



**Regular Meeting of the  
Board of Trustees**

**Agenda**

**Tuesday, January 28, 2020**

- I. CALL TO ORDER** January 28, 2020 at 6:00 p.m.  
Boardroom – A-300
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF BOARD MINUTES – VOLUME LVI**  
[Minutes of the Regular Board Meeting of December 17, 2019, No. 9](#)
- V. COMMENTS ON THIS AGENDA**
- VI. CITIZEN PARTICIPATION**
- VII. REPORTS/ANNOUNCEMENTS – Employee Groups**
- VIII. STUDENT SENATE REPORT**
- IX. BOARD COMMITTEE REPORTS**
  - A. Academic Affairs/Student Affairs
  - B. Finance/Maintenance & Operations
- X. ADMINISTRATIVE REPORT**
- XI. PRESIDENT’S REPORT**
- XII. CHAIRMAN’S REPORT**
- XIII. NEW BUSINESS**
  - A. Board Policy – First Reading
    - Human Resources
    - [4145 Sexual Harassment](#)
    - Student Affairs
    - [5201 Academic Placement](#)
  - Board Policy – Second Reading
    - Governance
    - [1166 Board Evaluation](#)
    - Student Affairs
    - [5902 Athletic Scholarships and Grants-In-Aid](#)

B. Action Exhibits

16394 Budget Transfers

16395 Facility Fee Waiver: Federal Bureau of Investigation

16396 Facility Fee Waiver: U.S. Census Bureau

16397 Facility Fee Waiver: West 40 Intermediate Service Center No. 2 and  
Community Alliance

16398 Renewal of Beverage and Sponsorship Agreement with Pepsi Beverages  
Company

16399 Annual Contract Subscription with Emsi

16400 Addendum to Clinical Affiliation Agreement with Rush University  
Medical Center

C. Bills and Invoices

D. Closed Session – To discuss and consider the hiring, discipline, performance, and compensation of certain personnel, matters of collective bargaining, acquisition of real property, and matters of pending, probable, or imminent litigation

E. Human Resources Report

Offer Position/Administrative Contract Approval\*

3.1.01 Garrick Abezetian, Associate Vice President of Athletics & Athletic  
Activities

**XIV. COMMUNICATIONS – INFORMATION**

A. Human Resources Information Materials

B. Informational Material

**XV. ADJOURNMENT**

\*Contracts are posted on the Triton College Board of Trustees Website under Meeting Schedule (<https://www.triton.edu/about/administration/board-of-trustees/>) and in the A Building 3<sup>rd</sup> floor lobby.



**Special Meeting of the  
Board of Trustees**

**Board Retreat**

**Agenda**

**Tuesday, January 28, 2020**

- I. CALL TO ORDER** January 28, 2020 at 7:00 p.m.  
or immediately following the Regular Board Meeting  
Boardroom – A-300
- II. ROLL CALL**
- III. CITIZEN PARTICIPATION**
- IV. BOARD SELF-EVALUATION**
- V. ADJOURNMENT**

**CALL TO ORDER/ROLL CALL**

Chairman Mark Stephens called the regular meeting of the Board of Trustees to order in the Boardroom at 6:43 p.m. Following the Pledge of Allegiance, roll call was taken.

Present: Mr. Luke Casson, Mr. Steven Page, Ms. Donna Peluso, Mrs. Elizabeth Potter, Mr. Rich Regan, Mr. Mark Stephens, Ms. Diane Viverito.

Absent: Mr. Glover Johnson.

**APPROVAL OF BOARD MINUTES**

Ms. Peluso made a motion, seconded by Mrs. Potter, to approve the minutes of the Audit Committee (Committee of the Whole) of November 19, 2019, the Regular Board Meeting of November 19, 2019, and the Board Retreat of November 19, 2019. Voice vote carried the motion unanimously.

**COMMENTS ON THIS AGENDA**

None.

**CITIZEN PARTICIPATION**

None.

**REPORTS/ANNOUNCEMENTS – Employee Groups**

Classified Association President Renee Swanberg reported that Classified are busy with the end of the semester and registering students for spring, and are gearing up for their new working hours next year. Ms. Swanberg wished everyone a Merry Christmas and Happy New Year.

Adjunct Faculty Association President Bill Justiz thanked administration for remedying an identified problem, and wished everyone a Merry Christmas and Happy New Year.

**STUDENT SENATE REPORT**

Student Trustee Steven Page reported that finals are over, students are not on campus now, and the TCSA will be getting together over the break to prepare for next semester.

**BOARD COMMITTEE REPORTS**

Academic Affairs/Student Affairs

Ms. Viverito reported that the committee met earlier this month, reviewed, and are in support of all of the items pertaining to academic and student affairs.

Finance/Maintenance & Operations

Ms. Peluso reported that the committee met on December 4, reviewed ten new business items and one purchasing schedule, and forwarded all items to the Board with a unanimous recommendation for approval.

### **ADMINISTRATIVE REPORT**

HLC Focus Visit: Dr. Purva Rushi, Executive Director of Strategic Planning and Accreditation, provided an update on the April 27-28, 2020 HLC Focus Visit on academic assessment. She discussed past HLC visits that resulted in the required Focus Visit and the HLC asking the college to address three issues: assessment terminology, Gen Ed assessment, and program assessment, and the actions taken for each of those recommendations. Dr. Rushi noted that the primary work has been done in academic affairs with faculty leading the charge. The Pre-Visit Report is currently being drafted and will be sent to HLC in a few weeks. January through April will be focused on visit preparations including a “Mock Visit” with the Academic Assessment Committee, Assessment Fellows, faculty academic leadership and staff.

### **PRESIDENT’S REPORT**

President Mary-Rita Moore discussed the Workforce Equity grant, with programs starting in the spring to offer short-term training to our community. She introduced Executive Director for Workforce Equity Initiative Dr. Lee Jackson. It was noted that the goal of the grant is to serve 160 students, and there are 128 enrolled as of this morning.

Ms. Moore read portions of a communication she received from alumni Joe Diehlman, who graduated in 1984 from the radiology program. Mr. Diehlman credits the importance of Triton in his education and life.

President Moore announced that she has just learned that faculty Tuan Dean has been named winner of the 2019 McGraw-Hill Higher Ed ALEKS All-Star Educator Award.

Lastly, Ms. Moore thanked the Triton community for all that they do and wished all the best this holiday season.

### **CHAIRMAN’S REPORT**

Chairman Mark Stephens discussed the budget, noting that after rebuilding the reserve to a high mark of \$34 million, deficit spending has occurred for the past 7-8 years, resulting in a reserve of \$9.7 million as of June 30, 2019. News out of Springfield indicates budget cuts, this after many years of under-funding. Mr. Stephens stated that the Board has been committed and remains committed to keeping everyone employed, and to maintain this, a focus on enrollment is needed. He has asked the President and Vice Presidents to sit down and take a hard look at these issues. Mr. Stephens called upon everyone to be realistic, and stressed that the enrollment issue is critical.

Mr. Stephens highlighted the success of the Math Lab in serving our students who come to college unprepared, and encouraged staff to continue to ensure that students know we care and that this is their college.

Chairman Stephens commented that the Board will have a Retreat in January with a new self-evaluation instrument. He wished everyone a Merry Christmas and Happy New Year.

**NEW BUSINESS**

BOARD POLICY – First Reading

Governance

1166 Board Evaluation

Student Affairs

5902 Athletic Tuition Waiver

Chairman Stephens asked Trustees to review these recommended policy changes which will come for approval at the January 2020 Board meeting.

ACTION EXHIBITS

**16383 Resolution Abating Taxes Levied for Debt Service on Series 2014 & 2015 General Obligation Bonds**

Ms. Peluso made a motion to approve the Resolution Abating Taxes Levied for Debt Service on Series 2014 & 2015 General Obligation Bonds, seconded by Mrs. Potter. Mr. Stephens explained that this Action Exhibit satisfies the Board's pledge at the time of the Bond sale to not burden the taxpayers.

Roll Call Vote:

Affirmative: Mr. Casson, Mr. Page, Ms. Peluso, Mrs. Potter, Mr. Regan,  
Ms. Viverito, Mr. Stephens.

Absent: Mr. Johnson.

Motion carried 6-0 with the Student Trustee voting yes.

**16384 2019 Tax Levy**

Chairman Stephens asked if the College has determined the estimated amount to be raised by taxation. Vice President of Business Services Sean Sullivan replied that in accordance with the FY 2020 Budget approved by the Board of Trustees in September, the College has determined that the estimated amount of money to be raised by taxation, prior to the county extension and exclusive of election costs for tax year 2019 is \$28,337,929. The proposed 2019 Tax Levy represents a 0% increase by the Board of Trustees over the 2018 Extended Aggregate Tax Levy. The proposed flat levy, plus the county extension, will provide the College with a portion of the financial resources necessary to support the educational plan for the current fiscal year as presented in the FY 2020 Budget as approved by the Board of Trustees in September of 2019. Mr. Stephens stated that the Board of Trustees hereby accepts the proposed 2019 Tax Levy, subject to the Cook County extension and as presented without increase by the Board over the 2018 Extended Levy, subject to approval during this meeting.

Mr. Regan made a motion to approve the 2019 Tax Levy, seconded by Ms. Peluso. Voice vote carried the motion unanimously.

**Remaining Action Exhibits**

With leave of the Board, Mr. Stephens asked for the remaining Action Exhibits to be taken as a group. Mr. Casson noted a discrepancy in Action Exhibit 16387 Beverage and Sponsorship Agreement with Pepsi Beverages Company, with the cover sheet stating it is a 3-year contract and the attached contract saying 5-year. Action Exhibit 16387 was therefore pulled, and the following remaining Action Exhibits were taken as a group.

**16385 Certification of Compliance with Truth in Taxation Act**

**16386 Budget Transfers**

**16388 Sound Incorporated Lenel Premise Alarm System Update Agreement**

**16389 2020 PayFlex FSA Administrative Services Fee**

**16390 2020 Triton College Health Benefit Plan (Blue Cross Blue Shield PPO) Employee Co-Premium Rates**

**16391 Memorandum of Understanding with the Illinois Brotherhood of Electrical Workers (IBEW) Renewable Energy Fund, Inc.**

**16392 Independent Contractor Agreement #2 with Fredrick Stanley**

**16393 College Curriculum Committee Recommendations, December 2019**

Ms. Viverito made a motion to approve the remaining Action Exhibits, seconded by Mrs. Potter. Voice vote carried the motion unanimously.

**PURCHASING SCHEDULES**

B42.08 Districtwide Schedule of Classes – Summer 2020

Ms. Peluso made a motion to approve the Purchasing Schedule, seconded by Mrs. Potter. Voice vote carried the motion unanimously.

**BILLS AND INVOICES**

Ms. Peluso made a motion, seconded by Mrs. Potter, to pay the Bills and Invoices in the amount of \$1,216,594.84.

Roll Call Vote:

Affirmative: Mr. Casson, Mr. Page, Ms. Peluso, Mrs. Potter, Mr. Regan,  
Ms. Viverito, Mr. Stephens.

Absent: Mr. Johnson.

Motion carried 6-0 with the Student Trustee voting yes.

**CLOSED SESSION**

Mrs. Potter made a motion to go into Closed Session to discuss and consider the hiring, discipline, performance, and compensation of certain personnel, matters of collective bargaining, acquisition of real property, and matters of pending, probable, or imminent litigation, seconded by Ms. Peluso.

Roll Call Vote:

Affirmative: Mr. Casson, Mr. Page, Ms. Peluso, Mrs. Potter, Mr. Regan,  
Ms. Viverito, Mr. Stephens.  
Absent: Mr. Johnson.

Motion carried 6-0 with the Student Trustee voting yes. The Board went into Closed Session at 7:20 p.m.

**RETURN TO OPEN SESSION**

Ms. Viverito made a motion to return to Open Session, seconded by Ms. Peluso.

Roll Call Vote:

Affirmative: Mr. Casson, Mr. Page, Ms. Peluso, Mrs. Potter, Mr. Regan,  
Ms. Viverito, Mr. Stephens.  
Absent: Mr. Johnson.

Motion carried 6-0 with the Student Trustee voting yes. The Board returned to Open Session at 7:56 p.m.

**HUMAN RESOURCES REPORT**

**1.0 Faculty**

Ms. Peluso made a motion, seconded by Mrs. Potter, to approve page 1 of the Human Resources Report, items 1.1.01 through 1.3.01. Voice vote carried the motion unanimously.

**2.0 Adjunct Faculty**

Mrs. Potter made a motion, seconded by Ms. Viverito, to approve pages 2 through 4 of the Human Resources Report, items 2.2.01 through 2.9.01. Voice vote carried the motion unanimously.

**3.0 Administration**

Ms. Peluso made a motion, seconded by Mrs. Potter, to approve page 5 of the Human Resources Report, items 3.1.01 through 3.3.01. Voice vote carried the motion unanimously.

**4.0 Classified, Police & Engineers**

Mr. Regan made a motion, seconded by Mr. Casson, to approve pages 6 and 7 of the Human Resources Report, items 4.1.01 through 4.6.01. Voice vote carried the motion unanimously.

**5.0 Mid-Management**

Ms. Viverito made a motion, seconded by Mr. Casson, to approve pages 8 and 9 of the Human Resources Report, items 5.1.01 through 5.5.01. Voice vote carried the motion unanimously.



**6.0 Hourly Employees**

Ms. Peluso made a motion, seconded by Mr. Regan, to approve pages 10 through 12 of the Human Resources Report, items 6.1.01 through 6.3.01. Voice vote carried the motion unanimously.

**7.0 Other**

Ms. Peluso made a motion, seconded by Mr. Regan, to approve pages 13 and 14 of the Human Resources Report, items 7.1.01 through 7.6.01. Voice vote carried the motion unanimously.

**ADJOURNMENT**

There being no further business before the Board, the Chairman asked for a motion to adjourn. Motion was made by Ms. Peluso to adjourn the meeting, seconded by Mrs. Potter. Voice vote carried the motion unanimously. Chairman Stephens adjourned the meeting at 7:58 p.m.

Submitted by: Mark R. Stephens  
Board Chairman

Diane Viverito  
Board Secretary

Susan Page  
Susan Page, Recording Secretary

**TRITON COLLEGE, District 504  
Board of Trustees**

Meeting of January 28, 2020

POLICY SECTION Human Resources

POLICY NO. 4145

**REQUEST IS TO MOVE THIS TO THE  
6000 ACADEMIC AFFAIRS SECTION**

First Reading

Second Reading

**TITLE: SEXUAL HARASSMENT**

**PURPOSE:** Revisions are requested to be consistent with federal Title IX law and the Violence Against Women Act, and in accordance with the Illinois Preventing Sexual Violence in Higher Education Act. In our commitment to sustain a safe learning environment for students and a safe working environment for employees, and to ensure compliance with substantial updates to federal and state expectations of Title IX law as it pertains to higher education, it is recommended that the Board approve a more comprehensive policy. This revision includes policy to address dating violence, domestic violence, sexual assault, sexual misconduct, sexual harassment, harassment threats and bullying, stalking, and retaliation.

---

**Submitted to Board by:** Jodi Koslow Martin  
Dr. Jodi Koslow Martin, VP of Enrollment Mgt & Student Affairs

---

**Board Officers' Signatures Required:**

---

**Mark R. Stephens**  
Chairman

---

**Diane Viverito**  
Secretary

---

**Date**

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

HUMAN RESOURCES  
ACADEMIC AFFAIRS

~~SEXUAL HARASSMENT, DISCRIMINATION~~  
~~AND MISCONDUCT POLICY~~

POLICY 4145 ~~6xxx~~  
ADOPTED: 03/16/93  
AMENDED: 06/20/00  
AMENDED: 12/20/16  
AMENDED:

I. Introduction

Triton College is committed to sustaining a learning environment that is free from sexual harassment, sexual misconduct, harassment, threats, intimidation, or bullying on the basis of sex, dating violence, domestic violence, retaliation, and stalking. Conduct of this type by students, employees, and other individuals and entities who interact with our students and employees is prohibited. This prohibition applies in any context which has a reasonable relationship to Triton's educational programs and activities, regardless of whether the conduct takes place on or off campus. A reasonable relationship includes enrolled students or active employees of Triton College. Thereafter, the policy defines prohibited conduct and explains the process for making, investigating, and resolving complaints of prohibited conduct, including outcomes, rights, responsibilities, and resources.

Triton College requires its employees who observe or become aware of prohibited conduct to report such conduct in support of efforts to maintain a safe and productive environment for all members of the College community. We strongly encourage students and other individuals who experience or observe prohibited conduct to do the same.

This policy is intended to be consistent with federal law, including Title IX of the Education Amendments of 1972 ("Title IX") and the Violence Against Women Act (VAWA), as well as the Illinois Preventing Sexual Violence in Higher Education Act.

Title IX prohibits discrimination based on sex in education programs and activities in federally-funded schools at all levels.

Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students, as well as other persons at Triton College, are protected by Title IX regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or

**national origin in all aspects of a recipient's educational programs and activities.**

**The essence of Title IX is that an institution may not exclude, separate, deny benefits to, or otherwise treat differently any person on the basis of sex unless authorized to do so under Title IX or the Department's implementing regulations.**

## **II. Prohibited Conduct**

**Examples of behaviors that would constitute prohibited conduct include dating violence, domestic violence, sexual assault, sexual misconduct, sexual harassment, harassment, threats, bullying, stalking, and retaliation.**

- i. Dating Violence is violence and abuse committed by a person to exert power and control over another person with whom they have been in a social relationship of a romantic or intimate nature. Dating violence often involves a pattern of escalating violence and abuse over a period of time. Dating violence covers a variety of actions and can include physical abuse, psychological and emotional abuse, and sexual abuse. It can also include "digital abuse", the use of technology, such as smartphones, the internet, or social media to intimidate, harass, threaten, or isolate a person.**
- ii. Domestic Violence is a pattern of abusive behavior in a relationship that is used by a family or household member to maintain power and control over another family or household member. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behavior that intimidates, manipulates, humiliates, isolates, frightens, terrorizes, coerces, threatens, hurts, injures, or wounds someone.**
- iii. Sexual Assault is any type of sexual contact or behavior that occurs without the consent of the recipient. Falling under the definition of sexual assault is sexual activity such as forced sexual intercourse, molestation, incest, fondling, rape, and attempted rape. It includes sexual acts against people who are unable to consent due to age or lack of capacity.**
- iv. Sexual Misconduct is engaging in non-consensual contact of a sexual nature. Sexual misconduct may vary in its severity and consists of a range of behaviors or attempted behaviors.**
- v. Sexual Harassment is a form of prohibited sex discrimination. Unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature by a College**

## TRITON COLLEGE BOARD POLICY

employee, by another student, or by a third party constitutes sexual harassment if such conduct is sufficiently severe, persistent, or pervasive to limit the student's ability to participate in or benefit from an education program or activity or create a hostile or abusive educational environment.

- vi. Harassment, Threats, and Bullying on the basis of sex involves engaging in subjectively and objectively offensive verbal abuse, threats, intimidation, harassment, coercion, bullying, or other conduct that threatens or endangers, the mental or physical health/safety of any person or causes reasonable apprehension of such harm that is persistent, severe, or pervasive and objectively offensive.
- vii. Stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear for their own safety or the safety of others.
- viii. Retaliation is any form of intimidation, reprisal, or harassment against an individual because they made a report of discrimination or harassment or because that individual has participated in an investigation of discrimination or harassment by or of a Triton College community member.

### III. Reporting a Complaint

For students filing a complaint alleging a violation of this policy, including Title IX, contact the Deputy Title IX Coordinator at:

Dean of Students/Deputy Title IX Coordinator  
Triton College  
2000 Fifth Ave.  
River Grove, IL 60171  
(708) 456-0300

Students have the option to file a complaint online at:  
[www.triton.edu/titleixreportstudent](http://www.triton.edu/titleixreportstudent)

For staff and faculty filing a complaint alleging a violation of this policy, including Title IX, contact the Title IX Coordinator at:

Associate Vice President of Human Resources/Title IX Coordinator  
Triton College  
2000 Fifth Ave.  
River Grove, IL 60171  
(708) 456-0300

Staff and faculty have the option to file a complaint online at:  
[www.triton.edu/titleixreportemployee](http://www.triton.edu/titleixreportemployee).

**IV. Interim Measures & Accommodations**

Triton College may take steps to provide interim measures and accommodations to limit the effects of the alleged harassment. Interim measures may include, if reasonably available:

- Class reassignment
- Academic accommodations
- Interim leave from the college
- Limitation of college sponsored activities, both on and off campus
- No Contact Directive
- Safety escorts
- Parking restrictions
- Employment reassignment
- Administrative leave with or without pay
- Other appropriate actions as necessary to stop the prohibited conduct, prevent its recurrence, and remedy its effect.

**V. Outcomes**

Any person found responsible for violating the Harassment, Discrimination, and Misconduct Policy may be assigned any of the following outcomes:

- Written warning
- Disciplinary Action
- Conduct probation
- Restitution
- Discretionary outcomes
- Class removal
- Demotion
- Job reassignment
- No Contact Directive
- No trespass warning
- Restriction
- Revocation of admission and/or degree
- Suspension
- Expulsion
- Termination

**Illegality**

~~Sexual harassment is illegal under both state and federal law. In some cases, it may be subject to prosecution under the criminal sexual conduct law.~~

## TRITON COLLEGE BOARD POLICY

### **Definition & Description**

~~Sexual harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:~~

- ~~1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;~~
- ~~2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or~~
- ~~3. such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.~~

~~Sexual misconduct is any sexual activity that does not involve the knowing consent of each individual, expressed verbally or otherwise. This behavior includes but is not limited to the following:~~

- ~~A. any form of sexual penetration when the victim does not give or is unable to give knowing consent;~~
- ~~B. any intentional or knowing touching or fondling by either person, directly or through clothing, of the sex organs, buttocks, or breasts of either person for the purpose of sexual gratification or arousal of either person in which the victim does not give or is unable to give consent;~~
- ~~C. any force, restraint, illegal trespass, actual or threatened, with sexual intent; indecent exposure; or use of mail, telephone, or other message systems to send obscene or intimidating materials that are unwelcome to the recipient.~~

### **Internal Complaint Procedures**

~~Bringing a Complaint:~~

- ~~1. Any person within the College or College Community who believes that he or she has been the victim of sexual harassment as defined above and wishes further information or assistance (hereinafter "Complainant") should promptly contact the Director of Affirmative Action.~~
- ~~2. The Complainant should present the complaint as promptly as possible after the alleged harassment occurs. One consequence of the failure to present a complaint promptly is that it may preclude recourse to legal procedures should the Complainant decide to pursue them at a later date.~~

## TRITON COLLEGE BOARD POLICY

- ~~3. The initial discussion between the Complainant and the Director of Affirmative Action will be kept confidential, with no written record.~~
- ~~4. If the Complainant, after an initial meeting with the Director of Affirmative Action decides to proceed, the Complainant should submit a written statement to the Director of Affirmative Action. Cases involving sexual harassment are particularly sensitive and demand special attention to issues of confidentiality. Dissemination of information relating to the case should be limited in order to safeguard the privacy of all individuals as much as possible.~~
- ~~5. The Director of Affirmative Action will inform the alleged offender of the allegation and the identity of the complainant. A written statement of the complaint will be given to both parties. Every effort will be made to protect the Complainant from retaliatory action by those named in the complaint.~~
- ~~6. Penalties resulting from sexual harassment complaints filed with the Director of Affirmative Action include but are not limited to disciplinary measures such as probation, suspension, expulsion, or discharge. Such penalties are at the discretion of the Director of Affirmative Action.~~

### **Applicable Legal Recourse:**

~~An aggrieved party may also, by law, file a complaint and/or civil action with the Equal Employment Opportunity Commission; Illinois Department of Human Rights; or an appropriate Circuit court.~~

### **Contact Information**

~~The Equal Employment Opportunity Commission may be contacted as follows:~~

- ~~1) — Equal Employment Opportunity Commission  
Chicago District Office  
500 W. Madison Suite 2000  
Chicago, IL 60661  
(800) 669-4000~~
- ~~2) — Illinois Department of Human Rights  
100 West Randolph, Suite 6-400  
Chicago, IL 60601  
(312) 814-8756~~

### **General External Investigative and Complaint Process**

#### **Illinois Department of Human Rights:**

- ~~• Charge is filed by Complainant~~



## TRITON COLLEGE BOARD POLICY

- ~~Notice is given to Respondent by Department~~
- ~~Department conducts a full investigation including but not limited to discovery and a fact finding conference~~
- ~~Complainant files a Reply to Respondent's Response~~
- ~~Department Director prepares a report regarding each charge~~
- ~~Department notifies Complainant and Respondent of Decision~~
- ~~Complainant may seek Review of a Dismissal Order before the Department's Chief Legal Counsel~~

### Equal Employment Opportunity Commission:

- ~~Complaint is filed by Complainant~~
- ~~Commission conducts a hearing or Alternative Hearing on the Complaint~~
- ~~Discovery is conducted~~
- ~~Respondent files a Response to the Complaint~~
- ~~Hearing Officer makes a Decision on the Complaint~~
- ~~Both Parties have an option to file for a Review of the Decision by the Commission, unless the parties opted for an Alternative Hearing~~

### Prohibition of Retaliatory Action

~~Retaliatory action of any kind taken against any individual as a result of a person's attempt to seek redress under the applicable procedures dealing with sexual harassment is prohibited. Such action shall be regarded as a separate and distinct cause for complaint.~~

**TRITON COLLEGE, District 504  
Board of Trustees**

Meeting of January 28, 2020

POLICY SECTION Student Affairs

POLICY NO. 5201

First Reading

Second Reading

**TITLE: ACADEMIC PLACEMENT**

**PURPOSE:** The current Board Policy requires all new students to take a placement test regardless of their educational goal. This is interfering with enrollment of dual credit students, students who are pursuing certificates that do not require Math or English courses, and students wishing to take Continuing Education courses. In collaboration with faculty members and Student Affairs staff, the recommendation is to meet the various needs to students by only requiring placement tests for degree-seeking students or those planning to take a course with placement prerequisites.

---

**Submitted to Board by:** Jodi Koslow Martin  
Dr. Jodi Koslow Martin, VP of Enrollment Mgt & Student Affairs

---

**Board Officers' Signatures Required:**

---

**Mark R. Stephens**  
Chairman

---

**Diane Viverito**  
Secretary

---

**Date**

## TRITON COLLEGE BOARD POLICY

### BOARD OF TRUSTEES, DISTRICT 504

### STUDENT AFFAIRS

#### ACADEMIC PLACEMENT

#### POLICY 5201

ADOPTED: 04/23/91

AMENDED: 04/21/93

AMENDED: 06/20/95

AMENDED: 06/20/00

AMENDED: 08/17/04

AMENDED: 10/19/10

AMENDED:

**All new degree-seeking students, or those planning to take a course with placement prerequisites, must take a placement exam or have an alternative testing measure on file with the College. (The current placement measures can be found on the Triton College website.)**

~~As a comprehensive community college, Triton College has a fundamental responsibility to provide educational opportunities for community residents able to benefit from college-level instruction.~~

~~In accordance with this objective, the institution expects all students to either possess at the time of admission or acquire through appropriate developmental coursework the basic reading, writing, and mathematical skills that are necessary for success in the course or program of study chosen by the student.~~

~~Therefore, the institution requires all new students enrolling in credit courses to take institutional placement tests in mathematics, reading, and writing prior to enrolling in their first course at the College. The following exemptions are permitted: prescribed ACT and/or SAT scores within the last two years in English, Reading, and/or Math; approved documentation of college level coursework in English and/or Math with a grade of "C" or better from a regionally accredited institution; or exceptions granted by an appropriate College Dean or designee.~~

~~The placement test results are valid for two calendar years. Students are allowed to retake the placement test once each year; they must allow a one-week waiting period before completing the first retest. A retesting fee will be charged for each subject area test. If students are currently enrolled in the discipline, they will only be allowed to retest after completion of the course in which they are enrolled. The highest scores will be used for placement.~~

Students scoring in the developmental range on the **in English or Math are strongly encouraged to enroll in the appropriate development course during the first semester of enrollment and each subsequent semester until they attain the college-level course required for degree or certificate completion** placement test must enroll in appropriate college reading and/or writing courses prior to registering for 12 or more academic credit hours.

## TRITON COLLEGE BOARD POLICY

~~Upon instructor recommendation, a student may be referred to the Counseling Department for other assessment of academic skills. Based upon a basic skills assessment, the counselor may require the student to withdraw or take appropriate developmental courses.~~

~~Students who do not possess a high school diploma or equivalent, may not receive financial aid until the "ability to benefit" testing requirement is fulfilled. These guidelines are in accordance with the Department of Education's "ability to benefit" regulations.~~

**TRITON COLLEGE, District 504  
Board of Trustees**

Meeting of January 28, 2020

POLICY SECTION Governance

POLICY NO. 1166

First Reading

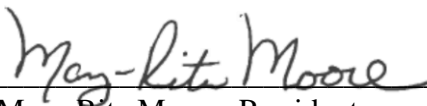
Second Reading

**TITLE: BOARD EVALUATION**

**PURPOSE:** To update the Board Self-Evaluation process and instrument.

---

**Submitted to Board by:**

  
Mary-Rita Moore, President

---

**Board Officers' Signatures Required:**

---

**Mark R. Stephens**  
Chairman

---

**Diane Viverito**  
Secretary

---

**Date**

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**GOVERNANCE**

**BOARD EVALUATION**

**Page 1, with 1 page Appendix A**

**POLICY 1166**

**ADOPTED: 11/20/90**

**AMENDED: 05/18/99**

**AMENDED: 01/25/05**

**AMENDED: 08/18/15**

**AMENDED: 09/24/19**

The Board of Trustees will annually conduct an evaluation of its internal and ongoing performance.

The Board of Trustees will seek the assistance of the Illinois Community College Trustees Association and the Association of Community College Trustees in the evaluation process. The results of the evaluation will give the Board a profile of how well it is fulfilling its responsibilities.

Each member of the Board of Trustees shall prepare for discussion of the questions in the self-evaluation tool attached as Appendix A of Policy 1166.

**BOARD SELF EVALUATION**

- I. Community Involvement
  - A. How involved is the Board in the community?
  - B. Are there opportunities in the district that the Board could become involved in that would benefit the college?
  - C. Are there events Board members could speak at that would raise the level of interest in the college?
  
- II. Enrollment Strategies
  - A. Is Triton's enrollment plan working?
  - B. Does the Board have a role in encouraging enrollment?
  - C. Is the Board confident in Triton's on-going enrollment strategy?
  
- III. Public Image of Triton
  - A. What does the public think of Triton?
  - B. Does the Board feel that the College is adequately articulating positive messages?
  - C. What does the Board think is the most positive message Triton can convey to the district?
  
- IV. Financial Challenges
  - A. What financial challenges does Triton face this next year?
  - B. Is the Board confident of an increase in state funding?
  - C. What demands will collective bargaining have on the college?
  
- V. Triton's Future
  - A. What does the Board want Triton to look like in five years?'
  - B. What size student population is desirable?
  - C. How large a faculty & staff would facilitate that population?

**TRITON COLLEGE, District 504  
Board of Trustees**

Meeting of January 28, 2020

POLICY SECTION Student Affairs

POLICY NO. 5902

First Reading

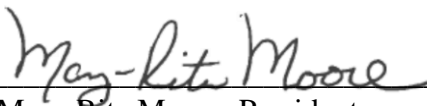
Second Reading

**TITLE: ATHLETIC SCHOLARSHIPS & GRANTS-IN-AID**

**PURPOSE:** To update the Board Policy in conformance with NJCAA guidelines.

---

Submitted to Board by:

  
Mary-Rita Moore, President

---

**Board Officers' Signatures Required:**

---

**Mark R. Stephens**  
Chairman

---

**Diane Viverito**  
Secretary

---

**Date**



## TRITON COLLEGE BOARD POLICY

### **BOARD OF TRUSTEES, DISTRICT 504**

### **STUDENT AFFAIRS**

#### **ATHLETIC SCHOLARSHIPS & GRANTS-IN-AID**

#### **POLICY 5902**

**ADOPTED: 06/15/99**

**AMENDED: 08/23/05**

**AMENDED: 12/17/13**

**AMENDED: 08/28/18**

**AMENDED: 01/28/20**

Student-athletes eligible under National Junior College Athletic Association (NJCAA) and Conference standards are considered qualified to receive scholarships and grants-in-aid. Any student who participates in intercollegiate athletics will also be eligible to apply for local, state and national scholarships available to all other Triton College students.

Non-athletic scholarships awarded to student-athletes are not counted toward the total scholarship and grant-in-aid. The order and applicability in which aid and awards are applied is determined solely by procedures established by the Triton College Financial Aid department.

In accordance with NJCAA regulations, scholarships and grants-in-aid are available to any and all sport offerings designated as Division I or Division II. Triton College may offer scholarships and grants-in-aid that are within the guidelines of the NJCAA regulations. These are one year renewable awards in effect for one academic year (August 1 to July 31).

Each year for the subsequent academic year by September 1<sup>st</sup>, the college administrator overseeing intercollegiate athletics will determine the following:

- Identify programs eligible to offer scholarships and grants-in-aid.
- Determine number of renewable and vacant (available) scholarships and grants-in-aid.
- Make any recommendations or determinations on new or existing provisions issued by NJCAA or Conference.

Written notice of the terms of the original scholarship and grant-in-aid shall be given to the student-athlete no later than fifteen (15) calendar days after the beginning of classes of the academic term in which they participate. This scholarship and grant-in-aid agreement (with the required student signature) shall be in effect for one full academic year. If a scholarship and grant-in-aid becomes vacant, it may be awarded to a different individual for the remainder of that academic year beginning with the next term. Renewal of the scholarship and grant-in-aid must be given in writing as soon as eligibility is determined. Actions regarding prohibited practices or cancellation of a scholarships and grants-in-aid will follow the established regulations of the NJCAA.

**TRITON COLLEGE, District 504  
Board of Trustees**

Meeting of January 28, 2020

ACTION EXHIBIT NO. 16394

**SUBJECT: BUDGET TRANSFERS**

**RECOMMENDATION:** That the Board of Trustees approve the attached proposed budget transfers to reallocate funds to object codes as required.

**RATIONALE:** Transfers are recommended to accommodate institutional priorities. See description on attached forms.

---

*Sean Sullivan*

**Submitted to Board by:** \_\_\_\_\_  
Sean O'Brien Sullivan, Vice President of Business Services

---

**Board Officers' Signatures Required:**

---

**Mark R. Stephens**  
Chairman

---

**Diane Viverito**  
Secretary

---

**Date**

Related forms requiring Board signature: Yes  No

**PROPOSED BUDGET TRANSFERS - FY 2020  
FOR THE PERIOD 12/1/19 to 12/31/19**

FROM			TO		
ID#	AREA	ACCT #	AREA	ACCT #	AMOUNT
<b>EDUCATION FUND</b>					
1	Chemistry General	01-10101525-550200010	Chemistry General	01-10101525-540600010	\$ 310.00
2	Science	01-10101565-550200010	Science	01-10101565-540600010	500.00
3	Science	01-10101565-550200010	Science	01-10101565-540600010	605.00
4	Visual Communications	01-10102555-550200010	Visual Communications	01-10102555-540600010	1,250.00
5	Dean of Arts & Sciences	01-20801010-540100110	Dean of Arts & Sciences	01-20801010-530400010	250.00
6	Dean of Arts & Sciences	01-20801010-540900505	Dean of Arts & Sciences	01-20801010-550300005	4,000.00
7	Center Of Business & PD	01-40200510-550100005	Center Of Business & PD	01-40200510-540200005	1,700.00
8	Biological Science	01-10101510-510300005	General Institutional	01-80600525-510900010	7,408.00
9	Business	01-10200520-510300005	General Institutional	01-80600525-510900010	5,556.00
10	Business	01-10200520-510300005	General Institutional	01-80600525-510900010	5,556.00
11	Business	01-10200520-510300005	General Institutional	01-80600525-510900010	5,556.00
12	Auto Technology	01-10300515-510300005	General Institutional	01-80600525-510900010	5,556.00
13	Auto Technology	01-10300515-510300005	General Institutional	01-80600525-510900010	5,556.00
14	Associate Degree Nursing	01-10400510-510300005	General Institutional	01-80600525-510900010	5,556.00
15	Adult Basic/Secon. Ed.	01-10600510-510400005	General Institutional	01-80600525-510900010	17,376.00
16	Adult Basic/Secon. Ed.	01-10600510-510600005	General Institutional	01-80600525-510900010	4,062.00
17	Adult Basic/Secon. Ed.	01-10600510-510600005	General Institutional	01-80600525-510900010	1,354.00
18	Ctr Access & Accom Services	01-20800530-510600005	General Institutional	01-80600525-510900010	8,790.00
19	Dean, of Business & Tech	01-20801020-510100005	General Institutional	01-80600525-510900010	12,690.00
20	Planning & Accreditation	01-20801050-510100005	General Institutional	01-80600525-510900010	12,690.00
21	Admission	01-30100510-510100005	General Institutional	01-80600525-510900010	10,152.00
22	Admission	01-30100510-510600005	General Institutional	01-80600525-510900010	2,486.00
23	Admission	01-30100510-510600005	General Institutional	01-80600525-510900010	17,325.00
24	Career Services	01-30200510-510200005	General Institutional	01-80600525-510900010	14,576.00
25	Dean, Enrollment Services	01-30200520-510100005	General Institutional	01-80600525-510900010	33,840.00
26	Welcome Center	01-30200535-510600005	General Institutional	01-80600525-510900010	2,486.00
27	Financial Aid	01-30400510-510600005	General Institutional	01-80600525-510900010	4,230.00
28	Financial Aid	01-30400510-510600005	General Institutional	01-80600525-510900010	2,822.00
29	Dean Of Student Services	01-30800510-510100005	General Institutional	01-80600525-510900010	4,230.00
30	Dean Of Student Services	01-30800510-510100005	General Institutional	01-80600525-510900010	33,840.00
31	Continuing Education	01-40100505-510100005	General Institutional	01-80600525-510900010	27,918.00
<b>TOTAL EDUCATION FUND</b>					<b>\$ 260,226.00</b>

**PROPOSED BUDGET TRANSFERS - FY 2020  
FOR THE PERIOD 12/1/19 to 12/31/19**

FROM			TO		
<u>ID#</u>	<u>AREA</u>	<u>ACCT #</u>	<u>AREA</u>	<u>ACCT #</u>	<u>AMOUNT</u>
<b>RESTRICTED FUND</b>					
32	NSF SSTEM 2nd Yr	06-20905051-550200005	NSF SSTEM 2nd Yr	06-20905051-530900010	\$ 500.00
			<b>TOTAL RESTRICTED FUND</b>		<b>\$ 500.00</b>
			<b>TOTAL PROPOSED BUDGET TRANSFERS</b>		<b>\$ 260,726.00</b>

**Budget Transfer Form**

Dollar Amount

\$310.00

From what Budget Account

01 10101525 550200010

Object Code Description

Chemistry General:Prof Dev-Travel-In State

To what Budget Account

01 10101525 540600010

Chemistry:Prof Dev-Publications & Dues

Is this a Grant?  
Yes ( ) No (X)

\*If you are submitting a grant transfer, the following statement must appear in the Rationale:  
"This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant?

Include Attachments: Yes ( ) No (X)

**Rationale:**

**Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**

Some faculty members will not be using their designated professional development funds for travel and instead would like to apply them toward the purchase of annual memberships. Their decision makes available the Travel-In-State funds needed to accommodate a \$310 purchase.

**Explain specifically why additional funds are needed in the receiving account:**

The available funds will accommodate the purchase of an annual membership to The Association of Teacher Educators and ACS:Chemistry for Life for Dr. Scott Baker, Chemistry Faculty Member.

**Required Signatures**

Requestor

DocuSigned by:  
Jennifer Davidas 12/12/2019

Cost Center Manager

DocuSigned by:  
Gabriel Guzman 12/12/2019

Associate Dean (If Applicable)

DocuSigned by:  
Derek Salinas-Lazariski 12/18/2019

Dean (If Applicable)

DocuSigned by:  
Dea - L 12/18/2019

Associate Vice President

DocuSigned by:  
Paul Jensen 12/18/2019

Area Vice President

DocuSigned by:  
Susan Campos 12/18/2019

**BUSINESS OFFICE APPROVALS**

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_

AVP of Finance: \_\_\_\_\_

VP of Business Services: [Signature] 12/19/19

Entered by: B4737 DS 12/19/19

Budget Transfer Form

Dollar Amount

\$500.00

Object Code Description

From what Budget Account

01 10101565 550200010

Science: Prof Dev-Travel-In State

To what Budget Account

01 10101565 540600010

Science: Prof Dev-Publications and Dues

Is this a Grant?  
Yes ( ) No (X)

\*If you are submitting a grant transfer, the following statement must appear in the Rationale:  
"This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant?

Include Attachments: Yes ( ) No (X)

**Rationale:**

**Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**

Some faculty members will not be using their designated Travel-In-State budget and instead would like to apply it towards the purchase of books. With this decision, funds will be made available to accommodate the transfer of \$500 to the Publications and Dues budget.

**Explain specifically why additional funds are needed in the receiving account:**

The available funds will accommodate the purchase of a reference book for Dr. Richard Chan, Biology Faculty.

Required Signatures

Requestor

DocuSigned by:  
Jennifer Davidas 12/12/2019

Cost Center Manager

DocuSigned by:  
Gabriel Guzman 12/12/2019

Associate Dean (If Applicable)

DocuSigned by:  
Derek Salinas-Lazariski 12/18/2019

Dean (If Applicable)

DocuSigned by:  
[Signature] 12/18/2019

Associate Vice President

DocuSigned by:  
Paul Jensen 12/18/2019

Area Vice President

DocuSigned by:  
Susan Campos 12/18/2019

**BUSINESS OFFICE APPROVALS**

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_

AVP of Finance: \_\_\_\_\_

VP of Business Services: [Signature] 12/12/19

Entered by: B4735 DS 12/19/19

**Budget Transfer Form**

Dollar Amount

\$605.00

From what Budget Account

01 \_ 10101565 \_ 550200010

Object Code Description

Science:Prof Dev-Travel-In-State

To what Budget Account

01 \_ 10101565 \_ 540600010

Science:Prof Dev-Publications & Dues

Is this a Grant?

Yes ( ) No (X)

\*If you are submitting a grant transfer, the following statement must appear in the Rationale:  
"This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant?

Include Attachments: Yes ( ) No (X)

**Rationale:**

**Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**

Some faculty members will not be using their designated professional development funds for travel and instead would like to apply them toward the purchase of annual memberships. With this decision, funds will be made available to accommodate the transfer of \$605.00 to the Publications and Dues budget.

**Explain specifically why additional funds are needed in the receiving account:**

The available funds will accommodate the purchase of an annual membership to The Geological Society of America for Sheldon Turner, Environmental Science Faculty Member.

**Required Signatures**

Requestor

DocuSigned by:  
Jennifer Davidas 12/16/2019

Cost Center Manager

DocuSigned by:  
Gabriel Guzman 12/16/2019

Associate Dean (If Applicable)

DocuSigned by:  
Dunk Salinas-Lazaruski 12/16/2019

Dean (If Applicable)

DocuSigned by:  
[Signature] 1/3/2020

Associate Vice President

DocuSigned by:  
Paul Jensen 1/6/2020

Area Vice President

DocuSigned by:  
Susan Campos 1/8/2020

**BUSINESS OFFICE APPROVALS**

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_

AVP of Finance: \_\_\_\_\_

VP of Business Services: [Signature] 1/9/20

Entered by: B4759 DS 1/9/20

### Budget Transfer Form

Dollar Amount

\$1,250.00

From what Budget Account

01 10102555 550200010

Object Code Description

Prof. Dev Travel in State

To what Budget Account

01 10102555 540600010

Prof. Dev. Publication & Dues

Is this a Grant?  
Yes ( ) No (X)

\*If you are submitting a grant transfer, the following statement must appear in the Rationale:  
"This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant?

Include Attachments: Yes ( ) No (X)

#### Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:

Limited plans for travel in state other than local High Schools and colleges

Explain specifically why additional funds are needed in the receiving account:

Membership to organizations such as Creative Live to help provide new ideas to improve teaching structure

#### Required Signatures

Requestor

DocuSigned by:  
Daniel Loran 12/18/2019

Cost Center Manager

DocuSigned by:  
Jill LoBianco-Bartalis 12/18/2019

Associate Dean (If Applicable)

DocuSigned by:  
Ricardo Sepina 12/18/2019

Dean (If Applicable)

DocuSigned by:  
[Signature] 1/3/2020

Associate Vice President

DocuSigned by:  
Paul Jensen 1/6/2020

Area Vice President

DocuSigned by:  
Susan Marie Campos 1/6/2020

#### BUSINESS OFFICE APPROVALS

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_ *AM*

AVP of Finance: \_\_\_\_\_ *[Signature]*

VP of Business Services: \_\_\_\_\_ *[Signature] 1/9/20*

Entered by: B4744 DS 1/9/20



### Budget Transfer Form

Dollar Amount

\$250.00

From what Budget Account

01 20801010 540100110

Object Code Description

Dean Arts & Sciences: Office Supplies

To what Budget Account

01 20801010 530400010

Dean Arts & Sciences: Maintenance Services

Is this a Grant?  
Yes ( ) No (X)

\*If you are submitting a grant transfer, the following statement must appear in the Rationale:  
"This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant?

Include Attachments: Yes ( ) No (X)

**Rationale:**

**Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**

Funds in the amount of \$250 from the Office Supplies budget are no longer needed for general supplies, as most major purchases have been accounted for and are better applied toward maintenance of office equipment.

**Explain specifically why additional funds are needed in the receiving account:**

Funds in the amount of \$250 are needed from the Office Supplies budget line in order to open a Maintenance Services - Non Computer line from which payment of services to our office fax machine may occur.

**Required Signatures**

Requestor

DocuSigned by: Anderson Manzanero 12/19/2019

Cost Center Manager

DocuSigned by: [Signature] 12/19/2019

Associate Dean (If Applicable)

DocuSigned by: Ricardo Sepnia 12/20/2019

Dean (If Applicable)

Associate Vice President

DocuSigned by: Paul Jensen 1/6/2020

Area Vice President

DocuSigned by: Susan Marie Campos 1/6/2020

**BUSINESS OFFICE APPROVALS**

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance \_\_\_\_\_

Exec. Director of Finance: [Signature]

AVP of Finance: [Signature]

VP of Business Services: [Signature] 1/9/20

Entered by: B478 DS 1/9/20

Budget Transfer Form

Dollar Amount \$4000.00

From what Budget Account 01 - 20801010 - 540900505 Object Code Description Dean of Arts & Sciences: Other Materials & Suppl

To what Budget Account 01 - 20801010 - 550300005 Object Code Description Dean of Arts & Sciences: Travel-Out of State

Is this a Grant? Yes  No  \*If you are submitting a grant transfer, the following statement must appear in the Rationale:  
 "This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant? \_\_\_\_\_ Include Attachments: Yes  No

**Rationale:**

**Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**

The office of the dean of arts & sciences has been frugal this fiscal year. It does not foresee spending down all of the Other Materials & Supplies budget in purchases, but instead recognizing needs in other areas.

**Explain specifically why additional funds are needed in the receiving account:**

Additional funds are needed to cover expenses toward a trip to Seattle, WA where the Arts & Sciences deans will present at the League of Innovations conference in March 2020.

Required Signatures

**Requestor** DocuSigned by: *Andrew Mangano* 12/19/2019

**Cost Center Manager** DocuSigned by: *Kevin Li* 12/19/2019

**Associate Dean (If Applicable)** DocuSigned by: *Ricardo Sepnia* 12/19/2019

**Dean (If Applicable)** \_\_\_\_\_

**Associate Vice President** DocuSigned by: *Paul Jensen* 12/20/2019

**Area Vice President** DocuSigned by: *Susan Marie Campos* 12/21/2019

**BUSINESS OFFICE APPROVALS**

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance \_\_\_\_\_

Exec. Director of Finance: *[Signature]*

AVP of Finance: *[Signature]*

VP of Business Services: *[Signature]* 1/6/20

Entered by: B4741DS 1/6/20

### Budget Transfer Form

**Dollar Amount** \$1,700

**From what Budget Account** 01 - 40200510 - 550100005 **Object Code Description** Center of Business & PD: Meeting Expense

**To what Budget Account** 01 - 40200510 - 540200005 **Object Code Description** Center of Business & PD: Printing/Marketing

**Is this a Grant?** Yes  No  **\*If you are submitting a grant transfer, the following statement must appear in the Rationale:**  
 "This is an allowable transfer under the (name of grant) guidelines"

**Grant Accountant?**  **Include Attachments:** Yes  No

**Rationale:**

**Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**

Because one less HR Roundtable Discussion meeting will be held this year for the Center for Business and Professional Development.

**Explain specifically why additional funds are needed in the receiving account:**

Marketing materials are needed such as: new Triton logo tablecloths for off-campus events, new batch of Triton logo notepads for trainings and promotional giveaways. A Marketing/Printing budget line does not currently exist and is required to be created in order to follow through with orders.

**Required Signatures**

**Requestor** Jo Anne Olson 12/17/2019

**Cost Center Manager** Patricia Shields 12/17/2019

**Associate Dean (If Applicable)** \_\_\_\_\_

**Dean (If Applicable)** Bekis Torres-Capelas 12/17/2019

**Associate Vice President** Paul Jensen 12/17/2019

**Area Vice President** Susan Campos 12/18/2019

**BUSINESS OFFICE APPROVALS**

**Grant Accountant:** \_\_\_\_\_

**Asst. Director of Finance** \_\_\_\_\_

**Exec. Director of Finance:** [Signature]

**AVP of Finance:** [Signature]

**VP of Business Services:** [Signature] 12/19/19

**Entered by:** B4736DS 12/19/19

### Budget Transfer Form

Dollar Amount \$7408.00

From what Budget Account 01 10101510 510300005 Object Code Description Salary

To what Budget Account 01 80600525 510900010 Object Code Description Salary Lapse

Is this a Grant? Yes ( ) No (X) \*If you are submitting a grant transfer, the following statement must appear in the Rationale:  
 "This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant? \_\_\_\_\_ Include Attachments: Yes ( ) No (X)

**Rationale:**

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:  
Unused Salary funds for Biology faculty.

Explain specifically why additional funds are needed in the receiving account:  
Salary Lapse

**Required Signatures**

**Requestor** Adrienne Thomas 1/7/2020  
DocuSigned by: 37513E9BA27A4B8

**Cost Center Manager** Joe Klinger 1/7/2020  
DocuSigned by: 0123C0A7D82E490

**Associate Dean (If Applicable)** \_\_\_\_\_

**Dean (If Applicable)** \_\_\_\_\_

**Associate Vice President** Jim Reynolds 1/8/2020  
DocuSigned by: 029A909116FD4ED...

**Area Vice President** Sean Sullivan 1/8/2020  
DocuSigned by: 642220251EC74A1...

### BUSINESS OFFICE APPROVALS

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_

AVP of Finance: \_\_\_\_\_

VP of Business Services: [Signature] 1/9/20

Entered by: B4745 DS 1/9/20

### Budget Transfer Form

Dollar Amount \$5556.00

From what Budget Account 01 10200520 510300005 Object Code Description Salary

To what Budget Account 01 80600525 510900010 Object Code Description Salary Lapse

Is this a Grant? Yes  No  \*If you are submitting a grant transfer, the following statement must appear in the Rationale: "This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant? \_\_\_\_\_ Include Attachments: Yes  No

**Rationale:**  
 Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:  
 Unused Salary Funds for Business Faculty position.

Explain specifically why additional funds are needed in the receiving account:  
 Salary lapse

**Required Signatures**

Requestor Adrienne Thomas 1/7/2020  
DocuSigned by: 37513E9BA27A45E

Cost Center Manager Joe Klinger 1/7/2020  
DocuSigned by: 6123C8A7D12E466

Associate Dean (If Applicable) \_\_\_\_\_

Dean (If Applicable) \_\_\_\_\_


Associate Vice President Jim Reynolds 1/8/2020  
DocuSigned by: 0E06608116FD4EB...


Area Vice President Sean Sullivan 1/8/2020  
DocuSigned by: 642220251EC74A1...

### BUSINESS OFFICE APPROVALS

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_ 

AVP of Finance: \_\_\_\_\_ 

VP of Business Services: Shea 1/9/20

Entered by: B4746 DS

**Budget Transfer Form**

Dollar Amount \$5556.00

From what Budget Account 01 10200520 510300005 Object Code Description Salary

To what Budget Account 01 80600525 510900010 Salary Lapse

Is this a Grant? Yes ( ) No (X) \*If you are submitting a grant transfer, the following statement must appear in the Rationale: "This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant? \_\_\_\_\_ Include Attachments: Yes ( ) No (X)

**Rationale:**

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:  
 Unused Salary funds for Education Department Faculty position.

Explain specifically why additional funds are needed in the receiving account:  
 Salary Lapse

**Required Signatures**

Requestor Adrienne Thomas 1/7/2020

Cost Center Manager Joe Klinger 1/7/2020

Associate Dean (If Applicable) \_\_\_\_\_

Dean (If Applicable) \_\_\_\_\_

Associate Vice President Jim Reynolds 1/8/2020

Area Vice President Sean Sullivan 1/8/2020

**BUSINESS OFFICE APPROVALS**

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance \_\_\_\_\_

Exec. Director of Finance: [Signature]

AVP of Finance: \_\_\_\_\_

VP of Business Services: [Signature] 1/9/20

Entered by: B4763DS 1/9/20

### Budget Transfer Form

Dollar Amount \$5556.00

From what Budget Account 01 - 10200520 - 510300005 **Object Code Description** Salary

To what Budget Account 01 - 80600525 - 510900010 **Object Code Description** Salary Lapse

Is this a Grant?  Yes  No **\*If you are submitting a grant transfer, the following statement must appear in the Rationale:**  
"This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant?  Yes  No **Include Attachments: Yes  No**

**Rationale:**

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:  
Unused salary Funds for Business Department Faculty

Explain specifically why additional funds are needed in the receiving account:

Salary Lapse

**Required Signatures**

**Requestor** DocuSigned by: Adrienne Thomas 1/7/2020

**Cost Center Manager** DocuSigned by: Joe Klinger 1/7/2020

**Associate Dean (If Applicable)** \_\_\_\_\_

**Dean (If Applicable)** \_\_\_\_\_

**Associate Vice President** DocuSigned by: Jim Reynolds 1/8/2020

**Area Vice President** DocuSigned by: Sean Sullivan 1/8/2020

### BUSINESS OFFICE APPROVALS

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance \_\_\_\_\_

Exec. Director of Finance: [Signature]

AVP of Finance: \_\_\_\_\_

VP of Business Services: [Signature] 1/9/20

Entered by: B4758 DS 1/9/20

### Budget Transfer Form

Dollar Amount

\$5556.00

Object Code Description

From what Budget Account

01 10300515 510300005

Salary

To what Budget Account

01 80600525 510900010

Salary Lapse

Is this a Grant?  
Yes ( ) No (X)

\*If you are submitting a grant transfer, the following statement must appear in the Rationale:  
"This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant?

Include Attachments: Yes ( ) No (X)

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:  
Unused Salary Funds for Automotive Technology Faculty position.

Explain specifically why additional funds are needed in the receiving account:

Salary Lapse

#### Required Signatures

Requestor

DocuSigned by:

Adrienne Thomas

1/7/2020

Cost Center Manager

DocuSigned by:

Joe Klinger

1/7/2020

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

DocuSigned by:

Jim Reynolds

1/8/2020

Area Vice President

DocuSigned by:

Sean Sullivan

1/8/2020

#### BUSINESS OFFICE APPROVALS

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_

AVP of Finance: \_\_\_\_\_

VP of Business Services: Jan 1/9/20

Entered by: B4747 DS 1/9/20



### Budget Transfer Form

Dollar Amount

\$5556.00

Object Code Description

From what Budget Account

01 \_ 10300515 \_ 510300005

Salary

To what Budget Account

01 \_ 80600525 \_ 510900010

Salary lapse

Is this a Grant?  
Yes ( ) No (X)

\*If you are submitting a grant transfer, the following statement must appear in the Rationale:  
"This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant?

Include Attachments: Yes ( ) No (X)

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:

Unused Salary funds for Automotive Faculty position.

Explain specifically why additional funds are needed in the receiving account:

Salary Lapse

#### Required Signatures

Requestor

DocuSigned by:

Adrienne Thomas

1/7/2020

Cost Center Manager

DocuSigned by:

Joe Klinger

1/7/2020

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

DocuSigned by:

Jim Reynolds

1/8/2020

Area Vice President

DocuSigned by:

Sean Sullivan

1/8/2020

#### BUSINESS OFFICE APPROVALS

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_

AVP of Finance: \_\_\_\_\_

VP of Business Services: Sean 1/9/20

Entered by: B4748 DS 1/9/20

Budget Transfer Form

Dollar Amount

\$5556.00

From what Budget Account

01 10400510 510300005

Object Code Description

Salary

To what Budget Account

01 80600525 510900010

Salary Lapse

Is this a Grant?  
Yes [ ] No [X]

\*If you are submitting a grant transfer, the following statement must appear in the Rationale:  
"This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant?

Include Attachments: Yes [ ] No [X]

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:  
Unused Salary funds for Nursing Faculty.

Explain specifically why additional funds are needed in the receiving account:

Salary lapse

Required Signatures

Requestor

DocuSigned by:  
Adrienne Thomas 1/7/2020

Cost Center Manager

DocuSigned by:  
Joe Klinger 1/7/2020

Associate Dean (If Applicable)

\_\_\_\_\_

Dean (If Applicable)

\_\_\_\_\_

Associate Vice President

DocuSigned by:  
Jim Reynolds 1/8/2020

Area Vice President

DocuSigned by:  
Sean Sullivan 1/8/2020

BUSINESS OFFICE APPROVALS

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_

AVP of Finance: \_\_\_\_\_

VP of Business Services: Jan 1/9/20

Entered by: B4749DS 1/9/20

**Budget Transfer Form**

Dollar Amount \$17,376.00

From what Budget Account 01 - 10600510 - 510400005 Object Code Description Salary

To what Budget Account 01 - 80600525 - 510900010 Object Code Description Salary Lapse

Is this a Grant? Yes ( ) No (X) \*If you are submitting a grant transfer, the following statement must appear in the Rationale: "This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant? \_\_\_\_\_ Include Attachments: Yes ( ) No (X)

**Rationale:**

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:  
 Unused Salary funds for the position of Director of Adult Education from July 1 - October 21, 2019.

**Explain specifically why additional funds are needed in the receiving account:**

Salary Lapse

**Required Signatures**

Requestor Adrienne Thomas 1/8/2020  
DocuSigned by: 37513E8BA27A48E

Cost Center Manager Joe Klingner 1/8/2020  
DocuSigned by: D123C0A7DB2E490

Associate Dean (If Applicable) \_\_\_\_\_

Dean (If Applicable) \_\_\_\_\_

Associate Vice President Garrick Abuzetian 1/8/2020  
DocuSigned by: DBE52EAC7E10450

Area Vice President Sean Sullivan 1/8/2020  
DocuSigned by: 042220251EC74A1

**BUSINESS OFFICE APPROVALS**

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_

AVP of Finance: \_\_\_\_\_

VP of Business Services: Jan 1/9/20

Entered by: B4772 DS 1/9/20

Budget Transfer Form

Dollar Amount \$4062.00

From what Budget Account 01 10600510 510600005 Object Code Description Salary

To what Budget Account 01 80600525 510900010 Salary Lapse

Is this a Grant? Yes ( ) No (X) \*If you are submitting a grant transfer, the following statement must appear in the Rationale: "This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant? Include Attachments: Yes ( ) No (X)

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:  
Unused Salary funds for Office Assistant position.

Explain specifically why additional funds are needed in the receiving account:

Salary Lapse

Required Signatures

Requestor Adrienne Thomas 1/8/2020  
DocuSigned by: 37513E9BA27A45B...

Cost Center Manager Joe Klingner 1/8/2020  
DocuSigned by: 0123C0A7DB2E490...

Associate Dean (If Applicable) \_\_\_\_\_

Dean (If Applicable) \_\_\_\_\_

Associate Vice President Jim Reynolds 1/8/2020  
DocuSigned by: 9E19009110FD4EB...

Area Vice President Sean Sullivan 1/8/2020  
DocuSigned by: 642220251EC7AA1...

BUSINESS OFFICE APPROVALS

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_

AVP of Finance: \_\_\_\_\_

VP of Business Services: \_\_\_\_\_

Entered by: B4750 DS 1/9/20

### Budget Transfer Form

Dollar Amount \$1354.00

From what Budget Account 01 - 10600510 - 510600005 Object Code Description Salary

To what Budget Account 01 - 80600525 - 510900010 Object Code Description Salary Lapse

Is this a Grant? Yes ( ) No (X) \*If you are submitting a grant transfer, the following statement must appear in the Rationale:  
 "This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant? \_\_\_\_\_ Include Attachments: Yes ( ) No (X)

**Rationale:**

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:  
Unused Salary Funds Office Assistant Position

Explain specifically why additional funds are needed in the receiving account:  
Salary Lapse

**Required Signatures**

**Requestor** Adrienne Thomas 1/7/2020

**Cost Center Manager** Joe Klingner 1/7/2020

**Associate Dean (If Applicable)** \_\_\_\_\_

**Dean (If Applicable)** \_\_\_\_\_

**Associate Vice President** Jim Reynolds 1/8/2020

**Area Vice President** Sean Sullivan 1/8/2020

### BUSINESS OFFICE APPROVALS

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance \_\_\_\_\_

Exec. Director of Finance:  \_\_\_\_\_

AVP of Finance: \_\_\_\_\_

VP of Business Services: Jan 1/9/20

Entered by: B4760 DS 1/9/20

Budget Transfer Form

Dollar Amount

\$8790.00

Object Code Description

From what Budget Account

01 \_ 20800530 \_ 510600005

Salary

To what Budget Account

01 \_ 80600525 \_ 510900010

Salary Lapse

Is this a Grant?

Yes ( ) No (X)

\*If you are submitting a grant transfer, the following statement must appear in the Rationale:  
"This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant?

Include Attachments: Yes ( ) No (X)

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:

Unused Salary funds for Disability Service Assistant position.

Explain specifically why additional funds are needed in the receiving account:

Salary Lapse

Required Signatures

Requestor

DocuSigned by:  
Adrienne Thomas 1/8/2020

Cost Center Manager

DocuSigned by:  
Joe Klingler 1/8/2020

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

DocuSigned by:  
Garrick Abeytjan 1/8/2020

Area Vice President

DocuSigned by:  
Sean Sullivan 1/8/2020

BUSINESS OFFICE APPROVALS

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_

AVP of Finance: \_\_\_\_\_

VP of Business Services: Jan 1/9/20

Entered by: B4767 DS 1/9/20

### Budget Transfer Form

Dollar Amount

\$12690.00

Object Code Description

From what Budget Account

01 20801020 510100005

Salary

To what Budget Account

01 80600525 510900010

Salary Lapse

Is this a Grant?  
Yes ( ) No (X)

\*If you are submitting a grant transfer, the following statement must appear in the Rationale:  
"This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant?

Include Attachments: Yes ( ) No (X)

**Rationale:**

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:

Unused salary Funds for Dean of Business & Technology position.

Explain specifically why additional funds are needed in the receiving account:

Salary Lapse

**Required Signatures**

Requestor

DocuSigned by:  
*Adrienne Thomas* 1/7/2020

Cost Center Manager

DocuSigned by:  
*Joe Klinger* 1/7/2020

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

DocuSigned by:  
*Jim Reynolds* 1/8/2020

Area Vice President

DocuSigned by:  
*Sean Sullivan* 1/8/2020

### BUSINESS OFFICE APPROVALS

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance: \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_

AVP of Finance: \_\_\_\_\_

VP of Business Services: *sh* 1/9/20

Entered by: B4751 DS 1/9/20

### Budget Transfer Form

<b>Dollar Amount</b>	<u>\$12690.00</u>	
		<b>Object Code Description</b>
<b>From what Budget Account</b>	<u>01 - 20801050 - 510100005</u>	<u>Salary</u>
<b>To what Budget Account</b>	<u>01 - 80600525 - 510900010</u>	<u>Salary Lapse</u>
<p>Is this a Grant?      *If you are submitting a grant transfer, the following statement must appear in the Rationale:                  Yes ( ) No (X)      "This is an allowable transfer under the (name of grant) guidelines"</p>		
Grant Accountant? _____		Include Attachments: Yes ( ) No (X)

**Rationale:**

**Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**  
 Unused Salary funds for Executive Strategic Planning and Accreditation position.

**Explain specifically why additional funds are needed in the receiving account:**

Salary Lapse

**Required Signatures**

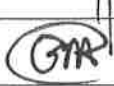
<b>Requestor</b>	<small>DocuSigned by:</small> <u>Adrienne Thomas</u>	<u>1/7/2020</u>
<b>Cost Center Manager</b>	<small>DocuSigned by:</small> <u>Joe Klinger</u>	<u>1/7/2020</u>
<b>Associate Dean (If Applicable)</b>	_____	
<b>Dean (If Applicable)</b>	_____	
<b>Associate Vice President</b>	<small>DocuSigned by:</small> <u>Jim Reynolds</u>	<u>1/8/2020</u>
<b>Area Vice President</b>	<small>DocuSigned by:</small> <u>Sean Sullivan</u>	<u>1/8/2020</u>

### BUSINESS OFFICE APPROVALS

**Grant Accountant:** \_\_\_\_\_

**Asst. Director of Finance** \_\_\_\_\_

**Exec. Director of Finance:** \_\_\_\_\_

**AVP of Finance:**  \_\_\_\_\_

**VP of Business Services:** Jan 1/9/20

Entered by: B4752 DS 1/9/20



### Budget Transfer Form

**Dollar Amount** \$10152.00

**From what Budget Account** 01 - 30100510 - 510100005 **Object Code Description** Salary

**To what Budget Account** 01 - 80600525 - 510900010 **Object Code Description** Salary Lapse

Is this a Grant? Yes ( ) No (X) \*If you are submitting a grant transfer, the following statement must appear in the Rationale: "This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant?  Include Attachments: Yes ( ) No (X)

**Rationale:**

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:  
Unused salary funds for Director of Admissions.

Explain specifically why additional funds are needed in the receiving account:  
Salary lapse

**Required Signatures**

**Requestor** Adrienne Thomas 1/7/2020  
DocuSigned by: 37513E88A27A45H

**Cost Center Manager** Joe Klinger 1/7/2020  
DocuSigned by: D123C0A7DB2E490

**Associate Dean (If Applicable)** \_\_\_\_\_

**Dean (If Applicable)** \_\_\_\_\_


**Associate Vice President** Jim Reynolds 1/8/2020  
DocuSigned by: 9E9A00F110FD4EB


**Area Vice President** Sean Sullivan 1/8/2020  
DocuSigned by: 642226251EC74A1

### BUSINESS OFFICE APPROVALS

**Grant Accountant:** \_\_\_\_\_

**Asst. Director of Finance** \_\_\_\_\_

**Exec. Director of Finance:** 

**AVP of Finance:** 

**VP of Business Services:** Sam 1/9/20

Entered by: B4753 DS 1/9/20

### Budget Transfer Form

<b>Dollar Amount</b>	<u>\$2486.00</u>	
<b>From what Budget Account</b>	<u>01 - 30100510 - 510600005</u>	<b>Object Code Description</b> <u>Salary</u>
<b>To what Budget Account</b>	<u>01 - 80600525 - 510900010</u>	<u>Salary Lapse</u>
<p><b>Is this a Grant?</b>      <b>*If you are submitting a grant transfer, the following statement must appear in the Rationale:</b>                  Yes ( )    No (X)      <b>"This is an allowable transfer under the (name of grant) guidelines"</b></p>		
<b>Grant Accountant?</b>		<b>Include Attachments:</b> Yes ( )    No (X)

**Rationale:**

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:  
 unused Salary Funds Student Personnel Clerk position

Explain specifically why additional funds are needed in the receiving account:  
 Salary Lapse

**Required Signatures**

<b>Requestor</b>	<small>DocuSigned by:</small> <u>Adrienne Thomas</u>	<u>1/7/2020</u>
<b>Cost Center Manager</b>	<small>37513E9BA27A45B...</small> <small>DocuSigned by:</small> <u>Joe Klingner</u>	<u>1/7/2020</u>
<b>Associate Dean (If Applicable)</b>	_____	
<b>Dean (If Applicable)</b>	_____	
<b>Associate Vice President</b>	<small>DocuSigned by:</small> <u>Jim Reynolds</u>	<u>1/8/2020</u>
<b>Area Vice President</b>	<small>VE2ABD0110F04EB...</small> <small>DocuSigned by:</small> <u>Sean Sullivan</u>	<u>1/8/2020</u>

#### BUSINESS OFFICE APPROVALS

**Grant Accountant:** \_\_\_\_\_

**Asst. Director of Finance** \_\_\_\_\_

**Exec. Director of Finance:** \_\_\_\_\_ 

**AVP of Finance:** \_\_\_\_\_

**VP of Business Services:** Sam 1/9/20

**Entered by:** B4761 DS 1/9/20

**Budget Transfer Form**

**Dollar Amount** \$17,325.00

**From what Budget Account** 01 30100510 510600005 **Object Code Description** Salary

**To what Budget Account** 01 80600525 510900010 Salary Lapse

Is this a Grant? Yes  No  \*If you are submitting a grant transfer, the following statement must appear in the Rationale: "This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant? \_\_\_\_\_ Include Attachments: Yes  No

**Rationale:**

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:  
 Unused Salary funds for the position of Records Evaluator from July 1 - December 2, 2019.

Explain specifically why additional funds are needed in the receiving account:  
 Salary Lapse

**Required Signatures**

**Requestor** DocuSigned by: Adrienne Thomas 1/8/2020  
37513E9BA27A85D

**Cost Center Manager** DocuSigned by: Joe Klinger 1/8/2020  
0123C0A7DB2E460

**Associate Dean (If Applicable)** \_\_\_\_\_

**Dean (If Applicable)** \_\_\_\_\_


**Associate Vice President** DocuSigned by: Garrick Abegtian 1/8/2020  
1B852EAC761043D

**Area Vice President** DocuSigned by: Sean Sullivan 1/8/2020  
042220251EC74A1

**BUSINESS OFFICE APPROVALS**

**Grant Accountant:** \_\_\_\_\_

**Asst. Director of Finance** \_\_\_\_\_

**Exec. Director of Finance:**  \_\_\_\_\_

**AVP of Finance:** \_\_\_\_\_

**VP of Business Services:** Sm 1/9/20

Entered by: B4771 DS 1/9/20

### Budget Transfer Form

Dollar Amount \$14,576.00

From what Budget Account 01 30200510 510200005 Object Code Description Salary

To what Budget Account 01 80600525 510900010 Object Code Description Salary Lapse

Is this a Grant? Yes [ ] No [X] \*If you are submitting a grant transfer, the following statement must appear in the Rationale: "This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant? Include Attachments: Yes [ ] No [X]

**Rationale:**

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:  
 Unused Salary funds for the position Employer Relations Specialist from July 1- October 14, 2019.

Explain specifically why additional funds are needed in the receiving account:  
 Salary Lapse

**Required Signatures**

Requestor Adrienne Thomas 1/8/2020

Cost Center Manager Joe Klinger 1/8/2020

Associate Dean (If Applicable) \_\_\_\_\_

Dean (If Applicable) \_\_\_\_\_

Associate Vice President Garrick Abney 1/8/2020

Area Vice President Sean Sullivan 1/8/2020

### BUSINESS OFFICE APPROVALS

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_

AVP of Finance: \_\_\_\_\_

VP of Business Services: Sm 1/9/20

Entered by: B4773 DS 1/9/20

### Budget Transfer Form

Dollar Amount \$33,840.00

From what Budget Account 01 - 30200520 - 510100005 Object Code Description Salary

To what Budget Account 01 - 80600525 - 510900010 Object Code Description Salary Lapse

Is this a Grant?  Yes  No **\*If you are submitting a grant transfer, the following statement must appear in the Rationale:**  
 "This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant?  Yes  No Include Attachments: Yes  No

**Rationale:**

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:  
 Unused Salary funds for the position of Dean, Retention & Student Engagement from July 1- October 14, 2019.

Explain specifically why additional funds are needed in the receiving account:  
 Salary Lapse

**Required Signatures**

Requestor Adrienne Thomas 1/8/2020  
DocuSigned by: 37513E88A27A45B...

Cost Center Manager Joe Klingler 1/8/2020  
DocuSigned by: D123C0A7D82E490...

Associate Dean (If Applicable) \_\_\_\_\_

Dean (If Applicable) \_\_\_\_\_

Associate Vice President Garrick Abuzetian 1/8/2020  
DocuSigned by: 10152EAC761045D...

Area Vice President Sean Sullivan 1/8/2020  
DocuSigned by: 642220251EC74A1...

### BUSINESS OFFICE APPROVALS

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance: \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_ 

AVP of Finance: \_\_\_\_\_

VP of Business Services: ds 1/9/20

Entered by: B4765 DS 1/9/20

**Budget Transfer Form**

Dollar Amount \$2486.00

From what Budget Account 01 - 30200535 - 510600005 Object Code Description Salary

To what Budget Account 01 - 80600525 - 510900010 Object Code Description Salary Lapse

Is this a Grant?  Yes  No **\*If you are submitting a grant transfer, the following statement must appear in the Rationale:**  
 "This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant?  Yes  No Include Attachments: Yes  No

**Rationale:**

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:  
 Unused Salary funds for Student Personnel Clerk position.

Explain specifically why additional funds are needed in the receiving account:  
 Salary Lapse

**Required Signatures**

**Requestor** Adrienne Thomas 1/8/2020  
DocuSigned by: 37513E9BA27A45E

**Cost Center Manager** Joe Klinge 1/8/2020  
DocuSigned by: 0123C8A7D82E498

**Associate Dean (If Applicable)** \_\_\_\_\_

**Dean (If Applicable)** \_\_\_\_\_

**Associate Vice President** Jim Reynolds 1/8/2020  
DocuSigned by: 9E0A609110FD4E8

**Area Vice President** Sean Sullivan 1/8/2020  
DocuSigned by: 64220251E7AA1

**BUSINESS OFFICE APPROVALS**

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance: \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_

AVP of Finance: \_\_\_\_\_

VP of Business Services: [Signature] 1/9/20

Entered by: B4754 DS 1/9/20

### Budget Transfer Form

**Dollar Amount** \$4230.00

**From what Budget Account** 01 30400510 510600005 **Object Code Description** Salary

**To what Budget Account** 01 80600525 510900010 **Object Code Description** Salary Lapse

**Is this a Grant?** Yes ( ) No (X) **\*If you are submitting a grant transfer, the following statement must appear in the Rationale:**  
 "This is an allowable transfer under the (name of grant) guidelines"

**Grant Accountant?** **Include Attachments:** Yes ( ) No (X)

**Rationale:**

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:  
Unused Salary funds for Coordinator Intake services position.

Explain specifically why additional funds are needed in the receiving account:  
Salary Lapse

**Required Signatures**

**Requestor** DocuSigned by: Adrienne Thomas 1/8/2020

**Cost Center Manager** DocuSigned by: Joe Klinger 1/8/2020

**Associate Dean (If Applicable)** \_\_\_\_\_

**Dean (If Applicable)** \_\_\_\_\_

**Associate Vice President** DocuSigned by: Jim Reynolds 1/8/2020

**Area Vice President** DocuSigned by: Sean Sullivan 1/8/2020

### BUSINESS OFFICE APPROVALS

**Grant Accountant:** \_\_\_\_\_

**Asst. Director of Finance** \_\_\_\_\_

**Exec. Director of Finance:** \_\_\_\_\_

**AVP of Finance:** (Signature)

**VP of Business Services:** (Signature) 1/9/20

**Entered by:** BUTSS DS 1/9/20

### Budget Transfer Form

**Dollar Amount** \$2822.00

**From what Budget Account** 01 30400510 510600005 **Object Code Description** Salary

**To what Budget Account** 01 80600525 510900010 **Object Code Description** Salary Lapse

**Is this a Grant?** Yes [ ] No [X] **\*If you are submitting a grant transfer, the following statement must appear in the Rationale:**  
 "This is an allowable transfer under the (name of grant) guidelines"

**Grant Accountant?** **Include Attachments:** Yes [ ] No [X]

**Rationale:**

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:  
 Unused Salary Funds for Senior Financial Aid Specialist position

Explain specifically why additional funds are needed in the receiving account:  
 Salary lapse

**Required Signatures**

**Requestor** Adrienne Thomas 1/7/2020  
DocuSigned by: 37513EB8A27A45B

**Cost Center Manager** Joe Klingler 1/7/2020  
DocuSigned by: 0123C0A7082E490

**Associate Dean (If Applicable)** \_\_\_\_\_

**Dean (If Applicable)** \_\_\_\_\_

**Associate Vice President** Jim Reynolds 1/8/2020  
DocuSigned by: 9E9A609110FD4EB

**Area Vice President** Sean Sullivan 1/8/2020  
DocuSigned by: 842220251E74A1

### BUSINESS OFFICE APPROVALS

**Grant Accountant:** \_\_\_\_\_

**Asst. Director of Finance** \_\_\_\_\_

**Exec. Director of Finance:** \_\_\_\_\_

**AVP of Finance:** \_\_\_\_\_

**VP of Business Services:** [Signature] 1/9/20

Entered by: B4762 DS 1/9/20



**Budget Transfer Form**

**Dollar Amount** \$4230.00

**From what Budget Account** 01 - 30800510 - 510100005 **Object Code Description** Salary

**To what Budget Account** 01 - 80600525 - 510900010 **Object Code Description** Salary Lapse

**Is this a Grant?** Yes ( ) No (X) **\*If you are submitting a grant transfer, the following statement must appear in the Rationale:**  
 "This is an allowable transfer under the (name of grant) guidelines"

**Grant Accountant?** **Include Attachments:** Yes ( ) No (X)

**Rationale:**

**Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**  
 Unused salary funds for Dean of Students position

**Explain specifically why additional funds are needed in the receiving account:**  
 Salary Lapse

**Required Signatures**

**Requestor** Adrienne Thomas 1/7/2020

**Cost Center Manager** Joe Klingor 1/7/2020

**Associate Dean (If Applicable)** \_\_\_\_\_

**Dean (If Applicable)** \_\_\_\_\_

**Associate Vice President** Jim Reynolds 1/8/2020

**Area Vice President** Sean Sullivan 1/8/2020

**BUSINESS OFFICE APPROVALS**

**Grant Accountant:** \_\_\_\_\_

**Asst. Director of Finance** \_\_\_\_\_

**Exec. Director of Finance:** [Signature]

**AVP of Finance:** [Signature]

**VP of Business Services:** [Signature] 1/9/20

**Entered by:** B4756 DS 1/9/20

### Budget Transfer Form

Dollar Amount

\$33,840.00

From what Budget Account

01 - 30800510 - 510100005

Object Code Description

Salary

To what Budget Account

01 - 80600525 - 510900010

Salary Lapse

Is this a Grant?  
Yes [ ] No [X]

\*If you are submitting a grant transfer, the following statement must appear in the Rationale:  
"This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant?

Include Attachments: Yes [ ] No [X]

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:  
Unused Salary funds for Dean of Students position.

Explain specifically why additional funds are needed in the receiving account:

Salary Lapse

#### Required Signatures

Requestor

DocuSigned by:  
Adrienne Thomas 1/8/2020

Cost Center Manager

DocuSigned by:  
Joe Klingner 1/8/2020

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

DocuSigned by:  
jimreynolds@triton.edu 1/8/2020

Area Vice President

DocuSigned by:  
Sean Sullivan 1/8/2020

#### BUSINESS OFFICE APPROVALS

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_

AVP of Finance: \_\_\_\_\_

VP of Business Services: See 1/9/20

Entered by: B4764 DS 1/9/20

### Budget Transfer Form

Dollar Amount \$27,918.00

From what Budget Account 01 - 40100505 - 510100005 Object Code Description Salary

To what Budget Account 01 - 80600525 - 510900010 Object Code Description Salary Lapse

Is this a Grant? Yes  No  \*If you are submitting a grant transfer, the following statement must appear in the Rationale:  
 "This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant? \_\_\_\_\_ Include Attachments: Yes  No

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:  
 Unused Salary funds for the position of Assistant Dean of Continuing Education from July 1-November 25, 2019.

Explain specifically why additional funds are needed in the receiving account:  
 Salary Lapse

#### Required Signatures

Requestor Adrienne Thomas 1/8/2020

Cost Center Manager Joe Klingner 1/8/2020

Associate Dean (If Applicable) \_\_\_\_\_

Dean (If Applicable) \_\_\_\_\_

Associate Vice President Garrick Abuzetian 1/8/2020

Area Vice President Sean Sullivan 1/8/2020

#### BUSINESS OFFICE APPROVALS

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance \_\_\_\_\_

Exec. Director of Finance:  \_\_\_\_\_

AVP of Finance: \_\_\_\_\_

VP of Business Services: Jan 1/9/20

Entered by: B4769 DS 1/9/20

### Budget Transfer Form

Dollar Amount \$500

**Object Code Description**

From what Budget Account 06 20905051 55020005

Travel - In State

To what Budget Account 06 20905051 53090010

Other Contractual Services

Is this a Grant?  
Yes (X) No ( )

\*If you are submitting a grant transfer, the following statement must appear in the Rationale:  
"This is an allowable transfer under the (name of grant) guidelines"

 Grant Accountant? Elizabeth Zydron

Include Attachments: Yes ( ) No (X)

**Rationale:**

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:

We are using the travel funds to reimburse the external evaluator, Dr. Caitlin Callahan, for her visit to campus.

Explain specifically why additional funds are needed in the receiving account:

We originally budgeted \$2,500 for her evaluation this year, we're adding \$500 to the stipend to cover her hotel, mileage, and other expenses.

"This is an allowable transfer under the NSF SSTEM 2nd Yr guidelines."

**Required Signatures**

Requestor

DocuSigned by:  
Sheldon Turner 11/26/2019  
BCDE9845D40AABF...

Cost Center Manager

DocuSigned by:  
Sheldon Turner 11/26/2019  
BCDE9845D40AABF...

Associate Dean (If Applicable)

\_\_\_\_\_

Dean (If Applicable)

\_\_\_\_\_

Associate Vice President

DocuSigned by:  
Derrill Carter 12/3/2019  
220E07072609452...

Area Vice President

DocuSigned by:  
Susan Campos 12/3/2019  
FC3A451F8641495...

### BUSINESS OFFICE APPROVALS

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_

AVP of Finance: \_\_\_\_\_

VP of Business Services: Am 12/10/19

Entered by: B4726 DS 12/10/19

**TRITON COLLEGE, District 504  
Board of Trustees**

Meeting of January 28, 2020

ACTION EXHIBIT NO. 16395

**SUBJECT: FACILITY FEE WAIVER:  
FEDERAL BUREAU OF INVESTIGATION (FBI)**

**RECOMMENDATION:** That the Board of Trustees waive the facility usage fee and approve the use of the Triton College indoor and outdoor track facilities, including locker rooms, by the Federal Bureau of Investigation (FBI). The FBI will conduct agent Physical Fitness Tests (PFTs) as well as prospective applicant PFTs, approximately twelve (12) times each year. The Agreement will be effective upon execution, through June 30, 2021. Triton facilities will only be scheduled and used when there is no student, college, or rental activity conflict. There is no special cost to the College for this Agreement.

**RATIONALE:** In an effort to support federal law enforcement, the College agrees to accommodate reasonable and timely requests by the FBI for the use of indoor and outdoor track facilities when there is no student, college, or rental activity conflict. Track facilities as well as adjacent men and women's locker rooms will be used during the administration of PFTs to agents and applicants.

---

*Sean Sullivan*

**Submitted to Board by:** \_\_\_\_\_  
Sean O'Brien Sullivan, Vice President of Business Services

---

**Board Officers' Signatures Required:**

---

**Mark R. Stephens**  
**Chairman**

---

**Diane Viverito**  
**Secretary**

---

**Date**

Related forms requiring Board signature: Yes  No

**AGREEMENT BETWEEN**  
**COMMUNITY COLLEGE DISTRICT 504**  
**AND**  
**THE FEDERAL BUREAU OF INVESTIGATION**

1. This Agreement is entered into by and between Community College District 504, commonly known as Triton College (hereinafter referred to as "Triton") and the Federal Bureau of Investigation (hereinafter referred to as "FBI").

2. Triton agrees to permit the FBI, and accompanied local law enforcement officials, to utilize the indoor and outdoor track facilities to include locker room and bathroom facilities in the R Building located at 2000 Fifth Avenue, River Grove, IL 60171. The FBI shall be granted use of such facilities on such dates and times as agreed to by Triton and only when Triton is not using such facilities for the regular business of the College.

3. Triton College will allow the FBI to conduct an inspection of the designated structures to be used during the training exercise. The FBI will brief all participating FBI and local law enforcement personnel as to any conditions which it reasonably believes to be hazardous and any and all reasonable rules and regulations provided by Triton prior to such use.

4. The FBI, as an agency of the United States Government, is self-insured and will, pursuant to the terms and conditions of the Federal Tort Claims Act (Title 28, United States Code, Section 1346(b) and Sections 2671-2680) assume financial responsibility for all claims for personal or property damage, including death, caused by the negligent or wrongful acts of FBI employees, or local law enforcement agencies acting at the direction of the FBI, for such actions occurring in the scope of their employment or as a result of the training being undertaken at Triton.

5. Additionally, in the event any FBI employee or local law enforcement personnel is injured as a result of this training exercise, the FBI agrees to process and forward any claims for employee compensation to the United States Department of Labor (USDOL) pursuant to the Federal Employee Compensation Act (Title 5, United States Code, Section 8101, *et seq.*) and pertinent regulations promulgated by the USDOL.

6. The FBI will hold Triton College harmless and indemnify Triton College from any and all liability, damages or expenses arising from personal injuries sustained on the aforementioned property, during the agreed term of use by any employee of the FBI or local law enforcement personnel, except for injuries or property damage resulting from the gross negligence of Triton College.

7. This Agreement shall commence on the date of acceptance by Triton College and shall terminate on June 30, 2021, unless extended by mutual written agreement of the authorized agents of each party. The Agreement may be terminated upon written notice by either party.

8. No individual will be discriminated against by either Party hereto on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, an unfavorable discharge from military service or any other factor as protected or prohibited by law, rule or regulation. Each party certifies that it maintains all applicable policies and procedures required by federal law, including, but not limited to equal employment, non-discrimination and maintenance of a drug free workplace.

9. The Parties agree to abide by and require that its staff and agents abide by all applicable laws, rules and regulations regarding individual privacy. The parties will notify one another if there are known breaches of this confidentiality or requests for information that may require analysis under relevant privacy laws.

10. This Agreement is for the sole and limited purpose of providing services, as defined herein, to the FBI and may not be assigned by either party. Nothing herein shall be deemed to create any association or joint venture between the College and FBI staff or instructors, and FBI staff and instructors are not considered as employees of the College for any purpose, and are not entitled to any of the benefits that accrue to or are provided by the College to its employees, including the accrual of tenure.

Nothing herein shall be deemed to create an employee-employer relationship between the College and FBI staff and instructors, and FBI staff and instructors are not to be considered as employees of the College for any purpose, and are not entitled to any of the benefits that accrue to or are provided by the College to its employees.

11. This Agreement is executed by an authorized representative of the College in the representative's official capacity only and the representative shall have no personal liability under the Agreement.

12. All disputes arising out of the Agreement, wherever derived, will be resolved in the federal courts of the Northern District of Illinois.

13. Notice required to be sent hereunder shall be sent by prepaid registered or certified mail, return receipt requested, and shall be effective upon delivery.

If to the College:      Dr. Susan M. Campos  
Vice President Academic Affairs  
Triton College  
2000 Fifth Avenue  
River Grove, IL 60171

cc:      Ms. Sarie E. Winner  
Kusper & Raucci Chartered  
30 North LaSalle Street Suite 2121  
Chicago, IL 60602-2590

If to the FBI:      SAC Emmerson Buie, Jr.  
Special Agent in Charge  
FBI Chicago Field Office  
2111 W. Roosevelt Road  
Chicago, IL 60608

---

Mark. R. Stephens  
Board Chairman  
Triton College  
River Grove, IL

---

Date

---

SAC Emmerson Buie, Jr.  
Special Agent in Charge  
Federal Bureau of Investigation  
Chicago, IL

---

Date



**TRITON COLLEGE, District 504  
Board of Trustees**

Meeting of January 28, 2020

ACTION EXHIBIT NO. 16396

**SUBJECT: FACILITY FEE WAIVER: U.S. CENSUS BUREAU**

**RECOMMENDATION:** That the Board of Trustees approve a fee waiver request from the U.S. Census Bureau (self-insured) for the use of a lecture hall in the T Building (T106) on the following days in March 2020: March 9, 11, 18, 20, 25, and 27, from 8:00 am to 5:00 pm, to host training for the U.S. Census Bureau applicants. The value of the facility waiver is \$8,100 (room rental fee) as per the Triton College Facilities Rental Policy.

**RATIONALE:** Waiving the rental fee for the U.S. Census Bureau is important to Triton College district, as a successful census count will provide many benefits to the Triton district such as: 1) apportion the seats in the House of Representatives; 2) draw state legislative districts; 3) distribute more than \$400 billion annually in federal funds; 4) evaluate the success of community programs; 5) identify populations that might be open and responsive to new services; and 6) determine sites for new business.

---

*Sean Sullivan*

**Submitted to Board by:** \_\_\_\_\_  
Sean O'Brien Sullivan, Vice President of Business Services

---

**Board Officers' Signatures Required:**

---

**Mark R. Stephens**  
Chairman

---

**Diane Viverito**  
Secretary

---

**Date**

Related forms requiring Board signature: Yes  No

**Facilities Rental Agreement Between  
Triton College  
and  
U.S. Census Bureau  
1111 22<sup>nd</sup> Street, Suite 400  
Oak Brook, IL 60523**

**Triton College agrees to allow use of its facility: T106**

**Event:** U.S. Census Bureau Training

**Date/Time of Event:** March 9, 11, 18, 20, 25 & 27, 8:00 am – 5:00 pm

**Expected attendance:** 100-120 people

**Fee/honorarium for the event:** \$8,100 (see attachment A for cost breakdown)

**Date of the Agreement:** January 6, 2019

**U.S. Census Bureau further agrees to:**

1. Pay a non-refundable deposit of 50% of the total estimated costs at the time the reservation is made and remit the remainder of the charge 30 days prior to the event – if less than 10 business days – cash or cashier’s check. Cancellation will not result in a refund of these fees and instead will reflect liquidated damages as the parties agree the real damages would be impossible to determine.
2. Provide evidence of insurance naming **Triton College, District No. 504, its affiliates, officers, directors, trustees, volunteers, employees, and students as additional insured with minimum limit of \$1,000,000 per occurrence for bodily injury and property damage, and \$2,000,000 in the aggregate.** The insurance coverage must show additional insured status to Triton College on a primary and non-contributory basis. The actual endorsement to the policy naming Triton as additional insured (or a “blanket additional insured” endorsement) must be attached to the Certificate of Insurance.
3. Familiarize itself and abide by College regulations pertaining to the area rented.
4. Hold Triton College harmless for any loss, injury or damages arising from applicant’s use of the rented facilities.

\_\_\_\_\_  
Sean Sullivan (Date)  
Triton College Representative

\_\_\_\_\_  
Nancy Kostecki (Date)  
U.S. Census Bureau Chicago Regional

**ATTACHMENT A**

Room Rental Fee:

	Rate per hour (non-profit, out-of-district)	Number of Hours	Number of Days	Total
T106 (lecture hall)	\$150	9	6	\$8,100
<b>Grand Total</b>				<b>\$8,100</b>

**TRITON COLLEGE, District 504  
Board of Trustees**

Meeting of January 28, 2020

ACTION EXHIBIT NO. 16397

**SUBJECT: FACILITY FEE WAIVER: WEST 40 INTERMEDIATE SERVICE CENTER NO 2 and COMMUNITY ALLIANCE**

**RECOMMENDATION:** That the Board of Trustees approve a fee waiver request from West 40 Intermediate Service Center No 2 and Community Alliance for the use of the R-Building rooms 301; 313; 317; 319 and the Performing Arts Center, as well as fees associated with maintenance, police and audio visual needs on Saturday, February 29, 2020, from 8 am - 1 pm for the “Say Yes to Your Future” event. Approximately 400 mothers and daughters will participate in this event. The value of this fee waiver is approximately \$6,000.

**RATIONALE:** The “Say Yes to Your Future” event is being presented to 8<sup>th</sup> grade girls and their mothers from 9 middle schools in the Proviso Township area. Workshops include building self-esteem, team building, high school preparation, parent empowerment, and STEM career exploration. This action exhibit supports our partnership with in-district grade schools and high schools and promotes support to the Triton College community.

**Submitted to Board by:** Sean Sullivan  
Sean O’Brien Sullivan, Vice President of Business Services

**Board Officers’ Signatures Required:**

<u>Mark R. Stephens</u> Chairman	<u>Diane Viverito</u> Secretary	<u>                    </u> Date
-------------------------------------	------------------------------------	-------------------------------------

Related forms requiring signature: Yes            No   X

**Facilities Rental Agreement Between  
Triton College  
and  
West 40  
4413 W. Roosevelt Road, Suite 104  
Hillside, IL 60162**

**Triton College agrees to allow use of its facility: Performing Arts Center,  
and Rooms in R Building: 301; 313; 317; 319**

**Event:** “Say Yes to Your Future” Event

**Date/Time of Event:** Saturday, February 29, 8:00 am – 1:00 pm

**Expected attendance:** 400 people

**Fee/honorarium for the event:** \$6,000 (see attachment A for cost breakdown)

**Date of the Agreement:** January 6, 2019

**West 40 further agrees to:**

1. Pay a non-refundable deposit of 50% of the total estimated costs at the time the reservation is made and remit the remainder of the charge 30 days prior to the event – if less than 10 business days – cash or cashier’s check. Cancellation will not result in a refund of these fees and instead will reflect liquidated damages as the parties agree the real damages would be impossible to determine.
2. Provide evidence of insurance naming **Triton College, District No. 504, its affiliates, officers, directors, trustees, volunteers, employees, and students as additional insured with minimum limit of \$1,000,000 per occurrence for bodily injury and property damage, and \$2,000,000 in the aggregate.** The insurance coverage must show additional insured status to Triton College on a primary and non-contributory basis. The actual endorsement to the policy naming Triton as additional insured (or a “blanket additional insured” endorsement) must be attached to the Certificate of Insurance.
3. Familiarize itself and abide by College regulations pertaining to the area rented.
4. Hold Triton College harmless for any loss, injury or damages arising from applicant’s use of the rented facilities.

\_\_\_\_\_  
Sean Sullivan  
Triton College Representative

(Date)

\_\_\_\_\_  
Mark A. Klaisner  
West 40

(Date)

**ATTACHMENT A**

Triton Personnel Cost Breakdown:

	Regular rate (per hour)	Weekend rate (per hour)	Total
Maintenance (6 hrs)	\$42.00	\$63.00	\$378
Technician (6 hrs)	\$35.00	\$52.50	\$315
Police Officer (6hrs)	\$48.00	\$72.00	\$432
<b>Grand Total</b>			<b>\$1,125</b>

Room Rental Fee:

	Rate per hour	Number of Hours	Total
Performing Arts Center	\$400	5	\$2,000
Electronic Room	\$125	5	\$625
Smart Room	\$150	5	\$2,250
<b>Grand Total</b>			<b>\$4,875</b>



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/26/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Arthur J. Gallagher Risk Management Services, Inc. 2850 Golf Road Rolling Meadows IL 60008	<b>CONTACT NAME:</b> Tyler MacKenzie <b>PHONE (A/C. No. Ext):</b> 630-694-5165 <b>E-MAIL ADDRESS:</b> tyler_mackenzie@ajg.com	<b>FAX (A/C. No):</b> 630-285-4062	
	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b> West 40 Intermediate Service Center #2 4413 West Roosevelt Road Hillside, IL 60162	<b>INSURER A:</b> Collective Liability Insurance Cooperative		
	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
	<b>INSURER F:</b>		

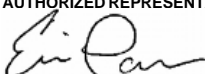
**COVERAGES** **CERTIFICATE NUMBER:** 117281799 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Per District Agg GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CLICCG2019	7/1/2019	7/1/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ Included \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 \*Collective Liability Insurance Cooperative Reinsurer - Great American Insurance Company (NAIC #16691)

Additional Insured status provided herein afforded by CLIC CG2028 0413, CLIC CG2012 0413, CLIC CG2013 0413, CLIC CG2026 0413, CLIC CG2015 0413 and/or CA CLIC 0715 when applicable.  
 Triton College is shown as Additional Insured solely as respects the General Liability coverage evidenced herein regarding the use of facilities by the Named Insured during the policy period.

<b>CERTIFICATE HOLDER</b>  Triton College 2000 Fifth Avenue River Grove IL 60171	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
--	--

© 1988-2015 ACORD CORPORATION. All rights reserved.

**TRITON COLLEGE, District 504  
Board of Trustees**

Meeting of January 28, 2020

ACTION EXHIBIT NO. [Click here to enter text.](#)

Information in this Action Exhibit has been redacted at the request of Pepsi Beverages Company and is available only through the Freedom of Information Act. Requests to FOIA@triton.edu

**SUBJECT: RENEWAL OF BEVERAGE AND SPONSORSHIP AGREEMENT WITH PEPSI BEVERAGES COMPANY**

**RECOMMENDATION:** That the Board of Trustees approve the renewal of a five (5) year exclusive beverage and sponsorship Agreement with Bottling Group, LLC, d/b/a Pepsi Beverages Company (“Pepsi”). This Agreement is effective July 1, 2019 and will terminate on June 30, 2024, with an option for Triton to renew for three (3) additional years. The Agreement includes payments and contributions from Pepsi which include an annual minimum of \$ [REDACTED] in partnership payments; \$ [REDACTED] for scholarships; additional scholarship opportunities at Triton for eligible Pepsi employees; [REDACTED] cases in product donations; and \$ [REDACTED] in Gatorade marketing support, all deliverable annually. Additionally, the Agreement includes a signing bonus in the amount of \$ [REDACTED].

**RATIONALE:** The College has previously maintained an exclusive beverage and sponsorship Agreement with Pepsi, which has consistently offered the institution financial resources that support the College’s needs. The offer by Pepsi is greater than the proposal presented by Coca-Cola, and exceeds the expected revenue that would be generated if both Coca-Cola and Pepsi were served on campus without an exclusive beverage agreement in place. The \$ [REDACTED] signing incentive is paid \$ [REDACTED] in year 1 and \$ [REDACTED] in year 5.

---

*Sean Sullivan*

**Submitted to Board by:** \_\_\_\_\_  
Sean O'Brien Sullivan, Vice President of Business Services

---

**Board Officers’ Signatures Required:**

\_\_\_\_\_  
**Mark R. Stephens  
Chairman**

\_\_\_\_\_  
**Diane Viverito  
Secretary**

\_\_\_\_\_  
**Date**

Related forms requiring Board signature: Yes  No   
72/78



**TRITON COLLEGE, District 504  
Board of Trustees**

Meeting of January 28, 2020

ACTION EXHIBIT NO. 16399

**SUBJECT: ANNUAL CONTRACT SUBSCRIPTION WITH EMSI**

**RECOMMENDATION:** That the Board of Trustees approve the Career Coach Agreement with Emsi (Economic Modeling, LLC) to purchase and implement a new generation of career interest assessment tool at an annual subscription of \$11,000, effective between February 1, 2020 and January 31, 2021. The new assessment tool is funded entirely under Title V Year 2 grant.

**RATIONALE:** The theories and sciences of career advisement has evolved. Leveraging a new generation of career interest assessment tool to better inform and advise our students' program and career choices will lead to greater student success. This purchase is also a commitment under the Title V grant.

Submitted to Board by: \_\_\_\_\_

  
Dr. Susan Campos, Vice President of Academic Affairs

-----  
**Board Officers' Signatures Required:**

\_\_\_\_\_  
**Mark R. Stephens**  
Chairman

\_\_\_\_\_  
**Diane Viverito**  
Secretary

\_\_\_\_\_  
**Date**

Related forms requiring signature: Yes   X   No



409 S. Jackson St.  
Moscow, ID 83843  
Tel: 208-883-3500  
Fax: 208-882-3317

www.economicmodeling.com

**Emsi Representative: Josh LaFon**

**Career Coach Agreement**

This Career Coach agreement is between Triton College of River Grove, Illinois (“Licensee”), and Economic Modeling, LLC of Moscow, Idaho (“Emsi”).

**I. Subscription Term**

Emsi will provide Licensee with access to Career Coach beginning February 1, 2020 and ending January 31, 2021, unless this agreement is extended or renewed.

**II. Fee**

The fee for the subscription is \$11,000.00, invoiced upon contact signature. Invoices are due 30 days from receipt. Sales tax will be added for non-tax-exempt institutions where applicable.

**III. Career Coach Scope of Work**

Licensee will be provided with the following scope of work level:

<p><b><u>Product</u></b></p> <p><input checked="" type="checkbox"/> Customized Career Coach Website</p>	<p><b><u>Product Add-Ons</u></b></p> <p><input checked="" type="checkbox"/> Career Coach Plugin</p> <p><input type="checkbox"/> On-Site Training*</p>
---	---

**\*Additional Fee** (*this additional fee is applicable only if the Product Add-On “On-Site Training” is selected above*) In addition to the subscription fee, if Licensee chooses to add an On-Site Training to their Career Coach agreement, Licensee shall reimburse Emsi, upon completion of the On-Site Training, for travel expenses of the Emsi trainer(s) at an estimated cost of \$1,500.00 but not to exceed \$2,000.00. Emsi will provide Licensee with an itemized invoice for reimbursable travel expenses payable within 30 days of receipt.

Emsi shall create a customized Career Coach site for Licensee which will be hosted by Emsi at <http://yyy.emsicc.com> (with the yyy portion of the URL reflecting Licensee’s organization with a name to be determined by the parties). The site will incorporate Licensee’s logo and will be linked to and from Licensee’s web site. The default geography for the Career Coach site will be set to the state of Illinois. Career Coach will be created according to the following schedule:

**Data collection and review phase (one week)** (applicable to educational institutions only): Emsi will scrape Licensee’s designated place with the most updated list of college’s offerings. Emsi will collect all available electronic data regarding Licensee’s programs and degrees to create a draft Career Coach site. Licensee will have the opportunity to review the program to occupation mapping and propose changes to Emsi.

**Deliver Licensee’s Live Career Coach Site (one week):** Emsi will push the site live. This site will be the final product and will incorporate any input received from Licensee.

Upon receipt of this agreement signed by Licensee, Emsi will begin creating Licensee’s Career Coach site in accordance with the above schedule. Emsi will push the site live within fifteen working days of the latter of either, the subscription start date, or receipt of the signed agreement.

Additional geography for the site can be added upon request and will be included with an additional fee.

Licensee agrees to make available one Implementation Coordinator to assist in the data collection and customization of Career Coach. Licensee agrees to take appropriate measures to make Career Coach visible to potential users and market Career Coach as appropriate (Emsi has resources available to assist Licensee).

Licensee will have the opportunity to review the site and propose changes to any customizable elements to Emsi at any point within the contractual period. Emsi will push the Career Coach site live in accordance with the above schedule, but cannot guarantee the accuracy of data embedded in the site. Emsi will continue to work with Licensee to correct any data on Licensee's Career Coach site that is found to be incorrect after the site has been pushed live.

Emsi will provide assistance with site updates and maintenance as needed by phone or email to Licensee during the contract period, at no additional charge.

#### **IV. Use of Career Coach**

Career Coach allows anyone with access to Licensee's Career Coach site to search and browse local careers, obtain relevant labor market information, and see the related education and training offered by Licensee. Emsi encourages wide access to the Career Coach tool. Licensee is free to grant public or private access to Licensee's Career Coach site, to allow access by other organizations (WIBs, high schools, etc.) which would benefit from Licensee's Career Coach site, and to allow other websites to display a link to Licensee's Career Coach site.

#### **V. Terms of Service**

Economic Modeling, LLC dba Emsi ("Emsi") provides online SaaS applications that use labor market data to connect and inform people, education, and business. Emsi's applications include Analyst, Developer, Career Coach, Workforce Insight, Alumni Insight, Talent, Staffing, and College Analyst. These Emsi Terms of Service ("ToS") apply to all Emsi's current applications, as well as any applications Emsi develops in the future whether or not they are named here (collectively "Emsi Apps").

#### **License**

Licensees of Emsi Apps are granted a non-exclusive, nontransferable, non-assignable limited license to access data (the "Licensed Dataset") through Emsi Apps as follows:

- a) Unless otherwise stated in a written agreement, login credentials (a username and password) will be issued only to employees of a Licensee ("authorized users"). Login credentials may not be shared. Licensee will not allow access to Emsi Apps by anyone who has not been assigned login credentials by Emsi.
- b) Licensee and Licensee's authorized users may (i) download elements of the Licensed Dataset using the download tools in Emsi Apps for Licensee's internal use, and may (ii) publish static elements (e.g., tables, charts, graphs) of the Licensed Dataset in work products created by Licensee in the normal course of Licensee's business, either for Licensee or for a third party, provided that Emsi is cited as the source of the data. The citation shall be substantially in the form described in the Knowledge Base article, "How Do I Cite Emsi Data?"
- c) Licensee may not distribute any part of the Licensed Dataset to a third party in any manner that allows it to be further manipulated for that third party's independent use.
- d) Neither Licensee nor Licensee's authorized users will attempt to replicate Emsi Apps or the Licensed Dataset in design, content, or functionality.
- e) If an Emsi App or Licensed Dataset includes access to individual profiles or personally identifiable information ("PII"), Licensee may only publish aggregated data that cannot be used to identify individual persons, and may not under any circumstance publish PII or data that may be manipulated or reverse engineered to create PII.
- f) Any Licensed Dataset that includes profile data or PII is to be used for research purposes only. No Licensed Dataset may be used to identify or evaluate a person in a way that violates applicable employment, privacy, or other laws.

Licensees may contact Emsi for permission to use the Licensed Dataset in a use case not covered by these ToS.

#### **Disclaimers**

The reports and forecasts in Emsi Apps and Licensed Datasets are created using proprietary analytical processes applied to data from public, proprietary, and government data sources. Emsi uses estimates when there are suppressed or missing data points, and such estimates are subject to error. Data, reports, and forecasts included in Emsi Apps and Licensed Datasets may differ significantly from actual circumstances or outcomes. In addition, Emsi cannot make any representation of the completeness of data aggregated from any source.

Emsi Apps use global professional profiles built with publicly available data posted online by individuals about themselves. Such data comes from over 100 sources including popular sites such as GitHub, Google+, and Stack Exchange, as well as other professional networking sites, talent hubs, blogs, publications, journals, and social networks. Any information obtained from such sources cannot be guaranteed or verified to be accurate or up to date.

Emsi Apps and the Licensed Datasets are provided “as is,” without warranty for a particular purpose or project. Emsi is not liable for their misuse, or for the results of any planning errors based thereon. Licensee is fully responsible for the decisions that are made based on Emsi Apps and the Licensed Datasets and the outcomes of those decisions, including any economic loss.

Emsi’s liability for damages to Licensee shall not exceed the amount Licensee paid to Emsi for the product or service in question.

Licensee is responsible for providing computer equipment that meets the minimum technical requirements for accessing Emsi Apps described at [http://www.economicmodeling.com/docs/analyst\\_technical\\_requirements.pdf](http://www.economicmodeling.com/docs/analyst_technical_requirements.pdf).

Emsi updates and upgrades products and services periodically. Emsi is not obligated to continue to support legacy versions of any product or service or make legacy versions of products or services available to Licensee. Emsi may update these ToS at any time without prior notice. Substantial changes to these ToS will be presented to authorized users at their next login after the changes are posted. Authorized users are required to read and agree to these ToS as a condition of using Emsi Apps and Licensed Datasets.

For answers to questions about Emsi Apps, Licensed Datasets, or these ToS, go to Emsi’s online Knowledge Base, use Emsi’s online Get In Touch contact form, or contact your Emsi customer service representative by email or at 208-883-3500.

**VI. Applicable Law**

Any litigation regarding interpretation or enforcement of this agreement shall be brought in the state of Illinois, and this agreement shall be interpreted according to the laws of the state of Illinois without regard to any conflict of law provisions.

**VII. Licensee Contact Information** (to be completed by Licensee before contract signature)

	<b>Invoice Contact</b>	<b>Admin User</b>
Name:	_____	_____
Title:	_____	_____
Mailing Address:	_____	_____
Phone:	_____	_____
Email:	_____	_____

**VIII. Compliance with Laws**

Emsi warrants that its performance under this agreement complies with all applicable laws. If at any time during the term of this agreement it becomes unlawful for Emsi to continue performance, Emsi may immediately terminate its performance under this agreement without penalty. If Emsi terminates under this section, Emsi will refund the unused portion of any prepaid fees.

**IX. Complete Agreement**

This is the complete agreement between the parties. Any amendments to this agreement, including any terms that Licensee is required by law to include in a contract for services, must be in writing and signed by both parties.

**For Emsi:**

\_\_\_\_\_  
 Authorized Signatory Date

---

Printed Name

Economic Modeling, LLC  
 409 S. Jackson St.  
 Moscow, ID 83843

**For Licensee:**

\_\_\_\_\_  
 Authorized Signatory Date

---

Mark R. Stephens, Board Chairman  
 Printed Name

Triton College  
 2000 5th Ave  
 River Grove, Illinois 60171-1995

**TRITON COLLEGE, District 504  
Board of Trustees**

Meeting of January 28, 2020

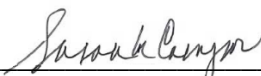
ACTION EXHIBIT NO. 16400

**SUBJECT: ADDENDUM TO CLINICAL AFFILIATION AGREEMENT WITH  
RUSH UNIVERSITY MEDICAL CENTER**

**RECOMMENDATION:** That the Board of Trustees approve the Clinical Affiliation Agreement Addendum between RUSH University Medical Center and Triton College. This is to the original Agreement dated July 16, 2013 and will be effective on February 1, 2020, and shall have an initial term of one (1) year. This Addendum will automatically renew for successive one year periods for up to four (4) years after the initial period. Before that time, either party may terminate this Addendum at any time, with or without cause, upon ninety (90) days prior written notice to the other party. Students currently enrolled at that point will be permitted to complete the current clinical rotation under the terms and conditions stated herein. There is no cost to the college for this Agreement.

**RATIONALE:** This Addendum will add Triton College's Diagnostic Medical Sonography, and Vascular Technology in Sonography programs to the already approved programs, including Nuclear Medicine Technology, Ophthalmic Technician, Surgical Technology, and Sterile Processing, to participate in clinical education experiences at Rush University Medical Center facilities. This is a RUSH University Medical Center contract and stands as presented.

Submitted to Board by: \_\_\_\_\_



Dr. Susan Campos, Vice President of Academic Affairs

-----  
**Board Officers' Signatures Required:**

\_\_\_\_\_  
**Mark R. Stephens  
Chairman**

\_\_\_\_\_  
**Diane Viverito  
Secretary**

\_\_\_\_\_  
**Date**

Related forms requiring signature: Yes  X

No \_\_\_\_\_

**Addendum to Triton College  
Educational Agreement with RUSH University Medical Center  
(Action Exhibit #15198, approved July 16, 2013):**

The Parties agree to add "Diagnostic Medical Sonography and Vascular Technology in Sonography" to the list of Triton College Health Career programs participating in clinical rotations at RUSH University Medical Center for the term of the Agreement for Student Placement in a Practice Setting (hereinafter the "Agreement"), entered into by the Parties on July 16, 2013.

The Preamble of the Agreement, on page 2 shall be revised and shall now read as follows:

*WHEREAS, School wishes to provide a professional experience for student(s) in Health Career Programs; Nuclear Medicine Technology, Ophthalmic Technician, Surgical Technology, Sterile Processing, Diagnostic Medical Sonography, and Vascular Technology in Sonography("Student(s)") and has asked Facility to assist in providing that experience; and*

Also #29 on page 8 shall be revised and shall now read as follows:

*This Agreement shall commence on February 1, 2020 and continue in force and effect for a period of one year thereafter (initial period). After the initial period, this Agreement shall automatically renew for successive one year periods for up to four (4) years after the initial period. Either party may terminate this Agreement at anytime by giving the other party ninety (90) days advanced written notice. Any students enrolled at the time of the termination shall be permitted to complete the then current clinical rotation under the terms and conditions set forth herein.*

Unless stated herein, all other terms and conditions of the Agreement shall remain unchanged. In the event of a conflict between this Addendum and the Agreement, this Addendum shall prevail.

In witness thereof, a duly authorized representative of Triton College and a duly authorized representative of the RUSH University Medical Center execute this Agreement in the representative's official capacity only and the representative shall have no personal liability under this Agreement.

**FOR THE COLLEGE:**

Triton College  
River Grove, Illinois

**SIGNATURE ATTESTING**

\_\_\_\_\_  
Mark R. Stephens  
Chairman, Triton College Board of Trustees

\_\_\_\_\_  
Date

**FOR HOSPITAL:**

RUSH University Medical Center  
Chicago, Illinois

**SIGNATURE ATTESTING**

  
Charlotte Royeen  
Dean, College of Health Sciences  
RUSH University

12-31-19  
Date