



**Regular Meeting of the  
Board of Trustees**

**Agenda**

**Tuesday, August 24, 2021**

- I. CALL TO ORDER** August 24, 2021 at 6:30 p.m.  
Boardroom (A-300)
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF BOARD MINUTES – VOLUME LVIII**  
[Minutes of the Board Budget Hearing of July 20, 2021, No. 1](#)  
[Minutes of the Regular Board Meeting of July 20, 2021, No. 2](#)
- V. COMMENTS ON THIS AGENDA**
- VI. CITIZEN PARTICIPATION**
- VII. REPORTS/ANNOUNCEMENTS – Employee Groups**
- VIII. STUDENT SENATE REPORT**
- IX. BOARD COMMITTEE REPORTS**  
A. Finance/Maintenance & Operations
- X. ADMINISTRATIVE REPORT**
- XI. PRESIDENT’S REPORT**
- XII. CHAIRMAN’S REPORT**
- XIII. NEW BUSINESS**
  - A. [Action Exhibits](#)
    - [16641 August 2021 Agreement with Chicago White Sox – Confirmation of Board Poll](#)
    - [16642 Office Depot Air Purifier Purchase – Confirmation of Board Poll](#)
    - [16643 G & M Electrical Contractors Air Purifier Installation](#)
    - [16644 EEO and Affirmative Action Program FY 21 Summary](#)
    - [16645 Microsoft Consolidated Campus Agreement with CDW-G](#)
    - [16646 Barracuda Total Email Protection from CDW-G](#)
    - [16647 Approval and Release of Closed Session Minutes of the Board of Trustees](#)
    - [16648 Destruction of Closed Session Verbatim Recordings](#)

B. Purchasing Schedules

C. Bills and Invoices

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

E. Human Resources Report

\*Administrative Contract

Alexandria Terrazas, Associate Dean of Business & Technology

**XIV. COMMUNICATIONS – INFORMATION**

A. Human Resources Information Materials

B. Informational Material

**XV. ADJOURNMENT**

\*Contracts are posted on the Triton College Board of Trustees Website under Meeting Schedule (<https://www.triton.edu/about/administration/board-of-trustees/>).

**CALL TO ORDER/ROLL CALL**

Chairman Mark Stephens called the Budget Hearing of the Board of Trustees, held in the Triton College Boardroom, to order at 6:40 p.m. Following the Pledge of Allegiance, roll call was taken.

Present: Ms. Norma Hernandez, Mr. Tracy Jennings, Mr. Glover Johnson,  
Mr. Rich Regan, Ms. Bertha Sanchez, Mr. Mark Stephens, Ms. Diane Viverito.  
Absent: Mrs. Elizabeth Potter.

**CITIZEN PARTICIPATION**

Nipah Onkananuwonk, employee, addressed the Board about a personnel issue, asking for a formal investigation. Chairman Stephens thanked her for attending tonight's meeting and encouraged her to follow the rights under her contract, as the Board does not take action on such issues.

Irma Hernandez, student, addressed the Board about the same personnel issue. Mr. Stephens thanked her for being here, stating that the Board cannot be involved in day-to-day operations, and encouraged her to follow through using the appropriate process.

**PUBLIC HEARING ON FY 2022 TENTATIVE BUDGET**

Chairman Stephens stated that for the FY 21 tentative budget, the total projected operating revenues are \$63,272,445; the total projected operating expenditures are \$68,852,371; and the total projected operating deficit is \$5,579,926. The budget appropriates tentative expenditures for all positions and potential expenditures as they are known today.

It was discussed that these figures represent only the operating budget and do not include grants. There is currently approximately \$10 million in the college's reserves and with fiscal planning and contingencies put in place as needed, it is anticipated that there will not be a deficit at the end of the fiscal year.

**ADJOURNMENT**

The Chairman asked for a motion to adjourn the Budget Hearing. Motion was made by Ms. Viverito to adjourn the meeting, seconded by Mr. Regan.

Roll Call Vote:

Affirmative: Ms. Hernandez, Mr. Jennings, Mr. Johnson, Mr. Regan, Ms. Sanchez,  
Ms. Viverito, Mr. Stephens.  
Absent: Mrs. Potter.

Motion carried 6-0 with the Student Trustee voting yes. Chairman Stephens adjourned the meeting at 6:59 p.m.

Submitted by: Mark R. Stephens  
Board Chairman

Elizabeth Potter  
Board Secretary

Susan Page  
Susan Page, Recording Secretary

**CALL TO ORDER/ROLL CALL**

Chairman Mark Stephens called the regular meeting of the Board of Trustees to order in the Triton College Boardroom at 7:00 p.m. The following roll call was taken.

Present: Ms. Norma Hernandez, Mr. Tracy Jennings, Mr. Glover Johnson,  
Mr. Rich Regan, Ms. Bertha Sanchez, Mr. Mark Stephens, Ms. Diane Viverito.  
Absent: Mrs. Elizabeth Potter.

**APPROVAL OF BOARD MINUTES**

Mr. Johnson made a motion, seconded by Mr. Regan, to approve the minutes of the Regular Board Meeting of June 15, 2021. Motion carried unanimously by voice vote.

**COMMENTS ON THIS AGENDA**

None.

**CITIZEN PARTICIPATION**

None.

**REPORTS/ANNOUNCEMENTS – Employee Groups**

Faculty Association President Leslie Wester recognized Seth McClellan for his latest documentary film, “Others Before Self,” a portrait of young refugees in the Tibetan Children’s Village in India. She also reported that the faculty negotiating teams came to agreement on June 30 and the agreement is on tonight’s agenda for ratification. Both teams were thanked for their working together with honor and integrity.

Mid-Management Association President Dorota Krzykowska reported that in-person New Student Orientation is wrapping up this week, and July is a busy registration month, thanking Mid-Managers for their outreach to students.

Classified Association President Katrina Mooney reported that Classified are working hard getting ready for the fall semester and she is hopeful about filling positions gone in the pandemic.

**STUDENT SENATE REPORT**

No report.

**BOARD COMMITTEE REPORTS**

Finance/Maintenance & Operations

Mr. Jennings reported that the committee met on July 7, reviewed ten new business items and no purchasing schedules, and forwarded nine items to the Board with a recommendation for approval.

### **ADMINISTRATIVE REPORT**

Diversity, Equity & Inclusion Update: Associate Vice President of Communications & Institutional Advancement Derrell Carter provided the following update on Diversity, Equity, & Inclusion. A background of what has been accomplished thus far was provided, including Listening Sessions and Focus Groups to learn what the College does well and where improvements are needed, training for hiring committees and administration, establishing common knowledge and vocabulary, and creating a diversity framework committee to help develop a DEI Plan with a focus on employees, students, and the community as a whole. The College's Diversity, Equity & Inclusion Vision of Success is: *Advancing Triton College to be inclusive by embracing our differences through our shared values of Collaboration, Diversity, Integrity, Equity, and Excellence to foster belonging and empowerment for our students, employees, and the community we serve.* Chairman Stephens encouraged employees to treat everyone with respect and dignity so they have the opportunity to be successful.

### **PRESIDENT'S REPORT**

President Mary-Rita Moore introduced Triton's new Dean of Continuing Education, Dr. Bianca Sola-Perkins. Ms. Moore also reported that the College is out in the community this summer, taking part in community festivals in areas such as Westchester, Bellwood, and Maywood.

### **CHAIRMAN'S REPORT**

Chairman Mark Stephens recognized former Trustee Luke Casson in the audience and thanked him for being here.

Mr. Stephens sadly announced the passing of former Triton College President George Jorndt, who served as President from 1993 to 2001, describing him as a good man who truly cared about the College.

Chairman Stephens acknowledged the faculty negotiation teams for their work. He thanked Ms. Wester for her professionalism and integrity in the process.

### **NEW BUSINESS**

#### ACTION EXHIBITS

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

- 16630 Budget Transfers**
- 16631 Agreement with Athletico Management, LLC**
- 16632 Housing Agreement with Dominican University**
- 16633 Breezy Hill Final Payment**
- 16634 Change of PSY 100 Course Fee for Inclusive Access**
- 16635 Agreement with Presence Care Transformation Corporation**
- 16636 Memorandum of Understanding with Benedictine University**
- 16637 Agreement with Parchment LLC for Transcript Delivery Services**
- 16638 ILLINET/OCLC Services Program Member Agreement with the Secretary of State/State Librarian of the State of Illinois**

**16639 Agreement with Naxos Music Library**

**16640 Ratification of Faculty Negotiated Agreement 2021-2025**

Ms. Viverito made a motion to approve the Action Exhibits, seconded by Mr. Johnson. The motion carried unanimously by voice vote.

**BILLS AND INVOICES**

Ms. Viverito made a motion, seconded by Mr. Jennings to pay the Bills and Invoices in the amount of \$1,793,640.88.

**Roll Call Vote:**

**Affirmative:** Ms. Hernandez, Mr. Jennings, Mr. Johnson, Mr. Regan, Ms. Sanchez,  
Ms. Viverito, Mr. Stephens.

**Absent:** Mrs. Potter.

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

**CLOSED SESSION**

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

**Roll Call Vote:**

**Affirmative:** Ms. Hernandez, Mr. Jennings, Mr. Johnson, Mr. Regan, Ms. Sanchez,  
Ms. Viverito, Mr. Stephens.

**Absent:** Mrs. Potter.

Motion carried 6-0 with the Student Trustee voting yes. The Board went into Closed Session at 7:42 p.m.

**RETURN TO OPEN SESSION**

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

**Roll Call Vote:**

**Affirmative:** Ms. Hernandez, Mr. Jennings, Mr. Johnson, Mr. Regan,  
Ms. Viverito, Mr. Stephens.

**Absent:** Mrs. Potter, Ms. Sanchez.

Motion carried 6-0. The Board returned to Open Session at 8:34 p.m. Mr. Stephens stated for the record that Ms. Sanchez left after Closed Session when she received a work call.

**HUMAN RESOURCES REPORT**

**1.0 Faculty**

Mr. Regan made a motion, seconded by Mr. Johnson, to approve pages 1 through 7 of the Human Resources Report, items 1.1.01 through 1.3.21. Voice vote carried the motion unanimously.

**2.0 Adjunct Faculty**

Mr. Regan made a motion, seconded by Ms. Viverito, to approve pages 8 through 10 of the Human Resources Report, items 2.1.01 through 2.8.03. Voice vote carried the motion unanimously.

**3.0 Administration**

Ms. Viverito made a motion, seconded by Mr. Regan, to approve page 11 of the Human Resource Report, items 3.1.01 through 3.4.01. Voice vote carried the motion unanimously.

**4.0 Classified, Police & Engineers**

Ms. Viverito made a motion, seconded by Mr. Johnson, to approve pages 12 through 13 of the Human Resources Report, items 4.1.01 through 4.7.03. Voice vote carried the motion unanimously.

**5.0 Mid-Management**

Mr. Stephens stated that item 5.4.01 has been pulled. Mr. Regan made a motion, seconded by Mr. Johnson, to approve page 14 of the Human Resources Report, items 5.1.01 through 5.3.03. Voice vote carried the motion unanimously.

**6.0 Hourly Employees**

Mr. Jennings made a motion, seconded by Ms. Viverito, to approve pages 15 through 19 of the Human Resources Report, items 6.1.01 through 6.5.01. Voice vote carried the motion unanimously.

**7.0 Other**

Ms. Viverito made a motion, seconded by Mr. Regan, to approved pages 20 through 26 of the Human Resources Report, items 7.1.01 through 7.9.21. Voice vote carried the motion unanimously.

**ADJOURNMENT**

There being no further business before the Board, the Chairman asked for a motion to adjourn. Motion was made by Mr. Johnson to adjourn the meeting, seconded by Mr. Regan. Voice vote carried the motion unanimously. Chairman Stephens adjourned the meeting at 8:40 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 August 24, 2021

ACTION EXHIBIT NO. 16641

**SUBJECT: AUGUST 2021 AGREEMENT WITH CHICAGO WHITE SOX -  
CONFIRMATION OF BOARD POLL**

**RECOMMENDATION:** That the Board of Trustees approve the purchase of the fixed home plate sign for four (4) home games during the August 16-19, 2021 regular baseball season homestand against the Oakland A's at a cost not to exceed \$36,000.

**RATIONALE:** This sign will be centered on the home plate backstop between the two home plate rotational signs. It will provide consistent and maximized television exposure during each of the four (4) locally produced White Sox home game. This advertising will promote Triton College awareness and create a compelling name presence for prospective students for the upcoming fall semester, during home games of the first place White Sox. Board Poll conducted on August 5-9, 2021, approved the Exhibit by 7 in favor and 0 against, with the Student Trustee voting yes.

---

*Sean Sullivan*

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

---

**Board Officers' Signatures Required:**

---

**Mark R. Stephens**  
Chairman

---

**Elizabeth Potter**  
Secretary

---

**Date**

Related forms requiring Board signature: Yes  No



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

Meeting of August 24, 2021

ACTION EXHIBIT NO. 16642

**SUBJECT: OFFICE DEPOT AIR PURIFIER PURCHASE -  
CONFIRMATION OF BOARD POLL**

**RECOMMENDATION:** That the Board of Trustees approve the purchase of up to \$1,000,000 to purchase classroom/office Air Purifiers from Office Depot for a not-to-exceed amount of \$1,000,000, paid from HEERF grant funding for Fiscal Year 2022.

**RATIONALE:** Office Depot and specifically the Aeromax Air Purifiers proposed for purchase are part of the Illinois Public Higher Education Cooperative (IHPEC). IHPEC is a cooperative of 13 Illinois colleges and universities; the Cooperative has extended their use and services to Illinois Community Colleges. The Cooperative goes through a competitive bidding process thus eliminating the need for Triton to separately bid for these goods. Installation of these units will be performed by G & M Electrical Contractors under a separate Action Exhibit. The Higher Education Emergency Relief Fund (HEERF) grant dollars will be used to cover costs associated with this project. These dollars are to be used in higher education institutions to address the immediate and urgent impacts of the COVID-19 pandemic for academic institutions. For continued operation, the air purifiers require an annual filter change, which is estimated at \$150,000 per year, a cost which will become the responsibility of the College. Board Poll conducted on August 5-9, 2021, approved the Exhibit by 7 in favor and 0 against, with the Student Trustee voting yes.

---

*Sean Sullivan*

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

---

**Board Officers' Signatures Required:**

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

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

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

Related forms requiring Board signature: Yes  No

# Office DEPOT®

*Taking Care of Business*

John McGarry  
Purchasing Manager  
Triton College  
Email: [johnmcgarry@triton.edu](mailto:johnmcgarry@triton.edu)

Hi John,

Thank you for considering Office Depot as a potential provider for the AeraMax Air Purifiers for Triton College. Below is the pricing for the individual units through our current agreement under the IPHEC Cooperative

Aeramax Air Purifier – OD# 9763783	Qty 550/units
Fellowes AeraMax Pro AM 4 Wall Air Purifier Manufacturer Part #9573101	Unit \$1,299.99/unit <b>Total - \$714,994.50</b>
*All units come equipped with filters. **Pricing good for 30 days from quote	

If you are interested in purchasing replacement filters, we offer substantial discounts when ordered with the Air Purifiers. Please let me know if you would like pricing.

Please feel free to contact me with questions

*Kristin*

**Kristin Kee**  
Sr. Key Account Manager | Office Depot, Inc.  
Chicago, IL 60602  
Tel: 708.476.6353 | [kristin.kee@officedepot.com](mailto:kristin.kee@officedepot.com)

**Office DEPOT. OfficeMax®**



# Office DEPOT®

*Taking Care of Business*

John McGarry  
 Purchasing Manager  
 Triton College  
 Email: [johnmcgarry@triton.edu](mailto:johnmcgarry@triton.edu)

Hi John,

Thank you for considering Office Depot as a provider for the filters for the AeraMax Air Purifiers for Triton College. Through our existing IPHEC cooperative agreement, we can offer some aggressive pricing. Each Air Purifier uses 4 filters. (2 Hepa filters and 2 Carbon Filters - included). The Hepa filters last approximately 1 year and the Carbon filters last approximately 6 mos depending on the environment. Here is the pricing for a year's supply of replacement filters if purchased with the AeraMax Air Purifier units.

AeraMax Carbon Filters – OD# 140099	Qty 550
<b>Fellowes AeraMax Pro AM 4 Carbon Filter 2" 4PK</b>  <b>Manufacturer Part #9416502</b>	<b>Pack</b>  <b>\$109.99/pack</b>
AeraMax Hepa Filters – OD# 596226	Qty 550
<b>Fellowes AeraMax Pro AM 4 HEPA Filter 2" 2PK</b>  <b>Manufacturer Part #9416602</b>	<b>Pack</b>  <b>\$179.99/pack</b>
<b>Total</b>	<b>\$159,489</b>





Since the carbon filters last approximately 6 months and the Hepa filters last approximately 1 year, the units will need the carbon filter (included with the unit) replaced prior to the Hepa filter. To help the replacement process, you may want to buy an additional 6 months supply of the carbon filter, so you will have the same replacement supply on hand for both the Carbon and Hepa filters. Adding this option will provide Triton College with approximately 2 years supply of filters (including the filters which come with the units).

Additional Option:

Aeramax Carbon Filters – OD# 140099  (Bridge Quantity to get to annualized purchase with Hepa filter replacement)	Qty 275
Fellowes AeraMax Pro AM 4 Carbon Filter 2" 4PK  Manufacturer Part #9416502	Pack  \$109.99/pack
<b>Total</b>	<b>\$30,247.25</b>
<b>Total including the additional option</b>	<b>\$189,736.25</b>

Please feel free to contact me with questions,

*Kristin*

Kristin Kee  
Sr. Key Account Manager | Office Depot, Inc.  
Chicago, IL 60602  
Tel: 708.476.6353 | [kristin.kee@officedepot.com](mailto:kristin.kee@officedepot.com)



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

Meeting of August 24, 2021

ACTION EXHIBIT NO. 16643

**SUBJECT: G & M ELECTRICAL CONTRACTORS AIR PURIFIER INSTALLATION**

**RECOMMENDATION:** That the Board of Trustees approve G & M Electrical Contractors to install classroom/office Air Purifiers purchased from Office Depot, in an amount not to exceed \$250,000, paid from HEERF grant funding.

**RATIONALE:** G & M Electrical Contractors is the College's Electrical Contractor at rates approved by the Board of Trustees on 5/19/2020, Purchasing Schedule B42.16. Purchase of the Air Purifier units will be provided by Office Depot under a separate Action Exhibit. The Higher Education Emergency Relief Fund (HEERF) grant dollars will be used to cover the costs associated with this project. These dollars are to be used in higher education institutions to address the immediate and urgent impacts of the COVID-19 pandemic for academic institutions.

---

*Sean Sullivan*

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

---

**Board Officers' Signatures Required:**

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

Related forms requiring Board signature: Yes  No

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

Meeting of August 24, 2021

ACTION EXHIBIT NO. 16644

**SUBJECT: EEO AND AFFIRMATIVE ACTION PROGRAM FY21 SUMMARY**

**RECOMMENDATION:** That the Board of Trustees approve the FY21 Equal Employment Opportunity and Affirmative Action Program summary as presented by the Human Resources Department.

**RATIONALE:** The Affirmative Action Program outlines the College's policy against discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, unfavorable discharge from military, or status as a disabled veteran or veteran of the Vietnam era. The program explains the responsibilities of each member of the College community in meeting the program's promises and the College's goals in achieving a diverse campus workforce.

---

*Sean Sullivan*

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

---

**Board Officers' Signatures Required:**

---

**Mark R. Stephens**  
Chairman

---

**Elizabeth Potter**  
Secretary

---

**Date**

Related forms requiring Board signature: Yes  No



**EQUAL EMPLOYMENT OPPORTUNITY AND  
AFFIRMATIVE ACTION PROGRAM**

**July 1, 2020 - June 30, 2021**

**TRITON COLLEGE  
2000 Fifth Avenue  
River Grove, IL 60171**

**TRITON COLLEGE  
BOARD OF TRUSTEES**

**2021**

Mark R. Stephens, Chairman

Diane Viverito, Vice Chairwoman

Elizabeth Potter, Secretary

Norma Hernandez, Member

Tracy Jennings, Member

Glover Johnson, Member

Richard Regan, Member

Bertha Sanchez, Student Trustee

\* \* \* \*

Mary-Rita Moore, President

Drafted and Compiled by:

Joe Klinger  
Associate Vice President, Human Resources

With the Assistance of:

Kusper & Raucci Chartered, College Legal Counsel

Presented to the Triton College Board of Trustees  
August 24, 2021



## TABLE OF CONTENTS

I.	Introduction	1
II.	Dissemination of Policy	2-3
A.	Internal Dissemination	2
B.	External Dissemination	2-3
III.	Responsibility for Implementation	3-5
A.	President	3
B.	Affirmative Action Officer	3-4
C.	Vice Presidents, Associate Vice Presidents, Deans, Department Chairs and Directors	4-5
IV.	Identification of Problem Areas	6
V.	Grievance Procedures	6
VI.	Discriminatory Treatment/Compliance Inquiries	7
VII.	Internal Audit and Reporting	8
VIII.	Action-Oriented Programs	8
IX.	Action-Oriented Programs	9-10
X.	Equal Employment Opportunity and Affirmative Action Goals	10
XI.	Appendices	
A	EEO Workforce Summary	

## I. INTRODUCTION

Triton College, Illinois Community College District 504, is committed to diversity in both the College and the Community, as reflected in Triton College's Mission and Vision Statements. The College's Mission Statement is as follows:

“Valuing the individual, education and serving the community.”

The College Vision Statement is as follows:

“A community with equitable opportunity for growth and success.”

In furtherance of the College's Mission and Vision Statements, the College has developed, and updates annually, an Equal Employment Opportunity and Affirmative Action Program (“EEO/AA Program”). This program will continue to be updated both as required by law and as long as the College finds that such updates serve to support equal opportunity for all of its community members.

The EEO/AA Program clearly outlines that it is the College's policy not to engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, unfavorable discharge from the military, or status as a disabled veteran or a veteran of the Vietnam era and to comply with all federal and state nondiscrimination, equal employment opportunity and affirmative action laws, orders and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in College programs and activities.

The College recognizes its responsibility to facilitate participation in its educational and employment processes for qualified individuals. Equal employment opportunity shall be provided in the hiring, retention, training, transfer, promotion, compensation, and upgrading of all employees, without discrimination on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, unfavorable discharge from the military, or status as a disabled veteran or veteran of the Vietnam era (“Protected Group”). Affirmative steps toward obtaining diversity are integral components in the College's business practices and are further outlined herein.

## II. DISSEMINATION OF POLICY

The College will continue to disseminate its EEO/AA Program both internally and externally.

### A. Internal Dissemination

1. The College's Equal Employment Opportunity Policy will be included in the bylaws and policies of the Board of Trustees, the College Catalog, employee manuals and any other internal publications directed toward employees.
2. Copies of the EEO/AA Program will be made available to all administrative and supervisory personnel, vice presidents, deans, associate deans, and to each department chair. A copy of the Equal Employment Opportunity and Affirmative Action Program will be on reserve in the Triton College Library.
3. The Affirmative Action Officer will be available to meet with union officials to solicit cooperation in implementing the Program. Full cooperation will be requested in the recruitment, employment, and training of Protected Groups. Contractual provisions of union contracts are reviewed to ensure that they are nondiscriminatory and nondiscrimination clauses are included in all union contracts.
4. Staff meetings and agenda items will include items on Equal Employment Opportunity and Affirmative Action as needed.
5. Equal Employment Opportunity and Affirmative Action posters will be placed in prominent locations on bulletin boards throughout the campus.
6. Administrators with hiring responsibilities are informed that federal legislation requires that they take equal employment opportunity and affirmative action to ensure equal employment opportunities for qualified members of Protected Groups.

### B. External Dissemination

1. The College's Equal Employment Opportunity and Affirmative Action clause, "Triton College is an Equal Employment Opportunity and Affirmative Action Institution," will be printed on all letterhead, purchase orders and contracts. The Vice President of Business Services will ensure that all subcontractors, vendors, and suppliers are informed in writing of Triton's commitment to equal employment opportunity.
2. The Human Resources Department will include the Equal Employment Opportunity statement on all application forms.
3. The Equal Employment Opportunity statement will appear on all vacancy notices.

4. Upon written request, through the standard Freedom of Information Act, copies of the Equal Employment Opportunity and Affirmative Action Program will be disseminated to the public.

### **III. RESPONSIBILITY FOR IMPLEMENTATION**

The equal employment opportunity and affirmative action commitment originates with the Board of Trustees and permeates throughout the College through its mission, vision, procedures and practices.

#### **A. President**

The Triton College President has the overall responsibility for implementing the College's Equal Employment Opportunity and Affirmative Action Program. The President has assigned coordination of responsibilities to implement the program to the Affirmative Action Officer.

#### **B. Affirmative Action Officer**

The Affirmative Action Officer is responsible for the daily operation of the College's Equal Employment Opportunity and Affirmative Action Program. The Affirmative Action Officer's responsibilities include the following:

1. Develop and compile procedures related to equal employment opportunity and affirmative action for review by the President and approval by the Board. Develop the College EEO/AA Program and related procedures.
2. Design and implement internal auditing and reporting systems that will: measure the effectiveness of the College EEO/AA Program, including monitoring and evaluating hiring practices; indicate the need for corrective action; and, determine the degree to which goals and objectives have been attained.
3. Keep the administration informed of current developments in EEO/AA.
4. Represent the College and serve as a liaison with compliance agencies, organizations for Protected Groups, and other such community-based programs. The Affirmative Action Officer may represent the College in person or through a delegate.
5. Process internal discrimination complaints in accordance with established guidelines. Assist the President in identification and resolution of problem areas.

6. Develop, maintain and/or monitor internal and external communication systems for the dissemination of information about the EEO/AA Program. Provide awareness training for relevant committees and supervisors concerning all Protected Groups.
7. Evaluate members selected for search committees to determine whether the committee is selected in compliance with the EEO/AA Program and to assist search committee chairs in alternating the staff selected to serve.
8. Review job requirements and screening materials to ensure job relatedness.
9. Recommend needed policies to the President.
10. Develop workshops and seminars concerning matters relating to equal employment opportunity and affirmative action issues for the College community.

**C. Vice Presidents, Associate Vice Presidents, Deans, Department Chairs and Directors**

Vice Presidents

The Executive Officers of Triton College have administrative responsibilities to enforce the College's EEO/AA Program and to ensure the College's compliance in their administrative areas. Administrators reporting to Vice Presidents shall be accountable for compliance with the EEO/AA Program. All supervisory employees should understand that maintenance of equal employment opportunity is an integral part of their job duties and that they are expected to address any complaints.

The responsibilities of the Vice Presidents within their respective areas will include, but not necessarily be limited to, the following:

1. The Vice Presidents over Academic and Student Affairs will ensure equality and equal access to all academic programs and monitor implementation of the EEO/AA Program within all academic departments.

The Vice President over Academic and Student Affairs will assist in identifying the racial composition of the student population, as may be required, and ensure equal access to College activities, financial aid, and all other student services.

2. The Vice President of Business Services will ensure the College's compliance with all regulations pertaining to purchasing and contracting and will provide leadership for business office administrative services, accounting, finance, physical plant, auxiliary enterprising, administrative data processing, purchasing, police department, in a non-discriminatory manner. As the College's Affirmative Action Officer, the Vice President of Business Services will monitor and ensure compliance with EEO/AA guidelines and principles throughout the institution. The Vice President of Business Services will ensure the College's compliance

through non-disciplinary practices in all aspects of Human Resources Department activities, including recruitment, hiring, and employee development. Additionally, we will make evident the institution's commitment to EEO/AA principles through inclusion of the Affirmative Action/Equal Employment Opportunity statement on marketing materials, and through balanced representation in all promotional materials.

3. The Executive Director of Grants Development will ensure the College's compliance with all regulations when developing procedures for the College to accept donations/gifts, will work with faculty in soliciting them, and will provide leadership, coordination, and support to the College's efforts in fund-raising through the Triton Foundation in a non-discriminatory manner.

#### Associate Vice Presidents and Deans

The Associate Vice Presidents and the Deans of Health Careers, Business and Technology, Continuing Education, Adult Education, Retention, Arts and Sciences, Student, and Academic Success will ensure that equal employment opportunity and affirmative action guidelines are followed by:

1. Monitoring all employment practices within their areas to assure compliance with regulations;
2. Assuring that all personnel reporting to the Associate Vice Presidents and Deans understand that equal employment opportunity and affirmative action are integral parts of their job duties;
3. Assisting the Affirmative Action Officer with developing goals and objectives for the departments and providing input and suggestions for improvement of the EEO/AA Program.

#### Department Chairs, Directors, and Coordinators

The responsibilities of the Academic Department Chairs, Coordinators, and the Directors within the College include the following:

1. Carrying out all aspects of the EEO/AA Program directly related to their areas;
2. Assuring all personnel decisions within their departments are made on a nondiscriminatory basis;
3. Providing input and suggestions for improvement of the EEO/AA Program.

#### **IV. IDENTIFICATION OF PROBLEM AREAS**

Responsible College officials will continue to study employment patterns within the College to identify specific problem areas relating to equal employment opportunity and affirmative action. The areas of analysis will include academic employment, nonacademic employment, and construction employment. Specific programs will be developed and specific actions taken at the College level will be designed to eliminate problem areas.

The equal employment opportunity and affirmative action program includes an analysis of the representation of Protected Groups by job group classifications. When problems and under-representation exist, the College will continue to set goals and timetables to which the College's good faith efforts will be directed.

#### **V. GRIEVANCE PROCEDURES**

Triton College recognizes the importance of providing employees an avenue to redress grievances that may arise in the employment context. Employees who believe that they have been treated unjustly, affected by violation, misrepresentation, or misapplication of their respective contract or policy manual, should immediately endeavor, to the extent possible, to resolve the matter informally with their immediate supervisor. In the event this is not possible, grievance procedures are in force to redress and resolve complaints in a prompt, fair, and orderly manner. Likewise, a person applying for program admission to the College or a student or employee alleging unfair or discriminatory treatment deserves an opportunity for formal redress.

Grievance procedures for faculty, administrative, mid-management, and classified employees, as well as students, may be found in their respective contracts and/or policy manuals.

## **VI. DISCRIMINATORY TREATMENT/COMPLIANCE INQUIRIES**

A person applying for entrance to the College and a student or employee alleging unfair or discriminatory treatment deserves an opportunity for formal redress.

Charges of a discriminatory nature, involving any Protected Group or any other basis which is proscribed by law, may be filed with the Affirmative Action Officer.

Inquiries regarding compliance with state and federal non-discrimination regulations may be directed to the Affirmative Action Officer, Triton College, 2000 Fifth Avenue, River Grove, Illinois 60171 or any of the following agencies:

1. Equal Employment Opportunity Commission  
131 M Street, N.E  
Washington, DC 20507 (202) 921-3191
2. Equal Employment Opportunity Commission (Chicago)  
230 South Dearborn Street, Suite 1866  
Chicago, IL 60064 (312) 872-9744
3. Illinois Department of Human Rights  
100 West Randolph, Suite 10-100  
Chicago, IL 60601 (312) 814-6200
4. Office for Civil Rights, U.S. Department of Education  
230 South Dearborn Street, 37<sup>th</sup> Floor  
Chicago, IL 60604 (312) 730-1560



## **VII. INTERNAL AUDIT AND REPORTING**

Triton College maintains an extensive human resources data system as part of the College's management information system. This system monitors and reports all employee activity at the College. It also assists the College in assessing the effectiveness of its Affirmative Action Program.

The Administrative Computer System monitors records of many personnel activities, including placements, transfers, promotions, terminations and compensation at all levels to ensure the nondiscriminatory policy is carried out.

The Affirmative Action Officer reviews personnel reports to determine the degree to which equal employment opportunity and organizational objectives are attained.

The Affirmative Action Officer reviews and reports Affirmative Action Program goal achievement at all levels of management on an annual basis.

The Affirmative Action Officer will advise top management of the Equal Employment Opportunity and Affirmative Action Program's effectiveness and submit recommendations to improve unsatisfactory performance.

## **VIII. ACTION-ORIENTED PROGRAMS**

In order to broaden the College's outreach and to measure the effectiveness of the Program, the College has undertaken action-oriented programs.

- A. Distribute EEO/AA Program summarization to all employees of Triton College. Post the intent of the Plan in prominent campus locations. Post job openings.
- B. Develop a procedure for career advancement and promotion within the staff to enable employees to realize their greater potential and acquired skills. The Associate Vice President of Human Resources shall distribute the procedures for career advancement and promotion in order to clarify the process by which an employee may work toward promotion within the staff.
- C. All vacancies will be posted in accordance with agreed upon procedures as outlined in the respective employee group contracts and/or policy manuals. All vacancies will be advertised in publications and/or job boards as appropriate, including resources specifically for Protected Groups. In all cases, the best qualified applicants will be hired
- D. Searches may be extended if the sample of Protected Group members is not sufficient.
- E. Screening committees are utilized to assist in the selection process and a concerted effort is made to include members of Protected Groups on all committees. The Affirmative Action Officer may participate as needed on any screening committee. After all of the

applications have been reviewed by the search committee, candidates are selected for interviews based on the qualifications for the position. All candidates selected for an interview will be asked the same questions. The questions will only be related to the ability to do the job with or without reasonable accommodation. Each representative of the College will make notes regarding the candidate; all interview notes, and related records will be retained for a minimum of two (2) years, or longer if otherwise required by law.

The recommendations and work performed by the screening committee will be reviewed by the Associate Vice President of Human Resources to verify compliance with the College's Equal Opportunity and Affirmative Action Plan.

- F. All hiring managers will understand the selection process, including equal employment opportunity and affirmative action goals.
- G. Conduct periodic staff development sessions on equal employment opportunity, affirmative action, and diversity issues in order to increase staff sensitivity toward Protected Group concerns.

## **IX. EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTIONS GOALS**

The following goals are intended as guidelines to be followed in the implementation and execution of this EEO/AA Program and to provide a guide for the achievement of equal employment opportunity for members of Protected Groups at Triton College.

- A. To increase awareness concerning the meaning of equal employment opportunity on the part of all College personnel.
- B. To eliminate any practices which may have a discriminatory effect on the employment potential of members of Protected Groups.
- C. To audit all personnel actions to ensure that no decisions are made which might discriminate on the basis of Protected Group status.
- D. To provide staff development for front-line employees that will encourage sensitivity and courtesy as related to culturally diverse groups.
- E. To promote a climate at the point of entry and throughout the campus so that students and personnel will find an institution that is welcoming and supportive.

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

Meeting of August 24, 2021

ACTION EXHIBIT NO. 16645

**SUBJECT: MICROSOFT CONSOLIDATED CAMPUS AGREEMENT WITH CDW-G**

**RECOMMENDATION:** That the Board of Trustees approve a one-year renewal agreement with CDW-G to provide Microsoft software products for all Triton owned or leased PC's at a cost of \$44,030.11. There is no change in cost from the previous renewal. The renewal period runs from September 1, 2021 through August 31, 2022.

**RATIONALE:** Microsoft has allowed CDW-G and the Illinois Community College System Procurement Consortium (ICCSPC) to offer Illinois community colleges a consolidated Microsoft Campus Agreement. This Agreement combines the license needs from all member community colleges, allowing Triton to receive Level B pricing, the best price available from Microsoft.

---

*Sean Sullivan*

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

---

**Board Officers' Signatures Required:**

---

**Mark R. Stephens**  
Chairman

---

**Elizabeth Potter**  
Secretary

---

**Date**

Related forms requiring Board signature: Yes  No

# QUOTE CONFIRMATION



**DEAR MICHAEL GARRITY,**

Thank you for considering CDW•G LLC for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
MFJM689	6/18/2021	MS RNW	0334944	<b>\$44,030.11</b>

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">Microsoft 365 A3 - subscription license (1 month) - 1 user</a> Mfg. Part#: AAD-38392-12mo UNSPSC: 43231513 Electronic distribution - NO MEDIA Contract: MARKET	726	5419408	\$56.70	\$41,164.20
<a href="#">Microsoft Windows Server - External Connector License &amp; Software Assurance</a> Mfg. Part#: R39-00374 UNSPSC: 43233004 Electronic distribution - NO MEDIA Contract: MARKET	1	2379801	\$182.21	\$182.21
<a href="#">Microsoft Windows Server Datacenter Edition - license &amp; software assurance</a> Mfg. Part#: 9EA-00039 UNSPSC: 43233004 Electronic distribution - NO MEDIA Contract: MARKET	40	4325198	\$44.41	\$1,776.40
<a href="#">Microsoft Office SharePoint Server - license &amp; software assurance - 1 serve</a> Mfg. Part#: H04-00232 UNSPSC: 43232915 Electronic distribution - NO MEDIA Contract: MARKET	2	2355614	\$453.65	\$907.30
<a href="#">Microsoft 365 A3 - subscription license - 1 user</a> Mfg. Part#: AAD-38397-A-12mo UNSPSC: 43231513 Electronic distribution - NO MEDIA Contract: Standard Pricing	28000	5419375	\$0.00	\$0.00

PURCHASER BILLING INFO	SUBTOTAL	\$44,030.11
<b>Billing Address:</b> TRITON COLLEGE ACCTS PAYABLE 2000 5TH AVE RIVER GROVE, IL 60171-1995 <b>Phone:</b> (708) 456-0300 <b>Payment Terms:</b> NET 30 Days-Govt/Ed	<b>SHIPPING</b>	\$0.00
	<b>SALES TAX</b>	\$0.00
	<b>GRAND TOTAL</b>	<b>\$44,030.11</b>
	<b>DELIVER TO</b>	

**Shipping Address:**

TRITON COLLEGE  
 MICHAEL GARRITY  
 2000 5TH AVE  
 RIVER GROVE, IL 60171-1995  
**Phone:** (708) 456-0300

**Shipping Method:** ELECTRONIC DISTRIBUTION

CDW Government  
 75 Remittance Drive  
 Suite 1515  
 Chicago, IL 60675-1515

Need Assistance? CDW•G LLC SALES CONTACT INFORMATION



Stephen Elijo

(847) 968-9012

stepeli@cdwg.com

**LEASE OPTIONS**

FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
<b>\$44,030.11</b>	<b>\$1,191.01/Month</b>	<b>\$44,030.11</b>	<b>\$1,372.42/Month</b>

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>  
 For more information, contact a CDW account manager

© 2021 CDW•G LLC 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239

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

Meeting of August 24, 2021

ACTION EXHIBIT NO. 16646

**SUBJECT: BARRACUDA TOTAL EMAIL PROTECTION FROM CDW-G**

**RECOMMENDATION:** That the Board of Trustees approve the purchase of “Barracuda Total Email Protection” for a three year subscription agreement from CDW-G. The total cost of the three years license and support is \$153,734.40, paid from HEERF grant funding.

**RATIONALE:** Global email attacks are surging with the increase in remote working and learning. Due to COVID-19, Triton’s risk exposure is increasing daily. “Barracuda Total Email Protection” will strengthen defenses against spear phishing emails as well as allow Triton to identify and respond to attacks faster and more accurately. This defense platform provides protection against account takeover as well as domain fraud, in addition to providing reporting and analytic tracking of accounts and attacks. Their “PhishLine module” will allow us to test and train our employees and students whether they are on or off campus. The Higher Education Emergency Relief Fund (HEERF) grant dollars will be used to cover the costs associated with this project. These dollars are to be used in higher education institutions to address the immediate and urgent impacts of the COVID-19 pandemic for academic institutions.

---

*Sean Sullivan*

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

---

**Board Officers’ Signatures Required:**

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

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

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

Related forms requiring Board signature: Yes  No

# QUOTE CONFIRMATION



**DEAR MICHAEL GARRITY,**

Thank you for considering CDW•G LLC for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
MGRX013	7/27/2021	BCCDA QUOTE 2	0334944	<b>\$153,734.40</b>

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">Barracuda Total Email Protection - subscription license (1 month) - 1 user,</a> Mfg. Part#: BEO-TEP-EDU-FTE-1M Electronic distribution - NO MEDIA Contract: IPHEC IPHEC2011 Computer Components - Catalog (IPHEC2011)	26280	6488084	\$5.80	\$152,424.00
<a href="#">Barracuda Remote Consulting Services - remote consulting</a> Mfg. Part#: BT003 Electronic distribution - NO MEDIA Contract: MARKET	1	4559309	\$1,310.40	\$1,310.40
<a href="#">Barracuda Total Email Protection - subscription license (1 month) - 1 user,</a> Mfg. Part#: BEO-TEP-EDU-STU-1M Electronic distribution - NO MEDIA Contract: IPHEC IPHEC2011 Computer Components - Catalog (IPHEC2011)	381312	6488085	\$0.00	\$0.00

PURCHASER BILLING INFO	SUBTOTAL	\$153,734.40
<b>Billing Address:</b> TRITON COLLEGE ACCTS PAYABLE 2000 5TH AVE RIVER GROVE, IL 60171-1995 <b>Phone:</b> (708) 456-0300 <b>Payment Terms:</b> NET 30 Days-Govt/Ed	<b>SHIPPING</b>	\$0.00
	<b>SALES TAX</b>	\$0.00
	<b>GRAND TOTAL</b>	<b>\$153,734.40</b>
	<b>DELIVER TO</b> <b>Shipping Address:</b> TRITON COLLEGE MICHAEL GARRITY 2000 5TH AVE RIVER GROVE, IL 60171-1995 <b>Phone:</b> (708) 456-0300 <b>Shipping Method:</b> ELECTRONIC DISTRIBUTION	
<b>Please remit payments to:</b> CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515		

Need Assistance? CDW•G LLC SALES CONTACT INFORMATION		
	Stephen Eljio	(847) 968-9012   stepeli@cdwg.com

LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION

**\$153,734.40**

**\$4,080.11/Month**

**\$153,734.40**

**\$4,724.26/Month**

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>  
For more information, contact a CDW account manager

© 2021 CDW•G LLC 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239



# Barracuda Total Email Protection

Comprehensive security against advanced email-borne threats

Secure email gateways on their own are no longer sufficient to defend against all email threat types. Barracuda Total Email Protection is the most comprehensive protection against all email threat types, from spam and malware to business email compromise and account takeover. Its multi-layered approach combines a secure email gateway, AI-powered fraud protection, user security awareness training, and automated incident response.

## Detect and block all 13 email threat types

Barracuda Total Email Protection uses advanced techniques to detect known spam and malware, while built-in Advanced Threat Protection uses payload analysis and sandboxing to discover zero-day malware. Link protection redirects suspicious and typosquatted URLs to prevent recipients from downloading malware inadvertently.

API-based inbox defense uses artificial intelligence to learn each user's unique communication pattern, identify malicious intent, and flag socially engineered fraud attempts and account-takeover attacks.

## Strengthen defenses against spear phishing

Barracuda Total Email Protection employs a unique API-based architecture that lets its AI engine study historical email and learn users' unique communication patterns. It can then identify anomalies in message metadata and content, to find and block socially engineered attacks in real time.

Advanced, highly engaging security awareness training and phishing simulation engages and motivates your employees while training them to understand the latest phishing techniques, recognize subtle phishing clues, and prevent email fraud, data loss, and brand damage.

## Respond to email attacks faster and more accurately

Automated incident response provides remediation options to address threats faster and more efficiently than is possible with manual response processes. Admins can quickly identify the scope of the attack and remove malicious messages directly from all impacted users' inboxes. Automatic remediation automatically identifies and removes email messages that contain malicious URLs or attachments directly from user's inboxes post-delivery.

## Barracuda Total Email Protection

Barracuda Total Email Protection delivers a complete email protection platform in a single solution that is easy to buy, implement, and use. Avoid the integration chores, uncertain support, and risk that come with building your own solution using point products.



## Technical Specs

### Email Security (Gateway)

- Cloud-based protection against spam, malware, viruses, phishing and other email-borne threats
- Advanced Threat Protection using full-system emulation sandbox
- Agentless email encryption
- Link and typosquatting protection

#### Web-based management

- Managed via Barracuda Cloud Control
- Web-based management portal
- LDAP and multi-factor authentication
- Centrally managed security policies
- Reports accessible from any location
- Mobile applications

#### Continuity

- Failover to cloud-based email service
- Up to 96 hours of email continuity
- Emergency mailbox to send, receive, read, and respond to email

#### Secure Cloud Data Centers

- AES 256-bit encryption at rest and in transit
- Public key cryptography (RSA 1024)
- Isolated customer metadata databases
- Data stored in-country (based on colo)
- SAE 16 or SOC audited data centers

### Cloud Archiving

- Archive directly from Office 365 to cloud-based archive
- PST management for legacy email
- Granular retention policies
- Full text search with multiple operators
- Legal hold

### Cloud-to-cloud backup

- Backup and recovery for Exchange Online, SharePoint Online, OneDrive, and Teams for Business
- Centralized administration
- Custom retention policies
- Granular scheduling and restores
- Automated or manual backups
- Multi-selection restores
- Granular recovery of SharePoint items
- Restore back to Exchange Online or OneDrive for Business, or download files locally

### API-base Inbox Defense

- Direct connectivity to Office 365
- Fast, easy set-up (less than 5 minutes)

#### AI for Real-Time Protection

- Stops spear-phishing attacks, business email compromise (BEC), extortion, and other socially engineered attacks
- Artificial Intelligence to detect and stop email attacks
- Automatic message quarantining
- Alerts to administrators and users

#### Account takeover protection

- Detects and alerts account takeover activity
- Notifies external users and deletes compromised email
- Blocks attackers' access to compromised account
- Provides visibility into inbox rule changes and suspicious sign-ins

#### Domain fraud protection

- DMARC authentication, reporting and analysis
- Intuitive wizard to help set up DMARC authentication
- Prevent domain spoofing and brand hijacking

#### Reporting

- Threat environment analytics
- Attacks detected over time
- Insights into impersonation and BEC attacks

### Security awareness training

#### Multi-Vector Threat Simulation

- Email, SMS, voice, and physical media
- Real-world threat templates
- Advanced interactions: landing pages, attachments, credential forms, and more

#### Education

- SCORM-compliant courseware
- Microlearning videos
- Quizzes and risk assessment surveys
- Posters and infographics

#### Reporting and Analytics

- Collects over 16,000 data points
- Detailed trend analytics
- Customizable reports and dashboards

#### Incident Response

- Phish reporting button for multiple email clients
- SIEM integration

#### Administrative Features

- Multi-factor authentication
- Active Directory integration
- 25+ languages supported

### Incident response

#### Identification

- Outlook Add-in and one-click threat reporting.
- Threat hunting

#### Investigation

- Advanced search with context and relevance
- Review users who interacted with malicious emails
- Identify high-risk users
- Automate incident response workflow

#### Response

- Block future emails coming from specific regions
- Delete emails directly from user inboxes
- Automatic post-delivery remediation
- Send alerts automatically to all impacted users



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

Meeting of August 24, 2021

ACTION EXHIBIT NO. 16647

**SUBJECT: APPROVAL AND RELEASE OF CLOSED SESSION MINUTES OF THE BOARD OF TRUSTEES**

**RECOMMENDATION:** That the Board of Trustees approve the following Closed Session Minutes: 1/26/2021, 2/16/21, 3/16/21, 4/20/21, 5/18/21, and 6/15/21, and authorize release of the Closed Session Minutes of the same dates.

**RATIONALE:** In keeping with the Illinois Community College Act, the Board of Trustees reviews Closed Session minutes as scheduled at least every 6 months to determine release and availability through Freedom of Information Act requests.

---

*Sean Sullivan*

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

---

**Board Officers' Signatures Required:**

---

**Mark R. Stephens**  
Chairman

---

**Elizabeth Potter**  
Secretary

---

**Date**

Related forms requiring Board signature: Yes  No

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

Meeting of August 24, 2021

ACTION EXHIBIT NO. 16648

**SUBJECT: DESTRUCTION OF CLOSED SESSION VERBATIM RECORDINGS**

**RECOMMENDATION:** That the Board of Trustees approve the destruction of six (6) verbatim recordings of the Closed Session of the Board of Trustees made on 8/27/19, 9/24/19, 10/15/19, 11/19/19, and 12/17/19 in accordance with Illinois law.

**RATIONALE:** Illinois Law, 5 ILCS 120/2.06(a) et.seq. (Open Meetings Act) requires the verbatim recording of all Closed Sessions of the Board of Trustees. This law became effective January 1, 2005, and Triton has been compliant since October of 2003. Verbatim records may be destroyed after 18 months if: (1) the public body approves destruction of a particular recording; and (2) the public body approves minutes of the closed meeting session, 5 ILCS 120/2.06(c). Triton has complied with all obligations of the law.

---

*Sean Sullivan*

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

---

**Board Officers' Signatures Required:**

---

**Mark R. Stephens**  
Chairman

---

**Elizabeth Potter**  
Secretary

---

**Date**

Related forms requiring Board signature: Yes  No

Bi-Polar Ionizers – Pre-Purchase

1 firm submitted a bid for the Bi-Polar Ionizers – Pre-Purchase project. An advertisement for bid was placed in the Chicago Tribune - West Cook County Zone. Immediately after the closing hour for receiving bids, which was at 2:00 p.m. local time, Tuesday, July 27, 2021, the bids were publicly opened and read aloud in room A-300 by John Lambrecht, Operations & Maintenance and Gaspare Pitrello, Arcon Associates, Inc., and witnessed by Jim Reynolds, Finance, Steve Mazurek and Averil Miles, Operations & Maintenance.

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

Higher Education Emergency Relief Fund (HEERF) grant dollars will be used to cover the costs associated with this project. These dollars are to be used in higher education institutions to address the immediate and urgent impacts of the pandemic (COVID-19) for academic institutions.

Recommendation along with tabulation is attached.

COMPANY	NET COST
RLD Resources, LLC 2211 N. Elston Ave, #208 Chicago, IL 60614	\$208,604.00

APPROVED:



Sean O'Brien Sullivan  
Vice President – Business Services

A/C Number	06-80105023-580700005
A/C Name	CRRSAA HEERF II Institutional Service Equipment>5K
Budget	\$ 950,000.00
Prev. Expend.	\$ 0.00
Schedule	\$ 208,604.00
Balance	\$ 741,396.00

## Memorandum

August 3, 2021

To: Sean Sullivan  
V.P. Business Services

From: John Lambrecht  
Associate Vice President, Facilities



RE: Bi-Polar Ionizers – Pre-Purchase



Operations & Maintenance

---

Triton College received 1 bid from vendors for the Bi-Polar Ionizers – Pre-Purchase project.

The lowest, qualified bidder was RLD Resources, LLC in the Base Bid amount of \$208,604.00.

Arcon Associates, Inc. has carefully reviewed the bid and recommends that the project be awarded to be awarded to RLD Resources, LLC in the Base Bid amount of \$208,604.00.

I support this recommendation and agree that the bid should be awarded to RLD Resources, LLC in the Base Bid of \$208,604.00.

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

John



August 3, 2021

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

RE: **BID RECOMMENDATION  
BI-POLAR IONIZERS PRE-PURCHASE  
TRITON COLLEGE  
PROJECT NO. 21105**

Dear Mr. Lambrecht:

On Tuesday, July 27, 2021 at 2:00 P.M. a sealed bid was publicly opened and read for the Bi-Polar Ionizers - Pre-Purchase. The bid received was from RLD Resources, in the amount of \$208,604.

We contacted RLD Resources and they have confirmed their bid. The project requirements were reviewed and RLD Resources demonstrated an understanding of the scope of work and Bi-Polar Ionizer equipment delivery dates.

Therefore, ARCON Associates, Inc. recommends that the Board of Trustees, Triton College, issue a purchase order for the Bi-Polar Ionizers - Pre-Purchase to RLD Resources, in the bid amount of \$208,604.

Attached is the Bid Tabulation Sheet for your review.

Sincerely,  
ARCON Associates, Inc.

A handwritten signature in black ink that reads "Gaspare P. Pitello". The signature is written in a cursive style.

Gaspare P. Pitello, ALA  
Principal

Attachments

WMS/dls  
J:\Triton College\21105 Mechanical Equipment Pre-Purchase\1 Docs\Corr\21105 LOR.wpd

Project: Bi-Polar Ionizers Pre-Purchase  
 Owner: Triton College  
 Project No.: 21105  
 Bid: Tuesday, July 27, 2021 at 2:00PM



	CONTRACTOR	BID BOND	ADDENDUM	BASE BID + 10% CONTINGENCY	TOTAL
1	RLD Resources, LLC	x	x	\$208,604.00	
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					



Bi-Polar Ionizers – Installation

G & M Electrical Contractors is the College contracted Electrical Contractor at rates approved by the Board of Trustees on 5/19/2020, Purchasing Schedule B42.6.

It is recommended that the Board of Trustees approve G & M Electrical Contractors to perform the Bi-Polar Ionizer installation at the proposal submitted by G & M Electrical Contractors at Time & Material amount estimated at \$70,860.00.

Higher Education Emergency Relief Fund (HEERF) grant dollars will be used to cover the costs associated with this project. These dollars are to be used in higher education institutions to address the immediate and urgent impacts of the pandemic (COVID-19) for academic institutions.

COMPANY

NET COST

G & M Electrical Contractors  
1746 North Richmond Street  
Chicago, IL 60647

\$70,860.00

APPROVED:



Sean O'Brien Sullivan  
Vice President – Business Services

A/C Number 06-80105023-530900010  
A/C Name CRRSAA HEERF II Institutional  
Other Contractual Services

Budget	\$	1,000,000.00
Prev. Expend.	\$	0.00
Schedule	\$	70,860.00
Balance	\$	929,140.00



## G & M ELECTRICAL CONTRACTORS CO

1746 NORTH RICHMOND STREET CHICAGO, IL 60647-5124  
PHONE 773-278-8200 FAX 773-278-8038 WWW.GM-ELECTRIC.COM

# PROPOSAL

Triton College

August 2, 2021

RE: Air Purifier Installation

Attn: John Lambrecht

### **WE ARE PLEASED TO QUOTE ON THE FOLLOWING:**

To provide the electrical trade labor, material, tools, and supervision for installation of owner supplied air purification units per walk-thru of space and email documents received, which includes the following.

**PROPOSAL TOTAL: \$70,860.00**

*Accounting breakouts included in above total*

- *Material = \$11,735.00*
- *Labor = \$59,125.00*

### **SCOPE OF WORK**

- A. Installation of (116) owner supplied air purification unit
- B. Conduit and conductors tied to nearest 120-volt circuit within room
- C. Power connection to new equipment as required
- D. No data connections included for monitoring

### **CLARIFICATIONS:**

- All circuits are assumed to be existing and available within the work area.
- We will drill opening within duct work as required for installation.

### **EXCLUSIONS:**

- Items not listed above.
- MBE and WBE participation.
- 3<sup>rd</sup> party testing or commissioning.
- Short circuit / Arc flash coordination studies.
- Performance and payment bonds.
- Costs for CAD files.
- BIM coordination.
- Permits and fees.
- Attic stock not listed above.
- Access panels.
- Painting, patching, repair.
- Plywood back boards.
- Premium time.



## G & M ELECTRICAL CONTRACTORS CO

- X-ray, scanning, saw cutting, coring.
- Concrete patching and repair.
- Fire rated and acoustical putty pads.
- Conduit, Wiring, and equipment for security, and AV.

Should you have any questions regarding this proposal, please do not hesitate to contact me.

Sincerely,

**G&M ELECTRICAL CONTRACTORS COMPANY**

BY *Jose Navarro*  
**Jose Navarro – Project executive | Operations Manager**

Job Number 408124  
 Bid Date 8/2/2021  
 Bid Time 8:55:00 AM  
 Square Footage 0

**Material Totals**

<u>Division</u>	<u>Total</u>	<u>Factor</u>	<u>Extended</u>
Air Purifier Install	\$9,845.20	0.00 %	\$9,845.20
<b>Total</b>	<b>\$9,845.20</b>		<b>\$9,845.20</b>
Sales Tax (0.00%)			\$0.00
<b>Total Material</b>			<b>\$9,845.20</b>

**Labor Hours**

<u>Division</u>	<u>Total</u>	<u>Factor</u>	<u>Extended</u>
Air Purifier Install	456.83	0.00 %	456.83
<b>Total</b>	<b>456.83</b>		<b>456.83</b>

**Labor Rates**

<u>Category</u>	<u>% of Total</u>	<u>Hours</u>	<u>Base Rate</u>	<u>Burden \$</u>	<u>Burden %</u>	<u>Extended</u>
Foreman	50.000	228.415	\$105.00	0.00	0.000	\$23,983.58
Journeyman	50.000	228.415	101.00	0.00	0.000	23,069.92
<b>Total</b>	<b>100.000</b>	<b>456.830</b>	x \$103.00 (average of labor rate w/burden) =			<b>\$47,053.49</b>

0

<u>Description</u>	<u>Hours</u>	<u>Rate</u>	<u>Factor</u>	<u>Extended</u>
Lay-out	40.00	\$105.00	0.00 %	\$4,200.00
<b>Total</b>				<b>\$4,200.00</b>
<b>Total Labor (496.83 hours)</b>				<b>\$51,253.49</b>

0

<u>Description</u>	<u>Total</u>
General Shop Tools	\$250.00
<b>Total</b>	<b>\$250.00</b>

Job Subtotal (Prime Cost)	\$61,348.69
Overhead (10.00%)	6,134.87
Profit (5.00%)	3,374.18

Job Total \$70,857.74

Actual Bid Price \$70,857.74

Material to Direct Labor ratio: 0.17

Prime Cost per square foot \$0.00

Job Total per square foot \$0.00

Actual Bid Price per square ft \$0.00

Labor cost per square foot \$0.00

Labor hours per square foot 0.00

Gross Profit % 13.42

Gross Profit \$ \$9,509.05

Net Profit % 4.76

Triton Air Purifier Install

Job Number: 408124

Bid Summary: Default

Extension By Section

Item #	Description	Quantity	Price	U	Ext Price	Labor Hr	U	Ext Lab Hr
--- Air Purifier Install ---								
1000	1/2" EMT	3,000.00	67.11	C	2,013.30	3.00	C	90.00
1121	1/2" LT Flex	348.00	185.50	C	645.54	6.00	C	20.88
1381	1/2" RT Steel Conn	232.00	27.39	C	63.54	0.00	E	0.00
1481	1/2" RT Steel Cplg	300.00	33.80	C	101.40	0.00	E	0.00
1831	1/2" LT Flex Conn	116.00	296.55	C	344.00	0.14	E	16.24
1851	1/2" 90D LT Flex Conn	116.00	426.93	C	495.24	0.18	E	20.88
2230	1/2" Basic Conduit Support	375.00	0.50	E	187.50	0.00	C	0.00
2744	#12 THHN CU Solid Wire	1,740.00	214.72	M	373.61	5.00	M	8.70
2747	#12 THHN CU Stranded Wire	9,450.00	227.60	M	2,150.82	5.00	M	47.25
6284	#14-12-10 Wire Termination Labor	348.00	0.00	E	0.00	0.20	E	69.60
6296	Red Scotchlok Wirenuts (#18-10)	348.00	108.27	M	37.68	0.02	E	6.96
8391	1/4-20x1/2 RH MACH SCREW	116.00	5.16	C	5.99	0.00	E	0.00
8468	1/4 FL TYPE SELFDRILL SHIELD	116.00	47.15	C	54.69	0.00	E	0.00
2545	4" Sq Box/1-1/2D/Plenum	116.00	316.80	C	367.49	0.20	E	23.20
4840	4" Sq Flat Blank Cover - Plenum	116.00	90.00	C	104.40	0.07	E	8.12
T0001	Drill duct work and install device	116.00	25.00	E	2,900.00	1.25	E	145.00
--- Air Purifier Install Total ---					9,845.20			456.83
Job Total					9,845.20			456.83

Card Access – Buildings A, I, O, & P

4 firms submitted bids for the Card Access – Buildings A, I, O & P project. An advertisement for bid was placed in the Chicago Tribune - West Cook County Zone. Immediately after the closing hour for receiving bids, which was at 2:00 p.m. local time, Tuesday, August 03, 2021, the bids were publicly opened and read aloud in room A-300 by John Lambrecht, Operations & Maintenance and Gaspare Pitrello, Arcon Associates, Inc., and witnessed by Jim Reynolds, Finance, Steve Mazurek, Operations & Maintenance, and representatives from Edwin Anderson Construction Company, Stuckey Construction, D, Kersey Construction, and Construction, Inc.

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

Higher Education Emergency Relief Fund (HEERF) grant dollars will be used to cover the costs associated with this project. These dollars are to be used in higher education institutions to address the immediate and urgent impacts of the pandemic (COVID-19) for academic institutions.

COMPANY

NET COST

Edwin Anderson Construction Company  
252 James Street  
Bensenville, IL 60106

\$518,100.00

APPROVED:



Sean O'Brien Sullivan  
Vice President – Business Services

A/C Number 06-80105023-530900010  
A/C Name CRRSAA HEERF II Institutional  
Other Contractual Services

Budget	\$	1,000,000.00
Prev. Expend.	\$	70,860.00
Schedule	\$	518,100.00
Balance	\$	411,040.00

## Memorandum

August 3, 2021

To: Sean Sullivan  
V.P. Business Services

From: John Lambrecht  
Associate Vice President, Facilities



RE: Card Access – Buildings A, I, O, & P



Operations & Maintenance

---

Triton College received 4 bids from vendors for the Card Access – Buildings A, I, O & P project..

The lowest, qualified bidder was Edwin Anderson Construction Company at their Base Bid amount of \$518,100.

Arcon Associates, Inc. has carefully reviewed the bid and recommends that the project be awarded to be awarded to. Edwin Anderson Construction Company Base Bid amount of \$518,100.

I support this recommendation and agree that the bid should be awarded to Edwin Anderson Construction Company at their Base Bid amount of \$518,100.

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

John





August 3, 2021

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

RE: **BID RECOMMENDATION  
CARD ACCESS  
BUILDINGS A, I, O & P  
TRITON COLLEGE  
PROJECT NO. 21107**

Dear Mr. Lambrecht:

On Tuesday, August 3rd at 2:00 P.M. four (4) sealed bids were publicly opened and read for the Card Access Project, Buildings A, I O & P. The low qualified bidder was Edwin Anderson Construction Company, in the Base Bid amount of \$518,100. The Base Bid includes the project contingency amount.

We contacted Edwin Anderson and they have confirmed their bid. The project requirements were reviewed and Edwin Anderson demonstrated an understanding of the scope of work and project time line. Edwin Anderson has performed on numerous ARCON and Triton College projects with favorable results.

Therefore, ARCON Associates, Inc. recommends that the Board of Trustees, Triton College, award the contract for the Card Access Project, Buildings A, I O & P to the low qualified bidder, Edwin Anderson Construction Company, in the Base Bid and project contingency amount of \$518,100.

Attached is the Bid Tabulation Sheet for your review.

Sincerely,  
ARCON Associates, Inc.

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

Gaspare P. Pitello, ALA  
Associate Principal

Attachments

WMS/dls  
J:\Triton College\21107 Entrance Door Card Access @ Multiple Buildings\1 Docs\Corr\21107 LOR.wpd

Project: Card Access - Buildings A, I, O, & P  
 Owner: Triton College  
 Project No.: 21107  
 Bid: Tuesday, August 3, 2021 at 2:00PM



	CONTRACTOR	BID BOND	ADDENDUM	BASE BID + 10% CONTINGENCY	TOTAL
1	Edwin-Anderson Construction Co.	x	x	\$518,100.00	
2	D. Kersey Construction Co.	x	x	\$649,737.00	
3	Stuckey Construction Co.	x	x	\$592,790.00	
4	Construction, Inc.	x	x	\$594,000.00	
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					