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Corporate Real Estate Accounting
2800 E. Lake Street
Minneapolis, MN 55406

November 13, 2013

RE: Lease agreement with U.S. Bank

Dear Landlord,

In an effort to make payments more efficient, we are asking all landlords to fill out the attached form to set up an electronic transfer for our rent payment. With having an electronic transfer, otherwise known as ACH, our rent payment will be direct deposited into your bank account on the first business day of the month. Please fill out the contact information on section 1 of the form and all of section 2.

The form can be emailed to Val Gustafson at Valerie.gustafson@usbank.com or faxed to my attention at 612-728-8452. It can also be mailed to my attention at Val Gustafson, 2800 E Lake Street, Minneapolis MN 55406

Regards,


Val Gustafson
Corporate Real Estate

Glaser, Thomas

From: meredith.scheuermann@usbank.com
Sent: Friday, March 01, 2013 11:12 AM
To: Glaser, Thomas
Cc: matthew.moore@usbank.com
Subject: Re: FW: Check from US Bank

Here is what I learned....This check is for the prorated rent amount for the month of March. Rent is scheduled to begin 3-25-13, so this amount represents the prorated dollars due for the days we would be occupants (3/25 thru 3/31). Accounting has this set up in the system already and apparently they pay in the current month for the following month's rent.

Meredith Scheuermann

VP, Senior Business Development Manager
U.S. Bank | On-Site Banking | MK-WI-2033
111 North Main St | Oshkosh, WI 54901

☎920-424-4118 (office) | (mobile) | ☎920-424-4343 (fax)

Now on YouTube! [Click on the Full Service On-Site Banking link to learn more!](#)

From: "Glaser, Thomas" <glasert@cod.edu>
To: "meredith.scheuermann@usbank.com" <meredith.scheuermann@usbank.com>, "Stacy L. Stoll (stacy.stoll@usbank.com)" <stacy.stoll@usbank.com>
Date: 02/28/2013 09:58 AM
Subject: FW: Check from US Bank

Can you help with what this check is for? No one here seems to know why it arrived and for what.

-----Original Message-----

From: Humphrey, Vera
Sent: Thursday, February 28, 2013 9:39 AM
To: Glaser, Thomas
Subject: Check from US Bank

Vera Humphrey
Administrative Assistant to the
Senior Vice President Administration and Treasurer Administrative Affairs College of
DuPage
425 Fawell Blvd., SRC 2130
Glen Ellyn, Illinois 60137

Tel: 630-942-4285 Fax: 630-858-9078 Email: humphreyv@cod.edu

-----Original Message-----

From: Finance Xerox WC7242 [<mailto:CODxerox@cod.edu>]
Sent: Thursday, February 28, 2013 10:03 AM
To: Humphrey, Vera



National Association
4000 West Broadway
Robbinsdale, MN 55422

5887967

02 - 22 - 2013
DATE M M D D Y Y Y Y
93-38/929

\$ **338.71

PAY *Three Hundred Thirty Eight AND 7/100*

DRAWER: Payable through U.S. Bank National Association U.S. Funds

Craig E. Mifford

TO THE ORDER OF COLLEGE OF DUPAGE
425 FAWELL BLVD
BOARD OF TRUSTEES FOR COMMUNIT
COLLEGE DIST 502 DUPAGE CTY
ATTN SENIOR VP OF ADMIN & TREA
GLEN ELLYN IL 60137

340037377



National Association
4000 West Broadway
Robbinsdale, MN 55422
763-971-1111

* The payment terms for U.S. Bank are Net 28 unless contracted otherwise. To *
* reduce the receipt time on your payments, email your account information to *
* CorporatePayablesNewVendorGroup@usbank.com and begin receiving your *
* payments via ACH! Questions, please contact Customer Service at 763-971-1111. *

No. 5887967

Check Date: 02/22/2013

COLLEGE OF DUPAGE, 425 FAWELL BLVD, BOARD OF TRUSTEES FOR COMMUNIT, COLLEGE DIST 502 DUPAGE CTY, GLEN ELLYN IL 60137

Description	Date	Gross Amount	Discount Amount	Net Amount Paid
ECR4309MAR2013RENT Mail Out: Mar 2013 License Fee (pro-rated)	02/21/13	\$338.71	\$0.00	\$338.71
Totals		\$338.71	\$0.00	\$338.71

Humphrey, Vera

From: Glaser, Thomas
Sent: Monday, October 01, 2012 9:34 PM
To: Humphrey, Vera
Subject: Fwd: College of DuPage - US Bank contract

Can you please send the two signed contracts to Neil Davis? Send by FEDEX.

Sent from my iPad

Begin forwarded message:

From: "meredith.scheuermann@usbank.com" <meredith.scheuermann@usbank.com>
Date: October 1, 2012, 8:44:04 PM CDT
To: "Glaser, Thomas" <glasert@cod.edu>
Subject: Re: College of DuPage - US Bank contract

Wonderful. Please send to Neil Davis. Address below. Neil will then send to our Division Manager for signature and then his assistant will send back to you accordingly.

Also, our Project manager of construction will need to have a point of contact. Is that Jim? At any time, please do not hesitate to contact me with questions.

Thank you again. Talk soon!

Neil S. Davis
Senior Corporate Counsel, VP
U.S. BANK NATIONAL ASSOCIATION
800 Nicollet Mall, 21st Floor
Minneapolis, MN 55402
Meredith Scheuermann
VP, Sr. Business Development Mgr. U.S. Bank-On-Site Banking
920-424-4118 (work)

From: "Glaser, Thomas" [glasert@cod.edu]
Sent: 10/01/2012 08:25 PM EST
To: Meredith Scheuermann
Subject: RE: College of DuPage - US Bank contract

I signed two originals and am ready to forward to whoever you tell me to forward to.

Sent from my Droid Charge on Verizon 4GLTE

Humphrey, Vera

From: heloisa.king@usbank.com
Sent: Tuesday, April 02, 2013 3:06 PM
To: Humphrey, Vera; Glaser, Thomas
Subject: RE: Rescheduled: Run thru the event: U.S. Bank College of DuPage Ribbon Cutting Celebration (Apr 4 01:00 PM CDT in 1-877-747-4538 PC: 9068178)
Attachments: College of DuPage Presentation Event.pptx

Thanks Vera.

Can you please share the attached document with Tom? This is the layout the event and it is the document that I will be referring during the call on Thursday.

I want to make sure he is aware of how the event will be set up.

Please let me know if Tom has any request or recommend us to change anything for the event?

Thank you so much,

Heloisa King

On-Site Region Project Manager
US Bank
MK-WI-T5
(414) 765-4953 Direct
(414) 765-4995 Fax
heloisa.king@usbank.com

Office Hours: Monday, Tuesday: 9:00 a.m. - 3:00 p.m.CST ,Thursday 9:00 a.m. - 2:00 p.m. CST and Friday: 9:00 a.m. - 1:00 p.m. CST

From: "Glaser, Thomas" <glasert@cod.edu>
To: 'Heloisa P King/WI/USB' <heloisa.king@usbank.com>
Date: 04/02/2013 10:13 AM
Subject: RE: Rescheduled: Run thru the event: U.S. Bank College of DuPage Ribbon Cutting Celebration (Apr.4 01:00 PM CDT in 1-877-747-4538 PC: 9068178)
Sent by: "Humphrey, Vera" <humphrev@cod.edu>

Tom is not available at this time.

Vera Humphrey

Administrative Assistant to the
Senior Vice President Administration and Treasurer
Administrative Affairs
College of DuPage
425 Fawell Blvd., SRC 2130
Glen Ellyn, Illinois 60137

Tel: 630-942-4285 Fax: 630-858-9078 Email: humphreyv@cod.edu

-----Original Appointment-----

From: Heloisa P King/WI/USB [<mailto:heloisa.king@usbank.com>]

Sent: Tuesday, April 02, 2013 9:56 AM

To: Humphrey, Vera

Subject: Rescheduled: Run thru the event: U.S. Bank College of DuPage Ribbon Cutting Celebration (Apr 4 01:00 PM CDT



When: Thursday, April 04, 2013 1:00 PM-1:30 PM Central.

Where:

<< File: pic20023.gif >> << File: ATT00001.htm >> << File: c095541.ics >>

U.S. BANCORP made the following annotations


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College of DuPage

U.S. Bank College of DuPage Ribbon Cutting Event

Tuesday, April 9, 2013 @ 11:00 am CT.

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EST. 1863

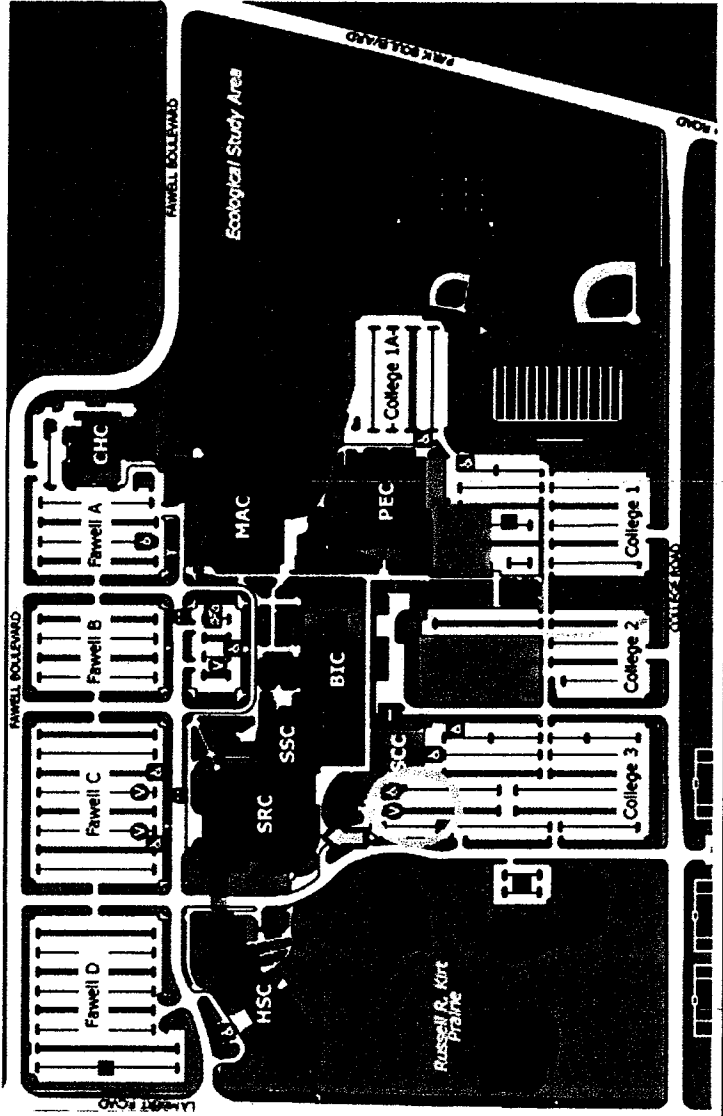
 **usbank.**



VIP Parking

Guest Pass parking area for Marsha Cruzan & Denise Zajac:

- There are guest parking spots near the SRC in College lot 3.
- The spots are clearly marked for the 2 VIP guests.
- Guest passes will be mailed to Marsha and Denise and it should be hung on the rear view mirror and have the car's license plate number written on it.
- Guests will enter the Student Resource Center (SRC) and take the large staircase on the right (seen as soon as entering the building) to the second floor. The U.S. Bank location is directly ahead.

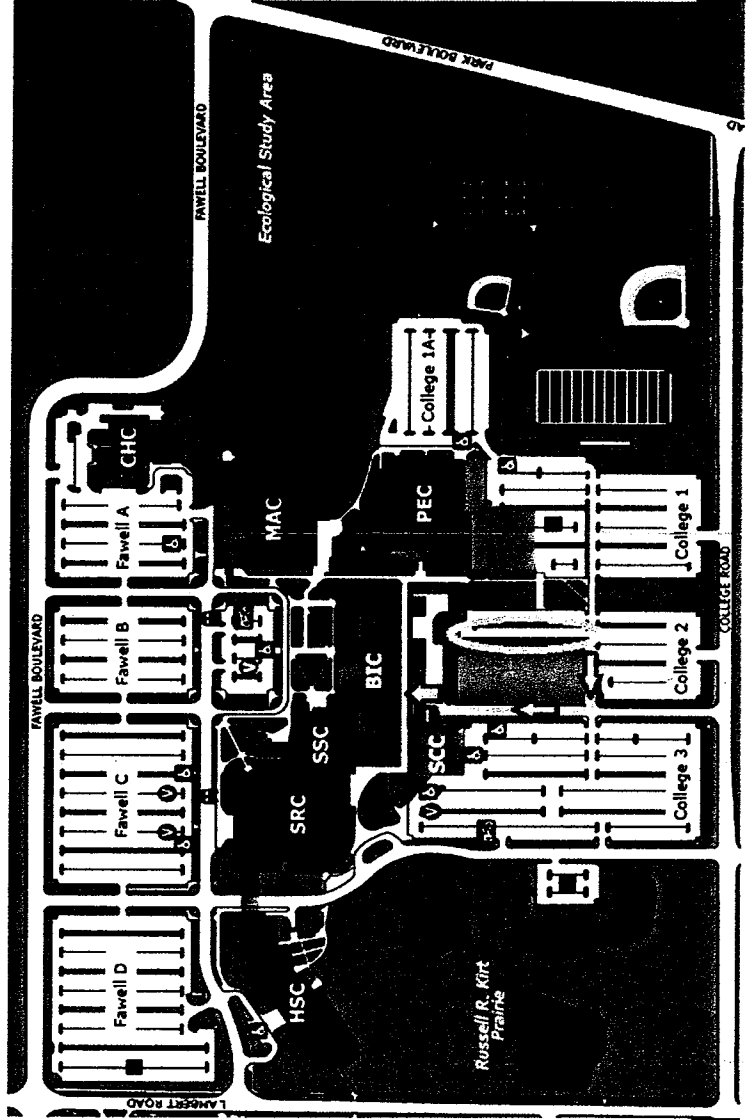


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General Parking

General guest parking area:

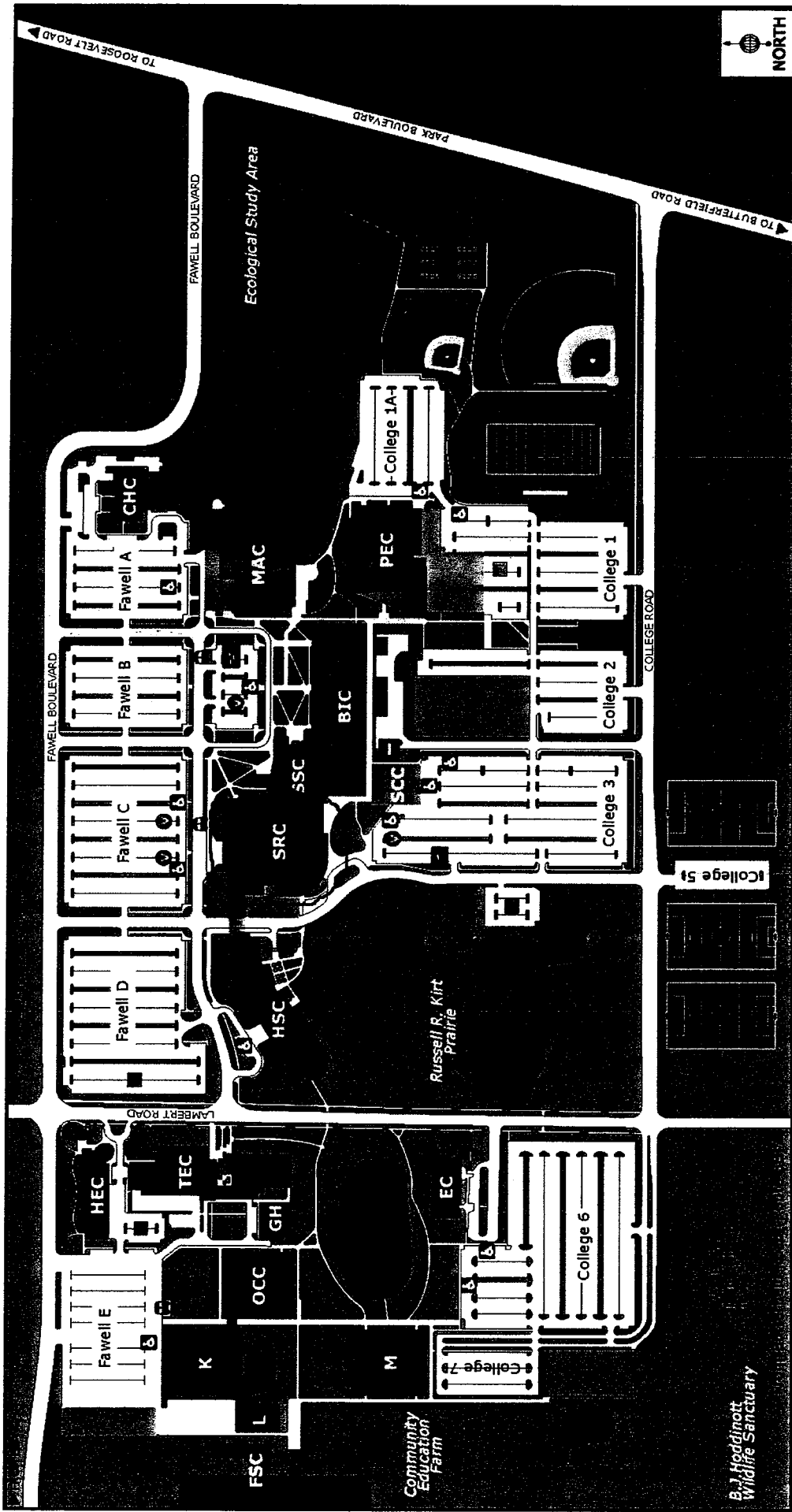
- U.S. Bank guests will park in the north most section of College lot 2.
- The lot is marked as a Staff/Faculty lot, but campus police are aware guests will be using the lot from 10am-1pm on 4/09.
- There is a ramp to the west of the lot. Guests should walk up the ramp and enter the Berg Instructional Center (BIC) at the western most entrance.
- Once inside, a staff person will direct guests to the U.S. Bank location.



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College of DuPage Campus Map

U.S. Bank Branch is located inside the SRC Building (next to Starbucks)



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Invitations

- Internal E-mail to be sent to U.S. Bank Employees by Nicole Reilly
- Electronic invitation sent to College of DuPage Faculty, staff & students by Joe Moore, Becky Gavillet and Christina Payton thru COD media channels
- Invitation postings:
 - Distributed at the Branch & on campus
 - COD Facebook & Twitter
 - TVs around campus
 - COD event calendar page
 - Courier Student Newspaper
- Reminder email sent on the day prior to the event



**RIBBON CUTTING
CELEBRATION**



Tuesday, April 9 at 11:00 am.

Please join us for a Ribbon Cutting Ceremony to celebrate the opening of the full service U.S. Bank Branch at the College of DuPage.


The event will be held in front of the U.S. Bank Branch located inside the SRC Building (Student Resource Center next to Starbucks) 425 Fawell Blvd, Glen Ellyn, IL 60137

Present at the ceremony will be the following speakers:

Dr. Robert L. Breuder, College of DuPage President
Marsha Cruzan, U.S. Bank Market President
Denise Zajac, National Sales Manager
Amy Elliott, U.S. Bank Branch Manager

Cake, refreshments, prize wheel and giveaways will be available.


Please RSVP by April 1st with Nicole Reilly via email:
nicole.reilly@usbank.com or via phone: 952.887.6015

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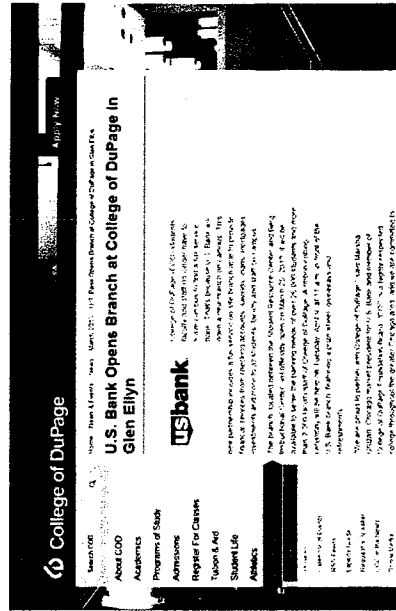
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Internal Communications

- <http://www.cod.edu/index.aspx>
- <http://www.cod.edu/news-events/index.aspx>
- http://www.cod.edu/news-events/news/13_march/13_usbank.aspx
- <https://www.facebook.com/pages/COD-Courier-Student-Newspaper/10150129759665164>



US Bank is now open on campus! Be sure to stop by the ribbon-cutting ceremony on Tuesday, April 9, at 11 a.m. and check out the prize wheel, giveaways and refreshments.

http://www.cod.edu/news-events/news/13_march/13_usbank.aspx

College of DuPage - U.S. Bank Opens Branch at College of DuPage in Glen Ellyn

U.S. Bank is opening a new branch on COD's Glen Ellyn campus.

Like Comment Share

Catering

All catering will be done by Sodexo's General Manager, Lynn Konicek

Two full sheet cake with the U.S.Bank screened logo & the wording:

"Grand Opening College of DuPage U.S.Bank"

300 Assortments of cookies (25 dozen)

Beverages:

- Coffee (Regular and Decaf with creamer and sugar): 5 gallons Regular and 1 gallon decaf
- Lemonade: 6 gallons

Includes:

- Disposable plates, utensils, napkins and coffee cups
- Table and White Linens included

Amy Elliott to add U.S.Bank cups and U.S.Bank napkins in the catering table

Mila Lerman & Adam Sellers

- Will cut and pass the cake (networking)
- Replenishing will be done by Sodexo team

Marketing

Supported by:

Anna Wagnild Long

- 2 Grand Opening sign, 2 5" tall Balloon arrangements, 1 Grand Opening Teller sign and Mylar balloons.
- Generic U.S. Bank Grand Opening Signs
- Large Grand Opening Red Ribbon & Grand Opening Scissor
- U.S. Bank Table cloth & giveaways will be place in the Marketing table

Matt Moore:

- To verify that branch has the most current POP's

Flowers:

2 Floral Arrangements:

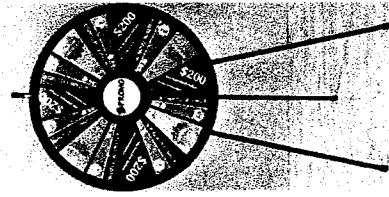
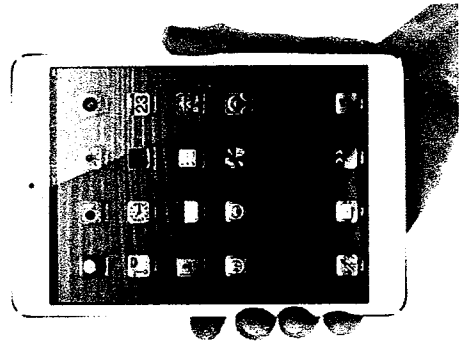
- 1 tall flower arrangement at the event table
- 1 small arrangement at the branch

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Grand Opening Celebration Promotion

Welcome Back! – The Hottest Thing on Campus – Heat Up with US!

- Cash bonus offer w/ new student account & check card purchase \$50
- Faculty & Staff Promotion Flyer (\$100 offer)
- Tabling events at other campus locations
- Deliver donut boxes with staff coupons to faculty
- Promotional items
- Prize wheel - distribute U.S.Bank items
- Enter to Win for an Ipad



BRANCH OPENING & RIBBON CUTTING GIVEAWAYS

Pens (25/pack)	4
Piggy Key Chain (10 per pack)	10
Koozie	100
Water Bottle	100
Frisbee	100
Book light	50
Lip Balm	100
Coin Pouches	500
Hand Sanitizer	100
Grocery Tote	100
Double Wall Tumbler	100
Football	100
Mints (250 pack)	1

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Facility Issues

- Becky Gavillet ordered the podium with sound system. Set up the podium in the bench seating area along the glass wall
- Becky Gavillet ordered the 2 event tables. Tables should be set up on the 20*20 area right outside the branch office.
- One large garbage receptacles will be placed in the location. Garbage will emptied before the event begins and monitored during it
- After-event cleaning and dismantling will be completed by Lynn Konicek's Sodexo team
- Balloons – allowed temporarily please be sure to keep them securely tied down and ensure they are taken either to the bank location or outside the building after the event
- Anything that we would like to keep is to be taken down by U.S. Bank employees after the event
- Extra cake and cookies will be kept at the branch location after the event for students.

****Note:** On the day of the event, the U.S. Bank team will make any necessary event layout arrangements to accommodate the number of attendees**

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Room Layout

U.S. Bank Branch:

- Most up-to-date POP's, clean and organized branch
- Blackboard changed with a Grand Opening message
- Bonnie Kahn will be at the branch serving customers
- Generic Grand Opening Celebration Sign displayed at the teller window
- 1, 5" tall balloon arrangement

Podium & Sound System:

To be set up along the glass wall in the bench seating area

*Podium will be delivered at 7:30 am

Directional sign:

- Adam Sellers & Drew to hold a directional sign. Greeting all guests and directing them to the event area.

Marketing Table:

To be set up in the 20*20 area right outside the branch office

- U.S. Bank Tablecloth, giveaways, etc
- Prize Wheel set up next to the marketing table
- Aaron Gatewood will man the table
- 1, 5" tall balloon arrangement
- Tall flower arrangement will be displayed
- One generic Grand Opening Sign will be displayed

Catering table:

To be set up in the 20*20 area right outside the branch office

Sodexo team will set up at 10:30am

- Cake, cookies and refreshments will be set up at the table

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Staff Agenda

Amy Elliott will purchase the helium tank and fill the balloons at the branch on the morning of the event

7:30 am: 2, 6" table and podium with microphone for the ribbon cutting will be delivered to the bank site by 7:30am

9:00 am: Test sound system is working

All Managers and Bankers to arrive for set up: **Meredith, Bonnie, Mila, Tramel, Drew and District Manager Matt Moore**

9:30 am: Set up at the branch
Matt, Amy, Mila, Tramel, Bonnie and Drew to start set up outside of the branch

10:30 am : Catering delivery, flower arrangement and final set up
Everything all ready and set up

10:45 am: **Adam and Drew** to start directing guests to the event location. Escorting & Greeting
*Everyone will stay greeting & escorting people until 1:35 pm, then move to the event location.
Meredith: Greeting all guest and networking.

11:00 am: Event Starts

Tramel will be taking photos (Mila will be a backup if needed)

▪Ribbon Cutting will be held in front of the U.S. Bank Branch (Mila to be the keeper of the red ribbon and scissor & will ensure to line everyone in front of the Branch for the photo opportunity)

▪Bankers will cut and pass the cake

▪**Meredith & Mila:** Stay in the back of the event with the Amy Elliott's business cards. Pass out cards and ensure everyone if greeted.
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Event Agenda

11:00 a.m. – Denise Zajac, National Sales Manager and Event Emcee

- Welcome and introductory remarks
- Highlight U.S. Bank's commitment to the College of DuPage
- Discuss U.S. Bank on site initiatives to deepening employee & students relationships
- Denise to introduce Dr. Robert L. Breuder, College of DuPage President

11:05 a.m. – Dr. Robert L. Breuder, College of DuPage President

- Dr. Breuder remarks about the relationship between U.S. Bank and College of DuPage
- Dr. Breuder turn back to Denise to introduce Marsha Cruzan

11:15 a.m. – Marsha Cruzan, U.S.Bank Market President

- Marsha's remarks about the U.S. Bank commitment in the Chicago Market
- Turn back to Denise Zajac to introduce Matt Moore

11:20 a.m. – Denise Zajac to introduce Matt Moore, U.S.Bank District Manager Matt Moore to introduce Amy Elliott



Event Agenda

11:25 a.m. – Amy Elliott, Branch Manager

- Amy's remarks
- Amy introduces branch staff
- Drawing for the winner of the Ipad
- Turns back to Denise

11:35 a.m. - Denise invites Dr. Breuder, Tom Glaser, Joe Moore and other College of DuPage faculty & staff, Marsha Cruzan, Matt Moore and Amy for the Ribbon Cutting photo opportunity in front of the branch

11:40 a.m. - Ribbon cutting and photo opp.

11:45 a.m. - Denise closes program and thank everyone for attending the event and for their support to the new U.S. Bank Team.

Invites everyone to view the branch, enjoy the cake, cookies, and refreshments.

After Event Agenda

After-event:

- Cleaning and dismantling will be completed by Sodexo's crew
- Remaining food will be moved to the branch for the students and all College of DuPage employees to enjoy
- Flower Centerpiece from the Marketing Table: **Mila Lerman** to ensure they are taken to the branch location
- All U.S. Bank Marketing / Signage will be taken down by **Aaron & Adam**
- Pat Swanson write a news release with details of the celebration event (**Heloisa** to communicate details & pictures)
- **Heloisa** to gather photos and add them to the US Book blog and sharepages after the event
- Heloisa to gather photos from the photographer from the College of DuPage thru **Becky Gavillet**

Post pictures of the ribbon cutting on the Sharepoint site with a summary of the event (DM or PR. to write)	Admin	4/15/2013
Email Internal Communications/Press Release and pictures of the grand opening to be posted on the local USBnet-	DM	4/15/2013
Email Dan branch summary recap- recap to include: pictures with comments/key points about the grand opening/summary of the new business to date/press release marketing plan	Admin to create / DM to email Dan	4/15/2013
Send an email to Dan with the names of the Key Advocates and include their addresses so Dan can send Thank you notes	PM / Regional Admin	4/15/2013
Send ribbon cutting picture and a snapshot of the event to Rachelle Druffel to post on the USBnet On-site page	PM / Admin	4/15/2013
Twitter feed: Site host to post the grand opening info the their local twitter and or facebook. US Bank marketing will provide the scripting	Marketing	4/15/2013
Send scissors, vertical pull up back to Heloisa King MK-WI-T5	BM/Admin	4/15/2013
Email Dan the names & address of Key Advocates that attended the event so he can send a thank you card	PM	4/15/2013


University Notifications

College of DuPage Notifications

- Regular news channels notifications thru Joe Moore, Robyn Johnson, Becky Gavilett & Christina Payton.
 - Post of the press release internally during Branch Opening week
 - Request: Additional posting after the Ribbon Cutting Ceremony
- Christina Payton added a message on College of DuPage's Facebook
 - Request for a reminder Facebook note on the day prior and on the day of the event
- Joe Moore & Becky Gavilett will notify all internal and external groups who need to be aware about the event
 - Security, Environmental Services, College of DuPage Staff & Administrative Teams, Student Organization Leaders
 - COD Police Chief and Deputy Chief
- Plasma TV announcement & school intersection

U.S. Bank Notifications

- **Nicole Sprenger & Pat Swanson** sent our press release during the week of the branch opening
 - An additional internal release announcement to be sent on the morning of the event
 - An additional release shared with the recap of the event

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U.S. Bank Staffing Assistance Cell #'s

Amy Elliott – 630-470-1478

Mila Lerman – 847-477-4916

Drew Heddermann – 847-271-5572

Bonnie Kahn – 636-399-2330

Tramel Harris – 312-735-0523

Matt Moore, District Manager, 414-203-0684

Heloisa King, Project Manager, 262-527-8629

Meredith Scheurmann, Business Development
Manager, 920-216-0132

Marketing Support: Anna Wagnild Long

Admin Support: Nicole Reilly – 952-887-6015

Denise Zajac, National Sales Manager, 847-274-
8056

Photographer: Tramel Harris

Staff to stay at the branch: Bonnie Kahn

Marketing table: Aaron Gatewood

Greeters: Drew Heddermann, Adam Sellers &
Meredith Scheurmann

Dress Code: Suit / Name tags and pins
mandatory


Branch information:

- Open Monday thru Friday 8:00 a.m. –
5:00 p.m.
- 425 Fawell Blvd, Glen Ellyn, IL 60137
- Phone: 630-469-2545

Branch Manager: Amy Elliott

Assistant Manager: Aaron Gatewood

On-Site Bankers: Adam Sellers

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College of DuPage Contacts

 www.cod.edu

- **Joe Moore**, VP, Marketing and Communications

Office: 630 942 2371 – Cell: 630-991-6557 / Email: moorej7718@cod.edu

- **Thomas Glaser**, SVP, Treasurer

Phone: 630-942-2218 / Email: glasert@cod.edu

- **Robyn Johnson**, News Bureau Manager

Phone: 630 942 2454 / Email: johnsnro@cod.edu

- **Chuck Steele**, Manager, Student Life

Phone: 630 942 2642

- **Lynn Konicek**, General Manager Sodexo College of DuPage

Phone: 630-942-2555 / Email: sodexokonicek@cod.edu

- **Christina L Payton**, Advertising Coordinator, Student Publications, Co-Advisor, The Courier Student Newspaper

Phone: 630-942-3379 / Email: paytonc359@cod.edu

- **Becky Gavillet**, Community Relations Specialist | Marketing and Communications

Phone: 630.942.3872 | Fax: 630.942.3737 / Email: gavilletr@cod.edu

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