



COLLEGE OF DuPAGE

Board of Trustees Meeting

Thursday, August 18, 2011

Board Meeting Agenda
August 18, 2011

- 1. Call to Order and Roll Call**
- 2. Moved to Closed Session**
- 3. Return to Open Session**
 - A. Approval of Agenda**

COLLEGE OF DUPAGE
REGULAR BOARD MEETING

STANDARD BOARD APPROVAL

1. SUBJECT

Approval of Regular Board Meeting Agenda.

2. PURPOSE

At this time, the Board may approve tonight's Agenda.

3. RECOMMENDATION

It is recommended that the Board of Trustees approve tonight's Board Meeting Agenda.

SIGNATURE PAGE FOR APPROVAL OF BOARD MEETING AGENDA

ITEM(S) ON REQUEST

That the Board of Trustees approves the August 18, 2011 Board Meeting Agenda.

Carol A. Blotter 8/3/11
Administrative Assistant, Office of the President Date

Joseph E. Colson FOR RL BREUDER 8-3-11
President Date

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 502
COUNTIES OF DuPAGE, COOK AND WILL,
STATE OF ILLINOIS

THURSDAY, AUGUST 18, 2011

REGULAR BOARD MEETING AGENDA

7:00 p.m. – REGULAR BOARD MEETING – SRC-2052

1. **CALL TO ORDER and ROLL CALL**
2. **CLOSED SESSION**
3. **RESUME OPEN MEETING**
 3. A. Approval of Regular Meeting Agenda
4. **PRESENTATIONS**
 4. A. Faculty / Student Showcase
 - Professor Chikako Kumamoto - ESSAI
5. **STUDENT TRUSTEE'S REPORT**
6. **PRESIDENT'S REPORT**
 - Accreditation of Associates Degree in Nursing (ADN) Program
 - "Laps With the Chaps" – Joe Moore and Ken Gray
7. **COMMENTS FROM COLLEGE OF DUPAGE EMPLOYEES**
8. **COMMENTS FROM CITIZENS**
 8. A. District No. 502 Citizens
 8. B. Citizens-at-Large
9. **CONSENT AGENDA**** (Roll Call Vote)
 9. A. **For Information: Standard Items**
 9. A. 1) Gifts and Grants Report
 9. A. 2) Governmental Consortium/Cooperative Purchases Report – *None this month*
 9. A. 3) Financial Statements
 - a) Schedule of Investments
 - b) Operating Funds – Budget and Expenditures
 - c) Disposal of Capital Assets

9. B. For Approval: Standard items

9. B. 1) Minutes

- a) 7/12/11 Closed Session – *Confidential for Board Only*
- b) 7/12/11 Board of Trustees Meeting

9. B. 2) Financial Reports

- a) June Treasurer's Report
- b) July Treasurer's Report
- c) Payroll and Accounts Payable Report

9. B. 3) Bids

- a) Berg Instructional Center (BIC) Boiler Refurbishments
- b) Landscaping Bid Package #2, Project #28 Contract Rescission

9. B. 4) Requests for Proposals

- a) Banking Services
- b) Student Debit Card Services

9. B. 5) Purchase Orders

- a) ESM Solutions Corporation Annual Software Support Maintenance Renewal
- b) Siemens Building Automation System Maintenance Contract
- c) Mail Order Generic Prescription Drug Provider for Benefited Employees
- d) Architect Contracts
- e) Comcast Internet Services Agreement

9. B. 6) Personnel Actions

- a) Ratification of Administrator Appointments
- b) Ratification of Managerial Appointments
- c) Ratification of Classified Appointments
- d) Ratification of Managerial Promotions / Transfers
- e) Ratification of Classified Promotions / Transfers
- f) Ratification of Administrator Resignation / Terminations
- g) Ratification of Faculty Resignations / Terminations
- h) Ratification of Classified Resignations / Terminations
- i) Ratification of Faculty Retirements
- j) Ratification of Classified Retirements
- k) Ratification of Faculty Extended Personal Leave Without Pay

9. C. For Information: Construction-Related Items

9. C. 1) Monthly Construction Project Summary

9. D. For Approval: Construction-Related Items

9. D. 1) Ratification of Construction Change Orders

- Referendum-Related Projects
- Capital Budget Projects

- 9. D. 2) **Approval of Construction Change Orders**
 - Referendum-Related Projects
 - Capital Budget Projects
- 9. D. 3) **Approval of Final Construction Compliance Culinary & Hospitality Center (CHC)**
- 9. D. 4) **Approval of Final Construction Compliance Homeland Security Education Center (HEC)**
- 9. D. 5) **Approval of Final Construction Compliance Berg Instructional Center (BIC), Student Resource Center (SRC) Renovation Project, Phase I**

10. NEW BUSINESS

10. A. For Information
None.

10. B. For Approval

- 1) **Non-Union Part-Time Teaching Faculty Rate Increase**
- 2) **Semi-Annual Review of Closed Session Minutes**
- 3) **Semi-Annual Authorization for Destruction of Verbatim Records of Closed Session Meetings**
- 4) **College of DuPage Adjuncts Association (CODAA) Contract IEA/NEA**
- 5) **Operating Engineers Contract**
- 6) **Approval of New AAS Degree and Certificate in Information System Security (INFOSEC) 4011 Professional**
- 7) **Approval of New AAS Degree and Certificate in Game Design and Development**
- 8) **Approval of New AAS Degree and Certificate in Game Programming and Development**
- 9) **Approval of Revision to the 2011-2012 Academic Calendar**
- 10) **Approval of Treasurer's Bond**
- 11) **Glen Ellyn Easements – Traffic Signal and Public Sidewalk**

11. ANNOUNCEMENTS BY BOARD CHAIRMAN

11. A. Communications

11. B. Calendar Dates

On-Campus Events (Note: * = Required Board Event)

- **Thursday, September 15 – Regular Board Meeting; SSC-2200 – 7:00 p.m.***
 NOTE NEW LOCATION

Off-Campus Events

12. **ADJOURN**

FUTURE MEETING

Thursday, September 15, 2011

7:00 p.m. – Regular Board Meeting – SSC-2200
NOTE NEW LOCATION

- ** Certain recurring recommendations may be included in the Consent Agenda at the discretion of the President. At the request of a Trustee or the President, an item may be removed from the Consent Agenda for separate discussion or approval.

- 4. PRESENTATIONS**
 - A. Faculty / Student Showcase**
- 5. STUDENT TRUSTEE'S REPORT**
- 6. PRESIDENT'S REPORT**

- 7. Comments from College of DuPage Employees**

- 8. Comments from Citizens**
 - A. District No. 502 Citizens**
 - B. Citizens-at-Large**

9. CONSENT AGENDA

A. For INFORMATION: Standard Items

- 1) Gifts and Grants Report**
- 2) Governmental Consortium /
Cooperative Purchases Report –
*None this month***
- 3) Financial Statements**

**COLLEGE OF DUPAGE
REGULAR BOARD MEETING**

STANDARD BOARD INFORMATION

1. **SUBJECT**

Gifts and Grants Status Report.

2. **REASON FOR CONSIDERATION**

The Board is provided with a monthly update of gifts and grants.

3. **BACKGROUND INFORMATION**

The attachments report the status of cash donations and in-kind gifts to the Foundation and the current status of operational public and private grants to the College.

College of DuPage Foundation Monthly Gift Summary Report

6/28/11 - 7/28/11

Fund Description	Gift Count	Cash	Pledges/Stocks	Gifts-In-Kind	Other	Total
Buffalo Theatre Ensemble	10	\$870.00	\$300.00	\$0.00	\$0.00	\$1,170.00
CDW Women in Technology Scholarship Fund	1	\$0.00	\$4,500.00	\$0.00	\$0.00	\$4,500.00
College of DuPage Faculty Association Scholarship	4	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
Community Farm Fund	5	\$850.00	\$0.00	\$0.00	\$0.00	\$850.00
Culinary & Hospitality Center	6	\$2,266.00	\$2,000.00	\$0.00	\$0.00	\$4,266.00
Dick Wood Memorial Scholarship Fund	1	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
General Fund	11	\$310.00	\$0.00	\$0.00	\$0.00	\$310.00
General Scholarship Fund	19	\$273.00	\$0.00	\$0.00	\$0.00	\$273.00
Golf 2012	1	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Golf 2013	1	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Golf Day 2011	39	\$23,025.00	\$24,650.00	\$2,528.00	\$0.00	\$50,203.00
Homeland Security Programs	10	\$2,866.00	\$500.00	\$20,826.00	\$0.00	\$24,192.00
Louis J. Mannion Scholarship	2	\$48.00	\$0.00	\$0.00	\$0.00	\$48.00
MAC Annual Fund	33	\$7,866.10	\$0.00	\$0.00	\$0.00	\$7,866.10
Mary Mack Scholarship	2	\$55.00	\$0.00	\$0.00	\$0.00	\$55.00
New Philharmonic/DuPage Opera Theatre	27	\$6,063.70	\$0.00	\$0.00	\$0.00	\$6,063.70
Shirley A. Benson Nursing Endowment	1	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00
Shirley A. Benson Nursing Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Study Abroad Scholarship Fund	4	\$70.00	\$0.00	\$0.00	\$0.00	\$70.00
WDCB Public Radio Future Fund	7	\$230.00	\$60.00	\$0.00	\$0.00	\$290.00
Grand Totals:		\$70,942.80	\$42,010.00	\$23,354.00	\$0.00	\$136,306.80

140 Donor(s) listed

3 planned gifts this period

College of DuPage Foundation
FY12 Year-to-Date Summary Report

7/1/11 - 7/31/11

Fund Description	Gift Count	Cash	Pledges/Stocks	Gifts-In-Kind	Other	Total
Buffalo Theatre Ensemble	3	\$350.00	\$300.00	\$0.00	\$0.00	\$650.00
CDW Women in Technology Scholarship Fund	1	\$0.00	\$4,500.00	\$0.00	\$0.00	\$4,500.00
College of DuPage Faculty Association Scholarship	2	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
Community Farm Fund	1	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Culinary & Hospitality Center	4	\$2,158.00	\$2,000.00	\$0.00	\$0.00	\$4,158.00
General Fund	6	\$205.00	\$0.00	\$0.00	\$0.00	\$205.00
General Scholarship Fund	10	\$139.00	\$0.00	\$0.00	\$0.00	\$139.00
Golf 2012	1	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Golf 2013	1	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Golf Day 2011	29	\$21,425.00	\$22,550.00	\$1,983.00	\$0.00	\$45,958.00
Homeland Security Programs	8	\$2,358.00	\$500.00	\$20,826.00	\$0.00	\$23,684.00
Louis J. Mannion Scholarship	1	\$24.00	\$0.00	\$0.00	\$0.00	\$24.00
MAC Annual Fund	19	\$2,772.00	\$0.00	\$0.00	\$0.00	\$2,772.00
Mary Mack Scholarship	3	\$105.00	\$0.00	\$0.00	\$0.00	\$105.00
Shirley A. Benson Nursing Endowment	1	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00
Shirley A. Benson Nursing Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Study Abroad Scholarship Fund	2	\$35.00	\$0.00	\$0.00	\$0.00	\$35.00
WDCB Public Radio Future Fund	4	\$120.00	\$60.00	\$0.00	\$0.00	\$180.00
Grand Totals:		\$56,216.00	\$39,910.00	\$22,809.00	\$0.00	\$118,935.00

85 Donor(s) listed

Total of 12 planned gifts on record

**College of DuPage
FY11 Grants Report
June 28, 2011 - June 30, 2011**

Note: New Entries in Bold

Granting Agency	Title	Division	Project Director	Type	Amount	Start Date	End Date	Description
COMPETITIVE GRANTS								
Illinois Department of Commerce and Economic Opportunity (DCEO)	PTAC (2nd Half) FY11	Business & Technology	Rita Haake	Federal/State	\$9,000	8/1/10	6/30/11	To support operations of the COD Center for Entrepreneurship Procurement Technical Assistance Center (PTAC).
Illinois Law Enforcement Training and Standards Board	SLEA Equipment Acquisition	Suburban Law Enforcement Academy (SLEA)	William Lawler	State	\$ 15,000	6/1/11	6/30/11	Foam furniture props for business and residential training scenarios; a light bar and siren package for the SLEA squad car; and protective safety gear to be used in personal defense training.
COMPETITIVE GRANTS (Includes grants from State, Federal and Private Agencies where the proposal was in competition with other proposals and awards were made to a select number of institutions based on the merits of the project and proposal.)					\$24,000			

**College of DuPage
FY12 Grants Report
July 1, 2011 - July 31, 2011**

Granting Agency	Title	Division	Project Director	Type	Amount	Start Date	End Date	Description
NO GRANTS AWARDED - JULY 2011								
FY12 Total All Grants: as of July 31, 2011					\$0			

**COLLEGE OF DUPAGE
REGULAR BOARD MEETING**

STANDARD BOARD INFORMATION

1. **SUBJECT**

Governmental Consortium/Cooperative Purchases Report.

There are no Governmental Consortium/Cooperative Purchases to report this month.

COLLEGE OF DUPAGE
REGULAR BOARD MEETING

STANDARD BOARD INFORMATION

1. SUBJECT

Financial Statements.

2. REASON FOR CONSIDERATION

For monthly Board information.

3. BACKGROUND INFORMATION

- a) Schedule of Investments – This report is presented to the Board for information each month. It lists the Schedule of Investments for each of the College's Funds. The report details the purchase and maturity dates and interest rate earned.
- b) Operating Funds – Budget and Expenditures - This report is presented to the Board for information each month. It lists the budget-to-actual results for the current fiscal year for the Operating Funds.
- c) Disposal of Capital Assets – This report is presented to the Board for information on a quarterly basis (August, November, February, May). This report lists the reason for the disposal, location, number of items and their respective dollar values.

COLLEGE OF DUPAGE
COMMUNITY COLLEGE DISTRICT NO. 502
INVESTMENT SCHEDULE
July 31, 2011

FINANCIAL INSTITUTION	DATE PURCHASED	DATE OF MATURITY	INTEREST RATE	PRINCIPAL	ANTICIPATED (TERM) INTEREST *
OPERATING INVESTMENTS:					
EDUCATIONAL FUND					
PFM Liquidity Acct	N/A	N/A	0.11	\$ 46,125,291	
Northern Trust Short Ultra Bond	N/A	N/A		5,020,351	
MB Invest acct	N/A	N/A	0.25	8,179,159	
US Bank - IL FUNDS	N/A	N/A	0.06	31,627,906	
				90,952,707	\$ -
OPERATIONS AND MAINTENANCE FUND					
Wheaton Bank & Trust NOW acct	N/A	N/A	0.15	14,086,840	
US Bank - IL FUNDS	N/A	N/A	0.06	5,959,485	
				20,046,324	-
OPERATIONS AND MAINTENANCE (RESTRICTED) FUND					
PFM Investments	N/A	N/A		17,447,497	
PFM Fair Market Value Adjustment	N/A	N/A		2,274	
PFM IIIT	N/A	N/A		38,775	
MB Invest acct	N/A	N/A	0.25	7,511,121	
Citibank Savings Deposit Account	N/A	N/A	0.11	3,010,928	
PFM Liquidity Acct	N/A	N/A	0.11	2,018,547	
US Bank - IL FUNDS	N/A	N/A	0.06	205,617	
US Bank - IL FUNDS	N/A	N/A	0.06	12,295	
				30,247,054	-
DEBT SERVICE FUND					
US Bank - IL FUNDS	N/A	N/A	0.06	10,852,858	
				10,852,858	-
AUXILIARY FUND					
US Bank - IL FUNDS	N/A	N/A	0.06	3,006,229	
				3,006,229	-
WORKING CASH FUND					
PFM Investments	N/A	N/A		7,944,010	
PFM Fair Market Value Adjustment	N/A	N/A		975	
PFM IIIT	N/A	N/A		16,618	
US Bank - IL FUNDS	N/A	N/A	0.06	201,195	
				8,162,798	-
SUB-TOTAL OPERATING INVESTMENTS				163,267,971	-
BOND INVESTMENTS:					
Series 2009B					
PMA - Keybank, NA	05/27/09	08/08/11	2.17	3,757,515	178,970
PMA - Keybank, NA	05/27/09	09/08/11	2.23	3,757,516	191,117
PMA - Keybank, NA	05/27/09	10/11/11	2.28	3,649,231	197,374
PMA - Keybank, NA	05/27/09	11/09/11	2.34	3,332,565	191,266
PMA - Keybank, NA	05/27/09	12/12/11	2.23	1,548,878	88,700
PFM Const Bond Fund	N/A	N/A	0.11	4,415,519	
ISDLAF+ Money Market Account	N/A	N/A	0.02	12,713,787	
				33,175,012	847,428
SUB-TOTAL BOND INVESTMENTS				33,175,012	847,428
GRAND TOTAL ALL INVESTMENTS				\$ 196,442,982	\$ 847,428

* Note: Anticipated Interest is only calculated for time deposit investments.

**COLLEGE OF DUPAGE
COMMUNITY COLLEGE DISTRICT NO. 502
INVESTMENT SCHEDULE
July 31, 2011**

	OUTSTANDING INVESTMENTS PRINCIPAL	FY2012 INTEREST BUDGET	BUDGETED PLANNED TO DATE	INTEREST EARNED TO DATE
EDUCATIONAL FUND	\$ 90,952,707	\$ 150,000	\$ 12,500	\$ 6,624
OPERATIONS AND MAINTENANCE FUND	20,046,324	35,000	2,917	1,782
OPERATIONS AND MAINTENANCE (RESTRICTED) FUND	63,422,066	262,500	21,875	39,427
DEBT SERVICE FUND	10,852,858	262,500	21,875	449
AUXILIARY FUND	3,006,229	-	-	174
WORKING CASH FUND	8,162,798	40,000	3,333	1,865
	<u>\$ 196,442,982</u>	<u>\$ 750,000</u>	<u>\$ 62,500</u>	<u>\$ 50,321</u>

**COLLEGE OF DUPAGE
COMMUNITY COLLEGE DISTRICT NO. 502
CONSTRUCTION BONDS
July 31, 2011**

College of DuPage - 2003 A Building Bonds

Date of Issue		3/5/2003
Original Bond Proceeds	\$	100,000,000
Original Expense Budget	\$	100,000,000
Expenses to Date	\$	117,435,382
Future Funds Available	\$	-

College of DuPage - 2003 B Building Bonds

Date of Issue		3/5/2003
Original Bond Proceeds	\$	32,000,000
Original Expense Budget	\$	32,000,000
Expenses to Date	\$	36,644,718
Future Funds Available	\$	-

College of DuPage - 2007 Building Bonds

Date of Issue		2/28/2007
Original Bond Proceeds	\$	83,000,000
Original Expense Budget	\$	83,000,000
Expenses to Date	\$	89,522,565
Future Funds Available	\$	-

College of DuPage - 2009 A Building Bonds

Date of Issue		5/4/2009
Original Bond Proceeds	\$	12,967,771
Original Expense Budget	\$	12,967,771
Expenses to Date	\$	13,130,698
Future Funds Available	\$	-

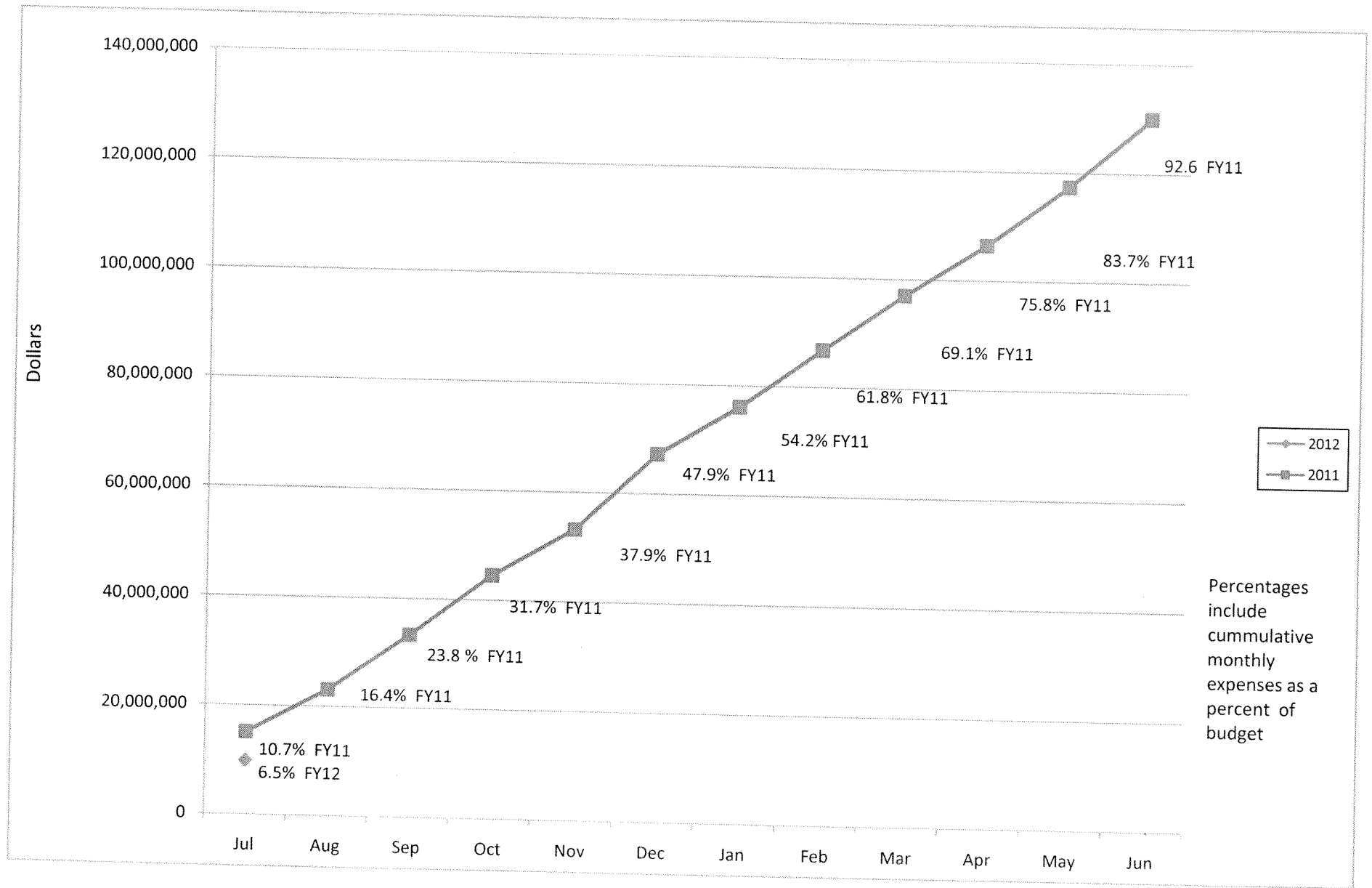
College of DuPage - 2009 B Taxable Building Bonds

Date of Issue		5/4/2009
Original Bond Proceeds	\$	62,175,928
Original Expense Budget	\$	62,175,928
Expenses to Date	\$	30,251,644
Future Funds Available	\$	33,175,012

COLLEGE OF DUPAGE
FISCAL YEAR 2011 BUDGET AND EXPENDITURES
Preliminary July 31, 2011
As of July 31, 2011 2 of 26 Payrolls have occurred = 7.7%

<u>DIVISION</u>	<u>BUDGET YTD</u>	<u>EXPENDITURES YEAR TO DATE</u>	<u>FUTURE COMMITMENTS</u>	<u>TOTAL COMMITTED</u>	<u>UNCOMMITTED BALANCE</u>	<u>% OF BUDGET COMMITTED</u>
EDUCATION FUND						
President	\$ 1,066,760	\$ 61,087	\$ 27,423	\$ 88,510	\$ 978,250	8.30%
Govern. Relations/Board of Trustees	548,855	24,583	19,709	44,292	504,563	8.07%
Academic Affairs						
Academic Affairs Administration	5,238,599	263,524	103,972	367,496	4,871,103	7.02%
Business & Technology	14,769,197	1,067,927	106,198	1,174,125	13,595,072	7.95%
Health & Social Sciences	32,295,695	2,358,308	119,276	2,477,584	29,818,111	7.67%
Liberal Arts	21,699,384	1,366,598	65,830	1,432,428	20,266,956	6.60%
Library	7,855,704	646,419	218,970	865,389	6,990,315	11.02%
Continuing Education	2,256,759	198,779	7,474	206,253	2,050,506	9.14%
Student Services	5,225,915	288,067	7,359	295,426	4,930,489	5.65%
Information Technology	14,762,875	1,304,869	846,394	2,151,263	12,611,612	14.57%
Plan & Inst Effectiveness	961,230	78,045	8,748	86,793	874,437	9.03%
Development & Foundation	1,187,309	102,900	145,589	248,489	938,820	20.93%
Enrollment Management	5,053,725	278,620	11,075	289,695	4,764,030	5.73%
Total Academic Affairs	111,306,392	7,954,056	1,640,885	9,594,941	101,711,451	8.62%
Administrative Affairs						
Administrative Affairs Admin.	767,136	23,758	2,023	25,781	741,355	3.36%
Business Affairs	2,056,833	59,641	24,144	83,785	1,973,048	4.07%
Police Department	2,167,277	147,187	22,625	169,812	1,997,465	7.84%
Finance Office	3,971,992	168,552	491	169,043	3,802,949	4.26%
Facilities/Plant Administration	4,014,955	158,459	832,459	990,918	3,024,037	24.68%
Risk Management	357,682	10,181	6,521	16,702	340,980	4.67%
General Institutional	21,282,628	900,832	8,363	909,195	20,373,433	4.27%
Total Administrative Affairs	34,618,503	1,468,610	896,626	2,365,236	32,253,267	6.83%
Human Resources	2,181,720	275,483	(164,114)	111,369	2,070,351	5.10%
External Relations	3,688,337	148,859	611,977	760,836	2,927,501	20.63%
Total Education Fund:	\$ 153,410,567	\$ 9,932,678	\$ 3,032,506	\$ 12,965,184	\$ 140,445,383	8.45%
OPERATIONS & MAINTENANCE FUND						
Administrative Affairs	\$ 13,684,470	\$ 467,115	\$ 594,519	\$ 1,061,634	\$ 12,622,836	7.76%
Information Technology	748,541	1,100	726,676	727,776	20,765	97.23%
Total Operations & Maintenance Fund:	\$ 14,433,011	\$ 468,215	\$ 1,321,195	\$ 1,789,410	\$ 12,643,601	12.40%
Total General Funds	\$ 167,843,578	\$ 10,400,893	\$ 4,353,701	\$ 14,754,594	\$ 153,088,984	8.79%

FY 2011 & FY 2012 Education Fund Expenditures



COLLEGE OF DUPAGE
DISPOSAL OF CAPITAL ASSETS
SUMMARY PAGE
FOR THE PERIOD APRIL 1, 2011 THROUGH JUNE 30, 2011

REASON FOR DISPOSAL	NUMBER OF ITEMS	DOLLAR VALUE COST	PROCEEDS
DAMAGED (DA)	1	\$ 9,450.00	\$
DISCARDED FOR OBSOLESCENCE (DB)	16	225,174.00	
SOLD (SO)	53	486,640.02	4,230.00
TOTAL	69	\$ 721,264.02	\$ 4,230.00

Locations partially inventoried during the quarter included: HSC Building, MAC Building, and CHC Building.

Reviewed at the Board of Trustees Meeting, August 18, 2011

COLLEGE OF DUPAGE
DISPOSAL OF CAPITAL ASSETS
FOR THE PERIOD APRIL 1, 2011 THROUGH JUNE 30, 2011

DISPOSAL DATE	FIXED ASSET TAG NUMBER	DESCRIPTION	ACQUISITION DATE	ACQUISITION METHOD	ORIGINAL COST	REASON FOR DISPOSAL
05/10/2011	000061778	DENTAL EQUIPMENT	04/29/2003	Purchase	\$9,450.00	Damaged
				TOTAL:	\$9,450.00	

**COLLEGE OF DUPAGE
DISPOSAL OF CAPITAL ASSETS
FOR THE PERIOD APRIL 1, 2011 THROUGH JUNE 30, 2011**

[illegible]

**COLLEGE OF DUPAGE
DISPOSAL OF CAPITAL ASSETS
FOR THE PERIOD APRIL 1, 2011 THROUGH JUNE 30, 2011**

DISPOSAL DATE	FIXED ASSET TAG NUMBER	DESCRIPTION	ACQUISITION DATE	ACQUISITION METHOD	ORIGINAL COST	REASON FOR DISPOSAL	PROCEEDS
06/27/2011	000047780	COMPUTER EQUIPMENT	11/29/1995	Purchase	\$2,765.00	Sold	\$4,230.00
06/27/2011	000051096	LASER PRINTERS	11/14/1997	Purchase	\$3,046.67	Sold	(Total for all Sold Items)
06/27/2011	000043634	PROJECTION PANELS	09/17/1993	Purchase	\$4,875.00	Sold	
06/27/2011	000043605	PROJECTION PANELS	09/13/1993	Purchase	\$3,360.00	Sold	
06/27/2011	000039831	OTHER-COMPUTER EQUIPMENT	09/02/1992	Purchase	\$23,870.00	Sold	
06/27/2011	000060333	VIDEO/SOUND RECOR/REPR EQUIPMENT	01/09/2002	Purchase	\$3,980.00	Sold	
06/27/2011	000058937	COMPUTER EQUIPMENT	07/17/2001	Purchase	\$3,882.00	Sold	
06/27/2011	000060335	COMPUTER EQUIPMENT	02/04/2002	Purchase	\$4,219.00	Sold	
06/27/2011	000058369	COMPUTER EQUIPMENT	02/22/2001	Purchase	\$11,590.00	Sold	
06/27/2011	000066156	GATEWAY 4000 SERVER	12/05/2005	Purchase	\$5,984.50	Sold	
06/27/2011	000064589	COMPUTER EQUIPMENT	11/02/2004	Purchase	\$5,491.00	Sold	
06/27/2011	000064590	COMPUTER EQUIPMENT	11/02/2004	Purchase	\$5,491.00	Sold	
06/27/2011	000064591	COMPUTER EQUIPMENT	11/03/2004	Purchase	\$7,822.00	Sold	
06/27/2011	000064592	COMPUTER EQUIPMENT	11/02/2004	Purchase	\$6,510.00	Sold	
06/27/2011	000064593	COMPUTER EQUIPMENT	11/03/2004	Purchase	\$6,510.00	Sold	
06/27/2011	000064594	COMPUTER EQUIPMENT	11/05/2004	Purchase	\$24,357.00	Sold	
06/27/2011	000064598	COMPUTER EQUIPMENT	11/02/2004	Purchase	\$7,822.00	Sold	
06/27/2011	000064599	COMPUTER EQUIPMENT	11/03/2004	Purchase	\$7,822.00	Sold	
06/27/2011	000064600	COMPUTER EQUIPMENT	11/03/2004	Purchase	\$16,894.00	Sold	
06/27/2011	000064601	COMPUTER EQUIPMENT	11/04/2004	Purchase	\$24,336.00	Sold	
06/27/2011	000064587	COMPUTER EQUIPMENT	11/02/2004	Purchase	\$5,491.00	Sold	
06/27/2011	000064945	9510 SERVER	08/29/2005	Purchase	\$9,449.00	Sold	
06/27/2011	000063224	COMPUTER EQUIPMENT	03/17/2004	Purchase	\$11,319.00	Sold	
06/27/2011	000064797	PERIPHERAL EQUIPMENT	02/04/2005	Purchase	\$18,892.00	Sold	
06/27/2011	000064802	SOFTWARE (=>\$1000)	04/05/2005	Purchase	\$3,646.50	Sold	
06/27/2011	000064808	COMPUTER EQUIPMENT	06/23/2005	Purchase	\$22,494.00	Sold	
06/27/2011	000064809	850SCSI SOTRAGE ENCLOS	08/15/2005	Purchase	\$9,174.00	Sold	
06/27/2011	000064810	850SCSI SOTRAGE ENCLOS	08/15/2005	Purchase	\$10,092.00	Sold	
06/27/2011	000064819	COMPUTER EQUIPMENT	04/19/2005	Purchase	\$6,036.00	Sold	
06/27/2011	000064820	COMPUTER EQUIPMENT	04/19/2005	Purchase	\$6,792.00	Sold	
06/27/2011	000064821	COMPUTER EQUIPMENT	03/21/2005	Purchase	\$13,417.00	Sold	
06/27/2011	000064822	COMPUTER EQUIPMENT	03/22/2005	Purchase	\$14,245.00	Sold	
06/27/2011	000064823	COMPUTER EQUIPMENT	03/24/2005	Purchase	\$30,408.00	Sold	
06/27/2011	000064824	COMPUTER EQUIPMENT	04/19/2005	Purchase	\$6,036.00	Sold	
06/27/2011	000063292	COMPUTER EQUIPMENT	02/26/2004	Purchase	\$7,264.00	Sold	
06/27/2011	000063293	COMPUTER EQUIPMENT	02/26/2004	Purchase	\$7,264.00	Sold	
06/27/2011	000063294	COMPUTER EQUIPMENT	02/26/2004	Purchase	\$7,264.00	Sold	
06/27/2011	000063295	COMPUTER EQUIPMENT	02/26/2004	Purchase	\$7,264.00	Sold	
06/27/2011	000064387	COMPUTER EQUIPMENT	08/24/2004	Purchase	\$7,050.00	Sold	
06/27/2011	000064404	COMPUTER EQUIPMENT	08/24/2004	Purchase	\$7,050.00	Sold	

**COLLEGE OF DUPAGE
DISPOSAL OF CAPITAL ASSETS
FOR THE PERIOD APRIL 1, 2011 THROUGH JUNE 30, 2011**

DISPOSAL DATE	FIXED ASSET TAG NUMBER	DESCRIPTION	ACQUISITION DATE	ACQUISITION METHOD	ORIGINAL COST	REASON FOR DISPOSAL	PROCEEDS
06/27/2011	000064405	COMPUTER EQUIPMENT	08/24/2004	Purchase	\$7,050.00	Sold	
06/27/2011	000064406	COMPUTER EQUIPMENT	08/24/2004	Purchase	\$7,050.00	Sold	
06/27/2011	000064407	COMPUTER EQUIPMENT	08/24/2004	Purchase	\$7,050.00	Sold	
06/27/2011	000064408	COMPUTER EQUIPMENT	08/24/2004	Purchase	\$7,050.00	Sold	
06/27/2011	000061725	COMPUTER EQUIPMENT	05/23/2003	Purchase	\$6,414.00	Sold	
06/27/2011	000061876	COMPUTER EQUIPMENT	06/30/2003	Purchase	\$12,555.00	Sold	
06/27/2011	000061877	COMPUTER EQUIPMENT	06/30/2003	Purchase	\$11,599.00	Sold	
06/27/2011	000061507	COMPUTER EQUIPMENT	11/12/2002	Purchase	\$7,847.00	Sold	
06/27/2011	000064958	BLUE SOCKET GATEWAY	02/07/2006	Purchase	\$4,652.50	Sold	
06/27/2011	000066236	RARITAN 216 KVM SWITCH	01/09/2006	Purchase	\$2,508.85	Sold	
06/27/2011	000066682	GATEWAY 9515R SERVER	09/21/2006	Purchase	\$8,639.00	Sold	
06/27/2011	000066972	GATEWAY E9520T SERVER	02/20/2007	Purchase	\$4,450.00	Sold	
06/27/2011	99G007261	GATEWAY E-9520 SERVER	06/25/2007	Purchase	\$8,500.00	Sold	
				TOTAL:	\$486,640.02		\$4,230.00

9. CONSENT AGENDA

B. For APPROVAL: Standard Items

- 1) Minutes**
- 2) Financial Reports**
- 3) Bids**
- 4) Requests for Proposals (RFP)**
- 5) Purchase Orders (PO)**
- 6) Personnel Actions**

COLLEGE OF DUPAGE
REGULAR BOARD MEETING

STANDARD BOARD APPROVAL


-
1. SUBJECT
Approval of Board Meeting Minutes.
 2. REASON FOR CONSIDERATION
The minutes of all Board of Trustees Meetings of Community College District 502 must be approved by the Trustees at a public Board Meeting.
 3. BACKGROUND INFORMATION
Minutes are normally approved the month following the meeting dates.
 4. RECOMMENDATION
That the Board of Trustees approves the following Board Meeting Minutes:
 - a) 7/12/11 Closed Session Minutes – *Confidential for Board Only*
 - b) 7/12/11 Special Board Meeting Minutes

SIGNATURE PAGE FOR APPROVAL OF BOARD MEETING MINUTES

ITEM(S) ON REQUEST

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

- a) 7/12/11 Closed Session Minutes – *Confidential for Board Only*
- b) 7/12/11 Regular Board Meeting Minutes



7/27/11

Administrative Assistant, Office of the President

Date

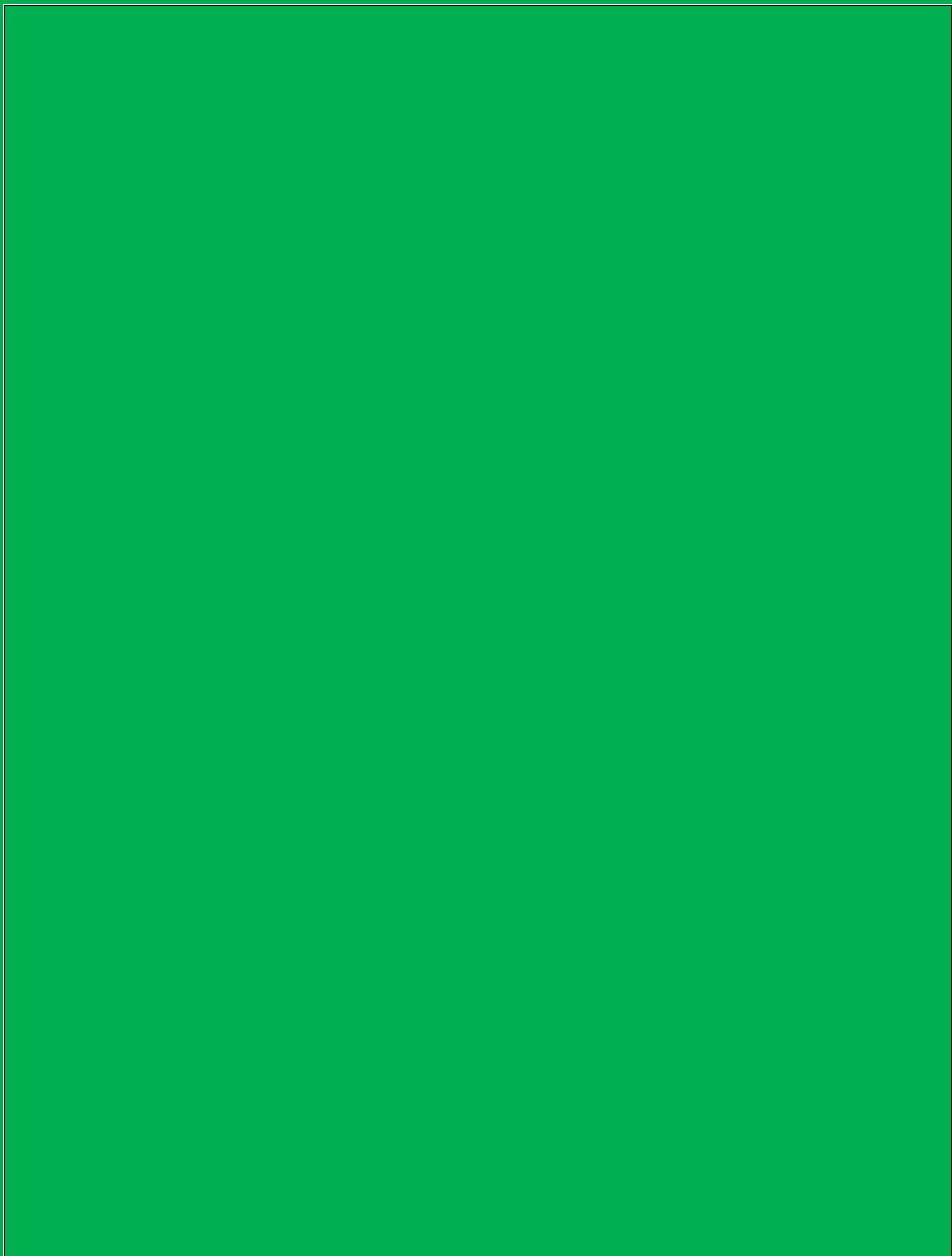


FOR DR. BREUER

7-27-11

President

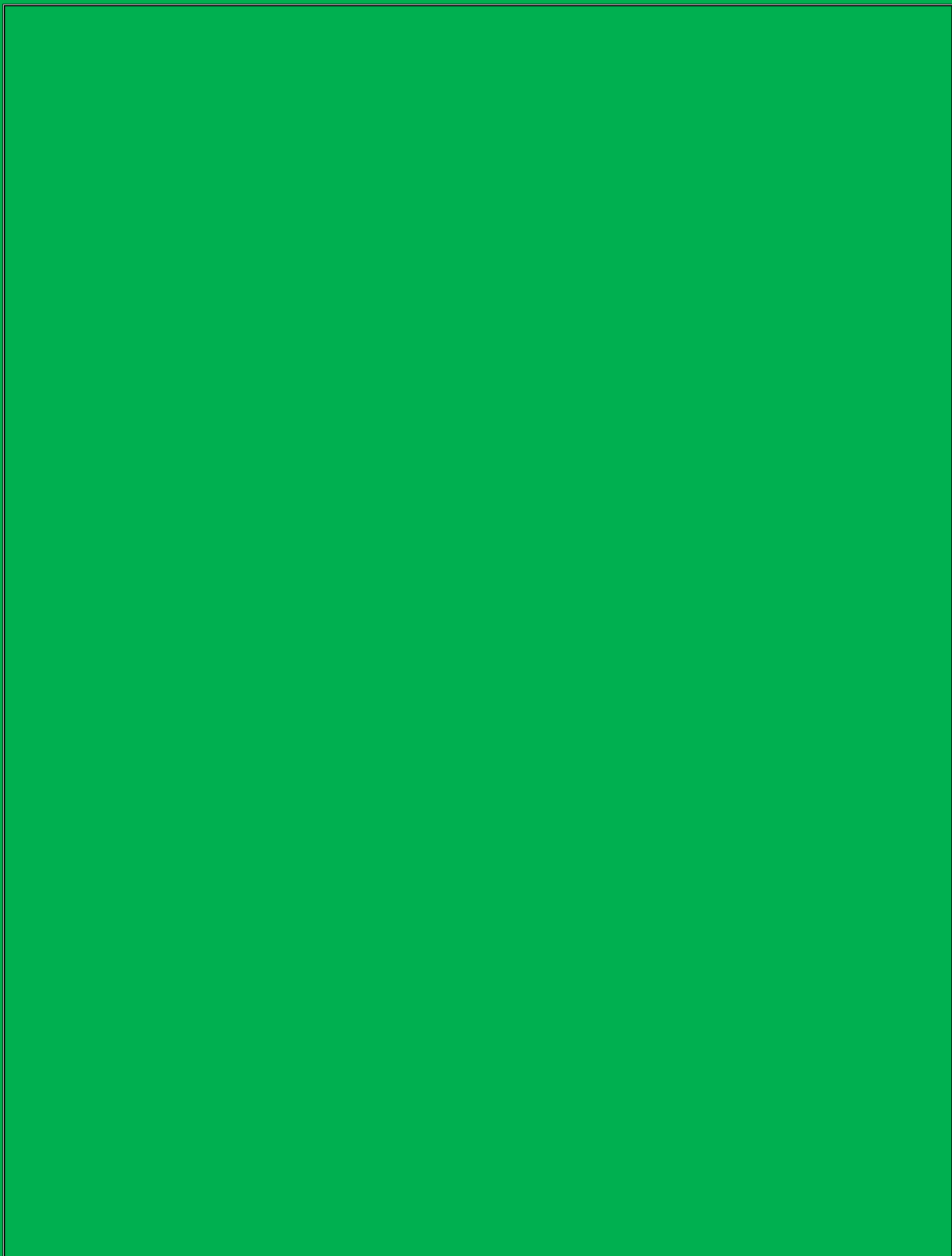
Date



7/12/11 Closed Session Minutes

CONFIDENTIAL

FOR BOARD ONLY



**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 502
COUNTIES OF DuPAGE, COOK AND WILL,
STATE OF ILLINOIS**

MINUTES OF THE SPECIAL MEETING

(Changed from July 14, 2011)

THURSDAY, JULY 12, 2011

HELD ON CAMPUS IN SRC-2052, GLEN ELLYN, IL

CALL TO ORDER

At 7:05 p.m., the Special Meeting of the Board of Trustees was called to order by Chairman Carlin.

ROLL CALL

Present: Trustees Erin Birt, David Carlin, Dianne McGuire, Allison O'Donnell (via telephone conference call), Kim Savage, Nancy Svoboda, Joseph Wozniak, and Student Trustee Lydia Whitten.

Also Present: President Dr. Robert L. Breuder, Legal Counsel Ken Florey, staff members, representatives of the press and visitors. (Minutes prepared by Carol Blotteaux, Administrative Assistant in the Office of the President.)

Chairman Carlin announced there would be a closed session meeting this evening after the presentations and public comments.

APPROVAL OF AGENDA

On voice vote, the Board of Trustees approved the Agenda for the Special Board Meeting of July 12, 2011. The motion carried unanimously.

PRESENTATIONS

Dr. Breuder introduced Faculty Senate President Ken Gray who presented Professor Judith Burgholzer of the Horticulture Department. Professor Burgholzer discussed the Horticulture program here at College of DuPage which has a current enrollment of 250 students ages 18-65. Seven different certificates are offered to address the various aspects of this field, including a Sustainable Landscape Certificate which was implemented last fall. We have a 12,000 sq. ft. greenhouse which is used as a learning lab here on campus. We partner with professional organizations, such as the Morton Arboretum. Our students learn skills they will need to be successful in this industry. Graduates work in

many different areas – floral design, golf courses, public gardens, nurseries, etc. Professor Burgholzer introduced a student, Peggy Kotecki, who has been a part of the Horticulture program for three years. She received her Landscape Certificate in May and currently works for Schwartz Nursery as a designer in garden sales. Ms. Kotecki indicated she is thankful for the opportunity to take the classes offered and the top notch instructors here at COD.

STUDENT TRUSTEE'S REPORT

There was no Student Trustee Report this month.

PRESIDENT'S REPORT

Dr. Breuder introduced Tom Glaser, Senior Vice President, Administration/Treasurer.

- Mr. Glaser discussed the recent visits by Moody's Investors Service and Standard & Poor's. They were impressed with the fact that we were able to grow credit hours over the last several years and increased our fund balance by \$50M in this economy. A tour of the campus included visiting the BIC renovation, the new Student Center, Culinary Center and Homeland Security Center.

On July 8, Moody's affirmed our Aaa rating with a stable outlook. Today, Standard & Poor's did the same. They based their findings on the conservative approach the Board has endorsed as to how we budget and manage our finances. We have a well diversified tax base which has grown over 6% in the last 5 years.

Unemployment in our district is below the state and national average. The only challenge they mentioned was that our tuition per credit hour is higher than other community colleges in the state. This is partly because of our size and the conservative approach used to manage our operations, moving away from dependence on state government and into a more tuition-based operation. When Moody's and Standard & Poor's complete their write-ups, they will be shared with the Board. Chairman Carlin indicated the fact that we have maintained our Aaa bond rating speaks well of the leadership of the College.

Dr. Breuder noted that, when you capture a Aaa bond rating, the taxpayers benefit because we can save money when we issue bonds without having to buy insurance. When you go to the marketplace with a Aaa rating, the bonds that are sold will be more attractive to the taxpayer than if we had a lower rating. We will sell \$168M in bonds at a very competitive interest rate.

- Dr. Breuder also introduced Mia Igyarto, the Director of Labor and Employee relations, who briefed the assembly on ongoing negotiations with four of our constituent groups on campus. She indicated continuing progress is being made. They recently completed negotiations with the operating engineers, will be finalizing the contract language and bringing it to the Board for approval at their meeting next month.

COMMENTS FROM COLLEGE OF DuPAGE EMPLOYEES

Faculty Senate President Ken Gray spoke about the many ways he communicates - with

the Board at these monthly meetings, with his monthly news column, the *Faculty Advocate*, and a weekly news letter to full-time faculty. He spoke of how he pulls from all areas of his life to show how and why the Association should engage and work with administration and the Board of Trustees. Tonight he spoke about karate. He is a black belt in Shotokan. Although it might sound strange to speak about karate at a Board meeting, the fundamental teachings he has learned apply to life. It teaches mentality over technique. Karate is not so much a fighting art, but is designed to stop a fight before it starts. It begins and ends with *re* – respect for others and self. In the *dojo*, we express *re* by bowing to each other. True *re* is a genuine and heartfelt respect expressed outwardly. Dr. Gray stated he hopes you realize that he has true *re* when we agree, when we disagree and even when we fight.

COMMENTS FROM CITIZENS

- Before Chairman Carlin introduced the first speaker, Counselor Ken Florey read a statement to the public which will be a part of all Public Comments. He reminded the public the purpose of the Public Comments portion of the Board meetings is to allow members of the public to address the Board regarding matters of general concern to the public as a whole. Consistent with the Open Meetings Act and the Illinois Community College Act, it is the policy of this Board to refrain from addressing confidential personnel matters involving current or former employees during the open session of this meeting. He asks the public to limit its comments accordingly.
- Nick Davison, Editor and Chief of the Courier, discussed the Courier Advisor position. He thanked the administration for meeting with him and Vikaas Shanker to discuss their concerns about the removal of the Courier Advisor. He noted a job description was posted for a part-time advisor, and expressed his concerns that this person would not be readily available full-time. It is important for the Advisor to be there full-time so the student editors can learn, grow and function smoothly.
- Vikaas Shanker, former Editor and Chief of the Courier, discussed his concerns about the removal of Kathy Striplin as the Courier Advisor and the selection of a part-time advisor.
- Jack Thorne thanked the Board for maintaining the Aaa bond rating, which is appreciated by the residents of the district. He again touched on matters of concern regarding the dispute between Glen Ellyn and the College.
- Justin Lemay, the recently elected Student Body President, wanted to introduce himself and state that he looks forward to presenting the student voice in an equal and balanced way this year. He hopes they have a productive year.
- Jennifer Wittstock, a former employee of the College, voiced her concerns over her termination. Ms. Wittstock indicated she has filed a complaint with the Illinois Department of Human Rights and EEOC. She is also pursuing charges for illegal discrimination under the Americans with Disabilities Act.

CLOSED SESSION

At 7:50 p.m., Trustee Birt motioned, Trustee Wozniak seconded, that the Board move into closed session for the purpose of discussing:

- The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body, including hearing testimony on a complaint

lodged against an employee or officer to determine its validity.

- 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.

RETURNED TO OPEN SESSION

At 9:30 p.m., Trustee O'Donnell motioned, Trustee Birt seconded, that the Board return to open session. On a roll call vote, all Trustees voted yes. After a brief break, returned to open session at 9:37 p.m.

CONSENT AGENDA

Trustee McGuire moved, Trustee Birt seconded, that the Board of Trustees approve the Consent Agenda consisting of the following items:

- A. The following items for BOARD INFORMATION only:
- 1) Gifts and Grants Report
 - 2) There was no Governmental Consortium/Cooperative Purchases Report this month.
 - 3) Financial Statements
- B. The following items for BOARD APPROVAL:
- 1) Minutes of the June Board Meetings
 - a) 6/23/11 Closed Session Board Meeting
 - b) 6/23/11 Regular Board Meeting
 - 2) Financial Reports
 - 3) Bid Items for:
 - a) Staff Services Envelopes to Forest Envelope, 1958 University Lane, Lisle, IL 60532, for a total expenditure of \$11,039.83.
 - b) Staff Services Paper, on an item-by-item basis, to the lowest responsible bidders as follows:

<u>Item #</u>	<u>Vendor</u>	<u>\$ Amount</u>
8a, 8b, 9a, 9b, 10a, 10b, 10c, 10d, 11a, 11b, 11c, 12a, 12b, 12c, 12d, 13 18, 19, 20	Midland Paper 101 E. Palatine Road Wheeling, IL 60090	\$ 38,724.40
1a, 1b, 1c, 1d, 1e	Paper 101 1770 N.E. 58 th Avenue Des Moines, IA 50313	\$119,800.00
2, 3, 4, 5, 6a, 6b, 7a, 7b, 14a, 14b, 14c, 15, 16, 17	Unisource Paper 1141 N. Swift Road Addison, IL 60101	\$ 9,487.00
for a total expenditure of:		<u>\$168,011.40</u>

c) Landscape Improvements – Bid Package #4 to the lowest responsible bidders as follows:

- Landscaping to Breezy Hill Nursery, 7530 288th Avenue, Salem, WI 53168, for the base bid total of \$848,697.45, Project #25 Alternate #5 for \$12,400.00, Project #25 Alternate #6 for \$133,332.00, for a total of \$994,429.45;
- Electric to Utility Dynamics, 23 Commerce Drive, Oswego, IL 60543, for the base bid total of \$214,441.70, Project #16 Alternate #3 for \$95,468.25, Project #25 Alternate #2, for \$14,861.20, Project #25 Alternate #3 for \$24,386.00, for a total of \$349,157.15;
- Masonry to A. Horn Inc., 125 Harrison Street, Barrington, IL 60010, for the base bid total of \$195,150.00, Project #25 Alternate #2 for \$106,949.60, Project #25 Alternate #3 for \$28,800.00, Project #25 Alternate #8 for \$231,276.24, for a total of \$562,175.84;
- Utilities to Pirtano Construction, 1766 Armitage Court, Addison, IL 60101, for the base bid total of \$105,933.00, Project #16 Alternate #1 for \$111,597.00, for a total of \$217,530.00;
- Water Feature to Schaeffges Brothers, Inc., 851 Seton Court, Wheeling, IL 60090 for the base bid total of \$330,000.00, Project #16 Alternate #2 for \$50,000.00 for a total of \$380,000.00; for a total expenditure of \$2,503,292.44.

d) New Tennis Courts & Field Events to Schaeffges Brothers, Inc., 851 Seton Court, Wheeling, IL 60090, for the base bid total of \$1,366,000.00 and alternate #1 for \$34,900.00, for a total expenditure of \$1,400,900.00.

4) Requests for Proposals:

There were no requests for Proposals this month.

5) Purchase Orders for:

a) Testing Center Forms from the following vendors:

- Consulting Psychologists Press, 1055 Joaquin, 2nd Floor, Mountain View, CA 94043, for a sub-total of \$55,000.00;
 - ACT, Inc., 500 ACT Drive, Iowa City, IA 52243 for a sub-total of \$30,250.00.00;
- for an estimated total expenditure of \$85,250.00.

b) PACE Bus Advertising to Titan Outdoor, LLC, 850 Third Ave., 2nd Floor, New York, NY 10022, for a total expenditure of \$25,000.00.

c) Movie Theater Advertising to NCM Media Networks, 9110 E. Nichols Avenue, #200, Centennial, CO 80112, for a total expenditure of \$45,886.00.

d) Construction Manager Contracts for:

Project	Construction Manager	Fee
Student Resource Center w/Library	M.A. Mortenson Construction 25 Northwest Point Blvd. Elk Grove Village, IL 60007	\$ 2,006,908.00
McAninch Arts Center (MAC)	M.A. Mortenson Construction 25 Northwest Point Blvd. Elk Grove Village, IL 60007	\$ 1,744,928.00
Physical Education Center	Power Construction LLC 2360 Palmer Drive Schaumburg, IL 60173	\$ 1,423,366.00
Seaton Computing Center	Power Construction LLC 2360 Palmer Drive Schaumburg, IL 60173	\$ 299,500.00

e) Architect Contracts for:

Project	Architect	Fee
Student Resource Center w/Library	Loebl Schlossman & Hackl 233 N. Michigan Avenue Chicago, IL 60601	\$ 2,362,500.00
Physical Education Center	Legat Architects 2015 Spring Road Oak Brook, IL 60523	\$ 1,612,375.00

- f) Services for recruitment and hiring of a Vice President of Academic Affairs to DHR International, 10 South Riverside Plaza, Suite 2220, Chicago, IL 60606, at a cost of 30% of the base salary of the candidate hired not to exceed \$50,000, plus approved expenses as appropriate.

6) Ratify Personnel Actions

7) Gifts and Donations Quarterly Report

C. For Information: Construction-Related Items

1) Monthly Construction Project Summary

D. For Approval: Construction-Related Items

There were no Construction-Related items for Board approval this month.

Hearing no questions or comments from the Board, Secretary Pro Tem Svoboda called the roll. Voting aye: Student Trustee Whitten, Trustees Birt, McGuire, O'Donnell, Savage, Svoboda, Wozniak and Carlin. Motion to approve all Consent Agenda items listed above carried unanimously.

NEW BUSINESS

A. For Information Only:

- 1) Affirmative Action Plan

B. For Approval:

- 1) Trustee Savage moved, Trustee McGuire seconded, the Board approve the Illinois Prevailing Wage Act Resolution. On roll call, voting aye: Student Trustee Whitten, Trustees McGuire, O'Donnell, Savage, Svoboda, Wozniak, Birt and Carlin. Motion carried unanimously.
- 2) Trustee Svoboda moved, Trustee Savage seconded, the Board approve Illinois Community College Health Insurance Consortium By-Laws and Intergovernmental Agreement. On roll call, voting aye: Student Trustee Whitten, Trustees O'Donnell, Savage, Svoboda, Wozniak, Birt, McGuire and Carlin. Motion carried unanimously.

ANNOUNCEMENTS

- Trustee Savage gave a Foundation report regarding the permanent donor displays in the Culinary and Hospitality Center and the Homeland Security Education Center. These displays will recognize major donors to those programs as of the end of June. The Foundation will meet on July 18 for the election of officers and approval of the FY12 budget.
- Chairman Carlin congratulated Trustee Savage on her appointment by the Governor to the Illinois Student Assistance Commission.
- ACCT Leadership Congress October 12-15
 - Chairman Carlin requested approval for Trustees Wozniak, Svoboda and McGuire to attend Conference. The Board agreed, by consensus, that Trustees Wozniak, Svoboda and McGuire will attend the ACCT Leadership Conference October 12-15, 2011.
- Trustee Svoboda noted that Chairman Carlin has been chosen as ICCTA West Suburban Regional Chair. COD will host a regional conference on October 3, 2011. This will be a good opportunity to showcase our new buildings.
- Trustee Svoboda commented on the fact that COD will co-sponsor "Rockin' For the Troops" at Cantigny. Several representatives from the College donated their time to raise money for veterans and bring awareness to potential students about the College's programs, scholarships and federal assistance programs for vets. College of DuPage has been designated a "Military Friendly School" by G.I. Jobs two years in a row.

ADJOURN

At 9:50 p.m., Trustee Savage moved, Trustee Birt seconded, that the Board meeting be adjourned. On voice vote, the motion carried unanimously.

By: _____
Nancy Svoboda, Board Secretary Pro Tem

Approved: August 18, 2011

By: _____
David Carlin, Board Chairman

**COLLEGE OF DUPAGE
REGULAR BOARD MEETING
STANDARD BOARD APPROVAL**

1. SUBJECT

Financial Reports.

2. REASON FOR CONSIDERATION

For monthly Board approval.

3. BACKGROUND INFORMATION

- a) June Treasurer's Report - The Treasurer's Report goes to the Board for approval every month except July. The June Treasurer's Report is presented along with the July report at the August Board meeting,
- b) July Treasurer's Report - The July Treasurer's Report is presented along with the June report at the August Board meeting
- c) Payroll and Accounts Payable Report – This report is presented to the Board for approval each month. This report lists the total payroll and accounts payable for the accounting month by fund.

4. RECOMMENDATION

That the Board of Trustees approves the June and July Treasurer's Reports and the Payroll & Accounts Payable Report.

SIGNATURE PAGE FOR FINANCIAL REPORTS

ITEM(S) ON REQUEST

That the Board of Trustees approves the June and July Treasurer's Reports and the Payroll & Accounts Payable Report.


Assistant Vice President Financial Affairs/Controller
8/11/11
Date


Senior Vice President Administration/Treasurer
8/11/11
Date

 FOR RL BREUDER
President
8-11-11
Date

College of DuPage
Community College District No. 502
Treasurer's Report as of June 30, 2011

MB Financial Concentration Account

Beginning Balance	\$	6,636,985
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Current Activity

Cash Receipts	20,754,074	
Cash Disbursements	(21,750,906)	
General Journal Entry	2,250,138	
Payroll	(7,881,717)	
Total Month Activity	(6,628,411)	

Ending Balance	\$	8,574
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Cash

MB Financial Concentration Account	\$	8,574
MB Financial Fed Account		5,000
Cash with Paying Agent		2,160,905
Change Funds		12,495
Total Cash	\$	2,186,974

Cash Equivalents

ILFUNDS	\$	57,469,735
ISDLAF		13,650,066
Wheaton NOW Account		14,085,161
Citibank		3,010,647
PFM Liquidity Account		48,139,476
PFM Cons't Bond Fund		4,415,119
MB Investment		15,686,949
Total Cash Equivalents	\$	156,457,153

Investments

Time Deposits	\$	19,898,220
Northern Trust		5,020,351
PFM		25,392,504
PFM Fair Market Adjustment		17,382
IIIT PFM		23,372
Total Investments	\$	50,351,829

Total Cash Equivalents & Investments	\$	206,808,982
Total Cash, Cash Equivalents & Investments	\$	208,995,956

College of DuPage
Community College District No. 502
Treasurer's Report as of July 31, 2011

MB Financial Concentration Account

Beginning Balance	\$	8,574
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Current Activity

Cash Receipts	13,440,312	
Cash Disbursements	(16,772,013)	
General Journal Entry	7,961,573	
Payroll	(6,004,503)	
Total Month Activity	(1,374,631)	

Ending Balance	\$	<u><u>(1,366,057)</u></u>
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Cash

MB Financial Concentration Account	\$	(1,366,057)
MB Financial Fed Account		10,000
Cash with Paying Agent		-
Change Funds		12,495
Total Cash	\$	<u><u>(1,343,562)</u></u>

Cash Equivalents

ILFUNDS	\$	51,865,585
ISDLAF		12,713,787
Federated Money Market		-
Wheaton NOW Account		14,086,840
Citibank		3,010,928
PFM Liquidity Account		48,143,838
PFM Cons't Bond Fund		4,415,519
MB Investment		15,690,280
Total Cash Equivalents	\$	<u><u>149,926,777</u></u>

Investments

Time Deposits	\$	16,045,705
Northern Trust		5,020,351
PFM		25,391,508
PFM Fair Market Adjustment		3,249
IIIT PFM		55,392
Total Investments	\$	<u><u>46,516,205</u></u>

Total Cash Equivalents & Investments	\$	196,442,982
Total Cash, Cash Equivalents & Investments	\$	195,099,420

College of DuPage
Community College District No. 502
PAYROLL AND ACCOUNTS PAYABLE REPORT
CASH DISBURSEMENTS
July 31, 2011

Payroll - July 2011

	Gross	Net
Advices	8,520,655	5,609,964
Checks	534,460	394,539
Total Payroll	9,055,115	6,004,503

Accounts Payable - July 2011*

Imprest checks - Vendors	348,499
Imprest Echecks - Vendors	466,363
Imprest checks - Employees	15,515
Imprest Echecks - Employees	29,163
Imprest checks - Student Refunds	839,555
Imprest E-commerce - Student Refunds	201,166
Total Imprest	1,900,261
Operating checks - Vendors	3,265,157
Operating Echecks - Vendors	9,193,347
ACH transfers - Vendors	2,296,326
Wire transfers - Vendors	116,922
Total Operating	14,871,752

Combined Payroll and Accounts Payable - July 2011

Total Net Payroll Disbursements	6,004,503
Total Accounts Payable Disbursements	16,772,013
Total Cash Disbursements	22,776,516

*Includes payroll cash disbursements made to vendors and government agencies for employee withholdings.

COLLEGE OF DuPAGE
COMMUNITY COLLEGE DISTRICT NO. 502
ACCOUNTS PAYABLE TO BE APPROVED BY BOARD
August 18, 2011

CHECKS ISSUED DURING ACCOUNTING MONTH - JULY 2011

<u>NUMBER</u>	<u>PAYEE NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
50258	BCBS Healthcare Service Corp	Claims paid for medical and dental June 2011	\$ 678,835.72
50259	Carroll Seating Company	Portable backstops for Physical Education	24,880.00
50260	Datatel, Inc.	Annual software license fees and maintenance	452,689.00
50261	Fisher Scientific Co.	Equipment for HEC building	28,639.12
50262	Healthcare Service Corp	Healthcare HMO subscriber fees 7/1 -8/1/11	220,736.08
50263	Indian Prairie School District 204	Rental fees for Frontier Campus	66,252.00
50264	JJR,LLC	Landscape design services	80,245.25
50265	Motorola	Radio equipment for COD Police Department	47,830.31
50266	Proliance Energy Llc	Gas Services June 2011	29,120.06
50267	Symantec	Annual software maintenance fees	28,633.50
50268	IL Community College Risk	College insurance premium coverage for FY 2012	1,116,203.00
50269	Illinois Student Assistance Commission	MAP awards for 2010-11 academic year	325,678.00
50271	SURS-State University Retirement System	SURS payment	75,763.29
50272	SURS-State University Retirement System	SURS payment	89,651.59
A103	Dept of Treasury	Federal Tax withholding 7/14/11 payroll	696,401.18
A103	Dept of Treasury	College share Medicare tax withholding 7/14/11 payroll	61,127.31
A103	Dept of Treasury	College share FICA tax withholding 7/14/11 payroll	16,536.57
A104	IDES-Magnetic Media Unit	State tax withholding 7/14/11 payroll	195,225.43
A105	SURS-State University Retirement System	SURS withholding 7/14/11 payroll	352,724.40
A105	SURS-State University Retirement System	Trust & Federal funds 7/14/11 payroll	2,621.46
A105	SURS-State University Retirement System	College share SURS health 7/14/11 payroll	16,839.87
A106	Dept of Treasury	Federal Tax withholding 7/28/11 payroll	687,495.49
A106	Dept of Treasury	College share Medicare tax withholding 7/28/11 payroll	60,293.51
A106	Dept of Treasury	College share FICA tax withholding 7/28/11 payroll	15,502.73
A107	IDES-Magnetic Media Unit	State tax withholding 7/28/11 payroll	191,557.60
E0002787	WLM World Travel	Fees for Field Studies Trip - participant paid	18,866.24
E0002860	Benescript	Payment for prescription drug network funding July 2011	408,566.79
E0002861	Breezy Hill Nursery, Inc.	Landscape services for Homeland Security Center	97,392.19
E0002862	Carter Group	Management services for BIC/SRC	16,475.20
E0002863	Diversified Systems	TV & AV system integration for Culinary Arts Center	227,218.50
E0002864	Gallagher Benefits Services Inc.	Payroll deductions June 2011	23,806.14
E0002864	Gallagher Benefits Services Inc.	Life Insurance college share July 2011	2,689.24
E0002865	Governet c/o Bibby Services	Annual maintenance and support for CurricUNET	24,203.00
E0002866	Great Lakes Hotel Supply Company	Food service equipment for Culinary Arts Center	67,287.60
E0002867	Interiors for Business, Inc.	Furniture for SRC 2800 renovation project	491,211.28
E0002868	Krueger International, Inc.	Furniture for BIC, SRC, and SCC building projects	141,762.95
E0002869	Loebl Schlossman & Hackl, Inc.	Architectural and engineering services BIC/SRC project	27,908.04
E0002870	Michael Walters Advertising	Advertising expenses for Fall 2011	40,000.00
E0002871	Rave Wireless, Inc.	Annual renewal fee 7/1 - 6/30/12	65,000.00
E0002872	Smith Maintenance Company	Janitorial services for June 2011	21,226.80
E0002873	Sound Vision, Inc.	Lecterns for BIC, SRC, and SSC building projects	75,792.00
E0002874	Sun Life Assurance Co of Canada	Stop loss premium payment for June 2011	28,636.22
E0002875	Trimark Marlinn	Kitchenware for Culinary Arts Center	24,349.29
E0002876	V3 Companies	Fees for campus landscape improvement project	36,000.00
E0002877	Vortex Enterprises	Flooring for HSC restrooms	17,770.00
E0002913	DuPage Credit Union	Payroll deduction 7/14/11 payroll	61,757.92
E0002917	Village of Glen Ellyn-Utility	Water/sewer charges for 5/6 - 6/1/11	17,869.55
E0002918	Ameren Energy Marketing	Electric Services June 2011	121,537.30
E0003006	Berkeley Electronic Press	Annual subscription - Digital Commons - for the Library	21,050.00

COLLEGE OF DuPAGE
COMMUNITY COLLEGE DISTRICT NO. 502
ACCOUNTS PAYABLE TO BE APPROVED BY BOARD
August 18, 2011

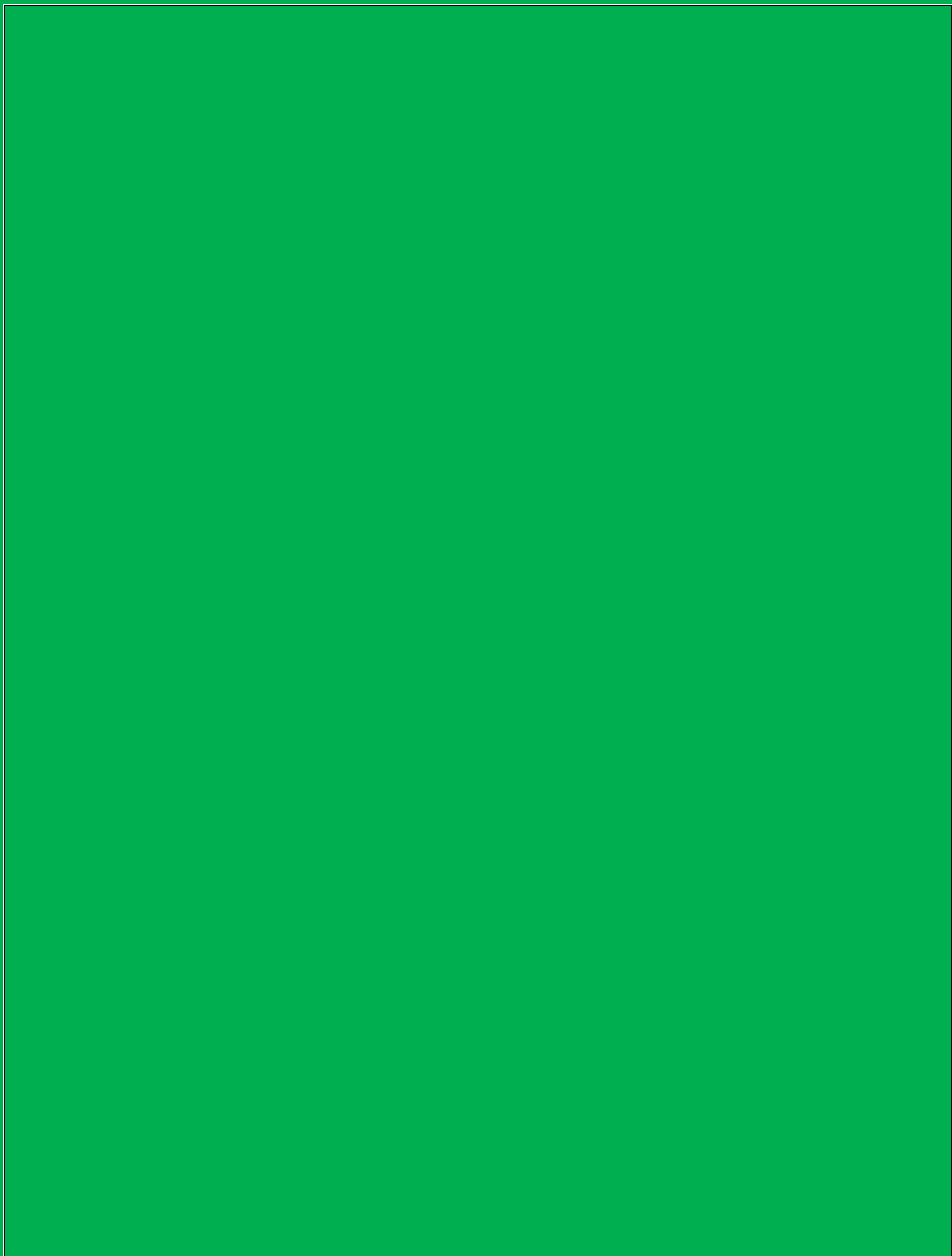
CHECKS ISSUED DURING ACCOUNTING MONTH - JULY 2011

<u>NUMBER</u>	<u>PAYEE NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
E0003007	Clauss Brothers Inc.	Landscaping services for Culinary Arts Center	\$ 133,873.65
E0003008	Corporate Concepts, Inc.	Furniture for BIC, SRC, and SSC building projects	22,264.85
E0003009	DAOES	Pass through funds from ISBE	110,000.00
E0003009	DAOES	Pass through funds from ISBE	380,000.00
E0003010	Innovative Interfaces Inc	Annual maintenance - Millennium	67,368.00
E0003011	Krueger International, Inc.	Furniture for BIC, SRC, and SSC building projects	574,000.76
E0003012	Legat Architects	Professional services for Homeland Security Center project	37,098.56
E0003013	Loebl Schlossman & Hackl, Inc.	Architectural and engineering services BIC/SRC project	23,324.00
E0003014	Media Resources, Inc.	Audio Visual equipment and installation for the BIC	35,848.71
E0003015	Midwest Decorating, Inc.	Electrostatic painting services for cabinets/bookcases	19,890.00
E0003016	Mortenson Construction	Construction management fees for BIC/SRC renovations	2,892,620.00
E0003017	Office Concepts	Furniture for BIC, SRC, and SSC building projects	40,675.74
E0003018	Power Construction Co., LLC	Trade work for Homeland Security Center project	50,584.00
E0003019	Proquest LLC	Newspaper database renewal	31,915.00
E0003020	Robbins, Schwartz, Nicholas, Lifton & Taylor	Legal services and fees for June 2011	41,157.01
E0003021	Sound Vision, Inc.	Lecterns for BIC, SRC, and SSC building projects	56,844.00
E0003022	Steelcase, Inc	Furniture for BIC/SRC renovation project	600,000.00
E0003023	Thorne Electric	Electrical work for Site and Ground project	52,927.74
E0003024	Vixen Construction	Concrete services (campus wide project)	52,691.77
E0003025	W.B. Olson Inc	Management services for Culinary Arts Center project	1,830,611.00
E0003055	DuPage Credit Union	Payroll deduction 7/14/11 payroll	61,276.09
W104	Valic Retirement Services	Payroll deduction 7/14/11 payroll	116,922.61
TOTAL CHECKS, E-CHECKS, ACH, & WIRE TRANSFERS ISSUED DURING ACCOUNTING MONTH			<u>\$ 14,871,752.21</u>

COLLEGE OF DUPAGE
REGULAR BOARD MEETING

SUMMARY OF BIDS

- Item 9. B. 3) a) Berg Instructional Center (BIC) Boiler Refurbishments.
That the Board of Trustees awards the bid for Berg Instructional Center (BIC) Boiler Refurbishments to the lowest responsible bidder, Edwards Engineering, Inc., 1000 Touhy Avenue, Elk Grove Village, IL 60007, for Base Bid #1 for a total of \$304,033.00, Base Bid #2 for a total of \$235,546.00, and Base Bid #4 for a total of \$1,542.00, for a total expenditure of \$541,121.00, rejecting Base Bid #3 due to a change in specifications.
- Item 9. B. 3) b) Landscaping Bid Package #2, Project #28 Contract Rescission.
That the bid awarded at the May 23, 2011 Board Meeting for Landscaping Project #28, Underground Utilities to Pirtano Construction, 1766 Armitage Court, Addison, IL 60101, be rescinded due to a change in the project specifications.



**COLLEGE OF DUPAGE
REGULAR BOARD MEETING**

STANDARD BOARD APPROVAL

1. **SUBJECT**

Berg Instructional Center (BIC) Boiler Refurbishments.

2. **BUDGET STATUS**

Grumman Butkus, the College's engineering firm for the project, estimated the total cost of this bid package to be \$800,000.00. The recommended contractor's bid for the three base bid items being recommended is \$541,121.00, or \$258,879.00 below the estimate. These funds are being provided by the FMP Infrastructure budget #03-03-90-36805-5804001.

3. **BACKGROUND INFORMATION**

This project represents the refurbishment of three boilers located in the Berg Instructional Center (BIC). The College's central steam plant houses two Erie City Keystone boilers rated at 40,000 lbs /hour and one Nebraska boiler rated at 15,000 lbs /hour. All three boilers are water-tube type with a maximum allowable working pressure of 200 psi. The two Erie City boilers were installed in 1970 and the Nebraska boiler in 1986. The scope of this project consists of the installation of new burners on the Erie City boilers. All three boilers are to be retrofitted with new water feed valves and combustion controls. The boiler breeching and dampers were part of this bid package (Base Bid #3) but have been deferred to FY 2013 to coincide with the College's boiler shut-down period in August of 2012 and will be re-bid in the spring of 2012.

The awarded bidder's contract will be contracted directly with the College.

A legal bid notice was published and 21 vendors were solicited. Three responses were received. One minority vendor was solicited but did not respond. Seven local vendors were solicited with three responding, Monaco Mechanical of Lisle, Voris Mechanical of Glendale Heights, and the recommended contractor, Edwards Engineering of Elk Grove Village.

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

Following is a recap of the bid tabulation:

		Edwards	Monaco	Voris
Base Bid	Description	Engineering	Mechanical	Mechanical
#1	Removal and replacement of the existing boiler controls	\$304,033.00	\$438,460.00	\$420,737.00
#2	Removal and replacement of the existing burners	\$235,546.00	\$660,480.00	\$478,120.00
#3	Removal and replacement of the existing draft control dampers	\$270,700.00	\$276,000.00	\$188,132.00
#4	Replacing the existing disconnect switches	\$1,542.00	\$2,700.00	\$2,700.00
	Total Base Bid Items #1, #2, #4:	\$541,121.00	\$1,101,640.00	\$901,557.00

Recommended Vendor in Bold

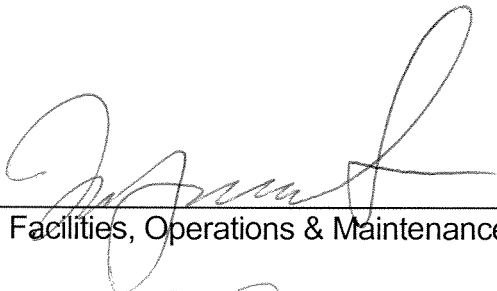



4. RECOMMENDATION

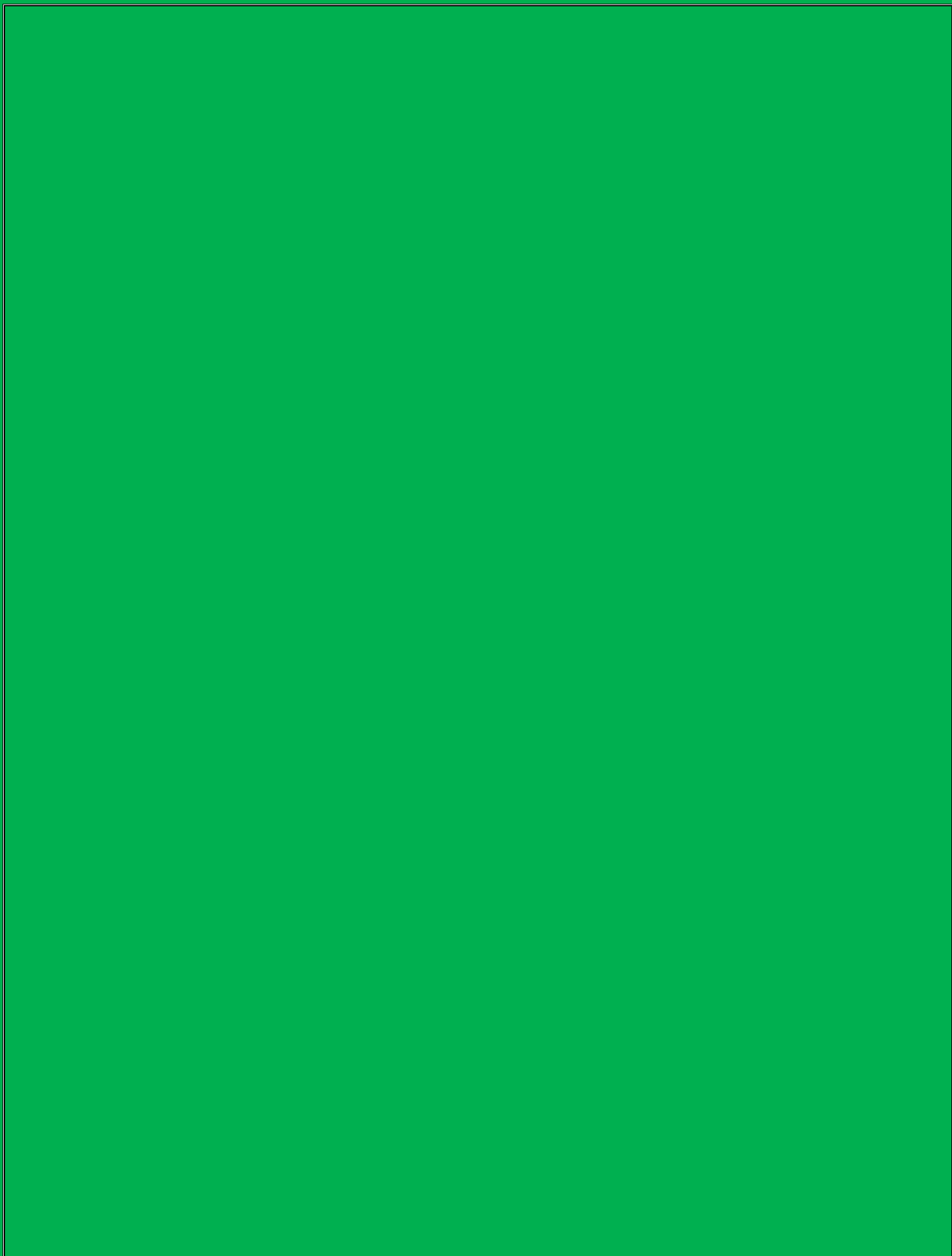
That the Board of Trustees awards the bid for Berg Instructional Center (BIC) Boiler Refurbishments to the lowest responsible bidder, Edwards Engineering, Inc., 1000 Touhy Avenue, Elk Grove Village, IL 60007, for Base Bid #1 for a total of \$304,033.00, Base Bid #2 for a total of \$235,546.00, and Base Bid #4 for a total of \$1,542.00, for a total expenditure of \$541,121.00, rejecting Base Bid #3 due to a change in specifications.

SIGNATURE PAGE FOR BERG INSTRUCTIONAL CENTER (BIC) BOILER
REFURBISHMENTS (BID).

ITEM(S) ON REQUEST –

That the Board of Trustees awards the bid for Berg Instructional Center (BIC) Boiler Refurbishments to the lowest responsible bidder, Edwards Engineering, Inc., 1000 Touhy Avenue, Elk Grove Village, IL 60007, for Base Bid #1 for a total of \$304,033.00, Base Bid #2 for a total of \$235,546.00, and Base Bid #4 for a total of \$1,542.00, for a total expenditure of \$541,121.00; rejecting Base Bid #3 due to a change in specifications.

 _____ Director, Facilities, Operations & Maintenance	8/1/11 _____ Date
 _____ Director, Business Affairs	8/1/11 _____ Date
 _____ Senior Vice President, Administration	8/2/2011 _____ Date
 FOR RL BREUER _____ President	8-3-11 _____ Date



**COLLEGE OF DUPAGE
REGULAR BOARD MEETING**

STANDARD BOARD APPROVAL

1. **SUBJECT**

Landscaping Bid Package #2, Project #28 Contract Rescission.

2. **BUDGET STATUS**

Funding for this project is being provided by the Bond Referendum #2, Site & Grounds budget #03-90-36804-5802001.

3. **BACKGROUND INFORMATION**

On May 23, 2011, the Board of Trustees awarded a contract for underground utility work to the lowest responsible bidder, Pirtano Construction, for a contract amount of \$111,352.50. After the Village of Glen Ellyn completed their storm water permit review, it was determined that the storm water vortex interceptors (underground utility work) were no longer required. The project engineering firm, V3, has confirmed these findings. As a result, we recommend that this contract be rescinded.

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


4. **RECOMMENDATION**

That the bid awarded at the May 23, 2011 Board Meeting for Landscaping Project #28, Underground Utilities to Pirtano Construction, 1766 Armitage Court, Addison, IL 60101, be rescinded due to a change in the project specifications.

SIGNATURE PAGE FOR LANDSCAPING BID PACKATE #2, PROJECT #28 CONTRACT
RESCISSION.


ITEM(S) ON REQUEST –

That the bid awarded at the May 23, 2011 Board Meeting for Landscaping Project #28, Underground Utilities, to Pirtano Construction, 1766 Armitage Court, Addison, IL 60101, be rescinded due to a change in the project specifications.



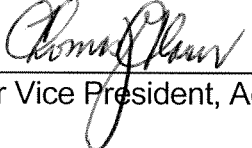
Director, Facilities Planning & Development
7/28/11

Date




Director, Business Affairs
8/1/11

Date



Senior Vice President, Administration
8/2/2011

Date

 FOR PL BREUER

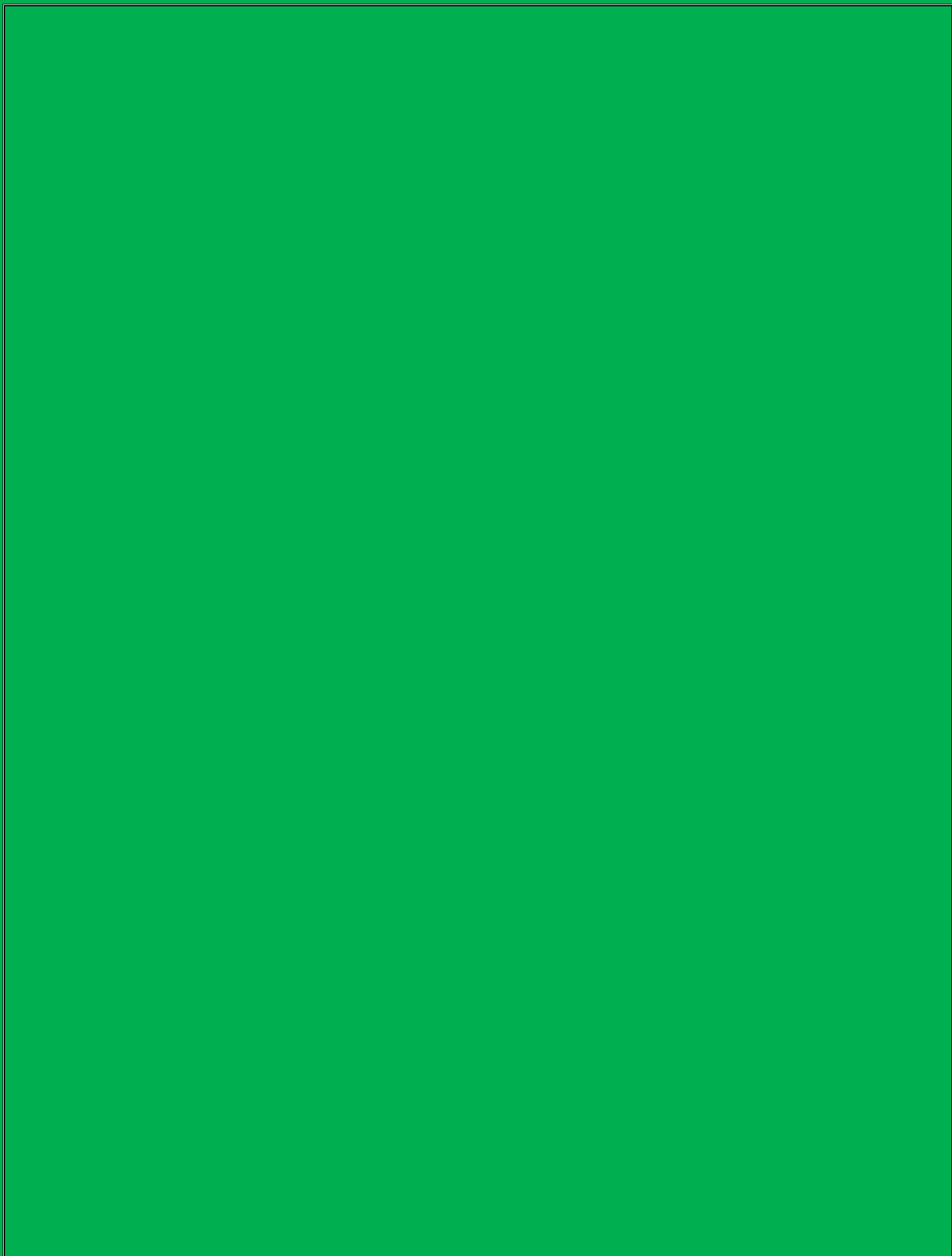
President
8-3-11

Date

COLLEGE OF DUPAGE
REGULAR BOARD MEETING

SUMMARY OF REQUESTS FOR PROPOSALS

- Item 9. B. 4) a) Banking Services.
That the Board of Trustees approves a four-year contract for Banking Services with J. P. Morgan Chase Bank, 10 S. Dearborn Street, Chicago, IL 60603, for the contract term October 1, 2011 through September 30, 2015.
- Item 9. B. 4) b) Student Debit Card Services.
That the Board of Trustees approves a four-year contract for Student Debit Card Services with US Bank, 200 S. 6th Street, Minneapolis, MN 55402, for the contract term October 1, 2011 through September 30, 2015.



**COLLEGE OF DUPAGE
REGULAR BOARD MEETING**

STANDARD BOARD APPROVAL

1. **SUBJECT**

Banking Services (RFP).

2. **BUDGET STATUS**

Funds to support this contract are budgeted in the Financial Charges & Adjustments budget #01-90-00833-5904001.

3. **BACKGROUND INFORMATION**

The purpose of this Request for Proposal (RFP) is to identify the banking institution that can offer the highest quality service at the lowest cost to the College for a term of four years with an option to renew.

A committee comprised of College staff from Finance and Purchasing evaluated and scored all proposals received. Selection criteria included the lowest aggregate banking service cost, service capabilities, qualified depository for public funds, and services that provide a significant benefit to the College. The committee also interviewed the top three banking institutions. The recommended bank, J. P. Morgan Chase, received the highest score based on the RFP review results and interviews.

A legal bid notice was published and 22 banking institutions were solicited. Eight responses were received. Eight local banks were solicited with three responding, Charter One Bank of Hinsdale, PNC Financial Services of Oak Brook, and Wheaton Bank and Trust of Wheaton.

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

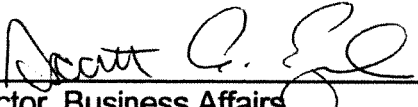
4. **RECOMMENDATION**

That the Board of Trustees approves a four-year contract for Banking Services with J. P. Morgan Chase Bank, 10 S. Dearborn Street, Chicago, IL 60603, for the contract term October 1, 2011 through September 30, 2015.

SIGNATURE PAGE FOR BANKING SERVICES (RFP).

ITEM(S) ON REQUEST –

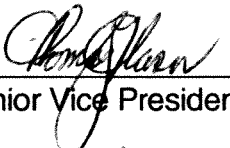
That the Board of Trustees approves a four-year contract for Banking Services with J. P. Morgan Chase Bank, 10 S. Dearborn Street, Chicago, IL 60603, for the contract term October 1, 2011 through September 30, 2015.




Director, Business Affairs
8/4/11
Date



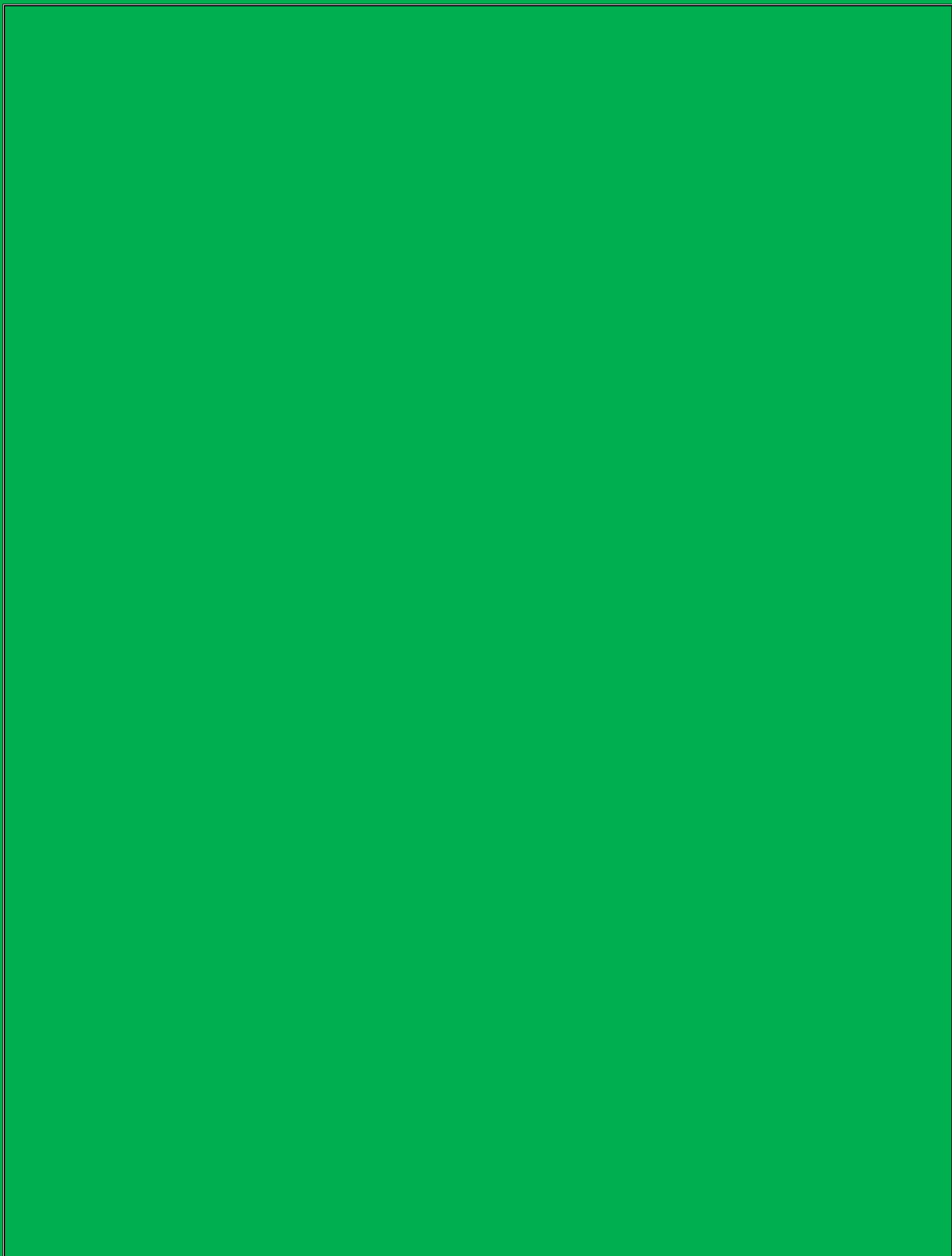
Assistant Vice President, Financial Affairs & Controller
8/4/11
Date



Senior Vice President, Administration & Treasurer
8/4/2011
Date

 FOR RL BREWSTER

President
8-4-11
Date



**COLLEGE OF DUPAGE
REGULAR BOARD MEETING**

STANDARD BOARD APPROVAL

1. **SUBJECT**

Student Debit Card Services (RFP).

2. **BUDGET STATUS**

There is no cost to the College for the Student Debit Card program. We anticipate that this program will save the College approximately \$729,000.00 per year in check processing costs. This includes supply, postage and labor costs.

3. **BACKGROUND INFORMATION**

The purpose of this Request for Proposal (RFP) is to implement a Student Debit Card program which will allow students to receive financial aid awards and refunds for tuition and fees via prepaid debit card in lieu of paper checks. Currently, the College issues approximately 27,000 paper checks for financial aid awards and tuition/fees refunds annually. This program will eliminate the cost of printing/distributing financial aid awards and student refund checks, reissuing lost or stale dated checks and checks sent to an incorrect address.

The awarded vendor will be responsible for issuing and mailing of all student debit cards and will provide online access to the student via the Internet for card activation. After card activation, the student will be able to use the Visa prepaid debit card wherever Visa cards are accepted. There are no fees to the student or to the College for use of the card. For cash withdrawals, the student will receive two free US Bank/Money Pass ATM withdrawals per month. Additional cash withdrawals will cost the student \$1.00 each.

A committee comprised of College staff from Finance and Purchasing evaluated and scored all proposals received. Selection criteria included ease of use of the card by students, lowest cost to the student and to the College, financial stability, customer references, and the ability to interface with Colleague. The committee also interviewed the three firms that received the highest score. The recommended firm, US Bank, received the highest score based on the RFP review results and interview. References for US Bank included City Colleges of Chicago, Hondros College, and Lone Star College System. All references reported satisfactory service.

A legal bid notice was published and 14 vendors were solicited. Five responses were received. No minority vendors could be identified. Three local vendors were solicited with one responding, PNC Financial Services of Oakbrook.

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


4. RECOMMENDATION

That the Board of Trustees approves a four-year contract for Student Debit Card Services with US Bank, 200 S. 6th Street, Minneapolis, MN 55402, for the contract term October 1, 2011 through September 30, 2015.

SIGNATURE PAGE FOR STUDENT DEBIT CARD SERVICES (RFP).

ITEM(S) ON REQUEST –

That the Board of Trustees approves a four–year contract for Student Debit Card Services with US Bank, 200 S. 6th Street, Minneapolis, MN 55402, for the contract term October 1, 2011 through September 30, 2015.



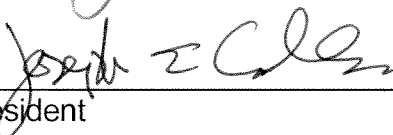
Director, Business Affairs
8/3/11
Date



Assistant Vice President, Financial Affairs & Controller
8/3/11
Date



Senior Vice President, Administration & Treasurer
8/3/2011
Date



President
FOR RL BREUER
8-3-11
Date

**COLLEGE OF DUPAGE
REGULAR BOARD MEETING**

SUMMARY OF PURCHASE ORDERS

- Item 09. B. 5) a) ESM Solutions Corporation Annual Software Support Maintenance Renewal.
That the Board of Trustees approves the renewal of a one-year contract for Annual Software Support with ESM Solutions Corporation, 2 Walnut Grove Drive, Suite 190, Horsham, PA 19044, for the contract term July 1, 2011 through June 30, 2012, for a total expenditure of \$26,000.00.
- Item 09. B. 5) b) Siemens Building Automation System Maintenance Contract.
That the Board of Trustees approves a two-year contract for the Siemens Building Automation System Maintenance with Siemens Building Technologies, 580 Slawin Court, Mt. Prospect, IL 60056, for the contract term July 1, 2011 through June 30, 2013, for a total expenditure of \$104,800.00.
- Item 09. B. 5) c) Mail Order Generic Prescription Drug Provider for Benefited Employees.
That the Board of Trustees approves a contract for Mail Order Generic Prescription Drugs for Benefitted Employees with Rx 'n Go, 53 W. Ogden Avenue, Clarendon Hills, IL 60514, for a one-year contract term, September 1, 2011 through August 31, 2012, for an estimated annual expenditure of \$54,000.00.
- Item 09. B. 5) d) Architect Contracts.
That the Board of Trustees approves entering into contracts with Wight & Company for architectural services, per the fees listed below not to exceed:

Project	Architect	Fee
McAninch Arts Center (MAC)	Wight & Company 2500 N. Frontage Road Darien, IL 60561	\$ 1,811,000.00
Seaton Computing Center	Wight & Company 2500 N. Frontage Road Darien, IL 60561	\$ 375,100.00

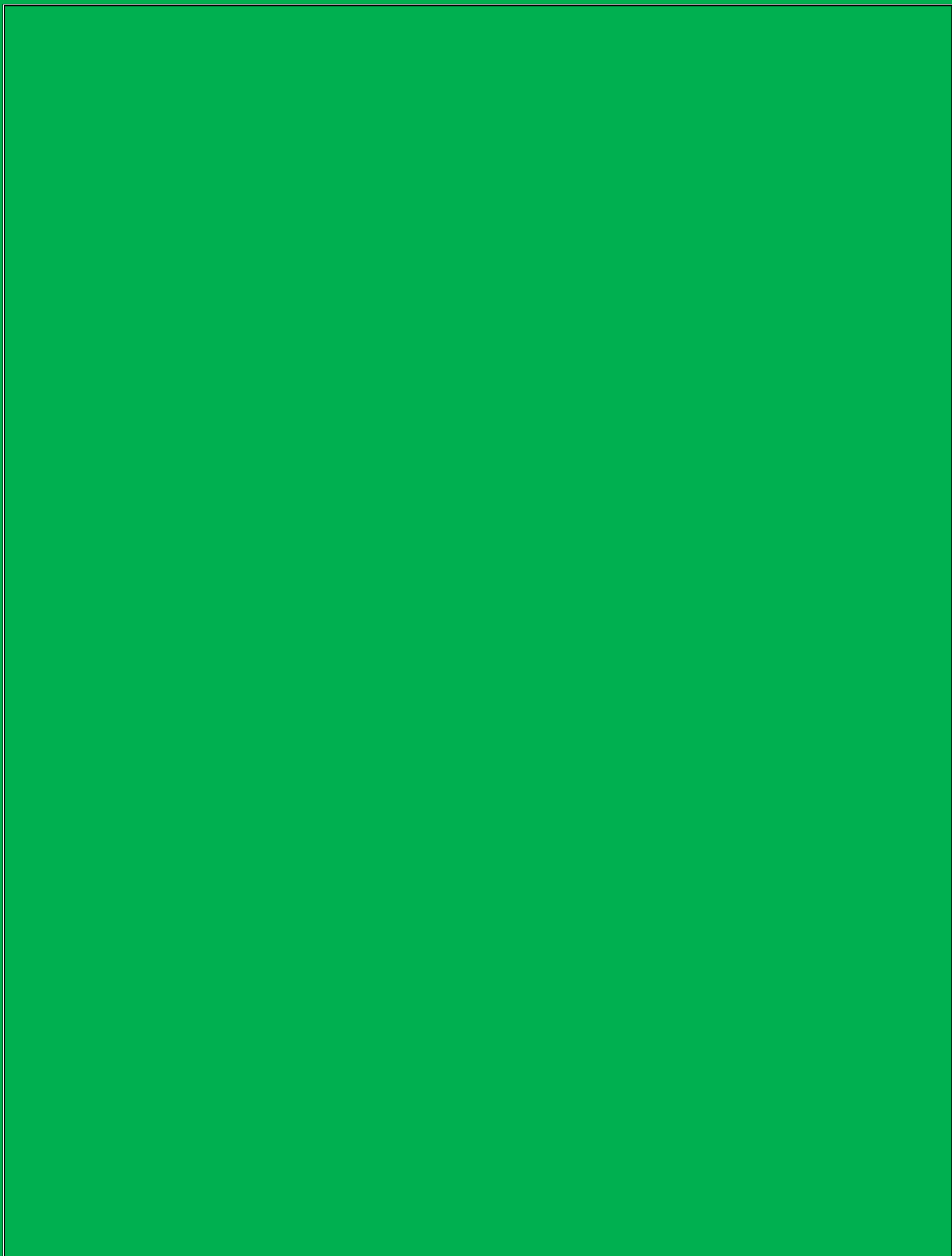
For a total expenditure not to exceed \$2,186,100.00.

The fee for both projects includes schematic design, design development, construction documents, bidding, construction administration and reimbursable expenses.

Item 09. B. 5) e)

Comcast Internet Services Agreement.

That the Board of Trustees approve a three-year contract for an Internet Services Agreement with Comcast Business Communications LLC, One Comcast Center, Philadelphia, Pennsylvania, for the contract term July 1, 2011 through June 30, 2014, for a total three-year expenditure of \$142,560.00.



**COLLEGE OF DUPAGE
REGULAR BOARD MEETING**

STANDARD BOARD APPROVAL

1. **SUBJECT**

ESM Solutions Corporation Annual Software Support Maintenance Renewal.

2. **BUDGET STATUS**

Funds in the amount of \$26,000.00 are being provided by the Information Technology Maintenance Budget 01-90-16765-5304001.

3. **BACKGROUND INFORMATION**

At the December 8, 2008 Board Meeting, the Board of Trustees approved a contract with ESM Solutions Corporation, formerly Mercury Commerce, to provide an E-Procurement solution to be used in conjunction with the Datatel Colleague Financial System. The products approved were easyPurchase and easyQuote. At the December 10, 2009 Board Meeting, the Board of Trustees approved the purchase of the electronic bidding software, easyBid.

Maintenance costs in FY2011 for these items were \$24,580. Costs for FY2012 are \$26,000, representing a 5.7% increase.

This action is in accordance with the recommendation received from legal counsel that the Board should approve the major maintenance contracts which the College enters into on an annual basis. These contracts comply with State Statute, Board Policy and Administrative Procedures. Contracts for software or data processing services are exempt from bidding under Illinois Public Community College Act, 110 ILCS 805/3-27.1.


4. **RECOMMENDATION**

That the Board of Trustees approves the renewal of a one-year contract for Annual Software Support with ESM Solutions Corporation, 2 Walnut Grove Drive, Suite 190, Horsham, PA 19044, for the contract term July 1, 2011 through June 30, 2012, for a total expenditure of \$26,000.00.


SIGNATURE PAGE FOR ESM SOLUTIONS CORPORATION ANNUAL
SOFTWARE SUPPORT MAINTENANCE RENEWAL.

ITEM(S) ON REQUEST


That the Board of Trustees approves the renewal of a one-year contract for Annual Software Support with ESM Solutions Corporation, 2 Walnut Grove Drive, Suite 190, Horsham, PA 19044, for the contract term July 1, 2011 through June 30, 2012, for a total expenditure of \$26,000.00.



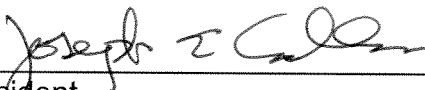
Director, Business Affairs 8/1/11
Date



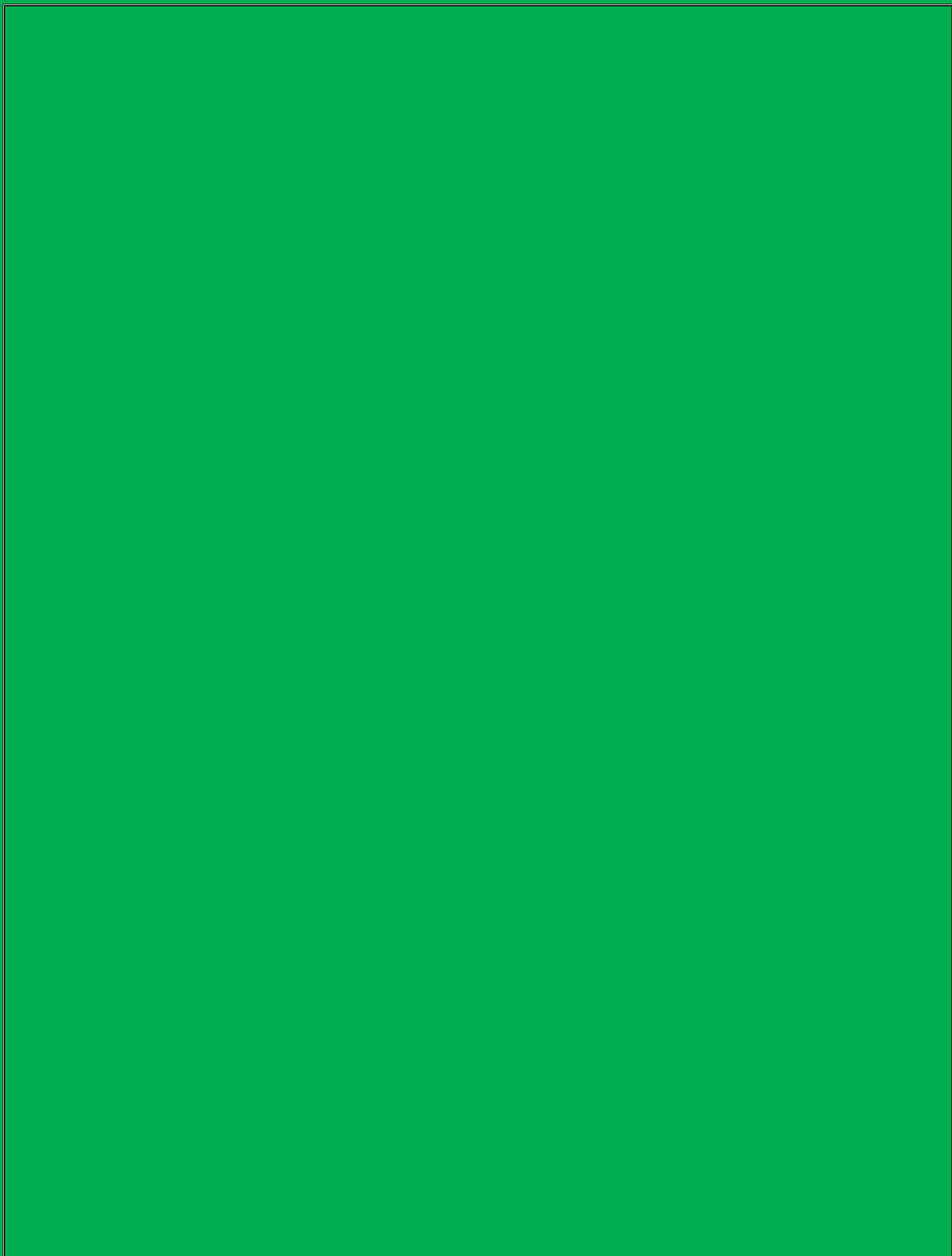
Vice President, Information Technology 7-28
Date



Senior Vice President, Administration 8/2/2011
Date

 FOR R. BREUDER

President 8-3-11
Date



**COLLEGE OF DUPAGE
REGULAR BOARD MEETING**

STANDARD BOARD APPROVAL

1. **SUBJECT**

Siemens Building Automation System Maintenance Contract.

2. **BUDGET STATUS**

Funds in the amount of \$104,800.00 are being provided by the Facilities, Operations & Maintenance Budget 02-70-00705-5304001.

3. **BACKGROUND INFORMATION**

The Siemens Building Automation System controls the HVAC systems in the SRC South, SCC, MAC Addition, BIC Science Labs, and Westmont and Naperville Centers. The contract covers both hardware and software components of the system and provides regularly scheduled preventative maintenance, as well as parts and labor needed to keep the system functioning on a 24-hour basis.

Siemens/Landis Division was the contractor chosen for this service because they are the manufacturer, the original installing contractor, and appear to be the most qualified to provide the necessary parts and service to this critical system.

The term of this maintenance contract is for a two-year period, July 1, 2011 through June 30, 2013. Maintenance costs in FY2011 for this contract were \$50,122.00. Costs for FY2012 are \$51,626.00 and for FY2013 are \$53,174.00, representing a 3% annual increase each year.

This action is in accordance with the recommendation received from legal counsel that the Board should approve the major maintenance contracts which the College enters into on an annual basis. These contracts comply with State Statute, Board Policy and Administrative Procedures. Contracts for the maintenance or servicing of equipment made with the manufacturer or authorized service agent are exempt from bidding under Illinois Public Community College Act, 110 ILCS 805/3-27.1.

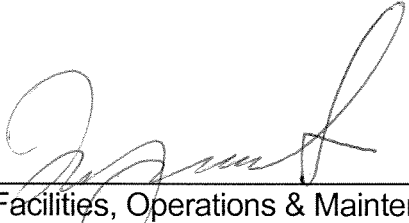
4. RECOMMENDATION

That the Board of Trustees approves a two-year contract for the Siemens Building Automation System Maintenance with Siemens Building Technologies, 580 Slawin Court, Mt. Prospect, IL 60056, for the contract term July 1, 2011 through June 30, 2013, for a total expenditure of \$104,800.00.

SIGNATURE PAGE FOR SIEMENS BUILDING AUTOMATION SYSTEM
MAINTENANCE CONTRACT.

ITEM(S) ON REQUEST

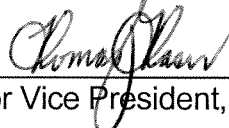
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Director, Facilities, Operations & Maintenance
8/1/11
Date



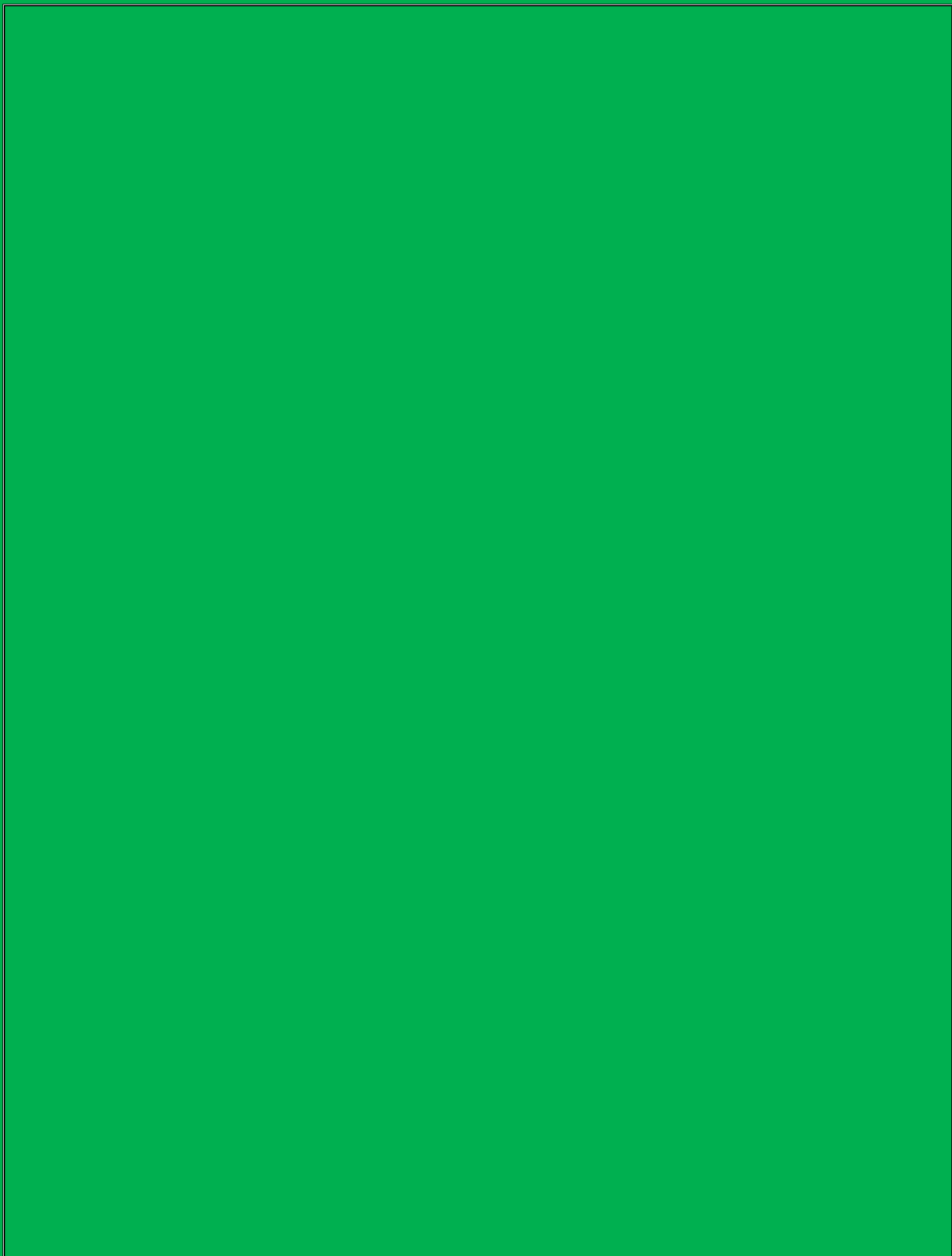
Director, Business Affairs
8/1/11
Date



Senior Vice President, Administration
8/2/2011
Date

 FOR RL BREIDGR

President
8-3-11
Date



**COLLEGE OF DUPAGE
REGULAR BOARD MEETING**

STANDARD BOARD APPROVAL

1. **SUBJECT**

Mail Order Generic Prescription Drug Provider for Benefited Employees.

2. **BUDGET STATUS**

Funds for prescription drug costs are being provided in budget
01-90-00835-5201006.

3. **BACKGROUND INFORMATION**

This new provider, Rx 'n Go, will offer College of DuPage benefited employees lower cost generic prescriptions by mail order which will save the College and employees money on their prescription drug plan. The employees who participate in this optional program will receive their generic prescriptions free of charge, without any co-pay. Rx 'n Go estimates that the potential savings for the generic prescriptions purchased through their Pharmacy Benefit Manager will be significant and could be up to \$200,000.00 annually if all eligible benefited employees participate. In addition, there will be a corresponding reduction in prescription costs from Blue Cross/Blue Shield, depending on employee usage.

Rx 'n Go approached the College and described how this new option could be used to lower our prescription drug costs. We researched the company and contacted references of other clients utilizing Rx 'n Go services and did not find any issues. It is a relatively new concept. Area schools are interested in this program and it has also been discussed with other members of the Community College Health Consortium (CCHC).

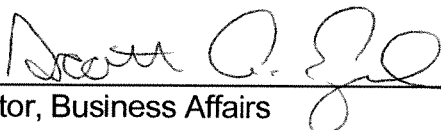
4. **RECOMMENDATION**

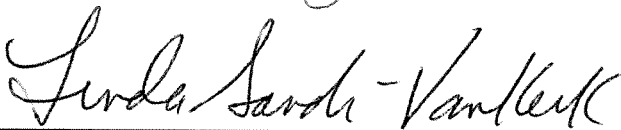
That the Board of Trustees approves a contract for Mail Order Generic Prescription Drugs for Benefitted Employees with Rx 'n Go, 53 W. Ogden Avenue, Clarendon Hills, IL 60514, for a one-year contract term, September 1, 2011 through August 31, 2012, for an estimated annual expenditure of \$54,000.00.

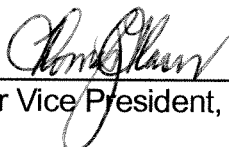
SIGNATURE PAGE FOR MAIL ORDER GENERIC PRESCRIPTION DRUG
PROVIDER FOR BENEFITED EMPLOYEES.

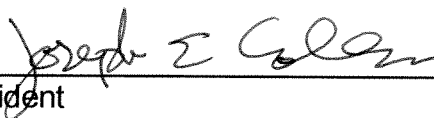
ITEM(S) ON REQUEST

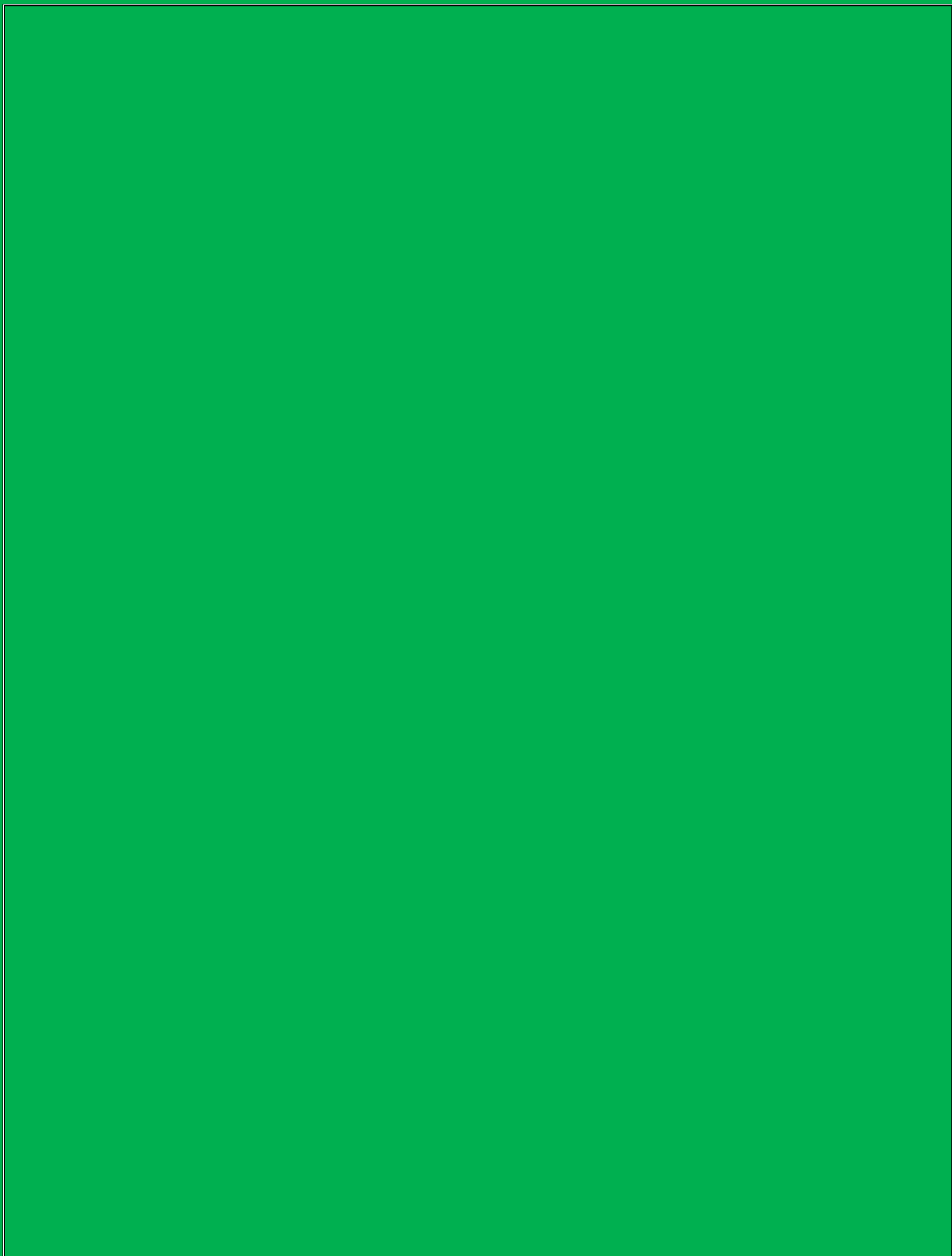
That the Board of Trustees approves a contract for Mail Order Generic Prescription Drugs for Benefitted Employees with Rx 'n Go, 53 W. Ogden Avenue, Clarendon Hills, IL 60514, for a one-year contract term, September 1, 2011 through August 31, 2012, for an estimated annual expenditure of \$54,000.00.


Director, Business Affairs
8/2/11
Date


Vice President, Human Resources
8/1/11
Date


Senior Vice President, Administration
8/2/2011
Date

 FOR RL BREUDER
President
8-3-11
Date



**COLLEGE OF DUPAGE
REGULAR BOARD MEETING**

STANDARD BOARD APPROVAL

1. **SUBJECT**

Architect Contracts.

2. **BUDGET STATUS**

At the December 13, 2010 Board meeting, the Board authorized the Administration to enter into negotiations with various architectural firms in order to execute components of the FY2010 Campus Master Plan. Funds are being provided by Bond Referendum #2 as follows:

Project	Architect	Funding	Planned Project Budget
McAninch Arts Center (MAC)	Wight & Company	03-90-36802-5303001	\$22,900,000.00
Seaton Computing Center	Wight & Company	03-90-36801-5303001	\$3,700,000.00

3. **BACKGROUND INFORMATION**

On November 2, 2010, taxpayers of Community College District 502 voted, by 55% majority, to support the issuance of \$168 million in bonds in order to build and equip community college buildings and additions thereto; alter, renovate, repair and/or demolish outdated community college buildings; improve and equip land for community college purposes and install technology. Projects include renovation of the Student Resource Center including the Library, McAninch Arts Center, Seaton Computing Center, Physical Education Center, construction of parking lots and other related improvements.

This purchase complies with State Statute, Board Policy and Administrative Procedures. These firms are being recommended for award of these contracts in accordance with the State Professional Services Selection Act which allows selection of a firm based on an existing satisfactory relationship

between the architectural firm and public entity. Wight & Company has provided the College with architectural services in the past and has performed satisfactorily.

Facilities staff negotiated with this firm to develop a fee, based on a percentage of the estimated cost of construction. The fees below are consistent with industry norms and other architect firms previously submitted to the Board. Fees per project are not to exceed as follows:

Wight & Company - MAC:

			\$18,400,000	Construction only cost	
			<u>\$600,000</u>	FF&E Design Cost	
			\$19,000,000	A/E Total Cost Est.	
Pre-Design Services					
	Program Review			30,000	0.2%
Basic Services					
	Architectural			948,000	5.0%
	MEP Engineering (Graef)			302,000	1.6%
	Structural (Graef)			28,000	0.1%
Additional Services					
	Existing Condition Documentation			100,000	0.5%
	A/E LEED Consulting Services			63,000	0.3%
	Fixtures, Furnishings, and Equipment			40,000	0.2%
	Interior Artwork			Inc.	
	Storm Water Permitting			Inc.	
	Civil Engineering			20,000	0.1%
	Cost Estimating (CCS)			104,000	
	Coordination w/ Landscaping			Inc.	
	Theater Consultant (Schuler-Shook)			80,000	0.4%
	Acoustics Consultant (TBD)			46,000	0.2%
	Audio/Visual (TBD)			30,000	0.2%
	Peer review written response			2,000	0.0%
Reimbursable					
	Printing/travel/mileage			18,000	0.1%
				<u>1,811,000</u>	<u>9.53%</u>

Wight & Company – Seaton Computing Center:

		\$3,000,000	Construction only cost	
		<u>\$100,000</u>	FF&E Design Cost	
		\$3,100,000	A/E Total Cost Est.	
Pre-Design Services				
	Program Review		8,000	0.3%
Basic Services				
	Architectural Services		201,200	6.5%
	MEP Engineering (Graef)		57,000	1.8%
Additional Services				
	Existing Conditions Documentation		20,000	0.6%
	A/E LEED Consulting Services		30,000	1.0%
	Fixtures, Furnishings, and Equipment		20,000	0.6%
	Interior Artwork		Inc.	
	Cost Estimating		22,900	0.7%
	Peer review, written response		1,000	0.0%
Reimbursable				
	Printing/travel/mileage		15,000	0.5%
			<u>375,100</u>	<u>12.1%</u>

4. RECOMMENDATION

That the Board of Trustees approves entering into contracts with Wight & Company for architectural services, per the fees listed below not to exceed:

Project	Architect	Fee
McAninch Arts Center (MAC)	Wight & Company 2500 N. Frontage Road Darien, IL 60561	\$ 1,811,000.00
Seaton Computing Center	Wight & Company 2500 N. Frontage Road Darien, IL 60561	\$ 375,100.00

For a total expenditure not to exceed \$2,186,100.00.

The fee for both projects includes schematic design, design development, construction documents, bidding, construction administration and reimbursable expenses.

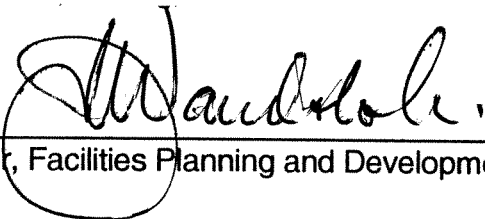
SIGNATURE PAGE FOR – ARCHITECT CONTRACTS.

That the Board of Trustees approves entering into contracts with Wight & Company for architectural services per the fees listed below not to exceed:


Project	Architect	Fee
McAninch Arts Center (MAC)	Wight & Company 2500 N. Frontage Road Darien, IL 60561	\$ 1,811,000.00
Seaton Computing Center	Wight & Company 2500 N. Frontage Road Darien, IL 60561	\$ 375,100.00

For a total expenditure not to exceed \$2,186,100.00.

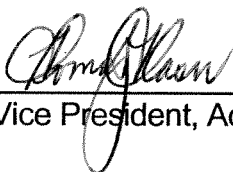
The fee for both projects includes schematic design, design development, construction documents, bidding, construction administration and reimbursable expenses.

 7/28/11


Director, Facilities Planning and Development Date

 8/1/11

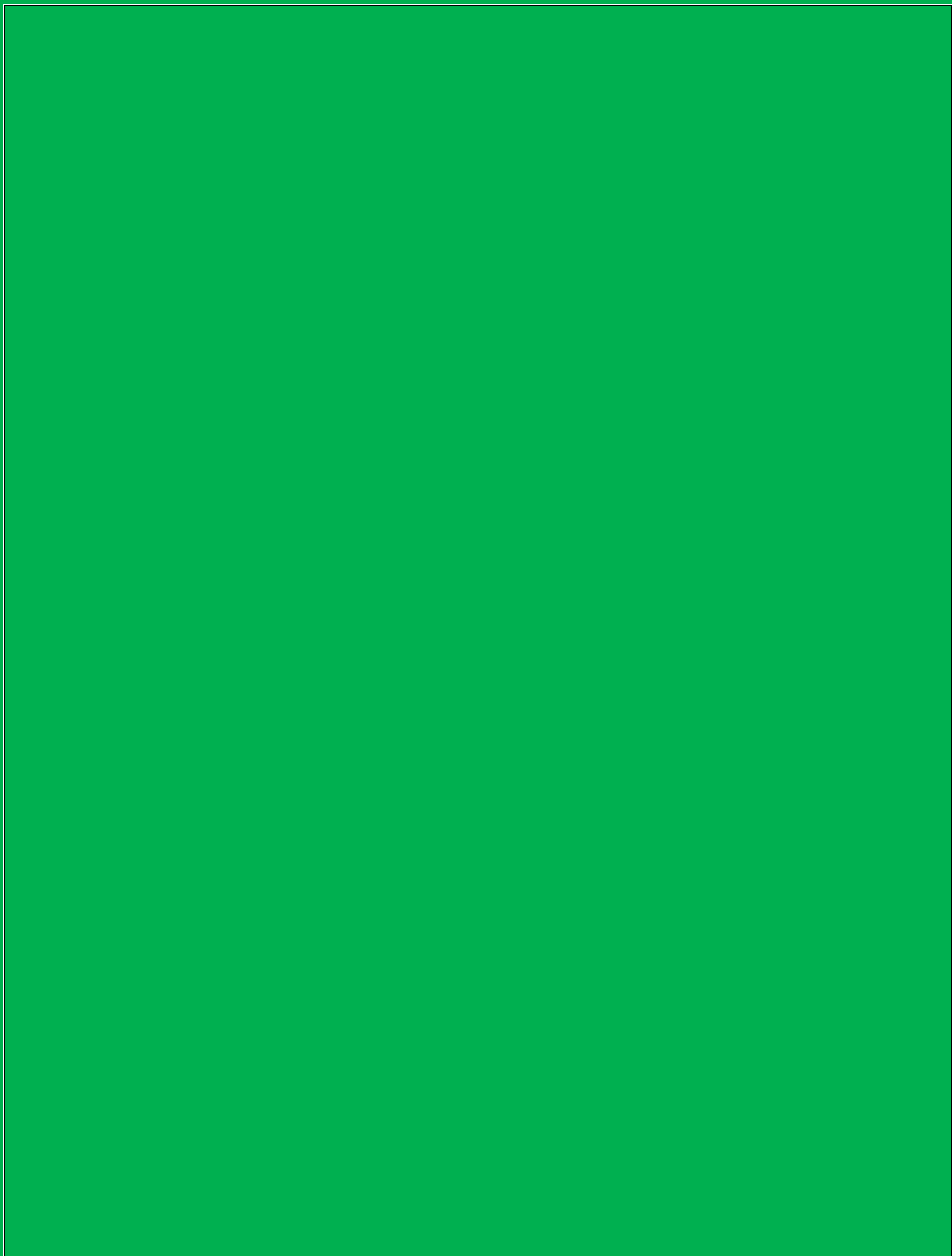
Director, Business Affairs Date

 8/2/2011

Senior Vice President, Administration Date

 FOR RL BREUDER 8-5-11

President Date



**COLLEGE OF DUPAGE
REGULAR BOARD MEETING**

STANDARD BOARD APPROVAL

1. **SUBJECT**

Comcast Internet Services Agreement.

2. **BUDGET STATUS**

Funds in the amount of \$47,520.00 are budgeted in the Information Technology Telecommunications budget #02-70-16465-5705001.

3. **BACKGROUND INFORMATION**

Much of the College's business is conducted through the Internet and it has become mission-critical to our daily operation. In 2009, the College entered into a three-year agreement with Comcast increasing our bandwidth from 30 Mbps to 100 Mbps for \$34,500 per year.

Expansion of our wireless network coverage campus-wide and increasing use of Internet resources in academic and administrative activities has continued to escalate demand for Internet bandwidth. With this renewal, our bandwidth will increase from 100 Mbps to 200 Mbps for a total cost of \$47,520 per year. We recommend entering into a three-year agreement as this saves the College 10% over the two-year agreement option.

Funds in the amount of \$47,520.00 are budgeted in the Information Technology Telecommunications FY 2012 budget #02-70-16465-5705001 for the first year of this contract.

The purchase of telecommunications services and inter-connect equipment is exempt from bidding under Illinois Public Community College Act, 110 ILCS 805/3-27.1.

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

4. **RECOMMENDATION**

That the Board of Trustees approve a three-year contract for an Internet Services Agreement with Comcast Business Communications LLC, One Comcast Center, Philadelphia, Pennsylvania, for the contract term July 1, 2011 through June 30, 2014, for a total three-year expenditure of \$142,560.00.


SIGNATURE PAGE FOR COMCAST INTERNET SERVICES AGREEMENT.


ITEM(S) ON REQUEST

That the Board of Trustees approve a three-year contract for an Internet Services Agreement with Comcast Business Communications LLC, One Comcast Center, Philadelphia, Pennsylvania, for the contract term July 1, 2011 through June 30, 2014, for a total three-year expenditure of \$142,560.00.

Director, Business Affairs 8/1/11
Date

Chuck Currie 8-1-11
Vice President, Information Technology Date:


Senior Vice President, Administration


Date

Joseph E. Callan FOR AL BREUER 8-3-11
President Date

**COLLEGE OF DUPAGE
REGULAR BOARD MEETING**

STANDARD BOARD APPROVAL

1. **SUBJECT**

Personnel Actions.

2. **REASON FOR CONSIDERATION**

Board Action is required to ratify and approve personnel actions for all employees.

3. **BACKGROUND INFORMATION**

- A. Ratification of Administrator Appointments
- B. Ratification of Managerial Appointments
- C. Ratification of Classified Appointments
- D. Ratification of Managerial Promotions / Transfers
- E. Ratification of Classified Promotions / Transfers
- F. Ratification of Administrator Resignation / Terminations
- G. Ratification of Faculty Resignations / Terminations
- H. Ratification of Classified Resignations / Terminations
- I. Ratification of Faculty Retirements
- J. Ratification of Classified Retirements
- K. Ratification of Faculty Extended Personal Leave without Pay

4. **RECOMMENDATION**

That the Board of Trustees ratifies the Administrator, Managerial and Classified Appointments; Classified Promotions / Transfers; Administrator, Faculty and Classified Resignations / Terminations; Faculty and Classified Retirements and Faculty Extended Personal Leave without Pay.

APPOINTMENTS

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Start Date</u>	<u>Type</u>	<u>Salary</u>
<u>ADMINISTRATOR</u>					
Barbara S. Abromitis	Director of Grants	Grants	08/22/2011	New Hire	\$90,000
<u>MANAGERIAL</u>					
Jean-Louis Clerc	Executive Chef	Culinary & Hospitality	08/11/2011	New Hire Full-time	\$79,747
Judith A. Coates	Manager, Learning and Organizational Development	Teaching & Learning Center	08/15/2011	New Hire Full-time	\$101,150
Jamie Fredericks	Assistant Manager - Hotel	Culinary & Hospitality	08/08/2011	New Hire Full-time	\$47,466
<u>CLASSIFIED</u>					
Sara Kirby	Assistant Manager of Career Services	Career Services	08/19/2011	New Hire Full-time	\$54,891
Mahveen Fatima	Library Computing & Support Assistant	Library	07/05/2011	New Hire Part-time	\$9,485

PROMOTIONS / TRANSFERS

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Start Date</u>	<u>Type</u>	<u>Salary</u>
<u>MANAGERIAL</u>					
Craig A. Heavens	Programming Supervisor	IT	8/15/2011	Promotion	\$103,043

PROMOTIONS / TRANSFERS - CONTINUED

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Start Date</u>	<u>Type</u>	<u>Salary</u>
<u>CLASSIFIED</u>					
Sheila M. Compton	Program Assistant III	Office of Instructional Development & COD Online	07/29/2011	Promotion Full-time	\$55,224

RESIGNATIONS / TERMINATIONS

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>End Date</u>	<u>Type</u>	<u>Years of Service</u>
<u>ADMINISTRATOR</u>					
Mark V. Holysz	Director, Student Financial Aid	Student Financial Affairs	07/15/2011	Resignation	7 Yrs. 3 Mos.
<u>FACULTY</u>					
Jason D. Hunter	Assistant Professor, Physical Education	Health & Sciences	08/12/2011	Resignation	7 Yrs. 10 Mos.
<u>CLASSIFIED</u>					
Gregory E. Bryon	LRC Monitor, Circulation	Library	07/28/2011	Resignation	3 Yrs. 2 Mos.
Fred A. Fimbres	Coach	Athletics	07/14/2011	Resignation	5 Yrs. 2 Mos.
Maribel Ruiz	Financial Aid Loan Specialist	Student Financial Aid	07/28/2011	Resignation	2 Yrs. 0 Mos.
Jennifer L. Syperski	Administrative Assistant I	Counseling & Advising	07/21/2011	Resignation	0 Yrs. 11 Mos.
Marsha C. Woodruff	Instructional Assistant III	CIL – Westmont	08/29/2011	Position Elimination	6 Yrs. 5 Mos.

RETIREMENTS

Current
 Years of
Service

Name

Title

Department

End Date

Type

FACULTY

Herbert G. Haushahn	Professor	Heating, Air Conditioning & Refrigeration	05/31/2012*	Retirement	28 Yrs. 11 Mos.
Ronald V. Jerak	Professor/Counselor	Counseling & Advising Services	06/28/2012*	Retirement	25 Yrs. 10 Mos.
Linda L. Osanka	Associate Professor ESL/ABE/ASE	Liberal Arts	07/25/2013	Retirement	22 Yrs. 11 Mos.
Rosanne Paschal	Professor, Diagnostic Medical Imaging	Health Sciences	07/31/2012	Retirement	9 Yrs. 4 Mos.
Richard K. Simmons	Professor, Education	Health & Sciences	06/30/2012*	Retirement	18 Yrs. 11 Mos.
Gwenna J. Weshinskey	Professor, English	Liberal Arts	12/31/2012	Retirement	20 Yrs. 11 Mos.

*Retirement date changed due to change in SURS Money Purchase guidelines for those retiring after 07/02/2012.

CLASSIFIED

Jaelyn M. Granrath	Lab Assistant I Horticulture	Business & Technology	10/31/2012	Retirement	26 Yrs. 01 Mos.
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EXTENDED PERSONAL LEAVE WITHOUT PAY

Name

Title

Department

Dates

Type

FACULTY

Mary C. Newman	Associate Professor, English	Liberal Arts	08/22/2011-05/10/2012	Personal Leave
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COLLEGE of DUPAGE

PERSONNEL DATA FOR RECOMMENDATION TO BOARD OF TRUSTEES

CANDIDATE: Barbara Abromitis


POSITION: Director of Grants

PREPARATION: Ed.D Northern Illinois University


MAJOR AREAS: Reading Education

EXPERIENCE: Freelance Grant Writer and Educational Consultant
1987-2011
Lewis University
Assistant Professor/Adjunct Professor
1997-2002
Community School District 15
Teacher
1984-1991

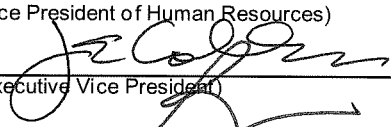
RECOMMENDED BY:




(Search Committee Chair)



(Vice President of Human Resources)



(Executive Vice President)



(President)

RANK AND SALARY: Administrator: \$90,000

DATE OF HIRE: August 22, 2011

COLLEGE of DUPAGE
POSITION STATISTICS FOR RECOMMENDED CANDIDATE

POSITION: Director of Grants

DEPARTMENT: Grants

CANDIDATE: Barbara Abromitis

SEARCH COMMITTEE: Tom Glaser (Chair), Glenda Gallisath, Tom Carter, Laura Mannion, Gina Wardell, Sharon Mellor, Doreen Fast

ADVERTISEMENTS:

SOURCE	DATE
CareerBuilder.com	5/5/2011 and 6/6/2011
Council for Research Development	5/5/2011
Council for Advancement and Support of Education (CASE)	5/5/2011
Association of Fundraising Professionals	5/5/2011
NPO.net	6/6/2011
LinkedIn	6/6/2011

DIVERSITY RECRUITMENT:

CANDIDATE POOL	STATS
Number of candidates	14
Number of candidates who did not meet minimum requirements	9
Number of candidates who withdrew their application during selection process	0
Self-identified diverse candidates	3
Number of candidates Skype/phone interviewed	0
Number of diverse candidates contacted for phone interview	1
Number of candidates interviewed on-site	2
Number of diverse candidates interviewed on-site	0

9. CONSENT AGENDA

C. For INFORMATION: Construction-Related Items

1) Monthly Construction Project Summary

**COLLEGE OF DUPAGE
REGULAR BOARD MEETING**

CONSTRUCTION BOARD INFORMATION

1. **SUBJECT**

Monthly Construction Project Summary.

2. **REASON FOR CONSIDERATION**

Standard reports provided to the Board monthly for their review.

3. **BACKGROUND INFORMATION**

All projects are proceeding on schedule.

Referendum-Related Projects

Renovate Berg Instructional Center, SRC and SSC #727

- The majority of the moves have been completed for the BIC.
- Demolition of the east side of the BIC has started.
- Substantial Completion for the SSC will be received in August.
- New furniture installation has begun in the SSC.

Culinary & Hospitality #760

- Punchlist activities are underway and are 80% complete in most areas.
- Mechanical equipment start-up and commissioning activities are in progress.
- Health Department final inspection is scheduled for the week of 8/1.
- Exterior asphalt is scheduled for 8/8 - 8/10.
- Landscaping activities are scheduled to be complete by 8/13.
- C.O.D. occupancy and move-in is scheduled for 8/3/11.
- Owner training and start-up activities for software etc. will continue through August.

Homeland Security Education Center #761

- Wrapping up finish activities. Completing minor construction activities and punchlist items.
- Commissioning activities are nearly complete.
- Exterior irrigation and sitework is underway. Anticipate completion prior to 8/13.
- Owner move-in is complete.
- Event stairway is scheduled to be complete by 8/13.
- World Trade Center artifact is scheduled to be complete by mid-August.

Capital Budget Projects

Deaerator Replacement

- The install is complete, deaerator is operational, and the project is in close-out.

Refurbish SRC 2800

- SRC floor #1 corridor furniture to be delivered by mid-August.

9. CONSENT AGENDA

D. For APPROVAL: Construction-Related Items

- 1) *Ratification* of Construction Change Orders**
 - **Referendum-Related Projects**
 - **Capital Budget Projects**
- 2) *Approval* of Construction Change Orders**
 - **Referendum-Related Projects**
 - **Capital Budget Projects**
- 3) Culinary & Hospitality Center (CHC)**
- 4) Homeland Security Education Center (HEC)**
- 5) Berg Instructional Center (BIC), Student Resource Center (SRC) Renovation Project, Phase I**

COLLEGE OF DUPAGE
REGULAR BOARD MEETING

CONSTRUCTION-RELATED BOARD APPROVAL

1. SUBJECT

Ratification of Construction-Related Change Orders.

2. BUDGET STATUS

Change orders will be funded from the designated project's overall budget and fall within the project's approved budget. All change orders not in excess of \$100,000.00, or 10% of the contract price, have been approved by the Director of Facilities Planning and Development. All single change orders exceeding \$50,000.00 have been approved by the President. All single change orders exceeding \$100,000.00, or 10% of the contract price, require approval by the Board of Trustees. Multiple change orders to a single construction-related contract are allowed up to a cumulative limit of 20% of the original contract price. Multiple change orders exceeding 20% of the contract price require approval by the Board of Trustees.

3. BACKGROUND INFORMATION

Referendum-Related Projects

Owner-Requested Scope Change: BIC/SRC, LSH #29, #30, Mortenson #116, #117, #118, #119, #121, #124, #126; CHC, W.B. Olson #73; HEC, Power #88, #104, #107, #115; and HEC, Siemens #01.

Un-bought Scope Change: BIC/SRC, Mortenson #67.2, #127; CHC, W.B. Olson #69, #78; HEC, Power #88, #92, #99, #100, #106, #110, #112, #114, and #116.

Unforeseen Condition Scope Change: BIC/SRC, Colfax #17, and Mortenson #105.

Capital Budget Projects

None

4. RECOMMENDATION

That the Board of Trustees ratifies the Construction-Related Change Orders from the attached Summary for August 2011.


SIGNATURE PAGE FOR RATIFICATION OF CONSTRUCTION-RELATED
CHANGE ORDERS

ITEM(S) ON REQUEST

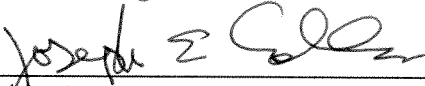
That the Board of Trustees ratifies the Construction-Related Change Orders listed for August 2011.

 8/1/11

John Wandolowski, Director Facilities Planning and Development Date

 8/2/2011

Senior Vice President, Administration Date

 FOR RL BREUDER 8-3-11

President Date

SUMMARY OF RATIFICATION OF CONSTRUCTION-RELATED CHANGE ORDERS

REFERENDUM-RELATED PROJECTS

- **RATIFY BIC/SRC – LSH ADDITIONAL SERVICE #29: \$18,516.00.** Due to the recent change from the Café space to Starbuck's, the drawings needed to be changed to meet their specifications. These drawings will be submitted to the Health Department for review and to the Construction Manager for pricing. *This is an Owner-Requested Scope Change.*
- **RATIFY BIC/SRC – LSH ADDITIONAL SERVICE #30: \$5,600.00.** Continuing Education is moving into the SRC space being vacated by the Culinary program. The College has received a grant to add a Pharmacy Technician training classroom. Revisions are required to the architectural drawings to accommodate a mock exhaust hood, shelving, casework and equipment to simulate a mock Pharmacy. Equipment for the new space will be provided via this grant. *This is an Owner-Requested Scope Change.*
- **RATIFY BIC/SRC – COLFAX #17: \$17,800.00.** Additional tiles containing asbestos were discovered during demolition. This additional cost is to remove these tiles in four classrooms in the BIC building. *This is an Unforeseen Condition Scope Change.*
- **RATIFY BIC/SRC – MORTENSON #67.2: \$32,291.00.** The existing outlets were located at the floor level and did not meet ADA requirements. This work includes wiring to the electrical panels and installing 24 new outlets. *This is an Un-bought Scope Change.*
- **RATIFY BIC/SRC – MORTENSON #105: \$13,875.00.** During field verification of the structural steel columns, it was noticed that 83 of the column covers in the Student Services Center (SSC) needed to be increased in size. This size increase was due to steel splice plates and fire proofing being larger than anticipated. The change order is the incremental cost to increase the size of the column covers. *This is an Unforeseen Condition Scope Change.*
- **RATIFY BIC/SRC – MORTENSON #116: <\$13,971.00>.** This credit is to delete the closure piece of the fin tube. The closure piece was eliminated to allow easier removal of the covers when maintenance is required. *This is an Owner-Requested Scope Change.*
- **RATIFY BIC/SRC – MORTENSON #117: \$4,504.00.** This revision is to upgrade the type of paint on the railings on the north side of the Student Services Center (SSC) to high performance paint. This railing treatment is similar to the paint that has been applied on the south terrace of the BIC. *This is an Owner-Requested Scope Change.*
- **RATIFY BIC/SRC – MORTENSON #118: \$21,089.00.** At the request of Facilities Planning and Construction, this change is to abandon the SRC natural gas line that is buried in the hill west of the BIC, and replace it with a new gas line on the interior first floor hallway of the BIC. The existing gas line has failed numerous times in the past because it is buried underground and is subject to acidic soil conditions. The new gas line inside the BIC building will eliminate any further damage to this piping. *This is an Owner-Requested Scope Change.*

- **RATIFY BIC/SRC – MORTENSON #119: \$44,256.00.** During plan reviews with the users of the new Cashier's space, several revisions were requested. The revisions included blinds, staging lights above the transaction windows, data lines, and purchasing a new safe/drop box. The existing safe/drop box could not be reused because it was a built-in design in the original location. The cost for the safe/drop box alone was approximately \$20,000. *This is an Owner-Requested Scope Change.*
- **RATIFY BIC/SRC – MORTENSON #121: \$3,100.00.** At the request of Facilities Planning and Construction, a handrail is to be added around the condensate pit in the Student Services Center mechanical room for safety. *This is an Owner-Requested Scope Change.*
- **RATIFY BIC/SRC – MORTENSON #124: \$7,356.00.** In April 2011, the Board of Trustees approved the addition of Bid Package #8 to enhance the audio-visual system for the new Board Room and two large meeting rooms in the Student Services Center to Huen Electric for \$232,000.00. This award should have been made to Mortenson Construction. This cost is for the fee and insurance which needs to be part of the contract to Mortenson. *This is an Owner-Requested Scope Change.*
- **RATIFY BIC/SRC – MORTENSON #126: \$24,979.00.** Due to recent expansion in the Facilities department, a temporary location for the Custodial management team is required in the BIC. This space will support the Custodial management team and their direct supervisors. *This is an Owner-Requested Scope Change.*
- **RATIFY BIC/SRC – MORTENSON #127: \$90,153.00.** The existing outlets were located at the floor level and did not meet ADA requirements. This work includes wiring to the electrical panels and installing 71 new outlets. *This is an Un-bought Scope Change.*
- **RATIFY CHC – W.B. OLSON #69: \$30,401.00.** This change is for coordination between electrical, structural and audio-visual system for the bakeshops and kitchens. This change was a result of coordination between various trades and the College after the bid process was completed. The original cost of this change order was \$35,000 and has been negotiated down to the proposed amount. *This is an Un-bought Scope Change.*
- **RATIFY CHC – W.B. OLSON #73: \$5,846.00.** Corner guards were included as part of the project bid documents and bid scope. However, upon the College's review of the submittal documents, there were a few additional corners that should have this protection. It was more cost-effective to add these to the base contract and cover all areas appropriately. *This is an Owner-Requested Scope Change.*
- **RATIFY CHC – W.B. OLSON #78: \$11,560.00.** During the submittal review process both the College and LSH had adjustments to the door hardware as purchased. This is due to the special use of the building and the areas of increased security for hotel and fine dining guests. These areas required further consideration after the design and bid process was completed. *This is an Un-bought Scope Change.*

- **RATIFY HEC – POWER CONSTRUCTION #88: \$56,821.00.** Throughout the project, there have been various electrical coordination issues and scope refinements. During previous change order discussions, the College was given an estimated cost of \$61,000.00 for these items. The revisions are as follows:
 - a. Two (2) added exterior battery emergency lights and miscellaneous painting and patching: \$5,332.00. *This was a coordination field issue and is an Un-bought Scope Change.*
 - b. Relocated two fire alarm devices in corridors: \$1,573.00. *This was due to field conflict and is an Un-bought Scope Change.*
 - c. Adjusted hardwired switches to 20A duplex GFCI receptacles: \$3,931.00. *This was due to field conflict and is an Un-bought Scope Change.*
 - d. Adjustment to electrical feeder to add one (1) additional #3 conductor between panels: \$261.00. *This was due to field conditions and is an Un-bought Scope Change.*
 - e. Changed outlet wiring, breaker and circuit for dryer in Mud Room: \$2,617.00. *This was due to field conditions (change in availability of dryer manufacturer) and is an Un-bought Scope Change.*
 - f. Changed circuiting to locate operating switch in secured closet for the Immersive Lab overhead exterior doors: \$3,578.00. Risk management and engineering approved. *This was due to field coordination and is an Un-bought Scope Change.*
 - g. Provide connections between Crestron AV system and motor shade controls in immersive street: \$3,800.00. *This is an Owner-Requested Scope Change.*
 - h. Tied exterior gate arms into fire alarm system: \$7,221.00. *This was a Village requested accommodation and is an Un-Bought Scope Change.*
 - i. Added a card-access reader test location in Police Department office (required for Police Department to issue ID's): \$1,024.00. This change was missed during the drawing review and was requested by the Police Department and IT. *This is an Owner-Requested, Un-Bought Scope Change.*
 - j. Added a speaker system with volume control in the Police Department areas: \$23,902.00. This was in the Ed Specs; however, during design and bidding, the Police Department was still evaluating what upgraded radio system they were going to use. Information is now available and this can be accommodated as requested. *This is an Un-bought Scope Change.*
 - k. Power's fee, General Conditions, and Insurance on above items: \$3,582.00.
- **RATIFY HEC – POWER CONSTRUCTION #92: \$5,299.00.** The Police Department requires a T1 line to the new facility in order to interface with their state records system (looking up criminal records, etc). We were unable to include this scope in the original bid documents as the Police Department had to get permission from the state for this added line. Working with the IT Department, we have developed a solution that is low-cost and the College will do some of the work directly. The original estimate for this change was \$10,000.00. *This is a required scope of work for the Police Department and is an Un-bought Scope Change.*

- **RATIFY HEC – POWER CONSTRUCTION #99: \$4,947.00.** The College provides emergency blue-light phones and call boxes as part of all projects. As part of HEC, the Police Department had requested 24 boxes to be tied into the security camera system. When the specifications were written, this new technology was not available. It is now in development. In order to meet the specifications of the Police Department, upgrades to the specified system need to be accommodated. *This is an Un-bought Scope Change.* The upgrades include:
 - a. Adding strobe indicators to four (4) blue lights.
 - b. Adding upgraded solar panels to four (4) “Call-24 systems”.
 - c. Adding an ANI module for one relocated and one reused box that did not have this capability.
 - d. Add one (1) camera-call head-end module for integration with Continental Security System. (Software is in development and will be available in six months).
- **RATIFY HEC – POWER CONSTRUCTION #100: \$6,304.00.** Two Overhead Coiling Doors on the drawings were missing power requirements per the bid documents. This is a missed scope item from the electrical engineer. The College maintains that they should not be responsible for any premium cost as a result of this work not being properly coordinated. *This is an Un-bought Scope Change.*
- **RATIFY HEC – POWER CONSTRUCTION #104: \$5,273.00.** The College requires all Automatic External Defibrillators (AED’s) installed in the building to have their door switches tied to the security system. This was not in our design criteria when this project was bid, but has subsequently been added for future projects. *This is an Owner-Requested Scope Change.*
- **RATIFY HEC – POWER CONSTRUCTION #106: \$5,140.00.** During the construction process, both the architect and the College concluded that the light fixtures in the immersive street and in the EM/Command Center would need to have dimming ability. This change is to add dimming ballasts in the Immersive Street for greater functionality of the space. *This is an Un-bought Scope Change.*
- **RATIFY HEC – POWER CONSTRUCTION #107: \$4,618.00.** After bid selected patio furniture arrived, the fine dining patio required some minor adjustments prior to the furniture being put in place. Minor adjustments to drain tiles and concrete were required to accommodate the patio layout which will also provide better long-term maintenance capabilities for the College. *This was an Owner-Requested Scope Change.*
- **RATIFY HEC – POWER CONSTRUCTION #110: \$2,784.00.** Linear diffusers were needed in a hallway to avoid conflicts with the new piping. This was a field condition but also a coordination issue with the mechanical engineer who has already accepted responsibility for this work and will reimburse the College. *This is an Un-bought Scope Change.*
- **RATIFY HEC – POWER CONSTRUCTION #112: \$13,038.00.** In order to stay on schedule, the College approved selective overtime work by select trades to take place in advance of the Sprinkler Fitter strike. This overtime work resulted in very few lost days to the other trades once the Fitters went on strike. *This is an Un-bought Scope Change.*

- **RATIFY HEC – POWER CONSTRUCTION #114: \$4,241.00.** The College had intended to reuse the parking lot gates that were removed from the CHC parking lot. However, these old gates were used for parts by other departments. We are able to relocate gates that are currently in the parking lot north of the HSC. The cost of this change is to remove, relocate and reuse the HSC Parking Lot Gates. *This is an Un-bought Scope Change.*
- **RATIFY HEC – POWER CONSTRUCTION #115: \$42,654.00.** The temporary construction lot will be utilized by the College as staff parking in lieu of its removal. The cost for this work is offset by a \$28,817.00 credit from the landscaper to not install irrigation and grass in the area. The net added cost to the College to add 51 spaces on West campus in this location is \$13,837.00. *This is an Owner-Requested Scope Change.*
- **RATIFY HEC – POWER CONSTRUCTION #116: \$12,072.00.** The Architect incorrectly understood the quantity of gates available for re-use on site. They did not include a set of gates that are still required. The cost of this change is for one set of new gates that was inadvertently missed in the bid documents. *This is an Un-bought Scope Change.*
- **RATIFY HEC – SIEMENS BUILDING CONTROL #01: \$5,067.00 Not-To-Exceed:** The original proposal for the building integration system was to operate the system via the Internet. Since, for building controls this can be somewhat unreliable, the College was able to help provide an inexpensive and direct connection from the BIC mechanical control room to HEC for building controls using the new fiber system, which is now in place. The result will be a more reliable connection for building controls. The original estimate for work was \$11,000.00; however, this has been reduced by the College performing some of this work directly. *This was an Owner-Requested Scope Change.*

COLLEGE OF DUPAGE
REGULAR BOARD MEETING

CONSTRUCTION-RELATED BOARD APPROVAL

1. SUBJECT

Approval of Construction-Related Change Orders.

2. BUDGET STATUS

Change orders will be funded from the designated project's contingency and fall within the project's approved budget. All change orders not in excess of \$100,000.00, or 10% of the contract price, have been approved by the Director of Facilities. All single change orders exceeding \$50,000.00 have been approved by the President. All single change orders exceeding \$100,000.00, or 10% of the contract price, require approval by the Board of Trustees. Multiple change orders to a single construction-related contract are allowed up to a cumulative limit of 20% of the original contract price. Multiple change orders exceeding 20% of the contract price require approval by the Board of Trustees.

3. BACKGROUND INFORMATION

Board approval is required due to the change order cumulative total exceeding 20% of the original contract value.

Referendum-Related Projects

Owner-Requested Scope Change: BIC/SRC, Mortenson #120 and #128;
Parking, V3 Companies #01.

Capital Budget Projects

None


4. RECOMMENDATION

That the Board of Trustees approves the Construction-Related Change Orders from the attached Summary for August 2011.

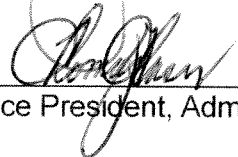
SIGNATURE PAGE FOR CONSTRUCTION-RELATED CHANGE ORDERS

ITEM(S) ON REQUEST

That the Board of Trustees approves the Construction-Related Change Orders listed for August 2011.



John Wandolowski, Director Facilities Planning & Development
8/1/11
Date



Senior Vice President, Administration
8/2/2011
Date

 FOR PL BREUDER

President
8-3-11
Date

SUMMARY OF APPROVED CONSTRUCTION-RELATED CHANGE ORDERS

REFERENDUM-RELATED PROJECTS

- **APPROVE BIC/SRC – MORTENSON #120: \$138,443.00.** At the request of Facilities Planning and Construction, hand dryers are to be added to each restroom in the BIC and SSC buildings. When the project is complete, there will be a total of 54 hand dryers. The cost for the hand dryers is approximately \$75,000 with the balance being the installation. *This is an Owner-Requested Scope Change.*
- **APPROVE BIC/SRC – MORTENSON #128: \$131,682.00.** As part of our temporary housing plan, spaces are required for the Center for Independent Learning, Academic Support Center and the Anthropology classrooms. Work includes adding walls, doors, carpet, electrical and data as required. *This is an Owner-Requested Scope Change.*
- **APPROVE PARKING – V3 COMPANIES #01: \$59,000.00.** Supplemental design services were necessary for new tennis courts to be located west of the softball field and for improvements to the track and field events including discus, javelin and shot put. *This is an Owner-Requested Scope Change.*

CAPITAL BUDGET PROJECTS

None

**COLLEGE OF DUPAGE
REGULAR BOARD MEETING**

CONSENT AGENDA APPROVAL

1. SUBJECT

Culinary & Hospitality Center (CHC) Illinois Community College Board (ICCB)
Statement of Final Construction Compliance

2. BUDGET STATUS

Funds in the amount of \$29,591,665 are being provided by the FMP CHC
Construction budget.

3. BACKGROUND INFORMATION

Locally funded capital projects require ICCB approval and a Statement of
Final Construction Compliance signed by the architect and the Board of
Trustees. Attached is the completed form for the Culinary & Hospitality
Center project.

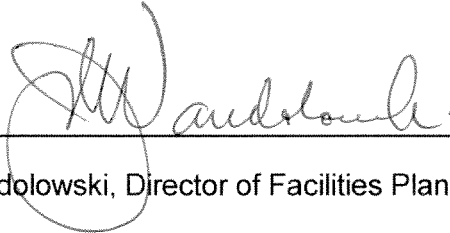
4. RECOMMENDATION

That the Board of Trustees approves the Statement of Final Construction
Compliance of the Culinary & Hospitality Center project for submittal to the
ICCB per the form attached. The project budget is \$29,591,665.


SIGNATURE PAGE FOR CULINARY & HOSPITALITY CENTER ICCB FINAL
CONSTRUCTION COMPLIANCE

ITEM(S) ON REQUEST

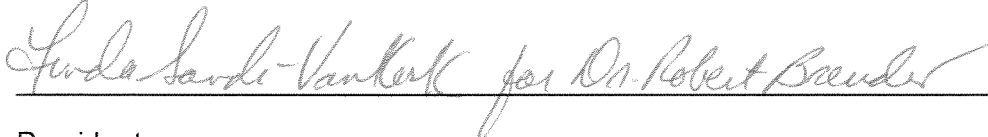
That the Board of Trustees approve \$ 29,591,665 for approval of project budget for the Culinary & Hospitality Center project for submittal to the ICCB and submittal of the attached ICCB Statement of Final Construction Compliance.

 8/11/11

John Wandolowski, Director of Facilities Planning & Development Date

 8/11/11

Senior Vice President, Administration Date

 8/11/11

President Date

Protection, Health, and Safety Project

Statement of Final Construction Compliance

College of DuPage Culinary Hospitality Center

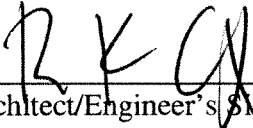
Name and address of architect/engineer providing the Statement of Final Construction Compliance:

Loebl Schlossman & Hackl
233 North Michigan Ave.
Suite 3000
Chicago, Illinois 60601

Final cost of the project:

Approved Budget \$ 27,156,164 Actual Cost \$ 29,591,665

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

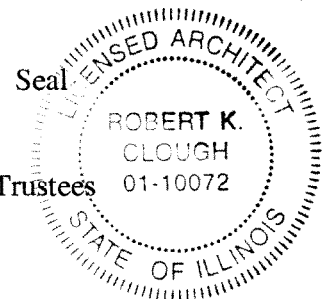

Architect/Engineer's Signature

July 25, 2011
Date

date

Illinois Registration or License Number

01-10072



Approved by the _____ Board of Trustees

Date

Signed _____, Chairperson

_____, Secretary

signature

Expires 11-30- 2012

**COLLEGE OF DUPAGE
REGULAR BOARD MEETING**

CONSENT AGENDA APPROVAL

1. SUBJECT

Homeland Security Education Center (HEC) Illinois Community College Board (ICCB) Statement of Final Construction Compliance

2. BUDGET STATUS

Funds in the amount of \$24,771,075 are being provided by the FMP CHC Construction budget.

3. BACKGROUND INFORMATION

Locally funded capital projects require ICCB approval and a Statement of Final Construction Compliance signed by the architect and the Board of Trustees. Attached is the completed form for the Homeland Security Education Center project.

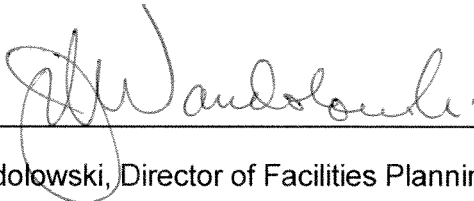
4. RECOMMENDATION

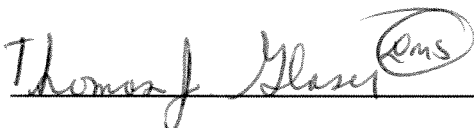
That the Board of Trustees approves the Statement of Final Construction Compliance of the Homeland Security Education Center project for submittal to the ICCB per the form attached. The project budget is \$24,771,075.


SIGNATURE PAGE FOR HOMELAND SECURITY EDUCATION CENTER ICCB
FINAL CONSTRUCTION COMPLIANCE

ITEM(S) ON REQUEST

That the Board of Trustees approves the Statement of Final Construction Compliance of the Homeland Security Education Center project for submittal to the ICCB per the form attached. The project budget is \$24,771,075.

8/11/11
John Wandolowski, Director of Facilities Planning & Development Date

8/11/11
Senior Vice President, Administration Date

8/11/11
President Date

Protection, Health, and Safety Project

Statement of Final Construction Compliance

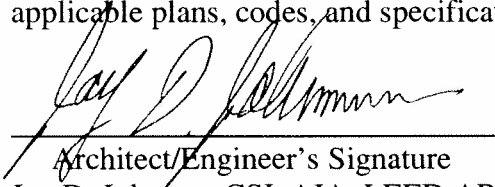
Name and address of architect/engineer providing the Statement of Final Construction Compliance:

Legat Architects
2015 Spring Rd. Ste 175
Oak Brook, IL 60527

Final cost of the project:

Approved Budget \$ 23,201,075 Actual Cost \$ 24,771,075

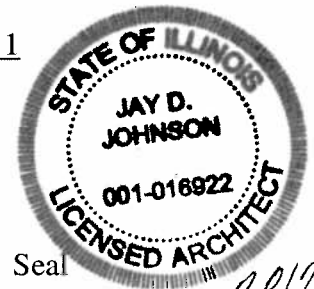
I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.



Architect/Engineer's Signature
Jay D. Johnson, CSI, AIA, LEED AP

Date: 07/12/2011

Illinois Registration or License Number:
001-016922



Seal

Expires 11-30-2012

Approved by the _____ Board of Trustees

Date 07/12/2011

Signed _____, Chairperson

_____, Secretary

**COLLEGE OF DUPAGE
REGULAR BOARD MEETING**

CONSENT AGENDA APPROVAL

1. SUBJECT

BIC/SRC Renovation Project Phase I – Illinois Community College (ICCB)
Statement of Final Construction Compliance

2. BUDGET STATUS

Funds in the amount of \$92,189,734 are being provided by the FMP CHC
Construction budget.

3. BACKGROUND INFORMATION

Locally funded capital projects require ICCB approval and a Statement of
Final Construction Compliance signed by the architect and the Board of
Trustees. Attached is the completed form for the BIC/SRC Renovation
Project Phase I.

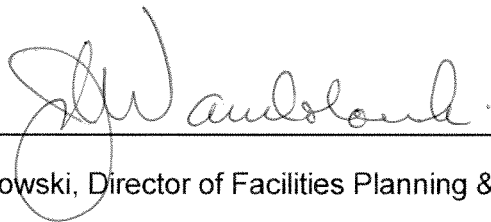
4. RECOMMENDATION

That the Board of Trustees approves the Statement of Final Construction
Compliance of the BIC/SRC Renovation Project Phase I for submittal to the
ICCB per the form attached. The project budget is \$92,189,734.

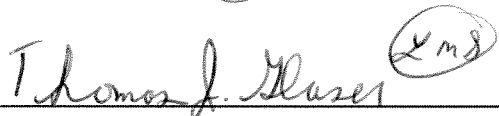
SIGNATURE PAGE FOR HOMELAND SECURITY EDUCATION CENTER ICCB
FINAL CONSTRUCTION COMPLIANCE

ITEM(S) ON REQUEST


That the Board of Trustees approves the Statement of Final Construction Compliance of the BIC/SRC Renovation Project Phase I for submittal to the ICCB per the form attached. The project budget is \$92,189,734.

 8/11/11

John Wandolowski, Director of Facilities Planning & Development Date

 8/11/11

Thomas J. Maser Senior Vice President, Administration Date

 8/11/11

Linda Paul Vallet for Dr. Robert Brewer President Date

Protection, Health, and Safety Project

**Statement of Final Construction Compliance
College of DuPage, BIC/SRC Renovation Project, Phase 1**

Name and address of architect/engineer providing the Statement of Final Construction Compliance:

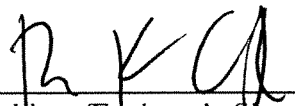
Loebl Schlossman & Hackl
233 North Michigan Ave.
Suite 3000
Chicago, Illinois 60601

Final cost of the project: Phase 1 Substantial Completion- June 17, 2011

Approved Budget \$ 109,610,000* Actual Cost \$ 92,189,734*

*Note: The Approved Budget and Actual Cost are Total Project Costs

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.


Architect/Engineer's Signature

June 17, 2011
Date

Illinois Registration or License Number

01-10072

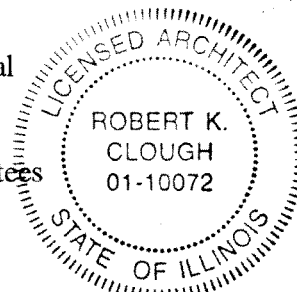
Approved by the _____ Board of Trustees

Date

Signed _____, Chairperson

_____, Secretary

Seal



expires 11-30- 2012

signature

10. NEW BUSINESS

A. For INFORMATION

None

10. NEW BUSINESS

B. For APPROVAL

- 1) Non-Union Part-Time Teaching Faculty Rate Increase**
- 2) Semi-Annual Review of Closed Session Minutes**
- 3) Semi-Annual Authorization for Destruction of Verbatim Records of Closed Session Meetings**
- 4) College of DuPage Adjuncts Association (CODAA) Contract IEA/NEA**
- 5) Operating Engineers Contract**
- 6) Approval of New AAS Degree and Certificate in Information System Security (INFOSEC) 4011 Professional**
- 7) Approval of New AAS Degree and Certificate in Game Design and Development**
- 8) Approval of New AAS Degree and Certificate in Game Programming and Development**
- 9) Approval of Revision to the 2011-2012 Academic Calendar**
- 10) Approval of Treasurer's Bond**
- 11) Glen Ellyn Easements – Traffic Signal and Public Sidewalk**

COLLEGE OF DUPAGE
REGULAR BOARD MEETING

NEW BUSINESS APPROVAL

1. SUBJECT

FY12 rate increase for non-union, part-time teaching faculty.

2. REASON FOR CONSIDERATION

Board Action is required to approve the rates paid for these assignments each year.

3. BACKGROUND INFORMATION

The rates being presented for non-union, part-time teaching faculty represent a 2.85% increase.

4. RECOMMENDATION

That the Board authorizes an increase of 2.85% for non-union, part-time teaching faculty rates.

COLLEGE OF DUPAGE

**SCHEDULE OF REMUNERATION
FOR PART-TIME NON-UNION FACULTY AND FULL-TIME FACULTY OVERLOAD ASSIGNMENTS
2011-2012**

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

Step	Semesters of Teaching Experience	Rate Per Equivalent Hour Per Semester
A	1 to 2	\$ 843.00
B	3 to 4	\$ 880.00
C	5 and over	\$ 916.00

Full-Time Faculty Overload Rate	\$ 950.67
--	-----------

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

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

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

Step A	\$ 53.00
Step B	\$ 55.50
Step C	\$ 57.50

These rates will be effective 8/17/11

SIGNATURE PAGE FOR RATE INCREASE FOR NON-UNION PART-TIME
TEACHING FACULTY FOR FY12.

ITEM(S) ON REQUEST

That the Board authorizes an increase of 2.85% for non-union, part-time teaching faculty rates.

Linda Sandi-VanWert 8/1/11

Vice President of Human Resources

Date

John E. Olson FOR EL BREUER 8-1-11

President

Date

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

NEW BUSINESS APPROVAL

1. **SUBJECT**

Semi-Annual Review of Closed Session Minutes – Confidential for Board Only.

2. **REASON FOR CONSIDERATION**

By law, each Board is required to review, at least every six months, the written minutes of Closed Sessions to determine whether the minutes, in whole or in part, may be made part of the public record.

3. **BACKGROUND INFORMATION**

Minutes will not be released unless the Board of Trustees finds that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential.

4. **RECOMMENDATION**

The Board of Trustees finds that the need for confidentiality still exists with regard to the written Closed Session minutes and, therefore, recommends the following Closed Session minutes be kept confidential for reasons of personal privacy or protection of the public interest (Exhibit "A"):

- 1) February 8, 2011
- 2) February 24, 2011
- 3) March 14, 2011


- 4) May 23, 2011
- 5) June 23, 2011
- 6) July 12, 2011

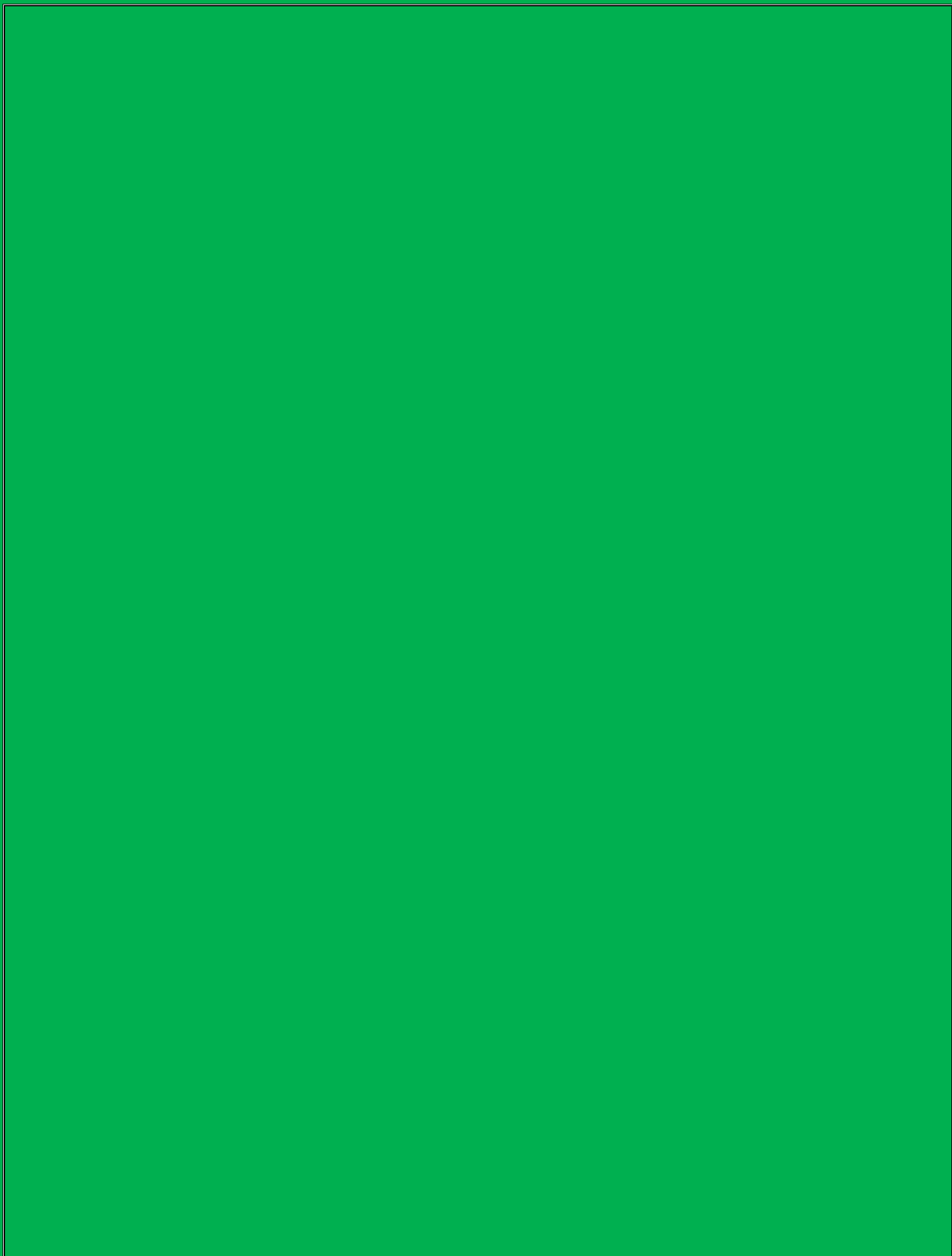
SIGNATURE PAGE FOR APPROVAL OF
SEMI-ANNUAL REVIEW OF CLOSED SESSION MINUTES

ITEM(S) ON REQUEST

The Board of Trustees finds that the need for confidentiality still exists with regard to the written Closed Session minutes and, therefore, recommends that the following Closed Session minutes be kept confidential for reasons of personal privacy or protection of the public interest (*Exhibit "A"*):

- | | |
|----------------------|------------------|
| 1) February 8, 2011 | 4) May 23, 2011 |
| 2) February 24, 2011 | 5) June 23, 2011 |
| 3) March 14, 2011 | 6) July 12, 2011 |

_____ Board Secretary	_____ Date
_____ Legal Counsel	_____ Date
 FOR DR. BREUDER	7-28-11
_____ President	_____ Date



EXHIBIT

“A”

FOLLOWS



Recording of Closed Meetings

1. A verbatim record shall be kept of all meetings of the Board of Trustees or any subsidiary “public body” (as defined by the *Illinois Open Meetings Act* 5ILCS 120 et seq.) of the College which are closed to the public. The verbatim record shall be in the form of an audio or video recording. In addition, minutes shall be kept of all closed meetings in the manner required by the *Illinois Open Meetings Act*. Minutes of closed meetings shall be placed before the Board or the subsidiary body, as the case may be, for approval as to form and content as soon as practicable following the closed meeting. The Secretary of the Board, or his/her designee, shall maintain the verbatim recordings and minutes of all closed meetings of the Board and all subsidiary public bodies of the College. The President shall promulgate such procedures as may be necessary to maintain the confidentiality of such verbatim recordings and minutes.
2. The verbatim record of closed meetings shall not be open for public inspection or subject to discovery, except as provided by law.

Adopted: 3/19/09

Reviewed:

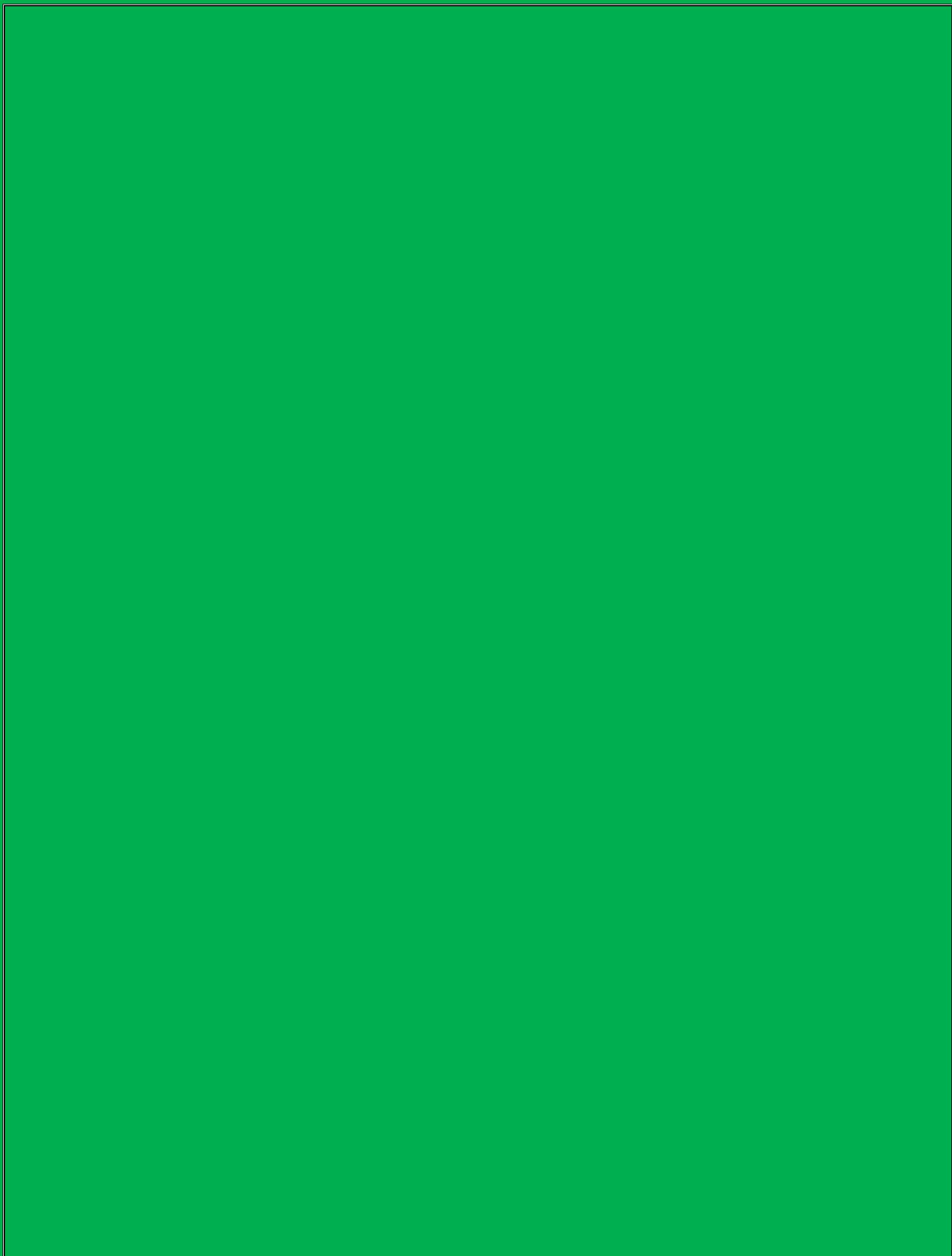
Amended: 8/20/09



Recording of Closed Meetings

1. At the beginning of each closed meeting, those present will identify themselves by voice for the audio recording. If the meeting is videotaped, at the beginning of the meeting, those present will individually appear on camera and identify themselves by voice. The Chairman of the closed meeting will also announce the times at which the meeting commences and ends at the appropriate points on the recording.
2. Minutes or recordings will not be released unless the Board of Trustees finds that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential. As to any minutes or recordings not released, the Board will find that the “need for confidentiality still exists” with regard to those minutes or recordings. The administration will prepare a recommendation for the Board regarding the release and non-release of the respective minutes and recordings. Minutes of closed meetings will be kept indefinitely.
3. At the first Regular Board Meeting in February and August, the agenda will include the following item: “Authorization for destruction of verbatim recordings of closed meetings.” The administration will present a list to the Board of Trustees of the dates of closed meetings where:
 - A. A verbatim recording exists;
 - B. The Board of Trustees has approved the minutes of the closed meetings as to form, regardless of whether the minutes have been released for public review; and
 - C. There have been more than eighteen (18) months since the date of the closed meeting.
4. The Board of Trustees will consider whether to authorize destruction of the verbatim recordings of those closed meetings. When ordered by the Board of Trustees, the Secretary of the Board of Trustees or designee will destroy the recording of that closed meeting in a suitable manner.

Adopted: 10/01/09	Reviewed:	Amended:
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**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

NEW BUSINESS APPROVAL

1. **SUBJECT**

Authorization for Destruction of Verbatim Records of Closed Session Meetings as Provided by 5 ILCS 120, et seq. Confidential for Board Only.

2. **REASON FOR CONSIDERATION**

In compliance with the law and in accordance with Board Policy and Administrative Procedure 5-165, Recording of Closed Meetings (*Exhibit "A"*):
"At the first Regular Board Meeting in February and August, the agenda will include the following item: 'Authorization for destruction of verbatim recordings of closed meetings.' "

3. **BACKGROUND INFORMATION**

The administration will present a list to the Board of Trustees of the dates of closed meetings where a verbatim recording exists. The Board will consider whether to authorize destruction of the verbatim recordings of those closed meetings. When ordered by the Board of Trustees, the Secretary of the Board of Trustees or designee will destroy the recording of that closed meeting in a suitable manner.

4. **RECOMMENDATION**

- A) That the Board of Trustees review the attached list, by date, (*Exhibit "B"*) of the verbatim recordings of all Closed Session meetings, subject to destruction; and
- B) That the Board of Trustees direct the Board Secretary or designee to destroy the verbatim recordings of all closed sessions that currently exist where there have been more than eighteen (18) months since the date of the closed meeting.

SIGNATURE PAGE FOR APPROVAL OF
AUTHORIZATION FOR THE DESTRUCTION OF VERBATIM RECORDS OF CLOSED
SESSION MEETINGS AS PROVIDED BY 5 ILCS 120, ET SEQ

ITEM(S) ON REQUEST

- A) That the Board of Trustees review the attached list, by date, (*Exhibit "B"*) of the verbatim recordings of all Closed Session meetings, subject to destruction; and
- B) That the Board of Trustees direct the Board Secretary or designee to destroy the verbatim recordings of all closed sessions that currently exist where there have been more than eighteen (18) months since the date of the closed meeting.

Board Secretary

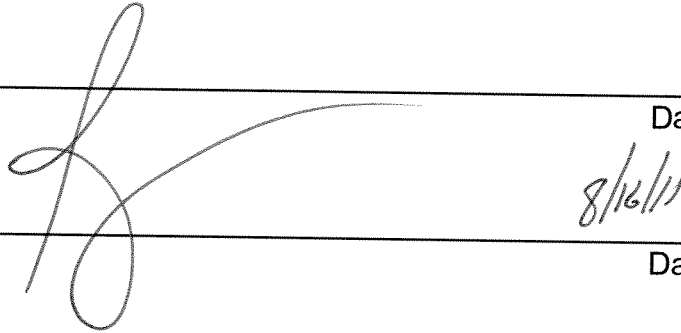
Date

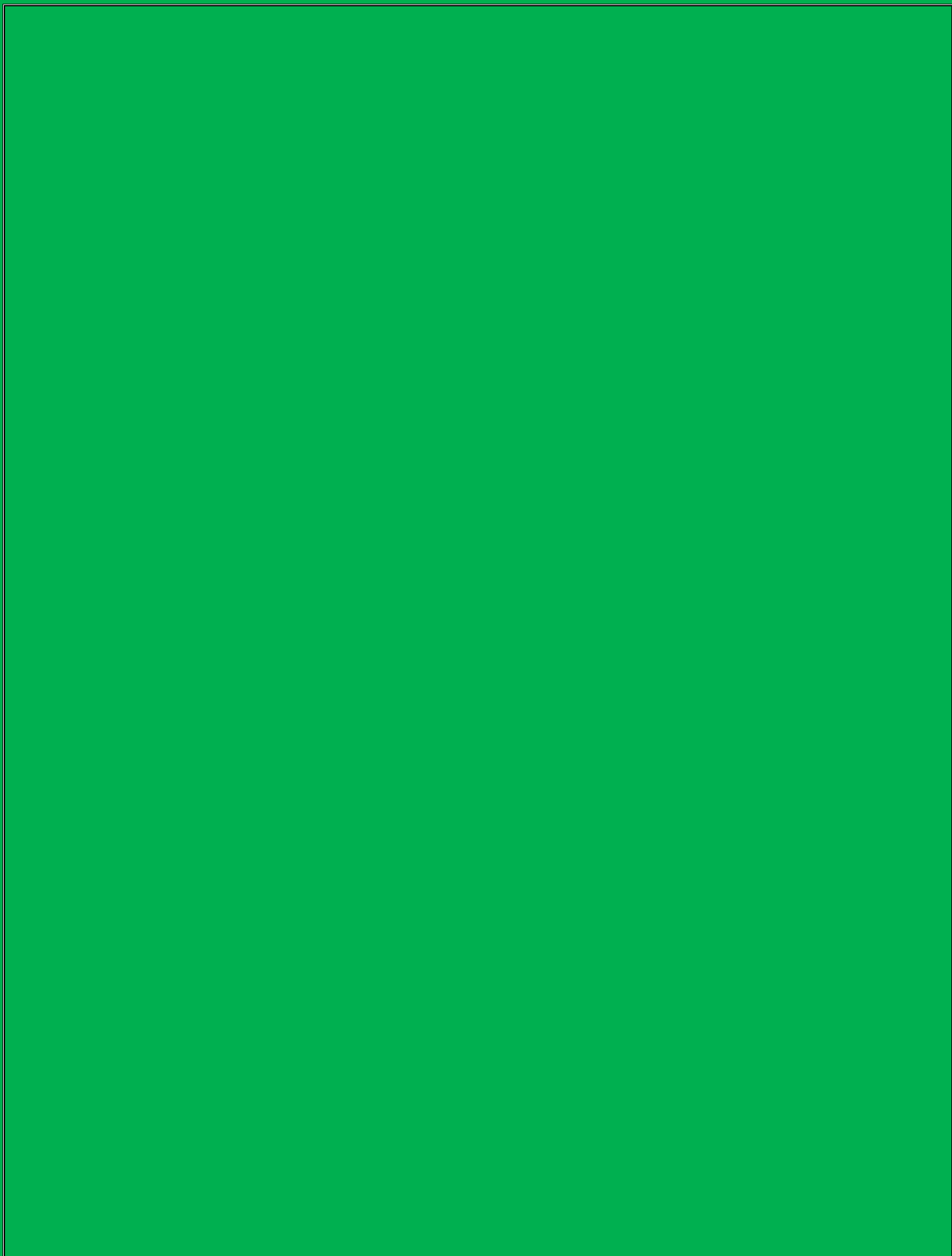
Legal Counsel

Date

President

Date

A large, stylized handwritten signature in dark ink is written across the signature lines for Board Secretary, Legal Counsel, and President. To the right of the signature, the date "8/16/11" is handwritten in dark ink.



EXHIBIT

“A”

FOLLOWS



Recording of Closed Meetings

1. A verbatim record shall be kept of all meetings of the Board of Trustees or any subsidiary “public body” (as defined by the *Illinois Open Meetings Act* 5ILCS 120 et seq.) of the College which are closed to the public. The verbatim record shall be in the form of an audio or video recording. In addition, minutes shall be kept of all closed meetings in the manner required by the *Illinois Open Meetings Act*. Minutes of closed meetings shall be placed before the Board or the subsidiary body, as the case may be, for approval as to form and content as soon as practicable following the closed meeting. The Secretary of the Board, or his/her designee, shall maintain the verbatim recordings and minutes of all closed meetings of the Board and all subsidiary public bodies of the College. The President shall promulgate such procedures as may be necessary to maintain the confidentiality of such verbatim recordings and minutes.
2. The verbatim record of closed meetings shall not be open for public inspection or subject to discovery, except as provided by law.

Adopted: 3/19/09

Reviewed:

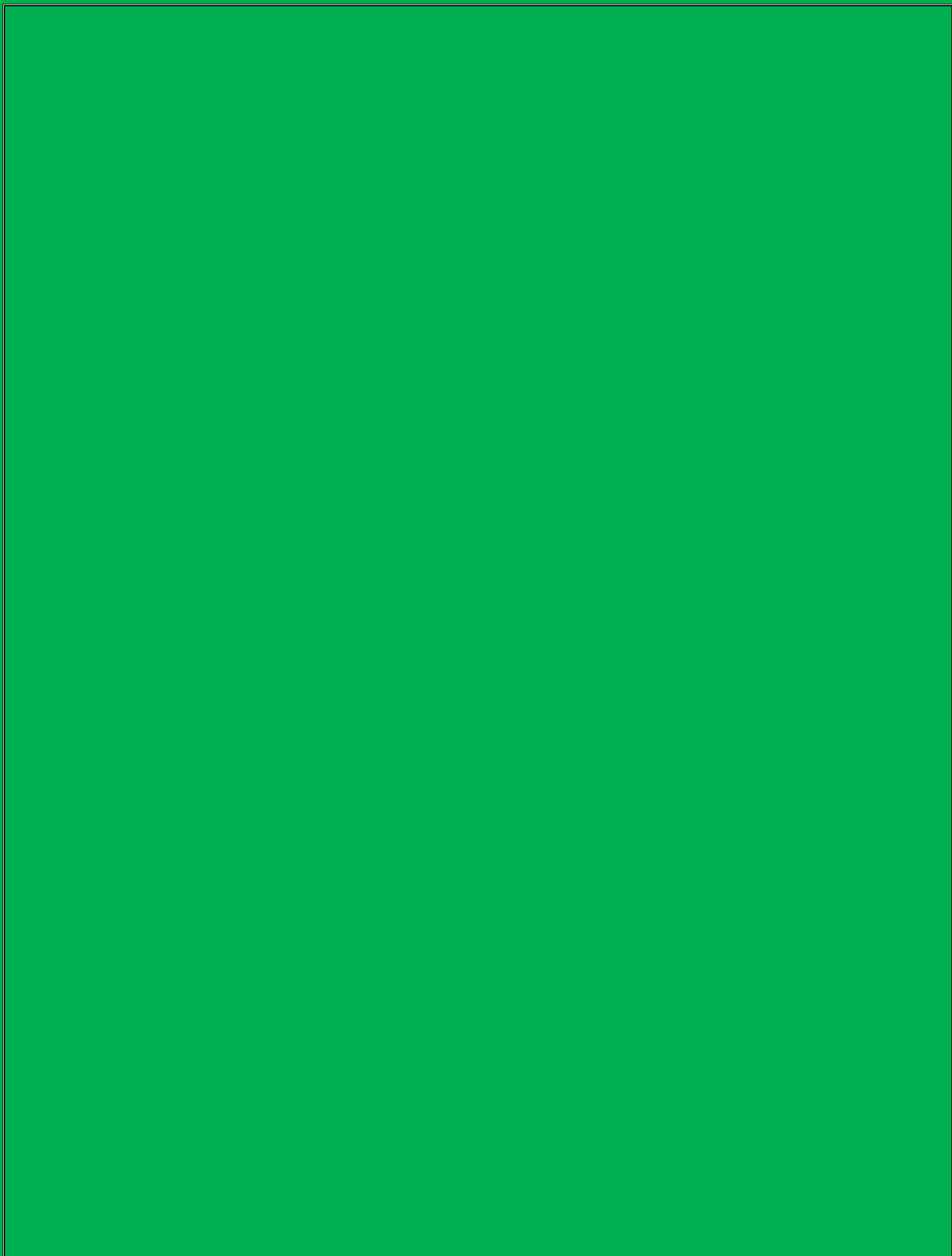
Amended: 8/20/09



Recording of Closed Meetings

1. At the beginning of each closed meeting, those present will identify themselves by voice for the audio recording. If the meeting is videotaped, at the beginning of the meeting, those present will individually appear on camera and identify themselves by voice. The Chairman of the closed meeting will also announce the times at which the meeting commences and ends at the appropriate points on the recording.
2. Minutes or recordings will not be released unless the Board of Trustees finds that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential. As to any minutes or recordings not released, the Board will find that the “need for confidentiality still exists” with regard to those minutes or recordings. The administration will prepare a recommendation for the Board regarding the release and non-release of the respective minutes and recordings. Minutes of closed meetings will be kept indefinitely.
3. At the first Regular Board Meeting in February and August, the agenda will include the following item: “Authorization for destruction of verbatim recordings of closed meetings.” The administration will present a list to the Board of Trustees of the dates of closed meetings where:
 - A. A verbatim recording exists;
 - B. The Board of Trustees has approved the minutes of the closed meetings as to form, regardless of whether the minutes have been released for public review; and
 - C. There have been more than eighteen (18) months since the date of the closed meeting.
4. The Board of Trustees will consider whether to authorize destruction of the verbatim recordings of those closed meetings. When ordered by the Board of Trustees, the Secretary of the Board of Trustees or designee will destroy the recording of that closed meeting in a suitable manner.

Adopted: 10/01/09	Reviewed:	Amended:
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EXHIBIT

“B”

FOLLOWS

COLLEGE OF DuPAGE

CLOSED SESSION VERBATIM RECORDINGS

2/20/07	
2/22/07	6:03 p.m.
2/22/07	8:02 p.m.
2/25/07	
3/12/07	
3/22/07	
4/9/07	
5/8/07	
6/11/07	
6/21/07	
7/9/07	
7/19/07	
8/23/07	
9/10/07	
9/20/07	
10/8/07	
10/18/07	
11/12/07	
11/19/07	
12/10/07	
1/14/08	
1/24/08	
2/7/08	
2/15/08	
2/21/08	
2/23/08	
3/10/08	
3/20/08	
3/28/08	
4/10/08	
4/24/08	
5/12/08	
5/22/08	5:01 p.m.
5/22/08	7:33 p.m.
5/27/08	
5/29/08	
6/9/08	
6/19/08	
7/14/08	
7/24/08	
8/11/08	
8/21/08	
9/8/08	

9/18/08	
10/13/08	
10/14/08	
10/20/08	
10/21/08	3:32 p.m.
10/21/08	6:52 p.m.
10/22/08	
10/23/08	
11/10/08	
11/20/08	
12/8/08	
1/12/09	
2/19/09	
3/19/09	
4/16/09	4:41 p.m.
4/16/09	8:05 p.m.
5/11/09	
5/21/09	
6/22/09	
7/16/09	6:34 p.m.
7/16/09	8:23 p.m.
8/20/09	6:12 p.m.
8/20/09	8:05 p.m.
8/28/09	
9/17/09	
11/19/09	
2/20/10	
3/18/10	
4/29/10	
5/20/10	
6/22/10	6:00 p.m.
6/22/10	8:38 p.m.
8/26/10	
8/28/10	
11/18/10	
12/4/10	
12/12/10	
12/13/10	
1/24/11	7:12 p.m.
1/24/11	8:33 p.m.
2/8/11	
2/24/11	
3/14/11	
5/23/11	
6/23/11	
7/12/11	

**COLLEGE OF DUPAGE
REGULAR BOARD MEETING**

NEW BUSINESS APPROVAL

1. **SUBJECT**

College of DuPage Adjuncts Association (CODAA) Contract August 18, 2011 through calendar day immediately before Fall Term, 2015.

2. **REASON FOR CONSIDERATION**

Board Action is required to ratify and approve College of DuPage Adjuncts Association (CODAA) Contract.

3. **BACKGROUND INFORMATION**

The current College of DuPage Adjuncts Association (CODAA) Contract expired May 13, 2011. CODAA voting period for the new contract that runs through calendar day immediately before Fall Term, 2015 closed August 15th. If for any reason CODAA does not approve the contract as herein represented, the Administration will rescind its recommendation. The new agreement shall be in effect upon adoption by both parties and shall remain in effect until calendar day immediately before Fall Term, 2015.

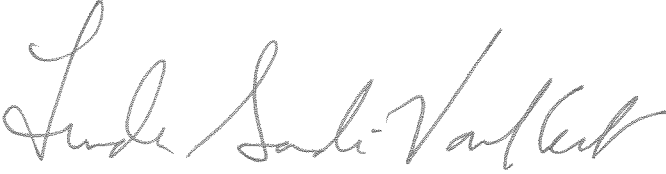
4. **RECOMMENDATION**

That the Board of Trustees approves the College of DuPage Adjuncts Association (CODAA) Contract and associated terms as herein presented.

SIGNATURE PAGE FOR COLLEGE OF DuPAGE ADJUNCTS
ASSOCIATION (CODAA) CONTRACT
AUGUST 18, 2011 THROUGH CALENDAR DAY IMMEDIATELY BEFORE FALL TERM, 2015

ITEM(S) ON REQUEST-

That the Board of Trustees approves the College of DuPage Adjuncts Association (CODAA) Contract and associated terms as herein presented.



Vice President of Human Resources

8/3/11

Date

 FOR RL BREUDER

President

8-4-11

Date

CODAA 2011-2015 CONTRACT SUMMARY OF CHANGES

TERM OF CONTRACT

4 Year Contract August 18, 2011- calendar day immediately before Fall Term, 2015

REMUNERATION:

Year 1 – 2.85%,
Year 2 – 3.15%,
Year 3 – 3.55%,
Year 4 – 4.15%

CODAA Re-Eligibility

New: Adjunct Faculty who lose CODAA eligibility can re-qualify for CODAA eligibility after providing at least six (6) credit hours of instruction in one academic year within two (2) years of loss of eligibility.

Previous: Adjunct Faculty who lose CODAA eligibility can re-qualify for CODAA eligibility after 2 years of teaching 6 credits or more each academic year.

Extra Duty Compensation

New: Adjunct Faculty member can receive up to \$624 (at a rate of \$26/hour) per academic year for required participation on committees, trainings or meeting attendance. Exceptions for participation on Shared Governance Committees may be approved by the Executive Vice-President.

Previous: Adjunct Faculty member can receive up to \$520 (at a rate of \$26/hour) per academic year for required participation on committees, trainings or meeting attendance.

Professional Development:

New: College will reimbursement up to one-half (1/2) cost of license fees if they are required by the College.

Previous: College did not reimburse cost of any license fees for Adjunct Faculty.

Tuition Waiver

New: Adjunct Faculty are eligible for one credit course per term and receive two-thirds (2/3) tuition waiver.

Previous: Adjuncts had same benefit, but there was no contract language to describe the benefit.

Evaluation of Adjunct Faculty

New: College will consider input from CODAA President or designee in the development of pre and post observation aspects of the Adjunct evaluation process.

Previous: No contract language.

Textbook Selection

New: If there is a department selected textbook (or a recommended list), Adjunct Faculty member must use that text (or choose from the recommended list). If there is a textbook selection committee, CODAA can recommend one adjunct faculty member for the committee. Dean makes selection of committee member.

Previous: Adjunct Faculty member could select textbooks in accordance with the specified guidelines.

Assignment of Faculty

New: The College acknowledges that a reasonable effort will be made to offer qualified CODAA members an initial assignment sufficient to maintain CODAA membership.

Previous: The College acknowledges that a reasonable effort should be made to offer qualified CODAA members an initial assignment sufficient to maintain CODAA membership.

Arbitration Procedures

New: If an issue goes to Arbitration as a part of the Grievance Procedure, the parties will request that the arbitrator hold a hearing within twenty (20) days of the notice of Arbitrator selection.

Previous: If Arbitration is not begun within three (3) months of written notification by the Association, it is deemed forever withdrawn by the Association.

**COLLEGE OF DUPAGE
REGULAR BOARD MEETING**

NEW BUSINESS APPROVAL

1. **SUBJECT**

Local No. 399, International Union of Operating Engineers Contract
July 1, 2011 through June 30, 2015.

2. **REASON FOR CONSIDERATION**

Board Action is required to ratify and approve Local No. 399, International
Union of Operating Engineers Contract July 2011-June 2015.

3. **BACKGROUND INFORMATION**

The current Local No. 399, International Union of Operating Engineers
Contract expired June 30, 2011. The bargaining unit voted and approved the
provisions indicated on the following pages. The new agreement shall be in
effect July 1, 2011 and shall remain in effect until June 30, 2015.

4. **RECOMMENDATION**

That the Board of Trustees approves the Local No. 399, International Union of
Operating Engineers Contract and associated terms as herein presented.

SIGNATURE PAGE FOR LOCAL NO. 399, INTERNATIONAL UNION OF
OPERATING ENGINEERS CONTRACT JULY 1, 2011 THROUGH JUNE 30, 2015.

ITEM(S) ON REQUEST-

That the Board of Trustees approves the Local No. 399, International Union of Operating Engineers Contract and associated terms as herein presented.



August 4, 2011

Vice President of Human Resources

Date

 FOR RL BREUDER

August 4, 2011

President

Date

Local No. 399 International Union of Operating Engineers Contract Summary of Changes

- **TERM OF CONTRACT:** 4 Year Contract July 1, 2011 – June 30, 2015
- **REMUNERATION: (Compensation increases)**
 - Year 1 – 2.85%
 - Year 2 – 3.15%
 - Year 3 – 3.55%
 - Year 4 – 4.15%
- **POSITION CLASSIFICATION**
 - New: Added lower level position of Helper/Trainee to perform basic mechanic tasks.
 - Previous: No Helper/Trainee classification in the Bargaining Unit.
- **OVERTIME**
 - New: Holidays and vacation days will not be counted toward overtime hours for new employees.
 - Previous: Holidays and vacation days are counted toward overtime hours.
- **MEDICAL INSURANCE**
 - New: Annual increases to Board contribution to premiums is capped at cost of living increases. Any premium increase in excess of that requires the Insurance Advisory Committee to recommend plan design changes or other alternatives to keep the increase cost to the Board at the cost of living increase maximum.
 - Previous: No language in the Contract.
- **LIFE INSURANCE**
 - New: Life insurance: benefit - \$50,000.
 - Previous: Life Insurance benefit - \$30,000.
- **SAFETY SHOES**
 - New: College will reimburse fifty percent (50%) of cost for steel toed shoes up to a maximum reimbursement of fifty dollars (\$50).
 - Previous: No safety shoe benefit or language in the Contract.
- **SAFETY TRAINING**
 - New: Required safety training language included in the Contract.
 - Previous: While safety training was required there was no specific language in the Contract.
- **ATTENDANCE INCENTIVE**
 - New: Eliminate Attendance Incentive of additional vacation time for not using (or limited use of) sick days, effective FY 2013.
 - Previous: Attendance Incentive included as benefit.
- **RETIREE BENEFITS**
 - New: Life Insurance: \$10,000; benefit for up to five (5) years post retirement.
 - Previous: Life Insurance: \$5,000 (no time limit).
 - New: Retirees and eligible dependents will receive (1/2) tuition waiver for credit courses.
 - Previous: Retirees and eligible dependents received two-thirds (2./3) tuition waiver for credit courses.

- **ANNUAL WORK SCHEDULE**

New: College will provide an annual work schedule. Language added requiring advance notice and approval for non-emergency vacation time and the requirement to take some vacation in full week increments.

Previous: Schedule was provided on a semi-annual basis. No contract language requiring specific advance notice for non-emergency vacation or the requirement to take some vacation in full week increments.

- **SUMMER WORK SCHEDULE**

New: Limited summer work schedule flexibility for employees scheduled to do Preventative Maintenance during the time the College implements summer hours.

Previous: No current benefit or Contract language .

- **HOLIDAYS**

New: Benefit includes ten (10) specific holidays designated by the College and four (4) floating holidays.

Previous: Benefit included fourteen (14) holidays designated by the College.

- **SICK LEAVE**

New: Employees may take up to eight (8) hours of their paid sick time allowance for illness of spouse or child.

Previous: No current benefit or contract language.

**COLLEGE OF DUPAGE
REGULAR BOARD MEETING**

NEW BUSINESS APPROVAL

1. **SUBJECT**

Approval for a new AAS Degree Program and Certificate Program in Information System Security (INFOSEC) 4011 Professional.

2. **REASON FOR CONSIDERATION**

Board approval is required for new degree and certificate programs.

3. **BACKGROUND INFORMATION**

Both the degree and certificate programs focus on skills necessary to perform as a computer information security specialist. The core curriculum of the AAS Degree and Certificate Programs are based on current Computer and Internetworking Technologies (CIT) courses as well as two courses from the Criminal Justice program.

Students will acquire skills that can translate into a variety of careers as an IT professional with a specialty in information security. The AAS Degree Program can serve as a transfer program to a number of baccalaureate programs in the State of Illinois. The market for information security and computer security professionals shows a healthy uptrend over the next five years with excellent salary potential.

4. **RECOMMENDATION**

That the Board of Trustees approves a 64-credit hour AAS Degree Program and a 32-credit hour Certificate Program in Information System Security (INFOSEC) 4011 Professional.

SIGNATURE PAGE FOR THE APPROVAL FOR A NEW AAS DEGREE
PROGRAM AND CERTIFICATE PROGRAM IN INFORMATION SYSTEM
SECURITY (INFOSEC) 4011 PROFESSIONAL

ITEM(S) ON REQUEST

That the Board of Trustees approves a 64-credit hour AAS Degree Program and a 32-credit hour Certificate Program in Information System Security (INFOSEC) 4011 Professional.

Karen Randall 08-1-11

Dean, Business & Technology Division

Date

Joseph E. Collier 8-1-11

Executive Vice President

Date

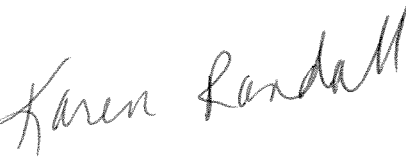
Joseph E. Collier FOR RL BREUDER 8-1-11

President

Date

TO: Joe Collins, Executive Vice President

FROM: Karen Randall, Dean of Business and Technology

A handwritten signature in dark ink, reading "Karen Randall". The signature is written in a cursive, flowing style. The first name "Karen" is written in a larger, more prominent script, and the last name "Randall" follows in a similar but slightly smaller script. The ink appears to be a dark grey or black.

SUBJECT: Recommendation for Approval of new AAS Degree and Certificate in Information System Security (INFOSEC) 4011 Professional.

I recommend the approval of a new AAS degree and certificate program for the Computer and Internetworking Technology Program, Information System Security (INFOSEC) 4011 Professional. Both the degree and certificate focus on skills necessary to perform as a computer information security professional. The courses in these proposed programs comprise a certification, NSTISSI #4011, issued to the College of DuPage by the National Security Agency (NSA). These skills can translate into a variety of careers as an IT professional with a specialty in information security. This proposed A.A.S. program also can serve as a transfer program to a number of baccalaureate programs in the state of Illinois. The market for information security and computer security professionals shows a healthy uptrend over the next 5 years with excellent salary potential.

Illinois Community College Board

**APPLICATION FOR PERMANENT APPROVAL
OF A CAREER & TECHNICAL EDUCATION CURRICULUM**
Submit THREE Complete Copies

COLLEGE NAME College of DuPage **5-DIGIT COLLEGE NUMBER** 502-01

CONTACT PERSON Karen Randall, Dean

PHONE 630/942-3948 **FAX** _____

EMAIL randall@cod.edu

CURRICULUM INFORMATION

AAS:

TITLE CIT 3011 Information Systems Security (INFOSEC) 4011 Professional

CREDIT HOURS 64.0 **CIP CODE** 11.1002

CERTIFICATE:

TITLE CIT 4011 Information Systems Security (INFOSEC) 4011 Professional

CREDIT HOURS 32.0 **CIP CODE** 11.1002

CERTIFICATE:

TITLE _____ **CREDIT HOURS** _____ **CIP CODE** _____

PROPOSED CLASSIFICATION: X District _____ Regional _____ Statewide

PROPOSED IMPLEMENTATION DATE: Fall 2009

SUBMISSION INCLUDES:

_____ Part A: Feasibility Analysis

_____ Part B: Curriculum Quality and Cost Analysis. **Also, complete the following when submitting Part B:**

This curriculum was approved by the college Board of Trustees on: _____
Date

State approval is hereby requested: _____
Required- Chief Administrative Officer Signature Date

ICCB USE ONLY:

ICCB APPROVAL DATE: AAS _____ 7-29 cr hrs Cert. _____ 30+ Cert. _____

IBHE APPROVAL DATE for AAS _____

APPLICATION FOR PERMANENT APPROVAL OF A CAREER & TECHNICAL EDUCATION CURRICULUM

INSTRUCTIONS

Application Components: The curriculum approval application includes two parts, **Part A: Feasibility Analysis** and **Part B: Curriculum Quality and Cost Analysis**.

Part A: Feasibility Analysis. This section is designed to verify that the program is feasible from a labor market standpoint and solicits conclusive or convincing evidence of labor market need. Colleges are advised to complete this section in advance to indicate feasibility and provide evidence to the state curriculum review team regarding the program's need and the district's ability to sustain it.

Part B: Curriculum Quality and Cost Analysis. This section is intended to solicit information from the college that documents quality in response to identified needs and that it is a cost-effective program with commensurate financial support

Community colleges may submit both Parts A and B separately or together as a package.

Approval of Related AAS Degree and Certificate Curricula. When applying for approval of closely related AAS degree and certificate programs, the college should submit a single application that reflects all programs. (For example, a hospitality management AAS and certificate would use a single application.) In the application, ensure that information is tailored as needed to each curriculum, as the rationale and supporting information may vary for each program. For Chart B: Enrollment, provide separate enrollment and completion figures for each program. For Chart C: Curriculum, submit a separate chart for each program.

Application Submission. Submit **three (3)** complete copies of the application.

For More Information. Community colleges are encouraged to contact ICCB staff with questions on the application process. Pertinent information is also contained in the *Administrative Rules of the Illinois Community College Board*.

OCCUPATIONAL CURRICULUM APPROVAL APPLICATION
PART A: FEASIBILITY ANALYSIS

1. CURRICULUM DESCRIPTION. Provide a description addressing:

a. Program's purpose and a catalog description:

To offer a current curriculum with a focus on standardized information security training.

Catalog description:

AAS Degree:

Information Security training degree that satisfied the national training and education standards for the duties and responsibilities of Information Systems Security (INFOSEC) Professionals (NSTISSI 4011)

Certificate:

Certificate program participants complete certificate courses that satisfy the national training and education standards for the duties and responsibilities of Information Systems Security (INFOSEC) Professionals (NSTISSI 4011).

b. The type of jobs for which it would train graduates (e.g., job titles, occupations, clusters of occupations, cross-functional positions, emerging occupations):

Cyber security specialist; information security generalist; network security specialist; security administrator; network security support engineer.

The Illinois Department of Employment Security lists the job occupations as:
Computer & Information Systems Mgrs; Computer Support Specialists; Computer Systems Analysts; Network/Computer Sys Administrators; Computer Specialists, All Other

c. The target population; e.g., current employees and/or persons desiring career entry:

Anyone desiring employment in the information security area. This includes students seeking entry level IT positions as well as the existing IT professionals.

d. Unique or noteworthy features of the program:

The program is certified by the Committee on National Security System (CNSS) and National Security Agency (NSA). The CNSS and NSA published the training standard and this program is 100% mapped to their INFOSEC training standard.

- e. **Relationship of the program to existing curricula at the college (e.g., how the program complements or shares resources with existing programs):**

The core curriculum of this AAS and certificate is based on current Computer and Internetworking Technologies (CIT) courses as well as two courses from the Criminal Justice department.

This additional AAS degree and certificate will complement the CIT program and provides an opportunity for students who desire to specialize in the area of information system security.

- f. **How will the college recruit and retain minorities, individuals with disabilities, non-traditional students or other students defined as “special populations” in this program?**

The College of DuPage admissions and advising departments have outreach events to the district, to the community at large, the professional community and the area high schools. Provisions are made for students requiring special accommodations for test taking, class participation and other needs.

The College prohibits discrimination in its admissions, employment, and educational programs or activities on the basis of race, color, sex, religion, creed, national origin, age, ancestry, marital status, sexual orientation, arrest record, military status or unfavorable military discharge, citizenship status, and physical or mental handicap or disability. The College will also prohibit discrimination based on an individual’s viewpoint or opinion which is not detrimental to the College.

2. **LABOR MARKET NEED. Document labor market need for the proposed curriculum. Consult ICCB's "Labor Market Need Analysis: Ten Easy Steps to Conduct a Basic Analysis for Program Approval" (Appendix B of the *Program Manual*).**

- a. **Supply-Demand Data. Attach information on program completers versus projected job openings for your district. For comparison purposes you may want to include statewide data. Regional proposals should include data reflective of all districts to be served.**

It is a new degree and certificate. Therefore, there is no program completer yet. However, the data published by Metropolitan Statistical Area Employment projection: Chicago-Joliet-Naperville, IL area, indicates this is a growing market for the six population areas specified below for potential graduates.

Standard Occupational Classification (SOC)		Base Year	Projected	Employment Change		Average Annual Job Openings			Annual
Code	Title	Employment 2006	Year Employment 2016	2006-2016		due to			Compound
				Number	Percent	Growth	Replacements	Total	Growth
11-3041	Computer & Information Systems Mgrs	2,040	2,335	295	14.46	30	38	68	1.36
15-1061	Computer Support Specialists	3,651	4,800	1,150	31.50	115	39	154	2.77
15-1071	Computer Systems Analysts	9,154	12,136	2,982	32.58	298	209	507	2.86
15-1099	Network/Computer Sys Administrators	9,720	12,220	2,500	25.72	250	258	508	2.32
15-2000	Network Systems & Data Comm Anals	4,144	4,624	479	11.57	48	105	153	1.10
15-2011	Computer Specialists, All Other	604	712	108	17.88	11	22	33	1.66

http://lmi.ides.state.il.us/projections/msa_proj.htm

- b. **Alternate Documentation.** If supply-demand data is not supportive, not applicable (such as with some new and emerging occupations), or not available (such as for your district) provide alternate documentation of labor market need. This might include career information, such as occupational growth rates, wage information, or a job outlook summary. This might also include data from employers assessing current openings in your area or their need to retrain employees.

- c. **Need Summary.** Summarize the key findings on Chart A: Labor Market Need.

As computer networks grow, more sensitive data is stored on computers. The need for trained, skilled computer information system security professionals will also grow. Computer information system security specialists work at all levels of the work place. They are involved in user access to computers, network security design, implementation of firewalls, and denial of hackers attempting access of computer systems.

The Employment projection above shows a need for information system security professionals. This AAS and certificate will cover all aspects of information security needed to run a safe and up-to-date computer network. This program is based on the CNSS and NSA training standards and certified by both of the organizations. College of DuPage will be the leader in the information system security training in the DuPage area.

- d. **Planning and Collaboration.** Describe how the proposed curriculum fits into the college's overall plans and goals to meet career and technical education/workforce preparation needs within the district/region. Address how the program meets priority needs, and describe steps taken to plan and deliver the curriculum in collaboration with others, such as the education-to-careers partnership, the Tech Prep consortium, the regional community college/university consortium, or other local/regional initiatives and partners.

This new AAS and certificate will complement the existing CIT curriculum as well as the College of DuPage's Homeland Security education efforts. This includes the program areas of Criminal Justice, Law Enforcement, and Fire Science. We are proposing to add a missing piece of the Homeland security effort, namely information security. Our program is recognized and certified by NSA and CNSS.

This program bridges two disciplines at the college – Computer Internetworking Technologies and Criminal Justice. A unique component of our program is the connection with law enforcement. This mixture provides a firm foundation of legal and ethical issues related to information assurance. This, we feel, will make our program completer a very employable and marketable individual.

A number of local four year universities are also certified with the CNSS and NSA to provide complementary training. If our graduates wish to further their academy course work, they will have an opportunity to further their studies at DePaul University, Governors State University, Illinois Institute of Technology, Illinois State University; Lewis University, Southern Illinois University, Carbondale, University of Illinois at Chicago, University of Illinois at Springfield, and the University of Illinois at Urbana-Champaign
(http://www.nsa.gov/ia/academic_outreach/iace_program/iace_certified_institutions.shtml)

- e. **Regional Programs.** If the college is seeking "regional" designation for the proposed program, define the "region" to be served, describe how the college will ensure the region is adequately served by the program, (e.g., via cooperative arrangements or telecommunications) and include separate letters from each of the colleges within the defined region indicating their support for the proposed program at your college.

Not seeking regional approval

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

CHART B: ENROLLMENT: Project enrollments and completions:

Degree:

	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Full-Time Enrollments:	<u>10</u>	<u>20</u>	<u>30</u>
Part-Time Enrollments:	<u>10</u>	<u>25</u>	<u>35</u>
Completions:	<u>10</u>	<u>20</u>	<u>40</u>

Certificate:

	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Full-Time Enrollments:	<u>10</u>	<u>20</u>	<u>30</u>
Part-Time Enrollments:	<u>15</u>	<u>30</u>	<u>40</u>
Completions:	<u>25</u>	<u>40</u>	<u>55</u>

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

**OCCUPATIONAL CURRICULUM APPROVAL APPLICATION
PART B: CURRICULUM QUALITY AND COST ANALYSIS**

1. **OCCUPATIONAL CURRICULUM APPROVAL APPLICATION COVER SHEET.** If Part A: Feasibility Analysis was submitted previously and Part B: Curriculum Quality and Cost Analysis is a separate submission:

- a. **Cover Sheet.** Attach a copy of the cover sheet from the original submission that includes the local college board of trustees approval date and the chief administrative officer's signature.

Computer and Internetworking Technologies: Information Systems Security (INFOSEC)
4011 Professionals (AAS)

366 Chief Academic Office Reviews Proposal	8 (required)
JOSEPH COLLINS	Done 05/16/2011
Action: Approved	

366 Chief Academic Office Reviews Proposal	8 (required)
JOSEPH COLLINS	Done 05/16/2011
Action: Approved	

Computer and Internetworking Technologies: Information Systems Security (INFOSEC)
4011 Professionals Certificate

299 Chief Academic Office Reviews Proposal	8 (required)
JOSEPH COLLINS	Done 05/16/2011
Action: Approved	

- b. **Part A Revisions.** Verify if the information submitted previously on Part A is still accurate and pertinent. If any revisions are needed, please submit.

No revisions

2. **CURRICULUM INFORMATION.** Provide the following information on the program:

- a. **Curriculum.** Complete Chart C: Curriculum to present the proposed curriculum. Include Separate chart C's for each proposed program.

CHART C:

* No new courses are added for either degree or certificate.

3011 Computer and Internetworking Technologies: Information Systems Security (INFOSEC) 4011 Professionals (AAS)

Program Requirements

CIT 1100 PC Maintenance and Upgrading	2
CIT 1111 Computer and Hardware Maintenance	3
CIT 1112 Advanced System Maintenance	3
CIT 1121 Networking Fundamentals	3
CIT 1122 Routing Protocols and Concepts	3
CIT 1123 LAN Switching and Wireless	3
CIT 1124 Accessing the WAN	3
CIT 1640 Security Plus	3
CIT 2251 CCNA Security	3
CRIMJ 1140 Principles of Security Administration	3
CRIMJ 1165 Computers and Criminal Justice	<u>3</u>
Total Hours	32

General Education

Select 18 credit hours in addition to the ones listed below

Total Hours 18 - 22

Program Electives

Select 14 credits from any 1000 or 2000 level CIT class or any of the following courses:

CIS 1450 Introduction to Linux/Unix Operating Systems 3

Total Hours 14

Total Credits Required 64 - 68

**4011 Computer and Internetworking Technologies: Information Systems
Security (INFOSEC) 4011 Professionals Certificate**

Program Requirements

CIT 1100 PC Maintenance and Upgrading	2
CIT 1111 Computer and Hardware Maintenance	3
CIT 1112 Advanced System Maintenance	3
CIT 1121 Networking Fundamentals	3
CIT 1122 Routing Protocols and Concepts	3
CIT 1123 LAN Switching and Wireless	3
CIT 1124 Accessing the WAN	3
CIT 1640 Security Plus	3
CIT 2251 CCNA Security	3
CRIMJ 1140 Principles of Security Administration	3
CRIMJ 1165 Computers and Criminal Justice	<u>3</u>
Total Hours	32

Total Credits Required **32**

Articulation. Specify how the program is structured or articulated to provide a career ladder for students. Include information on articulation with secondary schools (such as dual credit opportunities) articulation between certificate and AAS degrees, and articulation with baccalaureate institutions.

The CIT program currently has 2 + 2 programs with four year schools in our region, including Illinois Institute of Technology (IIT), DePaul University, Northern Illinois University (NIU). We also work closely with WorkNet DuPage, and have dual credit and articulation agreements with several area high schools.

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

No new courses are created for this AAS or certificate.

- c. Work-Based Learning.** Append a list of work-based learning sites to be used; e.g., for internship, career exploration, job shadowing, clinical practicum, or apprenticeship

coursework.

Cooperative Education & Internship Program, College of DuPage COD TechConnect Liaison, CompTIA and the Cisco Academy.

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

Using existing equipment – no purchased equipment

3. **EDUCATION AND SKILL REQUIREMENTS.** Describe how the college ensures that the proposed curriculum will provide needed education and skills for the occupation and will meet program objectives by addressing the following:

- a. **Employer Input.** Append employer advisory committee meeting minutes and other pertinent documents to reflect the private sector input obtained in the development of the proposed curriculum.

College of DuPage Business and Technology Division
Spring 2010-2011 CIT Advisory Committee Minutes
Friday, April 15th, 2011 - 7:00 PM to 9:30 PM in BIC2K

"There is a real need for professionals who can perform network security assessments using the same tools as the hackers use. IT decision makers are beginning to take these issues seriously – as indicated by Chris Gerrib's comments."

- b. **Skill Level.** Describe how the program incorporates the appropriate level of academic, technical, and workplace skills, including SCANS skills (Secretary's Commission on Achieving Necessary Skills), Work Keys and state and/or national skill standards, if available.

Not required.

- c. **Skills Standards/Credentialing/Licensure for Students.** Regarding the *students*, please specify:

- What skill standards have been set in this occupation or what professional credentialing (licensure, certification, registration, etc...) is available to students and through what agency/entity? Is it optional or required; i.e., is licensure or certification required or optional for job entry? What steps has the college completed to ensure that students will learn the skills required to obtain the necessary licensure or certification?

Students are not required to obtain any certification, but it is recommended after the AAS and/or certificate, they should optionally test for A+, Net+, Security+ and CCNA certification to further assist them on the job entry.

d. **Skills Standards/Accreditation for Programs.** Regarding the proposed *program*, please specify:

- What external approval or accreditation can be obtained for this program and through what agency/entity? Is it optional or required; i.e., is program approval/accreditation by a regulatory agency or industry-related entity required prior to enrolling students or graduates earning their licensure/certification? What steps has the college completed to obtain that approval/accreditation?

The courses package of this AAS and certificate meet the training standards required by CNSS and NSA and they are reviewed and approved by CNSS and NSA.

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

- a. **Student Learning Objectives.** Describe or list the learning objectives/outcomes that each student is expected to have mastered upon completion of the program related to 1) the general education component of the curriculum, and 2) the career and technical education component of the curriculum. *These are program-level outcomes rather than course-level outcomes.*

General Education:

- Prepare students to communicate verbally, visually and technologically
- Provide hands on project based learning to prepare students for real life problem.

Career to Technology Education Component:

- Providing an overview of hardware, software, firmware components of AIS, to integrate into information systems security aspects/behaviors discussed later
- Describe components (with examples to include: national policy, threats and vulnerabilities, countermeasures, risk management, systems lifecycle management, trust, modes of operation, roles of organizational units, facets of NSTISS)
- Using the Comprehensive Model of Information Systems Security, introduce a comprehensive model of information systems security that addresses:

- b. **Assessment of Student Learning Objectives.** Describe the end-of-program evaluation process(es) the college has in place to ensure that students demonstrate these learning objectives just prior to program completion. For example, assessment through portfolio review, cumulative course, team project, written/performance test, or industry/state certification/licensure examination.

Students are assessed with an end of program or end of certificate exam as well as through the annual program review process.

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

The college has a rigorous program review system with yearly updates to track progress and perform program assessment.

5. FACULTY

- a. **Faculty Qualifications.** Complete and append Chart D1: Faculty Qualifications to specify the minimum qualifications for program faculty, including new and existing faculty.

See chart D1.

- b. **Faculty Needs.** Complete and append Chart D2: Faculty Needs to specify the number of full- and part-time faculty the program will need for each of the first three years, including new and existing faculty.

See chart D2.

- 6. **ACADEMIC CONTROL.** If another entity is involved in the delivery of the program in addition to the community college through a cooperative arrangement or contract; e.g., with another college or university, the regional consortia, an apprenticeship organization, a private institution or business, or other outside entity:

- a. **Contractual/Cooperative Agreements.** Append a copy of the contractual or cooperative agreement.

NA

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

Faculty and academic administration are responsible for curriculum creation, oversight, revision and control. The programs will follow the college admission procedures and policy for open enrollment.

- 7. **COST DATA.** Document the financial feasibility of the proposed program.

- a. **Source of Funds.** Specify the source of resources to support the proposed program and note what portion of funds will come from reallocation of existing resources as compared to new resources.

No additional funds are required to support the named programs. Operational funds will come from an annual budgeted amount that supports the CIT program.

- b. Finance. Complete and append Chart E: Finance to identify new direct costs to establish the program.**

No additional funds are required to support the named programs.

CHART D1: FACULTY QUALIFICATIONS. Cite the minimum qualifications for new and existing faculty.

<u>Degree</u>	<u>Field</u>	<u>Years of Related Occupational Experience</u>	<u>Years of Teaching Experience</u>
<u>BS</u>	Electronics/Industrial Technology or Computer Science and CCNA Certification	<u>2</u>	<u>0 -required</u> <u>2 - preferred</u>
	<u>Industry Certified</u>		

CHART D2: FACULTY NEEDS. : Cite the number of faculty, including new and existing faculty, that the program will need for each of the first three years, noting if they will serve as full-time faculty or part-time.

	<u>First Year</u>		<u>Second Year</u>		<u>Third Year</u>	
	<u>Full-Time</u>	<u>Part-Time</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>Full-Time</u>	<u>Part-Time</u>
# of New Faculty		<u>1</u>		<u>1</u>		<u>1</u>
# of Existing Faculty	<u>1</u>		<u>1</u>		<u>1</u>	

CHART E: FINANCE: Identify projected new direct costs to establish the program.

	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Faculty Costs	<u>\$ 0</u>	<u>0</u>	<u>0</u>
Administrator Costs	<u>0</u>	<u>0</u>	<u>0</u>
Other Personnel Costs (specify positions)	<u>0</u>	<u>0</u>	<u>0</u>
Equipment Costs	<u>0</u>	<u>0</u>	<u>0</u>
Library/LRC Costs	<u>0</u>	<u>0</u>	<u>0</u>
Facility Costs*	<u>0</u>	<u>0</u>	<u>0</u>
Other (specify)	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL NEW COSTS	<u>\$ 0</u>	<u>0</u>	<u>0</u>

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

College of DuPage Business and Technology Division

Spring 2010-2011 CIT Advisory Committee Minutes

Friday, April 15th, 2011 - 7:00 PM to 9:30 PM in BIC2K

MEMBERS PRESENT: Tony Chen, Professor of College of DuPage; Chris Gerrib, Senior Vice President Technology, Republic Bank of Chicago; Terry Jackson, Counselor/Professor of College of DuPage, Matt Kwiatkowski M.S.I.S. Cyber Operations Lead Argonne Cyber Security Program Office, Argonne National Laboratory, Adjunct Faculty of Lewis University and College of DuPage; Eugene Wagner, Adjunct Faculty College of DuPage, Evaluator of American Council on Education, Consultant, National Occupational Competency Testing Institute (NOCTI), and MicroTrain Instructor; Joanne Wagner, Professor and Coordinator of College of DuPage; Justin Wagner, Network Manager of Wilmette Public Schools , Adjunct Faculty of College of DuPage; William Wolfe, Senior Enterprise Architect, Cisco Systems, Inc., Adjunct Faculty of College of DuPage

ABSENT: Fred Baker, CCIE and Lead Network Engineer of Allstate Insurance, Adjunct Faculty of College of DuPage, ; James Bartlett, Systems Engineer of Cisco Systems, Inc.; Clyde Cox, Professor of College of DuPage; Cindy Haberkorn, Network Engineer of Central DuPage Hospital; Mike McCarten, Consulting System Engineer, Cisco Systems, Inc.; Jim Nechleba, Senior Solution Engineer, Global Crossing, Adjunct Faculty of College of DuPage; Ray Trygstad, IT Director of Applied Technology, Illinois Institute of Technology; Richard Zoladz, Professor of Technology Center of DuPage and Adjunct Faculty

GUEST: Joann Cook, Adjunct Faculty of College of DuPage

WELCOME AND APPROVAL OF FALL 2010-2011 MINUTES

Joanne Wagner welcomed everyone. Members and guest, Joann Cook, introduced themselves which was followed by pizza provided by the Business and Technology Division. Minutes were approved and seconded.

OLD BUSINESS - FORENSICS

Joann Cook came to the meeting tonight to get a better understanding of why the decision had been made to deactivate the 4961 Computer Forensics Certification. An hour long discussion followed, but we ended up right back where we had started when we originally made the decision to deactivate the certificate last fall. Based off of the research by committee members, in order to find employment in the field of Forensics, a bachelor's degree is most often required – even for entry level positions. We were all in agreement that more research needs to be done, as to the skill set(s) in demand by industry, before we develop a revised certification and/or program in Forensics.

As suggested by Terry, ultimately, we have to be able to say to the folks walking in off of the street; the students coming in from our local high schools; those professionals wanting to do a job shift or upgrade their skills; or those individuals coming to us from WorkForce DuPage, these are the job titles that match up with the skill set you will have once you complete this certificate. Terry states, “You want to be able to say, here are the job titles that this certificate prepares you for – and that is different from saying this is a good set of skills you need to take. That is not what they are asking me when they walk into my counseling office – they are asking the very same question you have talked about, Joanne, with WorkNet DuPage unemployed. “What are the job titles I can apply for when I get done with this certificate if that is all I ever do”. The students need to know how to identify those jobs at the end of the certificate. “

Bill indicated, “the certificate definitely needs to be re-evaluated end to end, as we discussed at the prior meeting, so it meets or exceeds the expectation of our students looking for jobs. “ He suggested

we consider multiple tracks based on background may be one way to accommodate our student population.

OLD BUSINESS – MODIFICATIONS TO COURSES/CERTIFICATIONS

We added CIT1113 Advanced Computer Maintenance Tools, CIT1125 Cisco Certified Design Associate (CCDA), CIT2410 CCNA voice as a required course, CIT1612 Configuring Windows PC, CIT1613 Windows Enterprise Desktop Support Technician, and CIT2170 Network Virtualization 1: VMWare Workstation. CIT1125 will be taught in the Hybrid format; then as an online course. There is no lab associated with this course; the prerequisite is the CCNA.

We deactivated CIT 2651 Forensics I as a required course, CIT2411 as a required course, CIT2252 Securing Network Routers and Switches (SNRS), CIT2253 Intrusion Prevention Systems (IPS), 4961 Computer Forensics certificate, Cisco Firewall Specialist Certificate, and the Intrusion Prevention Systems Specialist certification. Deactivation of CIT2252 and CIT2253 were made based on recommendations from our board at previous meetings.

We changed the A+ and Network + name, description, objectives, and topical outline, made both 1640 Security+ and 2251 CCNA Security required courses, updated the CCNP courses to reflect the changes to Cisco's curriculum, and we removed the electronic courses from our certificates.

Tony indicated there are courses out on the website that still need to be deactivated that we do no longer teach: CIT1170 Fundamentals of Communication, CIT2180 Configuring Microsoft Windows PC, CIT2190 Microsoft Windows Enterprise Desktop Support Technician, CIT2450 UNIX System Administration, CIT2455 Linux System Administration. Joanne Wagner indicated that these courses should already have been deactivated. Tony is going to check the status of these courses (as well as the CIT2252 and CIT2253 courses) in CurricUNET and deactivate them if they are not already in the process of being deactivated. A motion was made that Tony will double check and get them deactivated.

NEW COURSE/CERTIFICATION OFFERINGS

IPv6 class. Bill recommended that we add an IPv6 course to our program offerings. Currently the exposure the students get to IPv6 is very limited. Tony asked Bill if the course he is suggesting would be vendor neutral or centered on Cisco. Bill indicated that we could use NetLabs to do a pre-build of an IPv6 lab so the students wouldn't have to have in depth knowledge of advanced level material. Bill stated, "Somewhere, somehow, we have to get it in there and we cannot continue to bastardizing our CCNA classes to add all of this extra content then we shortchange other things out of that class." Everyone agreed that we need a 1-2 credit hour course or that, possibly, we can increase CIT1120 from a two to a three hour credit course and offer it as part of CIT1120. Bill continued, "With all things being equal, if you are knowledgeable across Route/Switch in IPv4 but you are knowledgeable across IPv6 – your work just went about 5 rungs up the ladder with the job market. Because everyone wants people who know IPv6 – you have a value that others do not have – everyone knows IPv6."

Microsoft Server: Tony asked for the committee's feelings on offering a CIT Microsoft server course. Currently we cannot teach server as it is part of the CIS curriculum. Chris suggested that we offer it with a focus on troubleshooting and indicated that there is always going to be overlap in courses between the two disciplines. It was felt by the committee that Windows Server 2000 should be part of the CIT component. Bill indicated that at Oakton the Microsoft program is under CNS which is essentially equivalent to our CIT and is not part of their normal computer sciences program because that is geared more to the application level. Server/Client all falls under the umbrella of systems network. Justin and

Chris think it a good idea but we would need to distinguish it from CIS – troubleshooting and network services. (I remember Ray had indicated at our last meeting that we should leave “Microsoft” out of the course name(s) and should have mentioned it).

CISSP: Justin asked if we might ever offer courses to prepare students for CISSP certificate. All agreed that there is a real demand for the CISSP (Certified Information Systems Security Professional) individuals and something we should look at closer.

Network Forensics: Joanne suggested that we offer a network forensics course, an addition to our Computer Forensic course offerings. Several years ago we offered a Cisco Intrusion Prevention course and certificate. It is, or is in the process of being deactivated, due to the cost of the program. Joanne is recommending that we replace the IPS course with an open source version of the IPS course which would be called Network Forensics. This course would follow the Security+ and CCNA Security, offering students actual “hands-on” to the same tools used by black and white hats as part of penetration testing. It would be a great complement to the Computer Forensics courses, as well. Everyone agreed that this would be a worthwhile addition to our program offerings.

NETLAB PROJECT STATUS

Netlabs will be housed, short term, in SCC141; after the renovation of SCC it will remain in the SCC as part of the renovation project. Our next step is to get the blessing of the Remodeling and/or Specialized Construction Committee.

We are starting out with the advance classes: ROUTE, SWITCH, TSHOOT, CCNA Security, CCNA Voice, and CCNA Wireless. The CCNA students will continue on the physical equipment. The NetLabs systems will allow us initially to set up 12 pods, six for ROUTE and SWITCH and six for VMWare. We are going to have rack equipment still in labs even with NetLabs in place. As Bill stated, “The nice thing is, for those classes that will ultimately migrate completely over to doing lab activities on NetLabs, we can use any classroom as long as it is a high tech room (desk and computer per student; teacher station switch overhead projector). CCNA will be done on real equipment in the lab but all CCNP and concentrations classes are done on NetLabs. Now granted, we are not going to have enough pods off the get go to have a full blown everyone on NetLabs but we will grow into that.” Joanne mentioned that Moraine has approached us to partner with them as part of a community college collaboration that will give us access to some of their curriculum and lab resources, including their NetLab System. As part of that agreement, we have committed to using NetLabs to teach Network Fundamentals to our West Chicago and Naperville Regional Centers.

NEW BUSINESS/GENERAL DISCUSSION

Creation of Hybrid Offerings: Joanne Wagner recommended that we offer some of our advanced classes in the hybrid format now that we have access to NetLabs (see item 3 – NetLabs Project Status). We will choose a class to test out the hybrid format, such as ROUTE. If it is successful, we will expand our hybrid offerings to include other advanced courses. As mentioned, we will also be using NetLabs as part of our new partnerships with the West Chicago and Naperville Center Regional Offices (see above) – Partnerships with West Chicago and Naperville Center). As Joanne indicated, this will give students more time to work on their labs and will also resolve some of our current lab room scheduling problems. Joann Cook suggested we consider offering the Forensics courses in the hybrid format, as well. Again, this would benefit the students and free up some of our resources, as well. All agreed that moving these classes to a hybrid format a good idea.

Deactivation of QoS: Joanne also recommended that Quality of Service be removed from the Cisco Voice Over IP Specialist certificate and replaced with CCNA Voice. The Cisco Voice Over IP Specialist is currently made up of CCNA courses, 2411 Cisco VOIP and 2412 Quality of Service. All agreed that Quality of Service is no longer needed. Quality of Service will not be included in the Cisco VOIP and CCNA Voice classes. Quality of Service no longer exists as a cert exam and has been incorporated in the other voice classes – it will be deactivated.

Joann Cook suggested that it might be to our advantage to become an AccessData Program partner. She explained that we purchased our forensics curriculum toolkits/dongles for \$15,000 which allows us a max of 15 students in the class. On top of that we pay \$100 a dongle a year to renew these licenses for the class. As an AccessData partner, it would cost us \$2500 a year for 30 dongles plus the text for thirty students. It would be \$1000 more but twice as many dongles. She indicated that we would have to migrate from Access Database to Oracle but didn't think that would be a deal breaker. Doing so would allow us to market our forensics program as a path to prepare for the ACE (AccessData Computer Examiner) certification exam.

Ethical Hacking: Justin suggested to the committee that we reconsider deactivating the Ethical Hacking course. Joanne indicated that it was never offered after being put through the CurricUNET process by Mohammad Morovati. It was suggested that we look at what they are doing with the course at Moraine. According to Chris, in the corporate world, it is finally catching on to the non-technical side of the house the importance of security. He was at a banking conference and there was a whole half day session on hacking and a room full of bankers being told that the Russian mob is trying to get our money. There is a real need for professionals who can perform network security assessments using the same tools as the hackers use. IT decision makers are beginning to take these issues seriously – as indicated by Chris's comments.

A motion was made that we should not deactivate Ethical Hacking at this time and that it could be a good fit with our other offerings.

Enrollment: Joanne handed out a Spring 2010-2011 enrollment comparison report. CIT went from 59 to 62 sections – a 5% year over year growth.

Security+: The Security+ exam is changing in May. The new emphasis is adding in virtualization and cloud computing. Justin wants to use VMWare Player to run on our computers in the labs. Great idea – everyone agreed.

New Instructor: We are happy to announce that Matt is coming on board as our newest adjunct faculty member. Matt is going to teach Forensics I in the summer and carry them over to Forensics II in the fall. Joann will teach Forensics I and II in the fall.

Advertising for instructors: Ideas? Dice.com would be good first choice according to Bill. Dice is the one most people, technically, go to first followed by Monster.com. Local professional associations suggested by Terry.

Meeting adjourned at 9:30 p.m.

Minutes prepared by Joanne Wagner

**COLLEGE OF DUPAGE
REGULAR BOARD MEETING**

NEW BUSINESS APPROVAL

1. **SUBJECT**

Approval for a new AAS Degree Program and Certificate Program in Game Design and Development.

2. **REASON FOR CONSIDERATION**

Board approval is required for new degree and certificate programs.

3. **BACKGROUND INFORMATION**

This degree and certificate program will prepare students to design and develop computer games by understanding game design elements and developmental tools used in the game industry.

These programs will also provide students with the basic knowledge and required skills to assume the responsibilities of a video and computer game designer in any of the entertainment, simulation, educational, and training segments of the game industry.

4. **RECOMMENDATION**

That the Board of Trustees approves a 64-credit hour AAS Degree Program and an 18-credit hour Certificate Program in Game Design and Development.

SIGNATURE PAGE FOR THE APPROVAL FOR A NEW AAS DEGREE
PROGRAM AND CERTIFICATE PROGRAM IN GAME DESIGN AND
DEVELOPMENT

ITEM(S) ON REQUEST

That the Board of Trustees approves a 64-credit hour AAS Degree Program and an 18-credit hour Certificate Program in Game Design and Development.

Karen Randall 08-1-11

Dean, Business & Technology Division

Date

Joseph E. Collier 8-1-11

Executive Vice President

Date

Joseph E. Collier FOR RL BROWDER 8-1-11

President

Date

TO: Joe Collins, Executive Vice President

FROM: Karen Randall, Dean of Business and Technology

A handwritten signature in cursive script, appearing to read "Karen Randall", written in dark ink.

SUBJECT: Recommendation for Approval of new AAS Degree and Certificate in Game Design and Development.

I recommend the approval of a new AAS and certificate program in Game Design and Development. Both the degree and certificate focus on skills necessary for specification and design and of games. These skills also translate to careers in many other areas of software specification, design and system analysis such as interactive software, simulation software and web development. This includes extensive, lab-based coursework targeting product definition and design of entertainment, serious simulation, educational and training applications. This A.A.S. program can serve as a transfer program to a number of baccalaureate game and simulation programs in the state of Illinois. The market for system designers in the software design and publishing industry show healthy uptrends over the next 5 years with good salary potential.

Illinois Community College Board

**APPLICATION FOR PERMANENT APPROVAL
OF A CAREER & TECHNICAL EDUCATION CURRICULUM**
Submit THREE Complete Copies

COLLEGE NAME College of DuPage 5-DIGIT COLLEGE NUMBER 502-01

CONTACT PERSON Karen Randall, Dean

PHONE 630-942-3948 FAX 630-942-3923

EMAIL randall@cod.edu

CURRICULUM INFORMATION

AAS:

TITLE CIS 3224 Game Design and Development CREDIT HOURS 64 CIP CODE 10.0304

CERTIFICATE:

TITLE CIS 4224 Game Design and Development CREDIT HOURS 18 CIP CODE 10.0304

PROPOSED CLASSIFICATION: X District Regional Statewide

PROPOSED IMPLEMENTATION DATE: Spring 2012

SUBMISSION INCLUDES:

 X Part A: Feasibility Analysis

 X Part B: Curriculum Quality and Cost Analysis. **Also, complete the following when submitting Part B:**

This curriculum was approved by the college Board of Trustees on: _____
Date

State approval is hereby requested: _____
Required- Chief Administrative Officer Signature Date

ICCB USE ONLY:

ICCB APPROVAL DATE: AAS _____ 7-29 cr hrs Cert. _____ 30+ Cert. _____

IBHE APPROVAL DATE for AAS _____

APPLICATION FOR PERMANENT APPROVAL OF A CAREER & TECHNICAL EDUCATION CURRICULUM

INSTRUCTIONS

Application Components: The curriculum approval application includes two parts, **Part A: Feasibility Analysis** and **Part B: Curriculum Quality and Cost Analysis**.

Part A: Feasibility Analysis. This section is designed to verify that the program is feasible from a labor market standpoint and solicits conclusive or convincing evidence of labor market need. Colleges are advised to complete this section in advance to indicate feasibility and provide evidence to the state curriculum review team regarding the program's need and the district's ability to sustain it.

Part B: Curriculum Quality and Cost Analysis. This section is intended to solicit information from the college that documents quality in response to identified needs and that it is a cost-effective program with commensurate financial support

Community colleges may submit both Parts A and B separately or together as a package.

Approval of Related AAS Degree and Certificate Curricula. When applying for approval of closely related AAS degree and certificate programs, the college should submit a single application that reflects all programs. (For example, a hospitality management AAS and certificate would use a single application.) In the application, ensure that information is tailored as needed to each curriculum, as the rationale and supporting information may vary for each program. For Chart B: Enrollment, provide separate enrollment and completion figures for each program. For Chart C: Curriculum, submit a separate chart for each program.

Application Submission. Submit **three** (3) complete copies of the application.

For More Information. Community colleges are encouraged to contact ICCB staff with questions on the application process. Pertinent information is also contained in the *Administrative Rules of the Illinois Community College Board*.

OCCUPATIONAL CURRICULUM APPROVAL APPLICATION
PART A: FEASIBILITY ANALYSIS

1. CURRICULUM DESCRIPTION. Provide a description addressing:

a. The program's purpose and a catalog description:

The purpose of the proposed degree and certificate is to provide students with the basic knowledge and required skills to assume the responsibilities of a video and computer game designer in any of the entertainment, simulation, educational, and training segments of the game industry. Game designs and projects that the students will create will teach the student techniques in designing the game world, game story, game characters, game play, user interface, and game balancing and internal economies. Designing across different platforms, e.g. consoles, PC's, hand-held devices, will also be included.

Catalog Description Degree:

The Game Design and Development Degree prepares the student to design and develop computer games by understanding game design elements and development tools used in the game industry.

Catalog Description Certificate

The Game Design and Development Certificate prepares the student to design and develop computer games by understanding game design elements and development tools used in the game industry.

b. The type of jobs for which it would train graduates (e.g., job titles, occupations, clusters of occupations, cross-functional positions, emerging occupations)

The Department of Labor, Bureau of Labor Statistics lists the following Standard Occupational Classifications:

- 15-1130 Software Developers and Programmers
 - 15-1131 Computer Programmers
 - 15-1132 Software Developers, Applications
 - 15-1133 Software Developers, Systems Software
 - 15-1134 Web Developers

The Graduates will be qualified for entry level positions as designers in a variety of work settings including companies that specialize in computer-based games, console-based games, hand-held based game in the entertainment, simulation, education, and training segments of the game industry. The basic knowledge acquired will translate to related careers in designing where any form of interactive interface is required. This includes the Internet and mobile devices.

See Appendix A: Game Companies

- c. The target population; e.g., current employees and/or persons desiring career entry

The target population for the Game Design and Development Degree is for the person who desires entry-level employment as a designer or one who wishes to continue their studies at a four-year institution. The Game Programming and Development Certificate is for the person who wants to acquire design skills in the field of game development.

- d. Unique or noteworthy features of the program

The proposed program emphasizes hands-on instruction and community learning. It will offer day, evening, and weekend schedules to accommodate student need. Students will be able to complete the programs on a full-time or part-time basis. Courses will be flexible and accessible for all students. The programs will provide relevant and thorough career education that prepares the student to prosper in their work environment or continued education.

- e. Relationship of the program to existing curricula at the college (e.g., how the program complements or shares resources with existing programs)

The Game Design and Development Degree and Certificate will be a part of the Computer Information Systems discipline and built upon already existing course work of the program. The General Education requirement for the AAS Degree rounds out the student's education in English, Speech, Mathematics, Fine Arts, Science, Sociology, and Humanities

- f. How will the college recruit and retain minorities, individuals with disabilities, non-traditional students or other students defined as "special populations" in this program?

The students interested in game development already represent diverse population in terms of ethnicity. Special outreach will be done to include a more diverse population in terms of gender and ethnicity by working with the College's Office of High School Partnerships. The College supports students with disabilities through the Special Student Services department. All students are given academic support through the Academic Support Center.

2. **LABOR MARKET NEED.** Document labor market need for the proposed curriculum. Consult ICCB's "*Labor Market Need Analysis: Ten Easy Steps to Conduct a Basic Analysis for Program Approval*" (Appendix B of the *Program Manual*).

- a. **Supply-Demand Data.** Attach information on program completers versus projected job openings for your district. For comparison purposes you may want

to include statewide data. Regional proposals should include data reflective of all districts to be served.

See the Alternative Documentation

b. **Alternate Documentation.**

According to the U.S. Bureau of Labor Statistics (BLS) employment for software publishers, including those in game development, are projected to increase by 30% from 2008-2018 (www.bls.gov).

“The U.S. Bureau of Labor Statistics (BLS) has more good news for would-be video game designers: salaries are also high in the software publishing industry, a sector which includes video game publishers. Nevertheless, wages can vary widely depending on your specific job title and area of expertise. The following are median salaries “

Occupations in Software Publishing	Median Salary
Art Director	\$93,750
Computer Software Engineer	\$89,840
Programmer	\$83,750
Producer/Director	\$77,340
Multimedia Artist/Animator	\$65,090
Sound Engineering Technician	\$56,680
Graphic Designer	\$49,540

Source: BLS, 2009

Technological advances in game delivery platforms, including the Internet, smart phones, tablet PC's, and Personal Digital Assistants (PDA's) provide job growth. The Game Development industry also experiences a greater growth in independent companies than conventional technology companies.

See Appendix A for area employers, local Independent companies, and associations membership numbers.

c. **Need Summary.** Summarize the key findings on Chart A: Labor Market Need.

Job Outlook

- 2006-2016 Employment growth: **26%**
- Number of new jobs created 2006-2016: **23,000**
- Employment 2006 : **87,000**
- Employment 2016: **110,000**

Source: <http://www.elearnportal.com/careers/art-and-design/video-game-developers>

The 2008 – 2018 National Employment Statistics lists the outlook for the Industry category 5415000, Computer systems design and related services, as being a **17.2 % increase**

d. **Planning and Collaboration.** Describe how the proposed curriculum fits into the college's overall plans and goals to meet career and technical education/workforce preparation needs within the district/region. Address how the program meets priority needs, and describe steps taken to plan and deliver the curriculum in collaboration with others, such as the education-to-careers partnership, the Tech Prep consortium, the regional community college/university consortium, or other local/regional initiatives and partners.

The proposed curriculum will meet the need of the community we serve by educating and training students to fill the need the game and interactive media industry experiences.

The College of DuPage collaborates with The Technology Center of DuPage (TCD), providing secondary education in technology fields including game development for local area high schools. This includes COD faculty attending career fairs sponsored by TCD and membership on TCD's Computer Program Advisory Board.

The following colleges and universities have programs in game development:

There are no area community colleges that have a degree or certificate in game design.

Columbia College, Chicago, IL
North Central College, Naperville, IL
Illinois Institute of Technology, Wheaton, IL Campus
DePaul University, Chicago IL
DeVry University

Research has begun for creating "2+2" or "3+1" articulation agreements.

e. **Regional Programs.** If the college is seeking "regional" designation for the proposed program, define the "region" to be served, describe how the college will ensure the region is adequately served by the program, (e.g., via cooperative arrangements or telecommunications) and include separate letters from each of the colleges within the defined region indicating their support for the proposed program at your college.

N/A

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

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

Employment Projections:

<u>SOC Job Titles & Codes</u> *	<u>Annual Openings</u> <u>DuPage/Cook Cos*</u>	<u>Annual Program</u> <u>Completers</u> **
15-1031 Computer Sftwr Engrns, Applications	130/948	
_____	_____	_____

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

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

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

CHART B: ENROLLMENT: Project enrollments and completions:

	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Degree			
Full-Time Enrollments:	_____6_____	_____12_____	_____15_____
Part-Time Enrollments:	_____8_____	_____15_____	_____20_____
Completions:	_____0_____	_____5_____	_____10_____
Certificates:			

Full-Time Enrollments:	_____5_____	_____8_____	_____12_____
Part-Time Enrollments:	_____8_____	_____10_____	_____14_____
Completions:	_____0_____	_____5_____	_____8_____

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

OCCUPATIONAL CURRICULUM APPROVAL APPLICATION PART B: CURRICULUM QUALITY AND COST ANALYSIS

1. **OCCUPATIONAL CURRICULUM APPROVAL APPLICATION COVER SHEET.** If Part A: Feasibility Analysis was submitted previously and Part B: Curriculum Quality and Cost Analysis is a separate submission:

Not applicable

- a. **Cover Sheet.** Attach a copy of the cover sheet from the original submission that includes the local college board of trustees approval date and the chief administrative officer's signature.
- b. **Part A Revisions.** Verify if the information submitted previously on Part A is still accurate and pertinent. If any revisions are needed, please submit.

2. **CURRICULUM INFORMATION.** Provide the following information on the program:

- a. **Curriculum.** Complete Chart C: Curriculum to present the proposed curriculum. Include separate Chart C's for each proposed program
- b. **Articulation.** Specify how the program is structured or articulated to provide a career ladder for students. Include information on articulation with secondary schools (such as dual credit opportunities) articulation between certificate and AAS degrees, and articulation with baccalaureate institutions.
- c. **Course Syllabi.** Append course syllabi for new courses or any existing courses that are being modified significantly for the proposed curriculum.

The courses that make up the curriculum are existing courses that do not require major modification.

- d. **Work-Based Learning.** Append a list of work-based learning sites to be used; e.g., for internship, career exploration, job shadowing, clinical practicum, or apprenticeship coursework.

N/A

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

The existing lecture classrooms and computer labs are sufficient for the game programming degree and certificate. No new computers need to be purchased, except for the college's upgrading cycle.

3. **EDUCATION AND SKILL REQUIREMENTS.** Describe how the college ensures that the proposed curriculum will provide needed education and skills for the occupation and will meet program objectives by addressing the following:

- a. **Employer Input.** Append employer advisory committee meeting minutes and other pertinent documents to reflect the private sector input obtained in the development of the proposed curriculum.

Attached is the document of minutes from the Computer Information Systems' Advisory Board meeting, dated March 2010.

- b. **Skill Level.** Describe how the program incorporates the appropriate level of academic, technical, and workplace skills, including SCANS skills (Secretary's Commission on Achieving Necessary Skills), Work Keys and state and/or national skill standards, if available.

The College of DuPage will assure that the game design and development program will incorporate the appropriate level of academic, technical, and hands-on skills into the curriculum. The background and skills appropriate for entry-level designers are included into the required coursework. The program has also integrated the educational philosophies of the College of DuPage which states, "To ensure quality, we are committed to continual assessment and self-evaluation".

- c. **Skills Standards/Credentialing/Licensure for Students.** Regarding the *students*, please specify:

- What skill standards have been set in this occupation or what professional credentialing (licensure, certification, registration, etc...) is available to students and through what agency/entity? Is it optional or required; i.e., is licensure or certification required or optional for job entry? What steps has the college completed to ensure that students will learn the skills required to obtain the necessary licensure or certification?

There is no standard or licensing for game designers. The Game Design and Development

program is designed after several four-year college programs that have national reputations for quality programs. This includes DigiPen Institute of Technology in Seattle, WA; Savannah College of Arts and Design, Savannah, GA; Michigan State University, East Lansing, MI ; and Carnegie-Mellon University in Pittsburgh, PA. In addition, the International Game Developer's Association (IGDA) , the world's largest association of professional game developers, has an Education Special Interest Group (EdSIG), made up of industry professionals and educators who have created a *Curriculum Framework* to give guidance in creating college level programs. This document was used to direct not only what courses should be included in this program, but to also guide the skill set that should be included in each course. This 44 page document can be viewed at:

www.igda.org/wiki/images/e/ee/Igda2008cf.pdf

d. **Skills Standards/Accreditation for Programs.** Regarding the proposed *program*, please specify:

- What external approval or accreditation can be obtained for this program and through what agency/entity? Is it optional or required; i.e., is program approval/accreditation by a regulatory agency or industry-related entity required prior to enrolling students or graduates earning their licensure/certification? What steps has the college completed to obtain that approval/accreditation?
-

There is no standard or licensing for game designers.

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

a. **Student Learning Objectives.** Describe or list the learning objectives/outcomes that each student is expected to have mastered upon completion of the program related to 1) the general education component of the curriculum, and 2) the career and technical education component of the curriculum. *These are program-level outcomes rather than course-level outcomes.*

1. Write, update, and maintain the specifications of the video/computer game design. .
2. Write, analyze, review, and rewrite game design documents
3. Perform or direct revision, repair, or expansion of existing game design documents.
4. Consult with design personnel to clarify program intent, identify problems, and suggest changes.
5. Describe the basic elements of an interactive game: game world, story, characters, game play, user interface, and core mechanics.
6. Design the basic concepts of motion and timing
7. Design the basic concepts of user interface
8. Design the basic concepts of sound control
9. Design the basic concepts of animation control
10. Design the basic visual and verbal presentation and listening skills
11. Describe the history of interactive development
12. Describe the development cycle of interactive game development

13. Set and reach achievable goals.
14. Critique own work for improvement.
15. Apply and resource management principles to the development of various projects.
16. Create quality design documents to be included in student's portfolio.
17. Have the ability to present project demonstrations.

- b. **Assessment of Student Learning Objectives.** Describe the end-of-program evaluation process(es) the college has in place to ensure that students demonstrate these learning objectives just prior to program completion. For example, assessment through portfolio review, cumulative course, team project, written/performance test, or industry/state certification/licensure examination.

Demonstration of the learning objectives will be done through peer review of projects, team projects, and portfolio review.

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

Program improvement is done through program review every three years. The College is accredited through the North Central Association, using the Academic Quality Improvement Program method of innovative and ongoing self-assessment. The same concepts that are used on a college-wide basis for continuous improvement is done at the department level through curriculum meetings with the game development faculty. The full and part time faculty who teach the game development courses are dedicated to creating the highest quality curriculum.

5. FACULTY

- a. **Faculty Qualifications.** Complete and append Chart D1: Faculty Qualifications to specify the minimum qualifications for program faculty, including new and existing faculty.
- b. **Faculty Needs.** Complete and append Chart D2: Faculty Needs to specify the number of full- and part-time faculty the program will need for each of the first three years, including new and existing faculty.

6. **ACADEMIC CONTROL.** If another entity is involved in the delivery of the program in addition to the community college through a cooperative arrangement or contract; e.g., with another college or university, the regional consortia, an apprenticeship organization, a private institution or business, or other outside entity:

- a. **Contractual/Cooperative Agreements.** Append a copy of the contractual or cooperative agreement.

Not applicable

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

The College of DuPage will have full academic control of the Game Programming and Development Degree and Certificate.

7. **COST DATA.** Document the financial feasibility of the proposed program.

- a. **Source of Funds.** Specify the source of resources to support the proposed program and note what portion of funds will come from reallocation of existing resources as compared to new resources.
- b. **Finance.** Complete and append Chart E: Finance to identify new direct costs to establish the program.

CHART C: CURRICULUM. List courses within the proposed program, and *asterisk new courses*.

Game Design and Development Degree

	Course Prefix #	Course Title	Asterisk New Courses	Credit Hours	Lecture Contact Hours	Lab Contact Hours
General Education Courses		18 - 22 Credits				
Total				18 - 22		
Career and Technical Education	CIS 1150	Introduction to Computer Information Systems		3	2	2
	CIS 1199	Introduction to Game Industry		3	3	0
	CIS 1200	Game Design		3	3	0
	CIS 1201	Advanced Game Design		3	3	0
	CIS 1211	2D Game Development		3	3	0
	CIS 1400	Programming Logic and Technique		4	4	0
	CIS 2212	3D Game Development		3	3	0
	CIS 2230	Simulation and Serious Game Design		3	3	0
	CIS 2240	Cross Platform Game Design		3	3	0
	CIS 2541	C++ Language Programming		4	4	0
	CIS 2770	Intro to System Analysis and Design		3	3	0
	CIS 2790	Systems Analyst Simulation		3	3	0
Total				38	37	2
Work-Based Learning Courses						
Total						
Electives		Select from any 1000 or 2000 level courses		4	4	
Total				4	4	
TOTAL CREDIT HOURS REQUIRED FOR COMPLETION				64 - 68	41	2

Game Design and Development Certificate

	Course Prefix #	Course Title	Asterisk New Courses	Credit Hours	Lecture Contact Hours	Lab Contact Hours
General Education Courses	Not Applicable					
Total						
Career and Technical Education	CIS 1199	Introduction to Game Industry		3	3	0
	CIS 1200	Game Design		3	3	0
	CIS 1201	Advanced Game Design		3	3	0
	CIS 1211	2D Game Development		3	3	0
	CIS 2212	3D Game Development		3	3	0
	CIS 2230	Simulation and Serious Game Design		3	3	0
	CIS 2240	Cross Platform Game Design		3	3	0
Total				18	18	0
Work-Based Learning Courses	None					
Total						
Electives	None					
Total						
TOTAL CREDIT HOURS REQUIRED FOR COMPLETION				18	18	0

CHART D1: FACULTY QUALIFICATIONS. Cite the minimum qualifications for new and existing faculty.

<u>Degree</u>	<u>Field</u>	<u>Years of Related Occupational Experience</u>	<u>Years of Teaching Experience</u>
Bachelor's with experience	Computer Science, Game Development, Graphic Design, Computer Information Systems, Preferred	2 - 3	2

CHART D2: FACULTY NEEDS. : Cite the number of faculty, including new and existing faculty, that the program will need for each of the first three years, noting if they will serve as full-time faculty or part-time.

	<u>First Year</u>		<u>Second Year</u>		<u>Third Year</u>	
	<u>Full-Time</u>	<u>Part-Time</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>Full-Time</u>	<u>Part-Time</u>
# of New Faculty	0		0	1	0	1
# of Existing Faculty	1	2	1	2	1	2

CHART E: FINANCE: Identify projected new direct costs to establish the program.

	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Faculty Costs	\$ 0		
Administrator Costs	0		
Other Personnel Costs (specify positions)	0		
Equipment Costs	0		
Library/LRC Costs	0		
Facility Costs*	0		
Other (specify)	0		
TOTAL NEW COSTS	\$ 0		

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

Appendix A

Appendix A

Game Development Companies: Greater Chicago Area, including Champaign/Urbana

Company	Website	City
15 letters	www.15letters.com	Chicago
Babaroga Games	www.babaroga.com	Chicago
Chewy Software	www.chewysoftware.net	Chicago
Day 1 Studios	www.day1studios.com	Chicago
eV Interactive	www.ev-interactive.com	Chicago
High Voltage Software	www.high-voltage.com	Hoffman Estates
Ignition Entertainment USA	www.ignitionusa.com	Glenview
Incredible Technologies	www.itsgames.com	Arlington Heights
Jellyvision	www.jellyvision.com	Chicago
Level Zero Games	www.levelzerogames.com	Chicago
Namco America	www.namcoamerica.com	Elk Grove Village
NetherRealm Studios (Warner Brothers)	www.netherrealm.com	Chicago
Phosphor Games Studio	www.phosphorgames.com	Chicago
Play Mechanix	www.playmechanix.com	Glen Ellyn
PopCap Games	www.popcap.com	Chicago
Raw Thrills	www.rawthrills.com	Chicago
Red Mercury	www.red-mercury.com	Northbrook
Robomodo	www.robomodo.com	Chicago
Sega Amusements USA	www.segaarcade.com	Elk Grove Village
Stand Alone	www.standalone.com	Chicago
Tap Me Games	www.tapme.info	Chicago
ToyStudio	www.toystudio.com	Chicago
Volition (THQ)	www.volition-inc.com	Champaign
Webfoot Technologies	www.webfootgames.com	Lemont
Wideload (Disney Interactive)	www.wideload.com	Chicago
WMS	www.wms.com	Chicago

Digital Media, Marketing, and Web Professionals in DuPage: 83 Members

<http://www.meetup.com/Digital-Media-Marketing-Web-Professionals/>

Indie Video Game Developers Association [Northeast Illinois]: 114 Members

<http://www.meetup.com/Indie-Game-Developers-Association/>

Chicago Interactive Design and Development (CIID): 1200 Members

<http://www.meetup.com/Chicago-Interactive-Design-Development/>

Computer Game Design Associate's Degree Programs

[http://degreedirectory.org/articles/Computer Game Design Associate's Degree Programs.html](http://degreedirectory.org/articles/Computer_Game_Design_Associate's_Degree_Programs.html)

If you are one of the millions of obsessed computer game fanatics, then a career in Computer Game Design is right for you. You could learn how to actually create the next great computer game that you and your friends will be playing. It is a field that is growing, in demand and high-paying. Consider a Computer Game Design Associate's Degree and your career potential is limited only by your own imagination.

What is a Computer Game Design Associate's Degree?

Maybe you have fun playing video games? Imagine being able to design and create video games. Well, a Computer Game Design Associate's Degree is the degree that gives you the basic knowledge on how to do just that. Any student who graduates with a Computer Game Design Associate's Degree will be able to work with computer graphics and animation to create games for use on personal computers. A Computer Game Design Associate's Degree teaches a whole variety of computer skills related to creating video games such as digital graphics, animation and graphic design.

Required Courses for a Computer Game Design Associate's Degree:

A Computer Game Design Associate's Degree requires students to take courses to understand the design and development of computer and video games. A list of classes a student would need to pass to earn this degree would include the following:

- Computer Design
- Computer Programming Concepts
- 3D Computer Programming
- Computer Animation
- Game Concept Design
- Applied Game Theory
- Gaming Platforms
- Game Modeling
- Storyboarding
- Digital Audio Fundamentals
- Game Animation
- Writing for Interactive Games
- Technical Writing
- Software Programming

Skills Obtained:

A Computer Game Design Associate's Degree gives students the skills needed to work with computers and design complex interactive games. The skills needed in this field are:

- Computer Programming Skills
- Computer Graphics Skills
- Game Creation Skills
- 3D Graphics Skills
- Interactive Gaming Skills
- Game Story Creation Skills
- Game Modeling Skills
- Storyboarding Skills
- Creative Arts Skills
- Game Design Skills
- Computer Software Skills
- Game Theory Skills
- Game Audio Skills

Reasons for Earning a Computer Game Design Associate's Degree:

Computer games are becoming more and more advanced and more detailed. This makes the computer games field one of the fastest growing. This makes a Computer Game Associate's Degree the right degree for students to learn how to conceive computer gaming ideas and create computer games from concept to market. In addition to creating games, students with an Associate's Degree in Computer Game Design will be trained in how to market

and sell computer games in a competitive market.

Earnings and Salary Information for a Computer Game Design Associate's Degree:

The salary information in this field indicates that employees in this area can earn very high salaries. According to the US Department of Labor, www.bls.gov, Computer Game Designers earn anywhere from \$46,520 to \$113,830. The salary can depend on the level of expertise the employee has and the size of the technology company the employee works for. The median salary is listed as \$74,980 per year.

Economic Outlook and Growth for a Computer Game Design Associate's Degree:

This field is one of the fastest growing and one of the newest for colleges to offer. In many ways, the area is developing so fast it has made the outlook excellent and expected to grow faster than average. The need for qualified workers in this industry is high since the desire for games appears to be increasing yearly with game sales climbing steadily. As the games themselves grow more complicated, the need for degreed and highly-skilled employees in game design is growing.

Appendix C: Labor Statistics, State of Illinois Projections:

		Base Year	Year	Employment Change		Average Annual Job Openings			Annual
Standard Occupational Classification (SOC)		Employment	Employment	2008-2018		due to			Compound
Code	Title	2008	2018	Number	Percent	Growth	Replacements	Total	Growth
10-0000	Total, All Occupations	651,386	723,405	72,019	11.06	7,677	14,885	22,562	1.05
15-0000	Computer & Mathematical Occupations	27,151	31,877	4,726	17.41	497	478	975	1.62
15-1000	Computer Specialists	26,325	30,988	4,663	17.71	489	454	943	1.64
15-1011	Computer/Info. Scientists, Research	232	286	54	23.28	5	5	10	2.11
15-1021	Computer Programmers	5,363	5,132	-231	-4.31	0	101	101	-0.44
15-1031	Computer Sftwr Engrns, Applications	3,450	4,456	1,006	29.16	101	29	130	2.59
15-1032	Computer Softwre Engineers, Systems	4,162	5,462	1,300	31.23	130	35	165	2.76
15-1041	Computer Support Specialists	3,331	3,841	510	15.31	51	92	143	1.43
15-1051	Computer Systems Analysts	3,000	3,454	454	15.13	45	65	110	1.42
15-1061	Database Administrators	731	867	136	18.60	14	12	26	1.72
15-1071	Network/Computer Sys Administrators	2,166	2,655	489	22.58	49	36	85	2.06
15-1081	Network Systems & Data Comm Analysts	1,368	2,072	704	51.46	70	25	95	4.24
15-1099	Computer Specialists, All Other	2,522	2,763	241	9.56	24	54	78	0.92

Advisory Board Agenda Spring 2010

Computer Information Systems

Breakout Session Discussion Points

Thursday, April 15, 2010

Student Resource Center

(SRC 1450A moved to SRC1480/82)

Attendees (04/15/2010, 8:45 pm – 10:15 pm)

Bob Carlson (IIT)
Christine Cegelis (State of Illinois)
Dave Durbin (Laurus Technologies)
Carolyn England (COD/CIS)
Marti Henning (TEK Systems, currently consulting for Navistar)
Terry Jackson (COD/Counseling)
Annette Kerwin (COD/CIS)
Kathy Kotowski (COD/CIS)
Mike Losacco (COD/CIS)
Sally Mullan (COD/CIS)
Robert Nichols (COD/CIS)
Dan Murphy (Oracle)
John Partacz (COD/CIS)
Sam Shamsuddin (HP)
Ray Simon (Instec)
Mary Ann Zlotow (COD/CIS)

Discussion Topics

- **Curriculum Updates**

- 1. Mobile Technology Certificate and Courses**

- **New certificate and courses (Mary Ann)**

Mary Ann presented for discussion a "Certificate in Mobile Technology" that consisted of the following courses:

- Introduction to Mobile Technology
- Programming for Mobile Devices and Virtual Software Development

- Web 2.0 and Cloud Computing
- Sharepoint Server
- Security and Ethics

Mary Ann also presented for discussion the active course file for “CIS1820: Introduction to Using Mobile Technology”. Advisory Board members indicated overall support for the proposed certificate and included courses with the following comments:

- Important for quickly obtaining customer information
- Some open source software applications can be used for sales force information
- Personal responsibility is important issue

2. Web 2.0 and Cloud Computing Course

- **New course (Carolyn)**

Carolyn presented for discussion a course in Web 2.0 and Cloud Computing. Advisory Board members indicated overall support for the proposed course with the following comments:

- Web 2.0 good resource for RSS feeds (Dan)
- Importance of unified communication—voice activated (Dave)
- Will forward information on ATT site of most popular applications (Dan)
- Some customer relationship management (CRM) applications are open source. Sharepoint important application. MS incorporating cloud in Northbrook (Christine)
- Security is an important issue (Dave)
- Department of Defense going to cloud-based strategy (Christine)
- Look at cloud integration (Marti)
- Cost saving strategy; standards important (Christine)
- May be difficult to nail down specific definition (Dave)
- Important to look at all the issues involved, may require more than a single course (Bob)

3. Help Desk/ Computer User Support Course

- **New course (Annette)**

Annette presented for discussion a course in Help Desk / Computer User Support. Advisory Board members indicated overall support for the proposed course with the following comments:

- State of Illinois has potential for Help Desk Internship program (Christine)
- What about COD’s HelpDesk? Possibility of internship or job shadowing through the HelpDesk? IIT does not have live HelpDesk support like COD. (Bob)

4. Introduction to Project Management Software

- **New course (John)**

John presented for discussion a course in Project Management Software (perhaps Microsoft Project). This course is in contrast to the current CIT 1650 course IT Project+ which is intended for individuals taking the CompTIA Project+ certification. Advisory Board members indicated overall support for the proposed course with the following comments:

- Using tool to track status and time more important than task completion (Dave)
- MS Project good to setup tool; however, not always good for following through during project. Open Workbench is tool worth looking at that does well during project completion. (Marti)

5. Project Analyst Simulation

- **Modification to existing CIS2790 Systems Analyst Simulation (John)**

John presented for discussion a modification to the existing CIS2790 Systems Analyst Simulation course to include sample projects in simulation. Advisory Board members indicated overall support for the proposed course modification with the following comments:

- Are all project simulation SW development? (Dave)
- Case study includes all parts of project (i.e. HW, SW, network, etc.). (Kathy)
- Total Cost of Ownership (TCO) important when done internally. One must be able to present their analysis to get support for their strategy. (Dave)
- At IIT some students continued to want feedback on how to improve even after class was over. (Bob)
- Would it make sense to have students present their research to industry representatives, similar to what is done at COD in other departments (i.e. architecture, fashion, etc.). (Carolyn)
- How important is a portfolio for students? (Kathy)
- Need to have students 'get down to work right away', can't always trust a portfolio. (Dave)
- Students may be given a tough problem to solve in a limited timeframe—this would verify the student's capability. (Bob)
- What about having a course go across disciplines? CIS and Business? Would this dilute the experience one might receive from a purely CIS course? (Mike)
- There have been mixed reviews; may not get that level of collaboration among students across disciplines. (Bob)

6. Game Curriculum

- **Support for existing and proposed curriculum changes (Sally)**

Sally presented for discussion the following current and proposed Game courses:

- CIS 122 Game Design
- CIS1222 Game Development I (change to 2D Game Development)
- *CIS2212 Game Development II (change to 3D Game Development)
- CIS2220 Game Programming with C++ (DirectX and OpenGL)
- CIS2230 Simulation and Serious Game Design
- CIS2240 Cross-Platform Game Design
- *CIS1199 Introduction to Game and the Game Industry (*currently in Curriculum approval process*)
- *CIS1201 Advanced Game Design
- CIS1212 2D Game Scripting
- *CIS2213 Advanced 3D Game Development
- *CIS2214 3D Game Scripting
- *CIS2250 XNA Game Programming
- *CIS2251 Advanced XNA Game Programming
- *CIS2260 Cross-Platform Game Programming
- *CIS2290 Game Design Simulation
- *CIS2291 Game Project Management Simulation
- *CIS2292 Game Programming Simulation
- * *New Courses*

Sally presented for discussion the following proposed Game Certificates:

- Game Design
- Game Programming
- Game Project Management
- 3D Game Development
- XNA Game Development

Advisory Board members indicated overall support for the proposed course modifications, proposed course additions, and proposed certificates with the following comments:

- Question on details of scripting course (Dave)
- Exciting prospect of new courses/certificates. It will be important to gauge student and industry demand. (Bob)
- Forward comments and support to Sally (Sally)

**COLLEGE OF DUPAGE
REGULAR BOARD MEETING**

NEW BUSINESS APPROVAL

1. **SUBJECT**

Approval for a new AAS Degree Program and Certificate Program in Game Programming and Development.

2. **REASON FOR CONSIDERATION**

Board approval is required for new degree and certificate programs.

3. **BACKGROUND INFORMATION**

This degree and certificate program will prepare students to create and develop computer games using programming languages and development tools used in the game industry.

Both the degree and certificate focus on skills necessary for software programming of games. These skills also translate to careers in many other areas of application programming such as interactive software, simulation software and web development. The AAS Degree Program can serve as a transfer program to a number of baccalaureate game and simulation programs in the State of Illinois. The market for application programming in the software publishing industry shows a healthy uptrend over the next five years with good salary potential.

4. **RECOMMENDATION**

That the Board of Trustees approves a 64-credit hour AAS Degree Program and an 18-credit hour Certificate Program in Game Programming and Development.

SIGNATURE PAGE FOR THE APPROVAL FOR A NEW AAS DEGREE
PROGRAM AND CERTIFICATE PROGRAM IN GAME PROGRAMMING
AND DEVELOPMENT

ITEM(S) ON REQUEST

That the Board of Trustees approves a 64-credit hour AAS Degree Program and an 18-credit hour Certificate Program in Game Programming and Development.

Karen Randall 8-1-11

Dean, Business & Technology Division

Date

Joseph E. Callen 8-1-11

Executive Vice President

Date

Joseph E. Callen FOR RL BREUDER 8-1-11

President

Date

TO: Joe Collins, Executive Vice President

FROM: Karen Randall, Dean of Business and Technology

A handwritten signature in cursive script, reading "Karen Randall".

SUBJECT: Recommendation for Approval of new AAS Degree and Certificate in Game Programming and Development.

I recommend the approval of a new AAS and certificate program in Game Programming and Development. Both the degree and certificate focus on skills necessary for software programming of games. These skills also translate to careers in many other areas of application programming such as interactive software, simulation software and web development. This includes extensive, lab-based coursework targeting product definition, design and implementation of entertainment, serious simulation, educational and training applications. This A.A.S. program can serve as a transfer program to a number of baccalaureate game and simulation programs in the state of Illinois. The market for application programmers in the software publishing industry shows a healthy uptrend over the next 5 years with good salary potential.

Illinois Community College Board

**APPLICATION FOR PERMANENT APPROVAL
OF A CAREER & TECHNICAL EDUCATION CURRICULUM**
Submit THREE Complete Copies

COLLEGE NAME College of DuPage 5-DIGIT COLLEGE NUMBER 502-01

CONTACT PERSON Karen Randall, Dean

PHONE 630-942-3948 FAX 630-942-3923

EMAIL randall@cod.edu

CURRICULUM INFORMATION

AAS:

TITLE CIS 3226 Game Programming & Development CREDIT HOURS 64 CIP CODE 10.0304

CERTIFICATE:

TITLE CIS 4226 Game Programming and Development CREDIT HOURS 18 CIP CODE 10.0304

PROPOSED CLASSIFICATION: X District Regional Statewide

PROPOSED IMPLEMENTATION DATE: Spring 2012

SUBMISSION INCLUDES:

X Part A: Feasibility Analysis

X Part B: Curriculum Quality and Cost Analysis. **Also, complete the following when submitting Part B:**

This curriculum was approved by the college Board of Trustees on: Date

State approval is hereby requested:
Required- Chief Administrative Officer Signature Date

ICCB USE ONLY:

ICCB APPROVAL DATE: AAS 7-29 cr hrs Cert. 30+ Cert.

IBHE APPROVAL DATE for AAS

APPLICATION FOR PERMANENT APPROVAL OF A CAREER & TECHNICAL EDUCATION CURRICULUM

INSTRUCTIONS

Application Components: The curriculum approval application includes two parts, **Part A: Feasibility Analysis** and **Part B: Curriculum Quality and Cost Analysis**.

Part A: Feasibility Analysis. This section is designed to verify that the program is feasible from a labor market standpoint and solicits conclusive or convincing evidence of labor market need. Colleges are advised to complete this section in advance to indicate feasibility and provide evidence to the state curriculum review team regarding the program's need and the district's ability to sustain it.

Part B: Curriculum Quality and Cost Analysis. This section is intended to solicit information from the college that documents quality in response to identified needs and that it is a cost-effective program with commensurate financial support

Community colleges may submit both Parts A and B separately or together as a package.

Approval of Related AAS Degree and Certificate Curricula. When applying for approval of closely related AAS degree and certificate programs, the college should submit a single application that reflects all programs. (For example, a hospitality management AAS and certificate would use a single application.) In the application, ensure that information is tailored as needed to each curriculum, as the rationale and supporting information may vary for each program. For Chart B: Enrollment, provide separate enrollment and completion figures for each program. For Chart C: Curriculum, submit a separate chart for each program.

Application Submission. Submit **three** (3) complete copies of the application.

For More Information. Community colleges are encouraged to contact ICCB staff with questions on the application process. Pertinent information is also contained in the *Administrative Rules of the Illinois Community College Board*.

OCCUPATIONAL CURRICULUM APPROVAL APPLICATION
PART A: FEASIBILITY ANALYSIS

1. CURRICULUM DESCRIPTION. Provide a description addressing:

a. The program's purpose and a catalog description:

The purpose of the proposed degree and certificate is to provide students with the basic knowledge and required skills to assume the responsibilities of a video and computer game programmer in any of the entertainment, simulation, educational, and training segments of the game industry. Programs and projects that the students will create will teach the student techniques in player input, character movement, game play navigation, animation control, and sound for computer games. In addition, both two dimensional and three dimensional games will be developed. Programming across different platforms, e.g. consoles, PC's, hand-held devices, will also be included.

Catalog Description AAS Degree:

The Game Programming and Development Degree prepares the student to create and develop computer games using programming languages and development tools used in the game industry.

Catalog Description Certificate

The Game Programming and Development Certificate prepares the student to create and develop computer games using programming languages and development tools used in the game industry.

b. The type of jobs for which it would train graduates (e.g., job titles, occupations, clusters of occupations, cross-functional positions, emerging occupations)

The Department of Labor, Bureau of Labor Statistics lists the following Standard Occupational Classifications:

- 15-1130 Software Developers and Programmers
 - 15-1131 Computer Programmers
 - 15-1132 Software Developers, Applications
 - 15-1133 Software Developers, Systems Software
 - 15-1134 Web Developers

The Graduates will be qualified for entry level positions as computer programmers in a variety of work settings including companies that specialize in computer-based games, console-based games, hand-held based game in the entertainment, simulation, education, and training segments of the game industry. The basic knowledge acquired will translate to related careers in computer programming where any form of an interactive interface is required. This includes the Internet and mobile devices.

- c. The target population; e.g., current employees and/or persons desiring career entry

The target population for the Game Programming and Development Degree is for the person who desires entry-level employment as a programmer or one who wishes to continue their studies at a four-year institution in the fields of software engineering, computer science. The person who wants to become an independent game developer also will gain valuable skills to be successful.

The Game Programming and Development Certificate is for the person who wants to upgrade their existing programming skills in the field of game and interactive media development.

- d. Unique or noteworthy features of the program

The proposed program emphasizes hands-on instruction and community learning. It will offer day, evening, and weekend schedules to accommodate student need. Students will be able to complete the programs on a full-time or part-time basis. Courses will be flexible and accessible for all students. The programs will provide relevant and thorough career education that prepares the student to prosper in their work environment or continued education.

College of DuPage would become the second community college in northeast Illinois to offer both a degree and certificate in game programming and development.

- e. Relationship of the program to existing curricula at the college (e.g., how the program complements or shares resources with existing programs)

The Game Programming and Development Degree and Certificate will be a part of the Computer Information Systems discipline and built upon already existing course work of the program. The General Education requirement for the AAS Degree rounds out the student's education in English, Speech, Mathematics, Fine Arts, Science, Sociology, and Humanities

- f. How will the college recruit and retain minorities, individuals with disabilities, non-traditional students or other students defined as "special populations" in this program?

The students interested in game development already represent diverse population in terms of ethnicity. Special outreach will be done to include a more diverse population in terms of gender and ethnicity by working with the College's Office of High School Partnerships. The College supports students with disabilities through the Special Student Services department. All students are given academic support through the Academic Support Center.

2. **LABOR MARKET NEED.** Document labor market need for the proposed curriculum. Consult ICCB's "*Labor Market Need Analysis: Ten Easy Steps to Conduct a Basic Analysis for Program Approval*" (Appendix B of the *Program Manual*).

a. **Supply-Demand Data.** Attach information on program completers versus projected job openings for your district. For comparison purposes you may want to include statewide data. Regional proposals should include data reflective of all districts to be served.

See the Alternative Documentation

b. **Alternate Documentation.**

According to the U.S. Bureau of Labor Statistics (BLS) employment for software publishers, including those in game development, are projected to increase by 30% from 2008-2018 (www.bls.gov).

"The U.S. Bureau of Labor Statistics (BLS) has more good news for would-be video game designers: salaries are also high in the software publishing industry, a sector which includes video game publishers. Nevertheless, wages can vary widely depending on your specific job title and area of expertise. The following are median salaries "

Occupations in Software Publishing	Median Salary
Art Director	\$93,750
Computer Software Engineer	\$89,840
Programmer	\$83,750
Producer/Director	\$77,340
Multimedia Artist/Animator	\$65,090
Sound Engineering Technician	\$56,680
Graphic Designer	\$49,540

Source: BLS, 2009

Technological advances in game delivery platforms, including the Internet, smart phones, tablet PC's, and Personal Digital Assistants (PDA's) provide job growth. The Game Development industry also experiences a greater growth in independent companies than conventional technology companies.

See Appendix A for area employers, local Independent companies, and associations membership numbers.

c. **Need Summary.** Summarize the key findings on Chart A: Labor Market

Need.

Information from the ICCB Follow-UP Study Report for Game Programming and Development is not available.

Job Outlook

- 2006-2016 Employment growth: **26%**
- Number of new jobs created 2006-2016: **23,000**
- Employment 2006 : **87,000**
- Employment 2016: **110,000**

Source: <http://www.elearnportal.com/careers/art-and-design/video-game-developers>

The 2008 – 2018 National Employment Statistics lists the outlook for Computer Programmers, 15-1021, for the Industry category 5415000, Computer systems design and related services, as being a **17.2 % increase**, for the Industry category 5418000-9000, Data Processing, hosting, and other related services, as being a **14% increase**.

d. **Planning and Collaboration.** Describe how the proposed curriculum fits into the college's overall plans and goals to meet career and technical education/workforce preparation needs within the district/region. Address how the program meets priority needs, and describe steps taken to plan and deliver the curriculum in collaboration with others, such as the education-to-careers partnership, the Tech Prep consortium, the regional community college/university consortium, or other local/regional initiatives and partners.

The proposed curriculum will meet the need of the community we serve by educating and training students to fill the need the game industry experiences.

The College of DuPage collaborates with The Technology Center of DuPage (TCD), providing secondary education in technology fields including game development and programming for local area high schools. This includes COD faculty attending career fairs sponsored by TCD and membership on TCD's Computer Program Advisory Board.

Currently College of Lake County is the only community college to offer a degree and certificate in game programming in the northeast Illinois metropolitan area.

The following colleges and universities have programs in game development:

North Central College, Naperville, IL
Illinois Institute of Technology, Wheaton, IL Campus
DePaul University, Chicago IL
DeVry University, Addison and Tinley Park Illinois

Research has begun for creating "2+2" or "3+1" articulation agreements.

e. **Regional Programs.** If the college is seeking "regional" designation for the proposed program, define the "region" to be served, describe how the college will ensure the region is adequately served by the program, (e.g., via cooperative arrangements or telecommunications) and include separate letters from each of the colleges within the defined region indicating their support for the proposed program at your college.

N/A

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

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

Employment Projections:

<u>SOC Job Titles & Codes *</u>	<u>Annual Oppenings DuPage/Cook Cos</u>	<u>Annual Program Completers **</u> (indicate from which surrounding districts)
<u>15-1021.00 - Computer Programmers</u>	<u>101 / 203</u>	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

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

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

CHART B: ENROLLMENT: Project enrollments and completions:

	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Degree			
Full-Time Enrollments:	_____6_____	_____12_____	_____15_____
Part-Time Enrollments:	_____8_____	_____15_____	_____20_____
Completions:	_____0_____	_____4_____	_____9_____
Certificates:			
Full-Time Enrollments:	_____5_____	_____8_____	_____12_____
Part-Time Enrollments:	_____8_____	_____10_____	_____14_____
Completions:	_____0_____	_____6_____	_____10_____

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

OCCUPATIONAL CURRICULUM APPROVAL APPLICATION PART B: CURRICULUM QUALITY AND COST ANALYSIS

1. **OCCUPATIONAL CURRICULUM APPROVAL APPLICATION COVER SHEET.** If Part A: Feasibility Analysis was submitted previously and Part B: Curriculum Quality and Cost Analysis is a separate submission:

Not applicable

- a. **Cover Sheet.** Attach a copy of the cover sheet from the original submission that includes the local college board of trustees approval date and the chief administrative officer's signature.
- b. **Part A Revisions.** Verify if the information submitted previously on Part A is still accurate and pertinent. If any revisions are needed, please submit.

2. **CURRICULUM INFORMATION.** Provide the following information on the program:

- a. **Curriculum.** Complete Chart C: Curriculum to present the proposed curriculum. Include separate Chart C's for each proposed program

- b. **Articulation.** Specify how the program is structured or articulated to provide a career ladder for students. Include information on articulation with secondary schools (such as dual credit opportunities) articulation between certificate and AAS degrees, and articulation with baccalaureate institutions.
- c. **Course Syllabi.** Append course syllabi for new courses or any existing courses that are being modified significantly for the proposed curriculum.

The courses that make up the curriculum are existing courses that do not require major modification.

- d. **Work-Based Learning.** Append a list of work-based learning sites to be used; e.g., for internship, career exploration, job shadowing, clinical practicum, or apprenticeship coursework.
- e. **Equipment.** List equipment to be purchased, shared, or leased to implement the curriculum.

The existing lecture classrooms and computer labs are sufficient for the game programming degree and certificate. No new computers need to be purchased, except for the college's upgrading cycle.

- 3. **EDUCATION AND SKILL REQUIREMENTS.** Describe how the college ensures that the proposed curriculum will provide needed education and skills for the occupation and will meet program objectives by addressing the following:

- a. **Employer Input.** Append employer advisory committee meeting minutes and other pertinent documents to reflect the private sector input obtained in the development of the proposed curriculum.

Attached is the document of minutes from the Computer Information Systems' Advisory Board meeting, dated March 2010.

- b. **Skill Level.** Describe how the program incorporates the appropriate level of academic, technical, and workplace skills, including SCANS skills (Secretary's Commission on Achieving Necessary Skills), Work Keys and state and/or national skill standards, if available.

The College of DuPage will assure that the game programming and development program will incorporate the appropriate level of academic, technical, and hands-on skills into the curriculum. The background and skills appropriate for entry-level programmers are included into the required coursework. The program has also integrated the educational philosophies of the College of DuPage which states, "To ensure quality, we are committed to continual assessment and self-evaluation".

See Appendix B for

- c. **Skills Standards/Credentialing/Licensure for Students.** Regarding the *students*, please specify:

- What skill standards have been set in this occupation or what professional credentialing (licensure, certification, registration, etc...) is available to students and through what agency/entity? Is it optional or required; i.e., is licensure or certification required or optional for job entry? What steps has the college completed to ensure that students will learn the skills required to obtain the necessary licensure or certification?

There is no standard or licensing for game programmers. The Game Programming and Development program is designed after several four-year college programs that have national reputations for quality programs. This includes DigiPen Institute of Technology in Seattle, WA; DePaul University in Chicago, IL; University of Illinois, Chicago; and Carnegie-Mellon University in Pittsburgh, PA. In addition, the International Game Developer's Association (IGDA), the world's largest association of professional game developers, has an Education Special Interest Group (EdSIG), made up of industry professionals and educators who have created a *Curriculum Framework* to give guidance in creating college level programs. This document was used to direct not only what courses should be included in this program, but to also guide the skill set that should be included in each course. This 44 page document can be viewed at:

www.igda.org/wiki/images/e/ee/Igda2008cf.pdf

- d. **Skills Standards/Accreditation for Programs.** Regarding the proposed *program*, please specify:

- What external approval or accreditation can be obtained for this program and through what agency/entity? Is it optional or required; i.e., is program approval/accreditation by a regulatory agency or industry-related entity required prior to enrolling students or graduates earning their licensure/certification? What steps has the college completed to obtain that approval/accreditation?

There is no standard or licensing for game programmers.

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

- a. **Student Learning Objectives.** Describe or list the learning objectives/outcomes that each student is expected to have mastered upon completion of the program related to 1) the general education component of the curriculum, and 2) the career and technical education component of the curriculum. *These are program-level outcomes rather than course-level outcomes.*

1. Write, update, and maintain computer programs or software packages to the specifications of design documents.
2. Write, analyze, review, and rewrite programs, by applying knowledge of computer capabilities, subject matter, and symbolic logic.
3. Perform or direct revision, repair, or expansion of existing programs to increase operating efficiency or adapt to new requirements.
4. Consult with design personnel to clarify program intent, identify problems, and suggest changes.
5. Compile and write documentation of program development and subsequent revisions, inserting comments in the coded instructions so others can understand the program.
6. Describe the basic elements of an interactive game: game world, story, characters, game play, user interface, and core mechanics.
7. Demonstrate basic concepts of motion and timing within computer program
8. Demonstrate basic concepts of user interface within computer program
9. Demonstrate basic concepts of sound control within computer program
10. Demonstrate basic concepts of animation control within computer program
11. Demonstrate basic visual and verbal presentation and listening skills
12. Describe the history of interactive development
13. Describe the development cycle of interactive programming
14. Set and reach achievable goals.
15. Critique own work for improvement.
16. Apply and resource management principles to the development of various projects.
17. Create quality programs to be included in student's portfolio.
18. Have the ability to present project demonstrations.

- b. **Assessment of Student Learning Objectives.** Describe the end-of-program evaluation process(es) the college has in place to ensure that students demonstrate these learning objectives just prior to program completion. For example, assessment through portfolio review, cumulative course, team project, written/performance test, or industry/state certification/licensure examination.

Demonstration of the learning objectives will be done through peer review of projects, team projects, and portfolio review.

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

Program improvement is done through program review every three years. The College is accredited through the North Central Association, using the Academic Quality Improvement Program method of innovative and ongoing self-assessment. The same concepts that are used on a college-wide basis for continuous improvement is done at the department level through curriculum meetings with the game development faculty. The full and part time faculty who teach the game development courses are dedicated to creating the highest quality curriculum.

5. FACULTY

- a. **Faculty Qualifications.** Complete and append Chart D1: Faculty Qualifications to specify the minimum qualifications for program faculty, including new and existing

faculty.

- b. **Faculty Needs.** Complete and append Chart D2: Faculty Needs to specify the number of full- and part-time faculty the program will need for each of the first three years, including new and existing faculty.

- 6. **ACADEMIC CONTROL.** If another entity is involved in the delivery of the program in addition to the community college through a cooperative arrangement or contract; e.g., with another college or university, the regional consortia, an apprenticeship organization, a private institution or business, or other outside entity:

- a. **Contractual/Cooperative Agreements.** Append a copy of the contractual or cooperative agreement.

Not applicable

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

The College of DuPage will have full academic control of the Game Programming and Development Degree and Certificate.

- 7. **COST DATA.** Document the financial feasibility of the proposed program.

- a. **Source of Funds.** Specify the source of resources to support the proposed program and note what portion of funds will come from reallocation of existing resources as compared to new resources.
- b. **Finance.** Complete and append Chart E: Finance to identify new direct costs to establish the program.

CHART C: CURRICULUM. List courses within the proposed program, and *asterisk new courses*.

Game Programming and Development Degree

	Course Prefix #	Course Title	Asterisk New Courses	Credit Hours	Lecture Contact Hours	Lab Contact Hours
General Education Courses		18 - 22 Credits				
Total				18 - 22		
Career and Technical Education	CIS 1150	Introduction to Computer Information Systems		3	2	2
	CIS 1199	Introduction to Game Industry		3	3	0
	CIS 1200	Game Design		3	3	0
	CIS 1211	2D Game Development		3	3	0
	CIS 1400	Programming Logic and Technique		4	4	0
	CIS 2212	3D Game Development		3	3	0
	CIS 2220	Game Programming Using C++		4	4	0
	CIS 2250	XNA Game Programming		4	4	0
	CIS 2260	Game Programming Cross-Platform		3	3	0
	CIS 2541	C++ Language Programming		4	4	0
	CIS 2542	Advanced C++ with Data Structure Applications		4	4	0
	CIS 2420	Microprocessor Assembly Language		4	4	0
Total				42	41	2
Work- Based Learning Courses						
Total						
Electives		Four additional hours in 2000-level CIS Courses		4	4	
Total				4		
TOTAL CREDIT HOURS REQUIRED FOR COMPLETION				64 - 68	45	2

Game Programming and Development Certificate

	Course Prefix #	Course Title	Asterisk New Courses	Credit Hours	Lecture Contact Hours	Lab Contact Hours
General Education Courses	Not Applicable					
Total						
Career and Technical Education	CIS 1199	Introduction to Game Industry		3	3	0
	CIS 1200	Game Design		3	3	0
	CIS 1400	Programming Logic and Technique		4	4	0
	CIS 2212	3D Game Development		3	3	0
	CIS 2220	Game Programming Using C++		4	4	0
	CIS 2250	XNA Game Programming		4	4	0
	CIS 2260	Game Programming Cross-Platform		3	3	0
	CIS 2541	C++ Language Programming		4	4	0
	CIS 2542	Advanced C++ with Data Structure Applications		4	4	0
	CIS 2420	Microprocessor Assembly Language		4	4	0
Total				36	36	0
Work-Based Learning Courses	None					
Total						
Electives	None					
Total						
TOTAL CREDIT HOURS REQUIRED FOR COMPLETION				36	36	0

CHART D1: FACULTY QUALIFICATIONS. Cite the minimum qualifications for new and existing faculty.

<u>Degree</u>	<u>Field</u>	<u>Years of Related Occupational Experience</u>	<u>Years of Teaching Experience</u>
Bachelor's with experience	Computer Science, Game Development, Computer Information Systems	2 - 3	2

CHART D2: FACULTY NEEDS. : Cite the number of faculty, including new and existing faculty, that the program will need for each of the first three years, noting if they will serve as full-time faculty or part-time.

	<u>First Year</u>		<u>Second Year</u>		<u>Third Year</u>	
	<u>Full-Time</u>	<u>Part-Time</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>Full-Time</u>	<u>Part-Time</u>
# of New Faculty	0		0	1	0	1
# of Existing Faculty	1	2	1	2	1	2

CHART E: FINANCE: Identify projected new direct costs to establish the program.

	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Faculty Costs	\$		
Administrator Costs			
Other Personnel Costs (specify positions)			
Equipment Costs			
Library/LRC Costs			
Facility Costs*			
Other (specify)			
TOTAL NEW COSTS	\$		

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

Appendix A

Game Development Companies: Greater Chicago Area, including Champaign/Urbana

Company	Website	City
15 letters	www.15letters.com	Chicago
Babaroga Games	www.babaroga.com	Chicago
Chewy Software	www.chewysoftware.net	Chicago
Day 1 Studios	www.day1studios.com	Chicago
eV Interactive	www.ev-interactive.com	Chicago
High Voltage Software	www.high-voltage.com	Hoffman Estates
Ignition Entertainment USA	www.ignitionusa.com	Glenview
Incredible Technologies	www.itsgames.com	Arlington Heights
Jellyvision	www.jellyvision.com	Chicago
Level Zero Games	www.levelzerogames.com	Chicago
Namco America	www.namcoamerica.com	Elk Grove Village
NetherRealm Studios (Warner Brothers)	www.netherrealm.com	Chicago
Phosphor Games Studio	www.phosphorgames.com	Chicago
Play Mechanix	www.playmechanix.com	Glen Ellyn
PopCap Games	www.popcap.com	Chicago
Raw Thrills	www.rawthrills.com	Chicago
Red Mercury	www.red-mercury.com	Northbrook
Robomodo	www.robomodo.com	Chicago
Sega Amusements USA	www.segaarcade.com	Elk Grove Village
Stand Alone	www.standalone.com	Chicago
Tap Me Games	www.tapme.info	Chicago
ToyStudio	www.toystudio.com	Chicago
Volition (THQ)	www.volition-inc.com	Champaign
Webfoot Technologies	www.webfootgames.com	Lemont
Wideload (Disney Interactive)	www.wideload.com	Chicago
WMS	www.wms.com	Chicago

Digital Media, Marketing, and Web Professionals in DuPage: 83 Members

<http://www.meetup.com/Digital-Media-Marketing-Web-Professionals/>

Indie Video Game Developers Association [Northeast Illinois]: 114 Members

<http://www.meetup.com/Indie-Game-Developers-Association/>

Chicago Interactive Design and Development (CIID): 1200 Members

<http://www.meetup.com/Chicago-Interactive-Design-Development/>

Appendix B:

Computer Programmer Skills

**Summary Report for:
15-1021.00 - Computer Programmers**

<http://www.onetonline.org/link/summary/15-1099.01>

Convert project specifications and statements of problems and procedures to detailed logical flow charts for coding into computer language. Develop and write computer programs to store, locate, and retrieve specific documents, data, and information. May program web sites.

Tasks

- Correct errors by making appropriate changes and rechecking the program to ensure that the desired results are produced.
- Conduct trial runs of programs and software applications to be sure they will produce the desired information and that the instructions are correct.
- Write, update, and maintain computer programs or software packages to handle specific jobs such as tracking inventory, storing or retrieving data, or controlling other equipment.
- Write, analyze, review, and rewrite programs, using workflow chart and diagram, and applying knowledge of computer capabilities, subject matter, and symbolic logic.
- Perform or direct revision, repair, or expansion of existing programs to increase operating efficiency or adapt to new requirements.
- Consult with managerial, engineering, and technical personnel to clarify program intent, identify problems, and suggest changes.
- Perform systems analysis and programming tasks to maintain and control the use of computer systems software as a systems programmer.
- Compile and write documentation of program development and subsequent revisions, inserting comments in the coded instructions so others can understand the program.
- Prepare detailed workflow charts and diagrams that describe input, output, and logical operation, and convert them into a series of instructions coded in a computer language.
- Consult with and assist computer operators or system analysts to define and resolve problems in running computer programs.

Tools & Technology Tools used in this occupation:

Computer servers

Desktop computers

Mainframe computers

Serial port cards

Technology used in this occupation:

Compiler and debugging software —

Data base management system software

Data base user interface and query software

Development environment software

Object or component oriented development software

Web platform development software

Knowledge

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Skills

Programming — Writing computer programs for various purposes.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Operations Analysis — Analyzing needs and product requirements to create a design.

Systems Evaluation — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

Time Management — Managing one's own time and the time of others.

Abilities

Written Comprehension — The ability to read and understand information and ideas presented in writing.

Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Near Vision — The ability to see details at close range (within a few feet of the observer).

Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.

Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Mathematical Reasoning — The ability to choose the right mathematical methods or formulas to solve a problem.

Oral Expression — The ability to communicate information and ideas in speaking so others will understand.

Number Facility — The ability to add, subtract, multiply, or divide quickly and correctly.

Work Activities

Interacting With Computers — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.

Making Decisions and Solving Problems — Analyzing information and evaluating results to choose the best solution and solve problems.

Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.

Identifying Objects, Actions, and Events — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Analyzing Data or Information — Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.

Thinking Creatively — Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.

Updating and Using Relevant Knowledge — Keeping up-to-date technically and applying new knowledge to your job.

Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.

Processing Information — Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

Appendix C: Labor Statistics, State of IL, Projections for DuPage County

		Base Year	Year	Employment Change		Average Annual Job Openings			Annual
Standard Occupational Classification (SOC)		Employment	Employment	2008-2018		due to			Compound
Code	Title	2008	2018	Number	Percent	Growth	Replacements	Total	Growth
10-0000	Total, All Occupations	651,386	723,405	72,019	11.06	7,677	14,885	22,562	1.05
15-0000	Computer & Mathematical Occupations	27,151	31,877	4,726	17.41	497	478	975	1.62
15-1000	Computer Specialists	26,325	30,988	4,663	17.71	489	454	943	1.64
15-1011	Computer/Info. Scientists, Research	232	286	54	23.28	5	5	10	2.11
15-1021	Computer Programmers	5,363	5,132	-231	-4.31	0	101	101	-0.44
15-1031	Computer Sftwr Engrns, Applications	3,450	4,456	1,006	29.16	101	29	130	2.59
15-1032	Computer Softwre Engineers, Systems	4,162	5,462	1,300	31.23	130	35	165	2.76
15-1041	Computer Support Specialists	3,331	3,841	510	15.31	51	92	143	1.43
15-1051	Computer Systems Analysts	3,000	3,454	454	15.13	45	65	110	1.42
15-1061	Database Administrators	731	867	136	18.60	14	12	26	1.72
15-1071	Network/Computer Sys Administrators	2,166	2,655	489	22.58	49	36	85	2.06
15-1081	Network Systems & Data Comm Analysts	1,368	2,072	704	51.46	70	25	95	4.24
15-1099	Computer Specialists, All Other	2,522	2,763	241	9.56	24	54	78	0.92

Advisory Board Agenda Spring 2010

Computer Information Systems Breakout Session Discussion Points

Thursday, April 15, 2010

Student Resource Center

(SRC 1450A moved to SRC1480/82)

Attendees (04/15/2010, 8:45 pm – 10:15 pm)

Bob Carlson (IIT)
Christine Cegelis (State of Illinois)
Dave Durbin (Laurus Technologies)
Carolyn England (COD/CIS)
Marti Henning (TEK Systems, currently consulting for Navistar)
Terry Jackson (COD/Counseling)
Annette Kerwin (COD/CIS)
Kathy Kotowski (COD/CIS)
Mike Losacco (COD/CIS)
Sally Mullan (COD/CIS)
Robert Nichols (COD/CIS)
Dan Murphy (Oracle)
John Partacz (COD/CIS)
Sam Shamsuddin (HP)
Ray Simon (Instec)
Mary Ann Zlotow (COD/CIS)

Discussion Topics

- Curriculum Updates

1. **Mobile Technology Certificate and Courses**

- **New certificate and courses (Mary Ann)**

Mary Ann presented for discussion a “Certificate in Mobile Technology” that consisted of the following courses:

- Introduction to Mobile Technology
- Programming for Mobile Devices and Virtual Software Development

- Web 2.0 and Cloud Computing
- Sharepoint Server
- Security and Ethics

Mary Ann also presented for discussion the active course file for “CIS1820: Introduction to Using Mobile Technology”. Advisory Board members indicated overall support for the proposed certificate and included courses with the following comments:

- Important for quickly obtaining customer information
- Some open source software applications can be used for sales force information
- Personal responsibility is important issue

2. Web 2.0 and Cloud Computing Course

- **New course (Carolyn)**

Carolyn presented for discussion a course in Web 2.0 and Cloud Computing. Advisory Board members indicated overall support for the proposed course with the following comments:

- Web 2.0 good resource for RSS feeds (Dan)
- Importance of unified communication—voice activated (Dave)
- Will forward information on ATT site of most popular applications (Dan)
- Some customer relationship management (CRM) applications are open source. Sharepoint important application. MS incorporating cloud in Northbrook (Christine)
- Security is an important issue (Dave)
- Department of Defense going to cloud-based strategy (Christine)
- Look at cloud integration (Marti)
- Cost saving strategy; standards important (Christine)
- May be difficult to nail down specific definition (Dave)
- Important to look at all the issues involved, may require more than a single course (Bob)

3. Help Desk/ Computer User Support Course

- **New course (Annette)**

Annette presented for discussion a course in Help Desk / Computer User Support. Advisory Board members indicated overall support for the proposed course with the following comments:

- State of Illinois has potential for Help Desk Internship program (Christine)
- What about COD’s HelpDesk? Possibility of internship or job shadowing through the HelpDesk? IIT does not have live HelpDesk support like COD. (Bob)

4. Introduction to Project Management Software

- **New course (John)**

John presented for discussion a course in Project Management Software (perhaps Microsoft Project). This course is in contrast to the current CIT 1650 course IT Project+ which is intended for individuals taking the CompTIA Project+ certification. Advisory Board members indicated overall support for the proposed course with the following comments:

- Using tool to track status and time more important than task completion (Dave)
- MS Project good to setup tool; however, not always good for following through during project. Open Workbench is tool worth looking at that does well during project completion. (Marti)

5. Project Analyst Simulation

- **Modification to existing CIS2790 Systems Analyst Simulation (John)**

John presented for discussion a modification to the existing CIS2790 Systems Analyst Simulation course to include sample projects in simulation. Advisory Board members indicated overall support for the proposed course modification with the following comments:

- Are all project simulation SW development? (Dave)
- Case study includes all parts of project (i.e. HW, SW, network, etc.). (Kathy)
- Total Cost of Ownership (TCO) important when done internally. One must be able to present their analysis to get support for their strategy. (Dave)
- At IIT some students continued to want feedback on how to improve even after class was over. (Bob)
- Would it make sense to have students present their research to industry representatives, similar to what is done at COD in other departments (i.e. architecture, fashion, etc.). (Carolyn)
- How important is a portfolio for students? (Kathy)
- Need to have students 'get down to work right away', can't always trust a portfolio. (Dave)
- Students may be given a tough problem to solve in a limited timeframe—this would verify the student's capability. (Bob)
- What about having a course go across disciplines? CIS and Business? Would this dilute the experience one might receive from a purely CIS course? (Mike)
- There have been mixed reviews; may not get that level of collaboration among students across disciplines. (Bob)

6. Game Curriculum

- **Support for existing and proposed curriculum changes (Sally)**

Sally presented for discussion the following current and proposed Game courses:

- CIS 122 Game Design
- CIS1222 Game Development I (change to 2D Game Development)
- *CIS2212 Game Development II (change to 3D Game Development)
- CIS2220 Game Programming with C++ (DirectX and OpenGL)
- CIS2230 Simulation and Serious Game Design
- CIS2240 Cross-Platform Game Design
- *CIS1199 Introduction to Game and the Game Industry (*currently in Curriculum approval process*)
- *CIS1201 Advanced Game Design
- CIS1212 2D Game Scripting
- *CIS2213 Advanced 3D Game Development
- *CIS2214 3D Game Scripting
- *CIS2250 XNA Game Programming
- *CIS2251 Advanced XNA Game Programming
- *CIS2260 Cross-Platform Game Programming
- *CIS2290 Game Design Simulation
- *CIS2291 Game Project Management Simulation
- *CIS2292 Game Programming Simulation

* *New Courses*

Sally presented for discussion the following proposed Game Certificates:

- Game Design
- Game Programming
- Game Project Management
- 3D Game Development
- XNA Game Development

Advisory Board members indicated overall support for the proposed course modifications, proposed course additions, and proposed certificates with the following comments:

- Question on details of scripting course (Dave)
- Exciting prospect of new courses/certificates. It will be important to gauge student and industry demand. (Bob)
- Forward comments and support to Sally (Sally)

**COLLEGE OF DUPAGE
REGULAR BOARD MEETING**

NEW BUSINESS

1. **SUBJECT**

Approval to revise the 2011-2012 Academic Calendar.

2. **REASON FOR CONSIDERATION**

The Board of Trustees will establish and approve an academic calendar for each school year.

3. **BACKGROUND INFORMATION**

Academic Affairs is proposing to revise the summer term of the 2011-2012 academic calendar to better serve various student populations. One 10-week session will be added and one 8-week session will be eliminated, while the two 5-week sessions will remain. By making the revision to the calendars now, there is time to modify the 2011-12 calendar in the online version of the College Catalog. The timing also coincides with the current development of the Summer 2012 schedule with the Academic Divisions, and there is adequate time to publicize the changes to students and faculty via email, portal, the summer advertising campaign, in MyACCESS, etc.

The proposed Academic Calendar for 2011-2012 has been shared with the College administration and with Faculty Senate, per the contractual agreement. The proposed calendar conforms to all guidelines outlined in the Administrative Rules of the Illinois Community College Board, April 2006.

4. **RECOMMENDATION**

That the Board of Trustees approves the revision of the 2011-12 Academic Calendars.

SIGNATURE PAGE FOR
APPROVAL TO REVISE THE 2011-2012 ACADEMIC CALENDAR.

ITEM(S) ON REQUEST

That the Board of Trustees approves the revision of the 2011-12 Academic Calendar.

Joseph E. Collins 8-3-11

Executive Vice President

Date

Joseph E. Collins FOR RL BREUDER 8-3-11

President

Date

COLLEGE OF DuPAGE
ACADEMIC CALENDAR*
2011-2012*

FALL SESSION, 2011

Wednesday-Friday	August	17-18-19	All Faculty Return / Convocation Days
Monday	August	22	16-Week and 1 st 8-Week Classes Begin
Monday	September	5	Legal Holiday (Labor Day) (No Classes)
Tuesday	September	13	12-Week Classes Begin
Monday	October	17	End of 1 st 8-Week Classes
Tuesday	October	18	In-Service Day/Professional Day (No Classes)
Wednesday	October	19	2 nd 8-Week Classes Begin
Wednesday	November	23	College Open; No Classes
Thursday-Sunday	November	24-27	Thanksgiving Recess
Sunday	December	11	End of 12-Week Classes
Saturday-Friday	December	10-16	Final Evaluations/Culminating Activities
Friday	December	16	End of 16-Week and 2 nd 8-Week Classes

SPRING SESSION, 2012

Monday-Wednesday	January	9-10-11	In-Service Days/Professional Days (No Classes)
Thursday	January	12	16-Week and 1 st 8-Week Classes Begin
Monday	January	16	Legal Holiday (M. L. King's Birthday) (No Classes)
Thursday	February	2	12-Week Classes Begin
Thursday	March	8	End of 1 st 8-Week Classes
Friday	March	9	In-Service Day/Professional Day (No Classes)
Saturday	March	10	2 nd 8-Week Classes Begin
Monday-Sunday	April	2-8	Spring Break
Sunday	April	8	No Classes
Thursday	May	3	End of 12-Week Classes
Saturday-Friday	May	5-11	Final Evaluations/Culminating Activities
Friday	May	11	End of 16-Week and 2 nd 8-Week Classes
Friday	May	11	Commencement

SUMMER SESSION, 2012 - REVISED

Monday	May	28	Legal Holiday (Memorial Day) (No Classes)
Tuesday	May	29	1 st 5-Week and 10-Week Classes Begin
Monday	June	11	8-Week Classes Begin
Sunday	July	1	1 st 5-week Classes End
Monday	July	2	2 nd 5-Week Classes Begin
Wednesday	July	4	Legal Holiday (Independence Day) (No Classes)
Sunday	August	5	End of 10-Week, 8-Week, and 2 nd 5-Week Classes

*Approved 11/19/09 Board of Trustees Meeting

*Revision Approved 08/18/11 Board of Trustees Meeting

*Please consult the current College Class Schedule publication for any revisions in the calendar.

TO: Dr. Joe Collins
Executive Vice President

FROM: Dr. Glenda Gallisath
Associate Vice President of Academic Affairs

DATE: August 2, 2011

RE: Formal Recommendation: Changes in Summer Session Calendar Effective
Summer 2012

The Credit Class Schedule Task Force was formed and started their work as a team in early Spring 2011 semester. Members of the Task Force include three full-time faculty and three academic administrators representing the Business & Technology, Health & Sciences, and Liberal Arts Divisions. Additional Task Force members are representatives of Student Affairs, Enrollment Services, Marketing & Creative Services, Centralized Scheduling and Curriculum, and Academic Affairs; and I serve as facilitator for the group.

The primary goal of the Task Force has been to develop recommendations for modifying the College calendar for Summer Sessions in a way that best meets the needs of:

- Continuing full-time and part-time COD students,
- Area high school students and recent high school graduates,
- Area public school elementary and secondary education teachers, and
- Reverse-transfer students who may consider taking summer classes at COD to transfer back to their home college/university.

The overarching goal has been to grow summer enrollments by being more responsive to the schedules and availability of these student populations during the summer months. The Task Force also recommends a new calendar model for summer sessions to alleviate the confusion and “start date” mistakes that frequently occur with the current schedule due to the two eight-week sessions overlapping each other. The earliest that any changes to the summer schedule could be implemented would be Summer 2012. Another academic consideration for a new scheduling model is to alleviate the problem of having summer sessions begin before spring semester course grades are submitted by faculty.

It has also been confirmed by the Centralized Scheduling Office that scheduling the same number of sections in the 2011 summer schedule will be feasible with the number of classrooms available in 2012 using the new model of two five-week sessions, one eight-week session and one ten-week session. In other words, the new configuration will not limit the number of course sections we can offer next summer. In Summer 2013, the room capacity for summer class sections will expand due to completed construction projects on campus.

If the Summer calendar change is approved, we are prepared to implement an informational campaign to make students, faculty, staff, and the public aware of the calendar change throughout the regular 2011-2012 academic year.

COLLEGE OF DUPAGE
REGULAR BOARD MEETING

STANDARD BOARD APPROVAL

1. SUBJECT

Approval of Treasurer's Bond.

2. REASON FOR CONSIDERATION

These bonds are required by law.

3. BACKGROUND INFORMATION

The Public Community College Act requires that a bond be secured for treasurers in the amount of 25% of the amount of all bonds, notes, mortgages, moneys, and effects of which the treasurer has custody. This applies to all Illinois Community College Districts other than a district in a city of at least 500,000 inhabitants.

We must carry a similar Treasurer's Bond for the New Series 2011A and Series 2011B Bonds. This bond is in the amount of \$21 Million, 25% of the full value of \$84 Million.

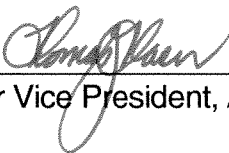
4. RECOMMENDATION

That the Board of Trustees approve the payment of \$18,254.00 for the purchase of a Treasurer's Bond written through R.J. Galla Company for a 10-month period from August 1, 2011 to June 30, 2012. We are purchasing a 10-month bond so that the renewal will align with the renewal of our other Treasurer's Bonds and with our fiscal year.


SIGNATURE PAGE FOR APPROVAL OF TREASURER'S BOND

ITEM(S) ON REQUEST

That the Board of Trustees approve the payment of \$18,254.00 for the purchase of a Treasurer's Bond written through R.J. Galla Company for a 10-month period from August 1, 2011 to June 30, 2012. We are purchasing a 10-month bond so that the renewal will align with the renewal of our other Treasurer's Bonds and with our fiscal year:



Senior Vice President, Administration
8/3/2011
Date

 FOR RL BREUDER

President
8-4-11
Date

**COLLEGE OF DUPAGE
REGULAR BOARD MEETING**

NEW BUSINESS APPROVAL

1. **SUBJECT**

Glen Ellyn Easements – Traffic Signal and Public Sidewalk

2. **REASON FOR CONSIDERATION**

The easement agreements will benefit the College by placing the responsibility for maintenance, repair and replacement of the traffic signal and a paved public sidewalk on the Village of Glen Ellyn. The Village will also be liable for the facilities (poles, lights, controller and other items associated with the functionality of the lights). The location of this new signal is just south of Tallgrass and Lambert Roads between HSC and TEC.

3. **BACKGROUND INFORMATION**

In September of 2009, the Board of Trustees approved a similar easement for the traffic light installed at the intersection of Tallgrass and Lambert. The approval of this new pedestrian crossing signal was based on the same assumptions and easements of that project. Facilities recommends to the Administration that the easements be created and be maintained for consistency. The College's legal counsel worked with Facilities and the Village to draft the attached easements. The easements include separate documents for the following: Traffic Light and Public Sidewalk.

4. **RECOMMENDATION**

That the Board of Trustees approves the following Glen Ellyn Easement Agreements: Traffic Signal and Public Sidewalk.

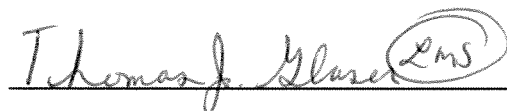
SIGNATURE PAGE FOR APPROVAL OF GLEN ELLYN EASEMENTS – TRAFFIC
SIGNAL AND PUBLIC SIDEWALK

ITEM(S) ON REQUEST

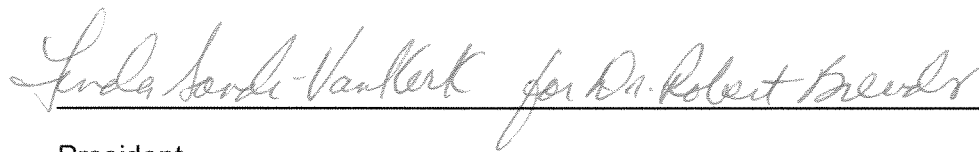
That the Board approves the following Glen Ellyn Easement Agreements: Traffic
Signal and Public Sidewalk.



John Wandolowski, Director of Facilities Planning & Development 8/11/11 Date



Senior Vice President, Administration 8/11/11 Date



President 8/11/11 Date

EXHIBIT A

THAT PART OF THE NORTHEAST QUARTER OF SECTION 27, TOWNSHIP 39 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHEAST CORNER OF THE PARCEL TAKEN FOR ROADWAY PURPOSES PER DOCUMENT NUMBER R2000-128770; THENCE SOUTH 00 DEGREES 01 MINUTES 37 SECONDS WEST ALONG THE WEST RIGHT-OF-WAY LINE OF LAMBERT ROAD, DEDICATED PER DOCUMENT R80-19903, A DISTANCE OF 327.02 FEET TO THE POINT OF BEGINNING; THENCE NORTH 89 DEGREES 58 MINUTES 23 SECONDS WEST, PERPENDICULAR TO THE LAST DESCRIBED COURSE, A DISTANCE OF 42.71 FEET; THENCE SOUTH 00 DEGREES 01 MINUTES 37 SECONDS WEST ALONG A LINE PARALLEL WITH SAID WEST RIGHT-OF-WAY LINE, A DISTANCE OF 88.00 FEET; THENCE SOUTH 89 DEGREES 58 MINUTES 23 SECONDS EAST, PERPENDICULAR TO THE LAST DESCRIBED COURSE, A DISTANCE OF 23.00 FEET, THENCE SOUTH 00 DEGREES 01 MINUTES 37 SECONDS WEST ALONG A LINE PARALLEL WITH SAID WEST RIGHT-OF-WAY LINE, A DISTANCE OF 36.00 FEET; THENCE SOUTH 89 DEGREES 58 MINUTES 23 SECONDS EAST, PERPENDICULAR TO THE LAST DESCRIBED COURSE, A DISTANCE OF 19.71 FEET TO SAID WEST RIGHT-OF-WAY LINE, THENCE NORTH 00 DEGREES 01 MINUTES 37 SECONDS EAST ALONG SAID WEST RIGHT-OF-WAY LINE, A DISTANCE OF 124.00 FEET TO THE POINT OF BEGINNING, IN DUPAGE COUNTY, ILLINOIS.



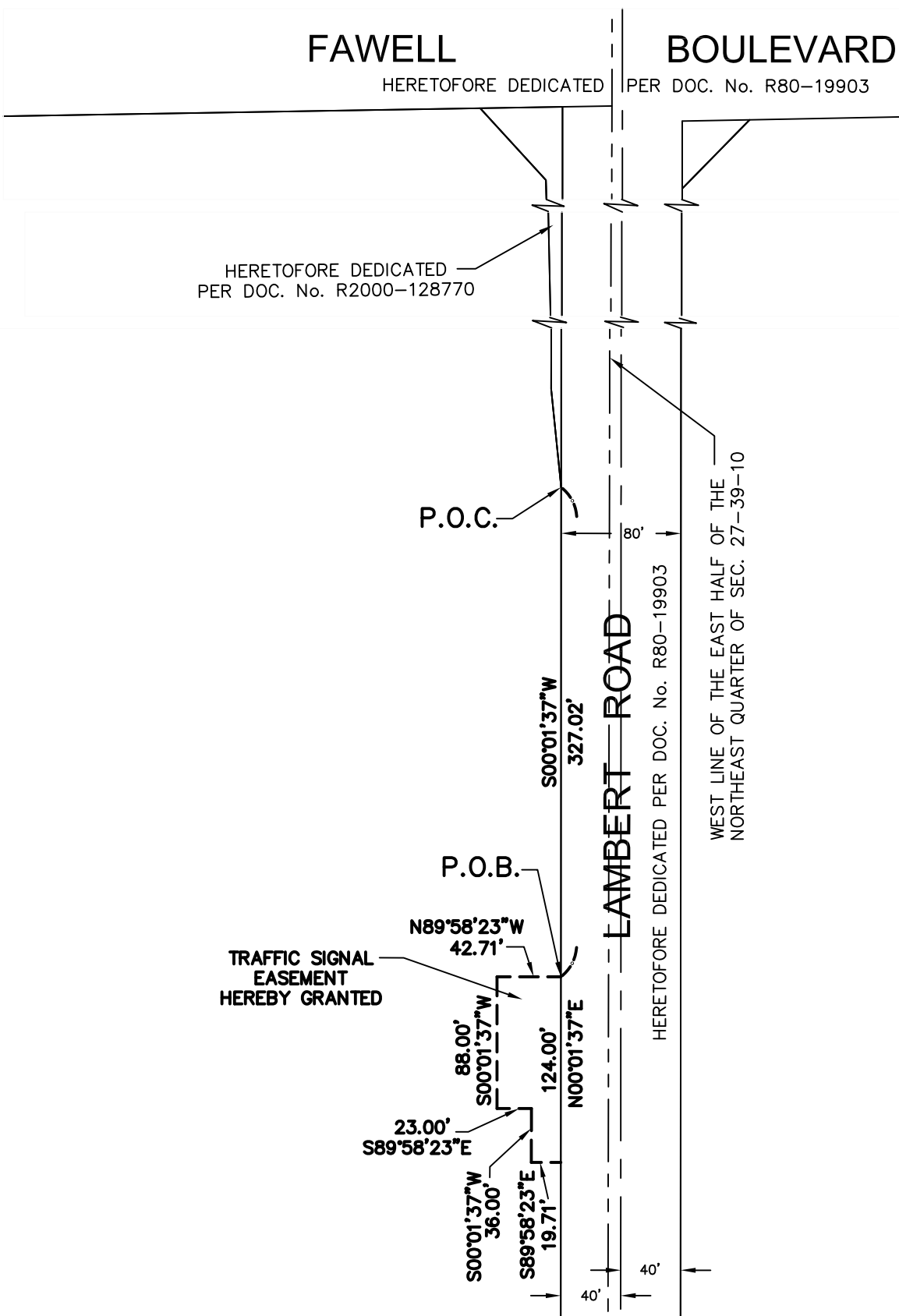
Engineers
Scientists
Surveyors

7325 Janes Avenue, Suite 100
Woodridge, IL 60517
630.724.9200 voice
630.724.0384 fax
v3co.com

PREPARED FOR:
COLLEGE OF DUPAGE
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137
630-942-2800

PROJECT NO. 05008.38
GROUP NO. VP10.1
SCALE: N/A
DATE: 08-03-11

EXHIBIT B



7325 Janes Avenue, Suite 100
Woodridge, IL 60517
630.724.9200 voice
630.724.0384 fax
v3co.com

PREPARED FOR:
COLLEGE OF DUPAGE
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137
630-942-2800

PROJECT NO. 05008.38
GROUP NO. VP10.1
SCALE: 1"=100'
DATE: 08-03-11

11. ANNOUNCEMENTS

A. Communications

B. Calendar Dates

On-Campus Events

- **Thursday, September 15 – Regular Board Meeting; SSC-2200; 7:00 p.m.
NOTE NEW LOCATION**

Off-Campus Events

12. ADJOURN