

**35037**  
**ADOPTED – BOARD OF TRUSTEES**  
**COMMUNITY COLLEGE DISTRICT NO. 508**  
**MARCH 7, 2024**

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508**  
**COUNTY OF COOK AND STATE OF ILLINOIS**

**TO ESTABLISH PASS-THROUGH COURSE CHARGES**  
**THE OFFICE OF ACADEMIC AND STUDENT AFFAIRS**

**WHEREAS**, the Illinois Public Community College Act (110 ILCS 805/3-45) authorizes a Community College Board to require tuition; and

**WHEREAS**, Section 4.3 of the Board Bylaws of City Colleges of Chicago provides for the adoption of policies and states that:

“The Board may adopt, from time to time, policy statements, guidelines, procedures, regulations, collective bargaining agreements, codes of conduct, or similar documents issued for the governance of the Board, the District and the Colleges.”

**WHEREAS**, the Board of Trustees has previously approved, adopted and now seeks to amend such tuition with the addition of pass-through course charges; and

**WHEREAS**, certain courses require students to purchase materials, software licenses, or to pay and register for industry recognized certification and/or licensure exams, and students enrolled in such courses must secure those items through the City Colleges Bookstore or on their own often paying a retail upcharge; and

**WHEREAS**, City Colleges of Chicago prioritizes improving the student experience and can deliver a superior student experience by directly procuring such course materials, software licenses, and licensure exams while reducing costs to students, providing for greater transparency into educational costs, and ensuring that such costs are financial-aid eligible;

**NOW, THEREFORE BE IT RESOLVED** that the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois approves the schedule of pass-through course fees as detailed in the appendix to this resolution; that such approved pass-through course charges apply beginning in Fall 2024 and thereafter; and further that City Colleges of Chicago may adjust such pass-through charges to reflect the actual costs of such materials, but that any new pass-through course charges for these or other courses will be approved by the Board of Trustees.

**March 7, 2024 – The Office of Academic and Student Affairs**

Appendix - Pass-Through Course Charges  
March 7, 2024

<b>Culinary &amp; Hospitality</b>								
Program	Course	College	Pass Thru Cost	Current Vendor/ Payment Entity	Owner of Vendor Relationship	Current Cost	Proposed Fee	Benefit to Students
Baking & Pastry Arts	330BKPS 765	KK	Washburne Baking+Pastry Set	Mercer Culinary	KK Business Office	\$360.00	\$360.00	Lower cost, cost transparency, direct delivery of material by program
		KK	Culinary Uniform	Chef Works	KK Business Office	\$284.95	\$284.95	Lower cost, cost transparency, direct delivery of material by program
Culinary Arts	330CUL 705	KK	Washburne Culinary Set	Mercer Culinary	KK Business Office	\$266.00	\$266.00	Lower cost, cost transparency, direct delivery of material by program
	330CUL 701	KK	Culinary Uniform	Chef Works	KK Business Office	\$284.95	\$284.95	Lower cost, cost transparency, direct delivery of material by program

<b>Construction</b>								
Program	Course	College	Pass Thru Cost	Current Vendor/ Payment Entity	Owner of Vendor Relationship	Current Cost	Proposed Fee	Benefit to Students
Combination Welder	332TECH 509	KK	Safety Equipment	Grainger	KK Business Office	\$578.98	\$521.10	Lower cost, cost transparency, direct delivery of material by program
Construction Carpentry	332TECH 583	KK	Safety Equipment	Grainger	KK Business Office	\$377.72	\$339.90	Lower cost, cost transparency, direct delivery of material by program
		KK	Tools	Grainger	KK Business Office	\$93.92	\$84.50	Lower cost, cost transparency, direct delivery of material by program
Construction Masonry	332TECH 440	KK	Safety Equipment	Grainger	KK Business Office	\$524.11	\$471.70	Lower cost, cost transparency, direct delivery of material by program
Overhead Electrical Line Worker	332TECH 453	KK	Safety Equipment	Grainger	KK Business Office	\$190.01	\$171.00	Lower cost, cost transparency, direct delivery of material by program
		KK	Tools	Grainger	KK Business Office	\$717.24	\$645.50	Lower cost, cost transparency, direct delivery of material by program
Plumbing and Fire Protection	332TECH 434	KK	Safety Equipment	Grainger	KK Business Office	\$256.37	\$230.70	Lower cost, cost transparency, direct delivery of material by program
	332TECH 435	KK	Tools	Grainger	KK Business Office	\$90.89	\$81.80	Lower cost, cost transparency, direct delivery of material by program

<b>Health Science</b>								
Program	Course	College	Pass Thru Cost	Current Vendor/ Payment Entity	Owner of Vendor Relationship	Current Cost	Proposed Fee	Benefit to Students
Dental Hygiene	DENTHYG 112	MX	Lab kit	Hufreidy	MX Business Office	\$3,600	\$3,600	Cost transparency, direct delivery of material by program
HIT BC Medical Billing	HIT 102	MX	Certified Coding Associate Exam (CCA)	American Health Information Management Association (AHIMA)	MX Business Office	\$300	\$300	Cost transparency; Timely completion of the licensure exam (increased likelihood of passing)
		MX	Certified Revenue Cycle Representative (CRCR)	Healthcare Financial Management Association	MX Business Office	\$399	\$399	Cost transparency; Timely completion of the licensure exam (increased likelihood of passing)
Mortuary Science	MOR SCI 214	MX	Comprehensive Assessment	Multiple vendors	MX Business Office	\$205	\$205	Computerized assessment to assist with NBE test preparation
		MX	NBE Study Guide	International Conference of Funeral Service Exam Board	MX Business Office	\$110	\$110	Study material from NBE for test preparation
	MOR SCI 216	MX	Medical Document Repository	CastleBranch	MX Business Office	\$130	\$130	Cost transparency; ensures timely compliance with clinical requirements
Physical Therapist Assistant	PTA 110	MX	CPR	American Heart Association	MX Business Office	\$67	\$67	Cost transparency; ensures timely completion of clinical requirements

Appendix - Pass-Through Course Charges  
March 7, 2024

Nursing								
Program	Course	College	Pass Thru Cost	Current Vendor/ Payment Entity	Owner of Vendor Relationship	Current Cost	Proposed Fee	Benefit to Students
Nursing AAS	NURSING 101	MX	Medical Compliance	CastleBranch	MX Business Office	\$45	\$45	Cost transparency; ensures timely compliance with clinical requirements
		MX	CPR	American Heart Association	MX Business Office	\$67	\$67	Cost transparency; ensures timely completion of clinical requirements
		MX	Uniforms	Medline	MX Business Office	\$250	\$250	Timely compliance with clinical preparedness/attendance
	NURSING 102	MX	Medical Compliance	CastleBranch	MX Business Office	\$45	\$45	Cost transparency; ensures timely compliance with clinical requirements
		MX	CPR	American Heart Association	MX Business Office	\$67	\$67	Cost transparency; ensures timely completion of clinical requirements
	NURSING 208	MX	Medical Compliance	CastleBranch	MX Business Office	\$45	\$45	Cost transparency; ensures timely compliance with clinical requirements
	NURSING 209	MX	Medical Compliance	CastleBranch	MX Business Office	\$45	\$45	Cost transparency; ensures timely compliance with clinical requirements
	NURSING 210	MX	Medical Compliance	CastleBranch	MX Business Office	\$45	\$45	Cost transparency; ensures timely compliance with clinical requirements
		MX	CPR	American Heart Association	MX Business Office	\$67	\$67	Cost transparency; ensures timely completion of clinical requirements
		MX	Uniforms	Medline	MX Business Office	\$250	\$250	Timely compliance with clinical preparedness/attendance
	NURSING 213	MX	Medical Compliance	CastleBranch	MX Business Office	\$45	\$45	Cost transparency; ensures timely compliance with clinical requirements
	NURSING 214	MX	Medical Compliance	CastleBranch	MX Business Office	\$45	\$45	Cost transparency; ensures timely compliance with clinical requirements
	NURSING 215	MX	Medical Compliance	CastleBranch	MX Business Office	\$45	\$45	Cost transparency; ensures timely compliance with clinical requirements
	NURSING 216	MX	Background Check and Fingerprinting	Accurate Biometrics	MX Business Office	\$75	\$75	Cost transparency; Timely completion of the licensure exam (increased likelihood of passing)
		MX	NCLEX Scheduling	Pearson Vue	MX Business Office	\$200	\$200	Cost transparency; Timely completion of the licensure exam (increased likelihood of passing)
MX		NCLEX Licensure Exam	Continental Testing	MX Business Office	\$110	\$110	Cost transparency; Timely completion of the licensure exam (increased likelihood of passing)	

Appendix - Pass-Through Course Charges  
March 7, 2024

Nursing (continued)								
Program	Course	College	Pass Thru Cost	Current Vendor/ Payment Entity	Owner of Vendor Relationship	Current Cost	Proposed Fee	Benefit to Students
Licensed Practical Nursing AC	NURSING 150	MX	Medical Compliance	CastleBranch	MX Business Office	\$45	\$45	Cost transparency; ensures timely compliance with clinical requirements
		MX	CPR	American Heart Association	MX Business Office	\$67	\$67	Cost transparency; ensures timely completion of clinical requirements
		MX	Uniforms	Medline	MX Business Office	\$250	\$250	Timely compliance with clinical preparedness/attendance
	NURSING 151	MX	Medical Compliance	CastleBranch	MX Business Office	\$45	\$45	Cost transparency; ensures timely compliance with clinical requirements
	NURSING 152	MX	Medical Compliance	CastleBranch	MX Business Office	\$45	\$45	Cost transparency; ensures timely compliance with clinical requirements
	NURSING 153	MX	Medical Compliance	CastleBranch	MX Business Office	\$45	\$45	Cost transparency; ensures timely compliance with clinical requirements
	NURSING 158	MX	Medical Compliance	CastleBranch	MX Business Office	\$45	\$45	Cost transparency; ensures timely compliance with clinical requirements
	NURSING 216	MX	Background Check and Fingerprinting	Accurate Biometrics	MX Business Office	\$75	\$75	Cost transparency; Timely completion of the licensure exam (increased likelihood of passing)
		MX	NCLEX Scheduling	Pearson Vue	MX Business Office	\$200	\$200	Cost transparency; Timely completion of the licensure exam (increased likelihood of passing)
MX		NCLEX Licensure Exam	Continental Testing	MX Business Office	\$110	\$110	Cost transparency; Timely completion of the licensure exam (increased likelihood of passing)	
Basic Nursing Assistant BC	STHLTH 624	MX	Medical Compliance	CastleBranch	MX Business Office	\$45	\$45	Cost transparency; ensures timely compliance with clinical requirements
		MX	Books	Elsevier	MX Business Office	\$148	\$120	Lower cost; Timely compliance with student assessment and clinical objectives
		MX	Uniforms	Medline	MX Business Office	\$200	\$200	Timely compliance with clinical preparedness/attendance
		MX	Fingerprints, Background Check	State of Illinois Background Check	MX Business Office	\$40	\$40	Cost transparency; Timely completion of the certification exam (increased likelihood of passing)
		MX	State Certification Exam	SIUC	MX Business Office	\$75	\$75	Cost transparency; Timely completion of the certification exam (increased likelihood of passing)