



# Office of the Inspector General City Colleges of Chicago

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## Office of the Inspector General Bi-Annual Report July 1, 2018 – December 31, 2018

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

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Inspector General

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To: Juan Salgado, Chancellor  
Dr. Walter E. Massey, Chair of the Board of Trustees  
Elizabeth Swanson, Vice-Chairperson of the Board of Trustees  
Clarisol Duque, Secretary of the Board of Trustees  
Karen Kent, Trustee  
Deborah H. Telman, Trustee  
Darrell A. Williams - Trustee  
Toi Pearson, Student Trustee

From: John A. Gasiorowski, Inspector General

Date: February 25, 2019

RE: Office of the Inspector General *Bi-Annual Report* for the period of July 1, 2018 through December 31, 2018

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, 2018 through December 31, 2018. 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 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

All OIG staff attended portions of the Association of Inspectors General 2019 Training Conference held in Chicago from October 24, 2018 to October 26, 2018. The Association of Inspectors General Training Conference had not been held in Chicago since 2011. About 300 attendees attended from local, state, federal, and military Inspector General offices. OIG staff learned best practices from inspectors general, analysts, investigators, auditors, and other government and industry experts. OIG staff earned up to eighteen continuing education credits by attending the training conference. Continuing education credits are required to maintain professional certifications.

### Updates to Investigations Documented in Previous Bi-Annual Reports

Updates regarding disciplinary recommendations made during the January 1, 2018 to June 30, 2018 reporting period

In the *Bi-Annual Report* submitted for the January 1, 2018 to June 30, 2018 reporting period, the OIG summarized twelve reports documenting fourteen

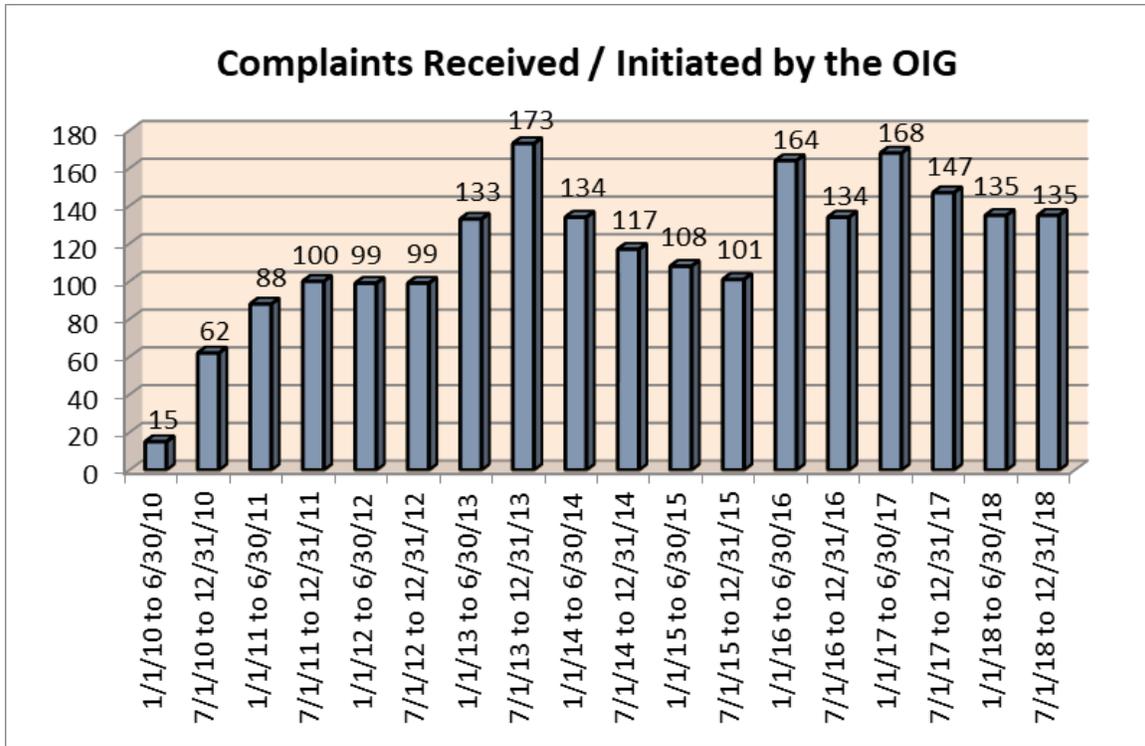
investigations which resulted in sustained findings of waste, fraud and/or misconduct, resulting in twelve recommendations of disciplinary action. At the time the *Bi-Annual Report* was submitted, disciplinary action was pending regarding several of the investigations. The following table updates the disciplinary actions recommended by the OIG as well as the actions taken by CCC regarding investigations documented in the *Bi-Annual Report* previously submitted for the January 1, 2018 to June 30, 2018 reporting period.

<b>Disciplinary Action Updates from Investigations Reported on in Previous Bi-Annual Report (January 1, 2018 to June 30, 2018)</b>			
<b>Case Number</b>	<b>Subject</b>	<b>Recommendation</b>	<b>Final Disciplinary Action</b>
16-0092	Project Math Instructor	Termination / DNRH	Pending – Pre-disciplinary hearing held on 10/3/2018
16-0247 & 17-0249	Full-Time Faculty	Termination / DNRH	Resignation / DNRH
17-0127	Project Secretary	Termination / DNRH	
17-0219	Full-Time Faculty	Appropriate Discipline	Resignation
18-0015	Tutor / Lecturer	Appropriate Discipline	3 Day Suspension
18-0071	Student	Appropriate Discipline	Expulsion
18-0082	Director	Termination / DNRH	
18-0086	Dean	Appropriate Discipline	Termination
18-0087	College Lab Assistant II	Appropriate Discipline	5 Day Suspension
18-0120 & 18-0123	Director of Financial Aid	Termination / DNRH	
18-0180	Vice President	Appropriate Discipline	Oral Counselling
18-0191	Security Assistant	Termination / DNRH	

### **Complaints Received**

For the period of July 1, 2018 through December 31, 2018, the OIG received 135 complaints. These 135 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.<sup>1</sup> For purposes of comparison, the following table documents the complaints received by the OIG during the current and previous reporting periods.

<sup>1</sup> 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 135 complaints received represent a variety of subject matters. The subject matters of the complaints received are as follows:

Subject Matters of Complaints Received from July 1, 2018 to December 31, 2018		
Subject Matter (Allegation)	Number	Percentage
OIG initiated reviews	2	1.48%
Engaging in conduct in violation of the Illinois Compiled Statutes	2	1.48%
Fraud (including grants, financial aid or tuition)	2	1.48%
Sexual harassment	2	1.48%
Requesting or accepting a leave on fraudulent grounds	2	1.48%
Discourteous Treatment	6	4.44%
Incompetence in the performance of the position	6	4.44%
Violation of the Acceptable Computer Use Policy	6	4.44%
Conduct unbecoming a public employee	7	5.19%
Giving Preferential Treatment	8	5.93%
Residency	8	5.93%
Misappropriation of funds / Theft	9	6.67%
Violation of miscellaneous CCC Policies	10	7.41%
Other Harassment / Retaliation / Discrimination	12	8.89%
Violation of CCC Ethics Policy	16	11.85%
Inattention to Duty	17	12.59%
Falsification of attendance records	20	14.81%
<b>Totals</b>	<b>135</b>	<b>100.00%</b>

**Status of Complaints**

As reported in the previous *Bi-Annual Report*, as of June 30, 2018, the OIG had 91 pending complaints, meaning that the OIG was in the process of investigating those complaints. During the period of July 1, 2018 through December 31, 2018, the OIG closed 143 complaints. The reasons that the OIG closed the 143 complaints during the current reporting period are as follows:

<b>Complaints Closed Between July 1, 2018 and December 31, 2018</b>		
<b>Reason Closed</b>	<b>Number</b>	<b>Percentage</b>
Sustained	16	11.19%
Not Sustained / No Policy Violation	39	27.27%
Referred / Deferred	41	28.67%
Subject Inactive	7	4.90%
Duplicate Complaint	27	18.88%
Complaint included with another active investigation	5	3.50%
Other	8	5.59%
<b>Totals</b>	<b>143</b>	<b>100.00%</b>

Regarding the complaints closed during the period of July 1, 2018 to December 31, 2018, the table below documents the average number of calendar days between the date that complaints were received and the date that complaints were 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, 2018 through June 30, 2018).<sup>2</sup>

<sup>2</sup> 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/or the Assistant Inspector General and then the Inspector General. In situations where a complaint is sustained or not sustained and recommendations are made, 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.

<b>Average Calendar Days to Close</b>				
<b>Reason Closed</b>	<b>1/1/18 to 6/30/18</b>		<b>7/1/18 to 12/31/18</b>	
	<b>Number</b>	<b>Average Calendar Days to Close</b>	<b>Number</b>	<b>Average Calendar Days to Close</b>
Sustained	14	269	16	158
Not Sustained / No Policy Violation	49	278	38	275
Not Sustained with Recommendations	0	0	1	223
Referred / Deferred	39	1	41	1
Completed Board Mandated Audit	1	120	0	0
Other	33	44	47	21
<b>Totals</b>	<b>136</b>		<b>143</b>	

As of December 31, 2018, the OIG had 83 pending complaints. Thirty-seven of these 83 pending complaints (45%) were received between July 1, 2018 and December 31, 2018, and 26 of these 83 pending complaints (31%) were received between January 1, 2018 and June 30, 2018.

**OIG Reports Submitted – July 1, 2018 through December 31, 2018**

During the reporting period of July 1, 2018 through December 31, 2018, the OIG submitted 17 reports.<sup>3</sup> These 17 reports included 16 reports documenting sustained findings of waste, fraud and/or misconduct, and one report documenting not sustained findings in which recommendations were made.

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

Multi-issue, related investigations at one City College

The OIG completed eleven investigations of various employees at the same City College primarily regarding allegations of inappropriate treatment and/or comments about students/co-workers, particularly female students/co-workers.

By way of background, the CCC Equal Opportunity Policy and Complaint Procedures provides that the CCC Equal Opportunity ("EEO") Office is responsible for investigating all equal opportunity concerns of CCC employees, applicants for employment, students, applicants for admission, or any other person including complaints of discrimination, harassment, hostile work or learning environment, retaliation, intimidation, sexual misconduct, and failure to accommodate due to religion or disability. EEO received and investigated a complaint that a college advisor (college advisor 1) engaged in a romantic

<sup>3</sup> Pursuant 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.

relationship with a CCC student (student A), who was enrolled at the same City College. EEO found that the romantic relationship between college advisor 1 and student A was consensual; however, EEO referred the case to the OIG to investigate whether college advisor 1 violated the CCC Ethics Policy by enrolling student A in classes for which she was not eligible when he was engaged in the romantic relationship with her.

During the course of that investigation, the OIG learned that college advisor 1 and a full-time faculty member allegedly made unwelcomed sexual advances towards student B, a CCC student at the same City College. Additional sexual harassment-related allegations against the faculty member, as well as other staff at the same City College, came to light. After consultation with EEO, it was agreed that the OIG would investigate all of these matters.

Additionally, the OIG learned that certain male employees primarily assigned to the City College's Advising and Transition Department and the Recruiting and Admissions Department utilized an instant messenger system through the CCC computer network to communicate inappropriate/unflattering comments about students and staff. Concerning these allegations, the OIG initiated investigations regarding several college advisors, including college advisor 3, college advisor 4, college advisor 5, and college advisor 6, as well as admissions specialist 1 and admissions specialist 2.

Lastly, on October 11, 2018, the OIG received information that the admissions specialist 2 used the debit card of a co-worker without her authorization. The OIG also initiated an investigation regarding that issue.

➤ OIG Case Numbers 18-0172 and 18-0192 - College Advisor 1

The OIG investigations regarding college advisor 1 revealed the following:

- College advisor 1 engaged in a conflict of interest contrary to the CCC Ethics Policy, in that he made decisions, specifically regarding enrolling student A in classes, in which he had a special interest because he was in a romantic relationship with student A, in violation of Article 5.2.10(1) of the Board Policies and Procedures for Management and Government, which in turn is a violation of Section IV(44) of the CCC District-Wide Employee Manual.
- College advisor 1 gave preferential treatment to student A, in that he enrolled her in five classes in which she was ineligible to be enrolled, in violation of Section IV(26) of the CCC District-Wide Employee Manual.
- College advisor 1 violated departmental rules, in that, contrary to advising departmental rules, college advisor 1 failed to complete a revision form and/or have student A sign a revision form when he quick

enrolled student A in five of her classes for the Spring 2018 term, which is a violation of Section IV(48) of the CCC District-Wide Employee Manual.

- College advisor 1 violated the CCC Academic and Student Policy, specifically the *Assessment & Placement – Credit Students – Procedures* section as well as Section 3.09, titled *Eligibility for Course Enrollment*, when he enrolled student A in five classes in which she was ineligible to be enrolled.
- College advisor 1 violated the Policies and Guidelines Governing the Use of Computing and Technology Resources of the City Colleges of Chicago, in that on various occasions, college advisor 1 used the CCC network to send instant messages to other employees of the City College that were regarding the physical appearances of students and co-workers, and that were overall highly inappropriate, which in turn is a violation of Section IV(45) of the CCC District-Wide Employee Manual.
- Based on the above findings, college advisor 1 engaged in conduct unbecoming a public employee, in violation of Section IV(50) of the CCC District-Wide Employee Manual.
- The OIG investigation did not reveal sufficient evidence to find that college advisor 1 sexually harassed student B, a student enrolled at the same City College.

Effective April 6, 2018, college advisor 1 resigned from his position with CCC. It should be noted that college advisor 1 refused to appear for an interview with the OIG when it was requested on April 2, 2018 that he appear for an interview on April 4, 2018.

Being that effective April 6, 2018, college advisor 1 resigned from his position with CCC, and based on the OIG investigations, the OIG recommended that college advisor 1 be designated ineligible to be re-hired and that his personnel records reflect this designation.

College advisor 1 was subsequently designated ineligible to be re-hired.

➤ OIG Case Numbers 18-0193 and 18-0194 - Full-time Faculty Member

The OIG investigations regarding the faculty member revealed the following:

- The faculty member engaged in a conflict of interest contrary to the CCC Ethics Policy, in that he participated in the instruction and

evaluation of students with whom he had romantic relationships, and he did not disclose these romantic relationships to the relevant college administrator, in violation of Article 5.2.10(2) of the Board Policies and Procedures for Management and Government, which in turn is a violation of Section IV(44) of the CCC District-Wide Employee Manual.

- Based on the above finding, the faculty member engaged in conduct unbecoming a public employee, in violation of Section IV(50) of the CCC District-Wide Employee Manual.
- The OIG investigation did not reveal sufficient evidence to find that the faculty member sexually harassed student B.
- The OIG investigation did not reveal sufficient evidence to find that the faculty member sexually harassed student C, a student enrolled at the same City College.

The faculty member was interviewed by the OIG on May 8, 2018. Effective May 16, 2018, the faculty member resigned from his position with CCC.

Being that effective May 16, 2018, the faculty member resigned from his position with CCC, and based on the OIG investigations, the OIG recommended that the faculty member be designated ineligible to be re-hired and that his personnel records reflect this designation.

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

➤ OIG Case Number 19-0005 - College Advisor 6

The OIG investigation revealed that on numerous occasions, college advisor 6 used the CCC network to send instant messages to other employees of the same City College that were regarding the physical appearances of students or co-workers, and that were overall highly inappropriate. College advisor 6's actions violated the Policies and Guidelines Governing the Use of Computing and Technology Resources of the City Colleges of Chicago, as well as Section IV, Paragraphs 45 and 50 of the CCC District-Wide Employee Manual.

Additionally, college advisor 6 failed to cooperate with the Inspector General in the investigation conducted pursuant to the Inspector General's authority, in that during his July 12, 2018 interview with the OIG, college advisor 6 took a break from the interview that was in progress, and he refused to return from the break to complete the interview, in violation of Article II, Section 2.7.4(b) of the Board Bylaws.

Effective July 14, 2018, college advisor 6 resigned from his CCC position.

Being that effective July 14, 2018, college advisor 6 resigned from his position with CCC, and based on the OIG investigation as well as college advisor 6's failure to cooperate with the OIG, the OIG recommended that college advisor 6 be designated ineligible to be re-hired and that his personnel records reflect this designation.

College advisor 6 was subsequently designated ineligible to be re-hired.

➤ OIG Case Number 19-0006 - Admissions Specialist 1

The OIG investigation revealed that on numerous occasions, admissions specialist 1 used the CCC network to send instant messages to other employees of the same City College that were regarding the physical appearances of students or co-workers, and that were overall highly inappropriate. Admissions specialist 1's actions violated the Policies and Guidelines Governing the Use of Computing and Technology Resources of the City Colleges of Chicago, as well as Section IV, Paragraphs 45 and 50 of the CCC District-Wide Employee Manual.

The OIG interviewed admissions specialist 1 on July 24, 2018. Effective September 15, 2018, admissions specialist 1 resigned from his CCC position.

Being that effective September 15, 2018, admissions specialist 1 resigned from his position with CCC, the OIG made no additional disciplinary recommendations regarding admissions specialist 1.

➤ OIG Case Number 18-0198 and 19-0084 - Admissions Specialist 2

The OIG investigation revealed that on numerous occasions, admissions specialist 2 used the CCC network to send instant messages to other employees of the same City College that were regarding the physical appearances of students or co-workers, and that were overall highly inappropriate. Admissions specialist 2's actions violated the Policies and Guidelines Governing the Use of Computing and Technology Resources of the City Colleges of Chicago, as well as Section IV, Paragraphs 45 and 50 of the CCC District-Wide Employee Manual.

The OIG investigation did not reveal sufficient evidence to find that admissions specialist 2 sexually harassed student D, a student at the same City College.

A separate OIG investigation revealed that admissions specialist 2 stole and utilized the debit card of a co-worker (admissions specialist 3 assigned to the same City College) without admissions specialist 3's permission, to pay his cellular telephone bill, to attempt to pay for gasoline, and to pay for potato chips at a Walgreens store. Admissions specialist 2's actions violated

Section IV, Paragraphs 15, 22 and 50 of the CCC District-Wide Employee Manual.

The OIG shared the evidence obtained during the course of the theft-related investigation involving admissions specialist 2 with the Chicago Police Department. On October 17, 2018, admissions specialist 2 was arrested, and he was charged with the offenses of identity theft and theft of use of property. The criminal charges against admissions specialist 2 are currently pending in the Circuit Court of Cook County under criminal case number 18-1-12067401.

On October 16, 2018, the OIG contacted admissions specialist 2 via an emailed letter advising him that his presence was requested for an interview on October 18, 2018, at 2:00 p.m., at the OIG's office. On October 18, 2018, two union representatives for admissions specialist 2 were present at the OIG's office at 2:00 p.m., but admissions specialist 2 did not arrive for the scheduled interview. The OIG and admissions specialist 2's union representatives agreed to reschedule the interview to October 26, 2018. On October 19, 2018, the OIG served admissions specialist 2 at his residence with another letter advising him that his presence was requested for an interview on October 26, 2018. Shortly thereafter, admissions specialist 2 resigned from his position with CCC. CCC PeopleSoft records reflect that admissions specialist 2 resigned from his position effective October 20, 2018, and he was subsequently designated ineligible to be re-hired.

Being that effective October 20, 2018, admissions specialist 2 resigned from his position with CCC, and he was subsequently designated ineligible to be re-hired, the OIG made no additional disciplinary recommendations regarding admissions specialist 2.

➤ OIG Case Number 19-0001 - College Advisor 3

The OIG investigation revealed that on numerous occasions, college advisor 3 used the CCC network to send instant messages to other employees that were regarding the physical appearances of students or co-workers, and that were overall highly inappropriate. College advisor 3's actions violated the Policies and Guidelines Governing the Use of Computing and Technology Resources of the City Colleges of Chicago, as well as Section IV, Paragraphs 45 and 50 of the CCC District-Wide Employee Manual.

Based on the OIG investigation, the OIG recommended that CCC takes appropriate disciplinary action against college advisor 3.

Following the disciplinary process, college advisor 3 was issued a two-day suspension. Additionally, college advisor 3 was directed to complete on-line training regarding the CCC Equal Opportunity (Sexual Harassment) Policy, which he did.

➤ OIG Case Number 19-0003 - College Advisor 4<sup>4</sup>

The OIG investigation revealed that on numerous occasions, college advisor 4 used the CCC network to send instant messages to other employees of the same City College that were regarding the physical appearances of students or co-workers, and that were overall highly inappropriate. College advisor 4's actions violated the Policies and Guidelines Governing the Use of Computing and Technology Resources of the City Colleges of Chicago, as well as Section IV, Paragraphs 45 and 50 of the City CCC District-Wide Employee Manual.

Based on the OIG investigation, the OIG recommended that CCC takes appropriate disciplinary action against college advisor 4.

College advisor 4 was issued a two-day suspension. Additionally, college advisor 4 was directed to complete on-line training regarding the CCC Equal Opportunity (Sexual Harassment) Policy.

➤ OIG Case Number 19-0004 - College Advisor 5

The OIG investigation revealed that on numerous occasions, college advisor 5 used the CCC network to send instant messages to other employees of the same City College that were regarding the physical appearances of students or co-workers, and that were overall highly inappropriate. College advisor 5's actions violated the Policies and Guidelines Governing the Use of Computing and Technology Resources, as well as Section IV, Paragraphs 45 and 50 of the CCC District-Wide Employee Manual.

Based on the OIG investigation, the OIG recommended that CCC takes appropriate disciplinary action against college advisor 5.

Following the disciplinary process, college advisor 5 was issued a two-day suspension. Additionally, college advisor 5 was directed to complete on-line training regarding the CCC Equal Opportunity (Sexual Harassment) Policy, which he did.

Based on the variety of findings made by the OIG regarding the various employees mentioned above and in addition to the disciplinary recommendations, the OIG recommended that CCC re-train all employees of the City College regarding the CCC Equal Opportunity (Sexual Harassment) Policy, the Policies and Guidelines Governing the Use of Computer and Technology Resources/Responsible Computer Use Policy, and the CCC Ethics Policy.

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<sup>4</sup> While the investigation was pending, college advisor 4 was promoted to an interim associate dean position.

Other reports documenting sustained findings of waste, fraud and/or misconduct

OIG Case Number 18-0219

The OIG learned that a part-time lead security officer assigned to a City College was suspended for a period of 120 days by his outside law enforcement employer, the Cook County Sheriff's Department. Based on this discovery, an investigation was initiated. The OIG investigation revealed the following:

- The lead security officer engaged in conduct contrary to the Illinois Compiled Statutes, in violation of Section IV(15) of the CCC District-Wide Employee Manual, in that:
  - he committed the offense of domestic battery, in violation of 720 ILCS 5/12-3.2(a)(2).
  - he committed the offenses of driving under the influence, contrary to 625 ILCS 5/11-501(a)(2); speeding, contrary to 625 ILCS 5/11-601(b); failure to signal when required, contrary to 625 ILCS 5/11-804; and improper lane usage, contrary to 625 ILCS 5/11-709.
- The lead security officer failed to notify CCC that he was convicted of a crime during his CCC employment, contrary to Section III of the CCC District-Wide Employee Manual.
- The lead security officer failed to perform a duty imposed by his collective bargaining agreement, in that on at least three occasions during his CCC employment, the lead security officer failed to notify his security director in writing that he was the subject of disciplinary action by another law enforcement employer, the Cook County Sheriff's Department, contrary to Article VII(F) of the Agreement between Board of Trustees of Community College District No. 508 and the City Colleges Police Officers Association (January 1, 2014 through December 31, 2017).

Additionally, on at least three occasions during a May 30, 2018 interview with the OIG, the lead security officer made false statements, in violation of Section IV(8) of the CCC District-Wide Employee Manual.

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

Prior to his pre-disciplinary hearing, the lead security officer resigned from his position. The security officer was designated ineligible to be re-hired.

### OIG Case Number 19-0014

During the course of an unrelated investigation, the OIG found that a chief engineer assigned to a City College engaged in various activities that violated CCC policies. The OIG's investigation of these activities revealed the following:

- On more than two dozen occasions between August 2018 and November 2018, the chief engineer utilized the CCC computer network to access sexually explicit videos, videos depicting violence against women, and/or videos depicting otherwise inappropriate content.
- On at least three occasions while on duty, the chief engineer utilized CCC equipment to work on his personal vehicles, and on at least five occasions while on duty, the chief engineer worked on his personal vehicles.
- The chief engineer failed to disclose to the Office of Human Resources his 2008 felony conviction for reckless discharge of a firearm.
- On CCC employment applications that he submitted in 2000 and 2001, the chief engineer failed to disclose his 1997 felony conviction for possession of cannabis with intent to deliver.
- On at least three occasions during his December 4, 2018 interview with the OIG, the chief engineer made false statements.

The chief engineer's actions violated Section III and Section IV, Paragraphs 6, 7, 8, 9, 11, 15, 19, 39, 44, 45 and 50, of the CCC District-Wide Employee Manual, as well as the CCC Policies Governing the Use of Computing and Technology Resources and Article 5.2.7 of the CCC Ethics Policy.

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

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

### OIG Case Number 18-0175

During the Spring 2018 term, the OIG received two complaints regarding the time and attendance of a manager then assigned to the District Office. The OIG investigation revealed the following:

- The period of January 8, 2018 through May 11, 2018 consisted of ninety weekdays. The OIG was able to review the manager's time and attendance for seventy-five (83%) of those ninety days. Regarding the seventy-five days reviewed during the period of January 8, 2018 through May 11, 2018, the OIG investigation revealed that the manager worked a six hour and fifty-seven minute (6:56:59) day on average. CCC payroll

records revealed that the manager was expected to work an eight-hour day.

However, of the seventy-five days reviewed, the manager was actually working on only sixty-one of those days.<sup>5</sup> Regarding the sixty-one days that the manager was actually working during the period of January 8, 2018 through May 11, 2018, the OIG investigation revealed that the manager worked a six hour and forty-two minute (6:42:31) day on average.

- The period of January 8, 2018 through May 11, 2018 consisted of eighteen weeks. The OIG was able to review the manager's time and attendance for fifteen complete weeks (83%) of those eighteen weeks. Regarding those fifteen weeks during the period of January 8, 2018 through May 11, 2018, the OIG investigation revealed that the manager worked about a thirty-four hour and forty-five minute (34:44:55) workweek on average. CCC payroll records revealed that the manager was expected to work a forty-hour week.
- The period of January 8, 2018 through May 11, 2018 consisted of nine pay periods. The OIG was able to review the manager's time and attendance for six complete pay periods (66.66%) of those nine pay periods. Regarding those six pay periods during the period of January 8, 2018 through May 11, 2018, the OIG investigation revealed that the manager worked about a sixty-nine hour and forty-two minute (69:41:37) pay period on average. City Colleges of Chicago payroll records reveal that the manager was expected to work an eighty-hour pay period.

Based on the above, the manager violated Section IV, Paragraphs 7, 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.

Based on the investigation, the OIG recommended that CCC takes appropriate disciplinary action against the manager.

The manager subsequently resigned from her CCC position.

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<sup>5</sup> Three full sick days, seven vacation days, three holidays and a snow day account for the fourteen days that the manager did not work. In the analysis of the seventy-five days, the manager was given "credit" for "working" eight hours on those days.

OIG Case Number 18-0232

During the Spring 2018 term, the OIG received a complaint regarding the time and attendance of an administrator then assigned to the District Office.

The OIG investigation revealed that during the period of April 2, 2018 through May 11, 2018, the administrator routinely failed to work a full 7.5 hour day or a full 37.5 hour week. In fact, on average, the administrator worked about 31 hour and 31 minute workweeks. Over this period, the administrator worked 37 hours and 40 minutes less than the hours he was expected and paid to work. The administrator's failure to work these 37 hours and 40 minutes during the six-week period of review was equivalent to more than one full workweek of time. At the administrator's rate of pay at the time, the 37 hours and 40 minutes had a value of \$1,227.55.

Based on the above, the administrator violated Section IV, Paragraphs 7, 11, 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.

Based on the investigation, the OIG recommended that CCC takes appropriate disciplinary action against the administrator.

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

OIG Case Number 18-0237

The OIG received a complaint alleging that on more than one occasion, a part-time note taker assigned to a City College failed to appear in class to perform her note taker duties, despite being swiped in as working and receiving pay for the time in question. The OIG investigation revealed that on at least nine days during April 2018, the note taker left the City College during her workday for an extended period of time while on the clock as working. In all, on these nine occasions, the note taker was away from her assigned City College for more than eleven and one-half hours (11:33) while she was swiped-in as working and for which she received pay. At her rate of pay, the note taker received \$149.34 to which she was not entitled.

As a result of the note taker's actions summarized above, the OIG investigation revealed that the note taker violated Section IV, Paragraphs 2, 7, 11, 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.

Based on the investigation, the OIG recommended that CCC takes appropriate disciplinary action against the note taker.

Prior to her pre-disciplinary hearing, the note taker resigned from her CCC position, and she was designated ineligible to be re-hired.

OIG Case Number 18-0171

The OIG received information that a college financial aid advisor I and a college administrative assistant I, who were assigned to the same City College and who were sisters, reside outside the City of Chicago. The OIG investigation revealed that both employees resided in Crest Hill, Illinois, in violation of Article 4.6(a) of the Board Policies and Procedures for Management and Government and Section III of the CCC District-Wide Employee Manual.

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

Based on the investigation, the OIG recommended that both the college financial aid advisor I and the college administrative assistant I be terminated. The OIG further recommended that both employees be designated ineligible to be re-hired and that their personnel records reflect this designation.

Prior to their pre-disciplinary hearings, both employees resigned from their positions with CCC. Both employees were subsequently designated ineligible to be re-hired.

OIG Case Number 18-0206

During the course of the 2018 Annual Audit of the District's Compliance with the CCC Residency Policy, the OIG found information that a college clerical assistant II assigned to a City College might reside outside the City of Chicago in Lynwood, Illinois. Based on this information, an investigation was initiated.

The OIG investigation revealed that the college clerical assistant resided in Lynwood, Illinois, in violation of Article 4.6(a) of the Board Policies and Procedures for Management and Government and Section III of the CCC District-Wide Employee Manual.

The OIG investigation further revealed that the college clerical assistant falsified employment records, in that from at least 2011 through 2017, she fraudulently affirmed on CCC residency certification documents that she resided in Chicago, Illinois, when in fact she resided in Lynwood, Illinois, in violation of Section IV(11) of the CCC District-Wide Employee Manual.

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

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

**Report Submitted Documenting Not Sustained Findings with Recommendations**

OIG Case Number 18-0248

The OIG received a complaint that between April 30, 2018 and May 11, 2018, \$169.00 was found to be missing from the Business Office of a City College. During the course of the investigation, the OIG also learned that on March 20, 2018, the same Business Office received and processed a counterfeit \$100.00 bill. During the course of the investigation, the OIG conducted interviews of the Business Office employees who had access to the vault and safes around the time period in which the \$169.00 was discovered missing. The OIG also reviewed security video which depicted areas in and near the Business Office during the time period of April 23, 2018 through May 11, 2018. The OIG was unable to determine the specific individual who took the \$169.00. Additionally, the OIG was unable to determine the source of the counterfeit \$100.00 bill received by the Business Office.

As a result of the investigation, the OIG determined that the City College's Business Office lacked sufficient controls to adequately safeguard the funds deposited with the Business Office. These findings and the OIG's recommendations to strengthen the controls in the City College's Business Office are detailed below.

- The OIG investigation revealed that around the time period in which the \$169.00 was discovered missing, access to the Business Office was not restricted, and the Business Office was easily accessible. As such, the OIG recommended that all doors providing access to the Business Office be secured at all times.
- The OIG investigation revealed that individuals who were not assigned to the Business Office with cash-handling duties had access to the Business Office's vault and bursar office, which is also known as the cage. As such, the OIG recommended that access to the Business Office's vault and cage be limited to only the bursars, business manager, and executive director of business operations. If access to the vault and/or cage is needed by an individual other than the bursars, business manager, or executive director of business operations, that individual should be

accompanied by a bursar, business manager, or executive director of business operations during the entire time that they are in the vault and/or cage.

- The OIG investigation revealed that the Business Office did not have an inventory system regarding items that are removed and added to the safes located in the vault. As such, the OIG recommended that the Business Office implements an inventory system regarding items that are removed and added to the safes located in the vault. Specifically, a detailed log, including but not limited to the date, time, item description, and user, should be maintained regarding items that are placed in or taken out of the safes.
- The OIG investigation revealed that the Business Office did not have any written policies and procedures regarding requesting and obtaining change for the cash banks. As such, the OIG recommended that the Business Office implements written policies and procedures regarding requesting and obtaining change for the cash banks.
- The OIG investigation revealed that a college administrative assistant I assigned to the Business Office, was given cashiering and cash-handling responsibilities. As such, the OIG recommended that the Business Office limits all cashiering duties to the bursars, business manager, or executive director of business operations to better ensure that proper cashiering and cash-handling procedures are followed.
- The OIG investigation revealed that the Business Office lacked updated and written policies and procedures. As such, the OIG recommended that the Business Office implements updated and written policies and procedures as well as provide training to its bursars regarding cashiering and cash-handling procedures.