



**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](mailto:susanpage@triton.edu) including your name, town/affiliation, and the item you wish to address, no later than Tuesday, April 21, 2020 at 6:00 p.m.

**Agenda**

**Tuesday, April 21, 2020**

- I. CALL TO ORDER** April 21, 2020 at 6:35 p.m.  
Teleconference Toll Free Number 877-873-8018  
Access Code: 6586330#
- II. ROLL CALL**
- III. APPROVAL OF BOARD MINUTES – VOLUME LVI**  
Minutes of the Regular Board Meeting of March 24, 2020, No. 13
- IV. COMMENTS ON THIS AGENDA**
- V. CITIZEN PARTICIPATION**
- VI. REPORTS/ANNOUNCEMENTS – Employee Groups**
- VII. STUDENT SENATE REPORT**
- VIII. BOARD COMMITTEE REPORTS**
  - A. Academic Affairs/Student Affairs
  - B. Finance/Maintenance & Operations
- IX. ADMINISTRATIVE REPORT**
- X. PRESIDENT’S REPORT**
- XI. CHAIRMAN’S REPORT**

**XII. NEW BUSINESS**

A. Board Policy – Second Reading

Student Affairs

5105 Student Code of Conduct/Triton Trust

5201 Academic Placement

B. Action Exhibits

16420 Budget Transfers

16421 Certificate of Final Completion and Authorization of Final Payment for the N Building Boiler Burner Replacement Project

16422 Room Rental Fee Changes

16423 Heartland Business Systems Notebook Purchase – Confirmation of Board Poll

16424 College Curriculum Committee Recommendations

16425 Extra Duty Bonus Compensation Associated with Emergency Staffing Due to COVID 19 Campus Closure – Confirmation of Board Poll

C. Bills and Invoices

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

E. Human Resources Report

Administrative Contracts and Increases\*

- Andrea Bangura, Dean of Students
- Belkis Torres-Capeles, Dean of Continuing Education

**XIII. COMMUNICATIONS – INFORMATION**

A. Human Resources Information Materials

B. Informational Material

**XIV. 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**

Chairman Mark Stephens called the regular meeting of the Board of Trustees, which was held via public teleconference, to order at 6:35 p.m. Following the Pledge of Allegiance, roll call was taken.

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

**APPROVAL OF BOARD MINUTES**

Mr. Johnson made a motion, seconded by Ms. Viverito, to approve the minutes of the Regular Board Meeting of February 18, 2020. Voice vote carried the motion unanimously.

**COMMENTS ON THIS AGENDA**

None.

**CITIZEN PARTICIPATION**

Cassandra Hutchinson from Oak Park addressed the Board regarding two-year contracts being recommended for the vice presidents. Given the unknown financial impact that the coronavirus pandemic may have on the college, as well as upcoming and ongoing contract negotiations with union groups, she asked that the Board be prudent and reconsider the length of the contracts. Chairman Stephens noted that employee groups have three-year contracts in place.

**REPORTS/ANNOUNCEMENTS – Employee Groups**

None.

**STUDENT SENATE REPORT**

Mr. Page reported that students are waiting to see what happens in these uncertain times, and are preparing for online classes.

**BOARD COMMITTEE REPORTS**

Academic Affairs/Student Affairs

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

Finance/Maintenance & Operations

Ms. Peluso reported that the committee met, discussed, and are in support of the items presented to the Board.

**ADMINISTRATIVE REPORT**

None.

**PRESIDENT'S REPORT**

President Mary-Rita Moore reported that the campus community is preparing to move online, both in the classroom and in student support, with a focus on educating our students so they can complete by May 14.

**CHAIRMAN'S REPORT**

None.

**NEW BUSINESS**

BOARD POLICY – First Reading

Student Affairs

**5105 Student Code of Conduct/Triton Trust**

This item will come back to the Board for a second read and approval in April. Trustees were asked to review and share their thoughts with Chairman Stephens or President Moore.

BOARD POLICY – Second Reading

Business Services

**3292 Investment of College Funds**

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

ACTION EXHIBITS

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

**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**

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

PURCHASING SCHEDULES

**B42.11 Districtwide Schedule of Classes – Fall 2020**

**B42.12 Summer 2020 Continuing Ed Guide**

**B42.13 Boardroom Carpet Replacement**

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

**BILLS AND INVOICES**

Ms. Viverito made a motion, seconded by Mr. Johnson, to pay the Bills and Invoices in the amount of \$1,564,712.68.

Roll Call Vote:

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

Motion carried 7-0 with the Student Trustee voting yes.

**CLOSED SESSION**

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

Roll Call Vote:

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

Not Voting: Mr. Johnson.

Motion carried 6-0 with 1 not voting and the Student Trustee voting yes. The Board went into Closed Session at 6:51 p.m.

**RETURN TO OPEN SESSION**

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

Roll Call Vote:

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

Motion carried 7-0 with the Student Trustee voting yes. The Board returned to Open Session at 7:19 p.m.

**HUMAN RESOURCES REPORT**

**1.0 Faculty**

Ms. Viverito made a motion, seconded by Mr. Johnson, to approve page 1 of the Human Resources Report, items 1.1.01 through 1.5.01. Voice vote carried the motion unanimously.

**2.0 Adjunct Faculty**

Ms. Viverito made a motion, seconded by Mrs. Potter, to approve pages 2 through 4 of the Human Resources Report, items 2.1.01 through 2.9.01. Voice vote carried the motion unanimously.

**3.0 Administration**

Ms. Peluso made a motion, seconded by Mrs. Potter, to approve pages 5 through 11 of the Human Resources Report, items 3.1.01 through 3.8.29. Voice vote carried the motion unanimously.

**4.0 Classified, Police & Engineers**

Ms. Viverito made a motion, seconded by Mrs. Potter, to approve pages 12 through 14 of the Human Resources Report, items 4.1.01 through 4.7.04. Voice vote carried the motion unanimously.

**5.0 Mid-Management**

Ms. Peluso made a motion, seconded by Mr. Johnson, to approve pages 15 and 16 of the Human Resources Report, items 5.1.01 through 5.5.01. Voice vote carried the motion unanimously.

**6.0 Hourly Employees**

Ms. Viverito made a motion, seconded by Mr. Casson, to approve pages 17 through 20 of the Human Resources Report, items 6.1.01 through 6.3.01. Voice vote carried the motion unanimously.

**7.0 Other**

Ms. Peluso made a motion, seconded by Mrs. Potter, to approve pages 21 through 23 of the Human Resources Report, items 7.1.01 through 7.6.03. Voice vote carried the motion unanimously.

**ADJOURNMENT**

There being no further business before the Board, the Chairman asked for a motion to adjourn. Motion was made by Ms. Peluso to adjourn the meeting, seconded by Mr. Johnson. Voice vote carried the motion unanimously. Chairman Stephens adjourned the meeting at 7:23 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 April 21, 2020

POLICY SECTION Student Affairs

POLICY NO. 5105

First Reading

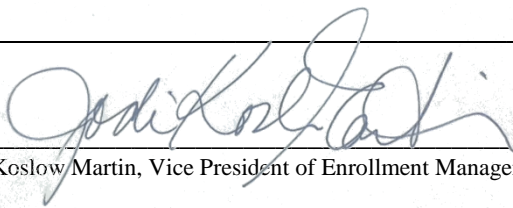
Second Reading

**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.

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**Submitted to Board by:**



Jodi Koslow Martin, Vice President of Enrollment Management and Student Affairs

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**Board Officers' Signatures Required:**

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**Mark R. Stephens**  
Chairman

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**Diane Viverito**  
Secretary

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**Date**

## TRITON COLLEGE BOARD POLICY

### BOARD OF TRUSTEES, DISTRICT 505

### STUDENT AFFAIRS

### STUDENT CODE OF CONDUCT/TRITON TRUST

Page 1 of 8

### POLICY 5105

ADOPTED: 06/25/91

AMENDED: 06/20/95

AMENDED: 08/23/05

AMENDED: 03/16/10

AMENDED: 12/20/16

AMENDED:

### 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 education

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.



TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 505**

**STUDENT AFFAIRS**

**STUDENT CODE OF CONDUCT/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**

**AMENDED:**

**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 on 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.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 505**

**STUDENT AFFAIRS**

**STUDENT CODE OF CONDUCT/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**

**AMENDED:**

- 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.

**II. Summary**

This Student Code of Conduct:

- A. 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.
- B. Identifies when and where the conduct expectations are applicable.
- C. Establishes the range of consequences for failure to comply with the conduct expectations.
- D. 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.

**BOARD OF TRUSTEES, DISTRICT 505**

**STUDENT AFFAIRS**

**STUDENT CODE OF CONDUCT/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**

**AMENDED:**

**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.

**IV. Conduct Expectations**

- A. Be academically honest -- do not cheat or plagiarize.
- B. Be truthful to College staff -- do not provide false or misleading information or withhold information.
- C. 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.
- D. 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.
- E. Respect the mission and operation of the College -- do not engage in any conduct which disrupts or impedes College programs, operations or activities.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 505

STUDENT AFFAIRS

STUDENT CODE OF CONDUCT/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

AMENDED:

- F. 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.
- G. 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.
- H. Cooperatively following the directions of College staff or officials, whether communicated verbally, electronically, in writing, or through signage.
- I. Respectfully use electronic networks and social media and follow College rules for use of its electronic networks and devices.
- J. Follow state and federal law; do not commit, or attempt to commit, any crime.

**V. Consequences for Failure to Comply with Conduct Expectations**

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:

- A. 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.
- B. 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

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 505

STUDENT AFFAIRS

STUDENT CODE OF CONDUCT/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

AMENDED:

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.

- C. 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.
- E. 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.
- F. 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.

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

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 505**

**STUDENT AFFAIRS**

**STUDENT CODE OF CONDUCT/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**

**AMENDED:**

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 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

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 505**

**STUDENT AFFAIRS**

**STUDENT CODE OF CONDUCT/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**

**AMENDED:**

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.

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

Meeting of April 21, 2020

POLICY SECTION Student Affairs

POLICY NO. 5201

First Reading

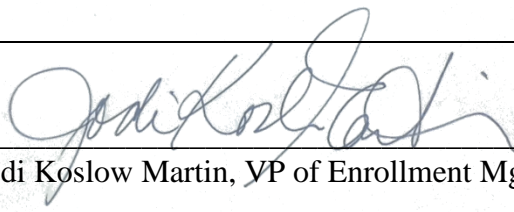
Second Reading

**TITLE: ACADEMIC PLACEMENT**

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

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**Submitted to Board by:**

  
Dr. Jodi Koslow Martin, VP of Enrollment Mgt & Student Affairs

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**Board Officers' Signatures Required:**

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**Mark R. Stephens**  
Chairman

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**Diane Viverito**  
Secretary

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**Date**



TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**STUDENT AFFAIRS**

**ACADEMIC PLACEMENT**

**POLICY 5201**  
**ADOPTED: 04/23/91**  
**AMENDED: 04/21/93**  
**AMENDED: 06/20/95**  
**AMENDED: 06/20/00**  
**AMENDED: 08/17/04**  
**AMENDED: 10/19/10**  
**AMENDED:**

All new degree-seeking students, or those planning to take a course with placement prerequisites, must take a placement exam or have other placement measure credentials on file with the college prior to registering for courses. The current placement measures can be found on Triton's website. All students must satisfy course prerequisites prior to registering in a specific course.

For programs requiring English, students scoring in the developmental range on the English placement test must enroll in the appropriate developmental course sequence during their first semester and continue enrollment each subsequent semester until they meet the prerequisite for the college-level English course required in their program. For programs requiring math, students scoring in the developmental range on the math placement test must begin the appropriate developmental course sequence prior to registering for 15 academic credit hours and continue enrollment each subsequent semester until they meet the prerequisite for the college-level math course required in their program. Exceptions may be granted by the appropriate College dean.

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

Meeting of April 21, 2020

ACTION EXHIBIT NO. 16420

**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.

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*Sean Sullivan*

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

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**Board Officers' Signatures Required:**

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**Mark R. Stephens**  
Chairman

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**Diane Viverito**  
Secretary

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**Date**

Related forms requiring Board signature: Yes  No

**PROPOSED BUDGET TRANSFERS - FY 2020  
FOR THE PERIOD 3/1/20 to 3/31/20**

FROM			TO		
ID#	AREA	ACCT #	AREA	ACCT #	AMOUNT
<b>EDUCATION FUND</b>					
1	Physics	01-10101555-580500005	Physics	01-10101555-540100210	\$ 20,000.00
2	Early Childhood Ed	01-10103010-540100210	Early Childhood Ed	01-10103010-550100005	300.00
3	Emergency Medical Services	01-10401520-530400010	Emergency Medical Services	01-10401520-540100210	240.00
4	Dual Credit	01-30200541-550300005	Dual Credit	01-30200541-540100110	700.00
5	AVP Academic Affairs	01-80100515-580600005	Dean, of Business & Tech	01-20801020-540100210	17,000.00
6	Professional Development	01-80900540-550100005	Professional Development	01-80900540-540100110	120.00
7	Professional Development	01-80900540-550100005	Professional Development	01-80900540-540600005	125.00
8	Adult Basic/Secon. Ed.	01-10600510-510600005	General Institutional	01-80600525-510900010	6,770.00
9	Financial Aid	01-30400510-510600005	General Institutional	01-80600525-510900010	7,325.00
10	Continuing Ed Healthcare	01-40100510-510400005	General Institutional	01-80600525-510900010	10,860.00
11	Center Of Business & PD	01-40200510-510400005	General Institutional	01-80600525-510900010	3,922.00
			<b>TOTAL EDUCATION FUND</b>		<b>\$ 67,362.00</b>
<b>RESTRICTED FUND</b>					
12	CNS-RSVP-04/19-03/20	06-40405004-540600005	CNS-RSVP-04/19-03/20	06-40405004-550900005	\$ 319.00
			<b>TOTAL RESTRICTED FUND</b>		<b>\$ 319.00</b>
			<b>TOTAL PROPOSED BUDGET TRANSFERS</b>		<b>\$ 67,681.00</b>

**Budget Transfer Form**

**Dollar Amount** \$20,000.00

**From what Budget Account** 01 10101555 580500005 **Object Code Description** Physics - Equipment >5K0

**To what Budget Account** 01 10101555 540100210 **Object Code Description** Physics - 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 ( ) No (X)

**Rationale:**

**Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**  
 No additional equipment will be purchased this fiscal year.

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

HP Pro books were purchased on P021211 from the Capital Equipment Account but should have been purchased from the Instructional Supplies account because the per unit cost is less than \$5,000 each. The budget transfer is needed so that the expense reimbursement can be processed.

**Required Signatures**

**Requestor** DocuSigned by: jimroynolds@triton.edu 2/20/2020

**Cost Center Manager** DocuSigned by: Ric Segovia 2/20/2020

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

**Dean (If Applicable)** DocuSigned by: Kevin Li 2/20/2020

**Associate Vice President** DocuSigned by: Paul Jensen 2/20/2020

**Area Vice President** DocuSigned by: Susan Campos 2/26/2020

**BUSINESS OFFICE APPROVALS**

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

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

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

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

**VP of Business Services:** Sun 3/2/20

**Entered by:** B4855 DS 3/2/20

### Budget Transfer Form

<b>Dollar Amount</b>	<u>\$300</u>	
<b>From what Budget Account</b>	<u>01 - 10103010 - 540100210</u>	<b>Object Code Description</b> <u>Instructional Supplies</u>
<b>To what Budget Account</b>	<u>01 - 10103010 - 550100005</u>	<u>Meeting Expense</u>
<b>Is this a Grant?</b> Yes [ ] No [X]	<b>*If you are submitting a grant transfer, the following statement must appear in the Rationale:</b> "This is an allowable transfer under the (name of grant) guidelines"	
<b>Grant Accountant?</b>	<b>Include Attachments:</b> Yes [ ] No [X]	

**Rationale:**

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:  
There are sufficient funds to cover this fiscal year's instructional materials.

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

Extra funds are needed in order to cover catering requests for the upcoming meetings: Education Department's Advisory meeting, Education Department meeting, and Education Organization's last meeting of Spring 2020 semester.

**Required Signatures**

<b>Requestor</b>	<small>DocuSigned by:</small> <u>Joanna Oleksiak</u>	<u>2/24/2020</u>
<b>Cost Center Manager</b>	<small>DocuSigned by:</small> <u>Aylet Miller</u>	<u>2/28/2020</u>
<b>Associate Dean (If Applicable)</b>	<small>DocuSigned by:</small> <u>Ricardo Segovia</u>	<u>2/28/2020</u>
<b>Dean (If Applicable)</b>	<small>DocuSigned by:</small> <u>Kevin Li</u>	<u>2/28/2020</u>
<b>Associate Vice President</b>	<small>DocuSigned by:</small> <u>Paul Jensen</u>	<u>2/28/2020</u>
<b>Area Vice President</b>	<small>DocuSigned by:</small> <u>Susan Campos</u>	<u>2/28/2020</u>

### BUSINESS OFFICE APPROVALS

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

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

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

**AVP of Finance:** \_\_\_\_\_ *C.R.*

**VP of Business Services:** \_\_\_\_\_ *2/25/20*

**Entered by:** B4861 DS 3/9/20

### Budget Transfer Form

<b>Dollar Amount</b>	<u>\$240.00</u>	
<b>From what Budget Account</b>	<u>01 - 10401520 - 530400010</u>	<b>Object Code Description</b> <u>EMS Maintenance Services</u>
<b>To what Budget Account</b>	<u>01 - 10401520 - 540100210</u>	<u>EMS instructional Supplies</u>
<b>Is this a Grant?</b> Yes ( ) No (X)	<b>*If you are submitting a grant transfer, the following statement must appear in the Rationale:</b> "This is an allowable transfer under the (name of grant) guidelines"	
<b>Grant Accountant?</b>	<b>Include Attachments:</b> Yes ( ) No (X)	

**Rationale:**

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:  
Surplus of unused funds in Maintenance Services

Explain specifically why additional funds are needed in the receiving account:  
To replace broken suction Unit for classroom instruction.

**Required Signatures**

<b>Requestor</b>	<small>DocuSigned by:</small> <u>Cathy Steinberg</u>	<u>2/27/2020</u>
<b>Cost Center Manager</b>	<small>DocuSigned by:</small> <u>William Justice</u>	<u>2/27/2020</u>
<b>Associate Dean (If Applicable)</b>	_____	
<b>Dean (If Applicable)</b>	<small>DocuSigned by:</small> <u>Pamela Harmon</u>	<u>2/27/2020</u>
<b>Associate Vice President</b>	<small>DocuSigned by:</small> <u>Susan Campos</u>	<u>3/6/2020</u>
<b>Area Vice President</b>	<small>DocuSigned by:</small> <u>Susan Campos</u>	<u>3/12/2020</u>

### BUSINESS OFFICE APPROVALS

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

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

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

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

**VP of Business Services:** [Signature] 3/13/20

**Entered by:** B487305 3/16/20

### Budget Transfer Form

Dollar Amount \$700

From what Budget Account 01 - 30200541 - 550300005

Object Code Description  
Dual Credit : Travel - Out of State

To what Budget Account 01 - 30200541 - 540100110

Dual Credit : Office 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?  Yes  No

**Rationale:**

**Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**  
The entire funds within the out of state travel budget will not be used for FY20 and no out-of-state travel plans have been made for before the conclusion of the fiscal year.

**Explain specifically why additional funds are needed in the receiving account:**  
The office supplies Budget has been depleted and additional supplies are currently needed.

**Required Signatures**

Requestor DocuSigned by: Tim Nyström 2/27/2020

Cost Center Manager DocuSigned by: Tim Nyström 2/27/2020

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

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

Associate Vice President DocuSigned by: Paul Jensen 2/27/2020

Area Vice President DocuSigned by: Susan Campos 2/27/2020

### BUSINESS OFFICE APPROVALS

Grant Accountant: \_\_\_\_\_  
Asst. Director of Finance \_\_\_\_\_  
Exec. Director of Finance: MR  
AVP of Finance: C.R.  
VP of Business Services: [Signature] 2/2/20

Entered by: B4852 DS 2/2/20

### Budget Transfer Form

Dollar Amount

\$17,000

From what Budget Account

01 - 80100515 - 580600005

Object Code Description

Equipment Instructional >5k

To what Budget Account

01 - 20801020 - 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 ( ) 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 Honda programs.

**Required Signatures**

Requestor

DocuSigned by:  
Cassandra Ramirez 2/27/2020

Cost Center Manager

DocuSigned by:  
Paul Jensen 2/27/2020

Associate Dean (If Applicable)

\_\_\_\_\_

Dean (If Applicable)

\_\_\_\_\_

Associate Vice President

DocuSigned by:  
Paul Jensen 2/27/2020

Area Vice President

DocuSigned by:  
Susan Campos 2/27/2020

### BUSINESS OFFICE APPROVALS

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

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

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

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

VP of Business Services: \_\_\_\_\_ *3/2/20*

Entered by: B4854 DS 2/2/20



**Budget Transfer Form**

**Dollar Amount** \$120.00

**From what Budget Account** 01 - 80900540 - 550100005 **Object Code Description** Meeting Expense

**To what Budget Account** 01 - 80900540 - 540100110 **Object Code Description** Office 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:**  
 I have been very frugal during my first year as I learned where budget dollars are needed. Because of this, I have slightly more money than I will need for the remaining fiscal year.

**Explain specifically why additional funds are needed in the receiving account:**  
 We are running low on copy paper in the PDC for the adjunct faculty.

**Required Signatures**

**Requestor** Susan Kohde 3/4/2020  
DocuSigned by: DCEC12E688A7451...

**Cost Center Manager** Susan Kohde 3/4/2020  
DocuSigned by: DCEC12E688A7451...

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

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

**Associate Vice President** Joe Klinger 3/4/2020  
DocuSigned by: D123C0A7082E49D...

**Area Vice President** Sean Sullivan 3/4/2020  
DocuSigned by: 642220251EC74A1...

**BUSINESS OFFICE APPROVALS**

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

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

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

**AVP of Finance:** [Signature]

**VP of Business Services:** [Signature] 3/9/20

**Entered by:** B4863 DS 3/9/20

**Budget Transfer Form**

**Dollar Amount** \$125.00

**From what Budget Account** 01 80900540 550100005 **Object Code Description** Meeting Expense

**To what Budget Account** 01 80900540 540600005 **Object Code Description** Professional Development

**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:**

I am able to remove the amount from meeting expense as I have been frugal with the budget, and this is a fiscally responsible move as the book will allow me to create training internally rather than rely on more expensive external resources.

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

This book is an excellent resource to assist me in the creation of a leadership development program.

**Required Signatures**

**Requestor** Susan Rohde 1/30/2020  
DocuSigned by: DCEC12E688A1451...

**Cost Center Manager** Susan Rohde 1/30/2020  
DocuSigned by: DCEC12E688A1451...

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

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

**Associate Vice President** Joe Klinger 3/4/2020  
DocuSigned by: D123C0A7D82E490...

**Area Vice President** Sean Sullivan 3/4/2020  
DocuSigned by: 042220281EC74A1...

**BUSINESS OFFICE APPROVALS**

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

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

**Exec. Director of Finance:** AP

**AVP of Finance:** C.R.

**VP of Business Services:** [Signature] 3/9/20

Entered by: B4862 DS 3/9/20

### Budget Transfer Form

**Dollar Amount** \$6770

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

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

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

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

**Rationale:**

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:  
 Unused funds for the position of Office Assistant , Adult Education from January 1-February 28, 2020.

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

**Required Signatures**

**Requestor** Adrienne Thomas 3/3/2020

**Cost Center Manager** Joe Klinger 3/4/2020

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

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

**Associate Vice President** Garrick Abegtian 3/10/2020

**Area Vice President** Sean Sullivan 3/11/2020

**BUSINESS OFFICE APPROVALS**

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

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

**Exec. Director of Finance:** AK

**AVP of Finance:** CR

**VP of Business Services:** [Signature] 3/13/20

Entered by: B4872 DS3/16/20

Budget Transfer Form

Dollar Amount

\$7,325

510600005

Object Code Description

From what Budget Account

01 30400510 ~~XXXXXX005~~

Salary

To what Budget Account

01 80600525 ~~XXXXXX005~~

Salary Lapse

510900010

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

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

Grant Accountant?

Include Attachments: Yes ( ) No (X)

Rationale:

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

Unused salary funds for the position of Coordinator work study scholarship, from January 1-February 28, 2020

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

Salary Lapse

Required Signatures

Requestor

DocuSigned by:  
Adrienne Thomas 3/4/2020

Cost Center Manager

DocuSigned by:  
Joe Klinger 3/4/2020

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

DocuSigned by:  
Garrick Abuzetian 3/10/2020

Area Vice President

DocuSigned by:  
Sean Sullivan 3/11/2020

BUSINESS OFFICE APPROVALS

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

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

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

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

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

*AK*  
*C.R*  
*3/12/20*

Entered by: B4871DS 3/16/20

### Budget Transfer Form

**Dollar Amount** \$10,860

**From what Budget Account** 01 - 40100510 - 510400005 **Object Code Description** Salary

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

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

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

**Rationale:**  
 Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:  
 Unused salary funds for the position of Manager Continuing Education (CECHP), from January 1-February 28, 2020.

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

#### Required Signatures

**Requestor** DocuSigned by: Adrienne Thomas 3/3/2020

**Cost Center Manager** DocuSigned by: Joe Klinger 3/4/2020

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

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

**Associate Vice President** DocuSigned by: Garrick Abuzetian 3/6/2020

**Area Vice President** DocuSigned by: Sean Sullivan 3/6/2020

#### BUSINESS OFFICE APPROVALS

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

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

**Exec. Director of Finance:** AK

**AVP of Finance:** C.R.

**VP of Business Services:** [Signature] 3/10/20

**Entered by:** B4865 DS 3/10/20

**Budget Transfer Form**

**Dollar Amount** \$3,922

**From what Budget Account** 01 40200510 510400005 **Object Code Description** Salary

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

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

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

**Rationale:**

**Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**  
 Unused salary funds for the position of Business Development Specialist, from January 1-February 28, 2020.

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

**Required Signatures**

**Requestor** Adrienne Thomas 3/3/2020

**Cost Center Manager** Joe Klinger 3/4/2020

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

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

**Associate Vice President** Garrick Abuzetian 3/6/2020

**Area Vice President** Sean Sullivan 3/6/2020

**BUSINESS OFFICE APPROVALS**

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

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

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

**AVP of Finance:** O.R.

**VP of Business Services:** [Signature] 3/10/20

**Entered by:** BH864 DS 3/10/20

### Budget Transfer Form

<b>Dollar Amount</b>	<u>\$319.00</u>	
<b>From what Budget Account</b>	<u>06 40405004 540600005</u>	<b>Object Code Description</b> <u>Publications and Dues</u>
<b>To what Budget Account</b>	<u>06 40405004 550900005</u>	<u>Volunteer Travel and Mileage Reimbursement</u>
Is this a Grant? Yes ( <input checked="" type="checkbox"/> ) No ( <input 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? <u>David Rodriguez</u>		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:**

The funds were in Publications and Dues to purchase subscriptions to journals, magazines or books relating to volunteer management. At this time, we are unable to identify any journals, magazines or books we don't already subscribe to or possess that will help us with our program.

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

The funds are needed in Volunteer Travel and Mileage Reimbursement as we encourage our volunteers to continue to volunteer in the community. This money helps defray the cost of volunteering. Some of our volunteers travel from great distance to their volunteer opportunity. This is an allowable grant expenditure through the grant guidelines. This budget transfer is due to year end closing of the Corporation for National Community Service Grant (March 31, 2020).

**Required Signatures**

<b>Requestor</b>	<u>Kay Fry</u>	<u>3/6/2020</u>
<b>Cost Center Manager</b>	<u>Kay Fry</u>	<u>3/6/2020</u>
<b>Associate Dean (If Applicable)</b>	_____	_____
<b>Dean (If Applicable)</b>	<u>Bellis Torres-Caples</u>	<u>3/9/2020</u>
<b>Associate Vice President</b>	<u>Paul Jensen</u>	<u>3/12/2020</u>
<b>Area Vice President</b>	<u>Susan Campos</u>	<u>3/12/2020</u>

### BUSINESS OFFICE APPROVALS

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

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

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

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

**VP of Business Services:** *[Signature]* 3/13/20

**Entered by:** *[Signature]*

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

Meeting of April 21, 2020

ACTION EXHIBIT NO. 16421

**SUBJECT: CERTIFICATE OF FINAL COMPLETION AND AUTHORIZATION OF FINAL PAYMENT FOR THE N BUILDING BOILER BURNER REPLACEMENT PROJECT**

**RECOMMENDATION:** That the Board of Trustees approve the Certificate of Final Completion and Final Payment Application of \$5,275.40 for the Boiler Burner Replacement Project, Building N. The total project cost was \$52,754.00.

**RATIONALE:** Operations and Maintenance has reviewed the Certificate of Final Completion, Final Waiver of Lien, and Final Payment Application. Original contract amount was \$60,177.00; total project cost was \$52,754.00. The project came in under budget by \$7,423.00.

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*Sean Sullivan*

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

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**Board Officers' Signatures Required:**

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**Mark R. Stephens**  
Chairman

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**Diane Viverito**  
Secretary

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**Date**

Related forms requiring Board signature: Yes  No



# Certificate of Final Acceptance

**Project:**  
Boiler Burner Replacement  
Building N  
Triton College  
2000 Fifth Ave.  
River Grove, IL 60171

**Architect:** ARCON Associates

**Contractor:**  
Oak Brook Mechanical Services, Inc.  
961 S. Route 83  
Elmhurst, Illinois 60126

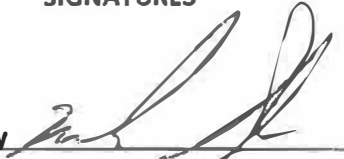

**Contract Date:** 5/30/2019

**Date of Issuance:** 10/25/2019

**Project or designated portion shall include:** Entire Project.

This 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 retainage.

## SIGNATURES

<b>Contractor</b>	Oak Brook Mechanical Services, Inc.	By 	Date <u>10-25-19</u>
<b>Architect</b>	ARCON Associates, Inc.	By  Gaspare Pitrello	Date <u>10.25.19</u>
<b>Owner</b>	Triton College	By  John Lambrecht	Date <u>3/31/2020</u>
<b>Owner</b>	Triton College	By _____ Mark R. Stephens Board Chairman	Date _____

# APPLICATION FOR PAYMENT

CAP702

Page: 1 of 2

To:  
Triton College  
2000 N. Fifth Avenue  
River Grove, IL 60171

PROJECT:  
90647  
Triton College  
2000 N. Fifth Avenue  
River Grove, IL 60171

Application No.: 2    Application Date: DEC 13, 2019    Period To: DEC 1, 2019    Contract Date: MAY 30, 2019  
Project Nos: 18100

Distribution List:  Owner  Construction Mgr  
 Architect  Field  
 Contractor  Other

From Contractor:  
Oak Brook Mechanical Services, Inc.  
961 S Route 83  
Elmhurst, IL 60126

VIA ARCHITECT:

CONTRACT FOR:

## Contractor's Application for Payment

Application is made for payment as shown below, with attached Continuation Sheet.

- 1. Original Contract Amount: \$ 60,177.00
- 2. Net of Change Orders: \$ -7,423.00
- 3. Net Amount of Contract: \$ 52,754.00
- 4. Total Completed & Stored to Date: \$ 52,754.00
- 5. Retainage Summary:

- a. 0.00 % of Completed Work \$ 0.00
- b. 0.00 % of Stored Material \$ 0.00

Total Retainage: \$ 0.00

- 6. Total Completed Less Retainage: \$ 52,754.00
- 7. Less Previous Applications: \$ 47,478.60

8. Current Payment Due, This Application: \$ 5,275.40

9. Contract Balance (Including Retainage): \$ 0.00

CHANGE ORDER Activity	Additions	Subtractions
Total previously approved:	0.00	-7,423.00
Total approved this Month:	0.00	0.00
Sub Totals:	0.00	-7,423.00
<b>NET of Change Orders:</b>	<b>-7,423.00</b>	

## CONTRACTOR'S CERTIFICATION:

The Contractor's signature here certifies that, to the best of their knowledge, this document accurately reflects the work completed in this Application for Payment. The Contractor also certifies that all payments have been made for work on previous Applications for Payment and also that the Current Payment is Due.

(Authorizing Signature) [Signature]  
Oak Brook Mechanical Services, Inc.

Date: DEC 13, 2019

State Authorized: Illinois  
County of: Cook

Subscribed and sworn to before  
me this 13TH day of December

Notary Public: Cindy L Kenney  
My Commission expires April 30, 2022



## ARCHITECT'S CERTIFICATION:

The Architect's signature here certifies that, based on their own observations, the Contract Documents and the information contained herein, this document accurately reflects the work completed in this Application for Payment. The Architect also certifies the Contractor is entitled to the amount certified for payment.

AMOUNT CERTIFIED:

[Signature]  
(Architect's Signature)

Date: 3.27.20

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

Meeting of April 21, 2020

ACTION EXHIBIT NO. 16422

**SUBJECT: ROOM RENTAL FEE CHANGE**

**RECOMMENDATION:** That the Board of Trustees approve modification of the Triton College facility rental fee schedule. The proposed increase represents an average 2.3% per year from 2010.

**RATIONALE:** Campus facility rental rates were last updated in September 2010. Over that time period most of Triton's facilities have received upgrades in terms of new furniture, decoration finishes and/or state of the art equipment. Additionally, costs to cover the expected depreciation (ordinary wear and tear) have increased, all of which justify the increase of rental rates for external users.

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*Sean Sullivan*

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

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**Board Officers' Signatures Required:**

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**Mark R. Stephens**  
Chairman

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**Diane Viverito**  
Secretary

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**Date**

Related forms requiring Board signature: Yes  No

Triton College Facilities Rental Schedule

All Figures Below Are Hourly Rates  
(unless otherwise specified)

	Room Capacity	In-District		Out-of-District		
		Non-Profit Per Hour	Profit Per Hour	Non-Profit Per Hour	Profit Per Hour	
		<b>A. General Classrooms</b>		30	\$75	\$100
<b>B. Lecture Halls</b>						
	G118	74	\$100	\$125	\$125	\$150
	T106	141	\$125	\$150	\$150	\$175
<b>C. Smartboard Classroom</b>			\$150	\$175	\$175	\$200
<b>D. Electronic Classroom</b>			\$125	\$150	\$150	\$175
<b>E. Presentation Classroom</b>			\$100	\$125	\$125	\$150
<b>F. Computer Lab/Media</b>			\$125	\$150	\$150	\$175
<b>G. Meeting Rooms (2 hour block)</b>						
	B130 B (40) C (30)	70	\$80	\$100	\$100	\$125
	B140	40	\$80	\$100	\$100	\$125
	B201	70	\$80	\$100	\$100	\$125
	B202	50	\$80	\$100	\$100	\$125
	B203	40	\$80	\$100	\$100	\$125
	B204	60	\$80	\$100	\$100	\$125
	B210	55	\$80	\$100	\$100	\$125
	B211	20	\$80	\$100	\$100	\$125
	J107	60	\$80	\$100	\$100	\$125
	R221	100	\$100	\$125	\$125	\$150
<b>H. Performing Arts Center</b>		402				
	*Burton Auditorium (2 hour min block)		\$300	\$400	\$500	\$600
	Productions (4 hr min block)		\$400	\$500	\$600	\$700
	Additional Hour		\$200	\$200	\$200	\$200
<b>I. Cafeteria (4hr min block)</b>		850	\$200	\$250	\$250	\$300
	Additional Hour		\$125	\$125	\$125	\$125
<b>J. Athletics (8 hr max)</b>						
	Gymnasium (per day)	1728	\$1,000	\$1,000	\$1,000	\$1,000
	Indoor Track (per day)		\$800	\$1,000	\$1,000	\$1,000
	Baseball Field (per day)		\$1,000	\$1,000	\$1,000	\$1,000
	Softball Field (per day)		\$800	\$1,000	\$1,000	\$1,000
	Soccer Field (per day)		\$1,000	\$1,000	\$1,000	\$1,000
	**Pool (per hr) (2 hr min)		\$100	\$150	\$200	\$300
	Pool Supervisor (per hour)		\$25	\$25	\$25	\$25
	Life Guards (2 - per hour)		\$40	\$50	\$40	\$50

Prices based on straight time 8 am - 5 pm, Mon - Fri, when the College is open for classes.  
All other times may incur an additional fee.

\*Includes 1 staff, dressing room, basic stage lighting and sound equipment, podium, microphone, table, chairs and screen.

\*\* Includes Lockers and Showers

Triton College Facilities Rental Schedule

All Figures Below Are Hourly Rates  
(unless otherwise specified)

	Room Capacity	In-District		Out-of-District	
		Non-Profit Per Hour	Profit Per Hour	Non-Profit Per Hour	Profit Per Hour
<b>A. General Classrooms</b>	30	\$75	\$100	\$100	\$125
<b>B. Lecture Halls</b>					
G118	74	\$100	\$125	\$125	\$150
T106	141	\$125	\$150	\$150	\$175
<b>C. Smartboard Classroom</b>		\$150	\$175	\$175	\$200
<b>D. Electronic Classroom</b>		\$125	\$150	\$150	\$175
<b>E. Presentation Classroom</b>		\$100	\$125	\$125	\$150
<b>F. Computer Lab/Media</b>		\$125	\$150	\$150	\$175
<b>G. Meeting Rooms (2 hour block)</b>					
B130 B (40) C (30)	70	\$80	\$100	\$100	\$125
B140	40	\$80	\$100	\$100	\$125
B201	70	\$80	\$100	\$100	\$125
B202	50	\$80	\$100	\$100	\$125
B203	40	\$80	\$100	\$100	\$125
B204	60	\$80	\$100	\$100	\$125
B210	55	\$80	\$100	\$100	\$125
B211	20	\$80	\$100	\$100	\$125
J107	60	\$80	\$100	\$100	\$125
R221	100	\$100	\$125	\$125	\$150
T106	141	\$80	\$100	\$100	\$125
<b>H. Performing Arts Center</b>	402				
*Burton Auditorium (2 hour min block)		\$300	\$400	\$500	\$600
Productions (4 hr min block)		\$400	\$500	\$600	\$700
Additional Hour		\$200	\$200	\$200	\$200
<b>I. Cafeteria (4hr min block)</b>	850	\$200	\$250	\$250	\$300
Additional Hour		\$125	\$125	\$125	\$125
<b>J. Athletics (8 hr max)</b>					
Gymnasium (per day)	1728	\$1,000	\$1,000	\$1,000	\$1,000
Indoor Track (per day)		\$800	\$1,000	\$1,000	\$1,000
Baseball Field (per day)		\$1,000	\$1,000	\$1,000	\$1,000
Softball Field (per day)		\$800	\$1,000	\$1,000	\$1,000
Soccer Field (per day)		\$1,000	\$1,000	\$1,000	\$1,000
**Pool (per hr) (2 hr min)		\$100	\$150	\$200	\$300
Pool Supervisor (per hour)		\$25	\$25	\$25	\$25
Life Guards (2 - per hour)		\$40	\$50	\$40	\$50
<b>K. Cernan Center Dome</b>		\$200	\$200	\$200	\$200

Prices based on straight time 8 am - 5 pm, Mon - Fri, when the College is open for classes.  
All other times may incur an additional fee.

\*Includes 1 staff, dressing room, basic stage lighting and sound equipment, podium, microphone, table, chairs and screen.

\*\* Includes Lockers and Showers

Rates as of June 2019

Triton College Facilities Rental Schedule

All Figures Below Are Hourly Rates  
(unless otherwise specified)

	Room Capacity	In-District		Out-of-District	
		Non-Profit Per Hour	Profit Per Hour	Non-Profit Per Hour	Profit Per Hour
<b>A. General Classrooms</b>	30	\$125	\$150	\$150	\$175
<b>B. Lecture Halls</b>					
G118	74	\$150	\$175	\$175	\$200
T106	141	\$175	\$200	\$200	\$225
<b>C. Smartboard Classroom</b>		\$200	\$225	\$225	\$250
<b>D. Electronic Classroom</b>		\$175	\$200	\$200	\$225
<b>E. Presentation Classroom</b>		\$150	\$175	\$175	\$200
<b>F. Computer Lab/Media</b>		\$175	\$200	\$200	\$225
<b>G. Meeting Rooms (2 hour block)</b>					
B130 B (40) C (30)	70	\$130	\$150	\$150	\$175
B140	40	\$130	\$150	\$150	\$175
B201	70	\$130	\$150	\$150	\$175
B202	50	\$130	\$150	\$150	\$175
B203	40	\$130	\$150	\$150	\$175
B204	60	\$130	\$150	\$150	\$175
B210	55	\$130	\$150	\$150	\$175
B211	20	\$130	\$150	\$150	\$175
J107	60	\$130	\$150	\$150	\$175
R221	100	\$150	\$175	\$175	\$200
T106	141	\$130	\$150	\$150	\$175
<b>H. Performing Arts Center</b>	402				
*Burton Auditorium (2 hour min block)		\$350	\$450	\$550	\$650
Productions (4 hr min block)		\$450	\$550	\$650	\$750
Additional Hour		\$250	\$250	\$250	\$250
<b>I. Cafeteria (4hr min block)</b>	850	\$250	\$300	\$300	\$350
Additional Hour		\$175	\$175	\$175	\$175
<b>J. Athletics (8 hr max)</b>					
Gymnasium (per day)	1728	\$1,050	\$1,050	\$1,050	\$1,050
Indoor Track (per day)		\$850	\$1,050	\$1,050	\$1,050
Baseball Field (per day)		\$1,050	\$1,050	\$1,050	\$1,050
Softball Field (per day)		\$850	\$1,050	\$1,050	\$1,050
Soccer Field (per day)		\$1,050	\$1,050	\$1,050	\$1,050
**Pool (per hr) (2 hr min)		\$150	\$200	\$250	\$350
Pool Supervisor (per hour)		\$75	\$75	\$75	\$75
Life Guards (2 - per hour)		\$90	\$100	\$90	\$100
<b>K. Cernan Center Dome</b>		\$250	\$250	\$250	\$250

Prices based on straight time 8 am - 5 pm, Mon - Fri, when the College is open for classes.  
All other times may incur an additional fee.

\*Includes 1 staff, dressing room, basic stage lighting and sound equipment, podium, microphone, table, chairs and screen.

\*\* Includes Lockers and Showers

Rates as of March 2020

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

Meeting of April 21, 2020

ACTION EXHIBIT NO. 16423

**SUBJECT: HEARTLAND BUSINESS SYSTEMS – NOTEBOOK PURCHASE  
(CONFIRMATION OF BOARD POLL)**

**RECOMMENDATION:** That the Board of Trustees approve the purchase of one hundred (100) HP ProBook 450 G6 15.6” Notebook computers from Heartland Business Systems. Each notebook plus extended warranty is \$839.25 for a total cost of \$83,925.00.

**RATIONALE:** We will take one hundred (100) notebooks out of our classroom laptop carts and loan them to students and staff that are in need of additional technology during the current campus closure. When the new laptops arrive and are imaged, they will replace the laptops that are out on loan to staff and students. (A Board Poll was conducted on March 25, 2020, with a vote of 7-0; the Student Trustee voted "yes".)

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*Sean Sullivan*

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

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**Board Officers' Signatures Required:**

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

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**Diane Viverito**  
**Secretary**

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**Date**

Related forms requiring Board signature: Yes  No

**HPI 15" Laptops**
**Quote #220091 v1**

**Prepared For:**
**Triton Jr Community College District 504**

 Christopher Hordorwich  
 2000 Fifth Avenue  
 River Grove, IL 60171

**P:** (708) 779-4601

**E:** chrishordorwich@triton.edu

**Prepared By:**
**Chicago/Lisle**

 Mauri Spampinato  
 5400 Patton Drive, Unit B  
 Lisle, IL 60532

**P:** (630) 452-7382

**E:** mspampinato@hbs.net

**Date Issued:**
**03.23.2020**
**Expires:**
**04.20.2020**

Hardware/Software	Price	Qty	Ext. Price
<b>HP ProBook 450 G6 15.6" Notebook - 1920 x 1080 - Core i5 i5-8265U - 8 GB RAM - 256 GB SSD - Natural Silver - Windows 10 Pro 64-bit - Intel UHD Graphics 620 - In-plane Switching (IPS) Technology - English Keyboard - Intel Optane Memory Ready - Bluetooth</b>	\$768.65	100	\$76,865.00
<b>HP Care Pack - 3 Year Extended Warranty - Service - 9 x 5 - Service Depot - Technical - Physical Service</b>	\$70.60	100	\$7,060.00
<b>Subtotal</b>			<b>\$83,925.00</b>

Quote Summary	Amount
Hardware/Software	\$83,925.00
<b>Total:</b>	<b>\$83,925.00</b>

This quote may not include applicable sales tax, shipping, handling and/or delivery charges. Final applicable sales tax, shipping, handling and/or delivery charges are calculated and applied at invoice. The above prices are for hardware/software only, and do not include delivery, setup or installation by Heartland ("HBS") unless otherwise noted. Installation by HBS is available at our regular hourly rates, or pursuant to a prepaid HBSFlex Agreement. This configuration is presented for convenience only. HBS is not responsible for typographical or other errors/omissions regarding prices or other information. Prices and configurations are subject to change without notice. HBS may modify or cancel this quote if the pricing is impacted by a tariff. A 15% restocking fee will be charged on any returned part. Customer is responsible for all costs associated with return of product and a \$25.00 processing fee. No returns are accepted by HBS without prior written approval. This quote expressly limits acceptance to the terms of this quote, and HBS disclaims any additional terms. By providing your "E-Signature," you acknowledge that your electronic signature is the legal equivalent of your manual signature, and you warrant that you have express authority to execute this agreement and legally bind your organization to this proposal and all attached documents. Any purchase that the customer makes from HBS is governed by HBS' Standard Terms and Conditions ("ST&Cs") located at <http://www.hbs.net/standard-terms-and-conditions>, which are incorporated herein by reference. The ST&Cs are subject to change. When a new order is placed, the ST&Cs on the above-stated website at that time shall apply. If customer has signed HBS' ST&Cs version 2018.v2.0 or later, or the parties have executed a current master services agreement, the signed agreement shall supersede the version on the website. QT.2018.v2.4

**Acceptance**
**Chicago/Lisle**
**Triton Jr Community College District 504**

Mauri Spampinato

Signature / Name

03/23/2020

Date

Signature / Name

Initials

Date



## HTG Standard Terms & Conditions

### STANDARD TERMS AND CONDITIONS

The parties to this agreement are Heartland Business Systems, LLC., (“Heartland” or “Seller”), with corporate headquarters located at 1700 Stephen Street, Little Chute WI 54140, and customer (Buyer) who purchases products and/or services from Heartland.

1. **ACCEPTANCE.** Buyer accepts these Standard Terms and Conditions as a condition of Buyer’s purchase of services and/or products from Heartland.
2. **PAYMENT AND TERMS.** All invoices provided by Seller to Buyer shall be paid within 30 days of the invoice date with the exception of HBSFLEX Agreement invoices. HBSFLEX Agreement invoices shall be paid upon receipt of the invoice. A service charge of \$35.00 will be assessed for each check that is returned for insufficient funds.
3. **FORCE MAJEURE.** Heartland’s performance hereunder shall be excused if such nonperformance or delay of performance is due to causes beyond the reasonable control of Heartland and is the direct or indirect result of, but not limited to, acts of God, acts of the public enemy, acts of the United States of America, or any state, territory or political subdivision thereof or of the State of Wisconsin, fires, war, riots, terrorism, floods, epidemics, quarantine restrictions, insurrection, strikes, labor shortage, materials shortage or freight embargoes. Any delay in performance due to the force majeure occurrence shall extend the period for performance for the duration of the delay.
4. **SHIPPING.** With respect to any products that are to be shipped, shipment shall be FOB Seller’s place of business, by common or contract carrier, or, in the case of drop shipment, FOB a manufacturer’s or distributor’s place of business, by common or contract carrier. Freight charges shall be Buyer’s responsibility. “Delivery,” as that term is used in this proposal and any resulting contract, shall be deemed completed when the goods have been placed into the hands of the common or contract carrier.
5. **WARRANTY.** Any hardware, software, or parts sold to Buyer may be subject to a warranty made by the manufacturer or other third party to Buyer and, if so, the terms and conditions of such warranty are embodied in other documents. Buyer acknowledges that Seller is not a party to any such warranty, and that any rights or remedies that Buyer may have pursuant to said warranty are against the manufacturer or other third party directly, and is not assertable against the Seller. **SELLER MAKES NO WARRANTY WITH RESPECT TO THE PRODUCTS OR SERVICES SOLD HEREUNDER. BUYER ACKNOWLEDGES THAT IT HAS NOT RELIED ON ANY WARRANTY OR REPRESENTATION BY THE SELLER WITH RESPECT TO THE PRODUCTS OR SERVICES SOLD HEREUNDER, EXCEPT AS ARE EXPRESSLY CONTAINED HEREIN. ANY IMPLIED WARRANTY OF MERCHANTABILITY, AND ANY IMPLIED WARRANTY THAT THE PRODUCTS OR SERVICES SOLD HEREUNDER ARE FIT FOR A PARTICULAR PURPOSE, ARE HEREBY DISCLAIMED.**
6. **PROFESSIONAL SERVICES.** Heartland may provide professional services as requested by the Buyer. All services provided by Heartland, which include labor and travel charges, are subject to the terms and conditions as set forth in this Agreement. Services provided by Seller to Buyer may be covered under a manufacturer or other third party warranty, may be applied to a pre-paid HBSFLEX Agreement purchased by the Buyer, at the rates set forth in the most current version of the HBSFLEX Volume Service Schedule, as updated from time to time, or may be billed out to the Buyer at the then-prevailing hourly rate. Regardless whether the services are covered under warranty, applied to a HBSFLEX Agreement or billed out at an hourly rate, all terms of this Agreement apply. Heartland’s records shall be the sole measurement of professional services and/or time expended by Heartland. HBSFLEX Agreements may not be used to purchase products, and each HBSFLEX Agreement shall automatically expire eighteen months after the date of invoice for that HBSFLEX Agreement
  1. Warranty. If services provided are in connection with a problem that is covered by a manufacturer or other third party warranty, then such services shall not be counted against a HBSFLEX Agreement or billed out at the then-prevailing hourly rate, to the extent of the warranty coverage. Please refer to your manufacturer or third party provided documentation which will define what is covered under warranty. Any labor or travel provided that is not covered under the manufacturer or third party warranty will be applied to a HBSFLEX Agreement or billed out at the then-prevailing hourly rate, whichever applies.
  2. HBSFLEX Agreements. Buyer may choose to purchase a pre-paid HBSFLEX Agreement from Seller. When a HBSFLEX Agreement is purchased, labor and travel charges incurred will be applied against the HBSFLEX Agreement. Buyer will receive informational invoices detailing the services as they are provided.
    1. When a pre-paid HBSFLEX Agreement is exhausted an additional HBSFLEX Agreement may be purchased. If an additional HBSFLEX Agreement is not purchased, then services will be billed out at the then-prevailing hourly rate.
    2. Either party may terminate a pre-paid HBSFLEX Agreement by giving notice to the other, in writing by mail to the party’s last known address, of such intent. If this Agreement is terminated before the HBSFLEX Agreement is expended, then Heartland shall refund 75% of the unused portion of the fee and may retain the balance.
  3. Hourly Rate. Should services provided not be covered under a manufacturer or third party warranty or should the Buyer not have purchased or not have time available on a HBSFLEX Agreement then all labor and travel will be billed out at Heartland’s then-prevailing hourly rate.
7. **PROFESSIONAL SERVICE ESTIMATES.** At times, Buyer may request time estimates for service situations. Heartland will provide a best estimate based upon the information that is known at the time of the request. This is to be considered an estimate for service only and not a guarantee. Actual service hours may be less or may be more than the estimate provided.
8. **FOUR-HOUR RESPONSE.** For calls received on normal business days, excluding holidays, Heartland will use its best effort to respond to the Buyer’s request for service within four business hours (the hours between 8:00 a.m. and 5:00 p.m. CT) of the Buyer’s request.
9. **ASSIGNABILITY.** Heartland may delegate all, or any part of, its duties hereunder to a subcontractor.
10. **EXCLUDED EQUIPMENT.** Heartland may discontinue providing services with respect to any hardware for which it can no longer readily obtain repair parts or technical assistance.
11. **BUYER’S RESPONSIBILITY.** Buyer shall use its best efforts to cooperate with Heartland in connection with Seller’s carrying out its duties hereunder, and Buyer shall refrain from any act or omission that could frustrate Heartland’s performance. In that regard, but not by way of limitation, Buyer shall designate one employee for each location at which services are expected to be rendered under this Agreement, with full authority to act for Buyer in the event that Buyer’s input is required in order to affect any aspect of the services provided hereunder.
12. **BUYER’S WARRANTY AS TO PROPER LICENSING.** Buyer warrants and represents to Seller that it possesses a proper license for all software being used by Buyer’s organization and shall hold Heartland harmless from any claims or suits premised upon breach of any third party’s proprietary rights with respect to such software.
13. **BUYER’S WARRANTY AS TO PROPER BACKUP.** Buyer warrants and represents to Seller that Buyer’s data and system has been properly backed up prior to the commencement of any services provided by Heartland and understands that the Seller shall have no liability whatsoever, under any circumstances, for any damages suffered by Buyer as a result of improper backup situations or data which has not been backed up and that is lost, for any reason, in connection with the services or use of the products sold hereunder.
14. **NON-SOLICITATION OF HEARTLAND PERSONNEL.** During the term of this Agreement, and for a period of one (1) year after the termination of this

Agreement by either party for whatever reason, Buyer shall not, directly or indirectly, encourage any employee of Heartland, who became known to Buyer by virtue of such employee's providing services under this Agreement, to terminate his or her employment with Heartland. In addition, during the term of this Agreement, and for a period of one (1) year after the termination of this Agreement by either party for whatever reason, Buyer shall not, directly or indirectly, solicit any employee of Heartland, who became known to Buyer by virtue of such employee's providing services under this Agreement, for employment which would end or diminish that employee's service with Heartland. Buyer acknowledges that Heartland will suffer irreparable harm as a result of Buyer's violation of this paragraph and that Heartland may bring an action for injunctive relief and/or actual damages to enforce this provision.

15. **SUSPENSION OF PRODUCTS AND/OR SERVICES.** Heartland may, at its option, suspend providing products and/or services hereunder in the event that the Buyer is delinquent on payment of any outstanding invoices.
16. **EXCLUSIVE REMEDY/LIMITATION OF LIABILITY.** Notwithstanding any other provision herein, Seller's sole and exclusive liability to Buyer for any breach of this Agreement, or breach of any warranty, express or implied, found to have been made in connection with this Agreement, shall be to repair or replace, at its option, any defective hardware, software, or parts sold hereunder; Seller shall have no liability for any other damages, consequential or otherwise. Seller shall have no liability whatsoever to Buyer if computer software or computer hardware sold hereunder is subsequently upgraded, or is otherwise used with software or hardware that was not used with the software and/or hardware sold hereunder at the time of installation, or if any such software or hardware has been serviced by anyone other than Seller. Seller shall have no liability whatsoever, under any circumstances, for any damages suffered by Buyer as a result of data which has not been backed up and that is lost, for any reason, in connection with the services or use of the products sold hereunder.
17. **ACCEPTANCE OF PRODUCTS.** Buyer shall be deemed to have irrevocably accepted the products and services sold hereunder if Buyer has not given to Seller a written notice of rejection, describing the basis for rejection, within 10 business days after delivery. All data and intellectual property provided by Seller in connection with this Agreement shall belong to Seller ("Heartland Materials"). Seller shall retain all rights and interests in and to the Heartland Materials after the completion of this Agreement.
18. **CHOICE OF LAW.** This Agreement, and any claim arising under it, or related to the transaction evidenced by it, shall be construed and determined under the laws of Wisconsin.
19. **ATTORNEY FEES.** In the event that legal action is taken by either party upon any claim arising from this Agreement or in any way related to the transaction that is evidenced by this Agreement, Seller shall, if it prevails, be entitled to recover from Buyer its actual reasonable attorney fees incurred in connection therewith.
20. **SEVERABILITY.** If any portion of this Agreement is determined by a court or government agency having competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall remain in full force and effect to the extent permitted by law.
21. **BINDING EFFECT.** This Agreement shall bind and inure to the benefit of the parties, and their respective heirs, successors, personal representatives, beneficiaries and assigns.
22. **ADDITIONAL WORK.** In the event that Seller agrees to provide additional products or service not specifically covered by this Agreement, the terms and conditions of this Agreement shall govern, unless otherwise provided in writing.
23. **ENTIRE AGREEMENT.** This is the entire agreement of the parties respecting the sale of the products or services, sold by Seller to Buyer. No modification, addition, or amendment shall be binding unless in writing and signed by both parties.

Buyer accepts these Standard Terms and Conditions as a condition of Buyer's purchase of services and/or products from Heartland.

STC.2019.v1.0

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

Meeting of April 21, 2020

ACTION EXHIBIT NO. 16424

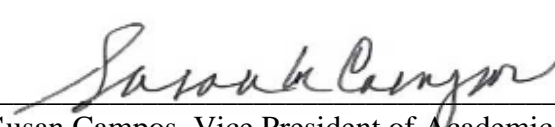
**SUBJECT: COLLEGE CURRICULUM COMMITTEE RECOMMENDATIONS**

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

**RATIONALE:** These recommendations were approved by the College Curriculum Committee on March 5, 2020, and approved by the Academic Senate on March 10, 2020.

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

  
Dr. Susan Campos, Vice President of Academic Affairs

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**Board Officers' Signatures Required:**

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**Mark R. Stephens**  
Chairman

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**Diane Viverito**  
Secretary

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**Date**

Related forms requiring Board signature: Yes  No

# MEMO

**TO:** Dr. Susan Campos  
**FROM:** Dr. Julianne Murphy  
**DATE:** Monday, March 09, 2020  
**RE:** College Curriculum Committee Item(s) from March 5, 2020  
for Academic Senate on March 10, 2020

**CCC Number**      **Item/Description and Summary**  
**C235A**      **Construction Technology (AAS)**      **Effective Date:** 8/22/2020

**Proposal Type:** Revised Curriculum  
**Summary:** added one program learning outcome, ENT 106, ENT 107; deleted ARC 108; moved ARC 102 from Program Electives to Sem 3; revised ARC 261 and ARC 110  
**Rationale:** ARC 261 will decrease from 4 to 3 credit hours. ARC 102 (OSHA) is added to the core curriculum (1 credit hour). ARC 110 is divided into 2 courses, reducing the credits for ARC 110 from 3 to 2, and making it a lecture only course. ARC 108 (new, 1-credit hour course) will run as a corequisite with ARC 110 and will be a lab/lecture-based course focused on construction. ARC 261 is a non-transferable skills-based course. All changes were approved by the Advisory Board in Fall 2019.

**C248A**      **Architecture (AAS)**      **Effective Date:** 8/22/2020

**Proposal Type:** Revised Curriculum  
**Summary:** revised program learning outcomes; added ARC 108; revised ARC 110, ARC 172, ARC 26  
**Rationale:** ARC 171 (Design II) will increase from 4 to 5 credits and is a transferable course that better aligns with the credits for transfer institutions. ARC 261 will decrease from 4 to 3 credits and is a non-transferable skills-based course. ARC 110 will be split into 2 courses, reducing the credits for ARC 110 from 3 to 2, and making it a lecture-only course. ARC 108, a new course, will run as a corequisite with ARC 110 and have a lab/lecture-based course focused on construction techniques. All changes were approved by the Advisory Board in Fall 2019.

**CCC Number**      **Item/Description and Summary**  
**C448T**      **Architecture Certificate**      **Effective Date:** 8/22/2020

**Proposal Type:** Revised Curriculum  
**Summary:** add ARC 108; revised ARC 110, ARC 261; total credits from 22 to 21  
**Rationale:** Credit hours for ARC 261 were reduced from 4 to 3 allowing one additional credit to the Design II class to more closely align with courses offered at the four-year transfer colleges. ARC 261 is a non-transferable course. All changes were approved by the Advisory Board in Fall 2019.

**C448X**      **Architectural Design Certificate**      **Effective Date:** 8/22/2020

**Proposal Type:** Revised Curriculum  
**Summary:** revised program description; moved ARC 170 from Sem 1 to 2; ARC 210 from Sem 1 to 3; ARC 171 from Sem 2 to 3; ARC 214 and ARC 272 from Sem 2 to 4; revised ARC 172; total program credits from 28 to 29  
**Rationale:** ARC 171 (Design II) will increase from 4 to 5 credit hours and is a transferable course that more closely aligns with the credits for transfer Institutions. Changes were approved by the Advisory Board in Fall 2019.

**C548M**      **Building Information Modeling/  
BIM Advanced Certificate**      **Effective Date:** 8/22/2020  
**Lab Fee:**

**Proposal Type:** Revised Curriculum  
**Summary:** revised ARC 261  
**Rationale:** ARC 261 will decrease from 4 to 3 credit hours and is a non-transferable skills based course. All changes were approved by the Advisory Board in Fall 2019.

**CCC Number**      **Item/Description and Summary**  
**C260A**      **Renewable Energy Technology**      **Effective Date:** 8/22/2020

**Proposal Type:** Revised Curriculum  
**Summary:** added Program Learning Outcomes; ARC 108, ARC 110; BUS 141, BUS 150; ECO 100; ENT 206; HTH 281; MAT 122; PHL 113; deleted ENT 204, ENT 115; MAT 114; PHL103; PHY 101; revised ARC 110; moved RHT 102 from Sem 3 to 2; program specific courses from 44 to 45; gen-ed from 20 to 15; total program credits from 64 to 60

**Rationale:** Previous ARC110 course included a lab component was 3 credits. Lab was removed to a separate 1 credit course, to allow many sections as needed, and offer different 7-week options. ARC110 is now a 2 credit lecture course. Previously the course layout listed the lab to be on the same evening, with all of the students that proved to be difficult with larger classes. When the shop has too many students in the class it becomes a safety issue and a hindrance to learning. Revisions were unanimously approved by the Fall 2019 Advisory Board.

**ARC 108**      **Materials and Techniques**      **Effective Date:** 8/22/2020  
**Lab Fee:** \$50.00

**Proposal Type:** New Course  
**Summary:** 1 credit; .5 lecture; 1 lab; prerequisite 'concurrent enrollment with ARC 110'

**Rationale:** Previously ARC110 included a lab component as part of the 3 credit hour course. The lab was removed to a separate 1 credit course to allow as many sections as needed, and to offer different 7-week options. In the previous layout, the lab had to be on the same evening, with all of the students, which proved to be difficult with larger classes. When the shop has too many students in the class it becomes a safety issue and a hindrance to learning. These changes were approved unanimously by the Advisory Board.  
A separate hands-on construction lab was developed to give the students practical building exposure to better understand how a building is constructed, and best practices in the sustainably built environment. ARC 108 will be offered in 7– week sections, as we now have the flexibility to add as many sections as needed.

**CCC Number** **Item/Description and Summary**  
**ARC 110**      **Materials, Methods & Sustainability I**      **Effective Date:** 8/22/2020

**Proposal Type:** Revised Course  
**Summary:** credits from 3 to 2; lab from 2 to 0; prerequisite 'concurrent enrollment with ARC 108'; course fee from \$100 to \$0; course description change

**Rationale:** ARC 110 will be split into 2 courses, reducing the credit for ARC 110 from 3 to 2, and making it a lecture only course. ARC 108, a new class, will run concurrently with ARC 110 and will be a lab/lecture-based course focused on construction techniques. All changes were approved by the Advisory Board in Fall 2019. The course fee was removed due to the removal of the lab. The general education outcomes were updated to align with our institutional general education outcome revision, along with credit, lab, prerequisite, description, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**ARC 261**      **Revit**      **Effective Date:** 8/22/2020

**Proposal Type:** Revised Course  
**Summary:** credits from 4 to 3; lecture from 2 to 1; course description

**Rationale:** Credit hours for ARC 261 were reduced from 4 to 3 allowing one additional credit to Design II course to more closely align with courses offered at 4-year transfer colleges. ARC 261 is a non-transferable course. All changes were approved by the Advisory Board in Fall 2019.  
The general education outcomes were updated to align with our institutional general education outcome revision, along with credit, lecture, description, textbook, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**ARC 171**      **Design II**      **Effective Date:** 8/22/2020

**Proposal Type:** Revised Course  
**Summary:** credits from 4 to 5; lab from 6 to 8; prerequisite 'ARC 170 with a minimum grade of 'C"; course description change

**Rationale:** Credit hours were increased from 4 to 5 to better align the Design courses with courses offered at 4-year transfer colleges. All changes were approved by the Advisory Board in Fall 2019.

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

**CCC Number Item/Description and Summary**

**ARC 263 Revit Management Effective Date: 8/22/2020**

**Proposal Type:** Delete Course  
**Summary:** course deleted

**Rationale:** ARC 263 has not been offered in more than five years, and is not required for any degree or certificate program, therefore it is being deleted.

**ARC 280 Materials, Methods & Sustainability II Effective Date: 8/22/2020**

**Proposal Type:** Revised Course  
**Summary:** prerequisite to 'ARC 261 with a minimum grade of 'C'; course description change

**Rationale:** The general education outcomes were updated to align with our institutional general education outcome revision, along with prerequisite, description, assessment, instructional strategies, to bring in line with current course offering.

**BIS 151 Principles of Biology II Effective Date: 8/22/2020**

**Proposal Type:** Revised Course  
**Summary:** revised assessment and prerequisite to 'BIS 150, or AP Biology with score of 4'  
**Rationale:** The assessments were revised to accurately reflect course content offering and the prerequisite was revised to accurately reflect the correct prerequisite.

**CIS 101 Computer Systems and Business Applications Effective Date: 8/22/2020**

**Proposal Type:** Revised Course  
**Summary:** updated general education outcomes, textbook, Overall Learning Outcomes, 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 textbook, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**CCC Number Item/Description and Summary**

**CIS 105 A+ PC Hardware and Software Effective Date: 8/22/2020**

**Proposal Type:** Revised Course  
**Summary:** updated general education outcomes, textbook, Overall Learning Outcomes, 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, Overall Learning Outcomes, textbook, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**CIS 106 A+ PC Maintenance & Repair Effective Date: 8/22/2020**

**Proposal Type:** Revised Course  
**Summary:** updated general education outcomes, Overall Learning Outcomes, 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 textbook, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**CIS 121 Introduction to Programming Effective Date: 8/22/2020**

**Proposal Type:** Revised Course  
**Summary:** updated general education outcomes, textbook, revised 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 textbook, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**CIS 125 Discrete Mathematics for Computing Effective Date: 8/22/2020**

**Proposal Type:** Revised Course  
**Summary:** updated general education outcomes, Overall Learning Goals, 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 textbook, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**CCC Number**      **Item/Description and Summary**

**CIS 130**      **iPhone Operating System (IOS) Application Development 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 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.

**CIS 157**      **Microsoft ACCESS I**      **Effective Date:** 8/22/2020

**Proposal Type:** Revised Course  
**Summary:** updated general education outcomes, Overall Learning Outcomes, 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 Overall Learning Outcomes, textbook, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**CIS 176**      **LAN Administration: Windows Server**      **Effective Date:** 8/22/2020

**Proposal Type:** Revised Course  
**Summary:** updated general education outcomes, Overall Learning Outcomes, 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 Overall Learning Outcomes, textbook, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**CCC Number** **Item/Description and Summary**

**CIS 190**      **Web Site Development**      **Effective Date:** 8/22/2020

**Proposal Type:** Revised Course  
**Summary:** updated general education outcomes, description, Overall Learning Outcomes, 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, Overall Learning Outcomes, textbook, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**CIS 207**      **Cloud Computing Architectures and Projects**      **Effective Date:** 8/22/2020

**Proposal Type:** Revised Course  
**Summary:** updated general education outcomes, Overall Learning Outcomes, 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 textbook, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**CIS 226**      **Advanced Network Security**      **Effective Date:** 8/22/2020

**Proposal Type:** Revised Course  
**Summary:** updated general education outcomes, description, textbook, Overall Learning Outcomes, 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, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**CCC Number**      **Item/Description and Summary**

**CIS 253      Advanced Visual Basic Programming**                      **Effective Date:** 8/22/2020

**Proposal Type:**    Revised Course

**Summary:** updated general education outcomes, textbook, Overall Learning Outcomes, 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 textbook, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**CIS 255      C++ Programming**                      **Effective Date:** 8/22/2020

**Proposal Type:**    Revised Course

**Summary:** updated general education outcomes, textbook, Overall Learning Outcomes, 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 textbook, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**CIS 277      Command Processing and Scripting**                      **Effective Date:** 8/22/2020

**Proposal Type:**    Revised Course

**Summary:** updated general education outcomes, textbook, Overall Learning Outcomes, 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 textbook, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**CCC Number** **Item/Description and Summary**

**CIS 278      Data Base Management Systems**                      **Effective Date:** 8/22/2020

**Proposal Type:**    Revised Course

**Summary:** updated general education outcomes, description, textbook, Overall Learning Outcomes, 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, Overall Learning Outcomes, textbook, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**CIS 295      Data Structure with C++**                      **Effective Date:** 8/22/2020

**Proposal Type:**    Revised Course

**Summary:** updated general education outcomes, textbook, Overall Learning Outcomes, 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 textbook, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**CJA 106      Self Defense for the Law Enforcement Professional**                      **Effective Date:** 8/22/2020

**Proposal Type:**    Revised Course

**Summary:** updated general education outcomes, description, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes

**Rationale:** The general education outcomes were updated to align with our institutional general education outcome revision, along with description, Overall Learning Goals, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.



**CCC Number**      **Item/Description and Summary**  
**CJA 107**    **Stress Management in Law Enforcement (SMILE)**      **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 were 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.

**CJA 115**    **Pro Skills: Private Security-Bas & Firearm Train**      **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 were updated to align with our institutional general education outcome revision, along with description, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**CJA 121**    **Introduction to Corrections**      **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 were 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.

**CJA 125**    **Principles of Probation and Parole** **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 were updated to align with our institutional general education outcome revision, along with description, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**CCC Number** **Item/Description and Summary**  
**CJA 127**    **Correctional Counseling**      **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 were updated to align with our institutional general education outcome revision, along with assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**CJA 161**    **Administration of 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 were updated to align with our institutional general education outcome revision, along with assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**CJA 171**    **Patrol Administration**      **Effective Date:** 8/22/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, textbook, assessment, instructional strategies, topics and topical learning outcomes

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

**CJA 175**    **Report Writing for Criminal Justice**      **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 were updated to align with our institutional general education outcome revision, along with description, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**CCC Number**      **Item/Description and Summary**  
**CJA 181**    **Juvenile Delinquency and Law**      **Effective Date:** 8/22/2020

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

**CJA 205**    **Women in Criminal Justice**      **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 were updated to align with our institutional general education outcome revision, along with description, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**CJA 219**    **Criminal Law I**      **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 were updated to align with our institutional general education outcome revision, along with description, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**CJA 236**    **Criminal Law 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 were 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**  
**CJA 241**    **Traffic Enforcement & Administration**      **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 were updated to align with our institutional general education outcome revision, along with assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**CJA 246**    **Laws of Evidence**      **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 were updated to align with our institutional general education outcome revision, along with description, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**CJA 257**    **Law Enforcement 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 were updated to align with our institutional general education outcome revision, along with description, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**CJA 290**    **Criminal Justice Capstone**      **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 were updated to align with our institutional general education outcome revision, along with description, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**CCC Number**      **Item/Description and Summary**

**CJA 298    Law Enforcement Administration II**      **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 were updated to align with our institutional general education outcome revision, along with description, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**DMS 135    Ultrasound Film Critique**      **Effective Date:** 5/25/2020

**Proposal Type:**    Revised Course

**Summary:**    updated general education outcomes, prerequisite to 'DMS 110, concurrent enrollment with DMS 131 or DMS 142, DMS 136 and DMS 200'; description, textbook, assessment and instructional strategies

**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with prerequisite, description, textbook, assessment and instructional strategies, to bring in line with current course offering.

**U224A13    Level 2 Gateway Sate Credential (AA)**      **Effective Date:** 8/22/2020

**Proposal Type:**    Revised Curriculum

**Summary:**    added ECE 146, ECE 153; deleted ECE 138; revised concentration courses and catalog layout; program specific courses from 16.5-18.5 to 16-18; total program credits from 60.5 to 60

**Rationale:**    Early Childhood Education: The courses were re-aligned with the new Gateways to Opportunity Competencies and for clarity. In addition, students now receive a Level II Gateways to Opportunity ECE Credential in addition to their A.A. degree. Elementary Education: The curriculum description was revised to reflect best practices in education licensure, along with the prerequisites to reflect best practices in education, revised catalog page to reflect aforementioned changes and revised program-learning outcomes to reflect institution-wide Assessment goals.

**CCC Number**      **Item/Description and Summary**

**EDU 207    Introduction to Education**      **Effective Date:** 8/22/2020

**Proposal Type:**    Revised Course

**Summary:**    credits from 3.5 to 3; clinical lab from 1 to 0; prerequisite to 'None'; updated assessment

**Rationale:**    The credits were revised to 3 hours instead of 3.5; clinical lab hours were removed, as instructors are not required to visit students at a field observation site. The prerequisite of RHT 101 was removed to allow students to take class at anytime, to provide flexibility in their choices, along with assessment to bring in line with current course offering.

**EDU 215    Educational Psychology**      **Effective Date:** 5/25/2020

**Proposal Type:**    Revised Course

**Summary:**    updated description, Formative and Summative assessment, Overall Learning Outcomes

**Rationale:**    The Formative and Summative assessments and Overall Learning Outcomes were revised, to bring in line with the current course offering.

**C220A      ECE/Credential Trans Pathway Level IV (AAS)**      **Effective Date:** 8/22/2020

**Proposal Type:**    Revised Curriculum

**Summary:**    title to 'Early Childhood Associates in Applied Science Career Pathway, Gateways to Opportunity Level IV Credential'; program description change; added ECE 153, ECE 115 or ECE 250, PSY 100, MAT 116, ENG 170; deleted ECE 252, HIS 152 or SOC 100, PHL 101 or PHL 105; revised ECE 251; program specific courses from 44.5 to 37.5; electives from 1 to 2; gen-ed from 15-21

**Rationale:**    C220A needed to be re-aligned with new Gateways to Opportunity Competencies, as it is required to include the addition of ECE 153 in order to be stackable with the Early Childhood Career Pathway Level II and III credentials. ECE 252 Seminar was removed, as there was not a need for a separate practicum and seminar class. ECE 251 Practicum will now have lab hours, as well as 3 lecture hours which will serve as the seminar.

**CCC Number**      **Item/Description and Summary**

**C320A**      **ECE Credential Continuing Pathway Certificate Level III**      **Effective Date:** 8/22/2020

**Proposal Type:** Revised Curriculum  
**Summary:** title to 'Early Childhood Advanced Career Pathway Level III Certificate, Gateways to Opportunity Level III Credential'; program description change; added ECE 153; deleted ECE 121, ECE 231, ECE 233; program specific courses 26.5 to 27.5; program electives 3 to 0; total program credits from 29.5 to 27.5

**Rationale:** The program needed to be re-aligned with new Gateways to Opportunity Competencies, as it is required to include ECE 153 in order to be stackable with the Early Childhood Career Pathway Level III credential. The decision to remove the program electives from this certificate was driven by a recommendation by Gateways to Opportunity to remove unnecessary coursework that is not required to meet competencies in an effort to make credentials more attainable

**C420C**      **Early Childhood Career Pathway Level II**      **Effective Date:** 8/22/2020

**Proposal Type:** Revised Curriculum  
**Summary:** title to 'Early Childhood Career Pathway Level II Certificate, Gateways to Opportunity Level II Credential'; program description change; deleted ECE 138; program specific courses from 18.5 to 15; total program credits from 18.5 to 15

**Rationale:** The program needed to be re-aligned with new Gateways to Opportunity Competencies. Gateways to Opportunity, has also encouraged higher education programs to create Level II certificates that are 15 credits or less and to remove any coursework with hands-on/practical experience at this level. This will make the certificate more attainable for students.

**C520A**      **ECE Admin and Management Advanced Certificate**      **Effective Date:** 8/22/2020

**Proposal Type:** Revised Curriculum  
**Summary:** title to 'Early Childhood Administration and Management Advanced Certificate, Gateways to Opportunity Illinois Director Level I Credential'; program description change; added ECE 153, ECE 253; deleted ECE 121, HIA 115, HTH 281; program specific courses from 27.5 to 26.5; total program credits from

**Rationale:** C520A needed to be re-aligned with new Gateways to Opportunity Competencies, as the program was missing a 300-hour practicum in early childhood administration, which is required by State. ECE 253 was created to fulfill that

**CCC Number** **Item/Description and Summary**

**ECE 251**      **Practicum**      **Effective Date:** 8/22/2020

**Proposal Type:** Revised Course  
**Summary:** credits from 4 to 5; lecture from 2 to 3; course description

**Rationale:** Currently ECE 251 Practicum and ECE 252 Seminar are two different courses. By combining the two courses will benefit students to make the practical experience more cohesive. These changes will also benefit the Early Childhood Program, as it will be easier to collect assessment data on course efficacy.

**ECE 252**      **Seminar**      **Effective Date:** 8/22/2020

**Proposal Type:** Delete Course  
**Summary:** course deleted

**Rationale:** Currently ECE 251 Practicum and ECE 252 Seminar are two different courses. By combining the two courses will benefit students to make the practical experience more cohesive. It will also benefit the Early Childhood Program, as it will be easier to collect assessment data on course efficacy.

**ECE 253**      **Practicum in Early Childhood Ed Administration**      **Effective Date:** 8/22/2020  
**Lab Fee:** \$100.00

**Proposal Type:** New Course  
**Summary:** credits 5; lecture 3; clinical lab 4; prerequisite 'associate degree or higher; ECE 110, ECE 111, ECE 118, ECE 138, ECE 142, ECE 146, ECE 153, and ECE 250 (all with a grade of 'C' or higher) and department chair approval'; course fee \$100

**Rationale:** ECE 253 is a practicum course that further prepares students for a position in early childhood administration. In addition, the State of Illinois requires anyone perusing an Illinois Director Credential, such as the Early Childhood Administration and Management Advanced Certificate, to complete a 300-hour practicum in early childhood education administration. We currently do not offer this practical experience to students, therefore it is imperative that we add this component so that we can continue to offer this credential.

**CCC Number**      **Item/Description and Summary**  
**ECO 296**    **Special Topics in Economics**      **Effective Date:** 8/22/2020

**Proposal Type:**    Revised Course  
**Summary:**    credits from 1-4 to 3; lecture from 1-4 to 3; from Variable credit to Not Variable credit; updated general education outcomes, description, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with description, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**EMP 103**    **Intermediate Incident Command System**      **Effective Date:** 5/25/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, description, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with description, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**EMP 111**    **Principles of Emergency Management & Planning**      **Effective Date:** 5/25/2020

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

**EMP 112**    **Emergency Management Operation**      **Effective Date:** 5/25/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, description, assessment, instructional strategies, topics and topical learning outcomes  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**CCC Number** **Item/Description and Summary**  
**EMP 113**    **Emergency Planning & Special Needs Populations**      **Effective Date:** 5/25/2020

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

**EMP 121**    **Introduction to Mitigation**      **Effective Date:** 5/25/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, description, Overall Learning Goals, assessment, instructional strategies, topics and topical learning outcomes  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with description, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**EMP 122**    **Mitigation for Emergency**      **Effective Date:** 5/25/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, description, Overall Learning Goals, assessment, instructional strategies, topics and topical learning outcomes  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with description, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**EMP 131**    **Emergency Operations Center (EOC) Management & Operations**      **Effective Date:** 5/25/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, description, assessment, instructional strategies, topics and topical learning outcomes  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with description, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course

**CCC Number**      **Item/Description and Summary**

**EMP 132 Incident Command System/ Emergency Operation Center Interface**      **Effective Date:** 5/25/2020

**Proposal Type:** Revised Course  
**Summary:** updated general education outcomes, description, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes

**Rationale:** The general education outcomes were updated to align with our institutional general education outcome revision, along with description, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**EMP 141 Basic Public Information Officers (PIO)**      **Effective Date:** 5/25/2020

**Proposal Type:** Revised Course  
**Summary:** updated general education outcomes, description, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes

**Rationale:** The general education outcomes were updated to align with our institutional general education outcome revision, along with description, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**EMP 151 Resource Management**      **Effective Date:** 8/22/2020

**Proposal Type:** Revised Course  
**Summary:** updated general education outcomes, description, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes

**Rationale:** The general education outcomes were updated to align with our institutional general education outcome revision, along with description, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**CCC Number**      **Item/Description and Summary**

**EMP 161 Disaster Response/Recovery Operation & RAPID Assessment**      **Effective Date:** 8/22/2020

**Proposal Type:** Revised Course  
**Summary:** updated general education outcomes, description, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes

**Rationale:** The general education outcomes were updated to align with our institutional general education outcome revision, along with description, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**EMP 201 Debris Management**      **Effective Date:** 5/25/2020

**Proposal Type:** Revised Course  
**Summary:** updated general education outcomes, description, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes

**Rationale:** The general education outcomes were updated to align with our institutional general education outcome revision, along with description, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**EMP 211 Basic Skills in Emergency Program Management**      **Effective Date:** 5/25/2020

**Proposal Type:** Revised Course  
**Summary:** updated general education outcomes, description, assessment, instructional strategies, topics and topical learning outcomes

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

**EMP 221 The Role of Voluntary Agencies in Emergency Management**      **Effective Date:** 5/25/2020

**Proposal Type:** Revised Course  
**Summary:** updated general education outcomes, description, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes

**Rationale:** The general education outcomes were updated to align with our institutional general education outcome revision, along with description, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**CCC Number**      **Item/Description and Summary**  
**EMP 222**    **Developing Volunteer Resources**    **Effective Date:** 5/25/2020

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

**EMP 223**    **Donations Management**                      **Effective Date:** 5/25/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, description, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with description, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**EMP 231**    **An Orientation in Community Disaster Exercises**                      **Effective Date:** 5/25/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, description, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with description, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**EMP 232**    **Exercise Design**                                      **Effective Date:** 5/25/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, description, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with description, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**CCC Number**    **Item/Description and Summary**  
**EMP 233**    **Exercise Program Manager-Management Course**                      **Effective Date:** 5/25/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, description, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with description, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**EMP 241**    **Hazardous Weather and Flood Preparedness**                      **Effective Date:** 5/25/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, description, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with description, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**EMP 242**    **Warning Coordination & Maintaining Spotter Groups**                      **Effective Date:** 5/25/2020

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

**EMP 243**    **Hazardous Weather, Flooding & Hurricane Planning**                      **Effective Date:** 5/25/2020

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

**CCC Number      Item/Description and Summary**

**C444G      Basic Fire Prevention Officer      Effective Date:** 8/22/2020

**Proposal Type:** New Curriculum

**Summary:** new certificate: 6 total credit hours

**Rationale:** The Basic Fire Prevention Officer Certificate was developed, per the request of the Advisory Board and community.

**FIR 181      Fire Inspector I      Effective Date:** 8/22/2020

**Proposal Type:** New Course

**Summary:** 3 credits; 3 lecture; prerequisite 'career service firefighter with Firefighter II or Basic Operation Firefighter certification from the Illinois Office State Fire Marshall'

**Rationale:** FIR 181 was developed, as it is required for the new Basic Fire Prevention Officer Certificate.

**FIR 183      Public Fire & Life Safety Educator I      Effective Date:** 8/22/2020

**Proposal Type:** New Course

**Summary:** 3 credits; 3 lecture; prerequisite 'career service firefighter with Firefighter II or Basic Operation Firefighter certification from the Illinois Office State Fire Marshall'

**Rationale:** FIR 183 was developed, as it is required for the new Basic Fire Prevention Officer Certificate.

**C444H      Fire Apparatus Engineer      Effective Date:** 8/22/2020

**Proposal Type:** New Curriculum

**Summary:** total program credits: 3

**Rationale:** C444H was developed, per the Advisory Board and community partners' recommendation.

**FIR 222      Fire Apparatus Engineer      Effective Date:** 8/22/2020

**Lab Fee:** \$100.00

**Proposal Type:** New Course

**Summary:** 3 credits; 2.5 lecture; 1 lab; prerequisite 'career service firefighter with Firefighter II or Basic Operation Firefighter certification from the Illinois Office State Fire Marshall'

**Rationale:** FIR 222 is a necessary course for the new Fire Apparatus Certificate.

**C444I      Fire Department Safety Officer      Effective Date:** 8/22/2020

**Proposal Type:** New Curriculum

**Summary:** total program credits: 6

**Rationale:** C444I was developed, per the Advisory Board and community partners' recommendation.

**FIR 253      Health and Safety Officer      Effective Date:** 8/22/2020

**Proposal Type:** New Course

**Summary:** 3 credits; 3 lecture; prerequisite 'an Advanced Technician Fire Fighter or a Fire Fighter III & Fire Officer I or Company Fire Officer certified thru the Illinois Fire Marshal Office; an active employee or volunteer with an organization where the job function is fire-service related'

**Rationale:** FIR 253 was developed as it is required for the new Fire Department Safety Officer Certificate.

**GEO 296      Special Topics in Geography      Effective Date:** 5/25/2020

**Proposal Type:** Revised Course

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

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

**HIA 202      Ethnic Cooking - American      Effective Date:** 8/22/2020

**Proposal Type:** Revised Course

**Summary:** lab from 1 to 2; updated description, assessment, instructional strategies, topics and topical learning outcomes

**Rationale:** Upon review of course outline, the credit hours remain the same, but a revision to lab hours to best reflect instructional methods and assessment of student learning outcomes that occur in the course, along with description, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.



**CCC Number**      **Item/Description and Summary** **CCC Number**  
**HIA 205**      **Ethnic Cooking - Chinese**      **Effective Date:** 8/22/2020

**Proposal Type:** Revised Course  
**Summary:** lab from 1 to 2; updated description, assessment, instructional strategies, topics and topical learning outcomes  
**Rationale:** Upon review of course outline, the credit hours remain the same, but a revision to lab hours was made to best reflect instructional methods and assessment of student learning outcomes that occur in the course, along with description, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**HIA 207**      **Ethnic Cooking - French**      **Effective Date:** 8/22/2020

**Proposal Type:** Revised Course  
**Summary:** lab from 1 to 2; updated description, assessment, instructional strategies, topics and topical learning outcomes  
**Rationale:** Upon review of course outline, the credit hours remain the same, but a revision to lab hours to best reflect instructional methods and assessment of student learning outcomes that occur in the course, along with description, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**HIA 208**      **Ethnic Cooking - German**      **Effective Date:** 8/22/2020

**Proposal Type:** Revised Course  
**Summary:** lecture from 1 to 0; lab from 0 to 2; updated description, assessment, instructional strategies, topics and topical learning outcomes  
**Rationale:** Upon review of course outline, the credit hours remain the same, but a revision from lecture to lab hours to best reflect instructional methods and assessment of student learning outcomes that occur in the course, along with description, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**Item/Description and Summary**  
**HIA 209**      **Ethnic Cooking - Mediterranean**      **Effective Date:** 8/22/2020

**Proposal Type:** Revised Course  
**Summary:** lab from 1 to 2; updated description, assessment, instructional strategies, topics and topical learning outcomes  
**Rationale:** Upon review of course outline, the credit hours remain the same, but a revision lab hours was made to best reflect instructional methods and assessment of student learning outcomes that occur in the course, along with description, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**HIA 211**      **Ethnic Cooking - Italian**      **Effective Date:** 8/22/2020

**Proposal Type:** Revised Course  
**Summary:** lecture from 1 to 0; lab from 0 to 2; updated description, assessment, instructional strategies, topics and topical learning outcomes  
**Rationale:** Upon review of course outline, the credit hours remain the same, but a revision from lecture to lab hours to best reflect instructional methods and assessment of student learning outcomes that occur in the course, along with description, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**HIA 212**      **Ethnic Cooking - Japanese**      **Effective Date:** 8/22/2020

**Proposal Type:** Revised Course  
**Summary:** lab from 1 to 2; updated description, assessment, instructional strategies, topics and topical learning outcomes  
**Rationale:** Upon review of course outline, the credit hours remain the same, but a revision to lab hours to best reflect instructional methods and assessment of student learning outcomes that occur in the course, along with description, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**CCC Number**      **Item/Description and Summary**

**HIA 213**      **Ethnic Cooking - Mexican**                      **Effective Date:** 8/22/2020

**Proposal Type:**    Revised Course

**Summary:**    lab from 1 to 2; updated description, assessment, instructional strategies, topics and topical learning outcomes

**Rationale:**    Upon review of course outline, the credit hours remain the same, but a revision to lab hours is being proposed to best reflect instructional methods and assessment of student learning outcomes that occur in the course, along with description assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**HIA 214**      **Ethnic Cooking - New Orleans**                      **Effective Date:** 8/22/2020

**Proposal Type:**    Revised Course

**Summary:**    lab from 1 to 2; updated description, assessment, instructional strategies, topics and topical learning outcomes

**Rationale:**    Upon review of course outline, the credit hours remain the same, but a revision of lab hours is being proposed to best reflect instructional methods and assessment of student learning outcomes that occur in the course, along with description, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**HIA 216**      **Ethnic Cooking - Polish**                                      **Effective Date:** 8/22/2020

**Proposal Type:**    Revised Course

**Summary:**    lab from 1 to 2; updated description, assessment, instructional strategies, topics and topical learning outcomes

**Rationale:**    Upon review of course outline, the credit hours remain the same, but a revision to lab hours is being proposed to best reflect instructional methods and assessment of student learning outcomes that occur in the course, along with description, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**CCC Number** **Item/Description and Summary**

**HIA 218**      **Ethnic Cooking - Spanish**                                      **Effective Date:** 8/22/2020

**Proposal Type:**    Revised Course

**Summary:**    lab from 1 to 2; updated description, assessment, instructional strategies, topics and topical learning outcomes

**Rationale:**    Upon review of course outline, the credit hours remain the same, but a revision to lab hours is being proposed to best reflect instructional methods and assessment of student learning outcomes that occur in the course, along with description, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**HIS 141**      **World History I**    **Effective Date:** 8/22/2020

**Proposal Type:**    Revised Course

**Summary:**    title to 'World History to 1500'; updated general education outcomes, description, Overall Learning Outcomes, 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 title, description, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**HIS 142**      **World History From 1500**                                      **Effective Date:** 8/22/2020

**Proposal Type:**    Revised Course

**Summary:**    title to 'World History From 1500'; updated general education outcomes, description, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning

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

**HIS 192**      **History of Asia and the Pacific II**                                      **Effective Date:** 5/25/2020

**Proposal Type:**    Revised Course

**Summary:**    updated general education outcomes, 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**

**HUM 100    Arts and Culture in Global                      Effective Date: 5/25/2020**  
**Perspective**

**Proposal Type:**    New Course  
**Summary:**        3 credits; 3 lecture

**Rationale:**      HUM 100 is being designed under the National Endowment for the Humanities Grant "creating a Culturally Relevant Curriculum", which is focused on global arts and adds an option for students to earn human diversity credit while simultaneously fulfilling general education credits in the Humanities.

**HUM 101    The Popular Arts    Effective Date: 8/22/2020**

**Proposal Type:**    Revised Course  
**Summary:**        course number to '155'; title to 'Contemporary Popular Culture'; updated Overall Learning Outcomes, 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 the title, course number, Overall Learning Outcomes, textbook, assessment, instructional strategies, topics and topical learning outcomes, to accurately reflect the course content.

**HUM 102    Mass Media and Culture                                      Effective Date: 5/25/2020**

**Proposal Type:**    Delete Course  
**Summary:**        course deleted

**Rationale:**      HUM 102 is not transferable, has not been offered recently, not required in any program, nor is it an IAI approved course, therefore, it is being deleted.

**HUM 104    The Humanities Through the Arts                      Effective Date: 8/22/2020**

**Proposal Type:**    Revised Course  
**Summary:**        title to 'Humanities Through The Arts'; updated general education outcomes, Overall Learning Outcomes, 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 the title, Overall Learning Outcomes, textbook, assessment, instructional strategies, topics and topical learning outcomes, to accurately reflect the course content.

**CCC Number    Item/Description and Summary**

**HUM 120    The Worker in America                                      Effective Date: 5/25/2020**

**Proposal Type:**    Delete Course  
**Summary:**        course deleted

**Rationale:**      HUM 120 is a one-credit hour course that is not transferable and not required in any program, therefore, it is being deleted.

**HUM 122    Humanities: Modern Architecture                      Effective Date: 5/25/2020**

**Proposal Type:**    Delete Course  
**Summary:**        course deleted

**Rationale:**      HUM 122 is a one-credit hour course that is not transferable and not required in any program, therefore, it is being deleted.

**HUM 124    Professional Ethics    Effective Date: 5/25/2020**

**Proposal Type:**    Delete Course  
**Summary:**        course deleted

**Rationale:**      HUM 124 is a one-credit hour course that is not transferable and not required in any program, therefore, it is being deleted.

**HUM 125    The Individual and Technology                              Effective Date: 5/25/2020**

**Proposal Type:**    Delete Course  
**Summary:**        course deleted

**Rationale:**      HUM 125 is a one-credit hour course that is not transferable and not required in any program, therefore, it is being deleted.

**HUM 126    Modern Business Ethics                                      Effective Date: 5/25/2020**

**Proposal Type:**    Delete Course  
**Summary:**        course deleted

**Rationale:**      HUM 126 is a one-credit course that is not transferable and not required in any program, therefore, it is being deleted.

**CCC Number**      **Item/Description and Summary**

**HUM 165 Introduction to the Latin American Experience**      **Effective Date:** 8/22/2020

**Proposal Type:** Revised Course  
**Summary:** title to 'Introduction to Latino and Latin American Studies'; updated general education outcomes, Overall Learning Outcomes, textbook, assessment, instructional strategies, topics and topical learning outcomes

**Rationale:** HUM 165 is being revised as a result of the "National Endowment for the Humanities Grant "creating a Culturally Relevant Curriculum", which adds an option for students to earn human diversity credit while fulfilling general education credits in the Humanities. The general education outcomes were updated to align with our institutional general education outcome revision, along with Overall Learning Outcomes, textbook, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**HUM 175 Race, Class, and Gender in the United States**      **Effective Date:** 8/22/2020

**Proposal Type:** New Course  
**Summary:** 3 credits; 3 lecture; prerequisite 'must meet all current college reading and writing requirements for RHT 101 placement'

**Rationale:** HUM 175 was developed under NEH grant "Creating a Culturally Relevant Curriculum" to increase the college's offerings of courses that fulfill human diversity credits for students.

**C417E Nurse Assistant Certificate**      **Effective Date:** 5/25/2020

**Proposal Type:** Revised Curriculum  
**Summary:** added AHL 101, AHL 113; deleted AHL 111

**Rationale:** AHL 111 was not offered for over five years and is being deleted. AHL 101, Essentials of Medical Terminology replaces AHL 111. Furthermore, AHL 113 Survey of Health Careers was added to the recommended electives, as this course was developed under Perkins Grant to provide health career exploration, and development of employability skills, helping students to make an informed decision on career pathway to pursue. Upon successful completion of AHL 113, the student will be able to gain a wider and deeper understanding of the variety of health professions and how to most effectively prepare for entry into the professions.

**CCC Number** **Item/Description and Summary**

**AHL 111 Applied Medical Terminology**      **Effective Date:** 5/25/2020

**Proposal Type:** Delete Course  
**Summary:** course deleted

**Rationale:** The Allied Health curriculum was revised to meet national accreditation guidelines and industry standards, which AHL 111 is not included, therefore it is being deleted, also it has not been offered in five years and not utilized by any other Health Career program.

**AHL 113 Survey of Health Careers**      **Effective Date:** 5/25/2020

**Proposal Type:** New Course  
**Summary:** 1 credit; 1 lecture

**Rationale:** AHL 113 was developed under the Perkins Grant to provide health career exploration, and development of employability skills, helping students to make an informed decision on career pathway to pursue. Upon successful completion of this course, the student will be able to gain a wider and deeper understanding of the variety of health professions and how to most effectively prepare for entry into the professions.

**PSC 151 American State and Urban Politics** **Effective Date:** 5/25/2020

**Proposal Type:** Revised Course  
**Summary:** updated general education outcomes, description, assessment, textbook, 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, Overall Learning Outcomes, assessment, textbook, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**U224A42 Psychology (AA emphasis)**      **Effective Date:** 8/22/2020

**Proposal Type:** Revised Curriculum  
**Summary:** deleted PSY 245; revised PSY 296

**Rationale:** PSY245 Industrial Psychology is being deleted because it has not been offered over 10 years, and has no student interest. The description for PSY296 Special Topics in Psychology is being revised to address the different demands regarding psychological issues. A semester by semester credit plan has been created, which the Psychology emphasis did not have.

**CCC Number**      **Item/Description and Summary**  
**PSY 245**    **Industrial Psychology**                      **Effective Date:** 8/22/2020

**Proposal Type:**    Delete Course

**Summary:**        course deleted

**Rationale:**      PSY 245 is being deleted because the department has not taught this course for over 10 years, and there is no student interest to offer it in the future.

**PSY 296**    **Special Topics in Psychology**                      **Effective Date:**                      8/22/2020

**Proposal Type:**    Revised Course

**Summary:**        updated credits from 3 to 1-3; lecture from 3 to 1-3; not Variable credit to Variable credit; repeatable 0 to 3 times; course description change; Overall Learning Outcomes, assessment, textbook, 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 credits, lecture, variable credit, repeatability, description (addresses the different demands regarding psychological issues), Overall Learning Outcomes, assessment, textbook, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**SAT 272**    **Construction of Sustainable Landscaping**                      **Effective Date:** 8/22/2020

**Proposal Type:**    Delete Course

**Summary:**        course deleted

**Rationale:**      SAT 272 is an orphan from a deleted program (C201F) and therefore is being deleted.

**SOC 120**    **Social Patterns of Courtship & Marriage**                      **Effective Date:** 8/22/2020

**Proposal Type:**    Revised Course

**Summary:**        title to 'Marriage, Family and Relationships'; prerequisite to 'None'; course description change

**Rationale:**      The SOC 100 or PSY 100 prerequisite is being removed because it is not a two-level course and PSY 100 material are not core aspects of concepts covered. The title is being changed to reflect contemporary society.

**Printed: 3/9/2020**

**CCC Number** **Item/Description and Summary**  
**SPE 134**    **Diversity and Theatre/Performance**                      **Effective Date:** 1/18/2021

**Proposal Type:**    New Course

**Summary:**        3 credits; 3 lecture

**Rationale:**      SPE 134 was developed to satisfy the GECC Human Diversity (IAI) requirement (F1909D), under the umbrella of the NEH Grant (Elizabeth Collins and Maxi Armas, Project

**VIC 172**    **Web Page Design**    **Effective Date:** 5/25/2020

**Proposal Type:**    Revised Course

**Summary:**        updated general education outcomes, along with textbook, Overall Learning Outcomes, 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 textbook, Overall Learning Outcomes, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**VIC 273**    **Flash Animation**    **Effective Date:** 8/22/2020

**Proposal Type:**    Revised Course

**Summary:**        title to 'Introduction to Animation'; updated general education outcomes, along with 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 title, textbook, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

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

Meeting of April 21, 2020

ACTION EXHIBIT NO. 16425

**SUBJECT: EXTRA DUTY BONUS COMPENSATION ASSOCIATED WITH  
EMERGENCY STAFFING DUE TO COVID 19 CAMPUS CLOSURE  
(CONFIRMATION OF BOARD POLL)**

**RECOMMENDATION:** That the Board of Trustees approve the Extra Duty Bonus Compensation for 76 employees associated with Emergency Staffing due to the COVID 19 Campus Closure for the period beginning March 17, 2020 through April 5, 2020 in the total amount of \$63,137.60. The amount for the week ending 3/22/20 is \$18,876.84. The amount for the week ending 3/29/20 is \$21,972.74. The amount for the week ending 4/5/20 is \$22,288.02.

**RATIONALE:** The employees listed on the attached document detail staff performing essential services On-Campus that allowed for the continuation of student learning, and preservation of campus assets. This is additional bonus compensation (Non SURS creditable) in addition to the stay at home wage, paid to all employees. This bonus is paid only as a result of coming on to campus to perform duties during the COVID 19 Campus Closure. (A Board Poll was conducted on April 7-9, 2020, with a unanimous vote of 7-0; the Student Trustee voted "yes".)

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*Sean Sullivan*

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

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**Board Officers' Signatures Required:**

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

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

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

Related forms requiring Board signature: Yes  No

First Name	Last Name	WE 3/22/20	WE 3/29/20	WE 4/5/20	Total Hours	Rate	3 wk Total
Garrick	Abezetian	2	8	8.6	18.6	\$78.10	\$1,452.66
Mohammed	Ahmed	0	3.25	0	3.25	\$24.54	\$79.76
Kitizia	Avila	16	24	32	72	\$15.00	\$1,080.00
Tim	Bagby	4	4	8	16	\$20.66	\$330.56
Melody	Betancourt	0	12	12	24	\$17.37	\$416.88
Timothy	Boonprasarn	0	5	0	5	\$15.30	\$76.50
Zavier	Burks	0	8	8	16	\$15.30	\$244.80
Andrew	Caron	32	40	40	112	\$19.56	\$2,190.72
Rich	Chapan	0	32	32	64	\$43.12	\$2,759.68
Amelia	Di Giacomo	3.5	16	8	27.5	\$18.37	\$505.18
Amanda	Drent	36	32	24	92	\$24.17	\$2,223.64
Sam	Fioccola	32	16	24	72	\$54.98	\$3,958.56
Ogden	Fitzgerald	16	32	28	76	\$15.30	\$1,162.80
Theresa	Gajc	7.5	7.5	7.5	22.5	\$18.49	\$416.03
Mike	Garrity	12	3	7	22	\$78.10	\$1,718.20
Alfonso	Godinez Garcia	0	2	0	2	\$15.00	\$30.00
Tomasz	Gorzkowicz	16	16	16	48	\$26.17	\$1,256.16
Tammy	Grabinski	0	3	4.5	7.5	\$18.37	\$137.78
Gabe	Guzman	4	0	0	4	\$63.39	\$253.56
Sarah	Hamilton	0	1	0	1	\$16.66	\$16.66
Pam	Harmon	0	0	2.5	2.5	\$57.69	\$144.23
Lynette	Harvey	0	0	6.5	6.5	\$24.63	\$160.10
Amaris	Hernandez	0	4	0	4	\$20.28	\$81.12
Francico	Hernandez	0	0	2	2	\$25.04	\$50.08
Paulina	Jalowiec	16	24	20	60	\$15.00	\$900.00
Daniel	Janowicz	0	5.5	6	11.5	\$18.50	\$212.75
Mark	Jason	3	4	0	7	\$34.31	\$240.17
Paul	Jensen	0	0	1.5	1.5	\$71.11	\$106.67
Denise	Jones	2	4	0	6	\$52.88	\$317.28
William	Justiz	0	0	1.5	1.5	\$56.06	\$84.09
Mike	Kelleher	24	32	16	72	\$54.98	\$3,958.56
Carolyn	Kemph	31	41	40	112	\$27.64	\$3,095.68
Paul	Kerwin	0	6	0	6	\$15.00	\$90.00
Joe	Klinger	5.5	0	0	5.5	\$75.41	\$414.76
John	Kusak	30.5	24	20	74.5	\$19.47	\$1,450.52
Daniel	Lamoureu	0	0	2	2	\$24.53	\$49.06
Sum	Lau	0	5	14.5	19.5	\$41.10	\$801.45
Glen	McEathron	24	16	32	72	\$56.63	\$4,077.36
Joanie	McElligot	1	4	4	9	\$18.06	\$162.54
John	McGarry	0	0	6	6	\$49.02	\$294.12
James	McGarvey	8	0	8	16	\$28.59	\$457.44
Harry	McGuinness	2	0	0	2	\$48.49	\$96.98
Averil	Miles	0	2	0	2	\$27.70	\$55.40
Andrew	Morales	44	49	50	143	\$16.35	\$2,338.05
Steven	Morris	0	0	2	2	\$21.20	\$42.40
Matt	Narkis	0	0	2.5	2.5	\$15.30	\$38.25
Madeleine	Neil	24	28	28	80	\$15.00	\$1,200.00
Julie	Nitts	0	17.5	0	17.5	\$20.00	\$350.00
Byron	Orellana	12	0	8	20	\$17.58	\$351.60

Jo	Perez	0	0	3.5	3.5	\$26.68	\$93.38
Edward	Pogorelski	40	50	40	130	\$16.35	\$2,125.50
Scot	Riddle	9	0	0	9	\$18.70	\$168.30
Otoniel	Rodriguez	0	6	23	29	\$16.80	\$487.20
Venus	Rogers	0	0	4	4	\$23.23	\$92.92
Jose	Salvadore	12	0	12	24	\$18.49	\$443.76
Angela	Satala	0	0	1.5	1.5	\$39.20	\$58.80
Antigone	Sharris	0	0	1.5	1.5	\$66.90	\$100.35
Lori	Silvestri	7.5	13.5	7	28	\$50.05	\$1,401.40
Ken	Smith	0	3	2	5	\$43.27	\$216.35
Terry	Spulak	42	34	20	96	\$27.36	\$2,626.56
Donna	Staderman	4.5	9.5	13	27	\$37.44	\$1,010.88
Eric	Steir	0	8	4	12	\$15.00	\$180.00
Danielle	Stephens	0	11.5	11	22.5	\$21.99	\$494.78
Emily	Swan	32	24	24	80	\$15.00	\$1,200.00
Eumir	Tayco	0	0	3.5	3.5	\$15.00	\$52.50
Adrienne	Thomas	4.5	4.5	0	9	\$19.89	\$179.01
Courtney	Tkoletz	0	3	5	8	\$18.37	\$146.96
Alfredo	Troche	10	8	8	26	\$16.35	\$425.10
Dimitri	Tsakanis	0	3	3	6	\$18.33	\$109.98
Jesus Alejandro	Vasquez	17	31.5	18	66.5	\$29.43	\$1,957.10
Imelda	Velasquez	2	2	4	8	\$15.61	\$124.88
Robert	Warnock	24	40	48	112	\$16.35	\$1,831.20
Austin	Weinstock	29	16	0	45	\$35.50	\$1,597.50
Lance	Wilson	0	0	1.5	1.5	\$63.56	\$95.34
Susan	Zefeldt	0	4	0	4	\$35.22	\$140.88
Pat	Zinga	0	0	1	1	\$51.67	\$51.67
Joe	Zuleger	24	32	32	88	\$43.12	\$3,794.56
Totals		\$ 18,876.84	\$ 21,972.74	\$ 22,288.02			\$63,137.60