

Office of the Inspector General City Colleges of Chicago

Office of the Inspector General Bi-Annual Report July 1, 2016 – December 31, 2016

Prepared pursuant to Article II, Section 2.7.5 of the Board Bylaws

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To: Cheryl L. Hyman, Chancellor
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From: John A. Gasiorowski, Inspector General

Date: February 13, 2017

RE: OIG *Bi-Annual Report* for the period of July 1, 2016 through December 31, 2016

This *Bi-Annual Report* is being provided to the Chancellor and the Board of Trustees of Community College District No. 508 pursuant to Article 2.7.5 of the Board Bylaws. This *Bi-Annual Report* covers the period of July 1, 2016 through December 31, 2016. Pursuant to Article 2.7.5, the *Bi-Annual Report* for the period of July 1st through December 31st is required no later than March 1st each year.

Article 2.7 et seq. of the Board Bylaws authorizes the Office of the Inspector General (“OIG”) for the City Colleges of Chicago to conduct investigations regarding waste, fraud and misconduct by any officer, employee, or member of the Board; any contractor, subcontractor, consultant or agent providing or seeking to provide goods or services to the City Colleges of Chicago; and any program administered or funded by the District or Colleges.

The OIG would like to thank the Chancellor, the Board of Trustees and the administration of the City Colleges of Chicago for their cooperation and support.

Office of the Inspector General Bi-Annual Report

Mission of the Office of the Inspector General

The Office of the Inspector General (“OIG”) of the City Colleges of Chicago (“CCC”) will help fuel CCC’s drive towards increased student success by promoting economy, efficiency, effectiveness and integrity in the administration of the programs and operations of CCC by conducting fair, independent, accurate, and thorough investigations into allegations of waste, fraud and misconduct, as well as by reviewing CCC programs and operations and recommending policies and methods for the elimination of inefficiencies and waste and for the prevention of misconduct.

The OIG should be considered a success when students, faculty, staff, administrators and the public:

- perceive the OIG as a place where they can submit their complaints / concerns in a confidential and independent setting;
- trust that a fair, independent, accurate, and thorough investigation will be conducted and that the findings and recommendations made by the OIG are objective and consistent; and
- expect that the OIG’s findings will be carefully considered by CCC administration and that the OIG’s recommendations will be implemented when objectively appropriate.

New Developments - *Certified Inspector General Investigator* designations

From July 25, 2016 through July 29, 2016, the Assistant Inspector General and an Investigator II attended the Association of Inspectors General Summer Institute held in Chicago, Illinois. The Association of Inspectors General is an organization of state, local, and federal inspectors general and their staffs. As a result of attending the week long training institute, as well as successfully passing a comprehensive examination on the final day, the OIG employees were awarded the designation of *Certified Inspector General Investigator* by the Association. These employees join other members of the OIG who previously earned the designations of *Certified Inspector General* (two employees), *Certified Inspector General Investigator* (two employees), and *Certified Inspector General Auditor* (one employee).

Updates to Investigations Documented in Previous Bi-Annual Reports

Criminal Charges Filed regarding OIG Case Number 16-0022

In November 2016, pursuant to an OIG investigation referred to the Cook County State's Attorney's Office by the OIG, a former CCC college bursar assistant was indicted by a Cook County Grand Jury and charged with multiple counts of the felony offenses of theft and official misconduct. The criminal charges, docketed under criminal case number 16-CR-1673601, are currently pending.

As reported in the Bi-Annual Report for the period of January 1, 2016 to June 30, 2016, the OIG investigation revealed that in 2014 and 2015, the college bursar assistant failed to process at least \$2,980.00 and failed to deposit at least \$3,125.00 in funds that she received as a result of transactions that she completed on behalf of the City College in her capacity as a college bursar assistant. The funds in question included, but were not limited to, student exam fees and student transcript request fees. In addition to the criminal offenses, the college bursar assistant's actions violated Section IV, Paragraphs 15, 17, 48, and 50 of the CCC Chicago District-Wide Employee Manual.

Two days after the OIG sought to interview the college bursar assistant, the college bursar assistant resigned from her position with CCC. As such and based on the investigation, the OIG recommended that the college bursar assistant be designated ineligible to be re-hired and that her personnel records reflect this designation. The college bursar assistant was subsequently designated ineligible to be re-hired.

It should be noted that shortly after resigning from her CCC position, the college bursar assistant was hired by a sister agency. The OIG notified the Office of the Inspector General of the sister agency of the OIG's investigation and the subsequent indictment.

Updates regarding disciplinary recommendations made during the January 1, 2016 to June 30, 2016 reporting period

In the *Bi-Annual Report* submitted for the January 1, 2016 to June 30, 2016 reporting period, the OIG submitted 16 reports documenting investigations which resulted in sustained findings of waste, fraud and misconduct, resulting in 26 recommendations of disciplinary action. At the time the *Bi-Annual Report* was submitted, disciplinary action was pending regarding several of the investigations. The following table documents updates of disciplinary actions recommended by the OIG regarding CCC employees as well as the actions taken by CCC.

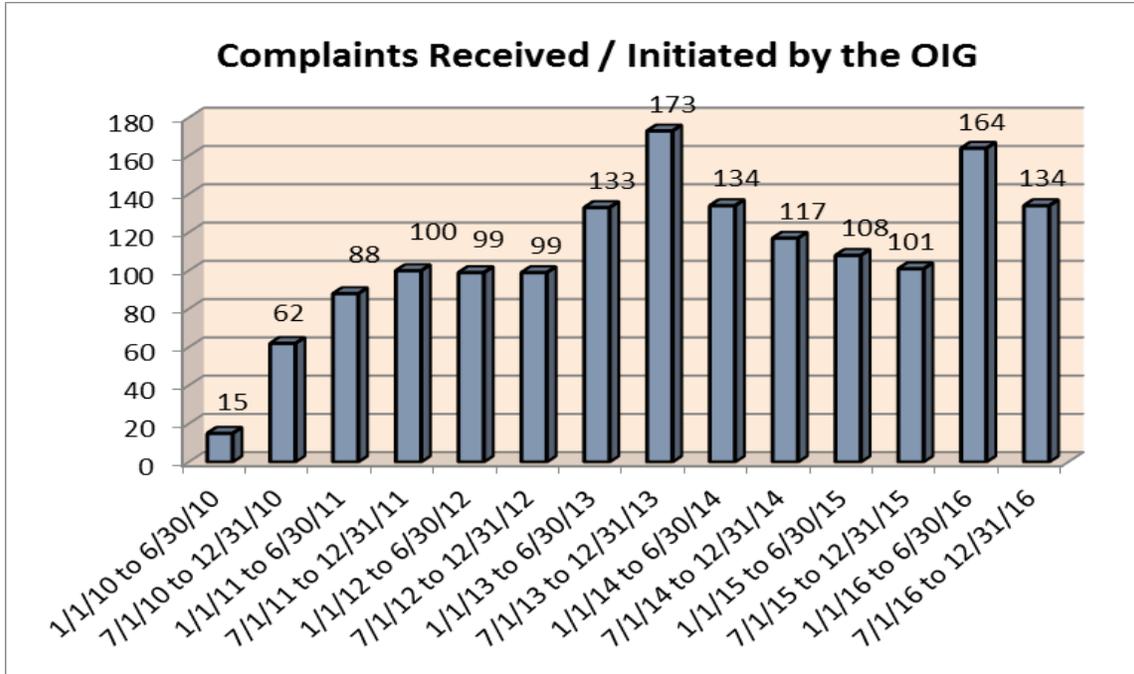
Updates Regarding Disciplinary Recommendations (January 1, 2016 to June 30, 2016 reporting period)			
OIG Case Number(s)	Subject	Recommended Action	Action Taken
14-0269	Full-Time Faculty	Appropriate Discipline	No action taken (per hearing officer)
15-0196	Director of Financial Aid	Appropriate Discipline	Demotion
15-0196	Assistant Director of Financial Aid	Appropriate Discipline	Termination / DNRH ¹
15-0196	College Financial Aid Advisor I	Appropriate Discipline	Termination / DNRH
15-0196	College Financial Aid Advisor I	Appropriate Discipline	Termination / DNRH
15-0196	College Financial Aid Advisor I	Appropriate Discipline	Termination / DNRH
15-0196	College Financial Aid Advisor I	Appropriate Discipline	Termination / DNRH
15-0196	College Financial Aid Advisor I	Appropriate Discipline	1 Day Suspension
15-0196	College Financial Aid Advisor II	Appropriate Discipline	1 Day Suspension
15-0196	College Financial Aid Advisor II	Appropriate Discipline	1 Day Suspension
15-0196	Financial Aid Analyst	Appropriate Discipline	1 Day Suspension
16-0022	College Bursar Assistant II	DNRH (following resignation)	
16-0074 / 16-0116	Janitor	Termination / DNRH	
15-0145	College Senior Storekeeper	Appropriate Discipline	3 Day Suspension
16-0033	Call Center Representative	Termination / DNRH	
16-0145	Food and Beverage Director	Appropriate Discipline	Resignation
16-0062	Janitor	Termination / DNRH	Resignation / DNRH
16-0101	Lecturer	Appropriate Discipline	3 Day Suspension
16-0101	Lecturer	Appropriate Discipline	1 Day Suspension
16-0115	Assistant Director of Security	Termination / DNRH	Resignation / DNRH
16-0115	Director of Security	Appropriate Discipline	Re-Training
16-0105	Lecturer	DNRH (following resignation)	
15-0205	Full-Time Faculty	Termination / DNRH	Resignation / DNRH
16-0141	Security Assistant (part-time)	Appropriate Discipline	5 Day Suspension
16-0224	Full-Time Faculty	DNRH (following resignation)	
16-0240	Engineer	Termination / DNRH	

Complaints Received

For the period of July 1, 2016 through December 31, 2016, the OIG received 134 complaints. These 134 complaints included complaints forwarded to the OIG from outside sources as well as investigations (or audits/reviews) initiated based on the OIG’s own initiative.² For purposes of comparison, the following table documents the complaints received by the OIG during the current and previous reporting periods.

¹ “DNRH” means that the individual was designated “do not re-hire” or ineligible to be re-hired.

² Under Article II, Section 2.7.2 of the Board Bylaws, the powers and duties of the OIG include: c) To investigate and audit the conduct and performance of the District’s officers, employees, members of the Board, agents, and contractors, and the District’s functions and programs, either in response to a complaint or on the Inspector General’s own initiative, in order to detect and prevent waste, fraud, and abuse within the programs and operations of the District....



The 134 complaints received represent a variety of subject matters. The following table documents the subject matters of the complaints received.

Subject Matters of Complaints Received from July 1, 2016 to December 31, 2016		
Subject Matter (Allegation)	Number	Percentage
Accepting a leave on fraudulent grounds	3	2.24%
Falsification of employment records or other records	3	2.24%
Use of CCC property for unauthorized purposes	4	2.99%
Violation of a Collective Bargaining Agreement	4	2.99%
Discourteous Treatment	5	3.73%
Sexual or other harassment / discrimination / retaliation	7	5.22%
Violation of miscellaneous CCC policies	8	5.97%
Conduct unbecoming a public employee	9	6.72%
Engaging in conduct in violation of the Illinois Compiled Statutes	9	6.72%
Fraud (including financial aid or tuition)	9	6.72%
Violation of CCC Ethics Policy	10	7.46%
Inattention to Duty	11	8.21%
Misappropriation of funds / Theft	13	9.70%
Residency	13	9.70%
Falsification of attendance records	26	19.40%
Totals	134	100.00%

Status of Complaints

As reported in the previous *Bi-Annual Report*, as of June 30, 2016, the OIG had 111 complaints that were pending, meaning that the OIG was in the process of conducting investigations regarding these complaints. During the period of July 1, 2016 through December 31, 2016, the OIG closed 150 complaints. These

complaints were closed for a variety of reasons, including: the complaint was sustained following an investigation and a report was submitted; the complaint was not sustained following an investigation or no policy violation was found; the complaint was referred to the appropriate CCC department; the subject of the complaint retired or resigned from CCC employment prior to or during the course of the investigation; the complaint was a duplicate of a complaint previously received; and other reasons. The following table categorizes the reasons that the OIG closed the 150 complaints during the current reporting period.

Complaints Closed Between July 1, 2016 and December 31, 2016		
Reason Closed	Number	Percentage
Sustained	14	9.33%
Not Sustained / No Policy Violation	68	45.33%
Referred / Deferred	34	22.67%
Subject Inactive	15	10.00%
Duplicate Complaint	11	7.33%
Employee previously disciplined	3	2.00%
Complaint included with another active investigation	5	3.33%
Total	150	100.00%

Regarding the complaints closed during the period of July 1, 2016 to December 31, 2016, the table below documents the average number of calendar days between the date that the complaint was received and the date that the complaint was closed as compared to the average number of calendar days between the date that complaints were received and the date that complaints were closed for the complaints closed during the previous reporting period (January 1, 2016 through June 30, 2016).³

Average Calendar Days to Close				
Reason Closed	1/1/16 to 6/30/16		7/1/16 to 12/31/16	
	Number	Average Calendar Days to Close	Number	Average Calendar Days to Close
Sustained	18	197	14	309
Not Sustained / No Policy Violation	43	214	67	207
Not Sustained with Recommendations	0	0	1	34
Referred / Deferred	40	1	34	1
Other	38	44	34	107
Totals	139		150	

³ A complaint is considered closed only after the investigative activity of the investigator to whom the complaint was assigned has been reviewed and approved by a Supervising Investigator and the Inspector General. In situations where a complaint is sustained, the complaint is not considered closed until the Investigative Summary documenting the investigation is prepared and submitted pursuant to Article 2.7.3 of the Board Bylaws.

As of December 31, 2016, the OIG had 95 pending complaints. 50 of these 95 pending complaints (53%) were received between July 1, 2016 and December 31, 2016, and 27 of these 95 pending complaints (28%) were received between January 1, 2016 and June 30, 2016.

OIG Reports Submitted – July 1, 2016 through December 31, 2016

During the reporting period of July 1, 2016 through December 31, 2016, the OIG submitted 14 reports.⁴ These 14 reports included 13 reports documenting sustained findings of waste, fraud and/or misconduct and one report documenting not sustained findings but in which the OIG made a recommendation.⁵

Reports Submitted Documenting Sustained Findings of Waste, Fraud and/or Misconduct

Pursuant to the provisions of Article 2.7.5 of the Board Bylaws, the following are summaries of the OIG investigations for which reports were submitted documenting sustained findings of waste, fraud or misconduct during the period of July 1, 2016 through December 31, 2016.

OIG Case Number 16-0249

The OIG received a complaint that a janitor assigned to a City College, who was also enrolled as a student at that City College, submitted a fraudulent transcript to the City College. The OIG investigation revealed that the janitor/student, in his role as a City College student, submitted a fraudulent university transcript to the City College's registrar's office in an apparent attempt to justify that he had sufficient credits to graduate from the City College in the Spring 2016 term. Due to the fact that the janitor/student dropped two courses during the Spring 2016 term, the janitor/student was not eligible to graduate without the fraudulent university credits.

⁴Pursuant to Article 2.7.3 of the Board Bylaws, the Inspector General submits reports to the Chancellor, the Board Chairman, and the General Counsel at the conclusion of an investigation with recommendations for disciplinary or other action.

⁵ Although the OIG closed 14 cases as sustained during the current reporting period, the OIG submitted only thirteen Investigative Summaries documenting sustained cases during this reporting period. The Investigative Summary for one of the closed sustained cases (OIG Case Number 15-0098) was submitted during the January 1, 2015 to June 30, 2015 reporting period; however, the investigation was not closed until the current reporting period due to the fact that this investigation resulted in criminal charges being filed against two CCC employees, as documented in the Bi-Annual Report for the January 1, 2016 to June 30, 2016 reporting period.

A Formal Student Disciplinary Hearing was held regarding the janitor/student. Subsequent to the hearing, the janitor/student was notified that he was expelled as a CCC student.

As a CCC employee, by submitting the fraudulent transcript to the City College, the janitor engaged in conduct prohibited by the Illinois Compiled Statutes, in that he committed the offense of forgery, contrary to 720 ILCS 5/17-3, which in turn is a violation of Section IV(15) of the CCC District-Wide Employee Manual.

Based on the investigation, the OIG recommended that the janitor be terminated, that he be designated ineligible to be re-hired, and that his personnel records reflect this designation.

Following the disciplinary process, the employee was terminated, and he was subsequently designated ineligible to be re-hired.

OIG Case Number 16-0214

The OIG received a complaint from a student that during the 2016 Spring term, a lecturer missed three classes and was late for several others. The OIG investigation revealed the following:

- The OIG investigation revealed that on at least ten occasions during the Spring 2016 term, the lecturer was absent from her assigned class. Despite being absent from these ten classes, the lecturer submitted Certificates of Attendance reflecting that she worked on seven of these occasions, and she never submitted any amended Certificates of Attendance reflecting her absences. Regarding three of these absences, the lecturer did not submit a Certificate of Attendance. The lecturer received full pay for all ten days. The value of the ten classes at the lecturer's rate of pay was \$1,272.40.
- The OIG investigation revealed that on sixteen (57%) of the twenty-eight other (non-absence) days reviewed during the Spring 2016 term, the lecturer was late for class. On average, the lecturer was about nineteen minutes late for class on these sixteen days.
- The OIG investigation revealed that on ten (36%) of the twenty-eight other (non-absence) days reviewed during the Spring 2016 term, the lecturer ended class prior to the scheduled end time for the given class. On average, the lecturer ended her class forty minutes prior to the scheduled end time for the given class on these ten days.
- The OIG investigation revealed that on seventeen (61%) of the twenty-eight other (non-absence) days reviewed during the Spring 2016 term, the lecturer's class was shorter than the scheduled length of the given class.

On average, these seventeen classes lasted about forty-one minutes less than their scheduled length. Being that the lecturer's classes were scheduled to be 150 minutes (two hours and thirty minutes), the lecturer received full pay for each of these days despite missing 27% of her scheduled class hours on these seventeen days.

- The OIG investigation revealed that the lecturer failed to meet the duties and responsibilities of her collective bargaining agreement, in that: 1) she routinely failed to commence classroom instruction at the scheduled meeting times and end instruction at the scheduled meeting times; and 2) she failed to schedule one hour of student conference time per week for every course section taught, contrary to Article XII, Paragraphs C and F of the Agreement between the Board of Trustees and the City Colleges Contingent Labor Organizing Committee IEA-NEA.

The lecturer's actions as described above violated Section IV, Paragraphs 3, 4, 7, 11, 17, 38, and 50 of the CCC District-Wide Employee Manual, as well as Article 4.11(c) of the Board Policies and Procedures for Management and Government.

Additionally, the lecturer failed to cooperate with the Inspector General, in that the lecturer failed to appear on at least five occasions for scheduled interviews with the OIG. Thus, the lecturer violated Article 2.7.4(b) of the Bylaws of the Board of Trustees.

Based on the investigation, the OIG recommended the following:

- The OIG recommended that the lecturer be terminated, that the lecturer be designated ineligible to be re-hired, and that her personnel records reflect this designation.
- The OIG recommended that at a minimum, CCC seeks recoupment from the lecturer in the amount of at least \$1,145.16 for nine of the ten classes that the lecturer missed but for which she was paid in full.⁶

As of the date of this Bi-Annual Report, the disciplinary process regarding the lecturer was pending.

OIG Case Number 16-0178

The OIG received a complaint that a full-time grants compliance officer assigned to the District Office was also paid for teaching a class two days a week at a City College, and as a result, she was not working the appropriate hours in her full-time position. The OIG investigation revealed that during the Spring 2016 term,

⁶ The lecturer's collective bargaining agreement allowed her to be absent one day per academic semester without loss of pay.

the grants compliance officer received lectureship assignment pay to teach a Child Development class at a City College, but she failed to make up the hours from her grants compliance officer duties that she diverted towards teaching the class during her regular working hours. In all, depending on the calculation utilized, the grants compliance officer failed to make up at least 29 hours and 45 minutes and as much as 39 work hours during the Spring 2016 term. The grants compliance officer's actions violated Section IV, Paragraphs 7, 11, 38, and 50 of the CCC District-Wide Employee Manual.

Based on the investigation, the OIG recommended that CCC takes appropriate disciplinary action against the grants compliance officer.

Per the Vice Chancellor of Finance, the grants compliance officer, as well as her direct supervisor, a district director, were issued written warnings. Additionally, the grants compliance officer will be required to complete and submit weekly status reports for the purpose of measuring compliance workloads and outcomes. The grants compliance officer's direct supervisor will be required to complete and submit weekly summary reports of her team's outputs and outcomes.

OIG Case Number 16-0150⁷

The OIG received a complaint received by the OIG alleging that a college advisor assigned to a City College, who is also enrolled as a student at the City College, attended a full-time faculty member's Spring 2016 term course during her regular work hours thereby falsifying her time and attendance records.

The OIG investigation revealed the following:

- Contrary to the complaint received by the OIG, the college advisor/student did not attend the Spring 2016 term course during her regular work hours. In fact, the college advisor/student never attended the faculty member's class during the Spring 2016 term. Thus, the college advisor/student did not violate any CCC time and attendance policies regarding her class attendance during the Spring 2016 term.
- The OIG investigation revealed that on January 22, 2016, another college advisor assigned to the same City College enrolled the college advisor/student in the Spring 2016 term course. During an interview with the OIG, the college advisor claimed that he did not intentionally enroll the

⁷ The full-time faculty member discussed under OIG Case Number 16-0150 was also the subject of a sustained OIG investigation recorded under OIG Case Number 15-0048, which was documented in the OIG Bi-Annual Report for the July 1, 2014 through December 31, 2014 reporting period. Following the OIG's recommendation in that investigation that CCC should take appropriate disciplinary action against the full-time faculty member, the full-time faculty member was issued a written warning.

college advisor/student in the class, and he may have mistakenly enrolled the college advisor/student in the class. The OIG investigation did not establish that the other college advisor's enrollment of the college advisor/student in the course was done with fraudulent intent by the college advisor and/or in collaboration with the college advisor/student. Therefore, the OIG did not make any recommendation regarding this issue.

- Although the college advisor/student did not attend the faculty member's Spring 2016 term course at all, the OIG investigation revealed that the faculty member recorded a grade of 95 for the college advisor/student for an exam that the college advisor/student never took. The faculty member also recorded a midterm grade of A for the college advisor/student for the course that she never attended. During an interview with the OIG, the faculty member claimed that the entry of such grades were mere mistakes on his part. The OIG investigation did not establish that the grades entered by the faculty member on behalf of the college advisor/student were entered with fraudulent intent by the faculty member and/or in collaboration with the college advisor/student. Although significant circumstantial evidence points to an opposite conclusion, the lack of an identifiable motive on the college advisor/student's part to take the course again after receiving an A in the course during the Fall 2011 term led to the OIG's finding. Therefore, the OIG did not make any recommendation regarding this issue.
- The OIG investigation revealed that by entering multiple grades for an exam not taken by the college advisor/student and certifying a midterm grade of A for the college advisor/student despite the fact that she never attended any of the class sessions and completed no coursework, the faculty member was inattentive to his duty as a full-time faculty member, in violation of Section IV(38) of the CCC District-Wide Employee Manual, and he was incompetent in the performance of his duties as a full-time faculty member, in violation of Section IV(39) of the CCC District-Wide Employee Manual.
- The OIG investigation revealed that by failing to complete the required instructor processes for no-show withdrawal and administrative withdrawals regarding the college advisor/student for his Spring 2016 term course, the faculty member was inattentive to his duty as a full-time faculty member, in violation of Section IV(38) of the CCC District-Wide Employee Manual, and he was incompetent in the performance of his duties as a full-time faculty member, in violation of Section IV(39) of the CCC District-Wide Employee Manual.
- The OIG investigation revealed that the faculty member failed to monitor the college advisor/student's class attendance at the beginning of the

term, failed to enter a no-show withdrawal for the college advisor/student after she failed to attend the required initial class sessions, and failed to complete the administrative withdrawal process for each class no later than the deadline date, in violation of Index Number 2.30D of the CCC Academic Policy and/or Section 10.30 of the CCC Academic & Student Policy.

Based on the investigation, the OIG recommended that the City Colleges of Chicago takes appropriate disciplinary action against the faculty member.

Following the disciplinary process, the faculty member was issued a written warning.

OIG Case Number 17-0029

The OIG received a complaint from a CCC student alleging that a full-time faculty member, assigned to the City College at which the student was enrolled, solicited the student for \$5,000.00 in exchange for changing his grade to an A in her class.

Based on the explanation provided by the full-time faculty member, as well as the interviews of other students in the full-time faculty member's class, the OIG investigation did not reveal sufficient evidence to find that the full-time faculty member intentionally solicited a bribe from the student to change his grade in her class.

However, the OIG investigation revealed numerous anomalies in the grades that the full-time faculty member issued in her class during the Summer 2016 term. These anomalies included the following:

- Although the grade scale for a grade of A was 90% to 100%, two students who received letter grades of A both scored 84%.
- Although the grade scale for a grade of B was 80% to 89%, five students who received letter grades of B scored between 76% and 79%.
- Although the grade scale for a grade of C was 70% to 79%, two students who received letter grades of C both scored 67%.
- One student received a letter grade of D after scoring 68%; however, two other students who scored 67% both received letter grades of C.
- Two students scored 84% and both received letter grades of A; however, two other students who scored 85% and 86% respectively, both received letter grades of B.
- While two students scored 77%, one of these students received a letter grade of B and the other student received a letter grade of C.
- A comparison of the letter grades reflected in the gradebook/spreadsheet provided to the OIG by the full-time faculty member to the letter grades

reflected in the CCC PeopleSoft system revealed that the letter grades issued to two of the students did not match.

- A comparison of the number of student absences listed on the gradebook/spreadsheet provided to the OIG by the full-time faculty member to the absences posted by the full-time faculty member on the CCC Grades First system revealed that the number of absences recorded for five of the students did not match.

Based on the above, the full-time faculty member failed to issue grades based on academic performance, in that by her own admission she utilized a “holistic approach” in issuing grades to her students which likely led to the anomalies documented above, in violation of Section 3.08 of the Academic and Student Policy.

Based on the investigation, the OIG recommended the following:

- The OIG recommended that CCC takes appropriate disciplinary action against the full-time faculty member.
- The OIG recommended that the Office of Academic Affairs, in conjunction with academic representatives of the full-time faculty member’s City College, review the grades issued by the full-time faculty member in her class during the Spring 2016 term, as well as grades issued by the full-time faculty member in previous terms, and determine whether amendments to her students’ grades should be made.
- The OIG recommended that the CCC Academic and Student Policy be amended to specifically require instructors to post on an appropriate City Colleges of Chicago database, like Grades First, all scores and/or grades issued and utilized by instructors to calculate a student’s midterm and final grades, so that such scores and grades can be audited.

As of the date of this Bi-Annual Report, the disciplinary process regarding the lecturer was pending.

OIG Case Number 16-0136

The OIG received a complaint alleging that a full-time faculty member assigned to a City College had a full-time position outside CCC contrary to the Agreement between the Board of Trustees of Community Colleges District No. 508, and the Cook County Teachers Union, Local 1600 (“the collective bargaining agreement”).

Due to a lack of information provided by the outside employer regarding the full extent of the work hours performed there by the full-time faculty member and the OIG’s inability to compel the production of requested records due to a lack of

subpoena power, the OIG could not make a finding regarding whether the full-time faculty member violated the outside employment provisions of the collective bargaining agreement by working a “concurrent full-time position or positions equal to a full-time position with any other employer or employers while he is teaching full-time in the Colleges.”

The OIG investigation revealed that the full-time faculty member falsely represented on a CCC Outside Employment Certification form that he did not engage in outside employment during calendar year 2015, when in fact he engaged in outside employment, in violation of the CCC Outside Employment Policy of Section III of the CCC District-Wide Employee Manual, as well as Section IV(7) of the CCC District-Wide Employee Manual. It should be noted that on CCC Outside Employment Certification forms that he submitted for calendar years 2011 and 2013, the full-time faculty member also indicated that he did not engage in outside employment. However, on such forms, the full-time faculty member also indicated himself or his consulting business as his employer and indicated earnings received. The OIG investigation revealed that during those calendar years, the full-time faculty member also engaged in outside employment.

Based on the investigation, the OIG recommended that CCC takes appropriate disciplinary action against the full-time faculty member. At a minimum, the OIG recommended that such disciplinary action should include a written directive to the full-time faculty member that operating a personal consulting business and/or engaging in teaching activities for which he receives funds are considered outside employment activities under the CCC Outside Employment Policy and must be disclosed when requested. Such written directive should take place prior to the spring of 2017 when CCC administrators, full-time faculty, and full-time training specialists will be requested to disclose all outside employment activities engaged in during calendar year 2016.

As of the date of this Bi-Annual Report, the disciplinary process regarding the lecturer was pending.

Residency Investigations

During calendar years 2015 and 2016, the OIG received 69 complaints alleging that full-time CCC employees resided outside the City of Chicago contrary to the CCC Residency Policy as provided in Article 4.6(a) of the Board Policies and Procedures for Management & Government and Section III of the CCC District-Wide Employee Manual. This represented 13.6% of the complaints received by the OIG during the two year period.

During the current reporting period, the OIG closed 24 residency-related investigations. Of these 24 closed residency-related investigations, the OIG sustained seven of them. The residency-related investigations sustained during

the July 1, 2016 to December 31, 2016 reporting period are documented as follows:

OIG Case Number 16-0191

The OIG received a complaint that a district director assigned to the District Office resided outside the City of Chicago. The OIG revealed that the district director resided in Burr Ridge, Illinois, in violation of Article 4.6(a) of the Board Policies and Procedures for Management & Government and Section III of the CCC District-Wide Employee Manual.

The OIG investigation further revealed that the district director falsified employment records in that he fraudulently affirmed on a CCC residency certification document that he resided in Chicago, Illinois, when in fact he resided in Burr Ridge, Illinois, in violation of Section IV(11) of the CCC District-Wide Employee Manual.

Based on the investigation, the OIG recommended that the district director be terminated, that he be designated ineligible to be re-hired, and that his personnel records reflect this designation.

The district director resigned from his position with CCC.

The vice chancellor of the department to which the district director was assigned recommended that the district director not be designated ineligible to be re-hired. As of the date of this Bi-Annual Report, the district director has not been designated ineligible to be re-hired.

OIG Case Number 16-0163

The OIG received a complaint that an administrator assigned to the District Office resided outside the City of Chicago. The OIG investigation revealed that the administrator resided in Wheaton, Illinois, in violation of Article 4.6(a) of the Board Policies and Procedures for Management & Government and Section III of the CCC District-Wide Employee Manual.

The OIG investigation further revealed that the administrator falsified employment records in that he fraudulently affirmed on a CCC residency certification document that he resided in Chicago, Illinois, when in fact he resided in Wheaton, Illinois, in violation of Section IV(11) of the CCC District-Wide Employee Manual.

Additionally, during his interview with the OIG, the administrator made at least five false statements, in violation of Section IV(8) of the CCC District-Wide Employee Manual.

Based on the investigation, the OIG recommended that the administrator be terminated, that he be designated ineligible to be re-hired, and that his personnel records reflect this designation.

The administrator resigned from his position, and he was subsequently designated ineligible to be re-hired.

OIG Case Number 16-0023

The OIG received a complaint that a dean assigned to a City College resided outside the City of Chicago. The OIG investigation revealed that the dean resided in St. Charles, Illinois, in violation of Article 4.6(a) of the Board Policies and Procedures for Management & Government and Section III of the CCC District-Wide Employee Manual.

The OIG investigation further revealed that the dean falsified employment records in that he fraudulently affirmed on a CCC residency certification document that he resided in Chicago, Illinois, when in fact he resided in St. Charles, Illinois, in violation of Section IV(11) of the CCC District-Wide Employee Manual.

Based on the investigation, the OIG recommended that the dean be terminated, that he be designated ineligible to be re-hired and that his personnel records reflect this designation.

The dean was subsequently terminated, and he was designated ineligible to be re-hired.

OIG Case Number 15-0173

The OIG initiated an investigation of a director assigned to a City College regarding whether he resided outside the City of Chicago. The OIG investigation revealed that the director resided in Country Club Hills, Illinois, in violation of Article 4.6(a) of the Board Policies and Procedures for Management & Government and Section III of the CCC District-Wide Employee Manual.

The OIG investigation further revealed that the director falsified employment records, in that he fraudulently affirmed on a CCC residency certification document that he resided in Chicago, Illinois, when in fact he resided in Country Club Hills, Illinois, in violation of Section IV(11) of the CCC District-Wide Employee Manual.

It should be noted that effective about three weeks after the OIG interviewed the director, the director's position was changed, at his request, from a full-time position to a part-time position. According to the vice chancellor over the director's position, the director did not mention that he was interviewed by the

OIG regarding his residency when he requested the change to his employment status.

Based on the investigation, the OIG recommended that the director be terminated. The OIG further recommended that the director be designated ineligible to be re-hired and that his personnel records reflect this designation.

During the course of the disciplinary process, the director resigned from his position with CCC. The director was subsequently designated ineligible to be re-hired.

OIG Case Number 16-0232

The OIG received a complaint that a college advisor assigned to a City College resided outside the City of Chicago. The OIG investigation revealed that the college advisor resided in Chicago Ridge, Illinois, in violation of Article 4.6(a) of the Board Policies and Procedures for Management & Government and Section III of the CCC District-Wide Employee Manual.

The OIG investigation further revealed that the college advisor falsified employment records in that she fraudulently affirmed on a City Colleges of Chicago residency certification document that she resided in Chicago, Illinois, when in fact she resided in Chicago Ridge, Illinois, in violation of Section IV(11) of the CCC District-Wide Employee Manual.

Based on the investigation, the OIG recommended that the college advisor be terminated, that she be designated ineligible to be re-hired and that her personnel records reflect this designation.

The college advisor subsequently resigned from her position with CCC, and she was designated ineligible to be re-hired.

OIG Case Number 14-0205

The OIG received two complaints that a full-time faculty member assigned to a City College resided outside the City of Chicago. The OIG investigation revealed that the full-time faculty member resided in Aurora, Illinois, in violation of Article 4.6(a) of the Board Policies and Procedures for Management & Government and Section III of the CCC District-Wide Employee Manual.

The OIG investigation further revealed that the full-time faculty member falsified employment records in that he fraudulently affirmed on a CCC residency certification document that he resided in Chicago, Illinois, when in fact he did not, in violation of Section IV(11) of the CCC District-Wide Employee Manual.

Based on the investigation, the OIG recommended that the full-time faculty member be terminated. The OIG further recommended that the full-time faculty member be designated ineligible to be re-hired and that his personnel records reflect this designation.

On the day on which his pre-disciplinary hearing was scheduled, the full-time faculty member resigned from his CCC position. The full-time faculty member was subsequently designated ineligible to be re-hired.

OIG Case Number 15-0221

The OIG received a complaint that a full-time faculty member assigned to a City College resided outside the City of Chicago. The OIG investigation revealed that the full-time faculty member resided in Skokie, Illinois, in violation of Article 4.6(a) of the Board Policies and Procedures for Management & Government and Section III of the CCC District-Wide Employee Manual.

The OIG investigation further revealed that the full-time faculty member falsified employment records in that he fraudulently affirmed on a CCC residency certification document that he resided in Chicago, Illinois, when in fact he resided in Skokie, Illinois, in violation of Section IV(11) of the CCC District-Wide Employee Manual.

After requesting a continuance during an interview with the OIG and subsequently going on an extended FMLA leave, the full-time faculty member retired from his position with CCC. As such and based on the investigation, the OIG recommended that the full-time faculty member be designated ineligible to be re-hired and that his personnel records reflect this designation.

The full-time faculty member was subsequently designated ineligible to be re-hired.

Reports Submitted Documenting Investigations that Resulted in Not Sustained Findings but in Which Recommendations Were Made

OIG Case Number 17-0004

The OIG received a request from the Chancellor to investigate whether a City College received and installed a software donation from a donor, and whether any CCC policies or procedures were violated in the receipt of the software donation. The OIG investigation revealed that the City College received the software that was the subject of the donation. The OIG investigation revealed that the software was never opened, installed, or otherwise activated by the City College. The OIG investigation revealed that the software was never officially accepted by CCC. Based on the OIG investigation, the OIG found that no

violation of Article 7.1 of the Board Policies and Procedures for Management and Government occurred.

Based on the investigation, the OIG recommended that pursuant to her authority under Article 7.1.1 of the Board Policies and Procedures for Management and Government, the Chancellor must decide whether CCC will accept the software donation and make the required notification to the Board of Trustees or return the software to the donor. Additionally, in light of the fact that the software was never opened, installed and/or otherwise activated and a true meeting of the minds never existed between CCC and software donor regarding the terms and conditions of the donation, the OIG recommended that CCC returns the donated software to the donor and seeks to continue to negotiate for a future software donation from the donor regarding the following:

- An objectively legitimate valuation of the donation that CCC can justifiably accept; and
- An outright waiver of any annual license renewal fee or at the very least, a waiver of the annual license renewal fee until the time that the City College is able to utilize the donated software in a significant manner.