



**Regular Meeting of the
Board of Trustees**

NOTICE: Due to Governor Pritzker’s Executive Order 2020-32, this Board meeting will be held via teleconference utilizing the number listed below.

Individuals who wish to address the Board of Trustees during the Citizen Participation portion of the meeting should send an email to susanpage@triton.edu including your name, town/affiliation, and the item you wish to address, no later than Tuesday, May 19, 2020 at 6:00 p.m.

Agenda

Tuesday, May 19, 2020

- I. CALL TO ORDER** May 19, 2020 at 6:30 p.m.
Teleconference Toll Free Number 877-873-8018
Access Code: 6586330#
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF BOARD MINUTES – VOLUME LVI**
Minutes of the Board Organizational Meeting of April 21, 2020, No. 14
Minutes of the Regular Board Meeting of April 21, 2020, No. 15
- V. COMMENTS ON THIS AGENDA**
- VI. CITIZEN PARTICIPATION**
- VII. REPORTS/ANNOUNCEMENTS – Employee Groups**
- VIII. STUDENT SENATE REPORT**
- IX. BOARD COMMITTEE REPORTS**
 - A. Academic Affairs/Student Affairs
 - B. Finance/Maintenance & Operations
- X. ADMINISTRATIVE REPORT**
- XI. PRESIDENT’S REPORT**
- XII. CHAIRMAN’S REPORT**

XIII. NEW BUSINESS

A. Action Exhibits

- 16426 Extra Duty Bonus Compensation Associated with Emergency Staffing due to COVID 19 Campus Closure – Confirmation of Board Poll
- 16427 Blackboard Additional Storage – Confirmation of Board Poll
- 16428 Blackboard Ally Package for Learn – Confirmation of Board Poll
- 16429 Budget Transfers
- 16430 American Digital – Purchase of Network Hardware
- 16431 Apple, Inc. – Purchase of Apple Equipment
- 16432 CDW Government – Purchase of Computer Software and Hardware
- 16433 Heartland Business Systems – Purchase of Computer Software and Hardware
- 16434 Heartland Business Systems – 200 Notebook Purchase
- 16435 Midco – Hardware Support Renewal
- 16436 Midco – Purchase of Telephone Equipment
- 16437 Midco – Software Assurance Renewal
- 16438 Library Book Purchases from Amazon.com
- 16439 Library Membership and Database Purchases through NILRC
- 16440 Library Periodical Subscription Service through EBSCO
- 16441 Library Membership & Database Purchases through CARLI
- 16442 Agreement with Carvertise
- 16443 Agreement with Effectv Comcast Company – Digital Ads
- 16444 Agreement with Effectv Comcast Company - Spotlight
- 16445 Agreement with Hibu
- 16446 Agreement with iHeart Media
- 16447 Agreement with Illinois Convenience and Safety Corp.
- 16448 Agreement with Pandora Radio
- 16449 Agreement with Total Traffic and Weather Network
- 16450 College Curriculum Committee Recommendation

B. Purchasing Schedules

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

XIV. COMMUNICATIONS – INFORMATION

- A. Human Resources Information Materials
- B. Informational Material

XV. ADJOURNMENT

CALL TO ORDER/ROLL CALL

Chairman Mark Stephens called the organizational meeting of the Board of Trustees, which was held via public teleconference, to order at 6:44 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.

CITIZEN PARTICIPATION

None.

REORGANIZATION OF THE BOARD

Member to serve as Chairperson of the Board

Ms. Peluso made a motion in nomination of Mark Stephens as Chairperson of the Board, seconded by Mrs. Potter. Voice vote carried the motion unanimously.

Member to serve as Vice Chairperson of the Board

Mr. Stephens made a motion in nomination of Donna Peluso as Vice Chairperson of the Board, seconded by Ms. Viverito. Voice vote carried the motion unanimously.

Member to serve as Secretary of the Board

Mr. Casson made a motion in nomination of Diane Viverito as Secretary of the Board, seconded by Mr. Stephens. Voice vote carried the motion unanimously.

BOARD APPOINTMENTS

Treasurer

Vice President of Business Services Sean Sullivan currently serves as Treasurer.

Attorney

Kusper & Raucci Chartered currently serves as the College's attorney.

Auditors

Crowe LLP currently serves as the College's auditor.

Architects

Arcon & Associates currently serves as the College's architects.

Board Representatives to Outside Organizations

Luke Casson currently serves as Board representative to the Illinois Community College Trustees Association (ICCTA). Diane Viverito currently serves as Board representative to the American Association of Community Colleges (AACC).

Board Committee Appointments

Diane Viverito currently serves as Chair of the Board Academic Affairs/Student Affairs Committee with Tres Johnson as member. Donna Peluso currently serves as Chair of the

Board Finance/Maintenance & Operations Committee with Elizabeth Potter as member. The full Board currently serves as the Auditing Committee.

Ms. Peluso made a motion to continue the appointments named above, seconded by Mr. Johnson. Voice vote carried the motion unanimously.

NEW BUSINESS

ACTION EXHIBITS

16418 Regular Board Meeting Dates for Calendar Year 2021

The dates in 2021 are: January 26, February 16, March 16, April 20, May 18, June 15, July 20, August 24, September 28, October 19, November 16, December 21.

Ms. Peluso made a motion to approve the 2021 Board Dates, seconded by Ms. Viverito. Voice vote carried the motion unanimously.

16419 Selection of Student Member of the Board of Trustees

Steven Page was congratulated on his re-election as Student Trustee for a second term.

Ms. Peluso made a motion to approve the Student Member of the Board of Trustees, seconded by Mr. Johnson. Voice vote carried the motion unanimously.

SEATING OF STUDENT TRUSTEE

Attorney Dan Cannon issued the Oath of Office to Student Trustee Steven Page.

ADJOURNMENT

Motion was made by Ms. Viverito to adjourn the meeting, seconded by Mrs. Potter. Voice vote carried the motion unanimously. Chairman Stephens adjourned the meeting at 6:51 p.m.

Submitted by: Mark R. Stephens
Board Chairman

Diane Viverito
Board Secretary

Susan Page
Susan Page, Recording Secretary

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 6:51 p.m. The following 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

Ms. Peluso made a motion, seconded by Mr. Johnson, to approve the minutes of the Regular Board Meeting of March 24, 2020. Voice vote carried the motion unanimously.

COMMENTS ON THIS AGENDA

None.

CITIZEN PARTICIPATION

None.

REPORTS/ANNOUNCEMENTS – Employee Groups

Faculty Association President Joe Dusek reported that he expects results from the TCFA elections tomorrow.

Classified Association President Renee Swanberg applauded the maintenance personnel who have gone through specialty training, faculty and others coming on campus and those working from home, the President and Vice Presidents and Administrators for keeping the College afloat during these times. Chairman Stephens seconded her thoughts about how everyone has rallied together.

Adjunct Faculty Association President Bill Justiz expressed gratitude to the Board and Administration for not shutting so that adjuncts and hourlies are still being paid.

STUDENT SENATE REPORT

Mr. Page reported being contacted by students with concerns about their GPA's due to classes being online and asking if the college is considering switching to pass/fail. President Moore indicated that the college is currently continuing to follow the current grading structure, and she will be happy to discuss this further with Mr. Page.

BOARD COMMITTEE REPORTS

Academic Affairs/Student Affairs

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

Finance/Maintenance & Operations

Ms. Peluso reported that the committee met on April 8, discussed three new business items and one purchasing schedule, and are in support of the three new business items presented to the Board.

ADMINISTRATIVE REPORT

None.

PRESIDENT'S REPORT

President Mary-Rita Moore reported that a virtual Learning Improvement Week was held last week, with the Learning Summit taking place on Friday with great participation. The HLC Focused Visit on Assessment will be held virtually on Monday, and she feels the college is well prepared for the visit. President Moore extended her appreciation for everyone involved in remote learning, including instruction and support. She expressed pride in seeing everyone contributing to the effort to ensure student success.

CHAIRMAN'S REPORT

Chairman Mark Stephens echoed President Moore's comments, noting how everyone has pulled together to keep the semester going, with faculty working together to get courses online, and everyone in the Triton family working to do a great job.

Mr. Stephens announced that commencement ceremonies are postponed, but as this is an important achievement to celebrate, discussions are occurring to plan alternative ceremonies.

NEW BUSINESS

BOARD POLICY – Second Reading Student Affairs

5105 Student Code of Conduct/Triton Trust

5201 Academic Placement

Ms. Viverito made a motion to enact the revised Policies, seconded by Mrs. Potter. 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:

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

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

BILLS AND INVOICES

Ms. Peluso made a motion, seconded by Mr. Johnson, to pay the Bills and Invoices in the amount of \$2,476,769.03.

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 Mrs. Potter.

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 went into Closed Session at 7:09 p.m.

RETURN TO OPEN SESSION

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

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 7:34 p.m.

HUMAN RESOURCES REPORT

1.0 Faculty

Ms. Viverito made a motion, seconded by Mr. Regan, to approve pages 1 through 6 of the Human Resources Report, items 1.1.01 through 1.3.01. Voice vote carried the motion unanimously.

2.0 Adjunct Faculty

Ms. Peluso made a motion, seconded by Ms. Viverito, to approve pages 7 and 8 of the Human Resources Report, items 2.3.01 through 2.7.02. Voice vote carried the motion unanimously.

3.0 Administration

Ms. Peluso made a motion, seconded by Mrs. Potter, to approve page 9 of the Human Resources Report, items 3.1.01 through 3.3.02. Voice vote carried the motion unanimously.

4.0 Classified, Police & Engineers

Ms. Viverito made a motion, seconded by Mr. Johnson, to approve page 10 of the Human Resources Report, items 4.1.01 and 4.2.01. Voice vote carried the motion unanimously.

5.0 Mid-Management

Ms. Peluso made a motion, seconded by Mrs. Potter, to approve pages 11 and 12 of the Human Resources Report, items 5.1.01 through 5.2.04. Voice vote carried the motion unanimously.

6.0 Hourly Employees

Ms. Peluso made a motion, seconded by Mr. Casson, to approve page 13 of the Human Resources Report, items 6.1.01 through 6.2.02. Voice vote carried the motion unanimously.

7.0 Other

Ms. Viverito made a motion, seconded by Mr. Regan, to approve page 14 of the Human Resources Report, items 7.1.01 and 7.2.01. Voice vote carried the motion unanimously.

ADJOURNMENT

There being no further business before the Board, the Chairman asked for a motion to adjourn. Motion was made by Ms. Peluso to adjourn the meeting, seconded by Mr. Johnson. Voice vote carried the motion unanimously. Chairman Stephens adjourned the meeting at 7:38 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 May 19, 2020

ACTION EXHIBIT NO. 16426

**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 112 employees associated with Emergency Staffing due to the COVID19 Campus Closure for the period beginning April 6, 2020 through April 26, 2020 in the total amount of \$62,019.82. The amount for the week ending 4/12/20 is \$22,878.28. The amount for the week ending 4/19/20 is \$19,245.91. The amount for the week ending 4/26/20 is \$18,453.20. This total amount includes \$1,442.43 from the month of March 2020.

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 COVID19 campus closure. (A Board Poll was conducted on April 7-9, 2020, with a unanimous vote of 7-0; the Student Trustee voted "yes".)

Sean Sullivan

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

Board Officers' Signatures Required:

**Mark R. Stephens
Chairman**

**Diane Viverito
Secretary**

Date

Related forms requiring Board signature: Yes No

First Name	Last Name	Contract	WE 4/12/20	WE 4/19/20	WE 4/26/20	Total Hours	Rate	Batch 1 Correction	Batch 2 TOT
Ervin	Almaraz	Class		2		2	\$ 15.00		\$ 30.00
Garrick	Abezetian	Administrator	2	3	4	9	\$ 78.10		\$ 702.90
Mohammed	Ahmed			3	4	7	\$ 24.54		\$ 171.78
Kitizia	Avila	Dispatch	24	24	16	64	\$ 15.00		\$ 960.00
Tim	Bagby	Classified	4	4	8	16	\$ 20.66		\$ 330.56
Melody	Betancourt		12	12	12	36	\$ 17.37		\$ 625.32
Marybeth	Borg-Poggi				40	40	\$ 26.30		\$ 1,052.00
Zaiver	Burks			4.5	10.5	15	\$ 15.30		\$ 229.50
Andrew	Caron	Dispatch	48	40	40	128	\$ 19.56		\$ 2,503.68
Rich	Chapan	Engineer	32	16	8	56	\$ 43.12		\$ 2,414.72
Christopher	Clem				2	2	\$ 42.75		\$ 85.50
Maria	Correa		2			2	\$ 30.82		\$ 61.64
Amelia	Di Giacomo	Classified	8	8	8	24	\$ 18.37		\$ 440.88
Amanda	Drent	POLICE	32	24	16	72	\$ 24.17		\$ 1,740.24
Sam	Fiacola	Engineer	40	8	8	56	\$ 54.98		\$ 3,078.88
Ogden	Fitzgerald	Dispatch	28	24	24	76	\$ 15.30		\$ 1,162.80
Theresa	Gajc	Classified	16	8	5	29	\$ 18.49		\$ 536.21
Michael	Glowinski			8	8	16	\$ 16.80		\$ 268.80
Alfonso	Godinez Garcia	Classified			5	5	\$ 19.94	\$ 9.88	\$ 109.58
Tomasz	Gorzkowicz	POLICE	16	18	16	50	\$ 26.17		\$ 1,308.50
Antoinette (Tammy)	Grabinski			7	8	15	\$ 18.37		\$ 275.55
Lynette	Harvey-Lemons				4	4	\$ 24.63		\$ 98.52
Paulina	Jalowiec	Dispatch	28	20	8	56	\$ 15.00		\$ 840.00
Daniel	Janowicz		5.5		7.5	13	\$ 18.50		\$ 240.50
Mark	Jason		5		7	12	\$ 34.31		\$ 411.72
Joshua	Jones		11		10	21	\$ 15.00		\$ 315.00
Mike	Kelleher	Engineer	32	8	16	56	\$ 54.98		\$ 3,078.88
Carolyn	Kemph	Dispatch	28	24	20	72	\$ 27.64		\$ 1,990.08
Joe	Klinger				4	4	\$ 75.41		\$ 301.64
John	Kusak	Classified - Custodian	24	23	20	67	\$ 19.47		\$ 1,304.49
Sum	Lau		14	13	14	41	\$ 41.10		\$ 1,685.10
Glen	McEathron	Engineer	24	16	8	48	\$ 56.63		\$ 2,718.24
James	McGarvey	POLICE		16		16	\$ 28.59		\$ 457.44
John	McGarry				0	0	\$ 29.79		\$ -
Andrew	Morales	POLICE	32	32	40	104	\$ 26.16	\$ 1,402.83	\$ 4,123.47
Madeleine	Neil	Dispatch	28	28	24	80	\$ 15.00		\$ 1,200.00
Julie	Nitts		15		12	27	\$ 20.00		\$ 540.00

Byron	Orellana	class	24	16		40	\$ 17.58		\$ 703.20
Edward	Pogorelski	POLICE	48	42	40	130	\$ 16.35		\$ 2,125.50
Gerardo	Porras-Nava			4.5		4.5	\$ 39.69		\$ 178.61
Kyle	Reid		8	8	24	40	\$ 16.80		\$ 672.00
Jim	Reynolds			5.15	2	7.15	\$ 52.79		\$ 377.45
Otoniel	Rodriguez		23	24	8	55	\$ 16.80		\$ 924.00
David	Rodriguez				3	3	\$ 23.03		\$ 69.09
Venus	Rogers			4	4	8	\$ 23.23		\$ 185.84
Jose	Salvadore	Classified - Custodian	24	16	2	42	\$ 18.49		\$ 776.58
Lori	Silvestri	Mid Manager	6.5	11	7	24.5	\$ 50.05		\$ 1,226.23
Denise	Smith- Gaborit				4.5	4.5	\$ 55.90		\$ 251.55
Terry	Spulak	Classified - Custodian	25	20	20	65	\$ 27.36		\$ 1,778.40
Donna	Staderman	NBEPM	10.5	10.15	12.5	33.15	\$ 37.44		\$ 1,241.14
Eric	Steier		4	6	4	14	\$ 15.00		\$ 210.00
Danielle	Stephens	Classifed	8.65	9.15	11	28.8	\$ 21.99		\$ 633.31
Emily	Swan	Dispatch	40	32	16	88	\$ 15.00		\$ 1,320.00
Eumir	Tayco		5			5	\$ 15.00		\$ 75.00
Courtney	Tkoletz			7.5	8.5	16	\$ 20.94	\$ 20.56	\$ 355.60
Harry	Torgeson				4	4	\$ 28.41		\$ 113.64
Alfredo	Troche	POLICE	40		40	80	\$ 16.35		\$ 1,308.00
Dimitri	Tsakanikas				3	3	\$ 18.33		\$ 54.99
Jesus Alejandro	Vasquez	Mid Manager	26	8	24	58	\$ 29.43		\$ 1,706.94
Imelda	Velasquez	Classifed	2	2	4	8	\$ 15.61		\$ 124.88
Robert	Warnock	POLICE	24	40	16	80	\$ 16.35		\$ 1,308.00
Austin	Weinstock			18	18	36	\$ 35.50		\$ 1,278.00
Sue	Zefeldt		8	8		16	\$ 35.22		\$ 563.52
Joe	Zuleger	Engineer	24	8	16	48	\$ 43.12		\$ 2,069.76
Elizabeth	Zydron		16	8	8	32	\$ 26.20		\$ 838.40
Justin	Aleman	Class		2		2	\$ 15.00		\$ 30.00
Jose	Alvarado	Class		2		2	\$ 15.30		\$ 30.60
Rosalio	Arellanes	Class		2		2	\$ 17.58		\$ 35.16
Gabriela	Arevalo	Class		2		2	\$ 15.30		\$ 30.60
Leticia	Avelar	Class		2		2	\$ 15.00		\$ 30.00
Miguel	Avelar	Class		2		2	\$ 17.58		\$ 35.16
Lajuan	Blair	Class		2		2	\$ 19.10		\$ 38.20
Thomas	Booker	Class		2		2	\$ 15.30		\$ 30.60
James	Camaioni			4		4	\$ 20.73		\$ 82.92
Joel	Cortez	Class		2		2	\$ 17.58		\$ 35.16
Dale	Davis	Class		2		2	\$ 15.30		\$ 30.60

Aracely	De la Cruz	Class	2	2	\$ 17.58	\$	35.16	
Kirby	Dorsey	Class	2	2	\$ 18.80	\$	37.60	
Mario	Drouaillet Robledo	Class	2	2	\$ 17.08	\$	34.16	
Juanita	Fernandez	Class	2	2	\$ 16.34	\$	32.68	
Cesar	Flores	Class	2	2	\$ 17.58	\$	35.16	
Dominic	Fredrickson	Class	2	2	\$ 15.00	\$	30.00	
Pedro	Garcia	Class	2	2	\$ 19.17	\$	38.34	
Michael	Garrity		5	5	\$ 78.10	\$	390.50	
Jenny	Glowinski		4	4	\$ 15.30	\$	61.20	
Doug	Grandsart	Class	2	2	\$ 16.83	\$	33.66	
Cindy	Gutierrez	Class	2	2	\$ 17.58	\$	35.16	
Francisco	Hernandez	Class	2	2	\$ 25.04	\$	50.08	
Maria	Hernandez Rios	Class	2	2	\$ 17.08	\$	34.16	
Daniel	Holowicki	Class	2	2	\$ 15.00	\$	30.00	
Michelle	Karabetsos		2	2	\$ 15.30	\$	30.60	
Jesus	Lozano	Class	2	2	\$ 18.46	\$	36.92	
Jorge	Monroy	Class	2	2	\$ 15.00	\$	30.00	
Fabian	Montero	Class	2	2	\$ 17.72	\$	35.44	
Franklin	Nierman	Class	2	2	\$ 15.00	\$	30.00	
David	Ortiz	Class	2	2	\$ 17.58	\$	35.16	
Maria	Ortiz	Class	2	2	\$ 17.72	\$	35.44	
Jo	Perez		4	4	\$ 31.54	\$	126.16	
Alfonso	Raddi	Class	2	2	\$ 17.72	\$	35.44	
Anthony	Renelli	Class	2	2	\$ 16.58	\$	33.16	
Marta	Rivas	Class	2	2	\$ 17.71	\$	35.42	
Adelina	Rodriguez	Class	2	2	\$ 17.08	\$	34.16	
Daniel	Rodriguez	Class	2	2	\$ 15.30	\$	30.60	
Adelaida	Rodriguez-Lopez	Class	2	2	\$ 15.30	\$	30.60	
Juan	Sanchez	Class	2	2	\$ 17.58	\$	35.16	
Charles	Schalkowski	Class	2	2	\$ 16.58	\$	33.16	
Maria	Solorio	Class	2	2	\$ 15.00	\$	30.00	
Adrienne	Thomas	NBEPM	6	6	\$ 19.89	\$	119.34	
Arthur	Williams	Class	2	2	\$ 15.94	\$	31.88	
Karl	Williams	Class	2	2	\$ 25.71	\$	51.42	
William	Justisz					\$	5.61	
Lance	Wilson					\$	3.55	
							\$	62,019.82

TRITON COLLEGE, District 504
Board of Trustees

Meeting of May 19, 2020

ACTION EXHIBIT NO. 16427

SUBJECT: BLACKBOARD ADDITIONAL STORAGE - CONFIRMATION OF BOARD POLL

RECOMMENDATION: That the Board of Trustees approve an Agreement to add 500 GB of storage space to our hosted Blackboard Learning environment. The additional storage will cost \$3,451.93 for the rest of FY 2020 and \$20,655 for FY 2021. The total cost of the Agreement is \$24,106.93.

RATIONALE: With Triton College moving classes to emergency remote learning, and hosting them in Blackboard, additional storage space is needed to hold the additional courses that are not normally presented from the online learning platform. This Agreement will automatically renew each fiscal year unless the Agreement is terminated with written notice thirty days prior to the start of a new fiscal year. (A Board Poll was conducted on April 30 - May 1, 2020, with a vote of 7-0; the Student Trustee voted "yes".)

Sean Sullivan

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

Board Officers' Signatures Required:

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

VOID IF EXECUTED AFTER: April 30, 2020
CUSTOMER: Triton College

Blackboard

This Blackboard Order Form ("Order Form") by and between **Blackboard Inc.** ("Blackboard") and **Triton College** ("Customer") details the terms of Customer's use of the products and services set forth below ("Product and Pricing Summary"). This Order Form, together with the Blackboard Master Agreement located at <http://agreements.blackboard.com/bbinc/blackboard-new-master-agreement-all-products.aspx> and incorporated by this reference, form the entire agreement between the parties in respect of the products and services set forth in the Product and Pricing Summary.

Notwithstanding anything to the contrary in any purchase order or other document provided by Customer, any product or service provided by Blackboard to Customer in connection with a purchase order related to this Order Form is conditioned upon Customer's acceptance of this Order Form and the Blackboard Master Agreement. Any additional, conflicting or different terms proffered by Customer in a purchase order or otherwise shall be deemed null and void. Each of the individuals executing this Order Form represent and warrant that he or she is authorized to execute the Agreement on behalf of Customer or Blackboard, as applicable.

In consideration of the promises set forth herein, and other good and valuable consideration, the receipt of which are hereby acknowledged, the parties hereby agree as follows:

A. Software & Services Product and Pricing Summary

Qty	Product Code	Product or Service	Initial Term Period #1 Effective Dates	Initial Term Period #1 (USD)	Initial Term Period #2 01-Jul-2020 -- 30-Jun-2021 (USD)
1	AS-HST-STOR500GB	HOSTING ADDITIONAL STORAGE 500GB, 500 GB STORAGE	01-May-2020 - 30-Jun-2020	\$3,451.93	\$20,655.00
			Total	\$3,451.93	\$20,655.00

B. Terms


- The Initial Term of this Order Form shall be as specified in the Product and Services Pricing Summary above.
- Unless otherwise specified in the Product or Service Description above, this Order Form shall be renewed automatically for successive periods of one (1) year (each a "Renewal Term") after the expiration of the Initial Term and any subsequent Renewal Term, unless Customer provides Blackboard, or Blackboard provides Customer, with a written notice to the contrary thirty (30) days prior to the end of the Initial Term or Renewal Term, as applicable.
- Effective Date: May 01, 2020

C. Payment Terms


1. All initial and subsequent payments shall be due Net 30. Unless otherwise stated, all prices are in United States currency.
2. Sales Tax: If applicable, a copy of your Sales Tax Direct Pay Certificate or your Sales Tax Exemption Certificate must be returned with this Order Form.

D. Special Provisions

In Process

Sales Approved: Manny Josue
Initial: 

Customer: Triton College
Signature:
Name:
Title:
Date:

Blackboard Inc.
Signature: 
Name: Bill Jones
Title: Deputy General Counsel
Date: April 23, 2020

In Process

Is a Purchase Order (PO) required for the purchase or payment of the products on this Order Form?	
No	
Yes - Please complete below and attach or send PO to Operations@blackboard.com	
PO Number:	PO Amount:
Attach PO (Optional):	Attach Tax Exemption (Optional):
Invoicing	
Send Invoices via email to:	
1. Name:	Email:
2. Name:	Email:
3. Name:	Email:

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

Meeting of May 19, 2020

ACTION EXHIBIT NO. 16428

SUBJECT: BLACKBOARD ALLY PACKAGE FOR LEARN - CONFIRMATION OF BOARD POLL

RECOMMENDATION: That the Board of Trustees approve an Agreement with Blackboard to purchase Ally package for learn. The Ally package is used to address needs of accessibility for students with disabilities and special needs while using the online learning platform. The Ally package has a cost of \$3,000 for the remainder of FY 2020, in addition to a onetime cost of \$7,500 for planning and adoption and \$2,000 for training for a total cost of \$12,500 in FY 2020. The Agreement is then \$20,000 for FY 2021 and FY 2022 for a total value of \$52,500.

RATIONALE: This platform integrates fully with the Blackboard platform and addresses accessibility accommodations for students. At this time, digital course materials in our system are presented in standard file formats such as Word, PowerPoint, HTML, and PDF, with no alternative formats for students with accessibility needs. This platform will provide alternative formats including semantic HTML, Audio (reading from documents), ePub, Electronic Braille, Tagged PDF, and others. This Agreement will automatically renew each fiscal year unless the Agreement is terminated with written notice thirty days prior to the start of a new fiscal year. (A Board Poll was conducted on April 30 - May 1, 2020, with a vote of 7-0; the Student Trustee voted "yes".)

Sean Sullivan

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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Diane Viverito
Secretary

Date

Related forms requiring Board signature: Yes No

VOID IF EXECUTED AFTER: April 30, 2020
CUSTOMER: Triton College

Blackboard

This Blackboard Order Form ("Order Form") by and between **Blackboard Inc.** ("Blackboard") and **Triton College** ("Customer") details the terms of Customer's use of the products and services set forth below ("Product and Pricing Summary"). This Order Form, together with the Blackboard Master Agreement located at <http://agreements.blackboard.com/bbinc/blackboard-new-master-agreement-all-products.aspx> and incorporated by this reference, form the entire agreement between the parties in respect of the products and services set forth in the Product and Pricing Summary.

Notwithstanding anything to the contrary in any purchase order or other document provided by Customer, any product or service provided by Blackboard to Customer in connection with a purchase order related to this Order Form is conditioned upon Customer's acceptance of this Order Form and the Blackboard Master Agreement. Any additional, conflicting or different terms proffered by Customer in a purchase order or otherwise shall be deemed null and void. Each of the individuals executing this Order Form represent and warrant that he or she is authorized to execute the Agreement on behalf of Customer or Blackboard, as applicable.

In consideration of the promises set forth herein, and other good and valuable consideration, the receipt of which are hereby acknowledged, the parties hereby agree as follows:

A. Software & Services Product and Pricing Summary

Qty	Product Code	Product or Service	Initial Term Period #1 Effective Dates	Initial Term Period #1 (USD)	Initial Term Period #2 01-Jul-2020 -- 30-Jun-2021 (USD)	Initial Term Period #3 01-Jul-2021 -- 30-Jun-2022 (USD)
1	AS-ALY-BBL-P	BLACKBOARD ALLY PACKAGE FOR LEARN, 4,001 - 8,000 FTE	01-May-2020 - 30-Jun-2020	\$3,000.00	\$20,000.00	\$20,000.00
1	AS-ALY-BBL-IMPL	BLACKBOARD ALLY IMPLEMENTATION FOR LEARN		Included	NA	NA
1	AS-ALY-BBL	BLACKBOARD ALLY FOR LEARN		Included	Included	Included
1	ALY-LMS-ADAP	ALLY FOR LMS DEPLOYMENT AND ADOPTION PLANNING SVC	01-May-2020 - 30-Jun-2020	\$7,500.00	NA	NA
1	AS-ALY-REMTRN	ALLY REMOTE TRAINING	01-May-2020 - 30-Jun-2020	\$2,000.00	NA	NA

1	AS-MIGR-ARCHIVE	LEARN MIGRATION ARCHIVE	01-May-2020 - 30-Jun-2020	\$0.00	NA	NA
			Total	\$12,500.00	\$20,000.00	\$20,000.00

B. Terms

1. The Initial Term of this Order Form shall be as specified in the Product and Services Pricing Summary above.
2. Unless otherwise specified in the Product or Service Description above, this Order Form shall be renewed automatically for successive periods of one (1) year (each a "Renewal Term") after the expiration of the Initial Term and any subsequent Renewal Term, unless Customer provides Blackboard, or Blackboard provides Customer, with a written notice to the contrary thirty (30) days prior to the end of the Initial Term or Renewal Term, as applicable.
3. Effective Date: May 01, 2020


C. Payment Terms

1. All initial and subsequent payments shall be due Net 30. Unless otherwise stated, all prices are in United States currency.
2. Sales Tax: If applicable, a copy of your Sales Tax Direct Pay Certificate or your Sales Tax Exemption Certificate must be returned with this Order Form.

D. Special Provisions

The attached Statement of work is incorporated herein by this reference.

Customer will continue Managed Hosting term license in production through Learn SaaS Effective Date. Migration to SaaS, including provisioning of environments to support testing, shall begin approximately 120 days prior to the Learn SaaS Effective Date, or at another mutually agreed upon date within the Managed Hosting term, and be completed on or around the Learn SaaS Effective Date. Upon the Learn SaaS Effective Date, Blackboard will maintain the Managed Hosting environment for up to 30 additional days before decommissioning. If Customer wishes to continue to use the Managed Hosting license past that point, current fees will apply.

Sales Approved: Manny Josue
Initial: 

Customer: Triton College
Signature:
Name:
Title:
Date:

Blackboard Inc.
Signature: 
Name: Bill Jones
Title: Deputy General Counsel
Date: April 23, 2020

In Process

Is a Purchase Order (PO) required for the purchase or payment of the products on this Order Form?

No

Yes - Please complete below and attach or send PO to Operations@blackboard.com

PO Number: PO Amount:

Attach PO (Optional): Attach Tax Exemption (Optional):

Invoicing

Send Invoices via email to:

1. Name:	Email:
2. Name:	Email:
3. Name:	Email:

Triton Community College

Ally Technical Implementation & Report Orientation

Ally Deployment and Adoption Planning

Ally and Accessibility Instructor Workshop

Presented by Blackboard Global Client Experience
April 2, 2020

Engagement Summary

Learners enrolled in online, hybrid, and blended programs expect a holistic learning experience that is focused on their success. Some online, hybrid, and blended programs, however, can present barriers to students who have visual, auditory, cognitive, and/or physical disabilities that prevent them from fully engaging in the learning materials. In addition, institutions must meet the expectations established in accessibility laws and rulings that have been handed down by the Department of Justice and Office of Civil Rights.

Successfully providing course content to learners in various accessible formats, feedback to instructors to educate and possibly remediate original documents and institutional insight regarding the accessibility of course content throughout the Learning Management System necessitates a well-structured deployment and adoption plan. A plan that includes policies, communication strategies and deployment approaches. Triton Community College (Triton College) seeks to partner with Blackboard in developing this plan.

Definitions

For the purposes of this statement of work, references to **Triton College, Client, Customer, Organization** and/or **Institution** refer to **Triton Community College**. In addition, the following terms may be used to describe specific aspects within the scope of work:

- a. **Work Stream** refers to a set of related activities that conclude with the delivery of one or more work products as defined by the scope of work.
- b. **Learning Platform** or **LMS** refers to the Learning Management System.
- c. **Course or Online Course** refer a structured learning experience or bounded instructional content that is offered in a fully online, hybrid or technology-mediated form.
- d. **Subject Matter Expert (SME)** refers to an individual who possesses specific knowledge and expertise that is deemed essential for the engagement and contributes to and participates in the engagement activities. Depending on the context of need within the project or work stream, an SME can be an instructor, consultant, learner, staff member, or other individual.

1 Scope & Work Streams

1.1 Ally Technical Implementation and Report Orientation

The Ally Technical Implementation and Report Orientation service is designed to provide basic technical configuration of Ally and to provide an orientation for administrators and accessibility staff wishing to access, navigate, and interpret the reports. More specifically, Blackboard Consulting will work with project team members to provide the following:

- A one-hour remote kick-off and planning meeting to set the schedule, gather pre-requisite configuration information
- Ally Technical Configuration
- A two-and-a-half-hour remote Orientation to:
 - Provide an overview of the Ally tool, features and workflow
 - Review alternate accessible versions
 - Review Instructor Feedback
 - Accessibility of course content
 - Guidance on how to fix accessibility issues and generate change in behavior over time
 - Review Course Accessibility Report
 - Review Institutional Report
 - Understanding of how the institution is doing
 - Helps identify where problem areas are, what to focus on, who to target, etc.

Work Products

- Technical Configuration
- Administrator Training

Client Responsibilities, Assumptions, Limitations

- Customer is currently running one of the following LMS instances:
 - Blackboard Learn
 - Moodle
 - Instructure Canvas
 - D2L BrightSpace
- Integrations with other Learning Management Systems will be considered on a case-by case basis but will require custom development and integration effort.
- High level of participation from client IT and administration resources
- Timely response from the Customer project leadership with regard to scheduling the orientation workshop
- All work to be performed remotely

1.2 Ally Deployment & Adoption Planning

This solution results in a plan designed to deploy Blackboard Ally to the relevant stakeholders in an organization based on Blackboard Ally institutional reports, organizational resources, course creation

method, remediation approach and accessibility goals and objectives. The plan, which can be processed, adopted and implemented by the organization (in the form of recommended policies, processes and procedures) includes:

- Statement of Purpose
- Connecting Blackboard Ally to Institutional Initiatives
- Institutional Report Analysis and Performance Metrics
- Strategies for Content Remediation, Staff Development and Communication

The solution may also provide a set of recommendations designed to mitigate accessibility barriers identified during discovery. It is to be noted that these recommendations are not a substitute for legal counsel.

The engagement is comprised of:

Kickoff Meeting – Remote

The goal of this meeting is to:

- Communicate the consulting methodology
- Validate the institution's expectations
- Understand the institution's historical efforts around accessibility and universal design
- Identify the roles that will need to be included in the planning workshop including the identification of a core Blackboard Ally adoption team

Deployment Meetings – Remote

The deployment meetings are designed to obtain an understanding of the institution's processes and goals around accessibility and the use of Blackboard Ally by meeting with the leadership and staff who design, develop and deploy eLearning courses. The goals of the meetings are to:

- Validate the key concerns of the client
- Explore deployment approaches that are in accordance with the institution's resources and culture
- Document any new concerns or issues that need to be addressed during the consultation

Our meetings will be focused on the following key areas:

Institutional Initiatives: Being able to associate the rollout of Ally with other larger initiatives taking place helps to drive the institution to becoming more inclusive. Realizing that the efforts being put forth is not only for learners with disabilities, but rather to improve the learning environment for all learners. This begins by first identifying the current culture and approaches around accessibility.

Reporting: For the first time at the institution, Ally has reporting features that provide insight to the accessibility of the content in all of the LMS courses. Based on the information provided, the team can make informed decisions on the prioritization and approach for remediation of content. This information will also inform the institution on the progress made in improving the accessibility of course content. Data points that will be used to monitor and report to the various stakeholders will be determined.

Remediation: There are two primary phases of remediation that will require different processes. The initial phase when Ally is first introduced to the LMS environment will identify the current accessibility

barriers. The second phase is the ongoing process of monitoring and remediating the accessibility of newly introduced content. Both phases will be discussed and based on the culture and resources of the institution, a remediation approach will be defined.

Staff Development and Support: With the introduction of Ally, instructors and instructional designers will have the accessibility scoring of their LMS content made available along with the alternative formats. While Ally provides information to the instructor regarding content remediation, some institutions feel that with the new functionality within the LMS, staff development and support needs to be planned for. Various approaches will be discussed and identified in accordance with the institution's approach to staff development.

Communication: As with any implementation, communication is critical. Since this implementation can impact the culture at the institution around accessibility and inclusion, developing and deploying a communication campaign is strongly recommended. A strategy and design as to what message needs to be communicated to who by whom will be developed.

Development of the Plan

A deployment approach and plan designed in accordance with the identified goals and resources to best utilize the Blackboard Ally software is defined as a result of the discussions. This approach will include considerations around policy; communication plan; pilot or full deployment; remediation and adoption. The plan is developed in an iterative process with the core adoption team, providing opportunities for review.

Delivery of the Ally Deployment & Adoption Plan

A remote meeting with the core adoption team will be held to present the final plan and any developed artifacts, and to discuss next steps in the execution of the plan.

Monthly Meeting to Assess Progress

A monthly remote meeting for the three (3) months following the delivery of the plan will be held. The meeting will be with the core adoption team to assess the progress made with the deployment of Blackboard Ally and to make any adjustments to the plan as needed for further adoption.

Work Products

- a. Ally Deployment & Adoption Plan
- b. Supporting materials which typically includes:
 - Master List of Accessibility Resources
 - Deployment Sequence
 - Resources that Emphasize the User Experience to Support Buy-in
 - Reporting – Institutional Data
 - Resources from the Higher Education and Accessibilities Industries
 - Content Remediation – Sample Staff Expectations
 - Staff Development – Motivation and Needs
 - Staff Development and Support – Types of Support
 - Communication Campaign
 - Communication – Messaging Templates
 - Communication – Talking Points

Client Responsibilities, Assumptions, Limitations

1. Triton College will make available documents, reports, plans, data, etc. requested by Blackboard as well as any additional items it feels would provide value to the engagement. Blackboard fully acknowledges that some requested items may not exist or be available, and therefore will strive to advance the project without such information unless it will adversely affect completion.
2. Triton College will provide access to and schedule the participation of requested staff, stakeholders, SMEs, and/or learners; and work with Blackboard to schedule, coordinate, and facilitate meetings, working sessions, and other interactions as needed.

These responsibilities, assumptions, and limitations are in addition to those stated in the *General Engagement Assumptions* section located later in this document.

1.3 Ally and Accessibility Instructor Workshop

The Blackboard Ally solution automatically checks course content for accessibility issues and uses this information to focus on key areas of support. This workshop is designed to provide an overview to the concept of accessibility, accessibility issues, and focuses on the benefits provided by Blackboard Ally.

Participants will learn how Ally evaluates existing and new course content and will observe and understand the various alternative formats which it generates. They will also learn how to incorporate the feedback that Ally provides to increase the accessibility of any new materials they add to their course.

In keeping with the concept of Universal Design, course participants will learn to incorporate the feedback that Ally provides into specific best practices when creating and modifying materials using common software programs such as Microsoft Word, PowerPoint, and Adobe PDF.

This workshop is delivered remotely using Blackboard Collaborate.

1.4 Project Management

Project Management facilitates communication within Blackboard and with the customer related to this engagement, and coordinates Blackboard's activities for this engagement. The goal of Project

Management is that project objectives and milestones are met in a timely and cost-effective manner. To achieve these outcomes, Blackboard will appoint a Project Manager who will be responsible for the overall engagement delivery, documentation, status reporting, and resource management.

Work Products

- a. Project plan.
- b. Ongoing project management and periodic communication on project progress.

Client Responsibilities, Assumptions, Limitations

1. Triton College will appoint a project coordinator for this engagement that together will work with the Blackboard Project Manager to facilitate the availability, scheduling and engagement of Triton College resources as needed so that project tasks can be completed in a timely fashion in accordance with the project plan.
2. If issues arise with SME involvement or Triton College participation at any point within this entire scope or specific work stream, Blackboard and the Client agree to, on good faith, to

resolve such issues as to not adversely affect the project schedule. If the issues are not resolved in a timely manner, Blackboard may initiate a Project Change Request (PCR), which may extend the delivery timeline and/or require additional fees to complete work or suspend activity until SMEs and/or resources become available.

These responsibilities, assumptions, and limitations are in addition to those stated in the *General Engagement Assumptions* section located later in this document.

2 Resource Requirements

To complete this engagement, Blackboard proposes the following projected staffing model included in the section entitled “Scope & Work Streams” above.

ROLE	ACTIVITIES & RESPONSIBILITIES
Project Manager	Responsible for management of project tasks, schedule, and resources. Facilitates communication within Blackboard and with Triton College related to this engagement, and coordinates Blackboard’s engagement activities.
Principal Strategist(s)/ Consultant(s)	Supports the delivery of the elements within the scope of work as appropriate including providing additional subject matter expertise.

To address specific elements within each work stream, additional Blackboard staff beyond those indicated in the table above may be assigned to the project as needed.

2.1 Engagement Leadership

A member of the Blackboard team will be identified as the Lead Strategist/Consultant who, together with the Project Manager, will interface with Triton College project leadership, harmonize specific project and work stream efforts, drive the completion of the elements defined within the scope of work, and manage the quality and delivery of the engagement and work products.

As part of Blackboard’s quality assurance process, an Executive Sponsor will be assigned to the engagement who will act as the champion for the engagement within Blackboard. In addition, the Executive Sponsor will assist the Project Manager in overseeing the engagement, managing quality and delivery, and escalating issues within Blackboard if necessary. Finally, the Executive Sponsor will interact with the leadership of Triton College at a strategic level, and operationally – as appropriate – throughout the engagement period.

3 Customer Responsibilities

Blackboard Consulting’s approach assumes active participation from Triton College team. Triton College is responsible for staffing resources on the project that have the necessary functional and technical knowledge to execute required tasks.

ROLE	ACTIVITIES & RESPONSIBILITIES
------	-------------------------------

Project Owner/ Executive Sponsor	The Project Owner provides strategic direction and executive sponsorship of the engagement.
Project Manager/ Project Coordinator	Responsible for management of the Triton College project and work stream tasks, schedules, and resources.
Client Subject Matter Expert(s)	Responsible for providing Triton College expertise, material, content, and/or subject matter to the completion of a work stream, engagement, and/or project.

Additional Triton College participation will be identified on a work stream-by-work stream basis as part of the project management process.

4 Timeline

Based on the information provided at the time of writing, Blackboard anticipates that the engagement will be delivered within a minimum of **8 weeks** after the formal start of work with monthly follow up calls for the first 6 to 9 months. The project plan will be drafted, agreed to, and tracked with Triton College as part of the engagement. Actual scheduling and milestones will be finalized as part of the project management process, and may be adjusted pending the availability of resources, conflicts in schedule, or other factors that may affect project delivery.

5 Fees, Expenses, and Terms

5.1 Firm-Fixed Price Services

The costs for additional services to be provided on a Firm-Fixed Price basis are detailed below:

Service Name	Product Code	Term of Service	Fees
Ally Deployment and Adoption Planning	ALY-LMS-ADAP	One time	\$7,500
Ally Instructor Workshop	AS-ALY-REMTRN	One time	\$2,000
Total			\$9,500

5.2 Firm-Fixed Price Milestone/Invoicing Schedule

Service Name	Milestone	Invoice Amount
Ally Deployment and Adoption Planning	Contract Signature	\$7,500
Ally Instructor Workshop	Contract Signature	\$2,000

6 Change Control

Changes to scope, resources, staffing, or timeline may impact this estimate. In the event a change occurs, the Blackboard Project Manager will capture and assess the impact and relevant implications through the project Change Control Process. This process will yield a Project Change Request (PCR) document for the Client's review and consideration. The PCR requires Triton College and Blackboard approval to be valid and actionable, if applicable.

7 General Engagement Assumptions

Our approach, timeline, team structure, and professional fees are based on the below assumptions. Variance from these assumptions will be managed through the Change Control Process and may affect the actual schedule and cost of the project.

- This agreement covers only the activities as described;
- Staffing and scheduling for project roles/positions will begin once the Contract is signed and Purchase Order is received;
- Payment for any software licenses is not contingent on or related to payment or performance for professional services;
- Customer will provide Blackboard with access to the appropriate physical and technical environments in the timeframes confirmed with Blackboard Project Manager to complete the effort outlined in this document;
- Any scheduling estimates are based on the assumption that the Customer will respond to any decision required from the Customer within five (5) business days;
- Customer will complete a review of all submitted draft working products, or set of working products, in five (5) business days unless otherwise agreed to in writing;
- The Customer shall assign a representative to be the primary point of contact for the Blackboard Project Manager. This representative shall have full authority to make all decisions regarding project scope, overall timeline, and related projects costs, as well as ensuring the necessary customer project personnel, resources, etc. are available to complete the project(s);
- Quality involvement and working products from the Customer are critical to the project. The Customer's representative shall be responsible for coordinating all meetings that involve

- Customer and third-party contractor staff members, working products, and information requests within the agreed upon timeframes;
- Customer is responsible for providing subject matter experts to assist in identifying business rules, resolving process discrepancies and answering ad hoc questions. The subject matter expert will be made available as needed during the course of the engagement and will be responsible for soliciting input from additional Customer personnel as needed;
- Hardware and software configuration and environment(s), either managed or self-hosted, can support the functional/technical services included in this proposal;
- All interfacing systems in the environment(s) designated for functional testing will be available;
- Third-party products and services, except as expressly noted above, Customer will separately procure and provide all third-party products and services in a timely manner to support the Services as defined in this Statement of Work. Blackboard is not responsible for making changes to the configuration or data contained or used in third-party systems, including but not limited to the Customer's SIS;
- Working Products are artifacts, used by Blackboard, that demonstrate progress toward a deliverable; however, they are not themselves deliverables;
- Services, whether fixed-price or time and material, are estimated based upon a maximum forty (40) hour work week per Consultant;
- The customer shall pay all outstanding invoices from any previous Blackboard agreements greater than thirty (30) days, prior to beginning work under this document;
- The estimates above were developed based on the estimated project duration. In the event the project exceeds the duration and crosses a new fiscal year, rate may be adjusted accordingly based on the effort expended in the new fiscal year;
- Except as otherwise stated in this Agreement with regard to the Consulting Services performed hereunder, Blackboard reserves the right to change the services it offers to its customers generally and related rates at any time.

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

Meeting of May 19, 2020

ACTION EXHIBIT NO. 16429

SUBJECT: BUDGET TRANSFERS

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

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

Sean Sullivan

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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Diane Viverito
Secretary

Date

Related forms requiring Board signature: Yes No

**PROPOSED BUDGET TRANSFERS - FY 2020
FOR THE PERIOD 4/1/20 to 4/30/20**

FROM		
ID#	AREA	ACCT #
EDUCATION FUND		
1	Physiology/Anatomy	01-10101560-540100210
2	Social Science	01-10102045-550300010
3	Finance	01-80200510-550300005

TO		
AREA	ACCT #	AMOUNT
Physiology/Anatomy	01-10101560-530900010	\$ 10,000.00
Social Science	01-10102045-540600010	1,000.00
Finance	01-80200510-590900000	3,000.00
TOTAL EDUCATION FUND		\$ 14,000.00

FROM		
ID#	AREA	ACCT #
BUILDING FUND		
4	Police	02-70400510-530400010

TO		
AREA	ACCT #	AMOUNT
Police	02-70400510-540400005	\$ 11,125.00
TOTAL BUILDING FUND		\$ 11,125.00

FROM		
ID#	AREA	ACCT #
RESTRICTED FUND		
5	Perkins CAAS	06-20905016-560600010

TO		
AREA	ACCT #	AMOUNT
Perkins CAAS	06-20905016-540900505	\$ 4,331.41
TOTAL RESTRICTED FUND		\$ 4,331.41
TOTAL PROPOSED BUDGET TRANSFERS		\$ 29,456.41

Budget Transfer Form

Dollar Amount \$10,000

From what Budget Account 01 - 10101560 - 540100210 **Object Code Description** Physiology/Anatomy:Instructional Supplies

To what Budget Account 01 - 10101560 - 530900010 **Object Code Description** Physiology/Anatomy:Other Contractual Services

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

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

Rationale:

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

Reimbursement of funds from the Physiology/Anatomy: Instructional Supplies account is requested to be put into the Physiology/Anatomy: Other Contractual Services account. No further purchases are planned from the Physiology/Anatomy: Instructional Supplies account for the current fiscal year, this leaves funds available to transfer into Physiology/Anatomy: Other Contractual Services.

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

A budget line does not exist for Other Contractual Services and needs to be created by transferring from another account. These funds will be used for cadaver dissection services.

Required Signatures

Requestor Jennifer Davidas 3/16/2020
DocuSigned by: 301DF28C0CEC321...

Cost Center Manager Gabriel Guyman 3/16/2020
DocuSigned by: 208858E70905420...

Associate Dean (If Applicable) Derek Salinas-LazarSKI 3/30/2020
DocuSigned by: 01318C3C10DF4E5...

Dean (If Applicable) [Signature] 3/30/2020
DocuSigned by: 4E537E225044408...

Associate Vice President Paul Jensen 3/30/2020
DocuSigned by: 61AC006981974DE...

Area Vice President Susan Campos 4/16/2020
DocuSigned by: FC3A451F8641495...

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____

AVP of Finance: _____

VP of Business Services: [Signature] 4/23/20

Entered by: B4884 DS 4/23/20

Budget Transfer Form

Dollar Amount \$1,000

From what Budget Account 01 10102045 550300010 **Object Code Description** SocialScience: Prof Dev-Travel-Out of State

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

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:

Due to the cancellation of college-related travel caused by the Covid-19 virus pandemic the department does not require our usual level of funding for professional development travel out of the state.

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

In lieu of traveling to conferences full-time faculty are expanding their memberships in professional organizations and becoming members of organizations of which they were not already a member.

Required Signatures

Requestor DocuSigned by: Bill Decker 4/3/2020

Cost Center Manager DocuSigned by: Bill Decker 4/3/2020

Associate Dean (If Applicable) _____

Dean (If Applicable) DocuSigned by: [Signature] 4/3/2020

Associate Vice President DocuSigned by: Paul Jensen 4/3/2020

Area Vice President DocuSigned by: Susan Marie Campos 4/3/2020

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____

AVP of Finance: _____

VP of Business Services: [Signature] 4/16/20

Entered by: B4878 DS 4/16/20

Budget Transfer Form

Dollar Amount \$3,000

From what Budget Account 01 - 80200510 - 550300005 Object Code Description Finance - Travel Out-Of-State

To what Budget Account 01 - 80200510 - 590900000 Object Code Description Finance - Other Expenditures

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:
 All out of state travel has been canceled in the finance department due to the COVID 19 pandemic.

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

Additional check stock and envelopes are needed to distribute funds to students from the CARES Act Higher Education Emergency Relief Fund. This cost was not anticipated in the original budget

Required Signatures

Requestor DocuSigned by: jimaynolds@triston.edu 4/20/2020

Cost Center Manager DocuSigned by: jimaynolds@triston.edu 4/20/2020

Associate Dean (If Applicable) _____

Dean (If Applicable) _____

Associate Vice President DocuSigned by: Garrick Abgajian 4/20/2020

Area Vice President DocuSigned by: Sean Sullivan 4/21/2020

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____

AVP of Finance: _____

VP of Business Services: ln 4/23/20

Entered by: B4881 DS 4/23/20

Budget Transfer Form

Dollar Amount	<u>\$11125.00</u>	
From what Budget Account	<u>02 - 70400510 - 530400010</u>	Object Code Description <u>police: maintenance services</u>
To what Budget Account	<u>02 - 70400510 - 540400005</u>	<u>police department: software account</u>
Is this a Grant? Yes [<input type="checkbox"/>] No [<input checked="" type="checkbox"/>]	*If you are submitting a grant transfer, the following statement must appear in the Rationale: "This is an allowable transfer under the (name of grant) guidelines"	
Grant Accountant?	Include Attachments: Yes [<input type="checkbox"/>] No [<input checked="" type="checkbox"/>]	

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
 Due to the scheduled changes and renovations for the CCTV systems becoming an ongoing and multi-phase process, we have decided to utilize these funds for a more time sensitive and prioritized need for the Police Department.

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

The Police Department currently utilizes a paper blotter with manually types and time stamped station complaint cards for day to day tasks and service calls. Due to ongoing updates with Microsoft updates, portions of the blotter and report writing software are removed or no longer operational. This new Records Management System will replace the manual station complaint cards and permit written communication between dispatch and officers while strengthening chain of custody verification, allow supervisors to receive completed reports for review and approval, allow records division to have real time access to documents and images. This program will allow for more organized and structured Records Management System

Required Signatures

Requestor	<small>DocuSigned by:</small> <u>melody betancourt</u>	<u>4/7/2020</u>
Cost Center Manager	<small>ADP5708C85BC4D8...</small> <small>DocuSigned by:</small> <u>austin weinstock</u>	<u>4/7/2020</u>
Associate Dean (If Applicable)	_____	
Dean (If Applicable)	_____	
Associate Vice President	<small>DocuSigned by:</small> <u>michael garnity</u>	<u>4/24/2020</u>
Area Vice President	<small>DocuSigned by:</small> <u>sean sullivan</u>	<u>4/27/2020</u>

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

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

AVP of Finance: _____

VP of Business Services: *[Signature]* 4/28/20

Entered by: B4887 DS 4/28/20

Budget Transfer Form

Dollar Amount

\$4331.41

Object Code Description

From what Budget Account

06 20905016 560600010

Leased Software

To what Budget Account

06 20905016 540900505

Other Materials & Supplies

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

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



Grant Accountant?

David Rodriguez

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:

The Sonocent software licenses for CTE students to use for note taking cost less than anticipated.

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

The request is to have the funds that are left to be spent on additional equipment for note taking that will produce voice and typed notes for student lectures. At this time the CAAS doesn't have this type of equipment at all. The equipment the CAAS has is very old and only produces a tape recording.

This is an allowable transfer under the Perkins guidelines

Required Signatures

Requestor

DocuSigned by:
Deborah Kaczmarek 3/6/2020

Cost Center Manager

DocuSigned by:
Deborah Kaczmarek 3/6/2020

Associate Dean (If Applicable)

Dean (If Applicable)

DocuSigned by:
Hilary Meyer 3/12/2020

Associate Vice President

DocuSigned by:
Susan Campos 4/6/2020

Area Vice President

DocuSigned by:
Jodi Koslow Martin 4/24/2020

BUSINESS OFFICE APPROVALS

Grant Accountant: DR 4/28/20

Asst. Director of Finance: _____
Exec. Director of Finance: NR

AVP of Finance: _____

VP of Business Services: [Signature] 4/28/20

Entered by: B4885 DS 4/28/20

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

Meeting of May 19, 2020

ACTION EXHIBIT NO. 16430

SUBJECT: AMERICAN DIGITAL – PURCHASE OF NETWORK HARDWARE

RECOMMENDATION: That the Board of Trustees approve the purchase of network hardware and support from American Digital for the not-to-exceed amount of \$50,000 for Fiscal Year 2021.

RATIONALE: This network hardware will be used for network updating and network expansion across campus. Additional IP devices on campus such as phones, access points, security cameras, access control and smart technology for classrooms all depend on increased network infrastructure capacity. American Digital is the HP designated hardware vendor for Triton College. Purchases of data processing equipment are exempt from bidding by state statute.

Sean Sullivan

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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Diane Viverito
Secretary

Date

Related forms requiring Board signature: Yes No

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

Meeting of May 19, 2020

ACTION EXHIBIT NO. 16431

SUBJECT: APPLE, INC. – PURCHASE OF APPLE EQUIPMENT

RECOMMENDATION: That the Board of Trustees approve the purchase of Apple computers and other equipment for a not-to-exceed amount of \$25,000 for Fiscal Year 2021.

RATIONALE: These computers and equipment will be used for computer labs, classrooms, faculty and staff throughout the campus and is part of Triton’s technology refresh cycle. It will allow the purchase of iPads, MacPro computers, MacBooks, Mac Peripherals and various other Apple computing products. Ninety-five percent (95%) of this equipment is directly utilized in student areas such as classrooms, Library, Academic Success Center, Testing Center, Student Life, ESL programs, Continuing Education programs, Scholar programs and other extra curricular areas. Purchases of data processing equipment and software are exempt from bidding by state statute. Apple is a sole source vendor that provides Triton College with an educational discount from its list prices.

Sean Sullivan

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

Board Officers’ Signatures Required:

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

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

Meeting of May 19, 2020

ACTION EXHIBIT NO. 16432

**SUBJECT: CDW GOVERNMENT – PURCHASE OF COMPUTER SOFTWARE AND
HARDWARE**

RECOMMENDATION: That the Board of Trustees approve the purchase of computer software and hardware from CDW Government for a not-to-exceed amount of \$25,000 for Fiscal Year 2021.

RATIONALE: This equipment will be used for computer labs, classrooms, faculty and staff throughout the campus and is part of Triton’s technology refresh cycle. It will allow the purchase of Microsoft products, Adobe Products, Educational Software products, Office Equipment and Computer Peripherals. Eighty-five percent (85%) of this equipment is directly utilized in student areas such as classrooms, Library, Academic Success Center, Testing Center, Student Life, ESL programs, Continuing Education programs, Scholar programs and other student used extra-curricular areas. Purchases of data processing equipment and software are exempt from bidding by state statute.

Sean Sullivan

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

Board Officers’ Signatures Required:

Mark R. Stephens
Chairman

Diane Viverito
Secretary

Date

Related forms requiring Board signature: Yes No

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

Meeting of May 19, 2020

ACTION EXHIBIT NO. 16433

SUBJECT: HEARTLAND BUSINESS SYTEMS – PURCHASE OF COMPUTER SOFTWARE AND HARDWARE

RECOMMENDATION: That the Board of Trustees approve the purchase of computer hardware, software, and peripherals from Heartland Business Systems for the not-to-exceed amount of \$25,000 for Fiscal Year 2021.

RATIONALE: This computer equipment will be used for computer labs, classrooms, faculty, and staff throughout the campus and is part of Triton’s technology refresh cycle. Eighty-five percent (85%) of this equipment is directly utilized in student areas such as classrooms, Library, Academic Success Center, Testing Center, Student Life, ESL programs, Continuing Education programs, Scholar programs and other student used extra-curricular areas. (Victorin) Heartland Business Systems is the designated governmental and educational desktop computer vendor for Triton College. Purchases of data processing equipment are exempt from bidding by state statute.

Sean Sullivan

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

Board Officers’ Signatures Required:

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

Related forms requiring Board signature: Yes No

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

Meeting of May 19, 2020

ACTION EXHIBIT NO. 16434

SUBJECT: HEARTLAND BUSINESS SYSTEMS – 200 NOTEBOOK PURCHASE

RECOMMENDATION: That the Board of Trustees approve the purchase of two hundred (200) HP ProBook 450 G6 15.6” Notebook computers from Heartland Business Systems. Each notebook plus extended warranty is \$829.00 for a total cost of \$165,800.00.

RATIONALE: These laptops will be used in several different ways. They will replace laptops that were removed from classroom laptop carts to loan to students and staff and if needed some of them may be configured to be loaned out as well.

Sean Sullivan

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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Diane Viverito
Secretary

Date

Related forms requiring Board signature: Yes No

Triton HP 450 G7 - Qty. 200

Quote #222929 v1



Prepared For:

Triton Community College District 504

 Michael Garrity
 2000 Fifth Avenue
 River Grove, IL 60171

P: (708) 456-0300

E: michaelgarrity@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:

05.05.2020

Expires:

06.02.2020

Hardware/Software	Price	Qty	Ext. Price
HP ProBook 450 G7 15.6" Notebook - 1920 x 1080 - Core i5 i5-10210U - 8 GB RAM - 256 GB SSD - Pike Silver - Windows 10 Pro 64-bit - Intel UHD Graphics 620 - In-plane Switching (IPS) Technology - English Keyboard - Intel Optane Memory Ready - Bluetooth - 13	\$759.00	200	\$151,800.00
HP Care Pack - 3 Year Extended Warranty - Service - 9 x 5 - Pick-up & Return - Service Depot - Technical - Physical Service	\$70.00	200	\$14,000.00
Subtotal			\$165,800.00

Quote Summary	Amount
Hardware/Software	\$165,800.00
Total:	\$165,800.00

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.2020.v1.0

Acceptance

Chicago/Lisle

Triton Community College District 504

Mauri Spampinato

Signature / Name

05/05/2020

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. **CLOUD SERVICES.** Buyer agrees and acknowledges that in order to provide a high level of service, Seller may store Buyer's information in the public cloud. This information may include but is not limited to drawings, pictures, equipment layouts, passwords, backups, or configuration files. Buyer agrees and acknowledges that the cloud is a separate and independent network, which is not controlled by Seller, and that Seller shall have no liability whatsoever, under any circumstances, for any damages arising out of or relating to the use of the public cloud, including but not limited to the loss of any information.
 19. **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.
 20. **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.
 21. **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.
 22. **BINDING EFFECT.** This Agreement shall bind and inure to the benefit of the parties, and their respective heirs, successors, personal representatives, beneficiaries and assigns.
 23. **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.
 24. **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.

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

Meeting of May 19, 2020

ACTION EXHIBIT NO. 16435

SUBJECT: MIDCO - HARDWARE SUPPORT RENEWAL

RECOMMENDATION: That the Board of Trustees approve a one-year hardware support renewal with Midco to support the College's telephone platform. The Agreement will run from July 1, 2020 through June 30, 2021. The hardware support is \$342.37 greater than FY20; the total cost of the FY21 Agreement is \$11,754.87.

RATIONALE: This renewal will provide hardware and software technical support for the College's telephone system.

Sean Sullivan

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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Diane Viverito
Secretary

Date

Related forms requiring Board signature: Yes No



221 Shore Court
Burr Ridge, IL 60527-5831
630-887-1800

Quote Number:
37619
PO#:

Work Order Id:
257355
Date:
04/24/2020
Submitted By:
shasty

Proposal To:
Triton College
2000 Fifth Ave
River Grove IL 60171-1995
FAX: (708)583-3121

Service Location:
Triton College
2000 Fifth Ave
River Grove IL 60171-1995
15605
STORE: 15605

Attention: Michael Garrity-mgarrity@triton.edu
Agreement Type: Gold
Agreement Length: 1 Year
Agreement Dates: July 1, 2020 through June 30, 2021

Option # 1
UN#Maintenance Renewal

Mitel Controller (A)
Mitel Controller (B)
Mitel Border Gateway

*Telephone Instruments are not included from this agreement

Note: MiContact Center (PrairieFyre) and AVST Repartee server hardware are not included from this agreement.

Initial: _____

Total

11,754.87

Manufacturer Software Assurance Terms are on a separate agreement.

This quote expires June 15, 2020. After this date the price quoted maybe subject to change.

Please review and sign MidCo Systems (FEMSS) new Terms and Conditions.

We Thank You for your continued business!

Accepted By: _____

PO#: _____

Date: _____

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

Meeting of May 19, 2020

ACTION EXHIBIT NO. 16436

SUBJECT: MIDCO – PURCHASE OF TELEPHONE EQUIPMENT

RECOMMENDATION: That the Board of Trustees approve the purchase of desktop telephones, equipment, and support from Midco for the not-to-exceed amount of \$25,000 for FY 2021.

RATIONALE: Midco provides hardware and software technical support for the College's telephone and contact center systems. Midco is the approved vendor for providing Mitel phones at NJPA pricing through Mitel's NJPA Contract #042109-MBS, allowing the purchase of phones and licensing at lower pricing than other vendors can provide. Purchases of technology equipment and software are exempt from bidding by state statute.

Sean Sullivan

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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Diane Viverito
Secretary

Date

Related forms requiring Board signature: Yes No

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

Meeting of May 19, 2020

ACTION EXHIBIT NO. 16437

SUBJECT: MIDCO – SOFTWARE ASSURANCE RENEWAL

RECOMMENDATION: That the Board of Trustees approve a one-year Mitel software assurance renewal with Midco to support the College’s telephone platform. The Agreement will run July 1, 2020 through June 30, 2021. The software assurance support is \$874 greater than FY20; the total cost of the FY21 Agreement is \$13,850.70.

RATIONALE: This renewal will allow Triton College access to software upgrades and ensure manufacturer support for our platform.

Sean Sullivan

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

Board Officers’ Signatures Required:

Mark R. Stephens
Chairman

Diane Viverito
Secretary

Date

Related forms requiring Board signature: Yes No



221 Shore Court
Burr Ridge, IL 60527-5831
630-887-1800

Quote Number:
37618
PO#:
Quoted
Work Order Id:
257453
Date:
04/24/2020
Submitted By:
shasty

Proposal To:
Triton College
2000 Fifth Ave
River Grove IL 60171-1995
FAX: (708)583-3121

Service Location:
Triton College
2000 Fifth Ave
River Grove IL 60171-1995
15605
STORE: 15605

Attention: Michael Garrity-mgarrity@triton.edu
Agreement Type: Nickel
Agreement Length: 1 Year
Agreement Dates: July 1, 2020 through June 30, 2021

Option # 1
UN#AVST XpressCare SW AVST - AVST Repartee LX

Mitel MiVoice Business (A)
Mitel MiVoice Business (B)
Mitel MiVoice Border Gateway
Mitel MiContact Center
AVST-Repartee LX XpressCare

Initial: _____ **Total** **13,850.70**

MidCo Maintenance programs are on a separate agreement.

This quote expires June 15, 2020. After this date the price quoted maybe subject to change.

MidCo strongly recommends maintaining current software. Once initialed and received, a Customer Service Representative will contact you to arrange your upgrade at a mutually agreed to time. By not initialing we will assume that you are not interested in upgrading your software at this time. You may contact MidCo at a later date to arrange. Please remember that as long as you are subscribed to the annual Software Assurance program, the software itself is provided at no charge, however the labor to install the upgrade is offered on a Time & Material basis.

Initial here to have your software upgrade scheduled immediately.

Please review and sign MidCo Systems (FEMSS) new Terms and Conditions.

We Thank You for your continued business!

Accepted By: _____ **PO#:** _____ **Date:** _____

TRITON COLLEGE, District 504

Board of Trustees

Meeting of May 19, 2020

ACTION EXHIBIT NO. 16438

SUBJECT: LIBRARY BOOK PURCHASES FROM AMAZON.COM

RECOMMENDATION: That the Board of Trustees grant the Library permission to issue an Open Purchase Order to Amazon.com to order single title books and other formats on behalf of the Library. The term of service is July 1, 2020 to June 30, 2021 and will not exceed \$25,000.

RATIONALE: This purchasing practice is consistent with the Illinois State Library and other Library systems. Amazon.com is a major book vendor supplying academic and trade books to colleges, primary and secondary schools and public libraries. Amazon.com offers substantial discounts and is a source for books which are difficult to obtain from other vendors.

Submitted to Board by: _____


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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Diane Viverito
Secretary

Date

Related forms requiring signature: Yes No

TRITON COLLEGE, District 504
Board of Trustees

Meeting of May 19, 2020

ACTION EXHIBIT NO. 16439

SUBJECT: LIBRARY MEMBERSHIP AND DATABASES PURCHASES THROUGH NILRC

RECOMMENDATION: That the Board of Trustees grant the Library permission to issue an Open Purchase Order to NILRC (Network of Illinois Learning Resources in Community Colleges). The term of service is July 1, 2020 to June 30, 2021 and will not exceed \$50,000.

RATIONALE: NILRC is the statewide organization that represents community college libraries in Illinois. NILRC negotiates with vendors to provide group pricing on online databases and library materials and supplies and organizes professional development opportunities for library and college staff. The P.O. will be used to pay the annual NILRC membership and subscriptions to online databases such as: Chicago Tribune, Nursing Ebooks, Oxford Reference Online, and Serials Solutions.

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

Board Officers' Signatures Required:

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

Related forms requiring signature: Yes No

TRITON COLLEGE, District 504

Board of Trustees

Meeting of May 19, 2020

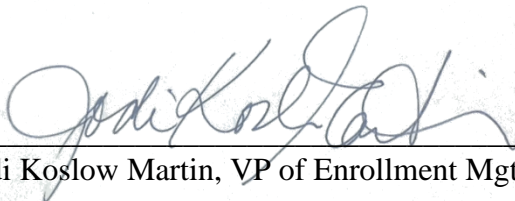
ACTION EXHIBIT NO. 16440

SUBJECT: LIBRARY PERIODICAL SUBSCRIPTION SERVICE THROUGH EBSCO

RECOMMENDATION: That the Board of Trustees grant the Library permission to purchase current periodical subscriptions through EBSCO, a subscription service provider. This subscription service does not include the purchase of periodicals in microfilm formation. The term of service is July 1, 2020 to June 30, 2021. Periodical subscriptions will not exceed \$55,000 in aggregate during FY21. No one title will exceed \$9,000.

RATIONALE: Use of a subscription service provider is cost effective due to the volume of periodical titles and issues of each title included in the Library collection. This purchase practice is consistent with the Illinois State Library and the Reaching Across Illinois Library System.

Submitted to Board by: _____


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

Board Officers' Signatures Required:

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

Related forms requiring signature: Yes _ No X

TRITON COLLEGE, District 504

Board of Trustees

Meeting of May 19, 2020

ACTION EXHIBIT NO. 16441

SUBJECT: LIBRARY MEMBERSHIP & DATABASE PURCHASES THROUGH CARLI

RECOMMENDATION: That the Board of Trustees grant the Library permission to issue an Open Purchase Order to University of Illinois at Urbana-Champaign as the fiscal agent for CARLI (Council of Academic and Research Libraries in Illinois). The term of service is July 1, 2020 to June 30, 2021 and will cover the membership of I-SHARE and database costs not to exceed \$120,000.

RATIONALE: CARLI is the statewide organization that represents academic libraries in Illinois. CARLI offers a statewide shared online catalog called I-SHARE and negotiates with vendors to provide group pricing on online databases and organizes professional development opportunities for library staff. The membership fee includes memberships in CARLI and I-SHARE. Subscriptions to online databases include: *Chronicle of Higher Education, CINAHL Complete (Cumulative Index to Nursing and Allied Health Literature), Credo, JSTOR, OmniFile Full Text, Oxford English Dictionary, PsycARTICLES, and SMART (Scientific and Medical Art) Imagebase.*

Submitted to Board by: _____


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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Diane Viverito
Secretary

Date

Related forms requiring signature: Yes No

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

Meeting of May 19, 2020

ACTION EXHIBIT NO. 16442

SUBJECT: AGREEMENT WITH CARVERTISE

RECOMMENDATION: That the Board of Trustees approve the purchase of Ride-Share and On-the-Go car wrap mobile advertising to be paid to Carvertise for the Fall semester of Fiscal Year 2021 enrollment. The advertisements will run July 1 - August 31, 2020 in Fiscal Year 2021 at a cost not to exceed \$21,000.

RATIONALE: The advertisements will promote Triton College awareness and registration for the Fall semester of Fiscal Year 2021.

Sean Sullivan

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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Diane Viverito
Secretary

Date

Related forms requiring Board signature: Yes No



319 6th Ave Wilmington, Delaware 19805

Client: Triton College

Campaign Details	
Target Market	Near Western Suburbs of Chicago (see below for more details)
Carvertise Platform	Ride-Share & On-The-Go
Number of Drivers	12
Wrap Style	Advanced Partial
Months	2
Who Is Doing Artwork	Triton College
Artwork Confirmed Date	May 22, 2020
Car Materials	May 22, 2020 (at Carvertise Headquarters)
Install Start Date	June 15, 2020
Campaign Start Date	July 1, 2020
Performance Report	Monthly
Campaign End	August 31, 2020

Additional Campaign Requirements:

Specific Zip Codes to target: 60018,60104, 60130, 60131, 60153, 60155, 60154, 60160, 60162, 60163, 60164, 60165, 60171, 60176, 60301, 60302, 60304, 60305, 60513, 60526, 60546, 60631, 60706, 60707

Marketing Materials/Talking Points for drivers will be provided by Triton College



Campaign Cost	
12 Advanced Partial Ride-Share & On-The-Go Cars	\$20,400
Back Window Decal	Added Value
Total deal size	\$20,400

Campaign Payment Terms

1. **Payment Schedule and Terms:** The project fee will be invoiced as defined below:

- i. Payment 1: \$10,200, invoice sent 6/1/2020
- ii. Payment 2: \$10,200 on 7/15/2020
 - a. Payment 1 is “due upon receipt”
 - b. Payment 2 is net30 from invoice date

Campaign Stakeholders	
Client Marketer Contact	Name: Sam Tolia Email: samtolia@triton.edu
Client Account Payable Contact	Name: Sam Tolia Email: samtolia@triton.edu
Carvertise Sales Director	Name: Scott Berlant Email: Berlant@Carvertise.com
Carvertise Director of Operations	Name: Alyssa Cahill Email: Cahill@Carvertise.com



This Advertising Services Agreement ("Agreement") is made and entered into this April 23, 2020 ("Effective Date"), by and between CARVERTISE, INC., a Delaware corporation, with its principal place of business at 319 6th Avenue Wilmington DE 19805 ("Carvertise"), and Triton College.

WHEREAS, Advertiser desires that Carvertise provide certain advertising and related services, including but not limited to design and advertising placements (collectively, "Services"), as agreed by the parties from time to time, and Carvertise desires to provide such Services, each in accordance with the terms and conditions hereof.

NOW THEREFORE, in consideration of the mutual covenants and conditions set forth herein, and intending to be legally bound hereby, each of Carvertise and Advertiser agrees as follows:

1. Services: Upon execution of this Agreement by the parties, Carvertise will prepare and install a wrap on the Carvertiser's automobile. The Carvertiser shall drive the automobile with the wrap for the duration selected by Advertiser in this Agreement.

2. Payment and Billing: Billing will be done according to the campaign payment schedule. Advertiser agrees to pay all charges in full by the due date set forth in Campaign Payment Schedule
. In the event Advertiser disputes a portion of an invoice, Advertiser agrees to pay the undisputed portion of the invoice within thirty (30) days of receipt and to provide Carvertise a detailed statement of advertiser's position on the disputed portion of the invoice within thirty (30) days of receipt. Advertiser's failure to pay any amount of an invoice that is not the subject of a good-faith dispute within thirty (30) days of receipt shall entitle Carvertise to charge interest on the overdue portion at no more than 1.0% per month or 12% per annum. Carvertise may apply payments from Advertiser, or monies owed to Advertiser, toward amounts owed under this Agreement or any other amounts Advertiser owes Carvertise. If Advertiser pays by credit card, Carvertise will bill the card automatically at the start of each billing cycle. Checks shall be made payable to "Carvertise Inc."

3. Term: This Agreement shall commence upon the Effective Date and shall continue in effect until expired or terminated as provided herein.

4. Indemnification: Carvertise will defend, indemnify, and hold harmless Advertiser and Your Affiliates from any actions, lawsuits damages, liabilities, costs, and expenses (including reasonable attorneys' fees) (collectively, "Losses") resulting from any claim, judgment, or proceeding brought by a third-party (collectively referred to as a, "Claim") and resulting from (i) any negligence or willful misconduct by Carvertise in the operation of the Services, (ii) any Claim that the Carvertise Advertising Content violates any traffic or driving law, regulation, judicial or administrative action. Notwithstanding the foregoing, Carvertise will not be liable for any Losses resulting from a Claim that results from the Client Content, Carvertise's customization of the wrap, or upon detailed specifications, materials, or information provided by the Advertiser and/or Your Affiliates that are incorporated therein.

Carvertise's customization of the wrap, or upon detailed specifications, materials, or information provided by the Advertiser and/or Your Affiliates that are incorporated therein.

5. Indemnification by Advertiser: Advertiser shall indemnify and hold Carvertise and each of Carvertise's agents, subcontractors, drivers, employees, and affiliates harmless against all Losses attributable to or



resulting from: (i) any breach of any representation or warranty in this Agreement; or (ii) any claim that the Client Content or other information provided by You violates any applicable law or infringes on any third party patent, copyright, trademark, trade secret or other intellectual property or proprietary right.

6. **Jurisdiction:** Any dispute will be resolved in Delaware through Delaware courts jurisdiction.

7. **Relationships of Parties/Third Party Rights:** The relationships of the parties to this Agreement shall be solely that of independent contractors, and nothing in this Agreement or in the business or dealings between the parties shall be construed to make them joint ventures or partners with each other. Neither party shall do anything to suggest to third parties that the relationship between the parties is anything other than that of independent contractor.

8. **Creative Control:** To control the quality of our advertising channel, Carvertise will have final approval over the creative to be used for this specific campaign.

9. **Marketing Material:** Carvertise retains the right to use any and all photos of Advertiser’s Carvertise cars for marketing purposes.

10. **General Assumptions**

- a. Carvertise cannot be held responsible for any Advertiser or Third Party delays.
- b. Carvertise has the right to place any and/or all of the following decals on each installed vehicle:
 - i. Carvertise decals on front and backwindow
 - ii. How’s my driving
 - iii. Carvertise license plate holder
- c. Due to the variable nature of installing different makes and models of vehicles, Carvertise retains the right to use its best judgement for where the decals should be fitted on the vehicles in accordance to the agreed upon creative. Slight deviation in decal placement is to be expected from vehicle-to-vehicle.
- d. Contract must be signed at least 5 weeks in advance to uphold the proposed campaign start date.
- e. Artwork must be confirmed 3 weeks before campaign install date start
- f. If contract or artwork is submitted late, the campaign start date will be pushed back accordingly

11. **Delaware Law:** This Agreement shall be governed by and construed in accordance with the laws of the State of Delaware, except where Federal Law has precedence. Carvertise consents to jurisdiction and venue in the State of Delaware.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date first set forth above.

Advertiser Signature

Date

Print Name

Position

Scott Berlant
Carvertise Sales Director

April 23, 2020
Date

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

Meeting of May 19, 2020

ACTION EXHIBIT NO. 16443

SUBJECT: AGREEMENT WITH EFFECTV COMCAST COMPANY - DIGITAL ADS

RECOMMENDATION: That the Board of Trustees approve the purchase of digital ads to be paid to effectv Comcast Company for Fiscal Year 2021 enrollment. The advertisements will support Fiscal Year 2021 enrollment. Run dates will vary throughout Fiscal Year 2021 at a cost not to exceed \$30,000.

RATIONALE: The advertisements will promote Triton College awareness and registration throughout Fiscal Year 2021.

Sean Sullivan

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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Diane Viverito
Secretary

Date

Related forms requiring Board signature: Yes No

WANT TO REACH YOUR AUDIENCE

CONSIDER THEM FOUND ON EVERY SCREEN

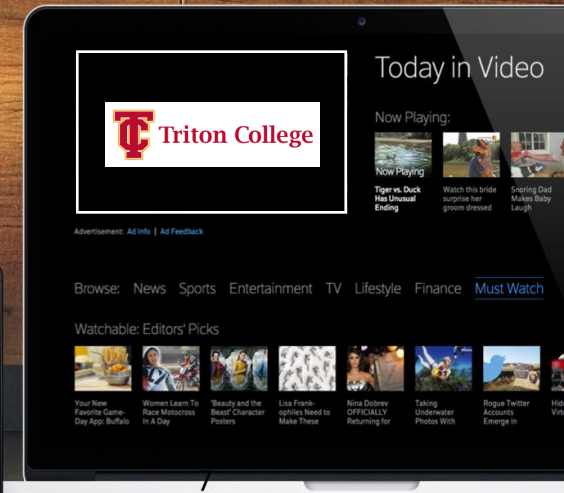
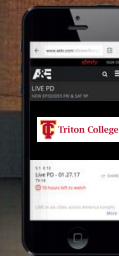
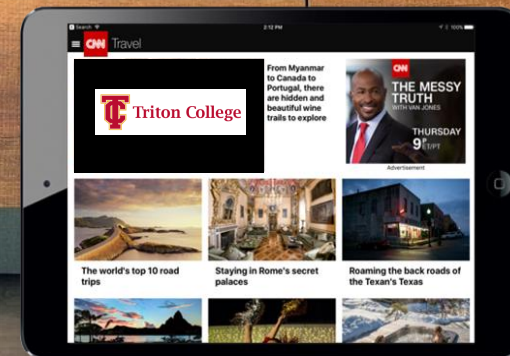
2020-2021 VIDEO RECOMMENDATION



Presented By:
Richelle Schuenemann 4/28/20 REVISED

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60/101



TRITON COLLEGE

2020-2021 CAMPAIGN SUMMARY: TELEVISION ~ 4.28.20 R1



Multi Screen Zone: Oak Park, Comcast & AT&T
Demo Target: Reaching a diverse audience interested in education, with a primary focus in reaching Adults 18-34 and consumers with high school degree/some college

TV Flight Dates: 7/20-8/9/20, 12/14/20-1/3/21 and 4/19/21-5/9/21 (9 on air weeks)

❖ Cable Network Schedule	\$ 41,456
❖ Hispanic Schedule	\$ 3,150
❖ Network VIDEO Sports :	
❖ CHICAGO BLACKHAWKS (AT&T Only)	\$ 3,420
❖ NCAA MARCH MADNESS (Comcast and AT&T)	\$ 7,240
❖ NFL MONDAY NIGHT FOOTBALL (Comcast and AT&T)	\$ 9,265

Campaign Total (TV) : \$64,531 – 15% Discount = Your Cost \$54,851.35

(Savings of \$9,679.65 with a 15% discount)

Projected Total Impressions 1,261,208 +

Authorized Acceptance: _____ 61/101 Date: _____

Rates valid for 2 weeks after date of initial proposal. Inventory subject to change based on availability.

Submitted by: Richelle Schuenemann, 4.28.20





LAST YEAR'S RECAP: July 2019– December 2019

- ❖ **1,348 BONUS Digital Forced View Video Ads Delivered!**
- ❖ **885,486 COMPLETED Digital Forced View Video Commercials on multiple screens that include Desktops, Laptops, Tablets, Mobile, Connected TV's and Connected Devices (OTT: delivery of film and TV content via the internet, without requiring users to subscribe to a traditional cable or satellite pay-tv service).**
- ❖ **Cost Per COMPLETED Forced View Commercial: \$0.03/view**
- ❖ **Time Spent Viewing Forced View Video Commercials: 270 DAYS!**

2020 – 2021 Multi Screen Media Recommendation Covering: Oak Park, Comcast & AT&T Zones

- ❖ **1,154,100 (INCREASE OF 126,936 IMP'S VS. LY) Total Multi Screen VIDEO IMPRESSIONS**
 - ❖ **40K/Month Premium Digital TV** impressions reaching cable subscribers watching TV content on their TV, phone, tablet, and On-Demand! Total of 480,000 impressions delivered July 1, 2020 – June 30, 2021
 - ❖ **56K/Month TARGETED Premium Digital Video** impressions reaching *college intenders, sports enthusiasts' audiences at 40% weight and 20% vs. Hispanics* watching Comcast-approved premium digital content. Total of 674,100 impressions delivered July 1, 2020 – June 20, 2021

Campaign Total : \$34,234.80 – 15% Discount = Your Cost \$29,099.58
(Savings of \$5,135.22 with a 15% discount)

Authorized Acceptance: _____ **62/101** **Date:** _____

Rates valid for 2 weeks after date of initial proposal. Inventory subject to change based on availability.

Submitted by: Richelle Schuenemann, 4.28.20



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

Meeting of May 19, 2020

ACTION EXHIBIT NO. 16444

SUBJECT: AGREEMENT WITH EFFECTV COMCAST COMPANY - SPOTLIGHT

RECOMMENDATION: That the Board of Trustees approve the purchase of television advertisements to be paid to effectv Comcast Company for Fiscal Year 2021 enrollment. The advertisements will run variously throughout Fiscal Year 2021 and will cost \$55,000.

RATIONALE: The advertisements will promote Triton College awareness and registration throughout Fiscal Year 2021.

Sean Sullivan

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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Diane Viverito
Secretary

Date

Related forms requiring Board signature: Yes No

WANT TO REACH YOUR AUDIENCE

CONSIDER THEM FOUND ON EVERY SCREEN

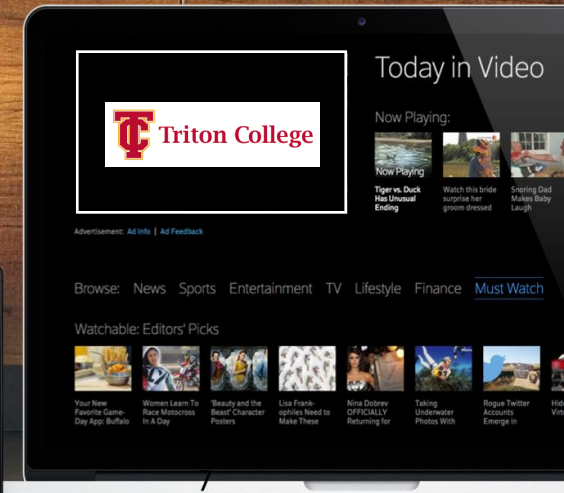
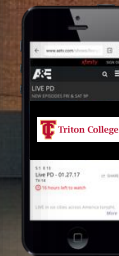
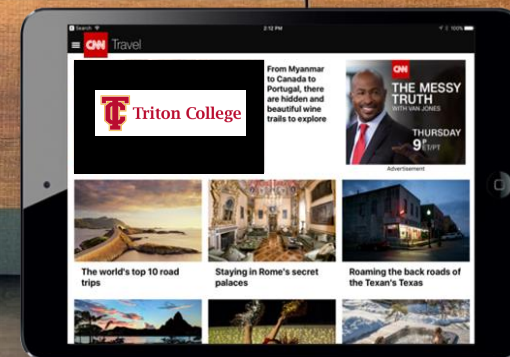
2020-2021 VIDEO RECOMMENDATION



Presented By:
Richelle Schuenemann 4/28/20 REVISED

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64/101



TRITON COLLEGE

2020-2021 CAMPAIGN SUMMARY: TELEVISION ~ 4.28.20 R1



Multi Screen Zone: Oak Park, Comcast & AT&T
Demo Target: Reaching a diverse audience interested in education, with a primary focus in reaching Adults 18-34 and consumers with high school degree/some college

TV Flight Dates: 7/20-8/9/20, 12/14/20-1/3/21 and 4/19/21-5/9/21 (9 on air weeks)

❖ Cable Network Schedule	\$ 41,456
❖ Hispanic Schedule	\$ 3,150
❖ Network VIDEO Sports :	
❖ CHICAGO BLACKHAWKS (AT&T Only)	\$ 3,420
❖ NCAA MARCH MADNESS (Comcast and AT&T)	\$ 7,240
❖ NFL MONDAY NIGHT FOOTBALL (Comcast and AT&T)	\$ 9,265

Campaign Total (TV) : \$64,531 – 15% Discount = Your Cost \$54,851.35

(Savings of \$9,679.65 with a 15% discount)

Projected Total Impressions 1,261,208 +

Authorized Acceptance: _____ 65/101 Date: _____

Rates valid for 2 weeks after date of initial proposal. Inventory subject to change based on availability.

Submitted by: Richelle Schuenemann, 4.28.20





LAST YEAR'S RECAP: July 2019– December 2019

- ❖ **1,348 BONUS Digital Forced View Video Ads Delivered!**
- ❖ **885,486 COMPLETED Digital Forced View Video Commercials on multiple screens that include Desktops, Laptops, Tablets, Mobile, Connected TV's and Connected Devices (OTT: delivery of film and TV content via the internet, without requiring users to subscribe to a traditional cable or satellite pay-tv service).**
- ❖ **Cost Per COMPLETED Forced View Commercial: \$0.03/view**
- ❖ **Time Spent Viewing Forced View Video Commercials: 270 DAYS!**

2020 – 2021 Multi Screen Media Recommendation Covering: Oak Park, Comcast & AT&T Zones

- ❖ **1,154,100 (INCREASE OF 126,936 IMP'S VS. LY) Total Multi Screen VIDEO IMPRESSIONS**
 - ❖ **40K/Month Premium Digital TV** impressions reaching cable subscribers watching TV content on their TV, phone, tablet, and On-Demand! Total of 480,000 impressions delivered July 1, 2020 – June 30, 2021
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Campaign Total : \$34,234.80 – 15% Discount = Your Cost \$29,099.58
(Savings of \$5,135.22 with a 15% discount)

Authorized Acceptance: _____ **66/101** **Date:** _____

Rates valid for 2 weeks after date of initial proposal. Inventory subject to change based on availability.

Submitted by: Richelle Schuenemann, 4.28.20



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

Meeting of May 19, 2020

ACTION EXHIBIT NO. 16445

SUBJECT: AGREEMENT WITH HIBU

RECOMMENDATION: That the Board of Trustees approve the purchase of search engine advertising that will reach Google, Yahoo and Bing networks (the nation's largest desktop and mobile advertisement partners) and Major Internet Yellow Pages. This Agreement covers the period of July 1, 2020 - June 30, 2021 and will cost \$57,000.

RATIONALE: The Google, Yahoo and Bing Search Advertising on "Hibu" will promote Triton College awareness and establish an accessible and compelling presence for prospective students during the college search process throughout Fiscal Year 2021 .

Sean Sullivan

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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Diane Viverito
Secretary

Date

Related forms requiring Board signature: Yes No



Triton College Hibu Digital 2020

Hibu Search Campaign:

Budget: \$3,631/month Allocation: 100% Google

Total results at current budget: (7/17/19-4/27/20)

Impressions: 111,000 Clicks: 4595

Impression Share (ad exposure): 7%

Avg monthly results at current budget: July 2019-April 2020:

Impressions: 12,3333 Clicks: 510

Avg weekly results at current budget level:

Impressions: 3038 Clicks: 127

Hibu Display Campaign: Retargeting Included Budget: \$1,000/month

Allocation:

Google Display Network: 50%

Image Ads on MSN Network: 10%

Facebook: 30%

Location based mobile ads: 10%

Total results at current budget: (7/17/19-4/27/20)

Impressions: 3.82 Clicks: 20,600

Avg monthly results at current budget: July 2019-April 2020:

Impressions: 424,000 Clicks: 2288

Avg weekly results at current budget:

Impressions: 106,000 Clicks: 572

**Hibu Search, Display + Presence Package =
\$4,701/month or \$56,412 annual**

2019-2020 was \$56,415.30

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

Meeting of May 19, 2020

ACTION EXHIBIT NO. 16446

SUBJECT: AGREEMENT WITH IHEART MEDIA

RECOMMENDATION: That the Board of Trustees approve the purchase of radio advertisements, web banners, web streaming, and additional recruitment opportunities to be paid to iHeart Media, on various stations, KISS FM, WGCI, BIG 95.5 AND MYFM, for Fiscal Year 2021 enrollment. Additional recruitment opportunities may include contests with the station, appearances by the radio station talent, and various events to promote Triton. The advertisements will run variously throughout Fiscal Year 2021 at a cost not to exceed \$75,000.

RATIONALE: The advertisements will promote Triton College awareness and registration throughout Fiscal Year 2021.

Sean Sullivan

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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Diane Viverito
Secretary

Date

Related forms requiring Board signature: Yes No

PROPOSAL



Prepared for:
TRITON COLLEGE

Date: 04/14/2020 08:44
Advertiser: TRITON COLLEGE
Spots: 232
Total Gross **\$16,280.00**
Cost:
Rates guaranteed until 07/17/2020

Summary

Advertiser	TRITON COLLEGE
Customer ID	00021356
Title	BIG 2020-21
Proposal Number	6743724
Billing Options	Broadcast

Spot Schedule

WEBG-FM

3 Weeks: 7/6, 7/27-8/3

Daypart/Program	Len	Spots
Mon-Fri 6am-7pm	30	5
Mon-Fri 11:30am-12pm	5	5
Mon-Fri 8pm-10pm	30	7
Mon-Sun Midnight-Midnight	30	7
Sat-Sun 10am-8pm	30	5
Weekly Total		29
Flight Total		87

3 Weeks: 12/28-1/11

Daypart/Program	Len	Spots
Mon-Fri 6am-7pm	30	5
Mon-Fri 11:30am-12pm	5	5
Mon-Fri 8pm-10pm	30	7
Mon-Sun Midnight-Midnight	30	7
Sat-Sun 10am-8pm	30	5
Weekly Total		29
Flight Total		87

2 Weeks: 5/17, 5/31

Daypart/Program	Len	Spots
Mon-Fri 6am-7pm	30	5
Mon-Fri 11:30am-12pm	5	5
Mon-Fri 8pm-10pm	30	7
Mon-Sun Midnight-Midnight	30	7
Sat-Sun 10am-8pm	30	5
Weekly Total		29
Flight Total		58

Digital Schedule

WEBG-FM

4 Weeks: 7/20-8/10

Start	End	Asset	Ordered Impressions
7/20/2020	8/16/2020	ROS Video	10000
7/20/2020	8/16/2020	Digital Audio -	36266

3 Weeks: 12/28-1/11

Start	End	Asset	Ordered Impressions
12/28/2020	1/17/2021	ROS Video	5000
12/28/2020	1/17/2021	Digital Audio -	36200

3 Weeks: 5/17-5/31

Start	End	Asset	Ordered Impressions
5/17/2021	6/6/2021	ROS Video	5000
5/17/2021	6/6/2021	Digital Audio -	36200

Proposal Totals

	Spots	Gross
WEBG-FM	232	
Total	232	\$16,280.00

PROPOSAL



Prepared for:
TRITON COLLEGE

Date: 04/14/2020 08:37
Advertiser: TRITON COLLEGE
Spots: 192
Total Gross **\$21,700.00**
Cost:
Rates guaranteed until 07/17/2020

Summary

Advertiser	TRITON COLLEGE
Customer ID	00021356
Title	GCI 2020-21
Proposal Number	6743722
Billing Options	Broadcast

Spot Schedule

WGCI-FM

3 Weeks: 7/13, 8/3-8/10

Daypart/Program	Len	Spots
Mon-Fri 6am-7pm	30	4
Mon-Fri 8am-8:30am	5	5
Mon-Fri 8pm-10pm	30	4
Mon-Sun Midnight-Midnight	30	7
Sat-Sun 10am-8pm	30	4
Weekly Total		24
Flight Total		72

3 Weeks: 12/28-1/11

Daypart/Program	Len	Spots
Mon-Fri 6am-7pm	30	4
Mon-Fri 8am-8:30am	5	5
Mon-Fri 8pm-10pm	30	4
Mon-Sun Midnight-Midnight	30	7
Sat-Sun 10am-8pm	30	4
Weekly Total		24
Flight Total		72

2 Weeks: 5/17, 5/31

Daypart/Program	Len	Spots
Mon-Fri 6am-7pm	30	4
Mon-Fri 8am-8:30am	5	5
Mon-Fri 8pm-10pm	30	4
Mon-Sun Midnight-Midnight	30	7
Sat-Sun 10am-8pm	30	4
Weekly Total		24
Flight Total		48

Digital Schedule

WGCI-FM

4 Weeks: 7/20-8/10

Start	End	Asset	Ordered Impressions
7/20/2020	8/16/2020	ROS Video	10000
7/20/2020	8/16/2020	Digital Audio -	35733

3 Weeks: 12/28-1/11

Start	End	Asset	Ordered Impressions
12/28/2020	1/17/2021	ROS Video	10000
12/28/2020	1/17/2021	Digital Audio -	35466

3 Weeks: 5/17-5/31

Start	End	Asset	Ordered Impressions
5/17/2021	6/6/2021	ROS Video	10000
5/17/2021	6/6/2021	Digital Audio -	35466

Proposal Totals

	Spots	Gross
WGCI-FM	192	
Total	192	\$21,700.00

PROPOSAL



Prepared for:
TRITON COLLEGE

Date: 04/14/2020 08:33
Advertiser: TRITON COLLEGE
Spots: 192
Total Gross: **\$22,020.00**
Cost:
Rates guaranteed until 06/12/2020

Summary

Advertiser	TRITON COLLEGE
Customer ID	00021356
Title	KISS 2020-21
Proposal Number	6743720
Billing Options	Broadcast

Spot Schedule

WKSC-FM

3 Weeks: 7/13, 8/3-8/10

Daypart/Program	Len	Spots
Mon-Fri 6am-7pm	30	4
Mon-Fri 10am-11am	5	5
Mon-Fri 8pm-10pm	30	4
Mon-Sun Midnight-Midnight	30	7
Sat-Sun 10am-8pm	30	4
Weekly Total		24
Flight Total		72

3 Weeks: 12/28-1/11

Daypart/Program	Len	Spots
Mon-Fri 6am-7pm	30	4
Mon-Fri 10am-11am	5	5
Mon-Fri 8pm-10pm	30	4
Mon-Sun Midnight-Midnight	30	7
Sat-Sun 10am-8pm	30	4
Weekly Total		24
Flight Total		72

2 Weeks: 5/17, 5/31

Daypart/Program	Len	Spots
Mon-Fri 6am-7pm	30	4
Mon-Fri 10am-11am	5	5
Mon-Fri 8pm-10pm	30	4
Mon-Sun Midnight-Midnight	30	7
Sat-Sun 10am-8pm	30	4
Weekly Total		24
Flight Total		48

Digital Schedule

WKSC-FM

4 Weeks: 7/20-8/10

Start	End	Asset	Ordered Impressions
7/20/2020	8/16/2020	ROS Video	10000
7/20/2020	8/16/2020	Digital Audio -	42666

3 Weeks: 12/28-1/11

Start	End	Asset	Ordered Impressions
12/28/2020	1/17/2021	ROS Video	10000
12/28/2020	1/17/2021	Digital Audio -	42666

3 Weeks: 5/17-5/31

Start	End	Asset	Ordered Impressions
5/17/2021	6/6/2021	ROS Video	10000
5/17/2021	6/6/2021	Digital Audio -	42666

Proposal Totals

	Spots	Gross
WKSC-FM	192	
Total	192	\$22,020.00

PROPOSAL



Prepared for:
TRITON COLLEGE

Date: 04/16/2020 03:39
Advertiser: TRITON COLLEGE
Spots: 90
Total Gross **\$15,000.00**
Cost:
Rates guaranteed until 06/26/2020

Summary

Advertiser	TRITON COLLEGE
Customer ID	00021356
Title	LIT Holiday 2020
Proposal Number	6747325
Billing Options	Broadcast

Spot Schedule

WLIT-FM

3 Weeks: 11/30-12/14

Daypart/Program	Len	Spots
Mon-Fri 6am-7pm	30	5
Mon-Fri 7am-7:30am	5	5
Mon-Fri 8pm-10pm	30	5
Mon-Sun Midnight-Midnight	30	10
Sat-Sun 10am-8pm	30	5
Weekly Total		30
Flight Total		90

Digital Schedule

WLIT-FM

2 Weeks: 11/30-12/7

Start	End	Asset	Ordered Impressions
11/30/2020	12/13/2020	ROS Video	12500

3 Weeks: 11/30-12/14

Start	End	Asset	Ordered Impressions
11/30/2020	12/20/2020	Digital Audio -	0

Proposal Totals

	Spots	Gross
WLIT-FM	90	
Total	90	\$15,000.00

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

Meeting of May 19, 2020

ACTION EXHIBIT NO. 16447

SUBJECT: AGREEMENT WITH ILLINOIS CONVENIENCE AND SAFETY CORP.

RECOMMENDATION: That the Board of Trustees approve the purchase of bus shelter advertisements to be paid to Illinois Convenience and Safety to support Fiscal Year 2021 enrollment advertising. The advertisements will run July 13, 2020 through May 16, 2021 at a cost not to exceed \$29,000.

RATIONALE: The bus shelter advertisements will promote Fall, Spring and Summer Fiscal Year 2021 registration periods.

Sean Sullivan

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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Diane Viverito
Secretary

Date

Related forms requiring Board signature: Yes No

Bus Shelter Advertising Contract

Contract No. 2020-429

Date April 28, 2020

This Contract between **ILLINOIS CONVENIENCE & SAFETY CORP.** (hereafter IC&SC) and the Exhibitor named below, is subject to the Conditions set forth on the back page hereof, which Conditions are made part of this Contract.

PLEASE DISPLAY ADVERTISING AS FOLLOWS:

LOCATION	QUANTITY OF PANELS	PERIOD		PRICE PER MONTH
		FROM	TO	
Chicago Suburban	15	7/13/20	8/23/20	\$9,666.66
		12/1/20	1/11/21	\$9,666.66
		4/5/21	5/16/21	\$9,666.66
				\$28,999.98

YEAR 2021 2020 2021

	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
DATES REQUESTED				5			13					1
DATES APPROVED												

Sales Representative: Bruce Campbell

EXHIBITOR: Triton College

Accepted:

Accepted:

by: **X** _____ Date

Sean Sullivan, VP of Business Services

company name: Triton College

address: 2000 Fifth Avenue

city/state/zip: River Grove, IL 60171

phone: 708-456-0300



Illinois Convenience & Safety Corp.

6624 W. Irving Park Rd.
Chicago, Illinois 60634
(773) 545-5296 Office
(773) 545-0298 Fax

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

Meeting of May 19, 2020

ACTION EXHIBIT NO. 16448

SUBJECT: AGREEMENT WITH PANDORA RADIO

RECOMMENDATION: That the Board of Trustees approve the purchase of audio ads with banners and video ads to be paid to Pandora Radio for Fiscal Year 2021 enrollment. The advertisements will run variously throughout Fiscal Year 2021 in support of Fiscal Year 2021 enrollment at a cost not to exceed \$30,000.

RATIONALE: The advertisements will promote Triton College awareness and registration throughout Fiscal Year 2021.

Sean Sullivan

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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Diane Viverito
Secretary

Date

Related forms requiring Board signature: Yes No



2101 WEBSTER ST • STE 1650
 OAKLAND, CA 94612
 T 510.451.4100 • PANDORA.COM

ORDER INFORMATION	
Agency	
Primary Contact	Renee Swanberg
Campaign Name	Triton College FY21
Order #	P1391961
Advertiser	Triton College
Advertiser Address	2000 5th Ave
City, State, Zip	River Grove, IL, 60171
Order Dates	07/14/2020 - 05/31/2021
Export Date	04/09/2020
Primary Salesperson	Anthony Applewhite
Salesperson Contact	aapplewhite@pandora.com

BILLING INFORMATION	
Account to be	Triton College
Billing Contact	Renee Swanberg
Billing Contact	rswanber@triton.edu
Billing Address	2000 5th Ave
Billing City, State	River Grove, IL, 60171
Currency	USD
Billing Source	DFP, PANDORA, AUDIOSERVE
Billing Terms	N/A
Terms and Conditions	N/A
Billing Notes	N/A

Package	Placement	LID	Ad Size	Start Date	End Date	Ordered Quantity	Net Rate	Cost Type	Net Budget	Guaranteed	Reach	Reachable Audience	Pandora Frequency	% Reach	Avg Wkly Frequency	Targeting
Mobile Audio :30 with Standard Companion Banner	18-29, COOK, IL COUNTY - Audio	PC35652208	n/a	07/14/2020	08/12/2020	196,078	\$17.00	CPM	\$3,333.33	YES	102,998	514,990	1.90	20.0	1.28	Demo Targeting: 18-29, COOK, IL COUNTY; Publisher Targeting: Pandora, SoundCloud; Content Targeting: Music
	18-29, COOK, IL COUNTY - Banner	PC35652209	1:1 or 300x250	07/14/2020	08/12/2020	196,078	\$0.00	CPM	\$0.00	NO						
Mobile Audio :30 with Standard Companion Banner	18-29, COOK, IL COUNTY - Audio	PC35652205	n/a	12/07/2020	01/06/2021	196,078	\$17.00	CPM	\$3,333.33	YES	110,467	690,420	1.77	16.0	1.25	Demo Targeting: 18-29, COOK, IL COUNTY; Publisher Targeting: Pandora, SoundCloud; Content Targeting: Music
	18-29, COOK, IL COUNTY - Banner	PC35652206	1:1 or 300x250	12/07/2020	01/06/2021	196,078	\$0.00	CPM	\$0.00	NO						
Mobile Audio :30 with Standard Companion Banner	18-29, COOK, IL COUNTY - Audio	PC35652202	n/a	05/03/2021	05/31/2021	196,079	\$17.00	CPM	\$3,333.34	YES	105,964	529,820	1.85	20.0	1.66	Demo Targeting: 18-29, COOK, IL COUNTY; Publisher Targeting: Pandora, SoundCloud; Content Targeting: Music
	18-29, COOK, IL COUNTY - Banner	PC35652203	1:1 or 300x250	05/03/2021	05/31/2021	196,079	\$0.00	CPM	\$0.00	NO						
Mobile Display with Standard Banner 300x250	18-29, COOK, IL COUNTY - Banner	PC35652218	300x250	07/14/2020	08/12/2020	444,444	\$7.50	CPM	\$3,333.33	YES	98,178	163,630	4.53	60.0	2.31	Demo Targeting: 18-29, COOK, IL COUNTY; Content Targeting: Music
Mobile Display with Standard Banner 300x250	18-29, COOK, IL COUNTY - Banner	PC35652216	300x250	12/07/2020	01/06/2021	444,444	\$7.50	CPM	\$3,333.33	YES	88,504	145,090	5.02	61.0	2.47	Demo Targeting: 18-29, COOK, IL COUNTY; Content Targeting: Music
Mobile Display with Standard Banner 300x250	18-29, COOK, IL COUNTY - Banner	PC35652214	300x250	05/03/2021	05/31/2021	444,444	\$7.50	CPM	\$3,333.34	YES	78,909	111,140	5.63	71.0	3.42	Demo Targeting: 18-29, COOK, IL COUNTY; Content Targeting: Music
Mobile Video Plus :15 Completion Standard Banner 300x250	18-29, COOK, IL COUNTY - Video	PC35652261	n/a	07/14/2020	08/12/2020	22,222	\$0.15	CPV	\$3,333.34	NO	0	0	0.00	0.0	0.00	Demo Targeting: 18-29; Content Targeting: Music
	18-29, COOK, IL COUNTY - Banner	PC35652262	n/a	07/14/2020	08/12/2020	0	\$0.00	CPV	\$0.00	NO						
Mobile Video Plus :15 Completion Standard Banner 300x250	18-29, COOK, IL COUNTY - Video	PC35652258	n/a	12/07/2020	01/06/2021	22,222	\$0.15	CPV	\$3,333.34	NO	0	0	0.00	0.0	0.00	Demo Targeting: 18-29; Content Targeting: Music
	18-29, COOK, IL COUNTY - Banner	PC35652259	n/a	12/07/2020	01/06/2021	0	\$0.00	CPV	\$0.00	NO						
Mobile Video Plus :15 Completion Standard Banner 300x250	18-29, COOK, IL COUNTY - Video	PC35652255	n/a	05/03/2021	05/31/2021	22,222	\$0.15	CPV	\$3,333.34	NO	0	0	0.00	0.0	0.00	Demo Targeting: 18-29; Content Targeting: Music
	18-29, COOK, IL COUNTY - Banner	PC35652256	n/a	05/03/2021	05/31/2021	0	\$0.00	CPV	\$0.00	NO						
Total						2,576,468	\$8.12		\$30,000.02		314,699		6.11	21.00%		

Effective Net Rates	
eCPM	\$7.97
eCPV	\$0.15

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

Meeting of May 19, 2020

ACTION EXHIBIT NO. 16449

SUBJECT: AGREEMENT WITH TOTAL TRAFFIC AND WEATHER NETWORK

RECOMMENDATION: That the Board of Trustees approve the purchase of advertisements during traffic, news, weather and sports reports to be paid to Total Traffic for Fiscal Year 2021 enrollment. The advertisements will run on eight stations throughout Fiscal Year 2021 at a cost not to exceed \$30,000.

RATIONALE: The advertisements will promote Triton College awareness and registration throughout Fiscal Year 2021.

Sean Sullivan

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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Diane Viverito
Secretary

Date

Related forms requiring Board signature: Yes No



Triton College - 04.13.20

Submitted By **Scott Trunda**
 scotttrunda@ttwnetwork.com
 (312)-540-2931

Proposal Date **4/13/20**
 Expiration Date **4/27/20**

Demo **Adults 18-34**
 Date **04/13/2020**

	Format	Group Owner	Total Sponsorships	Wk 1 - Wk 41							Rate	Freq	Investment						
				Wk 1			Wk 2			Wk 3				Gross Impressions	Reach	Rch %	Pop		
				Mon	Tue	Wed	Mon	Tue	Wed	Mon								Tue	Wed
Chicago 3BK HOL19+Jan20-Feb20 MSA ARB PPM			200	25	25	25	25	25	25	25	25	25	1,456,800	741,481	34.6%	2,144,300	\$150	2.0	\$30,000.00
M-F 5a-8p *			200	25	25	25	25	25	25	25	25	25	1,456,800	741,481	34.6%	2,144,300	\$150	2.0	\$30,000.00
WDRV-FM	Classic Rock	Hubbard Broadcasting	32	4	4	4	4	4	4	4	4	4	268,800	125,236	5.8%	2,144,300	\$150	2.1	\$4,800.00
WGCI-FM	Urban Contemporary	iHeartMedia, Inc.	16	2	2	2	2	2	2	2	2	2	64,000	52,619	2.5%	2,144,300	\$150	1.2	\$2,400.00
WKQX-FM	Modern/Alternative	Cumulus Media, Inc.	24	3	3	3	3	3	3	3	3	3	129,600	85,738	4.0%	2,144,300	\$150	1.5	\$3,600.00
WKSC-FM	CHR	iHeartMedia, Inc.	32	4	4	4	4	4	4	4	4	4	243,200	155,611	7.3%	2,144,300	\$150	1.6	\$4,800.00
WLIT-FM	Hot AC	iHeartMedia, Inc.	24	3	3	3	3	3	3	3	3	3	216,000	135,294	6.3%	2,144,300	\$150	1.6	\$3,600.00
WOJO-FM	Regional Mexican	Univision Radio	24	3	3	3	3	3	3	3	3	3	177,600	89,878	4.2%	2,144,300	\$150	2.0	\$3,600.00
WSHE-FM	Adult Contemporary	Hubbard Broadcasting	24	3	3	3	3	3	3	3	3	3	189,600	97,413	4.5%	2,144,300	\$150	1.9	\$3,600.00
WTTM-FM	Hot AC	Hubbard Broadcasting	24	3	3	3	3	3	3	3	3	3	168,000	100,566	4.7%	2,144,300	\$150	1.7	\$3,600.00

This report has been prepared using NuMath® research.
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* These audience estimates are derived using NuMath® based on Nielsen copyrighted and proprietary audience estimates. They are not estimates produced by Nielsen.

Arbitron Audience Estimates Copyright ©2020 The Nielsen Company, used under license, all rights reserved
 The PPM ratings are based on Audience estimates and are the opinion of Nielsen and should not be relied on for precise accuracy or precise representativeness of the demographic or radio market.

Cume inconsistencies detected in the data were corrected during survey installation for:

Chicago 3BK HOL19+Jan20-Feb20 MSA ARB PPM: WDRV-FM, WGCI-FM, WKQX-FM, WKSC-FM, WLIT-FM, WOJO-FM, WSHE-FM, WTTM-FM

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

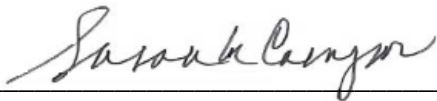
Meeting of May 19, 2020

ACTION EXHIBIT NO. 16450

SUBJECT: COLLEGE CURRICULUM COMMITTEE RECOMMENDATIONS

RECOMMENDATION: That the Board of Trustees approve the attached College Curriculum Committee recommendation.

RATIONALE: This recommendation was approved by the College Curriculum Committee on April 2, 2020, and approved by the Academic Senate on April 14, 2020.

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

Board Officers' Signatures Required:

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

Related forms requiring signature: Yes _____ No X

MEMO

TO: Dr. Susan Campos
FROM: Dr. Julianne Murphy
DATE: Monday, April 13, 2020
RE: College Curriculum Committee Item(s) from April 2, 2020
for Academic Senate on April 14, 2020

CCC Number **Item/Description and Summary**
REN 100 **Introduction to Renewable** **Effective Date:** 8/22/2020

Proposal Type: Revised Course
Summary: updated general education outcomes to align with our institutional general education outcome revision, along with 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 align with current course offering.

REN 110 **ARC Flash Prevention** **Effective Date:** 8/22/2020

Proposal Type: Revised Course
Summary: title to 'Electrical Safety & ARC Flash Prevention'; updated the general education outcomes
Rationale: The general education outcomes have been updated to align with our institutional general education outcome revision, along with title, to align with current course offering.

REN 120 **Photovoltaic Design Fundamentals** **Effective Date:** 8/22/2020

Proposal Type: Revised Course
Summary: updated general education outcomes, along with 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 align with current course offering.

CCC Number **Item/Description and Summary**
REN 130 **National Elect Code and Photovoltaic Grid-Tie Inst** **Effective Date:** 8/22/2020

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

REN 200 **Photovoltaic System Integrator** **Effective Date:** 8/22/2020

Proposal Type: Revised Course
Summary: updated general education outcomes, along with 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 align with current course offering.

REN 210 **Advanced Photovoltaic On/Off Grid Installations** **Effective Date:** 8/22/2020

Proposal Type: Revised Course
Summary: updated general education outcomes, along with 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 align with current course offering.

CCC Number **Item/Description and Summary**
REN 230 **Wind Turbine Maintenance** **Effective Date:** 8/22/2020

Proposal Type: Revised Course
Summary: updated general education outcomes, along with 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 align with current course offering.

U224G **General Education Core Curr (GECC) Credential** **Effective Date:** 8/22/2020

Proposal Type: New Curriculum
Summary: total program credits 37-41
Rationale: The GECC has been developed to allow easier transfer for students who complete this Credential, which includes all gen-eds necessary to transfer to a 4-year institution, and as an option to transfer prior to completing their Associates Degree. It is also a marketing tool for bringing students to campus to complete their gen-eds at Triton College.

CHN 101 **Elementary Chinese 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 100 **Introduction to Computer Systems** **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 have been 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**
CIS 119 **Windows** **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 have been 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

CIS 177 **Introduction to Linux** **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 231 **Info Assurance, Risk and Governance** **Effective Date:** 8/22/2020

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

CIS 236 **Intro to Wireless LAN Administration** **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.

CCC Number **Item/Description and Summary**
CIS 238 **Intro to Computer Forensics** **Effective Date:** 8/22/2020

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.

CIS 271 **Capstone Project/Cybersecurity and Information Assurance** **Effective Date:** 8/22/2020

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.

C443B **CJA/Law Enforcement Certificate** **Effective Date:** 8/22/2020

Proposal Type: Revised Curriculum
Summary: add CJA 175 (program elective)

Rationale: CJA 175 is currently part of the Criminal Justice Administration Associate in Applied Science Degree that is being added as an elective option to the certificate program, which allows more flexibility for students without changing their pathway from the certificate to the degree.

CSG 150 **Career and Life Planning** **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 have been 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**
ENG 101 **Introduction to Poetry** **Effective Date:** 1/20/2021

Proposal Type: Revised Course
Summary: course prefix to 'LIT'; course description change

Rationale: ENG 101 is being revised to LIT 101 to conform to standard prefix used by other schools for literature courses.

ENG 102 **Literature and Gender: Drama** **Effective Date:** 1/20/2021

Proposal Type: Revised Course
Summary: course prefix to 'LIT'; course description change
Rationale: ENG 102 is being revised to LIT 102 to conform to standard prefix used by other schools for literature courses.

ENG 103 **Introduction to Fiction** **Effective Date:** 1/20/2021
Lab Fee:

Proposal Type: Revised Course
Summary: course prefix to 'LIT'; course description change
Rationale: ENG 103 is being revised to LIT 103 to conform to standard prefix used by other schools for literature courses.

ENG 105 **World Literature** **Effective Date:** 1/20/2021

Proposal Type: Revised Course
Summary: course prefix to 'LIT'; course description change
Rationale: ENG 105 is being revised to LIT 105 to conform to standard prefix used by other schools for literature courses.

ENG 113 **Classic American Authors Pre-Civil War** **Effective Date:** 1/20/2021

Proposal Type: Revised Course
Summary: course prefix to 'LIT'; course description change
Rationale: ENG 113 is being revised to LIT 113 to conform to standard prefix used by other schools for literature courses.

ENG 114 **American Authors Civil War to Present** **Effective Date:** 1/20/2021

Proposal Type: Revised Course
Summary: course prefix to 'LIT'; course description change
Rationale: ENG 114 is being revised to LIT 114 to conform to standard prefix used by other schools for literature courses.

CCC Number	Item/Description and Summary	Effective Date:
ENG 170	Introduction to Children's Literature	1/20/2021
Proposal Type:	Revised Course	
Summary:	course prefix to 'LIT'; course description change	
Rationale:	ENG 170 is being revised to LIT 170 to conform to standard prefix used by other schools for literature courses.	
ENG 231	Introduction to Shakespeare	1/20/2021
Proposal Type:	Revised Course	
Summary:	course prefix to 'LIT'; course description change	
Rationale:	ENG 231 is being revised to LIT 231 to conform to standard prefix used by other schools for literature courses.	
ENG 296	Special Topics in Literature	8/22/2020
Proposal Type:	Revised Course	
Summary:	prefix to 'LIT'; course description change	
Rationale:	ENG 296 is being revised to LIT 296 to conform to standard prefix used by other schools for literature courses.	
ENT 100	Introduction to Manufacturing	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 have been 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	
ENT 103	Introduction to Automation	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 have been 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.	

CCC Number	Item/Description and Summary	Effective Date:
ENT 104	Electricity Basic Fundamentals	8/22/2020
Proposal Type:	Revised Course	
Summary:	updated general education outcomes, description, assessment, instructional strategies	
Rationale:	The general education outcomes have been updated to align with our institutional general education outcome revision, along with description, assessment and instructional strategies, to bring in line with current course offering.	
ENT 106	Welding I	8/22/2020
Proposal Type:	Revised Course	
Summary:	title to 'Welding With Metal Inert Gas'; 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 title and description (to clarify product questions by potential students and companies asking about course specifics from their first semester run (Spring 2018) to present), Overall Learning Outcomes, textbook, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.	
ENT 107	Welding II	8/22/2020
Proposal Type:	Revised Course	
Summary:	title to 'Welding With Tungsten Inert Gas'; prerequisite to 'None'; updated general education outcomes, description, assessment and instructional strategies	
Rationale:	The general education outcomes have been updated to align with our institutional general education outcome revision, along with prerequisite, title and description (to clarify product questions by potential students and companies asking about course specifics from their first semester run (Spring 2018) to present), assessment and instructional strategies, to bring in line with current course offering.	

CCC Number **Item/Description and Summary**
ENT 252 **Intro to Mechanical AutoCAD** **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 have been 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.

ENT 255 **Autodesk Inventor Design & Rendering** **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 have been 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.

ENT 260 **Jig & Fixture Design** **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 have been 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.

ENT 270 **Machine Design** **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 have been updated to align with our institutional general education outcome revision, along with assessment, description, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

CCC Number **Item/Description and Summary**
ENT 280 **Solidworks Design & Rendering** **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 have been updated to align with our institutional general education outcome revision, along with assessment, description, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

ENT 290 **Cooperative Work Experience** **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 have been updated to align with our institutional general education outcome revision, along with assessment, description, instructional strategies, topics and topical learning outcomes, to bring in line with current course

ENT 291 **Cooperative Work Experience** **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 have been 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.

ENT 295 **Applied Statics** **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 have been 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**
ENT 296 **Special Topics in Engineering Technology** **Effective Date:** 8/22/2020

Proposal Type: Revised Course
Summary: updated credits from .5-4 to 1-4; lecture from .5-4 to 0-4; lab from 1-8 to 0-8, general education outcomes, description, 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 credit, lecture, lab, description, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

C385A **Commercial Building Sustainability** **Effective Date:** 8/22/2020

Proposal Type: New Curriculum
Summary: total credits: 35
Rationale: Creation of a Commercial Building Sustainability Certificate encompasses existing Facilities Engineering Technology coursework in energy efficiency, management, and sustainability. The addition of water curriculum completes the holistic energy management certificate for stationary engineers managing commercial buildings. Discussions on development of water curriculum has been held in FET Advisory Meetings, with the Metropolitan Water District, and with State Legislators (see attached). Sustainable Water Management coursework would benefit both the existing students within the FET program, as well as providing learning opportunities for practitioners currently working in the stationary engineer field. These courses aid in closing the skills gap and shows the commitment to Workforce Development by tying these classes to an industry recognized credential, the Illinois Environmental Protection Agency Wastewater Operator Certification. Additionally these courses would expand the college's education on water treatment beyond the current Waterworks Operation I and II for municipal wastewater operators. Stationary Engineers have growing responsibility for water management in municipalities, commercial and industrial buildings, and within water reclamation districts.

CCC Number **Item/Description and Summary**
FET 101 **Indoor Air Quality** **Effective Date:** 8/22/2020

Proposal Type: Revised Course
Summary: updated the topics, topical hours and topical learning outcomes
Rationale: Creation of a Commercial Building Sustainability Certificate encompasses existing Facilities Engineering Technology coursework in energy efficiency, management, and sustainability, including Indoor Air Quality. The addition of water curriculum completes the holistic energy management certificate for stationary engineers managing commercial buildings. Discussions on development of water curriculum has been held in FET Advisory Meetings, with the Metropolitan Water District, and with State Legislators (see attached). Sustainable Water Management coursework would benefit both the existing students within the FET program as well as providing learning opportunities for practitioners currently working in the stationary engineer field. These courses aid in closing the skills gap and shows the commitment to Workforce Development by tying these classes to an industry recognized credential, the Illinois Environmental Protection Agency Wastewater Operator Certification. Additionally these courses would expand the college's education on water treatment beyond the current Waterworks Operation I and II for municipal wastewater operators. Stationary Engineers have growing responsibility for water management in municipalities, commercial and industrial buildings, and within water reclamation districts. The description, topics, topical hours and topical learning outcomes were updated to bring in line with the current course offering.

CCC Number **Item/Description and Summary**

FET 105 **Commercial Heating and Cooling** **Effective Date:** 8/22/2020

Proposal Type: Revised Course

Summary: updated the description, topics, topical hours and topical learning outcomes

Rationale: Creation of a Commercial Building Sustainability Certificate encompasses existing Facilities Engineering Technology coursework in energy efficiency, management, and sustainability, including Commercial Heating and Cooling I. The addition of water curriculum completes the holistic energy management certificate for stationary engineers managing commercial buildings. Discussions on development of water curriculum has been held in FET Advisory Meetings, with the Metropolitan Water District, and with State Legislators (see attached). Sustainable Water Management coursework would benefit both the existing students within the FET program as well as providing learning opportunities for practitioners currently working in the stationary engineer field. These courses aid in closing the skills gap and shows the commitment to Workforce Development by tying these classes to an industry recognized credential, the Illinois Environmental Protection Agency Wastewater Operator Certification. Additionally these courses would expand the college's education on water treatment beyond the current Waterworks Operation I and II for municipal wastewater operators. Stationary Engineers have growing responsibility for water management in municipalities, commercial and industrial buildings, and within water reclamation districts. The description, topics, topical hours and topical learning outcomes were updated to bring in line with the current course offering.

CCC Number **Item/Description and Summary**

FET 115 **Commercial Heating and Cooling** **Effective Date:** 8/22/2020
II

Proposal Type: Revised Course

Summary: updated the description, topics, topical hours and topical learning outcomes

Rationale: Creation of a Commercial Building Sustainability Certificate encompasses existing Facilities Engineering Technology coursework in energy efficiency, management, and sustainability, including Commercial Heating and Cooling II. The addition of water curriculum completes the holistic energy management certificate for stationary engineers managing commercial buildings. Discussions on development of water curriculum has been held in FET Advisory Meetings, with the Metropolitan Water District, and with State Legislators (see attached). Sustainable Water Management coursework would benefit both the existing students within the FET program as well as providing learning opportunities for practitioners currently working in the stationary engineer field. These courses aid in closing the skills gap and shows the commitment to Workforce Development by tying these classes to an industry recognized credential, the Illinois Environmental Protection Agency Wastewater Operator Certification. Additionally these courses would expand the college's education on water treatment beyond the current Waterworks Operation I and II for municipal wastewater operators. Stationary Engineers have growing responsibility for water management in municipalities, commercial and industrial buildings, and within water reclamation districts. The description, topics, topical hours and topical learning outcomes were updated to bring in line with the current course offering.

CCC Number **Item/Description and Summary**

FET 215 **Basic Boiler Operations**

Effective Date: 8/22/2020

Proposal Type: Revised Course

Summary: updated the description, topics and topical learning outcomes

Rationale: Creation of a Commercial Building Sustainability Certificate encompasses existing Facilities Engineering Technology coursework in energy efficiency, management, and sustainability, including Commercial Heating and Cooling II. The addition of water curriculum completes the holistic energy management certificate for stationary engineers managing commercial buildings. Discussions on development of water curriculum has been held in FET Advisory Meetings, with the Metropolitan Water District, and with State Legislators (see attached). Sustainable Water Management coursework would benefit both the existing students within the FET program as well as providing learning opportunities for practitioners currently working in the stationary engineer field. These courses aid in closing the skills gap and shows the commitment to Workforce Development by tying these classes to an industry recognized credential, the Illinois Environmental Protection Agency Wastewater Operator Certification. Additionally these courses would expand the college's education on water treatment beyond the current Waterworks Operation I and II for municipal wastewater operators. Stationary Engineers have growing responsibility for water management in municipalities, commercial and industrial buildings, and within water reclamation districts. The description, topics and topical learning outcomes were updated to bring in line with the current course offering.

CCC Number **Item/Description and Summary**

FET 220 **Energy Conservation**

Effective Date: 8/22/2020

Proposal Type: Revised Course

Summary: updated the description and textbook

Rationale: Creation of a Commercial Building Sustainability Certificate encompasses existing Facilities Engineering Technology coursework in energy efficiency, management, and sustainability, including Energy Conservation. The addition of water curriculum completes the holistic energy management certificate for stationary engineers managing commercial buildings. Discussions on development of water curriculum has been held in FET Advisory Meetings, with the Metropolitan Water District, and with State Legislators (see attached). Sustainable Water Management coursework would benefit both the existing students within the FET program as well as providing learning opportunities for practitioners currently working in the stationary engineer field. These courses aid in closing the skills gap and shows the commitment to Workforce Development by tying these classes to an industry recognized credential, the Illinois Environmental Protection Agency Wastewater Operator Certification. Additionally these courses would expand the college's education on water treatment beyond the current Waterworks Operation I and II for municipal wastewater operators. Stationary Engineers have growing responsibility for water management in municipalities, commercial and industrial buildings, and within water reclamation districts. The description and textbook were updated to bring in line with the current course offering.

CCC Number **Item/Description and Summary**

FET 225 Facilities Sustain and Green Technology **Effective Date:** 8/22/2020

Proposal Type: Revised Course
Summary: updated the description and textbook

Rationale: Creation of a Commercial Building Sustainability Certificate encompasses existing Facilities Engineering Technology coursework in energy efficiency, management, and sustainability, including Energy Conservation. The addition of water curriculum completes the holistic energy management certificate for stationary engineers managing commercial buildings. Discussions on development of water curriculum has been held in FET Advisory Meetings, with the Metropolitan Water District, and with State Legislators (see attached). Sustainable Water Management coursework would benefit both the existing students within the FET program as well as providing learning opportunities for practitioners currently working in the stationary engineer field. These courses aid in closing the skills gap and shows the commitment to Workforce Development by tying these classes to an industry recognized credential, the Illinois Environmental Protection Agency Wastewater Operator Certification. Additionally these courses would expand the college's education on water treatment beyond the current Waterworks Operation I and II for municipal wastewater operators. Stationary Engineers have growing responsibility for water management in municipalities, commercial and industrial buildings, and within water reclamation districts. The description and textbook were updated to bring in line with the current course offering.

FET 260 Water Quality: Intro to Wastewater Treatment **Effective Date:** 8/22/2020
Lab Fee: \$0.00

Proposal Type: New Course
Summary: 3 credits; 2 lecture; 2 lab

Rationale: Discussions on development of water curriculum has been held in FET Advisory Meetings, with the Metropolitan Water District, and with State Legislators (see attached). Sustainable Water Management coursework would benefit both the existing students within the FET program, as well as providing learning opportunities for practitioners currently working in the stationary engineer field. These courses aid in closing the skills gap and shows the commitment to Workforce Development by tying these classes to an industry recognized credential, the Illinois Environmental Protection Agency Wastewater Operator Certification. Additionally these courses would expand the college's education on water treatment beyond the current Waterworks Operation I and II for municipal wastewater operators. Stationary Engineers have growing responsibility for water management in municipalities, commercial and industrial buildings, and within water reclamation districts. Therefore, FET 260 was developed.

CCC Number **Item/Description and Summary**

FET 261 Water Quality: Drinking and Recreations Water **Effective Date:** 8/22/2020

Proposal Type: New Course
Summary: 3 credits; 2 lecture; 2 lab

Rationale: Discussions on development of water curriculum has been held in FET Advisory Meetings, with the Metropolitan Water District, and with State Legislators (see attached). Sustainable Water Management coursework would benefit both the existing students within the FET program, as well as providing learning opportunities for practitioners currently working in the stationary engineer field. These courses aid in closing the skills gap and shows the commitment to Workforce Development by tying these classes to an industry recognized credential, the Illinois Environmental Protection Agency Wastewater Operator Certification. Additionally these courses would expand the college's education on water treatment beyond the current Waterworks Operation I and II for municipal wastewater operators. Stationary Engineers have growing responsibility for water management in municipalities, commercial and industrial buildings, and within water reclamation districts. Therefore, FET 261 was developed.

FET 262 Water Quality: Process Water Treatment **Effective Date:** 8/22/2020
Lab Fee: \$0.00

Proposal Type: New Course
Summary: 3 credits; 2 lecture; 2 lab

Rationale: Discussions on development of water curriculum has been held in FET Advisory Meetings, with the Metropolitan Water District, and with State Legislators (see attached). Sustainable Water Management coursework would benefit both the existing students within the FET program, as well as providing learning opportunities for practitioners currently working in the stationary engineer field. These courses aid in closing the skills gap and shows the commitment to Workforce Development by tying these classes to an industry recognized credential, the Illinois Environmental Protection Agency Wastewater Operator Certification. Additionally these courses would expand the college's education on water treatment beyond the current Waterworks Operation I and II for municipal wastewater operators. Stationary Engineers have growing responsibility for water management in municipalities, commercial and industrial buildings, and within water reclamation districts. Therefore, FET 262 was developed.

CCC Number **Item/Description and Summary**

HIS 156 **African History** **Effective Date:** 1/20/2021

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.

HUM 296 **Special Topics in Humanities** **Effective Date:** 5/25/2020

Proposal Type: Revised Course

Summary: repeatable from 4 to 3 times; updated the general education outcomes, repeatability from 4 to 3 times, description, assessment, instructional strategies, topics and topical learning

Rationale: The general education outcomes were updated to align with our institutional general education outcome revision, along with repeatability from 4 to 3 times, description, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

C336A **Personal Trainer Certificate** **Effective Date:** 8/22/2020

Proposal Type: Revised Curriculum

Summary: added to recommended electives: PED 116, PED 206

Rationale: PED 116 and PED 206, two new courses are being added as recommended electives. The Advisory Committee was notified, reviewed and approved these changes.

PED 116 **Group Fitness** **Effective Date:** 8/20/2020
Lab Fee: \$30.00

Proposal Type: Reuse Course

Summary: 1 credit; 2 lab; 3 times repeatable; \$30 course fee

Rationale: PED 116, Group Fitness is being added as an elective option for C336A, Personal Trainer Certificate. The course fee covers the cost of consumables.

Printed: 4/14/2020

CCC Number **Item/Description and Summary**

PED 206 **Athletic Fitness** **Effective Date:** 8/22/2020
Lab Fee: \$30.00

Proposal Type: New Course

Summary: 1 credit; 2 lab; prerequisite 'PED 106'; \$30 course fee

Rationale: PED 206 is an advanced fitness class that is being added as an elective option to C336A, Personal Trainer Certificate. The course fee covers the cost of consumables.

VIC 290 **Cooperative Work Experience** **Effective Date:** 8/22/2020

Proposal Type: Revised Course

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

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

VIC 291 **Cooperative Work Experience** **Effective Date:** 8/22/2020

Proposal Type: Revised Course

Summary: updated the 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

VIC 296 **Special Topics in Visual Communication** **Effective Date:** 8/22/2020

Proposal Type: Revised Course

Summary: updated credits from .5-3 to 1-4; lecture from .5-4 to 1-4; lab from .5-8 to 2-8; general education outcomes, description, 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 credits, lecture, lab, description, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

Plumbing Services

1 firm submitted a bid for the Plumbing Services. An advertisement for bid was placed in the Chicago Tribune - West Cook County Zone. Immediately after the closing hour for receiving bids, which was at 1:30 p.m. local time, Thursday, March 26, 2020, the bids were publicly opened and read aloud in room A-300, and broadcast live on the Triton College YouTube broadcast by Garrick Abezetian and Danielle Stephens, Business Services, and witnessed by John Lambrecht, Operations & Maintenance.

It is recommended that the Board of Trustees accept the proposal submitted by T & J Plumbing, Inc. in accordance with their low specified bid. This item was competitively bid according to state statutes.

Recommendation along with tabulation is attached.


COMPANY

NET COST

T & J Plumbing, Inc.
5251 W. Belmont Ave
Chicago, IL 60641

\$315,000.00

APPROVED:



Sean O'Brien Sullivan
Vice President – Business Services

A/C Number	02-70100510-530400010
A/C Name	BO1: Maintenance Services
Budget (FY2021)	\$ 1,690,000.00
Prev. Expend.	\$ 0.00
Schedule	\$ 315,000.00
Balance	\$ 1,375,000.00
Budget (FY2022)	\$ 327,600.00
Budget (FY2023)	\$ 340,704.00
Budget (FY2024)	\$ 354,332.00
Budget (FY2025)	\$ 368,505.00

Memorandum

April 28, 2020



Operations & Maintenance

To: Sean Sullivan
V.P. Business Services

From: John Lambrecht
Associate Vice President, Facilities

RE: Plumbing Services / Vendor Recommendation

Triton College received 1 bid from vendors for Plumbing Services.

After carefully reviewing the bid, I recommend that the Plumbing Services contract be awarded to T & J Plumbing, Inc. of Chicago, IL. T & J Plumbing, Inc. offered the lowest cumulative hourly rate compliant bid for the anticipated services and exceeds the minimum requirements as required in the RFP.

I recommend that we enter into an agreement with T & J Plumbing, Inc. for \$315,000.00 for projected projects and repairs.

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

John

Plumbing Services Bid Tabulation
03/26/2020

	T & J Plumbing
Bid Bond	Yes
Addendums Referenced	Yes
Foreman Plumber Regular Hourly Rate	\$100.42
Foreman Plumber OT Hourly Rate	\$132.18
Foreman Plumber DT Hourly Rate	\$165.90
Journeyman Foreman Regular Hourly Rate	\$117.50
Journeyman Foreman OT Hourly Rate	\$148.00
Journeyman Foreman DT Hourly Rate	\$179.00
Apprentice Year 3 Plumber Regular Hourly Rate	\$77.97
Apprentice Year 3 Plumber OT Hourly Rate	\$83.46
Apprentice Year 3 Plumber DT Hourly Rate	\$97.96
Material Mark-Up %	5%

Electrician Services

7 firms submitted bids for the Electrician Services. An advertisement for bid was placed in the Chicago Tribune - West Cook County Zone. Immediately after the closing hour for receiving bids, which was at 1:00 p.m. local time, Tuesday, April 21, 2020, the bids were publicly opened and read aloud in room A-300, and broadcast live on the Triton College YouTube broadcast by Garrick Abezetian and Danielle Stephens, Business Services, and witnessed by John Lambrecht, Operations & Maintenance and a representative from Broadway Electric.

It is recommended that the Board of Trustees accept the proposal submitted by G & M Electrical Contractors in accordance with their low specified bid. This item was competitively bid according to state statutes.

Recommendation along with tabulation is attached.

COMPANY	NET COST
G & M Electrical Contractors 1746 N. Richmond Chicago, IL 60647	\$750,000.00

APPROVED:



Sean O'Brien Sullivan
Vice President – Business Services

A/C Number	02-70100510-530400010
A/C Name	BO1: Maintenance Services
Budget (FY2021)	\$ 1,690,000.00
Prev. Expend.	\$ 315,000.00
Schedule	\$ 750,000.00
Balance	\$ 625,000.00
Budget (FY2022)	\$ 780,000.00
Budget (FY2023)	\$ 811,200.00
Budget (FY2024)	\$ 843,648.00
Budget (FY2025)	\$ 877,394.00

Memorandum

April 28, 2020



Operations & Maintenance

To: Sean Sullivan
V.P. Business Services

From: John Lambrecht
Associate Vice President, Facilities

RE: Electrician Services / Vendor Recommendation

Triton College received 7 bids from vendors for Electrician Services.

After carefully reviewing the bids, I recommend that the Electrician Services contract be awarded to G & M Electrical Contractors of Chicago, IL. G & M Electrical Contractors offered the lowest cumulative hourly rates compliant bid for the anticipated services and exceeds the minimum requirements as required in the RFP.

I recommend that we enter into an agreement with G & M Electrical Contractors for \$750,000.00 for projected projects and repairs.

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

John

Electrician Services Re-Bid Tabulation
04/21/2020

	G & M Electric		Argon Electric		Elite Electric		Rex Electric		Airport Electric		Austin Electric	
	Yes	x2080	Yes	x2080	Yes	x2080	Yes	x2080	Yes	x2080	Yes	x2080
Bid Bond	Yes		Yes		Yes		Yes		Yes		Yes	
Addendums Referenced	Yes		Yes		Yes		Yes		Yes		Yes	
Foreman Electrician Regular	\$106.29	\$221,083.20	\$111.00	\$230,880.00	\$108.00	\$224,640.00	\$110.56	\$229,964.80	\$116.95	\$243,256.00	\$118.00	\$245,440.00
Foreman Electrician OT			\$166.00		\$155.00		\$157.60		\$156.93		\$155.00	
Foreman Electrician DT			\$210.00		\$202.00		\$204.50		\$206.53		\$205.00	
Journeyman Foreman Regular	\$102.48	\$213,158.40	\$107.50	\$223,600.00	\$104.00	\$216,320.00	\$107.31	\$223,204.80	\$111.52	\$231,961.60	\$114.00	\$237,120.00
Journeyman Foreman OT			\$162.00		\$148.00		\$154.25		\$148.79		\$151.00	
Journeyman Foreman DT			\$208.00		\$194.00		\$201.25		\$195.68		\$199.00	
Communication C Card Electrician Reg	\$83.94	\$174,595.20	\$91.00	\$189,280.00	\$98.00	\$203,840.00	\$93.59	\$194,667.20	\$102.83	\$213,886.40	\$100.00	\$208,000.00
Communication C Card Electrician OT			\$142.00		\$147.00		\$125.80		\$134.57		\$130.00	
Communication C Card Electrician DT			\$183.00		\$196.00		\$158.02		\$166.32		\$160.00	
Apprentice Electrician Regular			\$61.00		\$41.00		\$76.38		\$78.43		\$60.00	
Apprentice Electrician OT			\$94.00		\$61.00		\$107.73		\$100.34		\$80.00	
Apprentice Electrician DT			\$122.00		\$82.00		\$139.20		\$130.19		\$115.00	
Electrician & Bucket Truck			\$158.00		\$115.00		\$135.00		\$196.00		\$150.00	
Material Mark-Up %			8%		6%		7%		7%		10%	
Column Totals		\$608,836.80		\$643,760.00		\$644,800.00		\$647,836.80		\$689,104.00		\$690,560.00

Broadway Electric Submitted an incomplete bid and therefore is not included on spreadsheet