

STATE OF ILLINOIS     )  
                                      ) ss  
COUNTY OF COOK     )

FILE NO (S) 2016CF0253

**AFFIDAVIT OF SERVICE**

Benetta M. Davies, deposes and states that she served a copy of the attached **NOTICE OF DISMISSAL FOR LACK OF SUBSTANTIAL EVIDENCE** on each person named below by depositing same this 29<sup>th</sup> day of June, 2016, in the U.S. Mail Box at 100 West Randolph Street, Chicago, Illinois, properly posted for FIRST CLASS MAIL, addresses as follows:

---

Vicki Lafer Abrahamson  
Abrahamson, Vorachek  
& Levinson  
120 N. LaSalle Street  
Suite 1050  
Chicago, IL 60602

Thomas G. Draths  
Schuyler, Roche & Crisham, PC  
Two Prudential Plaza  
180 N. Stetson Ave.  
Suite 3700  
Chicago, IL 60601

Under penalties as provided by law pursuant to Section 1-109 of the Code of Civil Procedure, the undersigned certifies that the statements set forth in this instrument are true and correct, except as to matters therein stated to be on information and belief and as to such matters the undersigned certifies as aforesaid that she verily believes the same to be true.

  
Benetta M. Davies

**PLEASE NOTE:**

The above-signed person is responsible only for mailing these documents. If you wish a review of the findings in this case you must complete the Request for Review form attached. Department staff are not permitted to discuss the investigation findings once a Notice of Dismissal has been issued.

STATE OF ILLINOIS  
DEPARTMENT OF HUMAN RIGHTS

IN THE MATTER OF:

ROBERT BREUDER,

COMPLAINANT,

AND

COLLEGE OF DUPAGE,

RESPONDENT.

CHARGE NO. 2016CF0253

EEOC NO. 21BA52133

**NOTICE OF DISMISSAL**  
**FOR LACK OF SUBSTANTIAL EVIDENCE**

Vicki Lafer Abrahamson  
Abrahamson, Vorachek  
& Levinson  
120 N. LaSalle Street  
Suite 1050  
Chicago, IL 60602

Thomas G. Draths  
Schuyler, Roche & Crisham, PC  
Two Prudential Plaza  
180 N. Stetson Ave.  
Suite 3700  
Chicago, IL 60601

DATE OF DISMISSAL: June 29, 2016

1. YOU ARE HEREBY NOTIFIED that based upon the enclosed investigation report, the DEPARTMENT OF HUMAN RIGHTS (DHR) has determined that there is NOT substantial evidence to support the allegations of the charge(s). Accordingly, pursuant to Section 7A-102(D) of the Human Rights Act (775 ILCS 5/1-101 et. seq.) and its Rules and Regulations (56 Ill. Adm. Code. Chapter II, Section 2520.560), the charge is HEREBY DISMISSED.
2. If Complainant disagrees with this action, Complainant may:
  - a) Seek review of this dismissal before the Illinois Human Rights Commission, 100 West Randolph Street, Suite 5-100, Chicago, Illinois, 60601, by filing a "Request for Review" with the Commission by the request for review filing date below. Respondent will be notified by the Human Rights Commission if a Request for Review is filed.

**REQUEST FOR REVIEW FILING DEADLINE DATE: October 3, 2016**

Or,

- b) Commence a civil action in the appropriate state circuit court within ninety (90) days after receipt of this Notice. A complaint should be filed in the circuit court in the county where the civil rights violation was allegedly committed.

**Notice of Dismissal for Lack of Substantial Evidence  
2016CF0253**

If you intend to exhaust your State remedies, please notify the Equal Employment Opportunity Commission (EEOC) immediately. The EEOC generally adopts the Department's findings. The Appellate Courts in Watkins v. Office of the State Public Defender, \_\_\_ Ill.App.3d \_\_\_, 976 N.E.2d 387 (1<sup>st</sup> Dist. 2012) and Lynch v. Department of Transportation, \_\_\_ Ill.App.3d \_\_\_, 979 N.E.2d 113 (4<sup>th</sup> Dist. 2012), have held that discrimination complaints brought under the Illinois Human Rights Act ("IHRA") against the State of Illinois in the Illinois Circuit Court are barred by the State Lawsuit Immunity Act. (745 ILCS 5/1 et seq.). Complainants are encouraged to consult with an attorney prior to commencing a civil action in the Circuit Court against the State of Illinois.

**Please note that the Department cannot provide any legal advice or assistance. Please contact legal counsel, your city clerk, or your county clerk with any questions.**

3. Complainant is hereby notified that the charge(s) will be dismissed with prejudice and with no right to further proceed if a timely request for review is not filed with the Commission, or a written complaint with the appropriate circuit court.
4. If an EEOC charge number is cited above, this charge was also filed with the Equal Employment Opportunity Commission (EEOC). If this charge alleges a violation under Title VII of the Civil Rights Act of 1964, as amended, or the Age Discrimination in Employment Act of 1967, Complainant has the right to request EEOC to perform a Substantial Weight Review of this dismissal. Please note that in order to receive such a review, it must be requested in writing to EEOC within fifteen (15) days of the receipt of this notice, or if a request for review is filed with the Human Rights Commission, within fifteen days of the Human Rights Commission's final order. Any request filed prior to your receipt of a final notice WILL NOT BE HONORED. Send your request for a Substantial Weight Review to EEOC, 500 West Madison Street, Suite 2000, Chicago, Illinois 60661. Otherwise, EEOC will generally adopt the Department of Human Rights' action in this case.

**PLEASE NOTE: BUILDING SECURITY PROCEDURES PRESENTLY IN PLACE DO NOT PERMIT ACCESS TO EEOC WITHOUT AN APPOINTMENT. IF AN APPOINTMENT IS REQUIRED, CALL 312-869-8000 OR 1-800-669-4000.**

DEPARTMENT OF HUMAN RIGHTS

STATE OF ILLINOIS  
HUMAN RIGHTS COMMISSION

IN THE MATTER OF:

ROBERT BREUDER,

COMPLAINANT,

AND

COLLEGE OF DUPAGE,

RESPONDENT.

CHARGE NO. 2016CF0253  
EEOC NO. 21BA52133

REQUEST FOR REVIEW

Vicki Lafer Abrahamson  
Abrahamson, Vorachek  
& Levinson  
120 N. LaSalle Street  
Suite 1050  
Chicago, IL 60602

Thomas G. Draths  
Schuyler, Roche & Crisham, PC  
Two Prudential Plaza  
180 N. Stetson Ave.  
Suite 3700  
Chicago, IL 60601

TO: Vicki Lafer Abrahamson

DATE: June 29, 2016

REQUEST FOR REVIEW FILING DEADLINE DATE: October 3, 2016

I hereby request that the Department of Human Rights' (DHR) dismissal of the charge be reviewed by the Illinois Human Rights Commission.

Complainant's Current Address (please print clearly):

\_\_\_\_\_ Apt/Unit # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

**TO REQUEST INVESTIGATION FILE:**

The Department's investigation file may be reviewed or copied upon request once the Department's investigation is completed. The Department is not responsible for copy service fees. A minimum of 3 business days' notice is required. Call (312) 814-6262 to make arrangements.

**REQUEST FOR REVIEW INSTRUCTIONS:**

IN THE SPACE PROVIDED BELOW, YOU **MUST** LIST AND DESCRIBE THE SPECIFIC REASONS THAT THE CHARGE SHOULD NOT HAVE BEEN DISMISSED. If applicable, you may write on the back of this form or attach additional information or documents, which support your Request for Review. You may review your investigation file, to help you prepare your request by calling 312-814-6262 or 217-785-5100.

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\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**YOU MUST ENCLOSE THE ORIGINAL AND THREE COPIES, INCLUDING SUPPORTING DOCUMENTS, OF YOUR ENTIRE REQUEST AND SIGN, DATE AND HAVE THIS FORM POSTMARKED OR HAND DELIVERED BY THE FILING DEADLINE DATE ABOVE, TO:**

Illinois Human Rights Commission, 100 West Randolph Street, Suite 5-100,  
Chicago, IL 60601.

Please note that pursuant to Section 5300.410 of the Commission's Procedural Rules, except by permission of the Commission, the request, argument and supporting materials shall not exceed 30 pages.

Further, note that pursuant to 56 Ill. Admin. Code § 5300.40(b) of the Commission's Procedural Rules, all arguments in support of the Request for Review must be written on 8 ½ x 11 paper. Any argument submitted on non-conforming paper (such as a "post-it" note) will not be considered part of the Request for Review, and will be disregarded by the Commission.

**STATE OF ILLINOIS  
DEPARTMENT OF HUMAN RIGHTS  
INVESTIGATION REPORT**

**Complainant:** Robert Breuder  
**Respondent:** College of DuPage

**IDHR No.:** 2016CF0253  
**EEOC No.:** 21BA52133

**Investigator:** JTD

**Supervisor:**

**Date:**

**Issue/Basis:**

- A. Failure to accommodate/disability,
- B. Failure to accommodate/disability,
- C. Revocation of leave/retaliation for requesting a disability accommodation

**Finding:**

- A. Lack of substantial evidence
- B. Lack of substantial evidence
- C. Lack of substantial evidence

**Jurisdiction:**

**Alleged violation:**  
**Charge filed:**  
**Charge perfected:**  
**Amendments:**  
**Number of employees:**

A-C. August 3, 2015, corrected to July 30, 2015  
August 7, 2015  
August 7, 2015  
None  
2,362

**Verified Response:**

**Due:** October 26, 2015  
**Received:** October 29, 2015  
**Timely:** ☒ **Untimely:** ☐  
**If untimely, good cause shown:** Yes ☐ No ☐

**Group Exhibit A**

**Employment Data:**

Respondent indicated through correspondence that in 2015, they had 2,362 employees. There is one president. Respondent does not track information about employees with disabilities.

**Uncontested Facts:**

1. Respondent is a community college.
2. Complainant was employed as president and was hired on January 1, 2009.
3. On July 30, 2015, Respondent notified Complainant that he would not be permitted to take respite and renewal leave.

**Complainant's Allegations-Counts A & B:**

Complainant, a president, alleges that Respondent failed to accommodate him on August 3, 2015, because of his disability, (Count A) and disability, (Count B), when it revoked his respite and renewal leave. Complainant alleges that Respondent was aware of his condition. Complainant alleges that his condition does not preclude him from performing the essential functions of his position with or without a reasonable accommodation.

**Respondent's Defenses- Counts A & B:**

Respondent's articulated legitimate non-discriminatory reason for its actions was that Complainant was not eligible for respite and renewal leaves because he was placed on a paid administrative leave effective April 30, 2015. Respondent denied that Complainant requested any accommodation that would allow him to satisfactorily perform the essential functions of his position with or without a reasonable accommodation.

**Investigation Summary-Count A:**

**A. Complainant's Evidence.**

1. Complainant stated that he was hired at Respondent on January 1, 2009, and was employed as president. Complainant stated that his job responsibilities include the overall administration of Respondent, including preparing and recommending policies, directing the financial and physical operations of Respondent, and provide leadership to Respondent's personnel.
2. Complainant stated that he was diagnosed with and in March 2015, brought on by the hostile actions of Respondent's board of trustees.
3. Complainant's medical questionnaire and documentation from Dr. John T. Rafferty dated March 10, 2016, (Exhibit J) indicates that Complainant was diagnosed with and . The questionnaire indicates that the condition is not minor and is not a permanent condition; however, the condition may be reactivated if Complainant returns to the site of the trauma.
4. Complainant stated that on June 22, 2010, he entered into an amended employment agreement with Respondent which indicated that he was eligible to receive 12 days of respite and renewal leave annually to be taken between the end of the spring semester and beginning of the fall semester (Exhibit D).
5. Complainant stated that on April 28, 2015, he went on a medical leave. Complainant stated that prior to going on medical leave; he informed Mia Igyarto (non-disabled), Director of Labor and Employee Relations, that he was going to take his twelve days of respite leave beginning July 29, 2015 (Exhibit K). Complainant stated that Igyarto signed a calendar he used to outline his leave request (Exhibit L). Complainant stated that he did not make any formal request of accommodation but Respondent was aware of his disabilities and his need for medical leave.

6. Complainant stated that the day after he applied for medical leave, he was placed on a paid administrative leave. Complainant stated that Respondent has no policy for placing employees on a paid administrative leave and he has no knowledge of any other administrator ever being placed on a paid administrative leave.
7. Complainant stated that on August 3, 2015, he received a letter dated July 30, 2015, from Katherine Hamilton (non-disabled), Chairman of Respondent's Board of Trustees, which indicated that she was not approving his respite leave (**Exhibit M**). Complainant stated that his respite leave was an accommodation necessary for him to be compensated for his time on medical leave.

**B. Respondent's Evidence.**

1. Linda Sands-Vanker (non-disabled), Vice President of Human Resources, stated that Respondent's accommodation practice indicates that Respondent will offer reasonable accommodations necessary to enable a qualified employee to perform the essential functions of their position. Sands-Vanker stated that Respondent's equal employment opportunity policy (**Exhibit B**) indicates that Respondent will provide equal employment opportunities to employees with disabilities if they are otherwise able to perform the essential functions of their jobs with reasonable accommodations.
2. Sands-Vanker stated that Complainant was hired by Respondent on January 1, 2009, and was employed as president.
3. Respondent's job description for president (**Exhibit C**) indicates that the job responsibilities include the overall administration of Respondent, including preparing and recommending policies, directing the financial and physical operations of Respondent, and provide leadership to Respondent's personnel.
4. Sands-Vanker denied that Complainant's job performance was acceptable. Sands-Vanker stated that on September 10, 2014, Respondent's faculty passed a resolution requesting that Respondent's board of trustees discharge Complainant for financial mismanagement and poor leadership (**Exhibit E**).
5. Sands-Vanker stated that in April, 2015, Respondent was placed under federal criminal investigation for allegations including unlawful administrative spending (**Group Exhibit F**).
6. Sands-Vanker stated that based upon the investigation and other issues related to Complainant's performance as president, in mid-April 2015, Respondent's board of trustees scheduled a meeting for April 30, 2015, to take a vote on placing Complainant on administrative leave (**Exhibit G**).
7. Sands-Vanker stated that on April 28, 2015, Complainant requested a medical leave. Sands-Vanker stated that the leave was approved. Sands-Vanker stated that on April 30, 2015, Respondent's board of trustees placed Complainant on a paid administrative leave (**Exhibit H**).



8. Sands-Vanker stated that Respondent does not have a written policy for administrative leave but stated that Complainant's situation was unique and based on the seriousness of the allegations; Respondent's board believed that Complainant should be placed on administrative leave. Sands-Vanker stated that Complainant was paid during his time off, including the period of time during which he requested respite and renewal leave<sup>1</sup>. Sands-Vanker stated that because Complainant was on administrative leave, Respondent's board president notified him on July 30, 2015, that he would not be granted respite leave.
9. Mia Igyarto (non-disabled), Director Labor and Employee Relations, stated that on April 16, 2015, Complainant sent a letter to Respondent's board of trustees requesting that he be allowed to take his respite leave in July, 2015. Igyarto stated that Complainant met with her and discussed his available leave. Igyarto stated that she signed her name to a calendar he used to outline his requested time off. Igyarto stated that Complainant's leave time needed to be approved by Respondent's board of trustees and she had no authority to approve or deny his requested time off.
10. Sands-Vanker stated that no other employee of Respondent was granted respite leave and no other employee had requested leave time denied by Respondent.
11. Sands-Vanker stated that Respondent has accommodated other employees with disabilities but cannot provide documentation for privacy reasons.

**C. Complainant's Rebuttal.**

1. Complainant did not provide any additional information other than what was previously identified in the Complainant's Evidence section.

**Analysis:**

The Department's investigation did not reveal that Respondent failed to accommodate Complainant on July 30, 2015, because of his disability, (Count A) and (Count B). The investigation revealed that Respondent's practice for accommodations is that Respondent will offer reasonable accommodations necessary to enable a qualified employee to perform the essential functions of their position. The investigation revealed that Respondent's equal employment opportunity policy indicates that Respondent will provide equal employment opportunities to employees with disabilities if they are otherwise able to perform the essential functions of their jobs with reasonable accommodations. It is uncontested that Complainant was hired by Respondent on January 1, 2009, and was employed as president. The investigation revealed that Complainant is disabled according to the definition of the Illinois Human Rights Act. The investigation revealed that on June 22, 2010, Complainant entered into an amended agreement with Respondent which indicated that he was eligible to receive 12 days of respite and renewal leave annually to be taken between the end of the spring semester and beginning of the fall semester.

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<sup>1</sup> Complainant was on paid administrative leave until October, 2015.

The investigation revealed that in September, 2014, Respondent's faculty passed a resolution requesting that Respondent's board of trustees discharge Complainant for financial mismanagement and poor leadership. The investigation revealed that in April 2015, Respondent was placed under federal criminal investigation for allegations including unlawful administrative spending. The investigation revealed that on April 28, 2015, Complainant took a medical leave and on April 30, 2015, Respondent placed Complainant on paid administrative leave. The investigation revealed that on July 30, 2015, Complainant was advised that Respondent was not approving his respite leave.

A reasonable accommodation is defined as a modification or adjustment to a job, the work environment, or the way things are usually implemented that allows a qualified individual with a disability an opportunity to attain the same level of performance by enabling them to perform the essential functions of the position. There is no evidence to indicate that Complainant being denied respite leave, especially since he was already on a paid administrative leave during the period of time he requested respite leave, had an adverse impact on his opportunity to attain the same level of performance as similarly situated non-disabled employees by enabling him to perform the essential functions of his position.

**Findings and Conclusion- Counts A & B:**

A finding of **Lack of Substantial Evidence** is recommended because:

The Department's investigation did not show, nor did Complainant provide, evidence that Respondent failed to accommodate Complainant on July 30, 2015, because of his disability, (Count A) or disability (Count B). Evidence shows that Complainant was on a paid administrative leave on July 30, 2015. Evidence does not show that Respondent's actions had an adverse impact on his opportunity to attain the same level of performance as similarly situated non-disabled employees by enabling him to perform the essential functions of his position.

**Complainant's Allegations-Count C:**

Complainant, a president, alleges that Respondent revoked his respite and renewal leave on July 30, 2015, in retaliation for requesting a reasonable accommodation. Complainant alleges that on April 28, 2015, he requested and was granted the reasonable accommodation of a medical leave. Complainant alleges that revocation of his respite leave followed his protected activity within such a period of time as to raise an inference of retaliatory motivation.

**Respondent's Defenses-Count C:**

Respondent's articulated legitimate non-discriminatory reason for its actions was that Complainant's respite leave was revoked because he was on a paid administrative leave. Respondent denies that they engaged in any activity which raises an inference of retaliatory motivation.

**Investigation Summary-Counts C:**

**A. Complainant's Evidence.**

1. See Counts A-B, Complainant's Evidence, #1 to 7.
2. Complainant stated that on April 28, 2015, he requested a medical leave from Respondent, which was granted.
3. Complainant stated that prior to going on medical leave; he requested a respite and renewal leave to be taken from July 25, 2015, to August 17, 2015 (**Exhibit K**). Complainant stated that he never received a formal response to his request but stated that Respondent did not deny him his respite leave prior to his going on medical leave.
4. Complainant stated that on August 3, 2015, he received a letter dated July 30, 2015, from Katherine Hamilton (non-disabled), Chairman of Respondent's Board of Trustees, which indicated that she was not approving his respite leave (**Exhibit M**).
5. Complainant stated that he believes that Respondent's actions may have been retaliation for requesting reasonable accommodations.

**B. Respondent's Evidence**

1. See Counts A-B, Respondent's Evidence, #1 to 11.
2. Respondent's retaliation policy (**Exhibit D**) indicates that Respondent prohibits retaliation against any person reporting or filing a complaint of discrimination.
3. Linda Sands-Vanker denied that Respondent retaliated against Complainant. Sands-Vanker stated that Complainant was paid during his time off and since he was on administrative leave and was paid for the time he would have taken respite and renewal leave.

**C. Complainant's Rebuttal**

1. Complainant did not provide any additional information other than what was previously identified in the Complainant's Evidence section.

**Analysis:**

The Department's investigation did not reveal that Respondent revoked Complainant's respite and renewal leave in retaliation for requesting a reasonable accommodation. The investigation revealed that Complainant was on a paid administrative leave during the time period during which he requested respite and renewal leave.

Sec. 6-101 (A) of the Human Rights Act indicates that It is a civil rights violation to retaliate against a person because he or she has opposed that which he or she reasonably and in good faith believes to be unlawful discrimination, sexual harassment in employment or sexual harassment in elementary, secondary, and higher education, discrimination based on citizenship status in employment, because he or she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under this Act, or because he or she has requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by this Act.

There is no evidence that Complainant opposed discrimination prior to being denied respite leave. Complainant's allegations that Respondent retaliated against him for requesting a disability accommodation does not fall under the definition of retaliation under the human rights act.

**Findings and Conclusion-Count C:**

A finding of **Lack of Substantial Evidence** is recommended because:

The Department's investigation did not show, nor did Complainant provide, evidence that Respondent revoked Complainant's respite leave in retaliation for requesting a reasonable accommodation. There is no evidence that Complainant opposed discrimination prior to being denied respite leave. Complainant's allegations that Respondent retaliated against him for requesting a disability accommodation does not fall under the definition of retaliation under the human rights act.

**Witness List:**

- A. Complainant (FFC)  
c/o: Vicki Lafer Abrahamson  
Abrahamson Vorachek & Levinson  
120 N. LaSalle Street  
Suite 1050  
Chicago, IL 60602  
312-263-2698
  
- B. Linda Sands-Vankerk (non-disabled), Vice President of Human Resources (FFC)  
c/o: Thomas G. Draths  
Schuyler Roche & Crisham, PC  
Two Prudential Plaza  
180 N. Stetson Ave.  
Suite 3700  
Chicago, IL 60601  
312-565-8336

- C. Mia Igyarto (non-disabled), Director Labor and Employee Relations (FFC)  
c/o: Thomas G. Draths  
Schuyler Roche & Crisham, PC  
Two Prudential Plaza  
180 N. Stetson Ave.  
Suite 3700  
Chicago, IL 60601  
312-565-8336

**Exhibits:**

- A. Verified Response good cause worksheet.
- B. Respondent's equal employment opportunity policy.
- C. Respondent's job description for president.
- D. Complainant's employment agreement dated June 22, 2010.
- E. Faculty resolution dated September 10, 2014.
- F. Federal grand jury subpoena dated April 13, 2015.
- G. Agenda for April 30, 2015, board of trustees meeting.
- H. Respondent's board of trustees resolution 15-430-2.
- I. Respondent's retaliation policy.
- J. Complainant's medical questionnaire.
- K. Email from Complainant regarding respite leave dated April 16, 2015.
- L. Complainant's leave calendar.
- M. Letter from Katherine Hamilton to Complainant dated July 30, 2015.

## CHARGE OF DISCRIMINATION

This form is affected by the Privacy Act of 1974. See enclosed Privacy Act Statement and other information before completing this form.

Charge Presented To: Agency(ies) Charge No(s):

☐ FEPA

☒ EEOC

2016CF0253

State or local Agency, if any

and EEOC

Name (Indicate Mr., Ms., Mrs.)

Robert Breuder

Home Phone (incl. Area Code)

Date of Birth

Street Address

City, State and ZIP Code

Named is the Employer, Labor Organization, Employment Agency, Apprenticeship Committee, or State or Local Government Agency That I Believe Discriminated Against Me or Others. (If more than two, list under PARTICULARS below.)

Name

College of DuPage

No. Employees, Members

Phone No. (Include Area Code)

over 15

630.942.2800

Street Address

City, State and ZIP Code

425 22nd Street

Glen Ellyn, IL 60137

Name

Katherine Hamilton, Chairman

College of DuPage Board of Trustees

No. Employees, Members

Phone No. (Include Area Code)

over 15

630.942.2800

Street Address

City, State and ZIP Code

425 22nd Street

Glen Ellyn, IL 60137

DISCRIMINATION BASED ON (Check appropriate box(es).)

☐ RACE

☐ COLOR

☐ SEX

☐ RELIGION

☐ NATIONAL ORIGIN

☒ RETALIATION

☐ AGE

☒ DISABILITY

☐ GENETIC INFORMATION

☐ OTHER (Specify)

DATE(S) DISCRIMINATION TOOK PLACE

Earliest

Latest

08/07/2015

☐ CONTINUING ACTION

THE PARTICULARS ARE (If additional paper is needed, attach extra sheet(s)):

I have disabilities — and — and I require a reasonable accommodation.

I have been employed as the President of the College of DuPage since 2009. I performed my job satisfactorily.

I want this charge filed with both the EEOC and the State or local Agency, if any. I will advise the agencies if I change my address or phone number and I will cooperate fully with them in the processing of my charge in accordance with their procedures.

I declare under penalty of perjury that the above is true and correct.

Date

Charging Party Signature

NOTARY - When necessary for State and Local Agency Requirements

I swear or affirm that I have read the above charge and that it is true to the best of my knowledge, information and belief.

SIGNATURE OF NOTARY

SUBS

(month, day, year)

8/7/2015

OFFICIAL SEAL

JULIE C. STEVENSON

Notary Public - State of Illinois

My Commission Expires Mar 29, 2016

RECEIVED

AUG 07 2015

Dept. of Human Rights  
-SWITCHBOARD

**CHARGE OF DISCRIMINATION**

This form is affected by the Privacy Act of 1974. See enclosed Privacy Act Statement and other information before completing this form.

Charge Presented To:

Agency(ies) Charge No(s):

☐ FEPA☒ EEOC

State or local Agency, if any

and EEOC

THE PARTICULARS ARE (Continued from previous page):

Page 2 of 4

3. As part of my leave of absence benefits, I am allowed to take up to twelve days of paid "Respite and Renewal" leave annually.
4. In order to take the leave, I am required to "advise and seek the approval of the Board Chairman on or before April 30th preceding the Leave."
5. On or about April 16, 2015, I advised Erin Birt, then Chairman of the College of DuPage Board of Trustees, about my intention to take leave. She did not deny my request.
6. On or about April 29, 2015, I went on medical leave, including leave under the Family & Medical Leave Act, due to my disabilities.
7. Prior to taking my medical leave, I met with Linda Sands-Vankerk, Vice President of Human Resources, and Mia Igyarto, Director of Labor, Employee Relations and Benefits, and discussed all annual leave available to me should my health not permit me to return to work for several months. During the meeting, it was confirmed that my Respite Leave was available for my use during my medical leave. In fact, both women signed a calendar showing I was able to take Respite Leave as part of my medical leave.
8. The use of Respite Leave would allow me to be paid during my medical leave.
9. Several months later, on August 3, 2015, I received a letter dated July 30, 2015, from Katharine Hamilton, the current Chairman of the College of DuPage Board of Trustees, "denying" my use of Respite Leave during my medical leave. Actually, my Respite Leave began on July 29, 2015.
10. Ms. Hamilton gave no reason for her action.

I want this charge filed with both the EEOC and the State or local Agency, if any. I will advise the agencies if I change my address or phone number and I will cooperate fully with them in the processing of my charge in accordance with their procedures.

I declare under penalty of perjury that the above is true and correct.

Date

Charging Party Signature

NOTARY - When necessary for State and Local Agency Requirements

I swear or affirm that I have read the above charge and that it is true to the best of my knowledge, information and belief.

SIGNATURE OF COMPLAINANT

SUBSCRIBED AND SWORN TO BEFORE ME THIS DATE  
(month, day, year)

8/7/2015

OFFICIAL SEAL  
JULIE C. STEVENSON  
Notary Public - State of Illinois  
My Commission Expires Mar 29, 2016

**CHARGE OF DISCRIMINATION**

This form is affected by the Privacy Act of 1974. See enclosed Privacy Act Statement and other information before completing this form.

Charge Presented To:

Agency(ies) Charge No(s):

☐ FEPA  
☒ EEOC

State or local Agency, if any

and EEOC

THE PARTICULARS ARE (Continued from previous page):

Page 3 of 4

11. There are no provisions in the College or Board processes, rules, or procedures, or anything in my employment contract, stating that Ms. Hamilton or the College can deny me the use of the Respite Leave.
12. I have been discriminated against on the basis of my disabilities — and  
 — or because I am regarded as having a disability, in violation of the Illinois Human Rights Act, in that:
- a) I suffer from and severe enough to require the reasonable accommodation, supported by my medical doctors, of medical leave, as well as ongoing treatment.
  - b) I performed my job satisfactorily.
  - c) I was subjected to adverse treatment, including, but not limited to, the College's and Ms. Hamilton's negative reaction to my medical condition and need for time off for treatment, as evidenced by the denial of my use of Respite Leave during my medical leave.
13. I have been discriminated against on the basis of my disabilities — and  
 — or because I am regarded as having a disability, in violation of the Illinois Human Rights Act, in that:
- a) I requested a reasonable accommodation of medical leave per my doctor's orders.
  - b) I was denied a reasonable accommodation — using Respite Leave so that I could be compensated while I was on leave for my disabilities - in violation of the Act.

I want this charge filed with both the EEOC and the State or local Agency, if any. I will advise the agencies if I change my address or phone number and I will cooperate fully with them in the processing of my charge in accordance with their procedures.

I declare under penalty of perjury that the above is true and correct.

Date

Charging Party Signature

NOTARY - When necessary for State and Local Agency Requirements

I swear or affirm that I have read the above charge and that it is true to the best of my knowledge, information and belief.

SUBSCRIBED AND SWORN TO BEFORE ME THIS DATE  
 (month, day, year)

8/7/2015

OFFICIAL SEAL  
 JULIE C. STEVENSON  
 Notary Public - State of Illinois  
 My Commission Expires Mar 29, 2018



**CHARGE OF DISCRIMINATION**

This form is affected by the Privacy Act of 1974. See enclosed Privacy Act Statement and other information before completing this form.

Charge Presented To:

Agency(ies) Charge No(s):

☐ FEPA☒ EEOC

State or local Agency, if any

and EEOC

THE PARTICULARS ARE (Continued from previous page):

Page 4 of 4

- c) The requested accommodation did not present an undue hardship to Respondents.
14. I have been retaliated against on the basis of my disabilities — anxiety and severe depression — in violation of the Illinois Human Rights Act. I requested and attempted to use a reasonable accommodation as allowed by the Act; i.e., Respite Leave that would compensate me while I was on leave for my disabilities, but was denied this accommodation.

I want this charge filed with both the EEOC and the State or local Agency, if any. I will advise the agencies if I change my address or phone number and I will cooperate fully with them in the processing of my charge in accordance with their procedures.

I declare under penalty of perjury that the above is true and correct.

Date

Charging Party Signature

NOTARY — When necessary for State and Local Agency Requirements

I swear or affirm that I have read the above charge and that it is true to the best of my knowledge, information and belief.

SIGNATURE OF COMPLAINANT

SUBSCRIBED AND SWORN TO BEFORE ME THIS DATE

(month, day, year)

8/7/2015

OFFICIAL SEAL

JULIE C. STEVENSON

Notary Public - State of Illinois

My Commission Expires Mar 29, 2016

STATE OF ILLINOIS  
HUMAN RIGHTS COMMISSION

IN THE MATTER OF:

ROBERT BREUDER,

COMPLAINANT,

AND

COLLEGE OF DUPAGE,

RESPONDENT.

CHARGE NO. 2016CF0253  
EEOC NO. 21BA52133

**REQUEST FOR REVIEW**

Vicki Lafer Abrahamson  
Abrahamson, Vorachek  
& Levinson  
120 N. LaSalle Street  
Suite 1050  
Chicago, IL 60602

Thomas G. Draths  
Schuyler, Roche & Crisham, PC  
Two Prudential Plaza  
180 N. Stetson Ave.  
Suite 3700  
Chicago, IL 60601

TO: Vicki Lafer Abrahamson

DATE: June 29, 2016

REQUEST FOR REVIEW FILING DEADLINE DATE: October 3, 2016

I hereby request that the Department of Human Rights' (DHR) dismissal of the charge be reviewed by the Illinois Human Rights Commission.

Complainant's Current Address (please print clearly):

\_\_\_\_\_ Apt/Unit # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

**TO REQUEST INVESTIGATION FILE:**

The Department's investigation file may be reviewed or copied upon request once the Department's investigation is completed. The Department is not responsible for copy service fees. **A minimum of 3 business days' notice is required.** Call (312) 814-6262 to make arrangements.

**REQUEST FOR REVIEW INSTRUCTIONS:**

IN THE SPACE PROVIDED BELOW, YOU **MUST** LIST AND DESCRIBE THE SPECIFIC REASONS THAT THE CHARGE SHOULD NOT HAVE BEEN DISMISSED. If applicable, you may write on the back of this form or attach additional information or documents, which support your Request for Review. You may review your investigation file, to help you prepare your request by calling 312-814-6262 or 217-785-5100.

---

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**YOU MUST ENCLOSE THE ORIGINAL AND THREE COPIES, INCLUDING SUPPORTING DOCUMENTS, OF YOUR ENTIRE REQUEST AND SIGN, DATE AND HAVE THIS FORM POSTMARKED OR HAND DELIVERED BY THE FILING DEADLINE DATE ABOVE, TO:**

Illinois Human Rights Commission, 100 West Randolph Street, Suite 5-100,  
Chicago, IL 60601.

Please note that pursuant to Section 5300.410 of the Commission's Procedural Rules, except by permission of the Commission, the request, argument and supporting materials shall not exceed 30 pages.

Further, note that pursuant to 56 Ill. Admin. Code § 5300.40(b) of the Commission's Procedural Rules, all arguments in support of the Request for Review must be written on 8 ½ x 11 paper. Any argument submitted on non-conforming paper (such as a "post-it" note) will not be considered part of the Request for Review, and will be disregarded by the Commission.



Bruce Rauner, Governor  
Rocco J. Claps, Director

Date: 6/24/16  
Complainant: Robert Breuder  
Respondent: College of DuPage  
Charge No.: 2016 CFO253

After a thorough review of the file and investigation report in this matter, I approve the finding as indicated in the report. Further, I have determined that the investigator did not rely on an assessment of the credibility of witnesses.

ROCCO J. CLAPS, DIRECTOR

By: *Pennette Smith*  
Investigations Supervisor

CPFORMS/Signoff  
Revised 7/1/2015

STATE OF ILLINOIS  
DEPARTMENT OF HUMAN RIGHTS

Dept. of Human Rights  
SWITCHBOARD

AUG 07 2015

RECEIVED

By: \_\_\_\_\_

IN THE MATTER OF:

ROBERT BREUDER,

Complainant,

and

COLLEGE OF DUPAGE AND KATHERINE  
HAMILTON, CHAIRMAN OF THE COLLEGE  
OF DUPAGE BOARD OF TRUSTEES,

Respondent.

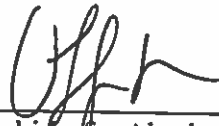
No.

2016CF0253  
(16W0807.01)

APPEARANCE

The law offices of Abrahamson Vorachek & Levinson hereby enter the appearance of ROBERT BREUDER and our appearance as his attorney, and request that copies of all pleadings, orders and other documents be served upon the undersigned for said Party in lieu of service upon the Party.

Respectfully submitted,



Vicki Lafer Abrahamson  
ABRAHAMSON VORACHEK & LEVINSON  
120 North LaSalle Street-Suite 1050  
Chicago, Illinois 60602  
312/263-2698

Attorneys for Complainant

DATED: August 7, 2015

UAE -

[illegible]

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Schuyler Roche & Crisham, PC  
Two Prudential Plaza  
180 North Stetson Avenue  
Suite 3700  
Chicago, Illinois 60601

### Address

312-565-1033  
312-565-8336  
312-565-1103

Telephone Number

Dkinsella@SRCattorneys.com  
Tdraths@srcattornsy.com  
Posterman@SRCattorneys.com  
E-mail

Dep't. of Human Rights  
INTAKE UNIT  
SEP 29 2015  
RECEIVED

**STATE OF ILLINOIS  
DEPARTMENT OF HUMAN RIGHTS**

IN THE MATTER OF:

Robert Breuder

Complainant,

and

College of DuPage

Respondent.

Charge No.: 2016CF0253

EEOC No.: 21BA52133

**EXTENSION**

Pursuant to Section 7A-102(G)(1) of the Human Rights Act, we hereby agree to extend the 365-day time limit for the Department's investigation by 90 days.

COMPLAINANT (Signature)

Caroline E. Rdzanek

Complainant name (printed)

May 20, 2016

Date

RESPONDENT (Signature)\*

Respondent name (printed)

Respondent title

Date

The undersigned investigator affirms that to the best of the investigator's knowledge, the above signature is an original signature of the party. The undersigned investigator further affirms that on the identified date he/she served a copy of this signed and dated extension on each of the parties identified above.

Investigator (Signature)

5/24/16  
Date

\* Note: The Department must receive original signatures from all parties. It is assumed that Respondent's attorney or non-attorney representative is signing on behalf of all Respondents he/she represents, unless otherwise indicated. The parties further understand, acknowledge, and agree that this document may be executed in identical counterparts.

IN THE MATTER OF:

Robert Breuder

**Complainant,**

and

College of DuPage

Respondent.

Charge No.: 2016CF0253

EEOC No.: 21BA52133

### EXTENSION

Pursuant to Section 7A-102(G)(1) of the Human Rights Act, we hereby agree to extend the 365-day time limit for the Department's investigation by 90 days.

COMPLAINANT (Signature)

Complainant name (printed)

Date \_\_\_\_\_

COLLEGE OF DuPAGE

By: Thomas H. Drath - Counsel  
RESPONDENT (Signature)\*

RESPONDENT (Signature)\*

COLLEGE OF DUPAGE

BY: THOMAS G. DRATHS

Respondent name (printed)

COUNSEL FOR RESPONDENT  
Respondent title

Respondent title

May 9, 2016  
Date

Date \_\_\_\_\_

The undersigned investigator affirms that to the best of the investigator's knowledge, the above signature is an original signature of the party. The undersigned investigator further affirms that on the identified date he/she served a copy of this signed and dated extension on each of the parties identified above.

Investigator (Signature)

Date \_\_\_\_\_

\* Note: The Department must receive original signatures from all parties. It is assumed that Respondent's attorney or non-attorney representative is signing on behalf of all Respondents he/she represents, unless otherwise indicated. The parties further understand, acknowledge, and agree that this document may be executed in identical counterparts.



ILLINOIS DEPARTMENT OF  
**Human Rights**

Bruce Rauner, Governor  
Rocco J. Claps, Director

May 24, 2016

Robert Breuder  
c/o: Vicki Lafer Abrahamson  
Abrahamson, Vorachek & Levinson  
120 N. LaSalle St.  
Suite 1050  
Chicago, IL 60602

Thomas G. Draths  
Schuyler Roche & Crisham, PC  
Two Prudential Plaza  
180 N. Stetson Ave.  
Suite 3700  
Chicago, IL 60601

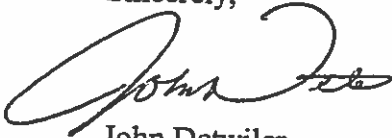
Re: **Robert Breuder v. College of DuPage**  
Charge Number: 2016CF0253

Dear Ms. Abrahamson & Mr. Draths:

We have enclosed a copy of the fully executed extension of time to investigate the above captioned charge, agreed to and signed by Complainant and Respondent.

This extension is being sent for your records only and requires no further action or response on your part. It is the parties' responsibility to keep track of and calculate the total number of days remaining on the Department's time period to complete the investigation.

Sincerely,



John Detwiler  
Investigator  
Charge Processing Division  
(312) 814-6250

Signed ext cover ltr  
03/15



## CASE CHRONOLOGY

CHARGE NUMBER 2016CF0253 INVESTIGATOR JTD

COMPLAINANT Robert Breuder RESPONDENT College of DuPage

DATE (TIME OPTIONAL) CONTACT

2/25/2016 11:00 am	FFC held – Cp & Rp attended.
3/3/2016	RFI sent to Rp – due 3/18.
3/21/2016	RFI info received.
3/23/2016	RFI sent to Rp – due 4/8.
4/12/2016	RFI received.
5/11/2016	90 day extension rec'd from Rp.
5/20/2016	90 day extension rec'd from Cp.
5/24/2016	Copies of extensions sent to Cp & Rp.

## CASE CHRONOLOGY

CHARGE NUMBER 2016CF0253 INVESTIGATOR JTD

COMPLAINANT Robert Breuder RESPONDENT College of DuPage

DATE (TIME OPTIONAL) CONTACT

1/8/2016 10:30 am	Called Cp atty V. Abrahamson re: CPI, FFC – l/m.
1/11/2016 1:00 pm	Spoke to Cp atty V. Abrahamson re: CPI, FFC – she stated that she would discuss w/ Cp about FFC in mid or late Feb. Told Abrahamson that we would be sending medical release and questionnaire for Cp to have filled out.
1/12/2016	Sent medical release and questionnaire to Cp atty V. Abrahamson.
1/14/2016 2:00 pm	Called Rp atty T. Draths re: FFC – l/m.
1/18/2016 2:30 pm	Spoke w/ Rp atty T. Draths – He stated that Rp will be available on 2/18 or 2/25. Draths stated that board chairman M. McKinley, board president K. Hamilton and VR of HR L. Vankirk will be available.
1/21/2016 11:30 am	Cp atty V. Abrahamson ok w/ FFC to be held in late Feb. Abrahamson stated that Cp lived in AZ so requested FFC via phone. Told Abrahamson that we would advise an exact date once it is confirmed. Cp confirmed that either 2/18 or 2/25 at 11:00 a.m via telephone would be ok for her but she would need to confirm w/ Cp.
1/22/2016 2:00 pm	Called Rp atty T. Draths re: FFC – l/m.
1/25/2016 10:30 am	Spoke w/ Rp atty T. Draths. He stated that 2/25 at 11:00 a.m. via phone would be ok for Rp.
1/25/2016 11:30 am	Called atty V. Abrahamson re: FFC confirmation – l/m.
1/27/2016 2:00 pm	Cp atty V. Abrahamsin confirmed FFC on 2/25/16 at 11:00 a.m via telephone. CPI scheduled for 2/8 – 10am.
1/28/2016	FFC notice sent to Cp & Rp.
2/8/2016 10:00 am	CPI held.

FACT FINDING CONFERENCE ATTENDANCE RECORD  
Via Telephone

CHARGE NUMBER: 2016CF0253

CONFERENCE  
DATE:

February 25, 2016

COMPLAINANT: Robert Breuder

RESPONDENT:

College of DuPage

CONFERENCE TIME: 11:00 a.m.

INVESTIGATOR:

JTD

(PLEASE PRINT)

ATTENDING FOR COMPLAINANT

Name: Vicki Lafer Abrahamson

Title: Cp atty

Business Address: Abrahamson Vorachek &  
Levinson

120 N. LaSalle Street

Suite 1050

Chicago, IL 60602

Telephone No.: 312-263-2698

EEO:

Name: Robert Breuder

Title: Cp

Business Address: c/o: Vicki Lafer Abrahamson

Telephone No.:

EEO: disabled

Name:

Title:

Business Address:

Telephone No.:

EEO:

ATTENDING FOR RESPONDENT

Name: Robert Draths

Title: Rp atty

Business Address: Schuyler Roche &  
Crisham, PC

Two Prudential Plaza

180 N. Stetson Ave.

Suite 3700

Chicago, IL 60601

Telephone No.: 312-565-8336

EEO:

Name: Mia Igyarto

Title: Director of labor &  
Employee Relations

Business Address: c/o: Robert Draths

Telephone No.:

EEO: non-disabled

Name:

Title: Linda Sands-Vankerk

Business Address: VP Human Resources  
c/o: Robert Draths

Telephone No.:

EEO: non-disabled

ATTENDING FOR RESPONDENT

Investigator: JTD  
Case: 2016CF0253  
Cp: Robert Breuder  
CPI notes  
February 8, 2016

Cp hired at Rp on January 1, 2009, and was employed as president. Cp stated that his job responsibilities include overall administration of Rp.

Cp diagnosed with depression and anxiety in March 2015, brought on by the hostile actions of Rp's board of trustees

June 22, 2010, Cp employment agreement with Rp indicating that he was eligible to receive 12 days of respite and renewal leave annually to be taken between the end of the spring semester and beginning of the fall semester.

April 28, 2015, Cp went on a medical leave. Prior to going on leave; Cp informed Mia Igyarto Labor and Employee Relations Director, that he was going to take his twelve days of respite leave beginning July 29, 2015. Igyarto signed a calendar he used to outline his leave request.

Cp did not make any formal request of accommodation but Rp was aware of his disabilities and his need for medical leave.

On the day after he applied for medical leave, Cp placed on a paid administrative leave. Rp has no policy for placing employees on a paid administrative leave and he has no knowledge of any other administrator ever being placed on a paid administrative leave.

August 3, 2015 - Cp received a letter from Katherine Hamilton, Chair of Rp's Board of Trustees, which indicated that she was not approving his respite leave. Cp maintains respite leave was an accommodation necessary for him to be compensated for his time on medical leave. Cp also believes that Rp's actions may have been retaliation for requesting reasonable accommodations.



VERIFIED RESPONSE GOOD CAUSE DETERMINATION

Charge Number 2016CF0253

Complainant Robert Breuder

Respondent College of DuPage

This form **must be completed** for all cases. Use this form to determine whether a Verified Response is timely/untimely filed. *Use back of this form to chrono all events in this process.*

1. Verified Response received by Department (date) October 19, 2015
2. Verified Response due date calculation (See 56 Ill. Admin. Code Sec. 2520.30c)

(a). Notice of Charge mailed to Respondent (date) August 20, 2015

(b). Add 5 days to the date the Notice of Charge was mailed to Respondent to arrive at the date it is deemed received by Respondent: (date): August 25, 2015

*Note: In calculations, if day 5 does not fall on a business day, go to next business day.*

(c). Add 60 days to the date calculated in subpart (b) above. **IMPORTANT: THIS IS THE DATE THE VR IS DUE, WHETHER IT IS HAND-DELIVERED OR MAILED.**  
**DATE DUE: October 26, 2015**

(The date stamp of the Department establishes the date the VR is filed with the Department if the VR is hand-delivered to the Department. The postmark establishes the date the VR is filed if the VR is mailed to the Department.)

*Note: In calculations, if day 60 does not fall on a business day, go to next business day.*

(d) For VR's that have been mailed to the Department, add 5 days to the date calculated in Step (c) above, but only to allow time for the Department's receipt of the VR, not to extend the due date for the VR established above in subpart (c): (date): August 22, 2015. Then examine the **postmark**, which establishes the date the VR was filed with the Department. **The postmark date must be on or before the date established in subpart (c) above as the due date for the filing of the VR.**

3. Calculating when the VR is untimely received and the Department must take action:

The VR is untimely if

- (a) it is received after the date calculated in subpart (c) above if hand-delivered; or
- (b) it is postmarked after the date calculated in subpart (c) above if mailed.

VR untimely? Yes \_\_\_\_\_ No X

4. Spoke with Respondent regarding reason for late VR:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Or

Letter received from Respondent explaining reason for late VR:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



5. **VR-1 Letter (correction of defective VR) sent to:** *(Chrono follow-up phone calls.)*

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

6. **VR-2 Letter (reminder VR due) sent to:** *(Chrono follow-up phone calls.)*

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

7. **Verified Response served on Complainant (date) October 19, 2015**

(Attach supporting documentation showing proof of service on Complainant.)

(Note: the fact finding conference should not be held until at least thirty (30) days have elapsed from the date Complainant is deemed to have been served with the Verified Response.) (See 56 Ill. Admin. Code Sec. 2520.30c)

8. **Respondent explanation for delay in filing of Verified Response:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. **If VR untimely, was good cause shown?** YES \_\_\_\_\_ NO \_\_\_\_\_

(Please refer to the Department's Administrative Code, Section 2520.405c, "Verified Response to Charge", effective January 13, 2006, below.

**INVESTIGATOR: CHECK ALL THAT APPLY. IF #4 AND/OR #5 BELOW IS CHECKED, YOU MUST STATE ABOVE THE FACTS APPLICABLE TO THE REASONS STATED IN #4 AND/OR #5:)**

Pursuant to Section 7A-102(B) of the Act, **good cause** for untimely filing a verified response may include, but shall not be limited to:

- \_\_\_\_ 1. Death or sudden, serious illness of respondent or respondent's representative;
- \_\_\_\_ 2. Death or sudden, serious illness of an immediate family member of respondent or respondent's representative;
- \_\_\_\_ 3. Respondent filed and served a timely verified response, but the Department later determined that respondent's verified response was defective;
- \_\_\_\_ 4. Respondent acted with due diligence and was not deliberate or contumacious and did not unwarrantedly disregard the verified response process, as supported by affidavit or other evidence;
- \_\_\_\_ 5. Respondent's failure to timely file a verified response was due to circumstances beyond respondent's control, as supported by affidavit or other evidence.

Attach a copy of all supporting documentation to this completed form. This completed form is to be attached to the right-hand side of the charge file in the respondent section.

STATE OF ILLINOIS  
ILLINOIS DEPARTMENT OF HUMAN RIGHTS

Dept. of Human Rights  
SWITCHBOARD

OCT 19 2

RECEIVED

IN THE MATTER OF:

Robert Breuder,

Complainant,

and

College of DuPage,

Respondent.

Charge No. 2016 CF 0253

**VERIFIED RESPONSE TO CHARGE OF DISCRIMINATION**

Respondent, COLLEGE OF DUPAGE ("COD") by counsel, responds as follows to the Charge of Discrimination (the "Charge") filed herein by Robert Breuder ("Breuder"):

**Allegation:** Discrimination based on: Retaliation and Disability.

**Response:** COD denies the allegations of this Paragraph.

**PARTICULARS**

1. **Allegation:** I have disabilities – and – and I require a reasonable accommodation.

**Response:** While COD admits it possesses certain reports regarding Breuder's medical condition, COD has insufficient information to admit or deny the allegations of this Paragraph regarding a reasonable accommodation.

2. **Allegation:** I have been employed as the President of the College of DuPage since 2009. I performed my job satisfactorily.

**Response:** COD admits the allegation in the first sentence of this Paragraph. The allegation of the second sentence is a legal conclusion that requires no response. To the extent the allegation of the second sentence may be deemed to be an allegation of fact, it is denied.

3. **Allegation:** As part of my leave of absence benefits, I am allowed to take up to twelve days of paid "Respite and Renewal" leave annually.

**Response:** COD avers that the allegation of this Paragraph is a legal conclusion that requires no response.

4. **Allegation:** In order to take the leave, I am required to "advise and seek the approval of the Board Chairman on or before April 30<sup>th</sup> preceding the Leave."

**Response:** COD avers that the allegation of this Paragraph is a legal conclusion that requires no response.

5. **Allegation:** On or about April 16, 2015, I advised Erin Birt, then Chairman of the College of DuPage Board of Trustees, about my intention to take leave. She did not deny my request.

**Response:** COD admits that Breuder requested leave and that Chairman Birt did not deny the request. Responding further, COD avers that Chairman Birt also did not approve the request.

6. **Allegation:** On or about April 29, 2015, I went on medical leave, including leave under the Family & Medical Leave Act, due to my disabilities.

**Response:** COD admits that on or about April 29, 2015, Breuder took or was placed on leave, but has insufficient information to form a belief as to the truth of the remaining allegations and legal conclusions of this Paragraph. Responding further, COD avers that Breuder was placed on administrative leave on April 30, 2015.

7. **Allegation:** Prior to taking my medical leave, I met with Linda Sands-Vankerk, Vice President of Human Resources, and Mia Igyarto, Director of Labor, Employee Relations and Benefits, and discussed all annual leave available to me should my health not permit me to return to work for several months. During the meeting, it was confirmed that my Respite Leave was available for my use during my medical leave. In fact, both women signed a calendar showing I was able to take Respite Leave as part of my medical leave.

**Response:** COD admits that Breuder met with Ms. Sands-Vankerk and Ms. Igyarto, who hold the positions identified. COD avers that Ms. Sands-Vankerk and Ms. Igyarto could not, and did not at any time, during the meeting or otherwise, approve Respite Leave for Breuder. COD avers that the remaining allegations of this Paragraph are legal conclusions which require no response.

8. **Allegation:** The use of Respite Leave would allow me to be paid during my medical leave.

**Response:** COD avers that the allegation of this Paragraph is a legal conclusion that requires no response.

9. **Allegation:** Several months later, on August 3, 2015, I received a letter dated July 30, 2015, from Katharine Hamilton, the current Chairman of the College of DuPage Board of Trustees, "denying" my use of Respite Leave during my medical leave. Actually, my Respite Leave began on July 29, 2015.

**Response:** COD admits that the letter was sent to Breuder by Chairman Hamilton. The remaining allegations of this Paragraph are legal conclusions that require no response. Responding further, COD avers that Respite Leave could not "begin" until it was approved, which it was not.

10. **Allegation:** Ms. Hamilton gave no reason for her action.

**Response:** COD admits the allegation of this Paragraph.

11. **Allegation:** There are no provisions in the College or Board processes, rules, or procedures, or anything in my employment contract, stating that Ms. Hamilton or the College can deny me the use of the Respite Leave.

**Response:** COD avers that the allegations of this Paragraph are legal conclusions that require no response. To the extent the allegations of this Paragraph may be deemed to be allegations of fact, COD denies the allegations of this Paragraph.

12. **Allegation:** I have been discriminated against on the basis of my disabilities – and – or because I am regarded as having a disability, in violation of the Illinois Human Rights Act, in that:

- a) I suffer from , and ; enough to require the reasonable accommodation, supported by my medical doctors, of medical leave, as well as ongoing treatment.
- b) I performed my job satisfactorily.
- c) I was subjected to adverse treatment, including, but not limited to, the College's and Ms. Hamilton's negative reaction to my medical condition and need for time off for treatment, as evidenced by the denial of my use of Respite Leave during my medical leave.

**Response:** COD avers that the allegations of this Paragraph are legal conclusions that require no response. To the extent the allegations of this Paragraph may be deemed to be allegations of fact, COD denies the allegations of this Paragraph, except that COD admits it has received certain medical reports regarding Breuder's apparent condition, and at one time, his possible return to work, but no request for any accommodation.

13. **Allegation:** I have been discriminated against on the basis of my disabilities – and – or because I am regarded as having a disability, in violation of the Illinois Human Rights Act, in that:

- a) I requested a reasonable accommodation of medical leave per my doctor's orders.
- b) I was denied a reasonable accommodation – using Respite Leave so that I could be compensated while I was on leave for my disabilities – in violation of the Act.
- c) The requested accommodation did not present an undue hardship to Respondents.

**Response:** COD avers that the allegations of this Paragraph are legal conclusions that require no response. To the extent the allegations of this Paragraph may be deemed to be allegations of fact, COD denies the allegations of this Paragraph.

14. **Allegation:** I have been retaliated against on the basis of my disabilities and — in violation of the Illinois Human Rights Act. I requested and attempted to use a reasonable accommodation as allowed by the Act; i.e., Respite Leave that would compensate me while I was on leave for my disabilities, but was denied this accommodation.

**Response:** COD avers that the allegations of this Paragraph are legal conclusions that require no response. To the extent the allegations of this Paragraph may be deemed to be allegations of fact, COD denies the allegations of this Paragraph.

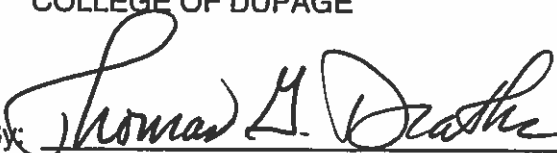
#### **AFFIRMATIVE DEFENSES**

1. Breuder has been paid the entire time he has been on leave; therefore, he has suffered no loss.
2. The purported contract under which Breuder purportedly claims certain rights is a nullity.

Respectfully submitted,

COLLEGE OF DUPAGE

By:

  
One of Its Attorneys

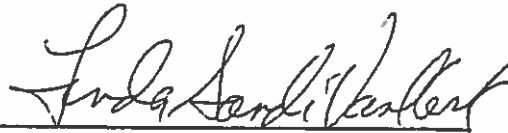
Daniel V. Kinsella  
Thomas G. Draths  
SCHUYLER, ROCHE & CRISHAM, P.C.  
180 North Stetson Avenue, Suite 3700  
Chicago, Illinois 60601  
312-565-2400  
Fax: 312-565-8300

TGD/amg

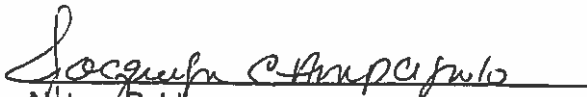
**VERIFICATION**

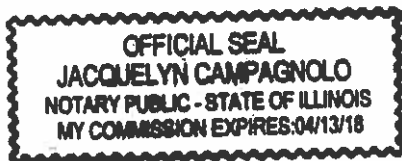
The undersigned, Linda Sands-Vankerk, not individually, but as agent for the College of DuPage, being first duly sworn, on oath deposes and states that she is a duly authorized agent for the College of DuPage, that she has read the foregoing Verified Response to Charge, that the responses alleged therein are true to the best of her knowledge and belief and that where the College of DuPage has averred a lack of sufficient knowledge, that is true and not interposed for delay.

COLLEGE OF DUPAGE

By:   
Linda Sands-Vankerk  
Duly Authorized Agent

SUBSCRIBED and SWORN to before me  
this 14 day of October, 2015

  
Notary Public



STATE OF ILLINOIS  
ILLINOIS DEPARTMENT OF HUMAN RIGHTS

Dept. of Human Rights  
SWITCHBOARD

OCT 19 2015

RECEIVED

IN THE MATTER OF:

Robert Breuder,

Complainant,

and

College of DuPage,

Respondent.

Charge No. 2016 CF 0253

NOTICE OF FILING

TO: Vicki Lafer Abrahamson  
Caroline E. Rdzanek  
Abrahamson Vorachek & Levinson  
120 North LaSalle Street, Suite 1050  
Chicago, Illinois 60602

PLEASE TAKE NOTICE that on Monday, October 19, 2015, we caused to be filed with the State of Illinois Department of Human Rights, Respondent's **Verified Response to Charge of Discrimination**, a copy of which is attached hereto and herewith served upon you.

SCHUYLER, ROCHE, P.C.

By: Thomas G. Draths  
One of the Attorneys for Respondent

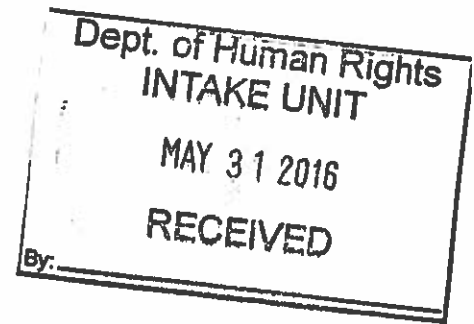
Thomas G. Draths  
Schuyler, Roche & Crisham, P.C.  
Two Prudential Plaza  
180 North Stetson Avenue, Suite 3700  
Chicago, Illinois 60601  
(312) 565-8300

CERTIFICATE OF SERVICE

Under the penalties as provided by law pursuant to 735 ILCS 5/1-109, the undersigned, a non-attorney, under oath states that service of this **Notice of Filing and Respondent's Verified Response to Charge of Discrimination** was served upon the above-named party via U.S. Mail at 180 North Stetson Street, Chicago, IL 60601 with proper address and postage pre-paid on October 19, 2015.

K. Ann Murphy-Gaughan

STATE OF ILLINOIS  
ILLINOIS DEPARTMENT OF HUMAN RIGHTS



IN THE MATTER OF:

Robert Breuder,

Complainant,

and

College of DuPage,

Respondent.

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Charge No. 2016 CF 0253

Investigator John Detwiler

POSITION STATEMENT  
OF  
RESPONDENT COLLEGE OF DUPAGE

This is the Position of the Respondent COLLEGE OF DUPAGE ("COD") regarding the charges lodged here by Complainant Robert Breuder ("Dr. Breuder"):

COD denies that Dr. Breuder was treated in any illegal discriminatory manner because of alleged disabilities.

FMLA LEAVE

Dr. Breuder was granted the FMLA Leave which he requested. This grant of leave was processed by the Human Resources Department of COD in the ordinary course of business. That fact was expressed in the statements of Linda Sands-Vankerk and Mia Igyarto elicited by Investigator Detwiler.

Consonant with COD's practice and FMLA requirements, the Human Resources Department did not share with any other COD department, INCLUDING THE BOARD OF TRUSTEES, any medical bases for the FMLA Leave by Dr. Breuder. Therefore, the COD Board was not burdened with knowledge of any medical condition asserted by Dr. Breuder when it (a) denied him "Respite Leave", or (b) separated him from COD.

RESPITE LEAVE

Assuming, but only arguendo, that Dr. Breuder had a valid employment agreement with COD, it is that employment agreement, rather than any statute, that is the genesis of any right of Dr. Breuder to 12 days of "respite leave." However, Dr. Breuder cannot claim his contractual rights without acknowledging all of the contractual terms related to this benefit. Specifically, as Dr. Breuder himself alleges in paragraph 4 of the Charge here, the agreement states that "in order to take the leave, I am required to 'advise and seek the approval of the Board Chairman on or before April 30<sup>th</sup> preceding the Leave.'"



Clearly the leave was not automatic, or there would be no need for the word "approval". Dr. Breuder does not allege that the leave was approved, instead advancing the claim that: "on or about April 16, 2015, I advised Erin Birt, then Chairman of the College of DuPage Board of Trustees, about my intention to take leave. She did not deny my request." (Charge, ¶5)

While this is a veiled attempt to create "Board-Chairman approval-by-silence," the IDHR should not credit that allegation. There was no approval, so no entitlement to Respite Leave ever arose under the express term of the agreement. This fact is only highlighted by Dr. Breuder's acknowledgement in paragraph 9 of his Charge that the Board Chairman denied his use of Respite Leave.

#### THE CALENDAR ISSUE

Dr. Breuder further attempts to create a right to Respite Leave outside the terms of the very agreement he invokes by referring to a meeting or meetings he had with Ms. Sands-Vankerk and Ms. Igyarto. (Charge, ¶7) Each of Ms. Sands-Vankerk and Ms. Igyarto has made it clear that while they did meet with Dr. Breuder and plotted out some hypothetical leave-taking options on a calendar, neither had any authority to approve Respite Leave for Dr. Breuder, nor did they tell Dr. Breuder they were approving Respite Leave. As they expressed to the Department Investigator, they were doing for Dr. Breuder what they have done and would do for any other employee of the COD.

#### LOST PAYMENT CLAIM

Dr. Breuder was paid for all time following his placement on administrative leave, which, as is noted in the Resolution of the Board, was "paid administrative leave." This was contemporaneous with his FMLA Leave.

The above facts demonstrate that Dr. Breuder's claims have no basis in fact or law. The IDHR should so find. Please advise if COD can provide any additional assistance to the Department.

Respectfully submitted,  
COLLEGE OF DUPAGE

By Thomas G. Draths  
One of Its Attorneys

Daniel V. Kinsella  
Thomas G. Draths  
SCHUYLER, ROCHE & CRISHAM, P.C.  
180 North Stetson Avenue, Suite 3700  
Chicago, Illinois 60601  
312-565-2400  
Fax: 312-565-8300

Schuyler  
Roche  
Crisham

ATTORNEYS

Dept. of Human Rights  
INTAKE UNIT

APR 08 2016

RECEIVED

By: \_\_\_\_\_

SCHUYLER, ROCHE & CRISHAM, P.C.

Two Prudential Plaza  
180 North Stetson Avenue  
Suite 3700  
Chicago, Illinois 60601

312.565.2400 TEL  
312.565.8300 FAX  
SRCattorneys.com

THOMAS G. DRATHS  
*Attorney at Law*

TEL 312 565.8336

FAX 312 565.8300

TDraths@SRCattorneys.com

April 8, 2016

**Via Messenger Delivery**

Investigator John Detwiler  
Illinois Department of Human Rights  
100 West Randolph, 10<sup>th</sup> Floor  
Chicago, Illinois 60601

Re: Robert Breuder/College of DuPage ("COD")  
Charge No.: 2016 CF 0253

Dear Investigator Detwiler:

In response to your request for information, dated March 23, 2016, College of DuPage states the following:

- Request 1. Respondent's EEO Report for 2015  
**Response:** COD is not required to file EEO Reports.
- Request 2. COD Policy documentation for the following:
- Accommodation policy
  - Retaliation policy
  - Administrative Leave policy
- Response:** See Tab 2
- Request 2-2. Complainant's Job (Position Description)  
**Response:** See Tab 2-2
- Request 3. Complainants' Contract in effect on July 30, 2015, showing his terms of being allowed respite leave.  
**Response:** See Tab 3 (2010 Amendment is included). The College of DuPage contends that the "Contract" is null and void, and submits its response subject to, and without waiving, that contention.
- Request 4. Faculty senate resolution requesting Complainant be placed on administrative leave.  
**Response:** See Tab 4

ILLINOIS DEPARTMENT OF  
**Human Rights**

Bruce Rauner, Governor  
Rocco J. Claps, Director

January 28, 2016

Complainant

Robert Breuder  
c/o: Vicki Lafer Abrahamson  
Abrahamson, Vorachek & Levinson  
120 N. LaSalle St.  
Suite 1050  
Chicago, IL 60602

Respondent

Mia Igyarto, Director of Labor  
Linda Sands Vankirk, Vice President of  
Human Resources  
c/o: Thomas G. Draths  
Schuyler Roche & Crisham, PC  
Two Prudential Plaza  
180 N. Stetson Ave.  
Suite 3700  
Chicago, IL 60601

Charge Number: 2016CF0253  
Complainant: Robert Breuder  
Respondent: College of DuPage

**NOTICE OF FACT FINDING CONFERENCE**

The persons named above are hereby required to appear and participate in a fact-finding conference scheduled for **February 25, 2016, at 11:00 A.M.** to be held **via telephone at 312-814-4633**. Said conference will be conducted by the Department representative whose name and telephone number appear at the bottom of this notice.

The fact-finding conference is an investigative forum intended to define the issues, determine which facts are undisputed, obtain evidence and ascertain whether there is a basis for a negotiated settlement of the charge. An attorney or other representative (or a friend or relative) may accompany you to the conference. However, you may not send a substitute for yourself. If you bring persons whose presence has not been requested without first receiving express permission to do so from the Department representative, those persons will be heard only at the discretion of the Department representative.

**RESPONDENT'S FAILURE TO ATTEND THE FACT FINDING CONFERENCE AS SCHEDULED MAY SUBJECT THE RESPONDENT TO DEFAULT. RESPONDENTS WHO APPEAR AT THE CONFERENCE EXCLUSIVELY THROUGH AN ATTORNEY OR OTHER REPRESENTATIVE UNFAMILIAR WITH THE EVENTS AT ISSUE SHALL BE DEEMED TO HAVE FAILED TO ATTEND AND MAY SUBJECT THE RESPONDENT TO DEFAULT.** If Respondent's representatives who are named in the fact

finding notice no longer work for Respondent, or are not available, please contact the investigator immediately.

**COMPLAINANT'S FAILURE TO ATTEND THE CONFERENCE MAY RESULT IN DISMISSAL OF THE CHARGE.** If a Questionnaire or Request for Further Information is enclosed with this notice, you are requested to complete and return it to the Department representative by N/A. You may submit complete written statement of your position including a proposal for settlement. Any evidence or statements you provide will be made a part of the file and will be considered by the Department in its investigation, but settlement discussions will not be used as evidence without the written consent of the parties.

You must provide all relevant evidence which is available to you, and you must tell the Department representative named below of any other material or witnesses you deem relevant at your earliest opportunity, but no later than at the fact finding conference on the date indicated above.

**RESPONDENT'S FAILURE TO SUBMIT RELEVANT EVIDENCE MAY BE CONSTRUED AGAINST RESPONDENT AND RESULT IN A FINDING OF SUBSTANTIAL EVIDENCE.**

**COMPLAINANT'S FAILURE TO SUBMIT RELEVANT EVIDENCE AND INFORMATION MAY RESULT IN A FINDING OF LACK OF SUBSTANTIAL EVIDENCE OR DISMISSAL OF THE CHARGE FOR FAILURE TO COOPERATE.**

The Department strongly encourages the settlement of charges prior to or during the Fact Finding Conference. If you would like to discuss the possibility of a settlement, please contact the investigator named below.

If you need a reasonable accommodation as a person with a disability to participate in this conference, you should contact your investigator, whose name and telephone number appear at the bottom of this notice, or Susan Allen, the Department's ADA Coordinator, at (217) 785-5119, or Susan.Allen@illinois.gov.

**Please Note: Building security procedures require that any person requesting access to the offices at 100 West Randolph present proper photo identification.**



John Detwiler  
INVESTIGATOR

312-814-4633  
TELEPHONE



# FACT BOOK

2014-2015

# **FACT BOOK**

## **2014-2015**

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**Office of Planning and Institutional Effectiveness**

**James R. Benté, Vice President**

College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

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

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# LEADERSHIP

## BOARD OF TRUSTEES

Katharine Hamilton, *Board Chairman*

Erin Birt

Deanne M. Mazzochi, *Vice Chairman*

Dianne McGuire

Frank Napolitano, *Secretary*

Joseph C. Wozniak

Charles Bernstein

Gloria Roark, *Student Trustee*

---

## CABINET

Dr. Joseph Collins  
*Acting Interim President*

Dr. Jean V. Kartje, *Vice President,  
Academic Affairs*

James R. Benté, *Vice President,  
Planning and Institutional Effectiveness*

Mary Ann Millush, *Director,  
Legislative Relations and  
Special Assistant to the President*

Dr. Charles Currier, *Vice President,  
Information Technology*

Joseph Moore, *Vice President,  
Marketing and Communications*

John Dischner, *Interim CFO,  
Administrative Affairs*

Linda Sands-Vankerk, *Vice President,  
Human Resources*

Earl E. Dowling, *Vice President,  
Student Affairs*

# INTRODUCTION

Strategic planning at College of DuPage is a continuous process that guides the direction of the institution and provides quantitative evidence of progress made towards advancing our mission and achieving our vision. Therefore, this Fact Book is but one document in a “family” of College of DuPage planning documents.

- The Fact Book provides an evidential base for the planning process by identifying statistical and trend data related to district demographics, student enrollment, retention and success, degree and certificates offered, employee numbers and demographics, and other pertinent information.
- The Strategic Long Range Plan (SLRP) is the key document in the family of planning documents. By identifying strategic goal and related tasks it provides a clear and concise three to five year road map for the College.
- Driven by the SLRP, the Annual Plan is the tactical component of the strategic planning process. The Annual Plan defines the objectives and strategies that must be accomplished within that fiscal year.
- Since implementing objectives and strategies requires resources, the fourth document in the family of planning documents is a five year financial plan that resides within the College of DuPage Budget for the fiscal year. Using realistic and conservative assumptions, resources are projected and allocated to fund the various divisional and departmental objectives and strategies.
- The last and critically important document in the family of planning documents is the Institutional Outcomes Report. The Institutional Outcomes Report provides College leadership, staff, trustees and the community with a comprehensive assessment of fiscal year results.

Office of Planning and Institutional Effectiveness  
James R. Benté, Vice President

November 2015

College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

# INSTITUTIONAL OVERVIEW

## HISTORY

College of DuPage's origins can be traced to two signature events. First was the Illinois General Assembly adoption of the Public Community College Act of 1965. Second was the approval by DuPage high school district voters of a 1965 referendum. Their foresight created a new community college to serve the dynamically growing and prospering DuPage area.

On September 25, 1967, College of DuPage opened under the leadership of President Rodney K. Berg and Board of Trustees Chairman George L. Seaton. Classes were held in office trailers and at leased suburban sites throughout the newly formed Community College District 502. Driving from class to class, the students, faculty and staff of this "campus-less" community college became affectionately known as road runners, hence the school's nickname, "Chaparrals."

In 1968, a 273-acre Glen Ellyn campus site was acquired, and a year later, three interim buildings were constructed. The first permanent building, today's Rodney K. Berg Instructional Center, opened in 1973. Four years later, the top floor of the Rodney K. Berg Instructional Center was completed, and in 1983 the Student Resource Center and Physical Education and Community Recreation Center opened.

The community college district served by College of DuPage has grown significantly over the years. Originally formed from 10 high school districts, District 502 has become the most populous in Illinois, outside of Chicago. More than one million residents from all or part of 51 communities comprise today's District 502, with boundaries encompassing the majority of DuPage County, and parts of Cook and Will counties.

Today, with a fall enrollment of over 28,000 students, College of DuPage is the largest of 48 publicly funded Illinois community colleges and the second largest provider of undergraduate education in the state of Illinois.

## FACILITIES

Located 25 miles west of downtown Chicago, College of DuPage's Glen Ellyn campus includes 13 main buildings.

**Table 1: Campus Buildings**

Building	Size
Culinary and Hospitality Center (CHC) LEED Pending	60,000
Campus Maintenance Center (CMC) LEED Gold	36,000
Early Childhood Center (ECC)	11,300
George L. Seaton Computing Center (SCC) LEED Silver	18,500
Harold D. McAninch Arts Center (MAC) LEED Certified	165,390
Health and Science Center (HSC) LEED Gold	190,500
Homeland Security Training Center (HTC) LEED Pending	39,714
Learning Resource Center (Library only)	21,052
Physical Education Center (PEC) LEED Pending	133,942
Robert J. Miller Homeland Security Education Center (HEC) LEED Certified	60,000
Rodney K. Berg Instructional Center (BIC) and Student Services Center (SSC) LEED Pending	564,143
Student Resource Center (SRC) LEED Pending	216,923
Technical Education Center (TEC) LEED Silver	138,000

In order to create a greater regional presence and make programs and services more accessible to District 502 residents, College of DuPage operates four strategically placed sites in Addison, Carol Stream, Naperville and Westmont.

In addition, College of DuPage has one of the premier outdoor athletic complexes in the nation. The complex includes a football field, baseball field and three soccer fields.

## BOARD OF TRUSTEES

The Board of Trustees is charged with establishing policy for the financing, governance, operation and administration of the College. Seven voting members are elected from the district at large and a non-voting student trustee is elected by student referendum during spring semester to serve from April to April.

## CORE STATEMENT

College of DuPage is guided by its institutional philosophy, vision, mission and values.

### Institutional Philosophy

College of DuPage believes in the power of teaching and learning. We endorse the right of each person to accessible and affordable opportunities to learn and affirm the innate value of the pursuit of knowledge and its application to life. Our primary commitment is to facilitate and support student success in learning.

College of DuPage is committed to excellence. We seek quality in all that we do. To ensure quality, we are committed to continual assessment and self-evaluation.

College of DuPage values diversity. We seek to reflect and meet the educational needs of the residents of our large, multicultural district. We recognize the importance of embracing individual differences and cultures and value the contributions made to the College by people of all ethnic and cultural backgrounds. We affirm our role as a catalyst for promoting dialogue and tolerance on issues supporting the common good.

College of DuPage promotes participation in planning and decision making. We support participatory governance and the involvement of the College community in the development of a shared vision. We believe that all students, staff and residents can make meaningful contributions within a respectful environment that encourages meaningful discourse. We strive to build an organizational climate in which freedom of expression is defended and civility is affirmed.

College of DuPage will be a benefit to students and the community. The needs of our students and community are central to all we do.

### Vision

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

### Mission

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

### Values

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

*Honesty* - We expect truthfulness and trustworthiness.

*Respect* - We expect courtesy and dignity in all interpersonal interactions.

*Responsibility* - We expect fulfillment of obligations and accountability.

## EDUCATIONAL PROGRAMS

As a comprehensive community college, College of DuPage meets five key community educational needs through a wide range of programs, degrees, certificates and services:

1. Transfer Education that prepares students for transfer to a four-year institution to pursue a bachelor's degree.
2. Careers and Technical Education that prepares students who will graduate with an Associate in Applied Sciences degree or certificate to directly enter the workforce.
3. Developmental Education that provides remedial education for students who are not academically ready to enroll in college-level courses.
4. Continuing Education that provides non-credit courses to the community for personal development and enrichment.
5. Business Training that provides specialized or customized training and education to local companies for their employees.

In response to different learning styles and student needs, College of DuPage delivers its programs and services in several different formats:

- Traditional - face-to-face/in-person instruction
- Online/Distance - Internet-based courses
- Hybrid - traditional combined with online/distance
- Adult Fast Track - accelerated program for adults
- Independent Learning - self-directed courses

College of DuPage grants the following nine degrees:

1. The Associate in Arts degree represents the first two years of study for students who plan to pursue a Bachelor of Arts degree.
2. The Associate in Science degree represents the first two years of study for students who plan to pursue a Bachelor of Science degree.
3. The Associate in Engineering Science degree is intended for students who wish to prepare for transfer to a baccalaureate-granting school in the field of engineering.
4. The Associate in Applied Science degree represents the completion of study in a career and technical education program. Students earning this degree may seek employment following graduation or transfer to a baccalaureate-granting college or university that has articulation agreements with College of DuPage for these programs of study.
5. The Associate in General Studies degree is designed for students who desire to arrange a program of courses to meet their personal interests.
6. The Associate in Fine Arts in Art degree is intended for students who wish to prepare for transfer to a baccalaureate-granting school with a Bachelor in Fine Arts program.
7. The Associate in Fine Arts in Music degree is intended for students who wish to prepare for transfer to a baccalaureate-granting school with a Bachelor in Music program.
8. The Associate in Arts in Teaching Secondary Mathematics degree is intended for students who wish to prepare for transfer to a baccalaureate-granting school to complete all requirements for a bachelor's degree and teacher certification at the secondary level for mathematics.

9. The Associate in Arts in Teaching Early Childhood Education degree is intended for students who wish to prepare for transfer to a baccalaureate-granting school to complete all requirements for a bachelor's degree and the Type-04 Teacher Certification for Early Childhood Education.

In addition to associate degrees, College of DuPage offers 170 certificates in 52 areas of study.

## **STUDENT SERVICES**

College of DuPage provides many services to assist students in making appropriate academic and career plans, addressing other issues and enriching their college experience through co-curricular activities. Key services include:

- Student Counseling and Advising Services
- Center for Access and Accommodations
- Veteran and Military Personnel Student Services
- International Student Services
- The Career Services Center
- Math Assistance Area
- Tutoring Services
- Writing, Reading and Speech Assistance
- Library/Research Services
- Tuition and Financial Aid Assistance
- Placement Testing

### **Student Life and Leadership Opportunities Student Leadership Council**

The Student Leadership Council represents the student body to the administration and provides a place for students to become involved in the college community.

### **Student Clubs**

College of DuPage has more than 60 student clubs that provide opportunities for students to interact through a connection with academic programs, topical interest sharing, leisure-time activities and social interaction. Practicing leadership, business and organizational skills outside of the classroom enhances students' life and career goals.

### **Latino Outreach Center**

The Latino Outreach Center assist Hispanic students in achieving their educational goals by offering extensive support services and referrals. The goal of the center is to recruit retain and transition Hispanic students beyond College of DuPage.

**Center for Student Diversity and Inclusion**  
Beginning with African American students and radiating out to include all students of diverse backgrounds, the Center fosters a sense of belonging and encourages students to participate in curricular learning and co-curricular activities such as campus and community organizations, leadership opportunities, and intercultural experiences.

### **Athletics**

College of DuPage participates in the North Central Community College Conference (N4C) and is a member of the National Junior College Athletic Association (NJCAA).

Intercollegiate sports for men include:

- Baseball
- Basketball
- Cross Country
- Football
- Golf
- Soccer
- Tennis
- Track and Field

College of DuPage has women's teams in:

- Basketball
- Cross Country
- Soccer
- Softball
- Tennis
- Track and Field
- Volleyball

There is also a spirit squad that performs at home football and basketball games.

## **HAROLD D. MCANINCH ARTS CENTER**

Since opening in October 1986, the Harold D. McAninch Arts Center has focused on enriching

the community with world-class entertainment opportunities that go beyond the stage.

Along with offering the most diverse range of programming in the area, the Harold D. McAninch Arts Center provides unique outreach and engagement programs before or after performances to enlighten and educate their audiences.

The mission of the Harold D. McAninch Arts Center is to foster enlightened educational and entertaining performance opportunities, which encourage artistic expression and engagement, establish a lasting relationship between people and art, and enrich the cultural vitality of the community.

## **MARKET OVERVIEW**

### **Competition**

Within District 502, College of DuPage's competition comes from more than 16 other institutions of higher education. College of DuPage also competes on a statewide basis with other community colleges and universities for scarce state funds.

### **Strategic Direction**

Through College of DuPage's comprehensive strategic planning process the following nine strategic goals help to guide the long-term direction of the College.

1. Ensure a comprehensive offering of programs and services that anticipate and meet the needs of our community.
2. Demonstrate student success by implementing approaches resulting in top quartile retention, persistence and graduation rates.
3. Strengthen local, national and global partnerships.
4. Promote the assets of the College: people, programs and facilities.
5. Address the impact of changing demographics in a global society.
6. Enhance College of DuPage's strong financial position.
7. Build a culture reflective of a positively engaged work force focused on the College's mission, vision and values.
8. Expand and enhance state-of-the-art facilities.
9. Ensure a dynamic Technological environment.

# DISTRICT MUNICIPALITIES

## Community College District 502 2010 Census Findings

Municipality	Population	Median Household Income	Persons < 18	% with Bachelor's Degree (25 or older)	Language other than English Spoken at Home
Addison	37,198	\$61,281	26.4%	21.1%	56.1%
Aurora*	199,627	\$62,358	31.6%	31.2%	42.6%
Bensenville	18,487	\$53,140	24.5%	15.7%	58.9%
Bloomington	22,167	\$70,173	19.4%	34.0%	22.9%
Bolingbrook*	73,802	\$81,713	30.6%	32.9%	36.2%
Brookfield*	19,061	\$70,990	23%	32.9%	20.9%
Burr Ridge	10,624	\$132,045	21.1%	68.2%	26.7%
Carol Stream*	39,987	\$72,757	25.3%	34.9%	21.0%
Clarendon Hills	8,486	\$102,823	31.6%	68.8%	16.1%
Countryside	5,920	\$61,941	19.3%	27.5%	31.8%
Darien	22,241	\$72,246	20%	45.9%	24.0%
Downers Grove	48,163	\$80,314	22.8%	51.5%	11.3%
Elk Grove*	33,272	\$68,972	20.5%	34.0%	26.8%
Elmhurst	44,439	\$87,936	26.5%	54.3%	14.0%
Glen Ellyn	27,648	\$89,302	27.9%	61.9%	11.3%
Glendale Heights	34,445	\$64,458	26.3%	27.9%	53.0%
Hanover Park*	38,187	\$66,036	29.4%	24.4%	53.6%
Hinsdale	16,926	\$158,669	33.5%	74.3%	13.1%
Itasca	8,710	\$78,770	22.5%	41.0%	33.2%
La Grange	15,617	\$98,923	30.1%	57.8%	14.3%
La Grange Park	13,636	\$70,397	23.6%	45.0%	17.0%
Lemont*	16,076	\$82,147	25.3%	40.5%	19.9%
Lisle	22,539	\$75,169	21.0%	57.1%	19.4%
Lombard	43,462	\$72,706	21.6%	43.4%	18.0%
Naperville	142,773	\$105,585	28.7%	65.4%	21.3%
Oak Brook	7,927	\$132,389	17.8%	57.7%	32.4%
Plainfield*	39,840	\$108,239	35.2%	47.8%	18.6%
Roselle*	22,912	\$80,752	23.5%	41.5%	20.9%
Villa Park	22,057	\$67,065	24.2%	30.1%	23.9%
Warrenville	13,232	\$72,876	24.8%	38.1%	18.2%
West Chicago*	27,273	\$63,377	32.4%	25.7%	54.3%
Western Springs	13,033	\$136,096	32.3%	74.2%	7.1%
Westmont	24,855	\$60,543	21.9%	44.1%	29.7%
Wheaton	53,238	\$84,980	23.8%	59.5%	15.0%
Willow Springs*	5,948	\$74,975	19.9%	29.2%	23.6%
Willowbrook	8,598	\$57,799	16.6%	44.9%	34.2%
Winfield	9,145	\$94,129	23.9%	55.4%	9.5%
Wood Dale	13,865	\$63,285	21.0%	21.7%	40.2%
Woodridge	33,200	\$72,873	24.0%	45.2%	29.5%
<b>Illinois Average</b>	<b>12,869,257</b>	<b>\$56,576</b>	<b>24.4%</b>	<b>30.7%</b>	<b>22.0%</b>
<b>United States Average</b>		<b>\$52,762</b>	<b>23.7%</b>	<b>28.2%</b>	<b>22.3%</b>

\*Portion of the municipality is in District 502

Source: United States Census Bureau (2010)

KEY	
← Municipality Statistics	
→ Illinois Statistics	

**Table 2. Fall Credit and Non-credit Students by District 502 Municipalities**

Municipalities	2011	2012	2013	2014	2015	Spark line
Addison	1,003	1,060	1,298	1,263	1,274	
Aurora*	1,095	1,147	1,330	1,379	1,309	
Bartlett*	95	103	120	110	117	
Bensenville	420	453	559	646	598	
Bloomington	506	525	534	562	531	
Bolingbrook*	501	509	591	678	680	
Brookfield*	211	202	235	201	240	
Burr Ridge	150	147	183	153	163	
Carol Stream*	1,284	1,334	1,408	1,409	1,357	
Clarendon Hills	154	131	153	150	155	
Countryside	97	92	135	121	136	
Darien	507	507	522	533	524	
Downers Grove	1,376	1,365	1,482	1,411	1,385	
Elk Grove Village*	18	24	25	28	39	
Elmhurst	811	844	899	886	866	
Glen Ellyn	1,229	1,148	1,188	1,223	1,169	
Glendale Heights	1,191	1,189	1,243	1,287	1,314	
Hanover Park*	370	413	411	422	439	
Hinsdale	250	215	219	221	198	
Hodgkins	19	16	30	23	37	
Indian Head Park	32	40	48	49	45	
Itasca	220	180	187	185	190	
La Grange	276	270	287	249	343	
La Grange Park	179	174	208	209	230	
Lemont*	292	291	349	360	331	
Lisle	710	699	657	678	676	
Lombard	1,447	1,506	1,562	1,520	1,537	
McCook*	2	2	2	1	4	
Naperville*	3,539	3,465	3,909	3,888	3,827	
Oak Brook	127	138	142	159	142	
Oakbrook Terrace	46	47	56	56	47	
Plainfield*	136	122	160	187	167	
Roselle*	524	517	511	512	516	
Villa Park	763	742	910	953	978	
Warrenville	420	374	406	415	409	
West Chicago*	860	810	916	1,063	1,031	
Western Springs	126	135	152	148	147	
Westmont	580	626	643	665	660	
Wheaton	1,802	1,656	1,658	1,643	1,609	
Willow Springs*	51	45	33	32	40	
Willowbrook	353	384	390	407	364	
Winfield	281	262	276	290	284	
Wood Dale	329	328	378	339	351	
Woodridge	923	924	953	1,009	1,022	
Other-In District	86	87	122	166	107	
Out of District	1,695	1,786	1,848	2,185	2,010	
<b>Total</b>	<b>27,086</b>	<b>27,034</b>	<b>29,328</b>	<b>30,074</b>	<b>29,598</b>	

\* Portion of municipality is outside District 502



# STUDENT, FACULTY AND STAFF DEMOGRAPHICS

## STUDENT DEMOGRAPHICS

The following charts and tables were created from the ICCB E1 reports which may differ from the 10th Day report.

## FALL CREDIT STUDENTS HEADCOUNTS

The charts are for unduplicated Credit Student Headcounts. After the nine charts are a series of tables. They consist of the following information:

- Gender by Full/Part-time Status,
- Age Classification by Full/ Part-time Status,
- Enrollment Status by Full/Part-time Status,
- Previous Education by Full- and Part-time Status, Ethnicity by Gender,
- Residency by Gender,
- Educational Goal by Residency.

**Total Credit Student Headcounts**

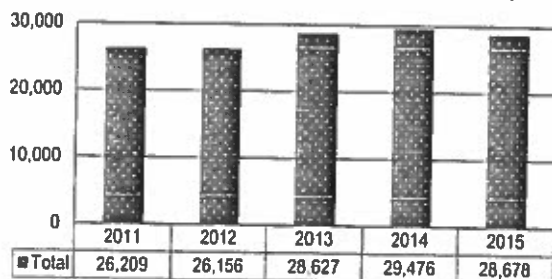


Chart 1

**Credit Student Headcounts: Full-time and Part-time**

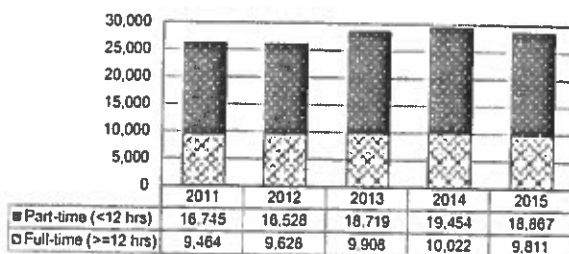


Chart 2

**Credit Students by Gender**

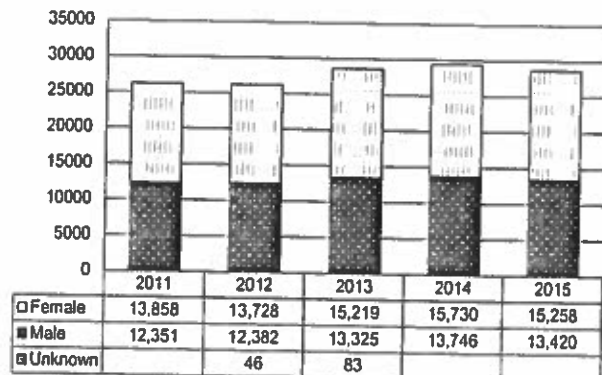


Chart 3

**Credit Students by Age Classification**

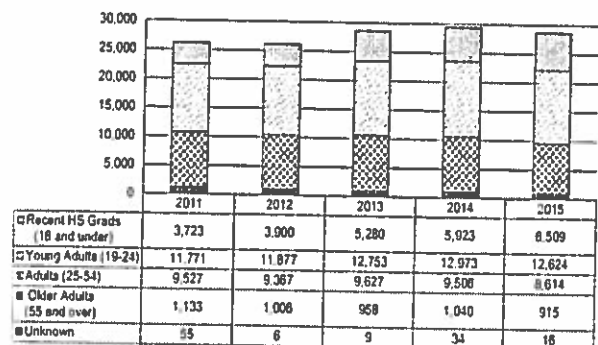


Chart 4

**Credit Students by Residency**

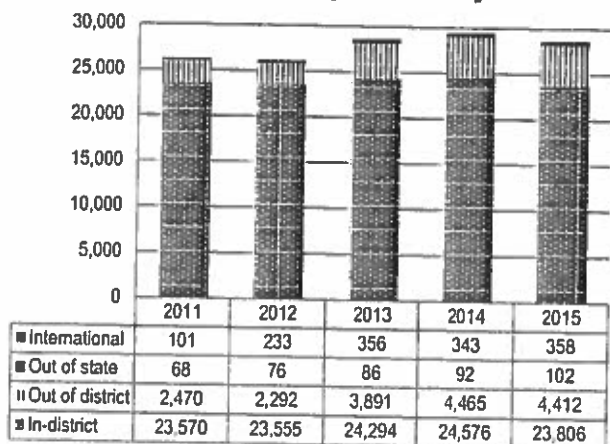


Chart 5

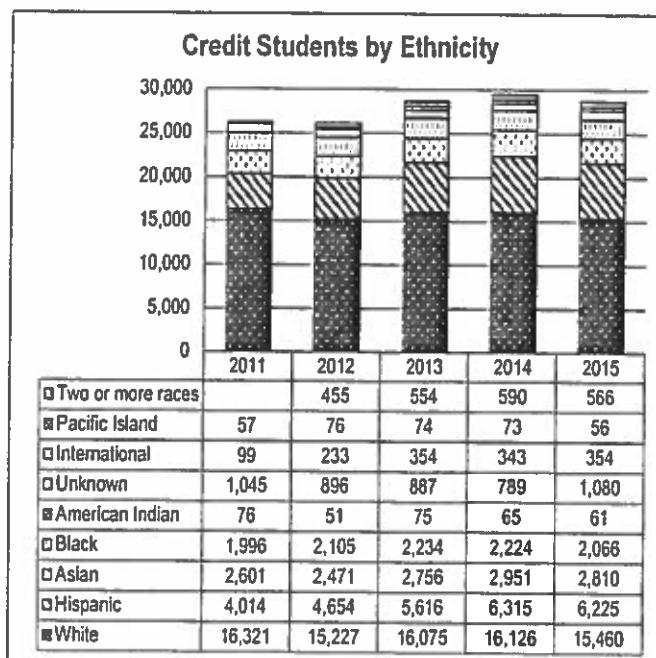


Chart 6

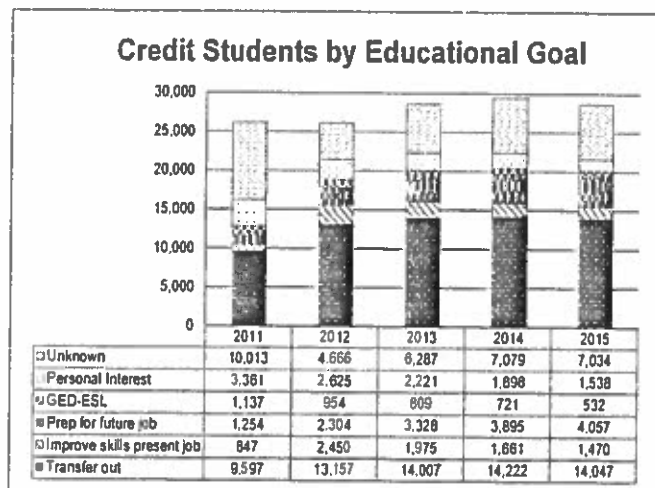


Chart 7

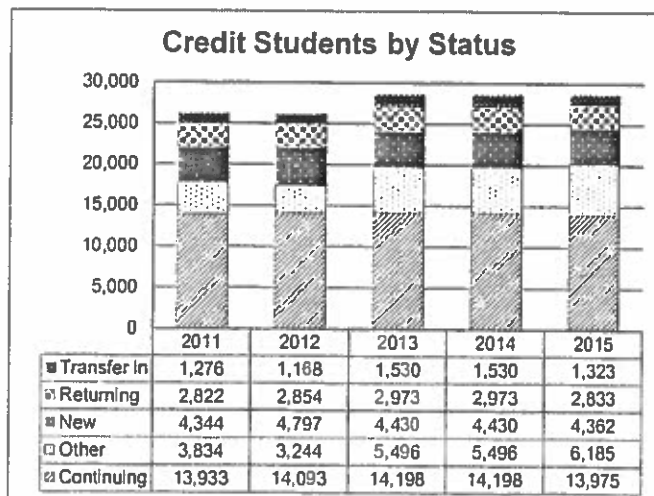


Chart 8

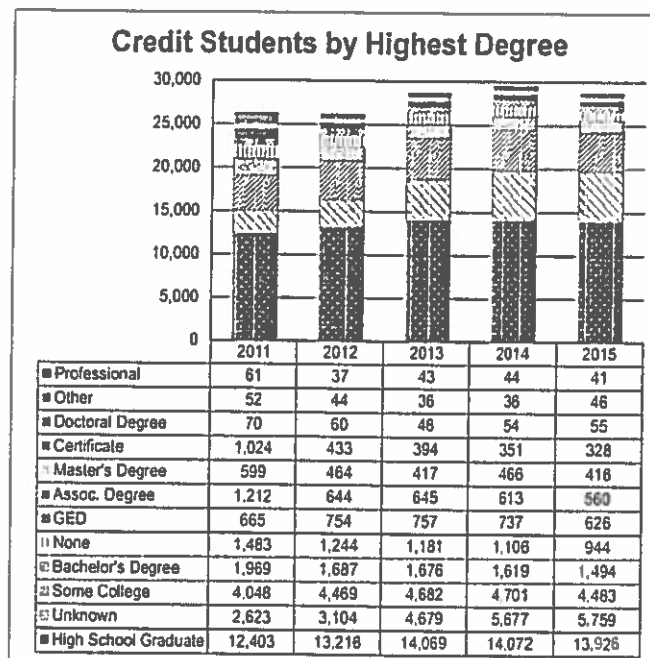


Chart 9

Table 3. Gender by Full- and Part-time Status

Gender	2011	2012	2013	2014	2015	Spark line
<b>Full-time (≥12 hours)</b>						
Unknown		5	2			/
Male	5,104	5,055	5,204	5,247	5,025	↗
Female	4,360	4,568	4,702	4,775	4,786	↗
Total	9,464	9,628	9,908	10,022	9,811	↗
<b>Part-time (&lt;12 hours)</b>						
Unknown		41	81			/
Male	7,247	7,327	8,121	8,499	8,395	↗
Female	9,498	9,160	10,517	10,955	10,472	↗
Total	16,745	16,528	18,719	19,454	18,867	↗
<b>All students by gender</b>						
Unknown		46	83			/
Male	12,351	12,382	13,325	13,746	13,420	↗
Female	13,858	13,728	15,219	15,730	15,258	↗
Total	26,209	26,156	28,627	29,476	28,678	↗

Table 4. Age Classification by Full- and Part-time Status

Age Classification	2011	2012	2013	2014	2015	Spark line
<b>Full-time (≥12 hours)</b>						
Recent HS Graduates (18 and under)	2,585	2,738	2,718	2,790	2,881	↗
Young Adults (19-24)	5,440	5,367	5,671	5,772	5,600	↗
Adults (25-54)	1,401	1,479	1,463	1,427	1,309	↗

Age Classification	2011	2012	2013	2014	2015	Spark line
Older Adults (55+)	38	44	56	33	21	
Total	9,464	9,628	9,908	14,367	9,811	
<b>Part-time (&lt;12 hours)</b>						
Recent HS Graduates (18 and under)	1138	1,162	2,562	3,133	3,593	
Young Adults (19-24)	6,331	6,510	7,082	7,201	7,051	
Adults (25-54)	8,126	7,888	8,164	8,079	7,313	
Older Adults (55+)	1,095	962	902	1,007	894	
Unknown	55	6	9	34	16	
Total	16,745	16,528	18,719	19,454	18,867	
<b>All Students</b>						
Recent HS Graduates (18 and under)	3,723	3,900	5,280	5,923	6,474	
Young Adults (19-24)	11,771	11,877	12,753	12,973	12,651	
Adults (25-54)	9,527	9,367	9,627	9,506	8,622	
Older Adults (55+)	1,133	1,006	958	1,040	915	
Unknown	55	6	9	34	16	
Total All Students	26,209	26,156	28,627	29,476	28,678	

**Table 5. Enrollment Status by Full- and Part-time Status**

Enrollment Status	2011	2012	2013	2014	2015	Spark line
<b>Full-time (≥12 hours)</b>						
New	2,878	3,260	2,888	2,899	2,960	
Continuing	5,077	5,070	5,205	5,327	5,174	
Returning	537	534	535	520	499	
Other	463	249	620	620	606	
Transfer In	509	515	660	656	572	
Total	9,464	9,628	9,908	10,022	9,811	
<b>Part-time (&lt;12 hours)</b>						
New	1,466	1,537	1,542	1,428	1,402	
Continuing	8,856	9,023	8,993	9,022	8,801	
Returning	2,285	2,320	2,438	2,571	2,334	
Other	3,371	2,995	4,876	5,633	5,579	
Transfer In	767	653	870	800	751	
Total	16,745	16,528	18,719	19,454	18,867	
<b>All Students</b>						
New	4,344	4,797	4,430	4,327	4,362	
Continuing	13,933	14,093	14,198	14,349	13,975	
Returning	2,822	2,854	2,973	3,091	2,833	
Other	3,834	3,244	5,496	6,253	6,185	
Transfer In	1,276	1,168	1,530	1,456	1,323	
Total	26,209	26,156	28,627	29,476	28,678	

**Table 6. Previous Education by Full- and Part-time Status**

Highest Degree	2011	2012	2013	2014	2015	Spark line
<b>Full-time (≥12 hours)</b>						
Associate Degree	194	99	102	95	88	
Bachelors	153	161	166	168	149	
Certificate	235	90	84	73	67	
Doctoral	4	3	0	1	3	
GED	234	266	271	271	218	
High School Graduate	6,374	6,547	6,780	6,857	6,783	
Masters	23	19	37	23	28	
None	427	350	287	262	240	
Other	17	13	12	10	13	
Professional	5	3	4	3	3	
Some College	1,407	1,580	1,663	1,605	1,553	
Unknown	391	497	502	654	666	
Total	9,464	9,628	9,908	10,022	9,811	
<b>Part-time (&lt;12 hours)</b>						
Associate Degree	1,018	545	543	518	472	
Bachelors	1,816	1,526	1,510	1,451	1,345	
Certificate	789	343	310	278	261	
Doctoral	66	57	48	53	52	
GED	431	488	486	466	408	
High School Graduate	6,029	6,669	7,289	7,215	7,143	
Masters	576	445	380	443	388	
None	1,056	894	894	844	704	
Other	35	31	24	26	33	
Professional	56	34	39	41	38	
Some College	2,641	2,889	3,019	3,096	2,930	
Unknown	2,232	2,607	4,177	5,023	5,093	
Total	16,745	16,528	18,719	19,454	18,867	
<b>All Students</b>						
Associate Degree	1,212	644	645	613	560	
Bachelors	1,969	1,687	1,676	1,619	1,494	
Certificate	1,024	433	394	351	328	
Doctoral	70	60	48	54	55	
GED	665	754	757	737	626	
High School Graduate	12,403	13,216	14,069	14,072	13,926	
Masters	599	464	417	466	416	
None	1,483	1,244	1,181	1,106	944	
Other	52	44	36	36	46	
Professional	61	37	43	44	41	
Some College	4,048	4,469	4,682	4,701	4,483	
Unknown	2,623	3,104	4,679	5,677	5,759	
Total	26,209	26,156	28,627	29,476	28,678	

**Table 7. Ethnicity by Gender**

Ethnicity	2011	2012	2013	2014	2015	Spark line
<b>Unknown</b>						
Asian		26	48			/
Black		2	1			-
Hispanic		4	10			/
White		6	11			/
Nonresident Alien		2	10			/
Native Hawaiian or Other Pacific Islander			1			•
Unknown		6	2			\
<b>Total</b>		<b>46</b>	<b>83</b>			/
<b>Male</b>						
Asian	1,283	1,221	1,372	1,467	1,433	↗
American Indian or Alaska Native	30	23	128	111	96	↗
Black	871	991	1,039	1,084	977	↗
Hispanic	1,799	2,105	2,454	2,717	2,645	↗
White	7,762	7,470	7,688	7,778	7,543	↗
Nonresident Alien	47	58	129	134	133	↗
Native Hawaiian or Other Pacific Islander	31	39	87	90	74	↗
Unknown	528	475	428	365	519	↘
<b>Total</b>	<b>12,351</b>	<b>12,382</b>	<b>13,325</b>	<b>13,746</b>	<b>13,420</b>	↗
<b>Female</b>						
Asian	1,318	1,365	1,460	1,639	1,539	↗
American Indian or Alaska Native	46	51	136	131	115	↗
Black	1,125	1,240	1,343	1,289	1,248	↗
Hispanic	2,215	2,589	3,152	3,598	3,580	↗
White	8,559	7,970	8,376	8,348	7,914	↗
Nonresident Alien	52	58	217	209	225	↗
Native Hawaiian or Other Pacific Islander	26	37	78	92	76	↗
Unknown	517	418	457	424	561	↗
<b>Total</b>	<b>13,858</b>	<b>13,728</b>	<b>15,219</b>	<b>15,730</b>	<b>15,258</b>	↗
<b>All Students</b>						
Asian	2,601	2,612	2,880	3,106	2,972	↗
American Indian or Alaska Native	76	74	264	242	211	↗
Black	1,996	2,233	2,383	2,373	2,225	↗
Hispanic	4,014	4,698	5,616	6,315	6,225	↗
White	16,321	15,446	16,075	16,126	15,457	↗

Ethnicity	2011	2012	2013	2014	2015	Spark line
Nonresident Alien	99	118	356	343	358	↗
Native Hawaiian or Other Pacific Islander	57	76	166	182	150	↗
Unknown	1,045	899	887	789	1,080	↘
<b>Total</b>	<b>26,209</b>	<b>26,156</b>	<b>28,627</b>	<b>29,476</b>	<b>28,678</b>	↗

**Table 8. Residency by Gender**

Residency	2011	2012	2013	2014	2015	Spark line
<b>Unknown</b>						
In-district		40	64			/
Out of district		2	9			/
International		4	10			/
<b>Total</b>		<b>46</b>	<b>83</b>			/
<b>Male</b>						
In-district	11,123	11,200	11,388	11,501	11,198	↗
Out of district	1,148	1,050	1,779	2,072	2,036	↗
Out of state	32	35	29	39	53	↗
International	48	97	129	134	133	↗
<b>Total</b>	<b>12,351</b>	<b>12,382</b>	<b>13,325</b>	<b>13,746</b>	<b>13,420</b>	↗
<b>Female</b>						
In-district	12,447	12,315	12,842	13,075	12,608	↗
Out of district	1,322	1,240	2,103	2,393	2,376	↗
Out of state	36	41	57	53	49	↗
International	53	132	217	209	225	↗
<b>Total</b>	<b>13,858</b>	<b>13,728</b>	<b>15,219</b>	<b>15,730</b>	<b>15,258</b>	↗
<b>All Students</b>						
In-district	23,570	23,555	24,294	24,576	23,806	↗
Out of district	2,470	2,292	3,891	4,465	4,412	↗
Out of state	68	76	86	92	102	↗
International	101	233	356	343	358	↗
<b>Total</b>	<b>26,209</b>	<b>26,156</b>	<b>28,627</b>	<b>29,476</b>	<b>28,678</b>	↗

**Table 9. Educational Goals by Residency**

Objectives	2011	2012	2013	2014	2015	Spark line
<b>In-district</b>						
Transfer Out	8,844	12,033	12,179	12,152	11,919	↗
Improve skills present job	713	1,994	1,507	1,233	1,060	↗
Prepare for future job	1,109	1,891	2,583	2,968	3,111	↗
GED-ESL	1,056	909	731	639	480	↘
Personal Interest	3,150	2,462	1,945	1,648	1,309	↘
Unknown	8,698	4,266	5,349	5,936	5,927	↗
<b>Total</b>	<b>23,570</b>	<b>23,555</b>	<b>24,294</b>	<b>24,576</b>	<b>23,806</b>	↗

Objectives	2011	2012	2013	2014	2015	Spark line
<b>Out of District</b>						
Transfer Out	702	989	1,703	1,928	1,963	
Improve skills present job	128	417	426	399	370	
Prepare for future job	139	396	700	849	883	
GED-ESL	73	36	69	77	50	
Personal Interest	202	139	251	212	189	
Unknown	1,226	315	742	1,000	957	
Total	2,470	2,292	3,891	4,465	4,412	
<b>Out of state</b>						
Transfer Out	19	39	32	39	37	
Improve skills present job	4	9	9	7	14	
Prepare for future job	4	8	19	24	17	
GED-ESL		1		10		
Personal Interest	4	5	6	12	9	
Unknown	37	14	20	92	25	
Total	68	76	86	92	102	
<b>International</b>						
Transfer Out	32	96	93	103	128	
Improve skills present job	2	30	33	22	26	
Prepare for future job	2	9	26	54	46	
GED-ESL	8	8	9	5	2	
Personal Interest	5	19	19	28	31	
Unknown	52	71	176	131	125	
Total	101	233	356	343	358	
<b>All Students</b>						
Transfer Out	9,597	13,157	14,007	14,222	14,047	
Improve skills present job	847	2,450	1,975	1,661	1,470	
Prepare for future job	1,254	2,304	3,328	3,895	4,057	
GED-ESL	1,137	954	809	721	532	
Personal Interest	3,361	2,625	2,221	1,898	1,538	
Unknown	10,013	4,666	6,287	7,079	7,034	
Total	26,209	26,156	28,627	29,476	28,678	

## FALL CREDIT FULL-TIME EQUIVALENT STUDENTS

FTEs (Full-Time Equivalent students) are computed by taking all of the credit hours for a particular measure and then dividing the total by 15.

After the 10 charts are a series of tables. The tables consist of the following information:

- Gender by Full/Part-time Status,
- Age Classification by Full/ Part-time Status,
- Enrollment Status by Full/Part-Time Status,
- Previous Education by Full/Part-time Status,
- Ethnicity by Gender,
- Residency by Gender,
- Educational Goal by Residency.

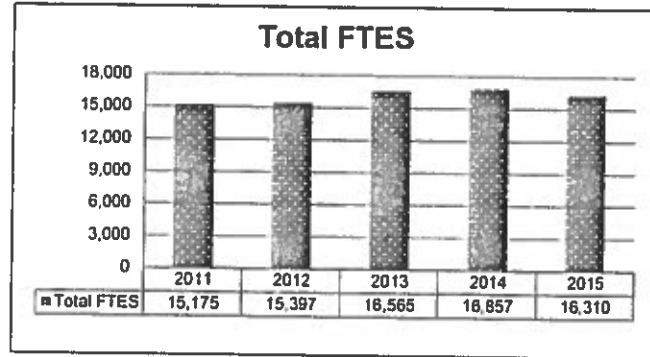


Chart 10

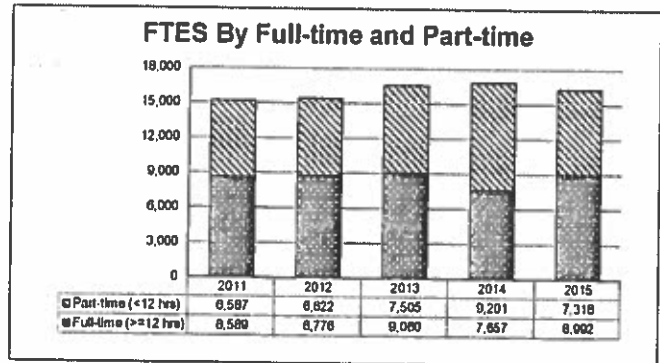


Chart 11

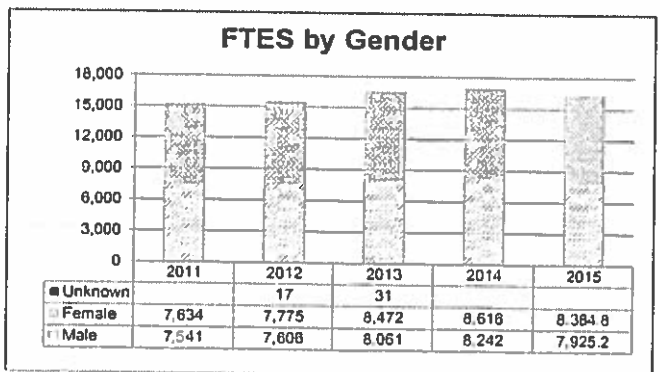


Chart 12



### FTES by Age Classification

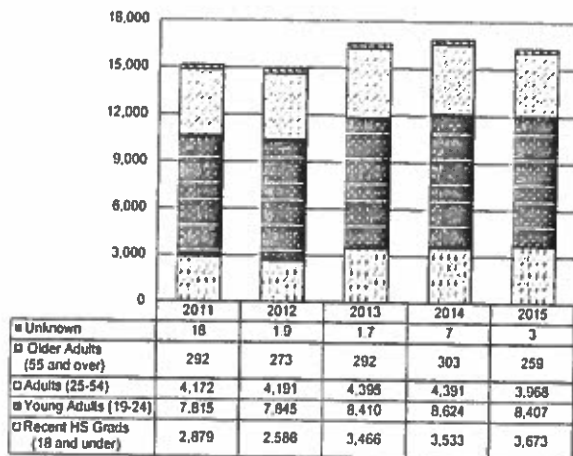


Chart 13

### FTES by Educational Goal

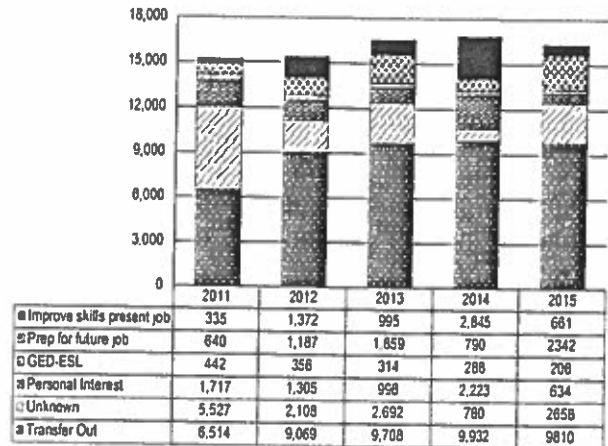


Chart 16

### FTES by Residency

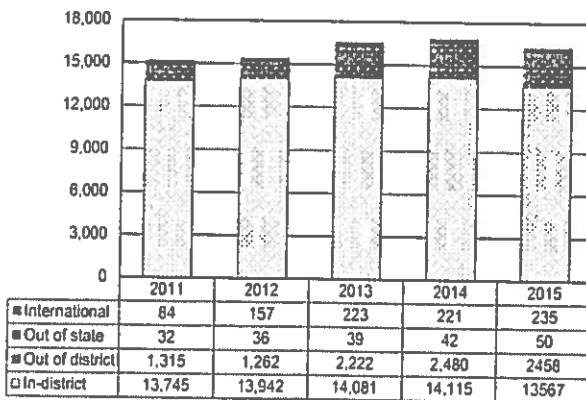


Chart 14

### FTES by Enrollment Status

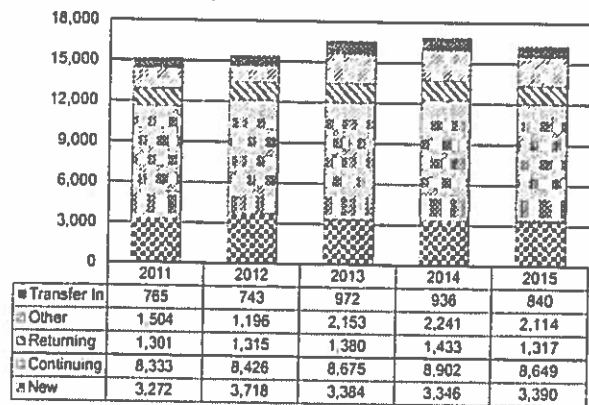


Chart 17

### FTES by Ethnicity

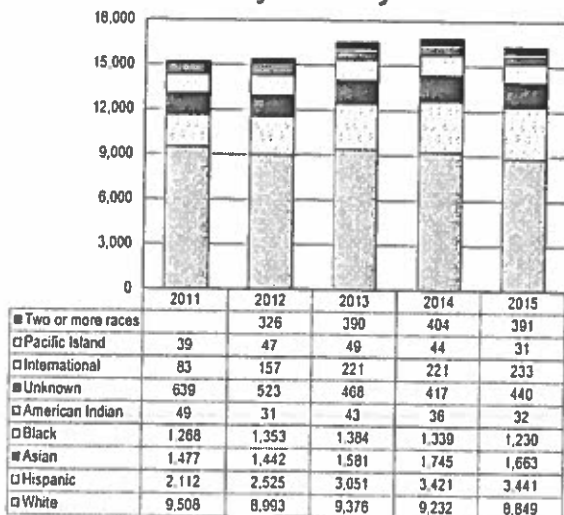


Chart 15

### FTES by Previous Education

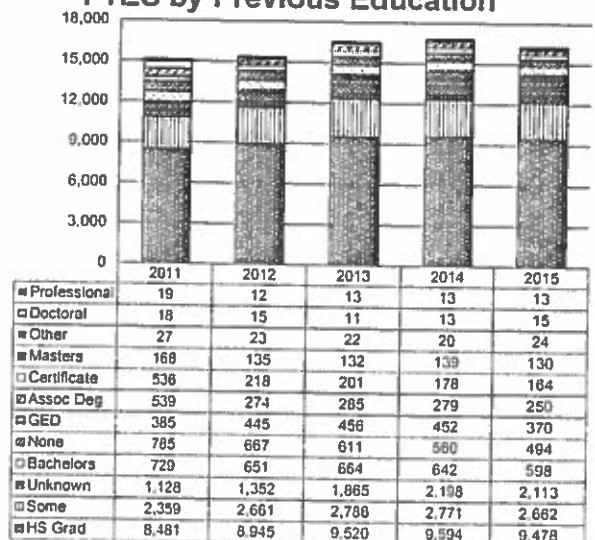


Chart 18

**FTEs by Location**

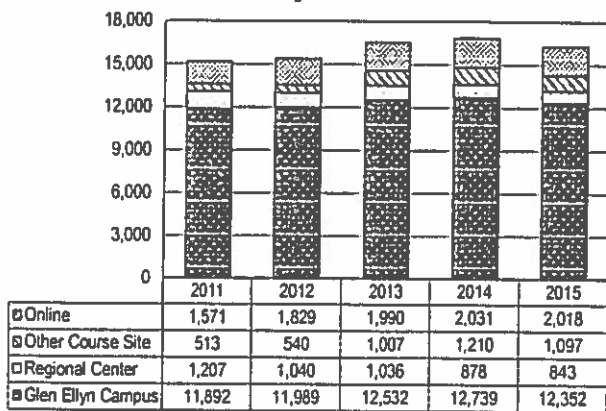


Chart 19

**Table 10. Gender by Full- and Part-time Status**

Gender	2011	2012	2013	2014	2015	Spark line
<b>Full-time (≥12 hours)</b>						
Unknown		4	2			
Male	4,642	4,622	4,771	4,846	4,638	
Female	3,946	4,149	4,287	4,354	4,354	
Total	8,589	8,776	9,060	9,201	8,992	
<b>Part-time (&lt;12 hours)</b>						
Unknown		13	29			
Male	2,899	2,983	3,290	3,395	3,287	
Female	3,688	3,626	4,185	4,262	4,031	
Total	6,587	6,622	7,505	7,657	7,318	
<b>All Students</b>						
Unknown		17	31			
Male	7,541	7,775	8,061	8,242	7,925	
Female	7,634	7,606	8,472	8,616	8,385	
Total	15,175	15,397	16,565	16,858	16,310	

**Table 11. Age Classification by Full- and Part-time Status**

Age	2011	2012	2013	2014	2015	Spark line
<b>Full-time (≥12 hours)</b>						
Recent HS Graduates (18 and under)	2,364	2,531	2,515	2,566	2,641	
Young Adults (19-24)	4,951	4,898	5,194	5,312	5,152	
Adults (25-54)	1,240	1,309	1,303	1,295	1,180	
Older Adults (55+)	35	38	49	29	18	
Total	8,589	8,776	9,060	9,201	8,992	

Age	2011	2012	2013	2014	2015	Spark line
<b>Part-time (&lt;12 hours)</b>						
Recent HS Graduates (18 and under)	515	56	952	967	1,032	
Young Adults (19-24)	2,864	2,947	3,216	3,312	3,255	
Adults (25-54)	2,933	2,882	3,092	3,097	2,788	
Older Adults (55+)	257	235	243	274	240	
Unknown	18	2	2	6	3	
Total	6,587	6,122	7,505	7,657	7,318	
<b>All Students</b>						
Recent HS Graduates (18 and under)	2,879	2,586	3,466	3,533	3,673	
Young Adults (19-24)	7,815	7,845	8,410	8,624	8,407	
Adults (25-54)	4,172	4,191	4,395	4,391	3,968	
Older Adults (55+)	292	273	292	303	259	
Unknown	18	2	2	7	3	
Total All Students	15,175	14,897	16,564	16,857	16,310	

**Table 12. Enrollment Status by Full- and Part-time Status**

Enrollment Status	2011	2012	2013	2014	2015	Spark line
<b>Full-time (≥12 hours)</b>						
New	2,623	2,995	2,655	2,677	2,735	
Continuing	4,612	4,624	4,770	4,902	4,758	
Returning	473	475	474	466	443	
Other	425	215	558	555	534	
Transfer In	456	467	602	602	522	
Total	8,589	8,776	9,060	9,201	8,992	
<b>Part-time (&lt;12 hours)</b>						
New	649	744	729	669	651	
Continuing	3,675	3,802	3,905	4,000	3,853	
Returning	828	841	906	967	42	
Other	1,125	959	1,595	1,687	1,970	
Transfer In	309	276	370	334	318	
Total	6,587	6,622	7,505	7,657	6,834	
<b>All Students</b>						
New	3,272	3,740	3,384	3,346	3,390	
Continuing	8,287	8,426	8,675	8,902	8,649	
Returning	1,301	1,315	1,380	1,433	1,317	
Other	1,550	1,174	2,153	2,241	2,114	
Transfer In	765	743	972	936	840	
Total	15,175	15,397	16,565	16,858	16,310	

Table 13. Previous Education by Full- and Part-time Status

Highest Degree	2011	2012	2013	2014	2015	Spark line
<b>Full-time (≥12 hours)</b>						
Associate Degree	174	87	90	85	86	
Bachelors	79	98	84	152	222	
Certificate	214	82	74	66	44	
Doctoral	4	3	0	1	6	
GED	206	237	242	245	199	
High School Graduate	5,806	5,980	6,222	6,300	4,903	
Masters	20	16	32	21	46	
None	385	319	263	240	238	
Other	15	12	11	9	8	
Professional	4	3	3	3	4	
Some College	1,272	1,444	1,520	1,470	1,248	
Unknown	353	446	454	609	919	
Total	8,531	8,728	8,996	9,201	7,925	
<b>Part-time (&lt;12 hours)</b>						
Associate Degree	365	187	195	194	164	
Bachelors	650	552	580	490	376	
Certificate	322	136	127	112	120	
Doctoral	15	12	11	12	9	
GED	180	208	214	206	171	
High School Graduate	2,676	2,964	3,298	3,294	4,575	
Masters	148	118	99	119	84	
None	400	347	348	320	255	
Other	12	11	10	10	15	
Professional	15	9	10	10	9	
Some College	1,087	1,217	1,265	1,301	1,413	
Unknown	775	907	1,411	1,590	1,194	
Total	6,644	6,670	7,569	7,657	8,385	
<b>All Students</b>						
Associate Degree	539	274	285	279	250	
Bachelors	729	651	664	642	598	
Certificate	536	218	201	178	164	
Doctoral	18	15	11	13	15	
GED	385	445	456	452	370	
High School Graduate	8,481	8,945	9,520	9,594	9,478	
Masters	168	135	132	139	130	
None	785	667	611	560	494	
Other	27	23	22	20	24	
Professional	19	12	13	13	13	
Some College	2,359	2,661	2,786	2,771	2,662	
Unknown	1,128	1,352	1,865	2,198	2,113	
Total	15,175	15,397	16,565	16,858	16,310	

Table 14. Ethnicity by Gender

Ethnicity	2011	2012	2013	2014	2015	Spark line
<b>Unknown</b>						
Asian		8	18			
Black		1				
Hispanic		2	4			
White		3	4			
Nonresident Alien		2	4			
Unknown		2	1			
Total		17	31			
<b>Female</b>						
Asian	721	773	828	931	905	
American Indian or Alaska Native	29	31	87	82	63	
Black	681	763	802	745	623	
Hispanic	1,144	1,368	1,669	1,901	1,505	
White	4,704	4,531	4,679	4,554	4,471	
Nonresident Alien	43	47	128	130	100	
Native Hawaiian or Other Pacific Islander	18	26	51	57	46	
Unknown	294	236	229	217	212	
Total	7,634	7,775	8,472	8,616	7,925	
<b>Male</b>						
Asian	756	756	823	931	876	
American Indian or Alaska Native	20	16	87	82	73	
Black	587	684	688	745	713	
Hispanic	968	1,180	1,379	1,901	1,936	
White	4,804	4,607	4,693	4,554	4,376	
Nonresident Alien	40	48	90	130	136	
Native Hawaiian or Other Pacific Islander	21	30	63	57	48	
Unknown	345	285	239	217	228	
Total	7,541	7,606	8,061	8,616	8,385	

Table 15. Residency by Gender

Residency	2011	2012	2013	2014	2015	Spark line
<b>Unknown</b>						
In-district		13	24			
Out of district		1	3			
International		3	4			
Total		17	31			



Residency	2011	2012	2013	2014	2015	Spark line
<b>Male</b>						
In-district	6,849	6,919	6,877	6,931	6,619	
Out of district	635	599	1,079	1,200	1,180	
Out of state	16	17	16	19	26	
International	41	71	90	92	100	
Total	7,541	7,606	8,061	8,242	7,925	
<b>Female</b>						
In-district	6,895	7,011	7,181	7,184	6,948	
Out of district	680	662	1,140	1,280	1,277	
Out of state	16	19	23	22	24	
International	43	83	128	130	136	
Total	7,634	7,775	8,472	8,616	8,385	
<b>All Students</b>						
In-district	13,745	13,942	14,081	14,115	13,567	
Out of district	1,315	1,262	2,222	2,480	2,458	
Out of state	32	36	39	42	50	
International	84	157	223	221	235	
Total	15,176	15,397	16,565	16,858	16,310	

**Table 16. Educational Goal by Residency**

Objective	2011	2012	2013	2014	2015	Spark line
<b>In-district</b>						
Transfer Out	6,039	8,343	8,442	8,526	8,340	
Improve skills present job	290	1,115	766	566	464	
Prep for future job	566	975	1,441	1,686	1,805	
GED-ESL	410	339	286	254	186	
Personal Interest	1,627	1,241	884	690	544	
Unknown	4,813	1,929	2,264	2,393	2,229	
Total	13,745	13,942	14,081	14,115	13,567	
<b>Out of District</b>						
Transfer Out	440	629	1,172	1,310	1,346	
Improve skills present job	43	230	201	199	179	
Prep for future job	71	204	397	487	500	
GED-ESL	27	12	25	31	19	
Personal Interest	85	53	105	85	73	
Unknown	650	134	322	367	341	
Total	1,315	1,262	2,222	2,480	2,458	
<b>Out of State</b>						
Transfer Out	9	21	20	20	22	
Improve skills present job	1	4	3	3	6	

Objective	2011	2012	2013	2014	2015	Spark line
Prep for future job	1	4	9	12	9	
Personal Interest	2	2	2	3	4	
Unknown	19	5	6	4	9	
Total	32	36	39	42	50	
<b>International</b>						
Transfer Out	27	76	75	76	102	
Improve skills present job	2	23	26	13	12	
Prep for future job	2	4	12	37	29	
GED-ESL	5	5	3	2	1	
Personal Interest	4	10	6	11	13	
Unknown	45	40	100	82	78	
Total	84	157	223	221	235	
<b>All Students</b>						
Transfer Out	6,514	9,069	9,708	9,932	9,810	
Improve skills present job	335	1,372	995	780	661	
Prep for future job	640	1,187	1,859	2,223	2,342	
GED-ESL	442	356	314	288	206	
Personal Interest	1,717	1,305	996	790	634	
Unknown	5,527	2,108	2,692	2,845	2,658	
Total	15,176	15,397	16,565	16,858	16,310	

## DEGREES AND CERTIFICATES AWARDED

This section shows the number of degrees and certificates awarded in the Fiscal Year (July 1 to June 30) and pulled from the Datatel system. Degree numbers are updated periodically for prior years.

**Table 17. Primary Degrees and Certificates Awarded**

Degrees and Certificates	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Spark line
Degrees	1,864	2,040	2,331	2,437	2,892	
Certificates	1,544	1,495	3,013	2,728	2,821	
Total Graduates	3,408	3,535	5,344	5,166	5,738	

**Table 18. Types of Degrees Awarded**

Degree	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Spark lines
Associate in Arts (A.A.)	763	818	891	927	1,021	
Associate in Applied Science (A.A.S.)	737	772	801	790	894	
Associate in Engineering Science (A.E.S.)	11	14	18	1	40	
Associate of Arts in Teaching (A.A.T.)		3		27	4	
Associate of Arts in Teaching-Early Childhood Education (A.A.T.-E.C.)					1	
Associate in Fine Arts - Art (A.F.A.-A.)	6	6	5	12	3	
Associate in Fine Arts - Music (A.F.A.-M.)	3	7	8	2	6	
Associate in General Studies (A.G.S.)	208	229	347	386	544	
Associate in Science (A.S.)	136	191	261	292	379	
<b>Total</b>	<b>1,864</b>	<b>2,040</b>	<b>2,331</b>	<b>2,437</b>	<b>2,892</b>	
<b>Occupational Graduates (A.A.S. &amp; Certificate)</b>	<b>2,281</b>	<b>2,267</b>	<b>3,814</b>	<b>3,519</b>	<b>3,715</b>	

**Table 19. Number of Associate Degrees in Applied Science and Certificates Awarded by Program.**

*Graduates from previous years have been updated. Programs in *italic* are discontinued although students are allowed to complete the program.*

Program Name	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Spark lines
<b>Accounting</b>						
Accounting, A.A.S.	9	9	11	21	13	
Accounting Certificate	9	12	15	12	11	
Advanced Accounting Certificate	12	20	26	34	28	
Clerical Accounting Certificate	3	13	18	15	26	
<b>Anthropology</b>						
Business Anthropology				3		

Program Name	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Spark lines
<b>Architecture</b>						
Architectural Technology, A.A.S.		3	1		2	
Construction Management Technology, A.A.S.	10	8	6	8	7	
Pre-Architecture Technology, A.A.S.	13	13	9	5	12	
Architectural Rendering Certificate	1					
Architectural Technology Certificate		1			3	
Pre-Architecture Certificate	7	6	32	11	2	
<b>Automotive Service Technology</b>						
Automotive Service Technology, A.A.S.	23	9	29	19	20	
Automotive Service Technology Certificate	13	4	9	26	19	
<b>Computer and Internetworking Technologies</b>						
Computer & Internetworking Technologies, A.A.S.	11	28	28	37	26	
Information Systems Security (INFOSEC) 4011, A.A.S.			1	8	5	
CCNA Security Certificate	31	14	73	60	46	
CompTIA A+ and Network+ PC Technician Certificate			106	59	45	
Computer & Internetworking Technologies Certificate	2		9	4	9	
Computer Forensics Certificate	3	7	4	1	1	
Information Systems Security (INFOSEC) 4011 Professionals Certificate			3	9	6	
Internetworking Technician Certificate	33	46	162	102	77	
Intrusion Prevention Systems Specialist Certificate		2	89	33	1	
Microcomputer Servicing Technician Certificate	9	9	5	5		
Network Professional Certificate			3			
System Support Specialist Certificate	12	13	52	38	37	
Voice Over IP Telephony Specialist Certificate		1			1	
<b>Computer Information Systems</b>						
Application Programmer, A.A.S.	2	7	2			

Program Name	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Spark-lines
Application & Tech Support Specialist, A.A.S.		1	2	4	8	
Game Design & Development, A.A.S.			1	1	3	
Game Programming & Development, A.A.S.				2	2	
Microcomputer Specialist, A.A.S.	4	2	4	1		
Software Development, A.A.S.			1	5	2	
Business Productivity Software Certificate			1	1	1	
C++ Language Certificate	7	6	23	22	27	
Database Proficiency Certificate	8	9	8	11	17	
Enterprise Database Proficiency Certificate	4	2	7		5	
Game Design and Development Certificate		1	6	2	8	
Game Programming and Development Certificate				2		
iPhone/iPad Developer Proficiency Certificate				5		
Java Language Certificate	5	6	7	2	6	
Linux Certificate	3		1			
Microcomputer Software Certificate	1		1			
Spreadsheet Proficiency Certificate	3	5	4			
UNIX Proficiency Certificate	2					
Visual Basic Certificate	2	2	3	6		
Web Programmer Certificate	3	2	1			
Web Technician Certificate	5	3	2	4	10	
<b>Cosmetology</b>						
Cosmetology, A.A.S.	9	11	8	9	20	
Cosmetology Certificate	25	33	83	74	113	
<b>Criminal Justice</b>						
Criminal Justice, A.A.S.	53	69	69	72	89	
Homeland Security, A.A.S.			1	1	3	
Criminal Justice Certificate	11	11	17	14	13	
Emergency Management Certificate				3	9	
Forensic Criminal Investigations Certificate			1	2	2	

Program Name	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Spark-lines
Homeland Security Certificate	3	7	2	8	2	
Private Security Certificate			2		4	
<b>Culinary Arts</b>						
Baking and Pastry Arts, A.A.S.	9	5	11	14	17	
Culinary Arts, A.A.S.	22	12	22	14	33	
Culinology and Food Science, A.A.S.		2	1		4	
Baking and Pastry Arts Certificate	1	1	2	11	16	
Culinary Arts Certificate	3	1	8	7	23	
<b>Dental Hygiene</b>						
Dental Hygiene, A.A.S.	26	29	27	26	28	
<b>Diagnostic Medical Imaging</b>						
Diagnostic Medical Imaging Radiography, A.A.S.	34	37	38	25	34	
Diagnostic Medical Imaging Sonography, A.A.S.			9	10	16	
Cardiac IV Radiography Specialist Certificate				3	1	
Computed Tomography (CT) Certificate			11	14	8	
Mammography Certificate	25	17	10	14	8	
Nuclear Medicine Certificate	15	14	14	8	12	
Radiation Therapy Certificate	10	2	8	9	10	
Sonography Certificate	8	9	14	3	1	
Vascular Sonography Certificate	4	4		2	1	
<b>Early Childhood Education and Care</b>						
Early Childhood Education and Care, A.A.S.	19	8	18	5	13	
Early Childhood Center Administration Certificate			1	6	2	
Early Childhood Education and Care Certificate	11	3	24	8	13	
Early Childhood Assistant Teacher Certificate	16	28	163	101	73	
Infant, Toddler, 2-Year-Old Child Care Certificate	7	5	17	5	9	
<b>Earth Science</b>						
Weather Hazards & Preparedness Certificate				4	5	

Program Name	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Spark-lines
<b>Education</b>						
Teaching Online Utilizing Technology Certificate				5	5	—
<b>Electro-Mechanical Technology</b>						
Electrician Apprenticeship, A.A.S.	1	3			1	/
Electro-Mechanical Technology, A.A.S.	6	3	6	9	11	✓
Electrician's Preparation Certificate	2	3	3	2	1	✓
Adv. Multiskilled Technician Cert.				1	4	/
Mechanical Maintenance Certificate	5	6	4	2	6	✓
Process Control Instrumentation Certificate		1	2		1	/
Programmable Controllers Certificate	1		3		3	•
Mechatronics Technology Cert					1	•
<b>Electronics Technology</b>						
Biomedical Engineering Technology A.A.S.					2	•
Electronics Engineering Technology, A.A.S.	1	2	2	1	3	✓
Integrated Engineering, A.A.S. Technology		2	1	1	1	✓
Digital Logic Device Programming					2	•
Electricity & Electronics Technology Certificate		6	25	9	10	✓
Electronics Technology Certificate	1	1	2		1	/
Renewable Energy Tech Certificate	2	2			2	—
<b>English</b>						
English: Technical Communication Certificate		4	2	2		✓
<b>Facilities Management</b>						
Facilities Management, A.A.S.	3	4	2	2	2	✓
Facility Management General Certificate	4	7	10	3	2	✓
Facility Management Technician Certificate	2	2	18	2	2	✓
<b>Fashion Merchandising and Design</b>						
Fashion Design, A.A.S.	4	6	5	8	6	✓
Fashion Merchandising, A.A.S.	8	4	5	7	6	✓
Fashion Design Certificate	3	3	7	5	7	✓
Fashion Entrepreneurship Certificate	2	1	7	3	4	✓

Program Name	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Spark-lines
Fashion Merchandising Certificate	2	4	11	8	9	✓
<b>Fire Science Technology</b>						
Emergency Medical Services, A.A.S.	5	7	7	2	1	✓
Fire Science, A.A.S.	66	63	56	51	63	✓
Emergency Medical Technician Certificate	282	210	257	312	272	✓
Firefighter Certificate		2	3	17	11	✓
Fire Prevention Certificate	1	2	2	1	2	✓
Paramedic Certificate	9	49	44	29	50	✓
<b>Geography</b>						
Geographic Information Systems Certificate	7	13	10	12	11	✓
<b>Graphic Arts Technology</b>						
Graphic Arts, A.A.S.		1	2			/
Digital Prepress Production, A.A.S.	5	12	4	2		✓
Digital Prepress Certificate	3	5		1		/
Print Production			1	2		/
<b>Graphic Design (formerly Advertising, Design and Illustration)</b>						
Graphic Design, A.A.S.	12	15	16	21	22	✓
Graphic Design Level 1 Certificate	8	13	40	39	37	✓
Graphic Design Level 2 Certificate	9	9	21	31	28	✓
Web Design Certificate	11	11	22	38	27	✓
<b>Health Information Technology</b>						
Health Information Technology, A.A.S.	14	22	16	18	20	✓
Medical Transcription Certificate	1					•
Physician Office Coding/Billing Certificate	107	70	84	65	36	✓
Acute Healthcare Coding Certificate	1		12	18	17	•
Ambulatory Coding Certificate			23	16	17	✓
Cancer Registry Management					1	•
<b>Health Sciences</b>						
Non-Invasive EKG Technician Certificate	31	32	25	30	25	✓
Phlebotomy/EKG Certificate	34	37	80	62	55	✓

Program Name	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Spark-lines
Pharmacy Technician Certificate	22	2	80	68	58	
<b>Heating, Air Conditioning and Refrigeration</b>						
Building Environmental - HVAC, A.A.S.	3	1	2		5	
HVAC Service Technician, A.A.S.	4	6	6	8	10	
HVAC Contractor, A.A.S.	3			3		
Energy Audit & Analysis Certificate		1				
Stationary Operator Certificate	7	5	14	3	7	
Service Technician Certificate	25	32	11	37	16	
<b>Horticulture</b>						
Horticulture, A.A.S.	13	9	10	6	8	
Floral Shop Management Certificate	2	1	1	4		
Greenhouse Management Certificate	1		4	1	1	
Horticulture Certificate	12	8	21	17	4	
Landscape Design and Construction Certificate	6	8	6	3	3	
Landscape and Turf Maintenance Certificate	4	2	3			
Nursery/Garden Center Management Certificate		1	2	1	2	
Sustainable Landscapes Certificate	1	3	11	7	5	
<b>Hospitality (formerly Hotel Lodging Management and Travel and Tourism)</b>						
Foodservice Administration, A.A.S.	4	2	1			
Hospitality Management, A.A.S.		9	13	16	19	
Restaurant Management, A.A.S.			2	1	2	
Meeting and Event Planning, A.A.S.	6	4	6	7	8	
Travel and Tourism Professional, A.A.S.	4	5	3	2	4	
Foodservice Administration Certificate	1	1				
Hospitality Management Operations Certificate	5	4	7	6	15	
Hospitality Sales & Marketing Certificate	1	3		3		
Restaurant Management				2		
Resort Management Certificate			2	1	6	
Hospitality Foundations Certificate	2	7	22	27	30	

Program Name	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Spark-lines
Wine Appreciation & Knowledge Certificate			1	17	1	
E-Travel and Tourism Certificate	1	6	7	5	1	
Fundamentals Travel/Tourism Certificate	7	8	14	2	6	
Meeting and Event Planning Certificate	7	8	5	5	5	
Tour Escort Certificate	3	4	6	3	1	
Travel and Tourism Professional Certificate	1	6	5	4	1	
Travel Geography Specialist Certificate		1	3	3	2	
<b>Human Services</b>						
Addictions Counseling, A.A.S.	7	8	10	6	5	
Applied Gerontology, A.A.S.	1	1			1	
Corrections Counseling, A.A.S.	1	2				
Developmental Disabilities, A.A.S.				1		
Domestic Violence Counseling, A.A.S.	1	1	2			
Human Services, A.A.S.	6	7	3	4	2	
Residential Child Care, A.A.S.	1			1		
Addictions Counseling Certificate	6	4	9	6	10	
Applied Gerontology Certificate	2					
Developmental Disabilities Certificate				1		
Domestic Violence Counseling Certificate	1		1		1	
Human Services Certificate	1		1	1		
Psychiatric Rehabilitation Certificate			3	1	4	
Veterans Counseling Certificate			2	6	4	
<b>Interior Design</b>						
Interior Design, A.A.S.	17	11	7	6	14	
Kitchen and Bath Design Certificate	5	3	3	1	1	
Interior Design Computer Applications Certificate	8	6	13	5	8	
Interior Design Lighting Certificate	8	3	5			

Program Name	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Spark-lines
<b>Library and Information Technology</b>						
Library and Information Technology, A.A.S.	4	5	3	5	4	
Library and Information Technology Certificate	22	33	14	28	22	
<b>Long-Term Care Administration</b>						
Long Term Care Administration	12	22	24	32	32	
<b>Management</b>						
Management, A.A.S.	19	19	20	36	50	
Business Environment and Concepts Certificate	1	4	7	9	11	
E-Commerce Certificate		1	1	1		
Entrepreneurship Certificate	2	28	32	19	10	
Management Certificate	11	13	54	65	97	
Organizational Leadership Certificate	17	9	72	79	99	
Supervision Certificate	23	24	112	109	101	
<b>Manufacturing Technology</b>						
Automated Manufacturing Systems, A.A.S.	2	2	2	3	3	
Manufacturing Engineering Technology, A.A.S.	3	2		2	5	
Manufacturing Technology, A.A.S.	1	1	1	4	7	
Manufacturing Technology Drafting Design, A.A.S.	3		2		3	
Automated Manufacturing Systems Certificate				2	2	
Computer-Aided Design Certificate		2	2		5	
Manufacturing Skills Standards Certificate	3	1	13	16	12	
Manufacturing Technology Certificate	1		6	10	12	
Manufacturing Technology Drafting/Design Certificate	1	1	1			
<b>Marketing</b>						
Marketing, A.A.S.	5	4	2	3	10	
Marketing Certificate	4	2	6	10	12	
Consumer Marketing Certificate	13	13	48	42	53	

Program Name	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Spark-lines
<b>Motion Picture/ Television</b>						
Animation, A.A.S.	2	6	3	8	6	
Film/Video Production, A.A.S.	4	6	7	6	11	
Television Production, A.A.S.	1	3	3			
Animation Certificate			4	8	1	
Motion Picture/Television Certificate	1	2	2	1	1	
<b>Nursing</b>						
Associate Degree Nursing, A.A.S.	110	114	120	115	79	
Medical Assistant, A.A.S.	8	11	13	10	17	
Medical Assistant Certificate	7	10	15	19	21	
Nursing Assistant Certificate	291	241	329	329	319	
Practical Nursing Program Certificate	38	31	37	37	205	
<b>Office Technology Information</b>						
Administrative Assistant & Meeting/Event Planning, A.A.S.		1		1		
Administrative Assistant, A.A.S.	9	11	7	9	4	
Executive Assistant, A.A.S.	3	8	5	4	2	
Administrative Assistant Certificate	11	10	20	16	8	
Administrative Support Essentials					3	
Administrative Assistant & Meeting/Event Planning Certificate		1	2		1	
Executive Assistant Certificate	7	4	7	5	2	
Medical Office Certificate	3	1	6	3	3	
Office Technology Information Essentials Certificate	9	11	28	23	6	
Office Technology Specialist					11	
Word Specialist Certificate	16	31	53	26	43	
<b>Paralegal Studies</b>						
Paralegal Studies, A.A.S.	14	11	18	17	9	
Paralegal Studies Certificate	33	32	46	49	52	

Program Name	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Spark-lines
<b>Photography</b>						
Photography Technology, A.A.S.	11	11	13	9	16	
Photography Technology Certificate	3	4	13	12	16	
<b>Physical Education</b>						
Fitness Instructor Certificate				3	1	
<b>Physical Therapist Assistant</b>						
Physical Therapist Assistant, A.A.S.	23	23	22	24	22	
<b>Real Estate</b>						
Real Estate, A.A.S.		1				
<b>Respiratory Care</b>						
Respiratory Care Advanced Practitioner, A.A.S.	41	41	39	37	37	
Polysomnography					12	
<b>Speech-Language Pathologist Assistant</b>						
Speech-Language Pathologist Assistant, A.A.S.	20	19	21	19	19	

Program Name	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Spark-lines
<b>Surgical Technology</b>						
Surgical Technology, A.A.S.	11	12	15	8	17	
Central Processing Distribution Technician Certificate			17	36	34	
Surgical Technology Certificate	22	21	10	21	25	
Perioperative Nursing					9	
<b>Therapeutic Massage</b>						
Therapeutic Massage, A.A.S.	3					
Therapeutic Massage Certificate	4					
<b>Welding</b>						
Welding Certificate	5	7	7	7	26	
Total Associate Degrees In Applied Science	737	772	801	790	894	
Total Certificates	1,544	1,495	3,013	2,729	2,821	
Total Associate Degrees In Applied Science and Certificates	2,281	2,267	3,814	3,519	3,715	



## FISCAL YEAR NON-CREDIT ENROLLMENTS

Non-credit courses are delivered all year long. Therefore the following charts are for the fiscal year (July 1 - June 30). The charts show: category of activity by headcount and by seats, and age group by headcount and seats.

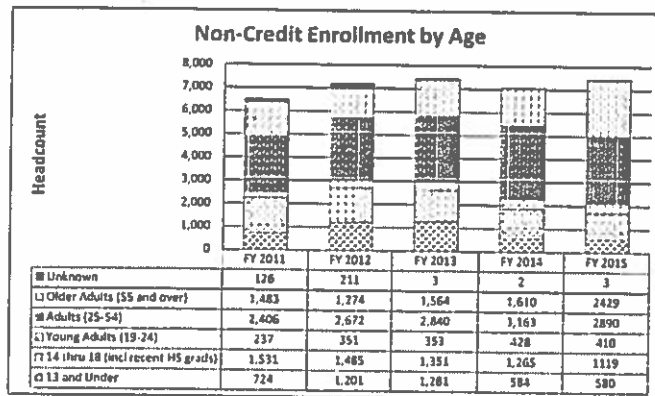


Chart 20

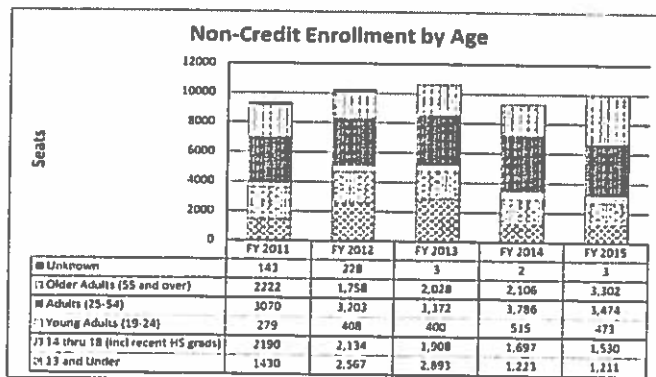


Chart 21

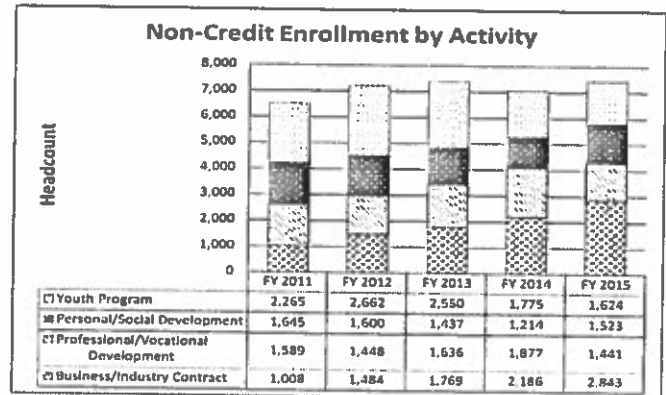


Chart 22

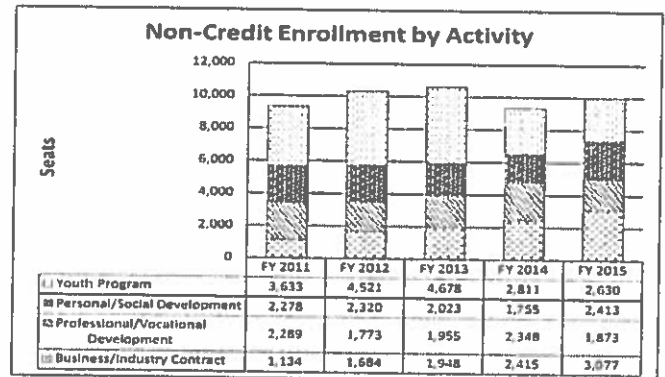


Chart 23



## FACULTY/STAFF DEMOGRAPHICS

The following tables are compiled from the ICCB C1 reports. Student employees are not included.

Employee groups are broken out:

- Highest Degree,
- Ethnicity,
- Full- and Part-time statuses,
- Gender.

Table 20. Employee Groups

Employee Group	2011	2012	2013	2014	2015	Spark line
Teaching Faculty	1,448	1,415	1,419	1,502	1,483	
Academic Support	22	22	20	20	19	
Administrative	47	42	48	46	44	
Professional/Technical	304	326	344	394	405	
Clerical	272	252	294	278	296	
Custodial/Maintenance	91	115	129	135	115	
Other	1		1			
Total	2,185	2,172	2,255	2,375	2,362	

Table 21. Previous Education by Employee Group

Previous Education	2011	2012	2013	2014	2015	Spark line
<b>Teaching Faculty</b>						
Associate	47	55	57	56	53	
Bachelors	233	223	213	233	220	
Doctoral	180	190	209	244	244	
Masters	834	829	845	875	875	
Other	99	68	51	51	50	
First Professional	55	50	44	43	41	
Total	1,448	1,415	1,419	1,502	1,483	
<b>Academic Support</b>						
Doctoral	3	3	4	4	4	
Master's	19	19	16	16	15	
Total	22	22	20	20	19	
<b>Administrative</b>						
Bachelors	3	3	3	5	4	
Doctoral	12	12	12	11	11	
Masters	30	25	30	27	26	
Other	2	2	3	3	3	
Total	47	42	48	46	44	

Previous Education	2011	2012	2013	2014	2015	Spark line
<b>Professional/Technical</b>						
Associate	55	60	60	66	70	
Bachelors	59	73	87	123	128	
Doctoral	3	5	2	2	2	
Masters	27	48	53	65	69	
Other	159	139	141	137	135	
First Professional	1	1	1	1	1	
Total	304	326	344	394	405	
<b>Clerical</b>						
Associate	67	63	67	55	54	
Bachelors	36	40	42	51	67	
Masters	4	9	16	12	16	
Other	165	140	169	160	159	
Total	272	252	294	278	296	
<b>Custodial/Maintenance</b>						
Associate	9	9	14	12	10	
Bachelors	2	8	7	6	4	
Masters	1	3	4	4	2	
Other	79	95	104	113	99	
Total	91	115	129	135	115	
<b>Other</b>						
Associate	1					
Other			1			
Total	1		1			
<b>All Employee Groups</b>						
Associate	179	187	198	189	187	
Bachelors	333	347	352	418	423	
Doctoral	198	210	227	261	261	
Master's	915	933	964	999	1,003	
Other	504	444	469	464	446	
First Professional	56	51	45	44	42	
Total	2,185	2,172	2,255	2,375	2,362	

**Table 22. Ethnicity by Employee Group**

Ethnicity	2011	2012	2013	2014	2015	Spark line
<b>Teaching Faculty</b>						
Asian	99	98	104	119	128	
American Indian or Alaska Native	6	6	5	4	4	
Black or African American	38	37	38	65	70	
Hispanic or Latino	37	39	41	41	48	
White	1,240	1,215	1,213	1,252	1,216	
Native Hawaiian or Pacific Islander	28	20	18	20	15	
Unknown				1	2	
<b>Total</b>	<b>1,448</b>	<b>1,415</b>	<b>1,419</b>	<b>1,502</b>	<b>1,483</b>	
<b>Academic Support</b>						
Asian	1	1	1	1	1	
Black or African American	5	5	5	5	5	
White	16	16	14	14	13	
<b>Total</b>	<b>22</b>	<b>22</b>	<b>20</b>	<b>20</b>	<b>19</b>	
<b>Administrative</b>						
Asian		1	2	2	2	
Black or African American			1	2	2	
Hispanic or Latino	2			1	1	
White	42	39	44	40	38	
Native Hawaiian or Pacific Islander	3	2	1	1	1	
<b>Total</b>	<b>47</b>	<b>42</b>	<b>48</b>	<b>46</b>	<b>44</b>	
<b>Professional/Technical</b>						
Asian	12	13	15	19	20	
American Indian or Alaska Native	3	3	2	2	2	
Black or African American	14	12	14	15	19	
Hispanic or Latino	14	13	15	19	24	
White	261	285	297	339	338	
Native Hawaiian or Pacific Islander			1		2	
<b>Total</b>	<b>304</b>	<b>326</b>	<b>344</b>	<b>394</b>	<b>405</b>	

Ethnicity	2011	2012	2013	2014	2015	Spark line
<b>Clerical</b>						
Asian	16	16	22	18	16	
American Indian or Alaska Native	3	1	2	1	1	
Black or African American	7	12	13	14	14	
Hispanic or Latino	22	12	16	20	26	
White	224	210	240	222	235	
Native Hawaiian or Pacific Islander		1	1	1	1	
Unknown				2	3	
<b>Total</b>	<b>272</b>	<b>252</b>	<b>294</b>	<b>278</b>	<b>296</b>	
<b>Custodial/Maintenance</b>						
Asian	1	3	6	6	5	
Black or African American	5	4	6	5	5	
Hispanic or Latino	32	34	34	37	31	
White	52	73	81	84	71	
Native Hawaiian or Pacific Islander	1	1	2	1	1	
Unknown				2	2	
<b>Total</b>	<b>91</b>	<b>115</b>	<b>129</b>	<b>135</b>	<b>115</b>	
<b>Other</b>						
White	1		1			
<b>Total</b>	<b>1</b>		<b>1</b>			
<b>All Employee Groups</b>						
Asian	129	132	150	165	172	
American Indian or Alaska Native	12	10	9	7	7	
Black or African American	69	70	77	106	115	
Hispanic or Latino	107	98	106	118	130	
White	1,836	1,838	1,890	1,951	1,911	
Native Hawaiian or Pacific Islander	32	24	23	23	18	
Unknown				5	9	
<b>Total</b>	<b>2,185</b>	<b>2,172</b>	<b>2,255</b>	<b>2,510</b>	<b>2,362</b>	

**Table 23. Employee Group by Full-and Part-time**

Employee Group	2011	2012	2013	2014	2015	Spark line
<b>Full-time</b>						
Teaching Faculty	270	272	273	281	284	
Academic Support	22	22	20	20	19	
Administrative	47	42	48	46	44	
Professional/ Technical	248	266	263	301	311	
Clerical	138	133	140	138	145	
Custodial/ Maintenance	90	111	100	110	104	
Other			1			
<b>Total</b>	<b>815</b>	<b>846</b>	<b>845</b>	<b>896</b>	<b>907</b>	
<b>Part-time</b>						
Teaching Faculty	1,178	1,143	1,146	1,221	1,199	
Professional/ Technical	56	60	81	93	94	
Clerical	134	119	154	140	151	
Custodial/ Maintenance	1	4	29	25	11	
Other	1					
<b>Total</b>	<b>1,370</b>	<b>1,326</b>	<b>1,410</b>	<b>1,479</b>	<b>1,455</b>	

**Table 24. Gender by Employee Group**

Employee Groups	2011	2012	2013	2014	2015	Spark line
<b>Male</b>						
Teaching Faculty	656	631	636	662	657	
Academic Support	8	8	8	8	7	
Administrative	21	20	23	26	25	
Professional/ Technical	130	142	143	174	180	
Clerical	34	26	36	34	39	
Custodial/ Maintenance	65	76	96	92	77	
Other	1					
<b>Total</b>	<b>915</b>	<b>903</b>	<b>942</b>	<b>996</b>	<b>985</b>	
<b>Female</b>						
Teaching Faculty	792	784	783	840	826	
Academic Support	14	14	12	12	12	
Administrative	26	22	25	20	19	
Professional/ Technical	174	184	201	220	225	
Clerical	238	226	258	244	257	
Custodial/ Maintenance	26	39	33	43	38	
Other			1			
<b>Total</b>	<b>1,270</b>	<b>1,269</b>	<b>1,313</b>	<b>1,379</b>	<b>1,377</b>	

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**Office of Planning and Institutional Effectiveness**

College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

[www.cod.edu](http://www.cod.edu)  
(630) 942-2800

*Accommodation provisions*



**COLLEGE OF DUPAGE**

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**ALL EMPLOYEE  
INFORMATION**

*Revised 7/9/2015*

### **Communicable Diseases**

The Board of Trustees places a high priority on the need to protect students and employees from the spread of communicable disease on campus. The Board does not intend to exclude employees with a communicable disease if there is no significant risk of transmission. Employees should notify the Risk Manager at extension 2993 of any instance of chronic communicable disease (Board Policy #15-15).

### **Copyright Act Information**

Copyright protection exists in "original works of authorship" that are "fixed in a tangible medium of expression." Among the types of works subject to copyright protection are literary, dramatic, musical, choreographic and pictorial, graphic, pantomimes, sound recordings, sculptures, motion pictures, and audio-visual. These categories include reference works (including dictionaries), video cassettes, and computer programs and databases.

Civil and criminal penalties may be imposed for copyright infringement. Information regarding copyright is available from the College of DuPage Library website and the National Association of College Stores website.

Ref: *Questions and Answers on Copyright for the Campus Community*  
Association of American Publishers Inc.  
National Association of College Stores Inc. and  
Software Publishers Association Inc.

### **Drug and Alcohol Free College**

The College prohibits the unlawful possession, use, distribution, dispensing, and manufacture of illicit drugs and alcohol by students and employees on its property or as part of any College activity (Information For A Drug Free College).

Any employee or student who violates this policy may be subject to disciplinary action, up to and including termination or expulsion, respectively, from the institution (Board Policy #15-30).

### **Employee Code of Ethics**

All employees of the College should exercise sound judgment and perform their duties in the best interests of the College to present a proper and ethical image to the community and to avoid even the appearance of impropriety (Board Policy #15-25).

All employees should refrain from selling or promoting anything of value, including products or services, for personal gain for themselves or others.

### **Employment (Equal Employment Opportunity and Affirmative Action)**

It is the intent of College of DuPage to seek and employ the best-suited employees, to provide equal opportunities for the advancement of employees, including upgrading, promotion, and training, and to administer these activities in a manner which does not illegally discriminate against any person. College of DuPage will provide equal employment opportunities to all persons regardless of their race, color, religion or creed, sex, national origin, ancestry, age, marital status, sexual orientation, arrest record, military status or unfavorable discharge from military service, citizenship status, use of lawful products while not at work, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, or other factors which cannot lawfully be the basis for an employment decision (Board Policy #15-5).

### **\*Equal Employment Opportunity- Americans with Disabilities**

If an individual feels s/he has not been afforded equal opportunity within the provisions of the law, Executive Orders, Board Policies, or reasonable accommodation for a disability, such matters should be referred in writing to the Affirmative Action Officer (Vice President of Human Resources).

If the matter involves prospective employment, the decision of the Affirmative Action Officer (Vice President of Human Resources) will be final.

If the matter involves persons currently employed and a satisfactory resolution cannot be reached through the Affirmative Action Officer (Vice President of Human Resources), the employee may appeal through the appropriate procedure (Board Policy #15-5).

### **Family Rights and Privacy Act (FERPA)**

Students are afforded certain rights to privacy under the Family Education Rights and Privacy Act (FERPA). Information that would directly identify the student or make the student's identity easily traceable is considered personally identifiable and cannot be disclosed without the student's written consent:

- Name of student in combination with another item listed below
- Student's address
- Student's phone number
- Student's Social Security number, PIN, or other identifying number
- Student's schedule
- List of personal characteristics (such as gender, race, ethnicity or religion)
- Grading or attendance information
- Tuition Payment Record and/or Financial Aid Status
- Other information that could make the student's identity easily traceable.

All employees with access to student information should be familiar with student information privacy requirements. For example, faculty should not publicly post grades, nor disclose them to students by phone or through the students' e-mail addresses, without written consent of the student. Students can access their final grades through their myACCESS account.

Questions regarding students' progress and grades from parents or other third parties should be referred to the Records Office or the Family Education Rights and Privacy Act.

### **Nepotism**

The purpose of the Employment of Related Parties policy is to avoid both the reality and the appearance of nepotism in employment decisions at College of DuPage. Employees are not to participate in or have authority over College actions affecting related parties. Related parties include members of the same family, including spouse, civil union partners, child, mother, father, brother, sister, stepchild, stepparent, or grandparent (including the spouse of the foregoing) of employees. The policy includes employment of full-time, part-time, temporary employees, and independent contractors (Board Policy #15-35).



*Reasonable Accommodations*



**COLLEGE OF DUPAGE**

*Policy Manual of the Board of Trustees*

*referred*

**Human Resources - General**

**Policy No. 15-5**

**Equal Employment Opportunity and Affirmative Action**

Consistent with federal and state law, the Board of Trustees will facilitate through the Affirmative Action Officer equal employment opportunities to all persons regardless of their race, color, religion or creed, sex, national origin, ancestry, age, marital status, sexual orientation, gender identity and expression, arrest record, military status or unfavorable discharge from military service, citizenship status, use of lawful products while not at work, physical or mental handicap or disability (if otherwise able to perform the essential functions of the job with reasonable accommodation), or other factors which cannot lawfully be the basis for an employment decision.

The term "employment opportunities" includes hiring, promotion, termination, wages, benefits, and all other privileges, terms, and conditions of employment.

In accordance with federal law, the College will maintain a written Affirmative Action Program to implement and maintain the policy of equal opportunity through positive efforts.

Adopted: 3/19/09

Reviewed: 3/10/14

Amended: 8/20/09, 4/17/14





**Equal Employment Opportunity and Affirmative Action**

**1. Definitions**

For purposes of this policy, the government has set forth the following definitions:

- A. *Ethnicity* – Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.
- B. *Race*:
  - 1) White (Non-Hispanic) – All persons having origins in any of the original peoples of Europe, North America, and the Middle East (except those of Hispanic origin).
  - 2) Black (Non-Hispanic) – All persons having origins in any of the black racial groups of Africa.
  - 3) Asian or Pacific Islanders – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.
  - 4) American Indian or Alaskan Native – All persons having origins in any of the original peoples of North America.
- C. *Color* – A person's skin pigmentation.
- D. *Religion* – Includes all aspects of religious observance and practice as well as belief or non-belief.
- E. *Creed* – A system of religious beliefs, including moral or ethical beliefs, about right and wrong, which are sincerely held with the strength of traditional religious views.
- F. *National Origin/Ancestry* – The place in which a person or an ancestor was born.
- G. *Sex* – The status of being male or female.
- H. *Age* – Those individuals who are at least forty (40) years old.
- I. *Marital Status* – The legal status of being married, single, separated, divorced or widowed.
- J. *Sexual Orientation* – Actual or perceived status of heterosexuality, homosexuality or bisexuality.
- K. *Gender Identity or Gender Expression* – Gender related identity, whether or not traditionally associated with the person's designated sex at birth.
- L. *Arrest Record* – Includes, but is not limited to, information indicating that an individual has been questioned, apprehended, taken into custody, held for investigation, arrested, charged with, indicted or tried for any felony, misdemeanor or other offense pursuant to any law enforcement or military authority.
- M. *Unfavorable Military Discharge* – Discharge from the Armed Forces of the United States, their Reserve components, or any National Guard or Naval Militia which are classified as RE-3, or the equivalent thereof, but does not include those characterized as RE-4 or "Dishonorable".

- N. *Citizenship Status* – All United States citizens or non-U.S. citizens legally eligible to work in the United States.
  - O. *Use of Lawful Products while not at Work* – The Illinois Workplace Privacy Act of 1986 prohibits an employer from discriminating against an applicant because of their use of lawful products off the employer's premises during non-working hours (for example, cigarettes).
  - P. *Disability* – An individual with a disability is one who: (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of having such an impairment; or (3) is regarded as having such an impairment.
2. Dissemination of Equal Employment Opportunity (EEO) and Affirmative Action Policy Statement and Program

The effectiveness of a Policy is directly related to the degree to which it is known and understood by all. In order to ensure the effectiveness of the College of DuPage Equal Employment Opportunity (EEO) and Affirmative Action Board Policy and Administrative Procedure, the following steps have been taken, and will be continued, to bring about the desired increase in understanding and, hence, results.

A. Internally:

- 1) The measurable results of the Affirmative Action efforts will be compiled annually, and the Affirmative Action Plan will be updated at that time. All members of the Affirmative Action Committee will receive a copy of the plan, and the plan will be easily available to others who may review it upon request.
- 2) The Equal Employment Opportunity/Affirmative Action Employer Policy Statement will be included in all College employee guidebooks.
- 3) Each new employee will be provided with a statement of the College's Equal Employment Opportunity (EEO) and Affirmative Action Board Policy.
- 4) This Statement of Policy will be communicated to all employees through College publications, access on the College website and by posting on prominent bulletin boards throughout the College campus.
- 5) The Affirmative Action Committee: The charge of this committee is to advise the Affirmative Action Officer in the performance of the responsibilities of Board Policy and Administrative Procedure 15-05. The Committee will review the Affirmative Action Plan and make recommendations to the Senior Management Team as appropriate. A chairperson will be elected by the Affirmative Action Committee and periodic meetings will be held.

B. Externally:

- 1) The College will notify its recruiting sources, either verbally or in writing, of the College's Equal Employment Opportunity (EEO) and Affirmative Action Board Policy.
- 2) The College will incorporate the EEO clause in all purchase orders, leases, bids and contracts covered by Executive Orders 11246 and 11375, the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Act of 1974, and their implementing regulations. The College will also request that appropriate action be taken on their part in compliance with these acts.
- 3) The College will communicate its EEO Board Policy when working with any organizations, community agencies, community leaders, and educational institutions which specialize in the placement of minorities, women, Vietnam era or disabled

veterans, and other individuals with disabilities. Present employees will also be encouraged to refer such applicants.

- 4) The College will communicate to prospective employees the existence of the Equal Employment Opportunity (EEO) and Affirmative Action Board Policy through the Equal Employment Opportunity/Affirmative Action Employer Policy Statement on all recruitment advertising and applications for employment.
- 5) The College will frequently use pictures of minorities, women and individuals with disabilities in its publications, recruitment and consumer advertising.
- 6) All government-prescribed notices pertaining to the employment of minorities, women, Vietnam era or disabled veterans, and other individuals with disabilities will be posted in places visible to employees and applicants for employment.
- 7) The College will post open position announcements on the College's online applicant tracking system.

### 3. Assignment of Responsibility

A. The Affirmative Action Officer – The responsibilities for the establishment and effective maintenance of the Affirmative Action Program rest with the Affirmative Action Officer, who is the Vice President of Human Resources. The Officer is charged with the responsibility of assuring the compliance with Equal Employment Opportunity and Affirmative Action laws, Executive Orders and their implementing regulations, and the Equal Employment Opportunity (EEO) and Affirmative Action Board Policy of College of DuPage and reporting said compliance to the College President. In particular, the Affirmative Action Officer, or designee is responsible for:

- 1) Developing Policy statements, Affirmative Action programs, and internal and external communications.
- 2) Assisting management in the identification of opportunities for improvement.
- 3) Assisting management with audit and reporting systems that will:
  - a) Measure effectiveness of the College's program.
  - b) Indicate need for appropriate action.
  - c) Determine the degree to which the College's commitment to Equal Employment Opportunity and Affirmative Action has been attained.
- 4) Serving as primary liaison between the College and enforcement agencies.
- 5) Coordinating liaison between community action groups concerned with employment opportunities of minorities, women, veterans and individuals with disabilities.
- 6) Advising management with respect to current developments in the Equal Employment Opportunity and Affirmative Action area.
- 7) Reviewing the qualifications of employees who apply for internal opportunities to ensure that all are provided opportunity for transfer and promotion.
- 8) Providing for career counseling services for all employees upon request.
- 9) Providing minorities, women, veterans and individuals with disabilities opportunities to participate in all College-sponsored educational training and recreational and social activities.
- 10) Ensuring that posters and Board Policies are properly displayed and that non-segregated facilities are maintained.

B. Administrators, Managers and Supervisors are responsible for:

- 1) Ensuring the continued success of the Affirmative Action plans. Specifically, they are aware of such responsibility and fully cognizant of their obligation in hiring activities including, but not limited to, compliance with Board Policy 10-5, Equal Employment Opportunity and Affirmative Action, Board Policy 15-10, Prohibition of Discrimination and Harassment and Board Policy 15-11, Prohibition of Sexual Harassment.
- 2) Assisting in the identification of problem areas, the resolution of such problems and the prevention of harassment of employees who are placed by Affirmative Action efforts.

C. Audit Procedure

The President will direct the Director, Internal Audit to perform an audit every two (2) years to assess the progress toward meeting the goals of the Affirmative Action Plan.

✱ 4. Program Implementation

In order to implement the Equal Employment Opportunity (EEO) and Affirmative Action Board Policy, the following will be accomplished:

A. College of DuPage will establish and annually update an Affirmative Action Program to perform job group analyses in order to determine the utilization levels of minorities and females.

On the basis of the utilization analysis, corrective objectives will be established and monitored on an annual basis.

B. With respect to Affirmative Action on behalf of individuals with disabilities and disabled veterans, College of DuPage will ensure the following:

- 1) That job qualifications, descriptions and applications will not violate the ADA.
- 2) That confidentiality of any post-offer and/or post-employment medical examinations will be maintained, and that all reports and records received from such examination will be placed in a confidential medical file. Because an employee's supervisor, manager and/or safety personnel may need to know about an employee's medical condition and the work restrictions thereof, such individuals may be advised of an employee's medical condition consistent with the ADA.
- 3) That the availability of position openings for hiring, promotion and transfer are posted and advertised in a way that is not discriminatory against individuals with disabilities in accordance with the ADA.
- 4) That reasonable accommodations are made which are necessary to enable a qualified applicant or employee to perform the essential functions of the position. The College is not obligated to provide an accommodation which would impose an undue hardship upon the College in accordance with the ADA. The College will document in an employee's medical file any accommodation undertaken due to an employee's disability.
- 5) That the College considers recruiting sources of veterans and individuals with disabilities within the labor area, and enlist, if needed, the assistance of those sources in recruiting, counseling following job placement, technical guidance and advice concerning accommodations.
- 6) That the compensation of an individual with a disability or a veteran will not be reduced because of any disability income, pension or other benefit from another source.

- 7) That the College will post notice of the employment provisions of the ADA, along with the name and telephone number of the Employment ADA Coordinator, in a place accessible to individuals with disabilities.

✂ 5. Corrective Action ✂

Where any individual believes that the College of DuPage Equal Employment Opportunity (EEO) and Affirmative Action Board Policy has been violated, including any request for reasonable accommodation of a disability, that individual should refer such matter to the College's Affirmative Action Officer/Employment ADA Coordinator.

Upon receipt of such complaint, the complaint will be reduced to writing and an immediate investigation will be made into the allegations. If the complainant is an applicant for employment, the Affirmative Action Officer/Employment ADA Coordinator's decision regarding the complaint will be final. If the complainant is a current employee and is unsatisfied with the decision of the Affirmative Action Officer/Employment ADA Coordinator, the complainant may appeal the decision through the College's appropriate internal procedure.

6. Reports and Records

- A. The College online application will be utilized. Applications will be maintained for a period of at least two (2) years.
- B. Personnel activity reports will contain provisions to monitor the participation of minorities, women, and veterans.
- C. The Affirmative Action Officer will submit an Affirmative Action Plan to the President on an annual basis, which will include an affirmative action progress report.
- D. The College will maintain records pertaining to complaints of discrimination and actions taken thereof for a period of at least two (2) years.

7. Hiring Practices: Managerial and Classified Staff, FOP and Operating Engineers

A. Recruitment and Selection Processes:

- 1) Replacement and reallocation of staff positions is within the authority of the President or designee.
- 2) Hiring needs for the coming year, identified by the Senior Management Team, will be forwarded to the President for discussion if there is a proposed increase in the level of staffing.
- 3) Notices of open positions are posted on the College website.
- 4) The College will ensure that the applicant pool and selection procedures comply with the College's commitment to Equal Employment Opportunity (EEO) and Affirmative Action.
- 5) Internal Applications – College of DuPage employees will be given first consideration for new opportunities. Positions may be posted internally and externally concurrently, but only internal candidates will be considered for the first seven (7) working days.
- 6) External Advertisements - External applications received during the initial seven (7) day job posting will be held for consideration until the internal consideration process is complete. If no internal applicant is selected at that time, the hiring manager will place the internal applications with those of external applications for consideration.
- 7) Advertisements – The Human Resources Office will advertise vacancies internally and externally, including advertising vehicles such as: websites, specialty websites, periodicals, trade journals, social networking sites or other appropriate candidate

sourcing opportunities. Sourcing vehicles targeting diverse candidates will be utilized. The Human Resources Office will determine the placement and type of advertisements with input from Administrators and Managers as appropriate. Lead time must be allowed to place advertisements. Equal Employment Opportunity (EEO) will be made a part of all advertisements by listing "Equal Opportunity/Affirmative Action Employer".

- 8) Applicant Screening – The Human Resources Office screens all applications and forwards those meeting minimum requirements to the hiring manager. A good-faith effort will be made to include minority candidates in the applicant pool. The hiring manager reviews the applications, selects candidates for interview and checks references.
- 9) *A deadline may be set when each position will be closed for applications. If so established, a time limit will be arranged with the Human Resources Office.*
- 10) Search Committees – Some positions are screened by committees as determined by the department head. Selection of the search committee members is the responsibility of the department head. If a search committee is used, the department head makes the final selection from the search committee's recommended candidates.
- 11) Once a candidate has been selected, the hiring manager will submit a letter to the Human Resources Office summarizing the reasons for the recommended candidate, along with the request for salary determination.
- 12) Unsuccessful Applicants – All unsuccessful applicants are notified verbally or with letters of regret from the hiring manager, or from the Human Resources Office.
- 13) Advertising Costs – All advertising costs will be charged to the Human Resources Office budget. Every attempt will be made to be economical; i.e., placing several positions in one advertisement, etc. If a sufficient pool of qualified potential applicants is available from existing applications, it may not be necessary to advertise.
- 14) Candidate Expenses – The type and amount of expenses, transportation, etc., that will be reimbursed to candidates must be discussed with and approved by the Human Resources Office prior to advising the candidates. Approved expenses will be charged to the Human Resources Office budget.

Guidelines for travel expenses for prospective candidates will be consistent with Board Policy and Administrative Procedure 15-55. Reimbursement of Travel Expenses for Prospective Candidates. Exceptions to this may be recommended by the appropriate supervisor, with final approval by the Vice President of Human Resources.

- 15) Relocation Expenses - Reimbursement of relocation moving expenses for Managerial and Classified employees in the top three (3) published pay ranges will be consistent with Board Policy and Administrative Procedure 15-60, Reimbursement of Moving Expenses for New Employees. Exceptions to this may be recommended by the appropriate supervisor, with final approval by the Vice President of Human Resources.

#### 8. Hiring Practices: Full-Time Faculty and Administrators

##### A. Recruitment

- 1) Administrators recommend desired staff additions for the year to their appropriate Vice President and to the President for approval.
- 2) Replacement positions are identified by the Senior Management Team for staffing. Employees on a one (1) year appointment as a replacement must re-apply if the position is subsequently opened as a regular position, and if they wish to be considered.

- 3) Hiring needs for the coming year, identified by the Senior Management Team, will be forwarded to the President for discussion if there is a proposed increase in the level of staffing.
- 4) Replacement and reallocation of Faculty and Administrator positions is within the authority of the President or designee.
- 5) The Human Resources Office will advertise vacancies internally and externally concurrently, and College of DuPage employees will be given first consideration for the first seven (7) days. The appropriate Administrator will send the Human Resources Office the qualifications necessary for staff additions, including suggested advertising mechanisms. A deadline may be set when each position will be closed for applications. If so established, a time limit will be arranged with the Human Resources Office.
- 6) Advertising vehicles such as: websites, specialty websites, periodicals, trade journals, social networking sites or other appropriate candidate sourcing opportunities will be utilized, including sourcing mechanisms targeting diverse candidates. The Human Resources Office will determine the placement and type of advertisements with input from Administrators, as appropriate. Lead time must be allowed to place advertisements. Equal Employment Opportunity (EEO) will be made a part of all advertisements by listing "Equal Opportunity/Affirmative Action Employer".
- 7) The College will ensure that the applicant pool and selection procedures comply with the College's commitment to Equal Employment Opportunity (EEO) and Affirmative Action.
  - a) Candidates who previously applied for open positions may apply again as new positions become available.
  - b) The online application provides applicants the opportunity to voluntarily self-identify Affirmative Action information.
- 8) Applications are sought on a national basis, when deemed necessary.

B. Selection

- 1) For administrator positions, screening of eligible candidates will be carried out by Search Committees appointed by the Senior Management Team member or designee. Search Committees for Full-time Faculty will be appointed by the Vice President of Academic Affairs or designee, and may include: Dean, Associate Dean/Director, the Coordinator, Faculty, and/or other professional personnel with the expertise in areas related to the respective discipline/department. The Associate Dean/Director, in most instances, will chair Search Committees for Full-time Faculty.
  - a) If the loss or dismissal of a current employee necessitates the hiring of a full-time replacement faculty or administrator, an interim appointment may be made to fill the post while a formal candidate search and review is planned and performed. Such an interim appointment will generally last one (1) academic term and will not extend more than one (1) academic year, unless approved by the Vice President of Human Resources.
- 2) A good-faith effort will be made to include qualified diverse individuals in the applicant pool.
- 3) Finalists recommended for employment as Administrators will be interviewed by the appropriate Senior Management Team member, and references of any recommended finalist will be verified.

- 4) Finalists recommended for employment as a Full-time Faculty member will be forwarded to the Vice President of Academic Affairs.
- 5) The Vice President of Academic Affairs or designee will interview the finalists for Full-time Faculty members..
- 6) Applications of recommended candidates must reach the Human Resources Office in accordance with established guidelines for the next Board of Trustees Meeting.
- 7) Candidates for administrative positions below the Vice Presidential level, and candidates for Full-time Faculty positions, will be screened by the proper administrative personnel.
- 8) Once a candidate has been selected, the hiring administrator will submit a letter to the Human Resources Office summarizing the reasons for the recommended candidate, along with the request for salary determination.
- 9) The names of the final candidates will be presented by the President to the Board of Trustees for appointment.
- 10) The Human Resources Office will provide support to the Dean/Director or department head to inform unsuccessful candidates.

C. Appointment

- 1) In the case of selected candidates, the Human Resources Office will:
  - a) Obtain official transcripts and other necessary documents from the candidate.
  - b) Prepare evaluations for salary placement.
  - c) Verify that reference checks have been made by the appropriate administrator or designee.
- 2) Upon acceptance by the candidate, the Human Resources Office will prepare:
  - a) A "Recommendation for Appointment" sheet for each selected candidate.
  - b) A composite information sheet will be submitted to the Office of the President, and thereafter to the Board of Trustees, for all Faculty and Administrators who will be considered for appointment at a given Board of Trustees Meeting. This information sheet will contain information regarding salary placement and a summary of education and experience.
- 3) Upon appointment by the Board of Trustees, the Human Resources Office will:
  - a) Prepare a "Letter of Appointment" to be signed by the President.
  - b) Inform the candidates and the appropriate Administrators of the action of the Board of Trustees.
- 4) In the case of candidates not selected, the Human Resources Office or the Chair of the Search Committee will:
  - a) Inform the candidates of the status of their applications.
  - b) Maintain a record of all candidates in the online applicant tracking system for at least two (2) years.

- D. Advertising Costs – All advertising costs will be charged to the Human Resources Office budget. Every attempt will be made to be economical; i.e., placing several positions in one advertisement, etc. If a sufficient pool of qualified potential applicants is available from existing applications, it may not be necessary to advertise.



- E. Candidate Expenses – The type and amount of expenses, transportation, etc., that will be reimbursed to candidates must be discussed with and approved by the Human Resources Office prior to advising the final candidates. Approved expenses will be charged to the Human Resources Office budget.

Guidelines for travel expenses for prospective candidates will be consistent with Board Policy and Administrative Procedure 15-55, Reimbursement of Travel Expenses for Prospective Candidates. Exceptions to this may be recommended by the appropriate supervisor, with final approval resting with the Vice President of Human Resources.

- F. Relocation Expenses – Reimbursement of relocation moving expenses for Full-time, Tenure Track Faculty members and full-time Administrators will be consistent with Board Policy and Administrative Procedure 15-60, Reimbursement of Moving Expenses for New Employees. Exceptions to this may be recommended by the appropriate supervisor, with final approval resting with the Vice President of Human Resources.

Adopted: 10/01/09

Reviewed: 5/14/14

Amended: 6/16/14

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**COLLEGE OF DUPAGE**

*Administrative Procedure Manual*

**Human Resources - General**

**Procedure No. 15-27**

### **Confidential Reporting of Wrongdoing**

#### **1. General**

College of DuPage encourages all employees, students and community members acting in good faith to report serious violations of the law, College Board Policies and Administrative Procedures, or the improper use of College property or authority.

The intent of this Board Policy and Administrative Procedure is to encourage the disclosure of Wrongful Conduct to the appropriate officials so that prompt and appropriate corrective action may be taken.

2. **Wrongdoing** – Wrongdoing as used in this Board Policy and Administrative Procedure includes:
- A. A serious violation of College Board Policy and Administrative Procedure
  - B. A violation of applicable state and federal law
  - C. The use of College property, resources or authority for personal gain or other non-institutional-related purposes
  - D. Fraud, financial irregularity or falsification of College records
  - E. Corruption, bribery, kickbacks or blackmail
  - F. Abuse of students, staff, patrons, College guests or visitors

The definition of Wrongdoing is not intended to be an exclusive listing of the illegal or improper activities encompassed by this Board Policy and Administrative Procedure.

#### **3. Acting in Good Faith**

Anyone filing a complaint of Wrongdoing must be acting in good faith and have reasonable grounds for believing the information disclosed indicates Wrongdoing. Any allegations made by an employee that prove to be unsubstantiated and which are knowingly false or malicious in nature will be viewed as a serious disciplinary offense.

#### **4. Reporting of Wrongdoing**

College of DuPage encourages its employees to share their questions, concerns, suggestions or complaints with someone who has the authority to address them properly. A concern should be addressed to a supervisor or to one of the administrators listed below who are designated to handle specific concerns. The administrators designated below are according to the normal reporting procedures and may also be used for reporting Wrongful Conduct as described herein. Any type of Wrongdoing may also be reported directly to the College of DuPage Internal Auditor.

Reports are encouraged to be made in writing to assure a clear understanding of the issues raised; however, they may be made orally. Such reports should be factual rather than speculative or conclusory, and should contain as much specific information as possible to allow for proper assessment of the nature, extent and urgency of preliminary investigative procedures. A person reporting Wrongdoing is encouraged to provide the background and history of the concern, including the reason(s) for the concern, the date(s) of the alleged incident(s) and the name(s) of any and all person(s) involved in the incident(s).

Reports may be made anonymously. Anonymous reports must provide sufficient corroborating evidence to justify the commencement of an investigation. Because of the inability of investigators to interview anonymous reporters, it may be more difficult to evaluate the allegations and, therefore, less likely to cause an investigation to be initiated.

Oral or written reports may be directed to any of the following:

- A. Academic/Faculty Related  
*Vice President of Academic Affairs\**
- B. Student Related/Student Code of Conduct/Academic Honesty/Medical or Health Matters  
*Vice President of Student Affairs\**
- C. Criminal Matters  
*Chief of Police, College of DuPage Police Department\**
- D. Employment Matters/Illegal Discrimination or Harassment  
*Vice President of Human Resources\**
- E. Financial Matters/All Other Matters/Any Matters  
*College of DuPage Internal Auditor*

\*Note: If the administrators identified above are not preferred, any matter may be reported directly to the *College of DuPage Internal Auditor*.

5. Reporting Responsibility

It is the responsibility of all employees to report Wrongdoing in accordance with this Board Policy and Administrative Procedure.

6. Retaliation

This Board Policy and Administrative Procedure is intended to encourage and enable employees and others to raise serious concerns regarding Wrongdoing within College of DuPage prior to seeking external resolution. The College will not tolerate:

- A. Any retaliatory actions against any employee or constituent for making a good faith report of Wrongdoing.
- B. Direct or indirect use of influence of an employee's position for the purpose of interfering with the rights of another employee or constituent to make a good faith report of Wrongdoing. The promise of protection against retaliation does not include immunity for any personal Wrongdoing.

7. Confidentiality

Reports of Wrongful Conduct or suspected Wrongdoing will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Adopted: 10/01/09	Reviewed:	Amended:
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**COLLEGE OF DUPAGE**

*Administrative Procedure Manual*

**Human Resources - General**

**Procedure No. 15-11**

**Prohibition of Sexual Discrimination, Harassment and Misconduct**

**I. Purpose**

College of DuPage (College) is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and misconduct on the basis of sex, which includes sexual orientation or gender-related identity. The purpose of this procedure is to implement the College's Sexual Discrimination, Harassment and Misconduct Policies (Board Policy 15-11 and Board Policy 15-10), ensure a safe and healthy educational and employment environment, and meet legal requirements in accordance with: Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in the College's programs or activities; relevant sections of the Violence Against Women Reauthorization Act; Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of sex in employment; relevant sections of the Illinois Human Rights Act, which prohibits discrimination on the basis of sex or sexual orientation, including gender-related identity; and the Clery Act, which requires timely warning to the community of certain immediate threats.

The College has an affirmative duty to take immediate and appropriate action once it knows of any act of sexual discrimination, harassment and/or misconduct in any of its educational or employment programs or activities. The College will promptly and thoroughly investigate any complaints of sexual discrimination, harassment and/or misconduct in accordance with the procedures set forth below.

**II. Jurisdiction**

The College's Sexual Discrimination, Harassment and Misconduct Procedures apply to students, faculty, staff, appointees, or third parties, regardless of sexual orientation or gender-identity, whenever the misconduct occurs:

A. On College property; or

B. Off College property if:

1. The conduct was in connection with a College or College-recognized program or activity; or
2. The conduct may have the effect of creating a hostile environment for a member of the College community.

**III. Scope**

A. Students

Sections I-II, III(A), and IV-XIV of Board Procedure 15-11 governs sexual discrimination, harassment and/or misconduct involving students, such as:

1. A student victim and/or complainant and a student respondent;
2. A student victim and/or complainant and an employee or third-party respondent;
3. An employee victim and/or complainant and a student respondent; and
4. A third-party victim and/or complainant and a student respondent.

#### B. Non-Students

The following Sections of Board Procedure 15-11 govern sexual discrimination, harassment and/or misconduct which solely involve employees and/or third parties:

- Section I, Purpose
- Section II, Jurisdiction
- Section III(B), Scope
- Section IV, Definitions
- Section V(B), Administration
- Section VI, Options for Assistance Following an Incident of Sexual Discrimination, Harassment and/or Misconduct
- Section IX, Interim Measures
- Section X, Miscellaneous
- Section XIV, Training
- Section XV, Procedures Governing Complaints Solely Involving Employees and/or Third Parties

#### IV. Definitions

- A. **Consent:** Consent is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Consent may not be inferred from silence, passivity, or a lack of active resistance. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). Consent may be withdrawn at any time. A person may be incapable of giving consent due to the person's age, use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred.
- B. **Dating Violence:** The term dating violence means violence committed by a person: 1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and 2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- C. **Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Illinois, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Illinois.

- D. Hostile Environment Caused by Sexual Harassment:** a sexually harassing hostile environment is created when conduct by an individual is so severe, pervasive or persistent that it denies or limits an individual's ability to participate in or receive the benefits, services or opportunities of the College's educational programs or activities or the individual's employment access, benefits or opportunities. In determining whether a hostile environment has been created, the conduct in question will be considered from both a subjective and an objective perspective of a reasonable person in the alleged victim's position, considering all the circumstances.
- E. Incapacitation:** When a person is incapable of giving consent due to the person's age, use of drugs or alcohol, or because an intellectual or other disability which prevents the person from having the capacity to give consent.
- F. Intimidation:** To make timid or fearful, to compel or deter by or as if by threats. Intimidation is a form of retaliation prohibited by the College's Sexual Discrimination, Harassment and Misconduct Policy and Procedures.
- G. Retaliation:** Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging sexual discrimination, harassment or misconduct or any person cooperating in the investigation of such allegations (including testifying, assisting or participating in any manner in an investigation) is strictly prohibited. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by the College's Sexual Discrimination, Harassment and Misconduct Policy and Procedures. Retaliation may result in disciplinary or other action independent of the sanctions or interim measures imposed in response to the allegations of sexual discrimination, harassment or misconduct.
- H. Sexual Assault:** Any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent.
- I. Sex Discrimination:** Discrimination on the basis of sex, sexual orientation or gender-related identity. Sex discrimination includes sexual harassment, sexual misconduct and sexual violence.
- J. Sexual Exploitation:** Occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not meet the definition of sexual assault. Sexual exploitation includes prostituting another person, non-consensual visual or audio recording of sexual activity, non-consensual distribution of photos or other images of an individual's sexual activity or intimate body parts with an intent to embarrass such individual, non-consensual voyeurism, knowingly transmitting HIV or a sexually transmitted disease to another, or exposing one's genitals to another in non-consensual circumstances.
- K. Sexual Harassment:** Unwelcome sexual advances, requests for sexual acts or favors, and other verbal, non-verbal or physical conduct of a sexual nature when:
1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, academic advancement, evaluation, or grades;

2. Submission to or rejection of such conduct by an individual is used as a basis for employment, academic advancement, evaluation, or grading decisions affecting that individual;
- ~~3. Such conduct has the purpose or effect of substantially interfering with an individual's employment or educational performance or creating an intimidating, hostile, or offensive employment or educational environment; or~~
4. Such conduct denies or limits an individual's ability to participate in or receive the benefits, services or opportunities of the College's educational programs or activities or the individual's employment access, benefits or opportunities.

Examples of conduct of a sexual nature include:

- Verbal: Specific demands for sexual favors, sexual innuendoes, sexually suggestive comments, jokes of a sexual nature, sexual propositions, or sexual threats.
  - Non-Verbal: Sexually suggestive emails, other writings, articles or documents, objects or pictures, graphic commentaries, suggestive or insulting sounds or gestures, leering, whistling, or obscene gestures.
  - Physical: Touching, pinching, brushing the body, or any unwelcome or coerced sexual activity, including sexual assault.
- L. **Sexual Misconduct**: Includes sexual assault, sexual exploitation, dating violence, domestic violence, sexual violence and stalking.
- M. **Sexual Violence**: Physical sexual acts perpetuated against a person's will or where a person is incapable of giving consent (e.g. due to the person's age, use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, sexual abuse and sexual coercion. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX.
- N. **Stalking**: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: 1) fear for his or her safety or the safety of others; or 2) suffer substantial emotional distress.
- O. **Threat**: Any oral or written expression or gesture that could be interpreted by a reasonable person as conveying an intent to cause harm to persons or property.

#### V. Administration

##### A. Title IX Coordinator

The College has designated the Dean of Students as the Title IX Coordinator.

Dean of Students  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137



Telephone: (630) 942.3224  
Email: [TitleIXCoordinator@cod.edu](mailto:TitleIXCoordinator@cod.edu)

Responsibilities of the Title IX coordinator include:

- Overseeing the College's response to all Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints.
  - A Title IX complaint includes complaints alleging sexual discrimination, sexual harassment and/or sexual misconduct (as those terms are defined herein) which involve a College student as the victim and/or complainant or as the respondent.
- Being informed of all reports and complaints raising Title IX issues, including those initially filed with another individual or office or if the investigation will be conducted by another individual or office.
- Ensuring that adequate training is provided to students, faculty and staff on Title IX issues.
- Conducting Title IX investigations, including investigating facts relative to a complaint and recommending appropriate sanctions against the perpetrator and remedies for the complaint.
  - With respect to Title IX complaints that relate to a College employee as the victim and/or complainant or as the respondent, the Title IX Coordinator will partner with the Department of Human Resources which will manage the investigation into the allegations and which will recommend appropriate sanctions against the employee.
- Determining appropriate interim measures for a victim and/or complainant upon learning of a report or complaint of sexual violence.
- Ensuring that appropriate policies and procedures are in place for working with law enforcement and coordinating services with local victim advocacy organizations and services providers, including rape crisis centers.
- Promoting an educational and employment environment which is free of sexual discrimination and gender bias.

Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the United States Department of Education's Office for Civil Rights:

Office for Civil Rights, *Chicago Office*  
U.S. Department of Education  
Citigroup Center  
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B. Department of Human Resources

The Department of Human Resources will partner with the Title IX Coordinator with respect to any Title IX complaints which involve a College employee as the victim and/or complainant or as the respondent.

The Department of Human Resources will oversee the College's response to all complaints of sexual discrimination, harassment and/or misconduct which solely involve employees and/or third parties.

VI. Options for Assistance Following an Incident of Sexual Discrimination, Harassment or Misconduct

A. Immediate Assistance

1. On- and Off-Campus Counselors and Advocates. The following on- and off-campus counselors and advocates can provide an immediate confidential response in a crisis situation:

YWCA Rape Crisis Hotline  
Phone: (630) 971-3927

For Employees:  
Employee Assistance Program  
Cadence Health  
Phone: (888) 933-1327

For Students:  
Student Assistance Program  
Cadence Health  
Phone: (855) 942.2259

COD Counseling and Advising Center  
Mental Health Counselors  
Student Services Center (SSC) 3200  
Phone: (630) 942-2259

2. Emergency Response. Anyone who experiences or observes an emergency situation should immediately call 911 and/or the College Police at (630) 942-2000.
3. On- and Off-Campus Health Care Options. Victims may seek treatment for injuries, preventative treatment for sexually transmitted disease, and other health services by contacting the following for health care options:

YWCA Rape Crisis Hotline  
Phone: (630) 971-3927

911, in an emergency

COD Police  
Phone: (630) 942-2000

Central DuPage Hospital\*  
Emergency Department  
Phone: (630) 933-2600

\*Indicates health care options which provide rape kits and/or Sexual Assault Nurse Examiners.

Seeking medical treatment also serves to preserve physical evidence of sexual violence.

B. Ongoing Assistance for Students

1. On- and Off-Campus Counseling, Advocacy and Support.

See Section X(A), below.

2. Academic Accommodations and Interim Measures.

See Section X(C), below.

C. Ongoing Assistance for Employees

Employee Assistance Program  
Cadence Health  
Phone: (888) 933-1327

VII. Student Reporting and Confidentially Disclosing Sexual Discrimination, Harassment and/or Misconduct

The College encourages student victims of sexual discrimination, harassment and/or misconduct, including sexual violence, to talk to somebody about what happened so that victims can get the support they need and so that the College can respond appropriately. Different employees on campus have different abilities to maintain a student victim's confidentiality:

- Some employees are required to maintain near complete confidentiality.
- Some employees may talk to a student victim in confidence and generally only report to the College that an incident occurred without revealing any personally identifying information.
- Some employees are required to report all the details of an incident (including identities of the student victim and alleged perpetrator) to the Title IX Coordinator. A report to these employees, called "Responsible Employees", constitutes a report to the College and generally obligates the College to investigate the incident and take appropriate steps to address the situation.

The various reporting and confidential disclosure options available are set forth in further detail below.

#### A. Student Privileged and Confidential Communications

1. Mental-Health Counselors. Professional, licensed counselors who provide mental-health counseling to students (including those counselors who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without a student victim's permission.

Contact information for such mental-health counselors is as follows:

Mental Health Counselors  
COD Counseling and Advising Center  
Student Services Center (SSC) 3200  
Phone: (630) 942-2259

2. Non-Mental-Health Counselors and Advocates. Individuals who work or volunteer in the on-campus Student Affairs offices, including front desk staff and students, can generally talk to a student victim without revealing any personally identifying information about an incident to the College. A student victim can seek assistance and support from these individuals without triggering a College investigation that could reveal the student victim's identity or that the student victim has disclosed the incident.

While maintaining a student victim's confidentiality, these individuals or their office should report the nature, date, time, and general location of an incident to the Title IX Coordinator. This limited report – which includes no information that would directly or indirectly identify the student victim – helps keep the Title IX Coordinator informed of the general extent and nature of sexual discrimination, harassment and misconduct on and off campus so the Title IX Coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses.

Contact information for such non-mental-health counselors and advocates is as follows:

Student Success Counselors  
COD Counseling and Advising Center  
Student Services Center (SSC) 3200  
Phone: (630) 942-2259

A student victim who speaks to a mental-health or non-mental-health counselor or advocate must understand that, if the student victim wants to maintain confidentiality, the College's ability to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator(s) may be diminished.

Even so, these counselors and advocates will still assist the student victim in receiving other necessary protection and support, such as student victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A student victim who at first requests confidentiality may later decide to file a complaint with the College or report the incident to law enforcement, and thus will have the incident fully investigated. These counselors and advocates will provide the student victim with assistance if the student victim wishes to do so.