

**From:** Kenneth Florey <kflorey@robbins-schwartz.com>  
**Sent:** Thursday, December 18, 2014 7:52 AM  
**To:** xxxxxxxx; John Kraft  
**Cc:** Vazquez, Res  
**Subject:** College of DuPage December Board Meeting

Dear Ms. Shaw, Mr. Jaeger, Mr. Andrzejewski and Mr. Kraft:

You have requested that the College move the location of its upcoming Board meeting to a larger room for the December 18, 2014 meeting. **Please be advised that the College will continue to hold its meetings in the College's Board Room.** The Board Room is specifically set up for board meeting purposes and has comfortable and adequate space for the general public. The Board meeting also will be broadcast with state of the art technology in comfortable and convenient rooms adjacent to and near the Board Room which are open and available to the public. The seating capacity for the main Board Room is 30 and the overflow rooms have additional seating capacities for up to 200 people. **All seating is general seating, on a first-come first seated basis.**

Should you have any questions, please contact me.

Ken Florey

**Kenneth M. Florey**

Attorney

Robbins Schwartz

55 W. Monroe St., Suite 800

Chicago, Illinois 60603-5144

p: 312.332.7760 f: 312.332.7768

[kflorey@robbins-schwartz.com](mailto:kflorey@robbins-schwartz.com)

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