



**Regular Meeting of the
Board of Trustees**

NOTICE: Due to Governor Pritzker's Stay at Home Order of 03/20/20, this Board meeting will be held via teleconference utilizing the number listed below.

Individuals who wish to address the Board of Trustees during the Citizen Participation portion of the meeting should send an email to susanpage@triton.edu including your name, town/affiliation, and the item you wish to address, no later than Tuesday, March 24, 2020 at 6:00 p.m.

Agenda

Tuesday, March 24, 2020

- I. CALL TO ORDER** March 24, 2020 at 6:30 p.m.
Teleconference Toll Free Number 877-873-8018
Access Code: 6586330#
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF BOARD MINUTES – VOLUME LVI**
Minutes of the Regular Board Meeting of February 18, 2020, No. 12
- 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

Student Affairs

5105 Student Code of Conduct/Triton Trust

Board Policy – Second Reading

Business Services

3292 Investment of College Funds

B. Action Exhibits

16409 Budget Transfers

16410 Agreement with Economic Modeling, LLC of Moscow, Idaho (Emsi)

16411 Certificate of Final Completion and Authorization of Final Payment for the B-Building Rooftop HVAC Unit Replacement Project

16412 2020 Community College Educational Agreement Amendment

16413 Change of Course Fees for Biology and Sociology Courses

16414 Cooperative Agreement with Village of Elmwood Park Fire Department

16415 Intergovernmental Agreement with Village of Rosemont Fire Department

16416 College Curriculum Committee Recommendations

16417 Campus Closure – Confirmation of Board Poll

C. Purchasing Schedules

D. Bills and Invoices

E. 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

F. Human Resources Report

Administrative Contract Approvals and Increases*

- Denise Jones, Dean of Retention & Student Engagement
- Pamela Harmon, Dean of Health Careers & Public Service Programs
- Garrick Abezetian, Associate Vice President of Athletics & Athletic Activities
- Derrell Carter, Associate Vice President of Communications & Institutional Advancement
- Michael Garrity, Associate Vice President of Information Systems
- Paul Jensen, Associate Vice President of Academic Innovation & Workforce Education
- Joseph Klinger, Associate Vice President of Human Resources
- John Lambrecht, Associate Vice President of Facilities
- Jennifer Davidson, Dean of Business & Technology
- Humberto Espino, Assistant Vice President of Technology & Innovation
- Kevin Li, Dean of Arts & Sciences
- Jacqueline Lynch, Dean of Adult Education
- Purva Rushi, Executive Director of Strategic Planning & Accreditation

- Kurian Tharakunnel, Executive Director of Research & Institutional Effectiveness
- Sam Tolia, Director of Marketing Services
- Raquel Cotuno, Director of Grants Compliance
- James Reynolds, Executive Director of Finance
- Colleen Rockafellow, Executive Director of Business Operations
- Derek Salinas-Lazarski, Associate Dean of Arts & Sciences
- Ricardo Segovia, Associate Dean of College Readiness
- Christina Skasa, Director of Grants & Pre-Award Operations
- Ken Smith, Director of Admissions
- Shelley Tiwari, Director of Faculty Development & Student Success
- Patricia Zinga, Associate Dean of Enrollment Services
- Audrey Jonas, Director of Public Affairs & Community Relations
- Brenda Jones Watkins, Special Assistant to the President
- Jessica Rubalcaba, Director of Business Services
- Patricia Shields, Director of Corporate Outreach
- Susan Campos, Vice President of Academic Affairs
- Jodi Koslow Martin, Vice President of Enrollment Management & Student Affairs
- Sean Sullivan, Vice President of Business Services

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/>).

CALL TO ORDER/ROLL CALL

Vice Chairwoman Donna Peluso called the regular meeting of the Board of Trustees to order in the Boardroom at 6:37 p.m. Following the Pledge of Allegiance, roll call was taken.

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

Absent: Mr. Luke Casson, Mr. Glover Johnson, Mr. Mark Stephens.

Ms. Peluso commented that Mr. Stephens is ill and asked her to chair the meeting, and Mr. Casson and Mr. Johnson are absent due to work obligations.

APPROVAL OF BOARD MINUTES

Mr. Regan made a motion, seconded by Mrs. Potter, to approve the minutes of the Regular Board Meeting of January 28, 2020. Voice vote carried the motion unanimously.

Mrs. Potter made a motion, seconded by Mr. Regan, to approve the minutes of the Board Retreat of January 28, 2020. Voice vote carried the motion unanimously.

COMMENTS ON THIS AGENDA

None.

CITIZEN PARTICIPATION

None.

REPORTS/ANNOUNCEMENTS – Employee Groups

Faculty Association President Joe Dusek reported that Faculty Association elections will be held soon, with a candidate forum to be held on March 2 at 2 p.m. in the Art Gallery.

Mid-Management Association President Kay Frey reported that Mid-Managers are busy with enrollment activities.

Classified Association President Renee Swanberg congratulated Tom Olson on winning an award from the Grand Corridor Chamber of Commerce and reported that Classified are working on their In-Service to be held March 19.

Adjunct Faculty Association President Bill Justiz reported that the semester is underway and Adjunct Faculty are working to educate our students. He noted that officer elections will be held mid-semester.

STUDENT SENATE REPORT

TCSA Vice President Jaiceley Hernandez reported that TCSA hosted a “Pack the Place” event for men’s and women’s basketball, are holding club information sessions, recruiting new members for TCSA, and will be holding elections for officers this spring.

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

Mrs. Potter reported that the committee met on February 5, reviewed six new business items and two purchasing schedules, and forwarded all items to the Board with a recommendation for approval.

ADMINISTRATIVE REPORT

Faculty Award: President Mary-Rita Moore introduced Tuan Dean, who has been with the college since 2005, becoming a full-time faculty member in 2014. She discussed Mr. Dean's work in the iLaunch Lab using ALEKS software and announced that he has been awarded the 2019 McGraw-Hill ALEKS All-Star Educator Award in Higher Education. On behalf of students, Mr. Page expressed his appreciation for Mr. Dean's work, noting that he personally experienced Mr. Dean's tutelage in the Math Up Program, where he advanced through two dev ed courses in one semester, and into and through Calculus.

Strategic Plan: Executive Director of Strategic Planning & Accreditation Dr. Purva Rushi provided a presentation on the College's Strategic Plan, noting that the current 7-Year Strategic Plan concludes on June 30, 2021. The development of the next plan has begun, with a Strategic Planning Institute taking place this month, followed by a year-long process of engaging employees, students, community members, and trustees for their feedback as goals and shared values are built. The new plan is targeted to be in place July 1, 2021. The Board will receive regular updates as the project proceeds.

PRESIDENT'S REPORT

None.

CHAIRMAN'S REPORT

None.

NEW BUSINESS

BOARD POLICY – First Reading
Business Services

3292 Investment of College Funds

This item will come back to the Board for a second read and approval in March.

BOARD POLICY – Second Reading

Ms. Peluso noted that Student Affairs Policy 5201 Academic Placement was pulled by Administration for further review.

Academic Affairs

6175 Harassment, Discrimination, and Misconduct

Ms. Viverito made a motion to enact the revised Policy, seconded by Mrs. Potter. Voice vote carried the motion unanimously.

ACTION EXHIBITS

With leave of the Board, Ms. Peluso asked for the Action Exhibits to be taken as a group, including:

16401 Budget Transfers

16402 Certificate of Final Completion and Authorization of Final Payment for the D Building Science Lab Renovations

16403 Certificate of Final Completion and Authorization of Final Payment for the R Building Gymnasium Floor Refinishing Project

16404 Date Change – Triton Facility Usage by Riveredge Hospital

16405 IDT Paper File Conversion Service Agreement

16406 Agreement with Rosemont Theatre

Vice President of Business Services Sean Sullivan commented that Chairman Stephens' business waives the fee for parking and cleaning of the theatre, as indicated in the letter from Mr. Stephens that is a part of the action exhibit.

16407 Approval and Release of Closed Session Minutes of the Board of Trustees

This is for the meetings of July 16, August 27, September 24, October 15, November 19, and December 17 of 2019.

16408 Destruction of Closed Session Verbatim Recordings

This is for the meetings of February 27, March 27, April 17, April 30, May 15, June 19, and July 17 of 2018.

Ms. Viverito made a motion to approve the Action Exhibits, seconded by Mr. Page. Voice vote carried the motion unanimously.

PURCHASING SCHEDULES

B42.09 Snap-On Tool Set and Roll Cab

B42.10 Exterior Landscape Maintenance – 2020

Mrs. Potter made a motion to approve the Purchasing Schedules, seconded by Mr. Regan. Voice vote carried the motion unanimously.

BILLS AND INVOICES

Mr. Regan made a motion, seconded by Ms. Viverito, to pay the Bills and Invoices in the amount of \$942,670.12.

Roll Call Vote:

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

Absent: Mr. Casson, Mr. Johnson, Mr. Stephens.

Motion carried 4-0 with the Student Trustee voting yes.

CLOSED SESSION

Ms. Viverito 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 Mr. Regan.

Roll Call Vote:

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

Absent: Mr. Casson, Mr. Johnson, Mr. Stephens.

Motion carried 4-0 with the Student Trustee voting yes. The Board went into Closed Session at 7:00 p.m.

RETURN TO OPEN SESSION

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

Roll Call Vote:

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

Absent: Mr. Casson, Mr. Johnson, Mr. Stephens.

Motion carried 4-0 with the Student Trustee voting yes. The Board returned to Open Session at 7:40 p.m.

HUMAN RESOURCES REPORT

1.0 Faculty

Ms. Viverito made a motion, seconded by Mr. Regan, to approve pages 1 through 4 of the Human Resources Report, items 1.1.01 through 1.4.01. Voice vote carried the motion unanimously.

2.0 Adjunct Faculty

Ms. Viverito made a motion, seconded by Mr. Regan, to approve pages 5 through 7 of the Human Resources Report, items 2.1.01 through 2.8.01. Voice vote carried the motion unanimously.

3.0 Administration

Ms. Viverito made a motion, seconded by Mrs. Potter, to approve page 8 of the Human Resources Report, items 3.1.01 through 3.2.01. Voice vote carried the motion unanimously.

4.0 Classified, Police & Engineers

Ms. Viverito made a motion, seconded by Mr. Regan, to approve pages 9 and 10 of the Human Resources Report, items 4.1.01 through 4.3.01. Voice vote carried the motion unanimously.

5.0 Mid-Management

Mrs. Potter made a motion, seconded by Mr. Page, to approve page 11 of the Human Resources Report, items 5.1.01 through 5.2.01. Voice vote carried the motion unanimously.

6.0 Hourly Employees

Ms. Viverito made a motion, seconded by Mr. Page, to approve pages 12 through 14 of the Human Resources Report, items 6.1.01 through 6.4.01. Voice vote carried the motion unanimously.

7.0 Other

Ms. Viverito made a motion, seconded by Mrs. Potter, to approve page 15 of the Human Resources Report, item 7.1.01. Voice vote carried the motion unanimously.

ADJOURNMENT

There being no further business before the Board, the Chairwoman asked for a motion to adjourn. Motion was made by Mrs. Potter to adjourn the meeting, seconded by Mr. Regan. Voice vote carried the motion unanimously. Vice Chairwoman Peluso adjourned the meeting at 7:43 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 March 24, 2019

POLICY SECTION Student Affairs

POLICY NO. 5105

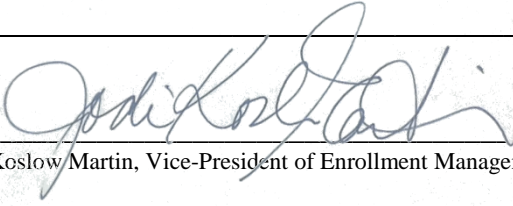
First Reading

Second Reading

TITLE: STUDENT CODE OF CONDUCT/TRITON TRUST

PURPOSE: Revisions to the student conduct policy reflect best practices for efficient and fair adjudication of student behavior. The new process will now be in alignment with Title IX policy.

Submitted to Board by:


Jodi Koslow Martin, Vice-President of Enrollment Management and 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

**STUDENT CODE OF CONDUCT/
THE TRITON TRUST**

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**POLICY 5105
ADOPTED: 06/25/91
AMENDED: 06/20/95
AMENDED: 08/23/05
AMENDED: 03/16/10
AMENDED: 12/20/16**

THE TRITON TRUST

Being a student at Triton College entitles one to certain rights and responsibilities. In exchange, the student will uphold and respect the guidelines established in the Triton Trust...

I will practice integrity in my academic and personal endeavors.

I will show respect for others, regardless of age, sex, religion, ethnic background, and sexual orientation.

I will strive to understand the differences in people, their ideas, and their opinion, while at the same time, setting aside my own prejudices.

As I respect myself, I will respect the property of this campus and the property of others.

I will act in such a way that is reflective of the ideals and principles of higher learning.

Each student on this campus is a representative of Triton College, and therefore, should continuously strive to uphold and honor the goal of excellence in education established by this Trust.

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POLICY 5105
ADOPTED: 06/25/91
AMENDED: 06/20/95
AMENDED: 08/23/05
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AMENDED: 12/20/16

I. General Regulations

College regulations apply to a student when on College property or attending a class. The College applies disciplinary sanctions for violation of these regulations. Should an act violate both College regulations and public law, the student is subject to dual jurisdiction. Students may also be held responsible for actions of their guests. Non-student visitors to the campus are expected to comply with College regulations.

- A. Written or other work a student submits in a course must be the product of his/her own efforts; plagiarism, cheating or other forms of academic dishonesty are prohibited. Any grievance or appeal under this subsection should be directed to the Program Coordinator/Department Chairperson then to the Dean in charge of that area.
- B. A student shall not furnish false or misleading information to College officials.
- C. A student shall take no action which disrupts or tends to disrupt the peace or which endangers or tends to endanger the safety, health or life of any person.
- D. A student shall take no action which damages or tends to damage public or private property not his/her own without the consent of the owner or person legally responsible.
- E. A student shall not appropriate property for his/her own without the consent of the owner or person legally responsible.
- F. A student shall not possess alcohol, i.e., beer or liquor except in conformance with College policy. A student shall not use or possess any illegal or controlled drugs or substance in either refined or crude form except under the direction of a licensed physician. No student shall sell or give such drug or substance to any other person.
- G. A student shall not possess or use firearms, explosive devices or any other device classified as a weapon by the State of Illinois. Instruments used to simulate such weapons in acts which endanger or tend to endanger any person shall be considered weapons.

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- H. A student is responsible for making certain that his/her financial obligations to the College are met.
- I. A student must observe the rules relating to the use of campus buildings and other College-owned, operated, or approved facilities and services.
- J. A student must comply with oral or written directives from any person who is duly authorized by the Board of Trustees or College President to enforce the policies and procedures described in this Handbook.
- K. A student attending a function as an official representative of the College is expected to behave appropriately and abide by applicable laws. At all times and places, a student is subject to public laws, which the Triton Police Department, among other law enforcement agencies, is empowered to enforce.

H. Sanctions

~~Any student whose conduct results in either informal or formal disciplinary proceedings will be subject to one or more of the following sanctions as determined by the Student Conduct Committee.~~

~~Disciplinary warning: Formal action censuring a student for violation of College rules or regulations. Such warnings are communicated in writing by the Dean of Student Services. Disciplinary warning indicates to the student that continuation of the specific conduct involved or other misconduct will result in one of the more serious disciplinary actions described below.~~

~~Disciplinary probation: Formal action placing conditions upon the student's continued attendance at Triton College for violation of College rules and regulations. The Dean of Student Services will specify, in writing, the period of probation and the conditions as indicated by the Student Conduct Committee. Disciplinary probation may be for a specific term or for an indefinite period which may extend to graduation or other termination of the student's enrollment at the College.~~

~~Suspension: Formal action dismissing a student temporarily from the College for violation of College rules or regulations. Suspension may be for a specified or indefinite period but the implication of the action is that the student may eventually return if evidence or other assurance is presented that the misconduct will not be~~

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~~repeated. Such action shall be communicated in writing by the Dean of Student Services.~~

~~Dismissal: Students may be dismissed from the College for violation of College rules and regulations. The student will be notified, in writing, of the term of the dismissal and any special conditions which must be met prior to readmission. Such action shall be communicated in writing by the Dean of Student Services.~~

~~Any student who fails to comply with administrative procedures or to meet financial obligations to the College will be subject to the following sanction:~~

~~Restriction: Formal action which denies to the student the opportunity to conduct any official transactions with the College such as registration and the issuance of grade reports and academic transcripts. The restriction will remain in effect until the Student Conduct Committee is satisfied that the obligations to the College have been met.~~

~~A decision by the Student Conduct Committee to dismiss the charges or to issue a disciplinary warning or probation is a final, non appealable decision. However, the student subject to suspension or dismissal may file a grievance to the Student Life Committee.~~

III. Student Life Committee Membership

~~A. Membership of the Student Life Committee consists of six voting members: three students and three faculty. Two alternates, one student and one faculty, will be members without vote. Faculty members are appointed by the Vice President of Enrollment Management & Student Affairs. The student members of the Triton College Student Life Committee are appointed by the Student/Life Development Committee of the Academic Senate. The Chairperson of the Committee shall be elected by the voting members. The Dean of Student Services shall also be a non-voting member. Students are appointed annually and faculty are appointed for three-year staggered terms. Alternates are appointed annually. Members may be reappointed.~~

~~1. If a voting member is unable to serve, the chairperson will designate the alternate of the same constituency to serve as a voting member.~~

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- ~~2. If a member of the Student Life Committee is not in good academic or disciplinary standing at the College, he/she will be removed from the Committee. The notification of such removal will be in writing.~~
- ~~3. A quorum will consist of two students, two faculty members and the Dean of Student Services or his/her designee.~~

IV. Meetings

- ~~A. Generally, meetings of the Student Life Committee are open to members of the College community; however, closed or executive sessions will be held in the best interest of those involved.~~
- ~~B. Closed or executive sessions will be ordered by the Student Life Committee in the following circumstances:
 - ~~1. Review of highly personal matters; or~~
 - ~~2. Consideration of confidential communications; or~~
 - ~~3. Deliberations regarding appeals, reinstatements and grievances; or~~
 - ~~4. Whenever proceedings are so disruptive to prevent or seriously hinder its orderly functions.~~~~

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II. Summary

This Student Code of Conduct:

- 1. Provides fair and reasonable expectations for student conduct and rules and procedures for their application to create a safe and healthy community and to ensure that students do not engage in conduct that materially or substantially interferes with the requirements of appropriate discipline for the operation of the College.**
- 2. Identifies when and where the conduct expectations are applicable.**
- 3. Establishes the range of consequences for failure to comply with the conduct expectations.**
- 4. Provides the procedures to be followed to determine whether a student has failed to comply with conduct expectations and, if so, the consequences to be applied.**

III. Applicability of Conduct Expectations

The Student Code of Conduct applies to a student's conduct on College property, at College-related activities wherever located and at any place where the conduct impacts College property, activities, staff or students. Student conduct may be subject to both College disciplinary action and civil judicial action and/or criminal law enforcement action. Students may also be subject to College disciplinary action for the conduct of those persons accompanying the student on College property or at College-related activities wherever located. Such persons are responsible for compliance with the same conduct expectations applicable to students.

A student involved in the Student Code of Conduct process who is registered with the Center for Access and Accommodative Services (CAAS) may request accommodations to ensure their full and equal participation in any conduct proceeding. Accommodation requests are to be made directly to the Dean of Students Office. Accommodations are determined on an individual basis in consultation with the Center for Access and Accommodative Services.

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IV. Conduct Expectations

- 1. Be academically honest -- do not cheat or plagiarize.**
- 2. Be truthful to College staff -- do not provide false or misleading information or withhold information.**
- 3. Respect the physical and emotional well-being of staff and students -- do not engage in any conduct which endangers or threatens to engage the safety or health of any person.**
- 4. Respect the property of the College, staff and students -- do not engage in any conduct which damages, or threatens to damage, or results in the theft or loss of, property.**
- 5. Respect the mission and operation of the College -- do not engage in any conduct which disrupts or impedes College programs, operations or activities.**
- 6. Keep College property and activities drug and tobacco/nicotine free -- do not possess, use or be under the influence of unlawful drugs, cannabis products and intoxicants, such as alcoholic beverages or any substance intended to produce an impaired mental or physical state. Do not use nicotine products such as tobacco and vaping devices.**
- 7. Keep College property and activities weapon-free -- do not possess weapons of any kind, such as firearms, explosives or knives. Do not use any device as a weapon to do or threaten bodily harm to another or one's self.**
- 8. Cooperatively following the directions of College staff or officials, whether communicated verbally, electronically, in writing, or through signage.**
- 9. Respectfully use electronic networks and social media and follow College rules for use of its electronic networks and devices.**
- 10. Follow state and federal law; do not commit, or attempt to commit, any crime.**

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V. Consequences for Failure to Comply with Conduct Expectations

1. Consequences for failure to comply with student conduct expectations will come from the Dean of Students or his/her designee in an administrative hearing process or from the Student Conduct Committee after a hearing before the Committee. The range of consequences is summarized below:
2. Warning Formal action censuring a student for violation of College rules or regulations. Such warnings are communicated in writing by the Dean of Students. Disciplinary warning indicates to the student that continuation of the specific conduct involved or other misconduct will result in one of the more serious disciplinary actions described below.
3. Probation Formal action placing conditions upon the student's continued attendance at Triton College for violation of College rules and regulations. The Dean of Students will specify, in writing, the period of probation and the conditions as determined by an administrative hearing or by the Student Conduct Committee. Disciplinary probation may be for a specific term or for an indefinite period which may extend to graduation or other termination of the student's enrollment at the College.
4. Withholding privileges/activity restrictions Formal action which denies to the student the opportunity to conduct any official transactions with the College such as registration and the issuance of grade reports and academic transcripts. This may also include restricting participation in a College program or activity. The restriction will remain in effect until the Dean of Students or his/her designee is satisfied that the obligations to the College have been met.
5. Suspension Formal action dismissing a student temporarily from the College for violation of College rules or regulations. Suspension may be for a specified or indefinite period but the implication of the action is that the student may eventually return if evidence or other assurance is presented that the misconduct will not be repeated.
6. Dismissal/expulsion Students may be dismissed from the College for violation of College rules and regulations. The student will be notified, in writing, of the term of the dismissal and any special conditions which must be met prior to readmission.

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Any one, or combination, of these consequences may be applied as appropriate to the severity of the failure to comply with the conduct expectations.

VI. Procedures for Determining Whether a Violation of the Conduct Expectation has Occurred and Imposing of Consequences for a Violation

A. The disciplinary process may be initiated by the College Dean of Students or designee whenever reasonably creditable information is received by the Dean that a student has failed to comply with the conduct expectations. Upon receipt of such information, the Dean or designee will investigate to determine whether a violation of the conduct expectations has occurred and, if so, the consequences. The scope of the investigation will be determined by the Dean or designee based on the creditability and complexity of the alleged misconduct. Before a final decision on misconduct and consequences, the Dean or designee shall provide the student with an opportunity to respond to the alleged violations and the range of consequences which might be imposed.

B. If the Dean determines that the student has failed to comply with the conduct expectations and the consequences are a warning, censure, reprimand, restriction of privileges or a suspension no longer than five school or activity days, the Dean may implement such consequences by giving written notice to the student. The decision of the Dean is final, except that a suspension may be appealed to the Vice President of Enrollment Management and Student Affairs in the same manner as appeals from the Student Conduct Committee under F. below.

C. If the Dean determines that the student has failed to comply with the conduct expectations and the consequences are a restriction of privileges and/or suspension of more than five school or activity days and/or dismissal, the Dean shall recommend such consequences to the Student Conduct Committee.

D. Upon receipt of a recommendation from the Dean, the Student Conduct Committee shall conduct a hearing at which the Dean will, and the student may, participate.

E. The Student Conduct Committee shall be appointed annually by the Vice President of Enrollment Management and Student Affairs. The Committee shall consist of a pool of ten members, five of which shall be currently enrolled students in satisfactory academic status and five of which shall be College employees. Hearings shall have three members present of the Student Conduct Committee. The Chair and Vice Chair of the Student Conduct Committee shall be selected by the Vice President. The rules of proceeding for the Student Conduct Committee shall be determined and published from time-to-time by the Vice President and administered by the Chair of

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AMENDED: 03/16/10
AMENDED: 12/20/16**

the Committee or the Vice Chair in the absence of the Chair.

F. Decisions of the Student Conduct Committee may be appealed to the Vice President by the Dean of Students or by the student found to have violated the Student Code of Conduct. Appeals must be submitted in writing or electronically to the Vice President within five calendar days of receipt of the Student Conduct Committee's Decision, and a copy provided to the non-appealing party. The appeal must state the specific reasons why the appealing party believes the Student Conduct Committee's decision is in error. Criteria for appeals must be based upon one or more of the following: the existence of new substantial relevant evidence after all deliberation has been completed and a decision has been rendered; that there was a substantial and material deviation from the adjudication procedures; and/or the sanctions are substantially disproportionate to the nature of the infraction. Ordinarily, the Vice President shall determine the appeal on the basis of the written submittals. However, in unusual circumstances, the Vice President may conduct a hearing which includes the Dean of Students, the student and the Chair or Vice Chair of the Student Conduct Committee to assist the Vice President in disposition of the appeal. The Vice President's decision shall be communicated in writing to the Dean, the student and the Student Conduct Committee. The Vice President may reverse, modify or remand to the Student Conduct Committee only when the Vice President determines that the decision of the Student Conduct Committee is clearly erroneous or fundamentally unfair. The decision of the Vice President is final.

G. Unless otherwise specifically stated, the term "days" as used in this policy and the rules established by the Vice President are days when the office of the College President is open to the public for business.

STUDENT CODE OF CONDUCT

GENERAL REGULATIONS

~~College regulations apply to a student when on College property, attending a class, or when representing the College at College sponsored events both on and off campus. The College applies disciplinary sanctions for violation of these regulations. Should an act violate both College regulations and public law, the student is subject to dual jurisdiction. Students will also be held responsible for actions of their guests. Non-student visitors to the campus are expected to comply with College regulations.~~

~~**ACADEMIC DISHONESTY**—Written or other work a student submits in a course must be the product of his/her own efforts; plagiarism, cheating or other forms of academic dishonesty are prohibited.~~

TRITON COLLEGE BOARD POLICY

~~**FALSE INFORMATION**—A student shall not furnish false or misleading information to College officials.~~

~~**BEHAVIORAL MISCONDUCT**—A student shall take no action which disrupts or tends to disrupt the peace or which endangers or tends to endanger the safety, health, or life of any person.~~

~~**PROPERTY DAMAGE**—A student shall take no action which damages or tends to damage public or private property not his/her own without the consent of the owner or person legally responsible.~~

~~**THEFT**—A student shall not take without authorization property for his/her own without the consent of the owner or person legally responsible.~~

~~**UNAUTHORIZED ENTRY**—Foreible or unauthorized entry onto any property or into any building structure, utility, or room on the premises is prohibited.~~

~~**ALCOHOL AND DRUGS**—A student shall not possess alcohol, i.e., beer or liquor, except in conformance with College policy. A student shall not manufacture, use, possess, sell, deliver or distribute any illegal or controlled drugs or substance except under the direction of a licensed physician.~~

~~**WEAPONS/FIREARMS**—A student shall not possess or use firearms, explosive devices or any other device classified as a weapon by the State of Illinois. Instruments used to simulate such weapons in acts which endanger or tend to endanger any person shall be considered weapons.~~

~~**USE OF BUILDINGS**—A student must observe the rules relating to the use of campus buildings and other College owned, operated, or approved facilities and services.~~

~~**FALSE REPORTING OF EMERGENCIES**—The intentional false report of a bomb, a fire, or other emergency to any College facility or on property controlled by the College in any form—pull alarm, verbal, written, or otherwise—is prohibited.~~

~~**LOITERING**—Congregating in areas, such as hallways, stairwells, and doorways, so that it interferes with the free movement of others is prohibited.~~

~~**SMOKING**—Smoking is prohibited on College property, except in conformance with Board Policy #3610.~~

~~**GAMBLING**—Gambling on campus grounds is prohibited.~~

~~**TELEPHONE USE**—The unlawful use of College telephones is prohibited.~~

~~**KEYS**—Using, possessing, or making or causing to be made, any key(s) for any College building, room, facility, or property—except as authorized—is prohibited.~~

~~**RADIO PLAYING**—Loud playing of radio or other forms of amplification indoors that unreasonably disturbs or disrupts others is prohibited unless such action is sponsored by~~

TRITON COLLEGE BOARD POLICY

the College, or a club or organization thereof.

POSTING OF MATERIAL— Posting of material must be preapproved by the Director of Student Services and must follow the guidelines outlined in the Permit for Posting Signs, Posters, and Banners Board Policy #5731.

PUBLIC ASSEMBLY— Assembly on campus for the purpose of group protests or demonstrations requires a permit, which is to be approved by the Vice President of Academic Affairs or Vice President of Enrollment Management & Student Affairs and the Chief of Campus Police no later than 24 hours preceding the planned demonstration. ONLY Triton College students and/or staff are eligible to file for a permit to assemble. The guidelines for assembly are outlined in the Permit to Assemble: Protests/Demonstrations Board Policy #5730.

COMPUTER TAMPERING— Theft or other abuse of computer time, including but not limited to: Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose, is prohibited.

IDENTIFICATION CARDS— College identification cards may not be transferred or altered. Students shall show the identification card when requested to do so by a faculty or staff member when they identify themselves and state the reason for their request. Any person who does not have an identification card in possession but is an enrolled student at Triton College will be issued a warning to obtain one. Any non-student will be requested to leave campus provided that they are not a visitor approved by the College.

VISITOR PASS— Any student who wishes to bring a guest on campus for non-college-sponsored activities may do so provided that a visitor's pass has been obtained in the office of the Dean of Student Services.

CLASSROOM DISTURBANCE— Classroom disturbances which interfere with the educational process are prohibited.

FINANCIAL OBLIGATIONS— A student is responsible for making certain that his/her financial obligations to the College are met.

COMPLIANCE— A student must comply with oral or written directives from any person who is duly authorized by the Board of Trustees or College President to enforce the policies and procedures described in this handbook.

OBLIGATION TO PUBLIC LAW— A student attending a function as an official representative of the College is expected to behave appropriately and abide by applicable laws. At all times and places, a student is subject to public laws, which the Triton Police Department, among other law enforcement agencies is empowered to enforce

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

Meeting of March 24, 2020

POLICY SECTION Business Services

POLICY NO. 3292

First Reading

Second Reading

TITLE: INVESTMENT OF COLLEGE FUNDS

PURPOSE: Policy revisions are necessary to conform with the Illinois Sustainability
Investment Act.

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

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

INVESTMENT OF COLLEGE FUNDS

Page 1 of 5

POLICY 3292

ADOPTED: 01/22/91

AMENDED: 12/21/99

AMENDED: 09/26/17

Policy

It is the policy of the College to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state and local statutes governing the investment of public funds.

Scope

This policy includes all funds governed by the Board of Trustees.

Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment considering the probable safety of their capital, as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio.

Objective

The primary objective, in order of priority, shall be:

- Legality – conformance with federal, state and other legal requirements
- Safety – preservation of capital and protection of investment principal
- Liquidity – maintenance of sufficient liquidity to meet operating requirements
- Sustainability – maximizing anticipated financial returns, minimizing projected risk, and effectively executing fiduciary duty
- Yield – attainment of market rates of return

The portfolio should be reviewed periodically as to its effectiveness in meeting the entity’s needs for safety, liquidity, rate of return, diversification and its general performance.

Delegation of Authority

Management and administrative responsibility for the investment program is hereby delegated to the Treasurer who, under the delegation of the Board of Trustees, shall establish written procedures for the operation of the investment program.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

INVESTMENT OF COLLEGE FUNDS

POLICY 3292

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ADOPTED: 01/22/91

AMENDED: 12/21/99

AMENDED: 09/26/17

Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.

Authorized Financial Dealers and Institutions

The Treasurer will maintain a list of financial institutions authorized to provide investment services. All in-district banks and savings and loans associations who are members of the FDIC or FSLIC system are designated as depositories for investment purposes by this policy. Out-of-district banks will only be used when separately designated by the Board of Trustees except for those currently doing business with the College. Each depository which has funds on deposit shall send to the College its latest audited financial statement. In addition, the College will request from a bank consultant on each of the depositories a bank evaluation analysis.

Authorized and Suitable Investments

The college shall invest in instruments as allowed by the Public Funds Investment Act, 30 ILCS 235/2. A summary of authorized investments follows:

- a) Notes, bonds, certificates of indebtedness, treasury bills, or other securities, which are guaranteed by the full faith and credit of the United States of America.
- b) Bonds, notes debentures, or other similar obligations of the United States of America or its agencies.
- c) Interest bearing accounts, certificates of deposit or interest bearing time deposits or any other investment constituting direct obligations of any bank as defined by the Illinois Banking Act.
- d) Short-term obligations (corporate paper) of corporations organized in the United States with assets exceeding \$500,000,000 if (a) such obligations are rated at the time of purchase within the 3 highest classifications established by at least 2 standard rating services and which mature not later than 180 days from the date of purchase, and (b) such purchases do not exceed 10% of the corporation's outstanding obligations or (c) in money market mutual funds registered under the Investment Company Act of 1940.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

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INVESTMENT OF COLLEGE FUNDS

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POLICY 3292

ADOPTED: 01/22/91

AMENDED: 12/21/99

AMENDED: 09/26/17

Investments shall be made that reflect the cash flow needs of the fund type being invested.

Collateralization

It is the policy of the College to require that all investments which are not guaranteed by the full faith and credit of the United States of America and in excess of FDIC or FSLIC insurable limits be secured by some form of collateral. This is to protect the College's investment in the event the financial institution defaulted due to poor management or economic factors. Financial institutions with capital and surplus in excess of five hundred million are exempt from this provision.

Eligible collateral instruments and collateral ratios are as follows:

- U.S. government securities = 110%
- Obligations of federal agencies = 110%
- Obligations of federal instrumentalities = 110%
- Obligations of the State of Illinois = 110%
- General obligation bonds of the district = 110%

Deposits may additionally be collateralized by a letter of credit issued by a Federal Home Loan Bank, which must be regulated by the Federal Housing Finance Agency and registered with the Securities and Exchange Commission. Collateralization by a Federal Home Loan Bank must be in an amount equal to at least the market value of that amount of funds on deposit exceeding the insurance limitation provided by the Federal Deposit Insurance Corporation.

Whenever investments require collateral in accordance with this policy, an executed collateral agreement, or an irrevocable letter of credit, must be on file with Triton College.

Safekeeping and Custody

All security transactions, including collateral for repurchase agreements, entered into by the College, shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by an independent third party custodian designated by the Treasurer and evidenced by safekeeping receipts and a written custodial agreement.

Diversification

The entity shall diversify its investments to the best of its ability based on the type of funds invested and the cash flow needs of those funds. Diversification can be by type of investment, number of institutions invested in, and length of maturity.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

INVESTMENT OF COLLEGE FUNDS

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POLICY 3292

ADOPTED: 01/22/91

AMENDED: 12/21/99

AMENDED: 09/26/17

Investment Limits

No investment total in any one financial institution shall exceed fifty percent of the paid-in capital and retained earnings as evidenced by the institution's most recently audited financial statement.

Internal Control

The Treasurer is responsible for establishing and maintaining an internal control structure designed to insure that the assets of the entity are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The internal controls shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting
- Custodial safekeeping
- Written confirmation of telephone transactions for investments and wire transfers

Sustainability

The Treasurer shall regularly consider material, relevant, and decision-useful sustainability factors in evaluating investment decisions, within the bounds of financial and fiduciary prudence. Such factors shall include, but are not limited to: (1) corporate governance and leadership factors, (2) environmental factors, (3) social capital factors, (4) human capital factors, (5) business model and innovation factors, and any other factors as may be provided by applicable Illinois law, rule or regulation.

Performance Standards

This investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a comparable rate of return during a market/economic environment of stable interest rates. The average 90-day T-bill rate will be used as a benchmark against the investment portfolio.

Reporting

The Treasurer shall submit to the Board on a quarterly basis an investment report which shall describe the portfolio in terms of investment securities, cost by fund, average rate of interest, and earnings for the current period and year to date. The report should be provided to the Board of Trustees and be available on request. An annual report should also be provided to the Board.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

INVESTMENT OF COLLEGE FUNDS

POLICY 3292

Page 5 of 5

ADOPTED: 01/22/91

AMENDED: 12/21/99

AMENDED: 09/26/17

Indemnification

Employees involved in the investment process acting in accordance with this policy and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market changes.

Investment Policy Adoption

The investment policy shall be adopted by the Board of Trustees. The policy shall be reviewed on an annual basis by the Treasurer and any modifications made thereto must be approved by the Board of Trustees.

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

Meeting of March 24, 2020

ACTION EXHIBIT NO. 16409

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 2/1/20 to 2/29/20**

FROM			TO		
ID#	AREA	ACCT #	AREA	ACCT #	AMOUNT
EDUCATION FUND					
1	Social Science	01-10102045-550300010	Social Science	01-10102045-540600010	\$ 500.00
2	Speech	01-10102545-540900505	Art	01-10100505-530400010	1,500.00
3	Speech	01-10102545-550200010	Speech	01-10102545-540600010	1,000.00
4	Horticulture	01-10300535-530900010	Horticulture	01-10300535-540600005	215.00
5	Horticulture	01-10300535-550200005	Horticulture	01-10300535-540600005	300.00
6	Dean, Health Occupations	01-20801040-530400010	Certified Medical Assistant	01-20801060-540600005	2,700.00
7	Learning Asst. Center	01-20900510-550100005	Learning Asst. Center	01-20900510-540200010	700.00
8	AVP Academic Affairs	01-80100515-530900010	AVP Academic Affairs	01-80100515-540600005	3,000.00
9	AVP Academic Affairs	01-80100515-540900505	Counseling	01-30200515-540100210	500.00
10	AVP Academic Affairs	01-80100515-580600005	Dean, of Business & Tech	01-20801020-540100210	30,000.00
			TOTAL EDUCATION FUND		\$ 40,415.00
AUXILIARY FUND					
11	Collins Center Pool	05-60900510-530400010	Collins Center Pool	05-60900510-540900505	\$ 443.00
			TOTAL AUXILIARY FUND		\$ 443.00
RESTRICTED FUND					
12	ORN-PERKINS-Horticulture	06-10300502-530900010	ORN-PERKINS-Horticulture	06-10300502-540100210	\$ 4,000.00
13	IL Alliance Minority Particip2	06-30605003-510300030	IL Alliance Minority Particip2	06-30605003-550100005	600.00
			TOTAL RESTRICTED FUND		\$ 4,600.00
			TOTAL PROPOSED BUDGET TRANSFERS		\$ 45,458.00

Budget Transfer Form

Dollar Amount \$500

From what Budget Account 01 10102045 550300010 **Object Code Description** SocialScience:ProfDev-Travel-OutOfState

To what Budget Account 01 10102045 540600010 **Object Code Description** SocialScience:ProfDev-Publications&Dues

Is this a Grant? Yes No ***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"**

Grant Accountant? Yes No **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 full-time faculty opted to utilize the bulk of their professional development to cover the costs of professional association membership rather than travel. Those funds are being transferred from the travel budget line to the dues and membership budget line. At this time there are sufficient funds remaining in the travel budget line to cover out-of-state travel by department faculty.

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

The department increased the level of funds in the dues and membership line compared to last year but as dues increase and faculty join new associations and opt out of others it is difficult to pinpoint the level of funding needed each fiscal year. At this point in time the department needs to move \$500 to cover the dues and membership requests submitted to the chair.

Required Signatures

Requestor DocuSigned by: Bill Decker 2/7/2020
AB4F007FBE754B4

Cost Center Manager DocuSigned by: Bill Decker 2/10/2020
AB4F007FBE754B4

Associate Dean (If Applicable) _____

Dean (If Applicable) DocuSigned by: Kevin Li 2/10/2020
EC37E2850A440B

Associate Vice President DocuSigned by: Paul Jensen 2/10/2020
815C006B1074DE

Area Vice President DocuSigned by: Susan Campos 2/19/2020
FC3A451F0641495

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____ *M*

AVP of Finance: _____ *Q*

VP of Business Services: *Sr 2/21/20*

Entered by: B4835 DS 2/21/20

Budget Transfer Form

Dollar Amount \$1500.00

From what Budget Account 01 10102545 540900505 **Object Code Description** Speech Other Materials and Supplies

To what Budget Account 01 10100505 530400010 **Object Code Description** Art 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:
 Speech Other Materials and Supplies will spend under budget by the end of the fiscal year. Enough funds remain in Speech Other Materials and Supplies to meet all anticipated obligations for FY20.

Explain specifically why additional funds are needed in the receiving account:
 Art Maintenance Services requires monies to pay Ceramic Supply Chicago for parts and labor to repair and maintain 8 Brent potter's wheels in the ceramics lab, Room J-104.

Required Signatures

Requestor Dennis McNamara 2/18/2020
DocuSigned by: 41EBFE042760418

Cost Center Manager Dennis McNamara 2/18/2020
DocuSigned by: 41EBFE042760418

Associate Dean (If Applicable) Ricardo Segovia 2/18/2020
DocuSigned by: 00E58E0B7BE4CC

Dean (If Applicable) Kevin Li 2/18/2020
DocuSigned by: 4E537E295044406


Associate Vice President Paul Jensen 2/18/2020
DocuSigned by: 615C008B1974DE


Area Vice President Susan Campos 2/18/2020
DocuSigned by: FC3A451F8541495

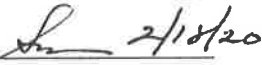
BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: 

AVP of Finance: 

VP of Business Services: 

Entered by: B4826 DS 2/18/20

Budget Transfer Form

Dollar Amount \$1000.00

From what Budget Account 01 10102545 550200010 **Object Code Description** speech prof-dev travel in state

To what Budget Account 01 10102545 540600010 **Object Code Description** Speech 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:

Speech faculty will spend less of their professional development travel in state funds. Remaining funds are sufficient to meet all projected spending through the end of FY20.

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

Speech faculty will spend more money in professional development publications and dues. The amount transferred will be sufficient to fund all current requests in this area.

Required Signatures

Requestor Dennis McNamara 2/18/2020
DocuSigned by: 47E8FE042760418...

Cost Center Manager Dennis McNamara 2/18/2020
DocuSigned by: 47E8FE042760418...

Associate Dean (If Applicable) Ricardo Segovia 2/18/2020
DocuSigned by: D0E994E8B7BE4CC...

Dean (If Applicable) Kevin Li 2/18/2020
DocuSigned by: 4E537E205044409...

Associate Vice President Paul Jensen 2/18/2020
DocuSigned by: 813CC068B17740E...

Area Vice President Susan Campos 2/18/2020
DocuSigned by: FC3A451F8041495...

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____ *ML*

AVP of Finance: _____ *AW*

VP of Business Services: *Sam 2/18/20*

Entered by: B4827 DS 2/18/20

Budget Transfer Form

Dollar Amount

\$215

Object Code Description

From what Budget Account

01 10300535 530900010

Other Contractual Services - Horticulture

To what Budget Account

01 10300535 540600005

Publications and Dues - Horticulture

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:

At this point no significant need for outside contractual services is anticipated. The transfer of \$215 will still maintain a satisfactory balance of \$2600 to cover any further needs for the balance of the year in this budget line item.

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

Horticulture maintains membership in several professional associations. The current balance in Publications and dues will not cover the following:
Illinois Landscape Contractors Association \$395.00
National Association of Landscape Professionals \$175.00
Illinois Green Industry Association \$395.00

Required Signatures

Requestor

DocuSigned by:
Christopher Clem 2/21/2020

Cost Center Manager

DocuSigned by:
Christopher Clem 2/21/2020

Associate Dean (If Applicable)

Dean (If Applicable)

DocuSigned by:
Dr. Jennifer Davidson 2/21/2020

Associate Vice President

DocuSigned by:
Paul Jensen 2/21/2020

Area Vice President

DocuSigned by:
Susan Campos 2/23/2020

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____ *MP*

AVP of Finance: _____ *(Signature)*

VP of Business Services: _____ *2/24/20*

Entered by: B4843 DS 2/24/20

Budget Transfer Form

Dollar Amount

\$300

From what Budget Account

01 10300535 55020005

Object Code Description

In State Travel - Horticulture

To what Budget Account

01 10300535 54060005

Publications and Dues - Horticulture

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:
Horticulture currently has no full-time faculty, and no approved request for travel.

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

Horticulture maintains membership in several professional associations. The current balance in Publications and dues will not cover the following:
Illinois Landscape Contractors Association \$395.00
National Association of Landscape Professionals \$175.00
Illinois Green Industry Association \$395.00

Required Signatures

Requestor

DocuSigned by:
Christopher Clem 2/21/2020

Cost Center Manager

DocuSigned by:
Christopher Clem 2/21/2020

Associate Dean (If Applicable)

Dean (If Applicable)

DocuSigned by:
Dr. Jennifer Davidson 2/21/2020

Associate Vice President

DocuSigned by:
Paul Jensen 2/21/2020

Area Vice President

DocuSigned by:
Susan Campos 2/23/2020

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____

AVP of Finance: _____

VP of Business Services: *[Signature]* 2/24/20

Entered by: B4842 DS 2/24/20

Budget Transfer Form

Dollar Amount	<u>\$2700.00</u>	
From what Budget Account	<u>01 - 20801040 - 530400010</u>	Object Code Description <u>Maintenance Services</u>
To what Budget Account	<u>01 - 20801060 - 540600005</u>	<u>CMA Publications & Dues</u>
Is this a Grant? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	*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 <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Rationale:

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

Money was placed into the maintenance account to repair Ultrasound equipment and the Nuclear Medicine camera without knowing exactly how much repair would be needed. The final repair cost was less than the amount requested.

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

The Certified Medical Assistant Coordinator did not budget for his accreditation site visit with the Medical Assisting Education Review Board (MAERB) for \$2700.00

Required Signatures

Requestor	<small>DocuSigned by:</small> <u>Linon Martinez</u>	2/12/2020
Cost Center Manager	<small>34201F145DCE43D...</small> <small>DocuSigned by:</small> <u>John Cody</u>	2/12/2020
Associate Dean (If Applicable)	_____	
Dean (If Applicable)	<small>DocuSigned by:</small> <u>Pamela Harmon</u>	2/12/2020
Associate Vice President	<small>DC5E6A28C8B44CB...</small> <small>DocuSigned by:</small> <u>Paul Jensen</u>	2/13/2020
Area Vice President	<small>810C008B1074DE...</small> <small>DocuSigned by:</small> <u>Susan Campos</u>	2/19/2020

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____ *AK*

AVP of Finance: _____ *W*

VP of Business Services: Ann 2/21/20

Entered by: B4839.DS 2/24/20

Budget Transfer Form

Dollar Amount ~~\$500~~ 700.00

From what Budget Account 01 20900510 550100005 **Object Code Description** Learning Asst. Center : Meeting Expense

To what Budget Account 01 20900510 540200010 **Object Code Description** Learning Asst. Center : Copier Charge

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 allocated to 01-20900510-550100005: Learning Asst. Center Meeting Expense, will not be fully expended in the remaining fiscal year.

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

Funds are being allocated to 01-20900510-540200010 Learning Asst. Center: Copier Charge, to allow the ASC to purchase additional flyers and marketing materials to advertise its services and workshops to the students, until the end of the fiscal year.

Required Signatures

Requestor Hanan Merheb 2/13/2020
DocuSigned by: EAB3E97257E42E...

Cost Center Manager Hanan Merheb 2/13/2020
DocuSigned by: EAB3E97257E42E...

Associate Dean (If Applicable) _____

Dean (If Applicable) Hilary S Meyer 2/13/2020
DocuSigned by: ACDEF7BE9D8F42D...

Associate Vice President Jessica Rubalcaba 2/18/2020
DocuSigned by: J08B020541E40F...

Area Vice President Jodi E Koslow Martin 2/18/2020
DocuSigned by: 58B31F99DD01430...

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: MP

AVP of Finance: @

VP of Business Services: [Signature] 2/18/20

Entered by: B4828 DS 2/18/20

Budget Transfer Form

Dollar Amount \$3,000

From what Budget Account 01 - 80100515 - 530900010 **Object Code Description** other Contractual Services

To what Budget Account 01 - 80100515 - 540600005 **Object Code Description** 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:

Fewer independent contractors were engaged this year than anticipated, leaving remaining funds available for transfer.

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

The IGEN annual membership exceeds the amount of available funds but is an institutional priority.

Required Signatures

Requestor

DocuSigned by:
Cassandra Ramirez 2/20/2020
272C8859F1C74B4...

Cost Center Manager

DocuSigned by:
Paul Jensen 2/20/2020
815C0068B1974DE...

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

DocuSigned by:
Paul Jensen 2/20/2020
815C0068B1974DE...

Area Vice President

DocuSigned by:
Susan Campos 2/20/2020
FC3A451F8041495...

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____ *JP*

AVP of Finance: _____ *@*

VP of Business Services: *BS* 2/21/20

Entered by: B4837 DS 2/21/20

Budget Transfer Form

Dollar Amount \$500.00

From what Budget Account 01 _ 80100515 _ 540900505

Object Code Description
Other Materials & Supplies

To what Budget Account 01 _ 30200515 _ 540100210

Instructional Supplies

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 (X) No ()



Rationale:

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

Some purchases anticipated to come from this line were instead able to be covered through grants, allowing funds to be available for transfer.

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

The department is sharing access to its online service with another department and additional funds are needed to pay the increased usage fees. This is more economical than both departments setting up separate accounts.

Required Signatures

Requestor

DocuSigned by:
Sandra Hernandez 2/21/2020

Cost Center Manager

DocuSigned by:
Denise Jones 2/21/2020

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

DocuSigned by:
Paul Jensen 2/21/2020

Area Vice President

DocuSigned by:
Susan Campos 2/21/2020

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____

AVP of Finance: _____

VP of Business Services: [Signature] 2/24/20

Entered by: B4840 DS 2/24/20

Budget Transfer Form

Dollar Amount \$30,000

From what Budget Account 01 - 80100515 - 580600005 **Object Code Description** AVP AA EquipmentInstructional<5k

To what Budget Account 01 - 20801020 - 540100210 **Object Code Description** Dean Business & Tech Instr Supplies

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:
 Equipment purchases will be deferred until next fiscal year allowing funds to be available for transfer.

Explain specifically why additional funds are needed in the receiving account:
 Instruction supplies are needed to support growth in the diesel and Honda programs.

Required Signatures

Requestor Cassandra Ramirez 2/19/2020

Cost Center Manager Paul Jensen 2/19/2020

Associate Dean (If Applicable) _____

Dean (If Applicable) _____

Associate Vice President Paul Jensen 2/19/2020

Area Vice President Susan Campos 2/20/2020

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____ *ML*

AVP of Finance: _____ *W*

VP of Business Services: Susan 2/21/20

Entered by: B4836DS 2/21/20

Budget Transfer Form

Dollar Amount \$443

From what Budget Account 05 - 60900510 - 53040010 **Object Code Description** Collins Center Pool : Maintenance Services

To what Budget Account 05 - 60900510 - 540900505 **Object Code Description** Collins Center Pool : Other Materials & Supplies

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:
 All maintenance for the pool has been done, and the funds are no longer needed.

Explain specifically why additional funds are needed in the receiving account:
 Funds are needed for the purchase of a pool vacuum. We currently do not have one, as the previous one broke.

Required Signatures

Requestor Dimitri Ioakimidis 2/14/2020

Cost Center Manager Julianne Murphy 2/14/2020

Associate Dean (If Applicable) _____

Dean (If Applicable) Kevin Li 2/14/2020

Associate Vice President Paul Jensen 2/14/2020

Area Vice President Susan Campos 2/14/2020

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____

AVP of Finance: _____

VP of Business Services: [Signature] 2/14/20

Entered by: B483005 2/18/20

Budget Transfer Form

Dollar Amount \$4000.00

From what Budget Account 06 10300502 530900010 **Object Code Description** Other Contractual Horticulture

To what Budget Account 06 10300502 540100210 **Instructional Supplies Horticulture**

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? Robert Mungerson **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 the Perkins high tunnel activity as previously planned will not come to fruition in FY20, a budget modification was approved by ICCB per Raquel Cotuno to reallocate the grant funds.

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

Funds are needed in instructional supplies to purchase plants and shrubs for HRT-145, HRT-225 and HRT-261. Based on the approved modification to the Perkins plan, this is an allowable transfer under the Perkins Guidelines.

Required Signatures

Requestor Christopher Clem 2/13/2020
DocuSigned by: Christopher Clem 409EC318FB31446...

Cost Center Manager Christopher Clem 2/13/2020
DocuSigned by: Christopher Clem 409EC318FB31446...

Associate Dean (If Applicable) _____

Dean (If Applicable) Dr. Jennifer Davidson 2/19/2020
DocuSigned by: Dr. Jennifer Davidson 1EE74008D03C40E...

Associate Vice President Paul Jensen 2/19/2020
DocuSigned by: Paul Jensen 815C006B31740E...

Area Vice President Susan Campos 2/20/2020
DocuSigned by: Susan Campos FC3A451FB841405...

BUSINESS OFFICE APPROVALS

Grant Accountant: [Signature] 1.21.2020

Asst. Director of Finance [Signature]

Exec. Director of Finance: [Signature]

AVP of Finance: [Signature]

VP of Business Services: [Signature] 2/25/20

Entered by: B4845 DS 2/25/20

Budget Transfer Form

Dollar Amount \$600

From what Budget Account 06 - 30605003 - 510300030 **Object Code Description** IL Alliance Minority Particip2:FT Extra Duty Non

To what Budget Account 06 - 30605003 - 550100005 **Object Code Description** IL Alliance Minority Particip2:Meeting Expense

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"

^{DS}
SS Grant Accountant? Elizabeth Zydron 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 funds are no longer needed in the FT Extra Duty account and are needed in the Meeting Expense account.

Explain specifically why additional funds are needed in the receiving account:
 Funds are needed in the Meeting Expense account to pay for the accommodation of students attending the ILSAMP Symposium on February 28-29.

Required Signatures

Requestor DocuSigned by: Jennifer Davidas 2/18/2020

Cost Center Manager DocuSigned by: Gabriel Guzman 2/18/2020

Associate Dean (If Applicable) DocuSigned by: Derek Salinas-Lazarski 2/18/2020

Dean (If Applicable) DocuSigned by: Kevin Li 2/18/2020

Associate Vice President DocuSigned by: Paul Jensen 2/18/2020

Area Vice President DocuSigned by: Susan Campos 2/18/2020

BUSINESS OFFICE APPROVALS

Grant Accountant: E Zydron 2/19/20

Asst. Director of Finance _____

Exec. Director of Finance: [Signature]

AVP of Finance: [Signature]

VP of Business Services: [Signature] 2/21/20

Entered by: B4834 DS 2/21/20

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

Meeting of March 24, 2020

ACTION EXHIBIT NO. 16410

SUBJECT: AGREEMENT WITH ECONOMIC MODELING, LLC OF MOSCOW, IDAHO (EMSI)

RECOMMENDATION: That the Board of Trustees approve the contract with Economic Modeling, LLC of Moscow, Idaho (Emsi) for ten user licenses of Analyst web application that provides labor market data. This Agreement is for the period of March 25, 2020 through June 30, 2020 unless extended or renewed. The two-year cost of these licenses is \$24,000.00 with two equal payments, with first payment due on July 1, 2020 and the second on July 1, 2021. Emsi will provide complimentary access to the web application from March 25, 2020 to June 30, 2022.

RATIONALE: The Analyst application will replace our current tool for labor market data, Labor/Insight from Burning Glass Inc. This new tool, with more features than Burning Glass, offers access to 10 licenses, twice as many as are available through Burning Glass, while reducing the fee per license. The tool will allow Triton College to access the comprehensive database of labor market data on a state and local level based on actual job postings, and labor market projections. It can be used to track hiring activity by industry, occupation, education and skills, quantifying market demand for specific qualifications as well as changing requirements for targeted occupations. This will help Triton College in feasibility studies of new programs, curriculum design, programs reviews, and accreditation reporting.

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



409 South Jackson Street
 Moscow, ID 83843
 Tel: 208-883-3500
 Fax: 208-882-3317
 www.economicmodeling.com

Emsi Representative: Bobby Johnson

Analyst Agreement

This Analyst 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 Analyst beginning March 25, 2020 and ending June 30, 2022, unless this agreement is extended or renewed.

II. Fee

The fee for the subscription is \$24,000.00, due as follows:

- \$12,000.00, due July 1, 2020
- \$12,000.00, due July 1, 2021

Invoices are due 30 days from receipt. Sales tax will be added for non-tax-exempt institutions when applicable.

III. Subscription Services

Users

Emsi will provide Licensee with access to Analyst for up to 10 authorized user(s). Authorized users must be employees of Licensee or of a partner entity specifically listed below. Emsi will issue each authorized user a unique login credential (username and password). Login credentials may not be generic (e.g., email aliases) or shared. Licensee will designate one person as the admin user, who will be authorized to manage Licensee’s authorized user list and coordinate training. List of partner entities receiving users through this agreement (if applicable):

Licensed Dataset

Licensee will be provided access to the following selected United States data (“Licensed Dataset”):

<u>Analyst Data Detail</u>			<u>Business Data Detail*</u>			<u>Analyst Add-Ons</u>
<u>Region</u>			<u>Region</u>			
<input type="checkbox"/> National	<input type="checkbox"/> Emsi Zip	<input type="checkbox"/> Emsi County	<input type="checkbox"/> National	<input type="checkbox"/> Emsi Zip	<input type="checkbox"/> Emsi County	<input type="checkbox"/> On-Site Training**
<u>01</u> State(s)	<input checked="" type="checkbox"/> Emsi Zip	<input checked="" type="checkbox"/> Emsi County	<u> </u> State(s)	<input type="checkbox"/> Emsi Zip	<input type="checkbox"/> Emsi County	
<u>02</u> States	<input type="checkbox"/> Emsi Zip	<input checked="" type="checkbox"/> Emsi County	<u> </u> County(ies)	<input type="checkbox"/> Emsi Zip	<input type="checkbox"/> Emsi County	

List of selected region(s) (if applicable): All Zips and Counties in Illinois; Indiana, Wisconsin - County

***Business Data Disclaimer** *Business data is offered as a convenience to Licensee, at Emsi’s sole discretion. Emsi may terminate Licensee’s access to business data at any time. Such termination will not entitle Licensee to a refund of any fees paid, or to a reduction of fees due for renewal subscriptions.*

****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 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.

Additional Services Provided

The subscription includes the following services:

- Analyst user training
- Technical support via telephone or e-mail
- Access to all new data releases (new data is released periodically)
- Access to all Analyst updates and upgrades during the subscription period

IV. 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, Profile Analytics, 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.
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- e) Neither Licensee nor Licensee’s authorized users will attempt to replicate Emsi Apps or the Licensed Dataset in design, content, or functionality.
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- g) 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.
- h) The individual job postings may only be used for, broadly defined, the discovery, interpretation and/or communication of meaningful patterns in and/or aggregations or summaries of the respective data through software tools for any purpose, including but not limited to the calculation of aggregate statistics or use of the data for any investment purpose (individually and jointly also referred to as: “Analytics”). The use of the individual job postings or any subset, modified or derived version thereof for any other purpose than for Analytics, including but not limited to making the individual job postings available to third parties (e.g. on a website that is publicly accessible or as content in any software system) is prohibited; except that access to a limited number of individual job postings as illustrations of the use for Analytics purposes is permitted (up to a 100 individual job postings at maximum per illustration access).

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 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 SERVICE LEVEL AGREEMENT

Emsi employs a fault-tolerant hosting architecture to deliver high availability web services. Our sites are mirrored in two physically separate data centers on the West Coast and East Coast. A server or network outage at one location will not disrupt service to our clients. Our hosting architecture automatically redirects users to an alternate server in the event of a failure at one of the locations. All servers are housed in a controlled-access locked data center which is monitored 24/7 and protected by alarm systems. All data are backed up daily to a secure location and replicated across multiple, redundant databases. Emsi websites are powered by the proven and secure LAMP software stack: Linux, Apache, MySQL, and PHP.

Emsi uses this redundant environment to support zero-downtime releases. Any non-emergency server maintenance is performed on a quarterly basis, with five (5) business days advance notice, during the hours of 9 p.m. - 5 a.m. PST.

Service Level Target: Emsi hosted services will be available twenty-four (24) hours per day, seven (7) days per week. Uptime of the hosted services will be at a minimum of 99.5%.

Service Level Measurement: The Hosted Services will be considered available if they are accessible on either the East Coast or West Coast servers from an Internet connection that is configured to access them. Service level availability will be calculated on an annual basis by subtracting any unplanned downtime (rounded to the nearest hour) from the total time in the period (365 days x 24 hours) to determine an uptime percentage.

Exclusions. Downtime caused by any of the events noted below will be excluded from the Service Level availability calculations ("Excused Outages"):

- (i) Customer environment issues affecting connectivity or interfering with the Hosted Services, including without limitation, Customer's connection to the Internet (i.e., problems with the Customer's Internet Service Provider, modem, cable, DSL or dial-up connection, or other Customer Internet connectivity issues) or any other Customer software or equipment, Customer's firewall software, hardware or security settings, Customer's configuration of anti-virus software or antispyware or malware software, or operator error of Customer.
- (ii) Third party attacks, including without limitation, hacks, intrusions, distributed denial-of-service attacks or any other third-party actions intended to cause harm to or disrupt the Hosted Services, or Emsi or its partners' servers.
- (iii) Verified bugs of any third-party software used in conjunction with the Hosted Services.
- (iv) Force majeure events, including, without limitation fire, flood, earthquake, elements of nature, or acts of God.
- (v) Third-party labor disruptions, acts of war, terrorism, riots, civil disorders, rebellions or revolutions; quarantines, embargoes and other similar governmental action; or any other similar cause beyond the reasonable control of Emsi.
- (vi) Issues related to third-party domain name system (DNS) errors or failures.

(vii) Scheduled maintenance of the Hosted Services, conducted on a regular basis, of which Emsi will give Customer a minimum of five (5) business days advanced notice by email or notification posted to the Hosted Services website.

(viii) Emergency maintenance of the Hosted Services, not to exceed two (2) hours in any month, for which Customer may not receive advanced notice.

Emsi will provide suitable server capacity as well as bandwidth to handle projected traffic from the site. Emsi monitors bandwidth and server performance on a continual basis, and has the capacity to add either element on an as-needed basis.

Emsi will provide one (1) additional month of the purchased Hosted Service at no charge for any month in which the Service Level Target was not achieved.

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

Meeting of March 24, 2020

ACTION EXHIBIT NO. 16411

SUBJECT: CERTIFICATE OF FINAL COMPLETION AND AUTHORIZATION OF FINAL PAYMENT FOR THE B-BUILDING ROOFTOP HVAC UNIT REPLACEMENT PROJECT

RECOMMENDATION: That the Board of Trustees approve the Certificate of Final Completion and Final Payment Application of \$20,145.65 for the B Rooftop HVAC Unit Replacement Project. The total project cost was \$254,035.65.

RATIONALE: Operations and Maintenance has reviewed the Certificate of Final Completion, Final Waiver of Lien, and Final Payment Application. Original contract amount was \$276,320; total project cost was \$254,035.65. The project came in under budget by \$22,284.35.

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

M G Mechanical Contracting, Inc.
1513 Lamb Road
Woodstock IL 60098

Phone: (815) 334-9450
 Fax: (815) 334-9453

PROGRESS BILLING

Application 3
 Billing Date 10/24/2019
 Job Number 893

Bill to: ARCON Associates, Inc.
 2050 S Finley Rd Ste 40
 Lombard IL 60148

Owner\Job Location: Triton College - Bldg B
 2000 N Fifth Ave
 River Grove IL 60171

Application For Payment On Contract

Original Contract.....	276,320.00
Net Change by Change Orders.....	-22,284.35
Contract Sum to Date.....	254,035.65
Total Complete to Date.....	254,035.65
Total Retained.....	0.00
Total Earned Less Retained.....	254,035.65
Less Previous Billings.....	233,890.00
Current Payment Due.....	20,145.65
Balance on Contract.....	0.00

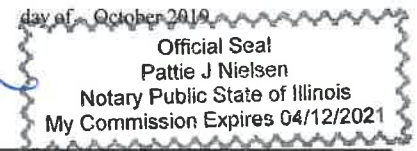
Contractor's Certification of Work

The undersigned contractor certifies that, to the best of the contractor's knowledge, the work on the the above named job has been completed in accordance with the plans and specifications to the level of completion indicated on the attached schedule of completion.

Contractor Mark W Gibson **Date** 10-24-19

State of: Illinois County of: McHenry

Subscribed and sworn to before me this 24th



Notary Public: Pattie J Nielsen

My Commission Expires:

CERTIFICATE OF PAYMENT

The contractor is entitled to payment of the AMOUNT CERTIFIED

AMOUNT CERTIFIED \$ 20,145.65

CONSTRUCTION MANAGER

By: _____ Date: _____

ARCHIECT
 By: [Signature] Date: 2/19/20

The AMOUNT CERTIFIED is payable only to the Contractor named herein.

Schedule of Work Completed

Job#: 893

Job Name: Triton College - Bldg B

PROGRESS BILLING

Application 3
Page 2 of 2

Description of Work	Scheduled	Changes	Contract	Previous	Current Comp.	Stored Mat.	Total Comp.	%	Balance	Retained
Allowance	30,120.00		30,120.00		30,120.00		30,120.00	100.00		
Insurance	5,610.00		5,610.00	5,610.00			5,610.00	100.00		
Submittals	8,290.00		8,290.00	8,290.00			8,290.00	100.00		
Demolition	8,928.00		8,928.00	8,928.00			8,928.00	100.00		
Crane	12,000.00		12,000.00	12,000.00			12,000.00	100.00		
Shop Material	900.00		900.00	900.00			900.00	100.00		
Shop Labor	3,534.00		3,534.00	3,534.00			3,534.00	100.00		
Field Labor	18,883.00		18,883.00	18,883.00			18,883.00	100.00		
Rooftop Units	108,100.00		108,100.00	108,100.00			108,100.00	100.00		
Roof Curbs	5,750.00		5,750.00	5,750.00			5,750.00	100.00		
Fire Alarm	3,300.00		3,300.00	3,300.00			3,300.00	100.00		
Electric	10,312.00		10,312.00	10,312.00			10,312.00	100.00		
Insulation	863.00		863.00	863.00			863.00	100.00		
Piping	25,850.00		25,850.00	25,850.00			25,850.00	100.00		
Temp Controls	28,600.00		28,600.00	28,600.00			28,600.00	100.00		
Test & Balance	5,280.00		5,280.00	5,280.00			5,280.00	100.00		
Change Order# 4		-29,104.35	-29,104.35		-29,104.35		-29,104.35	100.00		
Change Order# 3		6,820.00	6,820.00		6,820.00		6,820.00	100.00		
Totals:	276,320.00	-22,284.35	254,035.65	246,200.00	7,835.65		254,035.65	100.00		

Certificate of Final Acceptance

Project:
 RTU Replacement
 Building B
 Triton College
 2000 Fifth Ave.
 River Grove, IL 60171

Architect: ARCON Associates

Contractor:
 MG Mechanical Contracting, Inc.
 1513 Lamb Road
 Woodstock, IL 60098

Contract Date: 11/29/2018

Date of Issuance: 6/17/2018

Project or designated portion shall include: Entire Project – no exceptions.

is to certify that the work contained in the subject contract has been inspected by the parties listed below, that all punch list items have been completed, that the contractor has fulfilled all his contractual obligations, guarantees accepted and is hereby authorized to receive final payment in full, including all change orders.

Mark Gibson
 02/21/2020

SIGNATURES

Contractor	MG Mechanical Contracting, Inc	By 	Date <u>11-27-19</u>
Architect	ARCON Associates, Inc.	By  Gaspare Pitrello	Date <u>10/28/19</u>
Owner	Triton College	By _____ John Lambrecht	Date _____
Owner	Triton College	By _____ Mark R. Stephens Board Chairman	Date _____

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

Meeting of March 24, 2020

ACTION EXHIBIT NO. 16412

**SUBJECT: 2020 COMMUNITY COLLEGE EDUCATIONAL AGREEMENT
AMENDMENT**

RECOMMENDATION: That the Board of Trustees approve the updated Comprehensive Agreement Regarding the Expansion of Educational Resources for the expressed purpose of providing additional educational programs to the citizens of each district involved in this Agreement. The Agreement allows colleges to share programs that might not otherwise be available to its in-district students. There is no specific or additional cost to Triton College. This Agreement has been updated per the ICCB and is effective immediately (amended language is shown in the attached document with highlights).

RATIONALE: Triton in-district students would be able to apply for programs not offered at Triton, but available at other Community Colleges and vice versa. Students would be charged the in-district tuition rate to and as assessed by the receiving school. The receiving school would be also eligible to all claims for State apportionment (credit hour reimbursement) for students attending as part of this program. This Agreement has been approved by all 48 Illinois Community College districts to date.

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
53/120

Lazaro Lopez, Ed.D.
Chairman



Brian Durham, Ed.D.
Executive Director

401 East Capitol Avenue • Springfield, Illinois 62701 • (217) 785-0123 • www.iccb.org

DATE: February 12, 2020
TO: Community College Presidents
FROM: Dr. Brian Durham, Executive Director
SUBJECT: FINAL CAREER Agreement as Approved on January 24, 2020 / Recruitment & Marketing

I am pleased to provide the final approved version of the *Comprehensive Agreement Regarding the Expansion of Educational Resources (CAREER)*, available at <https://www.iccb.org/cte/projects-initiatives/> or by clicking [here](#).

The ICCB approved the agreement on January 24, 2020 and it is effective immediately. All 48 colleges (39 districts) are currently signatories to the agreement. I encourage you to review the agreement again in its entirety and share it with your teams.

The ICCB will be working over the next year to get revised signature pages and updated approvals from each community college district, in the interest of keeping these up to date. To expedite this process, we encourage you to move forward with this agreement as attached, to obtain those revised signatures and send the signed agreement to my attention once the agreement is signed. In the meantime, the ICCB will provide you with periodic updates about the commitments we (ICCB) have made in the context of the agreement (program directory, common logo / language, etc.).

In addition, I did want to provide some clarification on the issue of out of district recruitment and marketing, both which continue to be lingering questions in the system, but which the CAREER agreement does address.

- 1) Per Section 8. **Resident Eligibility:** The agreement enables students to take advantage of programs not offered by their home districts. The agreement does not speak to modality. Thus, the mode of instruction is not a relevant consideration when making decisions about the eligibility of a program as a CAREER agreement program. Here is the language:

Upon approval from the Sending College, a resident may take advantage of the educational opportunity provided through this Agreement to apply for acceptance at a program not available in his/her home district.

and,

Delivery methods and minor program differences (e.g. length of semester, online versus face-to-face, competency-based, differences in program credit hours, minor course requirement differences, etc.) do not constitute a difference in program. Generally, differences should be based upon CIP codes and Occupational Outlook for completers.

- 2) Furthermore, per Section 8. **Resident Eligibility:** Students may not enroll outside of his/her home district if the program exists in their home district...“a resident may not enroll under the provisions of this Agreement in a program of a participating institution outside of his/her own if that resident’s educational objective can be met in the college of his/her home district.”
- 3) Regarding marketing, colleges may do limited marketing outside their district related to CAREER specific programs. Here is the language from the agreement [*emphasis mine*]:

“In the spirit of raising awareness and providing access to students, colleges may market and recruit for programs articulated in the ICCB Program Directory outside their own district so long as advance notification has been provided to the sending district’s college president...”

For the purposes of this agreement, marketing and recruiting activities include participation in career fairs, college fairs, high school visits, company visits, traditional advertising, and digital advertising. In these instances, **the primary marketing message in both the materials made available and any advertisements should be the availability of Career Agreement programs** listed in the ICCB Program Directory. General college materials may also be made available upon request of the student.

General college marketing outside of a college’s home district is not permitted without the permission of the sending district. Permission requirements do not apply to shared media markets or shared high school districts. Permission requirements do not apply when a college is invited to attend a specific event (e.g. FFA meetings, career fairs, college fairs, etc.).

- 4) Based upon the agreement it is improper to recruit from neighboring districts, exceptions in the revised CAREER agreement notwithstanding.
- 5) **Dispute Resolution:** I also wanted to note that there is now a process described in the agreement for settling disputes. The ICCB only operates in an advisory capacity in this process. Here is that language:

All disputes that arise through this agreement shall follow the arbitration process outlined below:

- a. Involved parties shall attempt to settle the dispute through mutual agreement.
- b. In the event that mutual agreement cannot be reached, parties may request a decision by a committee of their peers. If requested, a committee of three college presidents shall be appointed by the President of the ICCCP within 14 business days of the request. In the event that the President of the ICCCP is party to the disagreement, the Secretary shall appoint the committee.
- c. Said parties may request an advisory opinion from the ICCB. Upon request, the ICCB shall provide this opinion to the affected parties within 14 business days of the request. This request may be made concurrently with or independently of the committee process.
- d. The decision of the committee shall be considered final and all parties agree to be bound by the committee’s decision.

As a final note, the CAREER program is an important way in which the community college system is able to demonstrate commitment to students, flexibility and responsiveness, and the ability to work collaboratively and cooperatively.

Please let me know if you have any questions.

Community College Educational Agreement

Comprehensive Agreement Regarding the Expansion of Educational Resources

THIS AGREEMENT is entered into by and among the **BOARD OF TRUSTEES** from each participating community college for the expressed purpose of providing additional educational programs to the **residents** of each district involved in this Agreement.

Black Hawk College
Carl Sandburg College
City Colleges of Chicago
College of DuPage
College of Lake County
Danville Area Community College
Elgin Community College
Heartland Community College
Highland Community College
Illinois Central College
Illinois Eastern Community Colleges
Illinois Valley Community College
John A. Logan College
John Wood Community College
Joliet Junior College
Kankakee Community College
Kaskaskia College
Kishwaukee College
Lake Land College
Lewis and Clark Community College
Lincoln Land Community College
McHenry County College
Moraine Valley Community College
Morton College
Oakton Community College
Parkland College
Prairie State College
Rend Lake College
Richland Community College
Rock Valley College
Sauk Valley Community College
Shawnee Community College
South Suburban College
Southeastern Illinois College
Southwestern Illinois College
Spoon River College
Triton College
Waubonsee Community College
William Rainey Harper College

WITNESSETH:

WHEREAS, it is the desire of the parties hereto to expand educational services to the greatest number of students in each district served by the parties; and

WHEREAS, the parties hereto believe this Agreement should be one of the means to establish a viable method of cooperation between the parties hereto; and

WHEREAS, by means of this agreement, the parties hereto desire to share programs of each institution and thereby maximize the utilization of the finances, facilities, equipment, and personnel of each institution, and by so doing, provide educational services which might otherwise be impracticable for any of the parties individually; and

WHEREAS, the parties hereto believe that the implementation of this Agreement holds great promise for further development of higher education in Illinois; and

WHEREAS, this Agreement supersedes and takes the place of any and all prior cooperative agreements, and that all said prior agreements are hereby terminated.

NOW THEREFORE, in consideration of the mutual covenants hereinafter contained, the parties hereto agree as follows:

1. Institutional Identification

For the purpose of this Agreement, the college district sending the students to another college will be referred to as the "Sending College" and the college receiving students from another college district will be referred to as the "Receiving College".

2. Terms of Agreement

The educational programs offered by the colleges as part of this Agreement shall be programs approved by the Illinois Community College Board (ICCB) and the Illinois Board of Higher Education. The Agreement is explicitly for programs of study leading to an Associate in Applied Science degree or certificate in Career and Technical Education.

3. Duration of Agreement

This Agreement shall be in force upon adoption by the Board of Trustees of each of the participating colleges and will continue until terminated under the provision of item seven (7).

4. Amendments to Agreement

Amendments and/or revisions to this Agreement may be made at a time by mutual consent of all parties in writing. Such amendments and/or revisions shall be prepared in the form of an addendum agreement. The procedure for approval of such addenda and/or revisions shall follow the same procedure employed in securing approval by all parties in the original Agreement. All amendments to the agreement require the approval of the ICCB.

In the event of amendments and/or revisions to this Agreement, students who have entered an educational program shall be allowed to complete the program under the terms of this Agreement.

5. Coordination of Agreement

This Agreement shall commence in April 2017 and shall be continuous with automatic renewal. The ICCB in consultation with member institutions will coordinate changes and distribution of those changes to the other colleges on an annual basis when necessary.

6. **Program Eligibility**

The ICCB shall maintain a Program Directory on the ICCB website to assist the colleges in determining which programs qualify under the agreement. At a minimum, this list shall provide a comparison of program titles and CIP codes.

Delivery methods and minor program differences (e.g. length of semester, online versus face-to-face, competency-based, differences in program credit hours, minor course requirement differences, etc.) do not constitute a difference in program. Generally, differences should be based upon CIP codes and Occupational Outlook for completers.

7. **Termination of Agreement**

The participation of any college(s) in this Agreement may be terminated at the end of any spring semester to be in effect the following fall term at the request of the College President. Notice shall be given in writing on or before March 1 of the preceding academic year to each of the other College Presidents and the ICCB. In the event of such termination, students who have entered an educational program shall be allowed to complete the program under the terms of this Agreement.

8. **Residents Eligibility**

Approval for students participating within this Agreement resides with the Sending College. Upon approval from the Sending College, a resident may take advantage of the educational opportunity provided through this Agreement to apply for acceptance at a program not available in his/her home district. Furthermore, a resident may not enroll under the provisions of this Agreement in a program of a participating institution outside of his/her own if that resident's educational objective can be met in the college of his/her home district.

Students may choose to complete some or all of any required Illinois Articulation Initiative general education coursework at their Home College (Sending College) or the Receiving College, as appropriate.

9. **Registration**

Upon written approval from the Sending College, students shall register at the Receiving College and shall be members of that district for the terms of their enrollments. Under the terms of this agreement, students may take approved courses at either institution. Upon successful completion, courses taken at the Sending College shall be acceptable to transfer to the Receiving College for completion of the program, or vice versa.

10. **Additional Educational Services**

The Receiving College shall provide access to its Learning Resources Center and other instructional resources for students from the Sending College, equal to those provided for any other student at their campus. The Receiving College shall also provide counseling/guidance and other services that will facilitate the learning process.

11. **Records and Recognition of Completion**

The Receiving College shall maintain admissions records and transcripts and issue any and all degrees or certificates to students completing the educational program. The Receiving College will provide copies of such records to the Sending College at the student's request.

12. **Scholarships and Student Activities**

The Receiving College shall be considered the home district for athletic eligibility and/or any activity where the student officially represents an institution as well as for military and Illinois State Student Assistance Commission Scholarships. Athletic eligibility will be determined by the

rules of the college's athletic conference. Students from any Sending College may be eligible at any Receiving College for any other extracurricular activities, scholarships, or other recognition of excellence in the program for which they are attending at the Receiving College.

13. Publicity

The educational programs offered through this Agreement shall be noted in college catalogs and publicized by the participating districts in a manner consistent with ICCB requirements and institutional publicity policies.

In the spirit of raising awareness and providing access to students, colleges may market and recruit for programs articulated in the ICCB Program Directory outside their own district so long as advance notification has been provided to the sending district's college president. Such notification should reference the ICCB Program Directory listing and lack of availability within the sending district. Colleges are free to enter into less strenuous notification procedures should they wish. If such agreements are made, notification should be immediately provided to ICCB for documentation.

For the purposes of this agreement, marketing and recruiting activities include participation in career fairs, college fairs, high school visits, company visits, traditional advertising, and digital advertising. In these instances, the primary marketing message in both the materials made available and any advertisements should be the availability of Career Agreement programs listed in the ICCB Program Directory. General college materials may also be made available upon request of the student.

General college marketing outside of a college's home district is not permitted without the permission of the sending district. Permission requirements do not apply to shared media markets or shared high school districts. *Permission requirements do not apply* when a college is invited to attend a specific event (e.g. FFA meetings, career fairs, college fairs, etc.)."

The ICCB, in consultation with the ICCCP, shall develop common language and a common logo for the purposes of advertising educational programs offered through this agreement. Colleges shall adopt this common language and common logo for the purposes of advertising educational programs offered through this agreement in their catalogs and on their respective websites.

14. Communication of Agreement

The Sending College shall communicate the terms of this Agreement to its students attending a Receiving College. Said students will be responsible for all normal operating rules and conditions of the campus he/she is on at any given time.

15. Reimbursement

The Receiving College shall be eligible to file all claims for State apportionment for any student from the Sending College enrolled in the Receiving College's programs covered by this Agreement.

16. Transportation

Students shall be responsible for their own transportation to and from Sending and Receiving Colleges.

17. Tuition and Fees

Students from the Sending College will pay the resident tuition and fees of the Receiving College. All students seeking state or federal financial assistance are required to make application at the Receiving College.

18. FTE Reporting

For purposes of capital (construction space), FTE enrollment in the classes taken are reported by the Receiving College.

19. Student Enrollments

The cooperating institutions in this Agreement shall be treated as one district in relation to admission policies for the programs included herein; however, residents of the respective college districts may have priority consideration where limited program space is available.

20. Chargeback

Colleges sending students to receiving colleges identified in this Agreement will not pay chargebacks. Procedurally, students who wish to enroll at a Receiving College herein identified will secure from their home college a letter designating them as participants in an approved program. A copy of such letter will be sent to the Receiving College, which will thus know not to charge the out-of-district rate.

21. Dispute Resolution

All disputes that arise through this agreement shall follow the arbitration process outlined below:

- a. Involved parties shall attempt to settle the dispute through mutual agreement.
- b. In the event that mutual agreement cannot be reached, parties may request a decision by a committee of their peers. If requested, a committee of three college presidents shall be appointed by the President of the ICCCP within 14 business days of the request. In the event that the President of the ICCCP is party to the disagreement, the Secretary shall appoint the committee.
- c. Said parties may request an advisory opinion from the ICCB. Upon request, the ICCB shall provide this opinion to the affected parties within 14 business days of the request. This request may be made concurrently with or independently of the committee process.
- d. The decision of the committee shall be considered final and all parties agree to be bound by the committee's decision.

22. Special Note

Nothing contained in this Agreement shall operate to create a relationship of Principal and Agent between the Parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year first above written.

Community College Educational Agreement

Comprehensive Agreement Regarding the Expansion of Educational Resources

PARTICIPATING INSTITUTIONS

- | | |
|--|--|
| <input type="checkbox"/> Black Hawk College
<input type="checkbox"/> Carl Sandburg College
<input type="checkbox"/> City Colleges of Chicago
<input type="checkbox"/> College of DuPage
<input type="checkbox"/> College of Lake County
<input type="checkbox"/> Danville Area Community College
<input type="checkbox"/> Elgin Community College
<input type="checkbox"/> Heartland Community College
<input type="checkbox"/> Highland Community College
<input type="checkbox"/> Illinois Central College
<input type="checkbox"/> Illinois Eastern Community Colleges
<input type="checkbox"/> Illinois Valley Community College
<input type="checkbox"/> John A. Logan College
<input type="checkbox"/> John Wood Community College
<input type="checkbox"/> Joliet Junior College
<input type="checkbox"/> Kankakee Community College
<input type="checkbox"/> Kaskaskia College
<input type="checkbox"/> Kishwaukee College
<input type="checkbox"/> Lake Land College
<input type="checkbox"/> Lewis and Clark Community College | <input type="checkbox"/> Lincoln Land Community College
<input type="checkbox"/> McHenry County College
<input type="checkbox"/> Moraine Valley Community College
<input type="checkbox"/> Morton College
<input type="checkbox"/> Oakton Community College
<input type="checkbox"/> Parkland College
<input type="checkbox"/> Prairie State College
<input type="checkbox"/> Rend Lake College
<input type="checkbox"/> Richland Community College
<input type="checkbox"/> Rock Valley College
<input type="checkbox"/> Sauk Valley Community College
<input type="checkbox"/> Shawnee Community College
<input type="checkbox"/> South Suburban College
<input type="checkbox"/> Southeastern Illinois College
<input type="checkbox"/> Southwestern Illinois College
<input type="checkbox"/> Spoon River College
<input type="checkbox"/> Triton College
<input type="checkbox"/> Waubonsee Community College
<input type="checkbox"/> William Rainey Harper College |
|--|--|

Local District Signature Page

College	District Number
College Designee for Agreement	Contact Information
Chair of the Board of Trustees	Date
President	Date

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

Meeting of March 24, 2020

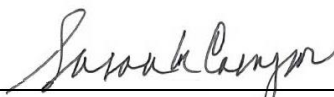
ACTION EXHIBIT NO. 16413

SUBJECT: CHANGE OF COURSE FEES FOR BIOLOGY AND SOCIOLOGY COURSES

RECOMMENDATION: That the Board of Trustees approve the following course fees for one (1) Sociology and six (6) Biology courses that carry the section codes of “700” beginning in Fall of 2020: BIS 100, 101, and 113 at \$65.28, BIS 136 at \$69.12, BIS 150 at \$96, BIS 222 at \$67.20, and SOC 100 at \$61. As part of the Agreement with Follett Bookstore to implement McGraw Hill Education’s Inclusive Access Program, students will pay the respective fee to Triton College and the full fee will be remitted to Follett by Triton. Students are not charged for course materials if they drop the class during the normal “full refund” period. The cost to Triton will be the expense of collecting the fee, including but not limited to any loss realized from students who do not pay the College tuition and fees.

RATIONALE: By including the cost of the instructional materials into the course fee, the Inclusive Access Program will provide students with access to the required instructional materials as early as one week prior to the first day of class. The expectation is a greater rate of student completion and increased retention. Triton College will earn a 7% commission from Follett on all course materials.

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 _____ No X

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

Meeting of March 24, 2020

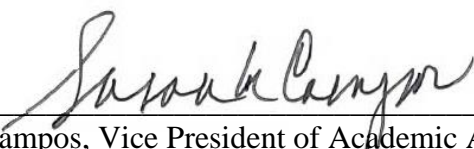
ACTION EXHIBIT NO. 16414

**SUBJECT: COOPERATIVE AGREEMENT WITH VILLAGE OF ELMWOOD PARK
FIRE DEPARTMENT**

RECOMMENDATION: That the Board of Trustees approve the Cooperative Agreement between Triton College and the Village of Elmwood Park through its Fire Department. This Agreement will become effective when signed and automatically renew for one (1) year periods. Either party may terminate this Agreement upon written notice of one (1) semester or five (5) months, whichever is less, to the other party with or without cause. Any students enrolled in a clinical experience at the time of termination shall be permitted to complete the then current clinical rotation under the terms and conditions stated herein. There is no cost associated to the college for this Agreement.

RATIONALE: This Cooperative Agreement will enable students in the Triton College Emergency Medical Service and Fire Science programs to participate in internships at the Village of Elmwood Park through its Fire Department. This is the college's Agreement which the Village of Elmwood Park has accepted without edits.

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 _____

**COOPERATIVE AGREEMENT
BETWEEN
THE VILLAGE OF ELMWOOD PARK
AND
TRITON COLLEGE, DISTRICT #504, RIVER GROVE, ILLINOIS**

Agreement made by and between **The Village of Elmwood Park**, hereinafter referred to as the "**Village**", through its **Fire Department**, hereinafter referred to as the "**Fire Department**" and **Triton College**, hereinafter referred to as "**Triton**".

In consideration of the mutual promises and agreements hereinafter set forth, Village and Triton agree as follows:

I. GENERAL PROVISIONS:

- A. This affiliation is for the sole and limited purpose of providing clinical training (internship) in Emergency Medical Services Program and Fire Science Program ("Program") to students enrolled at Triton under the auspices of the Fire Department.
- B. Nothing herein shall be deemed to create any association, partnership, or joint venture between the Village and Triton.
- C. Students or trainees enrolled at Triton who participate in this program at the Fire Department shall be referred to herein as "students". Employees of Triton who are involved in the instruction or supervision of the training of the students shall be referred to herein as "faculty". Nothing herein shall be deemed to create an employee-employer relationship between the students and the Village or faculty and the Village, and such students and faculty are not to be considered as employees of the Village for any purpose, and are not entitled to any of the benefits that accrue to or are provided by the Village to its employees. Further, none of the benefits of employment at Triton shall accrue to any employee of the Village, including the accrual of tenure.
- D. No student, faculty or staff will be discriminated against by either party hereto on the basis of sex, race, creed, religion, national origin, age, or disability or any other factor as protected by law, rule or regulation in any aspect of this affiliation.
- E. Triton shall maintain in force for the duration of this Agreement comprehensive malpractice or professional liability insurance providing coverage against all claims, demands, loss of judgments arising out of any act or omission of students or faculty, with respect to the rendering or failure to render medical or nursing treatment or any other health-related care, and the administration of drugs or use of medical supplies, apparatus,

appliances and equipment. This policy shall provide coverage against the aforementioned risks in the amount of not less than two million dollars (\$2,000,000) per occurrence, and five million dollars (\$5,000,000) aggregate. Triton will provide proof of insurance to the Village upon request.

The Village shall maintain in force for the duration of this Agreement comprehensive malpractice or professional liability insurance providing coverage against all claims, demands, loss of judgments arising out of any act or omission of students or faculty, with respect to the rendering or failure to render medical or nursing treatment or any other health-related care, and the administration of drugs or use of medical supplies, apparatus, appliances and equipment. This policy shall provide coverage against the aforementioned risks in the amount of not less than two million dollars (\$2,000,000) per occurrence, and five million dollars (\$5,000,000) aggregate. The Village will provide proof of insurance to Triton upon request.

- F. The Village agrees to hold harmless and indemnify Triton, its officers, trustees, faculty, employees, agents and students against any losses, damages, judgments, claims, expenses, costs and liabilities imposed upon or incurred by or asserted against Triton, its officers, trustees, faculty, employees, agents and students, including reasonable attorney's fees and expenses, arising out of the acts or omissions of the Village and/or the Fire Department, its officers, agents, faculty or employees, under this Agreement.

Triton agrees to hold harmless and indemnify the Village against any losses, damages, judgments, claims, expenses, costs and liabilities imposed upon or incurred by or asserted against the Village, including reasonable attorney's fees and expenses, arising out of the acts or omissions of Triton, its trustees, officers, agents, students, faculty or employees, under this Agreement.

II. VILLAGE SHALL:

- A. Maintain the standards required for approval and/or accreditation for the educational program(s).
- B. Make available, and permit the use of, the following by Triton faculty and students:
1. Fire Department Facility
 2. Rooms, or areas, in which groups of students may hold discussions and receive clinical instruction;

3. Supplies and equipment commonly available for patient care (emergency medical services), and sources of information for educational purposes;
 4. Conference room.
- C. Provide emergency medical care in cases of accidents occurring on duty; however, all students are solely responsible for their own medical fees.
 - D. Designate a member of its staff qualified in the Program to serve as coordinator. The coordinator will represent the Fire Department in matters related to the Program.
 - E. Provide services of its staff when/where possible on a guest lecturer basis with the mutual agreement of the Village and Triton.
 - F. Assure that students, while performing as such, will not replace members of the Fire Department staff.

III. TRITON SHALL:

- A. Assume responsibility for any necessary approval by the Illinois Community College Board.
- B. Provide qualified faculty members who are competent practitioners.
- C. Plan all clinical instruction, hours, days, and places of assignment in cooperation with, and with the approval of, the Village through the Medical Director of the Fire Department or his/her designated representative.
- D. Be responsible for student grading.
- E. Advise students of the requirement to observe policies, procedures, and other regulations imposed by the Fire Department in connection with professional conduct and patient welfare. These rules and regulations shall be covered by the immediate supervisor of the students during the first day of clinical study and/or during the orientation. The Village or the Fire Department may resolve any problem situation in favor of the patient's welfare and restrict, limit, or end student involvement until any incident in question can be clarified by Fire Department staff and any involved faculty member. Triton shall withdraw, upon recommendation, any student(s) who fail(s) to meet the standards agreed upon.
- F. Make all reasonable efforts to assure that students will be subject to the authority, policies, and regulations of the Village and the Fire Department.

- G. Advise students of the requirement to submit complete physical examination forms, as required by the Fire Department.
- H. Comply with the removal of a student from the Fire Department if after a conference it is the reasonable opinion of the Village or the Fire Department that the student's performance or conduct is detrimental to patients or the Fire Department personnel.
- I. Require students to carry hospitalization insurance.
- J. Require students to maintain current CPR certification

IV. VILLAGE AND TRITON SHALL:

- A. Jointly develop a clinical instruction guide designed to meet the educational aims of the entire Program curriculum. The clinical instruction guide shall describe the proposed clinical areas, patient care, and patient service facilities to be utilized by Triton.
- B. Have the right to request conferences to be scheduled at regular intervals for the purpose of planning, discussing, and enhancing the Program.

V. IT IS FURTHER AGREED THAT:

- A. The terms and conditions of the Agreement may be amended, deleted, or new provisions added from time to time upon written agreement of the authorized agents of the parties.
- B. This writing shall constitute the sole agreement between the parties.
- C. This Agreement shall commence upon execution by duly authorized officer of the parties hereto, in their official capacities only, and shall have an initial term of one (1) year.
- D. This Agreement will automatically renew for additional one (1) year terms unless either party provides notice of intent to terminate the Agreement as provided herein.
- E. Either party may terminate the Agreement upon written notice of one (1) semester or five (5) months, whichever is less, to the other party with or without cause. Any students enrolled in a clinical experience at the time of termination shall be permitted to complete the then current clinical rotation under the terms and conditions stated herein.
- F. This Agreement shall be construed under the laws of the State of Illinois. If any provision shall be invalid under such laws, such invalidity shall not

invalidate the entire agreement, but it shall be construed as if not containing the particular provisions held to be invalid, and all rights and obligations of the parties shall be construed and enforced accordingly. All disputes shall be resolved in the Circuit Court of Cook County.

- G. Each of the parties hereto, and the individuals executing the Agreement for them, represent to the other party that they have the requisite power and authority to make and enter into this agreement and to perform its obligations thereunder, and that this agreement does not violate any provisions of the corporate charter or bylaws of any corporate party or any statute, act, or ordinance under which any unincorporated institution party hereto is organized, or violate any agreement or commitment executed or made by any party.
- H. The Village assumes full responsibility for the payment of all federal, state and local taxes incurred by the Village as a result of this Agreement.
- I. This Agreement is executed by an authorized representative of Triton College in the representative's official capacity only and the representative shall have no personal liability under this Agreement.
- J. The Village represents that it possesses all professional or business licenses required by law, if any, and all qualifications and accreditations necessary to fully perform its obligations.
- K. In no event shall either party be liable for any incidental, indirect, special or consequential damages, including, but not limited to, loss of use, revenue, profit or savings.
- L. The Village certifies that it maintains a written sexual harassment policy in conformance with 775 ILCS 5/2-105.
- M. If Village has more than 25 employees, the Village certifies that it provides a Drug Free Workplace in compliance with the Drug Free Workplace Act. 30 ILCS 580/1 et seq.
- N. Time is of the essence of this Agreement.
- O. Notices required to be sent hereunder shall be sent by prepaid registered mail with return receipt requested, and are effective upon receipt.

NOTICES TO FIRE DEPARTMENT SHALL BE SENT TO:

Michael Terzo, Fire Chief
Elmwood Park Fire Department
7 Conti Parkway
Elmwood Park, Illinois 60707

With a copy to:

Michael K. Durkin, Village Attorney
Law Offices of Storino, Ramello & Durkin
9501 W. Devon Avenue, Suite 800
Rosemont, Illinois

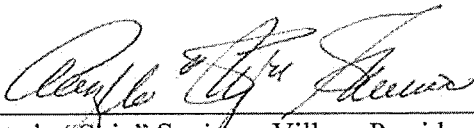
NOTICES TO TRITON COLLEGE SHALL BE SENT TO:

VP Susan Campos
Triton College
2000 North Fifth Avenue
River Grove, Illinois 60171

With a copy to:

Sarie Winner
Kusper & Raucci Chartered
30 North LaSalle Street
Suite 3400
Chicago, Illinois 60602

FOR THE VILLAGE:



Angelo "Skip" Saviano, Village President



Gina Pesko, Village Clerk

DATE: 11/04/19

FOR TRITON COLLEGE:

Mark R. Stephens, Board Chairman

Diane Viverito, Board Secretary

DATE: _____

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


Meeting of March 17, 2020

ACTION EXHIBIT NO. 16415

**SUBJECT: INTERGOVERNMENTAL AGREEMENT WITH
VILLAGE OF ROSEMONT FIRE DEPARTMENT**

RECOMMENDATION: That the Board of Trustees approve the Intergovernmental Agreement between Triton College and the Village of Rosemont. This Agreement will become effective when signed and automatically renew for one (1) year periods. Either party may terminate this Agreement upon written notice of one (1) semester or five (5) months, whichever is less, to the other party with or without cause. Any students enrolled in a clinical experience at the time of termination shall be permitted to complete the then current clinical rotation under the terms and conditions stated herein. There is no cost associated to the college for this Agreement.

RATIONALE: This Intergovernmental Agreement will enable students in the Triton College Emergency Medical Service and Fire Science programs to participate in internships at the Village of Rosemont through its Fire Department. This is a Village of Rosemont Agreement and stands as presented.

Submitted to Board by: 
Dr. Susan Campos, Vice President of Academic Affairs

Board Officers' Signatures Required:

Mark R. Stephens **Diane Viverito** **Date**
Chairman **Secretary**

Related forms requiring signature: Yes X No _____

INTERGOVERNMENTAL
AGREEMENT BETWEEN
VILLAGE OF ROSEMONT
AND

TRITON COLLEGE, DISTRICT #504, RIVER GROVE, ILLINOIS

Agreement made by and between the Village of Rosemont, an Illinois municipal corporation, hereinafter referred to as "Fire Department", and Triton College, hereinafter referred to as "Triton".

In consideration of the mutual promises and agreements hereinafter set forth, Fire Department and Triton agree as follows:

I. GENERAL PROVISIONS:

- A. This affiliation is for the sole and limited purpose of providing a ride along clinical training (internship) in Emergency Medical Services Program and Fire Science Program to students enrolled at Triton under the auspices of Fire Department (hereinafter referred to as the "Program"). Except as may otherwise be agreed in writing by both parties, no more than 10 students shall participate in the Program during the course of a semester.
- B. This agreement is made pursuant to Article VII, Section 10 of the Illinois Constitution of 1970 and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1, *et seq.*
- C. Nothing herein shall be deemed to create any association, partnership, or joint venture between Fire Department and Triton.
- D. Students or trainees enrolled at Triton who participate in this program at Fire Department shall be referred to herein as "students". Employees of Triton who are involved in the instruction or supervision of the training of the students shall be referred to herein as "faculty". Nothing herein shall be deemed to create an employee-employer relationship between the students and Fire Department or faculty and Fire Department, and such students and faculty are not to be considered as employees of Fire Department for any purpose, and are not entitled to any of the benefits that accrue to or are provided by Fire Department to its employees. Triton shall have the sole obligation to provide its employees with workers compensation insurance, insurance coverage, benefits, salary, and to satisfy all other obligations that an employer may have to an employee under local, state and federal laws. Further,

none of the benefits of employment at Triton shall accrue to any employee of Fire Department, including the accrual of tenure.

- E. Triton shall have the sole obligation to comply with all applicable requirements regarding the confidentiality or privacy of student education records and personal health information of Triton students, faculty or staff including, but not limited to, the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g) and Health Insurance Portability and Accountability Act Privacy Rule (45 C.F.R. § 164.512(e)(1)).
- F. No student, faculty or staff will be discriminated against by either party hereto on the basis of sex, race, creed, religion, national origin, age, or disability or any other factor as protected by law, rule or regulation in any aspect of this affiliation.
- G. For the duration of this Agreement, each party shall maintain comprehensive malpractice or professional liability insurance providing coverage against all claims, demands, loss of judgments arising out of any act or omission of employees, students, faculty, or staff with respect to the rendering or failure to render medical or nursing treatment or any other health-related care, and the administration of drugs or use of medical supplies, apparatus, appliances and equipment. This policy shall provide coverage against the aforementioned risks in the amount of not less than two million dollars (\$2,000,000) per occurrence, and five million dollars (\$5,000,000) aggregate. Each party shall name the other as an additional insured under said policies. Triton will provide proof of insurance to Fire Department upon request. Fire Department will provide proof of insurance to Triton upon request.
- H. Each party agrees to hold harmless and indemnify the other, its officers, trustees, faculty, employees, agents and students against any losses, damages, judgments, claims, expenses, costs and liabilities imposed upon or incurred by or asserted against the party, its officers, trustees, faculty, employees, agents and students, including reasonable attorney's fees and expenses, arising out of the acts or omissions of the other party, its officers, agents, faculty or employees, under this Agreement.

II. FIRE DEPARTMENT SHALL:

- A. Maintain the standards required for approval and/or accreditation for the educational program(s).

- B. Provide emergency medical care in cases of accidents occurring on duty; however, all students are solely responsible for their own medical fees.
- C. Designate a member of its staff qualified, as set forth by Triton's accrediting agencies, in Program to serve as coordinator. The coordinator will represent Fire Department in matters related to Program.
- D. Assure that students, while performing as such, will not replace members of Fire Department staff.

III. TRITON SHALL:

- A. Assume responsibility for any necessary approval by the Illinois Community College Board.
- B. Provide qualified faculty members, who are competent practitioners.
- C. Plan all clinical instruction, hours, days, and places of assignment in cooperation with, and with the approval of, Triton's Program Coordinator.
- D. Be responsible for student grading, following consultation with Fire Department's Program Coordinator.
- E. Advise students of the requirement to observe policies, procedures, and other regulations imposed by Fire Department in connection with professional conduct and patient welfare. These rules and regulations shall be covered by the immediate supervisor of the students during the first day of clinical study and/or during the orientation. Fire Department may resolve any problem situation in favor of the patient's welfare and restrict, limit, or end student involvement until any incident in question can be clarified by Fire Department staff and any involved faculty member. Triton shall withdraw, upon recommendation, any student(s) who fail(s) to meet the standards agreed upon.
- F. Make all reasonable efforts to assure that students will be subject to the authority, policies, and regulations of Fire Department.
- G. Designate a member of its staff to serve as Program Coordinator and represent Triton in matters related to Program.
- H. Require students and faculty to execute a liability waiver and release acknowledging their voluntary participation in the Program, the risks of personal injury and death associated with

their participation in the Program, and releasing the Village of Rosemont from all claims and liability arising from participation in the Program. The liability waiver shall be attached hereto as Exhibit A and incorporated by reference herein.

IV. FIRE DEPARTMENT AND TRITON SHALL:

- A. Jointly develop educational aims of the entire clinical ride along experience and coordinate as necessary and appropriate to ensure student experience.
- B. Have the right to request conferences to be scheduled at regular intervals for the purpose of planning, discussing, and enhancing the Program.

V. IT IS FURTHER AGREED THAT:

- A. The terms and conditions of the Agreement may be amended, deleted, or new provisions added from time to time upon written agreement of the authorized agents of the parties.
- B. This writing shall constitute the sole Agreement between the parties.
- C. This Agreement shall commence upon execution by duly authorized officer of the parties hereto, in their official capacities only, and shall have an initial term of one (1) year.
- D. This Agreement will automatically renew for additional one (1) year terms unless either party provides notice of intent to terminate the Agreement as provided herein.
- E. Either party may terminate the Agreement upon written notice of one (1) semester or five (5) months, whichever is less, to the other party with or without cause. Any students enrolled in a clinical experience at the time of termination shall be permitted to complete the then current clinical rotation under the terms and conditions stated herein.
- F. This Agreement shall be construed under the laws of Illinois. If any provision shall be invalid under such laws, such invalidity shall not invalidate the entire Agreement, but it shall be construed as if not containing the particular provisions held to be invalid, and all rights and obligations of the parties shall be construed and enforced accordingly. All disputes shall be resolved in the Circuit Court of Cook County.
- G. Each of the parties hereto, and the individuals executing the

Agreement for them, represent to the other party that they have the requisite power and authority to make and enter into this Agreement and to perform its obligations thereunder, and that this Agreement does not violate any provisions of the corporate charter or bylaws of any corporate party or any statute, act, or ordinance under which any unincorporated institution party hereto is organized, or violate any agreement or commitment executed or made by any party.

- H. This Agreement is executed by an authorized representative of each Party in the representative's official capacity only and the representative shall have no personal liability under this Agreement.
- I. Each party represents that it possesses all professional or business licenses required by law, if any, and all qualifications and accreditations necessary to fully perform its obligations. Fire Department represents that all participating employees shall be appropriately licensed and qualified in the same manner as instructors in College's Fire Science program.
- J. Each party shall maintain a written sexual harassment policy in conformance with 775 ILCS 5/2-105 and a Drug Free Workplace as required by law.
- K. Notices required to be sent hereunder shall be sent by prepaid registered mail with return receipt requested, and are effective upon receipt.
- L. This Agreement is only for the benefit of the Fire Department and Triton, as governmental entities, and shall not be construed or deemed to operate as an agreement for the benefit of any third parties or persons, and no third parties or persons shall have any right of action or obtain any right to benefits or position of any kind whatsoever.

NOTICES TO FIRE DEPARTMENT SHALL BE SENT TO:

Donald E. Stephens III
Superintendent, Department of Public Safety
Village of Rosemont
9501 W. Devon Ave., Ste. 400
Rosemont, IL 60018

With a copy to:

Matthew D. Rose
Rosenthal, Murphey, Coblentz & Donahue, Ltd.
30 N. La Salle St., Ste. 1624
Chicago, IL 60602

NOTICES TO TRITON COLLEGE SHALL BE SENT TO:

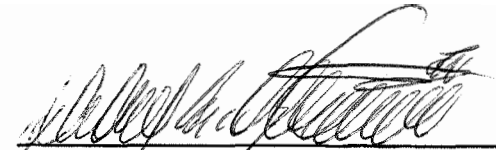
VP *Susan Campos*
Triton College
2000 North Fifth Avenue
River Grove, IL 60171

With a copy to:

Sarie Winner
Kusper & Raucci
33 N. Dearborn St.
Suite 1500
Chicago, IL 60602

FOR FIRE DEPARTMENT:

By:



Donald E. Stephens III
Superintendent, Public Safety Dept.

Attest:



Debbie Drehobl, Clerk

DATE 12-9-19

FOR TRITON COLLEGE:

By:

Mark R. Stephens, Board Chairman

Attest:

Diane Viverito, Board Secretary

DATE _____

EXHIBIT A
(Form of Liability Waiver and Release)

LIABILITY WAIVER AND RELEASE

I, _____, hereby acknowledge that I have elected to participate in the following program: Emergency Medical Services Program ("Program") or Fire Science Technology ("Program") offered by Triton Community College ("College") pursuant to an Intergovernmental Agreement with the Village of Rosemont ("Village"). I understand that I am not required to participate in the Program even though I may receive academic credit for participation. In consideration for being permitted to participate in the Program, the sufficiency of which is hereby acknowledged, I agree as follows:

1. I acknowledge that I make this waiver on a voluntary basis and I hereby acknowledge my awareness that my participation in the Program may expose me to risk of property damage and bodily or personal injury, including death. I understand that the College staff and the Village will do everything possible to prevent any accidents over which they have control. However, I fully understand that participation in the Program involves inherent risks regardless of all safety measures that may be taken by the College staff and the Village. I understand that the risks I may encounter may vary depending on the program and can range from minor to catastrophic, including, accidents, possibly including travel related accidents; cuts, bruises, broken bones, sickness, and other injuries and health-related occurrences; criminal acts and/or terrorism, as well as other risks that may not be foreseeable. I know of no medical reason why I should not participate in the Program. I have or will secure comprehensive health to provide adequate coverage for any injuries or illness that I may sustain or experience while participating in the Program.

2. I, individually, and on behalf of my heirs, successors, assigns, and personal representatives, hereby release and forever discharge, and agree to indemnify and hold harmless, the College, the Village, and their governing board of trustees, their members individually, and their officers, agents, and employees (in their official and individual capacities) from any and all claims, demands, rights, or the consequences thereof, foreseen and unforeseen, arising from and by reason of any known or unknown property damage, or bodily and personal injuries resulting from my participation in or in any way connected with the Program, including, but not limited to, resulting from any acts of negligence on the part of the College, the Village, their trustees, officers, employees, or agents.

3. In the event I am incapacitated I authorize the College, or any staff member, to obtain emergency care for me when such person reasonably believes such care to be necessary, including without limitation, anesthetic and surgical treatment, as may be determined by the attending physician. Neither the College nor its employees and agents shall be responsible or liable for any costs, expenses, or damages I may incur as a result of the College acting pursuant to this grant of authority.

4. I acknowledge that my participation in this activity is not covered under the insurance of the College or the Village. I have read this entire Release. I fully understand it and I agree to be legally bound by it.

Student Signature (parent/guardian must sign if under 18 years old) Date

Witness Date

Parent/Guardian Signature Date

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

Meeting of March 24, 2020

ACTION EXHIBIT NO. 16416

SUBJECT: COLLEGE CURRICULUM COMMITTEE RECOMMENDATIONS

RECOMMENDATION: The Board of Trustees approve the attached Curriculum Committee recommendations.

RATIONALE: This recommendation was approved by the College Curriculum Committee on February 6, 2020, and approved by the Academic Senate on February 11, 2020

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 Board signature: Yes No

MEMO

TO: Dr. Susan Campos
FROM: J. Murphy
DATE: Monday, February 10, 2020
RE: College Curriculum Committee Item(s) from February 6, 2020
for Academic Senate on February 11, 2020

CCC Number Item/Description and Summary

ARC 102 OSHA 10-Hour Construction Training Effective Date: 8/22/2020

Proposal Type: Revised Course

Summary: updated general education outcomes, assessment, instructional strategies, topics and topical learning outcomes

Rationale: The general education outcomes, assessment, instructional strategies, topics and topical learning outcomes were updated to bring in line with the current course offering

ARC 210 History of Architecture I Effective Date: 8/22/2020

Proposal Type: Revised Course

Summary: updated general education outcomes, description, textbook, assessment, instructional strategies, topics and topical learning outcomes

Rationale: The general education outcomes, description, textbook, assessment, instructional strategies, topics and topical learning outcomes were updated to bring in line with the current course offering

ARC 214 History of Architecture II Effective Date: 8/22/2020

Proposal Type: Revised Course

Summary: updated general education outcomes, description, textbook, assessment, instructional strategies, topics and topical learning outcomes

Rationale: The general education outcomes, description, textbook, assessment, instructional strategies, topics and topical learning outcomes were updated to bring in line with the current course offering

CCC Number Item/Description and Summary

INT 116 Color for Interiors Effective Date: 5/25/2020

Proposal Type: Delete Course

Summary: course deleted

Rationale: INT 116 has not been offered in more than five years and is not required for any degree or certificate program, therefore, it is being deleted.

INT 205 Computers for Kitchen and Bath Design Effective Date: 5/25/2020

Proposal Type: Delete Course

Summary: course deleted

Rationale: INT 205 has not been offered in more than five years and is not required for any degree or certificate program, therefore, it is being deleted.

ART 120 Three-Dimensional Design Effective Date: 5/25/2020

Proposal Type: Revised Course

Summary: updated general education outcomes, description, textbook, assessment, instructional strategies, topics and topical learning outcomes

Rationale: The general education outcomes, description, textbook, assessment, instructional strategies, topics and topical learning outcomes were updated to bring in line with the current course offering

CCC Number **Item/Description and Summary**

CIS 150 **Computer Systems Applications** **Effective Date:** 5/25/2020

Proposal Type: Revised Course

Summary: updated general education outcomes, description, textbook, assessment, instructional strategies, topics and topical learning outcomes

Rationale: The general education outcomes, description, textbook, assessment, instructional strategies, topics and topical learning outcomes were updated to bring in line with the current course offering

CIS 210 **Data Communications & Networking Fundamentals** **Effective Date:** 5/25/2020

Proposal Type: Revised Course

Summary: updated general education outcomes, textbook, assessment, instructional strategies, topics and topical learning outcomes

Rationale: The general education outcomes, textbook, assessment, instructional strategies, topics and topical learning outcomes were updated to bring in line with the current course offering

CJA 111 **Introduction to Criminal Justice** **Effective Date:** 8/22/2020

Proposal Type: Revised Course

Summary: updated general education outcomes, assessment, instructional strategies, topics and topical learning outcomes

Rationale: The general education outcomes, assessment, instructional strategies, topics and topical learning outcomes were updated to bring in line with the current course offering

CJA 116 **Current Security Problems** **Effective Date:** 8/22/2020

Proposal Type: Revised Course

Summary: updated general education outcomes, description, assessment, instructional strategies, topics and topical learning outcomes

Rationale: The general education outcomes, description, assessment, instructional strategies, topics and topical learning outcomes were updated to bring in line with the current course offering

CCC Number **Item/Description and Summary**

CJA 117 **Introduction to Private Security** **Effective Date:** 8/22/2020

Proposal Type: Revised Course

Summary: updated general education outcomes, description, assessment, instructional strategies, topics and topical learning outcomes

Rationale: The general education outcomes, description, assessment, instructional strategies, topics and topical learning outcomes were updated to bring in line with the current course offering

CJA 118 **Security Administration** **Effective Date:** 8/22/2020

Proposal Type: Revised Course

Summary: updated general education outcomes, description, assessment, instructional strategies, topics and topical learning outcomes

Rationale: The general education outcomes, description, assessment, instructional strategies, topics and topical learning outcomes were updated to bring in line with the current course offering

CJA 131 **Correctional Procedures** **Effective Date:** 8/22/2020

Proposal Type: Revised Course

Summary: updated general education outcomes, description, assessment, instructional strategies, topics and topical learning outcomes

Rationale: The general education outcomes, description, assessment, instructional strategies, topics and topical learning outcomes were updated to bring in line with the current course offering

CJA 148 **Police/Community Relations** **Effective Date:** 8/22/2020

Proposal Type: Revised Course

Summary: updated general education outcomes, description, assessment, instructional strategies, topics and topical learning outcomes

Rationale: The general education outcomes, description, assessment, instructional strategies, topics and topical learning outcomes were updated to bring in line with the current course offering

CCC Number Item/Description and Summary

CJA 166 Criminal Investigation Effective Date: 8/22/2020

Proposal Type: Revised Course

Summary: updated general education outcomes, description, assessment, instructional strategies, topics and topical learning outcomes

Rationale: The general education outcomes, description, assessment, instructional strategies, topics and topical learning outcomes were updated to bring in line with the current course offering

CJA 201 Criminology Effective Date: 8/22/2020

Proposal Type: Revised Course

Summary: updated general education outcomes, description, textbook, assessment, instructional strategies, topics and topical learning outcomes

Rationale: The general education outcomes, description, textbook, assessment, instructional strategies, topics and topical learning outcomes were updated to bring in line with the current course offering

CJA 296 Special Topics in Criminal Justice Effective Date: 8/22/2020

Proposal Type: Revised Course

Summary: updated general education outcomes, description, textbook, assessment, instructional strategies, topics and topical learning outcomes

Rationale: The general education outcomes, description, textbook, assessment, instructional strategies, topics and topical learning outcomes were updated to bring in line with the current course offering

DMS 251 Clinical Applications in Vascular Sonography Effective Date: 5/25/2020

Proposal Type: Revised Course

Summary: The general education outcomes have been updated to align with our institutional general education outcome revision, along with assessment, instructional strategies, topics and topical learning outcomes.

Rationale: The general education outcomes, assessment, instructional strategies, topics and topical learning outcomes were updated to bring in line with the current course offering

CCC Number Item/Description and Summary

EDU 055 Basic Skills Review Effective Date: 5/25/2020

Proposal Type: Delete Course

Summary: course deleted

Rationale: EDU 055 is being deleted as the Basic Skills Test or Test of Academic Proficiency is no longer required for Teacher Licensure by the State of Illinois.

EDU 203 Portfolio Development Effective Date: 5/25/2020

Proposal Type: Delete Course

Summary: course deleted

Rationale: EDU 203 is being deleted as it is no longer a required component of the Associate of Arts Degree for Education Students.

EMS 131 Emergency Medical Technician Effective Date: 5/25/2020

Proposal Type: Revised Course

Summary: The general education outcomes have been updated to align with our institutional general education outcome revision, along with description, prerequisite, assessment, instructional strategies, topics and topical learning outcomes.

Rationale: The general education outcomes have been updated to align with our institutional general education outcome revision, along with description, prerequisite, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

HIS 171 History of Latin America I Effective Date: 5/25/2020

Proposal Type: Revised Course

Summary: The general education outcomes have been updated to align with our institutional general education outcome revision, along with description, textbook, assessment, instructional strategies, topics and topical learning outcomes.

Rationale: The general education outcomes have been updated to align with our institutional general education outcome revision, along with description, textbook, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

CCC Number Item/Description and Summary**HIS 172 History of Latin American II Effective Date:** 5/25/2020**Proposal Type:** Revised Course**Summary:** The general education outcomes have been updated to align with our institutional general education outcome revision, along with description, textbook, assessment, instructional strategies, topics and topical learning outcomes.**Rationale:** The general education outcomes have been updated to align with our institutional general education outcome revision, along with description, textbook, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.**C401G Pesticide Applicator Effective Date:** 8/22/2020**Proposal Type:** New Curriculum**Summary:** total program credits: 6**Rationale:** The Bureau of Labor Statistics sites above average future growth in the area of Pesticide Applicator jobs. This certificate is designed to quickly (1 semester) qualify a learner to pass the State of Illinois Department of Agriculture Pesticide Applicator Exam. Passage of this exam qualifies a graduate for employment in and industry with current strong demand.**C401H Greenhouse Grow Operations Effective Date:** 8/22/2020**Proposal Type:** New Curriculum**Summary:** total credit hours: 16**Rationale:** Greenhouse Grow Operations Certificate is designed to quickly qualify students to enter the cannabis cultivation field. Given the legalization of marijuana in Illinois and the well reported incidences of supply shortages, the Horticulture Department anticipates increased market demand for qualified growers.**MAT 032 Liberal Arts Mathematics Effective Date:** 8/22/2020**Proposal Type:** Revised Course**Summary:** The general education outcomes have been updated to align with our institutional general education outcome revision, along with prerequisite and description**Rationale:** The general education outcomes have been updated to align with our institutional general education outcome revision, along with prerequisite and description, to bring in line with current course offering.**CCC Number Item/Description and Summary****MAT 037 Elementary Statistics Supplement Effective Date:** 5/25/2020**Proposal Type:** New Course**Summary:** 1 credit; 1 lecture; prerequisite 'must meet current college Math requirements for MAT 080 or MAT 085 eligibility'**Rationale:** MAT 037 will allow students to take a college level Math class even though they placed into either MAT 080 and MAT 085.**NUR 095 Strategies for NCLEX Success Effective Date:** 8/22/2020**Proposal Type:** Delete Course**Summary:** course deleted**Rationale:** The newly approved Nursing curriculum was revised to meet national accreditation guidelines and industry standards, which NUR 095 is not included, therefore it is being deleted.**C201A Horticulture Effective Date:** 8/22/2020**Proposal Type:** Revised Curriculum**Summary:** program description change; added: BIS 105, HRT 127; HUM 165; deleted: HRT 114; HRT 140, HRT 270; BUS 141; CIS 101; revised: HUM 104 moved from semester 4 to 2; HRT 127 from program electives to semester 4; HRT 128 moved from program electives to semester 2; HRT 126 from semester 4 to 2; program specific courses from 37 to 34; gen-ed from 26 to 22; program electives from 3 to 4; total program credits from 66 to 60**Rationale:** The proposed revision brings the total credit hours down to 60, in line with ICCB recommendations. The courses that were deleted are replaced with courses that help align the program core with the other offerings in the discipline, thus supporting a Guided Pathways model and ensuring "stackability" of certificates and degrees in Horticulture.**SAT 100 Principles of Agroecology Effective Date:** 8/22/2020**Proposal Type:** Revised Course**Summary:** The general education outcomes have been updated to align with our institutional general education outcome revision, assessment and instructional strategies**Rationale:** The general education outcomes have been updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.

CCC Number **Item/Description and Summary**
SAT 105 **Urban Agriculture Issues** **Effective Date:** 8/22/2020

Proposal Type: Revised Course
Summary: The general education outcomes have been updated to align with our institutional general education outcome revision, description, assessment and instructional strategies
Rationale: The general education outcomes have been updated to align with our institutional general education outcome revision, along with description, assessment and instructional strategies, to bring in line with current course offering.

SAT 110 **Natural Resource Management (Soils and Water)** **Effective Date:** 8/22/2020

Proposal Type: Revised Course
Summary: The general education outcomes have been updated to align with our institutional general education outcome revision, assessment and instructional strategies
Rationale: The general education outcomes have been updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.

SAT 130 **Sustainable Plant Health Care** **Effective Date:** 8/22/2020

Proposal Type: Revised Course
Summary: The general education outcomes have been updated to align with our institutional general education outcome revision, assessment and instructional strategies
Rationale: The general education outcomes have been updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.

SAT 140 **Sustainable/Organic Plants** **Effective Date:** 8/22/2020

Proposal Type: Revised Course
Summary: The general education outcomes have been updated to align with our institutional general education outcome revision, assessment and instructional strategies
Rationale: The general education outcomes have been updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.

CCC Number **Item/Description and Summary**
SAT 170 **Introduction to Biotechnology** **Effective Date:** 8/22/2020

Proposal Type: Revised Course
Summary: The general education outcomes have been updated to align with our institutional general education outcome revision, description, textbook
Rationale: The general education outcomes have been updated to align with our institutional general education outcome revision, along with description and textbook, to bring in line with current course offering.

SAT 210 **Sustainable Plant Production for Human Nutrition** **Effective Date:** 8/22/2020

Proposal Type: Revised Course
Summary: The general education outcomes have been updated to align with our institutional general education outcome revision, assessment and instructional strategies
Rationale: The general education outcomes have been updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.

SAT 220 **Design Food Production System in Urban Landscaping** **Effective Date:** 8/22/2020

Proposal Type: Revised Course
Summary: The general education outcomes have been updated to align with our institutional general education outcome revision, description, assessment and instructional strategies
Rationale: The general education outcomes have been updated to align with our institutional general education outcome revision, along with description, assessment and instructional strategies, to bring in line with current course offering.

SAT 230 **Managing Food Production System in the Urban Landscaping** **Effective Date:** 8/22/2020

Proposal Type: Revised Course
Summary: The general education outcomes have been updated to align with our institutional general education outcome revision, description, assessment and instructional strategies
Rationale: The general education outcomes have been updated to align with our institutional general education outcome revision, along with description, assessment and instructional strategies, to bring in line with current course offering.

CCC Number **Item/Description and Summary**

SAT 271 **Design of Sustainable
Landscaping**

Effective Date: 8/22/2020

Proposal Type: Deleted Course

Summary: course deleted

Rationale: SAT 271 is being deleted as it will no long be offered, and is attached to C201F, Sustainable Landscape Practices that was inactivated.

Printed: 2/10/2020

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

Meeting of March 24, 2020

ACTION EXHIBIT NO. 16417

SUBJECT: CAMPUS CLOSURE - CONFIRMATION OF BOARD POLL

RECOMMENDATION: That the Board of Trustees authorize closure of the Triton College campus immediately and until further notice due to the COVID-19 situation.

RATIONALE: A Board Poll was taken March 16-17, 2020 with a vote of 7-0 with the Student Trustee voting yes.

Submitted to Board by: Mary-Rita Moore
Mary-Rita Moore, President

Board Officers' Signatures Required:

Mark R. Stephens Chairman	Diane Viverito Secretary	Date
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Related forms requiring Board signature: Yes No

Districtwide Schedule of Classes – Fall 2020

The following firms have been invited to submit bids for printing the Fall 2020 Districtwide Schedule of Classes. An advertisement for bid was placed in the Chicago Tribune-west cook county zone. Immediately after the closing hour for receiving bids which was 1:30 p.m., local time, Thursday, February 13, 2020, they were publicly opened and read aloud in room A 300. Bids were opened by Nancy Schafer, Purchasing Assistant, and witnessed by John McGarry, Purchasing Manager.

COMPANY	NET COST
Breese Publishing P.O. Box 405 Breese, IL 62230	\$40,632.00

It is recommended that the Board of Trustees accept the proposal submitted by Breese Publishing in accordance with their low specified bid. These items were competitively bid according to state statutes.

Recommendation along with tabulation is attached.

APPROVED:



Sean O'Brien Sullivan
Vice President - Business Services

A/C Number	01-80100535-540200005
A/C Name	AVP Strategic Marketing -Printing
Budget	FY21 \$200,000.00
Prev. Expend.	0.00
Schedule	40,632.00
Balance	\$159,368.00

DISTRIBUTION:

B.

MEMORANDUM

To: Sean Sullivan

From: Sam Tolia

Date: 2/14/20

Re: Bid Results

A handwritten signature in black ink, appearing to be 'S. Tolia', is written over the 'From' and 'Date' lines. Below the signature, the date '2/14/20' is written in a smaller, cursive hand.

Three printers submitted a bid for the printing of the Fall 2020 Triton Combined Schedule. These bids are based on printing 147,000 copies at 100 pages plus cover. The cover prints four-color on 60# Gloss Enamel Text and the body prints two-color on 30# Newsprint. Also included in the bid is an electronic proof (PDF), saddlestitching, storage and simplified mailing.

The bids are as follows:

Topweb \$56,244

Woodward Printing Services \$45,832

Breese Publishing \$40,632

Accepting the bid from Breese Printing is recommended.

Fall 2020 - Districtwide Schedule of Classes

Vendor Name	Woodward Printing Services	Breese Publishing	Topweb
147,000	45,832.00	40,632.00	43,000.00
Additional signature +4	998.00	1,745.00	Blank
+8	2,280.00	4,045.00	Blank
+16	4,395.00	5,540.00	47,950.00
Less signature -4	998.00	1,485.00	Blank
-8	2,280.00	1,345.00	Blank
-16	4,395.00	3,035.00	38,250.00
Additional M's	264.00	208.00	295.00
Inserts per 1,000	25.00	15.00	Blank
Delivery	Included	Included	Included
Simplified Mailing	Included	Included	1,500.00
Storage	Included	Included	Included
Other Charges	N/A	Included	11,744.00
Total	45,832.00	40,632.00	56,244.00

SPECIFICATIONS

NAME

Fall 2020 Triton College Districtwide Schedule of Classes

PAGES

Please provide quote for 100 page plus cover;
quote cost of plus or minus four-page signatures.

QUANTITY

147,000 give price for additional M's.

SIZE

Tabloid format; 10 1/2" x 12", saddlestitch.

INK

One color throughout (Black); four-color on front, inside front, back, and inside back cover.

PAPER

Cover: 60# gloss enamel text **Body:** Good quality, 30# newsprint
Note: Clearly indicate whether or not cost of paper is included in base price of bid.

BLEEDS

Cover bleeds 4-sides. Body bleeds 4-sides. (Finished trim size is 10 1/2" x 12").

BINDERY

Saddlestitch.

COPY

All files will be provided electronically (PDFs) approximately April 23, 2020.

PROOFS

At least one complete electronic proof (PDF) of the complete job is to be submitted to Triton College for approval before printing.

DELIVERY

5,000 schedules are to be delivered approximately April 30, 2020 in easy-to-handle bundles not to exceed 40 lbs. in weight to: Triton College Warehouse, 2000 Fifth Ave., River Grove, IL 60171

STORAGE

142,000 schedules need to be stored until June 29, 2020.

MAILING/2ND DELIVERY

142,000 copies to be prepared for simplified mailing and delivered approximately June 29, 2020 to the Palatine Post Office Facility, 1300 E. Northwest Highway, Palatine 60095-9997.

SCHEDULES PREPARED FOR MAILING SHOULD WEIGH NO MORE THAN 1,500 POUNDS PER PALLET. THE POST OFFICE WILL NOT ACCEPT ANY SKIDS WEIGHING MORE THAN THIS. IF THE POST OFFICE REJECTS SKIDS DUE TO OVERLOADING, IT IS THE PRINTER'S RESPONSIBILITY TO CORRECT THE SITUATION.

IT IS ALSO EXTREMELY IMPORTANT THAT THE WEIGHT OF THE EMPTY PALLET BE WRITTEN ON THE SIDE OF THE PALLET AS WELL AS ON THE PS FORM 3602.

Quote cost per thousand for simplified mailing.

PRINTER MUST PROVIDE TRITON COLLEGE WITH A CURRENT SUBSCRIPTION OF USPS CERTIFIED DELIVERY STATISTICS OR COMPARABLE ZIP CODE/CARRIER ROUTE INFORMATION.

THAT IS VALID WITHIN 90 DAYS BEFORE THE MAILING DATE. (PLEASE SUBMIT WITH YOUR FINAL BID) THE MAILING IS PREPARED BY THE PRINTER IN ACCORDANCE WITH THE DOMESTIC MAIL MANUAL ELIGIBILITY STANDARDS (343.6.0)

PRINTER SHOULD ALSO REFERENCE DMM (345.6.0 UP TO AND INCLUDING 345.6.10.6) TO BE ASSURED ALL POSTAL REGULATIONS ARE MET. (TRITON COLLEGE CAN NOT MAKE ANY EXCEPTIONS TO THESE REQUIREMENTS.)

PRINTER SHOULD FURNISH TO LORI SILVESTRI AT TRITON COLLEGE, N-100, A COMPLETED, SIGNED RECEIPT OF ALL SCHEDULES DELIVERED, INCLUDING THOSE SENT TO THE POST OFFICE.

IN THE EVENT THAT YOU HAVE ANY QUESTIONS REGARDING THE MAIL PREPARATION, YOU CAN CONTACT LORI ANN SILVESTRI AT LSILVEST@TRITON.EDU OR (708)456-0300 EXT 3812.

It will be assumed by Triton College that all bids meet the above specifications unless otherwise specifically stated in proposal.

If additional information or clarification is needed, please phone Sam Tolia at (708)456-0300, Ext. 3172.

Mailing List

Castle Printech
121 Industrial Drive
DeKalb, IL 60115

Reindl Printing, Inc.
1251 Yosemite Rd
Oconomowoc, WI 53066

Master Graphics, LLC
1100 S Main Street
Rochelle, IL 61068

Northern Printing Network
2801 Lakeside Dr Ste 110
Bannockburn, IL 60015

Creasey Printing Services
1905 Morning Sun Ln
Springfield, IL 62711

Signature Offset
13801 E 33rd Pl, Unit F
Aurora, CO 80011

United Graphics LLC
898 Cambridge Dr
Elk Grove Village, IL 60007

Midstates Inc
4820 Capital Ave NE
Aberdeen, SD 57401

Journal Topics/Wessell Web
622 Graceland Ave
Des Plaines, IL 60016

Blue Island Newspaper Printing, Inc,
262 W 147th St
Harvey, IL 60426

Precise Printing Network
2190 Gladstone Ct Ste A
Glendale Heights, IL 60139

Creekside Printing
1175 Davis Road
Elgin, IL 60123

Breese Publishing
P.O. Box 405
Breese, IL 62230

Regional Publishing Corp
12243 S Harlem
Palos Heights, IL 60463

John S Swift
999 Commerce Ct
Buffalo Grove, IL 60089

Woodward Printing Services
11 Means Drive
Platteville, WI 53818

Mignone Communication, Inc.
169 S Jefferson St
Berne, IN 46711

The Viking Printing Group
497 Widgeon Ln
Bloomington, IL 60108

Custom Services
120 W Laura Drive
Addison, IL 60101

Vouge Printers
820 S Northpoint Blvd
Waukegan, IL 60085

FLC Graphics Inc.
4600 N Olcott Ave
Harwood Heights, IL 60706

PA Hutchison Company
400 Pen Ave
Mayfield, PA 18433

Indiana Printing
899 Water St
Indiana, PA 15701

K.K Stevens Publishing Co.
100 N Pearl St
Astoria, IL 61501

Data Reproduction Corporation
4545 Glenmeade Lane
Auburn Hills, MI 48326

Topweb
5450 N Northwest Highway
Chicago, IL 60630

EP Graphics
169 Jefferson St
Berne, IN 46711

Envision3
225 Madsen Dr
Bloomington, IL 60108

Summer 2020 Continuing Ed Guide

The following firms have been invited to submit bids for printing the Summer 2020 Continuing Ed Guide. An advertisement for bid was placed in the Chicago Tribune-west cook county zone. Immediately after the closing hour for receiving bids which was 1:40 p.m., local time, Thursday, February 13, 2020, they were publicly opened and read aloud in room A 300. Bids were opened by Nancy Schafer, Purchasing Assistant, and witnessed by John McGarry, Purchasing Manager.

COMPANY	NET COST
Breese Publishing P.O. Box 405 Breese, IL 62230	\$18,022.00

It is recommended that the Board of Trustees accept the proposal submitted by Breese Publishing in accordance with their low specified bid. These items were competitively bid according to state statutes.

Recommendation along with tabulation is attached.

APPROVED:



Sean O'Brien Sullivan
Vice President - Business Services

A/C Number	01-80100535-540200005
A/C Name	AVP Strategic Marketing -Printing
Budget	FY20 \$200,000.00
Prev. Expend.	173,422.38
Schedule	18,022.00
Balance	\$8,558.62

DISTRIBUTION:

B.

MEMORANDUM

To: Sean Sullivan

From: Sam Tolia

Date: 2/14/20

Re: Bid Results



Four printers submitted bids for the printing of the Summer 2020 Triton College Continuing Education Guide. Specifications were given for one version. Bid is as follows:

The bid is based on printing 144,000 copies at 48 pages plus cover. The cover prints four-color on 80# gloss text and the body prints one-color on 30# newsprint. Also included in the bid is an electronic proof, saddlestitching, storage and simplified mailing.

The bids are as follows:

Woodward Printing Services	\$20,962
KK Stevens Publishing	\$19,213.60
Topweb	\$19,170
Breese Publishing Company	\$18,022

Accepting the bid from Breese Printing is recommended.

Continuing Ed Guide - Summer 2020

Company Name:	KK Stevens Publishing	Woodward Printing Services	Breese Publishing	Topweb
144,000 copies, 48 pages plus cover	19,213.60	20,962.00	16,890.00	13,782.00
Additional signatures + 4	2,262.95	785.00	3,271.00	N/A
+ 8	3,272.81	1,438.00	3,894.00	1,800.00
+ 16	4,438.42	2,756.00	5,108.00	N/A
less signatures - 4	168.50	655.00	1,184.00	N/A
- 8	810.70	1,317.00	1,511.00	800.00
- 16	2,244.85	2,756.00	2,118.00	N/A
additional M's	120.86	171.00	67.85	113.88
Ink: Cover: 4 color (process)	Included	Included	Included	Included
Body: 1 color (black)	Included	Included	Included	Included
Paper: Cover: 80# Gloss Text	Included	Included	Included	3,888.00
Body: 30# newsprint	Included	Included	Included	Included
Bindery	Included	Included	Included	Included
Copy	Included	Included	Included	Included
Proofs	1-Included, Additional- \$50 each	Included	Included	Included
Inserts - Per 1,000	30.00	25.00	15.00	25.00
Delivery	Included	Included	700.00	Included
Simplified mailing	Included	Included	432.00	1,500.00
Total	19,213.60	20,962.00	18,022.00	19,170.00

SPECIFICATIONS

NAME

Summer 2020 Triton College Continuing Ed Guide

PAGES

48 page plus cover; quote cost of plus or minus four-page signatures.

QUANTITY

144,000; give price for additional M's.

SIZE

Tabloid format; 8 1/4" x 10 3/4", saddlestitch.

INK

Cover: Four-color (process). Body: One color (Black)

PAPER

Cover: 80# Gloss Text **Body:** Good quality, 30# newsprint

Note: Clearly indicate whether or not cost of paper is included in base price of bid.

BLEEDS

Cover bleeds 4-sides. Body no bleeds.

BINDERY

Saddlestitch.

COPY

All files will be provided electronically (PDFs) approximately April 6, 2020.

PROOFS

At least one complete electronic proof (PDF) of the complete job is to be submitted to Triton College for approval before printing.

DELIVERY

1000 schedules are to be delivered approximately April 20, 2020, in easy-to-handle bundles not to exceed 40 lbs. in weight to: Triton College Warehouse, 2000 Fifth Ave., River Grove, IL 60171

STORAGE

None.

MAILING/2ND DELIVERY

143,000 copies to be prepared for simplified mailing and delivered approximately April 20, 2020, to the Palatine Post Office Facility, 1300 E. Northwest Highway, Palatine 60095-9997.

SCHEDULES PREPARED FOR MAILING SHOULD WEIGH NO MORE THAN 1,500 POUNDS PER PALLET. THE POST OFFICE WILL NOT ACCEPT ANY SKIDS WEIGHING MORE THAN THIS. IF THE POST OFFICE REJECTS SKIDS DUE TO OVERLOADING, IT IS THE PRINTER'S RESPONSIBILITY TO CORRECT THE SITUATION.

IT IS ALSO EXTREMELY IMPORTANT THAT THE WEIGHT OF THE EMPTY PALLET BE WRITTEN ON THE SIDE OF THE PALLET AS WELL AS ON THE PS FORM 3602.

Printer MUST provide Triton College with a CASS-certified Mailing List or subscription that is valid within 90 days before the mailing date. (Please submit with your final Bid)

The mailing is prepared by the printer in accordance with the Domestic Mail Manual Eligibility Standards (343.6.0) Printer should also reference DMM (345.6.0 up to and including 345.6.10.6) to be assured all Postal Regulations are met. (Triton College can NOT make any exceptions to these requirements.)

PRINTER SHOULD FURNISH TO LORI SILVESTRI AT TRITON COLLEGE, J-100, A COMPLETED, SIGNED RECEIPT OF ALL SCHEDULES DELIVERED, INCLUDING THOSE SENT TO THE POST OFFICE.

IN THE EVENT THAT YOU HAVE ANY QUESTIONS REGARDING THE MAIL PREPARATION, YOU CAN CONTACT LORI ANN SILVESTRI AT LORISILVESTRI@TRITON.EDU OR (708)456-0300 EXT 3812.

It will be assumed by Triton College that all bids meet the above specifications unless otherwise specifically stated in proposal.

If additional information or clarification is needed, please phone SamTolia at (708) 456-0300, Ext. 3172.

Mailing List

Castle Printech
121 Industrial Drive
DeKalb, IL 60115

Reindl Printing, Inc.
1251 Yosemite Rd
Oconomowoc, WI 53066

Master Graphics, LLC
1100 S Main Street
Rochelle, IL 61068

Northern Printing Network
2801 Lakeside Dr Ste 110
Bannockburn, IL 60015

Creasey Printing Services
1905 Morning Sun Ln
Springfield, IL 62711

Signature Offset
13801 E 33rd Pl, Unit F
Aurora, CO 80011

United Graphics LLC
898 Cambridge Dr
Elk Grove Village, IL 60007

Midstates Inc
4820 Capital Ave NE
Aberdeen, SD 57401

Journal Topics/Wessell Web
622 Graceland Ave
Des Plaines, IL 60016

Blue Island Newspaper Printing, Inc,
262 W 147th St
Harvey, IL 60426

Precise Printing Network
2190 Gladstone Ct Ste A
Glendale Heights, IL 60139

Creekside Printing
1175 Davis Road
Elgin, IL 60123

Breese Publishing
P.O. Box 405
Breese, IL 62230

Regional Publishing Corp
12243 S Harlem
Palos Heights, IL 60463

John S Swift
999 Commerce Ct
Buffalo Grove, IL 60089

Woodward Printing Services
11 Means Drive
Platteville, WI 53818

Mignone Communication, Inc.
169 S Jefferson St
Berne, IN 46711

The Viking Printing Group
497 Widgeon Ln
Bloomington, IL 60108

Custom Services
120 W Laura Drive
Addison, IL 60101

Vouge Printers
820 S Northpoint Blvd
Waukegan, IL 60085

FLC Graphics Inc.
4600 N Olcott Ave
Harwood Heights, IL 60706

PA Hutchison Company
400 Pen Ave
Mayfield, PA 18433

Indiana Printing
899 Water St
Indiana, PA 15701

K.K Stevens Publishing Co.
100 N Pearl St
Astoria, IL 61501

Data Reproduction Corporation
4545 Glenmeade Lane
Auburn Hills, MI 48326

Topweb
5450 N Northwest Highway
Chicago, IL 60630

EP Graphics
169 Jefferson St
Berne, IN 46711

Envision3
225 Madsen Dr
Bloomingdale, IL 60108

Boardroom Carpet Replacement – Building A

5 firms submitted bids for the Boardroom Carpet Replacement Project – Building A. An advertisement for bid was placed in the Chicago Tribune - West Cook County Zone. Immediately after the closing hour for receiving bids, which was at 11:00 a.m. local time, Thursday, March 12, 2020, the bids were publicly opened and read aloud in room A-300 by John McGarry, Purchasing, and Gaspare Pitrello, Arcon Associates, Inc., and witnessed by Steve Mazurek, Rebecca Chavez, O & M, and representatives from Kingston Flooring & Johnson Flooring.

It is recommended that the Board of Trustees accept the proposal submitted by Kingston Tile Company, LTD. in accordance with their low specified bid. This item was competitively bid according to state statutes.

Recommendation along with tabulation is attached.

COMPANY	NET COST
Kingston Tile Company, LTD. 731 Oakridge Dr. Romeoville, IL 60446	\$39,965.50

APPROVED:

Sean O'Brien Sullivan
Vice President – Business Services

A/C Number	02-70900501-580400056
A/C Name	Construction-Boardroom Carpet
Budget	\$ 39,965.50
Prev. Expend.	\$ 0.00
Schedule	\$ 39,965.50
Balance	\$ 0.00

Memorandum

March 19, 2020

To: Sean Sullivan
V.P. Business Services

From: John Lambrecht
Associate Vice President, Facilities



RE: Boardroom Flooring Replacement – Building A



Operations & Maintenance

Triton College received 5 bids from vendors for the Boardroom Replacement project at Building A.

The lowest, qualified bidder was Kingston Tile Company, LTD. in the Base Bid and Alternate 1 Amount of amount of \$39,965.50.

Arcon Associates, Inc. has carefully reviewed the bids and recommends that the project be awarded to be awarded to Kingston Tile Company, LTD. in the Base Bid and Alternate 1 Amount of amount of \$39,965.50

I support this recommendation and agree that the bid should be awarded to Kingston Tile Company, LTD. in the Base Bid and Alternate 1 Amount of amount of \$39,965.50.

Thanks, and please feel free to call with any questions,

John



March 17, 2020

Mr. John Lambrecht
Associate Vice President of Facilities
Triton College
2000 Fifth Avenue
River Grove, Illinois 60171

RE: BID RECOMMENDATION
BOARDROOM FLOORING REPLACEMENT - BUILDING A
TRITON COLLEGE
PROJECT NO. 20026

Dear Mr. Lambrecht:

On Thursday, March 12, 2020 at 11:00 A.M. five (5) sealed bids were publicly opened and read for the Boardroom Flooring Replacement project at Building A. The low qualified bidder was Kingston Tile Company, Ltd. in the Base Bid and Alternate 1 amount of \$39,965.50. The Base Bid includes the project contingency.

We contacted Kingston Tile and they have confirmed their bid. The project requirements were reviewed and Kingston demonstrated an understanding of the scope of work and project time line. Kingston Tile Company has performed on previous Triton projects with favorable results.

Therefore, ARCON Associates, Inc. recommends that the Board of Trustees, Triton College award a contract for the Boardroom Flooring Replacement project at Building A to Kingston Tile Company, Ltd. in the Base Bid and Alternate 1 amount of \$39,965.50.

Attached is the Bid Tabulation Sheet for your review.

Sincerely,
ARCON Associates, Inc.

A handwritten signature in black ink that reads "Gaspare Pitello".

Gaspare P. Pitello, ALA
Associate Principal

Attachments

WMS/rac
J:\Triton College\20026 President's Suite Flooring Replacement\1 Docs\Bidding\20026L001.wpd

Project: Boardroom Flooring Replacement - Building A
 Owner: Triton College
 Project No.: 20026
 Bid Date/Time: Thursday, March 12, 2020 @ 11:00 A.M.



	CONTRACTOR	BID BOND	ADDENDUM	BASE BID + 10% CONTINGENCY	ALTERNATE 1: MOISTURE MITIGATION	NOTES
1	Consolidated Flooring of Chicago, Inc.	x	x	\$34,463.00	\$20,100.00	
2	Libertyville Tile & Carpet					
3	Johnson Flooring Company, Inc.	x	x	\$33,847.00	\$15,300.00	
4	BEB Construction Corp.		x	\$47,080.00	\$2,800.00	
5	Kingston Tile	x	x	\$31,740.50	\$8,225.00	
6	Tile and Style LLC	x	x	\$35,748.83	\$17,892.00	

TRITON COLLEGE
DISTRICT #504
SUBJECT: Request for Bid

SCHEDULE 2.4
March 12, 2020

The Board of Trustees invites you to submit a proposal on the item(s) listed below.



John Lambrecht
Associate Vice President – Facilities

QUANTITY ARTICLE DESCRIPTION

BOARDROOM FLOORING REPLACEMENT - BUILDING A

Please visit www.triton.edu/rfp to check for any additional addendums or changes.

RESPONSE OPENING: 11:00 am, LOCAL TIME, Thursday, March 12, 2020
Learning Resource Center / Building A / ROOM A-300

QUESTIONS, PLEASE CONTACT ARCON ASSOCIATES, INC. –
Mr. Gaspare Pitrello (630) 495-1900 Ext. 210 or email gp pitrello@arconassoc.com

This proposal is to be received by TRITON COLLEGE – BUSINESS OFFICE, ROOM A 306 (Learning Resource Center), located at 2000 Fifth Avenue, River Grove, IL, 60171, on or before 11:00 am, local time, on Thursday, March 12, 2020. Facsimile or e-mail copies are not permissible.

FIRM: KINGSTON TILE CO LTD

SIGNATURE: Jason R Adams

ADDRESS: 731 OAKRIDGE DR.

CONTACT: Jason R Adams

CITY & STATE: Romeoville, IL

TELEPHONE: 815-552-2168

**TRITON COLLEGE
BOARDROOM FLOORING REPLACEMENT – BUILDING A
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "A"

Name of Bidder: Kingston Tile Company, LTD.

Address: 731 Oakridge Dr

City, State, Zip: Romeoville, IL 60446

Phone: (815) 552-2168 Contact: Matthew Mischke

The undersigned acknowledges receipt of:

PROJECT: Boardroom Flooring Replacement – Building A

ADDRESS: 2000 Fifth Avenue, River Grove, IL 60171

Bidder has examined the site and all bidding documents. Shall be responsible for performing all work specifically required by all parts of the bidding documents, including all drawings and specifications for the entire project.

Specifications and ANY and ALL addendums will be posted to the following website:

www.triton.edu/rfp

Bid Opening – Thursday, March 12, 2020, 11:00 AM, Learning Resource Center, Building A, Room A-300.

**TRITON COLLEGE
BOARDROOM FLOORING REPLACEMENT – BUILDING A
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "A"

Bidder is responsible for checking website for any issued addendums.

Agrees to:

- A. Hold this bid open until 60 calendar days after the bid opening date.
- B. Accept the provisions of the Instructions to bidders regarding disposition of bid security.
- C. Enter into and execute a contract with Triton when awarded on the basis of this bid, and in connection therewith to:
 - 1. Furnish all bonds and insurance in accord with the bidding document
 - 2. Accomplish the work in accord with the Contract

SITE VISIT

Contractors are encouraged to visit the site. Contact ARCON Associates Inc., Gaspare Pitrello, 630/495-1900 Ext. 210 or gppitrello@arconassoc.com for further information.

BID DEPOSIT:

The undersigned furnished herewith as required, bid security in the amount of 10% of the amount bid in the form of cashier's check N/A, certified Check, N/A made payable to the Owner or bid bond B90119, naming the College as obligee. (Bidder to check form of deposit furnished).

It is understood and agreed that should the undersigned fail to enter into a contract with the College or furnish acceptable contract security within the time and in the manner herein provided, the bid deposit shall be retained by the College as liquidated damages and not as a forfeiture. As it is impossible to determine precisely and exact amount of damages the College will sustain, it is agreed that the bid deposit is a fair and equitable estimate of damages.

Bidder shall also be required to comply with State of Illinois laws on preference employment, as outlined in IL. Rev. Stat. CH. 48 269-28-285 "Preference to Citizens on Public Works Projects".

BID WILL BE "NON RESPONSIVE" IF THESE REQUIREMENTS ARE NOT FULFILLED

**TRITON COLLEGE
BOARDROOM FLOORING REPLACEMENT – BUILDING A
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "A"

ADDENDA

The undersigned hereby acknowledges receipt of the following Addenda and has included the provisions of same in this Bid. (List by number and date appearing on each addendum)

Addendum No.	Dated
NO.1	03/05/2020

BID ACCEPTANCE

If written notice of the acceptance of this bid is mailed, telegraphed or delivered to the undersigned within the time noted herein, after the bid opening of bids or at any time thereafter before this bid is withdrawn, the undersigned agrees that he will execute a construction contract (A.I.A. Document A101, 2007 Edition.) in accordance with the bids as accepted. He will obtain performance and payment bonds with such surety or sureties as the Owner may approve, cost of which shall be included in the base bid.

ARBITRATION: All references to arbitration in any portion of the contract documents are deleted. All disputes arising under this agreement shall be resolved in the Circuit Court of Cook County.

PAYMENT: Payments will be processed monthly based on completion of services as determined by Owner in the Owner's sole determination.

CHANGE ORDERS: Change orders will not be approved unless prior written authorization is received by the Owner and the policy and procedures of Owner have been strictly adhered to. Owner is a governmental entity which cannot, by law, be obligated to pay for any change not authorized and in compliance with applicable laws, regulations and policies. All requests for changes shall be in writing and accompanied by adequate supporting documentation. Contractor shall, upon request complete any form for a change that may be required or requested by Owner or its architect.

The College reserves the right to award the contract to its best interests, to any or all bids, to waive informalities, in bidding and to hold all bids for the bid guarantee period, a period of 60 days after bid opening.

The Undersigned:

Having examined the site of the work, and having familiarized himself with local conditions affecting the cost of the work and with all requirements of the specifications and duly issued addendum, hereby agrees to perform all work and furnish all labor, material and equipment specifically required of him by the specifications and such additional work may be included as related requirements in other divisions or sections of the specifications, exclusive of alternate bids.

**TRITON COLLEGE
BOARDROOM FLOORING REPLACEMENT – BUILDING A
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "A"

Agrees:

To furnish and/or install the described services for stated price.

To hold this bid open until 60 calendar days after the bid opening date.

To enter into and execute a contract with the College, if awarded on the basis of this bid, and in connection therewith to:

1. Furnish bid security and insurance in accordance
2. Accomplish the work in accord with the contract

REPRESENTATIONS AND CERTIFICATIONS

The bidder makes the following representations and certifications as part of his bid on the project herein identified in the Bid proposal. In the case of a joint venture bid, each party represents and certifies as to his own organization.

AVAILABILITY: The number and amount of contracts and awards pending which I am and/or will be obligated to perform, now and during the course of the project, will not interfere with or hinder the timely prosecution of my work.

INDEPENDENT PRICE DETERMINATION: The contract sum in this bid has been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.

PREVAILING WAGE: The contractor and each subcontractor shall pay not less than the prevailing rate of hourly wages for Work of a similar character in the locality in which the Work is performed and not less than general prevailing rate of hourly wages for legal holidays and overtime Work in the performance of Work under this contract, as established by the Illinois Department of Labor, pursuant to an act of the General Assembly of the State of Illinois Revised Statutes, Chapter 48, Section 39s-1 et seq.

Pursuant to Illinois Revised Statutes, Chapter 48, Section 39s-5 the contractor and each subcontractor shall keep an accurate record showing the names and occupation of all laborers, Workers and mechanics employed by them and also showing the actual hourly wage paid to each such individual, which record shall be open at all reasonable hours to inspection by the Owner, its officers and agents, and to agents of the Illinois Department of Labor.

The contractor and each subcontractor hereby agree, jointly and severally to defend, indemnify and hold harmless the Owner from any and all claims, demands, liens or suits of any kind or nature whatsoever (including suits for injunctive relief) by the Illinois Department of Labor under the Illinois Prevailing Wage Act, Illinois Revised Statutes, Chapter 48, Section 39s-1, et seq., or by any laborer, Worker or mechanic employed by the contractor or the subcontractor who alleges that he has been paid for his services in a sum less than prevailing wage rates required by Illinois law. The Owner agrees to notify the Contractor or subcontractor of the pendency of such claim, demand, lien or suit.

**TRITON COLLEGE
BOARDROOM FLOORING REPLACEMENT – BUILDING A
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "A"

BID RIGGING/BID ROTATING

The undersigned is not barred from bidding on this project as a result of a violation of either Section 33E-3 (Bid-rigging) or Section 38E-4 (Bid rotating) under Article 33E of Chapter 38 of the Illinois Revised Statutes.

The Contractor Acknowledges:

1. That he understands the specifications
2. That he has the equipment, technical ability, personnel and facilities to construct the project in accordance with the specifications
3. That the specifications are, in his opinion, appropriate and adequate for said project.
4. That he will conform to and abide by the decision of the Owner as to selection of Contractor.

Jason Adams

Legal Name of person, corporation, partnership
or joint venture

Jason R Adams President

Signature and Title

If Corporation, affix Corporate Seal

Dated _____, 20____.

**TRITON COLLEGE
BOARDROOM FLOORING REPLACEMENT – BUILDING A
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "A"

If a Corporation

NAME	ADDRESS
<u>Ron Adams</u>	President <u>731 Oakridge Dr., Romeoville, IL 60446</u>
<u>Judi Adams</u>	Secretary <u>731 Oakridge Dr., Romeoville, IL 60446</u>
<u>Judi Adams</u>	Treasurer <u>731 Oakridge Dr., Romeoville, IL 60446</u>
Corporation, State of <u>Illinois</u>	

If a Partnership

NAME OF PARTNERS	ADDRESS
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

If a Joint Venture

NAME OF MEMBERS	ADDRESS
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

**TRITON COLLEGE
BOARDROOM FLOORING REPLACEMENT – BUILDING A
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "A"

BID SUMMARY FORM

BIDDER NAME: Kingston Tile Company, LTD

BASE BID TOTAL (INCLUDING ANY ALLOWANCES): \$28,855.00

CONSTRUCTION CONTINGENCY (@ 10% OF BASE BID ABOVE): \$2,558.50

TOTAL OF BASE BID & CONTINGENCY ABOVE: \$31,413.50

ALTERNATE NO. 1: MOISTURE MITIGATION

ADD to base bid to furnish and install surface applied vapor reduction system on all existing 3rd floor concrete slab areas receiving new flooring DOLLARS(\$ 8,225.00)

**TRITON COLLEGE
BOARDROOM FLOORING REPLACEMENT – BUILDING A
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "A"

SUBMITTAL:

Kingston Tile Company, LTD

BIDDER

731 Oakridge Dr

BIDDER ADDRESS

Romeoville, IL 60446

CITY, STATE AND ZIP CODE

3/11/2020

DATE

Jason Adams

BY:



SIGNATURE

Vice President

TITLE

(815) 552-2168

BUSINESS TELEPHONE

(815) 552-2171

FAX

Jason@Kingstontilecarpet.com

E-MAIL

Envelopes containing bid, bid security and other required documents must be sealed, marked and addressed as follows:

TRITON COLLEGE
Boardroom Flooring Replacement – Building A
Business Office / Purchasing Department / A 306
2000 Fifth Avenue
River Grove, IL 60171

TRITON COLLEGE
DISTRICT #504
SUBJECT: Request for Bid

SCHEDULE 2.4
March 12, 2020

The Board of Trustees invites you to submit a proposal on the item(s) listed below.



John Lambrecht
Associate Vice President – Facilities

QUANTITY ARTICLE DESCRIPTION

BOARDROOM FLOORING REPLACEMENT - BUILDING A

Please visit www.triton.edu/rfp to check for any additional addendums or changes.

RESPONSE OPENING: 11:00 am, LOCAL TIME, Thursday, March 12, 2020
Learning Resource Center / Building A / ROOM A-300

QUESTIONS, PLEASE CONTACT ARCON ASSOCIATES, INC. –
Mr. Gaspare Pitrello (630) 495-1900 Ext. 210 or email gppitrello@arconassoc.com

This proposal is to be received by TRITON COLLEGE – BUSINESS OFFICE, ROOM A 306 (Learning Resource Center), located at 2000 Fifth Avenue, River Grove, IL, 60171, on or before 11:00 am, local time, on Thursday, March 12, 2020. Facsimile or e-mail copies are not permissible.

FIRM: Kingston Tile Co Ltd

SIGNATURE: Jason R Adams

ADDRESS: 731 Oakridge Dr

CONTACT: JASON R ADAMS

CITY & STATE: Zionsville, IL

TELEPHONE: 815-552-2168

**TRITON COLLEGE
BOARDROOM FLOORING REPLACEMENT – BUILDING A
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "A"

Name of Bidder: Kingston Tile Company, LTD.

Address: 731 Oakridge Dr

City, State, Zip: Romeoville, IL 60446

Phone: (815) 552-2168 Contact: Matthew Mischke

The undersigned acknowledges receipt of:

PROJECT: Boardroom Flooring Replacement – Building A

ADDRESS: 2000 Fifth Avenue, River Grove, IL 60171

Bidder has examined the site and all bidding documents. Shall be responsible for performing all work specifically required by all parts of the bidding documents, including all drawings and specifications for the entire project.

Specifications and ANY and ALL addendums will be posted to the following website:

www.triton.edu/rfp

Bid Opening – Thursday, March 12, 2020, 11:00 AM, Learning Resource Center, Building A, Room A-300.

**TRITON COLLEGE
BOARDROOM FLOORING REPLACEMENT – BUILDING A
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "A"

Bidder is responsible for checking website for any issued addendums.

Agrees to:

- A. Hold this bid open until 60 calendar days after the bid opening date.
- B. Accept the provisions of the Instructions to bidders regarding disposition of bid security.
- C. Enter into and execute a contract with Triton when awarded on the basis of this bid, and in connection therewith to:
 - 1. Furnish all bonds and insurance in accord with the bidding document
 - 2. Accomplish the work in accord with the Contract

SITE VISIT

Contractors are encouraged to visit the site. Contact ARCON Associates Inc., Gaspare Pitrello, 630/495-1900 Ext. 210 or gppitrello@arconassoc.com for further information.

BID DEPOSIT:

The undersigned furnished herewith as required, bid security in the amount of 10% of the amount bid in the form of cashier's check N/A, certified Check, N/A made payable to the Owner or bid bond B90119, naming the College as obligee. (Bidder to check form of deposit furnished).

It is understood and agreed that should the undersigned fail to enter into a contract with the College or furnish acceptable contract security within the time and in the manner herein provided, the bid deposit shall be retained by the College as liquidated damages and not as a forfeiture. As it is impossible to determine precisely and exact amount of damages the College will sustain, it is agreed that the bid deposit is a fair and equitable estimate of damages.

Bidder shall also be required to comply with State of Illinois laws on preference employment, as outlined in IL. Rev. Stat. CH. 48 269-28-285 "Preference to Citizens on Public Works Projects".

BID WILL BE "NON RESPONSIVE" IF THESE REQUIREMENTS ARE NOT FULFILLED

**TRITON COLLEGE
BOARDROOM FLOORING REPLACEMENT – BUILDING A
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "A"

ADDENDA

The undersigned hereby acknowledges receipt of the following Addenda and has included the provisions of same in this Bid. (List by number and date appearing on each addendum)

Addendum No.	Dated
NO.1	03/05/2020

BID ACCEPTANCE

If written notice of the acceptance of this bid is mailed, telegraphed or delivered to the undersigned within the time noted herein, after the bid opening of bids or at any time thereafter before this bid is withdrawn, the undersigned agrees that he will execute a construction contract (A.I.A. Document A101, 2007 Edition.) in accordance with the bids as accepted. He will obtain performance and payment bonds with such surety or sureties as the Owner may approve, cost of which shall be included in the base bid.

ARBITRATION: All references to arbitration in any portion of the contract documents are deleted. All disputes arising under this agreement shall be resolved in the Circuit Court of Cook County.

PAYMENT: Payments will be processed monthly based on completion of services as determined by Owner in the Owner's sole determination.

CHANGE ORDERS: Change orders will not be approved unless prior written authorization is received by the Owner and the policy and procedures of Owner have been strictly adhered to. Owner is a governmental entity which cannot, by law, be obligated to pay for any change not authorized and in compliance with applicable laws, regulations and policies. All requests for changes shall be in writing and accompanied by adequate supporting documentation. Contractor shall, upon request complete any form for a change that may be required or requested by Owner or its architect.

The College reserves the right to award the contract to its best interests, to any or all bids, to waive informalities, in bidding and to hold all bids for the bid guarantee period, a period of 60 days after bid opening.

The Undersigned:

Having examined the site of the work, and having familiarized himself with local conditions affecting the cost of the work and with all requirements of the specifications and duly issued addendum, hereby agrees to perform all work and furnish all labor, material and equipment specifically required of him by the specifications and such additional work may be included as related requirements in other divisions or sections of the specifications, exclusive of alternate bids.

**TRITON COLLEGE
BOARDROOM FLOORING REPLACEMENT – BUILDING A
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "A"

Agrees:

To furnish and/or install the described services for stated price.

To hold this bid open until 60 calendar days after the bid opening date.

To enter into and execute a contract with the College, if awarded on the basis of this bid, and in connection therewith to:

1. Furnish bid security and insurance in accordance
2. Accomplish the work in accord with the contract

REPRESENTATIONS AND CERTIFICATIONS

The bidder makes the following representations and certifications as part of his bid on the project herein identified in the Bid proposal. In the case of a joint venture bid, each party represents and certifies as to his own organization.

AVAILABILITY: The number and amount of contracts and awards pending which I am and/or will be obligated to perform, now and during the course of the project, will not interfere with or hinder the timely prosecution of my work.

INDEPENDENT PRICE DETERMINATION: The contract sum in this bid has been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.

PREVAILING WAGE: The contractor and each subcontractor shall pay not less than the prevailing rate of hourly wages for Work of a similar character in the locality in which the Work is performed and not less than general prevailing rate of hourly wages for legal holidays and overtime Work in the performance of Work under this contract, as established by the Illinois Department of Labor, pursuant to an act of the General Assembly of the State of Illinois Revised Statutes, Chapter 48, Section 39s-1 et seq.

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**TRITON COLLEGE
BOARDROOM FLOORING REPLACEMENT – BUILDING A
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3. That the specifications are, in his opinion, appropriate and adequate for said project.
4. That he will conform to and abide by the decision of the Owner as to selection of Contractor.

Jason Adams

Legal Name of person, corporation, partnership
or joint venture

If Corporation, affix Corporate Seal

Jason R Adams President

Signature and Title

Dated _____, 20____.

**TRITON COLLEGE
BOARDROOM FLOORING REPLACEMENT – BUILDING A
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "A"

If a Corporation

NAME	ADDRESS
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<u>Judi Adams</u>	Secretary <u>731 Oakridge Dr., Romeoville, IL 60446</u>
<u>Judi Adams</u>	Treasurer <u>731 Oakridge Dr., Romeoville, IL 60446</u>
Corporation, State of <u>Illinois</u>	

If a Partnership

NAME OF PARTNERS	ADDRESS
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If a Joint Venture

NAME OF MEMBERS	ADDRESS
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**TRITON COLLEGE
BOARDROOM FLOORING REPLACEMENT – BUILDING A
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "A"

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TOTAL OF BASE BID & CONTINGENCY ABOVE: &31,740.50

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**TRITON COLLEGE
BOARDROOM FLOORING REPLACEMENT – BUILDING A
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "A"

SUBMITTAL:

Kingston Tile Company, LTD

BIDDER

731 Oakridge Dr

BIDDER ADDRESS

Romeoville, IL 60446

CITY, STATE AND ZIP CODE

3/11/2020

DATE

Jason Adams

BY:



SIGNATURE

Vice President

TITLE

(815) 552-2168

BUSINESS TELEPHONE

(815) 552-2171

FAX

Jason@Kingstontilecarpet.com

E-MAIL

Envelopes containing bid, bid security and other required documents must be sealed, marked and addressed as follows:

TRITON COLLEGE
Boardroom Flooring Replacement – Building A
Business Office / Purchasing Department / A 306
2000 Fifth Avenue
River Grove, IL 60171