribution (grant) DE/UofIL SCOErs23/25 : FT Allocated Employee Benefits DE/UofIL SCOErs23/25 : PT alloc Employee Benefits DE/UofIL SCOErs23/25 : Other Contractual Services Exp DE/UofIL SCOErs23/25 : Other supplies DE/UofIL SCOErs23/25 : Rental Facility	\$ 65,457.15 \$ 3,819.00 \$ 39,088.60 \$ 4,998.00 \$ 474.11 \$ 5,461.54 \$ 1,781.37 \$ 76.38 \$ 3,000.00 \$ 2,958.15 \$ 3,800.00	\$ 65,457.15 \$ 3,819.00 \$ 39,088.60 \$ 4,998.00 \$ 474.11 \$ 5,461.54 \$ 1,781.37 \$ 76.38 \$ 3,000.00 \$ 2,958.15 \$ 3,800.00
			<b>B013024 Subtotal</b>	<b>Approval Level: President</b>	<b>\$ 65,457.15</b>
			<i>To establish budget for Illinois SCOErs: Support for Creation of Open Educational Resources Grant.</i>		
07/12/23	B013025	06-10-02600-4309001 06-10-02600-5103094 06-10-02600-5108002 06-10-02600-5209004 06-10-02600-5299902 06-10-02600-5409002 06-10-02600-5909015	DOT/IRS/VITA FY23-24 : Other Federal Govt Sources DOT/IRS/VITA FY23-24 : Overload Non-Teaching-FT DOT/IRS/VITA FY23-24 : Student Worker NON-CSWP DOT/IRS/VITA FY23-24 : SURS Contribution (grant) DOT/IRS/VITA FY23-24 : PT alloc Employee Benefits DOT/IRS/VITA FY23-24 : Non-Capital equipment DOT/IRS/VITA FY23-24 : SS Copy Center/Signage	\$ 18,780.00 \$ 500.00 \$ 2,000.00 \$ 200.00 \$ 80.00 \$ 17,000.00 \$ 1,000.00	\$ 18,780.00 \$ 500.00 \$ 2,000.00 \$ 200.00 \$ 80.00 \$ 17,000.00 \$ 1,000.00
			<b>B013025 Subtotal</b>	<b>Approval Level: President</b>	<b>\$ 19,780.00</b>
			<i>To reallocate budget to roll forward unused grant budgets from FY2023 to FY2024.</i>		

**College of DuPage**  
**Community College District No. 502**  
**Budget Transfer Report**  
**July 2023**

E. Budget Transfer Report

Date	Budget Adjustment Number	GL Account	GL Account Name	Debit	Credit
07/12/23	B013026	01-90-16765-5401006	Information Technology : Other supplies		\$ 1,890.00
		01-90-16765-5502005	Information Technology : In-State Conference Costs	\$ 1,890.00	
			<b>B013026 Subtotal</b>	<b>\$ 1,890.00</b>	<b>\$ 1,890.00</b>
<i>To reallocate budget to cover Administering Avaya Aura Communication Manager training expense.</i>					
07/13/23	B013027	06-10-02550-5401006	DE/UofIL SCOERs23/25 : Other supplies		\$ 686.20
		06-10-02550-5601001	DE/UofIL SCOERs23/25 : Rental Facility	\$ 686.20	
			<b>B013027 Subtotal</b>	<b>\$ 686.20</b>	<b>\$ 686.20</b>
<i>To reallocate budget to cover additional rental facility expenses for Book Retreat held at the Morton Arboretum.</i>					
07/17/23	B013028	06-40-06903-4800008	FNDN/DCEO Market/Warhol 23/24 : Foundation Support		\$ 53,000.00
		06-40-06903-5309004	FNDN/DCEO Market/Warhol 23/24 : Performing Arts Services	\$ 3,000.00	
		06-40-06903-5407001	FNDN/DCEO Market/Warhol 23/24 : Advertising Exps	\$ 50,000.00	
			<b>B013028 Subtotal</b>	<b>\$ 53,000.00</b>	<b>\$ 53,000.00</b>
<i>To establish budget for the Illinois Travel and Tourism grant.</i>					
07/17/23	B013029	06-40-06901-4800008	FNDN/DCEO Attract/Warjp; 23/24 : Foundation Support		\$ 160,200.00
		06-40-06901-5309004	FNDN/DCEO Attract/Warjp; 23/24 : Performing Arts Services	\$ 59,898.00	
		06-40-06901-5401006	FNDN/DCEO Attract/Warjp; 23/24 : Other supplies	\$ 24,507.00	
		06-40-06901-5402001	FNDN/DCEO Attract/Warjp; 23/24 : Printing Exps	\$ 9,100.00	
		06-40-06901-5409002	FNDN/DCEO Attract/Warjp; 23/24 : Non-Capital equipment	\$ 59,803.00	
		06-40-06901-5602001	FNDN/DCEO Attract/Warjp; 23/24 : Rental - Equipment	\$ 6,892.00	
			<b>B013029 Subtotal</b>	<b>\$ 160,200.00</b>	<b>\$ 160,200.00</b>
<i>To establish budget for Tourism, Attractions and Festivals grant.</i>					
07/17/23	B013030	06-10-04135-4201021	ICCB/Ad Ed Performance 24 : Adult Ed Performance Grants		\$ 21,860.00
		06-10-04135-5102001	ICCB/Ad Ed Performance 24 : Profess/Tech Staff - Full-Tim	\$ 5,687.00	
		06-10-04135-5104501	ICCB/Ad Ed Performance 24 : Managerial Staff FT	\$ 2,034.00	
		06-10-04135-5106001	ICCB/Ad Ed Performance 24 : Clerical Full-Time	\$ 3,498.00	
		06-10-04135-5209004	ICCB/Ad Ed Performance 24 : SURS Contribution (grant)	\$ 283.00	
		06-10-04135-5299901	ICCB/Ad Ed Performance 24 : FT Allocated Employee Benefit	\$ 2,244.00	
		06-10-04135-5401002	ICCB/Ad Ed Performance 24 : Instructional Supplies		\$ 5,274.00
		06-10-04135-5507099	ICCB/Ad Ed Performance 24 : Grant Funded Travel/Conf	\$ 1,388.00	
		06-10-04135-5909001	ICCB/Ad Ed Performance 24 : Other Expenditure	\$ 3,000.00	
		06-10-04135-5909010	ICCB/Ad Ed Performance 24 : Staff Service	\$ 1,500.00	
		06-10-04135-5909017	ICCB/Ad Ed Performance 24 : SS Fleet Copier/Special Paper	\$ 7,500.00	
			<b>B013030 Subtotal</b>	<b>\$ 27,134.00</b>	<b>\$ 27,134.00</b>
<i>To reallocate budget to the approved ICCB Budget.</i>					
07/17/23	B013031	01-90-00825-5309001	Marketing & Creative Services : Other Contractual Service		\$ 1,000.00
		01-90-00825-5406002	Marketing & Creative Services : Dues	\$ 1,000.00	
			<b>B013031 Subtotal</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>
<i>To reallocate budget to cover additional NCMPR renewal expenses.</i>					
07/17/23	B013032	01-10-00443-5401002	CTE Program Improvement : Instructional Supplies		\$ 16,998.29
		01-10-00253-5806001	Radiologic Tech : Equipment - Instructional		\$ 85,500.00
		01-90-00833-5401006	General Institutional - Ed : Other supplies	\$ 102,498.29	
			<b>B013032 Subtotal</b>	<b>\$ 102,498.29</b>	<b>\$ 102,498.29</b>
<i>To reallocate FY24 carryover budget for items purchased in FY23.</i>					
07/19/23	B013033	06-10-02177-4301001	DE/ICCB/Fed Ad Ed Basic 24 : Dept of Education		\$ 60,549.00
		06-10-02177-5102001	DE/ICCB/Fed Ad Ed Basic 24 : Profess/Tech Staff - Full-Ti		\$ 20,236.00
		06-10-02177-5102002	DE/ICCB/Fed Ad Ed Basic 24 : Profess/Tech Staff, Part-Tim	\$ 43,428.00	
		06-10-02177-5103040	DE/ICCB/Fed Ad Ed Basic 24 : Faculty - Part-Time	\$ 16,053.00	
		06-10-02177-5106003	DE/ICCB/Fed Ad Ed Basic 24 : Clerical Temporary		\$ 33,735.00
		06-10-02177-5209003	DE/ICCB/Fed Ad Ed Basic 24 : SURS Contr (self managed pla	\$ 2,506.00	
		06-10-02177-5209004	DE/ICCB/Fed Ad Ed Basic 24 : SURS Contribution (grant)		\$ 5,687.00
		06-10-02177-5299901	DE/ICCB/Fed Ad Ed Basic 24 : FT Allocated Employee Benefi		\$ 4,047.00
		06-10-02177-5299902	DE/ICCB/Fed Ad Ed Basic 24 : PT alloc Employee Benefits	\$ 514.00	
		06-10-02177-5309001	DE/ICCB/Fed Ad Ed Basic 24 : Other Contractual Services E	\$ 28,600.00	
		06-10-02177-5401002	DE/ICCB/Fed Ad Ed Basic 24 : Instructional Supplies	\$ 54,384.00	
		06-10-02177-5401006	DE/ICCB/Fed Ad Ed Basic 24 : Other supplies		\$ 44,436.00
		06-10-02177-5407001	DE/ICCB/Fed Ad Ed Basic 24 : Advertising Exps	\$ 3,000.00	
		06-10-02177-5507099	DE/ICCB/Fed Ad Ed Basic 24 : Grant Funded Travel/Conf	\$ 16,127.00	
		06-10-02177-5909003	DE/ICCB/Fed Ad Ed Basic 24 : Indirect Costs	\$ 3,028.00	
		06-10-02177-5909017	DE/ICCB/Fed Ad Ed Basic 24 : SS Fleet Copier/Special Paper	\$ 1,050.00	
			<b>B013033 Subtotal</b>	<b>\$ 168,690.00</b>	<b>\$ 168,690.00</b>
<i>To reallocate budget to the approved ICCB Budget.</i>					

**College of DuPage**  
**Community College District No. 502**  
**Budget Transfer Report**  
**July 2023**

E. Budget Transfer Report

Date	Budget Adjustment Number	GL Account	GL Account Name	Debit	Credit
07/19/23	B013035	06-10-04177-4201019	ICCB/Ad Ed State Basic 24 : Adult Ed - State Basic Grants	\$ 16,867.00	
		06-10-04177-5102001	ICCB/Ad Ed State Basic 24 : Profess/Tech Staff - Full-Time	\$ 7,669.00	
		06-10-04177-5103040	ICCB/Ad Ed State Basic 24 : Faculty - Part-Time	\$ 3,259.00	
		06-10-04177-5103043	ICCB/Ad Ed State Basic 24 : PT_DirDept_NonTeach	\$ 1,879.00	
		06-10-04177-5106001	ICCB/Ad Ed State Basic 24 : Clerical Full-Time	\$ 533.00	
		06-10-04177-5106002	ICCB/Ad Ed State Basic 24 : Clerical Part-Time	\$ 23,426.00	
		06-10-04177-5209003	ICCB/Ad Ed State Basic 24 : SURS Contr (self managed plan	\$ 200.00	
		06-10-04177-5209004	ICCB/Ad Ed State Basic 24 : SURS Contribution (grant)	\$ 1,168.00	
		06-10-04177-5299901	ICCB/Ad Ed State Basic 24 : FT Allocated Employee Benefit	\$ 2,127.00	
		06-10-04177-5299902	ICCB/Ad Ed State Basic 24 : PT alloc Employee Benefits	\$ 3,113.00	
		06-10-04177-5401001	ICCB/Ad Ed State Basic 24 : Instructional Supplies	\$ 1,773.00	
		06-10-04177-5401006	ICCB/Ad Ed State Basic 24 : Other supplies	\$ 277.00	
		06-10-04177-5909001	ICCB/Ad Ed State Basic 24 : Other Expenditure	\$ 1,111.00	
		06-10-04177-5909017	ICCB/Ad Ed State Basic 24 : SS Fleet Copier/Special Paper	\$ 750.00	
	<b>B013035 Subtotal</b>		<b>Approval Level: President</b>	<b>\$ 32,076.00</b>	<b>\$ 32,076.00</b>
	<i>To reallocate budget to the approved ICCB Budget.</i>				
07/19/23	B013036	01-30-00472-5102001	Project Hire-Ed : Profess/Tech Staff - Full-Time	\$ 23,764.00	
		01-30-00472-5102002	Project Hire-Ed : Profess/Tech Staff, Part-Time	\$ 19,702.00	
		01-80-00757-5106001	Financial Affairs : Clerical Full-Time	\$ 43,466.00	
	<b>B013036 Subtotal</b>		<b>Approval Level: President</b>	<b>\$ 43,466.00</b>	<b>\$ 43,466.00</b>
	<i>To reallocate budget to the approved ICCB Budget.</i>				
07/19/23	B013037	01-30-00819-5309001	Student Engagement : Other Contractual Services Exp	\$ 6,500.00	
		01-30-00819-5501002	Student Engagement : On-Campus Conf & Mtgs	\$ 6,500.00	
	<b>B013037 Subtotal</b>		<b>Approval Level: Controller</b>	<b>\$ 6,500.00</b>	<b>\$ 6,500.00</b>
	<i>To reallocate budget to cover cost of food trucks and tables clothes for Fall and Spring New Student Orientation.</i>				
07/20/23	B013039	01-40-00434-5503005	Business Development Center : Out-of-State Conference Cos	\$ 1,125.00	
		01-40-00434-5503006	Business Development Center : Out-of-State Travel Costs	\$ 1,125.00	
	<b>B013039 Subtotal</b>		<b>Approval Level: Controller</b>	<b>\$ 1,125.00</b>	<b>\$ 1,125.00</b>
	<i>To reallocate budget to cover out-of-state conference expenses.</i>				
07/24/23	B013040	01-30-00467-5503006	Counseling & Advising Transfer : Out-of-State Travel Cost	\$ 400.00	
		01-30-00467-5502006	Counseling & Advising Transfer : In-State Travel Costs	\$ 400.00	
	<b>B013040 Subtotal</b>		<b>Approval Level: Controller</b>	<b>\$ 400.00</b>	<b>\$ 400.00</b>
	<i>To reallocate budget to cover the Community College Articulation Conference travel expenses.</i>				
07/24/23	B013041	06-30-06048-4800001	NJCAA Lacrosse - Men's 23/24 : Nongovernment Gifts/Grants	\$ 2,000.00	
		06-30-06048-5507099	NJCAA Lacrosse - Men's 23/24 : Grant Funded Travel/Conf	\$ 2,000.00	
		06-30-06049-4800001	NJCAA Lacrosse - Women's 23/24 : Nongovernment Gifts/Gran	\$ 2,000.00	
		06-30-06049-5507099	NJCAA Lacrosse - Women's 23/24 : Grant Funded Travel/Conf	\$ 2,000.00	
		06-30-06054-4800001	NJCAA Volley Ball- Men's 22/24 : Nongovernment Gifts/Gran	\$ 3,073.94	
		06-30-06054-5507099	NJCAA Volley Ball- Men's 22/24 : Grant Funded Travel/Conf	\$ 3,073.94	
	<b>B013041 Subtotal</b>		<b>Approval Level: Controller</b>	<b>\$ 7,073.94</b>	<b>\$ 7,073.94</b>
	<i>To reallocate budget to roll forward unused grant budgets from FY2023 to FY2024.</i>				
07/24/23	B013042	01-10-00233-5401002	Physical Education : Instructional Supplies	\$ 400.00	
		01-10-00173-5406002	Education : Dues	\$ 400.00	
	<b>B013042 Subtotal</b>		<b>Approval Level: Controller</b>	<b>\$ 400.00</b>	<b>\$ 400.00</b>
	<i>To reallocate budget to cover National Association of Community Teacher Education Program membership expenses.</i>				
07/24/23	B013043	01-30-00473-5104501	Career Services Center : Managerial Staff FT	\$ 10,000.00	
		01-30-00473-5306001	Career Services Center : Office Services Exps	\$ 10,000.00	
	<b>B013043 Subtotal</b>		<b>Approval Level: President</b>	<b>\$ 10,000.00</b>	<b>\$ 10,000.00</b>
	<i>To reallocate budget to cover the hiring of temporary employees.</i>				
07/24/23	B013044	05-60-11101-5402001	AUX Buffalo Theatre : Printing Exps	\$ 3,000.00	
		05-60-11101-5404003	AUX Buffalo Theatre : Postage	\$ 2,600.00	
		05-60-11601-5402001	MAC Touring : Printing Exps	\$ 15,100.00	
		05-60-11601-5404003	MAC Touring : Postage	\$ 7,300.00	
		05-60-11701-5402001	AUX New Philharmonic/DOT : Printing Exps	\$ 3,000.00	
		05-60-11701-5404003	AUX New Philharmonic/DOT : Postage	\$ 2,400.00	
		05-60-11998-5402001	Summer Museum Exhibition : Printing Exps	\$ 4,000.00	
		05-60-11998-5404003	Summer Museum Exhibition : Postage	\$ 3,000.00	
		05-60-00529-5909999	AUX Misc Auxiliary Services : Unanticipated Expenditures	\$ 24,400.00	
	<b>B013044 Subtotal</b>		<b>Approval Level: President</b>	<b>\$ 32,400.00</b>	<b>\$ 32,400.00</b>
	<i>To reallocate budget to reclass 5409099 to the correct object code and move the portion of FY24 Carryover budget spent in FY23 to the unanticipated expenditure account.</i>				

**College of DuPage**  
**Community College District No. 502**  
**Budget Transfer Report**  
**July 2023**

E. Budget Transfer Report

Date	Budget Adjustment Number	GL Account	GL Account Name	Debit	Credit
07/25/23	B013045	01-80-00773-5309099	Public Relations : Budget Carryover 530 group	\$ 135,601.00	
		01-80-00780-5309099	DEI Administration : Budget Carryover 530 group	\$ 254,570.00	
		01-80-00799-5309099	Human resources-Recruitment : Budget Carryover 530 group	\$ 100,000.00	
		01-90-16765-5309099	Information Technology : Budget Carryover 530 group	\$ 91,000.00	
		01-10-00285-5409099	Welding : Budget Carryover Group 540	\$ 7,400.00	
		01-10-00443-5409099	CTE Program Improvement : Budget Carryover Group 540	\$ 16,998.00	
		01-30-12061-5409099	Football - Men's : Budget Carryover Group 540	\$ 25,000.00	
		01-30-12331-5409099	Performing Arts : Budget Carryover Group 540	\$ 15,000.00	
		01-40-11001-5409099	Director of Performing Arts : Budget Carryover Group 540	\$ 7,491.00	
		01-90-00825-5409099	Marketing & Creative Services : Budget Carryover Group 54	\$ 550,000.00	
		01-90-13290-5409099	Conference & Events Services : Budget Carryover Group 540	\$ 48,812.00	
		01-80-00799-5302001	Human resources-Recruitment : Consultants Exps	\$ 100,000.00	
		01-90-13290-5409002	Conference & Events Services : Non-Capital equipment	\$ 48,812.00	
		01-10-00285-5401002	Welding : Instructional Supplies	\$ 7,400.00	
		01-10-00443-5401002	CTE Program Improvement : Instructional Supplies	\$ 16,998.00	
		01-80-00780-5302001	DEI Administration : Consultants Exps	\$ 254,570.00	
		01-30-12061-5409006	Football - Men's : Athletic Other Supplies	\$ 25,000.00	
		01-40-11001-5404003	Director of Performing Arts : Postage	\$ 3,700.00	
		01-40-11001-5402001	Director of Performing Arts : Printing Exps	\$ 3,791.00	
		01-30-12331-5404003	Performing Arts : Postage	\$ 13,000.00	
		01-30-12331-5402001	Performing Arts : Printing Exps	\$ 2,000.00	
		01-80-00773-5309001	Public Relations : Other Contractual Services Exp	\$ 135,601.00	
		01-90-16765-5304004	Information Technology : IT Maintenance Services	\$ 91,000.00	
		01-90-00825-5407001	Marketing & Creative Services : Advertising Exps	\$ 550,000.00	
	<b>B013045 Subtotal</b>		<b>Approval Level: President</b>	<b>\$ 1,251,872.00</b>	<b>\$ 1,251,872.00</b>
	<i>To reallocate budget to reclass carryover budget to the correct account.</i>				
07/25/23	B013046	01-10-00089-5806001	Manufacturing Technology : Equipment - Instructional	\$ 91,700.00	
		01-90-16815-5805501	Multi-Media Services : Equipment - Technology	\$ 13,349.00	
		01-30-12061-5409006	Football - Men's : Athletic Other Supplies	\$ 25,000.00	
		01-30-12331-5404003	Performing Arts : Postage	\$ 13,000.00	
		01-90-00833-5401006	General Institutional - Ed : Other supplies	\$ 143,049.00	
	<b>B013046 Subtotal</b>		<b>Approval Level: President</b>	<b>\$ 143,049.00</b>	<b>\$ 143,049.00</b>
	<i>To reallocate FY24 carryover budget for items purchased in FY23.</i>				
07/26/23	B013047	01-20-00437-5401002	Assessment : Instructional Supplies	\$ 300.00	
		01-20-00437-5309001	Assessment : Other Contractual Services Exp	\$ 300.00	
	<b>B013047 Subtotal</b>		<b>Approval Level: Controller</b>	<b>\$ 300.00</b>	<b>\$ 300.00</b>
	<i>To reallocate budget to cover Posit subscription.</i>				
07/26/23	B013048	01-80-00781-5503006	President's Office : Out-of-State Travel Costs	\$ 2,279.35	
		01-80-00781-5505006	President's Office : International Travel Costs	\$ 1,050.00	
		01-80-00781-5505005	President's Office : International Conference Costs	\$ 1,050.00	
		01-80-00781-5503005	President's Office : Out-of-State Conference Costs	\$ 1,050.00	
	<b>B013048 Subtotal</b>		<b>Approval Level: Controller</b>	<b>\$ 3,329.35</b>	<b>\$ 3,329.35</b>
	<i>To reallocate budget to support board item 2024-61 - Approval to attend AACC Presidents Academy Summer Institute international travel and conference expense.</i>				
07/31/23	B013049	01-80-00758-5102001	Budget Office : Profess/Tech Staff- Full-Time	\$ 9,000.00	
		01-80-00758-5306001	Budget Office : Office Services Exps.	\$ 9,000.00	
	<b>B013049 Subtotal</b>		<b>Approval Level: Controller</b>	<b>\$ 3,329.35</b>	<b>\$ 3,329.35</b>
	<i>To reallocate budget to support the hiring of a temporary employee.</i>				

B013034 and B013038 were unprocessed entries.

The highlighted budget transfer requests highlighted in yellow were FY2023 entries processed in FY2024.

**COLLEGE OF DuPAGE**  
**COMMUNITY COLLEGE DISTRICT NO. 502**  
**BUDGET TRANSFER FROM CONTINGENCY YEAR-TO-DATE THROUGH JULY 2023**  
**FISCAL YEAR 2024**

**GENERAL FUND:**

<b>CONTINGENCY ACCOUNTS - YEAR TO DATE</b>	<b>ORIGINAL</b>	<b>TRANSFER IN</b>	<b>TRANSFER OUT</b>	<b>ADJUSTED</b>
	<b>BUDGET</b>			<b>BUDGET</b>
Education Fund	\$ 500,000	\$ -	\$ -	\$ 500,000
Total Contingency in General Fund	\$ 500,000	\$ -	\$ -	\$ 500,000

There was no activity in the month of July

College of DuPage  
 Community College District No. 502  
 Budget Transfer Report  
 August 2023

E. Budget Transfer Report

Date	Budget Adjustment Number	Fund	Dept. No.	Department Name	Object Number	Object Name	Debit	Credit
TBD	TBD	03	39134	Staff Offices-Horticulture	5804001	Building Remodeling Exps.	95,000.00	
		03	39134	Staff Offices-Horticulture	5805001	Equipment Office	25,000.00	
		03	39134	Staff Offices-Horticulture	5303001	Architectural Services Exps.	35,000.00	
		03	39133	SSC Smoke Exhaust	5804001	Building Remodeling Exps.	200,000.00	
		03	39133	SSC Smoke Exhaust	5303001	Architectural Services Exps.	50,000.00	
		03	39005	Emerging Projects	5804001	Building Remodeling Exps.		405,000.00
Subtotal					Approval Level: Board of Trustees		405,000.00	405,000.00

To adjust budget per August Construction Planning Meeting.

College of DuPage  
Community College District No. 502  
ACCOUNTS PAYABLE REPORT  
July 2023

**Professional and Legal Services for approval to be paid in August 2023**

RATHJE WOODWARD, LLC	MAY SERVICES	\$ 5,176.60
	JUNE SERVICES	3,253.59
	JULY 2021 SERVICES	749.95
	AUGUST 2021 SERVICES	1,065.82
	SEPTEMBER 2021 SERVICES	356.52
	OCTOBER 2021 SERVICES	1,221.54
	NOVEMBER 2021 SERVICES	26.55
	DECEMBER 2021 SERVICES	323.20
	JANUARY 2022 SERVICES	548.00
	FEBRUARY 2022 SERVICES	157.00
	MARCH 2022 SERVICES	445.00
	APRIL 2022 SERVICES	49.20
GRUSZECKI & SMITH, LLP	LEGAL SERVICES	1,000.00
<hr/>		
	<b>Total</b>	<b>\$ 14,372.97</b>

College of DuPage  
Community College District No. 502  
ACCOUNTS PAYABLE REPORT  
GROUP TRAVEL REQUESTS \$15,000 OR GREATER  
July 2023

Employee Name	Request ID	Request Date	Request Name	Request Description	Group Travel Category	Estimated Travel Amount
Clement, Brian Egge, Gilbert	6H94 6H9N	07/17/23 07/12/23	2024 Natl College Landscape 2024SU Czechia to Germany	FY2024 Perkins Activity WBQ1bA3.1 and Hort Club funded activity for Horticulture students to attend national competition at Brigham Young University in Utah. PHYS 1804 FS070	1-Standard or Other Group Travel - no Professional Development 3-Field Studies Group Travel	\$35,364.00 \$21,430.00

College of DuPage  
Community College District No. 502  
ACCOUNTS PAYABLE REPORT  
INDIVIDUAL EMPLOYEE TRAVEL REQUESTS \$5,000 OR GREATER  
July 2023

Employee Name	Request ID	Request Date	Request Name	Request Description	Travel Category	Estimated Travel Amount

**AUGUST 24, 2023**

**COLLEGE OF DuPAGE**  
**REGULAR BOARD MEETING**  
**BOARD APPROVAL**

---

**SUBJECT**

Approval of Council Membership Dues for President Dr. Brian W. Caputo in the amount of \$5,000 relating to the 2023-2024 membership in the Illinois Council of Community College Presidents (ICCCP).

**REASON FOR CONSIDERATION**

In accordance with established practice, Board Policy 2.40, and the President's Employment Agreement, the College will reimburse the President for travel, meal, and lodging expenses incurred in connection with official College business. Reimbursement of such expenses incurred by the President will be subject to the President's monthly submission of appropriate expense reports and substantiating documentation, as well as reasonable review and approval by the Board Chair and/or the Board at a public meeting. In addition, the Board will pay dues relating to the President's membership in local service and civic organizations, provided that such dues are also approved by the Board at a public meeting.

**BACKGROUND INFORMATION**

President Dr. Brian Caputo has submitted the attached request for dues in the amount of \$5,000 relating to membership in the Illinois Council of Community College Presidents (ICCCP). The Board is being asked to approve this permitted expense.

**FY24**

GL Account: President's Office: Dues-01-80-00781-5406002 -\$5,0000

Primary Strategic Long Range Plan Goal: Student Success. To accomplish this, we will: Create an institutional culture of student access, equity, and inclusion. Improve student persistence, completion, transfer, and job obtainment. Invest in academic excellence and innovation. Transform and innovate student support services and technology.

**RECOMMENDATION**

That the Board of Trustees approves the request for President Dr. Brian Caputo's membership in the Illinois Council of Community College Presidents (ICCCP) in the amount of \$5,000.

**STAFF CONTACT**

Tracey Frye, Executive Assistant to the President

[Est\\_85203\\_from\\_Illinois\\_Council\\_of\\_Community\\_College\\_Presidents\\_15260\\_12692.pdf](#)



**DUES  
INVOICE**

College of DuPage  
Attn: Dr. Brian Caputo  
425 Fawell Boulevard  
Glen Ellyn, IL 60137

Date: 7/18/2023

Invoice #: 85203

Terms: Due upon Receipt

Description	Amount
FY24 Illinois Council of Community College Presidents (ICCCP) Dues	5,000.00
<p>Please make check payable to: Presidents Council and mail to: ICCC c/o Stephanie Spann 401 E. Capitol Ave, Ste 200 Springfield, IL 62701-1711</p>	<p><b>Total</b> \$5,000.00</p>

AUGUST 24, 2023

**COLLEGE OF DuPAGE**  
**REGULAR BOARD MEETING**  
**BOARD APPROVAL**

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**SUBJECT**

Approval for Cannabis and Industrial Hemp Cultivation and Operations Certificate.

**REASON FOR CONSIDERATION**

Board approval is required for all new certificate and degree programs.

**BACKGROUND INFORMATION**

The Cannabis/Industrial Hemp Cultivation and Operations Certificate prepares students for entry-level and mid-level employment opportunities in the cannabis and hemp industry and to apply state laws and regulations to cultivate cannabis and industrial hemp. Students will apply knowledge and skills regarding cannabis and hemp plant morphology and physiology as well as cultivation center operations to the cultivation of cannabis and hemp. Certificate will also prepare students to work at a dispensary. To be employed at a cannabis cultivation center employees must be 21 years of age and meet the Department of Agriculture's requirements to obtain a Cultivation Center Agent Card.

**RECOMMENDATION**

Request that the Board of Trustees approve the new proposed Cannabis and Industrial Hemp Cultivation and Operations Certificate. This program will also require review and recommendation by the Board of Trustees Academic Committee.

**STAFF CONTACT**

Brian Clement, Associate Professor, Horticulture

Janice Kaushal, Dean, Business and Applied Technology

[Form 20 Cannabis and Industrial Hemp Cultivation and Operations Certificate - 6-13-23.pdf](#)

**Illinois Community College Board**  
**Form 20: Application for Permanent Approval Career & Technical Education Curriculum**

**Submit one hard copy & one electronic copy**

College Name:	College of DuPage	5-Digit College Number:	502-01
Contact Person:	Brian Clement	Phone:	630-942-2526
Email:	clement@cod.edu	Fax:	

**Curriculum Information**

AAS Title:		Credit Hours:		CIP Code:	
AAS Title:		Credit Hours:		CIP Code:	
Certificate Title:	Cannabis and Industrial Hemp Cultivation and Operations	Credit Hours:	37	CIP Code:	01.0308
Certificate Title:		Credit Hours:		CIP Code:	

Proposed Classification	District	X	Regional		Statewide	
Proposed Implementation Date:	Fall 2023					

**Submission Includes:**

<input checked="" type="checkbox"/>	Part A: Feasibility, Curriculum Quality and Cost Analysis
<input checked="" type="checkbox"/>	Part B: Supportive Documentation and Data

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:	<29 Ch Cert:	30+ Ch Cert:
IBHE Approval Date For AAS:			

**Please note: ICCB Use only Box must remain on front page of Application Form.**

## APPLICATION FOR PERMANENT APPROVAL CAREER & TECHNICAL EDUCATION CURRICULUM

### INSTRUCTIONS

Community Colleges are required to submit requests to offer new degrees and certificate programs to the ICCB for review and approval. **The curriculum approval application should be completed in its entirety, with one electronic copy (MS Word format or MS Word and PDF) emailed to ICCB staff.**

**Please send applications via email to:**

Tricia Broughton, Director for Curriculum & Instruction  
[tricia.broughton@illinois.gov](mailto:tricia.broughton@illinois.gov)

**Application.** Complete the Form 20 as indicated. Include the Form 22 "Curriculum Addition/Withdrawal/Change to the Curriculum Master File". **NOTE:** The signature boxes must remain on the cover page of the application.

**NOTES for 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 a related Hospitality 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.

**Application Timeline.** Requests are reviewed on an ongoing basis. Clarification and/or additional information may be requested by ICCB staff if the application is unclear or incomplete. All requests must be reviewed, recommended, and approved by ICCB, and potentially the IBHE. The Board considers new program requests at each meeting.

**For More Information:** Questions regarding the completion of the application can be directed to ICCB Academic Affairs staff. Pertinent information is also contained in the [Administrative Rules](#). Contact Tricia Broughton at [tricia.broughton@illinois.gov](mailto:tricia.broughton@illinois.gov) with questions.

**Approval Notification.** Once approval by all appropriate Boards has been granted, ICCB Academic Affairs staff will notify the appropriate college staff by email. Approval documentation will include a copy of the dated Form 20 cover page, a copy of the processed Form 22, and an approval letter from our Executive Director to the College President indicating the approval dates of both Boards, if necessary. Questions regarding the status of this documentation should be directed to Tricia Broughton at [tricia.broughton@illinois.gov](mailto:tricia.broughton@illinois.gov) .

**OCCUPATIONAL CURRICULUM APPROVAL APPLICATION**  
**PART A: Feasibility, Curriculum Quality and Cost Analysis**

**FEASIBILITY**

**1. Labor Market Need.** Verify that the program is feasible from a labor market standpoint and demonstrate convincing evidence of labor market need.

**a. Program purpose:** Briefly describe the employment goal for completers of the program. (i.e., "...to provide entry-level employment training or support the pursuance of advancement opportunities".) If more than one program is included in the application, delineate the purpose for each program.

**The purpose of this new certificate is to prepare students for entry-level and mid-level employment opportunities in the cannabis and industrial hemp industry. Additionally, the certificate will prepare students to work at a dispensary and learn about the regulations and legal issues of cannabis cultivation and commerce. Federal, state, and local laws will be discussed.**

**Upon Completion of the Cannabis and Industrial Hemp certificate, the student will be able to:**

- a. Describe cannabis and hemp laws and regulations for cultivation, seed-to-sale tracking, and distribution.**
- b. Describe security concerns and precautions related to cannabis cultivation and distribution.**
- c. Apply cultivation and processing techniques safely and sanitarily.**
- d. Discuss the roles and responsibilities of employees working in the cannabis industry.**
- e. Identify logistical concepts that relate to inventory control, distribution, packaging, transfer, and auditing.**
- f. Review the basic and clinical pharmacology of botanical and synthetic marijuana and their active components.**
- g. Successfully complete a three-credit hour internship in the industry.**

**b. Target population.** Describe the target audience for the proposed program. Indicate whether this program is intended for individuals seeking entry-level employment, for advancement or cross-training opportunities for existing employees, or for those looking to increase their skill set through specialized education and training.

**The target population for the Cannabis and Industrial Hemp certificate are students who desire entry-level and mid-level employment opportunities in the cannabis and hemp industry, including dispensaries.**

**c. Related occupations.** Describe the types of jobs for which the program(s) will train graduates (i.e., specific occupational titles and/or multiple jobs within a Career Cluster/Pathway(s) and specify cluster). See [CTE Career Clusters](#) or [Illinois Programs of Study](#) for more information on Career Clusters and Programs of Study in Illinois. Complete the **Occupational Chart** (Part B).

**The graduates will be qualified for entry-level and mid-level positions in the cannabis and hemp industry, including:**

- **Cannabis Consultant**
- **Budtender**
- **Trimmer**
- **Production Technician**
- **Extraction Technician**
- **Cultivation Manager**
- **Dispensary Employee**

**d. Supply-Demand Information.** Append in Part B labor market information from current sources (i.e., the Illinois Department of Employment Security) which represent projected demand/job openings versus existing supply/completers in related programs in *your district and/or neighboring districts as appropriate*. For comparison purposes you may want to include statewide data and/or regional data. Regional proposals should include data reflective of all districts to be served. Complete the **Enrollment Chart** (Part B).

**e. Alternate Documentation.** If labor market data is not applicable (such as with some new and emerging occupations), or not available (such as for your district) provide alternate documentation of program need. This might include survey data, local classified /online advertisements for related occupations, or job outlook information from reputable sources. Append to Part B of this application. See ICCB's "Labor Market Analysis: Ten Easy Steps to Conduct a Basic Analysis for Program Approval" for more information. [Appendix B - Labor Market Need Analysis: Ten Easy Steps to Conduct a Basic Analysis for Program Approval](#)

**f. 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.

**1. Educational & Workforce Partnerships.** Address how the program meets priority needs, and describe steps taken to plan and deliver the curriculum in collaboration with others, such as the Program Advisory Committee, Secondary institutions, Baccalaureate Institutions, Local Workforce Boards, Labor Councils, and other appropriate partners.

**The proposed curriculum will meet the need of the community we serve by educating and training students to fill the skills gaps in the cannabis industry. Although students can go on to complete and AAS in Horticulture, there are currently no articulation agreements. As we move forward with the certificate, College of DuPage is exploring the need for articulation with four-year institutions. The Horticulture Department is currently working on a 2 + 2 agreement with Southern Illinois University Carbondale which would allow students to obtain a Bachelor of Science in Horticulture. Generally, it appears that the College of DuPage is a terminal certificate and/or degree as the students enter the workforce upon completion.**

**2. Employer Partners.** List all employer partners and their locations (city/state). Employer partners include those that are actively engaged in the development, implementation, and evaluation of the CTE program. Additionally, employer partners may be engaged in the work-based learning component of the program and where successful students may obtain available employment.

**Kerry Farms, Winfield, IL** – 22-acre hemp and honey farm in unincorporated Winfield, IL. Founded in 2019 with the aim of becoming a craft cultivator in the State of Illinois. Kerry Farms is owned and operated by Dr. Joe Sheehan, a medical doctor and current adjunct professor of cannabis cultivation and plant science at Saint Louis University. Recently, Kerry Farms was approached to partner up with the recent winner of a craft cannabis cultivation license is applying for a license in order to do research. Kerry Farms is partnering with COD and is helping share curriculum for the new courses, helping produce videos for online classes, potential adjunct faculty, as well as providing students with work-based learning opportunities and internships onsite. Students will also be able to go on-site to do field trips for class. This is within 15 minutes of the COD campus. Dr. Joe Sheehan has also agreed to serve on the COD Horticulture Advisory Committee to provide valuable input into these new courses and certificate. Dr. Joe Sheehan is currently working with University of Illinois, University of Wisconsin and Western Illinois University with plant-based research onsite. He is also engaging with Northwestern Medicine and hopes to conduct clinical trials in the near future with the University System. He currently has students from University of Illinois, Valparaiso, Western Illinois, and Perdue doing summer internships at Kerry Farms in Winfield.

**Helios Labs, LLC** in Broadview, IL is also partnering with the College to provide students with work-based learning opportunities, onsite internships, and field trip experiences in cannabis production.

**Chicago Aquaponics, Elk Grove Village, IL** is an indoor hemp production facility that students can complete internships at.

**Cresco Labs, Chicago, IL** Cresco Labs, Inc. is a publicly traded, vertically integrated cannabis and medical marijuana company based in Chicago, Illinois, with current retail operations in nine states where marijuana has been legalized for medical use. Students are able to complete internships

at various facilities in Illinois. Processing facility in Joliet, IL. Production facilities in Kankakee and Lincoln, IL. Headquarters downtown Chicago.

**3. 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.

**g. Addressing Issues of Equity.** Describe institutional-level plans to close equity gaps as it pertains to students and the proposed program(s).

**1. Institutional Plan.** Describe the institution's plan, as it relates to the proposed program(s), for attracting, recruiting, retaining, and completing a diverse group of students including working adults, students of color, low-income students, or students from other underrepresented/underserved backgrounds.

College of DuPage has an **Equity Plan developed in partnership with the Illinois Attainment in Equity Initiative** that outlines three broad strategies to eliminate our institutional performance gaps among Black, Hispanic/Latino/a/o/x, and under-resourced students: 1) Provide education and training on diversity, equity, and inclusion to all college employees and students; 2) Establish a comprehensive Multicultural Community Center that will serve students from all backgrounds especially students from underrepresented and historically marginalized populations; and 3) recommend hiring practices through an equity lens to increase relevant representation among our employees, faculty in particular so our employee population more closely resembles that of our student population.

**2. Support Services.** Describe the institutions and/or program-specific student support services to ensure equitable access and success for all students enrolled in the proposed program(s).

Accommodations, Center for Student Diversity, Equity, and Inclusion, Office of Financial Aid's emergency funding programs, Learning Commons (tutoring and academic support), Counseling and Transfer Students (which includes mental health and personal counseling for students), COD Succeeds Scholarship for students who don't qualify for federal aid, Case-load 1:1 coaching by Navigators - staff who support students using indicators such as first generation student, Pell recipient, academic probation, developmental English/math placement, etc.

**3. Evidence-based Practices.** What evidence-based best practices has the college identified and will deploy to ensure equitable completion of programs and/or credentials.

- **Implementing Pathways**
- **Deploying strategic course scheduling/advising**
- **Trying to expand student employment on campus**

**4. Data Collection.** Has your college established a target for (disaggregated) enrollment? How are you monitoring progress and collecting information to assess completion of credentials and programs to ensure equitable outcomes?

Enrollment targets have been established for Black, Latinx, and first-generation students. Goal 2 in COD's Strategic Enrollment Management Plan is to increase the number of enrolled Latinx, Black, and first-generation undergraduate students in Fall terms by 8% over 5 years (Fa20/Sp21 - Fa24/Sp25).

We track overall completion by 3-year cohorts and disaggregate data in our dashboards. These dashboards can be filtered and analyzed by race/ethnicity, gender, Pell status, FT/PT status, and first-generation status to assess and evaluate course and program success via our equity benchmarks. We also use the following early momentum metrics (attached) to monitor progress which can be disaggregated by age, gender, race/ethnicity, developmental status, FT/PT, and

program. The Horticulture program also looks at disaggregated data at the program-level during the five-year program review process.

**College of DuPage Equity Plan 2020:**

<https://www.cod.edu/about/campus-departments/equity/pdf/equity-plan.pdf>

**h. Related Offerings:** Describe what similar programs are being offered by your institution and other training providers within your district. Include information on neighboring districts or border state providers as appropriate.

**The following Colleges and Universities in Illinois have certificate programs related to the Cannabis industry:**

**Harper College:** Cannabis Science and Therapeutics Certificate

**Black Hawk College:** Advanced Manufacturing Agent Certificate, Advanced Dispensary Associate Certificate, and Advanced Cultivation Technician Certificate

**Illinois Valley Community College:** Cannabis Production Certificate

**Kishwaukee College:** Cannabis and Hemp Cultivation Certificate

**Triton College:** Cannabis Dispensary Certificate Program

**Joliet Junior College:** Advanced Manufacturing Agent Certificate, Advanced Dispensary Associate Certificate, and Advanced Cultivation Technician Certificate

**City Colleges of Chicago:** AAS in Cannabis Studies, Cannabis Applied Studies Basic Certificate, Cannabis Dispensary Operations Specialist Basic Certificate, and Cannabis Processing Technician Advanced Certificate

**Morton College – Cannabis Dispensary Technician Certificate**

**Oakton Community College:** Cannabis Cultivation Certificate, Cannabis Dispensary and Patient Care Specialist Certificate, and Cannabis Transportation, Logistics, and Supply Chain Management Certificate

**Moraine Valley Community College –** Cannabis Retail Specialist Certificate, Cannabis Manufacturing Certificate, Cannabis Cultivation Certificate

**Heartland Community College –** new certificate program for cannabis production and delivery

**Lincoln Land Community College –** Industrial hemp research trials

**Danville Area Community College –** Cannabis course

**Southwestern Illinois College –** Cannabis Industry Operations

**University of Illinois:** Cannabis Production and Management Certificate

**University of Illinois Springfield –** Online cannabis certificate program

**Southern Illinois University Carbondale -** Intensive Controlled-Environmental Plant Production Certificate with emphasis in Cannabis production

**Western Illinois University -** Cannabis Production Minor

**Saint Louis University –** Medical Cannabis Science and Therapeutic Management certificate program

**i. 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, (i.e. via distance learning, online education or campus branches) and include separate letters from each of the colleges within the defined region indicating their support for the proposed program at your college.

**The certificate is not seeking regional designation.**

**2. Need Summary.** Provide a brief summary of your findings which support the need to develop and offer the proposed program(s) within your district. Include any additional information not already reported that illustrates demand for the program(s).

**Marijuana and hemp industries have expanded significantly providing job seekers with a range of well-paying occupations in cultivation, retail, extraction and ancillary industries like accounting, marketing, and sales. Cannabis's expected job growth between 2018 and 2028 is 250 percent.**

By 2025, the legal marijuana industry will support 1.5 million to 1.75 million jobs in the United States, according to the Federal Bureau of Labor Statistics. The projection represents a more than fourfold increase in the cannabis workforce. Illinois has the nation's third largest concentration of cannabis jobs, reported in the Vangst 2023 Jobs Report at 29,925 as of February 2023. Nationwide there are over 428,059 jobs in American's legal cannabis industry. For the past five years, the industry has seen over a 27 percent yearly job growth and is one of the fastest growing occupations in the United States. ICCB expect an influx of demand and supply for such programs at more Illinois community colleges in the coming years, as the number of conditional cannabis retail licenses granted by the state — currently standing at around 185 — continues to increase. Most, if not all of these programs are partnered with dispensaries or the industry in some way, so they are really good examples of how the community college system works with business and industry to meet training needs. Oakton Community College, which developed a program around patient care and medical cannabis. Since 2019, more than 550 students have enrolled in the school's cannabis education programs. The state now has 110 licensed cannabis dispensaries and, as of August, had granted 185 more conditional licenses. That means the number of stores on the retail side of the business will more than double.

Cannabis sales doubled in 2021 in Illinois over 2020, reaching nearly \$1.4 billion. The state has nearly doubled its tax collection, too, to \$445.3 million in fiscal year 2021. The Illinois marijuana industry sold \$1.78 billion in products in 2021, supporting 28,992 legal cannabis jobs. Sales were up 73% over 2020. 185 new retail license dispensaries are in the pipeline to open. <https://www.leafly.com/news/industry/cannabis-jobs-report>

The workforce hasn't exactly kept up, though. Job growth has been steady — up 33% in 2021 — but the federal Bureau of Labor Statistics reports that, by 2025, the legal marijuana industry will support 1.5 million to 1.75 million jobs in the United States, a more than fourfold increase. Illinois has the nation's third largest concentration of cannabis jobs, trailing Michigan, which has 35,405 jobs. California which has by far the largest legal cannabis industry, has 83,593 jobs.

Matt Berry, the chief of staff for the Illinois Community College Board, said more colleges have been offering credit-based programs. "These courses are a perfect example of what the bread and butter of community colleges really is, which is developing programs to meet workforce and industry demand," Berry said.

Cannabis marketplace and online resource Leafly released its annual report and projects that when marijuana is legalized nationwide, the cannabis industry could support as many as 1.75 million jobs across the country. The report reveals that the cannabis industry now supports 428,059 full-time equivalent jobs in the United States. More than 100,000 cannabis jobs created in 2021 represents a 33% increase in just one year. By 2025, the cannabis market is expected to approach \$45 billion annual in the United States.

<https://www.forbes.com/sites/ajherrington/2022/02/23/new-cannabis-jobs-report-reveals-marijuana-industrys-explosive-employment-growth/?sh=77cf5b9823f2>

Salaries in this industry range between \$30,000 to \$80,000+ depending on education, position, and experience.

#### **CURRICULUM QUALITY**

**1. Curriculum Information.** All CTE programs must be comprehensive and aligned with rigorous standards, and they must prepare learners for opportunities in high-skill and in-demand fields. Demonstrate the college has developed quality curricula that aligns with federal, state, and local requirements, is responsive to local workforce needs, and will prepare graduates with the appropriate level of skill to meet their educational and employment goals.

- a. **Curriculum:** Provide a catalog description and curriculum layout for the program. If submitting a degree and certificate together, include a description and curriculum *for each*.
  - 1) **Catalog description.** Provide a description of the program(s) as it will appear in the college's catalog.

The Cannabis and Industrial Hemp Cultivation and Operations Certificate prepares students for entry-level and mid-level employment opportunities in the cannabis and hemp industry and to apply state laws and regulations to cultivate cannabis and industrial hemp. Students will apply knowledge and skills regarding cannabis and hemp plant morphology and physiology as well as cultivation center operations to the cultivation of cannabis and hemp. Certificate will also prepare students to work at a dispensary. To be employed at a cannabis cultivation center

employees must be 21 years of age and meet the Department of Agriculture's requirements to obtain a Cultivation Center Agent Card.

**2) Curriculum.** Complete a Curriculum Chart (Part B) for each program.

**b. Educational alignment:** Describe how the proposed program(s) illustrate a Program of Study. See ICCB's Programs of Study website for more information: [Illinois Programs of Study](#).

- 1) **Academic/Curricular Alignment.** Describe the alignment of content between secondary and postsecondary coursework and curricula. Include opportunities for dual credit or articulated credit in both academic and career/technical areas between high school and community college. How will the college ensure a smooth transition for students entering the program, whether from high school, adult education, or other workforce training pipelines?

**Currently we have Dual Credit agreements and programs of study with approximately 12 high schools where students can receive dual credit for Hort 1100 Introduction to Horticulture which is a core class of this certificate.**

- 2) **Rationale.** If a program is over 60 credit hours (for AAS degrees) or over 30 credit hours (for CTE Certificates), provide a rationale as to why the program exceeds those credit hours. This may include supportive documentation from curricular design, licensure/accrediting bodies, workforce partners, etc....

**The current proposed certificate is 37 credit hours. Students entering the field of Cannabis and Industrial Hemp Production need the proposed course work in order to be trained in the field. Students entering this field need the proposed classes to get an entry level job in the industry. In order to advance in their career, they need to have an associate degree, bachelor's Degree and many go on to get their master's degree in horticulture. The coursework proposed in this certificate is based on what professionals in the industry have recommended to prepare students for jobs in this industry.**

- 3) **Relationship to existing curricula at the college:** Indicate how this program(s) may provide educational laddering opportunities between short- and long-term certificates and degree curricula.

**This new certificate is an addition to the existing 10 certificates in the Horticulture Program. This new certificate will also provide students in Business, Business Law, and Criminal Justice with more specialized training in this growing field.**

- 4) **Articulation.** Specify how the program is structured or articulated to provide educational opportunities for students beyond community college (i.e., baccalaureate capstone programs). If applicable, include information on the specific programs and baccalaureate institutions with which the college has been working towards articulation.

**We are currently working on a 3+1 agreement with VCSU where horticulture students can get a bachelor's degree in Horticulture with an emphasis in Business Technical Management. We are also working on a 2+2 agreement with Southern Illinois University (SIU) where students can get a bachelor's degree in Horticulture. SIU wants to offer their classes here on the COD campus on Friday's and Saturday's and online so students in the area do not need to move to Carbondale. SIU also offers a minor in Cannabis Studies. Plans are to have both these articulation agreements in place by Fall 2023.**

- 5) **Academic & Technical Skill Requirements.** Describe how the college ensures that the proposed curricula will provide needed education and skills for the occupation and will meet program objectives by addressing the following:

- a. **Academic Entry Skills:** Describe the reading, writing, math and/or science knowledge/skill requirements for students to enter and be successful in the proposed

program. How will the college ensure appropriate remediation for students (e.g., through Academic Support Services or CTE/DevEd Bridge Instruction).

**Reading Placement Testing...**

The reading Placement Test assesses a student's readiness for the demands of college-level reading. Upon completion of the test, students will receive a score that places them in one of four categories. These categories are used as prerequisites for most college-level courses at College of DuPage. Students do not need to take this test and qualify as "Reading Category 1" (college ready) if they meet ONE of the following conditions:

- College-level credit totaling 12 semester hours with at least a "C" average.
- ACT composite score of 20. Proof of score must be provided.
- SAT verbal/critical reading score of 500. Proof of score must be provided.
- A score of 550 paper/pencil, 213 computer-based or 79 Internet-based on the Test of English as a Foreign Language (TOEFL). Proof of score must be provided.
- College certificate, Associate degree, BA/BS degree, Graduate/Professional degree.

The Reading Competency Requirement helps identify students not yet prepared to read most college-level texts. Test scores are used to determine readiness for college-level reading. If after entering the College of DuPage Horticulture program; the student is found to be deficient in reading, math or writing, the coordinator or instructor should refer the student to the Academic Learning Center for tutoring in these subjects.

b. **General Education:** Describe how the general education requirements support the technical skill requirements of the CTE program. Do each of the courses in Math, Communication, Science, etc. support the level of technical skill required to complete the program and obtain employment?

**No General education requirements as part of this certificate.**

c. **Technical Skills:** Describe what industry skill standards have been set for related occupations and what professional credentialing (licensure, certification, registration, etc...) is required or optional to students, when 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?

**Currently there are no specific industry certifications or accreditations in Cannabis and Industrial Hemp Production that students can receive.**

d. **Employability Skills:** Describe how employability skills (the transferable skills needed by an individual to make them employable) are incorporated into the content of the program. Include any specific employability skills identified by employers and/or program developers.

**Solid careers are built on solid persona and interpersonal skills. Coursework in this certificate is aligned to rigorous standards to address the skills needed in the specific career pathway. The courses use applied, contextual learning to help students see the relevance of what they are learning and its connection to career opportunities and life goals. Field trips, guest speakers and internship opportunities help reinforce these employability skills.**

6) **Career Development.** Describe how career information, resume building and employment search activities are incorporated into the curriculum.

**There are two individuals assigned as CTE counselors available to students for job seeking and keeping skills. All horticulture instructors offer resume building to students desiring**

this instruction as well as Career Services here on campus. Various career ready workshops are also available to students and are free and open to students, alumni, and the community. CHAPS Get Hired is an app that employers can post job postings for students to view. Interview Skills Training and 30 Second Elevator Pitches are also incorporated into the curriculum.

7) **Course Syllabi.** Append in Part B the appropriate ICCB course syllabi/documentation for new courses or any existing courses that are being modified significantly for the proposed curricula. Course addition and/or modification requests should be submitted via ICCIS once the proposed program receives approval.

**New courses being added include HORT 1420 Cannabis and Industrial Hemp Production (4 credits), BUSIN 1180 Dispensary Operations (2 credits), and BUSLW 1180 Cannabis Law and Policy (1 credit)**

**c. Work-Based Learning.** Work-based learning provides participants with work-based opportunities to practice and enhance the skills and knowledge gained in their program of study or industry training program, as well as to develop employability, and includes an assessment and recognition of acquired knowledge and skills. Examples include internships, service learning, paid work experience, on-the-job training, incumbent worker training, transitional jobs, and apprenticeships. See the Career Pathway Dictionary for the full continuum of work-based learning and employer engagement strategies, including specific definitions. Describe how work-based learning will be incorporated into the curricula. Append to Part B a list of work-based learning sites to be used for internship, career exploration, job shadowing, clinical practicum, or apprenticeship coursework.

**A 3-credit hour internship is required for completion of the certificate. Currently students can do internships at Kerry Farms, Cresco Labs, and Chicago Aquaponics.**

**d. Accreditation for Programs.** Describe what external approval or accreditation is required and/or optional for this program, when and through what agency/entity it is available. (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 Industry Accreditation currently offered in the field of Cannabis and Industrial Hemp Production and Operations.**

**e. Assessment of Student Learning:** Describe how the college plans to ensure students will meet the objectives for this program through evaluation of knowledge and skills at both the course and program-level.

1) **Student Learning Objectives.** Describe or list the broad program-level learning objectives/outcomes that each student is expected to have mastered upon completion of each program related to:

- the general education component of the curriculum, and
- the career and technical education component of the curriculum.

**The career and technical education component of the curriculum:**

**Upon Completion of the Cannabis and Industrial Hemp certificate, the student will be able to:**

- a. **Describe cannabis and hemp laws and regulations for cultivation, seed-to-sale tracking, and distribution.**
- b. **Describe security concerns and precautions related to cannabis cultivation and distribution.**
- c. **Apply cultivation and processing techniques safely and sanitarily.**
- d. **Discuss the roles and responsibilities of employees working in the cannabis industry.**

- e. Identify logistical concepts that relate to inventory control, distribution, packaging, transfer, and auditing.
- f. Review the basic and clinical pharmacology of botanical and synthetic marijuana and their active components.
- g. Successfully complete a three-credit hour internship in the industry.

2) **Assessment of Student Learning Objectives.** Describe the overall course-level assessment method(s) to be used, and the end-of-program assessment method(s) the college will use to ensure that students demonstrate these learning objectives just prior to program completion. (i.e., assessment through portfolio review, cumulative course completion, team project, comprehensive written/performance test, or industry/state pre-certification/licensure examination).

**Students will be evaluated with projects, assignments, labs, discussion boards, and/or quizzes/tests. Class attendance and participation may also be a factor in evaluation. At the completion of the internship, students will turn in a detailed online portfolio documenting their internship experiences and learning goals.**

**f. Continuous Quality Improvement.**

- 1) Describe how the college will utilize continuous quality improvement to ensure the curricula remains rigorous and relevant.
- 2) Describe how the college will use Assessment of Student Learning information/data to improve the curricula.

**The program will be monitored, evaluated, and improved through the College's five-year Program Review process, which follows Illinois Community College Board requirements. The College's process also includes Annual Updates to ensure program goals and student learning assessments are being monitored, evaluated, and improved throughout the five-year cycle. Annual Updates include Student Learning Assessment Project (SOAP) information (see e.2 above). Curriculum will be evaluated through these processes, and data and results will be used to guide the improvement of the curricula within the program. The College is accredited through the Higher Learning Commission. The same concepts that are used on a college-wide basis for continuous improvement are employed at the department level through curriculum meetings with Horticulture faculty and industry advisory committee. The full and part-time faculty who teach courses for this certificate are dedicated to creating the highest quality curriculum. In addition, the Advisory Committee of the Horticulture Program is comprised of industry professionals who provide a continuing review of curriculum relevance.**

2. **Unique or noteworthy features of the program.** Describe how the proposed program(s) stands apart from other programs similar in nature. Include Information on instructional delivery method(s). (i.e., classroom only, online only, hybrid, distance learning).

**This certificate, unlike the others offered in the Horticulture Program, will focus on preparing students to work in the cannabis industry. Courses will be delivered in several formats: classroom only, online only, hybrid, and virtual class meetings. Students will be able to go on field trips to local hemp and cannabis production facilities. Students will also be able to complete their internship at local facilities we have partnerships with such as Kerry Farms in Winfield, IL and Cresco Labs.**

3. **Faculty Requirements.** Describe the minimum/required qualifications for faculty, including educational/professional/work experience/teaching qualifications; the number of new and existing full- and part-time faculty required to support the proposed program; and how the institution plans to address issues of equity among faculty as it relates to the proposed program(s).

- a. **Faculty Qualifications.** Complete the **Faculty Qualifications Chart** (Part B).
- b. **Faculty Needs.** Complete the **Faculty Needs Chart** (Part B)
- c. **Professional Development of Faculty.** Describe how the institution will provide professional development

opportunities for faculty (e.g., to remain updated with relevant industry knowledge, to better understand working with students of color/cultural sensitivity, etc.)?

**The college requires faculty to complete 6 hours of professional development training each year. Faculty/Staff also attend numerous industry related professional development events throughout the year. In Year Two of the College's work with consulting partner, The Kaleidoscope Group, LLC, all college employees, including faculty, will receive education and training on cultural competence, workplace inclusion, and other DEI related-topics relative to our college-wide assessment findings.**

The IDEA (Inclusion, Diversity, Equity, and Access) series of professional development workshops, webinars, and classes provides opportunities for critical conversations about topics that impact students, staff, and faculty at COD. DEI programming in support of teaching and learning has included the Inclusive Teaching Series, Designing an Equity-Minded Syllabus, 21-Day Racial Equity Habit-Building Challenge, Course Design through an Anti-Racist Lens, and Best Practices for Instructing Students with Disabilities.

**d. Addressing Issues of Equity.** Describe the institutions plan, as it relates to the proposed program, to attract and retain a diverse faculty, staff, and administration (e.g., exposure may include through clinical experiences, to community leaders in relevant programs, etc.)?

At the institutional level, College of DuPage's consulting partner, Kaleidoscope Group, is doing a comprehensive assessment of Diversity, Equity, and Inclusion which includes a workplace survey, analysis of employee data (demographics, attrition, turnover, etc.), and analysis of our policies, practices, and procedures. Kaleidoscope Group's comprehensive report includes findings and recommendations for future planning. However, some initial recommendations include the following that can assist with our recruitment and retention efforts of diverse faculty, staff, and administrators:

1. Train committee members on diversity yearly as opposed to every three years.
2. Include behavior anchors in Interview Guides to assess behaviors related to inclusion
3. Define a more structured approach to tracking hiring source effectiveness for recruiting diverse talent.
4. Establish Leadership Institute and include content relative to DEI behaviors and expectations.
5. Incorporate DEI principles and expectations into the onboarding program
6. Create employee affinity/resource groups.
7. Review job descriptions and postings for biased language.

College of DuPage Equity Plan 2020: <https://www.cod.edu/about/campus-departments/equity/pdf/equity-plan.pdf>

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

a. **Internal Oversight.** Indicate what department and staff at the institution are responsible for maintaining the academic integrity of the program.

**Brian Clement, Horticulture Program Chair is responsible for maintaining the academic integrity of this certificate program.**

b. **Contractual/Cooperative Agreements.** Append to Part B

**There are no contractual or cooperative agreements at this time**

#### **COST ANALYSIS**

Verify the college has the fiscal resources in place or budgeted to support the program in a cost-effective manner. Document the financial feasibility of the proposed program.

1. **Source of Funds.** Specify the source of funds the college will use to support the proposed program and note what portion of funds will come from reallocation of existing resources as compared to new resources. Indicate how this program(s) will share resources (i.e., faculty, facilities, etc....) with existing programs. Include grant

resources and amounts (i.e., Postsecondary Perkins, \$5,000 for program development; or USDOL Grant, \$10,000 for equipment).

**NOTE for Perkins funded CTE programs:** In order for CTE programs to be supported, in whole or part, by federal Perkins funding, they must meet or be working towards fulfilling the federal and state requirements of a Program of Study. Applicants should include a statement as to whether they have completed (or are in progress to complete) the Perkins Programs of Study process for relevant programs.

**See the policy notice Appendix C: Using Perkins funding to Support New and Existing CTE Programs attached to this Manual for more information.**

**The new Cannabis courses are only lecture classes. No additional lab supplies will be needed. The additional horticulture classes under this certificate are classes we currently offer and charge student lab fees to cover the lab supplies needed for these classes.**

**2. Equipment.** If necessary, append to Part B

**None, only teaching the principles of cannabis and industrial hemp production. No cannabis will be grown on campus.**

**3. Facilities.** Verify the college has adequate facilities (i.e., classroom or laboratory space) to implement and support the program. Include plans for utilizing facilities through partners (i.e., local businesses, labor councils, community organizations, etc....) to deliver the program accordingly. Also describe any new costs associated with renovation or development of facilities.

**The program has adequate facilities for the implementation of this certificate. The new courses added for the certificate have no labs, therefore, new facilities and/or equipment is not needed. Classroom space in the TEC Building may be an issue.**

**1. Finance.** Complete the **Finance Chart** (Part B)

**OCCUPATIONAL CURRICULUM APPROVAL APPLICATION**  
**PART B: Supportive Documentation and Data**

This part of the application is designed to document the program-to-occupational demand connection, the college's projected enrollment, proposed curricular structure, faculty requirements, and fiscal support.

**OCCUPATIONAL DEMAND**

**1. a) Labor Market Data.** Append any occupational or industry projections data that supports the need for the proposed program(s).

**1. b) Occupational Chart.** List occupational titles related to the proposed program(s) and corresponding employment projections and completer data.

Soc Job Codes & Titles *	Annual District Openings*	Employment Projections: Annual Program Completers ** (Indicate from which surrounding districts)
Other Job titles if alternate date also submitted		
19-4010	270	Employment in Agricultural and food science technicians is expected to grow 6 percent from 2021 to 2031 and add 2,700 jobs in the industry.
19-4012	86	Employment in Agricultural Technicians is expected to grow 10 percent from 2021 to 2031 and add 1600 jobs in the industry. In the Chicago-Naperville- Elgin area there is a higher than average

		supply of jobs. In 2020 there were 836 jobs. In 2025 they expect 1,262 jobs which is a 51% change.
19-4013	120	Employment in Food Science Technicians is expected to grow 8 percent from 2021 to 2031 and add 1200 jobs in the industry.

\* 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](http://Illinois Dept. of Employment Security website).

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

**1. c) Enrollment Chart.** Provide an estimate of enrollments and completions over the first three years of the program. Include separate figures for each program (i.e. separate estimates for each degree and/or certificate included in this application).

	First Year	Second Year	Third Year
Full-Time Enrollments:	30	60	120
Part-Time Enrollments:	15	25	50
Completions:	0	60	60

NOTE: Provide a separate Enrollment Chart for EACH program if submitting multiple programs in one application.

#### CURRICULUM STRUCTURE

**2 a) Curriculum Chart.** List general education, career and technical education, work-based learning, and elective courses within the proposed program. Asterisk\*\*courses with pre-requisites; *Italicize* transferrable courses.

**BOLD** new courses.

Program Title:	Cannabis and Industrial Hemp Cultivation and Operations Certificate				
	Course Prefix/#	Course Title	Credit Hours	Lecture Hours	Lab Hours
General Education Courses <i>(Required</i> coursework). Specify Courses.					
<b>Total</b>					

<b>Career and Technical Education (CTE) Courses (required coursework)</b>	HORT 1100	Introduction to Horticulture	3	2	2
	HORT 1101	Soils and Fertilizers	3	2	2
	<b>HORT 1420</b>	<b>Cannabis and Industrial Hemp Production</b>	4	4	0
	HORT 2221	Plant Propagation	3	2	2
	HORT 2222	Introduction to Plant Breeding *	3	3	0
	HORT 2251	Plant Pathology	3	2	2
	HORT 2253	Greenhouse Operations and Procedures	3	2	2
	HORT 2255	Greenhouse Crop Production	3	2	2
	HORT 2261	Entomology for Horticulture *	3	2	2
	HORT 2304	Hydroponic and Aquaponic Production Systems	3	2	2
<b>Total</b>	<b>BUSIN 1180</b>	<b>Dispensary Operations *</b>	2	2	0
	<b>BUSLW 1180</b>	<b>Cannabis Law and Policy *</b>	1	1	0
			34	26	16
Work-Based Learning Courses (Internship, practicum, apprenticeship, etc.)	HORT 2863	Internship (Career & Technical Ed) *	3		
<b>Total</b>			3		
CTE Electives					
<b>Total</b>					
<b>TOTAL CREDIT HOURS REQUIRED FOR COMPLETION</b>			37		

NOTE: Provide a separate Curriculum Chart for EACH program if submitting multiple programs in one application.

**2. b) Curriculum Sequence.** Provide a copy of the term-by-term sequence of courses required to complete the program as it will appear in the college's catalog.

**Cannabis and Industrial Hemp Production and Operations Certificate Program (37 credits required) Semester(s) offered...**

HORT 1100	Introduction to Horticulture 3 credits (Summer, Fall, Spring)
HORT 1101	Soils and Fertilizers 3 credits (Fall)
HORT 1420	Cannabis and Industrial Hemp Production 4 credits (Fall, Spring)
HORT 2221	Plant Propagation 3 credits (Spring)
HORT 2222	Introduction to Plant Breeding 3 credits (Fall)
HORT 2251	Plant Pathology 3 credits (Fall)
HORT 2253	Greenhouse Operations and Procedures 3 credits (Fall)
HORT 2255	Greenhouse Crop Production 3 credits (Spring)
HORT 2261	Entomology for Horticulture 3 credits (Spring)
HORT 2304	Hydroponic and Aquaponic Production Systems 3 credits (Summer, Fall)
BUSIN 1180	Dispensary Operations 2 credits (Spring, Fall)
BUSLW 1180	Cannabis Law and Policy 1 credit (Spring, Fall)
HORT 2863	Internship 3 credits (Spring, Summer or Fall)

**Term-by Term Sequence:**

**First Semester (13 credits)**

Hort 1100 Introduction to Horticulture (3)  
Hort 1101 Soils and Fertilizers (3)  
Hort 1420 Cannabis and Industrial Hemp Production (4)  
Hort 2222 Introduction to Plant Breeding (3)

**Second Semester (12 credits)**

Hort 2221 Plant Propagation (3)  
Hort 2255 Greenhouse Crop Production (3)  
Hort 2261 Entomology for Horticulture (3)  
BUSIN 1180 Dispensary Operations (2)  
BUSLW 1180 Cannabis Law and Policy (1)

**Third Semester (12 credits)**

Hort 2304 Hydroponic and Aquaponic Production Systems (3)  
Hort 2253 Greenhouse Operations and Procedures (3)  
Hort 2251 Plant Pathology (3)  
Hort 2863 Internship (3)

**2. c) Contractual/Cooperative Agreements.** Append to Part B a copy of the contractual or cooperative agreement if another entity is involved in the delivery of the program. This includes any partnership agreement with another college, university, the regional consortia, an apprenticeship or labor organization, a private institution, business, or other outside entity.

**There are no contractual or cooperative agreements currently.**

## **FACULTY REQUIREMENTS**

**3. a) Faculty Qualifications.** Include general minimum qualifications and those credentials that are specific to instructors in the proposed field of study (i.e., Cosmetology Instructor Certification to teach Cosmetology).

Degree	Field	Credential	Years of Related Occupational Experience	Years of Teaching Experience
Associate Degree in Horticulture or seven (7) years management experiences in subject area in a horticulture business. Master's Degree and some teaching experience preferred.	Horticulture/Cannabis/Hemp Industry		3 preferred in the field of cannabis and/or hemp production, Dispensary operations and Law	1 preferred

**3. b) 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.

	First Year		Second Year		Third Year	
	Full-Time	Part-time	Full-Time	Part-time	Full-Time	Part-time
# Of New Faculty	0	4	1	2	0	2
# Of Existing Faculty		0	0	2	1	2

## **FISCAL SUPPORT**

**4. a) Equipment.** If necessary, append to Part B a list of new (new to the institution or program) equipment to be purchased, shared, or leased to implement the curriculum. Include donations of equipment.

**None, only teaching the principles of cannabis and industrial hemp production. No cannabis will be grown on campus.**

**4. b) Finance Chart.** Identify projected new direct costs to establish the program over the next three years.

	First Year	Second Year	Third Year
Faculty Costs	<b>\$18,000</b>	\$96,000	\$96,000
Administrator Costs			
Other Personnel costs (specify positions)			
Equipment Costs (Append list)	\$0	\$0	\$0
Library/LRC Costs	\$300 Resource Materials to support	\$300 Resource Materials to support	\$300 Resource Materials to support
Facility Costs*			
Other (specify)			
<b>TOTAL NEW COSTS</b>	<b>\$18,300</b>	<b>\$96,300</b>	<b>\$96,300</b>

\*Capital projects that use state funds require prior ICCB approval, as do capital projects over \$250,000 that use local funds.

# Agricultural Technicians in Chicago-Naperville-Elgin, IL-IN-WI

## Contents

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## What is Lightcast Data?

Lightcast data is a hybrid dataset derived from official government sources such as the US Census Bureau, Bureau of Economic Analysis, and Bureau of Labor Statistics. Leveraging the unique strengths of each source, our data modeling team creates an authoritative dataset that captures more than 99% of all workers in the United States. This core offering is then enriched with data from online social profiles, resumés, and job postings to give you a complete view of the workforce.

Lightcast data is frequently cited in major publications such as *The Atlantic*, *Forbes*, *Harvard Business Review*, *The New York Times*, *The Wall Street Journal*, and *USA Today*.



## Report Parameters

### 1 Occupation

Agricultural Technicians

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### 1 MSA

16980 Chicago-Naperville-Elgin, IL-IN-WI

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### Class of Worker

QCEW Employees and Non-QCEW Employees

The information in this report pertains to the chosen occupation and geographical area.

## Executive Summary

### Light Job Posting Demand Over a Deep Supply of Regional Jobs



Chicago-Naperville-Elgin, IL-IN-WI is a hotspot for this kind of job. The national average for an area this size is 498\* employees, while there are 836 here.



Earnings are about average in Chicago-Naperville-Elgin, IL-IN-WI. The national median salary for Agricultural Technicians is \$40,098, compared to \$40,058 here.



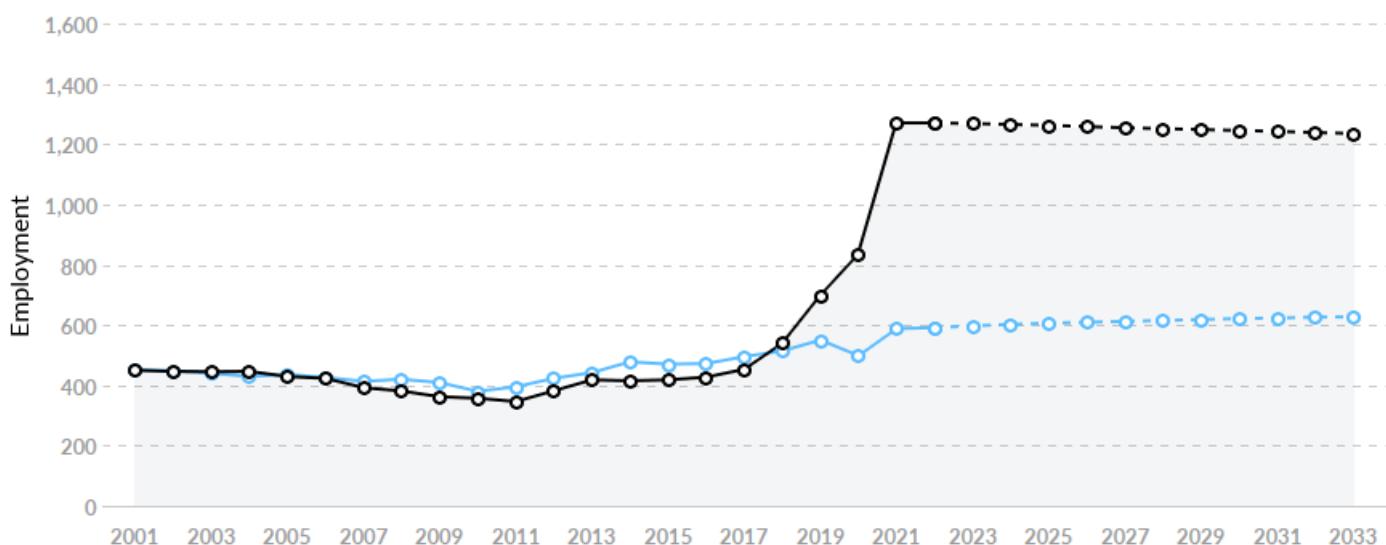
Job posting activity is low in Chicago-Naperville-Elgin, IL-IN-WI. The national average for an area this size is 9\* job postings/mo, while there are 6 here.

\*National average values are derived by taking the national value for Agricultural Technicians and scaling it down to account for the difference in overall workforce size between the nation and Chicago-Naperville-Elgin, IL-IN-WI. In other words, the values represent the national average adjusted for region size.

## Jobs

### Regional Employment Is Higher Than the National Average

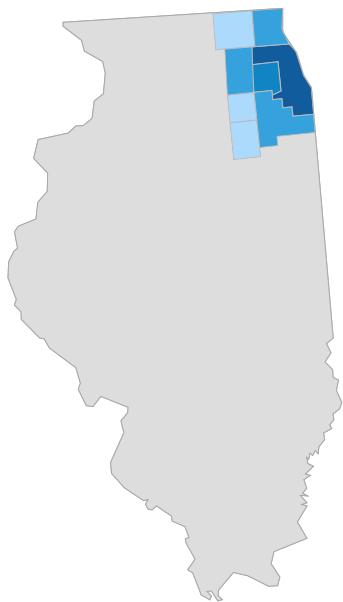
An average area of this size typically has 498\* jobs, while there are 836 here. This higher than average supply of jobs may make it easier for workers in this field to find employment in your area.



Region	2020 Jobs	2025 Jobs	Change	% Change
Chicago-Naperville-Elgin, IL-IN-WI	836	1,262	426	51.0%
National Average	498	606	108	21.6%

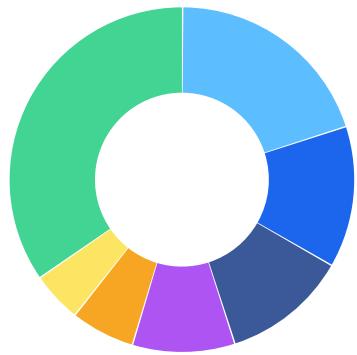
\*National average values are derived by taking the national value for Agricultural Technicians and scaling it down to account for the difference in overall workforce size between the nation and Chicago-Naperville-Elgin, IL-IN-WI. In other words, the values represent the national average adjusted for region size.

## Regional Breakdown



County	2020 Jobs
Cook County, IL	466
DuPage County, IL	128
Lake County, IL	60
Kane County, IL	47
Will County, IL	47

## Most Jobs are Found in the Scientific Research and Development Services Industry Sector

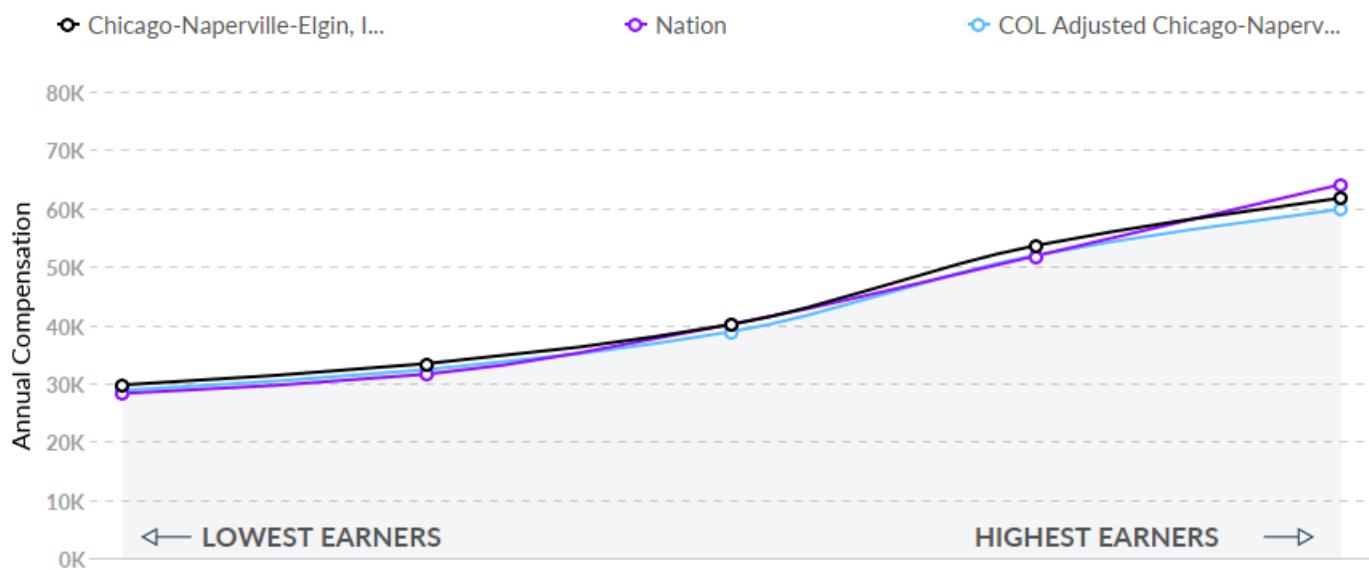


Industry	% of Occupation in Industry (2020)
Scientific Research and Development Services	19.9%
Management, Scientific, and Technical Consulting Services	13.3%
Education and Hospitals (State Government)	11.8%
Architectural, Engineering, and Related Services	9.6%
Grain and Oilseed Milling	6.0%
Support Activities for Animal Production	4.7%
Other	34.7%

## Compensation

### Regional Compensation Is the Same Cost as the Nation

For Agricultural Technicians, the 2021 median wage in Chicago-Naperville-Elgin, IL-IN-WI is \$40,058, while the national median wage is \$40,098.



## Job Posting Activity



### 253 Unique Job Postings

The number of unique postings for this job from Jan 2020 to Apr 2023.



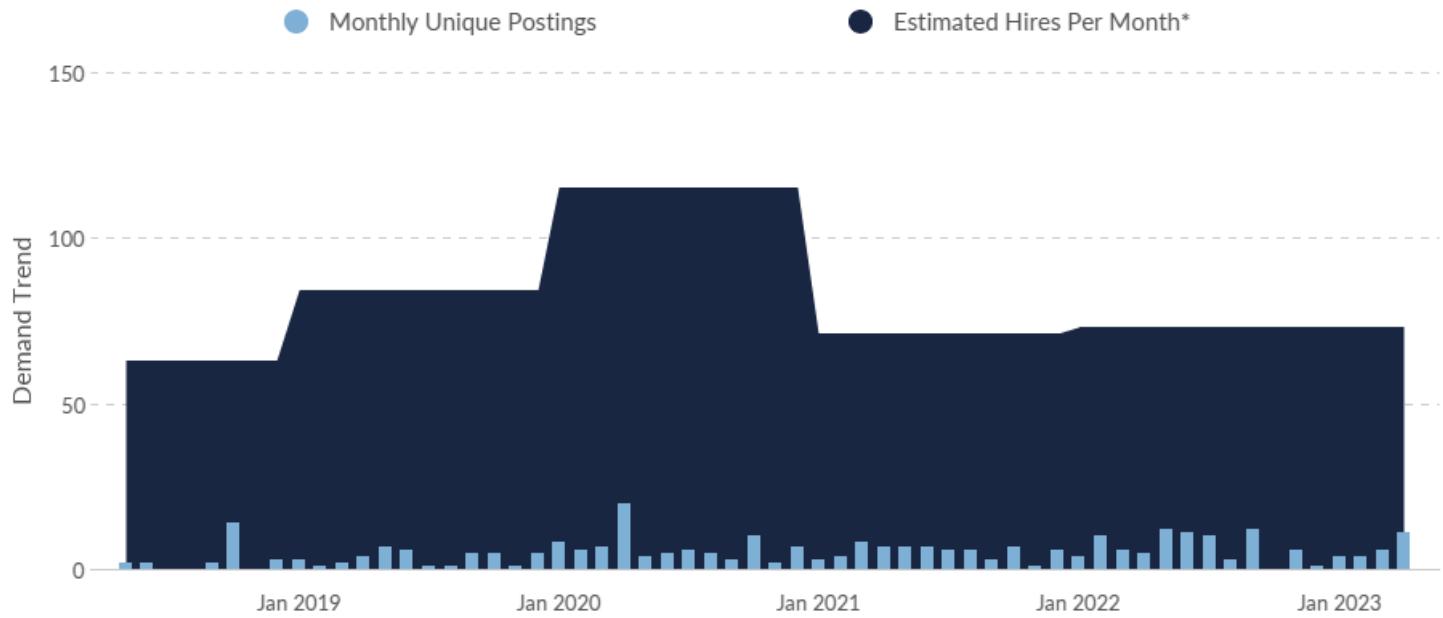
### 94 Employers Competing

All employers in the region who posted for this job from Jan 2020 to Apr 2023.



### 25 Day Median Duration

Posting duration is 3 days shorter than what's typical in the region.



Occupation	Avg Monthly Postings (Jan 2020 - Apr 2023)	Avg Monthly Hires (Jan 2020 - Apr 2023)
Agricultural Technicians	6	85

\*A hire is reported by the Quarterly Workforce Indicators when an individual's Social Security Number appears on a company's payroll and was not there the quarter before. Lightcast hires are calculated using a combination of Lightcast jobs data, information on separation rates from the Bureau of Labor Statistics (BLS), and industry-based hires data from the Census Bureau.

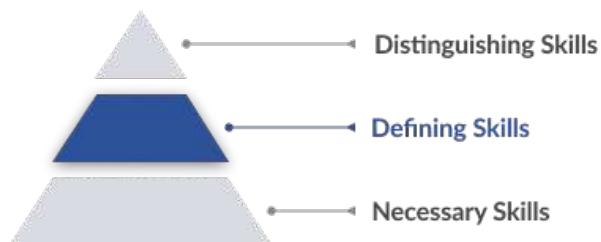
Top Companies	Unique Postings	Top Job Titles	Unique Postings
Bayer	49	Seed Technicians	60
Hawx Services	9	Eyelash Technicians	26
Growmark	8	Fertilizer/Chemical Applicators	14
Randstad	6	Agricultural Technicians	11
Amazing Lash Studio	5	Crop Specialists	9
Noble Network Of Charter Scho...	5	Care Team Members	7
Ball Horticultural Company	4	Testing Coordinators	5
CNH Industrial	4	Precision Ag Specialists	4
City Of Chicago	4	Traffic Control Specialists	4
JPMorgan Chase	4	Culinary Team Members	3

## Top Distinguishing Skills by Demand

Not enough data to display Distinguishing Skills for this occupation.

## Top Defining Skills by Demand

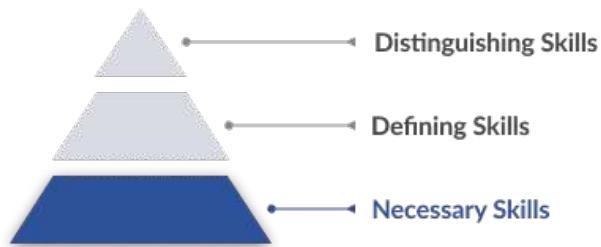
An occupation's Defining Skills represent the day-to-day tasks and responsibilities of the job. An employee needs these skills to qualify for and perform successfully in this occupation.



Skill	Salary Boosting	Job Postings Requesting
Valid Driver's License	✖	74
Agriculture	✖	30
Precision Agriculture	✖	7

## Top Necessary Skills by Demand

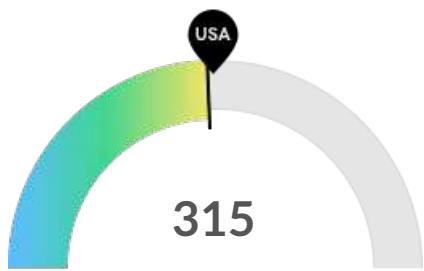
An occupation's Necessary Skills are the specialized skills required for that job and relevant across other similar jobs. An employee needs these skills as building blocks to perform the more complex Defining Skills.



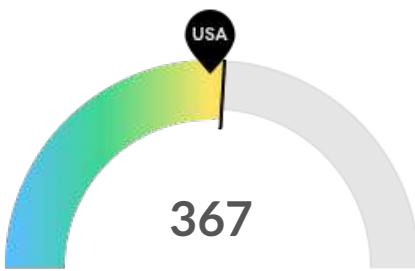
Skill	Salary Boosting	Job Postings Requesting
Fertilizers		28
Agronomy		18
Billing		10

## Demographics

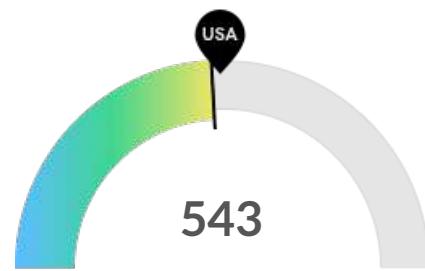
### Retirement Risk Is About Average, While Overall Diversity Is About Average



Retirement risk is about average in Chicago-Naperville-Elgin, IL-IN-WI. The national average for an area this size is 327\* employees 55 or older, while there are 315 here.



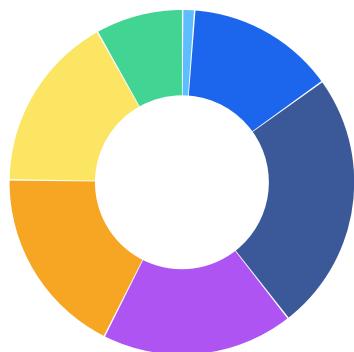
Racial diversity is about average in Chicago-Naperville-Elgin, IL-IN-WI. The national average for an area this size is 348\* racially diverse employees, while there are 367 here.



Gender diversity is about average in Chicago-Naperville-Elgin, IL-IN-WI. The national average for an area this size is 570\* female employees, while there are 543 here.

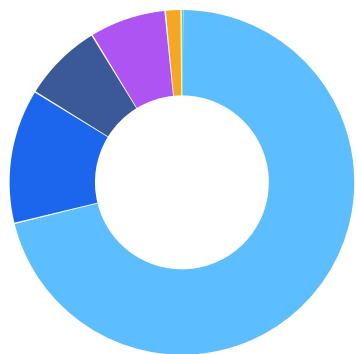
\*National average values are derived by taking the national value for Agricultural Technicians and scaling it down to account for the difference in overall workforce size between the nation and Chicago-Naperville-Elgin, IL-IN-WI. In other words, the values represent the national average adjusted for region size.

### Occupation Age Breakdown



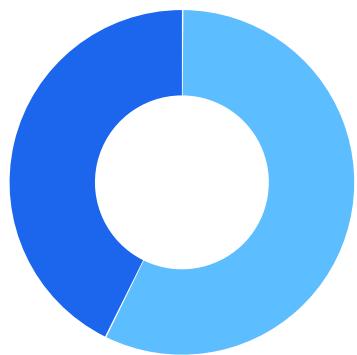
	% of Jobs	Jobs
14-18	1.1%	14
19-24	13.9%	176
25-34	24.4%	309
35-44	18.0%	228
45-54	17.8%	226
55-64	16.6%	211
65+	8.2%	104

## Occupation Race/Ethnicity Breakdown



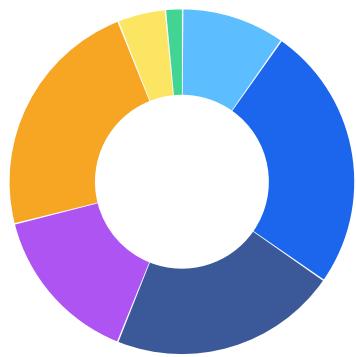
	% of Jobs	Jobs
White	71.1%	903
Hispanic or Latino	12.6%	160
Asian	7.5%	95
Black or African American	7.2%	91
Two or More Races	1.5%	19
American Indian or Alaska Native	0.1%	1
Native Hawaiian or Other Pacific Islander	0.0%	1

## Occupation Gender Breakdown



	% of Jobs	Jobs
Males	57.2%	727
Females	42.8%	543

## National Educational Attainment



	% of Jobs
Less than high school diploma	9.7%
High school diploma or equivalent	24.9%
Some college, no degree	21.4%
Associate's degree	15.0%
Bachelor's degree	22.9%
Master's degree	4.5%
Doctoral or professional degree	1.6%

## Occupational Programs



### 3 Programs

Of the programs that can train for this job, 3 have produced completions in the last 5 years.



### 92 Completions (2021)

The completions from all regional institutions for all degree types.



### 189 Openings (2021)

The average number of openings for an occupation in the region is 822.

CIP Code	Top Programs	Completions (2021)
26.1201	Biotechnology	91 <div style="width: 91%;"></div>
01.0308	Agroecology and Sustainable Agriculture	1 <div style="width: 1%;"></div>

Top Schools	Completions (2021)
Northwestern University	35 <div style="width: 35%;"></div>
Rush University	24 <div style="width: 24%;"></div>
University of Illinois Chicago	21 <div style="width: 21%;"></div>
Roosevelt University	11 <div style="width: 11%;"></div>
College of DuPage	1 <div style="width: 1%;"></div>

## Appendix A

### **Agricultural Technicians (SOC 19-4012):**

Work with agricultural scientists in plant, fiber, and animal research, or assist with animal breeding and nutrition. Set up or maintain laboratory equipment and collect samples from crops or animals. Prepare specimens or record data to assist scientists in biology or related life science experiments. Conduct tests and experiments to improve yield and quality of crops or to increase the resistance of plants and animals to disease or insects.

#### **Sample of Reported Job Titles:**

Seed Analyst  
Research Technician  
Research Specialist  
Research Associate  
Research Assistant  
Precision Agriculture Specialist (Precision Ag Specialist)  
Precision Farming Coordinator  
Crop Specialist  
Soil Fertility Specialist  
Nutrient Management Specialist

#### **Related O\*NET Occupations:**

Agricultural Technicians (19-4012.00)  
Precision Agriculture Technicians (19-4012.01)

# HORT 1420: CANNABIS AND INDUSTRIAL HEMP PRODUCTION

## In Workflow

1. Initial Review
  - -HORT Counselor Liaison (chambersd62@cod.edu; donatellis@cod.edu)
  - -HORT Library Liaison (alaksk@cod.edu)
  - -HORT Discipline Members (balestrif@cod.edu; clement@cod.edu)
2. Dean Review
  - -BTBUS Dean (faykris@cod.edu)
3. BTBUS DCC Chair (clement@cod.edu)
4. Brian Clement (clement@cod.edu)
5. BTBUS DCC Chair (clement@cod.edu)
6. CCC Chair (nietoj1404@cod.edu)
7. Chief Academic Officer (curtis-chavezm@cod.edu)
8. Curriculum Manager (birklandd@cod.edu)
9. Colleague (Colleague@cod.edu)

## Approval Path

1. Tue, 14 Feb 2023 11:51:47 GMT  
Approved for Initial Review
2. Wed, 15 Feb 2023 11:57:54 GMT  
Approved for Dean Review
3. Tue, 21 Feb 2023 23:24:29 GMT  
Brian Clement (clement): Approved for BTBUS DCC Chair
4. Wed, 22 Feb 2023 03:26:16 GMT  
Brian Clement (clement): Approved for clement
5. Thu, 23 Feb 2023 22:53:20 GMT  
Brian Clement (clement): Approved for BTBUS DCC Chair
6. Tue, 07 Mar 2023 20:24:27 GMT  
Dawn Birkland (birklandd): Approved for CCC Chair
7. Tue, 07 Mar 2023 20:25:42 GMT  
Dawn Birkland (birklandd): Approved for Chief Academic Officer

## New Course Proposal

Date Submitted: Mon, 30 Jan 2023 23:58:02 GMT

### Viewing: HORT 1420 : Cannabis and Industrial Hemp Production

Last edit: Thu, 23 Mar 2023 16:24:14 GMT

Changes proposed by: Brian Clement (clement)

#### Curricular Area

HORT - Horticulture

#### Course Number

1420

#### Title

Cannabis and Industrial Hemp Production

#### Course Description

Explores the fundamentals of cannabis biology and production. Emphasis on anatomy and physiology of the cannabis plant, hemp and marijuana cultivation, production, and processing methods. Various uses for and products of hemp and marijuana in the cannabis industry will be discussed. Professional opportunities in the cannabis industry will be explored.

#### Credit Hours Min

4

#### Lecture Hours Min

4

#### Lab Hours Min

0

**Clinical Hours Min**

0

**Repeatable**

Not repeatable for credit

**Course Objectives**

Course Objectives	
1	Identify anatomical and morphological features of cannabis plant
2	Differentiate between various uses of cannabis plant including agricultural and horticultural production practices
3	Differentiate between various cannabis breeding targets and methods
4	Explain role that genetic diversity plays in cannabis breeding
5	Describe production methods including soilless mix and hydroponic from seed to maturity
6	Describe basics of cannabis and industrial hemp cultivation including proper watering, fertilizing, transplanting and pruning
7	Analyze best methods of disease and pest identification and control
8	Compare cannabinoids and terpene properties
9	Identify cannabinoids extraction and processing methods for end user products
10	Describe testing methods used to analyze cannabis product quality
11	Identify economic principles of cannabis production
12	Identify professional opportunities and career paths

**Topical Outline**

1. Introduction
2. History
3. Botany
4. Genetics and breeding
5. Cannabinoids and terpenes
6. Cannabis production
7. Industrial hemp production
8. Medical marijuana
9. Recreational use marijuana
10. Processing and extraction
11. Testing and product quality
12. Legalities
13. Economics
14. Industry overview

**Methods of Evaluation**

Students will be evaluated with tests and/or assignments and/or lab activities. Class participation and attendance may also be a factor in evaluation.

**Pre-Enrollment Criteria**

HORT 1100 or concurrent enrollment in HORT 1100.

**Reviewer Comments**

**Katherine Alaks (alaksk)** (Thu, 02 Feb 2023 21:21:12 GMT): Reviewed. The Library's collections and services will support HORT 1420: Cannabis Production – KA

**David Ellis (ellisd86)** (Fri, 17 Feb 2023 17:29:19 GMT): Reviewed 2/17 No issues or comments

**Brian Clement (clement)** (Tue, 21 Feb 2023 22:09:31 GMT): Reviewed by DCC

Key: 4742

# BUSIN 1180: DISPENSARY OPERATIONS

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## In Workflow

1. Initial Review
  - -BUSIN Counselor Liaison (chambersd62@cod.edu; donatellis@cod.edu)
  - -BUSIN Library Liaison (kickels@cod.edu)
  - -BUSIN Discipline Members (carlsonm@cod.edu; jamesp@cod.edu; murtaugh@cod.edu; tolers@cod.edu; tungol@cod.edu; danl@cod.edu)
2. Dean Review
  - -BTBUS Dean (faykris@cod.edu)
3. BTBUS DCC Chair (clement@cod.edu)
4. Lea Dan (danl@cod.edu)
5. BTBUS DCC Chair (clement@cod.edu)
6. CCC Chair (nietoj1404@cod.edu)
7. Chief Academic Officer (curtis-chavezm@cod.edu)
8. Curriculum Manager (birklandd@cod.edu)
9. Colleague (Colleague@cod.edu)

## Approval Path

1. Sat, 22 Apr 2023 11:08:12 GMT  
Approved for Initial Review
2. Sat, 22 Apr 2023 11:08:12 GMT  
\*system\*: Approved for Dean Review
3. Tue, 25 Apr 2023 21:43:22 GMT  
Brian Clement (clement): Approved for BTBUS DCC Chair
4. Thu, 27 Apr 2023 18:45:40 GMT  
Lea Dan (danl): Approved for danl
5. Fri, 28 Apr 2023 14:51:56 GMT  
Brian Clement (clement): Approved for BTBUS DCC Chair
6. Tue, 16 May 2023 19:08:58 GMT  
Dawn Birkland (birklandd): Approved for CCC Chair
7. Tue, 16 May 2023 19:09:58 GMT  
Dawn Birkland (birklandd): Approved for Chief Academic Officer

## New Course Proposal

Date Submitted: Fri, 07 Apr 2023 16:34:02 GMT

## Viewing: BUSIN 1180 : Dispensary Operations

Last edit: Tue, 23 May 2023 16:01:12 GMT

Changes proposed by: Lea Dan (danl)

### Curricular Area

BUSIN - Business

### Course Number

1180

### Title

Dispensary Operations

### Course Description

Introduction to the functions and operations of a cannabis dispensary. Organization and operation of a dispensary will include customer service, retail sales, logistics, human resources, and inventory management procedures.

### Credit Hours Min

2

### Credit Hours Max

0

### Lecture Hours Min

2

**Lecture Hours Max**

0

**Lab Hours Min**

0

**Lab Hours Max**

0

**Clinical Hours Min**

0

**Clinical Hours Max**

0

**Repeatable**

Not repeatable for credit

**Course Objectives**

<b>Course Objectives</b>	
1	Describe roles employees fulfill in customer service systems in cannabis dispensaries
2	Identify security concerns and precautions in cannabis dispensaries
3	Describe record keeping and compliance requirements in cannabis dispensaries
4	Review human resources management practices in cannabis dispensaries
5	Explain sales transaction process and logistics for cannabis dispensaries
6	Summarize ethical and regulatory issues associated with selling cannabis to consumers
7	Describe quality control and operational standards for cannabis dispensary

**Topical Outline**

1. Customer service
2. Security concerns and precautions
3. Record keeping and tracking
4. Human Resources Management
5. Sales Transaction Process and logistics
6. Ethics and Regulatory Environment
7. Quality control and operational standards

**Methods of Evaluation**

Students will be evaluated using a written assessment including two business information resources, and at least two of the following methods: 1) Objective and/or subjective tests, 2) Group and/or individual projects, 3) Discussions and/or Class participation

**Pre-Enrollment Criteria**

HORT 1100 or concurrent enrollment in HORT 1100 or consent of instructor.

**Reviewer Comments**

**Jane Murtaugh (murtaugh) (Fri, 07 Apr 2023 18:27:07 GMT):** I am in support of this course as proposed.

**Mary Carlson (carlsonnm) (Sat, 08 Apr 2023 15:07:23 GMT):** I am in support of this course.

**Christine Kickels (kickels) (Mon, 10 Apr 2023 15:18:23 GMT):** The Library's resources can support this proposed course. --Christine Kickels

**Jobert Tungol (tungol) (Fri, 14 Apr 2023 19:38:33 GMT):** I support this course as proposed.

**Brian Clement (clement) (Tue, 25 Apr 2023 21:43:13 GMT):** Reviewed by DCC 4/25/23

Key: 4760

# BUSLW 1180: CANNABIS LAW AND POLICY

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## In Workflow

1. Initial Review
  - -BUSLW Counselor Liaison (chambersd62@cod.edu; donatellis@cod.edu)
  - -BUSLW Library Liaison (kickels@cod.edu)
  - -BUSLW Discipline Members (carmody@cod.edu)
2. Dean Review
  - -BTBUS Dean (faykris@cod.edu)
3. BTBUS DCC Chair (clement@cod.edu)
4. Shannon Toler (tolers@cod.edu)
5. BTBUS DCC Chair (clement@cod.edu)
6. CCC Chair (nietoj1404@cod.edu)
7. Chief Academic Officer (curtis-chavezm@cod.edu)
8. Curriculum Manager (birklandd@cod.edu)
9. Colleague (Colleague@cod.edu)

## Approval Path

1. Sat, 22 Apr 2023 11:08:11 GMT  
Approved for Initial Review
2. Sat, 22 Apr 2023 11:08:11 GMT  
\*system\*: Approved for Dean Review
3. Tue, 25 Apr 2023 21:48:48 GMT  
Brian Clement (clement): Approved for BTBUS DCC Chair
4. Thu, 27 Apr 2023 18:34:12 GMT  
Shannon Toler (tolers): Approved for tolers
5. Fri, 28 Apr 2023 14:52:03 GMT  
Brian Clement (clement): Approved for BTBUS DCC Chair
6. Tue, 16 May 2023 19:09:01 GMT  
Dawn Birkland (birklandd): Approved for CCC Chair
7. Tue, 16 May 2023 19:10:00 GMT  
Dawn Birkland (birklandd): Approved for Chief Academic Officer

## New Course Proposal

Date Submitted: Fri, 07 Apr 2023 20:46:01 GMT

### Viewing: BUSLW 1180 : Cannabis Law and Policy

Last edit: Tue, 23 May 2023 16:00:24 GMT

Changes proposed by: Shannon Toler (tolers)

#### Curricular Area

BUSLW - Business Law

#### Course Number

1180

#### Title

Cannabis Law and Policy

#### Course Description

Overview of regulations and legal issues of cannabis cultivation and commerce. Federal, state and local laws will be discussed.

#### Credit Hours Min

1

#### Lecture Hours Min

1

#### Lab Hours Min

0

**Clinical Hours Min**

0

**Repeatable**

Not repeatable for credit

**Course Objectives**

<b>Course Objectives</b>	
1	Describe the legal status of cannabis federally and locally
2	Outline federal, state and local laws regulating cannabis cultivation and sales
3	Describe best practices to comply with cannabis regulations
4	Discuss proposed and enacted legislation related to cannabis production, sales and consumption
5	Explain relevant production security and tracking protocols
6	Identify information resources about cannabis laws and their evolving status

**Topical Outline**

1. History of cannabis regulations
2. Federal laws pertaining to cannabis sales and production
3. State laws pertaining to cannabis sales and production
4. Local laws pertaining to cannabis sales and production
5. Licensing and operational procedures
6. Risk management
7. Current legislative overview

**Methods of Evaluation**

Methods of evaluating students must include a combination of two or more of the following: tests, quizzes, case briefs, and written reports.

**Pre-Enrollment Criteria**

HORT 1100 or CRIMJ 1100 or concurrent enrollment in HORT 1100 or CRIMJ 1100.

**Reviewer Comments**

**Christine Kickels (kickels) (Mon, 10 Apr 2023 15:20:29 GMT):** The Library's resources can support this proposed course. –Christine Kickels

**Jobert Tungol (tungol) (Fri, 14 Apr 2023 19:41:13 GMT):** I support this course as proposed.

**Jane Murtaugh (murtaugh) (Mon, 17 Apr 2023 00:57:50 GMT):** Support this course as proposed.

**Devin Chambers (chambersd62) (Fri, 21 Apr 2023 01:32:32 GMT):** Counseling supports this new certificate

**Brian Clement (clement) (Tue, 25 Apr 2023 21:48:43 GMT):** Reviewed DCC 4/25/23

Key: 4759

College of DuPage  
Program Advisory Committee Minutes

Horticulture Department:

Date: October 23, 2019

Time: 3:30 p.m.

Location of Meeting: TEC 1038B

Members Present (full names) and Expertise/Area Represented:

Dino Castino, Russo Power Equipment

Scott Grams, Illinois Landscape Contractors Association (ILCA)

Steve Clutter, Central Turf and Irrigation Supply

Shannon McEnerney, Midwest Groundcovers

Denise Walden, Walden Floral Design Co.

Joe Pizzuto, Landworks

Kevin Goss, Sugar Creek Golf Course

Rafael Zavala, student representative

Eric Gundersen, The Growing Place

Absent:

Jeannie Isemann, The Garden Works Project

Tom Lupfer, Lupfer Landscaping

Colby Gregg, Naperville Central High School

Richard Hentschel, University of Illinois Extension

College of DuPage Administrators/Staff Present (names and titles):

Brian Clement, Program Coordinator/Associate Professor/Advisor

Frank Balestri, Instructor

Amy Hull, Greenhouse Supervisor

Martin Bartz, Laboratory Assistant

Dr. Silvia Donatelli, Counselor

Meeting Facilitator (name): Scott Grams

## **AGENDA**

Meeting was called to order by Brian Clement and Scott Grams 3:33 P.M. October 23, 2019

I. Review and Approval of Spring 2019 meeting minutes - Minutes from spring 2019 meeting were reviewed. Rafael Zavala moved and Kevin Goss seconded a motion to approve minutes from the March 1, 2019. Motion passed on a unanimous voice vote.

I. Fall Enrollment

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Brian Clement reported that 2018 Fall Headcount was 200, 2019 Fall Headcount was 211 with a 5.5% increase. Fall 2018 credits 1090, Fall 2019 credits 1170. Enrollment in the program continues to grow.

#### 1. NALP Update Report

1. Review of new equipment purchased
  - Through capital equipment budget and Perkins FY 20 the department has received of \$120,500.00 to purchase new equipment
    - New Plotter for Design Classroom
    - CAT 262B Skid Steer with attachments (forks, bucket, stump grinder)
    - Toro Stand On Aerator
    - Kubota RTV
    - STIHL Robotic Mower – Spring 2020
    - IQ Dustless Concrete Saw
    - 2 new Snow Blowers
    - \$12,500 to outfit Kubota RTV and purchase snowblade and power brush
    - New Hydroponic equipment and LED lighting
    - Equipment/lab supplies for new landscape lighting class
    - Auger for Toro Dingo
    - Equipment/lab supplies for Power Equipment and Technology Program
- b. Advisory Committee testimonials related to NALP
  - Advisory Committee will send updated testimonials to Brian Clement via email within the next month so they can be included in the NALP accreditation annual report.
- c. Apprenticeship Program and Project Hire ED College of DuPage
  - Brian Clement discussed the Project Hire-Ed Apprenticeship Program that College of DuPage is working on with business leaders in the county to develop strategies to close the gap and ensure local workforce is prepared to perform. The Apprenticeship programs provide hands-on training to an employee while gaining necessary competency. They offer skills in a particular occupation, help connect to a career pathway and combine on-the-job training with appropriate instruction. Gradually the apprentice acquires new proficiencies, builds workplace skills, and reaches set milestones.
  - Brian Clement also discussed the new Landscape Management Apprenticeship program the National Association of Landscape Professionals has created since government agencies have identified apprenticeship programs as a proven solution for recruiting, training, and retaining top-tier talent. The new Landscape Management Apprenticeship program, sponsored by the National Association of Landscape Professionals and registered by the Department of Labor, offers job seekers a path to a new career through a paid apprenticeship with a landscape company that includes on-the-job training. The program requires 2,000 hours of on-the-job training as well as a minimum of 144 hours in the classroom or online equivalent. NALP has developed the Landscape Management Apprenticeship Program materials into online courses to meet the education component with Colorado State University.
  - It was discussed by the advisory board and has been discussed with the Illinois Landscape Contractors Board and everyone agreed that students need the face-to-face instruction and hands-on in a classroom setting and many question how well the online training is.

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- NALP has developed a streamlined approval process for Accredited Degree Programs. At the request, an accredited school will be sent a spreadsheet and asked to list the courses included in their Accredited Degree Program, showing the number of hours in each course for the required skills areas of the Landscape Management Apprenticeship Program (LMAP). If the Accredited Degree Program meets the minimum number of required hours in each skills area and totals at least 144 combined hours, NALP will approve the program to be used with the LMAP. Individuals enrolled in the LMAP who have either graduated from the program, or completed courses within the program, will then be able to submit their transcripts to NALP for review to determine if they have met the number of required hours for the classroom portion of the LMAP. NALP will compare the transcript to the submitted and approved course spreadsheet to determine the total number of classroom-style training hours to credit the apprentice to use with the LMAP. For an accredited school to participate in this program, there is no cost. The advisory board discussed if our accredited program should proceed with seeking approval with NALP to be used with LMAP. Scott Grams mentioned that the Illinois Landscape Contractors Board has discussed the idea of apprenticeship and is trying out their own apprenticeship program with Lake County Community College in the upcoming year, possibly opening it up to other community colleges. A motion to move forward with seeking NALP approval for College of DuPage Landscape Contracting and Management Program to be used with the LMAP program and COD's project Hire Ed apprenticeship program was made by Dr. Silvia Donatelli seconded by Kevin Goss. Motion passed on a unanimous voice vote.

#### Curriculum

1. New Curriculum Proposals
  - New Houseplant/Foliage Class
    - Brian discussed the popularity of interior plants and the need for an interior plant identification and design class as requested by numerous students and the need to help train students for the Interior Plant ID and Interior Plant Design competitions at the National Collegiate Landscape Competition. Silvia Donatelli moved and Rafael Zavala seconded a motion to approve an Interior Plant Identification and Design class, 2 credits, 2 lecture hours, 1 lab hour. Motion passed on a unanimous voice vote.
  - New Horticulture Therapy Classes/Certificate
    - Interest in Hort Therapy Class or Certification was discussed. B Clement and Frank Balestri reviewed the research he had on the limited number of programs that offer classes and certification. Brian mentioned we have quite a few students interested in horticulture therapy as a career. Denise Walden agreed that there is a need for certified Hort Therapists. Pizzuto commented that he has built therapy gardens but there are not enough people trained to maintain or work in them. There was a motion made to further research what the college could or should offer in this area and report back to the spring 2020 advisory committee meeting. The motion

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**Program Advisory Committee Minutes**

was made by Kevin Goss and seconded by Dr. Silvia Donatelli. The motion passed on a unanimous voice vote.

- New Butterfly Gardening Class
  - There was much discussion about Frank Balestri's proposed Butter Gardening Class. The group feels that it should be broader to include pollinators. The committee also questioned whether enough was covered in HORT 1131 Landscaping for Wildlife and was this a class that students requested on the survey. A motion was made by Scott Grams to develop an 8 week summer course calling it Landscaping for Pollinators, a 1 credit course that would be an elective in the Horticulture Degree and a new requirement in the Sustainable Landscapes Certificate which increase that certificate by an additional 1 credit hour. The motion was seconded by Rafael Zavala and passed on a unanimous voice vote.
- Gardening Class/Certificate-
  - Brian Clement and Amy Hull reported about a meeting with Roy Diblik and Anna Ball regarding the need for a continuation of his Perennial Plant Communities II class with a gardener's training class. Numerous companies in the Chicago land area are looking for trained gardeners. The committee questioned the need for this and also questioned how to work such a broad scope into one class. Kevin Goss questioned if the topics were covered in many different classes already. Shannon McEneaney commented that she and her colleagues had been talking about the need for trained gardeners at the Impact conference recently held at the Chicago Botanic Garden. A lively discussion followed regarding how this huge topic could be covered in a class. Questions were asked about what types of gardening styles would be covered (Japanese, xeriscape, permaculture, etc.). Another comment was that to be a successful gardener one had to be very familiar with that garden. A motion was made by Kevin Goss to develop this class as an elective in the Horticulture degree and a new requirement in the Sustainable Landscapes Certificate which would increase that certificate by an additional 1 credit hour. Silvia Donatelli seconded the motion and the motion passed on a unanimous voice vote. Roy Diblik will be consulted to help put together this new class.
- New Cannabis Production Class –
  - Brian Clement opened the discussion of adding a new Cannabis production class to the curriculum. With the passage of the new Illinois law, numerous calls, emails and requests from students have been received asking if we are offering training in this field. Counseling and Advising has also received a large number of calls or students coming in interested in obtaining training and certification in this field. Currently we have over 50 plus students in the Horticulture program that want to go into that field. Cresco, one of the medical cannabis growers in Illinois has also reached out for the program to provide them with qualified trained candidates to fill a huge worker shortage gap they are facing. They have been growing medical marijuana for several years and are trying to fill a shortage of workers in the industry. It was mentioned that the Chicago Sun Times just reported that the number of cannabis jobs in Illinois is expected to grow to 63,000 by 2025 according to research. That will be a huge increase from the current number of workers.

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legally in the medical marijuana industry in Illinois. The report published earlier this month by a cannabis research firm, predicts total pot jobs in United States could hit nearly 745,000 by 2025, if the drug remains illegal on the federal level and no additional states legalize it for recreational and medical use. Illinois's medical cannabis industry now employs nearly 5,000 people. With recreational legalization taking effect on January 1, 2020, the total number of cannabis jobs in Illinois is expected to more than double each of the next two years and reach 29,407 by 2021. It is expected to continue trending upward until 2025, when 63,406 people in Illinois are expected to hold cannabis-related jobs. The projections account for the approximate number of jobs related to the sale, cultivation, processing, manufacturing, testing and distribution of marijuana. The report does not include estimates for jobs created by ancillary businesses that work around the industry, like security contractors, real estate companies, and law firms.

- Students seeking training in this field should go for a Horticulture AAS Degree (longterm) and/or a Horticulture Certificate (short term). After talking with cannabis industry professionals from local businesses, students are directed to take the following courses:
  - Hort 1100 Introduction to Horticulture
  - Hort 1101 Soils and Fertilizers
  - Hort 1114 Irrigation and Water Management
  - Hort 1130 Horticulture Business
  - Hort 2221 Plant Propagation
  - Hort 2251 Diseases of Ornamental Plants
  - Hort 2253 Greenhouse Operations & Procedures
  - Hort 2255 Greenhouse Crop Production
  - Hort 2261 Insects of Ornamental Plants
  - Hort 2304 Hydroponic/Aquaponic Production Systems
  - Hort 2863 Internship
- The committee agreed that the Horticulture program should begin running a specialty class as soon as possible to capture the large numbers of interested students and provide workforce training for the Chicago area business in the production of cannabis. Other colleges and Universities in Illinois are including Southern Illinois University, Joliet Junior College, and Oakton Community College. The committee agreed that political and personal views should be left out of this discussion because our focus is on workforce training. Meeting the demands of the workplace has always been a priority for College of DuPage and we must work closely with our stakeholders by listening to their needs and provide students with the skills they need to be successful. Students entering the cannabis production field should be on track to get the Horticulture Degree, but there is a need for a specialty class to train students specifically on cannabis production, laws etc. Brian Clement mentioned that students who want to work in this industry should. There was discussion about whether or not other areas of the college (Culinary, Marketing, and Business) would be offering classes in this subject. That was

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still to be determined as well as if we would seek a new certificate in cannabis production in the future with additional specialty classes. Brian Clement mentioned that if a specialty class in cannabis production was added, we would not be growing cannabis on campus since the college could lose federal funding and issues with space and security. A motion was made by Rafael Zavala to approve a new class 3 credit hour class in Cannabis production be added to the Horticulture degree as an elective. Dino Castino seconded the motion, the motion passed with 14 ayes and 1 nay.

### b. Curriculum updates

- Spanish for Horticulture-will be added as HORT 1116 and cross listed Spanish 1116 and will be an elective in the Horticulture degree.
- The new Landscape Lighting class is currently going through the curriculum process and once approved, will be offered the second 8 weeks of Spring Semester 2020.
- Beekeeping- the first class ran in spring 2019 as a special topics course and full, the second class offered fall 2019 was canceled due to enrollment. The new Beekeeping class is currently going through curriculum process for approval as a permanent class in the program under Horticulture Degree and Sustainable Urban Agriculture Degree as an elective.
- Fruit and Berry Production – the class ran in summer 2019 as a special topic course and will be offered again in summer 2020. The new Fruit and Berry Production class is currently going through the curriculum process for approval as a permanent class in the program under the Sustainable Urban Agriculture Degree as an elective.

### 7. Program Needs

1. Adjunct Instructors – Spring 2020 – the department is hiring 2 new adjunct instructors for Sustainable Urban Agriculture Classes and 1 new adjunct instructor for the new landscape lighting class.

### b. Capital/Perkins Requests FY21

- Need to replace the greenhouse shade clothes in zone 1, 2, and 3
- Additional Storage Needs for Lab Supplies/Equipment?

### I. Career Pathways/Programs of Study/Dual Credit (5 minutes)

1. Program marketing materials translated into Spanish – Brian updated the committee about the materials that are now correctly translated into Spanish and available for us to use.

- b. New Program of Study and Dual Credit with Reavis High School- Brian explained that the New Program of Study and Dual Credit are in place with Reavis High School

### c. Possible New POS/Dual Credit Agreements being worked on include:

- East Aurora High school
- Rolling Meadows High School
- Oswego High School
- Kaneland High School

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- I. Industry Updates from Committee Members (10 minutes)
  - 1. Trends/Comments
    - Scott Grams reported on iLandscape and the free/discounted registration, career fair and student roundtable event for students. He also mentioned that ILCA will be giving out 5 scholarships for college students and 5 new \$1000 scholarships this year for high school seniors interested in going into this industry.
  - b. Professional events/conferences
    - Denise Walden reported on the Illinois State Florist Association annual Meeting.
- I. Announcements:
  - 1. Retention Specialist Survey Results shared with advisory board
  - 2. Hort Club Update – 10% of horticulture students participating in club events.  
20  
students per meeting. Horticulture Club is averaging 2 meetings a month.
- c. H.O.P.E. Program – department had approximately 8 students participating
- d. EETC Accreditation (December 2<sup>nd</sup> and 3<sup>rd</sup> accreditation site visit)
- e. ILCA Landscape Design Contest (contest materials sent to all schools)
- f. Poinsettia/House Plant Sale
- g. Holiday Container Workshop (Wednesday December 4, 2019 11:00 am and 3:00 pm)
- h. Career Fair -set for February 12, 2020 in TEC 1038AB
- i. Floral CDE -set for March 13, 2020 for area high schools
- j. 2020 NALP Landscape Competition (March 18-21, 2020 at Michigan State University)
- k. TEC Spotlight
- l. Schedule Spring Meeting (3 minutes) Brian will update the committee when dates open up at the Waterleaf. We will look for a date in late February or Early March, proposed dates were Thursday February 28 or March 6, 2020.
- l. Motion to adjourn at 5:17 p.m. made by Scott Grams, seconded by Rafael Zavala. Motion passed

**Concluding the Minutes:**

Date: February 2019 (TBA)

Time:

Location of the next Committee Meeting:

Proposed agenda items:

Time that this meeting was adjourned: 5:17 p.m.

Minutes prepared by (full name and date): Amy Hull, Brian Clement 11/12/2019

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<p>Name of Career &amp; Technical Education Program or Regional Center: Horticulture</p> <p>Date: February 22, 2023 Time: 4:00 p.m. Location of Meeting: TEC 0028 and Zoom</p>
<p>Members Present (full names) and Expertise/Area Represented:</p> <p>Dino Castino, Sales Manager, Russo Power Equipment Andy Fick, President and Owner, Wilson Nurseries Eric Gundersen, Nursery Manager, The Growing Place Jeannie Iseman, Executive Director, The Garden Works Project Joe Christian, Senior Client Rep., Premier Service Mike Fumagalli, Glenbard School District, Dual Credit Partner Dave Krodel, Glenbard School District, Dual Credit Partner Kara Norton, Executive Director, DuPage County Farm Bureau Kevin Goss, Superintendent, Sugar Creek Golf Course, Elmhurst Park District (Zoom) Shannon McEnerney, Marketing Manager, Midwest Groundcovers (Zoom) Francisco Garcia, Student Representative and Horticulture Club President</p>
<p>College of DuPage Administrators/Staff Present (names and titles):</p> <p>Brian Clement, Program Chair/Associate Professor/Advisor Frank Balestri, Instructor Amy Hull, Greenhouse Supervisor Marty Bartz, Laboratory Coordinator (Zoom) Teresa Dietz, Program Support Specialist Kris Fay, Dean of Applied Business &amp; Technology (Zoom)</p>
<p>Meeting Facilitator (name): Brian Clement</p>
<p>The Minutes:</p> <p>Meeting called to order by Brian Clement, 4:03 p.m. February 22, 2023.</p> <p>I. Welcome and introductions</p> <p>II. Review and approval of fall 2022 meeting minutes – Minutes from fall 2022 meeting were reviewed. Eric Gundersen moved and Dino seconded a motion to approve minutes from the November 16, 2022 meeting. Motion passed on a unanimous vote.</p> <p>III. New Hires/Program Enrollment Update</p> <ul style="list-style-type: none"><li>• Amy Hull reported that we have hired Jane Olsson as Laboratory Assistant, Sustainable Urban Agriculture, who will start on Monday 2/27</li><li>• Brian Clement reported that we have been approved to hire new temporary two semester</li></ul>

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full-time faculty position for the FY24 school year.

- 2023 Spring Head Count 357 students, enrollment even with spring 2022. Brian referred committee to handouts and highlighted key points including dual credit enrollment.

IV. Horticulture Program Review Update – Brian Clement reported that this has been completed and is available if anyone would like a copy sent to email. One of the areas highlighted is internship information.

V. Accreditation Report Updates (NALP and EETC) – Brian Clement reported:

- NALP Accreditation Site Visit Fall 2023 in October – 7 year accreditation review team will be here for 3 days and will like to talk to some of the advisory members. Brian will reach out to committee members for testimonials related to NALP Accreditation.
- Review of new equipment purchased/new equipment to purchase – the only thing to report is a new greenhouse. The concrete pad will be poured this spring and will be 30 feet x 90 feet with heated floor. Structure will go up fall 2023.
- EETC accreditation – still trying to promote the Power Equipment program, working with College of DuPage Marketing department.

VI. Curriculum Updates – Brian Clement reported that all curriculum that was approved by the advisory council at the fall advisory meeting will go through or already has been approved through curriculum. Update: Need to remove prerequisite from Hort 2304 Hydroponic and Aquaponic Production Systems for the Urban Farming Certificate. This was missed in fall 2022. Brian discussed new curriculum:

- *New Introduction to Horticulture Therapy class (Horticulture AAS elective)* – Brian referenced handout with course objective to be aligned with American Horticulture Therapy Association (AHTA). We expect this class to start spring or fall 2024. We have someone in place who is currently certified and will teach - Kelly Warnick. Huge on west coast and east coast, but there is a need in the Midwest to offer these courses. Jeannie asked what the difference between offering as special topics or a regular class to go through curriculum. Course will align with AHTA accreditation standards. Kara Norton made a motion to approve this class and Dino Castino seconded the motion. Motion was approved unanimously.
- *New Cannabis and Industrial Production Class (Horticulture AAS elective)* – Shannon mentioned that if it was previously approved by the committee, then why hasn't it been approved. This will be an elective under the Horticulture AAS Degree and will also be a required class under the New Cannabis and Industrial Hemp Production Certificate.
- *New Cannabis and Industrial Hemp Cultivation Certificate* – informed administration that we will not be growing cannabis campus. According to the Federal Bureau of Labor Statistics, the legal marijuana industry will support 1.5 million to 1.75 million jobs in the United States. About 8 schools including Oakton are growing it as part of the law and project Illinois passed two years ago. Every community college and University in the state of Illinois that has agriculture or horticulture programs has a program like this currently. COD is the last college to provide a program. Other community colleges have seen large enrollment increases when offering these programs. Brian requested re-approval from the committee. Committee originally approved this in Fall 2019. Shannon McEnerney made a motion to approve the Cannabis class and certificate proposals and Eric

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Gundersen seconded the motion. Motion was approved unanimously. Committee reinforced the need for the college to develop programs in this field to meet the workforce and industry demands and provide training to students which is the College's mission.

#### ***Cannabis and Industrial Hemp Production Certificate Program Requirements:***

*Hort 1100 Introduction to Horticulture*

*Hort 1101 Soils and Fertilizers*

*New Class: Hort 1420 Cannabis and Industrial Hemp Production*

*Hort 2221 Plant Propagation*

*Hort 2222 Introduction to Plant Breeding*

*Hort 2251 Plant Pathology*

*Hort 2253 Greenhouse Operations and Procedures*

*Hort 2255 Greenhouse Crop Production*

*Hort 2261 Entomology*

*Hort 2304 Hydroponic and Aquaponic Production*

*Hort 2863 Internship (Career and Technical)*

*New Business Class – Federal and State Cannabis Regulations and Laws (1-3 credits?)*

*New Business Class – Dispensary Operations (1-2 credits?)*

- New Plant Physiology Class- Frank Balestri discussed based on student interest. Applied Plant Physiology. Is there a need? Special Topics first to see if we can get enrollment, run two times, then approve. Jeannie asked if we talked with Ball regarding offering this type of course. Jeannie Iseman made a motion to approve the Special Topics class and Dino Castino seconded the motion. Motion was approved unanimously.
- Working on a 3+1 Agreement with Valley City State University in North Dakota, BAS Management for all three Horticulture AAS Degrees.
- Also we offer a 2+2 degree option through DeVry University with an emphasis in Business Technical Management.

VII. Horticulture Apprenticeship Program COD Project Hire-Ed Update – Brian reported that we are trying to promote at the high school level. Brian described Project Hire-Ed's apprenticeship program for the new advisory members. Mike Fumagalli reported that by fall 2023 all high schools will have to have a college career pathway for students, offering 6 hours of either AP or DC classes, minimum 2 courses; plus 60 hours work based learning; plus 2 career exploration or one intensive internship experience. Now a requirement from State of Illinois from 7 major endorsement areas, including agriculture.

VIII. Dual Credit/ Career Pathways/Programs of Study – Brian Clement reported:  
a. Programs of Study available for review on website  
b. New Possible Dual Credit Agreements and Programs of Study – Brian Clement reported:

1. Geneva High School, Introduction to Horticulture – ready to sign dual credit agreement
2. Lyons Township High School, Intro to Sustainable Urban Agriculture and 4 Cycle Small Engine Repair – currently doing 4-cycle as dual credit
3. Oswego High School, Introduction to Horticulture, Floral Design I and Floral Design II – continuing to work on this agreement
4. Rolling Meadows High School, Business Principles for Sustainable Urban Agriculture – currently doing Sustainable Urban Agriculture

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	<p>5. Glenbard West High School, Introduction to Horticulture and Introduction to Sustainable Urban Agriculture – on board</p> <p>6. Glenbard North High School, Introduction to Horticulture and Introduction to Sustainable Urban Agriculture – on board</p> <p>7. Glenbard East High School, Introduction to Horticulture and Introduction to Sustainable Urban Agriculture – on board</p>
IX.	<p>Program Needs – Brian Clement summarized:</p> <ul style="list-style-type: none"><li>a. Faculty/Adjunct/Staff – hired Terry Dee as adjunct faculty to teach Landscape Lighting beginning in March; 3 additional adjuncts in the process of being hired to teach Perennial Plant Communities Stewardship this summer; need additional adjunct to help teach at DuPage County Jail, to share classes with Connie Kollmeyer; need to hire adjunct faculty to teach Irrigation Fall 2023.</li><li>b. Job/Internship Postings – we are using Chaps Get Hired, the electronic job board, exclusively for job postings. Brian encouraged all advisory committee members to sign in if they haven't already.</li><li>c. FY23 Budget updates</li><li>d. Perkins FY24 Budget Requests due next month – replace one of our Smartboards and the Plotter in Landscape Design</li></ul>
X.	<p>Industry Updates from Committee Members</p> <ul style="list-style-type: none"><li>a. Trends/Comments<ul style="list-style-type: none"><li>• Dino Castino reported – Battery operated equipment is all they hear</li><li>• Eric Gundersen – Price is of concern. Landscape, shipping, gas prices are all up. Supply is better but will still take time to catch up.</li><li>• Andy Wilson – echo industry supply is catching up and labor is getting a little better, most contractors are keeping busy</li><li>• Jeannie Iseman – seeing a post covid impact, food insecurity, sustainability, villages are talking about backyard chickens</li><li>• Kara Norton – legislation waterways with herbicides/pesticides, voice for farmers. Increase in education – 10 years ago, there were 5,000 students; now there are almost 50,000 students. Growing too big so looking for funding sources. Next year there will be a partnership trial run, teaching children how to grow mini tomatoes. Will create videos with different stages of growth and give to 4<sup>th</sup> graders. Brian added that College of DuPage will grow about 4000 tomato plants and distribute to 4<sup>th</sup> graders to support this effort.</li></ul></li><li>b. Professional events/conference recommendations</li></ul>
XI.	<p>Updates from Dual Credit High School Teachers – Mike Fumagalli stated that a group from Glenbard will attend the Countywide Institute Day on campus March 3. Mike and Brian will set up a small meeting that day to go over curriculum for dual credit classes.</p>
XII.	<p>Announcements</p> <ul style="list-style-type: none"><li>a. Greenhouse Updates – Amy Hull updated: Spring plant sale, May 11, 12, 13, 14. The greenhouse is full with volunteers, transition groups, so much going on</li><li>b. Horticulture Club Update – Francisco Garcia updated: Valentine's Day sale went well; Plant Swap tomorrow; club meets two times per month; schedule is full for spring. Brian reported that Frankie has grown the club to over 150 students participating in various</li></ul>

## College of DuPage

### Program Advisory Committee Minutes

<p>events.</p> <ul style="list-style-type: none"><li>c. ILCA Landscape Design Contest – Brian Clement announced that there were 4 College of DuPage winners</li><li>d. 2023 Virtual Career Fair – Frank Balestri reported the statistics</li><li>e. High School Floral CDE 3/2/2023 – Amy Hull reported that there are almost 90 students participating in this high school competition</li><li>f. 2023 NCLC Landscape Competition - Mississippi State University March 14-18, 2023 – Brian reported that we have 21 students, costing over \$30K, we've raised \$15K from local businesses so far</li><li>g. EETC Conference Fort Collins, Colorado April 12-15, 2023 – Armando Actis, adjunct faculty, is unable to attend so Brian will attend in his place</li><li>h. TEC Spotlight 5/4/2023 – for high school students and parents</li></ul> <p>XIII. Fall 2023 Meeting Wednesday October 25, 2023 at 3:30 pm – to align with College Wide Curriculum</p>	<p><b>Concluding the Minutes:</b></p> <p>Date: Wednesday, October 25, 2023</p> <p>Time: 3:30 pm</p> <p>Location of the next Committee Meeting: TBA</p> <p>Proposed agenda items:</p> <p>Time that this meeting was adjourned: 5:15 pm</p> <p>Minutes prepared by (full name and date): Teresa Dietz and Amy Hull 2/22/2023</p>
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**AUGUST 24, 2023**

**COLLEGE OF DuPAGE**  
**REGULAR BOARD MEETING**  
**BOARD APPROVAL**

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**SUBJECT**

Approval of a one-year contract for VMWare Support and Subscription to EEC Services LLC in the Amount of \$48,205.36.

**REASON FOR CONSIDERATION**

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

**BACKGROUND INFORMATION**

VMware is a suite of software products used for virtualization. Virtualization relies on software to simulate hardware functionality and create a virtual computer system. This enables IT to run more than one virtual system, and multiple operating systems and applications, on a single server. All the virtual machines on the same physical server share resources, such as networking and memory. The resulting benefits include faster provisioning of resources, greater efficiency, and enhanced business continuity and disaster recovery.

The College of DuPage uses VMWare virtualization software to run over 220 virtual servers on 20 physical host servers in the data centers. This environment is an essential component of all our information systems and services.

This bid provides for the software licensing required for VMWare and software support.

A legal notice for an Invitation for Bids was published on July 11, 2023, in the Daily Herald; the invitation, Bid Number 2023-B0002, was also posted to the College of DuPage Procurement Services website, and was distributed to the College of DuPage Center for Entrepreneurship, nine (9) in-district Chambers of Commerce and to thirteen (13) Business Enterprise Program Outreach organizations.

Twenty-two (22) vendors were directly solicited, including Fourteen (14) Business Enterprise Program (BEP) Certified Firms. Thirty-two (32) vendors downloaded the bid documents.

A non-mandatory Pre-Bid meeting was held on July 18, 2023, at 1:00 p.m. via Zoom and Three (3) vendor representative from Two (2) firms attended.

Bids were required to be submitted at the College and a public opening was held on August 1, 2023, at 1:00 p.m. The following individuals were in attendance: Amber Kalish (COD Buyer/Facilitator, Procurement Services), Yen Nguyen (COD Expeditor/Recorder, Procurement Services), Kevin Casey (COD Buyer, Procurement Services), Toni Stella (COD Budget Manager/Board Representative, Budget Office), Joe Brenner (COD Manager, Network Services), and Keith Tyrka (COD VP Planning, Performance, and IT, Planning and Institutional Effectiveness).

Nine (9) bids were received. Five (5) woman/minority owned businesses submitted bids.

One (1) bid was deemed to be non-responsive due to missing a signature on Section 4.0 Bid Form, missing selecting a check box on Section 5.0 Business Enterprise Program Utilization Plan, and not submitting a signed copy of Addendum #1. An email was sent to the vendor contact provided in the bid document giving twenty-four (24) hours to correct the submitted bid; however, no documents were received.

The bid requirements established the basis of award as the lowest responsive and responsible bidder with the lowest total bid price. The tabulation of the results are in the attachments.

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

FY24 Information Technology: IT Maintenance Services 01-90-16765-5304004 \$48,205.36

Primary Strategic Long Range Plan Goal: Organizational Culture. To accomplish this, we will: Integrate practices for workforce equity and inclusion. Define and implement a culture of service excellence and collaboration. Empower employees through high impact professional development and growth opportunities. Improve and enhance work systems and technology to support employees and deliver operational efficiencies.

#### RECOMMENDATION

That the Board of Trustees awards the bid for Virtual Machine Ware (VMWare) support and subscription renewal to EEC Services LLC, 2000 Brooklyn St, Detroit, MI 48226 for a total expenditure of \$48,205.36.

#### STAFF CONTACT

Keith Zeitz, Interim Director, Information Technology Services

Keith Tyrka, Vice President, Planning Performance and Technology

Bid Tab.pdf

## **BID TABULATION SHEET**

**Title: 2024-B0002 VMWare Subscription Renewal**

Vendor	Grand Total Base Bid
<b>**EEC Services</b>	<b>\$48,205.36</b>
**V Prime Tech Inc.	\$48,937.08
Riverside Technologies Inc. (RTI)	\$49,170.00
Hypertec USA Inc.	\$49,240.24
Software One Inc.	\$49,854.06
Insight Public Sector Inc.	\$50,501.64
**Princeton IT Services Inc.	\$50,776.43
**SHI International Corp.	\$52,344.74
<b>Recommended Award in Bold</b>	
* Certified Business Enterprise Program (BEP) Business	
** Woman/Minority Owned Business	

AUGUST 24, 2023

**COLLEGE OF DuPAGE**  
**REGULAR BOARD MEETING**  
**BOARD APPROVAL**

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**SUBJECT**

Approval for Purchase of Fortinet Maintenance, Support, and Software Licensing from SHI International Corp. for a Total Cost of \$125,691.44 through October 10, 2024.

**REASON FOR CONSIDERATION**

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

**BACKGROUND INFORMATION**

The College of DuPage enterprise network is protected from the public internet in numerous ways. The first line of defense is provided by a Fortinet FortiGuard next-generation firewall system. This system limits how the public can access our critical and sensitive data and servers. The firewalls block up to 17 million malicious attempts per day, and the intrusion prevention system blocks over 500 malicious malware/virus attempts per day.

For further protection, we utilize a Fortinet FortiMail secure email gateway. This device provides anti-spam, anti-phishing, and advanced threat protection for all inbound and outbound emails. We process approximately two (2) million to eight (8) million emails per month, of which approximately 80% are classified as spam or viral and blocked.

Additional protection is also provided by the Fortinet FortiClient Security Fabric agent, which is the College's Virtual Private Network system. The Virtual Private Network provides data encryption and routing through secure networks to College of DuPage servers from remotely connected devices.

This item includes license renewal for 800 Fortinet FortiClient Security Fabric agent licenses,

300 new Fortinet FortiClient Security Fabric agent licenses to support the growing number of laptops that need VPN connections, and FortiCare and FortiGuard enterprise protection for our Fortinet FortiGate firewalls and Fortinet FortiMail secure email gateway until October 10, 2024.

FortiCare and FortiGuard provide technical support, advanced hardware replacement (next business day), firmware upgrades, general upgrades, and digital vaccine subscription services for the Fortinet devices. Included in the subscription service are daily updates to block the most recent variants of malicious software. This service is critical to the College for all our systems, services, and information.

A legal notice for an Invitation for Bids was published on July 11, 2023 in the Daily Herald; the invitation, Bid Number 2024-B0003, was also posted to the College of DuPage Procurement Services website, and was distributed to the College of DuPage Center for Entrepreneurship, nine (9) in-district Chambers of Commerce and to thirteen (13) Business Enterprise Program Outreach organizations.

Forty-four (44) vendors were directly solicited, including fourteen (14) Business Enterprise Program (BEP) Certified Firms. Thirty-six (36) vendors downloaded the bid documents. A non-mandatory Pre-Bid Meeting was held on July 19, 2023 at 10:00 a.m. via Zoom and one (1) vendor representative from one (1) firm attended. Bids were required to be submitted at the College and a public opening was held on August 1, 2023 at 1:00 p.m. The following individuals were in attendance: Kevin Casey (COD Buyer/Facilitator, Procurement Services), Amber Kalish (COD Buyer, Procurement Services), Yen Nguyen (COD Procurement Services Expeditor/Recorder, Procurement Services), Toni Stella (COD Manager/Board Representative, Budget Office), Joe Brenner (COD Manager, Network Services) and Keith Tyrka (Vice President, Planning and Institutional Effectiveness).

Six (6) bids were received. Two (2) out-of-state non-BEP Certified woman/minority owned businesses submitted bids. A follow up survey was sent to the fourteen (14) invited Business Enterprise Program firms to ask why they did not download or submit a bid. No firms responded.

The bid requirements established the basis of award as the lowest responsive and responsible total bid price. The tabulation of the results are in the attachments.

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

FY24 Information Technology: IT Maintenance Services 01-90-16765-5304004, \$125,691.44

Primary Strategic Long Range Plan Goal: Organizational Culture. To accomplish this, we will: Integrate practices for workforce equity and inclusion. Define and implement a culture of service excellence and collaboration. Empower employees through high impact professional development and growth opportunities. Improve and enhance work systems and technology to support employees and deliver operational efficiencies.

#### RECOMMENDATION

That the Board of Trustees awards the purchase of Fortinet Maintenance, Support, and Software Licensing to SHI International Corp., 290 Davidson Avenue, Somerset, NJ 08873, for a total cost of \$125,691.44.

#### STAFF CONTACT

Keith Zeitz, Interim Director, Information Technology Services

Keith Tyrka, Vice President, Planning Performance and Technology

[2023-B0003 Bid Tab for Award.pdf](#)

## **BID TABULATION SHEET**

**Title: 2023-B0003 - Annual Microsoft Enrollment for Education Solutions**

Vendor	Grand Total Base Bid
Insight Public Sector	\$119,654.02
** vPrime Tech Inc.	\$122,562.09
<b>** SHI International Corp.</b>	<b>\$125,691.44</b>
Sunflower Labs LLC	\$126,883.64
CDW Government LLC	\$128,240.33
Hypertec USA	\$129,319.17
<b>Recommended Award in Bold</b>	
* Certified Business Enterprise Program (BEP) Business	
** Woman/Minority Owned Business	

**The first apparent low bid, Insight Public Sector submitted a partial bid and not a complete bid as their quote did not include the new purchase of Fortinet FortiClient Security Fabric Agent for 25 Clients Security Fabric Agent.**

**The second apparent low bid, vPrime Tech Inc. submitted a bid with a different service expiration date than what was called for in the specifications. Upon request, they stated they could provide the services for the correct timeframe, but not at the total amount that was originally provided in their bid.**

**AUGUST 24, 2023**

**COLLEGE OF DuPAGE**  
**REGULAR BOARD MEETING**  
**BOARD APPROVAL**

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**SUBJECT**

Approval of a one-year agreement for the purchase of Microsoft Enrollment for Education Solutions licenses from Software One, Inc., for an amount of \$435,146.33.

**REASON FOR CONSIDERATION**

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

**BACKGROUND INFORMATION**

This purchase represents the annual licensing of Microsoft software used at the desktop, server and application level for all College-owned devices. Operating system software, server infrastructure software, application software, and client access licenses are required to support both the back end and end user environments at the College.

The Microsoft EES provides the college with licensing for desktop applications, desktop operating systems, infrastructure and server licensing which includes: MS Exchange email for all staff, faculty, students, and alumni; MS SQL (Database) Server licenses for enterprise systems including Colleague, Recruit, and Perceptive Content; MS Server OS licenses for over 200 virtual servers running in our two data centers; MS Active Directory for all students, faculty and staff; MS Office (MAC/PC versions of Word, Excel, PowerPoint, Outlook) for all faculty and staff, along with download rights (on 5 devices) for each currently enrolled student; MS Project and Visio application licenses for employees; MS Office 365 mobile apps (iOS/Android) for all faculty, staff, and students; MS Windows for all college owned Windows PCs (approximately 5,100 devices); MS Office 365 A3 online tools which includes Office for the web, OneNote, Teams and One Drive for all employees and students; MS A5 Security Suite which include Defender for Endpoints, Defender for Identity, Defender for Office 365, Cloud App Security, and Azure AD premium for all college owned devices; MS Intune for Education for all college owned devices;

This purchase also provides licensing of Office 365 for students at no cost on up to five (5) personally owned devices. Much of Microsoft's licensing structure is based on providing a staff FTE (Microsoft calls it EQU or education qualified user) which then entitles us to licenses on all college owned devices or for all of our users.

The product licenses being procured this year have been expanded to provide additional core infrastructure server suite licensing to support recent upgrades in the data center as well as device-based licensing for Defender for Endpoints for devices used by community members in our open labs.

Both internal and independent reviews performed by Info-Tech Research Group of our Microsoft licensing needs have shown that the Enrollment for Educational Solutions (EES) licensing method is the most cost-effective solution for the College. The College has used the Microsoft EES program to provide college-wide licensing annually since 2011. Over the years we have purchased through a variety of resellers including Zones, CDW-G, SHI, Scholar Buys, and Insight.

Highlights of the licenses included in this annual purchase are summarized in the following table.

<b>Description</b>	<b>Quantity</b>
Exchange Online for alumni (Email for Alumni) *	400,000
O365 A1 Licenses (Office 365 web applications)	400,000
M365 A3 Licenses -Students (Office 365 desktop applications) *	91,200
M365 A5 Security - Students (Defender for Endpoints, etc.) *	91,200
M365 mobile app licenses (Mobile device apps) *	6,500
M365 A3 Employee Licenses (Office 365 desktop applications, Visio, Project) **	2,350
M365 A5 Security - Employees (Defender for Endpoints, etc.)	2,350
Defender for O365 - Part Time Faculty	1,250
Infrastructure Server Core Licenses (Server Licenses)	838
Defender for Endpoints - Public Lab Devices	350
Defender for Endpoints - Servers	300
SQL Server Enterprise Core (Server Licenses)	75
Power BI Pro Licenses	5

\* Included at no additional cost as part of EQU/EES licensing

\*\* Purchased under EQU licensing and provides licenses for all College owned devices

The College has previously engaged with Software One for other purchases and has been satisfied with their performance. The total purchase price represents a 1.3% increase over the last annual agreement for Microsoft product licensing.

A legal notice for an Invitation for Bids was published on July 11, 2023, in the Daily Herald; the invitation, Bid Number 2024-B0001, was also posted to the College of DuPage Procurement Services website, and was distributed to the College of DuPage Center for Entrepreneurship, nine (9) in-district Chambers of Commerce and to thirteen (13) Business Enterprise Program Outreach organizations.

Twenty-nine (29) vendors were directly solicited, including fourteen (14) Business Enterprise Program (BEP) Certified Firms. Twenty-nine (29) vendors downloaded the bid documents. A non-mandatory Pre-Bid meeting was held on July 18, 2023, at 11:00 a.m. via Zoom and two (2) vendor representatives from two (2) firms attended. Bids were required to be submitted at the College and a public opening was held on August 1, 2023, at 1:00 p.m. The following individuals were in attendance: Amber Kalish (COD Buyer/Facilitator, Procurement Services), Yen Nguyen (COD Expeditor/Recorder, Procurement Services), Kevin Casey (COD Buyer, Procurement Services), Toni Stella (COD Budget Manager/Board Representative, Budget Office), Joe Brenner (COD Manager, Network Services), and Keith Tyrka (Vice President Planning, Performance, and IT, Planning and Institutional Effectiveness).

Two (2) bids were received. Zero (0) woman/minority owned businesses submitted bids.

The bid requirements established the basis of award as the lowest responsive and responsible bidder with the lowest total bid price. The tabulation of the results is in the attachments.

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

FY24 IT Maintenance Services-01-90-16765-5304004 \$435,146.33

Primary Strategic Long Range Plan Goal: Student Success. To accomplish this, we will: Create an institutional culture of student access, equity, and inclusion. Improve student persistence, completion, transfer, and job obtainment. Invest in academic excellence and innovation. Transform and innovate student support services and technology. Secondary Strategic Long Range Plan Goal: Organizational Culture. To accomplish this, we will: Integrate practices for workforce equity and inclusion. Define and implement a culture of service excellence and collaboration. Empower employees through high impact professional development and growth opportunities. Improve and enhance work systems and technology to

support employees and deliver operational efficiencies.

#### RECOMMENDATION

That the Board of Trustees approves a one-year agreement for the purchase of Microsoft Enrollment for Education Solutions licenses from Software One, Inc, 320 E. Buffalo Street, Suite 200, Milwaukee, WI, 53202 for an amount of \$435,146.33.

#### STAFF CONTACT

Keith Zeitz, Interim Director, Information Technology Services

Keith Tyrka, Vice President, Planning, Performance, and Technology

Ellen Roberts, Vice President, Administrative Affairs

[Bid Tab.pdf](#)

## ***BID TABULATION SHEET***

**Bid No. 2024-B0001 Annual Microsoft Enrollment for Education Solutions**

Vendor	Grand Total Base Bid
<b>Software One, Inc.</b>	<b>\$435,146.33</b>
Crayon Software Experts LLC	\$450,139.02
<b>Recommended Award in Bold</b>	
* Certified Business Enterprise Program (BEP) Business	
** Woman/Minority Owned Business	

**AUGUST 24, 2023**

**COLLEGE OF DuPAGE**  
**REGULAR BOARD MEETING**  
**BOARD APPROVAL**

---

**SUBJECT**

Approval of Reimbursement to President Dr. Brian W. Caputo for expenses incurred while attending the American Association of Community Colleges (AACC) Presidents Academy Summer Institute on July 15 – 18, 2023 in Toronto, ON in the amount of \$1,734.93.

**REASON FOR CONSIDERATION**

In accordance with established practice and Board Policy 2.40, the College will reimburse the President for travel, meal, and lodging expenses incurred in connection with official College business. Reimbursement of such expenses incurred by the President will be subject to the President's monthly submission of appropriate expense reports and substantiating documentation, as well as reasonable review and approval by the Board Chair and/or the Board at a public meeting.

**BACKGROUND INFORMATION**

On March 16, 2023, the Board approved President Dr. Caputo to attend the AACC Presidents Academy Summer Institute and for the College of DuPage to cover allowable registration and travel expenses up to \$3,775. The three-day institute focuses on issues of critical importance to success in the role of the community college president, providing a mix of content experts and interaction around related case studies that result in the development/acquisition of ready-to-use skill sets that participants can apply back at their respective campuses. The institute is widely recognized as the foremost annual professional development training event for community college presidents.

Dr. Caputo has submitted expense reimbursement requests, copies of which are submitted with the present resolution. Those requests have been reviewed. The Board is being asked to approve the permitted expenses.

FY24 President's Office: International Travel Costs-01-80-00781-5505006 - \$1,734.93.

Primary Strategic Long Range Plan Goal: Student Success. To accomplish this, we will: Create an institutional culture of student access, equity, and inclusion. Improve student persistence, completion, transfer, and job obtainment. Invest in academic excellence and innovation. Transform and innovate student support services and technology.

## RECOMMENDATION

That the Board of Trustees authorizes reimbursement of expenses to President Dr. Brian Caputo for his attendance at the American Association of Community Colleges (AACC) Presidents Academy Summer Institute on July 15 – 18, 2023 in Toronto, ON in the amount of \$1,734.93.

## STAFF CONTACT

Tracey Frye, Executive Assistant to the President

[Expense - AACC Presidents Academy Summer Institute.pdf](#)

## Expense Report

Report Name : AACC Presidents Academy Summer Institute

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Employee Name : Caputo, Brian W.

Employee ID : [REDACTED]

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### Report Header

Policy : Employee Business Expense and Travel

Business Purpose : AACC Presidents Academy Summer Institute 7/15 - 7/18/23

Report Key : [REDACTED]

Report Id : [REDACTED]

Report Date : 07/25/2023

Approval Status : Not Submitted

Currency : US, Dollar

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Transaction Date	Expense Type	Vendor	Vendor Name	City	Payment Type	Amount
07/18/2023	Transportation-Taxi/Limo/Bus/Subway/Other - International - 5505	ATPS Taxi & Limo Service	ATPS Taxi & Limo Service	Toronto	Cash	\$60.79
	Allocations :	100% (\$60.79)	01-00781-80			
	Business Purpose :	Taxi (Hotel to Airport)				
07/18/2023	Hotel-International-5505006	Ritz-Carlton	Ritz-Carlton	Toronto	Cash	\$1,583.11
	Business Purpose :	Hotel (Lodging)				
07/18/2023	Personal Car Mileage-Out of State-5503006				Cash	\$15.72

	<b>Allocations :</b>	100% (\$15.72) 01-00781-80				
	<b>Business Purpose :</b>	Personal Mileage (O'Hare Airport to COD)				
07/14/2023	Transportation-Taxi/Limo/Bus/Subway/Other - International - 5505	ATPS Taxi & Limo Service	ATPS Taxi & Limo Service	Toronto	Cash	\$59.59
	<b>Allocations :</b>	100% (\$59.59) 01-00781-80				
	<b>Business Purpose :</b>	Taxi (Airport to Hotel)				
07/14/2023	Personal Car Mileage-Out of State-5503006				Cash	\$15.72
	<b>Allocations :</b>	100% (\$15.72) 01-00781-80				
	<b>Business Purpose :</b>	Personal Mileage (COD to O'Hare Airport)				
06/05/2023	Airfare/Train - International - 5505006	United	United	Chicago	Company Paid	\$544.42
	<b>Allocations :</b>	100% (\$544.42) 01-00781-80				
	<b>Business Purpose :</b>	Airfare				
04/18/2023	Conference/Seminar (No Prof Dev) International - 5505005	AACC	AACC	Washington	Company Paid	\$1,050.00
	<b>Allocations :</b>	100% (\$1,050.00) 01-00781-80				
	<b>Business Purpose :</b>	Institute Registration				

Note: The sum of allocation amounts may not exactly match the expense amount due to rounding.

**Report Total :** \$3,329.35

**Personal Expenses :** \$0.00

**Total Amount Claimed :** \$3,329.35

**Amount Approved :** \$3,329.35

#### Company Disbursements

**Amount Due Employee :** \$1,734.93

**Amount Due Company Card :** \$0.00

**Total Paid By Company :** \$3,329.35

#### Employee Disbursements

**Amount Due Company :** \$0.00

**Amount Due Company Card From Employee :** \$0.00

**Total Paid By Employee :** \$0.00

*Brian W. Casals*

President

7/25/23

*James Martner*

Director, Internal Audit

Date

7/25/23

*Scott L. Brady*

Chief Financial Officer & Treasurer

Date

7/25/2023

Chair, Board of Trustees

Date

## Booking Business Travel

Request ID : **6GJH**

Approval Status : **Not Submitted**

Employee Name : **Caputo, Brian W.**

Email Address : [REDACTED]

Default Manager Name : **Sekerka, Joyce E.**

Default Manager Email : [REDACTED]

Country of Residence : **UNITED STATES**

Sender Name : **Frye, Tracey A.**

Email Address : [REDACTED]

Default Manager Name : **McCambridge, Wendy A.**

Default Manager Email : [REDACTED]

Country of Residence : **UNITED STATES**

Start Date : **07/15/2023**

End Date : **07/18/2023**

Purpose : **Attendance at the AACC Presidents Academy Summer Institute, July 15 - 18, 2023**

## Expenses

Transaction Date	Expense Type	Entry Description	Foreign Amount	Amount
07/15/2023	Conference/Seminar (No Prof Dev) International - 5505005		\$1,050.00	\$1,050.00
07/15/2023	Airfare/Train - International - 5505006	Airfare (Chicago - Toronto)	\$600.00	\$600.00
07/15/2023	Hotel-International-5505006	3 nights @ \$475 CA per night	\$1,425.00	\$1,425.00
07/15/2023	Meals Itemized-International-5505006	Per diem \$121 per night (2 @ 90.75, 2 @ \$121)	\$425.00	\$425.00
07/15/2023	Transportation-Taxi/Limo/Bus/Subway/Other- In State-5502006		\$90.00	\$90.00
07/15/2023	Parking International - 5505006	Chicago O'Hare Parking	\$150.00	\$150.00
07/15/2023	Car Mileage-Out of State		\$34.72	\$34.72
	Comment :	Frye, Tracey A. (03/20/2023): College of DuPage to Chicago O'Hare Airport		

Brian W. Caputo

President

3/20/23

Date

Maureen Dunne

Chair, Board of Trustees

3/21/23

Date

**ATPS Taxi & Limo Service**

6340 2 SILVER DART DRIVE  
MISSISSAUGA, ON L5P 1B2  
4167762613

Cashier: Chase Global 0650

Transaction [REDACTED]

**Total** CA\$80.00

**CREDIT CARD SALE** CA\$80.00

**VISA** [REDACTED]

Retain this copy for statement  
validation

Station 0650

18-Jul. 2023 10:14:15a.m.

CA\$80.00 | Method: EMV

VISA CRFDIT

XXXXXXXXXXXX [REDACTED]

BRIAN W CAPUTO

Reference ID: [REDACTED]

Auth ID: [REDACTED]

MID: \*\*\*\*\* [REDACTED]

AID: [REDACTED]

AthNtwkNm: VISA

SIGNATURE



## THE RITZ - CARLTON

TORONTO

MR Brian Caputo

Room Number: [REDACTED]  
Arrival Date: 07-14-23  
Departure Date: 07-18-23  
CRS Number: 74312110  
Rewards No: [REDACTED]  
Page No: 1 of 1  
HST: 82582 5946 RT0001

### INVOICE

Folio No: [REDACTED]

07-18-23

Date	Description	Charges	Credits
07-14-23	Room Charge	435.00	
07-14-23	HST	56.55	
07-14-23	MAT 6% Tax	26.10	
07-14-23	HST 13%	3.39	
07-15-23	Room Charge	435.00	
07-15-23	HST	56.55	
07-15-23	MAT 6% Tax	26.10	
07-15-23	HST 13%	3.39	
07-16-23	Room Charge	435.00	
07-16-23	HST	56.55	
07-16-23	MAT 6% Tax	26.10	
07-16-23	HST 13%	3.39	
07-17-23	Room Charge	435.00	
07-17-23	HST	56.55	
07-17-23	MAT 6% Tax	26.10	
07-17-23	HST 13%	3.39	
07-18-23	Visa	XXXXXXXXXXXXXX [REDACTED] XX/XX	2,084.16
	Total	2,084.16	2,084.16
	Balance	0.00	

**ATPS Taxi & Limo Service**

6340 2 SILVER DART DRIVE  
MISSISSAUGA, ON L5P 1B2  
4167762613

Cashier: N S 0019

Transaction [REDACTED]

Total	CA\$65.00
Tip	CA\$13.00
CREDIT CARD SALE	CA\$78.00
VISA [REDACTED]	

Retain this copy for statement  
validation

Station: 0342

14-Jul-2023 8:50:17 p.m.

CA\$78.00 | Method: EMV

VISA CREDIT

XXXXXXXXXXXX [REDACTED]

BRIAN W CAPUTO

Reference ID: [REDACTED]

Auth ID: [REDACTED]

MID: \*\*\*\*\*

AID: [REDACTED]

AthNtckNm: VISA

\*\*\*\*\*



Corporate Headquarters  
400 Perimeter Center Terrace  
Suite 151, North Terraces  
Atlanta, GA 30346  
404-252-6696  
800-950-2950

Do Not Reply To This Email



## ADDRESS INFORMATION

### Billing Address

COLLEGE OF DUPAGE  
425 FAWELL BOULEVARD  
GLEN ELLYN IL 60137

## PASSENGER INFORMATION

Company Name : COLLEGE OF DUPAGE  
Date Issued : Jun. 5, 2023  
Agent : OT  
Ref : REZ MADE BY TRACEY FRYE

Company Number : XXXXXXXXXX  
Agency Ref # : XXXXXXXXXX  
Invoice Number : XXXXXXXXXX

Project : C  
Code : CONF  
ER

First Name : BRIAN Last Name : CAPUTO

## COVID-19 INFORMATION

To view Covid-19 information for your trip destinations, [click here](#).

## AIRLINE BOOKING REFERENCE

TICKET CONFIRMATION FOR **UNITED (UA)** OPERATED BY **SKYWEST DBA UNITED EXPRESS** IS XXXXXXXXXX  
TICKET CONFIRMATION FOR **UNITED (UA)** IS XXXXXXXXXX.

## FLIGHT Friday, July 14, 2023

Air Vendor : UNITED (UA) Flight Number : [5542](#)  
From : Chicago Ohare Intl ([ORD](#)) Departs : 4:40 PM  
To : Lester B Pearson Intl ([YYZ](#)) Arrives : 7:27 PM  
Aircraft : E7W Class of Service : ECONOMY[Q]  
Flight Duration : 1 hour 47 mins Miles : 435 miles  
Operated By : **SKYWEST DBA UNITED EXPRESS** Ticket Confirmation : XXXXXXXXXX  
Seat Number : 12-B \*\*RESERVED\*\*



BAGGAGE FEES MAY APPLY | DEPART TERMINAL 2 | ARRIVE TERMINAL 1 | SEAT 12-B \*\*RESERVED\*\* |  
CAPUTO/BRIAN | MILES 435 | FLIGHT DURATION 1.47 HRS | NON-STOP

## FLIGHT Tuesday, July 18, 2023

Air Vendor : UNITED (UA) Flight Number : [1423](#)  
From : Lester B Pearson Intl ([YYZ](#)) Departs : 3:00 PM  
To : Chicago Ohare Intl ([ORD](#)) Arrives : 3:55 PM  
Aircraft : 738 Class of Service : ECONOMY[T]  
Flight Duration : 1 hour 55 mins Miles : 435 miles  
Operated By : **UNITED (UA)** Ticket Confirmation : XXXXXXXXXX  
Seat Number : 23-D \*\*RESERVED\*\*



BAGGAGE FEES MAY APPLY | DEPART TERMINAL 1 | ARRIVE TERMINAL 1 | SEAT 23-D \*\*RESERVED\*\* |  
CAPUTO/BRIAN | MILES 435 | FLIGHT DURATION 1.55 HRS | NON-STOP

## INVOICE INFORMATION

INVOICE #:	[REDACTED]
AIR FARE:	436.00
TAXES AND CARRIER IMPOSED FEES:	108.42
TOTAL AIR FARE:	544.42
SERVICE FEE:	7.00
TOTAL:	551.42
TOTAL PAYMENT:	551.42

## PAYMENT INFORMATION

Date of Payment	Form of Payment	Card Number / Type	Amount
2023-06-05	CREDIT CARD	XXXX XXXXXX X [REDACTED]	551.42

## GENERAL INFORMATION

PASSENGER TICKET NUMBER AIR AMT  
CAPUTO/BRIAN [REDACTED] 544.42  
SERVICE FEE MCO: [REDACTED]  
FREQUENT FLYER NUMBERS  
CAPUTO/BRIAN [REDACTED]

## REMARKS

TEPLIS TRAVEL/ AFTER HOURS RESERVATIONS  
TOLL FREE - 800-367-1637  
\*\*NOTE- THERE IS AN ADDITIONAL CHARGE\*\*  
\*\* TO USE THE EMERGENCY SERVICE \*\*  
VERIFY INTL ENTRY REQUIREMENTS AT THE LINK BELOW  
<HTTPS://TINYURL.COM/5X67TZ3R>  
VALID PASSPORT REQUIRED FOR U.S. TRAVEL WORLDWIDE  
\*\*INCLUDING\*\*MEXICO CANADA AND THE CARIBBEAN  
MANY COUNTRIES REQUIRE 6 MONTHS LEFT ON YOUR  
PASSPORT TO TRAVEL  
U98/CLIQCONFIGID-[REDACTED]  
UNITED AIRLINES CONFIRMATION NUMBER - [REDACTED]  
NON REFUNDABLE ITINERARY SUBJECT TO FEES PLUS AN INCREASE

# 2023 AACC Presidents Academy Summer Institute

July 15, 2023 – July 18, 2023  
9:00 AM-12:00 PM

The Ritz-Carlton Toronto  
181 Wellington Street West  
Toronto, ON M5V 3G7

## Congratulations, you are now registered!

Your Confirmation Number is:

R5N3JZF28KL

You will receive an email with your registration details.

[Add to Calendar](#)

# Registration Summary

Review your registration information below

Brian Caputo



Institution/Organization

College of DuPage

Title

President

Work Address

425 Fawell Blvd  
Glen Ellyn, Illinois 60137  
USA

Mobile

[REDACTED]

Emergency Contact Name

[REDACTED]

Emergency Contact Number

[REDACTED]

## Questions

Is this your first time attending PASI?

Yes

Are you a first-time CEO/President?

No

Gender

Male

Race/Ethnicity

White

Competencies for Community College Leaders - Chief Executive Officer

Student Success, Institutional Transformation, Institutional and Cultural Awareness, Advocacy

*Please take a moment to review our Code of Conduct and your registration before continuing.*

**CODE OF CONDUCT** The American Association of Community Colleges (AACC) seeks to foster a welcoming and intellectually stimulating experience for all participants. We expect all institute participants, presenters, sponsors, and staff to recognize that while this event is a place for the open exchange of opinions by diverse individuals, respect and inclusivity for all is expected. In furtherance of this purpose, any behavior, whether personal or professional, that is unwelcome and offensive, or shows disrespect or aggression will not be tolerated.

Participants, presenters, sponsors, and staff are strongly encouraged to be alert to, and report to AACC staff any behavior inconsistent with this Code of Conduct. If anyone is made to feel unsafe or unwelcome, that situation should be immediately reported to an AACC staff member by contacting [aaccleadershipsuite@aacc.nche.edu](mailto:aaccleadershipsuite@aacc.nche.edu) or to Tammy Reichelt, Chief of Staff, by email at [treichelt@aacc.nche.edu](mailto:treichelt@aacc.nche.edu).

Persons determined by AACC to have engaged in unacceptable behavior may be excluded from further participation with no refund of registration fees.

By registering for PASI 2023, you agree to abide by the institute Code of Conduct. Thank you for helping to make this a welcoming and professionally valuable event for all.

I agree

## Agenda

Item

Price

## Admission Item

Member CEO

\$1,050.00

See you in...

87

DAYS

16

HOURS

53

MINUTES

47

SECONDS

Modify Registration

Cancel Registration

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[Privacy Policy](#)

**AUGUST 24, 2023**

**COLLEGE OF DuPAGE**  
**REGULAR BOARD MEETING**  
**BOARD APPROVAL**

---

**SUBJECT**

Approval of Contract with SmithGroup, Inc. in the not to exceed amount of \$75,000.00 for Athletic Annex Feasibility Study

**REASON FOR CONSIDERATION**

Consistent with Local Government Service Act 110 ILCS 805/3-27.1 and College Procedure 2.2.C, construction contracts exceeding the statutory limit of \$50,000.00 must be approved by the Board of Trustees.

**BACKGROUND INFORMATION**

This feasibility study includes development of conceptual Athletic Department program needs that develop both an immediate solution to overcrowding of existing space for athletes and coaches along with a stepped approach toward the 2019 FMP project of a stand alone "sports dome" for practices and rentals, which will require several of the program spaces being studied in this contract. The study includes siting options, floor plans, narrative, rough order of magnitude costs and concept renderings that address the immediate and growing need for additional space to support the increase of program sports, student athletes, coaches, training areas and locker rooms. The proposed annex athletic facility, when properly planned would be constructed as both an annex for current needs, and designed to accommodate an easy connection to any sports practice and rentable fieldhouse (dome) added in the future.

The College of DuPage Athletic Department has continued to grow over the past four years. When the redesign of the Physical Education Center took place it could accommodate 15 sports. Now that the department has 21 sports and over 480 athletes there are significant challenges that have begun to arise based on both space limitations in the office capacity for coaches and lack of locker rooms for men and women sports.

With the addition of these sports we can no longer accommodate this many coaches or athletes. The request to review the athletic facilities will provide a much needed plan for additional space including an additional weight room, office space, and locker rooms along with public bathrooms for outdoor contests that will meet student, staff and visiting teams' needs.

SmithGroup, Inc. has previously provided satisfactory design results for the College athletic fields and facility construction projects. Previously they have been a Campus Architect for 3 years and is currently overseeing the Student Service Center Renovation which familiarized their understanding of College building standards and reinforced efficient ways of doing business with the College. As the main sitework designer in the 2008 thru 2011 period along with Athletic field projects they retain all necessary site and storm water designs and as-builts which dramatically reduces the amount of design time ( and fee ) for a studies such as being requested. Their reduced fee for this study has taken that previous experience with the College into account.

This purchase complies with State Statute, Board Policy and Administrative Procedures, specifically 2.23 2.D and Local Government Professional Services Selection Act 50 ILCS 510 as Smith Group has a previous satisfactory relationship for architectural services of the College's Athletic Fields.

FY 24 03-90-39128-5303001 Athletic rooms /E-sport Study : Architectural Services Exps \$75,000.00

Primary Strategic Long Range Plan Goal: Student Success. To accomplish this, we will: Create an institutional culture of student access, equity, and inclusion. Improve student persistence, completion, transfer, and job obtainment. Invest in academic excellence and innovation. Transform and innovate student support services and technology.

Secondary Strategic Long Range Plan Goal: Arts, Culture & Community Engagement. To accomplish this, we will: Create an equitable and inclusive community, and improve livability through the arts. Be the region's premier choice for the arts and cultural programming. Deliver responsive programming to support life-long learning. Create opportunities to further partner and engage with external communities.

#### **RECOMMENDATION**

That the Board of Trustees approves the contract with SmithGroup, Inc. 35 E Wacker Drive, Suite 900, Chicago, Illinois 60601 for Athletic Annex Feasibility Study in the not to exceed amount of \$75,000.000.

#### **STAFF CONTACT**

Don Inman - Director of Facilities

Ellen Roberts - Vice President of Administrative Affairs

AUGUST 24, 2023

COLLEGE OF DuPAGE  
REGULAR BOARD MEETING  
**BOARD APPROVAL**

---

**SUBJECT**

Approval for Information Technology Services Aggregate Spend with CDW Government LLC in FY24 for an amount not to exceed \$100,000.00.

**REASON FOR CONSIDERATION**

Expenditures exceeding the bid threshold, including planned aggregate spend in excess of the bid threshold, must be approved by the Board of Trustees prior to purchase. Planned aggregate spend is considered the planned purchase of related items from the same vendor by a single department within a fiscal year.

**BACKGROUND INFORMATION**

CDW Government LLC is a leading multi-brand provider of information technology solutions to business, government, education, and healthcare customers in the United States. Typical purchases include software licenses, software maintenance, backup tapes, computer peripherals, and battery backup units. For each individual purchase, appropriate quotes will be obtained in accordance with Administrative Procedure 10-60 Procurement. Should CDW Government LLC provide the lowest responsible quote, the approval of this requested increase in aggregate spend will ensure the timely purchase of an item without having to seek Board approval to complete the purchase of a bid at that time. Information Technology Services anticipates exceeding the \$25,000 aggregate spend level with CDW Government LLC in FY24 and is requesting an aggregate spend limit as follows:

01-90-16765-5409002/5304004 - Information Technology: Non-Capital Equipment/IT Maintenance Services - \$50,000.00

01-90-90111-5409002/5304004 - IT Plan-Non-Capital Equipment/IT Maintenance Services - \$50,000.00

Total \$100,000

This purchase complies with State Statute, Board Policy and Administrative Procedures. Cooperative purchasing is “Procurement conducted by, or on behalf of, one or more Public Procurement Units” as defined by the American Bar Association Model Procurement Code for State and Local Governments. In accordance with the College of DuPage Administrative Procedure No. 2.20 Procurement (formerly 10-60), section 2. E. Governmental Consortium/Cooperative Agreements, the computer supplies, and equipment will be purchased through the E&I Cooperative Services, Inc. Agreement #CNRO1439 that runs from 8.1.17 through 7.31.27 E & I Cooperative Services, Inc. is a cooperative for higher education that the College has been a member of since 1973.

FY24

01-90-16765-5409002/5304004 - Information Technology: Non-Capital Equipment/IT Maintenance Services - \$50,000.00

01-90-90111-5409002/5304004 - IT Plan-Non-Capital Equipment/IT Maintenance Services - \$50,000.00

**Total Request: \$100,000**

Primary Strategic Long Range Plan Goal: Organizational Culture. To accomplish this, we will: Integrate practices for workforce equity and inclusion. Define and implement a culture of service excellence and collaboration. Empower employees through high impact professional development and growth opportunities. Improve and enhance work systems and technology to support employees and deliver operational efficiencies.

#### RECOMMENDATION

That the Board of Trustees approves an aggregate spend not to exceed \$100,000.00 in FY24 with CDW Government LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061.

## STAFF CONTACT

Keith Zeitz, Interim Director, Information Technology Services

Keith Tyrka, Vice President, Planning, Performance & Technology

AUGUST 24, 2023

**COLLEGE OF DuPAGE**  
**REGULAR BOARD MEETING**  
**BOARD APPROVAL**

---

**SUBJECT**

Approval for Information Technology Services Aggregate Spend with GovConnection, Inc. in FY24 for an amount not to exceed \$100,000.00.

**REASON FOR CONSIDERATION**

Expenditures exceeding the bid threshold, including planned aggregate spend in excess of the bid threshold, must be approved by the Board of Trustees prior to purchase. Planned aggregate spend is considered the planned purchase of related items from the same vendor by a single department within a fiscal year.

**BACKGROUND INFORMATION**

GovConnection, Inc. provides information technology solutions and services to public sector markets. Typical purchases include software licenses, software maintenance, backup tapes, computer peripherals, and battery backup units. For each individual purchase, appropriate quotes will be obtained in accordance with Administrative Procedure 10-60 Procurement. Should GovConnection, Inc. provide the lowest responsible quote, the approval of this requested increase in aggregate spend will ensure the timely purchase of an item without having to seek Board approval to complete the purchase of a bid at that time. Information Technology Services anticipates exceeding the \$25,000 aggregate spend level with GovConnection, Inc. in FY24 and is requesting an aggregate spend limit as follows:

01-90-16765-5409002/5304004 - Information Technology: Non-Capital Equipment/IT Maintenance Services - \$50,000.00

01-90-90111-5409002/5304004 - IT Plan-Non-Capital Equipment/IT Maintenance Services - \$50,000.00

Total \$100,000

Cooperative purchasing is “Procurement conducted by, or on behalf of, one or more Public Procurement Units” as defined by the American Bar Association Model Procurement Code for

State and Local Governments. In accordance with the College of DuPage Administrative Procedure No. 2.20 (formerly 10-60) Procurement, section 2. E. Governmental Consortium /Cooperative Agreements, I.T./ Computer Equipment and Services will be purchased through the GovConnection cooperative contract that was awarded by E&I Cooperative Services, an educational cooperative that the College has been a member of since 1973. The GovConnection cooperative contract was also adopted by IPHEC, the Illinois Public Higher Education Cooperative that represents the thirteen (13) state universities for cooperative purchasing contracts.

E&I's Competitive Solicitation Process was developed in response to the specific state and federal regulations many public institution members are facing with regard to compliance. Their goal is to ensure that our contracts are fully compliant with our members' institutional, federal, state and local codes and policies. To-date, more than 95% of E&I's portfolio of contracts has been awarded under the competitive contracting model.

An RFP Team was created consisting of E&I members from Florida State University, University of Florida, University of Central Florida, University of North Florida, University of West Florida, Arizona State University and University of Arizona with additional support provided by E&I staff. The RFP Team developed and issued competitive RFP 683385 Computer Equipment & Related Hardware, Software, Services and Support on Thursday, August 18, 2016, that was posted on the E&I website and disseminated to E&I Members in support of public advertisement policy requirements. The RFP was issued to suppliers identified by E&I members and/or suppliers that requested a copy as a result of our members' advertising efforts. The RFP Team developed evaluation criteria (outlined in the RFP), including Breadth and Quality of Products/Services; Service, Support, Product Warranty and Maintenance; Pricing and Terms; Order Placement/Delivery/Installation; Supplier's Qualifications, References, Experience and Past Performance; Administration, i.e. Reporting Capabilities; On-line Capabilities; Adherence to RFP Requirements; Sustainability Initiatives; Supplier Diversity; and Added Value Incentives and Services.

Eighty (80) suppliers were notified of the RFP. Proposal responses were due prior to the deadline of Tuesday, October 4, 2016, at 1:00 p.m. ET. E&I received seventeen (17) RFP responses from suppliers. The RFP Team determined that CDW-G met the necessary RFP criteria and offered E&I members an extensive selection of products and services at very competitive prices.

The RFP Team therefore recommended making a single award to CDW-G, as an agreement with this Supplier would best assist E&I members meet their computer equipment, software, services and support needs, while at the same time offering an opportunity for considerable cost savings.

Effective February 15, 2019, E&I awarded a new agreement to GovConnection offering the same products and services, providing E&I members additional choices for their computer equipment, software, services and support needs. The term of this Master Agreement CNR01483 with GovConnection was 2.15.19 - 7.31.22 and included one (1) five (5) year renewal option. Amendment Number 1 to the Master Agreement CNR01483 dated 9.12.19 amended the Agreement to exercise the five (5) year renewal option that extended the contract to July 31, 2027.

This purchase complies with State Statute, Board Policy and Administrative Procedures. The Board of Trustees has delegated authority to Procurement Services to purchase from governmental contracts or cooperative agreements that have been competitively solicited by the contracting entity and fully meet the requirements of Illinois Law, in lieu of competitive bidding.

FY24

01-90-16765-5409002/5304004 - Information Technology: Non-Capital Equipment/IT Maintenance Services - \$50,000.00

01-90-90111-5409002/5304004 - IT Plan-Non-Capital Equipment/IT Maintenance Services - \$50,000.00

Total \$100,000

Primary Strategic Long Range Plan Goal: Organizational Culture. To accomplish this, we will: Integrate practices for workforce equity and inclusion. Define and implement a culture of service excellence and collaboration. Empower employees through high impact professional development and growth opportunities. Improve and enhance work systems and technology to support employees and deliver operational efficiencies.

#### **RECOMMENDATION**

That the Board of Trustees approves an aggregate spend not to exceed \$100,000.00 in FY24 with GovConnection, Inc., 732 Milford Road, Merrimack, NH 03054.

#### **STAFF CONTACT**

Keith Zeitz, Interim Director, Information Technology Services

Keith Tyrka, Vice President, Planning, Performance, and Technology

**AUGUST 24, 2023**

**COLLEGE OF DuPAGE**  
**REGULAR BOARD MEETING**  
**BOARD APPROVAL**

---

**SUBJECT**

Approval of Rotary Membership Dues for President Dr. Brian W. Caputo in an amount not to exceed \$1,500.00 relating to the 2023-2024 membership in the Rotary Club of Wheaton.

**REASON FOR CONSIDERATION**

In accordance with established practice, Board Policy 2.40, and the President's Employment Agreement, the College will reimburse the President for travel, meal, and lodging expenses incurred in connection with official College business. Reimbursement of such expenses incurred by the President will be subject to the President's monthly submission of appropriate expense reports and substantiating documentation, as well as reasonable review and approval by the Board Chair and/or the Board at a public meeting. In addition, the Board will pay dues relating to the President's membership in local service and civic organizations, provided that such dues are also approved by the Board at a public meeting.

**BACKGROUND INFORMATION**

President Dr. Brian Caputo is requesting Board approval of the permitted expense relating to membership fees to the Rotary Club of Wheaton in the amount equal to the cost of Rotary International dues, District 6440 dues, Rotary Club of Wheaton Quarterly dues and \$100 for Sustaining Membership in the Rotary Foundation, plus the cost of the weekly meals for the quarter. Membership dues shall be payable quarterly in July, October, January, and April.

**FY24**

President's Office: Dues-01-80-00781-5406002 - \$1,500

Primary Strategic Long Range Plan Goal: Arts, Culture & Community Engagement. To accomplish this, we will: Create an equitable and inclusive community, and improve livability through the arts. Be the region's premier choice for the arts and cultural programming. Deliver responsive programming to support life-long learning. Create opportunities to further partner and engage with external communities.

N/A

**RECOMMENDATION**

That the Board of Trustees approves the request for President Dr. Brian Caputo's membership

in the Rotary Club of Wheaton in an amount not to exceed \$1,500.00.

**STAFF CONTACT**

Tracey Frye, Executive Assistant to the President

AUGUST 24, 2023

**COLLEGE OF DuPAGE**  
**REGULAR BOARD MEETING**  
**BOARD APPROVAL**

---

**SUBJECT**

Approval of Association Membership Dues for President Dr. Brian W. Caputo in the amount of \$150.00 relating to the 2023-2024 membership in the Illinois Association of School Administrators - DuPage Division.

**REASON FOR CONSIDERATION**

In accordance with established practice, Board Policy 2.40, and the President's Employment Agreement, the College will reimburse the President for travel, meal, and lodging expenses incurred in connection with official College business. Reimbursement of such expenses incurred by the President will be subject to the President's monthly submission of appropriate expense reports and substantiating documentation, as well as reasonable review and approval by the Board Chair and/or the Board at a public meeting. In addition, the Board will pay dues relating to the President's membership in local service and civic organizations, provided that such dues are also approved by the Board at a public meeting.

**BACKGROUND INFORMATION**

President Dr. Brian Caputo has submitted the attached request for dues in the amount of \$150.00 relating to membership in the Illinois Association of School Administrators - DuPage Division. The Board is being asked to approve this permitted expense.

FY24 President's Office: Dues-01-80-00781-5406002 in the amount of \$150.00.

Primary Strategic Long Range Plan Goal: Student Success. To accomplish this, we will: Create an institutional culture of student access, equity, and inclusion. Improve student persistence, completion, transfer, and job obtainment. Invest in academic excellence and innovation. Transform and innovate student support services and technology.

**RECOMMENDATION**

That the Board of Trustees approves the request for President Dr. Brian Caputo's membership in the Illinois Association of School Administrators – DuPage Division in the amount of \$150.00.

**STAFF CONTACT**

Tracey Frye, Executive Assistant to the President  
[2023-2024 IASA DuPage Division membership form.pdf](#)



# IASA DUPAGE DIVISION

## 2023-2024 Membership Renewal/Registration Form

Active IASA members:

- Membership Dues (new members) \$150.00

**Checks payable to: DuPage IASA**

*Please note: these dues are for the DuPage Division and separate from IASA dues.*

Dr. Brian W. Caputo		[REDACTED]
member name	email address	
College of DuPage		
school district or organization		
425 Fawell Blvd., Glen Ellyn, IL 60137		
street address	city, state, zip	
630-942-2200		
office phone #	cell phone#	
Tracey Frye		[REDACTED]
Administrative Assistant's name		email address

**Please return this membership form by August 30<sup>th</sup>, along with payment to:**

IASA DuPage Division  
c/o Jean Barbanente  
Two Friendship Plaza  
Addison, IL 60101

AUGUST 24, 2023

COLLEGE OF DuPAGE  
REGULAR BOARD MEETING  
BOARD APPROVAL

---

**SUBJECT**

Approval of the purchase of (2) furniture workstations by Kimball Poppin PODS line from Upright Interiors in the amount of \$29,228.25.

**REASON FOR CONSIDERATION**

Procedure 2.20 2.E - Requires that Governmental Consortium/Cooperative Agreements purchases exceeding the statutory limit of \$25,000 must be submitted for approval of the Board of Trustees.

**BACKGROUND INFORMATION**

There is a need across campus for private, sound-proof spaces for students to attend synchronous online classes. The Library has requested to increase the number of study rooms, as the current quantity can't meet the student requests due to time limits in rooms and the high demand for study rooms. In lieu of constructing new permanent rooms, a variety of mobile rooms were explored which not only serve the intended purpose, are less costly, and can easily be moved to or purchased for other areas of the Library, or many locations on campus, as needs materialize.

These two mobile work spaces will serve the intended student private work area for online class purpose, align with the College's goals to create flexibility in space designs, and also will be reviewed as possible solutions to other locations throughout the campus where they can help solve other private space needs, permanent or temporary, such as a few student locations being considered in the Student Service Center.

Cooperative purchasing is "Procurement conducted by, or on behalf of, one or more Public Procurement Units" as defined by the American Bar Association Model Procurement Code for State and Local Governments. In accordance with the College of DuPage Administrative Procedure No. 2.20 Procurement (formerly 10-60), section 2. E. Governmental Consortium/Cooperative Agreements, Two (2) Kimball Furniture Workstations stations will be purchased from Kimball Office Inc. through The OMNIA Partners Cooperative, a national cooperative that the College is a member.

The University of California, Office of the President (UC) issued RFP #001218 on July 8, 2019 to select a supplier to support UC locations including campuses, medical centers, national laboratories, the Office of the President its affiliates and California State College (CSU) for office furniture and related services. The Regents of the University of California partnered with OMNIA Partners to include a national cooperative purchasing opportunity.

The purpose of this Request for Proposal (the “RFP”) was to invite qualified furniture manufacturers to prepare and submit proposals to the University of California (“UC”) to provide Office Furniture (“Goods”) and related services, either directly or through a subcontracted dealer network; such services to include (but are not limited to) design/consultation, delivery, and installation (“Services”) (together, the “Goods and Services) all in accordance with Federal and State of California laws and the requirements of the UC as further detailed in the RFP.

Potential proposers shall note, the UC has partnered with OMNIA Partners, Public Sector to make the resultant agreement a national cooperative agreement which public agencies, across the country, will be able to utilize.

Notice of the solicitation was sent to potential offerors, as well as advertised in the following: CalUSource website; OMNIA Partners Public Sector website; USA Today, nationwide; Arizona Business Gazette, AZ; San Bernardino Sun, CA; Honolulu Star-Advertiser, HI; The Advocate-New Orleans, LA; New Jersey Herald, NJ; Times Union, NY; Daily Journal of Commerce, OR; The State, SC; Houston Community Newspapers, Cy Creek Morror, TX; Deseret News, UT; Richmond Times, VA; Seattle Daily Journal of Commerce, WA and Helena Independent Record, MT.

On August 21, 2019 proposals were received from the following offerors: Allsteel Inc.; The HON Company LLC; Haworth; Herman Miller, Inc. Irwin Seating Company; Kimball Office, Inc.; Knoll, Inc.; Krueger International, Inc.; Office Depot, Inc.; Steelcase, Inc. and Teknion LLC.

The proposals were evaluated by an evaluation committee. Using the evaluation criteria established in the RFP, the committee elected to award Kimball Office, Inc. Steelcase, Inc. and Herman Miller, Inc. Contract #2019.001896 includes the following:

- Systems Furniture, Freestanding, Storage, Seating,
- Services for an additional fee: Design, Project Management, Demolition, Storage, Labor/Installation.

The contract term is an Initial five (5) year agreement that runs from from May 20, 2020 through April 30, 2024 with the option to renew for five (5) successive years (Renewal Terms), exercised individually, in combinations, and/or as a single block of 5 years through April 30, 2029. Pricing/Discount is off List Price.

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

FY24

02-90-20022-5805001 FF&E Purchases : Equipment - Office - \$29,228.25

Primary Strategic Long Range Plan Goal: Student Success. To accomplish this, we will: Create an institutional culture of student access, equity, and inclusion. Improve student persistence, completion, transfer, and job obtainment. Invest in academic excellence and innovation. Transform and innovate student support services and technology.

#### RECOMMENDATION

That the Board of Trustees approves the purchase and installation of one (1) Kimball Black Poppin Pod Kolo 1 Plus, and one (1) Kimball Poppin Pod Kolo 1 with stool including delivery for the total amount of \$29,228.25 from UpRight Interiors 650 E. Devon Avenue, Suite 154, Itasca, IL 60143.

#### STAFF CONTACT

Director of Facilities - Don Inman

Vice President of Administrative Affairs - Ellen Roberts

[photo only pods.pdf](#)



AUGUST 24, 2023

COLLEGE OF DuPAGE  
REGULAR BOARD MEETING  
BOARD APPROVAL

---

**SUBJECT**

Approval of Two (2) additional one (1) year extension options for Travel Agency Services from Teplis Travel in an Amount Not to Exceed \$40,000.00.

**REASON FOR CONSIDERATION**

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

**BACKGROUND INFORMATION**

The College utilizes an agency to provide both domestic and international travel services on an individual or group basis. Groups include Athletics and Field Studies. The agency is expected to provide the highest quality of customer service and lowest price opportunities for ticketing, hotel booking, car rental, and ground transportation. The agency will also provide customized reporting, knowledge, and personalized service to fit the needs of the College. The agency systems are to be fully integrated with the Concur Travel and Expense Management system utilized by the College for pre-travel authorization, expense reporting, and on-line workflow approval.

At its October 15, 2020 meeting, the Board approved a three (3) year contract, with two (2) additional one (1) year extension options, for Teplis Travel services. Teplis was selected as the most qualified firm pursuant to Request for Proposal (RFP # 2020-R0001). College users have been very satisfied with the travel services provided by Teplis. Additionally, the Teplis system has proven to integrate effectively, as promised, with our Concur Travel and Expense Management system. Accordingly, we recommend exercising the two (2) additional one-year options.

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

Financial Affairs: Other Contractual Services Exp 01-80-00757-5309001  
FY2024 \$20,000, FY2025 \$20,000. **Total Request: \$40,000**

Primary Strategic Long Range Plan Goal: Organizational Culture. To accomplish this, we will: Integrate practices for workforce equity and inclusion. Define and implement a culture of

service excellence and collaboration. Empower employees through high impact professional development and growth opportunities. Improve and enhance work systems and technology to support employees and deliver operational efficiencies.

#### **RECOMMENDATION**

That the Board of Trustees approves two (2) additional one (1) year extension options, for Travel Agency services from Teplis Travel, 400 Perimeter Center Terrace Suite 151 North Terraces, Atlanta, GA 30346 for an amount not to exceed \$40,000.00.

#### **STAFF CONTACT**

Joyce Sekerka, Supervisor Accounts Payable

Eugene Refakes, Manager Accounting Operations and Financial Systems

Scott Brady, Chief Financial Officer, and Treasurer

Ellen Roberts, V.P. Administrative Affairs

**AUGUST 24, 2023**

**COLLEGE OF DuPAGE**  
**REGULAR BOARD MEETING**  
**BOARD APPROVAL**

---

**SUBJECT**

Approval of a five (5) year contract for Retail Dining and Catering Services Management with Sodexo America LLC in the amount not to exceed \$1,810,000.00.

**REASON FOR CONSIDERATION**

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

**BACKGROUND INFORMATION**

On May 23, 2011, the Board of Trustees approved a five-year contract with Sodexo America, LLC. to operate the College's retail dining and catering services through August 4, 2016. On November 21, 2013, the Board of Trustees approved a contract amendment, which extended the contract term an additional three years, expiring on June 30, 2019, and included a four (4) year final renewal option. The contractual terms included a profit split, with Sodexo retaining surplus up to 5% of net sales and excess surplus split 50/50 between the College and Sodexo. On September 20, 2018, the Board of Trustees approved the additional four (4) year option, extending the contract until June 30, 2023.

As discussed in the July 27, 2023 Board of Trustees meeting presentation focused on dining services needs, feedback received through surveys, student projects, focus groups, and the Dining Services Advisory Committee falls into five major categories, along with some requests for local vendor opportunities. These categories are as follows:

- Accessibility (extended hours and additional locations)
- Affordability (reasonable pricing)
- Quality (fresh meals and national brands)
- Variety (healthy, cultural, vegetarian, gluten-free options)
- Technology (on-line ordering and easy access to menus)

In our exploration of various options for providing dining services, we found the following:

- Student-run options are generally limited to small venues that cater to limited, higher-end menus and run on short, specific timeframes to accommodate the curriculum. Additionally, a student-run venue would require a significant change in the current culinary program.
- Local vendors generally require minimum volumes; if not met, these vendors will either require subsidies or will cease their services. We would need to schedule and manage a significant number of vendors to meet the needs as outlined above.
- Most of our sister institutions do not provide the variety nor hours of operation that College of DuPage has provided, and many are significantly subsidizing their food service operation.
- The food service industry has experienced a transformation, especially in the education space. Most food service operators require minimum parameters such as a resident population, minimum volumes per concept, and the absence of other franchises in the area. Additionally, the financial models have changed from a profit-split model to a cost-plus-management fee model.

Based on the ability to meet the needs identified, a Request for Proposal for retail dining and catering services was published. The primary objective of this RFP was to secure a partnership agreement which will provide College of DuPage students, employees and guests with a food service operation that meets accessibility, quality, affordability, variety, and technology needs. Only one (1) proposal was received, which was submitted from Sodexo America, LLC.

Sodexo's response to the current RFP offered two (2) options, and the vendor expressed flexibility and a willingness to negotiate as to what the final dining services provided will entail. Due to the complexity of the vetting process, the Board of Trustees approved an extension of the current agreement through September 2023. A Future Dining Options committee was formed, with representatives as noted below, to review the submitted proposal and determine which options would best suit the needs of the College community.

Constituency	Name	Title	Department
Administrator	Ellen Roberts	Vice President	Administrative Affairs
Administrator	Maggie Ogrodyn	Director	Business Services
Faculty	Tim Meyers	Professor	Culinary
Student	Carlos Munoz	Student	Student Leadership Council
Student	Ruju Rai/Asma	Student Trustee	Student Trustee
Classified Staff	Lisa Erl	Contract Specialist	Procurement Services

Venue options presented included use of a ghost kitchen concept, local vendors through Sodexo's partnership with Fooda, Nano markets, and rotating venues provided by Fooda and Sodexo, in addition to periodic food trucks. A ghost kitchen is a professional food preparation and cooking facility exclusively serving take-out orders; food items are ordered and paid for on-line, prepared in the COD café kitchen, then placed in a convenient location for pick-up. Fooda is a vendor that partners with local restaurants to provide rotational food services from local restaurants and national brands; Fooda has a partnership with Sodexo to provide such services. Sodexo and Fooda partner with numerous food vendors, which will allow the College to evaluate venues and make revisions as appropriate.

Based on a review of the options presented, vendor presentations, and committee discussions, the Future Dining Options committee members unanimously recommend the following dining options (please note: one committee member could not attend the final meeting, and did not vote):

<b>Location</b>	<b>Venue</b>
SRC E.E. Gibson Cafeteria	One (1) sandwich concept
	One (1) ghost kitchen concept (e.g., burgers, chicken)
	One (1) rotating concept with local vendors (Fooda)
	One (1) rotating concept by Sodexo
MAC Building	Simply-to-Go items by Sodexo
	Einstein's Bagels (re-open)
	Jazzman's (re-open)
TEC Building	Brew 425 (to be temporarily relocated during SSC construction)
SSC Building	

In addition, Sodexo will provide:

- Full catering services
- Periodic food trucks
- Healthy, dietary restricted and cultural offerings in multiple venues
- Extended hours of operation (Monday – Thursday to 6:30 p.m.) in a minimum of one concept in the main cafeteria

Sodexo will provide a POS system that will provide reporting to allow the College to monitor

and appropriately manage the financials. Additionally, Sodexo will provide a dining website and a mobile commerce app (Everyday) for ordering and payment for the non-Fooda venues.

Sodexo proposed the cost-plus-management fee model, which is becoming standard in the industry. In this model, all costs and profits are the responsibility of the College. To address costs and potential deficits over the course of the contract, Sodexo also presented an option for consideration that they have experienced with other institutions, wherein the College charges a dining fee to all students to offset the costs of the services and ensure any deficits are covered by the students. However, the RFP Evaluation Committee and the Future Dining Options Committee felt that a student fee-based structure would place the financial burden on all students, when only some students take advantage of the services, and no financial responsibility for the College or employees who utilize the services. Therefore, we are recommending no fees be charged to students, and the College, with recommendations by Sodexo, manage the costs and anticipated deficits through balancing venue selection, operating hours, and pricing to minimize the financial burden on the College.

Sodexo has offered \$500,000 in upfront capital to fund facility enhancements; however, these funds will be amortized over the term of the agreement. The equipment cost for the initial implementation is estimated to total approximately \$175,000, including point-of-sale (POS) system, pastry cases, espresso machines, impinger, turbo oven, griddle, etc. The College will be paying all costs associated with the dining services operation, including labor, direct expenses, and cost of goods. Direct expenses include franchise royalties, paper goods, cleaning supplies, linens, licenses and other related costs. Sodexo will charge a management fee of 4.5% of expenses, which will be noted as the Contractor Administrative Expense in the following table. On a periodic basis, Sodexo will calculate the profit/loss; Sodexo will provide the College with any surplus (profit) and will invoice the College for any deficits (loss).

#### ESTIMATED COSTS

Item	Year 1 Estimated Dollar Amount	Year 2 Estimated Dollar Amount	Year 3 Estimated Dollar Amount	Year 4 Estimated Dollar Amount	Year 5 Estimated Dollar Amount
Dining Center Sales	\$ 1,053,500	\$ 1,137,780	\$ 1,194,669	\$ 1,254,402	\$ 1,317,123
Catering Sales	\$ 325,000	\$ 351,000	\$ 368,550	\$ 386,978	\$ 406,326
Total Sales (Net)	\$ 1,378,500	\$ 1,488,780	\$ 1,563,219	\$ 1,641,380	\$ 1,723,449
Product Cost	\$ 515,323	\$ 546,242	\$ 562,630	\$ 579,509	\$ 596,894
Personnel Costs (all inclusive)	\$ 739,799	\$ 772,350	\$ 807,590	\$ 844,592	\$ 879,227
Other Direct Expenses	\$ 429,632	\$ 440,477	\$ 446,942	\$ 378,600	\$ 385,458

Contractor								
Administrative Expenses 4.5%	\$ 75,814	\$ 79,158	\$ 81,772	\$ 81,122	\$ 83,771			
Total Expenses	\$ 1,760,568	\$ 1,838,228	\$ 1,898,934	\$ 1,883,822	\$ 1,945,350			
Total Profit	\$ (382,068)	\$ (349,448)	\$ (335,715)	\$ (242,442)	\$ (221,901)			
Total Profit over Five Years	\$ (1,531,574)							
Equipment cost	\$ (175,000)							
<b>Grand total</b>	<b>\$ (1,706,574)</b>							

With this model, the College makes all decisions regarding pricing, hours, venues, etc., with recommendations by Sodexo. By partnering with Sodexo using this model, we will have the ability to adjust to the ever-changing trends, track data, respond to feedback and remain scalable, while making appropriate adjustments to minimize waste and financial loss. We are requesting an additional \$103,426 over the projected costs, shown in the table above, as those are only estimates and we do anticipate remodeling and upgrade costs required during the next five years.

To implement the recommended options, Sodexo and the College will begin securing dedicated resources, including equipment, staffing, and renovation contractors upon execution of a contract. It is anticipated that implementation will require a systematic, phased approach, with some venues opening early in Fall term, while others will open later during the term. We will ensure the College community receives periodic updates via Sodexo's app, dining websites, social media, Chappy News and COD Announcements.

To meet the accessibility, quality, affordability, variety, and technology needs as expressed by the College community, we recommend a five (5) year contract with a cost-plus-management fee model be approved by the Board of Trustees.

A legal notice for Request for Proposals was published on March 21, 2023, in the Daily Herald; the invitation, RFP Number 2023-R0019, was also posted to the College of DuPage Procurement Services website and was distributed to the College of DuPage Center for Entrepreneurship, nine (9) in-district Chambers of Commerce and to thirteen (13) Business Enterprise Program Outreach organizations. Sixteen (16) vendors were directly solicited, including two (2) Business Enterprise Program (BEP) Certified Firms. Nineteen (19) vendors downloaded the RFP document. A non-mandatory Pre-Proposal Conference was held on March 28, 2023, at 10:00 a.m. via Zoom and five (5) vendor representatives from three (3)

firms attended. A non-mandatory Site Visit was held on March 30, 2023, at 1:00 p.m. at the College and six (6) vendor representatives from three (3) firms attended.

Proposals were required to be submitted to the College and a public opening was held on April 13, 2023, at 1:00 p.m. The following individuals were in attendance: Kevin Casey (COD Buyer/Facilitator, Procurement Services), Amber Kalish (COD Buyer, Procurement Services), Eric Frick (COD Procurement Expeditor/Recorder, Procurement Services), Yen Nguyen (COD Procurement Expeditor, Procurement Services), and Philip Gieschen (COD Coordinator of Risk Management/Board Representative, Environmental Health & Safety).

One (1) proposal was received. No certified woman/minority owned businesses submitted proposals.

A follow up survey was sent to prospective bidders who downloaded the document and did not respond. One (1) vendor responded stating that due to the volume of new business they have, the vendor did not feel they could provide the appropriate services that COD is seeking. A second vendor stated that they were not in a position to make capital investments in specific accounts that are amortized over the course of the agreement, and they already have a partnership with Sodexo in Higher Education environment and thought the best path forward to be helpful to COD was to partner with Sodexo. A third vendor stated they felt they could not provide a solution that would be mutually beneficial to both the university and the vendor. A fourth vendor informed us they would not be able to participate in the RFP at this time.

An RFP Evaluation Committee consisting of the following seven (7) employees assessed the submitted proposals:

Constituency	Name	Title	Department
Administrator	Ellen Roberts	Vice President	Administrative Affairs
Administrator	Maggie Ogrodyn	Director	Business Services
Faculty	Kenneth Orenic	Reference Librarian	Library
Student	Carlos Munoz	Representative	Student Leadership Council
Classified Staff	Lisa Erl	Contract Specialist	Procurement Services
Classified Staff	Jelymar Mejia	Student Club Specialist	Student Life
Managerial Staff	David Ditchfield	Chief Engineer	Facilities

Based on the written proposals and committee discussions, the evaluation committee members independently rated each vendor on the pre-established criteria set forth in the RFP. Summary Matrix 1 in the attachments reflects the ratings across the evaluators.

An initial discussion of the evaluation committee and established process for the selection resulted in a consensus to have a presentation with the vendor to review their proposed solutions.

Based on the written proposals, vendor presentations, and committee discussions, the evaluation committee members independently rated the vendor on the pre-established criteria set forth in the RFP. Summary Matrix 2 in the attachments reflects the final ratings across the evaluators. (One evaluation committee member could not attend the presentations, and that evaluator did not score Round 2).

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

05-60-13160-5309001 AUX Food Services: Other Contractual Services Exp

FY24-\$590,000

FY25-\$370,000

FY26-\$350,000

FY27-\$250,000

FY28-\$250,000

**Total Request: \$1,810,000**

Budget is anticipated to be drawn from the surplus residing in the Auxiliary Fund.

Primary Strategic Long Range Plan Goal: Organizational Culture. To accomplish this, we will: Integrate practices for workforce equity and inclusion. Define and implement a culture of service excellence and collaboration. Empower employees through high impact professional development and growth opportunities. Improve and enhance work systems and technology to support employees and deliver operational efficiencies.

## RECOMMENDATION

That the Board of Trustees approves a five (5) year contract, effective October 1, 2023, with Sodexo America LLC, 9801 Washingtonian Boulevard, Gaithersburg, MD 20878 for Retail Dining and Catering Management services in the amount not to exceed \$1,810,000.00.

## STAFF CONTACT

Maggie Ogorodny, Director Business Services

Ellen Roberts, Vice President Administrative Affairs

AUGUST 24, 2023

COLLEGE OF DuPAGE  
REGULAR BOARD MEETING  
BOARD APPROVAL

---

**SUBJECT**

Approval to increase contract in the amount of \$58,400.00 to Lamar Johnson Collaborative for HVAC System Study at the Institutional Resource Center (IRC) bringing the total investigation and pre-design fee to \$124,400.00

**REASON FOR CONSIDERATION**

Multiple Change Orders to a single construction related contract which will exceed twenty percent (20%) of the contract price require approval of the Board of Trustees per Procedure 2.23 8. D.

**BACKGROUND INFORMATION**

The heating and ventilation (HVAC) system at the Institutional Resource Center is not providing the proper air conditioning at several locations of the building. The Board of Trustees, in April of 2022 approved a yearlong study to monitor and analyze the system throughout all seasons. This effort, considered Phase 1, completed in Spring 2023 focused on finding the source of the problem. The end result being a report on trend findings, root cause identification, suggested actions/next steps and probable cost to implement any changes to the building envelope and mechanical systems.

The board is being requested to approve the the following suggested actions that are needed to be incorporated as Phase 2 in the consulting agreement, which, after an approximate seven month period of implementation will provide engineered solutions to the problem discovered.

Phase 2 tasks build on the recent findings and include.

1. In depth software based analysis to monitor and document baseline HVAC performance, along with associated meetings to present intermediate and final findings.
2. Baseline performance will be achieved with the aid of rebalancing the flow of air and water to the HVAC System (by an independent third party) The consultant scope

includes writing scope of work for the balancer, conducting site observations while the balancer is performing the scope, then review and summarize final test and balance report.

3. After analysis of baseline observations, recommendations for incremental HVAC system upgrades will be made. Based on initial findings of the 2022-2023 study, the likely prudent action in order to properly utilize College funds should be taken in stages. In lieu of a one-step system overhaul to the existing system, the upgrades should be implemented in stages. In this way, if the first stage performs well, no other steps will be necessary. If after post installation testing of the first stage it is determined other supporting improvements are required, the second stage will be implemented.

Phase 3 of the consultant agreement will be permit and construction drawings, along with site observation and testing of the construction. Pricing for this final portion of design will be developed after Phase 2 has honed down the best solution to move forward with.

Based on knowledge available at this time, the overall project, which includes 3 phases of design, a test and balance operation, and final implementation of a HVAC system upgrade is anticipated to complete in Fiscal Year 25 with an estimated total project cost of \$900,000.00.

This agreement continues the service order to the Campus Architect Master Agreement awarded as a result of RFQ # 2021-R0033 and approved by the Board of Trustees on October 21, 2021.

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

FY 22 - \$29,900.80 - 03-90-39102-5303001 IRC HVAC : Architectural Services Exps

FY 23 - \$36,099.20 - 03-90-39102-5303001 IRC HVAC : Architectural Services Exps

FY 24 - \$58,000.00 - 03-90-39108-5804001 HVAC System IRC Building : Building Remodeling Exps

**Total Revised Request \$124,400.00**

Primary Strategic Long Range Plan Goal: Organizational Culture. To accomplish this, we will: Integrate practices for workforce equity and inclusion. Define and implement a culture of service excellence and collaboration. Empower employees through high impact professional development and growth opportunities. Improve and enhance work systems and technology to support employees and deliver operational efficiencies.

Secondary Strategic Long Range Plan Goal: Student Success. To accomplish this, we will: Create an institutional culture of student access, equity, and inclusion. Improve student persistence, completion, transfer, and job obtainment. Invest in academic excellence and

innovation. Transform and innovate student support services and technology.

#### **RECOMMENDATION**

That the Board of Trustees approves the increase of \$58,400.00 the contract to Lamar Johnson Collaborative, 35 East Wacker Drive, Chicago, IL 60601 to perform Phase 2 HVAC Study at the Institutional Resource Center, bringing their total contract amount to \$124,400.00.

#### **STAFF CONTACT**

Don Inman - Director of Facilities

Ellen Roberts - Vice President of Administrative Affairs

AUGUST 24, 2023

COLLEGE OF DuPAGE  
REGULAR BOARD MEETING  
BOARD APPROVAL

---

SUBJECT

Minutes of the July 27, 2023 Regular Board of Trustees Meeting.

STAFF CONTACT

Erin Carrillo

Administrative Assistant VI

[7.27.23 Regular Board Meeting Minutes \(signed\).pdf](#)

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

**THURSDAY, JULY 27, 2023**

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

**MINUTES**  
SSC2200

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

At 6:02 p.m. Chair Fenne called the July 27, 2023 College of DuPage Board of Trustees Regular Meeting to order. Chair Fenne led the Pledge of Allegiance.

Chair Fenne stated that Student Trustee Rai will be attending remotely per Policy 1.22 due to College business.

Chair Fenne asked Secretary Manno to call the roll.

**Present:** *Ruju Rai (remotely), Florence Appel, Annette Corrigan, Maureen Dunne (remotely), Christine Fenne, Heidi Holan, Nick Howard and Andrew Manno.*

**Absent:** None.

**2. CLOSED SESSION**

At 6:04 p.m. Chair Fenne entertained a motion that the Board of Trustees moves into Closed Session. Trustee Corrigan moved and Vice Chair Holan seconded the motion.

Lilianna Kalin, General Counsel, read the reasons for going into Closed Session:

**5 ILCS 120/2(c)2 of the Open Meetings Act**

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.

**5 ILCS 120/2(c)11 of the Open Meetings Act**

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.

**5 ILCS 120/2(c)21 of the Open Meetings Act**

Discussion of minutes of meetings lawfully closed under this Act, whether for purposes or approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

**Voting Aye:** Student Trustee Rai, Trustees Appel, Corrigan, Dunne, Fenne, Holan, Howard and Manno.

**Voting Nay:** None

Chair Fenne declared the motion passed.

### **3. RETURN TO OPEN SESSION**

At 7:01 p.m. Chair Fenne announces that the Board of Trustees returns to Open Session. Chair Fenne asked Secretary Manno to call the roll.

Secretary Manno called the roll.

**Present:** *Student Trustee Rai (remotely), Trustees Appel, Corrigan, Fenne, Holan, Howard and Manno.*

**Absent:** *Trustee Dunne.*

#### **Please Note:**

***Trustee Maureen Dunne came in person to meeting at 7:28 p.m.***

### **4. RECOGNITIONS**

- a. **NJCAA Track & Field Coaches Hall of Fame Induction**
  - Jane Vatchev, Assistant Professor Physical Education

### **5. PUBLIC COMMENT**

#### **a. General Public:**

- Haroon Atcha spoke regarding upcoming Sodexo Contract.
- Monica Miller spoke regarding food service.

#### **b. College of DuPage Employees:**

- David Goldberg spoke regarding Sodexo, Insurance, Lack of New Full-time Faculty Offices, Pathways & Navigators, and Marketing Budget.

### **6. REPORTS**

#### **a. Chair's Report**

Chair Fenne spoke regarding her July 5, 2023 campus tour with the Wheaton Mayor and guests from Sweden. Chair Fenne also noted the new Committee Assignments for the Board.

#### **Academic Committee:**

Chair Heidi Holan  
Florence Appel

**Audit Committee:**

Chair Andrew Manno  
Annette Corrigan

**Budget Committee**

Chair Nick Howard  
Christine Fenne

**Future of Work Committee:**

Chair Maureen Dunne  
Nick Howard  
Annette Corrigan  
Ruju Rai

**Student Success Committee:**

Chair Florence Appel  
Andrew Manno  
Ruju Rai

**Liaison to COD Foundation:**

Nick Howard

**ACCT Liaison:**

Maureen Dunne

**ICCTA Liaison:**

Heidi Holan

b. Student Trustee's Report

o None

c. President's Report

Dr. Caputo welcomed Bill Dial, Vice President, Human Resources, Janice Kaushal, Dean, Business & Applied Technology and Nevien Shaabneh, Director, Diversity, Equity, and Inclusion. Dr. Caputo then presented the following:

o USSSA Pencak Silat National Championships

- Steve Santello and John Trygstad placed 1<sup>st</sup> in Gold in Ganda (two person choreographed fight)
- John Trygstad placed 1<sup>st</sup> Gold (Open Class)
- Steve Santello placed 3<sup>rd</sup> Bronze (F Class)
- Geoff Olsen placed 3<sup>rd</sup> Bronze (H Class)
- Steve Santello and John Trygstad also qualified to represent the US as athletes for Team USA in the September 2023 World Open in Colorado and the August 2024 World Championships in Jakarta, Indonesia

- o AACC Presidents Academy Summer Institute July 15-18, 2023
- o Upcoming Events:

August 8 – 10	New Student Orientation (NSO)
August 16 – 18	Fall Convocation / In-Service
August 16	President's Cookout
August 21 – 31	Chaparral Days

d. Audit Committee Report

Chair Corrigan announced that the Budget Committee met on May 30, 2023. Most of the topics were covered in Closed Session. Chair Corrigan thanked the Committee members.

e. Academic Committee Report

Chair Holan announced that the Academic Committee met on June 12, 2023 and were presented a new Certificate:

- Cannabis & Industrial Hemp Cultivation and Operations Certificate

The Committee had some concerns regarding this Certificate so it did not go before the Board. Changes are being made and will come before the Academic Committee again in the coming months.

## **7. PRESENTATIONS**

a. Model UN Trip

- David Goldberg, Professor Political Science

b. Food Service Options

- Ellen Roberts, Vice President, Administrative Affairs Magdalena Ogorodny,
- Director, Business Services

c. SSC Renovation Project Update

- Don Inman, Director Facilities
- Diana Del Rosario, Assistant Provost Student Affairs
- Coty Sandberg, SmithGroup
- Brooke Kelly, Mortenson

## **8. INFORMATION**

8.a Financial Statements: Schedule of Investments, General Fund – Budget and Expenditures, Operating Cash Available to Pay Annual Operating Expenses, Disposal of Capital Assets, Tax Levy Collections, and Budgetary Position Additions.

- 8.b Gift Status Report
- 8.c IT Project Status Report
- 8.d Construction Change Orders for Board Information
- 8.e Monthly Construction Status Provided for Board Information
- 8.f Grants Status Report
- 8.g Personnel Actions for Board Information.

## **9. CONSENT AGENDA**

Chair Fenne entertained a motion that the Board of Trustees approve the Consent Agenda. Trustee Corrigan moved Vice Chair Holan seconded the motion.

Chair Fenne asked Secretary Manno to read the Consent Agenda Items in full:

- 9.a Financial Reports: Treasurer's Report, Payroll Report, Accounts Payable Report, All Disbursements Excluding Payroll, Budget Transfer Report, Legal Professional and Search Fees Report, and Travel Expense/Requests Report.
- 9.b Approval to increase the three-year contract with VisionPoint Marketing by \$500,000 for a new amount not to exceed \$3,900,000.
- 9.c Approval for three (3) years contract with Scantron Corporation, for machine leasing, maintenance and materials for the total amount of \$45,000.
- 9.d Purchase of Student Financial Assistance Scholarship Management Software from Kaleidoscope Group PBC in the total amount of \$291,772.00.
- 9.e Approval for Purchase of NurseThink Clinical Judgment Exams from ExamSoft Worldwide LLC. for \$32,065.00.
- 9.f Reimbursement to Trustee Florence Appel for attending the Illinois Community College Trustees Association ("ICCTA") Meeting and Lobby Day on May 2 - May 3, 2023 for a total amount of \$305.92.
- 9.g Approval of a three (3) year contract for an Adobe Creative Cloud Enterprise Term License Agreement for an amount not to exceed \$776,522 with Adobe, Inc.
- 9.h Renewal of contract with Concur Technologies Inc., for Travel, Expense, and Invoice Management Services for the period of August 1, 2023 through July 31, 2027 for an amount not to exceed \$120,000.
- 9.i Approval of a Contract for a General Contractor for the Motion Capture Studio Program to Ostrander Construction for the Lump Sum Bid Amount of \$291,650.00.

- 9.j Minutes of the June 22, 2023 Public Hearing of the FY2024 Budget & Regular Board of Trustees Meeting.
- 9.k Minutes of the June 22, 2023 Closed Session Meeting.
- 9.l Approval to increase the SmithGroup current contract value of \$1,147,600.00 by the amount of \$1,072,400.00, yielding a current contract total of \$2,220,000.00 which will increase their scope to include Construction Documents, Permitting and Construction Administration Services for the Student Services Center Renovation Project.
- 9.m Approval of Reimbursement to President Dr. Brian W. Caputo for expenses incurred while attending the Illinois Council of Community Council Presidents (ICCCP) meeting and Illinois Community College Trustees Association (ICCTA) President's Reception and Awards Banquet on June 2, 2023 in Bloomington- Normal, Illinois in the amount of \$153.27.
- 9.n Approval of Reimbursement to President Dr. Brian W. Caputo for expenses incurred while attending the June 23, 2023 Aspiring Leader Cohort Reception at Parkland Community College in Champaign, Illinois in the amount of \$190.61.
- 9.o Approval for Trustee Appel and Vice Chair Holan to visit Pierce College with College faculty and administrators for a cost not to exceed \$1,800 per Trustee.
- 9.p Approval for up to four (4) Trustees to attend the Association of Community College Trustees ("ACCT") 2023 Leadership Congress to be held on October - 12, 2023 in Las Vegas, NV for a cost not to exceed \$12,280.00.
- 9.q Reimbursement to Trustee Florence Appel for attending the Illinois Community College Trustees Association ("ICCTA") Convention & Trustee Training on June 2, 2023 - June 3, 2023 in the amount of \$337.05.
- 9.r Reimbursement to Secretary Andrew Manno for attending the Illinois Community College Trustees Association ("ICCTA") Convention on June 1, 2023 - June 2, 2023 in the amount of \$735.00.
- 9.s FY24 Membership Dues with the Illinois Community College Trustee Association ("ICCTA") not to exceed \$47,946.00.
- 9.t Approval for Student Trustee Ruju Rai to attend the July 27, 2023 ICCB-SAC Meeting in Springfield, IL for an amount not to exceed \$500 to cover the costs of transportation, hotel and meals.
- 9.u Approval for Trustee Maureen Dunne and Vice Chair Heidi Holan to attend and be reimbursed expenses up to \$500 each to attend the Illinois Community College Trustee Association (ICCTA) Executive Committee Retreat on August 18-19, 2023 in Joliet, Illinois.
- 9.v Personnel Actions

Chair Fenne asked if any Trustee wanted to remove any items from the Consent Agenda to vote on separately. The following item(s) were requested to be removed from the Consent Agenda:

**Item 9.b:** Approval to increase the three-year contract with VisionPoint Marketing by \$500,000 for a new amount not to exceed \$3,900,000.

**Item 9.c:** Approval for three (3) years contract with Scantron Corporation, for machine leasing, maintenance and materials for the total amount of \$45,000.

**Item 9.i:** Approval of a Contract for a General Contractor for the Motion Capture Studio Program to Ostrander Construction for the Lump Sum Bid Amount of \$291,650.00.

**Item 9.l:** Approval to increase the SmithGroup contract for Student Service Center Renovation to \$2,068,000.00 and authorization to move the project into construction document phase.

**Item 9.p:** Approval for up to four (4) Trustees to attend the Association of Community College Trustees ("ACCT") 2022 Leadership Congress to be held on October 9 - 12, 2023 in Las Vegas, NV for a cost not to exceed \$12,280.00.

**Item 9.s:** FY24 Membership Dues with the Illinois Community College Trustee Association ("ICCTA") not to exceed \$47,946.00.

**Item 9.u:** Approval for Trustee Maureen Dunne and Vice Chair Heidi Holan to attend and be reimbursed expenses up to \$500 each to attend the Illinois Community College Trustee Association (ICCTA) Executive Committee Retreat on August 18-19, 2023 in Joliet, Illinois.

Chair Fenne asked if there were any objections to the amended motion to approve the consent agenda. Hearing none, Chair Fenne asked Secretary Manno to call the roll.

**Voting Aye:** Student Trustee Rai, Trustees Appel, Corrigan, Dunne, Fenne, Holan, Howard and Manno.

**Voting Nay:** None

Chair Fenne declared the motion passed.

**PULLED ITEM(S):**

**Item 9.b Approval to increase the three-year contract with VisionPoint Marketing by \$500,000 for a new amount not to exceed \$3,900,000.**

Chair Fenne entertained a motion that the Board of Trustees approves to increase the three-year contract with VisionPoint Marketing by \$500,000 for a new amount not to exceed \$3,900,000. Secretary Manno moved and Trustee Corrigan seconded the motion.

**Voting Aye:** Trustees Appel, Dunne, Fenne, Holan and Manno.

**Voting to Abstain:** Student Trustee Rai and Trustee Corrigan

**Voting Nay:** Trustee Howard.

Chair Fenne declared the motion passed.

**Item 9.c Approval for three (3) year Contract with Scantron Corporation, for machine leasing, maintenance and materials for the total amount of \$45,000.**

Chair Fenne entertained a motion that the Board of Trustees approves the three (3) year Contract with Scantron Corporation, for machine leasing, maintenance and materials for the total amount of \$45,000. Secretary Manno moved and Trustee Corrigan seconded the motion.

**Voting Aye:** Student Trustee Rai, Trustees Appel, Corrigan, Dunne, Fenne, Holan, Howard and Manno.

**Voting Nay:** None.

Chair Fenne declared the motion passed.

**Item 9.i Approval of contract extension for a General Contractor for the Motion Capture Studio Program to Ostrander Construction for the Lump Sum Bid Amount of \$291,650.00.**

Chair Fenne entertained a motion that the Board of Trustees contract extension for a General Contractor for the Motion Capture Studio Program to Ostrander Construction for the Lump Sum Bid Amount of \$291,650.00. Trustee Corrigan moved and Secretary Manno seconded the motion.

**Voting Aye:** Student Trustee Rai, Trustees Appel, Corrigan, Dunne, Fenne, Holan, Howard and Manno.

**Voting Nay:** None.

Chair Fenne declared the motion to table passed.

**Item 9.l: Approval to increase the SmithGroup contract for Student Service Center Renovation to \$2,068,000.00 and authorization to move the project into construction document phase.**

Chair Fenne entertained a motion that the Board of Trustees approve to increase the SmithGroup contract for Student Service Center Renovation to \$2,068,000.00 and authorization to move the project into construction document phase. Secretary Manno moved and Trustee Corrigan seconded the motion.

**Voting Aye:** Student Trustee Rai, Trustees Appel, Corrigan, Dunne, Fenne, Holan, Howard and Manno.

**Voting Nay:** None.

Chair Fenne declared the motion passed.

**Item 9.p Approval for up to four (4) Trustees to attend the Association of Community College Trustees ("ACCT") 2023 Leadership Congress to be held on October 9 – 12, 2023 in Las Vegas, NV for a cost not to exceed \$12,280.00.**

Chair Fenne entertained a motion that the Board of Trustees approve for up to four (4) Trustees to attend the Association of Community College Trustees ("ACCT") 2023 Leadership Congress to be held on October 9 – 12, 2023 in Las Vegas, NV for a cost not to exceed \$12,280.00. Trustee Corrigan moved and Secretary Manno seconded the motion.

**Voting Aye:** Student Trustee Rai, Trustees Appel, Corrigan, Dunne, Fenne, Holan, Howard and Manno.

**Voting Nay:** None.

Chair Fenne declared the motion passed.

**Item 9.s: FY24 Membership Dues with the Illinois Community College Trustee Association ("ICCTA") not to exceed \$47,946.00..**

Chair Fenne entertained a motion that the Board of Trustees approves the FY24 Membership Dues with the Illinois Community College Trustee Association ("ICCTA") not to exceed \$47,946.00. Trustee Corrigan moved and Secretary Manno seconded the motion.

**Voting Aye:** Student Trustee Rai, Trustees Appel, Corrigan, Dunne, Fenne, Holan, Howard and Manno.

**Voting Nay:** None.

Chair Fenne declared the motion passed.

**Item 9.u: Approval for Trustee Maureen Dunne and Vice Chair Heidi Holan to attend and be reimbursed expenses up to \$500 each to attend the Illinois Community College Trustee Association ("ICCTA") Executive Committee Retreat on August 18-19, 2023 in Joliet, Illinois.**

Chair Fenne entertained a motion that the Board of Trustees approves Trustee Maureen Dunne and Vice Chair Holan to attend and be reimbursed expenses up to \$500 each to attend the Illinois Community College Trustee Association ("ICCTA") Executive Committee Retreat on August 18-19, 2023 in Joliet, Illinois. Secretary Manno moved and Chair Fenne seconded the motion.

**Voting Aye:** Student Trustee Rai, Trustees Appel, Corrigan, Dunne, Fenne, Holan, Howard and Manno.

**Voting Nay:** None.

Chair Fenne declared the motion passed.

**10. TRUSTEE DISCUSSION**

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## **11. CALENDAR DATES / Campus Events**

- \*Board of Trustees Retreat July 29, 2023 8:30 a.m. — CHC200I**
- \*Student Success Committee Meeting — August 8, 2023 @ 4:00 p.m. —  
SSC2200**
- \*Future of Work Committee Meeting — August 8, 2023 6:00 p.m. —  
SSC2200**
- \*Regular Board of Trustees Meeting — August 24, 2023 6:00 p.m. —  
SSC2200**

## **12. CLOSED SESSION**

None.

## **13. ADJOURN**

At 10:17 p.m. Chair Fenne entertained a motion that the Regular Board of Trustees Meeting adjourn. The motion was moved by Trustee Corrigan and seconded by Vice Chair Holan.

Chair Fenne asked Secretary Manno to call for a voice vote.

Motion passed on a voice vote.

Dated: August 24, 2023



Andrew Manno, Secretary

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Christine Fenne, Chair

AUGUST 24, 2023

COLLEGE OF DuPAGE  
REGULAR BOARD MEETING  
**BOARD APPROVAL**

---

SUBJECT

July 27, 2023 Closed Session Meeting Minutes.

STAFF CONTACT

Erin Carrillo

Administrative Assistant VI

AUGUST 24, 2023

COLLEGE OF DuPAGE  
REGULAR BOARD MEETING  
BOARD APPROVAL

---

**SUBJECT**

Reimbursement to Vice Chair Heidi Holan for attending the Illinois Community College Trustees Association ("ICCTA") Convention and Training in Bloomington-Normal, IL, June 2, 2023 - June 3, 2023 in the amount of \$289.92.

**REASON FOR CONSIDERATION**

In accordance with provisions of College Policy 1.16, Trustee Education and Attendance at Conferences, and College Policy 1.17 regarding Trustee Reimbursements, Board approval is required.

**BACKGROUND INFORMATION**

Policy No. 1.16 of the College Policy Manual states "Approval of the Board by a roll call vote at a public meeting is required in advance of attending professional conferences." It also states "No trustee shall be reimbursed for travel, lodging or any other charges relating to such self-education activities without advance approval by the Board at a public meeting."

The request complies with Board Policy.

Board of Trustees: In-State Travel Costs-01-90-00813-5502006: \$136.64

Board of Trustees: In-State Vehicle Usage Expenses-01-90-00813-5502007: \$153.28

**Total Request: \$289.92**

Primary Strategic Long Range Plan Goal: Student Success. To accomplish this, we will: Create an institutional culture of student access, equity, and inclusion. Improve student persistence, completion, transfer, and job obtainment. Invest in academic excellence and innovation. Transform and innovate student support services and technology.

**RECOMMENDATION**

That the Board of Trustees approve the Reimbursement to Vice Chair Heidi Holan for attending the Illinois Community College Trustees Association ("ICCTA") Convention and Training in Bloomington-Normal, IL, June 2, 2023 - June 3, 2023 in the amount of \$289.92.

**STAFF CONTACT**

Erin Carrillo  
Administrative Assistant VI  
[Holan ICCTA June 2023 JEM signed.pdf](#)

## Trustee Pre-Travel Request and Travel Advance Form

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This form should be used to approve travel by a trustee in connection with official College business. Please refer to College Policy 1.17 and Administrative Procedure 1.17 for complete information regarding Trustee Travel and Reimbursement for Expenses.

Date: \_\_\_\_\_ Trustee Name: \_\_\_\_\_

Name of Professional Meeting or Conference: \_\_\_\_\_

Location: \_\_\_\_\_

Travel Start Date: \_\_\_\_\_ Travel End Date: \_\_\_\_\_

Reason for Attending: \_\_\_\_\_

Is there Overnight Travel?  Yes  No      Travel Out of Illinois?  Yes  No      Travel Out of USA?  Yes  No

### Estimated expense to be paid directly by the College:

Airfare: \$\_\_\_\_\_ Lodging: \$\_\_\_\_\_ Car Rental: \$\_\_\_\_\_

Rail: \$\_\_\_\_\_ Conference Registration: \$\_\_\_\_\_

Other: \$\_\_\_\_\_ Specify: \_\_\_\_\_

**Subtotal:** \$\_\_\_\_\_

### Estimated expense to be paid by Trustee and reimbursed:

Airfare: \$\_\_\_\_\_ Lodging: \$\_\_\_\_\_ Car Rental: \$\_\_\_\_\_

Mileage: \$\_\_\_\_\_ Rail: \$\_\_\_\_\_ Conference Registration: \$\_\_\_\_\_

Other: \$\_\_\_\_\_ Specify: \_\_\_\_\_

**Subtotal:** \$\_\_\_\_\_

**Estimated Expense Total:** \$\_\_\_\_\_

---

Cash Advance Requested?  Yes  No

To request a travel advance, Trustees will submit their requests in writing through the Office of the President to the Finance Office thirty (30) days prior to the start of said trip. The advance will not exceed fifty dollars (\$50) per day. Trustees may have their deposits for accommodations and airfare paid in advance; such arrangements will be coordinated through the Office of the President upon request.

Please refer to Administrative Procedure 1.17 for more information.

Amount of advance requested: \$\_\_\_\_\_ Date advance will be required: \_\_\_\_\_

By signing this form, I acknowledge that I understand the College Policy and Administrative Procedures regarding Trustee Travel and Expense Reimbursement and I understand it is my responsibility to submit an expense report and copies of supporting receipts to the Accounts Payable office within 30 days from either the trip end date or the ending date of the event.

Trustee Signature: Heidi Holan Date: \_\_\_\_\_

# Trustee Pre-Travel Request and Travel Advance Form (continued)

## Approval Workflow:

Requested by Trustee: Heidi Nolan Date: \_\_\_\_\_

Office of the President: Erin Carrillo Date: \_\_\_\_\_

Date of Board Meeting Approval: \_\_\_\_\_

## Finance Office Use Only:

GL Accounts to be charged:

Department	Object Code	Description	\$ Amount
01-90-00813-			
01-90-00813-			
01-90-00813-			
01-90-00813-			
<b>Total</b>			

Total from previous page: \$ \_\_\_\_\_ (should equal total from above table)

If cash advance requested:

Amount of advance: \$ \_\_\_\_\_ GL Account: 01-00-00000-1309001

Accounts Payable Office: \_\_\_\_\_ Date: \_\_\_\_\_



## BLOOMINGTON - NORMAL MARRIOTT

## GUEST FOLIO

518 ROOM DBDB TYPE 40	HOLAN/HEIDI NAME [REDACTED] [REDACTED]	122.00 RATE 06/02/23 ARRIVE	06/03/23 DEPART 16:09 TIME	11:09 TIME	19864 ACCT# 44307 GROUP
ROOM CLERK	ADDRESS	VSXXXXXXXXXXXX6469 PAYMENT			
DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE	
06/02 06/02 06/02 06/03	ROOM CITY TAX STATE TX [REDACTED]	518, 1 518, 1 518, 1 [REDACTED]	122.00 7.32 7.32 [REDACTED]	136.64	.00
PAYMENT RECEIVED BY: [REDACTED]		[REDACTED]			

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Signature X

# Trustee Expense Reimbursement Form

*This form should be used to request reimbursement by a trustee for expenses incurred in connection with official College business. Please refer to College Policy 1.17 and Administrative Procedure 1.17 for more complete information regarding Trustee Travel and Reimbursement for Expenses.*

Date: 7/14/23 Trustee Name: Heidi Holan

Name of Professional Meeting or Conference: **ICCTA Convention & Board of Reps Meeting**

Location: Normal, IL

Travel Start Date: 6/2/23 Travel End Date: 6/3/23

Reason for Attending: Mandatory Trustee Training, Representative for COD

Pre-Travel Request Form completed and approved?  Yes  No      Cash Advance Requested?  Yes  No

**Less Advances by College (Enter as Negative)** \$289.92

Total Due to Trustee/(College) \$XXXXXX  
289.92

## Approval Workflow:

Requested by Trustee: Heidi Holan Date: 7/14/23

Office of the President: Erin Carrillo Date: 8/2/2023

Reviewed by Internal Audit: James Martner Date: 8/2/2023

Date of Board Meeting Approval: 8/24/2023

# Trustee Expense Reimbursement Form (continued)

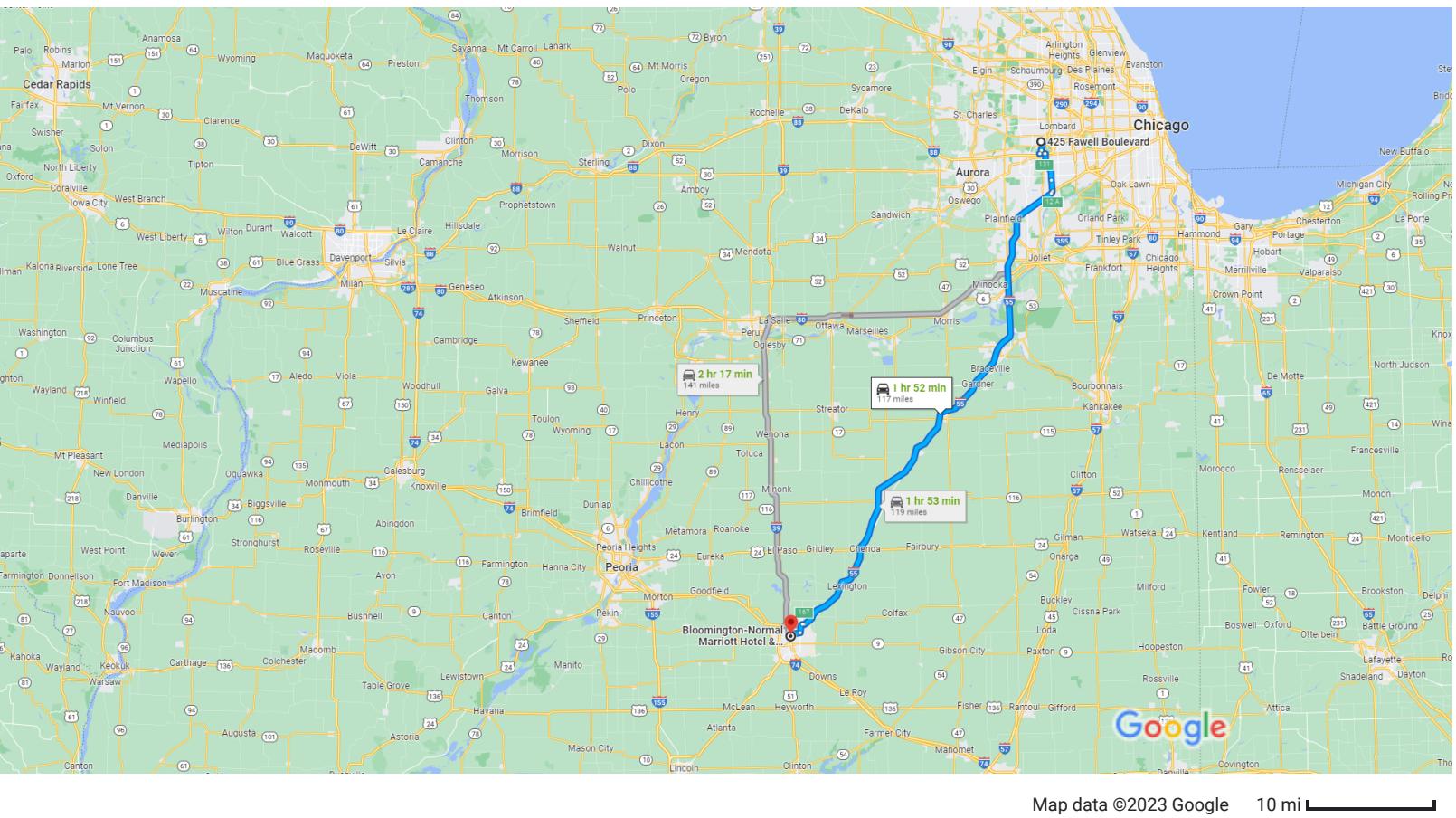
## Finance Office Use Only:

GL Accounts to be charged:

Department	Object Code	Description	\$ Amount
01-90-00813-	5502007	In State Vehicle Usage	\$153.28
01-90-00813-	5502006	In State Travel	\$136.64
01-90-00813-			
01-90-00813-			
<b>Total</b>			<b>\$289.92</b>

Total from previous page: \$ 289.92 (should equal total from above table)

Accounts Payable Office: \_\_\_\_\_ Date: \_\_\_\_\_



Map data ©2023 Google

10 mi

425 Fawell Blvd

⚠ This route has tolls.

Glen Ellyn, IL 60137

Get on I-88 E in Lisle Township from S Park Blvd and IL-53 S

7 min (2.9 mi)

- ↑ 1. Head south on College Rd toward College Rd 0.2 mi
- ↖ 2. Turn left to stay on College Rd 0.4 mi
- ↗ 3. Turn right onto S Park Blvd 1.5 mi  
i Pass by 7-Eleven (on the left in 0.7 mi)
- ↗ 4. Turn right onto IL-53 S 0.7 mi
- ↗ 5. Use the right lane to take the ramp onto I-88 E 0.2 mi

Follow I-55 S to Veterans Pkwy in Normal. Take exit 167

from I-55 S

1 hr 37 min (110 mi)

- ↗ 6. Merge onto I-88 E 0.9 mi

- ↗ 7. Take exit 131 for I-355 S toward Joliet 0.2 mi
- ↖ 8. Keep left and merge onto I-355 S **Toll road** 5.2 mi
- ↖ 9. Keep left at the fork to stay on I-355 S **Toll road** 2.0 mi
- ↗ 10. Use the 2nd from the right lane to take exit 12 A for I-55 S/Joliet Road toward St Louis 0.3 mi
- ↖ 11. Keep left at the fork, follow signs for South Joliet Road 0.4 mi
- ↖ 12. Keep left, follow signs for I-55 S/St Louis and merge onto I-55 S 101 mi
- ↗ 13. Take exit 167 for Veterans Pkwy toward I-55 S/Airport 0.4 mi

Continue on Veterans Pkwy. Take Fort Jesse Rd to Broadway

- 14. Turn left onto Veterans Pkwy 10 min (3.9 mi)
- ↗ 15. Turn right onto Fort Jesse Rd 1.7 mi
- ↑ 16. Continue onto E Willow St 1.2 mi
- ↖ 17. Turn left onto N Linden St 0.5 mi
- ↗ 18. Turn right at the 3rd cross street onto E Mulberry St 0.2 mi
- ↖ 19. Turn left onto Constitution Blvd 0.1 mi
- ⌚ 20. At the traffic circle, take the 2nd exit onto W Beaufort St 0.1 mi
- ↗ 21. Turn right onto Broadway **Destination will be on the left** 0.1 mi

Bloomington-Normal Marriott Hotel & Conference Center  
201 Broadway, Normal, IL 61761

**MAY 18, 2023**

**COLLEGE OF DuPAGE**  
**REGULAR BOARD MEETING**  
**BOARD APPROVAL**

---

**SUBJECT**

Approval for up to seven (7) trustees to attend the Illinois Community College Trustees Association ("ICCTA") Annual Convention to be held in Bloomington, Illinois June 1 - June 3, 2023, for an expense not to exceed \$735.00 per Trustee, for a total expenditure not to exceed \$5,145.00.

**REASON FOR CONSIDERATION**

In accordance with provisions of College Policy 1.16, Trustee Education and Attendance at Conferences, and College Policy 1.17 regarding Trustee Reimbursements, Board approval is required.

**BACKGROUND INFORMATION**

Effective July 1, 2022 Maureen Dunne was named the ICCTA President.

In addition, Policy No. 1.16 of the College Policy Manual states "Approval of the Board by a roll call vote at a public meeting is required in advance of attending professional conferences." It also states "No trustee shall be reimbursed for travel, lodging or any other charges relating to such self-education activities without advance approval by the Board at a public meeting."

The requested \$735.00 (per trustee) will cover the cost of attendance, hotel accommodations and mileage reimbursement.

The request complies with Board Policy.

**FY23**

01-90-00813-5502005: \$1,645.00  
01-90-00813-5502006: \$3,500.00

Primary Strategic Long Range Plan Goal: Student Success. To accomplish this, we will: Create an institutional culture of student access, equity, and inclusion. Improve student persistence, completion, transfer, and job obtainment. Invest in academic excellence and innovation. Transform and innovate student support services and technology.

## RECOMMENDATION

That the Board of Trustees approves up to seven (7) trustees to attend the Illinois Community College Trustees Association ("ICCTA") Annual Convention to be held in Bloomington, Illinois June 1 - June 3, 2023, for an expense not to exceed \$735.00 per Trustee, for a total expenditure not to exceed \$5,145.00.

## STAFF CONTACT

Erin Carrillo  
Administrative Assistant VI

Approved and signed this 18th day of May, 2023

Christine M. Feune

CHAIR

Andrew Manno

SECRETARY

AUGUST 24, 2023

COLLEGE OF DuPAGE  
REGULAR BOARD MEETING  
BOARD APPROVAL

---

**SUBJECT**

2023 College of DuPage Alumni Scholarship Golf Classic increase to initial contract of \$22,200.00 with Naperville Country Club to an amount not to exceed \$27,550.80 due to an increase of participants.

**REASON FOR CONSIDERATION**

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

**BACKGROUND INFORMATION**

This is the third consecutive year we have hosted the College of DuPage Alumni Scholarship Golf Classic. In 2022 the headcount was 90 participants and was used as a base for the 2023 event. The 2023 event has a participant amount of one hundred twenty (120), a 33% increase over last year. All the money raised at this event goes to scholarships for College of DuPage students who have needs that are not covered by financial aid. As of August 3rd, registration, sponsorship, and donations for the 2023 Classic have exceeded \$63,000. At the event there will be auctions, raffle and additional game income raised that is not accounted for in the \$63,000 benefit already raised.

GL 01-90-00821-5309001-Advancement Office: Other Contractual Services Expenses  
FY23: \$22,200.00  
FY24: \$5,350.80  
**Total Request: \$27,550.80**

Primary Strategic Long Range Plan Goal: Student Success. To accomplish this, we will: Create an institutional culture of student access, equity, and inclusion. Improve student persistence, completion, transfer, and job obtainment. Invest in academic excellence and innovation. Transform and innovate student support services and technology.  
Secondary Strategic Long Range Plan Goal: Arts, Culture & Community Engagement. To accomplish this, we will: Create an equitable and inclusive community, and improve livability

through the arts. Be the region's premier choice for the arts and cultural programming. Deliver responsive programming to support life-long learning. Create opportunities to further partner and engage with external communities.

#### **RECOMMENDATION**

That the Board of Trustees approves the 2023 College of DuPage Alumni Scholarship Golf Classic increase to initial contract of \$22,200.00 with Naperville Country Club to an amount not to exceed \$27,500.80 due to a 32% increase in participants.

#### **STAFF CONTACT**

Walter J. Johnson

Vice President Institutional Advancement

**AUGUST 24, 2023**

**COLLEGE OF DuPAGE**  
**REGULAR BOARD MEETING**  
**BOARD APPROVAL**

---

**SUBJECT**

Reimbursement to Trustee Florence Appel for expenses incurred while visiting Pierce College in Tacoma, Washington, July 31, 2023 - August 3, 2023 in the amount of \$1,404.05.

**REASON FOR CONSIDERATION**

In accordance with provisions of College Policy 1.17, Reimbursement for Trustee Expenses, Board Approval is required.

**BACKGROUND INFORMATION**

Trustee Appel and Vice Chair Holan will accompany a group of faculty and administrators on a visit to Pierce College in Washington to learn about how the colleges have achieved their high level of student success. Per College Policy 1.17 " Trustees may be reimbursed for travel, meal, and lodging expenses incurred in connection with "official business." For purposes of this Policy and any corresponding Administrative Procedure, the types of "official business" for which reimbursement is permitted are as follows: professional and continuing education conferences, trainings, programs and seminars; meetings and events attended for the purpose of furthering the College's mission and/or conducting the Board's business."

College Policy 1.17 also states, "All Trustee travel expenses must be approved by the Board by roll call vote at an open meeting before a Trustee may be reimbursed for such expenses." An amount not to exceed \$1,800 per trustee is requested to cover expenses related to travel, meal and lodging.

The request complies with Board Policy.

**FY24:**

Board of Trustees: Out-of-State Travel Costs: 01-90-00813-5503006: \$1,404.05

Primary Strategic Long Range Plan Goal: Student Success. To accomplish this, we will: Create an institutional culture of student access, equity, and inclusion. Improve student persistence, completion, transfer, and job obtainment. Invest in academic excellence and innovation. Transform and innovate student support services and technology.

**RECOMMENDATION**

That the Board of Trustees approves the Reimbursement of Trustee Florence Appel for

expenses incurred while visiting Pierce College in Tacoma, Washington, July 31, 2023 - August 3, 2023 in the amount of \$1,404.05.

**STAFF CONTACT**

Erin Carrillo

Administrative Assistant VI

[Pierce College 07.31-08.03.23 F. Appel JEM signed\\_Redacted.pdf](#)

## Trustee Expense Reimbursement Form

This form should be used to request reimbursement by a trustee for expenses incurred in connection with official College business. Please refer to College Policy 1.17 and Administrative Procedure 1.17 for more complete information regarding Trustee Travel and Reimbursement for Expenses.

Date: 8/6/2023Trustee Name: Florence AppelName of Professional Meeting or Conference: Visit to Pierce CollegeLocation: Tacoma, WATravel Start Date: 7/31/2023 Travel End Date: 8/3/2023Reason for Attending: By invitation of the AdministrationPre-Travel Request Form completed and approved?  Yes  No Cash Advance Requested?  Yes  No

Date	Description	Mileage	Airfare	Hotel	Car Rental	Other Ground Transportation	Meals-B'Fast	Meals-Lunch	Meals-Dinner	Other	Total
7/31			667.80	166.21		49.25			35.66		\$ 918.92
8/1				216.21					52.71		\$ 268.92
8/2				216.21							\$ 216.21
											\$ 0.00
											\$ 0.00
											\$ 0.00
											\$ 0.00
											\$ 0.00
											\$ 0.00
											\$ 0.00
											\$ 0.00
<b>Total</b>		<b>\$ 0.00</b>	<b>\$ 667.80</b>	<b>\$ 598.63</b>	<b>\$ 0.00</b>	<b>\$ 49.25</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 88.37</b>	<b>\$ 0.00</b>	<b>\$ 1,404.05</b>

Less Advances by College (Enter as Negative)

Total Due to Trustee/(College) \$ 1,404.05

Approval Workflow:

Requested by Trustee: Florence A Appel Date: 8/8/2023Office of the President: Erin Carrillo Date: 8/9/23Reviewed by Internal Audit: James Martner Date: 8/9/23Date of Board Meeting Approval: 8/24/2023

# Trustee Expense Reimbursement Form *(continued)*

## Finance Office Use Only:

GL Accounts to be charged:

Department	Object Code	Description	\$ Amount
01-90-00813-	5503006	Out of State Expenses	\$1,404.05
01-90-00813-			
01-90-00813-			
01-90-00813-			
<b>Total</b>			<b>\$1,404.05 <del>\$00.00</del></b>

Total from previous page: \$ 1,404.05 (should equal total from above table)

Accounts Payable Office: \_\_\_\_\_ Date: \_\_\_\_\_

8/11 Dihher

TRANSACTION RECORD

Duke's Tacoma

ENTRY:SWIPE

Customer : FLORENCE A APPEL

AUTHORIZATION:34993Z

STORE #:0

TERMINAL:1

REFERENCE:1830032

PURCHASE	\$58.68	142.71
TIP	10	10
TOTAL	68.68	52.71

THANK YOU

AUGUST 1,2023 21:38:12

Server's name : JOCELYN

CUSTOMER COPY

Duke's Tacoma

TUE AUGUST 1,2023  
CHECK #1830032-2

TABLE #13

DUPLICATE

CUSTOMER # 1

1 CHWDR SALAD COMBO	\$37.80
1 *ADD CRAB	
1 GL 9OZ DUKES CAB	\$15.40 <i>alcohol</i>
SUB-TOTAL	\$53.20
TAX	\$5.48 -10.3%
<b>TOTAL</b>	<b>\$58.68</b>

Looking for a great gift idea?  
How about a copy of Duke's new  
cookbook? Ask your server.

We love your feedback. Go to:  
[dukesseafood.com/contact-us](http://dukesseafood.com/contact-us)  
Time: 21:26 4 CUSTOMERS  
4 CHECKS

JOIN US FOR HAPPY HOUR!  
3-6PM AND 9PM-CLOSE EVERYDAY!

YOU HAVE BEEN SERVED  
BY : JOCELYN

Dinner 7/31

**THE FISH PEDDLER<sup>SM</sup>**  
On Face Waterway

**THE FISH PEDDLER<sup>SM</sup>**  
On Face Waterway

Fish Peddler  
1199 Dock St  
Tacoma, WA 98402

Server: Maria P  
Check #60 Table 21  
Guest Count: 3  
Seat 1  
Ordered: 7/31/23 3:03 PM

1 DUNGENESS CRAB & SHRIMP LOUIE \$26.95  
Dressing On The Side Pla

Subtotal \$26.95  
Tax \$2.77  
Tip \$5.94  
Total \$35.66

Time 4:12 PM

Transaction Type Sale  
Authorization Approved  
Approval Code 30296Z

Application ID A0000000041010  
Application Label MASTERCARD  
Terminal ID dbd365e13f0a0f9e  
Card Reader BBPOS  
FLORENCE A APPEL

Powered by Toast

Fish Peddler  
1199 Dock St  
Tacoma, WA 98402

Server: Maria P  
Check #60 Table 21  
Guest Count: 3  
Seat 1  
Ordered: 7/31/23 3:03 PM

1 DUNGENESS CRAB & SHRIMP LOUIE \$26.95  
Dressing On The Side Pla

Subtotal \$26.95  
Tax \$2.77  
Total \$29.72

Powered by Toast



## Your trip confirmation (ORD - SEA)

3 messages

American Airlines <no-reply@info.email.aa.com>

Tue, Jul 11, 2023 at 9:16 PM



Issued: July 12, 2023

### Your trip confirmation and receipt

We charged \$667.80 to your card ending in [REDACTED] for your ticket purchase.

You can check in via the American app 24 hours before your flight and get your mobile boarding pass.



#### Monday, July 31, 2023

🛫 ORD  
Chicago O'Hare  
8:20 AM

AA 2359

SEA  
Seattle  
10:53 AM

Seat: 12C  
Class: Economy (M)  
Meals: Food for purchase

#### Thursday, August 3, 2023

🛫 SEA  
Seattle  
11:43 AM

AA 2359

ORIGIN  
Chicago O'Hare  
5:50 PM

Seat: 12C  
Class: Economy (L)  
Meals: Food for purchase

[Manage your trip](#)

## Your purchase

New ticket (0012462488029)	\$667.80
[\$593.49+ Taxes & carrier-imposed fees \$74.31]	
<b>Total cost</b>	<b>\$667.80</b>

## Your payment

MasterCard (ending 1744 )	\$667.80
<b>Total paid</b>	<b>\$667.80</b>

## Bag information

### Checked Bag (Airport)

1<sup>st</sup> bag No charge  
2<sup>nd</sup> bag \$40.00

### Checked Bag (Online\*)

1<sup>st</sup> bag No charge  
2<sup>nd</sup> bag \$40.00

Maximum dimensions: 62 inches or 158 centimeters calculated as (length + width + height)

Maximum weight: 50 pounds or 23 kilograms

For information regarding American Airlines checked baggage policies, please visit: Bag and optional fees

Bag fees apply at each Check-in location. Additional allowances and/or discounts may apply. Bag and optional fees

If your flight is operated by a partner airline, see the other airline's website for carry-on and checked bag policies.

\*Online payment available beginning 24 hours (and up to 4 hours) before departure.

### Carry-on bags

## Here's your receipt for your ride, Flo

We hope you enjoyed your ride this evening.

Total	\$49.25
-------	---------

---

Trip fare	\$21.90
Subtotal	\$21.90
Reservation Fee	\$15.00
Tri-State Tollway (I-94/I-294/I-80) 32 OHare East	\$0.75
Milwaukee-Chicago Toll 33 N: Irving Park Road (1)	\$0.75
Booking Fee	\$4.60
Chicago Ground Transportation Surcharge	\$1.13
Chicago Accessibility Surcharge	\$0.10
Chicago TNP Administrative Surcharge	\$0.02
Chicago Special Venues Surcharge	\$5.00

## Payments

 [REDACTED]	\$49.25
7/31/23 6:29 AM	

A temporary hold of \$49.25 was placed on your payment method [REDACTED]. This is not a charge and will be removed. It should disappear from your bank statement shortly.

[Visit the trip page](#) for more information, including invoices (where available)

You rode with Andres

Transportation Network Company: Uber Technologies, Inc.

UberX 15.80 miles | 27 min

 [REDACTED]

6:29 AM | Terminal 3, O'Hare International Airport (ORD), Chicago, IL 60666, US

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

# hotel murano

Hotel Murano  
1320 Broadway  
TACOMA WA 98402

Appel, Florence

Confirmation Number: [REDACTED]

Room Number: 2114

Room Type: DLXDD

No. of Guests: 1

ARRIVAL	DEPARTURE	RATE PLAN	ACCOUNT
07/31/2023	08/03/2023	GRSMRF	970897
Room Number	Confirmation Number	Name	
Date	Code	Description	Comments
2114	64566954-1	Appel, Florence	
07/31/2023	GOOD	HOTEL MURANO GOODWILL	Safe not working goodwill \$50.00
07/31/2023	RM	ROOM CHARGE	189.00
07/31/2023	TXST	State Tax	12.29
07/31/2023	TXCI	CITY/STATE TAX	3.97
07/31/2023	TXCO	Convention Center City Tax	5.67
07/31/2023	TXHM	Hotel/Motel Tax	3.78
07/31/2023	TXTP	TPA LODGING CHARGE	1.50
08/01/2023	RM	ROOM CHARGE	189.00
08/01/2023	TXST	State Tax	12.29
08/01/2023	TXCI	CITY/STATE TAX	3.97
08/01/2023	TXCO	Convention Center City Tax	5.67
08/01/2023	TXHM	Hotel/Motel Tax	3.78
08/01/2023	TXTP	TPA LODGING CHARGE	1.50
08/02/2023	RM	ROOM CHARGE	189.00
08/02/2023	TXST	State Tax	12.29
08/02/2023	TXCI	CITY/STATE TAX	3.97
08/02/2023	TXCO	Convention Center City Tax	5.67
08/02/2023	TXHM	Hotel/Motel Tax	3.78
08/02/2023	TXTP	TPA LODGING CHARGE	1.50
08/03/2023	MC	[REDACTED]	(598.63)
			Subtotal for 64566954-1 0.00
			Sub-Total: 517.00
			Total Tax: 81.63
			Total Payments: (598.63)
			Total Due: 0.00

TERMS:

Signature: X

Date:

## Trustee Pre-Travel Request and Travel Advance Form

This form should be used to approve travel by a trustee in connection with official College business. Please refer to College Policy 1.17 and Administrative Procedure 1.17 for complete information regarding Trustee Travel and Reimbursement for Expenses.

Date: 7/27/2023 Trustee Name: Florence Appel

Name of Professional Meeting or Conference: Pierce College

Location: Tacoma, Washington

Travel Start Date: 7/31/2023 Travel End Date: 8/3/2023

Reason for Attending: Invited by Administration

Is there Overnight Travel?  Yes  No    Travel Out of Illinois?  Yes  No    Travel Out of USA?  Yes  No

### Estimated expense to be paid directly by the College:

Airfare: \$ \_\_\_\_\_ Lodging: \$ \_\_\_\_\_ Car Rental: \$ \_\_\_\_\_

Rail: \$ \_\_\_\_\_ Conference Registration: \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_ Specify: \_\_\_\_\_

**Subtotal:** \$ 0.00

### Estimated expense to be paid by Trustee and reimbursed:

Airfare: \$ 800.00 Lodging: \$ 750.00 Car Rental: \$ \_\_\_\_\_

Mileage: \$ \_\_\_\_\_ Rail: \$ \_\_\_\_\_ Conference Registration: \$ \_\_\_\_\_

Other: \$ 150.00 Specify: Meals/Uber

**Subtotal:** \$ 1,700.00

**Estimated Expense Total:** \$ 1,700.00

Cash Advance Requested?  Yes  No

To request a travel advance, Trustees will submit their requests in writing through the Office of the President to the Finance Office thirty (30) days prior to the start of said trip. The advance will not exceed fifty dollars (\$50) per day. Trustees may have their deposits for accommodations and airfare paid in advance; such arrangements will be coordinated through the Office of the President upon request.

Please refer to Administrative Procedure 1.17 for more information.

Amount of advance requested: \$ \_\_\_\_\_ Date advance will be required: \_\_\_\_\_

By signing this form, I acknowledge that I understand the College Policy and Administrative Procedures regarding Trustee Travel and Expense Reimbursement and I understand it is my responsibility to submit an expense report and copies of supporting receipts to the Accounts Payable office within 30 days from either the trip end date or the ending date of the event.

Trustee Signature: Florence Appel

Date: 7/27/2023

# Trustee Pre-Travel Request and Travel Advance Form (continued)

## Approval Workflow:

Requested by Trustee: Erin Carroll Date: 7/27/2023  
Office of the President: Wendy McCambridge Date: 7/27/2023  
Date of Board Meeting Approval: 7/27/2023

## Finance Office Use Only:

GL Accounts to be charged:

Department	Object Code	Description	\$ Amount
01-90-00813-	5502006	Out of State Travel	1,700.00
01-90-00813-			
01-90-00813-			
01-90-00813-			
<b>Total</b>			<b>\$ 1,700.00</b>

Total from previous page: \$ 1,700.00 (should equal total from above table)

If cash advance requested:

Amount of advance: \$ \_\_\_\_\_ GL Account: 01-00-00000-1309001

Accounts Payable Office: \_\_\_\_\_ Date: \_\_\_\_\_

**JULY 27, 2023**

**COLLEGE OF DuPAGE**  
**REGULAR BOARD MEETING**  
**BOARD APPROVAL**

---

**SUBJECT**

Approval for Trustee Appel and Vice Chair Holan to visit Pierce College with College faculty and administrators for a cost not to exceed \$1,800 per Trustee.

**REASON FOR CONSIDERATION**

In accordance with provisions of College Policy 1.17, Reimbursement for Trustee Expenses, Board Approval is Required.

**BACKGROUND INFORMATION**

Trustee Appel and Vice Chair Holan will accompany a group of faculty and administrators on a visit to Pierce College in Washington to learn about how the colleges have achieved the high level of student success that they have.

Per College Policy 1.17 " Trustees may be reimbursed for travel, meal, and lodging expenses incurred in connection with "official business." For purposes of this Policy and any corresponding Administrative Procedure, the types of "official business" for which reimbursement is permitted are as follows: professional and continuing education conferences, trainings, programs and seminars; meetings and events attended for the purpose of furthering the College's mission and/or conducting the Board's business." College Policy 1.17 also states, "All Trustee travel expenses must be approved by the Board by roll call vote at an open meeting before a Trustee may be reimbursed for such expenses." An amount not to exceed \$1,800 per trustee is requested to cover expenses related to travel, meal and lodging.

The request complies with Board Policy.

**FY24**

Board of Trustees : Out-of-State Travel Costs-01-90-00813-5503006: \$3,600

Primary Strategic Long Range Plan Goal: Organizational Culture. To accomplish this, we will: Integrate practices for workforce equity and inclusion. Define and implement a culture of service excellence and collaboration. Empower employees through high impact professional development and growth opportunities. Improve and enhance work systems and technology to support employees and deliver operational efficiencies.

#### RECOMMENDATION

That the Board of Trustees approves Trustee Appel to accompany a group of College faculty and administrators on a visit to Pierce College for a cost not to exceed \$1,800 per Trustee.

#### STAFF CONTACT

Wendy McCambridge  
Director Legislative Affairs & Special Assistant to the President

Approved and signed this 27th day of July, 2023

Christine M. Feure  
CHAIR

Andrew Manno  
SECRETARY

**AUGUST 24, 2023**

**COLLEGE OF DuPAGE**  
**REGULAR BOARD MEETING**  
**BOARD APPROVAL**

---

**SUBJECT**

Reimbursement for Vice Chair Heidi Holan for expenses incurred while visiting Pierce College in Tacoma, Washington, July 31, 2023 - August 3, 2023 in the amount of \$1,275.52.

**REASON FOR CONSIDERATION**

In accordance with provisions of College Policy 1.17, Reimbursement for Trustee Expenses, Board Approval is required.

**BACKGROUND INFORMATION**

Trustee Appel and Vice Chair Holan will accompany a group of faculty and administrators on a visit to Pierce College in Washington to learn about how the colleges have achieved their high level of student success. Per College Policy 1.17 " Trustees may be reimbursed for travel, meal, and lodging expenses incurred in connection with "official business." For purposes of this Policy and any corresponding Administrative Procedure, the types of "official business" for which reimbursement is permitted are as follows: professional and continuing education conferences, trainings, programs and seminars; meetings and events attended for the purpose of furthering the College's mission and/or conducting the Board's business."

College Policy 1.17 also states, "All Trustee travel expenses must be approved by the Board by roll call vote at an open meeting before a Trustee may be reimbursed for such expenses." An amount not to exceed \$1,800 per trustee is requested to cover expenses related to travel, meal and lodging.

The request complies with Board Policy.

FY24:

Board of Trustees: In-State Travel Costs-01-90-00813-5502006: \$1,275.52

Primary Strategic Long Range Plan Goal: Student Success. To accomplish this, we will: Create an institutional culture of student access, equity, and inclusion. Improve student persistence, completion, transfer, and job obtainment. Invest in academic excellence and innovation. Transform and innovate student support services and technology.

## RECOMMENDATION

That the Board of Trustees approves the Reimbursement to Vice Chair Heidi Holan for expenses incurred while visiting Pierce College in Tacoma, Washington, July 31, 2023 - August 3, 2023 in the amount of \$1,275.52.

## STAFF CONTACT

Erin Carrillo

Administrative Assistant VI

[Holan Expense Report Pierce College JEM signed.pdf](#)

## Trustee Expense Reimbursement Form

This form should be used to request reimbursement by a trustee for expenses incurred in connection with official College business. Please refer to College Policy 1.17 and Administrative Procedure 1.17 for more complete information regarding Trustee Travel and Reimbursement for Expenses.

Date: 8/14/23 Trustee Name: Heidi Holan

Name of Professional Meeting or Conference: Visit to Pierce College

Location: Tacoma, WA

Travel Start Date: 7/31/23 Travel End Date: 8/7/23

Reason for Attending: By invitation of the Administration

Pre-Travel Request Form completed and approved?  Yes  No Cash Advance Requested?  Yes  No

Date	Description	Mileage	Airfare	Hotel	Car Rental	Other Ground Transportation	Meals-B'Fast	Meals-Lunch	Meals-Dinner	Other	Total
7/31/23		324.70	216.21						26.74		\$ 567.65
8/1/23				216.21					30.00		\$ 246.21
8/2/23				216.21							\$ 216.21
8/7/23		245.45									\$ 245.45
											\$ 0.00
											\$ 0.00
											\$ 0.00
											\$ 0.00
											\$ 0.00
											\$ 0.00
<b>Total</b>		\$ 0.00	\$ 570.15	\$ 648.63	\$ 0.00		\$ 0.00	\$ 0.00	\$ 56.74	\$ 0.00	\$ 1,275.52

Less Advances by College (Enter as Negative)

Total Due to Trustee/(College) \$ 1,275.52

**Approval Workflow:**

Requested by Trustee: Heidi Holan Date: 8/14/23

Office of the President: Erin Carrillo Date: 8/15/23

Reviewed by Internal Audit: James Martner Date: 8/15/23

Date of Board Meeting Approval: 8/24/23

# Trustee Expense Reimbursement Form (continued)

## Finance Office Use Only:

GL Accounts to be charged:

Department	Object Code	Description	\$ Amount
01-90-00813-	5502006	Out of State Travel	\$1,275.52
01-90-00813-			
01-90-00813-			
01-90-00813-			
<b>Total</b>			<b>\$1,275.52</b> <del>\$1,275.52</del>

Total from previous page: \$ 1,275.52 (should equal total from above table)

Accounts Payable Office: \_\_\_\_\_ Date: \_\_\_\_\_

# Thanks Heidi for choosing United!

Confirmation number:

## Flight details

Flight to Seattle

DEPART	ARRIVE	FLIGHT INFO	
Mon, Jul 31, 2023	Mon, Jul 31, 2023	Flight	UA 748
8:46 AM	11:35 AM	Duration	4h 49m
<b>ORD</b> Chicago, IL, US	<b>SEA</b> Seattle, WA, US	Aircraft	Boeing 737-900
		Emissions	204 kg CO <sub>2</sub>
		Fare Class	United Economy (W)
		Meal	Meals for purchase
		Seats	<a href="#">31B</a>

## Calculate bag charges

**Chicago, IL → Seattle, WA**  
July 31, 2023

Site Feedback

<b>FIRST BAG</b>	<b>\$35</b>
<b>SECOND BAG</b>	<b>\$45</b>
<b>WEIGHT PER BAG</b>	<b>50 lbs (23 kgs)</b>

These are estimates of additional bag service charges that may apply to your itinerary. Service charges may vary by traveler, depending on status or memberships. First and second bag service charges do not apply to active duty-members of the U.S. military and their accompanying dependents. For additional information, visit [united.com/baggage](#).

## Purchase Summary

> <a href="#">Fare</a>	\$288.19
> <a href="#">Taxes and Fees</a>	\$36.51
<b>TOTAL</b>	<b>\$324.70</b>
Credit card payment: \$324.70	[REDACTED]

## Travelers



Heidi Holan

Date of Birth:

[REDACTED]

About carry-on and checked bags



Important travel information



# hotel murano

Hotel Murano  
1320 Broadway  
TACOMA WA 98402

Holan, Heidi

[REDACTED]  
[REDACTED]

Confirmation Number: [REDACTED]  
Room Number: [REDACTED]  
Room Type: DLXK  
No. of Guests: 1

TAX ID	ARRIVAL	DEPARTURE	RATE PLAN	ACCOUNT
	07/31/2023	08/03/2023	GRSMRF	970861
DATE	CODE	DESCRIPTION	COMMENT	AMOUNT (USD)
07/31/2023	RM	ROOM CHARGE		189.00
07/31/2023	TXST	State Tax		12.29
07/31/2023	TXCI	CITY/STATE TAX		3.97
07/31/2023	TXCO	Convention Center City Tax		5.67
07/31/2023	TXHM	Hotel/Motel Tax		3.78
07/31/2023	TXTP	TPA LODGING CHARGE		1.50
08/01/2023	RM	ROOM CHARGE		189.00
08/01/2023	TXST	State Tax		12.29
08/01/2023	TXCI	CITY/STATE TAX		3.97
08/01/2023	TXCO	Convention Center City Tax		5.67
08/01/2023	TXHM	Hotel/Motel Tax		3.78
08/01/2023	TXTP	TPA LODGING CHARGE		1.50
08/02/2023	RM	ROOM CHARGE		189.00
08/02/2023	TXST	State Tax		12.29
08/02/2023	TXCI	CITY/STATE TAX		3.97
08/02/2023	TXCO	Convention Center City Tax		5.67
08/02/2023	TXHM	Hotel/Motel Tax		3.78
08/02/2023	TXTP	TPA LODGING CHARGE		1.50
08/03/2023	VI	[REDACTED]		(648.63)
				(USD)
			Sub-Total:	567.00
			Total Tax:	81.63
			Total Payments:	(648.63)
			Total Due:	0.00

TERMS:

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

The Old Spaghetti Factory  
1250 Pacific Ave.

Server: Zoe	07/31/2023
Table 23/2	3:39 PM
Guests: 1	50022
Strawberry Lemonade	3.25
Baked Lasagna	20.99
Subtotal	24.24
Tax	2.50
<b>Total</b>	<b>26.74</b>
Balance Due	26.74

No Waiting  
Easy Pay & Split Check

Apple Pay, Google Pay, & CC

**\$\$\$ PAY BY PHONE \$\$\$**



Scan w Phone Camera

or enter GTC203 at [upngo.cc](http://upngo.cc)

Ask Us About Catering  
Delicious Hot Food Delivered  
Book Your Next Event With Us!

## Duke's Tacoma

TUE AUGUST 1, 2023  
**CHECK #1830035-1**  
TABLE #13  
CUSTOMER # 4  
  
1 START WILD MIX \$13.90  
1 DBL DINGHY SAMPLER \$8.40  
1 BLUE LEMONADE \$4.90  
SUB-TOTAL \$27.20  
TAX \$2.80  
**TOTAL \$30.00**

Looking for a great gift idea?  
How about a copy of Duke's new  
cookbook? Ask your server.

We love your feedback. Go to  
[dukeseafood.com/contact-us](http://dukeseafood.com/contact-us)  
Time: 21:26 4 CUSTOMERS  
4 CHECKS

JOIN US FOR HAPPY HOUR!  
3-6PM AND 9PM CLOSE EVERYDAY!

YOU HAVE BEEN SERVED  
BY : JOCELYN

# Thanks Heidi for choosing United!

Confirmation number:

## Flight details

Flight to Chicago

DEPART	ARRIVE	FLIGHT INFO	
Mon, Aug 7, 2023	Mon, Aug 7, 2023	Flight	UA 1693
7:15 AM	1:11 PM	Duration	3h 56m
<b>PDX</b> Portland, OR, US	<b>ORD</b> Chicago, IL, US	Aircraft	Boeing 737-900
		Emissions	165 kg CO <sub>2</sub>
		Fare Class	United Economy (L)
		Meal	Meals for purchase
		Seats	<a href="#">35A</a>

## Calculate bag charges

**Portland, OR → Chicago, IL**

August 07, 2023

<b>FIRST BAG</b>	<b>\$35</b>
<b>SECOND BAG</b>	<b>\$45</b>
<b>WEIGHT PER BAG</b>	<b>50 lbs (23 kgs)</b>

These are estimates of additional bag service charges that may apply to your itinerary. Service charges may vary by traveler, depending on status or memberships. First and second bag service charges do not apply to active duty-members of the U.S. military and their accompanying dependents. For additional information, visit [united.com/baggage](#).

<a href="#">Fare</a>	\$214.47
<a href="#">Taxes and Fees</a>	\$30.98
<b>TOTAL</b>	<b>\$245.45</b>
Credit card payment: \$245.45	[REDACTED]

## Travelers



Heidi Holan

Date of Birth:

[REDACTED]

About carry-on and checked bags



Important travel information



## Trustee Pre-Travel Request and Travel Advance Form

This form should be used to approve travel by a trustee in connection with official College business. Please refer to College Policy 1.17 and Administrative Procedure 1.17 for complete information regarding Trustee Travel and Reimbursement for Expenses.

Date: 7/27/23 Trustee Name: Heidi Holan

Name of Professional Meeting or Conference: Pierce College

Location: Tacoma, Washington

Travel Start Date: 7/31/23 Travel End Date: 8/3/23

Reason for Attending: Invited by Administration

Is there Overnight Travel?  Yes  No    Travel Out of Illinois?  Yes  No    Travel Out of USA?  Yes  No

### Estimated expense to be paid directly by the College:

Airfare: \$\_\_\_\_\_ Lodging: \$\_\_\_\_\_ Car Rental: \$\_\_\_\_\_

Rail: \$\_\_\_\_\_ Conference Registration: \$\_\_\_\_\_

Other: \$\_\_\_\_\_ Specify: \_\_\_\_\_

**Subtotal:** \$ 0.00

### Estimated expense to be paid by Trustee and reimbursed:

Airfare: \$ 800.00 Lodging: \$ 750.00 Car Rental: \$\_\_\_\_\_

Mileage: \$\_\_\_\_\_ Rail: \$\_\_\_\_\_ Conference Registration: \$\_\_\_\_\_

Other: \$ 150.00 Specify: Meals/Uber

**Subtotal:** \$ 1,700.00

**Estimated Expense Total:** \$ 1,700.00

Cash Advance Requested?  Yes  No

To request a travel advance, Trustees will submit their requests in writing through the Office of the President to the Finance Office thirty (30) days prior to the start of said trip. The advance will not exceed fifty dollars (\$50) per day. Trustees may have their deposits for accommodations and airfare paid in advance; such arrangements will be coordinated through the Office of the President upon request.

Please refer to Administrative Procedure 1.17 for more information.

Amount of advance requested: \$\_\_\_\_\_ Date advance will be required: \_\_\_\_\_

By signing this form, I acknowledge that I understand the College Policy and Administrative Procedures regarding Trustee Travel and Expense Reimbursement and I understand it is my responsibility to submit an expense report and copies of supporting receipts to the Accounts Payable office within 30 days from either the trip end date or the ending date of the event.

Trustee Signature: Heidi Holan

Date: 7/27/23

# Trustee Pre-Travel Request and Travel Advance Form (continued)

## Approval Workflow:

Requested by Trustee: Erin Carrillo Date: 7/27/23  
Office of the President: Wendy McCambridge Date: 7/27/23  
Date of Board Meeting Approval: 7/27/23

## Finance Office Use Only:

GL Accounts to be charged:

Department	Object Code	Description	\$ Amount
01-90-00813-	5502006	Out of State Travel	1,700.00
01-90-00813-			
01-90-00813-			
01-90-00813-			
<b>Total</b>			<b>\$ 1,700.00</b>

Total from previous page: \$ 1,700.00 (should equal total from above table)

If cash advance requested:

Amount of advance: \$ \_\_\_\_\_ GL Account: 01-00-00000-1309001

Accounts Payable Office: \_\_\_\_\_ Date: \_\_\_\_\_

**JULY 27, 2023**

**COLLEGE OF DuPAGE**  
**REGULAR BOARD MEETING**  
**BOARD APPROVAL**

---

**SUBJECT**

Approval for Trustee Appel and Vice Chair Holan to visit Pierce College with College faculty and administrators for a cost not to exceed \$1,800 per Trustee.

**REASON FOR CONSIDERATION**

In accordance with provisions of College Policy 1.17, Reimbursement for Trustee Expenses, Board Approval is Required.

**BACKGROUND INFORMATION**

Trustee Appel and Vice Chair Holan will accompany a group of faculty and administrators on a visit to Pierce College in Washington to learn about how the colleges have achieved the high level of student success that they have.

Per College Policy 1.17 " Trustees may be reimbursed for travel, meal, and lodging expenses incurred in connection with "official business." For purposes of this Policy and any corresponding Administrative Procedure, the types of "official business" for which reimbursement is permitted are as follows: professional and continuing education conferences, trainings, programs and seminars; meetings and events attended for the purpose of furthering the College's mission and/or conducting the Board's business." College Policy 1.17 also states, "All Trustee travel expenses must be approved by the Board by roll call vote at an open meeting before a Trustee may be reimbursed for such expenses." An amount not to exceed \$1,800 per trustee is requested to cover expenses related to travel, meal and lodging.

The request complies with Board Policy.

**FY24**

Board of Trustees : Out-of-State Travel Costs-01-90-00813-5503006: \$3,600

Primary Strategic Long Range Plan Goal: Organizational Culture. To accomplish this, we will: Integrate practices for workforce equity and inclusion. Define and implement a culture of service excellence and collaboration. Empower employees through high impact professional development and growth opportunities. Improve and enhance work systems and technology to support employees and deliver operational efficiencies.

#### RECOMMENDATION

That the Board of Trustees approves Trustee Appel to accompany a group of College faculty and administrators on a visit to Pierce College for a cost not to exceed \$1,800 per Trustee.

#### STAFF CONTACT

Wendy McCambridge  
Director Legislative Affairs & Special Assistant to the President

Approved and signed this 27th day of July, 2023

Christine M. Feuer  
CHAIR

Andrew Manno  
SECRETARY

AUGUST 24, 2023

**COLLEGE OF DuPAGE**  
**REGULAR BOARD MEETING**  
**BOARD APPROVAL**

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**SUBJECT**

Approval for Vice Chair Heidi Holan, Trustee Appel and Trustee Maureen Dunne to attend and be reimbursed expenses up to \$500 each to attend the Illinois Community College Trustees Association ("ICCTA") Board of Representatives and Committee Meetings on September 8-9, 2023 in Springfield, Illinois.

**REASON FOR CONSIDERATION**

In accordance with provisions of Board Policy 1.16, Trustee Education and Attendance at Conferences, Board Approval is required.

**BACKGROUND INFORMATION**

Policy No. 1.16 of the College Policy Manual states "Approval of the Board by a roll call vote at a public meeting is required in advance of attending professional conferences." It also states: "No trustee shall be reimbursed for travel, lodging or any other charges relating to such self-education activities without advance approval by the Board at a public meeting."

The requested \$500.00 (per trustee, per event) will cover the hotel accommodations and mileage reimbursement.

The request complies with Board Policy.

FY24

Board of Trustees: In-State Travel Costs 01-90-00813-5502006: \$1,500

Primary Strategic Long Range Plan Goal: Student Success. To accomplish this, we will: Create an institutional culture of student access, equity, and inclusion. Improve student persistence, completion, transfer, and job obtainment. Invest in academic excellence and innovation. Transform and innovate student support services and technology.

**RECOMMENDATION**

That the Board of Trustees approves for Vice Chair Heidi Holan, Trustee Appel and Trustee Maureen Dunne to attend and be reimbursed expenses up to \$500 each to attend the Illinois Community College Trustees Association ("ICCTA") Board of Representatives and Committee

Meetings on September 8-9, 2023 in Springfield, Illinois.

**STAFF CONTACT**

Erin Carrillo

Administrative Assistant VI

AUGUST 24, 2023

COLLEGE OF DuPAGE  
REGULAR BOARD MEETING  
BOARD APPROVAL

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SUBJECT

Personnel Actions

BACKGROUND INFORMATION

Ratification of Faculty & Classified Retirements

a. Ratification of Administrator Retirement

RECOMMENDATION

That the Board of Trustees ratifies the Administrator Appointments, Faculty Appointments, Administrator Re-appointment, Administrator Resignation and Administrator Retirement.

STAFF CONTACT

Bill Dial

Vice President Human Resources

[Personnel\\_Approval\\_Items\\_August\\_3\\_.pdf](#)

## RETIREMENT

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>End Date</u>	<u>Type</u>	<u>Years of Service</u>
<u>FACULTY</u> Marina Kuchinski*	Professor	Art	12/21/2023	COD	23 Yrs. 3 Mos.
<u>Classified</u> William Fenley	Maintenance Mechanic II	Engineering	09/29/2023	COD	24 Yrs. 3 Mos.
Debra Jeffay	Admissions Representative	Admissions & Outreach	11/30/2023	COD	19 Yrs. 3 Mos.

\*Change in Retirement date