

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**BUDGET PLANNING**

**POLICY 3100**  
**ADOPTED: 12/18/90**  
**AMENDED: 12/20/16**

An annual budget shall be prepared in accordance with state law for community colleges. The fiscal year is established as July 1-June 30.

The president of the college will develop a planning strategy for the college budget that incorporates the board's goals.

The president and his/her staff will prepare a budgeting document to be presented to the Board of Trustees for its input. The document will include revenue received in the current year, projected revenue for the following year, actual expenditures in current year and proposed expenditures for the following year. The document will provide information for all funds and for all line items. Supporting documents will be presented to the Board for all increases and/or decreases in staff and all major expenditures.

The president shall submit a tentative annual budget to the Board of Trustees for study, evaluation, and recommendations prior to the first day of July. The document will include current year revenues and expenses, if available, and projected revenue and expenses for the budgeted year.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**PUBLICATION, PUBLIC REVIEW AND  
ADOPTION OF THE BUDGET**

**POLICY 3130  
ADOPTED: 12/18/90  
AMENDED: 08/23/05**

Upon approval of the tentative budget by the Board at a duly called regular or special meeting, the Secretary of the Board shall cause a notice of the availability of the tentative budget for public inspection and of a public hearing on the tentative budget to be given by publication in a newspaper of general circulation in the college district at least thirty (30) days prior to the time of such hearing. During this period, the budget shall be available for public inspection on campus and copies shall be mailed to all public libraries in the district. The public shall also be given an opportunity to comment on the tentative budget at the public hearing.

After the public hearing, and final comments and/or recommendations from the board, the budget shall be adopted by the Board of Trustees no later than the last Tuesday of September annually. The approved budget will be filed with the County Clerk by October 15<sup>th</sup> annually.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**TRANSFER OF FUNDS WITHIN BUDGET**

**POLICY 3160**

**ADOPTED: 01/22/91**

The Board of Trustees may from time to time make transfers between various items in any particular fund not exceeding in the aggregate ten percent of the total of such fund as set forth in the budget.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**BUDGET A SPENDING PLAN**

**POLICY 3170**  
**ADOPTED: 12/18/90**  
**AMENDED: 12/20/16**

The Board of Trustees has the final authority to hire all personnel and to expend all funds. The Board authorizes the college president to use the adopted budget as a controlled spending plan. The board may allow transfers to be made between the various line items as recommended by the administration. These transfers cannot exceed in the aggregate 10% of the total of a fund as set forth in the budget as approved.

The Executive Director of Finance shall present a written monthly financial report to Finance Committee. This shall include a detailed budget summary of fiscal year to date revenues and expenditures.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**TAX LEVY & TRUTH IN TAXATION**

**POLICY 3210**  
**ADOPTED: 12/18/90**

The Board shall approve a Certificate of Tax Levy to meet the necessary expenses and liabilities of the District. Such levy shall be filed with the County Clerk on or before the last Tuesday in December annually, in accordance with the law. The levy will be approved by the Board of Trustees at a regular or special meeting of the board after a public hearing if required. The tax levy will not be approved at the same meeting as the Annual Budget.

The Treasurer will annually publish in one newspaper generally circulated throughout the district a Truth in Taxation statement. The Treasurer will file the Truth in Taxation statement when filing the tax levy with the County Clerk.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**DETERMINATION OF PAY PERIODS**

**POLICY 3212**  
**ADOPTED: 06/25/91**  
**AMENDED: 11/20/01**  
**AMENDED: 12/20/16**

A schedule of pay periods for the fiscal year shall be provided by the Triton College Payroll Office. The College requires that all employees set up a direct deposit account with the Payroll Office. Such pay periods shall be every other Friday unless that Friday is a holiday, in which case pay checks shall be direct deposited one banking day earlier.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**FEDERAL AND STATE GRANTS-IN-AID**

**POLICY 3220**  
**ADOPTED: 12/18/90**

The Board of Trustees encourages the president and his/her staff to apply for State and Federal grants in all areas that are applicable to the College and in the best interest of the college, students and community.

All grants awarded to the College will be subject to the board's policies and President's regulations regarding hiring of personnel and expenditures of funds.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**TUITION AND FEES**

**POLICY 3230**  
**ADOPTED: 12/18/90**

The Board of Trustees shall establish a schedule of all tuitions and fees for resident students by June annually so that the President may include projected tuitions and fees in the tentative budget for the following fiscal year.



## TRITON COLLEGE BOARD POLICY

### **BOARD OF TRUSTEES, DISTRICT 504**

### **BUSINESS SERVICES**

#### **DISPOSAL OF UNUSED PROPERTY AND OBSOLETE EQUIPMENT**

**POLICY 3260**  
**ADOPTED: 12/18/90**  
**AMENDED: 05/18/93**  
**AMENDED: 08/17/93**  
**AMENDED: 02/19/02**  
**AMENDED: 04/18/06**

The Vice President of Business Services shall be authorized to request price quotations on the sale of obsolete equipment owned by the College. Items with a value greater than \$500 shall be presented to the Board of Trustees for action and final disposal of equipment. Items with a value of \$500 or less as verified by the Vice President of Business Services shall be appropriately disposed of with approval by the President. If in the opinion of the Vice President of Business Services a piece of equipment owned by the College has a greater trade-in value than outright sale price, the Vice President shall be authorized to trade in such equipment when purchasing a similar or replacement piece of equipment if approved in the annual budget adopted by the Board of Trustees, subject to all applicable statutes and policies of the Board of Trustees. Trade-in value shall be reflected in bid quotations received from vendors.

The Vice President of Business Services shall also be authorized to hold a sale, for the purpose of selling unused property and obsolete equipment, upon approval of the Board of Trustees. Equipment authorized for disposal may be disposed of as waste, sold at public sale, either by set price, open public auction, Internet auction, or competitive sealed bid, and the Vice President of Business Services, or his/her designee, is authorized to arrange for the public sale. Notice of the public sale shall be given by publication in a newspaper of general circulation in the Triton College District or metropolitan Chicago, or by use of the Internet, or by mailing to individuals or firms who have requested notice, or by any other means judged by the Vice President of Business Services or his/her designee to be in the best interests of the College. Notice of the sale shall be published no less than seven days prior to the sale.

If it is determined by the Vice President of Business Services that sale of the unused property and obsolete equipment is impracticable, he shall be authorized to dispose of unused property and obsolete equipment in any other manner consistent with the best interests of the College, upon approval as indicated above.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**ACCEPTANCE OF GIFTS AND DONATIONS**

**POLICY 3280**  
**ADOPTED: 01/22/91**  
**AMENDED: 02/19/02**  
**AMENDED: 12/20/16**

Prior to accepting a gift or donation, the department(s) of the College affected will establish its usefulness, space allotment, facility modification needed, and operating costs, if any, to Triton College.

Before accepting a gift or donation, an Intent to Donate form must be signed by the appropriate administrator.

Upon receipt of the Intent to Donate form, the College President will decide to accept or not to accept the gift or donation. The Triton College Foundation will formally thank the donor on behalf of the President, the Board of Trustees and the College.

All donations should go through and only come to the College from the Foundation.

The value of any non-monetary donation shall be established only by the donor.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**INVESTMENT OF COLLEGE FUNDS**

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**POLICY 3292**

**ADOPTED: 01/22/91**

**AMENDED: 12/21/99**

**AMENDED: 09/26/17**

**AMENDED: 03/24/20**

**AMENDED: 01/25/22**

Policy

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

Scope

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

Prudence

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

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

Objective

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

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

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

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**INVESTMENT OF COLLEGE FUNDS**

**POLICY 3292**

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**ADOPTED: 01/22/91**

**AMENDED: 12/21/99**

**AMENDED: 09/26/17**

**AMENDED: 03/24/20**

**AMENDED: 01/25/22**

Delegation of Authority

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

Ethics and Conflicts of Interest

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

Authorized Financial Dealers and Institutions

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

Authorized and Suitable Investments

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

- a) Notes, bonds, certificates of indebtedness, treasury bills, or other securities, which are guaranteed by the full faith and credit of the United States of America.
- b) Bonds, notes debentures, or other similar obligations of the United States of America or its agencies.
- c) Interest bearing accounts, certificates of deposit or interest bearing time deposits or any other investment constituting direct obligations of any bank as defined by the Illinois Banking Act.

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**BUSINESS SERVICES**

**INVESTMENT OF COLLEGE FUNDS**

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**POLICY 3292**

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**AMENDED: 09/26/17**

**AMENDED: 03/24/20**

**AMENDED: 01/25/22**

- d) Short-term obligations (corporate paper) of corporations organized in the United States with assets exceeding \$500,000,000 if (a) such obligations are rated at the time of purchase within the 3 highest classifications established by at least 2 standard rating services and which mature not later than 180 days from the date of purchase, and (b) such purchases do not exceed 10% of the corporation's outstanding obligations or (c) in money market mutual funds registered under the Investment Company Act of 1940.

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

Collateralization

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

Eligible collateral instruments and collateral ratios are as follows:

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

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

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

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**BUSINESS SERVICES**

**INVESTMENT OF COLLEGE FUNDS**

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**POLICY 3292**

**ADOPTED: 01/22/91**

**AMENDED: 12/21/99**

**AMENDED: 09/26/17**

**AMENDED: 03/24/20**

**AMENDED: 01/25/22**

Safekeeping and Custody

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

Diversification

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

Investment Limits

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

Internal Control

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

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

Sustainability

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

Performance Standards

This investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a comparable rate of return during a

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**BUSINESS SERVICES**

**INVESTMENT OF COLLEGE FUNDS**

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**ADOPTED: 01/22/91**

**AMENDED: 12/21/99**

**AMENDED: 09/26/17**

**AMENDED: 03/24/20**

**AMENDED: 01/25/22**

market/economic environment of stable interest rates. The average 90-day T-bill rate will be used as a benchmark against the investment portfolio.

**Reporting**

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

**Indemnification**

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

**Investment Policy Adoption**

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

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**QUANTITY PURCHASING**

**POLICY 3312**  
**ADOPTED: 01/22/91**  
**AMENDED: 05/18/93**

To help achieve both quality control and the price advantages of quantity purchasing, the administration will:

1. Set specifications for goods and services as needed.
2. Cite existing, commercially available products that meet those specifications.
3. Invite vendors to submit quotations according to those specifications.
4. The President will designate the Vice President of Business Services to develop guidelines for the College indicating when quantity purchasing should be pursued.



TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**PURCHASING**

**POLICY 3313**

**ADOPTED: 12/18/90**

**AMENDED: 12/17/91**

In-district purchasing will be favored whenever the following factors are equal between in-district and out-of-district vendors:

1. Quality of product
2. Suitability of products
3. Price
4. Conformance of specifications
5. Convenience of delivery
6. General reputation of business firms
7. Past service to the college

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**CONTRACTS**

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**POLICY 3314**

**ADOPTED: 02/17/98**

**AMENDED: 03/21/00**

**AMENDED: 11/20/01**

**AMENDED: 08/23/05**

**AMENDED: 08/15/06**

**AMENDED: 08/20/13**

“Contract” means an agreement, whether oral or written, for goods and/or services for which Triton College will be obliged to pay, will be obliged to perform, or will be entitled to receive payment.

A contract is the result of the relative interests and powers of the contracting parties. Therefore, it is rare for a contract to conclude all the issues of any contracting party in the manner the party would wish. However, it is incumbent upon every contracting party to identify its interests and evaluate the extent to which it will negotiate each interest. The College has identified the critical interests as enumerated in this Policy.

To the extent practical and achievable in consideration of all the facts and circumstances, including but not limited to the relative bargaining power of the contracting parties, every contract to which the College is a party shall:

1. Provide adequate warranty, representation and/or assurance that goods or services acquired by the College shall meet the College’s reasonable expectations with regard to quality and performance.
2. Will explicitly limit the College’s liability to an amount which is ascertainable and reasonable.
3. Set appropriate time parameters for performance.
4. Provide appropriate redress for nonperformance.
5. Provide resolution of disputes by Illinois law in the Circuit Court of Cook County.

The foregoing items identified as critical interests of the College are not in lieu of but are in addition to the other interests arising in connection with a particular contract.

In order to achieve these substantive objectives, the following responsibilities are imposed upon College personnel and the College Attorney.

There shall be a College Contract Manager under the jurisdiction of the Vice President of Business Services. The College Contract Manager shall have supervision over the process of contracting by employees of the College.

## TRITON COLLEGE BOARD POLICY

### **BOARD OF TRUSTEES, DISTRICT 504**

### **BUSINESS SERVICES**

#### **CONTRACTS**

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#### **POLICY 3314**

**ADOPTED: 02/17/98**

**AMENDED: 03/21/00**

**AMENDED: 11/20/01**

**AMENDED: 08/23/05**

**AMENDED: 08/15/06**

**AMENDED: 08/20/13**

The College Contract Manager shall be the central repository of copies of all contracts (or Memoranda of Contracts).

The College Contract Manager shall, in consultation with the Vice President of Business Services, determine which contracts shall be sent to the College's liability insurance carrier(s).

Contracts up to \$1,000 may be negotiated and entered into by a college employee (the Requisitioner) when the funds have been budgeted and it is approved by the appropriate Dean level administrator or above and the College Contract Manager. If the Requisitioner's unit does not report to a Dean, the Vice President of the area shall approve the Contract.

Contracts over \$1,000 but at or under \$25,000 may be negotiated and entered into by the Vice President of Business Services.

Except as set forth by the provisions of Illinois law, contracts over \$25,000 shall be awarded through a competitive bidding process. Contracts over \$25,000 require the approval of the Requisitioner, the appropriate Dean level administrator or above, the College Contract Manager, the Vice President of the area, the President and the Board of Trustees. In the ordinary instance, contracts over \$25,000 shall be negotiated by the College Attorney. If, in the judgment of the College Contract Manager, the College's best interest would be served by having the terms of such a contract negotiated by College personnel, then it shall be so negotiated.

The College Attorney shall develop standard language for incorporation into contracts in excess of \$25,000 (and those contracts with a value of less than \$25,000 where practicable), covering the areas of 1) the law of Illinois, rather than the vendor's State, to be controlling; 2) the forum for resolution of any disputes; 3) indemnification of Triton; 4) warranty of the product and/or service provided; 5) the vendor being an independent contractor and not an employee of the College; 6) limiting language to make clear that college officials are signers in official, and not personal, capacity; 7) time being of the essence in performance of contract; 8) no-bid rigging language; 9) vendor's possession of license and professional qualifications; and 10) statutorily required language. In all cases

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**POLICY 3314**

**ADOPTED: 02/17/98**

**AMENDED: 03/21/00**

**AMENDED: 11/20/01**

**AMENDED: 08/23/05**

**AMENDED: 08/15/06**

**AMENDED: 08/20/13**

in which this paragraph applies, every effort shall be made to incorporate the standard language described in this paragraph.

In any case in which the Board of Trustees is required to approve a contract, the recommendation to the Board of Trustees shall indicate whether or not the standard language is included. If the standard language is not included, the recommendation shall include a rationale as to why the Board of Trustees should approve the contract without the standard language.

The College Contract Manager, in consultation with the Finance Committee, shall establish time deadlines and provisions for the extension thereof for approval or denial of approval for all contracts.

Nothing contained in this Policy should be construed to supersede any requirement of State law that is stricter than the provisions of this Policy.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**JOINT PURCHASES**

**POLICY 3315**  
**ADOPTED: 12/18/90**  
**AMENDED: 10/20/98**  
**AMENDED: 08/20/13**

Joint purchases with other Illinois Community Colleges shall be in the manner consistent and as authorized by the Illinois Community College Act, 110 ILCS 805/3-27.1 and 110 ILCS 805/3-27.2.

Purchases made through the State of Illinois purchasing program shall constitute compliance with bidding requirements in all cases. Board approval will be required for all purchases or expenditures in excess of \$25,000.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**MINORITY VENDOR POLICY**

**POLICY 3316**  
**ADOPTED: 04/21/92**  
**AMENDED: 03/26/02**  
**AMENDED: 08/23/05**  
**AMENDED: 12/20/16**

Minority, Female, and Disabled-Person Owned Enterprises

The college is committed to maximizing the participation of minority, female, and disabled-person owned and operated businesses in its procurement process as both prime and subcontractors or vendors. Toward that end, the college shall, through its Business Office established procedures, ensure the participation of minority, female, and disabled-person owned and operated businesses.

The college purchasing office shall coordinate the minority, female, and disabled-person business enterprise (MBE, FBE, and PBE) effort, however the commitment to this program will extend to all units within the college.

The Business Office shall give a progress report on MBE, WBE, and PBE annually.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**VENDOR COMMUNICATION**

**POLICY 3317**  
**ADOPTED: 12/15/92**

Personnel of Triton College shall not communicate with college vendors on Triton College stationery for the purpose of providing the vendor with a testimonial to be distributed to other persons.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**VENDORS**

**POLICY 3318**  
**ADOPTED: 03/16/93**

A vendor is defined as a company or individual (other than College employees) who provide goods and/or services for the College.

Any and all vendors (except those qualified by the State of Illinois Purchasing Contract) shall comply with this policy. Companies or individuals desiring to sell goods and/or services to Triton College shall register as a vendor by completing a Vendor Application which shall be kept on file in the Business Office. Information to be furnished shall include but not be limited to:

- A. The type of business (sole proprietorship, partnership, corporation, etc.) and identification of owners.
- B. Certification of non-violation of Illinois Compiled Statutes, Citation 720 ILCS 5/33E-3 and 5/33E-4 which prohibits Colleges from awarding contracts to vendors convicted of bid-rigging or bid-rotating.
- C. Certification of non-violation of the Illinois Human Rights Act.
- D. Certification of non-violation of the Prevailing Wage Act.

A vendor list will be prepared by the Business Office and reviewed annually.



TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**TRAVEL - PROCUREMENT**

**POLICY 3319**

**ADOPTED: 10/20/92**

**AMENDED: 07/21/09**

**AMENDED: 12/20/16**

Travel by common carrier is a purchased service and shall be procured through the Business Office. Prior to any procurement of travel, all travel shall be approved as set forth in other applicable Policies of the Board of Trustees.

- A. Travel for which the cost will exceed \$25,000.00
  - 1. Each trip, whether for an individual or group, which cost will exceed \$25,000, shall be bid, either as a package (air, hotel, etc.) or separately.
  - 2. Where there is need to obtain travel services which cannot be reasonably anticipated in time to allow the bidding process (i.e. athletic playoffs), the Business Office will solicit three (3) or more quotes from approved vendors. All quotes shall be submitted to the Board of Trustees for confirmation.
- B. Travel for which the cost is \$25,000.00 or less
  - 1. All approved travel shall be processed through the College Travel Officer.
  - 2. The College Travel Officer shall provide the following services:
    - a. Arrange travel through an in-district licensed travel agent; or
    - b. Arrange travel through an on-line specialty; or
    - c. Authorize the maximum dollar amount to be expensed for self-purchase and reimbursement of travel arrangements.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

TRAVEL - BOARD OF TRUSTEES AND  
ALL COLLEGE EMPLOYEES

POLICY 3320

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ADOPTED: 12/18/90  
AMENDED: 12/17/91  
AMENDED: 11/17/92  
AMENDED: 05/16/95  
AMENDED: 03/21/00  
AMENDED: 02/19/02  
AMENDED: 06/15/04  
AMENDED: 05/18/09  
AMENDED: 02/16/10  
AMENDED: 10/16/12  
AMENDED: 02/18/14  
AMENDED: 02/16/16

TRAVEL POLICY SUMMARY

A College employee traveling on official business must obtain the appropriate level of administrative approval prior to traveling.

An employee requesting single day travel within or out of the state of Illinois; must obtain the following two approvals:

- Supervising Administrator
- Appropriate Vice President

An employee requesting overnight travel of one or two nights within or out of the state of Illinois; must obtain the following two approvals:

- Supervising Administrator
- Appropriate Vice President

An employee requesting overnight travel of three nights or more nights within or out of the state of Illinois; must obtain the following three approvals:

- Supervising Administrator
- Appropriate Vice President
- President

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

TRAVEL - BOARD OF TRUSTEES AND ALL COLLEGE EMPLOYEES

POLICY 3320

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- ADOPTED: 12/18/90
- AMENDED: 12/17/91
- AMENDED: 11/17/92
- AMENDED: 05/16/95
- AMENDED: 03/21/00
- AMENDED: 02/19/02
- AMENDED: 06/15/04
- AMENDED: 05/18/09
- AMENDED: 02/16/10
- AMENDED: 10/16/12
- AMENDED: 02/18/14
- AMENDED: 02/16/16

TRAVEL POLICY

All requests must be approved at least one (1) business day prior to travel. All requests requiring air travel must be approved at least thirty (30) business days prior to travel. All travel requiring an overnight stay (without air travel) must be approved at least twenty (20) business days prior to travel. All overnight travel will be submitted as an informational report to the Board of Trustees on a monthly basis.

Mileage reimbursement for the use of privately-owned motor vehicles traveling outside the college will be at the prevailing Illinois State rate per mile. Maximum amount for meals which can be allowed to an individual traveling is \$75.00 per day including tips and taxes. Conference banquet expenses will be paid in full. For reimbursement of travel expenses, up to 10 percent over the estimated amount may be granted based on an aggregate of all approved expenses with the exception of meals. Alcoholic beverages are a non-reimbursable conference expense. Alcoholic beverages may be approved by the President as an expense for certain special events, meetings, or gatherings that Triton College is hosting.

Trustee travel to National Conventions or Conferences/Seminars of Associations of which the college is a member (Ref: Policy 1165, Governance), shall be limited to two trips per trustee per fiscal year, unless it is determined by the Board of Trustees to be in the best interest of the college for a member to attend additional meetings, or; unless said trustee is an officer of the organization or holds a committee position that will require his/her attendance to fulfill their duties. Those trustees appointed by the Chairman to act as representatives to these associations shall be entitled to travel to that particular association's functions. For those trustees not appointed as representatives to an association, travel to two functions per fiscal year will be allowed. Illinois Community College Trustees' Association meetings can be attended by all trustees throughout the fiscal year. Should one of the trustees appointed as the college representative to an association be unable to attend a function, the Chairman may designate an alternate.

With respect to college employees, the President is entitled to attend all National Conventions of Associations of which the college is a member.

The President will also be allowed to designate up to three administrators to accompany him/her to each of the National Conventions provided that no administrator shall attend more than one national convention per fiscal year. With regard to Conferences and Seminars, regardless of college membership in the particular association, the President shall be allowed to attend three

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**TRAVEL - BOARD OF TRUSTEES AND  
ALL COLLEGE EMPLOYEES**

**POLICY 3320**

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**ADOPTED: 12/18/90**  
**AMENDED: 12/17/91**  
**AMENDED: 11/17/92**  
**AMENDED: 05/16/95**  
**AMENDED: 03/21/00**  
**AMENDED: 02/19/02**  
**AMENDED: 06/15/04**  
**AMENDED: 05/18/09**  
**AMENDED: 02/16/10**  
**AMENDED: 10/16/12**  
**AMENDED: 02/18/14**  
**AMENDED: 02/16/16**

such functions per fiscal year and shall be allowed to designate one administrator to attend with him/her. The President will have the prerogative of assigning another administrator to stand in his/her place as long as no one administrator attends more than two such functions during the fiscal year.

All travel shall be by the most direct route. Travel by other routes may be allowed when there is an official purpose and has been approved by the President. In any case where the traveler uses an indirect route for his/her own benefit, there will be no reimbursement for expenses.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**PURCHASE REQUISITIONS AND  
PURCHASE ORDERS**

**POLICY 3321/3324**  
**ADOPTED: 12/18/90**  
**AMENDED: 12/17/91**  
**AMENDED: 03/17/92**  
**AMENDED: 03/16/93**  
**AMENDED: 07/18/00**  
**AMENDED: 08/20/13**  
**AMENDED: 12/20/16**

All spending for the college except for personnel salaries and related benefits and contracts will be required to have an approved imprest voucher or a purchase requisition and purchase order.

A standard requisitioning procedure will be established and followed for all requisitions. Requisitions will be originated by personnel at the point of use. Purchases may be made throughout the fiscal year based on instructional needs and plant operations.

The Purchasing Department will review all imprest vouchers and purchase requisitions verifying that there are monies available in the approved budget. If monies are not available, the Cost Center Manager will be required to submit a budget transfer requesting to move money into the appropriate budget line before the voucher or requisition are processed.

The College President may designate the appropriate administrative level of approval for all purchases and requisitions. Minimum signatories required:

Purchase of up to \$2,500 – Two approvals needed: (1) Cost Center Manager and (2) Administrator that has budgetary control for account being charged.

Purchase over \$2,500 – Four approvals needed: (1) Cost Center Manager, (2) Administrator that has budgetary control for account being charged, (3) responsible Associate Vice President, and (4) Vice President of area.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**PAYING FOR GOODS AND SERVICES**

**POLICY 3326**  
**ADOPTED: 12/18/90**  
**AMENDED: 03/16/93**  
**AMENDED: 11/20/01**

The Board will authorize payment of all goods and services:

1. contracted for or ordered within budgetary limits; and
2. purchased according to relevant purchasing policies and regulations of the college; and
3. certified as having been received in acceptable condition.

# TRITON COLLEGE BOARD POLICY

## **BOARD OF TRUSTEES, DISTRICT 504**

## **BUSINESS SERVICES**

### **CHANGE ORDERS**

**Page 1 of 2**

**POLICY 3328**

**ADOPTED: 01/22/91**

**AMENDED: 03/16/93**

**AMENDED: 08/20/13**

### Definition

A change order is technically defined as anything that changes the time, price, or specifications of a project. Thus changes are contractual agreements to modify the original contract.

### Background

#### 1. Sources of Change Order Requests:

- a) Owner (user) request – change not captured in original plan/bids. Usually occurs as a result of not involving appropriate users in planning, adding a new administrator, new opportunity, changing needs, or simply changing decisions made earlier.
- b) Notice by contractor and/or architectural initiated design modifications, usually occur as result of one or more of the following:
  - 1) Discovery – original drawings differ from conditions found at site, e.g. underground, behind walls, ceilings, floors, and etc.
  - 2) Discrepancies – usually differences between experts, e.g. architects, engineers, etc.
  - 3) Human error – oversights, omissions, and etc.
  - 4) Products – equipment, materials, and etc. may change between time of bid and actual work, e.g. availability and consideration of durability, maintenance, energy, or code requirements.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**CHANGE ORDERS**

**Page 2 of 2**

**POLICY 3328**

**ADOPTED: 01/22/91**

**AMENDED: 03/16/93**

**AMENDED: 08/20/13**

2. Change Order Process:

- a) Initiation of the change.
- b) Modification to the contract documents.
- c) Request for proposal from the contractor.
- d) Request for change order from the contractor.
- e) Review of the requested change by the architect.
- f) Recommendation and review with the owner.
- g) Execution of the change order document (signatures).
- h) Commencement of the change order work.
- i) Maintenance of a log of all change orders by project.

3. Change Order Authorizations:

- a) Board of Trustee Approval
  - 1) Change orders resulting in an increased cost of \$25,000 or more;  
or
  - 2) Change orders resulting in an increased cost of 10 percent (10%)  
or more of the total project cost.
- b) Vice President of Business Services Approval
  - 1) Change orders resulting in an increased cost of less than \$25,000;  
or
  - 2) Change orders resulting in an increased cost of less than 10  
percent (10%) of the total project cost.

The Vice President of Business Services shall also approve all change orders resulting from an acknowledgment of a Capital Development Board approved change order(s).



TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**CLASSIFICATION OF EXPENDITURES**

**POLICY 3420**  
**ADOPTED: 01/22/91**

The receipt and expenditures of College funds shall be in accordance with the Fiscal Management Manual and other regulations prescribed by the Illinois Community College Board and the Illinois Community College Act.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**CAPITAL ASSETS**

**POLICY 3425**

**Page 1 of 3**

**ADOPTED: 07/20/10**

**OVERVIEW**

This capitalization policy is designed to provide a guideline for the financial management of the Triton College's capital assets. The policy has been developed to address requirements of the Governmental Accounting Standards Board (GASB) Statement No. 34 to ensure compliance with generally accepted accounting principles (GAAP) in preparing the Basic Financial Statements.

Capital assets include land/site, site improvements, buildings, building improvements, equipment (vehicles, machinery, and instructional equipment), software and other tangible and intangible assets that have a useful life beyond a single reporting period. Capital assets should be reported at historical costs, which includes the amount paid for the asset as well as all costs associated with placing the asset in service. This may include engineering fees, architectural fees, site preparation, freight, etc.

**LAND/SITE**

The total asset value for land shall include the acquisition cost and all costs to prepare the land for its intended use, such as excavating, leveling, grading, drainage, landscaping, etc. The cost of the land shall include all associated costs, such as legal fees, title searches and any other closing costs.

**SITE IMPROVEMENTS**

Site improvements are the depreciable costs and betterments affixed to land that generally add to its value and functionality. Examples of site improvements include, but are not limited to, temporary structures, roads, sidewalks, parking lots, drainage systems, water and sewer system, fencing, lighting (e.g., lights in parking lots, lights along walkways), tunnels that connect buildings, as well as gas, or electricity lines.

**BUILDINGS**

The total asset value for buildings shall be the total cost of acquisition or construction. This will include all labor, material, professional services to construct the building as well as any indirect costs incurred during construction.

**BUILDING IMPROVEMENTS**

Capitalization of building improvements shall include costs that are above the capitalization threshold and extend the useful life or, increase the capacity or, increase the efficiency or, adapt to a new use of the building.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**CAPITAL ASSETS**

**POLICY 3425**

**Page 2 of 3**

**ADOPTED: 07/20/10**

**EQUIPMENT**

The asset value of the equipment will be determined by the acquisition cost of the equipment plus any additional costs such as freight, insurance, prep charges and any other charges associated with placing the asset in service. Equipment assets are typically moveable, non-consumable property. Equipment could include vehicles, instructional equipment, furniture and fixtures, office equipment, computers, etc.

**SOFTWARE**

The cost of software shall include the purchase price as well as the cost associated with the installation and implementation of the software.

**CAPITALIZATION THRESHOLD**

The following capitalization threshold table will apply when determining the capitalization of an asset.

CAPITAL ASSET CATEGORY	CAPITALIZATION THRESHOLD
Land	\$50,000
Site Improvements	\$50,000
Buildings	\$50,000
Building Improvements	\$50,000
Equipment	\$5,000
Software	\$25,000

Capitalization includes costs that are above the capitalization threshold and extend the useful life, increase the capacity and / or the efficiency or adapt to a new use of the site. General maintenance and repair projects shall not be capitalized.

Salvage value is the estimated fair value of a capital asset remaining at the end of its estimated useful life. Assets will normally be given a zero salvage value given the related costs of disposal.

Library books, for asset and depreciation purposes, will be expensed.

Donated assets will be valued at the fair market value. This may exclude certain museum items and/or teaching items such as motor vehicles and equipment when the item is on loan to the College and ownership of the asset is not transferred.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**CAPITAL ASSETS**

**POLICY 3425**

**Page 3 of 3**

**ADOPTED: 07/20/10**

**CAPITAL LEASE**

A lease is classified as a capital lease, if the lease meets one or more of the following four criteria:

1. The lease transfers ownership of the property to the lessee.
2. The lease contains a bargain purchase option.
3. The lease term is substantially (75% or more) equal to the estimated useful life of the leased property.
4. At the inception of the lease, the present value of the minimum lease payments is 90% or more of the fair value of the leased property.

**DEPRECIATION**

Depreciation is a method of allocating the cost of an asset over its estimated useful life, rather than deducting the cost as an expense in the year of acquisition. Generally, at the end of an asset’s life, the sum of the amounts charged for depreciation in each accounting period (accumulated depreciation) will equal the original cost less the salvage value. Capital assets will be depreciated over their estimated useful lives. The straight-line method of depreciation will be used using a full year convention. Land costs are not depreciated.

**ESTIMATED USEFUL LIVES**

The following table will apply for depreciation depending on the capital asset category:

CAPITAL ASSET CATEGORY	ESTIMATED USEFUL LIFE (IN YEARS)
Land	Not Depreciated
Site Improvements	10-20
Buildings	25-40
Building Improvements	10-20
Technology Equipment	5
Other Equipment	10
Software	5

**MANAGEMENT RESPONSIBILITY**

The Vice President of Business Services shall be responsible for the appropriate recording and reporting of all capital assets, ensuring compliance with all statutes and applicable pronouncements from various accounting boards.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**ANNUAL FINANCIAL STATEMENT**

**POLICY 3432**  
**ADOPTED: 12/18/90**  
**AMENDED: 05/18/93**

The President will cause the staff of the Business Services division to prepare the annual financial statement. It will be presented to the Board of Trustees at a regular or special Board meeting.

The annual financial statement will be published in one newspaper generally circulated in the district in accordance with state law. The annual financial statement must be published prior to November 15 annually.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**ANNUAL AUDIT**

**POLICY 3434**  
**ADOPTED: 12/18/90**  
**AMENDED: 02/19/02**

The books and accounts of the college shall be audited by an independent certified public accountant in conformance with the prescribed standards and legal requirements. The certified public accountant shall be selected by the Board of Trustees.

There will be one annual comprehensive Audit for the following funds:

- EDUCATION
- OPERATION AND MAINTENANCE
- OPERATION AND MAINTENANCE RESTRICTED
- BOND AND INTEREST
- AUXILIARY ENTERPRISES
- RESTRICTED PURPOSES
- WORKING CASH
- TRUST AND AGENCY
- AUDIT
- LIABILITY, PROTECTION AND SETTLEMENT

Additional audits may be performed as required by ICCB, State law, or individual granting agency requirements.

The audit, when completed, shall be presented to the board for examination and approval.

The Treasurer shall be responsible for filing copies of the audit with the proper authorities as prescribed by law.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**ANNUAL INVENTORY**

**POLICY 3440**  
**ADOPTED: 01/22/91**  
**AMENDED: 12/17/91**  
**AMENDED: 05/18/93**

An annual inventory will be conducted of all Triton Community College equipment and furniture no later than February 28, by the College staff.

Each department will conduct, supervise, and be responsible for the annual inventory within the department. The Business Services department will conduct, supervise, and be responsible for the inventory within the President's Office and the Board of Trustees Board Room.

Each inventory item will include a count of items and a present value computed as follows:

1. Original cost less depreciation and/or
2. Estimated replacement cost.

Copies of the department's inventory will be distributed and filed as follows:

1. Copy within department,
2. Copy to the Vice President of Business Services,
3. Copy to the President,
4. Copy to the Board of Trustees.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**MONIES IN BUILDINGS**

**POLICY 3450**  
**ADOPTED: 01/22/91**  
**AMENDED: 05/18/93**  
**AMENDED: 08/23/05**

Monies collected or received shall not be held overnight in any department in the College except for the Bursar's Office.

The Bursar's Office will be equipped with an alarm system and vault or safe.

The Vice President of Business Services or his designee is responsible for the security of all monies held overnight in the College.



TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**CHECKING ACCOUNTS**

**POLICY 3460**  
**ADOPTED: 01/22/91**

All banks and/or other financial institutions must be approved by the Board of Trustees before doing business with Triton College.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**RECORD KEEPING/WRITTEN RECORDS**

**POLICY 3460.1**

**ADOPTED: 01/22/91**

**AMENDED: 05/18/93**

All business records will be kept secure by the administration. The Vice President of Business Services will develop regulations indicating who has access to records and under what conditions.

The records storage areas and all files containing business records will be locked at all times when not in use.

Records will be kept according to state law. Additionally, the Business Office will receive and maintain a copy of all contracts entered into by any department within the College.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**CERTIFICATION OF DOCUMENTS, RECORDS**

**POLICY 3500**

**ADOPTED: 06/21/94**

**AMENDED: 11/20/01**

The College seal shall be used for the certification of documents, transcripts, and other records when such certification is required for legitimate use by any person or agency. The College seal shall not be utilized for any other purpose.

Only employees authorized by the President of the College shall be permitted to use the seal.

College Seal Authorization

(3 Seals on Campus)

1. President's Office
2. Health Careers
3. Student Services/Admissions

Other areas that use seal:

- a. Vice President, Business Services
- b. Arts & Sciences
- c. Community Education
- d. Athletics
- e. Adult High School Programming
- f. Real Estate
- g. Financial Aid (financial aid & public aid transcripts)

# TRITON COLLEGE BOARD POLICY

## **BOARD OF TRUSTEES, DISTRICT 504**

## **BUSINESS SERVICES**

### **IDENTITY THEFT PREVENTION**

**POLICY 3505**

**ADOPTED: 10/20/09**

**AMENDED: 12/20/16**

#### **1. PURPOSE**

The protection of Confidential and Sensitive Information and the resources that support such information is critical to the operation of Triton College. It is the intention of the Board of Trustees to authorize the necessary actions to reduce the risk of a loss or breach of Confidential and Sensitive Information through guidelines designed to detect, prevent, and mitigate loss due to errors or malicious behavior.

In response to the desire to protect Confidential and Sensitive Information, this Policy shall create an Identity Theft Prevention Team with representatives from Enrollment Services, Information Systems, Human Resources, Business Services, Student/Academic Affairs, and the Police Department and shall implement the Identity Theft Prevention Procedures and Guidelines in support of this policy.

An Identity Theft Prevention Officer, under the jurisdiction of the Vice President of Business Services, shall also be appointed. The Identity Theft Prevention Officer shall be responsible for conducting periodic assessment of Confidential and Sensitive Information handling methods, design of more specific policy and procedure guidelines as needed, conduct training for employees, respond to security incidents, and respond to the Board of Trustees at least annually on the state of the Identity Theft Prevention Program.

#### **2. SCOPE**

This policy applies to all College Staff, faculty, administrators, officers, and service providers of Triton College. This includes all parties that may come into contact with Confidential and Sensitive Information, such as, contractors, consultants, temporaries, and personnel of third party affiliates.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**EMPLOYEE E-MAIL**

**Page 1 of 3**

**POLICY 3510**

**ADOPTED: 07/19/05**

**AMENDED: 12/20/16**

**Introduction**

The College recognizes that principles of academic freedom and shared governance, freedom of speech, and privacy of information hold important implications for electronic mail and electronic mail services. This Policy reflects these principles within the context of the College's legal and other obligations.

The College encourages the use of electronic mail. Nonetheless, users of the College's network and e-mail system have no expectation of privacy in use of the network or the e-mail system. The College may at any time deny access to its electronic mail services and may inspect, monitor, or disclose electronic mail and all uses of the Triton College network either by remote scanning or physical inspection of a computer or associated items in the work space when reasonably necessary.

The College also reserves the right to scan for viruses and block e-mail that it believes may pose a threat to system integrity.

**Official Means of Communication**

The college considers e-mail an official institutional mode of communication. As an official mode of communication, the college sends communications to employees with the expectation that employees will read such e-mail in a timely manor. The primary and intended use of College e-mail is for college business.

**Assignment of Employee E-Mail Accounts**

A unique Triton College e-mail address will be created and assigned for all employees of Triton College. Triton College e-mail will be used for official College communication.

**Expectations Regarding Employee Use of E-mail**

It is the responsibility of the employee to access their e-mail account on a regular basis. If an employee does not have a dedicated computer, the college will make every reasonable effort to provide employees with access to a computer within their work area. This computer is to be used specifically for checking and responding to campus e-mail. Employees also have ability to access their e-mail from off campus using web e-mail or mobile devices. All users of Triton College e-mail are subject to the terms, conditions, and expectations of this Policy.

**Employee Training**

Triton will provide a training program through the Professional Development Center to ensure that employees have the skills necessary to access their e-mail accounts. Training will include functions as necessary for an employee to access their e-mail account, read and respond to their mail.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**EMPLOYEE E-MAIL**

**Page 2 of 3**

**POLICY 3510**

**ADOPTED: 07/19/05**

**AMENDED: 12/20/16**

**Inappropriate E-Mail Use**

Those who use College e-mail are expected to do so responsibly, and in compliance with state and federal laws, with this and other policies and procedures of the College, and with normal standards of professional and personal courtesy and conduct. The primary and intended use of College e-mail is for college business. A user may subscribe to newsletters, news groups or lists, providing they are within the scope of their job responsibilities.

**Personal Use**

Although not intended for personal use, the College e-mail system may be used for incidental personal purposes provided that such use does not directly or indirectly interfere with the College e-mail services, or interfere with user's obligations as an employee to the College. Personal use shall be limited to the appropriate time and place. Personal uses of College computers and the College network remain subject to such to monitoring and a right of access by Triton College.

**Monitoring**

The College reserves the right to monitor and review any triton.edu email at any time.

**Privacy, Disclaimers and Retention Issues**

The College cannot and does not wish to be the arbiter of the contents of electronic mail. This policy imposes no affirmative duty upon the College and will not be sufficient to establish notice of behavior deemed to be unacceptable under this policy. Employees remain solely responsible and liable for all actions taken during use of the College network and/or College e-mail. The College cannot prevent users from receiving electronic mail they may find offensive. Employees are required to exercise extreme caution in using e-mail to communicate confidential or sensitive information and should not assume that e-mail is private. Employee transmission of material that is offensive, sexually explicit, derogatory, defamatory, or that may be construed as harassment will not be tolerated.

There may be cases where the job responsibility of faculty and/or staff may dictate the need to include a disclaimer statement. Since disclaimer statements typically depend on various legal aspects and relate to the job function of the person sending the e-mail, all disclaimers are to be reviewed and approved by the College Administration.

Electronic Mail is backed up on a routine basis, but only to assure system integrity and reliability, not to provide for future retrieval of individual e-mail. For this reason employees should not rely on e-mail as a means of official record retention. E-mail records should be transferred to hard copy, microfiche, or imaging systems that meet record retention requirements.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**EMPLOYEE E-MAIL**

**POLICY 3510**

**Page 3 of 3**

**ADOPTED: 07/19/05**

**AMENDED: 12/20/16**

**Results of Unacceptable Use**

Any Triton College employee using the e-mail system, College property, or the electronic network in a method not in compliance with the terms of the Policy may be subject to:

1. Loss of the privilege of access;
2. Disciplinary action;
3. Legal Action; and
4. Termination.

## TRITON COLLEGE BOARD POLICY

### **BOARD OF TRUSTEES, DISTRICT 504**

### **BUSINESS SERVICES**

#### **APPROPRIATE USE OF INFORMATION TECHNOLOGY RESOURCES**

**POLICY 3511**  
**ADOPTED: 06/17/08**  
**AMENDED: 12/20/16**

**Page 1 of 5**

#### **PURPOSE**

Triton College's computer and information network is a continually growing and changing resource supporting thousands of users and systems. These resources are vital for the fulfillment of the academic and business needs of the College community. In order to ensure the necessary services, it is essential that each member of the faculty, staff and student body exercise responsible and ethical behavior when using these resources. Any misuse has the potential to disrupt College business and the legitimate academic work of faculty and students.

This policy outlines the application of the principles governing the academic community's appropriate use of College computer and information network resources. This policy ensures the proper use of computing resources consistent with the College's governing principles. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy, and freedom from harassment. Computing and networking resources include: computers, computer networks, connections to external computer networks, telephones, mobile devices, laptops, identification cards, the Internet, email, all software applications and subscriptions to external computer services (collectively referred to as information technology or "IT" resources). Use of any College computing resource constitutes acceptance of this Policy.

#### **SCOPE**

This policy applies to all College staff, faculty, administrators, officers and students (collectively, "Users"), including those at remote campuses and extended learning sites.

#### **POLICY**

Triton College IT resources (the "Resources") are provided primarily for the use of students, faculty and staff. The Resources are intended to be used for administrative and educational purposes and to carry out the College's business. The Resources may also be available to alumni and members of the local community to facilitate communication with students and employees and to access College information resources and the Internet.



## TRITON COLLEGE BOARD POLICY

### **BOARD OF TRUSTEES, DISTRICT 504**

### **BUSINESS SERVICES**

#### **APPROPRIATE USE OF INFORMATION TECHNOLOGY RESOURCES**

**Page 2 of 5**

**POLICY 3511  
ADOPTED: 06/17/08  
AMENDED: 12/20/16**

Appropriate use of the Resources includes conducting College business, instruction, study assignments, research, communications, and official work of campus organizations and agencies of the College. Access to the Resources is a privilege and requires all users to act responsibly, conserve computer resources, and consider the rights and privacy of others. The Resources are the sole property of Triton College. All users must use College resources in a responsible manner consistent with all College policies and guidelines.

Users are responsible for all of their accounts. Users must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of their account by unauthorized persons. Users must not share their password or provide access to the Triton network resources to unauthorized persons.

Users should assume all software, graphic images, music, and other materials are copyrighted. Copying or downloading copyrighted materials without the express authorization of the copyright owner is a violation of this policy, against the law, and may result in civil and criminal penalties, including revocation of use privileges, fines and imprisonment.

#### **PROHIBITED USE OF RESOURCES**

Users should be aware that use of the Resources may result in being subjected to the laws of other states and countries. Users shall ascertain, understand, and comply with the laws, rules, policies, contracts, and licenses applicable to the particular uses of the Resources. The following uses of the Resources are prohibited:

1. Interfering or impairing others activities, including but not limited to the following:
  - a. Creating, modifying, executing or retransmitting or otherwise using any computer program or instructions intended to obscure the true identity of the sender of electronic mail or electronic messages, such as the forgery of electronic mail or the alteration of system or user data used to identify the sender of electronic email.
  - b. Bypassing, subverting, or otherwise rendering ineffective the security or access control measures on any network or computer system without the permission of the owner.
  - c. Examining or collecting data from the network (e.g., a "network sniffer" program).
  - d. Authorizing another person or organization to use College computer accounts or Triton network resources.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**APPROPRIATE USE OF INFORMATION  
TECHNOLOGY RESOURCES**

**POLICY 3511  
ADOPTED: 06/17/08  
AMENDED: 12/20/16**

**Page 3 of 5**

- e. Communicating or using any password, personal identification number, credit card number or other personal or financial information without the permission of its owner.
2. Unauthorized access and use of the resources of others, including but not limited to the following:
  - a. Use of College resources to gain unauthorized access to resources of any institution, organization, or individual.
  - b. Use of false or misleading information for the purpose of obtaining access to unauthorized resources.
  - c. Accessing, altering, copying, moving, or removing information, proprietary software or other files (including programs, libraries, data and electronic mail) from any network system or files of other users without prior authorization (e.g., use of a "network sniffer" program).
  - d. Making unauthorized copies of copyrighted materials.
3. Damage or impairment of The Resources, including but not limited to the following:
  - a. Use of the Resources irresponsibly or in a manner adversely affecting the work of others, such as:
    - (1) Hacking - attempting to obtain or use passwords, IP addresses or other network codes that have not been assigned to you or authorized for use as College employees, attempting to obtain unauthorized access to computer accounts, software, files, or any other College IT resources.
    - (2) Malicious Activity - intentionally, recklessly or negligently damaging any system (e.g., by the introduction of any so-called "virus", "worm", or "trojan-horse" program); damaging or violating the privacy of information not belonging to the user; or misusing or allowing misuse of system resources.
  - b. Use of College resources for non-College related activities that unduly increase network load (e.g., network games, spamming, and video streaming).
  - c. Any other activity not specifically cited above that may be illegal, harmful, destructive, damaging, or constitute an inappropriate use of the Resources.
4. Unauthorized commercial activities, including but not limited to the following:
  - a. Using the Resources for one's own commercial gain, or for other commercial purposes not officially approved by the College, including web ads.
  - b. Using the Resources to operate or support a non-College related business.
  - c. Using the Resources in a manner inconsistent with the College's contractual obligations to suppliers of those resources or with any published College Policy.

## TRITON COLLEGE BOARD POLICY

### **BOARD OF TRUSTEES, DISTRICT 504**

### **BUSINESS SERVICES**

#### **APPROPRIATE USE OF INFORMATION TECHNOLOGY RESOURCES**

**POLICY 3511**  
**ADOPTED: 06/17/08**  
**AMENDED: 12/20/16**

**Page 4 of 5**

5. Violation of city, state or federal laws, including but not limited to the following:
  - a. Pirating software, music and images.
  - b. Effecting or receiving unauthorized electronic transfer of funds.
  - c. Disseminating or viewing child pornography or other illegal material.
  - d. Violating any laws or participating in the commission or furtherance of any crime or other unlawful or improper purpose.

#### **MONITORING**

- Methods of monitoring may include, but are not limited to the following;
  - Reviewing a list of internet sites visited by employees
  - Reviewing email messages sent or received by employees
  - Reviewing employees keystrokes while using the College network

#### **SECURITY OBLIGATION**

- System Security: Access to information stored on the College's computers and network equipment is controlled by assignment of accounts and passwords. These accounts and passwords are controlled by Triton Information Systems. This security information is the property of Triton.
- All College employees have an obligation to report security breach information to Triton Information Systems. Failure to do so may result in disciplinary action, up to and including termination. Any attempt to access, copy or modify this security information or to obtain system privileges to which employees are not entitled or any action which interferes with the supervisory or accounting functions of the systems or that is likely to have such effects will result in appropriate disciplinary action.

#### **DE MINIMIS USAGE**

In the interest of making the use of the Resources part of the day-to-day learning and work of all members of the College community, incidental personal use is tolerated. However, College email, Internet access, and other IT services should not be used for unrelated activities of an extensive nature. Excessive use of systems for recreational Internet browsing, email, or game playing is to be avoided and may subject College employees to disciplinary action, up to and including termination.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**APPROPRIATE USE OF INFORMATION  
TECHNOLOGY RESOURCES**

**POLICY 3511  
ADOPTED: 06/17/08  
AMENDED: 12/20/16**

**Page 5 of 5**

**ENFORCEMENT**

The College reserves the right to monitor computer and network use. The College considers any violation of this policy to be a serious offense and reserves the right to copy and examine any files or information contained on College systems or equipment.

The Associate Vice President of Information Systems reserves the right to authorize disconnecting a user's account if the user represents a serious threat to system or email integrity. Violators are subject to disciplinary action as dictated by College policy. Users should be aware that offenders may be subject to prosecution under laws including, but not limited to, the

Privacy Act of 1974, The Computer Fraud and Abuse Act of 1986, National Stolen Property Act, and the Electronic Communications Privacy Act.

Suspected violations of this policy or related statute should be reported to the Office of the Associate VP of Information Systems in an email message addressed to: the Associate VP of Information Systems or by calling extension 3684. In reporting a violation, complainants should cite the specific violation of this policy.

If any provision of this policy is ruled invalid under law, it shall be deemed modified or omitted solely to the extent necessary to comply with said law, and the remainder of the policy shall continue in full force and effect.

**QUESTIONS OR PROBLEMS**

Questions, concerns or additional information about this and any IT policy shall be directed to the Associate VP of Information Systems.

**RESPONSIBILITY**

The Associate VP of Information Technology shall administer this policy and will ensure the maintenance of all necessary processes. All administrators shall be responsible for compliance with College policy within their respective administrative areas.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**LETTERHEAD STATIONERY USAGE**

**POLICY 3512**  
**ADOPTED: 12/15/92**

Triton College stationery will be used for Triton College business only.

The Triton College Board of Trustees and employees will be the only persons allowed to use Triton College stationery and the users of such stationery shall assume full responsibility if college stationery is used for any other purpose than Triton College business.

Triton College stationery shall not be used for the expression of views on subjects unrelated to the college or its operations.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**FACILITIES USAGE**

**POLICY 3513**

**ADOPTED: 01/22/91**

**AMENDED: 12/17/91**

**AMENDED: 03/17/92**

**AMENDED: 04/21/93**

The use of College facilities by various groups and constituencies of the college and the community at large will be allowed providing:

1. Use does not interfere or conflict with the normal operation or educational programs of the college.
2. Use is consistent with college philosophy and mission in accordance with state and local laws or ordinances.
3. Use conforms to the general procedures and conditions governing the use of facilities for the college.

All leasing of facilities will be authorized by the Vice President of Business Services or designee.

Charges will be required unless waived by the Board of Trustees.

Certificates of insurance are required unless waived by the Board of Trustees.

Out-of-district and profit making organizations will also be allowed to use the facilities if they meet all the requirements of this policy.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**EQUIPMENT USAGE**

**POLICY 3514**

**ADOPTED: 01/22/91**

**AMENDED: 12/17/91**

**AMENDED: 03/17/92**

**AMENDED: 04/21/93**

**AMENDED: 11/20/01**

The use of college-owned equipment by various groups and constituencies of the college and the community at-large will be allowed as approved. Equipment use will be allowed only if the equipment is not being used or needed for use by the college. The Vice President of Business Services or designee will review for approval all requests.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**EMPLOYEE TECHNOLOGY REIMBURSEMENT**

**POLICY 3515**

**Page 1 of 2**

**ADOPTED: 09/24/19**

Approved eligible employees may receive a technology reimbursement, maximum \$25/month, from the College, for pre-approved business-related costs incurred when using their personal cell phones, or personal tablets and laptops. Employee reimbursements will be administered by the Business Services office and follow all terms and conditions contained herein.

An employee may be eligible for reimbursement, only if there is a proven functional business necessity.

The following criteria must be followed to qualify:

1. Reimbursement eligibility must be approved in advance of usage, by the Supervisor's area VP and the VP of Business Services.
2. There must be a business purpose that cannot be accomplished by use of an assigned college extension, or other land based communication method.
3. Expense reimbursement will not exceed \$25/month as a total reimbursement, regardless of the expense.
4. Calculation for "unlimited plans" will only be a percentage pertaining to the portion of calls made or received for business purposes against the total calls made, not to exceed \$25/month.
5. There will be no reimbursement made for any equipment charges/depreciation, including but not limited to purchase, installment payments or damage, theft, and loss insurance charged for such device.

To be reimbursed, the employee's administrative supervisor and Vice President of the area must specifically request that the employee use their personal cell phone or personal computer devices for college business purposes on the applicable form, and that usage must be pre-approved by the VP Business Services. There must be an accountable actual expense on a bill to qualify.

Reimbursement will be monthly, following established college procedures, and must be submitted, based on an actual expense, excluding the cost for equipment, insurance and taxes.

It must be requested each month via the Claim for Reimbursement Expense procedure. This will include copies of the employee's cell phone bill, and the applicable charges highlighted and written explanation provided. Requests for reimbursement must be submitted within 30 days of the date stated on the employee's cell phone bill. Any requests for reimbursement made more than 30 days after the bill date shall be rejected as untimely.



TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**EMPLOYEE TECHNOLOGY REIMBURSEMENT**

**POLICY 3515**

**Page 2 of 2**

**ADOPTED: 09/24/19**

Employee Responsibilities:

- Purchase cellular phone service and equipment and assume responsibility for vendor terms and conditions and all insurance and taxation related to such equipment. The employee is responsible for plan choices, service features, and calling areas, independent of the college. This includes responsibility for all termination clauses, and paying all charges associated with the cellular service and device.
- Provide detailed monthly invoice for the period and amount claimed. Multiple monthly invoices will not be accepted. Only the current month will be accepted.
- Never use the cellular phone for work related purposes while operating a motor vehicle, machinery or in other dangerous situations. You must also follow all local, state, and federal laws concerning cell phone operation.
- Comply with all Federal and State data maintenance and protection laws (e.g., FERPA, record retention requirements, etc.), as well as all College policies, including those pertaining to data security, acceptable computing use, and email.
- The College will not be responsible for any cost or liability for you breaking the laws.
- Delete all College data from the cell phone when employment with the college is severed, except when required to maintain the data in compliance with a court order, or college administrative directive.
- Report any job function change that eliminates or significantly reduces the business need for a cell phone or a laptop/tablet to your supervisor within 5 business days of this change.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**USE OF ON CAMPUS COLLEGE  
OFFICE EQUIPMENT**

**POLICY 3516  
ADOPTED: 12/18/90  
AMENDED: 11/20/01**

Office related equipment throughout the college is for official use only. Use of telephones, fax machines, computers, etc. is restricted to college business. Office equipment shall not be used for personal reasons either by students or employees.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**SECURITY OF BUILDINGS AND GROUNDS -  
POLICE DEPARTMENT**

**POLICY 3517**  
**ADOPTED: 01/22/91**  
**AMENDED: 12/17/91**  
**AMENDED: 05/18/93**

There will be a Triton College Police Department. It will serve to protect students, personnel, facilities, furniture, and equipment. The Police Department will be supervised by the Vice President of Business Services.

Periodic security and safety inspections will be made per a schedule to be approved by the Vice President of Business Services.

The Police Department will work in close cooperation with the River Grove Police and Fire Departments.

The Police Department will report all loss or damage to facilities and grounds to the Vice President of Business Services.

The Police Department will supervise the college's fleet of vehicles for professional and/or business purposes. No personal use of college vehicles will be permitted.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**TRAFFIC VIOLATIONS**

**POLICY 3517.1**  
**ADOPTED: 01/22/91**  
**AMENDED: 12/17/91**  
**AMENDED: 08/23/05**

The Triton College Board of Trustees authorizes the development of traffic regulations on the college campus. The Board further authorizes that the violators of the traffic regulations be given a citation. The Board of Trustees directs the Triton Police Department to work in close cooperation with the River Grove Police Department. Moving violations are based on the Illinois Traffic Code; parking violations follow the Village of River Grove ordinances.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**TRAFFIC FINES**

**POLICY 3517.2**

**ADOPTED: 01/22/91**

In accordance with the Illinois Community College Act, the Board of Trustees shall establish a schedule of fines and penalties for violation of traffic regulations on the College campus. The Board of Trustees will work in close cooperation with the River Grove Police Department.

Students and employees have the right to appeal traffic citations in accordance with established, published procedures, through the River Grove court system.

Fines and penalties collected under this policy shall be deposited into the Operations, Building, and Maintenance Fund, and used for expenditures legally charged to that fund. Moving violation fines are collected by River Grove court system and forwarded to Cook County Clerk of the Court. Parking violations are collected by River Grove court system and a portion is retained by the Village with a percentage sent to Cook County.

Vehicles parked illegally may be towed away at the vehicle owner's expense.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**COMPUTER SECURITY**

**POLICY 3517.3**

**ADOPTED: 01/22/91**

**AMENDED: 08/23/05**

Any access and/or use of the Triton College computer systems is restricted to authorized individuals. Any unauthorized access and/or use by any individuals, including trustees, all students, full-time and part-time employees, and the public of the computer systems, computer network, computer programs, computer software, computer supplies, documentation and/or data will be subject to disciplinary action, civil action and/or criminal prosecution.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**COLLEGE ACCESS AND CLOSURE**

**POLICY 3518**

**ADOPTED: 01/22/91**

**AMENDED: 03/16/93**

**AMENDED: 11/20/01**

**AMENDED: 12/20/16**

The Board of Trustees is concerned about the safety and security of all students, personnel, and property. Only trustees, employees, students, authorized visitors, and individuals doing business with Triton College shall have access to the College.

The days and hours of operation for all facilities will be scheduled by the President or his/her designee.

Restricted areas and terms and conditions for access during closed hours will be scheduled by the President or his/her designee.

The Triton College Police Department in cooperation with the River Grove Police Department is responsible for removing all unauthorized individuals.

The Department of Business Services shall develop procedures for closing the College and a means to notify the students and public.

An employee requesting keys for any area of Triton College will be approved by his/her immediate supervisor.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**CAMPUS CURFEW FOR DANCES,  
ACTIVITIES, AND EVENTS**

**POLICY 3518.1  
ADOPTED: 07/20/93**

In an effort to maintain campus security and safety, no dance, activity, or event taking place on the Triton College campus shall begin earlier than 7:00 AM or conclude later than midnight on any day of the week without the prior approval of the Board of Trustees.

The Triton College Police Department is at all times charged with the responsibility of enforcement of this policy.

Employees of Triton College are directed to report violators to the police officer on duty at the time of the violation.



TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**METAL DETECTION -- SECURITY FOR  
CAMPUS ACTIVITIES**

**POLICY 3518.2  
ADOPTED: 01/18/94**

Hand-held metal detecting equipment and walk-through metal detectors shall be used at any event held on the Triton College campus when such use is deemed to be necessary in order to maintain the security and safety of the persons attending the event.

Once the use of the College's facilities have been approved, the Triton College Police shall be notified of the date, time, location, and intended use of the facilities.

The determination as to whether the use of such equipment is necessary shall be made by the Triton College Police and in no event shall the determination be reversed except upon approval by the Board of Trustees after receipt of a written request to waive the use of the equipment accompanied by the reasons for the waiver.

Under no circumstances shall the Board of Trustees be obligated to grant a request for the waiver of the use of metal detecting equipment.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**CAMPUS CRIME AND SECURITY**

**POLICY 3519**  
**ADOPTED: 07/20/93**

Whereas, Congress has enacted the Crime Awareness and Campus Security Act of 1990;  
and

Whereas, the Board of Trustees of Triton College intends to comply with the  
requirements of that Act;

Now therefore, the Board of Trustees hereby directs the administration to prepare,  
publish, and distribute regulations and procedures that comply with the letter and spirit of  
the Crime Awareness and Campus Security Act of 1990. Regulations and procedures  
shall be issued covering the following areas:

1. Procedures for students to report criminal activities;
2. Security at campus facilities;
3. Availability and authority of campus law enforcement;
4. Programs available to inform students about security and the prevention of crime;
5. Recording of crime through local police agencies;
6. Possession, use, and sale of alcohol and drugs; and
7. Sex offenses.

Further, administration shall prepare, publish, and distribute statistical reports that  
identify the occurrence of campus crimes and the number of campus arrests for crimes  
specified in the Crime Awareness and Campus Security Act of 1990.

These regulations and procedures and statistical reports shall be published in publications  
or mailings that are available to students and employees, as well as prospective students  
and the higher education community, upon request.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**REPORTING CRIMINAL ACTS AND  
EMERGENCIES ON CAMPUS**

**POLICY 3519.1  
ADOPTED: 07/20/93**

**Page 1 of 2**

Whereas, the Congress has enacted the Crime Awareness and Campus Security Act; and

Whereas, the Board of Trustees intends to comply with the requirements of that Act;

Now therefore, the Board of Trustees adopts the following policy:

- A. The Triton College Police Department shall be primarily responsible for carrying out the mandates of the Crime Awareness and Campus Security Act.
  1. The Triton College Police Department will develop rules and regulations to implement these policies and to carry out its duties and responsibilities.
  2. The Triton College Police Department shall, from time to time, file reports with the Board of Trustees as to compliance with the Crime Awareness and Campus Security Act, problems that have arisen in its enforcement, and the costs of carrying out its responsibility.
  
- B. The Triton College Police Department shall develop procedures and methods to respond to reports of crime and other emergencies on campus.
  1. The Triton College Police Department shall investigate the occurrence of on-campus murder, criminal sexual assault, criminal sexual abuse, robbery, aggravated assault, aggravated battery, burglary, motor theft and liquor law violations, drug abuse violations, weapons possessions, and other emergencies occurring on the campus considered to be a threat to the safety of students and employees. (These definitions will vary as those crimes are defined by state law.)
  2. The reports of these occurrences shall be reviewed to determine if the information gathered can assist the College in its security program.
  3. Timely reports shall be made to students and employees after such occurrences. The type and nature of the report shall be determined by the Triton College Police Department. Notice of occurrences shall be placed on bulletin boards and in campus newspapers and other informational dissemination methods designed to inform students and employees of criminal occurrences on the campus.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**REPORTING CRIMINAL ACTS AND  
EMERGENCIES ON CAMPUS**

**POLICY 3519.1  
ADOPTED: 07/20/93**

**Page 2 of 2**

4. The Triton College Police Department and other campus organizations shall provide reasonable support services and resources to crime victims and the victim's family.
- C. In the event a perpetrator of a violent crime is subject to discipline by the College, the victim of the crime shall, at the discretion of the Chief of the Triton College Police Department, be permitted to obtain the results of that disciplinary proceeding.
- D. Definition of student and employee.
  1. "Student" is defined as any person enrolled in one or more courses of study for academic credit.
  2. "Employee" is defined as a part-time or full-time person with scheduled hours of employment on campus under the direction and control of the institution and its agents.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**SECURITY AND ACCESS TO CAMPUS  
FACILITIES AND SECURITY CONSIDERATIONS  
IN MAINTAINING CAMPUS FACILITIES**

**POLICY 3519.2  
ADOPTED: 07/20/93**

Whereas, Congress has enacted the Crime Awareness and Campus Security Act; and

Whereas, the Board of Trustees of Triton College intends to comply with the requirements of that Act; and

Whereas, the Board of Trustees seeks to provide an atmosphere of openness for the encouragement of collegiate activity on campus facilities; however, the policy of promoting openness must be balanced by controls on access to campus facilities designed to promote security in campus facilities;

Now, therefore, the Board of Trustees adopts the following policy:

- A. The Triton College Police Department will develop rules and regulations on access and security of campus facilities including parking, vehicle registration, and sign-in procedures.
- B. The Triton College Police Department shall inspect the lighting, landscaping, and the College's physical plant (door locks, etc.) to determine what improvements, if any, need to be made for security on the campus.
- C. The Triton College Police Department will examine or cause to have examined all campus facilities to determine if any security concerns exist in those facilities.
- D. Definitions
  - 1. "Campus" is defined as any building or property owned or controlled by the College within a reasonably contiguous geographic area and used by the College in direct support of or related to its educational purposes.
  - 2. Campus shall also include any building or property utilized by the College such as satellite facilities.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**ENFORCEMENT AUTHORITY OF THE TRITON  
COLLEGE POLICE DEPARTMENT/  
ENCOURAGEMENT TO REPORT CRIMES  
Page 1 of 2**

**POLICY 3519.3  
ADOPTED: 07/20/93**

Whereas, Congress has enacted the Crime Awareness and Campus Security Act; and

Whereas, the Board of Trustees of Triton College intends to comply with the requirement of that Act;

Now therefore, the Board of Trustees adopts the following policy:

- A. Members of the Triton College Police Department are conservators of the peace. They work with local, state, and federal law enforcement agencies and they seek to protect life and property, to prevent antisocial conduct, and to preserve a secure campus environment.
  1. Triton Police officers possess all powers possessed by police officers in cities and sheriffs in counties, including the power to make arrests on view or warrants of violations of state statutes, city and county ordinances of the county in which the college is located when such is required for the protection of college properties and interests, its students, and personnel, and when specifically requested by appropriate state or local law enforcement officials.
  2. The Triton College Police Department is located at Triton College, 2000 5<sup>th</sup> Avenue, River Grove, Illinois, telephone number 456-0300 x3206. The emergency number is 456-6911. The officers are on duty 24 hours a day, 7 days a week.
  3. The local police department is the River Grove Police Department.
- B. The Triton College Police Department shall develop, together with the Dean of Student Services and the Human Resources Department, procedures and methods to encourage students and employees to report criminal actions and other emergencies occurring on campus;
- C. The Triton College Police Department shall report all crimes occurring on campus to appropriate police agencies and will pursue cooperative relationships with municipal, county, state, and federal law enforcement agencies and when requested shall aid in any investigations or apprehensions on the campus.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**ENFORCEMENT AUTHORITY OF THE TRITON  
COLLEGE POLICE DEPARTMENT/  
ENCOURAGEMENT TO REPORT CRIMES**

**POLICY 3519.3  
ADOPTED: 07/20/93**

**Page 2 of 2**

- D. Students and employees shall be encouraged to report crime on campus to the Triton College Police Department and appropriate Police Agencies.
1. The Triton College Police Department shall periodically distribute appropriate written material to explain the importance of crime reporting and how it is to be done.
  2. Periodic public information displays shall be prepared by the Triton College Police Department.
  3. The Triton College Police Department shall make crime prevention presentations to student and employee groups at least once per semester.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**INFORMING STUDENTS AND EMPLOYEES  
ABOUT CAMPUS SECURITY PROCEDURES/  
INDIVIDUAL RESPONSIBILITY  
FOR SECURITY**

**POLICY 3519.4  
ADOPTED: 07/20/93**

Whereas, Congress has enacted the Crime Awareness and Campus Security Act; and

Whereas, the Board of Trustees of Triton College intends to comply with the requirements of that Act;

Now therefore, the Board of Trustees adopts the following policy:

- A. The Triton College Police Department shall inform students and employees about campus security measures to encourage all persons to be concerned about a secure campus environment and to be aware of security concerns on the campus.
  1. The Triton College Police Department shall develop programs and distribute appropriate materials about campus security procedures to students and employees. Security presentations will be conducted at appropriate times, including pre-enrollment and orientation visits.
  2. The Triton College Police Department will develop appropriate publications about security topics, programs, procedures, and personnel.
- B. Students and employees shall be educated as to their personal responsibility for security and for the security of others.
  1. Education shall be through appropriate programs and educational booklets.
  2. The campus community will also be informed about security matters via campus media.



TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**CRIME PREVENTION PROGRAMS**

**POLICY 3519.5**  
**ADOPTED: 07/20/93**

Whereas, Congress has enacted the Crime Awareness and Campus Security Act; and

Whereas, the Board of Trustees of Triton College intends to comply with the requirements of that Act;

Now therefore, the Board of Trustees adopts the following policy:

- A. The Triton College Police Department shall develop programs to inform students and employees about the prevention of crimes.
  1. The Triton College Police Department shall work with the Dean of Student Services and appropriate employee organizations in the development of these programs.
  2. The Triton College Police Department shall also work with local law enforcement officials in securing appropriate written material, presenting programs, and developing regulations to implement this responsibility.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**GATHERING CRIME STATISTICS  
CONCERNING CRIME ON CAMPUS**

**POLICY 3519.6  
ADOPTED: 07/20/93**

**Page 1 of 2**

Whereas, Congress has enacted the Crime Awareness and Campus Security Act; and

Whereas, the Board of Trustees of Triton College intends to comply with the requirements of that Act;

Now therefore, the Board of Trustees adopts the following policy:

- A. The Triton College Police Department shall be responsible for gathering of statistics concerning the occurrence of crime on campus which has been reported to campus security authorities or local police agencies.
- B. Definitions
  1. "Reported" is defined as an official designation by a police officer, public safety officials, or persons possessing authority to determine if a crime has occurred.
  2. An "arrest" has occurred when a law enforcement officer has detained an individual with the intention of seeking charges against the person for a specific offense(s) and a record is made of the detention.
- C. Statistics shall be compiled in accordance with the definitions used in the uniform crime reporting system of the Department of Justice, Federal Bureau of Investigation, and the modification in such definitions by the Hate Crimes Statistics Act.
- D. The following crimes and occurrences will be collected and reported:
  1. Murder
  2. Criminal Sexual Assault
  3. Criminal Sexual Abuse
  4. Aggravated Assaults
  5. Aggravated Battery
  6. Burglary
  7. Motor Vehicle Theft

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**GATHERING CRIME STATISTICS  
CONCERNING CRIME ON CAMPUS**

**POLICY 3519.6  
ADOPTED: 07/20/93**

**Page 2 of 2**

- E. Statistics concerning the number of arrests for the following crimes shall also be reported:
1. Liquor Law Violations
  2. Drug Abuse Violations
  3. Weapons Violations
- F. Statistics will be gathered by the Triton College Police Department for the period beginning January 1, 1989 through December 31, 1991 and any two preceding years for which data is available and shall be annually published in the Triton College Police Department in a document entitled "Report on Crime on the Campus."
- 1) The report shall contain summary descriptions of all policies on crime awareness and security and statistics concerning the crimes reported to the campus security authorities and local police agencies.
  - 2) The report shall be disseminated to students, employees, and other interested persons.
  - 3) The report shall be published in the College newspaper and a notification of its availability shall be published in newspapers of general circulation in the territory served by the College.
  - 4) The annual report shall be available at the Triton College Police Department office for distribution to persons who inquire about that report in person or by mail or telephone. The annual report shall be submitted upon request to the United States Secretary of Education.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**NATIONAL INCIDENT MANAGEMENT  
SYSTEM**

**POLICY 3519.7  
ADOPTED: 11/15/05**

It is hereby resolved by Triton Community College, District 504, Board of Trustees, that:

WHEREAS; Emergency Response to critical incidents, whether natural or manmade, requires integrated professional management, and

WHEREAS; Unified Command of such incidents is recognized as the management model to maximize the public safety response, and

WHEREAS; The National Incident Management System, herein referred to as NIMS, has been identified by the Federal Government as being the requisite emergency management system for all political subdivisions, and

WHEREAS; Failure to adopt NIMS as the requisite emergency management system may preclude reimbursement to the political subdivision for costs expended during and after a declared emergency or disaster and for training and preparation for such disasters or emergencies.

THEREFORE; It shall be the public policy of Triton Community College, District 504, to adopt the NIMS concept of emergency planning and unified command. It shall further be the policy of Triton Community College, District 504, to train public officials responsible for emergency management.

IN WITNESS WHEREOF, this Resolution signed on the 15<sup>th</sup> day of November, 2005.

Triton College, District 504

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**MAINTENANCE OF PLANT**

**POLICY 3520**

**ADOPTED: 01/22/91**

**AMENDED: 12/17/91**

**AMENDED: 05/18/93**

The Board of Trustees is committed to maintaining all facilities and grounds in a safe, clean, and attractive condition. The President will designate the Vice President of Business Services to establish detailed plans for maintaining all areas of the College. The Vice President of Business Services will be responsible for the implementation of all maintenance plans.

The Board shall receive a yearly Facilities and Maintenance Report.

## TRITON COLLEGE BOARD POLICY

### **BOARD OF TRUSTEES, DISTRICT 504**

### **BUSINESS SERVICES**

#### **INSURANCE**

**Page 1 of 2**

**POLICY 3532**

**ADOPTED: 12/18/90**

**AMENDED: 11/21/95**

**AMENDED: 11/20/01**

Section 3-29 of the Community College Act (110 ILCS 805/3-29) imposes upon the Board of Trustees the duty to insure, indemnify and protect board members, employees, volunteers, and student teachers against “damage claims and suits, including defense thereof, when damages are sought for alleged negligent or wrongful acts while such board member, employee or student teacher is engaged in the exercise or performance of any powers or duties of the Board, or is acting within the scope of employment or under the direction of the community college board.”

Insurance coverage will be provided by Triton College. Insurance coverage will be secured at the most economical cost to the college consistent with Triton College’s insurance needs.

The President will obtain the following insurance coverage on behalf of the Board of Trustees:

Property and Liability	Excess Liability
Excess Property	Worker’s Compensation
Employed nurses malpractice	Student nurses malpractice
Boiler and Machinery	Automobile
School Board Legal Liability	Sports Accident
Foreign Liability	Liquor Liability
Treasurer’s Bond	Group accident for officers
Cadaver Bond	Group benefits: health, dental, life

All insurance agents, companies, insurance pools, and tax sheltered annuity companies will be approved by the Board of Trustees. The above need only be approved initially. The Board of Trustees or the President of the college will determine whether to add or delete any of the insurance representatives.

The President’s staff will conduct a periodic survey of property and personnel safety practices on campus.

The President’s staff will maintain records on all insurance to include: Policies, and up-to-date inventories showing description of property, dates and costs of construction, original costs of equipment, present condition and present value.

When a new company or new coverage is being sought bids will be required. The board’s bidding policy will be followed.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**INSURANCE**

**Page 2 of 2**

**POLICY 3532**

**ADOPTED: 12/18/90**

**AMENDED: 11/21/95**

**AMENDED: 11/20/01**

To the extent not covered by insurance, the Board shall pay, to the extent permitted by law, on behalf of board members, employees and student teachers, any compromises, settlements, judgments, or costs of defense, arising out of “damage claims and suits, including defense thereof, when damages are sought for alleged negligent or wrongful acts while such board member, employee or student teacher is engaged in the exercise or performance of any powers or duties of the Board, or is acting within the scope of employment or under the direction of the community college board.”

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**AUXILIARY ENTERPRISES**

**POLICY 3540**

**ADOPTED: 01/22/91**

**AMENDED: 11/20/01**

**AMENDED: 08/23/05**

**AMENDED: 12/20/16**

All auxiliary enterprises must be approved by the Board of Trustees. Each auxiliary enterprise will exist as a separate entity with a separate budget showing revenues and expenditures for each in the Auxiliary Fund. The general College audit shall include the Auxiliary Enterprise Fund. The President or his/her designee will be responsible for the auxiliary funds.

The following approved Auxiliary Fund Cost Centers are distributed among the vice presidents:

FOOD SERVICES	Provides food for students and staff
CHILD CARE	Provides child care for students, staff and others
PERFORMING ARTS CENTER	Provides plays and shows for the entire community
VIDEO PRODUCTION	Provides video-television development and production services for the campus and public
ATHLETIC PROGRAM	Provides a variety of athletic opportunities to students and community
SPACE CENTER	Provides shows and information to students and public on space exploration
COLLINS CENTER POOL	Provides for the management of the Collins Center Pool
ATHLETIC FACILITIES RENTALS	Provides for the rental of Triton facilities, including athletic fields and classrooms to high schools and other community organizations.



TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**OPERATION OF CAMPUS FOOD SERVICES**

**POLICY 3542**  
**ADOPTED: 01/22/91**  
**AMENDED: 03/16/93**

The Board of Trustees may, by its official action, authorize College operation of a campus food service and/or vending program, or the Board of Trustees may, by its official action, authorize private contracts to responsible vendors for operation of a campus food service and/or vending program.

If the Board of Trustees authorizes the administration to solicit proposals for Food Services, such solicitation shall occur every three to five years. The Board of Trustees when awarding a contract will consider which vendor is most able to meet the service requirements of the College at a high standard while affording the College a reasonable commission. The criteria shall include but not be limited to: financial responsibility and service capability of the company, quality, quantity and appearance of vending machines, equipment, supplies, recommendations of other clients, and commission rate.

Commissions and pricing will be negotiated with vending companies.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**COLLEGE INDEBTEDNESS**

**POLICY 3550**  
**ADOPTED: 12/18/90**  
**AMENDED: 12/17/91**

The securing of funds through the sale of general obligation bonds, revenue bonds, tax anticipation warrants, and other written financial instruments issued by the college shall constitute a purchase of a commodity, and as such, shall be subject to the purchasing policies as established by the Board of Trustees. Competitive bids shall be solicited for the sale of bonds, tax anticipation warrants, or other written financial instruments issued by the college for the purpose of borrowing money. Multiple bids shall be obtained if possible.

For the sale of general obligation or revenue bonds, the Business Office shall run an advertisement for sale in the Daily Bond Buyer. For the sale of other financial instruments, the Business Office shall advertise in a minimum of two newspapers throughout the district and one major metropolitan Chicago newspaper.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**LEASES – BUILDINGS AND EQUIPMENT**

**POLICY 3562**  
**ADOPTED: 01/22/91**  
**AMENDED: 08/23/05**  
**AMENDED: 12/20/16**

The Board of Trustees has determined that in the best interest of the College it may be necessary, from time to time to lease buildings and/or equipment.

**Buildings**

The President of the College will determine if there is a need for additional space for a period of time and that it is more economical to lease rather than to purchase the needed space. A recommendation will be made to the Board of Trustees who will have final authority for all leases of buildings.

**Equipment**

Motor vehicles, office equipment, specialty and low usage equipment, instructional equipment and service equipment may be leased when it is a more economical use of College funds.

The Board of Trustees will approve all leases of equipment over \$25,000. The Vice President of Business Services or his/her designee will approve all leases of \$25,000 or less.

## TRITON COLLEGE BOARD POLICY

### **BOARD OF TRUSTEES, DISTRICT 504**

### **BUSINESS SERVICES**

#### **TOBACCO AND SMOKE FREE CAMPUS**

**Page 1 of 3**

**POLICY 3610**

**ADOPTED: 07/21/92**

**AMENDED: 08/23/05**

**AMENDED: 06/20/06**

**AMENDED: 05/19/15**

Triton College is dedicated to providing a healthy working environment for all of its students, employees, and guests.

By operation of state law and this policy, effective July 1, 2015, smoking is prohibited throughout Triton College. This prohibition shall apply to all property owned, maintained, leased, or otherwise utilized by Triton College. Smoking is prohibited in all indoor locations, including College vehicles, and outdoors on all College property.

This Policy shall also prohibit any sale, consumption, free sampling, distribution, or advertising of any and all tobacco products, including but not limited to those identified in the “definitions” herein, on College property. No individual on College property shall litter or otherwise dispose of tobacco waste products on Triton College property.

1. Beginning July 1, 2015, Triton College shall post signs to indicate a “Smoke-Free Campus” or utilize the international “No Tobacco” symbol. Such signs shall be placed at critical Campus areas, including but not limited to building entrances. This policy shall apply even in areas where signs are not posted.
2. The Triton College website shall indicate that all campus property, vehicles, and satellite locations are smoke free and shall include a campus map indicating the areas in which smoking is prohibited.
3. All organizations utilizing campus property shall be informed of the Smoke Free Campus Policy and shall be responsible for informing attendees and enforcing the Policy.
4. Members of the Triton College community who fail to comply with this Smoke Free Policy will be subject to all penalties as prescribed by College Policy and applicable law.

#### a. Student Non-Compliance

Students failing to comply with this Policy shall be cited as prescribed by law, and may be referred to the Dean of Student Services and are subject to the Student Disciplinary Process.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**TOBACCO AND SMOKE FREE CAMPUS**

Page 2 of 3

**POLICY 3610**

**ADOPTED: 07/21/92**

**AMENDED: 08/23/05**

**AMENDED: 06/20/06**

**AMENDED: 05/19/15**

b. Employee Non-Compliance

Employees failing to comply with the Policy shall be referred to the employee's administrative supervisor, and be cited as prescribed by law.

c. Contractors/Sub-Contractor Non-Compliance

Non-compliance will be referred to the campus unit responsible for monitoring performance of the applicable contract. The monitoring campus unit shall determine whether termination of the contract is appropriate, and be cited as prescribed by law.

5. Any non-Triton student or non-staff individual smoking on Triton College property will be asked to immediately extinguish the tobacco product. Such violation will result in referral to the Campus Police Department.

Exceptions

In certain limited circumstances, an individual may request advance approval to allow smoking on Triton College property. Such exceptions will be granted only in the following limited situations:

Ceremonial Smoking

Individuals or groups interested in Smoking as part of a ceremony on campus property must seek advance approval from the Vice President of Business Services.

Smoking Research

Smoking may be allowed in an enclosed area on campus property for a medical, scientific, or research program where smoking is an integral part of the research and the appropriate campus research oversight body has approved the inclusion of smoking. Smoking research studies must receive advance approval from the Vice President of Academic Affairs.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**TOBACCO AND SMOKE FREE CAMPUS**

**Page 3 of 3**

**POLICY 3610**

**ADOPTED: 07/21/92**

**AMENDED: 08/23/05**

**AMENDED: 06/20/06**

**AMENDED: 05/19/15**

Definitions

For the purpose of this Policy, the following definitions shall apply:

“Smoking” means (1) lighting or burning any type of matter or substance that contains tobacco, including but not limited to cigarettes, cigars, cigarillos, pipes, beedies, kreteks, water pipes, bongs, and hookahs; (2) lighting or burning of non-tobacco plants or marijuana; and (3) using electronic cigarettes.

“Campus Property” means any property owned, leased, occupied, operated, or otherwise controlled by Triton College, including but not limited to academic and auxiliary buildings, classrooms, laboratories, elevators, stairwells, restrooms, roofs, meeting rooms, hallways, lobbies and other common areas, athletic complexes and facilities, exterior open spaces, shuttle buses, shuttle bus stops, parking lots, driveways, loading docks, College-owned streets, sidewalks, and walkways.

“Tobacco Products” means all forms of tobacco, including but not limited to cigarettes, cigars, cigarillos, pipes, beedies, kreteks, water pipes, bongs, and hookahs, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and any non-FDA approved nicotine delivery device or product.