



**Regular Meeting of the  
Board of Trustees**

NOTICE: The Board of Trustees will convene in the Boardroom (A-300) and guests may attend via teleconference utilizing the number listed below. All provisions for conducting this meeting remotely will be followed in compliance with the Open Meetings Act and Executive Orders.

Individuals who wish to address the Board of Trustees during the Citizen Participation portion of the meeting should send an email to [susanpage@triton.edu](mailto:susanpage@triton.edu) including your name, phone number, town/affiliation, and the item you wish to address, no later than Tuesday, April 20, 2021 at 6 p.m.

**Agenda**

**Tuesday, April 20, 2021**

- I. CALL TO ORDER** April 20, 2021 at 6:30 p.m.  
Boardroom (A-300)  
Teleconference Number: 312-626-6799  
Meeting ID: 516 421 4791
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF BOARD MINUTES – VOLUME LVII**  
[Minutes of the Regular Board Meeting of March 16, 2021, No. 12](#)
- V. COMMENTS ON THIS AGENDA**
- VI. CITIZEN PARTICIPATION**
- VII. REPORTS/ANNOUNCEMENTS – Employee Groups**
- VIII. STUDENT SENATE REPORT**
- IX. BOARD COMMITTEE REPORTS**
  - A. Academic Affairs/Student Affairs
  - B. Finance/Maintenance & Operations
- X. ADMINISTRATIVE REPORT**
- XI. PRESIDENT’S REPORT**
- XII. CHAIRMAN’S REPORT**

**XIII. NEW BUSINESS**

A. Action Exhibits

[16564 Budget Transfers](#)

[16565 2021-2026 Intergovernmental Agreement Extension with Des Plaines Valley Region Education for Employment Regional Delivery System](#)

[16566 Copyright Clearance Center Agreement](#)

[16567 Agreement with Cumulus Media – Digital Advertising](#)

[16568 Agreement with Cumulus Media – WKQX Radio](#)

[16569 Agreement with effectv, a Comcast Company – Digital and Television](#)

[16570 Agreement with iHeart Media](#)

[16571 Agreement with Illinois Convenience and Safety Corp.](#)

[16572 Agreement with Interstate Outdoor Advertising](#)

[16573 Agreement with Total Traffic and Weather Network](#)

[16574 SURS Deferred Compensation Plan](#)

[16575 Episerver Development Agreement](#)

[16576 American Digital Backup Replication and Disaster Recovery](#)

[16577 College Curriculum Committee Recommendations](#)

[16578 Selection of Student Member of the Board of Trustees](#)

B. Seating of Student Trustee

C. Purchasing Schedules

D. Bills and Invoices

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

F. Human Resources Report

**XIV. COMMUNICATIONS – INFORMATION**

A. Human Resources Information Materials

B. Informational Material

**XV. ADJOURNMENT**

**CALL TO ORDER/ROLL CALL**

Chairman Mark Stephens called the regular meeting of the Board of Trustees, held in the Triton College Boardroom and via public teleconference, to order at 6:40 p.m. All provisions for conducting this meeting remotely were followed in compliance with the Open Meetings Act and current Executive Orders, with Chairman Stephens, President Mary-Rita Moore, and others present in the Boardroom. Following the Pledge of Allegiance, roll call was taken.

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

**APPROVAL OF BOARD MINUTES**

Mrs. Bickel made a motion, seconded by Mr. Casson, to approve the minutes of the Regular Board Meeting of February 16, 2021.

Roll Call Vote:

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

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

**COMMENTS ON THIS AGENDA**

None.

**CITIZEN PARTICIPATION**

Tony Johnston, Cook County College Teachers Union President, representing Classified, Mid-Managers, and Full-time Faculty, addressed the Board regarding the need for vaccinations of employees for a safe reopening. He urged the Board to provide vaccinations for employees.

Myrna LaRosa, faculty, addressed the Board on the safe reopening of the college. She asked about employees receiving vaccinations at the Cook County site on campus and where federal funding coming to the college was spent. AVP of Facilities John Lambrecht reported on renovations to ventilation, with upgraded filtration and increased outdoor air intake.

Cassandra Hutchinson, from the IT department, addressed the Board regarding Triton decisions. She expressed concern about returning to campus and suggested waiting until the summer semester, and also discussed vice presidents receiving two-year contracts.

Geri Brewer, nursing chairperson, addressed the Board regarding the need to negotiate the upcoming contract. She commented that the last two months has been disheartening for faculty and she hopes the teams can come to the table and make things right.

Patricia Brantley, employee, addressed the Board about the return to campus plan, asking that staff and students be allowed to express their concerns and strategies for their protection on campus, and that the college remain flexible.

Daniele Manni, faculty member, addressed the Board regarding Faculty Association negotiations and reopening plan. He discussed the issue of in-person negotiations and expressed his hope for a successful reopening and timely conclusion of negotiations.

Christina Brophy, faculty member, addressed the Board about reopening, commenting that many of her students have been diagnosed and hospitalized with COVID-19. In order to not endanger students or vulnerable families, she feels that those who want to should be allowed to remain remote and that Triton should take every precaution.

Chairman Stephens thanked everyone for their time and sharing their thoughts, and encouraged attendance at future Board meetings to stay informed.

#### **REPORTS/ANNOUNCEMENTS – Employee Groups**

Faculty Association President Leslie Wester reported that she looks forward to the negotiating teams meeting tomorrow, commenting that because administration has refused to meet virtually, faculty have filed a ULP. Regarding a return to campus, she noted that it's important everyone work together for a safe reopening, and they are looking to see a safety plan including information on ventilation, cleaning, shared office spaces, and interacting with students.

Mid-Management Association Vice President Dorota Krzykowska thanked President Moore for her email about reopening and is looking for more information on flex scheduling and precautions to keep everyone safe.

Classified Association President Katrina Mooney reported that the union leaders met with President Moore last week regarding returning to campus and all were concerned with safety and want to see a comprehensive safety plan.

Chairman Stephens commented that the entire janitorial staff was trained and certified for COVID, the ventilation has been upgraded to the highest filtration possible, everyone is wearing masks, and there is social distance signage and floor markings. He has a great deal of confidence in Administration and is sure the President will address communication needs as employees return to campus.

Adjunct Faculty Association President Bill Justiz thanked President Moore for her meeting with union leadership. He congratulated Kelly McFarland on being named Outstanding Adjunct Faculty of the Year.

#### **STUDENT SENATE REPORT**

TCSA President Megan Sroka reported that the tuition increase was discussed with students and the feedback they provided was understanding that Triton's tuition is still one of the

lowest and so they accept it. Nursing students expressed that they've had work hours cut because of COVID, so it's hard for them, but they understand that it is a low cost program compared to others in the state. Ms. Sroka discussed upcoming activities including TCSA E-Board elections, PTK Meet & Greet and Induction Ceremony after Spring Break.

## **BOARD COMMITTEE REPORTS**

### Academic Affairs/Student Affairs

Ms. Viverito reported that the committee met virtually earlier this month, discussed curriculum, and ask the Board for their support.

### Finance/Maintenance & Operations

Mrs. Potter reported that the committee met on March 3, reviewed seven new business items and one purchasing schedule, and forwarded six new business items to the Board with a recommendation for approval.

## **ADMINISTRATIVE REPORT**

Representatives from the Illinois Community College Trustees Association were present to recognize Vice Chairwoman Diane Viverito on her 25 years of service as a Trustee. ICCTA Executive Director Jim Reed and ICCTA Board President Jon Looney presented Ms. Viverito with an award in honor of her years of devotion to higher education and dedication to Triton College and the Illinois community college system.

## **PRESIDENT'S REPORT**

President Mary-Rita Moore congratulated Ms. Viverito on her award, and acknowledged some of Ms. Viverito's contributions to the college including her service as Chair of the Board Academic Affairs/Student Affairs Committee, Co-Chair of the 50<sup>th</sup> Anniversary Steering Committee, and representing the Board at various organizations such as the Association of Governing Boards and American Association of Community Colleges. President Moore thanked Ms. Viverito on behalf of the students and employees for her dedication and involvement in the lives of students at many events, celebrations, meetings, and as an avid supporter of athletics. Ms. Viverito stated that her experience as a Trustee has been wonderful, and she looks forward to live events beginning again soon.

President Moore noted that today marks the one year anniversary of the college's closing due to the pandemic. The campus reopened in June of 2020 and has moved forward in slow, progressive steps, with everyone working together through a gradual process, with much learned that we bring forward into this next step. Ms. Moore commented that union leaders mentioned a safety plan and are working with her to remind everyone that this information is on the website and up to date. She reiterated her commitment to the campus community to listen to concerns and discuss current practices in regards to safety and opportunity to restore the on-campus experience. President Moore reminded that there is no adjustment to students or faculty for the spring semester. She thanked everyone who spoke tonight and those who have worked diligently since June 1.

President Moore announced that commencement will be held on May 15 on the Triton campus, and details will be forthcoming.

**CHAIRMAN'S REPORT**

None.

**NEW BUSINESS**

**ACTION EXHIBITS**

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

- 16553 Budget Transfers**
- 16554 Certificate of Final Completion and Authorization of Final Payment for the Main Entrance Concrete Stair Replacement – A Building Project**
- 16555 Four-Year Tuition Increase Plan**
- 16556 Five-Year Tuition Increase Plan for Select Health Career Programs**
- 16557 Wireless Hotspot Service**
- 16558 Intergovernmental Agreement with the University of Illinois**
- 16559 Approval and Release of Closed Session Minutes of the Board of Trustees**
- 16560 Destruction of Closed Session Verbatim Recordings**
- 16561 Curriculum Committee Recommendations**
- 16562 Emergency Contracting with Larry's Plumbing for Underground Piping Replacement – Confirmation of Board Poll**
- 16563 2019-2024 Negotiated Agreement with Full-Time Policy Illinois Council of Police (ICOPS)**

Ms. Viverito made a motion to approve the Action Exhibits, seconded by Mr. Regan. Exhibits 16555 and 16556 were discussed, with confirmation that there was communication with students about the tuition increases. Further information will be gathered about program cost increases at neighboring colleges for comparison.

Roll Call Vote:

- Affirmative: Mrs. Bickel, Mr. Casson (items 16553-16555, 16557-16563), Mr. Johnson, Mr. Page, Mrs. Potter, Mr. Regan, Ms. Viverito, Mr. Stephens.
- Abstain: Mr. Casson on item 16556.

Motion carried 7-0 with the Student Trustee voting yes on all Action Exhibits except ITEM 16556 which carried 6-0 with the Student Trustee voting yes and Mr. Casson abstaining.

**BILLS AND INVOICES**

Mr. Johnson made a motion, seconded by Mrs. Potter to pay the Bills and Invoices in the amount of \$1,258,471.59.

Roll Call Vote:

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

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

### **CLOSED SESSION**

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

Roll Call Vote:

Affirmative: Mrs. Bickel, Mr. Casson, Mr. Johnson, Mr. Page, 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 8:24 p.m.

### **RETURN TO OPEN SESSION**

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

Roll Call Vote:

Affirmative: Mrs. Bickel, Mr. Casson, Mr. Johnson, Mr. Page, 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 8:51 p.m.

### **HUMAN RESOURCES REPORT**

#### **1.0 Faculty**

Ms. Viverito made a motion, seconded by Mr. Johnson, to approve page 1 of the Human Resources Report, item 1.1.01.

Roll Call Vote:

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

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

#### **2.0 Adjunct Faculty**

Ms. Viverito made a motion, seconded by Mr. Johnson, to approve pages 2 through 4 of the Human Resources Report, items 2.1.01 through 2.8.01.

Roll Call Vote:

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

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

### **3.0 Administration**

Ms. Viverito made a motion, seconded by Mr. Casson, to approve pages 5 through 8 of the Human Resources Report, items 3.1.01 through 3.3.02.

Roll Call Vote:

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

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

### **4.0 Classified, Police & Engineers**

Ms. Viverito made a motion, seconded by Mrs. Potter, to approve pages 9 and 10 of the Human Resources Report, items 4.1.01 through 4.6.02.

Roll Call Vote:

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

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

### **5.0 Mid-Management**

Mrs. Potter made a motion, seconded by Mr. Regan, to approve pages 11 and 12 of the Human Resources Report, items 5.1.01 through 5.4.01.

Roll Call Vote:

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

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

### **6.0 Hourly Employees**

Ms. Viverito made a motion, seconded by Mr. Johnson, to approve pages 13 and 14 of the Human Resources Report, items 6.1.01 through 6.3.03.

Roll Call Vote:

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

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



**7.0 Other**

Mrs. Potter made a motion, seconded by Mr. Regan, to approve page 15 of the Human Resources Report, item 7.1.01.

Roll Call Vote:

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

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

**ADJOURNMENT**

There being no further business before the Board, the Chairman asked for a motion to adjourn. Motion was made by Ms. Viverito to adjourn the meeting, seconded by Mr. Johnson.

Roll Call Vote:

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

Motion carried 7-0 with the Student Trustee voting yes. Chairman Stephens adjourned the meeting at 8:56 p.m.

Submitted by: Mark R. Stephens  
Board Chairman

Elizabeth Potter  
Board Secretary

Susan Page  
Susan Page, Recording Secretary

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

Meeting of April 20, 2021

ACTION EXHIBIT NO. 16564

**SUBJECT: BUDGET TRANSFERS**

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

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

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*Sean Sullivan*

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

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**Board Officers' Signatures Required:**

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**Mark R. Stephens**  
Chairman

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**Elizabeth Potter**  
Secretary

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**Date**

Related forms requiring Board signature: Yes  No

**PROPOSED BUDGET TRANSFERS - FY 2021  
FOR THE PERIOD 3/1/21 to 3/31/21**

FROM			TO		
ID#	AREA	ACCT #	AREA	ACCT #	AMOUNT
<b>EDUCATION FUND</b>					
1	Music	01-10100525-530400020	Music	01-10100525-540901005	\$ 700.00
2	Horticulture	01-10300535-540600005	Horticulture	01-10300535-550100005	76.00
3	Dean Academic Success	01-20100520-590900000	Ctr Access & Accom Services	01-20800530-530900010	23,622.00
4	Dean, Health Occupations	01-20801040-550200010	Dean, Health Occupations	01-20801040-540600010	2,000.00
5	Grant Office	01-80900530-550300005	Grant Office	01-80900530-540600005	200.00
6	Professional Development	01-80900540-530900010	Professional Development	01-80900540-550100005	1,500.00
7	Ctr Access & Accom Services	01-20800530-510600005	General Institutional	01-80600525-510900010	2,930.00
8	Dean, Health Occupations	01-20801040-510400005	General Institutional	01-80600525-510900010	3,364.00
9	Dean of Retention	01-30200520-510600005	General Institutional	01-80600525-510900010	14,560.00
10	Financial Aid	01-30400510-510600005	General Institutional	01-80600525-510900010	15,510.00
11	Dean Of Student Services	01-30800510-510600005	General Institutional	01-80600525-510900010	16,016.00
12	Center Of Business & PD	01-40200510-510100005	General Institutional	01-80600525-510900010	32,994.00
13	RSVP Volunteer Program	01-40400520-510200005	General Institutional	01-80600525-510900010	12,110.00
14	Dean Continuing Education	01-40800510-510100005	General Institutional	01-80600525-510900010	16,920.00
<b>TOTAL EDUCATION FUND</b>					<b>\$ 142,502.00</b>

FROM			TO		
ID#	AREA	ACCT #	AREA	ACCT #	AMOUNT
<b>RESTRICTED FUND</b>					
15	Westlake6	06-10405013-590200000	Westlake6	06-10405013-540100240	\$ 3,000.00
16	MSI-Minority Serving Instituti	06-20905042-590400090	MSI-Minority Serving Instituti	06-20905042-510300210	50,000.00
17	MSI-Minority Serving Instituti	06-20905042-590400090	MSI-Minority Serving Instituti	06-20905042-530900010	40,655.00
18	ECMC Yr3 Grant	06-30205012-550300005	ECMC Yr3 Grant	06-30205012-540900505	4,000.00
19	Adult Volunteer Literacy	06-30805001-550100005	Adult Volunteer Literacy	06-30805001-540100210	700.00
20	Adult Volunteer Literacy	06-30805001-550200005	Adult Volunteer Literacy	06-30805001-540100210	840.00
<b>TOTAL RESTRICTED FUND</b>					<b>\$ 99,195.00</b>
<b>TOTAL PROPOSED BUDGET TRANSFERS</b>					<b>\$ 241,697.00</b>

### Budget Transfer Form

Dollar Amount

\$700

From what Budget Account

01 10100525 530400020

Object Code Description

Maintenance Services Computer Equipment

To what Budget Account

01 10100525 540901005

Equipment Noncapitalized Computer

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:**

Scheduled refreshment of classroom computers in J-203 during FY21 will eliminate the need for maintenance service to existing computers

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

These funds will pay, in part, for the acquisition of computer interface devices needed in J-203, the electronic Music classroom, to allow use of current software products resulting in improved classroom instruction to MUS students.

**Required Signatures**

Requestor

DocuSigned by:  
dennis.mcnamara@gmail.com 2/9/2021

Cost Center Manager

DocuSigned by:  
dennis.mcnamara@gmail.com 2/10/2021

Associate Dean (If Applicable)

DocuSigned by:  
Ric Signoria 2/10/2021

Dean (If Applicable)

DocuSigned by:  
Kevin Li 2/10/2021

Associate Vice President

DocuSigned by:  
Paul Jensen 2/12/2021

Area Vice President

DocuSigned by:  
Susan Campos 3/1/2021

**BUSINESS OFFICE APPROVALS**

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

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

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

Exec. Dir. of Bus. Operations: \_\_\_\_\_

VP of Business Services: 3/2/21

Entered by: BS453 DS 3/4/21

**Budget Transfer Form**

Dollar Amount ~~\$75,000~~ 76.00

From what Budget Account 01 10300535 540600005 Object Code Description Publications and Dues

To what Budget Account 01 10300535 550100005 Meeting Expense

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:

Due to the pandemic, one of our professional associations has waived their annual membership dues so this money is now available.

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

The starting balance in this account had previously been encumbered by the institution; need \$75 additional dollars to cover Advisory Committee in person meeting expense from 3/4/2021.

**Required Signatures**

Requestor DocuSigned by: Christopher Clem 3/5/2021

Cost Center Manager DocuSigned by: Christopher Clem 3/5/2021

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

Dean (If Applicable) DocuSigned by: Dr. Jennifer Davidson 3/8/2021

Associate Vice President DocuSigned by: Paul Jensen 3/8/2021

Area Vice President DocuSigned by: Dr. Susan Campos 3/8/2021

**BUSINESS OFFICE APPROVALS**

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

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

Exec. Director of Finance: [Signature]

Exec. Dir. of Bus. Operations: [Signature]

VP of Business Services: [Signature] 3/8/21

Entered by: B5457 DS 3/10/21

Budget Transfer Form

Dollar Amount

\$23,622.00

From what Budget Account

01 20100520 590900000

Object Code Description

Other Expenditures

To what Budget Account

01 20800530 530900010

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:

The Dean of Academic Success budget (Other Expenditures) had less than expected expenditures in FY21, primarily due to the pandemic.

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

CAAS needs additional funds in Other Contractual Services to provide interpretive services to students who require accommodations through Spring 2021. We are required to provide these services to students who qualify.

Required Signatures

Requestor

DocuSigned by:  
Hilary Meyer 3/19/2021  
DocuSigned by:

Cost Center Manager

DocuSigned by:  
[Signature] 3/19/2021  
DocuSigned by:

Associate Dean (if Applicable)

DocuSigned by:  
Hilary Meyer 3/19/2021  
DocuSigned by:

Dean (if Applicable)

DocuSigned by:  
Denise Jones 3/19/2021  
DocuSigned by:

Associate Vice President

DocuSigned by:  
Jodi Koolow Masten 3/19/2021  
DocuSigned by:

Area Vice President

**BUSINESS OFFICE APPROVALS**

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

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

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

Exec. Dir. of Bus. Operations: \_\_\_\_\_

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

Entered by: BS470 DS 3/24/21

**Budget Transfer Form**

Dollar Amount

\$2000.00

From what Budget Account

01 20801040 550200010

Object Code Description

Prof.Dev Travel In-State

To what Budget Account

01 20801040 540600010

Prof.Dev Publications and Dues

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

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

Grant Accountant?

Include Attachments: Yes [ ] No [X]

**Rationale:**

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

Lack of in-state travel due to COVID decreased the need for budgeted funds, leaving them available for transfer.

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

Faculty professional development funding is split between three budget lines: In-State Travel, Out-of-State Travel, Publication and Dues. More funds are required in publication and dues to fulfill faculty requests.

**Required Signatures**

Requestor

DocuSigned by: *Andie Melling* 2/25/2021  
44204F146D0E43D

Cost Center Manager

DocuSigned by: *Pamela Harmon* 2/25/2021  
D05E6A26C6B44C8

Associate Dean (If Applicable)

DocuSigned by: \_\_\_\_\_ 2/25/2021

Dean (If Applicable)

*Pamela Harmon* 2/25/2021  
DC5E6A26C6B44C8

Associate Vice President

DocuSigned by: \_\_\_\_\_ 2/25/2021

Area Vice President

*Paul Jensen* 2/25/2021  
E1EC006B107ADE

*Susan Campos* 2/25/2021  
FC3A451F8841495

**BUSINESS OFFICE APPROVALS**

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

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

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

Exec. Dir. of Bus. Operations: *CR*

VP of Business Services: *[Signature]* 2/26/21

Entered by: *B5443 DS 2/26/21*

### Budget Transfer Form

**Dollar Amount** \$200.00

**From what Budget Account** 01 80900530 550300005 **Object Code Description**  
Travel - out of State

**To what Budget Account** 01 80900530 540600005 **Object Code Description**  
Publication & Dues

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

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

**Rationale:**  
**Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**  
 The out-of-state line has \$573.75 funds available. Not all the funds will be needed for the remainder of the fiscal year.

**Explain specifically why additional funds are needed in the receiving account:**  
 Funds are needed to cover the Grantwatch membership renewal of \$199.00 for Christina Skasa Director of Grants Pre-Award Operations.

#### Required Signatures

**Requestor** Norma Villaseñor 2/25/2021  
DocuSigned by: 246D22F07D84484

**Cost Center Manager** Raquel Coturo 2/25/2021  
DocuSigned by: 45B5B335C7F5433

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

**Dean (if Applicable)** \_\_\_\_\_

**Associate Vice President** Dwrell Carter 2/26/2021  
DocuSigned by: 725E2AMF2809462

**Area Vice President** Mary-Rita Moore 3/15/2021  
DocuSigned by: 83AB284E203E462

#### BUSINESS OFFICE APPROVALS

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

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

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

**Exec. Dir. of Bus. Operations:** [Signature]

**VP of Business Services:** [Signature] 3/16/21

Entered by: B5466 DS 3/16/21



**Budget Transfer Form**

Dollar Amount \$1500.00

From what Budget Account 01 80900540 530900010 Object Code Description Other Contractual Services

To what Budget Account 01 80900540 550100005 Meeting Expense

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:

We are using less outside speakers/independent contractors this fiscal year since so many have worked off campus.

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

We are using additional resources to engage employees to participate in training and co-worker connect events remotely.

**Required Signatures**

Requestor Susan Rolide 2/23/2021

Cost Center Manager Susan Rolide 2/23/2021

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

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

Associate Vice President Joe Klinger 2/23/2021

Area Vice President Sean Sullivan 2/24/2021

**BUSINESS OFFICE APPROVALS**

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

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

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

Exec. Dir. of Bus. Operations: CR

VP of Business Services: [Signature] 2/26/21

Entered by: B5442 DS 2/26/21

**Budget Transfer Form**

Dollar Amount \$2930

From what Budget Account 01 20800530 510600005 Object Code Description Salary

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

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

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

**Rationale:**

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:  
 Unused salary funds for the position of Disabilities Services Assistant, from February 1, 2021-March 26, 2021

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

Salary Lapse

**Required Signatures**

**Requestor** Adrienne Thomas 3/22/2021

**Cost Center Manager** Joe Klinger 3/22/2021

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

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

**Associate Vice President** Colleen Rockafellow 3/23/2021

**Area Vice President** Sean Sullivan 3/23/2021

**BUSINESS OFFICE APPROVALS**

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

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

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

Exec. Dir. of Bus. Operations: \_\_\_\_\_

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

Entered by: B5474 DS 3/25/21

Budget Transfer Form

Dollar Amount \$3,364

From what Budget Account 01 20801040 510400005 Object Code Description Salary

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

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

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

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:  
 Unused salary funds for the position of Health Careers/Public Retention Specialist, from February 19, 2021-March 26, 2021

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

Required Signatures

Requestor Adrienne Thomas 3/22/2021  
07618E9B427A456

Cost Center Manager Joe Klinger 3/22/2021  
D123C0A7D82E49D

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

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

Associate Vice President Colleen Rockafellow 3/23/2021  
857C58AA3454E1

Area Vice President Sean Sullivan 3/23/2021  
812220251EC74AT

**BUSINESS OFFICE APPROVALS**

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

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

Exec. Director of Finance: [Signature]

Exec. Dir. of Bus. Operations: [Signature]

VP of Business Services: [Signature] 3/24/21

Entered by: B5478 DS 3/25/21

### Budget Transfer Form

Dollar Amount \$14,560

From what Budget Account 01 30200520 510600005 Salary

To what Budget Account 01 80600525 510900010 Salary Lapse

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

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

**Rationale:**

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:  
Unused salary funds for the position of Office Coordinator, from October 30, 2020-March 26, 2021

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

**Required Signatures**

Requestor DocuSigned by: Adrienne Thomas 3/22/2021

Cost Center Manager DocuSigned by: Joe Klingler 3/22/2021

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

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

Associate Vice President DocuSigned by: Colleen Rockafellow 3/22/2021

Area Vice President DocuSigned by: Sean Sullivan 3/22/2021

### BUSINESS OFFICE APPROVALS

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

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

Exec. Director of Finance: MP

Exec. Dir. of Bus. Operations: CR

VP of Business Services: L 3/25/21

Entered by: B5484 DS 3/25/21

**Budget Transfer Form**

Dollar Amount

\$15,510

From what Budget Account

01 30400510 510600005

Object Code Description

Salary

To what Budget Account

01 80600525 510900010

Salary Lapse

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

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

Grant Accountant?

Include Attachments: Yes ( ) No (X)

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:  
Unused salary funds for the position of Sr. Financial Aid Specialist, from October 30, 2020-March 26, 2021

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

Salary Lapse

**Required Signatures**

Requestor

DocuSigned by: Adrienne Thomas 3/22/2021

Cost Center Manager

DocuSigned by: Joe Klingner 3/22/2021

Associate Dean (If Applicable)

\_\_\_\_\_

Dean (If Applicable)

\_\_\_\_\_

Associate Vice President

DocuSigned by: Colleen Rockafellow 3/23/2021

Area Vice President

DocuSigned by: Sean Sullivan 3/23/2021

**BUSINESS OFFICE APPROVALS**

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

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

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

Exec. Dir. of Bus. Operations: \_\_\_\_\_

VP of Business Services: [Signature] 3/25/21

Entered by: B5479 DS 3/25/21

**Budget Transfer Form**

Dollar Amount \$16,016

From what Budget Account 01 30800510 510600005 Object Code Description Salary

To what Budget Account 01 80600525 510900010 Salary Lapse

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

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

**Rationale:**

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:  
 Unused salary funds for the position of Office Coordinator, from November 4, 2020-March 26, 2021

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

Salary Lapse

**Required Signatures**

Requestor Adrienne Thomas 3/22/2021

Cost Center Manager Joe Klingler 3/22/2021

Associate Dean (if Applicable) \_\_\_\_\_

Dean (if Applicable) \_\_\_\_\_

Associate Vice President Colleen Kokafellow 3/23/2021

Area Vice President Sean Sullivan 3/23/2021

**BUSINESS OFFICE APPROVALS**

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

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

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

Exec. Dir. of Bus. Operations: \_\_\_\_\_ *AK*

VP of Business Services: *JK* 3/25/21

Entered by: B 5477 DS 3/25/21

**Budget Transfer Form**

Dollar Amount \$32,994

From what Budget Account 01 40200510 510100005 Object Code Description Salary

To what Budget Account 01 80600525 510900010 Salary Lapse

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

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

Rationale:  
 Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:  
 Unused salary funds for the position of Director of Corporate Outreach, From September 4, 2020-March 26, 2021.

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

**Required Signatures**

Requestor Adrienne Thomas 3/22/2021

Cost Center Manager Joe Klingler 3/22/2021

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

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

Associate Vice President Colleen Rockafellow 3/22/2021

Area Vice President Sean Sullivan 3/22/2021

**BUSINESS OFFICE APPROVALS**

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

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

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

Exec. Dir. of Bus. Operations: \_\_\_\_\_ *AK*

VP of Business Services: *AK* 3/25/21

Entered by: B5482 DS 3/25/21

### Budget Transfer Form

Dollar Amount

\$12,110

From what Budget Account

01 40400520 510200005

Object Code Description

Salary

To what Budget Account

01 80600525 510900010

Salary Lapse

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

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

Grant Accountant?

Include Attachments: Yes ( ) No (X)

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:  
Unused salary funds for the position of Director RSVP, from October 1, 2020-March 26, 2021

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

Salary Lapse

#### Required Signatures

Requestor

DocuSigned by: Adrienne Thomas 3/22/2021

Cost Center Manager

DocuSigned by: Joe Klingler 3/22/2021

Associate Dean (if Applicable)

\_\_\_\_\_

Dean (if Applicable)

\_\_\_\_\_

Associate Vice President

DocuSigned by: Colleen Rockafellow 3/23/2021

Area Vice President

DocuSigned by: Sean Sullivan 3/23/2021

#### BUSINESS OFFICE APPROVALS

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

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

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

Exec. Dir. of Bus. Operations: \_\_\_\_\_

VP of Business Services: [Signature] 3/25/21

Entered by: B5475 DS 3/25/21



Budget Transfer Form

Dollar Amount \$16,920

From what Budget Account	<u>01</u>	<u>40800510</u>	<u>510100005</u>	Object Code Description <u>Salary</u>
To what Budget Account	<u>01</u>	<u>80600525</u>	<u>510900010</u>	<u>Salary Lapse</u>

Is this a Grant? Yes (  ) No (  )

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

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

**Rationale:**

**Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**  
Unused salary funds for the position of Dean of Continuing Education January 29, 2021-March 26, 2021

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

Salary Lapse

Required Signatures

Requestor	<small>DocuSigned by:</small> <u>Adrienne Thomas</u>	<u>3/22/2021</u>
Cost Center Manager	<small>37618E80A27A458</small> <small>DocuSigned by:</small> <u>Joe Klingler</u>	<u>3/22/2021</u>
Associate Dean (If Applicable)	_____	
Dean (If Applicable)	_____	
Associate Vice President	<small>DocuSigned by:</small> <u>Colleen Rockafellow</u>	<u>3/22/2021</u>
Area Vice President	<small>857C550AF3454E1</small> <small>DocuSigned by:</small> <u>Sean Sullivan</u>	<u>3/22/2021</u>

**BUSINESS OFFICE APPROVALS**

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

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

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

Exec. Dir. of Bus. Operations: \_\_\_\_\_

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

Entered by: B5486 DS 3/25/21

### Budget Transfer Form

Dollar Amount \$ 3,000.00

From what Budget Account 06 10405013 590200000

Object Code Description Student Grants and Scholarships

To what Budget Account 06 10405013 540100240

Student 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? Elizabeth Zydron

Include Attachments: Yes [ ] No [X]

#### Rationale:

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

\$3,000 of the "Student Grants & Scholarships" budget line will not be expended before June 30, 2021; this budget line has enough funds to pay students' tuition during this Fiscal Year, 2021.

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

More funds than anticipated are needed in "Student Supplies" to cover the purchases of textbooks and supplies that Westlake scholarship students need for their classes this semester. This transfer has been approved by the funder. Per grant accountant, this is an allowable transfer under the guidelines of the Westlake Scholarship grant

#### Required Signatures

Requestor Rosa Maria Hernandez 3/11/2021

Cost Center Manager Jaqueline Lynch 3/11/2021

Associate Dean (if Applicable) \_\_\_\_\_

Dean (if Applicable) Jaqueline Lynch 3/18/2021

Associate Vice President Paul Jensen 3/18/2021

Area Vice President Susan Campos 3/18/2021

#### BUSINESS OFFICE APPROVALS

Grant Accountant: Elizabeth Zydron 3/25/21

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

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

Exec. Dir. of Bus. Operations: CR

VP of Business Services: [Signature] 3/26/21

Entered by: BS489 DS 3/26/21

Budget Transfer Form

Dollar Amount

\$50,000

From what Budget Account

06 20905042 590400090

Object Code Description

MSI-Loss of Revenue

To what Budget Account

06 20905042 510300210

MSI-Part-Time Stipend or Extra Duty

DS  
RL

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? David Rodriguez

Include Attachments: Yes (  ) No (  )

**Rationale:**

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

The Vice President of Academic Affairs is charged with supporting faculty in the transition to online education during the pandemic. The costs associated with the transition requires faculty to engage in training of Blackboard and online Pedagogy. This transfer is allowable through the MSI Cares Act guidelines PR Award number P425L200304.

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

The estimated cost is \$50,000 and currently there is not enough funding available in the Part-Time Stipend or Extra Duty line to pay this expense.

Required Signatures

Requestor

DocuSigned by: Cassandra Ramirez 2/19/2021  
87209566F4074B4

Cost Center Manager

DocuSigned by: Susan Campos 2/19/2021  
FC3A51F8041495

Associate Dean (If Applicable)

\_\_\_\_\_

Dean (If Applicable)

\_\_\_\_\_

Associate Vice President

DocuSigned by: Paul Jensen 2/22/2021  
875C106B11774D6

Area Vice President

DocuSigned by: jodi koslow martin 2/23/2021  
7F7DB8A8BAE4FC

**BUSINESS OFFICE APPROVALS**

Grant Accountant:

DR FEB 26 2021

Asst. Director of Finance

DL

Exec. Director of Finance:

M

Exec. Dir. of Bus. Operations:

CR

VP of Business Services:

S 3/2/21

Entered by: B5449 DS 3/3/21

Budget Transfer Form

Dollar Amount \$40,655

From what Budget Account 06 20905042 590400090 Object Code Description Loss of Revenue MSI CARES

To what Budget Account 06 20905042 530900010 Other Contractual Services MSI CARES

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? David Rodriguez Include Attachments: Yes  No

**Rationale:**

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:  
 The Director of Grants Compliance is requesting to transfer \$40,655 from Loss of Revenue MSI CARES to Other Contractual MSI CARES. Currently there is not enough funding available in the Other Contractual line to pay a Blackboard expense. This transfer is allowable through the MSI CARES Act guidelines PR Award number P425L2003.

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

This transfer is needed to accommodate Blackboard expenses associated with the Coronavirus pandemic.

**Required Signatures**

Requestor Raquel Cohuro 3/12/2021

Cost Center Manager Colleen Rockafellow 3/12/2021

Associate Dean (if Applicable) \_\_\_\_\_

Dean (if Applicable) \_\_\_\_\_

Associate Vice President Michael Gornly 3/12/2021

Area Vice President Sean Sullivan 3/12/2021

**BUSINESS OFFICE APPROVALS**

Grant Accountant: [Signature] **MAR 17 2021**

Asst. Director of Finance [Signature]

Exec. Director of Finance: [Signature]

Exec. Dir. of Bus. Operations: [Signature]

VP of Business Services: [Signature] 3/22/21

Entered by: B5469 DS 3/22/21

**Budget Transfer Form**

Dollar Amount

\$4,000.00

From what Budget Account

06 30205012 550300005

Object Code Description

Travel-out of State

To what Budget Account

06 30205012 540900505

Other Materials and Supplies

Is this a Grant?  
 Yes  No

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

Grant Accountant? Susan Zefeldt

Include Attachments: Yes  No

**Rationale:**

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

These funds are no longer required in this line item for this fiscal year due to the COVID-19 pandemic and the traveling restrictions for out of state travel for staff and students. This is an allowable budget transfer under the ECMC foundation guidelines.

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

These funds will be utilized to obtain programmatic items for the Triumph Program and the Expansion sites which includes the newly added expansion site at Kennedy-King College.

**Required Signatures**

Requestor

DocuSigned by: Julia Willis 3/3/2021

Cost Center Manager

DocuSigned by: Julia Willis 3/3/2021

Associate Dean (If Applicable)

DocuSigned by: \_\_\_\_\_ 3/3/2021

Dean (If Applicable)

DocuSigned by: Denise Jones 3/3/2021

Associate Vice President

DocuSigned by: \_\_\_\_\_ 3/3/2021

Area Vice President

DocuSigned by: Demell Carter 3/3/2021

DocuSigned by: Jodi Koslow-Martin 3/3/2021

**BUSINESS OFFICE APPROVALS**

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

Asst. Director of Finance: [Signature]

Exec. Director of Finance: [Signature]

Exec. Dir. of Bus. Operations: [Signature]

VP of Business Services: [Signature] 3/8/21

Entered by: B5455 DS 3/8/21

### Budget Transfer Form

Dollar Amount \$ 700.00

From what Budget Account	06	30805001	550100005	Object Code Description
				Meeting Expense

To what Budget Account	06	30805001	540100210	Instructional Supplies
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Is this a Grant? \*If you are submitting a grant transfer, the following statement must appear in the Rationale:  
 Yes (x) No ( ) "This is an allowable transfer under the (name of grant) guidelines"  
 Grant Accountant? Susan Zefeldt 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:  
 Additional Meeting Expenses funds will not be used before June 30, 2021 as meetings will continue to held  
 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**Explain specifically why additional funds are needed in the receiving account:**  
 Funds are needed in Instructional Supplies budget line to buy textbooks and testing materials for the Adult  
 Volunteer Literacy Program.  
 Per grant accountant, this is an approved transfer under the Adult Volunteer Literacy Grant.  
 Adult Volunteer Literacy grant

#### Required Signatures

<b>Requestor</b>	DocuSigned by: <u>Rosa Maria Hernandez</u>	2/25/2021
<b>Cost Center Manager</b>	DocuSigned by: <u>Jaqueline Lynch</u>	2/26/2021
<b>Associate Dean (If Applicable)</b>	DocuSigned by:	2/26/2021
<b>Dean (If Applicable)</b>	<u>Jaqueline Lynch</u>	2/26/2021
<b>Associate Vice President</b>	DocuSigned by: <u>Paul Jensen</u>	2/26/2021
<b>Area Vice President</b>	DocuSigned by: <u>Susan Campos</u>	2/26/2021

#### BUSINESS OFFICE APPROVALS

Grant Accountant: 88 3.2.2021  
 Asst. Director of Finance: [Signature]  
 Exec. Director of Finance: [Signature]  
 Exec. Dir. of Bus. Operations: [Signature]  
 VP of Business Services: [Signature] 3/2/21

Entered by: BSYSDS 3/3/21

### Budget Transfer Form

Dollar Amount

\$ 840.00

From what Budget Account

06 30805001 550200005

Object Code Description

Travel In-State

To what Budget Account

06 30805001 540100210

Instructional Supplies

OS  
RC

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? Susan Zefeldt

Include Attachments: Yes  No

**Rationale:**

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

Additional travel (in-State) funds will not be needed during this Fiscal Year. Conferences are being held virtually and local travel has been postponed due to pandemic.

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

Funds are needed in Instructional Supplies budget line to buy books and testing materials for the Adult Volunteer Literacy Program.  
Per grant accountant, this is an approved transfer under the Adult Volunteer Literacy Grant.  
This is an allowable transfer under the guidelines of the Adult Volunteer Literacy Grant.

**Required Signatures**

Requestor

DocuSigned by: Rosa Maria Hernandez 2/25/2021

Cost Center Manager

DocuSigned by: Jacqueline Lynch 2/26/2021

Associate Dean (if Applicable)

DocuSigned by: Jacqueline Lynch 2/26/2021

Dean (if Applicable)

DocuSigned by: Jacqueline Lynch 2/26/2021

Associate Vice President

DocuSigned by: Paul Jensen 2/26/2021

Area Vice President

DocuSigned by: Susan Campos 2/26/2021

**BUSINESS OFFICE APPROVALS**

Grant Accountant: BJ 3-2-2021

Asst. Director of Finance: [Signature]

Exec. Director of Finance: [Signature]

Exec. Dir. of Bus. Operations: [Signature]

VP of Business Services: [Signature] 3/2/21

Entered by: B5450DS 3/2/21

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

Meeting of April 20, 2021

ACTION EXHIBIT NO. 16565

**SUBJECT: 2021-2026 INTERGOVERNMENTAL AGREEMENT EXTENSION  
WITH DES PLAINES VALLEY REGION  
EDUCATION FOR EMPLOYMENT REGIONAL DELIVERY SYSTEM**

**RECOMMENDATION:** That the Board of Trustees approve an Extension of the Intergovernmental Agreement Extension with Des Plaines Valley Region Education for Employment Regional Delivery System (DVR). The term of this Extension commences on July 1, 2021 and continues through June 30, 2022, with annual renewals concluding on June 30, 2026, subject to written notice of termination. The Agreement provides office space to DVR at the annual rate of \$11,961 (facility usage). DVR will pay \$1,945 in Operational costs in the first year. Five percent (5%) annual increase in facility usage value and Operational costs will be automatically added July 1<sup>st</sup> at the beginning of each renewal period. The \$11,961 (plus annual increases) for facility usage, shall be waived and shall serve as Triton College's contribution to DVR membership. There is no other special cost to Triton College for this Agreement.

**RATIONALE:** DVR is a consortium of school districts, "building the future for elementary, high school and community college students" through partnerships with business, industry and the community. This Agreement allows DVR to service six local high school districts with a total of nine high schools serving 15,000 high school students.

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*Sean Sullivan*

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

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**Board Officers' Signatures Required:**

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

\_\_\_\_\_  
**Elizabeth Potter  
Secretary**

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

Related forms requiring Board signature: Yes  No



**2021 - 2026  
EXTENSION OF THE  
INTERGOVERNMENTAL AGREEMENT**

**between  
Triton College  
and**

**Des Plaines Valley Region Education for Employment Regional Delivery System (DVR)**

This Agreement, made by and between Community College District 504, commonly known as Triton College (hereinafter “the College”) and Des Plaines Valley Region Education for Employment Regional Delivery System (hereinafter “DVR”).

WHEREAS, it is the desire of DVR to have a centralized office space to accommodate DVR member schools.

WHEREAS, the College is able to make limited office space facilities available to DVR for this purpose.

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

**I. GENERAL REQUIREMENTS**

- A. This Agreement is for the sole and limited purpose of providing office facilities, as defined herein, on the College’s main campus.
- B. Nothing herein shall be deemed to create any association or joint venture between the College and DVR.
- C. Nothing herein shall be deemed to create an employee-employer relationship between the College and any DVR employees, and DVR employees are not to be considered employees of the College for any purpose, and are not entitled to any of the benefits that accrue to or are provided by the College to its employees.
- D. No individual will be discriminated against by either Party hereto on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap or an unfavorable discharge from military service; or any other Illinois or federally protected status.
- E. Each party shall maintain in force for the duration of this Agreement comprehensive liability insurance providing coverage against all claims, demands, loss of judgment arising out of any act or omission of the agents, employees, and students of the Parties. This policy must provide coverage against the aforementioned risks in the amount of not less than two million dollars (\$2,000,000.00) per occurrence and five million dollars (\$5,000,000.00) aggregate. A Certificate of Insurance shall be issued by each party to this

Agreement, as additional insured. This Certificate shall be updated and produced annually, covering the dates July 1<sup>st</sup> through June 30th inclusive.

- F. DVR agrees to hold harmless and indemnify the College District 504, its trustees, officers, administrators and employees against any losses, damages, judgments, claims, expenses, costs and liabilities imposed upon or incurred by or asserted against the College, including reasonable attorney's fees and expenses, arising out of the acts or omissions of DVR, its officers, agents, members, faculty or employees, under this Agreement.

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

## II. **DVR RESPONSIBILITIES**

DVR shall:

- A. Abide by all College policies and procedures incorporated by reference herein, during the term of the Agreement; and
- B. Maintain total responsibility for all DVR services and accommodations at no cost or expense to the College; and
- C. Certify that it maintains a written sexual harassment policy in conformance with 775 ILCS 5/2-105; and
- D. If DVR has more than 25 employees, DVR certifies that it provides a Drug Free Workplace in compliance with the Drug Free Workplace Act 30 ILCS 580/1 et. seq.; and
- E. Compensate the College monthly as specified herein for utilities and services associated with usage of College property; and
- F. Acknowledge that the value of the "Facility Usage Waiver" shall serve as the College's contribution to DVR as its "member contribution" and in no event shall DVR assess any additional or other fees, charges or member contribution against the College, arising from or in any way related to the association, membership and facilities usage created by the Agreement.
- G. DVR shall be responsible for providing all necessary office furniture, equipment and supplies (excluding telephone).

**III. COLLEGE RESPONSIBILITIES**

The College shall:

- A. Provide office space limited to Rooms M100, M103 and M105 to be used by DVR employees, guests, and DVR instructors between 8 a.m. until 5 p.m., Monday through Friday (except when the College is closed), and provide phone service (3 phones) (\$30.00), internet access (3 computers and 1 printer) (\$60.00) and custodial services (\$30.00) for each month for a total of \$1440.00 annually payable by DVR to the College in semi-annual payments due June 1st and December 1st of each year.
- B. If the contract is extended as set forth in Article V. below, the amount may be increased based on actual cost and usage.

**IV. JOINT RESPONSIBILITIES**

Both Parties to the Agreement shall:

- A. Have the right to request conferences to be scheduled at regular intervals for the purpose of planning, discussing, and enhancing the Partnership between parties.
- B. Protect the privacy of all personal information in a manner consistent with applicable federal and state laws and regulations.

**V. ADDITIONAL TERMS**

It is further agreed by the Parties that:

- A. This Agreement shall commence upon the execution of the Agreement by the duly authorized officers of the parties hereto and shall be for a term of up to one year each, with the fifth term beginning July 1, 2021 and ending June 30, 2026.
- B. The facility space utilized by DVR is valued at \$11,961 as of July 1, 2021, and this amount shall be increased by approximately 5% annually as specified below in Paragraph C. The waiver to DVR by Triton College of this facility space fee shall be known as the "Facility Usage Waiver."
- C. This Agreement will automatically renew for additional one (1) year terms ending on June 30<sup>th</sup> of each year of the Agreement, unless terminated under the notice provisions of the Agreement as provided herein. A 5% annual increase in direct costs and facility usage value will be automatically added at the first day of each renewal period.

Section V, Paragraph B

Section III, Paragraph A

7/1/21 - Year 8	\$11,961	\$1,945
7/1/22 - Year 9	\$12,559	\$2,042

7/1/23 - Year 10	\$13,187	\$2,144
7/1/24 - Year 11	\$13,846	\$2,251
7/1/25 - Year 12	\$14,538	\$2,364

- D. Either party may terminate this Agreement at any time upon providing written notice to the other party as indicated herein, at least sixty (60) days in advance of the proposed termination date.
- E. In the event that DVR insurance coverage lapses or fails to conform to the requirements as stated herein, and such nonconformity continues for thirty (30) days, this Agreement shall automatically terminate immediately.
- F. The terms and conditions of this Agreement may be amended or deleted and new provisions may be added from time to time upon written agreement of the Parties.
- G. This writing shall constitute the sole Agreement between the Parties.
- H. This Agreement is executed by an authorized representative of the College in the representative's official capacity only and the representative shall have no personal liability under the Agreement.
- I. This Agreement shall be governed by and construed in accordance with the substantive laws of the State of Illinois regardless of any conflict of laws provision. All disputes arising out of the Agreement, wherever derived, will be resolved in the Circuit Court of Cook County, Illinois.
- J. Notice required to be sent hereunder shall be sent by prepaid registered or certified mail, return receipt requested, and shall be effective upon delivery.

If to the College:

Ms. Mary-Rita Moore  
 President  
 Triton College  
 2000 Fifth Avenue, Room A301  
 River Grove, IL 60171

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

If to the DVR:

\_\_\_\_\_  
 President  
 Des Plaines Valley Region  
 c/o Triton College  
 2000 Fifth Avenue, Room M100  
 River Grove, IL 60171

cc: \_\_\_\_\_  
Executive Director  
Des Plaines Valley Region  
c/o Triton College  
2000 Fifth Avenue, Room M100  
River Grove, IL 60171

FOR DVR:

\_\_\_\_\_  
President, DVR

Date: \_\_\_\_\_

\_\_\_\_\_  
Executive Director, DVR

Date: \_\_\_\_\_

FOR COLLEGE:

\_\_\_\_\_  
Mark R. Stephens

Board Chairman

Date: \_\_\_\_\_

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

Meeting of April 20, 2021

ACTION EXHIBIT NO. 16566

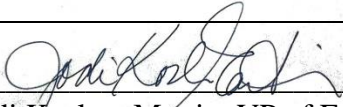
**SUBJECT: COPYRIGHT CLEARANCE CENTER AGREEMENT**

**RECOMMENDATION:** That the Board of Trustees approve the agreement with Copyright Clearance Center (CCC) for an annual subscription to the Academic Annual Copyright License beginning on May 1, 2021 through June 30, 2022. The total cost of this agreement will not exceed \$11,890.68 and is entirely funded by the Governors Emergency Education Relief Fund (GEER grant).

**RATIONALE:** As part of our efforts to provide access to high-quality, no-cost learning materials to students, CCC's academic annual copyright license will provide comprehensive coverage for use of copyrighted materials. CCC's annual license will allow faculty and staff at Triton College to freely share print and electronic material from copyrighted textbooks, books, journals, and news sources with students legally. This is a collective license that cannot be modified for individual institutions. The Library recognizes the benefit of the annual copyright license and recommends the agreement as a business decision.

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

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

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**Board Officers' Signatures Required:**

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**Mark R. Stephens**  
Chairman

---

**Elizabeth Potter**  
Secretary

---

**Date**

Related forms requiring Board signature: Yes  No



**ANNUAL COPYRIGHT LICENSE  
AGREEMENT  
FOR ACADEMIC INSTITUTIONS**

This ANNUAL COPYRIGHT LICENSE AGREEMENT FOR ACADEMIC INSTITUTIONS is effective as of May 1, 2021 and is made between Copyright Clearance Center, Inc., a New York not-for-profit corporation ("CCC"), and Community College District 504, commonly known as Triton College, an Illinois community college ("Academic Institution").

Capitalized terms not defined elsewhere in this Agreement are defined in Section H.

**A. GRANT OF LICENSE.**

1. CCC, as agent for the Rightsholders, grants to Academic Institution the non-exclusive right to make the following uses of articles and other portions (and only portions) of Works by Employees, Contractors and Students:
  - (a) to store Authorized Reproductions within Academic Institution's electronic network solely for the purposes set forth in this Agreement;
  - (b) to distribute, by means of an electronic network under the control of the Academic Institution and reserved for internal use (for example, by posting on an Academic Institution intranet or course management or e-reserve system or by sending by internal e-mail), Authorized Reproductions to any Employee, Contractor or Student with authorized access to such network, for reading and electronic "marking up" by such person and for other uses within the scope of this Agreement;
  - (c) to distribute, by means of e-mail, postal mail or other person-to-identified-person communication, Authorized Reproductions of portions of Works to Outside Persons with whom the individual Employee, Contractor or Student making the distribution is currently working on research recognized by the Academic Institution (it being understood that any such distribution conveys no right to any such Outside Person to make any use of the Authorized Reproduction beyond reading it), provided that such distribution (i) is without charge (including without a cost recovery charge), (ii) does not involve the systematic distribution of copies to any such Outside Person, and (iii) does not involve the bulk distribution of copies to any such Outside Person;
  - (d) to print out physical copies of digital Authorized Reproductions on paper or paper equivalents (for example, film or acetate);
  - (e) to photocopy portions of Works;
  - (f) to distribute such printed-out or photocopied Authorized Reproductions to Employees, Contractors and Students (or under the conditions identified in Section A.1(c) above);
  - (g) to combine paper or electronic Authorized Reproductions into coursepacks, e-coursepacks or their equivalent, for distribution to Students of Academic Institution (with electronic distributions including appropriate access controls, such as passwords), even if such "packs" might otherwise be deemed to be derivative works [see also Section A.2 below]; and

- (h) to transmit paper or electronic Authorized Reproductions, each of them a faithful representation of the applicable Work portion, to an agency of the United States government or of the government of a state (or political subdivision thereof) or of the government of another country (or political subdivision thereof), or to a nationally recognized accrediting agency (responsible for accreditation or professional licensing of Academic Institution or of an Employee, Contractor or Student of Academic Institution), if required by such government or agency for regulatory (such as for patent applications), accreditation or licensing purposes, provided that such electronic copy or photocopy carries the copyright notice attached to the Work and is marked to the effect of "This Copy of Copyrighted Material Was Made and Delivered to the Agency Under License from Copyright Clearance Center, Inc. – No Further Reproduction is Permitted".
2. Subject to the limitations set forth in Section A.3 below, CCC, as agent for the Rightsholder, grants to Academic Institution the non-exclusive right to make Authorized Reproductions and/or combine articles and other portions of Works in the form of paper coursepacks or electronic course content (including electronic coursepacks or e-reserves) through arrangement with third-party entities (for whose activities hereunder Academic Institution accepts responsibility) on the following conditions: each such third-party entity
- (i) shall be identified to CCC in advance of the applicable academic term by Academic Institution,
  - (ii) shall enter into such agreement with Academic Institution as Academic Institution shall require, which agreement shall, in addition to any other requirements imposed by Academic Institution, include obligations to produce and deliver such usage data as may be required to fulfill Academic Institution's obligation to provide usage data to CCC relating to such use, and
  - (iii) shall produce paper coursepacks or electronic course content solely at the request of, and for distribution to, Employees, Contractors and/or Students and, in connection therewith, each item covered by this Agreement shall be marked to the effect of "the fee for this item does not include any copyright fee because any copyright fee has been prepaid by [Academic Institution] on the recipient's behalf."
3. The authorizations provided by Section A.1 and Section A.2 above:
- (a) do not include any right to manipulate or change an individual Work portion in any way,
  - (b) do not include any right to create a library, collection or database (i) intended to substantially replace Academic Institution's need for a particular Work, or (ii) intended other than for the use of the individual person reproducing the materials or for use in an individual Academic Institution course,
  - (c) do not include any right to reproduce or otherwise use within the scope of this Agreement all or substantially all of a Work (except as provided in Section H.10),
  - (d) except as provided in Section A.1(c) and Section A.1(h), do not include any right for Academic Institution to distribute an electronic copy or photocopy of a Work portion to any person other than an Employee, Contractor or Student for his or her own use within the context of Academic Institution, and
  - (e) except as provided in Section A.2, do not authorize any Outside Person to create or deliver an Authorized Reproduction to Academic Institution or any Employee, Student or Contractor.



4. The rights granted to Academic Institution hereunder are expressly limited to those described above.

**B. WAIVER.**

Each Rightsholder hereby automatically waives any and all unasserted prior claims for copyright infringement falling within the scope of the rights granted by Section A of this Agreement upon Academic Institution's (i) adherence to the terms and conditions of this Agreement during the first Term after the beginning of participation in this Agreement of such Rightsholder's Works and (ii) payment of the License Fee for the first Renewal Term thereafter.

**C. TERM AND TERMINATION.**

1. This Agreement shall be in effect during the Initial Term and shall continue thereafter for successive Renewal Terms, unless terminated earlier as provided below; provided, however, that it shall be a condition to the commencement of any Renewal Term that Academic Institution shall have paid to CCC the amount determined by CCC to be the License Fee due for such Renewal Term no later than the first day of such Renewal Term.
2. Academic Institution may terminate this Agreement at any time upon written notice to CCC, effective as of the end of the existing Term.
3. CCC may terminate this Agreement at any time upon written notice to Academic Institution in the event that Academic Institution breaches its obligations under this Agreement and such breach is not cured within thirty (30) days after Academic Institution is notified in writing of the nature of the breach, but no such termination shall entitle Academic Institution to a refund of any License Fees previously paid.
4. CCC may terminate this Agreement without cause, effective as of the end of a Term upon no less than one (1) year's prior written notice to Academic Institution.

**D. LICENSE FEES.**

1. Upon execution of this Agreement, Academic Institution shall pay to CCC a License Fee for the Initial Term equal to \$11,890.68, which License Fee constitutes a royalty of \$10,192.68 for Academic Institution's access to, and use of, the Works, plus a General and Administrative charge of \$1,698.00. Academic Institution represents and warrants that the total number of Students (as defined in Section H) on which the License Fee is based is 5,513.
2. CCC shall notify Academic Institution of the amount of the License Fee for a Renewal Term at least sixty (60) days prior to the beginning of such Renewal Term, provided that CCC has received from Academic Institution, at least fifteen (15) days prior thereto, the Academic Institution-specific information required to complete such calculations. The License Fee for each Renewal Term shall be due and payable no later than the first day of such Renewal Term.
3. Because they are based on access to the CCC repertory for its Annual Copyright License for Academic Institutions, the License Fees set forth herein are net of all factors that might otherwise be considered deductions therefrom, including fair use and the use of Academic Institution's own Works that may be included in such repertory.
4. Academic Institution shall notify CCC promptly of any change in numbers of Employees, Contractors or Students that might reasonably be expected significantly to affect Academic Institution's copying activities.

**E. USAGE DATA AND CONFIDENTIALITY.**

1. Academic Institution agrees to cooperate with CCC in conducting surveys of Academic Institution's usage activities within the scope of this Agreement, depending upon the reasonable data needs of CCC as described below. Generally, CCC will accept as data representing Academic Institution's usage activities: detailed tables of coursepack contents, actual copies of coursepacks or other similar records of use, together with enrollment numbers of the applicable courses, representing a statistically valid sampling (as reasonably determined by CCC) of the coursepacks produced by or for Academic Institution during a survey period, such coursepacks to be drawn from a range of academic disciplines reasonably representing most disciplines taught at Academic Institution; or, a spreadsheet, submitted in hard copy or by electronic mail containing course name, course number, department number, and course enrollment number for all courses offered for the requested semester. Timely completion of such surveys is a material term of this Agreement. Survey frequency shall be determined by CCC in its reasonable discretion but shall be no more often than one "major period" (for example, one semester or two quarters) in each academic year. Notwithstanding the foregoing, the parties agree that a particular survey may have to be redone if CCC determines that the survey conducted did not comply with CCC's standard procedures then in effect.
2. Each of the Rightsholders whose Works are licensed hereunder has agreed with CCC to rely upon the results of surveys for computing the distribution among them of the License Fees collected from Academic Institution and other academic institutions. Academic Institution represents to CCC and to such Rightsholders that it shall conduct any surveys in compliance with CCC's then-standard procedures. Academic Institution also agrees to permit CCC, subject to reasonable confidentiality agreements if requested by Academic Institution, to participate on its premises during survey periods to the extent CCC feels it necessary to verify the accuracy of Academic Institution's surveys.
3. CCC shall keep confidential and shall not disclose to Rightsholders or to anyone else, except pursuant to court process or order, any of the information Academic Institution supplies to it concerning specific Academic Institution reproduction transactions or electronic uses. Further, the specific dollar figures contained in Section D of this Agreement shall also be treated by both parties as confidential. Notwithstanding the foregoing, CCC may provide to Rightsholders the identities of academic institutions licensed under CCC's Annual Copyright License for Academic Institutions, as well as aggregated information that does not specifically identify the extent of any individual Academic Institution's use of any individual Work, and CCC may retain information relating to Academic Institution's copying and other uses as part of the databases of survey results required to administer both the collection and distribution of royalties under the Annual Copyright License for Academic Institutions. In the event of court process or order requiring production of information, CCC shall provide timely notification to Academic Institution but shall not be required to actively oppose providing the information sought.

**F. REPRESENTATIONS AND WARRANTIES OF CCC AND RIGHTSHOLDERS.**

1. CCC represents and warrants that it is authorized to act as agent of the Rightsholders in granting this license on the terms set forth herein.
2. CCC represents and warrants that Rightsholders have warranted to CCC that they are authorized to license the rights to the Works which are granted to Academic Institution hereunder.
3. Except as provided in Sections B and F, Rightsholders and CCC make no representations or warranties hereunder.

**G. MISCELLANEOUS.**

1. This Agreement shall be governed by and construed under the laws of the State of New York, without regard to the principles thereof of conflicts of law. Any case, controversy, suit, action or proceeding arising out of, in connection with, or related to this Agreement shall be brought in any federal or state court located in the County of New York, State of New York. Academic Institution and CCC expressly submit to the personal jurisdiction and venue of any federal or state court located in the County of New York, State of New York.
2. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and may not be modified except in a writing signed by both parties.
3. Neither party to this Agreement shall have the right to assign or sublicense any of its rights or obligations hereunder without the prior written consent of the other party, and any unauthorized assignment or sublicense shall be void and of no force or effect.
4. CCC may from time to time make tools available for use in connection with the Agreement. If User chooses to avail itself of such tools, User agrees to the applicable terms of use, current versions of which will be made available here: <http://www.copyright.com/rightfindterms> and <http://www.copyright.com>.

**H. DEFINITIONS --** The following words shall have the following meanings when used in this Agreement:

1. Academic Institution shall mean the entity named at the top of this Agreement, including its constituent schools, faculties, institutes and the like to the extent that they are part of the educational or research functions of Academic Institution (but not to the extent that the primary function of such constituent entity is to generate revenues by selling goods or services to any Outside Person).
2. Authorized Reproduction shall mean, as the context requires, either (a) a copy of a digital form of a Work portion either (1) selected from Works received from a Rightsholder (or an authorized representative of a Rightsholder) already in digital form or (2), where portions of Works are not readily available in digital form in accordance with clause (a)(1), converted to digital form (in PDF format or other image-capture format that produces a faithful and accurate representation of such Work portion) from a lawfully obtained paper copy of the Work or Work portion, or (b) a photocopy of a lawfully obtained portion of a Work.
3. Contractor shall mean a natural person other than an Employee or Student whom Academic Institution can effectively control and compel to comply with the terms of this Agreement. (Examples of Contractors are adjunct faculty, outsourced-service workers, and "temporary employees" who are not in fact employees of Academic Institution but are supplied by a "temp agency".)
4. Employee shall mean a natural person (i) employed by Academic Institution as a full- or part-time member of its teaching, research or administrative staff, or (ii) serving as a trustee or member of any other governing board of Academic Institution while performing his/her responsibilities for Academic Institution, but shall not include employees of affiliated institutions which are not primarily part of the educational function of the Academic Institution.
5. Initial Term shall mean the period beginning on the date set forth at the top of this Agreement and ending on June 30, 2022.
6. Outside Person shall mean, in connection with the scope and limitations of the rights granted in this Agreement, any person other than Academic Institution itself or an Employee, Student or Contractor of Academic Institution.

7. Renewal Term shall mean each successive one-year period of this Agreement beginning on July 1, 2022.
8. Rightsholder shall mean an entity or individual who has granted CCC authority to license any of the rights described in Section A.1 of this Agreement.
9. Student shall mean a natural person enrolled in any academic program of an Academic Institution to the extent that he or she is acting as a student (and not, for example, as an employee of any commercial enterprise).
10. Work shall mean any publication listed in CCC's repertory for its Annual Copyright License for Academic Institutions. Such repertory shall be available in electronic form through workflow tools which CCC may provide to User from time to time. Each Work in such repertory has been placed there with the authorization of one or more Rightsholders. The included rights to any Work listed on the first day of a Term of this Agreement, together with the included rights to any Work added during such Term, shall be licensed hereunder from the day such rights are first listed until the end of such Term (even if such rights are removed during such Term). Photographs, illustrations, graphs and similar materials which are identified as included in a Work by permission may not be used under Section A except in the context of the Work. For purposes of this Agreement, the prohibition under Section A.3(c) against reproducing or otherwise using all or substantially all of a Work shall not extend to any Work that is a portion of a larger work (meaning that, for example, a chapter in a book containing many chapters, or an article in a journal issue containing many articles, may be reproduced in its entirety hereunder provided that all other provisions of this Agreement apply). Finally, whenever CCC identifies a Work in the repertory as carrying special license terms, any such special license terms (which shall be available to Academic Institution as part of the repertory listing) shall supersede any general term imposed by CCC and addressing the same issue.

**Triton College**  
**2000 5<sup>th</sup> Avenue**  
**River Grove, Illinois 60171-1907**

**Copyright Clearance Center, Inc.**  
**222 Rosewood Drive**  
**Danvers, Massachusetts 01923**

By: \_\_\_\_\_  
 Authorized Signature

By: \_\_\_\_\_  
 Officer's Signature

Mark R. Stephens

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Printed Name

Board Chairman

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Title

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

C53258/C53324/7000926484





2021-2022 ACADEMIC YEAR  
**3-FLIGHT PROPOSAL**

# Targeted Digital Marketing Strategies

*Presented by*

**Brandon Kane**, Senior Account Executive  
**Erik White**, Vice President of Digital Sales





### Triton College / 3-Flight Plan Overview

- **Comprehensive cross-platform, cross-device campaign** that is designed to “follow” each pre-qualified target across all of their personal devices with multi-channel messaging.
- **Build high-resonance, per-person frequency** with a delivery designed to serve ads to each known device that belongs to identified individuals within our targeted population.
- **Bring unparalleled audience accuracy and cost efficiency** by only firing an ad impression when we know it’s in front of someone we’ve pre-selected to see it – no fraud or waste.

Each of the **22,153 identified individuals** will be followed by an average of **22x ad impressions per month** served to the audience’s **74,892 known devices** that they’re using for an average cost of **only 44¢ per person** per month.

#### 3-FLIGHT MARKETING PLAN, BY CHANNEL

**\$20,000 Per 2-Month Flight**

	<b>EMAIL DEPLOYMENTS</b> <b>20,660 total impressions</b>	<b>APPROX 2x</b> <small>PER INBOX PER MONTH</small>
+		
	<b>DISPLAY BANNERS</b> <b>345,588 total impressions</b>	<b>APPROX 12x</b> <small>PER DEVICE PER MONTH</small>
+		
	<b>SOCIAL PLACEMENTS</b> <b>168,360 total impressions</b>	<b>APPROX 4x</b> <small>PER PROFILE PER MONTH</small>
+		
	<b>NATIVE PLACEMENTS</b> <b>172,794 total impressions</b>	<b>APPROX 6x</b> <small>PER DEVICE PER MONTH</small>
+		
	<b>STREAMING AUDIO</b> <b>124,984 total impressions</b>	<b>APPROX 4x</b> <small>PER PLAYER PER MONTH</small>
+		
	<b>VIDEO PRE-ROLL</b> <b>115,196 total impressions</b>	<b>APPROX 4x</b> <small>PER PLAYER PER MONTH</small>

*This plan is an initial recommendation; Once live, the campaign plan’s allotments may adjust as we shift audiences, channels, tactics, and delivery based on real-time performance optimizations. Further, this identified audience is just a forecast; Since our audience data is constantly changing, the actual ad-exposed audience could change over time. In addition, our managed service strategy means that we’ll make optimizations to the targeting and add to the audience to achieve better KPI performance.*

3-Flight Investment: **\$60,000 Total**  
 3-Flight Reach: **2,780,000 Impressions**

Sean Sullivan, VP of Business Services

Date Signed

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

Meeting of April 20, 2021

ACTION EXHIBIT NO. 16568

**SUBJECT: AGREEMENT WITH CUMULUS MEDIA (WKQX RADIO)**

**RECOMMENDATION:** That the Board of Trustees approve the purchase of radio advertisements, Web banners, Web streaming and additional recruitment opportunities to be paid to Cumulus Media (WKQX radio station) for Fiscal Year 2022 enrollment. Additional recruitment opportunities may include contests with the station, appearances by the radio station talent, and various events to promote Triton. Run dates will vary throughout Fiscal Year 2022 at a cost not to exceed \$30,000.

**RATIONALE:** The advertisements will promote Triton College brand awareness and registration throughout Fiscal Year 2022.

**Submitted to Board by:** Sean Sullivan  
(Vice President) Sean Sullivan

-----  
**Board Officers' Signature Required:**

_____	_____	_____
<b>Mark R. Stephens</b> <b>Chairman</b>	<b>Elizabeth Potter</b> <b>Secretary</b>	<b>Date</b>

Related forms requiring signature: Yes \_\_\_\_ No X



2021 *TRITON COLLEGE PLAN*

101.1   
WKQX



Prepared For:  
Renee Swanberg  
Triton College

# BACKSTAGE CONTENT

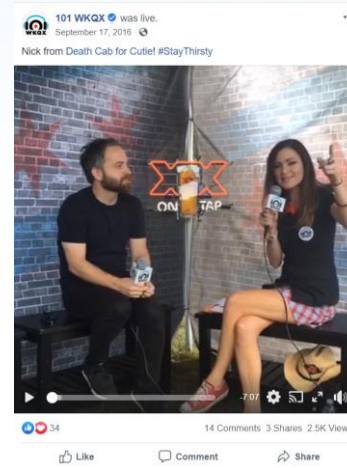
## RIOT FEST 2021



101WKQX has **Triton's** access to all the exclusive backstage action at Riot Fest! As our Featured Partner, **Triton College** will be organically integrated into our space, content, and social posts throughout the weekend as we hang out and interview Riot Fest artists.

### ACTIVATION OPPORTUNITIES:

- ✓ Custom co-branded signage in the 101WKQX backstage interview area, visible during artist interviews
- ✓ Custom #hashtag used in interviews posted to social media (min. 4x)



# THE NIGHTS WE STOLE CHRISTMAS

## TIMING: 9/6 – MID-DECEMBER



### GET TRITON COLLEGE IN FRONT OF THESE PASSIONATE MUSIC FANS!

As our Featured Partner of the Nights We Stole Christmas, Triton College will have a high traffic activation area to interact with the fans throughout all 4 nights of Stole.



#### AUDIO

- ✓ Triton College messaging included in appx 35x live/rec on-air promos for The Nights We Stole Christmas
- ✓ Triton College messaging included in appx 100x live/rec streaming promos for The Nights We Stole Christmas.
- ✓ Spot Bank of 60x :30 commercials on 101WKQX to run M-F 6a-7p for Triton. Dates to run TBD

Example promo:

*"Tis the seasons for STOLE! The Nights We Stole Christmas are going down next week at The Aragon. Make sure to find our friends from Triton College in the concourse. Grab your custom Stole commemorative guitar pick and find out why Triton is the perfect place to start, continue or finish your education!"*



#### ON-LINE/SOCIAL

- ✓ Triton logo/link on The Nights We Stole Christmas page on 101WKQX.com
- ✓ Triton ROS 728x90 web banner for 4x weeks on 101WKQX.com
- ✓ Triton 24-Hour homepage takeover the week leading up to Stole



#### ON-SITE @ CONCERT

- ✓ Triton College logo displayed throughout venue signage and on Jumbtron during all 4 concerts
- ✓ Triton commercial to play on video screens in between bands
- ✓ Triton College 10x10 activation area. Co-branded guitar picks given away at Triton area
- ✓ Triton College thanked as a sponsor on stage by a 101WKQX on-air personality between sets



# TICKET BLITZ THURSDAY

## SPRING 2022 FOR TBD SHOW

**101.1**★  
**WKQX**

### AUDIO

#### ON-AIR

- Inclusion in 35x live/rec promotional announcements supporting Ticket Blitz Thursday for TBD concert/event
- 60x :30 brand messages for Triton College to run TBD dates

#### STREAMING

- Inclusion in 100x live/rec streaming promotional announcements supporting Ticket Blitz Thursday for TBD concert/event
- 100x :30 brand messages for Triton to run TBD dates on 101WKQX.com streaming player and mobile apps

### DIGITAL

- Triton College logo on ticket blitz Thursday images 101WKQX.com
- Influence-Based & Activity-Based Digital Marketing
  - Station display banners
  - Station social post
  - Station event listing
  - Geo-Targeted Text Blast
  - Acquisition display banners
  - Promotion display banners
  - Retention display banners
  - 4x 24hr homepage takeover

### EVENT INTEGRATION

#### ON-SITE AT TRITON

- 2-hour ticket drop on Triton campus
  - Event hosted by 101WKQX street team & on-air personality
  - Event comes with 20x on-air promo
  - Event listed on 101WKQX.com events section
- Tickets to concert for Triton use

Riot Fest - \$12,500  
Nights we Stole Christmas - \$12,500  
Summer ticket blitz - \$5,000  
FY22 total investment - \$30,000

▶ **775,000+**  
TOTAL IMPRESSIONS

▶ **\$5,000**  
NET INVESTMENT

Sean Sullivan, VP of Business Services

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

Meeting of April 20, 2021

ACTION EXHIBIT NO. 16569

**SUBJECT:** AGREEMENT WITH EFFECTV - A COMCAST COMPANY (DIGITAL AND TELEVISION)

**RECOMMENDATION:** That the Board of Trustees approve the purchase of digital ads and television advertisements to be paid to effectv - a Comcast Company for Fiscal Year 2022. The advertisements will support Fiscal Year 2022 enrollment and will run variously throughout Fiscal Year 2022. The total cost will not exceed \$85,000 (\$34,000 – digital; \$51,000 – television).

**RATIONALE:** The advertisements will promote Triton College brand awareness and registration throughout Fiscal Year 2022.

**Submitted to Board by:** Sean Sullivan  
(Vice President) Sean Sullivan

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**Board Officers' Signatures Required:**

_____	_____	_____
<b>Mark R. Stephens</b> <b>Chairman</b>	<b>Elizabeth Potter</b> <b>Secretary</b>	<b>Date</b>

Related forms requiring signature: Yes \_\_\_\_\_ No X



Reaching your audience first

# WITH THE BEST OF DIGITAL AND THE POWER OF TV



2021-22 STRATEGY PROPOSAL  
PRESENTED BY: RICHELLE SCHUENEMANN, 3/25/21

# 2021-22 EFFECTV STRATEGY PROPOSAL SUMMARY

Presented 3.25.21



**Multi Screen Zone:** Oak Park - Xfinity & 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:** 7/19/21-8/15/21, 12/13/21-1/9/22 and 4/18/22-5/15/22 (12 on air weeks)

• Cable Network Schedule	\$ 34,968
• Hispanic Schedule	\$ 1,032
• Network VIDEO Sports :	
- '21 CHICAGO WHITE SOX (Xfinity and AT&T)	\$ 7,200
- '22 CHICAGO BLACKHAWKS (Xfinity Only)	\$ 7,900
- Opportunistic Sports Flush Fund	\$ 8,461

**Campaign Total (TV) :**  
**\$59,561 – 15% Discount**  
**= Your Cost \$50,626.85**  
*Savings of \$8,934.15  
with a 15% discount*

**Authorized Acceptance:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Sean Sullivan, VP of Business Services

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

**Submitted by: Richelle Schuenemann, 3.25.21**



## 2021-22 EFFECTV STRATEGY PROPOSAL SUMMARY – STREAMING



2021 – 2022 Multi Screen Media Recommendation Covering: Oak Park Zones: XFINITY & AT&T

1,271,907 (INCREASE OF 117,807 IMP'S VS. PRIOR YEAR) Total Streaming VIDEO IMPRESSIONS

- 22k IMPS/Month – Effectv Streaming – Video Streaming GEO TARGETING (Oak Park Geography)
- 26k IMPS/Month – Effectv Streaming – Audience Targeting: Lifestyle Segment – Bourgeois Melting Pot
  - Impressions reaching audiences long-form TV content on their OTT/Connected TV Devices, Xfinity On Demand Platform, Mobile, Tablet and Web Browsers
  - Total of 571,302 impressions (vs. LY of 480,000 impressions) delivered July 1, 2021 – June 30, 2022
- 58k IMPS/Month Effectv Streaming – Premium Short-Form Video – Audience Targeting:
  - Impressions delivered to highly targeted audiences:
    - E-Learning Intenders, Community College Intenders, & *Primary Language – Spanish audiences with impressions across OTT/Connected TV Devices, Mobile, Tablet and Web Browsers.*
  - *Impressions will target three audiences (1. E-Learning Intenders – 40%, 2. Community College Intenders – 40%, & 3. Primary Language – Spanish – 20%) watching Comcast-approved premium digital content.*
  - Total of 700,605 impressions (vs. LY of 674,100 impressions) delivered July 1, 2021 – June 30, 2022

**Campaign Total : \$39,234 – 15% Discount = Your Cost \$33,348.90**  
**(Savings of \$5,885.10 with a 15% discount)**

Authorized Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

Sean Sullivan, VP of Business Services

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

Submitted by: Richelle Schuenemann, 3.25.21



# EFFECTV KNOWS YOUR BUSINESS.

And we're excited to continue  
working with you.

ACCOUNT EXECUTIVE:

Richelle Schuenemann

DIRECTOR OF SALES:

Anthony Arbucias

LOCAL SALES MANAGER:

Bob Bucaro

ADVERTISING STRATEGIST

Jennifer Cklamovski

PORTFOLIO STRATEGIST:

Kanitria Mason

MEASUREMENT & INSIGHTS:

Anna Farnsworth



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

Meeting of April 20, 2021

ACTION EXHIBIT NO. 16570

**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, WCHI AND WLIT, for Fiscal Year 2022 enrollment. Additional recruitment opportunities may include contests with the station, appearances by the radio station talent, and various events to promote Triton College. The advertisements will run variously throughout Fiscal Year 2022 at a cost not to exceed \$75,000.

**RATIONALE:** The advertisements will promote Triton College brand awareness and registration throughout Fiscal Year 2022.

**Submitted to Board by:** \_\_\_\_\_ *Sean Sullivan*  
(Vice President) Sean Sullivan

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**Board Officers' Signatures Required:**

_____	_____	_____
<b>Mark R. Stephens</b> <b>Chairman</b>	<b>Elizabeth Potter</b> <b>Secretary</b>	<b>Date</b>

Related forms requiring signature: Yes \_\_\_\_ No X

# Proposal Summary

Advertiser: TRITON COLLEGE  
Agency: N/A  
Name: Triton 2021 WCHI Market Engagement  
Dates: 07/26/21 - 06/12/22  
AE: Corey Lallo

Est. Gls: 2,302,602  
Est. CPM: \$7.07  
Gross Cost: \$16,280.00  
Net Cost: \$16,280.00  
Rates and Inventory valid until 03/30/21

## Product Summary

	<b>Broadcast</b>	Run Dates 07/26/21 - 06/12/22	Est. Gls 2,106,600	Est. CPM \$6.19	Gross Cost \$13,040.00	Net Cost \$13,040.00
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	<b>Digital</b>	Run Dates 07/26/21 - 06/12/22	Est. Gls 196,002	Est. CPM \$16.53	Gross Cost \$3,240.00	Net Cost \$3,240.00
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Sean Sullivan, VP of Business Services

Title: Triton 2021 WCHI Market Engagement  
Advertiser: TRITON COLLEGE  
Agency: N/A  
Spots: 256  
Gross Cost: \$13,040.00  
Net Cost: \$13,040.00

Rates and Inventory valid until 03/30/21

Demographic(s): 18+ Persons

## Schedule Summary

	Total Spots	Net Cost	IMPs
SCHEDULE TOTALS/AVERAGES	256	\$13,040.00	2,106,600
CHICAGO-IL	256	\$13,040.00	2,106,600

## CHICAGO-IL - Flight 1 - JUL21-AUG21

Nielsen Survey(s): Jan 2021, Dec 2020, Nov 2020

Counties: N/A

Station/Daypart	Spots	Length	Gross Cost
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### WCHI-FM (Rock - Classic Rock 90s core)

<b>STATION TOTALS / AVERAGES</b>	<b>96</b>		<b>\$4,890.00</b>
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### 07/26/21 - 08/08/21, 08/16/21 - 08/22/21

<b>3 weeks</b>	<b>32</b>		<b>\$1,630.00</b>
Mo-Fr 6a-7p	5	30	\$675.00
Mo-Fr 8a-10p	7	30	\$385.00
Mo-Su 12a-12p	8	30	\$80.00
Sa-Su 10a-8p	7	30	\$490.00
Mo-Fr 6a-12p	5	5	\$0.00

## CHICAGO-IL - Flight 2 - DEC21-JAN22

Nielsen Survey(s): Jan 2021, Dec 2020, Nov 2020

Counties: N/A

Station/Daypart	Spots	Length	Gross Cost
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### WCHI-FM (Rock - Classic Rock 90s core)

<b>STATION TOTALS / AVERAGES</b>	<b>96</b>		<b>\$4,890.00</b>
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### 12/27/21 - 01/16/22

<b>3 weeks</b>	<b>32</b>		<b>\$1,630.00</b>
Mo-Fr 6a-7p	5	30	\$675.00
Mo-Fr 8a-10p	7	30	\$385.00
Mo-Su 12a-12p	8	30	\$80.00
Sa-Su 10a-8p	7	30	\$490.00
Mo-Fr 6a-12p	5	5	\$0.00

## CHICAGO-IL - Flight 3 - MAY22-JUN22

Nielsen Survey(s): Jan 2021, Dec 2020, Nov 2020

Counties: N/A

Station/Daypart	Spots	Length	Gross Cost
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### WCHI-FM (Rock - Classic Rock 90s core)

<b>STATION TOTALS / AVERAGES</b>	<b>64</b>		<b>\$3,260.00</b>
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### 05/23/22 - 05/29/22, 06/06/22 - 06/12/22

<b>2 weeks</b>	<b>32</b>		<b>\$1,630.00</b>
Mo-Fr 6a-7p	5	30	\$675.00
Mo-Fr 8p-10p	7	30	\$385.00
Mo-Su 12a-12p	8	30	\$80.00
Sa-Su 10a-8p	7	30	\$490.00
Mo-Fr 6a-12p	5	5	\$0.00

## Digital Summary

	Gross Cost	Net Cost
<b>DIGITAL TOTALS</b>	<b>\$3,240</b>	<b>\$3,240</b>
CHICAGO-IL	\$3,240	\$3,240

	Asset	Rev Type	Imp.'s	Cost	CPM	Agency %
<b>WGCI-FM (Hip Hop/R&amp;B)</b>						
12/27/21 - 01/16/22 (1mo.)	Streaming Audio	LOCAL AGENCY TARGETED STREAM	58,667	\$880	\$15	0
Notes:	WCHI ROS Video					
07/26/21 - 08/08/21 (1mo.)	Streaming Audio	LOCAL AGENCY TARGETED STREAM	58,667	\$880	\$15	0
Notes:	WCHI ROS Video					
12/27/21 - 01/16/22 (1mo.)	ROS Video	LocalAgency-Digi PrerollVideo	6,667	\$200	\$30	0
Notes:	WCHI ROS Video					
05/23/22 - 06/12/22 (2mo.)	Streaming Audio	LOCAL AGENCY TARGETED STREAM	58,667	\$880	\$15	0
Notes:	WCHI ROS Video					
05/23/22 - 06/12/22 (2mo.)	ROS Video	LocalAgency-Digi PrerollVideo	6,667	\$200	\$30	0
Notes:	WCHI ROS Video					
07/26/21 - 08/08/21 (1mo.)	ROS Video	LocalAgency-Digi PrerollVideo	6,667	\$200	\$30	0
Notes:	WCHI ROS Video					



# Proposal Summary

Advertiser: TRITON COLLEGE  
Agency: N/A  
Name: Triton 2021 WKSC Market Engagement  
Dates: 07/26/21 - 06/12/22  
AE: Corey Lallo

Est. Gls: 1,908,401  
Est. CPM: \$11.54  
Gross Cost: \$22,020.00  
Net Cost: \$22,020.00  
Rates and Inventory valid until 03/30/21

## Product Summary

	Broadcast	Run Dates	Est. Gls	Est. CPM	Gross Cost	Net Cost
		07/26/21 - 06/12/22	1,756,400	\$10.93	\$19,200.00	\$19,200.00

	Digital	Run Dates	Est. Gls	Est. CPM	Gross Cost	Net Cost
		07/26/21 - 06/12/22	152,001	\$18.55	\$2,820.00	\$2,820.00

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Sean Sullivan, VP of Business Services

Title: Triton 2021 WKSC Market Engagement  
Advertiser: TRITON COLLEGE  
Agency: N/A  
Spots: 192  
Gross Cost: \$19,200.00  
Net Cost: \$19,200.00

Rates and Inventory valid until 03/30/21

Demographic(s): 18+ Persons

## Schedule Summary

	Total Spots	Net Cost	IMPs
SCHEDULE TOTALS/AVERAGES	192	\$19,200.00	1,756,400
CHICAGO-IL	192	\$19,200.00	1,756,400

## CHICAGO-IL - Flight 1 - JUL21-AUG21

Nielsen Survey(s): Jan 2021, Dec 2020, Nov 2020

Counties: N/A

Station/Daypart	Spots	Length	Gross Cost
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### WKSC-FM (CHR - Mainstream Hits)

<b>STATION TOTALS / AVERAGES</b>	<b>72</b>		<b>\$7,200.00</b>
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### 07/26/21 - 08/08/21, 08/16/21 - 08/22/21

<b>3 weeks</b>	<b>24</b>		<b>\$2,400.00</b>
Mo-Fr 6a-7p	4	30	\$1,400.00
Mo-Fr 10a-11a	5	5	\$0.00
Mo-Fr 8p-10p	4	30	\$400.00
Mo-Su 12a-12p	7	30	\$0.00
Sa-Su 10a-8p	4	30	\$600.00

## CHICAGO-IL - Flight 2 - DEC21-JAN22

Nielsen Survey(s): Jan 2021, Dec 2020, Nov 2020

Counties: N/A

Station/Daypart	Spots	Length	Gross Cost
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### WKSC-FM (CHR - Mainstream Hits)

<b>STATION TOTALS / AVERAGES</b>	<b>72</b>		<b>\$7,200.00</b>
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### 12/27/21 - 01/16/22

<b>3 weeks</b>	<b>24</b>		<b>\$2,400.00</b>
Mo-Fr 6a-7p	4	30	\$1,400.00
Mo-Fr 10a-11a	5	5	\$0.00
Mo-Fr 8a-10p	4	30	\$400.00
Mo-Su 12a-12p	7	30	\$0.00
Sa-Su 10a-8p	4	30	\$600.00

## CHICAGO-IL - Flight 3 - MAY22-JUN22

Nielsen Survey(s): Jan 2021, Dec 2020, Nov 2020

Counties: N/A

Station/Daypart	Spots	Length	Gross Cost
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### WKSC-FM (CHR - Mainstream Hits)

<b>STATION TOTALS / AVERAGES</b>	<b>48</b>		<b>\$4,800.00</b>
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### 05/23/22 - 05/29/22, 06/06/22 - 06/12/22

<b>2 weeks</b>	<b>24</b>		<b>\$2,400.00</b>
Mo-Fr 6a-7p	4	30	\$1,400.00
Mo-Fr 10a-11a	5	5	\$0.00
Mo-Fr 8p-10p	4	30	\$400.00
Mo-Su 12a-12p	7	30	\$0.00
Sa-Su 10a-8p	4	30	\$600.00

## Digital Summary

	Gross Cost	Net Cost
<b>DIGITAL TOTALS</b>	<b>\$2,820</b>	<b>\$2,820</b>
CHICAGO-IL	\$2,820	\$2,820

	Asset	Rev Type	Imp.'s	Cost	CPM	Agency %
<b>WKSC-FM (CHR - Mainstream Hits)</b>						
05/23/22 - 06/12/22 (2mo.)	ROS Video	LocalAgency-Digi PrerollVideo	12,000	\$360	\$30	0
Notes: WCHI ROS Video						
07/26/21 - 08/08/21 (1mo.)	ROS Video	LocalAgency-Digi PrerollVideo	12,000	\$360	\$30	0
Notes: WCHI ROS Video						
12/27/21 - 01/16/22 (1mo.)	ROS Video	LocalAgency-Digi PrerollVideo	12,000	\$360	\$30	0
Notes: WCHI ROS Video						
07/26/21 - 08/08/21 (1mo.)	Streaming Audio	LOCAL AGENCY TARGETED STREAM	38,667	\$580	\$15	0
Notes: WCHI ROS Video						
05/23/22 - 06/12/22 (2mo.)	Streaming Audio	LOCAL AGENCY TARGETED STREAM	38,667	\$580	\$15	0
Notes: WCHI ROS Video						
12/27/21 - 01/16/22 (1mo.)	Streaming Audio	LOCAL AGENCY TARGETED STREAM	38,667	\$580	\$15	0
Notes: WCHI ROS Video						

# Proposal Summary

Advertiser: TRITON COLLEGE  
Agency: N/A  
Name: Triton 2021 WGCI Market Engagement  
Dates: 07/26/21 - 06/12/22  
AE: Corey Lallo

Est. Gls: 1,477,670  
Est. CPM: \$14.69  
Gross Cost: \$21,700.00  
Net Cost: \$21,700.00  
Rates and Inventory valid until 03/30/21

## Product Summary

	Broadcast	Run Dates	Est. Gls	Est. CPM	Gross Cost	Net Cost
		07/26/21 - 06/12/22	1,326,000	\$14.48	\$19,200.00	\$19,200.00

	Digital	Run Dates	Est. Gls	Est. CPM	Gross Cost	Net Cost
		07/26/21 - 06/12/22	151,670	\$16.48	\$2,500.00	\$2,500.00

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Sean Sullivan, VP of Business Services

Title: Triton 2021 WGCI Market Engagement  
Advertiser: TRITON COLLEGE  
Agency: N/A  
Spots: 208  
Gross Cost: \$19,200.00  
Net Cost: \$19,200.00

Rates and Inventory valid until 03/30/21

Demographic(s): 18+ Persons

## Schedule Summary

	Total Spots	Net Cost	IMPs
SCHEDULE TOTALS/AVERAGES	208	\$19,200.00	1,326,000
CHICAGO-IL	208	\$19,200.00	1,326,000



## CHICAGO-IL - Flight 1 - JUL21-AUG21

Nielsen Survey(s): Jan 2021, Dec 2020, Nov 2020

Counties: N/A

Station/Daypart	Spots	Length	Gross Cost
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### WGCI-FM (Hip Hop/R&B)

<b>STATION TOTALS / AVERAGES</b>	<b>78</b>		<b>\$7,200.00</b>
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### 07/26/21 - 08/08/21, 08/16/21 - 08/22/21

<b>3 weeks</b>	<b>26</b>		<b>\$2,400.00</b>
Mo-Fr 6a-7p	4	30	\$1,400.00
Mo-Fr 8a-8:30a	5	5	\$0.00
Mo-Fr 8p-10p	4	30	\$400.00
Mo-Su 12a-12p	9	30	\$0.00
Sa-Su 10a-8p	4	30	\$600.00

## CHICAGO-IL - Flight 2 - DEC21-JAN22

Nielsen Survey(s): Jan 2021, Dec 2020, Nov 2020

Counties: N/A

Station/Daypart	Spots	Length	Gross Cost
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### WGCI-FM (Hip Hop/R&B)

<b>STATION TOTALS / AVERAGES</b>	<b>78</b>		<b>\$7,200.00</b>
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### 12/27/21 - 01/16/22

<b>3 weeks</b>	<b>26</b>		<b>\$2,400.00</b>
Mo-Fr 6a-7p	4	30	\$1,400.00
Mo-Fr 8a-8:30a	5	5	\$0.00
Mo-Fr 8a-10p	4	30	\$400.00
Mo-Su 12a-12p	9	30	\$0.00
Sa-Su 10a-8p	4	30	\$600.00

## CHICAGO-IL - Flight 3 - MAY22-JUN22

Nielsen Survey(s): Jan 2021, Dec 2020, Nov 2020

Counties: N/A

Station/Daypart	Spots	Length	Gross Cost
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### WGCI-FM (Hip Hop/R&B)

<b>STATION TOTALS / AVERAGES</b>	<b>52</b>		<b>\$4,800.00</b>
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### 05/23/22 - 05/29/22, 06/06/22 - 06/12/22

<b>2 weeks</b>	<b>26</b>		<b>\$2,400.00</b>
Mo-Fr 6a-7p	4	30	\$1,400.00
Mo-Fr 8a-8:30a	5	5	\$0.00
Mo-Fr 8p-10p	4	30	\$400.00
Mo-Su 12a-12p	9	30	\$0.00
Sa-Su 10a-8p	4	30	\$600.00

## Digital Summary

	Gross Cost	Net Cost
<b>DIGITAL TOTALS</b>	<b>\$2,500</b>	<b>\$2,500</b>
CHICAGO-IL	\$2,500	\$2,500

	Asset	Rev Type	Imp.'s	Cost	CPM	Agency %
<b>WGCI-FM (Hip Hop/R&amp;B)</b>						
12/27/21 - 01/16/22 (1mo.)	Streaming Audio	LOCAL AGENCY TARGETED STREAM	46,670	\$700	\$15	0
Notes:	ROS Video					
12/27/21 - 01/16/22 (1mo.)	ROS Video	LocalAgency-Digi PrerollVideo	5,000	\$150	\$30	0
Notes:	ROS Video					
07/26/21 - 08/08/21 (1mo.)	Streaming Audio	LOCAL AGENCY TARGETED STREAM	45,000	\$675	\$15	0
Notes:	ROS Video					
05/23/22 - 06/12/22 (2mo.)	Streaming Audio	LOCAL AGENCY TARGETED STREAM	45,000	\$675	\$15	0
Notes:	ROS Video					
07/26/21 - 08/08/21 (1mo.)	ROS Video	LocalAgency-Digi PrerollVideo	5,000	\$150	\$30	0
Notes:	ROS Video					
05/23/22 - 06/12/22 (2mo.)	ROS Video	LocalAgency-Digi PrerollVideo	5,000	\$150	\$30	0
Notes:	ROS Video					

# Proposal Summary

Advertiser: TRITON COLLEGE  
Agency: N/A  
Name: Triton 2021 WLIT Market Engagement  
Dates: 11/29/21 - 12/19/21  
AE: Corey Lallo

Est. Gls: 4,562,500  
Est. CPM: \$3.29  
Gross Cost: \$15,000.00  
Net Cost: \$15,000.00  
Rates and Inventory valid until 03/30/21

## Product Summary

	Broadcast	Run Dates	Est. Gls	Est. CPM	Gross Cost	Net Cost
		11/29/21 - 12/19/21	4,500,000	\$3.08	\$13,875.00	\$13,875.00

	Digital	Run Dates	Est. Gls	Est. CPM	Gross Cost	Net Cost
		11/29/21 - 12/19/21	62,500	\$18.00	\$1,125.00	\$1,125.00

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Sean Sullivan, VP of Business Services

Title: Triton 2021 WLIT Market Engagement  
Advertiser: TRITON COLLEGE  
Agency: N/A  
Spots: 90  
Gross Cost: \$13,875.00  
Net Cost: \$13,875.00

Rates and Inventory valid until 03/30/21

Demographic(s): 18+ Persons

## Schedule Summary

	Total Spots	Net Cost	IMPs
SCHEDULE TOTALS/AVERAGES	90	\$13,875.00	4,500,000
CHICAGO-IL	90	\$13,875.00	4,500,000

## CHICAGO-IL

Nielsen Survey(s): Holiday 2020

Counties: N/A

Station/Daypart	Spots	Length	Gross Cost
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### WLIT-FM (AC - Soft)

<b>STATION TOTALS / AVERAGES</b>	<b>90</b>		<b>\$13,875.00</b>
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### 11/29/21 - 12/19/21

<b>3 weeks</b>	<b>30</b>		<b>\$4,625.00</b>
Mo-Fr 6a-7p	5	30	\$3,250.00
Mo-Fr 7a-7:30a	5	30	\$0.00
Mo-Fr 8a-10p	5	30	\$375.00
Mo-Su 12a-12p	10	30	\$0.00
Sa-Su 10a-8p	5	30	\$1,000.00

## Digital Summary

	Gross Cost	Net Cost
<b>DIGITAL TOTALS</b>	<b>\$1,125</b>	<b>\$1,125</b>
CHICAGO-IL	\$1,125	\$1,125

	Asset	Rev Type	Imp.'s	Cost	CPM	Agency %
<b>WLIT-FM (AC - Soft)</b>						
11/29/21 - 12/19/21 (1mo.)	ROS Video	LocalAgency-Digi PrerollVideo	12,500	\$375	\$30	0
Notes:	ROS Video					
11/29/21 - 12/19/21 (1mo.)	Streaming Audio	LOCAL AGENCY TARGETED STREAM	50,000	\$750	\$15	0
Notes:	ROS Video					





# Bus Shelter Advertising Contract

Contract No. 2021-635

Date March 24, 2021

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  Includes production for each 3 periods.	15	7/12/21	8/22/21	\$9,666.66
		12/6/21	1/16/22	\$9,666.66
		4/11/22	5/22/22	\$9,666.66
				\$28,999.98

YEAR 2022 2021 2021

	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
DATES REQUESTED				11			12				11	
DATES APPROVED												

Sales Representative: Bruce Campbell

EXHIBITOR: Triton College

Accepted:

\_\_\_\_\_  
\_\_\_\_\_



**Illinois Convenience & Safety Corp.**

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

Accepted:

by: **x** \_\_\_\_\_  
Sean Sullivan, VP of Business Services Date

company name: Triton College

address: 2000 Fifth Avenue

city/state/zip: River Grove, IL 60171

phone: 708-456-0300



**To:**           **Advertiser**       Triton College  
**Product**           Education  
**Agency/OSP**  
**Attention**           Renee Swanberg  
**Address**            2000 Fifth Ave  
                           Room P-104  
                           River Grove, IL 60171  
  
**Phone / Fax**       (708) 456-0300

**Out-of-Home Media Contract**

**Date**                           3/25/2021  
**Contract No.**               30351  
  
**Account Executive(s)**       Daniel Greifer AE

Market	Media Type	Unit #	Description	Size	Qty	Facing	Start Date	End Date	Period Type	Periods	Cost Per Period	Total Cost
Chicago DMA	Bulletins	C513D	N/S West North Ave (Rte 64) just W/O River Rd (Rte 171)	14' x 48'	1	West	7/1/2021	6/29/2022	4-Weekly	13.00	\$2,198.19	\$28,576.47

Net Total Contract	\$28,576.47
Production and Install	\$0.00
<b>Total Net Amount</b>	<b>\$28,576.47</b>

**Special Instructions:**

Three vinyls and three installs included. Additional vinyls billed at \$1,280 net/vinyl plus tax and shipping. Additional installs billed at \$500 net/install plus tax.  
 Payment Terms: Net 30 Days  
 Photo Required: Yes  
 Send Photo To: reneeswanberg@triton.edu.

ADVERTISER: \_\_\_\_\_      AGENCY: \_\_\_\_\_      OUTSIDE PARTY: \_\_\_\_\_      INTERSTATE: \_\_\_\_\_  
                           Initial                            Initial                            Initial                            Initial



**To:**           **Advertiser**       Triton College  
**Product**           Education  
**Agency/OSP**  
**Attention**         Renee Swanberg  
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**Out-of-Home Media Contract**

**Date**                           3/25/2021  
**Contract No.**               30351  
  
**Account Executive(s)**       Daniel Greifer AE

**INTERSTATE** shall maintain the above mentioned advertising display(s) of the above advertiser, subject to the Terms and Conditions of this contract, which are attached hereto or set forth on both sides or pages of this contract, and made a part hereof, and shall constitute the entire agreement between the parties. No change or modification thereof shall be effective unless made in writing and signed by both parties. Please indicate your acceptance of the terms and conditions by signing below and initialing the Terms and Conditions page. **NOTE:** Price shown does not include the cost of fabrication or installation of cut-outs or extensions. Agency / Advertiser agrees to pay a one-time fabrication and installation charge of \$25.00 / sq. ft. for any cut-outs or extensions specified by the artwork supplied.

<b>Interstate</b> _____	Advertiser _____ Triton College	Agency/Outside Party _____
Signature _____	Signature _____	Signature _____
Title _____	Title _____	Title _____
Printed Name _____	Printed Name Sean Sullivan, VP of Business Services	Printed Name _____
Date _____	Date _____	Date _____

This Contract may not be altered in any manner without the prior consent of Interstate and any alterations to this Contract made without such prior written consent are null and void.

ADVERTISER: \_\_\_\_\_      AGENCY: \_\_\_\_\_      OUTSIDE PARTY: \_\_\_\_\_      INTERSTATE: \_\_\_\_\_  
                           Initial                            Initial                            Initial                            Initial



**To:**           **Advertiser**       Triton College  
**Product**           Education  
**Agency/OSP**  
**Attention**         Renee Swanberg  
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**Phone / Fax**       (708) 456-0300

**Out-of-Home Media Contract**

**Date**                           3/25/2021  
**Contract No.**               30351  
  
**Account Executive(s)**       Daniel Greifer AE

**Terms and Conditions**

TERMS AND CONDITIONS 1. (a) The use and operation of the advertising display(s), posters, bulletins, panels, flex faces or painted designs (sometimes "signs", "advertising space", "Space" or "Display") and the size, form, wording, illustration and style of all copy to be utilized under this Contract shall be subject to the following: (i) they may not be used or permitted to be used for the sale or exhibition of any article in any way related to pornography, or for any other purposes which would commonly be referred to as erotic or which encourage illegal activities; (ii) the approval of INTERSTATE, and INTERSTATE reserves the right to reject at anytime, either before or after painting, posting or copy changes, any copy or advertisement which in its sole opinion is of an objectionable character; and (iii) shall be subject and subordinate to, any lease, license or agreement granting INTERSTATE the right to use the advertising space, if any. (b) Advertiser and Agency (collectively sometimes "Advertiser" or "Advertiser/Agency") warrants that no advertisement or part thereof shall violate any statute, regulation or rule of any federal, state or local government, governmental agency, or court order, and shall hold harmless, indemnify and defend INTERSTATE against any liability, loss, damage, cost, judgment or expense, including reasonable attorney's fees, which INTERSTATE may incur by reason of any material or message that may be presented in said advertisements, or for infringement of trade name, copyrights, invasion of rights or privacy, illegal competition or trade practices or claims of a similar nature.

2. Advertiser may change the copy on the display at the time of reposting (vinyl, poster, or paint), provided that it shall deliver new copy instructions to INTERSTATE not less than sixty (60) days prior to the reposting date and providing no agreement to the contrary is written on the first page of this Contract. With respect to the initial posting or painting and all subsequent copy to be displayed under this Contract, INTERSTATE shall have up to seven (7) business days after the designated installation date to complete the installation. INTERSTATE shall have up to (7) business days to complete the copy installation. Original copy and/or copy changes will be faithfully reproduced and executed in a professional manner and maintained in good condition during the term of this Contract. 3. (a) In the event INTERSTATE is unable to maintain the Display or its unobstructed visibility due to any circumstances beyond its sole and exclusive control, including, but not limited to, force majeure, terrorism, the advertisement violates the law, acts of God, fire, labor dispute, strike, casualty, loss of space, lease termination, change in law, governmental action or order, vandalism, weather damage, lack of access or any other cause or condition, then INTERSTATE will be discharged from the obligation of displaying the advertising during the period of such inability and shall be released from all liability for failure to display the advertising as well as any costs resulting from damage to the copy and the replacement thereof except that the payment to INTERSTATE for the affected Display shall be reduced for the time period the advertising is not posted. However, such inability shall not effect a termination of this Contract or a diminution of Advertiser's obligations hereunder. This reduction in payments to INTERSTATE for the affected Display shall be the sole and exclusive remedy available to the Advertiser and in complete satisfaction of any claims the Advertiser may have against Interstate for any cause, claim, loss, cost, expense, damage, liability, right or remedy, or inability to Display the advertising or breach or default by INTERSTATE under this Contract. The Advertiser shall have no other or further right, remedy, claim or cause of action against INTERSTATE. INTERSTATE shall not be responsible for any lost revenue, profit, indirect, special, punitive or consequential damages claimed to be due for its failure to perform according to the terms of this Contract, or arising out of, concerning or related to this Contract, however caused, regardless of the theory of liability (whether in contract, tort, including negligence, or otherwise). (b) INTERSTATE shall have the right to cancel and terminate this Contract if INTERSTATE or its landlord intends to develop the space, or demolish, alter or rebuild the building containing the Display, or upgrade the Display to non-static digital. Such cancellation and termination shall be exercised by INTERSTATE giving Advertiser not less than thirty (30) days written notice thereof, and upon the date designated in such notice so served by INTERSTATE, which in

ADVERTISER: \_\_\_\_\_      AGENCY: \_\_\_\_\_      OUTSIDE PARTY: \_\_\_\_\_      INTERSTATE: \_\_\_\_\_  
                           Initial                           Initial                           Initial                           Initial



**To:**           **Advertiser**       Triton College  
**Product**           Education  
**Agency/OSP**  
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**Out-of-Home Media Contract**

**Date**                           3/25/2021  
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any event shall be not less than thirty (30) days after the service thereof, this Contract shall come to an end with the same force and effect as though such date set forth in such notice were the date for the expiration of the term of this Contract by lapse of time. (c) In the event of INTERSTATE's loss of right to advertising space, this Contract shall terminate as to that particular advertising space affected without any further liability on the part of INTERSTATE other than the return of any prepaid rent for the advertising space affected. (d) INTERSTATE is not obligated to renew this Contract and no claim may be asserted against INTERSTATE for the failure to agree to a renewal of this Contract. 4.       If listed as illuminated, the Display is to be lighted from dusk to midnight, seven (7) days per week. If a space which is to be illuminated is without illumination for more than three (3) business days after written notice thereof is received by INTERSTATE, a credit memo shall be rendered pro rata at 15% of the daily rate as stipulated herein for the period during which such service is not furnished. All pro rata invoices and credits are to be computed on the basis of thirty (30) days to the month. 5.       The price of this Contract is based upon posting within the copy area. Special treatment such as embellishments and special effects will be charged additionally and separate agreement for their purchase, rental and maintenance can be made. No credit will be allowed for Vinyls or Installations not taken. Any Vinyls or Installations taken during this Contract period cannot be applied to another contract at any time. At the conclusion of this contract, INTERSTATE shall have the right to dispose of vinyls at its sole discretion. 6.       (a) Payment shall first be due thirty (30) days after commencement of service unless otherwise set forth on the first page of this Contract, and shall be due monthly thereafter on the first day of each month without notice or demand by INTERSTATE. Time shall be of the essence for each such payment. If approved copy has not been received by INTERSTATE within thirty (30) days after the signing date of this Contract, payment shall first be due at that time. Any Contract for two months or less shall be paid in full upon signing of this Contract, It is understood by both parties that no work will be started before payment has been made. (b) Should any monthly payment become overdue for a period in excess of fifteen (15) days, a "late charge" of five (5%) percent of the amount overdue will be charged by INTERSTATE, in addition to interest as set forth in paragraph 6(c) (c) It is expressly agreed between the parties hereto that upon default by the Advertiser in making payments as provided herein as they become due, the entire amount unpaid shall become due and payable immediately, together with interest at the rate of 1 1/2% per month, late charges and the fees and expenses of counsel retained to collect such amount. The fees of counsel shall be in the amount of 33 1/3 % of the total unpaid amount due under the Contract whether or not legal action is instituted, and shall be added to the balance due and constitute additional sums due and owing INTERSTATE by Advertiser and shall form a part of any judgment. The failure of INTERSTATE to assert any and all rights or remedies available under this Contract shall not be deemed a waiver thereof. (d) No payment by Advertiser or receipt by INTERSTATE of a lesser amount than the correct cost per month or rent shall be deemed to be other than a payment on account, nor shall any endorsement or statement on any check or letter accompanying any check or payment be deemed an accord and satisfaction and INTERSTATE may accept such check or payment without prejudice to INTERSTATE's right to recover the balance or pursue any other remedy provided in the Contract or at law. No payments shall be deemed to have been made hereunder unless made to the order of INTERSTATE and actually received by INTERSTATE. (e) If payment is not made when due, in addition to any other remedies, INTERSTATE may remove any advertising copy and displays without liability on INTERSTATE'S part. (f) Interstate may, upon notice to the Advertiser / Agency, cancel this Contract at any time (i) upon material breach by the Advertiser / Agency; (ii) if Interstate does not receive timely payment of billings; or (iii) if the Advertiser or Agency's credit, is in Interstate's reasonable opinion, impaired. 7.       Should this Contract or the sign structure(s) become subject to any Federal, State (except Federal or State income taxes) or Local Taxation, including but not limited to sales or use tax, real estate tax assessment or

ADVERTISER: \_\_\_\_\_ AGENCY: \_\_\_\_\_ OUTSIDE PARTY: \_\_\_\_\_ INTERSTATE: \_\_\_\_\_  
                           Initial                           Initial                           Initial                           Initial



**To:**           **Advertiser**       Triton College  
**Product**           Education  
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**Terms and Conditions**

taxes whether calculated on the assessed value of the improvement, upon the income generated or calculated in some other way, INTERSTATE is authorized to add the amount of such tax to the payments contracted for herein. The monthly amount billed may be a gross number consisting of the COST PER MONTH to be paid by the ADVERTISER as set forth on the first page of THIS CONTRACT, together with a separate itemization of an additional amount sufficient to satisfy all such existing and future taxes or fees without thereby increasing the amount of the NET COST PER MONTH retained by INTERSTATE after remitting said taxes and fees.

8. This Contract shall be binding upon the heirs, executors, administrators, successors and assigns of the parties herein, subject to the prohibition on the assignment by Advertiser/Agency. This Contract shall not be assigned, transferred, subleased, or sublicensed by the Advertiser without the prior written permission of INTERSTATE which may be withheld for any reason or no reason in INTERSTATE's sole and absolute discretion. 9. Express Authority. If applicable, Agency represents to INTERSTATE that it has the express authority to enter into this Contract on behalf of and to bind Advertiser whether or not Advertiser executes this Contract. This Contract shall be jointly and severally binding upon the Advertiser and Agency. Agency shall be jointly and severally liable under this Contract, along with Advertiser for all payments due INTERSTATE hereunder, less agency commissions if such payments are due to Agency. If Agency signs this Contract without execution by the Advertiser, Agency does so based upon its express authority to do so as set forth in this paragraph. Any Agency commission or portion thereof due hereunder shall be payable only upon receipt of payment in full by INTERSTATE from Advertiser or Agency 10. This Contract does not and shall not be deemed to constitute a lease or a conveyance of the Space by INTERSTATE to Advertiser, or to confer upon Advertiser any right, title, estate or interest in the Space. This Contract grants to Advertiser only a personal privilege to use the Space for the term hereof on and subject to the terms and conditions as set forth herein. 11. This Contract shall be governed by the law of the State of New Jersey and shall be construed without regard to any presumption or any other rule requiring construction against the party causing this Contract to be drafted. Any controversy or claim arising out of, concerning or related to this Contract or the alleged breach thereof by INTERSTATE except for (a) the collection by INTERSTATE of any contractual amount due, cost, rent, license fee or other charges due from Advertiser/Agency; or (b) the enforcement of INTERSTATE's rights hereunder, shall be settled by arbitration in the County of Camden, State of New Jersey in accordance with the then commercial rules of the American Arbitration Association, with three (3) arbitrators, and its decision shall be in writing and shall set forth the factual basis and the contract provisions on which it is based, and may be set aside if such decision conflicts with the terms of this Contract. Otherwise, such decision shall be binding and final judgment upon the award rendered may be entered in any court having jurisdiction thereof. Every action other than as set forth in (a) and (b) above shall be commenced by the filing of a Notice of the demand for arbitration in writing to the other party within twelve (12) months of the accrual of the cause of action. Otherwise such action shall be time barred. This time bar is applicable to affirmative claims, counterclaims, offsets and set offs. Unless otherwise agreed in writing, Advertiser shall continue to make payments to INTERSTATE during any arbitration proceeding in accordance with this Contract. This Contract is not binding unless accepted by an officer of INTERSTATE. 12. If any term or provision is held invalid or unenforceable for any reason whatsoever, the remainder shall be valid and enforceable to the fullest extent permitted by law and shall be deemed to be separate from such invalid or unenforceable provisions and shall continue in full force and effect with the stricken provision or part thereof replaced with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision. 13. Entire Agreement. This Contract sets forth the entire understanding of the parties with regard to the subject matter hereof, and all prior understandings with regard thereto, whether oral or written, are merged herein. This Contract cannot be changed, amended, altered or modified except by an

ADVERTISER: \_\_\_\_\_      AGENCY: \_\_\_\_\_      OUTSIDE PARTY: \_\_\_\_\_      INTERSTATE: \_\_\_\_\_  
                           Initial                           Initial                           Initial                           Initial





To: **Advertiser** Triton College  
**Product** Education  
**Agency/OSP**  
**Attention** Renee Swanberg  
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Room P-104  
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Out-of-Home Media Contract

**Date** 3/25/2021  
**Contract No.** 30351  
**Account Executive(s)** Daniel Greifer AE

**Terms and Conditions**

instrument in writing signed by an authorized officer of INTERSTATE and signed by or on behalf of the Advertiser or the Agency. 14. In the event of Interstate's breach or default, the sole and exclusive rights and remedies of Advertiser/Agency are as set forth in this contract without any further abatement or rent reduction and in full and complete satisfaction of all claims against Interstate. Interstate shall not be liable for any other claims, damages, losses, or expenses, including but not limited to consequential or punitive damages. Advertiser/Agency shall not maintain any action against Interstate for further claims, damages, losses or expenses. If for any reason, the limitation on Interstate's liability set forth herein is determined by a final non-appealable court ruling not to be applicable or enforceable, and Interstate is found liable for claims, losses, damages or expenses, Interstate's liability shall be limited to and shall not exceed the prorated amounts paid by Advertiser under this Contract for the time period the advertising is not displayed, or its visibility is affected. 15. By executing this Contract, the Advertiser hereby authorizes INTERSTATE to use the copy that is subject to this contract for INTERSTATE's promotional purposes including, but not limited to, use on websites, brochures, presentations and distribution materials. 16. Your Signature and initials evidences that you have the authority and right to act, execute and deliver this Contract

ADVERTISER: \_\_\_\_\_ AGENCY: \_\_\_\_\_ OUTSIDE PARTY: \_\_\_\_\_ INTERSTATE: \_\_\_\_\_  
Initial Initial Initial Initial



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

Meeting of April 20, 2021

ACTION EXHIBIT NO. 16573

**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 2022 enrollment. The advertisements will run on eight stations throughout Fiscal Year 2022 at a cost not to exceed \$30,000.

**RATIONALE:** The advertisements will promote Triton College brand awareness and registration throughout Fiscal Year 2022.

**Submitted to Board by:** Sean Sullivan  
(Vice President) Sean Sullivan

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**Board Officers' Signatures Required:**

_____	_____	_____
<b>Mark R. Stephens</b> <b>Chairman</b>	<b>Elizabeth Potter</b> <b>Secretary</b>	<b>Date</b>

Related forms requiring signature: Yes \_\_\_\_ No X



**Triton College - 03.19.21**

Demo **Adults 18-34**  
Date **03/19/2021**

Proposal Date **3/19/21**  
Expiration Date **4/2/21**

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

	Format	Group Owner	Total Sponsorships	Wk 1 Mon 7/26 '21	Wk 2 Mon 8/2 '21	Wk 4 Mon 8/16 '21	Wk 23 Mon 12/27 '21	Wk 24 Mon 1/3 '22	Wk 25 Mon 1/10 '22	Wk 44 Mon 5/23 '22	Wk 46 Mon 6/6 '22	Total Delivery					Rate	Investment
												Adults 18-34						
												GIMP	Rch	Rch %	Freq	Pop		
<b>CHICAGO Jan21 MSA ARB PPM</b>			<b>208</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>619,200</b>	<b>381,085</b>	<b>17.9%</b>	<b>1.6</b>	<b>2,125,100</b>	<b>\$ 144.23</b>	<b>\$ 30,000.00</b>
M-F 5a-8p *																		
WCHI-FM	Rock	iHeartMedia, Inc.	32	4	4	4	4	4	4	4	4							
WDRV-FM	Classic Rock	Hubbard Broadcasting,	16	2	2	2	2	2	2	2	2							
WGCI-FM	Urban Contemporary	iHeartMedia, Inc.	32	4	4	4	4	4	4	4	4							
WKSC-FM	CHR	iHeartMedia, Inc.	48	6	6	6	6	6	6	6	6							
WLIT-FM	Hot AC	iHeartMedia, Inc.	16	2	2	2	2	2	2	2	2							
WOJO-FM	Regional Mexican	Univision Radio	16	2	2	2	2	2	2	2	2							
WPWX-FM	Urban Contemporary	Crawford Broadcasting	16	2	2	2	2	2	2	2	2							
WTMX-FM	Hot AC	Hubbard Broadcasting,	32	4	4	4	4	4	4	4	4							

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.

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Sean Sullivan, VP of Business Services

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

Meeting of April 20, 2021

ACTION EXHIBIT NO. 16574

**SUBJECT: SURS DEFERRED COMPENSATION PLAN**

**RECOMMENDATION:** That the Board of Trustees adopt the SURS Deferred Compensation Plan (otherwise known as a 457(b) plan), as required under Section 15-202 of the Illinois Pension Code as enacted by Public Act 100-769. The effective date of the plan is July 1, 2021. The College has elected not to make discretionary matching contributions nor discretionary nonelective contributions, therefore there is no additional cost to the College.

**RATIONALE:** The SURS Deferred Compensation plan is a tax-deferred retirement savings vehicle that is intended to supplement core retirement benefits as provided by the SURS Traditional Pension Plan, Portable Pension Plan, and Retirement Savings Plan. All active SURS eligible Triton employees are able to participate on a voluntary basis.

---

*Sean Sullivan*

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

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**Board Officers' Signatures Required:**

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

\_\_\_\_\_  
**Elizabeth Potter**  
Secretary

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

Related forms requiring Board signature: Yes  No

**STATE UNIVERSITIES RETIREMENT SYSTEM  
DEFERRED COMPENSATION PLAN**

**EMPLOYER PARTICIPATION AGREEMENT**

The undersigned employer ("Employer") and the State Universities Retirement System ("SURS") agree to the participation of the Employer in the State Universities Retirement System Deferred Compensation Plan ("Plan"). The Plan is sponsored and administered by SURS and is intended to qualify as an eligible deferred compensation plan under Section 457(b) of the Internal Revenue Code ("Code") that is a governmental plan under Code Section 414(d) and Section 3(33) of the Employee Retirement Income Security Act of 1974 ("ERISA").

Complete this Participation Agreement only if the Employer is both an employer subject to Article 15 of the Illinois Pension Code and an eligible employer within the meaning of Code Section 457(e)(1)(A).

**A. EMPLOYER INFORMATION**

Name: Triton College

Address: 2000 Fifth Avenue, River Grove, IL. 60171

Tax ID Number: 3 6 - 2 5 3 7 1 1 4

**B. TYPE OF ADOPTION AND EFFECTIVE DATE**

The Employer's Plan document shall consist of this Employer Participation Agreement ("Agreement") and the Plan document, as amended from time to time. All capitalized terms in this Agreement shall have the meaning set forth in the Plan document.

It is very important that this Employer Participation Agreement be completed accurately to ensure consistency between the Plan and actual plan operation. The Employer may prospectively change the terms of its participation in the Plan at any time by completing a new Employer Participation Agreement with SURS.

This Agreement is for the following purpose (*check and complete one only*):

1.  This is a new 457(b) deferred compensation plan adopted by the Employer for its Employees effective July 1, 2021 (*insert effective date of this Agreement*).
2.  This is an amendment to be effective as of \_\_\_\_\_, \_\_\_\_\_ (*insert effective date of this amendment*) to the current Agreement previously adopted by the Employer, which was originally effective \_\_\_\_\_, \_\_\_\_\_ (*insert effective date of the original Agreement*).
3.  This is an amendment and restatement of another 457(b) deferred compensation plan maintained by the Employer, effective

\_\_\_\_\_, \_\_\_\_\_ (insert effective date of this Agreement).  
This Employer's prior plan was originally effective \_\_\_\_\_,  
\_\_\_\_\_ (insert effective date of the prior plan). The Employer understands  
that it is the Employer's responsibility to ensure that the prior plan met all  
applicable state and federal requirements.

C. **CUSTODY OF ASSETS.** Code Section 457(g) shall be satisfied by setting aside Plan assets for the exclusive benefit of Participants and Beneficiaries in a Trust pursuant to the terms of the Plan.

D. **PARTICIPATION.** An Employee may become a Participant in the Plan for purposes of Elective Deferrals and Discretionary Employer Contributions immediately upon commencement of employment with the Employer. "Employee" means an individual who is an employee, as defined in Section 15-107 of the Illinois Pension Code, of an Employer. An Employee does not include an individual who is a leased employee under Code Section 414(n)(2).

E. **ELECTIVE DEFERRALS.** All Employees of the Employer shall be permitted to make Elective Deferrals to the Plan. Elective Deferrals include Pre-Tax Contributions and Roth Contributions. A Participant shall be 100% Vested in his or her Elective Deferrals at all times.

F. **DISCRETIONARY MATCHING CONTRIBUTIONS.**

1. The Employer shall (check and complete one only):

a.  not make Discretionary Matching Contributions.

b.  match \_\_\_\_\_% of Elective Deferrals of up to \_\_\_\_\_% of Compensation  each pay period  annually.

c.  match \_\_\_\_\_% of the first \$\_\_\_\_\_ of Elective Deferrals  each pay period  annually.

d.  match the percentage or amount of Elective Deferrals that the Employer determines in its discretion for the Plan Year. **The Employer agrees to submit to SURS a resolution or policy duly adopting the percentage or amount and frequency of matching contributions prior to July 1st of the applicable Plan Year(s).**

Check this box if the Discretionary Matching Contributions match elective deferrals made to another plan, and enter the name of the plan:

\_\_\_\_\_  
**NOTE: Any Discretionary Matching Contribution will reduce, dollar for dollar, the Elective Deferrals that a Participant can contribute.**

2. The Employer shall make Discretionary Matching Contributions for the following Employees (complete only if Discretionary Matching Contributions will be made to the Plan; check and complete as many as applicable):

- a.  any full-time Employee, defined as an Employee who has \_\_\_\_\_ or more Hours of Service per week.
- b.  any permanent part-time Employee, defined as an Employee who is not a full-time Employee and who has \_\_\_\_\_ or more Hours of Service per week.
- c.  any Employee in the following class(es) of Employees:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**NOTE: Any changes to the class of employees eligible for Discretionary Matching Contributions will require an updated Employer Participation Agreement**

- 3. A Participant shall be 100% Vested in his or her Discretionary Matching Contributions at all times; provided, however, that if SURS enacts an Eligible Automatic Enrollment Arrangement under Section 4.2(e) of the Plan, Discretionary Matching Contributions related to a withdrawal of Automatic Pre-Tax Contributions in accordance with Section 4.2(e)(4) will be placed in a forfeiture account and used first to reduce the Employer's Discretionary Matching Contributions, if any, and then to reduce the Employer's Discretionary Nonelective Contributions, if any.

**G. DISCRETIONARY NONELECTIVE CONTRIBUTIONS.**

- 1. The Employer shall (*check and complete one only*):
  - b.  not make Discretionary Nonelective Contributions.
  - c.  contribute \_\_\_\_\_% of Compensation on behalf of each Participant  each pay period  annually.
  - d.  contribute \$\_\_\_\_\_ on behalf of each Participant  each pay period  annually.
  - e.  contribute the percentage or amount that the Employer determines in its discretion for the Plan Year. **The Employer agrees to submit to SURS a resolution or policy duly adopting the percentage or amount and frequency of nonelective contributions prior to July 1st of the applicable Plan Year(s).**

**NOTE: Any Discretionary Nonelective Contribution will reduce, dollar for dollar, the amount a Participant can contribute.**

- 2. The Employer shall make Discretionary Nonelective Contributions for the following Employees (*complete only if Discretionary Nonelective Contributions will be made to the Plan; check and complete as many as applicable*):

- a. [ ] any full-time Employee, defined as an Employee who has \_\_\_\_\_ or more Hours of Service per week.
- b. [ ] any permanent part-time Employee, defined as an Employee who is not a full-time Employee and who has \_\_\_\_\_ or more Hours of Service per week.
- c. [ ] any Employee in the following class(es) of Employees:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**NOTE: Any changes to the class of employees eligible for Discretionary Non-Elective Contributions, will require an updated Employer Participation Agreement**

- 3. A Participant shall be 100% Vested in his or her Discretionary Nonelective Contributions at all times.

**H. ADMINISTRATIVE INFORMATION.**

In executing this Employer Participation Agreement, the Employer agrees:

- that it is eligible to adopt the Plan, and that its governing body has adopted a resolution to approve the adoption of the Plan for its eligible employees, which resolution has been provided to SURS or its designee;
- to be bound by all terms of the Plan document, as applicable, the terms of this Employer Participation Agreement, and the rules and regulations of SURS, all as may be amended from time to time, and that no oral understanding not incorporated into this Agreement is binding on any party;
- to provide any information reasonably requested by SURS or a service provider from time to time to properly administer the Plan in accordance with its terms and applicable law;
- to allow SURS and/or the service providers reasonable access to eligible employees to assist with enrollment in and administration of the Plan;
- to be solely responsible for the correction of any operational or compliance errors resulting from the Employer's failure to perform its responsibilities or provide accurate information to SURS or a service provider;
- that all contributions to the Plan will be deposited in the State Universities Retirement System Master Trust for the exclusive benefit of participants and beneficiaries, and that the Employer shall have no right to Trust assets;
- that participants in the Plan have the right to direct the investment of their accounts by choosing among the investment options selected by SURS and offered under the Plan,



and that any participant who does not provide timely investment direction will be deemed to have elected the Plan's default investment, as selected by SURS;

- that participants will be charged fees for the investment and administration services provided by SURS and the service providers, which will be offset against investment returns or deducted from participant accounts periodically; and
- that the Employer has consulted, to the extent necessary, with its own legal and tax advisors.

The Employer further agrees that it is responsible for the following areas of compliance:

- determining and monitoring employee eligibility in accordance with the terms of the Plan and the Employer Participation Agreement;
- entering into salary reduction agreements with Employees and timely remitting all Elective Deferrals and Discretionary Employer Contributions, if any, to the Plan; and
- complying and monitoring the applicable contribution limits under the Code as such limits apply to the Plan and any other Code Section 457(b) plan offered by the Employer in which Employer's employees participate, including the elective deferral limit under Code Sections 457(b)(2), 457(b)(3), 457(c), and 457(e)(18).

This Employer Participation Agreement is duly executed on behalf of the Employer by the undersigned authorized signatories and shall be effective as indicated in Section B.

**EMPLOYER'S AUTHORIZED SIGNATORIES:**

By: _____	By: _____
Print: Mark R. Stephens	Print: Elizabeth Potter
Title: Board Chairman	Title: Board Secretary
Date: 4/20/2021	Date: 4/20/2021

**ACCEPTANCE OF EMPLOYER'S PARTICIPATION IN THE STATE UNIVERSITIES RETIREMENT SYSTEM DEFERRED COMPENSATION PLAN:**

By: \_\_\_\_\_  
Suzanne Mayer, Interim Executive Director

Date: \_\_\_\_\_

**STATE UNIVERSITIES RETIREMENT SYSTEM  
DEFERRED COMPENSATION PLAN**

**RESOLUTION TO ADOPT PLAN**

WHEREAS, the State Universities Retirement System Deferred Compensation Plan ("Plan") is an eligible deferred compensation plan under Section 457(b) of the Internal Revenue ("Code") established and is administered by the State Universities Retirement System ("System") pursuant to Section 15-202 of the Illinois Pension Code, 40 ILCS 5 et seq.;

WHEREAS, the Plan is funded by elective deferrals, and if elected by the Employer in the Employer Participation Agreement, discretionary employer contributions;

WHEREAS, contributions to the Plan are held in Trust by SURS as Trustee pursuant to the State Universities Retirement System Master Trust Agreement ("Trust Agreement") and are invested in investment options selected and monitored by SURS;

WHEREAS, SURS has contracted with certain service providers ("Service Providers") to administer the Plan in accordance with its written terms and applicable law;

WHEREAS, Section 15-202 of the Illinois Pension Code, 40 ILCS 5, et seq., and Section 2.02(v) of the Plan provide that an employer that is subject to Article 15 of the Illinois Pension Code and that is an eligible employer within the meaning of Code Section 457(e)(1)(A) offer the Plan to its eligible employees;

WHEREAS, the Employer is an employer subject to Article 15 of the Illinois Pension Code, and is an eligible employer within the meaning of Code Section 457(e)(1)(A); and

WHEREAS, the Employer has reviewed the Plan, is authorized by law to adopt this Resolution, and is concurrently executing an Employer Participation Agreement for the Plan, which shall constitute a part of the written terms of the Plan.

NOW THEREFORE the governing body of the Employer hereby resolves:

Section 1. The Employer adopts the Plan for the benefit of its eligible employees, including the Employer Participation Agreement which is attached hereto and made a part of this Resolution.

Section 2. The Employer agrees to abide by the terms of the Plan and the Trust Agreement, including amendments to the Plan and the Trust Agreement, and all applicable provisions of the Code, the Illinois Pension Code, and other applicable law.

Section 3. The Employer agrees to enroll only those individuals who are employees, as defined in Section 15-107 of the Illinois Pension Code, of the Employer. An employee does not include an individual who is a leased employee under Code Section 414(n)(2).

Section 4. The Employer acknowledges that all assets held in connection with the Plan, including all contributions to the Plan, all property and rights acquired or purchased with such amounts and all income attributable to such amounts, property or rights shall be held in the Trust for the exclusive benefit of participants and their beneficiaries under the Plan. No part of

the assets and income of the Plan shall be used for, or diverted to, purposes other than for the exclusive benefit of participants and their beneficiaries and for defraying reasonable expenses of the Plan. All contributions to the Plan shall be held, managed, invested and distributed as part of the Trust in accordance with the provisions of the Plan. All benefits under the Plan shall be distributed solely from the Trust pursuant to the terms of the Plan.

Section 5. This Resolution and an Employer Participation Agreement shall be submitted to SURS. SURS shall determine whether the Resolution and the Employer Participation Agreement comply with the Plan, and, if they do, shall provide appropriate forms to the Employer to implement employee participation in the Plan. SURS may refuse to approve a Resolution and/or an Employer Participation Agreement from an employer that does not have state statutory authority to participate in the Plan. The Employer hereby acknowledges that it is responsible for assuring that this Resolution and the Employer Participation Agreement are adopted and executed in accordance with the requirements of applicable law.

Adopted by the Employer as of the date set forth below in accordance with applicable law.

By: \_\_\_\_\_

Print Name: Mark R. Stephens

Title: Board Chairman

Date: 4/20/2021

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

Meeting of April 20, 2021

ACTION EXHIBIT NO. 16575

**SUBJECT: EPISERVER DEVELOPMENT AGREEMENT**

**RECOMMENDATION:** That the Board of Trustees approve a Development Agreement with Episerver to work with Triton College to build a locally hosted development version of the [www.triton.edu](http://www.triton.edu) website. This Agreement provides eight hours of project management and forty hours of development. This Agreement will have a total onetime cost of \$9,400.

**RATIONALE:** This Agreement will provide Triton College with the source code access which is necessary to customize the website beyond standard templates. Episerver will provide the source code and then configure and deploy the software on Triton servers. The end result will be the ability to have greater flexibility in the website design and functionality.

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*Sean Sullivan*

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

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**Board Officers' Signatures Required:**

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

\_\_\_\_\_  
**Elizabeth Potter**  
Secretary

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

Related forms requiring Board signature: Yes  No

## Statement of Work: Triton College & Episerver Expert Services Best Practices and Guidance

This Statement of Work is made and entered into between

**Triton College**, 2000 5<sup>th</sup> Ave, River Grove, Illinois 601711995, United States (“Customer”), and;

Episerver, Inc. a Delaware corporation with a principal place of business at 542A Amherst Street, Nashua, NH 03063, United States of America (“Episerver”);

both referred to as Party or Parties (“Party” or “Parties”), agree that WHEREAS Parties have signed the EPISERVER MASTER EXPERT AND EDUCATION SERVICES AGREEMENT, signed on [DATE] (“Agreement”),

the Parties have now therefore made and entered into this Statement of Work to the Agreement (“Statement of Work” or “SOW”) to be considered as an integral part of the Agreement.

The following order shall be an additional Pricing and fees to be paid within the Agreement, and does not replace any existing SOW unless specifically expressed below. The dates applicable to this SOW in regards to Issue Date, Valid Until, Duration and Effective Date for this SOW and delivery method shall only apply to this SOW, and no other existing SOW(s) that may be in place.

<b>Customer Company Details</b>	<b>Customer Name -</b> Triton College (hereinafter “Customer”)	<b>Customer Address -</b> 2000 5 <sup>th</sup> Ave River Grove Illinois, 601711995 United States	<b>Additional Company Information -</b> N/A
<b>Customer Contact Details</b>	<b>Billing Contact</b> Name: Michael Garrity Address: same as above Telephone: 708-456-0300 Email: michaelgarrity@triton.edu	<b>Technical Contact</b> Name: Michael Garrity Address: same as above Telephone: 708-456-0300 Email: michaelgarrity@triton.edu	<b>Support Contact</b> Name: Michael Garrity Address: same as above Telephone: 708-456-0300 Email: michaelgarrity@triton.edu
<b>Additional Purchase Order Info-</b>	Customer’s Purchase Oder (“P.O.”) Requirements for Invoicing Purposes (SELECT ONE OF THE BELOW OPTIONS) – <input type="checkbox"/> Customer’s P.O. is attached to this Agreement <input type="checkbox"/> Customer’s P.O. is required, will be generated by Customer, and sent to Episerver <input type="checkbox"/> Customer’s P.O. is NOT required for the Order(s) and/or SOW(s) set forth in this Agreement; Customer is authorized to make payment based solely on the terms of this Agreement.		

Episerver agrees to provide Customer the expert/education service(s) (“EES”) for the term specified below expressly set forth below and in the Agreement entered into by the Parties.

<b>EES Statement of Work (“SOW”)</b>	Triton College & Episerver Expert Services Best Practices and Guidance
<b>EES SOW Description</b>	<p>Triton College has requested that Episerver Expert Services Team provide technical guidance and best practices support on Triton College’s Episerver implementation.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> <li>• Episerver Expert Services developer with release management experience will provide guidance on code management best practices and dev ops considerations that aligns with Triton College needs and the Episerver platform</li> <li>• Episerver Expert Services developer will provide on Best Practices and Architectural guidance</li> <li>• Episerver Expert Services Project Manager will assist in tracking issues, coordinating meetings and supporting the project through project management tasks</li> <li>• Integration with new versions of Episerver functionality that have resulted in a mismatch or deprecated functionality</li> <li>• Episerver specific site configuration</li> <li>• Episerver specific web configuration including assembly binding configuration, Episerver dynamic link library (dll) dependency resolution and Nuget package management</li> <li>• Troubleshooting issues and solution to bug fixes in support of the services provided</li> <li>• Technical documentation when available from Episerver’s documentation in support of the services provided</li> </ul>



	<p><b>Roles:</b></p> <ul style="list-style-type: none"> <li>• Episerver will provide a       <ul style="list-style-type: none"> <li>a. Episerver Senior Developer for technical guidance, bug fixes and troubleshooting</li> <li>b. Episerver Project Manager</li> <li>c. Leadership to Customer during the process</li> </ul> </li> </ul> <p>Episerver will provide best practice leadership, consultation, and mentorship to Customer team during Customer's implementation. If, at the end of this agreement, Customer desires additional time or effort, Customer and Episerver will pursue a Change Order.</p> <p>This SOW is governed by terms and conditions in the Expert and Education Services Terms and Conditions, specifically excluding the terms and conditions of the EUSA and SLA.</p>
<p><b>EES SOW Assumptions</b></p>	<p><b>Assumptions/Pre-requisites:</b></p> <ul style="list-style-type: none"> <li>• Upon the Effective Date of this agreement, Customer and Episerver will identify the start date and schedule of work for this agreement to take place, pending Episerver resource availability.</li> <li>• Expert Services performs services during regular business hours for the Eastern US time zone, 8:30 am – 6:00 pm. Work requests for time outside those hours are considered off hours and are subject to resource availability and a doubling of rate (or equivalent consumption of twice the time against the SOW).</li> <li>• Decrease of team size will be allowed with a 30 days' notice.</li> <li>• Each party shall designate a Project leader to whom all matters relating to the Project will be addressed. Customer agrees to respond to requests from Episerver for approvals, decisions or other actions in connection with the performance of EPIServer's obligations under this SOW within a reasonable period of time. The Customer Leader, or designee, will consolidate feedback for Customer, and provide such feedback to Episerver. The following lists the designated Project leaders from Episerver and Customer.       <ul style="list-style-type: none"> <li>a. Episerver Expert Services Contact:           <ul style="list-style-type: none"> <li>i. Nick Martin, Director Customer Success nick.martin@episerver.com</li> </ul> </li> <li>b. Customer Contact:           <ul style="list-style-type: none"> <li>i. Michael Garrity, AVP Information Systems, michaelgarrity@triton.edu</li> </ul> </li> </ul> </li> <li>• All Services may be completed remotely unless otherwise specified in this SOW.</li> </ul> <p><b>Customer Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Customer will provide any applicable documentation of requirements, designs, and constraints that may be required by Episerver to undertake the Services, at the start of the Project. This may include visual design guidelines, visual design assets, and wireframes/user experience documentation to implement Customer's desired look and feel for the Episerver Platform</li> <li>• Customer will provide access to Episerver for necessary Customer systems and environments.</li> </ul> <p>Customer will identify key stakeholders and subject matter experts and assure that they are available to provide information and make required decisions in a manner that enables timely performance of the Services. Customer will make itself reasonably available for necessary stand-up meetings, ongoing collaboration and virtual and/or in person demos.</p>
<p><b>EES SOW Pricing Expiration Date</b></p>	<p><b>3/30/2021</b></p>
<p><b>EES SOW Type</b></p>	<p><input checked="" type="checkbox"/> This SOW is a Time and Materials agreement for expert EES.        Invoices are issued to the Customer on a monthly basis for all work performed in the previous month.</p>
<p><b>EES SOW Term</b></p>	<p>Customer has six (6) months from the date of signing this SOW to use any purchased EES. EES are non-transferable and non-refundable, and deemed complete within six (6) months from the Effective Date. In the event additional EES are required, Episerver shall not perform any EES until a fully executed change order is received.</p>

Episerver **Americas / APAC HQ**  
 542A Amherst Street  
 Nashua, NH 03063  
 USA

+1 603 594 0249  
 www.episerver.com

**EMEA HQ**  
 Torsgatan 11  
 Box 7007  
 103 86 Stockholm, Sweden

+46 8 55 58 27 00  
 www.episerver.com  
 556208-3435

**EES Time and Materials:**

SKU#	Line Item Description	Term	Currency	Rate	Total
ESC-DEV	Episerver Developer	40 Hours	USD	\$200/Hour	\$8,000.00
ESC-PM	Episerver Project Manager	8 Hours	USD	\$175/Hour	\$1,400.00
<b>Total excluding taxes, travel and expenses:</b>					\$9,400.00
<b>Note: All prepaid fees are non-refundable and non-cancellable</b>					

**General Terms:**

By signing this SOW, Customer places an order for the EES identified above and Customer also confirms acceptance of all the terms and conditions of this SOW, including the Episerver Expert/Education Services General Terms and Conditions ("GTC") and the Agreement. Terms defined in the GTC and Agreement, which are capitalized terms, shall apply within this SOW. In the event of any conflict between this SOW and the GTC, this SOW shall prevail, unless otherwise specified within this SOW, or agreed by the Parties in an executed amendment to the Agreement. For the avoidance of doubt, any matters not addressed by this SOW shall be governed by the Agreement.

**Appendices**

- N/A

This SOW has been executed in two (2) originals, of which the Parties have received one (1) each. The date this SOW is signed by Episerver is the effective date of the SOW ("Effective Date").

EPISERVER

Triton College

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: Mark R. Stephens

Title: \_\_\_\_\_

Title: Board Chairman

Date and place: \_\_\_\_\_

Date and place: \_\_\_\_\_



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

Meeting of April 20, 2021

ACTION EXHIBIT NO. 16576

**SUBJECT: AMERICAN DIGITAL BACKUP REPLICATION AND DISASTER RECOVERY**

**RECOMMENDATION:** That the Board of Trustees approve the Agreement with American Digital to host a Backup Replication and Disaster Recovery environment for Triton College. This environment will serve as both an offsite backup as well as the temporary hosted Disaster Recovery site in the event of an on-campus computer destruction / interference. This Agreement will commence June 1, 2021 through June 30, 2022 and renew annually unless terminated in writing more than sixty days before renewal. The annual cost will be \$48,000 and with a \$6,000 startup fee the first year will be a total cost of \$54,000.

**RATIONALE:** This Agreement will allow Triton College to utilize a hosted backup site as well as provide the option to run as a hosted disaster recovery site in the event it is needed. In addition to other enhancements made to secure the server environment, this Disaster Recovery environment will provide another level of redundancy and security to the College.

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*Sean Sullivan*

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

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**Board Officers' Signatures Required:**

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

\_\_\_\_\_  
**Elizabeth Potter**  
Secretary

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

Related forms requiring Board signature: Yes  No





## **Triton College**

**Managed Service – Backup Replication and Disaster Recovery**

**Statement of Work**

**Feb 18, 2021**

Presented by:

**Mary Galvanoni**

Sr. Account Manager

Cell: (312) 970-0075 (Preferred)

[maryg@americandigital.com](mailto:maryg@americandigital.com)

SA: David Shoffet

American Digital Corporation (HQ)

25 Northwest point Blvd, Suite 200 Elk Grove, IL 60007

(847) 637-4300 or (877) 220-5321 / Fax: (847) 919-8468

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## INTRODUCTION

This document is a Statement of work (SOW) describing the tasks to be completed by American Digital Corporation (ADC) in order to provide a Disaster Recovery solution by utilizing Veeam backup and StoreOnce architecture. This SOW also describes the terms under which the work will be performed. The purpose of this Statement of Work (SOW) is to describe these services as well as outline and detail specific tasks, deliverables, roles and responsibilities, and terms.

American Digital Corporation, hereinafter referred to as ADC, has the capability to be the single source for building integrated IT solutions for Triton College. ADC focuses on core hardware and software products that are combined with a unique consulting methodology to deliver a solution tailored to the Triton College requirements.

Finally, ADC's goal is to develop a solid working relationship and a familiarity with Triton College computing environment and associate requirements in order to validate the solution. ADC is in a singular position to provide the best possible solution in continuing support of this mission-critical environment.

The combination of these factors, combined with strategic pricing initiatives, makes ADC uniquely qualified to provide the design, consulting, and implementation of this infrastructure solution for Triton College.

---

## OBJECTIVE

Triton College requested American Digital Corporation (ADC) to address their need for a Disaster Recovery solution for their Colleague® by Ellucian™ environment. Triton College currently runs their production Colleague Database(s) and Application services in VMware vSphere environment.

This SOW has been prepared to provide a Disaster Recovery environment that Triton College could utilize within 48 hours of declaration of a disaster. Core functions of the Colleague® by Ellucian™ environment would be available for use in the event of a catastrophic disaster. Resources will also be made available to make the infrastructure for WebAdvisor and UI environment available during a declared disaster.

Given the requirements, ADC proposes to host an environment that would have comparable virtual resources as Triton College's Colleague production environment. That environment would replicate (using Veeam) their production VMs on a nightly basis. If a disaster were to be declared, Triton College will be able to continue to run their application in a DR state for a period of up to six weeks. Once Triton College is able to secure a new production environment within the six (6) week period, the data would be replicated back to the newly established environment via Triton College IT team members.

Triton College's hosted environment will be housed in a Data Center located within the Chicago, IL metropolitan area. Features include: physical security, backup power, Veeam monitoring, and secure network.

---

## SERVICE DESCRIPTION AND DELIVERABLES

Listed below are the high-level tasks ADC will perform. A brief description of these tasks include:

### **Scope**

#### **Location Scope**

- ❑ Building A River Grove, IL
- ❑ Metropolitan Chicago, IL Area (DR Location)

#### **Technology Scope**

- Manage DR Replication for Colleague Disaster Recovery Environment  
(includes all systems listed in [Appendix A](#))
  - Colleague Application Servers
  - Colleague Database Server
  
- Manage DR Replication for Server to support the following functions:
  - Ellucian Web Advisor
  - Ellucian Portal
  - Ellucian UI
  - Active Directory
  
- Monitor Storage for DR Environment
- Monitor Replication Status for DR Environment

## ***Infrastructure Monitoring Approach***

ADC will provide a hosted virtual server and storage environment that Triton College will replicate to using Veeam Replication/StoreOnce on a nightly basis. The data will be replicated via a secure VPN connection, and only those files changed during the production day would be replicated.

In the event of a catastrophic disaster, Triton College would have the option to “declare” a disaster. This would occur if the day-to-day operations of their production data center are not possible due to natural disaster (hurricane, etc.), Act of God, terrorist activity, or any event that both American Digital and Triton College reasonably agree would be considered a disaster that would disable Triton College’s production data center for a period of more than two (2) days. If the disaster is so severe that Triton College cannot return their Colleague environment to service within two (2) days time, Triton College would contact ADC immediately and the hosted environment would be made available via a VPN connection within forty-eight (48) hours so that Triton College can conduct core business.

The DR environment would allow for:

- Core Colleague application availability (Payroll, Student System, Web Advisor, and UI environment)
- Ability to utilize DR environment within forty (48) hours of declaration of disaster.
- Ability to run within the recovery environment for up to six (6) weeks.
- Ability to return to service within the Customer production environment within one (1) week.

American Digital Corporation will provide the following in case a disaster is declared:

- Serve as the first point of contact for Triton College.
- Coordinate logistical access to DR center.
- Escort and familiarize customer with hardware setup logins and passwords.
- Verify hardware is functioning properly.
- Perform remediation necessary to assure equipment is up to date and working.

Triton College would be responsible for providing the necessary technical resources either remotely or on-site at ADC’s DR location to facilitate migration to the DR environment. All other activity required for restarting of the Ellucian modules belongs to Triton College. Some items that may be required but not limited to would include:

- Redirect of IP addresses
- Application and DB restart
- Ensuring proper restart of any other required services for Ellucian. (SSL, Listeners, etc.)

Customer will consult with Ellucian to put in place a DR scenario including their involvement.

Remote access will be made available via VPN so that users may access the system remotely, and network resources will be made available (uplink, etc.) to provide the necessary connectivity for Web Advisor and UI access.

---

## ROLES AND RESPONSIBILITIES

### **American Digital's General Responsibilities:**

- Execute the requirements of this Statement of Work.

### ***Triton College General Responsibilities:***

- Ensure that the appropriate staff member(s) are available to execute the requirements of this Statement of Work.
- Provide required information for ADC to execute the requirements of this Statement of Work as requesting in regards to the project.
- Responsible for providing any necessary physical hardware and operating systems for new environment in the event of a disaster
- Responsible for providing and provisioning any virtual machines and operating systems for new environment in the event of a disaster
- Provide site to site VPN access between ADC and Triton

### ***Assumptions***

1. In the event of declared disaster, Triton College will provide a new production hardware environment which shall be in addition to the Chicago area location. A separate engagement can be requested of ADC for installation services if necessary.
2. Payroll printers will be provided by Triton College in case of a declared disaster.
3. ADC is not responsible for Veeam backup management
4. Existing infrastructure components will be working and functioning correctly and under HPE and Veeam maintenance.
5. Installation/configuration of operating system licenses, i.e. Microsoft Windows or Linux licenses is not included.
6. Triton College will provide VPN access to the environment to enable ADC to perform remote services.
7. All of the required data for the Ellucian environment are in VMFS LUNs.
8. Sizes of VMs and DB will be based on Ellucian Best Practices at this point
9. ADC will provide the necessary servers, storage, and network resources necessary to allow for replication and access to Triton College's Colleague application, in the event a disaster is declared. Triton College will provide system administrative support for the environment.
10. Triton College will provide the necessary software licensing information (keys, etc.) along with SSL certifications and other software add-ons for any necessary server software if a disaster is declared.
11. ADC failover solutions provides DR to the hardware level and OS level. Triton College must engage the application and database owners [Datatel] (Ellucian) for complete instruction on bring systems back online and in synchronous communication with all other modules.
12. Triton College will provide ADC the names of two (2) individuals authorized to declare a disaster. Triton College will notify ADC at [drdeclare@americandigital.com](mailto:drdeclare@americandigital.com) or via phone at 847-637-4300.

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## PRICING<sup>1</sup>

Pricing is a fixed price contract and covers the scope and assumptions as described above.

Billing Milestone	Percentage	Price
Annual fee – upon signature	100%	\$48,000
Startup fees	100%	\$6,000
<b>TOTAL Price</b>		<b>\$54,000</b>

## Invoicing and Payment Terms

ADC shall invoice Triton College services fees upon receipt of the purchase order and signed Statement of Work. Payment terms are Net 45 from receipt of invoice.

- Payment terms are Net 45 from receipt of invoice.
- The term of this agreement is for one year, initiated on June 1st 2021 thru June 30th 2022.

## Automatic Renewal

This Agreement shall renew automatically, with respect to all details and scope in this statement of work, on the same terms, and extended for one additional year, unless on or before 60 days prior to expiration, either Party provides to the other written notice of its desire not to automatically renew this Agreement. Any renewal of this Agreement does not preclude ADC or Triton from requesting that a approved changes be made for the renewal term, understanding any change could result in a fee or scope change. Any change by either party will need to mutually approved.

## Support and Hourly Charges

This project is offered as a fixed price project. If any additional work is required above and beyond the scope specified in this SOW such as support after completion, training, or additional scope may incur additional charges and will be presented for customer approval via a written Change Order, which shall be signed by an authorized agent of Triton College.

Regular business hours are 9 AM to 5 PM Monday-Friday Central Time with the exception of ADC holidays. All other times are considered after-hours and will be charged at a premium price which will be outlined in a Change Order.

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<sup>1</sup> Pricing is valid for 30 days from the date of this document



**Additional Terms and Conditions**

ADC agrees to hold harmless and indemnify Triton College, its officers, agents, trustees and employees against any losses, damages, judgments, claims, expenses, costs and liabilities imposed upon or incurred by or asserted against Triton College, its officers, agents, trustees or employees, including reasonable attorneys' fees and expenses, arising out of the acts or omissions of ADC, its officers, agents or employees, under this Agreement, including any claims or demands arising from or related to trademark, patent or copyright infringement claims.

Triton College, as an entity and on behalf of its employees, agents, and students, claims any and all governmental immunity as may be established by or set forth under Federal or Illinois law, rule or regulation.

ADC assumes full responsibility for the payment of all federal, state and local taxes incurred by ADC as a result of this Agreement.

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

ADC represents that it possesses all professional or business licenses required by law, if any, and all qualifications necessary to fully perform its obligations.

In no event shall either party be liable for any incidental, indirect, special or consequential damages, including, but not limited to, loss of use, revenue, profit or savings.

ADC shall not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, an unfavorable discharge from military service, or any other factor as prohibited by law. Each party certifies that it is an equal opportunity employer and maintains a written sexual harassment policy and Drug Free Workplace policy in conformance with applicable law.

This Agreement shall be governed by and construed in accordance with the substantive laws of the State of Illinois regardless of any conflict of laws provision. All disputes arising out of this Agreement, wherever derived, will be resolved in the Circuit Court of Cook County, Illinois.

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## TRITON COLLEGE ACCEPTANCE

This Proposal, including any exhibits and appendices, constitutes the entire agreement between ADC and Triton College and supersedes any previous communications, representations or agreements between the parties, whether oral or written, regarding transactions hereunder. This Statement of Work is governed by American Digital's terms and conditions which can be found at:

<http://www.americandigital.com/terms-and-conditions/>

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## SIGNATURE

Signing below indicates Triton College acceptance of this Proposal.

American Digital Corporation	Triton College
Signature:	Signature:
Name:	Name: Mark R. Stephens
Title:	Title: Board Chairman
Date:	Date:
Purchase Order is NOT Required: <input type="checkbox"/>	

---

## CUSTOMER PROJECT CONTACT INFORMATION

<b>Customer Name:</b>	Michael Garrity
<b>Customer Title:</b>	Associate Vice President, Information Systems
<b>Customer Email:</b>	michaelgarrity@triton.edu
<b>Customer Phone:</b>	708-456-0300 x3684
<b>Customer Address:</b>	

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## ORDERING INFORMATION

Please send this signed document to:

[maryg@americandigital.com](mailto:maryg@americandigital.com)

American Digital Corporation

25 Northwest point Blvd, Suite 200. Elk Grove, IL 60007

Tel: (847) 637-4300 Fax:847-919-8468

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Feb 18 2021

Triton Backup Disaster Recovery SoW

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## APPENDIX A:

List of servers to be backed up and replicated to DR StoreOnce.

bkva-1.6.7  
DTCOLL  
DTCOLLTEST  
DTDROA  
DTINDEX  
DTMOBILE  
DTODSDB  
DTPORTALDB  
DTPORTALTESTDB  
DTPORTALWEB1  
DTPORTALWEB2  
DTRECRUITERAPP  
DTRECRUITERDB  
DTRECRUITERWEB  
DTSQL  
DTSQLTEST  
DTSSAPI  
DTUI  
DTUITEST  
DTWEB  
DTWEBTEST  
TCADS01  
Henry  
TCTABLEAU  
TCHAMACHI

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

Meeting of April 20, 2021

ACTION EXHIBIT NO. 16577

**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 March 4, 2021, and approved by the Academic Senate on March 9, 2021.

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

  
Dr. Susan Campos, Vice President of Academic Affairs

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**Board Officers' Signatures Required:**

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**Mark R. Stephens**  
Chairman

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**Elizabeth Potter**  
Secretary

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**Date**

Related forms requiring Board signature: Yes  No

**College Curriculum Committee Summary  
for**

**Academic Senate, March 9, 2021**

**Board of Trustees, April 20, 2021**

**PROGRAMS**

**NEW PROGRAM**

- C401I Sustainable Agriculture Certification
  - total program credits: 30
- C447H Truck Engine Repair Certificate
  - total program credits: 16
- U224A31 Anthropology (AA Degree emphasis)
  - replacing inactivated U230A31, Anthropology AS Degree emphasis
  - total program credits: 60

**MAJOR PROGRAM REVISION(S)**

- C201A Horticulture (AAS Degree)
  - updated program to the new Curriculum Mapping format; program specific courses from 37 to 40; program electives from 3 to 0
  - *Effective 8/22/2021*
- C201E Sustainable Agriculture Technology (AAS Degree)
  - updated program to the new Curriculum Mapping format
  - *Effective 8/22/2021*
- C401C Horticulture, Ground Maintenance Certificate
  - updated program to the new Curriculum Mapping format
  - *Effective 8/22/2021*
- C401G Pesticide Applicator Certificate
  - updated program to the new Curriculum Mapping format
  - *Effective 8/22/2021*
- C401H Horticulture Greenhouse Grow Operations Certificate
  - updated program to the new Curriculum Mapping format
  - *Effective 8/22/2021*
- C447G CVT Brake and Suspension Certificate
  - title to 'Truck Brake and Suspension Certificate'
  - *Effective 8/22/2021*
- U224A38 Philosophy (AA Degree emphasis)
  - updated program to the new Curriculum Mapping format
  - *Effective 8/22/2021*
- U224A42 Psychology (AA Degree emphasis)
  - updated program to the new Curriculum Mapping format
  - *Effective 8/22/2021*
- U224A44 Sociology/Social Work (AA Degree emphasis)

- updated program to the new Curriculum Mapping format
- *Effective 8/22/2021*
- U230A27 Mathematics (AS Degree emphasis)
  - updated program to the new Curriculum Mapping format
  - *Effective 8/22/2021*

### **REACTIVATED PROGRAM**

- C401E Sustainable Production Certificate
  - total program credits: 16
  - *Effective 8/22/2021*

### **INACTIVATED PROGRAM(s)**

- C407T Mobile, Web, Data Science Application Development Certificate
  - *Effective 8/22/2021*
- U230A31 Anthropology (AS Degree emphasis)
  - replaced with new Anthropology emphasis (U224A31)
  - *Effective 8/22/2021*

## **COURSES**

### **NEW COURSE(s)**

- AUT 155 Truck Engine Power Plants
  - 5 credits/2 lecture/6 lab
  - prerequisite 'AUT 112 and AUT 135'
  - course fee: \$55.00
  - *Effective 8/22/2021*

### **MAJOR COURSE CHANGES (course addition/major revision, including a course fee)**

- AUT 120 CVT Electricity
  - title to 'Diesel Electricity and Electronics'
  - revised description
  - *Effective 8/22/2021*
- AUT 135 CVT Fuel Management
  - title to 'Truck Fuel Management'
  - revised description
  - *Effective 8/22/2021*
- AUT 140 CVT Brakes
  - title to 'Truck Brakes'
  - revised description
  - *Effective 8/22/2021*
- AUT 145 CVT Steering, Suspension and Alignment
  - title to 'Truck Steering, Suspension and Alignment'
  - revised description
  - *Effective 8/22/2021*

### **MINOR COURSE CHANGE(s) (revised course(s) (no course fee addition/revision/removal)**

- CIS 120 Introduction to Big Data
  - updated GECC outcomes
  - revised description
  - *Effective 8/22/2021*
- CIS 189 Internet Foundations
  - updated GECC outcomes
  - *Effective 8/22/2021*
- CIS 214 Scaling & Connecting Networks
  - prerequisite to 'CIS 210 or CIS 216'
  - updated GECC outcomes
  - *Effective 8/22/2021*
- CIS 262 Oracle DBMS Development
  - updated GECC outcomes
  - *Effective 8/22/2021*

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

Meeting of April 20, 2021


ACTION EXHIBIT NO. 16578

**SUBJECT: SELECTION OF STUDENT MEMBER OF BOARD OF TRUSTEES**

**RECOMMENDATION:** That the Board of Trustees accept the results of the Student Board of Trustees election for the 2021-2022 academic year. The Triton College Student Association held E-Board elections on April 6<sup>th</sup> and 7<sup>th</sup>, 2021, and Bertha Sanchez was elected as the new Student Trustee with 39 votes received.

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

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

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**Board Officers' Signatures Required:**

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

\_\_\_\_\_  
**Elizabeth Potter**  
Secretary

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

Related forms requiring Board signature: Yes  No



Districtwide Schedule of Classes – Fall 2021

The following firms have been invited to submit bids for printing of the Fall 2021 Districtwide Schedule of Classes. An advertisement for bid was placed in the Chicago Tribune - West Cook County Zone. Twenty-nine (29) companies were directly solicited. Immediately after the closing hour for receiving bids, which was at 1:30 p.m. local time, Tuesday, March 23, 2021, the bids were publicly opened and read aloud in room A-300 by John McGarry, Purchasing Manager and witnessed by Nancy Schafer, Purchasing Assistant.

COMPANY	NET COST
K.K. Stevens Publishing Company 100 Pearl Street Astoria, IL. 60501	\$25,909.09

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

Recommendation along with tabulation is attached.

APPROVED:



Sean O'Brien Sullivan  
Vice President – Business Services

A/C Number	01-80300520-540200005
A/C Name	Marketing-Printing
Budget	\$ 212,000.00
Prev. Expend.	183,352.79
Schedule	25,909.09
Balance	2,738.12

# MEMORANDUM

**To: Sean Sullivan**  
**From: Sam Tolia**  
**Date: 3/25/21**  
**Re: Bid Results**

Handwritten signature and date "3/25/21" in black ink.

Five printers submitted a bid for the printing of the Fall 2021 Triton Credit Schedule. These bids are based on printing 147,000 copies at 48 pages plus cover. The cover prints four-color on 60# Gloss Enamel Text and the body prints two-color on 30# Newsprint. Also included in the bid is an electronic proof (PDF), saddlestitching, storage and simplified mailing.

The bids are as follows:

Castle Printech	\$33,390
Indiana Printing and Publishing	\$30,389
Breese Publishing	\$28,352.50
Woodward Printing	\$27,904
KK Stevens Publishing	\$25,909.09

Accepting the bid from KK Stevens Publishing is recommended.

<b>Districtwide Schedule of Classes Fall 2021</b>					
Bid Tabulation					
<b>Company Name:</b>	KK Stevens Publishing	Woodward Printing	Breese Publishing	Indiana Printing and Publishing	Castle Printech
147,000 copies, 48 pages plus cover	\$ 25,909.09	\$ 27,904.00	\$ 27,235.00	\$ 30,389.00	\$ 33,390.00
Additional signatures + 4	\$ 1,942.11	\$ 609.00	\$ 6,600.00	\$ 1,078.00	\$ 1,200.00
+ 8	\$ 2,852.41	\$ -	\$ 3,903.00	\$ 2,109.00	\$ 2,000.00
+ 16	\$ 5,044.47	\$ -	\$ 5,779.00	\$ 4,212.00	\$ 3,200.00
less signatures - 4	\$ (736.05)	\$ (595.00)	\$ 1,036.00	\$ 1,031.00	\$ (400.00)
- 8	\$ (1,048.95)	\$ -	\$ 77.00	\$ 2,109.00	\$ (600.00)
- 16	\$ (4,300.52)	\$ -	\$ 5,452.00	\$ 6,369.00	\$ (800.00)
Additional M's	\$ 153.73	\$ 202.19	\$ 157.48	\$ 196.00	\$ 225.00
Inserts - Per 1,000	Included	\$ 25.00	\$ 15.00	\$ 22.00	\$ 70.00
Delivery	Included	Included	\$ 750.00	Included	Included
Simplified mailing	Included	Included	\$ 367.50	Included	Included
Storage	Included	Included	\$ -	Included	Included
Other Charges	None	Included	None	None	\$ -
<b>Total:</b>	\$ 25,909.09	\$ 27,904.00	\$ 28,352.50	\$ 30,389.00	\$ 33,390.00

# SPECIFICATIONS

## **NAME**

---

Fall 2021 Triton College Districtwide Schedule of Classes

## **PAGES**

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

## **QUANTITY**

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147,000; give price for additional M's.

## **SIZE**

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

## **INK**

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

## **PAPER**

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**Cover:** 60# gloss enamel text **Body:** Good quality, 30# newsprint

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

## **BLEEDS**

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

## **BINDERY**

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Saddlestitch

## **COPY**

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All files will be provided electronically (PDFs) approximately April 23, 2021.

## **PROOFS**

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

## **DELIVERY**

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5000 schedules are to be delivered approximately May 6, 2021, in easy-to-handle bundles not to exceed 40 lbs. in weight to: Triton College Warehouse, 2000 Fifth Avenue, River Grove, Illinois 60171

## **STORAGE**

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142,000 copies need to be stored until July 5, 2021.

## **MAILING/2<sup>ND</sup> DELIVERY**

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142,000 copies to be prepared for simplified mailing and delivered approximately July 5, 2021 to the Palatine Post Office Facility, 1300 East Northwest Highway, Palatine, Illinois 60095-9997.

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

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

Quote cost per thousand for simplified mailing.

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

THAT IS VALID WITHIN 90 DAYS BEFORE THE MAILING DATE. (PLEASE SUBMIT WITH YOUR FINAL BID)

THE MAILING IS PREPARED BY THE PRINTER IN ACCORDANCE WITH THE DOMESTIC MAIL MANUAL ELIGIBILITY STANDARDS (343.6.0)

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

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

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

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

If additional information or clarification is needed, please phone Sam Tolia at (708) 465-0300, Ext. 3172

Castle Printech  
121 Industrial Drive  
DeKalb, IL 60115

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

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

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

Creasey Printing Services  
1905 Morning Sun Ln  
Springfield, IL 62711

Signature Offset  
13801 E 33<sup>rd</sup> Pl, Unit F  
Aurora, CO 80011

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

Midstates Inc  
4820 Capital Ave NE  
Aberdeen, SD 57401

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

Blue Island Newspaper Printing, Inc,  
262 W 147<sup>th</sup> St  
Harvey, IL 60426

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

Creekside Printing  
1175 Davis Road  
Elgin, IL 60123

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

Regional Publishing Corp  
12243 S Harlem  
Palos Heights, IL 60463

John S Swift  
999 Commerce Ct  
Buffalo Grove, IL 60089

Woodward Printing Services  
11 Means Drive  
Platteville, WI 53818

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

The Viking Printing Group  
497 Widgeon Ln  
Bloomington, IL 60108

Custom Services  
120 W Laura Drive  
Addison, IL 60101

Vouge Printers  
820 S Northpoint Blvd  
Waukegan, IL 60085

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

PA Hutchison Company  
400 Pen Ave  
Mayfield, PA 18433

Indiana Printing  
899 Water St  
Indiana, PA 15701

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

Data Reproduction Corporation  
4545 Glenmeade Lane  
Auburn Hills, MI 48326

Topweb  
5450 N Northwest Highway  
Chicago, IL 60630

EP Graphics  
169 Jefferson St  
Berne, IN 46711

Envision3  
225 Madsen Dr  
Bloomington, IL 60108

Cenveo  
101 Workman Court  
Eureka, MO 63025