



**Regular Meeting of the
Board of Trustees**

Agenda

Tuesday, May 21, 2024

- I. CALL TO ORDER** May 21, 2024 at 6:30 p.m.
Boardroom, A-300
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF BOARD MINUTES – VOLUME LX**
Minutes of the Organizational Board Meeting of April 16, 2024, No. 14
Minutes of the Regular Board Meeting of April 16, 2024, No. 15
- V. COMMENTS ON THIS AGENDA**
- VI. CITIZEN PARTICIPATION**
- VII. REPORTS/ANNOUNCEMENTS – Employee Groups**
- VIII. STUDENT SENATE REPORT**
- IX. BOARD COMMITTEE REPORTS**
 - A. Academic Affairs/Student Affairs
 - B. Finance/Maintenance & Operations
- X. ADMINISTRATIVE REPORT**
- XI. PRESIDENT’S REPORT**
- XII. CHAIRMAN’S REPORT**
- XIII. NEW BUSINESS**
 - A. Action Exhibits
 - 17026 Board of Trustees Travel
 - 17027 Budget Transfers
 - 17028 Resolution Authorizing Public Hearing on Proposed FY 2025 Budget
 - 17029 Housing Agreement with Concordia University
 - 17030 Vendor Limit Increase to Enterprise Rent-A-Car
 - 17031 Green Way Energy Electric Vehicle Charging Station Purchases
 - 17032 Professional Service Agreement with the Sonnenshein Groupe

- 17033 Renewal Agreement with Watermark Insights, LLC
- 17034 Renewal Agreement with Integrated Document Technologies, Inc. (IDT) for Capsys Capture and Filebound
- 17035 Rave Mobile Safety Service Agreement
- 17036 Heartland Business Systems – Purchase of Computer Hardware, Software, and Peripherals
- 17037 American Digital – Purchase of Network Hardware
- 17038 CDW Government – Purchase of Computer Software and Peripherals
- 17039 Usablenet Service Renewal
- 17040 MOU with North East Multi-Regional Training, Inc.
- 17041 District 97 Career Exploration Camp
- 17042 Friday Night Place Career Exploration Camp
- 17043 Amendment to Gottlieb Agreement
- 17044 GED Course Fees
- 17045 Parchment LLC for Transcript Delivery Services
- 17046 NILRC Library Membership & Database Purchases
- 17047 CARLI Library Membership & Database Purchases
- 17048 Agreement with Sign Language Interpreters Inc.
- 17049 Student Community Employment Experience with Oak Park Art League
- 17050 Agreement with iHeart Media – Digital Advertising
- 17051 Agreement with iHeart Media - Radio
- 17052 Agreement with Interstate Outdoor Advertising
- 17053 Agreement with Total Traffic and Weather Network
- 17054 Curriculum Recommendations

B. Purchasing Schedules

C. Bills and Invoices

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

E. Human Resources Report

XIV. COMMUNICATIONS – INFORMATION

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

XV. ADJOURNMENT

CALL TO ORDER/ROLL CALL

Chairman Mark Stephens called the organizational meeting of the Board of Trustees to order in the Boardroom at 6:50 p.m. Following the Pledge of Allegiance, roll call was taken.

Present: Ms. Naidelin Alvarez, Mr. Luke Casson, Mr. Tracy Jennings, Mr. Glover Johnson, Mrs. Elizabeth Potter, Mr. Mark Stephens, Ms. Diane Viverito.

Absent: Mr. Rich Regan.

CITIZEN PARTICIPATION

None.

REORGANIZATION OF THE BOARD

BOARD OFFICERS

Member to serve as Chairperson of the Board

Ms. Viverito made a motion in nomination of Mark Stephens as Chairman of the Board, seconded by Mr. Johnson. Voice vote carried the motion unanimously.

Member to serve as Vice Chairperson of the Board

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

Member to serve as Secretary of the Board

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

BOARD APPOINTMENTS

Mr. Stephens stated that current appointments will continue for another year, as listed below.

Treasurer

Vice President of Business Services Sean Sullivan was appointed Treasurer.

Attorney

Winner Law and Franczek P.C. were appointed Attorneys.

Auditors

Crowe LLP was appointed Auditors.

Architects

Arcon & Associates was appointed Architects.

Board Representatives to Outside Organizations

Tracy Jennings was appointed Board Representative to the Illinois Community College Trustees Association (ICCTA). Diane Viverito was appointed Board representative to the American Association of Community Colleges (AACC).

Board Committee Appointments

Diane Viverito was appointed Chair of the Board Academic Affairs/Student Affairs Committee with Tres Johnson as member. Elizabeth Potter was appointed Chair of the Board Finance/Maintenance & Operations Committee with Tracy Jennings as member. The full Board will serve as the Auditing Committee. The full Board, along with the College President and two community members, will serve as the Decennial Committee.

NEW BUSINESS

ACTION EXHIBITS

17015 Regular Board Meeting Dates for Calendar Year 2025

Board meeting dates for 2025 are: January 28, February 18, March 18, April 22, May 20, June 17, July 15, August 26, September 23, October 21, November 18, December 16.

Mr. Johnson made a motion, seconded by Ms. Viverito, to approve the Regular Board Meeting Dates for Calendar Year 2025. Voice vote carried the motion unanimously.

17016 Selection of Student Member of the Board of Trustees

In the Triton College Student Association E-Board election held on April 2-3, 2024, Kailee Harper was elected as Student Trustee.

Ms. Viverito made a motion, seconded by Mrs. Potter, to approve the Selection of Student Member of the Board of Trustees. Voice vote carried the motion unanimously.

OATH OF OFFICE FOR STUDENT TRUSTEE

Attorney Sarie Winner issued the oath of office to Kailee Harper.

RECOGNITION OF OUTGOING STUDENT TRUSTEE

Chairman Stephens presented a plaque to Ms. Alvarez, thanking her for her service to the Board of Trustees and students of Triton College.

ADJOURNMENT

Motion was made by Ms. Viverito to adjourn the meeting, seconded by Mr. Casson. Voice vote carried the motion unanimously. The organizational meeting was adjourned at 6:53 p.m.

Submitted by: Mark R. Stephens
Board Chairman

Tracy Jennings
Board Secretary

Susan Page
Susan Page, Recording Secretary

CALL TO ORDER/ROLL CALL

Chairman Mark Stephens called the regular meeting of the Board of Trustees to order in the Boardroom at 6:53 p.m. The following roll call was taken.

Present: Mr. Luke Casson, Ms. Kailee Harper, Mr. Tracy Jennings, Mr. Glover Johnson, Mrs. Elizabeth Potter, Mr. Mark Stephens, Ms. Diane Viverito.

Absent: Mr. Rich Regan.

APPROVAL OF BOARD MINUTES

Ms. Viverito made a motion, seconded by Mr. Jennings, to approve the minutes of the Regular Board Meeting of March 19, 2024. Voice vote carried the motion unanimously.

COMMENTS ON THIS AGENDA

None.

CITIZEN PARTICIPATION

None.

REPORTS/ANNOUNCEMENTS – Employee Groups

Faculty Association President Leslie Wester reported on Architectural Faculty Frances Figg and Triton students who were involved with the newly dedicated River Grove Veterans Memorial. Triton students designed the memorial, which has been completed and is now open, and the College was well represented at the opening ceremonies.

Mid-Management Association President Dorota Krzykowska reported that Mid-Managers held their In-Service last month. It was well attended and Ms. Krzykowska thanked President Moore and the Executive Team for presenting the future direction of the college. She also recognized the agriculture department for the greenhouse tour and workshop given during the In-Service. Lastly, the Cernan Center was congratulated for a wonderful eclipse events in which several Mid-Managers volunteered.

STUDENT SENATE REPORT

Student Association President Journey Manuel reported that this will be her last Board meeting, and reported on her and Ms. Alvarez' attendance at an ICCB meeting regarding Open Educational Resources and Advocacy Day. Ms. Manuel discussed a letter campaign, 60th Anniversary Student Day activities, Mental Health Fair, the success of our Men's and Women's Basketball Teams and Wrestlers, and finally, graduation coming up on May 18.

BOARD COMMITTEE REPORTS

Academic Affairs/Student Affairs

Ms. Viverito reported that the committee met and reviewed items pertaining to academic and student affairs, support the items presented, and recommend them to the Board of Trustees.

Finance/Maintenance & Operations

Mrs. Potter reported that the committee met on April 3 and reviewed seven new business items (there were no Purchasing Schedules). All new business items were unanimously approved and sent to the Board with a recommendation for approval.

ADMINISTRATIVE REPORT

Wrestling Team: Associate Vice President of Athletics Garry Abezetian introduced the Wrestling Team, who were the Region 4 Champions, Great Lakes District Champs, and had qualifiers for the national tournament in every weight class. Head Coach Tim Duggan was named Great Lakes District Coach of the Year, and two student athletes were named NJCAA All-Americans: Anthony Schickel and Ghee Rachal.

Women's Basketball: Mr. Abezetian introduced Trinity Barnes, from the Women's Basketball Team. Ms Barnes was congratulated on becoming the all-time leading scorer in the history of Triton College women's basketball, finishing the season with 1,119 points. The school record had stood for 43 years.

Men's Basketball: Mr. Abezetian introduced the Men's Basketball Team who finished the season as NJCAA Division I National Runners-up under first-season Head Coach Brian Burns. The team record was 34-3, tying the most wins in team history. Amar Augillard was named NJCAA Division I Men's Basketball Player of the Year. Dylan Williams earned the Best Small Man award, and Amar Augillard and AJ Dixon were named to the national All-Tournament Team. Triton College was well represented by this team who also achieved the Team Sportsmanship Award at the national tourney. Student athletes and coaches were applauded for their accomplishments and a fabulous season.

Outstanding Faculty and Adjunct Faculty of the Year: VP of Academic Affairs Susan Campos introduced Marina Demos, Outstanding Adjunct Faculty Member of the Year award winner. Ms. Demos in in the Behavioral Science department and has taught Psychology here for twenty-three years. She takes an active role at the college in assessment for her department and attending student activities.

Dr. Campos introduced Antigone Sharris, voted Outstanding Faculty of the Year. Ms. Sharris chairs the Engineering Technology department, and was recognized for her commitment to students. She has been involved in creating and running camps to introduce youth to manufacturing, and was featured in Crain's Chicago Business as a notable woman in manufacturing.

PRESIDENT'S REPORT

None.

CHAIRMAN'S REPORT

Chairman Stephens commented on his enjoyment of this meeting, celebrating our student athletes and amazing teachers.

NEW BUSINESS

ACTION EXHIBITS

17017 Board of Trustees Travel

Ms. Viverito made a motion, seconded by Mrs. Potter, to approve the Board of Trustees Travel.

Roll Call Vote:

Affirmative: Mr. Casson, Ms. Harper, Mr. Jennings, Mr. Johnson, Mrs. Potter, Ms. Viverito, Mr. Stephens.

Absent: Mr. Regan.

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

17018 Budget Transfers

17019 State of Illinois Rock Salt Joint Purchasing Program

17020 Hourly Employee Wage Increase

17021 Disposal of Obsolete Computer Equipment

17022 Agreement with Alexian Brothers Medical Center

17023 Program Memorandum with Northwest Community Healthcare

17024 2024 Federal Transit Administration Certifications and Assurances

17025 Curriculum Recommendations

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

BILLS AND INVOICES

Mrs. Potter made a motion, seconded by Mr. Jennings, to pay the Bills and Invoices in the amount of \$1,671,034.43.

Roll Call Vote:

Affirmative: Mr. Casson, Ms. Harper, Mr. Jennings, Mr. Johnson, Mrs. Potter, Ms. Viverito, Mr. Stephens.

Absent: Mr. Regan.

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

HUMAN RESOURCES REPORT

1.0 Faculty

Ms. Viverito made a motion, seconded by Mrs. Potter, to approve page 1 of the Human Resources Report, item 1.1.01. Voice vote carried the motion unanimously.

2.0 Adjunct Faculty

Mr. Jennings made a motion, seconded by Mrs. Potter, to approve page 2 of the Human Resources Report, items 2.2.01 through 2.5.01. Voice vote carried the motion unanimously.

3.0 Administration

Mrs. Potter made a motion, seconded by Mr. Johnson, to approve page 3 of the Human Resources Report, items 3.1.01 through 3.3.01. Voice vote carried the motion unanimously.

4.0 Classified, Police & Engineers

Mrs. Potter made a motion, seconded by Mr. Jennings, to approve pages 4 and 5 of the Human Resources Report, items 4.1.01 through 4.5.01. Voice vote carried the motion unanimously.

5.0 Mid-Management

Ms. Viverito made a motion, seconded by Mrs. Potter, to approve pages 6 and 7 of the Human Resources Report, items 5.1.01 through 5.4.01. Voice vote carried the motion unanimously.

6.0 Hourly Employees

Mr. Casson made a motion, seconded by Mr. Johnson, to approve pages 8 through 11 of the Human Resources Report, items 6.1.01 through 6.8.01. Voice vote carried the motion unanimously.

7.0 Other

No action on page 12 of the Human Resources Report.

ADJOURNMENT

Motion was made by Ms. Viverito to adjourn the Regular Meeting of the Board, seconded by Mrs. Potter. Voice vote carried the motion unanimously. With no further business before the Board, Chairman Stephens adjourned the meeting at 7:40 p.m.

Submitted by: Mark R. Stephens
Board Chairman

Tracy Jennings
Board Secretary

Susan Page
Susan Page, Recording Secretary

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

Meeting of May 21, 2024

ACTION EXHIBIT NO. 17026

SUBJECT: BOARD OF TRUSTEES TRAVEL

RECOMMENDATION: To approve travel for Trustee Tracy Jennings to attend the Illinois Community College Trustees Association (ICCTA) Convention in Lombard, Illinois on June 7 – 8, 2024. Total cost of travel will not exceed \$410, itemized as follows: registration - \$235; transportation - \$25; lodging - \$0; meals - \$150.

RATIONALE: In keeping with the Local Government Travel Expense Control Act, the Board of Trustees reviews the travel expenses of all Board members. Mr. Jennings is the Board's appointed representative to the ICCTA and he will interact with community college trustees from across the state on topics pertinent to trusteeship and issues affecting higher education and support the Triton nominees for ICCTA awards.

Submitted to Board by: Mary-Rita Moore
Mary-Rita Moore, President

Board Officers' Signatures Required:

Mark R. Stephens Chairman	Tracy Jennings Secretary	Date
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Related forms requiring Board signature: Yes No

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

Meeting of May 21, 2024

ACTION EXHIBIT NO. 17027

SUBJECT: BUDGET TRANSFERS

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

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

Sean Sullivan

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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Tracy Jennings
Secretary

Date

Related forms requiring Board signature: Yes No

**PROPOSED BUDGET TRANSFERS - FY 2024
FOR THE PERIOD 4/1/24 to 4/30/24**

FROM		
ID#	AREA	ACCT #
EDUCATION FUND		
1	Fine Arts	01-10100510-540600010
2	Science	01-10101565-580600005
3	Hospitality Ind. Admin.	01-10200550-550200010
4	Auto Technology	01-10300515-580600005
5	Transfer Center	01-30900506-540600005
6	Transfer Center	01-30900506-550100005
7	Finance	01-80200510-540901005
8	Professional Development	01-80900540-530900010
9	Professional Development	01-80900540-540100110

TO		
AREA	ACCT #	AMOUNT
Fine Arts	01-10100510-550300010	1,500.00
Science	01-10101565-530400010	3,000.00
Hospitality Ind. Admin.	01-10200550-540600010	90.00
Auto Technology	01-10300515-550100005	500.00
Transfer Center	01-30900506-550100005	334.00
Transfer Center	01-30900506-540900505	187.00
Informations Systems Ser.	01-80800510-550300005	595.00
Professional Development	01-80900540-550100001	2,400.00
Professional Development	01-80900540-550100001	1,700.00

TOTAL EDUCATION FUND \$ 10,306.00

FROM		
ID#	AREA	ACCT #
BUILDING FUND		
10	Utilities: Gas	02-70600510-570100000
11	Utilities: Gas	02-70600510-570100000

TO		
AREA	ACCT #	AMOUNT
Building Operations 1	02-70100510-530400010	30,000.00
Equipment Maintenance	02-70100520-540100505	17,500.00

TOTAL BUILDING FUND \$ 47,500.00

FROM		
ID#	AREA	ACCT #
RESTRICTED FUND		
12	STN-PERKINS-Health Career	06-10405003-580600005
13	Westlake6	06-10405013-590200000
14	State Performance Grant	06-10605001-520100105
15	ICCB ECACE Early Childhood	06-20905054-540100240
16	ICCB ECACE Early Childhood	06-20905054-540900505
17	ICCB Dual Credit	06-30205008-530900010
18	ICCB Mental Health Supplemental	06-30305023-530900010

TO		
AREA	ACCT #	AMOUNT
STN-PERKINS-Health Career	06-10405003-540100210	2,525.00
Westlake6	06-10405013-540100240	8,000.00
State Performance Grant	06-10605001-540100210	12,000.00
ICCB ECACE Early Childhood	06-20905054-530900010	4,385.00
ICCB ECACE Early Childhood	06-20905054-530900010	587.52
ICCB Dual Credit	06-30205008-540901005	84.50
ICCB Mental Health Supplemental	06-30305023-550100005	3,829.42

TOTAL RESTRICTED FUND \$ 31,411.44

TOTAL PROPOSED BUDGET TRANSFERS \$ 89,217.44

Budget Transfer Form

Dollar Amount

\$1500

From what Budget Account

01 10100510 540600010

Object Code Description

Publications and Dues

To what Budget Account

01 10100510 550300010

Travel out of state

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

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

Grant Accountant?

Include Attachments: Yes () No (X)

Rationale:

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

Faculty professional funds for fy24 were assigned to publications and dues. Faculty will not need to spend the entire balance of \$4749 for publications and dues during fy24

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

Faculty member Salvatore Siriano is approved for professional development travel, his out of state travel expenses are anticipated to be \$1500 or less. Budget transfer needed to support this travel.

Required Signatures

Requestor

DocuSigned by:
Dennis McManara 4/1/2024

Cost Center Manager

DocuSigned by:
Dennis McManara 4/1/2024

Associate Dean (If Applicable)

DocuSigned by:
Michael Crenshaw 4/1/2024

Dean (If Applicable)

DocuSigned by:
Jeanette Bartley 4/1/2024

Associate Vice President

DocuSigned by:
Paul Jensen 4/10/2024

Area Vice President

DocuSigned by:
Susan Campos 4/10/2024

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: AV

Exec. Dir. of Bus. Operations: CR

VP of Business Services: [Signature] 4/12/24

Entered by: 7276 B 4.12.24

Budget Transfer Form

Dollar Amount \$3000

From what Budget Account 01 - 10101565 - 580600005 Object Code Description Science: Equipment - Instructional >5K

To what Budget Account 01 - 10101565 - 530400010 Object Code Description Science: Maintenance Services

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

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

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
 Equipment that was originally budgeted for this budget line was purchased with other accounts and not needed here.

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

We need funds for removal and disposal of Autoclave and RO water purification system (Getinge - \$8,750) and we sometimes have emergency maintenance needed.

Required Signatures

Requestor Jennifer Davidas 4/16/2024

Cost Center Manager Sheldon Turner 4/16/2024

Associate Dean (If Applicable) _____

Dean (If Applicable) Jeanette Bartley 4/16/2024

Associate Vice President Paul Jensen 4/16/2024

Area Vice President Susan Campos 4/16/2024

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: [Signature]

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

VP of Business Services: [Signature] 4/22/24

Entered by: 67289 73 4/22/24

Budget Transfer Form

Dollar Amount	<u>\$500.00</u>	
From what Budget Account	<u>01 10300515 580600005</u>	Object Code Description <u>Auto Technology : Equipment - Instructional</u>
To what Budget Account	<u>01 10300515 550100005</u>	<u>Auto Technology : Meeting Expense</u>
Is this a Grant? Yes () No (X)	*If you are submitting a grant transfer, the following statement must appear in the Rationale: "This is an allowable transfer under the (name of grant) guidelines"	
Grant Accountant?	Include Attachments: Yes () No (X)	

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
All purchases with funds in Auto Meeting Expense is completed and no additional funds will be used in the account in this FY.

Explain specifically why additional funds are needed in the receiving account:
This purchase is required to cover for the purchase of the AUTOMOTIVE Advisory meetings lunches.

Required Signatures

Requestor	<u>Juanita Najera</u> <small>DocuSigned by: 00400A0C5D31E9</small>	4/11/2024
Cost Center Manager	<u>Mohsin Habeeb</u> <small>DocuSigned by: 3007E47FAD0743A</small>	4/18/2024
Associate Dean (If Applicable)	<u>Justyna Kotlyz</u> <small>DocuSigned by: 25E771AC162401</small>	4/18/2024
Dean (If Applicable)	<u>Panos Hadjimitsos</u> <small>DocuSigned by: A4440A1B303EE</small>	4/20/2024
Associate Vice President	<u>Paul Jensen</u> <small>DocuSigned by: 815C006B01974DE</small>	4/22/2024
Area Vice President	<u>Susan Campos</u> <small>DocuSigned by: 67D8745E0B8449</small>	4/22/2024

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: MM

Exec. Dir. of Bus. Operations: OR

VP of Business Services: SA 4/24/24

Entered by: B7290 B 4.24.24

Budget Transfer Form

Dollar Amount

\$334

From what Budget Account

01 30900506 540600005

Object Code Description

Publication and Dues

To what Budget Account

01 30900506 550100005

Meeting Expense

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

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

Grant Accountant?

Include Attachments: Yes [] No [X]

Rationale:

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

For the remainder of the fiscal year funding is not needed in this area. Title V (ending 9/30/23) absorbed previous costs.

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

An amount of \$200 covers fees that would have come out of Publication and Dues but instead came from Meeting Expense (a combined conference registration and membership purchase). The rest will support programming for the remainder of the fiscal year.

Required Signatures

Requestor

DocuSigned by:  3/12/2024

Cost Center Manager

DocuSigned by: Patricia Rodriguez 3/13/2024

Associate Dean (If Applicable)

DocuSigned by: Denise Jones 3/15/2024


Dean (If Applicable)

DocuSigned by: Hilary Meyer 3/15/2024

Associate Vice President

DocuSigned by: Jodi Koslow-Martin 3/15/2024

Area Vice President

DocuSigned by: 

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance: _____

Exec. Director of Finance:  _____

Exec. Dir. of Bus. Operations:  _____

VP of Business Services:  4/12/24

Entered by: 7277 73 4.12.24


Budget Transfer Form

Dollar Amount \$187

From what Budget Account 01 30900506 550100005 Object Code Description Meeting Expense

To what Budget Account 01 30900506 540900505 Other Materials & Supplies

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


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

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
 For the events we're planning in the future for the Transfer Center, we believe that this \$187 can be better spent elsewhere.

Explain specifically why additional funds are needed in the receiving account:
 The Transfer Center printer is very low on two ink cartridges, and cannot hold off until the new fiscal year for purchase.

Required Signatures

Requestor  4/23/2024
70048F5164024FB

Cost Center Manager Patricia Rodriguez 4/23/2024
4F5B4FFAED07KAB

Associate Dean (If Applicable) _____

Dean (If Applicable) Denise Jones 4/23/2024
7F85719D0C431BE


Associate Vice President Hilary Meyer 4/23/2024
8C0EF70E9DB42D

Area Vice President Jodi Koslow-Martin 4/24/2024
79839C5A5A7349C


BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance:  _____

Exec. Dir. of Bus. Operations: _____

VP of Business Services:  4/25/24

Entered by: B7305 TB 4-25-24

Budget Transfer Form

Dollar Amount \$595.00

From what Budget Account 01 80200510 540901005 Object Code Description Finance : Computer Equipment <5K

To what Budget Account 01 80800510 550300005 Information Systems Ser:TravelOut of State

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

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

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
 There as less funds needed in Finance : Computer Equipment <5K this Fiscal Year.

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

Transfer is needed to reimburse an employee for attending at Ellucian Live Conference which supports our ERP system at the college.

Required Signatures

Requestor Danielle Stephens 4/18/2024

Cost Center Manager Michael Garity 4/19/2024

Associate Dean (if Applicable) _____

Dean (if Applicable) _____

Associate Vice President Colleen Rockafellow 4/19/2024

Area Vice President Sean Sullivan 4/22/2024

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: CR

VP of Business Services: [Signature] 4/23/24

Entered by: B7294 TB 4/23/24

Budget Transfer Form

Dollar Amount \$2400.00

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

To what Budget Account 01 80900540 550100005 Meeting Expense

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

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

Rationale:

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

I scheduled many less speakers and/or programs and focused more on employee engagement events.

Explain specifically why additional funds are needed in the receiving account: Funds will be used to provide additional expenses related to Triton's 60th anniversary celebration for employees.

Required Signatures

Requestor Susan Kehde 4/16/2024

Cost Center Manager Susan Kehde 4/16/2024

Associate Dean (If Applicable) _____

Dean (If Applicable) _____

Associate Vice President Purna DeVol 4/16/2024

Area Vice President Sean Sullinan 4/16/2024

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: AM

Exec. Dir. of Bus. Operations: CR

VP of Business Services: [Signature] 4/16/24

Entered by: B 7280 TB 4-17-24

Budget Transfer Form

Dollar Amount

\$1700.00

From what Budget Account

01 80900540 540100110

Object Code Description

Office Supplies

To what Budget Account

01 80900540 550100001

Meeting Expense

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

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

Grant Accountant?

Include Attachments: Yes () No (X)

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
During the year I used less outside speakers and programs in order to focus on employee engagement.

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

Additional funding for the Employee 60th Anniversary

Required Signatures

Requestor

DocuSigned by:
Susan Rolde 4/16/2024

Cost Center Manager

DocuSigned by:
Susan Rolde 4/16/2024

Associate Dean (If Applicable)

Dean (If Applicable)

DocuSigned by:
_____ 4/16/2024

Associate Vice President

DocuSigned by:
Purna DeVel 4/16/2024

Area Vice President

DocuSigned by:
Sean Sullivan 4/16/2024

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: AM

Exec. Dir. of Bus. Operations: CR

VP of Business Services: [Signature] 4/22/24

Entered by: 137285 JB 4.22.24

Budget Transfer Form

Dollar Amount \$30000

From what Budget Account 02 70600510 570100000 **Object Code Description** Utilities : Gas

To what Budget Account 02 70100510 530400010 **Object Code Description** Building Operations 1 : Maintenance Services

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

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

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
 There was less Natural Gas Usage than anticipated in FY24

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

There were more expenses than budgeted for O & M Maintenance services and additional funds are required for services through the balance of the fiscal year

Required Signatures

Requestor John Lambrecht 4/4/2024
DocuSigned by: D4FD4A00F0E04E6

Cost Center Manager John Lambrecht 4/4/2024
DocuSigned by: D47D4A00F0E04E6

Associate Dean (if Applicable) _____

Dean (if Applicable) _____

Associate Vice President Colleen Rockafellow 4/5/2024
DocuSigned by: B57C58AA03454E1

Area Vice President Sean Sullivan 4/5/2024
DocuSigned by: B42220251EC74K1

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____ *MR*

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

VP of Business Services: [Signature] 4/8/24

Entered by: B7869 3/4/24

Budget Transfer Form

Dollar Amount \$17500.00

From what Budget Account	<u>02</u>	<u>70600510</u>	<u>570100000</u>	Object Code Description <u>Utilities:Gas</u>
To what Budget Account	<u>02</u>	<u>70100520</u>	<u>540100505</u>	<u>Equipment Maintenance / Vehicle Supplies / Fuel</u>

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

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

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
There were less Natural Gas costs than anticipated this fiscal year due to milder temperatures.

Explain specifically why additional funds are needed in the receiving account:
Gasoline costs have risen causing this years Gasoline Usage costs to be higher than anticipated or budgeted.

Required Signatures

Requestor	<u>DocuSigned by: John Lambrecht</u>	<u>4/17/2024</u>
Cost Center Manager	<u>DocuSigned by: John Lambrecht</u>	<u>4/17/2024</u>
Associate Dean (if Applicable)	_____	
Dean (if Applicable)	_____	
Associate Vice President	<u>DocuSigned by: Colleen Rockafellow</u>	<u>4/17/2024</u>
Area Vice President	<u>DocuSigned by: Sean Sullivan</u>	<u>4/18/2024</u>

BUSINESS OFFICE APPROVALS

Grant Accountant: _____
 Asst. Director of Finance: _____
 Exec. Director of Finance: AR
 Exec. Dir. of Bus. Operations: CR
 VP of Business Services: [Signature] 4/23/24

Entered by: B7293 73 4/23/24

Budget Transfer Form

Dollar Amount \$2525

From what Budget Account 06 - 10405003 - 580600005 **Object Code Description** Equipment- Instructional >5k

To what Budget Account 06 - 10405003 - 540100210 **Object Code Description** Instructional Supplies

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

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

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
 Refurbished ultrasound probe transducer is being purchased separately from refurbished ultrasound machine, Req #0043927, for a cost less than \$5000, necessitating this transfer of funds to a different budget. Perkins grant WBL 1.1.

Explain specifically why additional funds are needed in the receiving account:
 Funds transferred from equipment greater than \$5000 to a Perkins supplies account allowing purchase of equipment less than \$5000.

Required Signatures

Requestor	DocuSigned by: <u>Anthony Riley</u>	3/18/2024
Cost Center Manager	DocuSigned by: <u>Ty Perkins</u>	4/3/2024
Associate Dean (If Applicable)	DocuSigned by: <u>Ty Perkins</u>	4/3/2024
Dean (If Applicable)	DocuSigned by: <u>Pamela Harmon</u>	4/3/2024
Associate Vice President	DocuSigned by: <u>Paul Jensen</u>	4/4/2024
Area Vice President	DocuSigned by: <u>Susan Campos</u>	4/4/2024

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: 

Exec. Dir. of Bus. Operations: 

VP of Business Services:  4/8/24

Entered by: B 7270 B 4.8.24

Budget Transfer Form

Dollar Amount \$8000.00

From what Budget Account 06 10405013 590200000 Object Code Description Student Grants and Scholarships

To what Budget Account 06 10405013 540100240 Student Supplies

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

Grant Accountant? Elizabeth Zytron Include Attachments: Yes [] No [x]

Rationale:
 Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
 Based on a projection from the previous semester, funds for the bookstore will be spent

Explain specifically why additional funds are needed in the receiving account:
 Funds will be used for book store and student supplies. This is an allowable transfer under Westlake Scholarship/Grant guidelines

Required Signatures

Requestor DocuSigned by: Karina Santos 4/10/2024

Cost Center Manager DocuSigned by: Christine Debush 4/10/2024

Associate Dean (if Applicable) _____

Dean (if Applicable) DocuSigned by: Greg Bejan 4/18/2024

Associate Vice President DocuSigned by: Paul Jensen 4/22/2024

Area Vice President DocuSigned by: Susan Campos 4/22/2024

BUSINESS OFFICE APPROVALS

Grant Accountant: E Zytron 4/24/24

Asst. Director of Finance: [Signature]

Exec. Director of Finance: [Signature]

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

VP of Business Services: [Signature] 4/25/24

Entered by: B7303 73 425-24

Budget Transfer Form

Dollar Amount

\$12,000

From what Budget Account

06 10605001 520100105

Object Code Description

Medical/Dental

To what Budget Account

06 10605001 540100210

Instructional Supplies

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

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

Grant Accountant? Susan Zefeldt

Include Attachments: Yes [x] No []



Rationale:

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

The fringe originally allocated for the Data Manager is no longer needed due to family changes. This is an allowable transfer as approved by ICCB on April 8, 2024.

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

Due to record enrollment in Adult Education Program, additional supplies (books) are needed to meet the needs of the students

Required Signatures

Requestor

DocuSigned by: Kimberly Donahue 4/11/2024

Cost Center Manager

DocuSigned by: Gregg Biglau 4/12/2024

Associate Dean (If Applicable)

DocuSigned by: _____ 4/18/2024

Dean (If Applicable)

DocuSigned by: Gregg Biglau 4/22/2024

Associate Vice President

DocuSigned by: Paul Jensen 4/22/2024

Area Vice President

DocuSigned by: Susan Marie Campos 4/22/2024

BUSINESS OFFICE APPROVALS

Grant Accountant:

[Signature]

Asst. Director of Finance

[Signature]

Exec. Director of Finance:

[Signature]

Exec. Dir. of Bus. Operations:

[Signature]

Entered by: B7302 23 4-25-24

VP of Business Services: [Signature] 4/25/24

Budget Transfer Form

Dollar Amount \$4385

From what Budget Account 06 20905054 540100240 Object Code Description ICCB ECACE Early Childhood: Student Supplies

To what Budget Account 06 20905054 530900010 Object Code Description ICCB ECACE Early Childhood: Other Contractua

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

Grant Accountant? Elizabeth Zydron Include Attachments: Yes No

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
 The Student Supplies budget has over \$8,396 available and it is estimated only \$4,000 will be needed for the balance of the fiscal year. This is an allowable transfer under the ECACE guidelines.

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

Funds are needed to cover the executive functioning course offered to our ECE students. This is an allowable transfer under the ECACE guidelines.

Required Signatures

Requestor Mel Loucks 4/15/2024
 ID: 1024835008384D1...

Cost Center Manager Mel Loucks 4/15/2024
 ID: 1024839008384D1...

Associate Dean (If Applicable) _____

Dean (If Applicable) _____

Associate Vice President Paul Jensen 4/15/2024
 ID: 1024835008384D1...

Area Vice President Susan Campos 4/15/2024
 ID: 1024835008384D1...

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance: _____

Exec. Director of Finance: Mr

Exec. Dir. of Bus. Operations: CR

VP of Business Services: [Signature] 4/16/24

Entered by: B 7282 B 4-17-24

Budget Transfer Form

Dollar Amount \$587.52

From what Budget Account 06 - 20905054 - 540900505 **Object Code Description** ICCB ECACE Early Childhood: Other Materials

To what Budget Account 06 - 20905054 - 530900010 **Object Code Description** ICCB ECACE Early Childhood: Other Contractua

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

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

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
 The Other Materials budget has \$587.52 remaining and no additional expenditures will be needed for the balance of the fiscal year. This is an allowable transfer under the ECACE guidelines.

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

Funds are needed to cover the executive functioning course provided to our ECE students. This is an allowable transfer under the ECACE guidelines.

Required Signatures

Requestor Mel Loucks 4/15/2024

Cost Center Manager Mel Loucks 4/15/2024

Associate Dean (if Applicable) _____

Dean (if Applicable) _____

Associate Vice President Paul Jensen 4/15/2024

Area Vice President Susan Campos 4/15/2024

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: AK

Exec. Dir. of Bus. Operations: CR

VP of Business Services: [Signature] 4/16/24

Entered by: B7283 JS 4-17-24


Budget Transfer Form

Dollar Amount \$84.50

From what Budget Account 06 30205008 530900010 Object Code Description ICCB Dual Credit other contractual

To what Budget Account 06 30205008 540901005 Object Code Description ICCB Dual Credit computer equipment<5k

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

Grant Accountant? Gianna Colella Include Attachments: Yes No 

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
 This is an allowable expense for the terms of this grant.

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

Computer value exceeded predicted amount. Funds will be used to cover the remaining expense.
 This is an allowable expense for the terms of this grant.

Required Signatures

Requestor Anthony Riley 4/22/2024
40F050165798402

Cost Center Manager Paul Jensen 4/23/2024
815C006810740E

Associate Dean (If Applicable) _____

Dean (If Applicable) _____

Associate Vice President Paul Jensen 4/23/2024
815C006810740E

Area Vice President Susan Campos 4/23/2024
87D5745E08A044D

BUSINESS OFFICE APPROVALS

Grant Accountant: gc 4-23-24

Asst. Director of Finance: [Signature]

Exec. Director of Finance: [Signature]

Exec. Dir. of Bus. Operations: CR

VP of Business Services: [Signature] 4/25/24

Entered by: B7304 TB 4.25-24

Budget Transfer Form

Dollar Amount \$3829.42

From what Budget Account 06 - 30305023 - 530900010 **Object Code Description** Other Contractual Services

To what Budget Account 06 - 30305023 - 550100005 **Object Code Description** Meeting Expense

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

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

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
 Sufficient funds are available for remaining contractual services needed for this fiscal year. This is an allowable transfer under the Mental Health Early Action on Campus Act.

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

Additional funds are needed in the receiving account to cover Registration (Meeting) Expenses.

Required Signatures

Requestor DocuSigned by: Cora M. Luster 4/17/2024

Cost Center Manager DocuSigned by: Leslie Wester 4/18/2024

Associate Dean (If Applicable) _____

Dean (If Applicable) DocuSigned by: Julia Willis 4/19/2024

Associate Vice President DocuSigned by: Denise Jones 4/23/2024

Area Vice President DocuSigned by: [Signature] 4/26/2024

BUSINESS OFFICE APPROVALS

Grant Accountant: [Signature]

Asst. Director of Finance [Signature]

Exec. Director of Finance: [Signature]

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

VP of Business Services: [Signature] 4/23/24

Entered By: B7306 73 4/30/24

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

Meeting of May 21, 2024

ACTION EXHIBIT NO. 17028

**SUBJECT: RESOLUTION AUTHORIZING PUBLIC HEARING ON PROPOSED
FY 2025 BUDGET**

RECOMMENDATION: That the Board of Trustees approve the attached resolution authorizing a public hearing for the proposed FY 2025 Budget. The public hearing will be held on Tuesday, July 16, 2024, at 6:30 p.m. in the Board Room (A300) of the Learning Resource Center.

RATIONALE: This resolution is in compliance with statutes requiring a public hearing on the proposed Budget.

Sean Sullivan

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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Tracy Jennings
Secretary

Date

Related forms requiring Board signature: Yes No

RESOLUTION ACTION EXHIBIT NO. 17028

**AUTHORIZING A PUBLIC HEARING CONCERNING
THE PROPOSED 2025 BUDGET**

WHEREAS, THE Community College Act (Illinois Compiled Statutes: 110 ILCS 805/3-20.1) provides that, prior to final action on the Tentative Budget, the Board shall make the same available for public inspection, hold a public hearing, and publish notice of such hearing at least thirty (30) days prior thereto:

BE IT RESOLVED BY THE Board of Trustees of Community College District No. 504, County of Cook and State of Illinois, as follows:

Section 1: The Board shall hold a public hearing on Tuesday, July 16, 2024, at 6:30 p.m. in the Board Room of the Learning Resource Center, 2000 Fifth Avenue, River Grove, Illinois, concerning its proposed budget for Fiscal Year 2025.

Section 2: The Secretary is authorized and directed to make copies of the Tentative Budget conveniently available for public inspection at least thirty (30) days prior to the aforementioned public hearing.

Section 3: The Secretary is authorized and shall cause to be published in a newspaper of general circulation published in Cook County and having circulation within the taxing district of Community College No. 504, a notice in compliance with the requirement set forth in the Community College Act of the aforementioned public hearing.

Section 4: This Resolution shall be effective from and after its passage and approval as provided by law.

ADOPTED, this 21st day of May, 2024.

AYES:

NAYES:

ABSENT:

Mark R. Stephens, Chairman

Attest:

Tracy Jennings, Secretary

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

Meeting of May 21, 2024

ACTION EXHIBIT NO. 17029

SUBJECT: HOUSING AGREEMENT WITH CONCORDIA UNIVERSITY

RECOMMENDATION: That the Board of Trustees approve a housing accommodations Agreement with Concordia University for up to 30 “NJCAA Division I” student athletes for the 2024-2025 academic year. Students will move in on or after August 16, 2024 and move out by May 18, 2025. The average annual cost per student athlete last year was \$13,055. The cost per student athlete for the 2024-2025 academic year will be \$11,510, which is a decrease of \$1,545 per student. The total cost to Triton College, depending on the actual number of housed athletes, will not exceed \$345,300.

RATIONALE: In compliance with NCJAA policies, Triton College may provide student scholarships for tuition, meals, and housing for select “NJCAA Division I” student athletes. By partnering with a local university, Triton is able to provide housing in a safe college housing and learning environment. The Agreement between Triton and Concordia has been negotiated and drafted by counsel for both parties. The dollar value of the attached Agreement will be adjusted based on the final number of students actually in residence at Concordia.

Sean Sullivan

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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Tracy Jennings
Secretary

Date

Related forms requiring Board signature: Yes No

Shared Housing Agreement

This SHARED HOUSING AGREEMENT ("Agreement") and all exhibits and attachments, which are incorporated by reference, are entered into by Concordia University, an Illinois not-for-profit corporation ("Concordia") and Community College District 504, commonly known as Triton College, an Illinois public community college ("Triton") is effective as of this 31st day of May, 2024. This is a legally binding agreement between Concordia and Triton to provide certain housing, dining, campus support and amenities to certain Triton students (sometimes referred to herein as "Students") receiving athletic scholarship funding, processed through the Triton's financial aid office, said scholarship including monies for housing and dining expenses through Triton. Concordia has agreed to provide room and board to the Triton students under the terms as set forth below for the 2024-25 academic year.

1. **Occupancy and Services:** Concordia hereby agrees to provide housing, dining, and campus amenities for a minimum of 30 Triton students from its available housing inventory for the 2024-25 academic year. The relevant costs are as follows:
 - a. Triton shall pay \$3,275 per semester to Concordia for each double occupancy room utilized by Triton students.
 - b. Triton shall pay \$2,480 per semester to Concordia for each Triton student residing on Concordia's campus to provide 225 meals per semester, including \$300 in Cougar Cash for each student.
 - c. Triton students shall be offered the opportunity to independently purchase a parking permit each semester for \$75. This expense shall be borne by the student only.

Concordia's campus shall be available at all times necessary in alignment with Triton's calendar. In the event that Triton students require access prior to or following Concordia's regular dates of operation, the parties shall agree to a prorated daily rate, based upon the rates stated above.

Triton students shall be issued Concordia Student IDs, which shall provide access to all amenities provided to Concordia students. Such amenities shall include, but shall not be limited to, the fitness center, library, campus Wi-Fi, and opportunity to participate in Concordia campus events.

Triton Students shall be required to accept and execute the Concordia student code of conduct and standard housing agreements. In the event of any violation of such codes of conduct and/or standard housing agreement, Triton shall be advised and the parties shall meet to determine necessary next steps. Students shall be directly and personally responsible for any damage to Concordia's facilities beyond reasonable wear and tear, including any costs assessed for lost keys or late check-out.

Triton shall issue payment to Concordia after being billed by Concordia for room and board, for each student placed within ten (10) days of the onset of the semester or, in the event of a mid-semester placement, a prorated payment based upon the remaining days in the semester.

2. **Termination:** Should a Triton student be removed from their housing assignment at the discretion of either Concordia or Triton, which may include a loss of athletic eligibility, Triton's obligation to pay Concordia shall be prorated to the duration of the student's occupancy at Concordia. Such proration shall include both room and board. Triton may, in consultation with Concordia, place a new student at Concordia upon the removal/departure of another Triton student.
3. **Disputes:** In the event of a dispute between Triton and Concordia, the parties shall attempt to resolve the matter without litigation, including at the mutual agreement of the parties, by mediation or arbitration. In the event informal discussions are unable to resolve such matters, all disputes shall be resolved in the Circuit Court of Cook County in accordance with the laws of the State of Illinois without regard to conflict of laws principles. In such event, the prevailing party in any final, non-appealable judgment shall be entitled to recover its attorneys' fees and costs from the non-prevailing party.
4. **Authority:** Triton officers and employees are executing this Agreement represent and warrant that they have authority to execute this Agreement, and that they are executing this Agreement in their official capacities only and shall not be personally liable for any of the obligations arising from or relating to the housing, dining, campus services provided to or the actions or inactions of any Triton students.

Concordia officers and employees are executing this Agreement represent and warrant that they have authority to execute this Agreement, and that they are executing this Agreement in their official capacities only and shall not be personally liable for any of the obligations arising from or relating to the housing, dining, campus services provided to any Triton student.

5. **Indemnity:** Triton shall defend, indemnify and hold harmless Concordia, its trustees, directors, officers, employees, students, representatives, and agents (collectively, the "Concordia Parties") from and against any and all costs, loss, liabilities, damages, demands, orders, obligations, claims, actions or causes of action, forfeitures, fines, penalties, reasonable attorneys' fees, accountants' and other professional fees, court costs or other losses sustained or suffered by Concordia or the Concordia Parties, including consequential and punitive damages, in any way related to or arising from the conduct of Triton students placed at Concordia pursuant to this Agreement or such students' invitees.

Concordia shall defend, indemnify and hold harmless Triton, its trustees, directors, officers, employees, students, representatives, and agents (collectively, the "Triton Parties") from and against any and all costs, loss, liabilities, damages, demands, orders, obligations, claims, actions or causes of action, forfeitures, fines, penalties, reasonable attorneys' fees, accountants' and other professional fees, court costs or other losses sustained or suffered by Triton or the Triton Parties, including consequential and punitive damages, in any way related to or arising from the negligent or willful acts or omissions of Concordia or the Concordia Parties in connection with this Agreement or the services provided by Concordia hereunder or related to or arising from the conduct of Concordia students.

6. Miscellaneous Provisions:

a. Assignment: This Agreement may not be assigned or transferred by Triton at any time without Concordia's express written consent provided that the assignee agrees to be specifically bound by the terms of this Agreement.

b. Entire Agreement: This Agreement contains the entire agreement between the parties relating to the transactions contemplated hereby and all prior or contemporaneous agreements, whether oral or written, are superseded hereby.

c. Binding Effect: Concordia and Triton hereby acknowledge and agree that they intend this Agreement to be a binding and enforceable agreement, subject to the terms and conditions set forth herein, and each party hereby waives any right to hereafter challenge the enforceability of this Agreement. All of the terms, covenants and conditions of this Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

d. Notices: Any notice hereunder must be in writing, and shall be effective (i) when deposited in the United States Mail, Certified Return Receipt Requested, (ii) when deposited with a reputable overnight carrier service that provides delivery confirmation, (iii) in the case of an email notice (which shall be effective for all purposes hereunder), when sent to the e-mail address(es) provided below; or (iv) if by hand delivery, when received by the party to be notified. For purposes of notice, the addresses of the parties shall be as set forth below or as may be designated from time to time.

To Concordia:

Mr. Randall K. Barfield
Chief Financial Officer

To Triton:

Mr. Sean Sullivan
Vice President

e. Waiver: The failure of either party to exercise any right given hereunder or to insist upon strict compliance with any term, condition or covenant specified herein, shall not constitute a waiver of such party's right to exercise such right or to demand strict compliance with such term, condition, or covenant.

f. Severability: The invalidity or unenforceability of a particular provision of this Agreement shall not affect the other provisions, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision were omitted.

g. Amendment: Neither this Agreement nor any provision hereof may be changed, amended, modified, waived, or discharged either orally or by any course of dealing, but only by an instrument in writing signed by the authorized agent of the party against whom enforcement of the change, amendment, modification, waiver or discharge is sought.

TRITON COLLEGE
2000 5th Ave
River Grove, IL 60171

CONCORDIA UNIVERSITY
7400 Augusta St
River Forest, IL 60305

By: Sean Sullivan
Vice President, Business Services

By: Randall K. Barfield
Chief Financial Officer

Date

Date

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

Meeting of May 21, 2024

ACTION EXHIBIT NO. 17030

SUBJECT: VENDOR LIMIT INCREASE TO ENTERPRISE RENT-A-CAR.

RECOMMENDATION: That the Board of Trustees approve a vendor limit increase to \$50,000 for FY24 for Enterprise Rent-A-Car.

RATIONALE: Enterprise Holding Inc. (d/b/a Enterprise-Rent-A-Car and National Car Rental) provides vehicles for student travel to athletic events, and other off campus academic venues. Enterprise Holdings, Inc. has been awarded a contract with the Illinois Public Higher Education Cooperative (IPHEC) a Cooperative of 13 Illinois universities, that extends the use of their contracts to all public Illinois community colleges. The cooperative goes through a competitive bid process, thereby eliminating the need for Triton College to further bid for this service. This expenditure is allowable per the Illinois Public Community College Act 110 ILCS 805/3-27.1(k), "contracts for goods or services procured from another governmental agency".

Sean Sullivan

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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Tracy Jennings
Secretary

Date

Related forms requiring Board signature: Yes No

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

Meeting of May 21, 2024

ACTION EXHIBIT NO. 17031

SUBJECT: GREEN WAY ENERGY ELECTRIC VEHICLE CHARGING STATIONS

RECOMMENDATION: That the Board of Trustees approve the purchase of Electric Vehicle Charging Stations from Green Way Energy to be paid for by the “Rev Up-Charging into EV Grant” for a not-to-exceed amount of \$80,000 for Fiscal Year 2025.

RATIONALE: Green Way Energy is the representative for Chargepoint Electric Vehicle Chargers. Two of the Charging Stations will be used to replace existing outdated Chargepoint Stations in operation on campus and four units will be used by faculty in classrooms as bench models for teaching purposes. Green Way Energy and the specified Charging Stations are being purchased as part of the Sourcewell Purchasing Cooperative. Utilizing the Sourcewell Cooperative allows Triton to obtain savings on products while providing students and staff with quality equipment.

Sean Sullivan

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

Board Officers' Signatures Required:

_____	_____	_____
Mark R. Stephens Chairman	Tracy Jennings Secretary	Date

Related forms requiring Board signature: Yes No

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

Meeting of May 21, 2024

ACTION EXHIBIT NO. 17032

**SUBJECT: PROFESSIONAL SERVICES AGREEMENT WITH THE
SONNENSCHIN GROUPE**

RECOMMENDATION: That the Board of Trustees approve the Vice President of Business Services to enter into an Agreement with The Sonnenschein Groupe for services limited to recovering any claim Triton College has in the Payment Card Interchange Fee and Merchant Discount Antitrust Litigation. The College processes over \$8 million in credit card transactions yearly primarily for Tuition and Fees. The Merchant Discount Antitrust Litigation is principally about the interchange fees that member banks charge to each other. Triton College shall pay The Sonnenschein Groupe twenty-five percent (25%) of any funds recovered. There is zero cost (\$0.00) to the College if no funds are recovered.

RATIONALE: Engaging The Sonnenschein Groupe for this specific service aligns with Triton College's financial interests. This Agreement focuses on potential recovery from the Payment Card Interchange Fee and Merchant Discount Antitrust Litigation, with compensation to The Sonnenschein Groupe contingent upon successful fund recovery. The initiative is aligned with the College's responsible financial management.

Sean Sullivan

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

Board Officers' Signatures Required:

**Mark R. Stephens
Chairman**

**Tracy Jennings
Secretary**

Date

Related forms requiring Board signature: Yes No

THE SONNENSCHN GROUPE, LLC



DATE _____

VIA EMAIL:

Name
Address

Re: *In re Payment Card Interchange Fee and Merchant Discount Antitrust Litigation*, MDL 1720

Dear _____:

This Agreement will memorialize the engagement of The Sonnenschein Groupe, LLC (the “Company”) to process any claim Triton College (“Client”) may have as a member of the Rule 23(b)(3) Settlement Class pursuant to any settlement or court award in the above-referenced action, which is currently pending in the United States District Court for the Eastern District of New York.

Client represents that it has received Notice of this settlement or that Client is a member of the Rule 23(b)(3) Settlement Class consisting of: All persons, businesses, and other entities that have accepted any Visa-Branded Cards and/or Mastercard-Branded Cards in the United States at any time from January 1, 2004 to January 25, 2019.

Client further represents that it is not a “Dismissed Plaintiff,” a merchant that previously settled and dismissed their own lawsuit, as listed on Appendix B to the Class Settlement Agreement, which can be viewed at <https://www.paymentcardsettlement.com/>. Client consents to the Company’s verification of its claim. In the event that Client does not have a claim, the retention of the Company is null and void. Client agrees to keep the terms of this engagement confidential, except as required by law

Scope of Engagement

The Company expects to render the following services for the Client: (1) conferences with Client and other relevant representatives designated; (2) preparation and submission of all claim forms and any documentation required to substantiate Client’s claim; and (3) communicating, as necessary, with the Claims Administrator as to Client’s claim and any calculation of Client’s claim. Client agrees to promptly provide the Company with all documentation needed to substantiate Client’s claim pursuant to the court-approved claim form.

The Company will not provide any legal advice and/or opinions. Although the Company may employ individuals that are licensed attorneys, Client understands that this is an agreement for **non-legal services only** related to the preparation and submission of Client’s claim. The Company does not provide legal services, no attorney-client relationship is being formed, and the attorney-client privilege does not apply.

The Client shall utilize the Company as its Exclusive Claims Processor for this Antitrust Litigation (MDL 1720) and understands that the Company has the right to use a third-party to administer claim processing. Said third-party may include, but is not limited to, the SRC1 Group, for claim filing and processing.

The Company shall consult with and obtain Client’s approval regarding any major decisions arising in connection with the above-referenced work or with respect to any of the services rendered by the Company pursuant to this Agreement.

Fees for Services Rendered

In consideration of the services rendered, and to be rendered, pursuant to this Agreement, Client has agreed to pay as fees to the Company twenty-five percent (25%) of any recovery Client obtains from the Settlement Fund. Said recovered funds received as the result of Client’s claim will be deposited into a joint escrow trust account operated by the Company and third-party, SRC1 Group, for distribution. All reasonable costs and out-of-pocket expenses necessary to prepare and submit Client’s claim, and to provide other services to be rendered pursuant to this Agreement as outlined above, will be advanced by the Company or Its Third-Party Affiliate, 100% of which will be reimbursed to the Company or said Affiliate solely out of any recovery after application of the twenty-five percent contingency fee.

The Company’s engagement will conclude when the Claims Administrator makes payment. The Company assumes no responsibility for any associated allocation, distribution, tax or any post-payment issue(s).

Dispute Resolution

Although we do not expect any disputes to arise between the Client and the Company, if a dispute does in fact arise, all parties agree that the exclusive venue for any action arising under or in any way related to this Agreement shall be DuPage County, Illinois. The parties expressly waive any objection or defense that such venue is an inconvenient or otherwise improper forum for any dispute arising under or in any way related to this Agreement. The parties also waive any and all objections to personal jurisdiction as they may relate to the enforcement of the terms of this Agreement in DuPage County, Illinois.

Law Governing this Agreement

This Agreement shall be interpreted and enforced pursuant to the laws of the State of Illinois, both substantive and procedural, regardless of choice of law principles.

Entire Understanding Between Parties

This Agreement represents the entire Agreement between the parties with respect to the engagement of the Company for the Client in this matter. The parties acknowledge that they have not relied upon any representations made by another party or other person as an inducement to enter into this Agreement. Client acknowledges that the Company has made no guarantee as to the outcome of this matter or the amount recoverable in connection with Client’s claim. Further, the parties acknowledge that no representations have been made, other than those expressly set forth in this Agreement. No amendment, waiver or modification of any other terms and conditions set forth in this Agreement shall be effective unless in writing, signed by both parties.

If this Agreement accurately reflects the terms of our representation of Client in this matter, please sign and date in the space provided below and e-mail an executed copy of the Agreement to the Company. This Agreement may be signed in one or more counterparts, all of which shall be deemed original.

We look forward to working with you in this matter and thank you again for your confidence and trust.

Sincerely,
The Sonnenschein Groupe, LLC

AGREED AND ACCEPTED:

By: _____
CLIENT Sean Sullivan
Vice President of Business Services

DATE

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

Meeting of May 21, 2024

ACTION EXHIBIT NO. 17033

SUBJECT: RENEWAL AGREEMENT WITH WATERMARK INSIGHTS, LLC

RECOMMENDATION: That the Board of Trustees approve a two-year renewal Maintenance Agreement with Watermark Insights, LLC. This Agreement provides a site license to their SmartCatalog product and their Bronze Service Package. The terms of this Agreement run from August 1, 2024 through June 30, 2026, for a cost of \$18,753.64 in FY25 and \$21,381.45 in FY26 for a total 23 month cost to the College of \$40,135.09.

RATIONALE: This two-year Agreement will provide Triton with a continued streamlined process for updating of the Triton College catalog and also contains built in approval and tracking mechanisms. SmartCatalog is a provider of a cross-platform publishing software allowing Triton to automate the publication of printed and online college catalogs. The Bronze Service Package includes in-person and remote training as well as technical support on all Watermark products. Purchase of data processing software is exempt from bidding by state statute. (110 ILCS 805/3-27.1(f))

Sean Sullivan

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

Board Officers' Signatures Required:

_____	_____	_____
Mark R. Stephens Chairman	Tracy Jennings Secretary	Date

Related forms requiring Board signature: Yes No



watermark™

10900 STONELAKE BLVD, QUARRY OAKS II, SUITE B350, AUSTIN, TX 78759

ORDER FORM

Address and Quote Information

Triton College
2000 5th Ave
River Grove, Illinois, 60171-1995

Quote #: Q-27228
Quote Expiration: 05/31/2024
Prepared for: Michael Garrity
Prepared by: Susie Akey

UNITID: 149532

Commercial Terms

Contract Start Date*: 08/01/2024
Contract End Date*: 06/30/2026
Subscription Period: 23 Months

Payment Terms: Net 30
Billing Frequency: Annual

Order Details

Subscription Services					
Product/Service	Program	Subscription Dates	Qty	*UOM	Total
Term 1					
Curriculum Strategy - Catalog	Campus Wide	08/01/2024 - 06/30/2025	1	Student FTE	\$16,920.31
Bronze Service Package		08/01/2024 - 06/30/2025	1	Each	\$1,833.33
Term 1 Total:					\$18,753.64

Product/Service	Program	Subscription Dates	Qty	*UOM	Total
Term 2					



Curriculum Strategy - Catalog	Campus Wide	07/01/2025 - 06/30/2026	1	Student FTE	\$19,381.45
Bronze Service Package		07/01/2025 - 06/30/2026	1	Each	\$2,000.00
Term 2 Total:					\$21,381.45

Contract Total	\$40,135.09
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*UOM stands for Unit of Measure

Terms and Conditions

Governing Agreement

Use of Watermark Software and Services is subject to the terms and conditions of the Organization Subscription Agreement; which can be found at, <https://www.watermarkinsights.com/legal/msa/>. This Agreement is entered into as of the date on which the Order Form is fully executed by the Parties (the 'Effective Date').

Professional Services

Organization's purchase of Implementation Services shall expire six (6) months from the date of execution of the Order Form. Organization's purchase of Professional Services, other than Implementation Services, shall expire twelve (12) months from the date of execution of the Order Form.

Billing Information

Billing Contact Name: Mr. Michael Garrity
Billing email: michaelgarrity@triton.edu



Each person signing this Agreement on behalf of a party warrants that he/she is authorized to sign it and to bind that party by his/her signature.

Watermark Insights, LLC

Triton College

Signature:

Signature:

Name: Erin Shy

Name: Mark R. Stephens

Title: CEO

Title: Board Chairman

Date:

Date:

Legal Approval:

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

Meeting of May 21, 2024

ACTION EXHIBIT NO. 17034

**SUBJECT: RENEWAL AGREEMENT WITH
INTEGRATED DOCUMENT TECHNOLOGIES, INC. (IDT) FOR
CAPSYS CAPTURE AND FILEBOUND**

RECOMMENDATION: That the Board of Trustees approve a three-year renewal Maintenance Agreement with IDT. This Agreement provides a subscription license to their Capsys Capture Platform, FileBound Cloud Platform and one upgrade to each platform. The terms of this Agreement will run from July 1, 2024 through June 30, 2027. The annual cost of the renewal will be \$90,484.05. The total cost of the three fiscal year Agreement will be \$271,452.15.

RATIONALE: This three-year Agreement will provide Triton with the image capture platform and cloud-based document management system being used by Human Resources, Admissions, Financial Aid, Business Services and Student Services. IDT provides the College with updated and supported technology, 24/7 hosting in addition to monitoring services. Purchase of data processing software is exempt from bidding by state statute. (110 ILCS 805/3-27.1(f))

Sean Sullivan

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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Tracy Jennings
Secretary

Date

Related forms requiring Board signature: Yes No

Triton Three Year Contract For FileBound and CAPSYS



Integrated Document Technologies, Inc. (IDT)
 1009 W. Hawthorn Drive
 Itasca, IL 60143
 Phone: (630) 875-1100
 Fax: (630) 875-1101

Triton College
 2000 5th Ave
 River Grove, IL 60171
 Michael Garrity
michaelgarrity@triton.edu

Prepared by: David Raboin, Senior Engagement Manager
 4/19/24

Triton Three Year Contract For FileBound and CAPSYS CAPTURE

QTY	DESCRIPTION	Unit Price	Contract Price
1	3 Year CAPSYS CAPTURE Online Subscription	\$23,336.33	\$70,008.99
1	3 Year FileBound Cloud Subscription	\$63,187.72	\$189,563.16
1	3 Year Professional Services Subscription for 1 upgrade per system During the 3-year contract, IDT will perform one upgrade for CAPSYS During the 3-year contract, IDT will perform one upgrade for Filebound	\$3,960.00	\$11,880.00
Assumptions: This quote does not include any system modification during the upgrade of each system. Triton will work with IDT to schedule each system upgrade during contract period.			
Annual Subscription cost per year for 3 years:			\$90,484.05
Total Contract Cost:			\$271,452.15

Terms: This order is subject to the contractual terms and conditions in the Master Agreement between Triton College and IDT.

Year 1 of 3 years Annual Subscription Cost Due at renewal date: \$90,484.05

Please note: Assumes user acceptance testing and go-live will be completed within 30 days after the system upgrade is deployed for testing. IDT reserves the right to bill some portion of the final milestone before project completion should the customer delay user acceptance testing or move into production for more than 30 days.

 Mark R. Stephens, Board Chairman
Triton College Authorized Signature and PO# (if applicable)

Date

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

Meeting of May 21, 2024

ACTION EXHIBIT NO. 17035

SUBJECT: RAVE MOBILE SAFETY, SERVICE AGREEMENT

RECOMMENDATION: That the Board of Trustees approve a three-year renewal Agreement with Rave Mobile Safety (a/k/a Rave Alert). This Agreement provides the emergency notification platform. The terms of this Agreement will run from July 1, 2024 through June 30, 2027. The annual cost of the renewal will be \$15,061.32. The total cost of the three-year Agreement will be \$45,183.96.

RATIONALE: Rave Mobile Safety provides Triton College with a hosted emergency notification platform that integrates with the Triton College/Rave Guardian safety application. The platform provides the ability to send SMS, Email, Voice, Social Media, Dynamic Signage and RSS feeds. The Agreement allows unlimited templates and unlimited number of groups in the platform. Messages can be sent from desktop or mobile device and the platform provides a secure, dependable interface.

Sean Sullivan

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

Board Officers' Signatures Required:

Mark R. Stephens Chairman	Tracy Jennings Secretary	Date
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Related forms requiring Board signature: Yes No



492 Old Connecticut Path, 2nd Floor
Framingham, MA 01701
Renewals@ravemobilesafety.com

RAVE MOBILE SAFETY RENEWAL

Hello,

Your Alert w/Voice service contract is set to expire on **July 1, 2021**. Enclosed on Page 2 is a Rave Mobile Safety Renewal Quote for your review. Please return a signed copy of this Renewal Quote 30 days prior to your Renewal Date.

If you would like to take advantage of either the 3-year (Option B) or 5-year (Option C) discounted renewal term pricing options, please return a signed Renewal Quote and/or a Purchase Order reflecting your preferred Option, 30 days prior to your Renewal Date.

Thank you,
Rave Renewals Team
Renewals@ravemobilesafety.com

INSTRUCTIONS FOR COMPLETING RENEWAL:

1. Select Renewal Option A, B or C on enclosed Renewal Quote
2. Complete required Billing Information section
3. Sign in signature block at bottom of Renewal Quote
4. Return via email or fax:
E: Renewals@ravemobilesafety.com
F: (917) 591-9105

THIS IS NOT AN INVOICE



492 Old Connecticut Path, 2nd Floor
 Framingham, MA 01701
 Renewals@ravemobilesafety.com

RENEWAL QUOTE

Date: April 6, 2021
 Quote #0065A00001YgFWYQA3

Triton College
 Attn: Accounts Payable
 2000 Fifth Avenue
 River Grove, Illinois 60171

<input type="checkbox"/> OPTION A – 1 Year Renewal	
1 yr Renewal - July 1, 2021 through June 30, 2022	
Rave Alert Basic Annual License	\$6,869.40
Rave Voice Add-on Annual License	\$6,869.40
Rave Smart Loader Annual Integration	\$2,060.82
Premium SMS Messaging for Rave Alert	\$0.00
CAP inbound/outbound API for Rave Alert	\$0.00
Rave Alert Social Media Integration	\$0.00
Annual Cost:	\$15,799.62

<input type="checkbox"/> OPTION B – 3 Year Renewal	
1st yr of 3 yr Renewal – July 1, 2021 through June 30, 2022	
Rave Alert Basic Annual License	\$6,420.00
Rave Voice Add-on Annual License	\$6,420.00
Rave Smart Loader Annual Integration	\$1,926.00
Premium SMS Messaging for Rave Alert	\$0.00
CAP inbound/outbound API for Rave Alert	\$0.00
Rave Alert Social Media Integration	\$0.00
Annual Cost:	\$14,766.00
<i>Total Contract Value:</i>	<i>\$44,298.00</i>
<i>(To be paid in the amount of \$14,766.00 per year)</i>	

<input type="checkbox"/> OPTION C – 5 Year Renewal	
1st yr of 5 yr Renewal – July 1, 2021 through June 30, 2022	
Rave Alert Basic Annual License	\$6,099.00
Rave Voice Add-on Annual License	\$6,099.00
Rave Smart Loader Annual Integration	\$1,829.70
Premium SMS Messaging for Rave Alert	\$0.00
CAP inbound/outbound API for Rave Alert	\$0.00

THIS IS NOT AN INVOICE

Rave Alert Social Media Integration	\$0.00
Annual Cost:	\$14,027.70
<i>Total Contract Value:</i> <i>(To be paid in the amount of \$14,027.70 per year)</i>	<i>\$70,138.50</i>

All terms and conditions of the fully executed agreement shall remain in full force and effect. Renewal Quote does not include Sales Tax, if applicable.

THIS IS NOT AN INVOICE

*** BILLING INFORMATION (Required):**

* Billing Contact: _____

* Billing Phone: _____

* Billing Email: _____

* PO Required? If YES, enter PO #: _____

Please Note: If a PO is required for payment purposes, please provide a PO # within 7 days of submitting your signed quote or upon receipt of Auto-Renewal Invoice

BILLING INFORMATION:

1. Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the final Invoice.
2. Is the contracting entity exempt from sales tax? If yes, please upload a copy of your tax exemption form

Please ensure that your proof of exemption is a State Tax Exemption for your billing state. We cannot accept proof of IRS Federal Tax Exemption or W-9 forms in lieu of proof of state tax exemption.

Invoices for this order will be emailed automatically from collections@ravemobilesafety.com. Please make sure this email is on an approved setting or safe senders list so notifications do not go to a junk folder or caught in a spam filter.

QUOTE ACCEPTED BY:

Authorized Signature: _____ Date: _____

Name (Printed or Typed): Mark. R. Stephens Title: Board Chairman

2nd Authorized Signature: _____ Date: _____
(If required)

Name (Printed or Typed): _____ Title: _____

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

Meeting of May 21, 2024

ACTION EXHIBIT NO. 17036

**SUBJECT: HEARTLAND BUSINESS SYSTEMS – PURCHASE OF COMPUTER
HARDWARE, SOFTWARE AND PERIPHERALS**

RECOMMENDATION: That the Board of Trustees approve the purchase of computer hardware, software and services from Heartland Business Systems for Fiscal Year 2025 in a not-to-exceed amount of \$450,000.

RATIONALE: This equipment will be used for computer labs, classrooms, faculty and staff throughout the campus and is part of Triton’s technology refresh cycle. Eighty-five percent (85%) of this equipment is directly utilized in student areas such as classrooms, Library, Academic Success Center, Testing Center, Student Life, ESL Programs, Continuing Education Programs, Scholar Programs and other student used extra-curricular areas. Heartland Business Systems is the designated governmental and educational desktop computer vendor for Triton College. Purchases of data processing equipment and software are exempt from bidding by state statute. (110 ILCS 805/3-27.1(f))

Sean Sullivan

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

Board Officers’ Signatures Required:

_____	_____	_____
Mark R. Stephens Chairman	Tracy Jennings Secretary	Date

Related forms requiring Board signature: Yes No

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

Meeting of May 21, 2024

ACTION EXHIBIT NO. 17037

SUBJECT: AMERICAN DIGITAL – PURCHASE OF NETWORK HARDWARE

RECOMMENDATION: That the Board of Trustees approve the purchase of network hardware, services and support from American Digital for Fiscal Year 2025 in a not-to-exceed amount of \$200,000.

RATIONALE: This network hardware will be used for network updating and network expansion across campus. Additional IP (internet protocol) devices on campus such as phones, access points, security cameras, access control and smart technology for classrooms all depend on increased capacity of network infrastructure. American Digital is the designated Hewlett Packard hardware vendor for Triton College. Purchase of data processing equipment is exempt from bidding by state statute. (110 ILCS 805/3-27.1(f))

Sean Sullivan

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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Tracy Jennings
Secretary

Date

Related forms requiring Board signature: Yes No

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

Meeting of May 21, 2024

ACTION EXHIBIT NO. 17038

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

RECOMMENDATION: That the Board of Trustees approve the purchase of computer software, services and peripherals from CDW Government for Fiscal Year 2025 in a not-to-exceed amount of \$100,000.

RATIONALE: This equipment will be used for computer labs, classrooms, faculty and staff throughout the campus and is part of Triton’s technology refresh cycle. It will allow the purchase of Microsoft Products, Apple Products, Adobe Products, Educational Software Products, Office Equipment and Computer Peripherals. Eighty-five percent (85%) of this equipment is directly utilized in student areas such as classrooms, Library, Academic Success Center, Testing Center, Student Life, ESL Programs, Continuing Education Programs, Scholar Programs and other student used extra-curricular areas. CDW Government delivers pricing under the IPHEC-N-1 Computer Peripherals purchasing contract. Purchases of data processing equipment and software are exempt from bidding by state statute. (110 ILCS 805/3-27.1(f))

Sean Sullivan

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

Board Officers’ Signatures Required:

_____	_____	_____
Mark R. Stephens Chairman	Tracy Jennings Secretary	Date

Related forms requiring Board signature: Yes No

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

Meeting of May 21, 2024

ACTION EXHIBIT NO. 17039

SUBJECT: USABLENET SERVICE RENEWAL

RECOMMENDATION: That the Board of Trustees approve a two-year renewal Agreement with UsableNet. This Agreement provides a web accessibility solution for the Triton College website. The terms of this Agreement will run from July 1, 2024 through June 30, 2026. The annual cost of the renewal will be \$13,283. The total cost of the two fiscal year Agreement will be \$26,566.

RATIONALE: UsableNet provides Triton College with a web accessibility solution that brings the Triton College website into Web Content Accessibility Guidelines(WCAG) and Americans with Disabilities Act (ADA) compliance. Infrastructure and support are needed to maintain a 99.9% uptime of the platform. Support for routine content changes, management of end-user feedback, and a 24/7 support line to log-in customers.

Sean Sullivan

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

Board Officers' Signatures Required:

**Mark R. Stephens
Chairman**

**Tracy Jennings
Secretary**

Date

Related forms requiring Board signature: Yes No

UsableNet Assistive Service Contract Renewal

Triton College

Attention: Michael Garrity

This UsableNet Assistive Service Renewal (“Renewal”) of the UsableNet Master Services Agreement dated February 12, 2020 (as amended from time to time, the “Agreement”) is entered into as of the date this Renewal is executed by both parties set forth on the signature page hereto, and is by and between Triton College, with offices at 2000 Fifth Avenue River Grove, IL 60171 (“Customer”), and UsableNet Inc., with offices at 500 Seventh Avenue, 8th Floor, New York, NY 10018 USA (“UsableNet”).

WHEREAS, the parties have entered into the Agreement for certain services to be provided by UsableNet; and

WHEREAS, the parties desire to amend and renew the terms and conditions of the Agreement as set forth herein; and

NOW THEREFORE, the parties, for good and valuable consideration, mutually agree as follows:

1. UsableNet Assistive Services.

As of the Effective Date (as defined herein), UsableNet shall provide, and Customer shall purchase, the services set forth in Section A below (“Services”) for the Managed Service Fee and the Renewal Term (as defined herein) selected by Customer in Section B below, and the Agreement shall be extended for such Renewal Term.

Section A:

Product	Managed Service Description
UsableNet Assistive Renewal	<p>Renewal of UsableNet Assistive Service Contract Renewal to support fully managed version of UsableNet Assistive to provide dynamic text only version of the Triton College website.</p> <p>This ongoing managed service (UsableNet Assistive is a technology platform provided as a fully managed service) includes maintenance, support, and updates to the UsableNet Assistive platform.</p>

- The Managed Service includes availability of the UsableNet Assistive platform to users worldwide, infrastructure and support needed to maintain a 99.9% uptime of the platform, support for routine content changes, management of end-user feedback, and a 24/7 support line to log-in Customer or end user issues.
- The UsableNet Assistive platform extends the current (in scope) functionality of web site (or other provided source) to display and create a successful experience for assistive devices.

Section B:

Select One	Renewal Term	Managed Service Fee	Total Managed Service Fee for the Renewal Term
<input type="checkbox"/>	12 Months (1 Years) <i>July 1, 2024- June 30, 2025</i>	\$13,886	\$13,886
<input type="checkbox"/>	24 Months (2 Years) <i>July 1, 2024- June 30, 2026</i>	\$13,283	\$26,566

- Managed Service Fees are billed on an annual basis, in advance of the period being served.

2. Term and Termination.

- Effective Date.** The renewal of the current Agreement shall commence July 1, 2024 (the “Effective Date”) and shall continue for the term selected by Customer in Section 1B above (“Renewal Term”).
- Renewal Term.** Notwithstanding anything to the contrary in the Agreement, upon expiration of the Renewal Term, the Agreement shall automatically renew for successive periods of the same term selected herein (each, an additional “Renewal Term”), unless either party provides written notice of termination which is received by the non-terminating party not less than thirty (30) days prior to the end of the then current Renewal Term.
- Termination Date.** The Agreement shall terminate on the last day of the Renewal Term in which either party has provided notice of termination sufficient to avoid an automatic renewal pursuant to paragraph 2(b) above. Notwithstanding anything to the contrary in the Agreement, the Agreement shall not be terminable by the parties without cause, except as set forth in paragraphs 2(b) and 2(c).

UsableNet Assistive Service Contract Renewal

d. Rate Adjustment. UsableNet shall be permitted to propose adjustments to the Managed Service fee it charges Customer for any Renewal Term by providing written notice of the proposed rate change no less than sixty (60) days prior to the beginning of a subsequent term.

3. Payment.

UsableNet accepts purchase orders and payments either via paper check or electronically (i.e.: ACH, EFT, Wire). The terms for payment are in accordance with the Agreement. All fees are in United States dollars (USD) and are exclusive of sales and use taxes, which if applicable, shall be applied to the invoice total.

Please return this Renewal and applicable purchase order to Ruth Fuller at the contact information below:

- Email: Ruth.Fuller@UsableNet.com
- Address:
UsableNet Inc.
500 Seventh Avenue, 8th Floor
New York, NY 10018 USA

4. Miscellaneous

a. As it relates to the services being contemplated hereunder, in the event that Customer is involved in any litigation or other action with a party other than UsableNet, and Customer requires UsableNet to participate in such action pursuant to a subpoena or Customer’s request, including, but not limited to, producing documents or acting as a witness, Customer shall bear all reasonable fees (including attorneys’ fees), incurred by UsableNet in responding to such subpoena or request.

The terms of the Agreement and this Renewal shall prevail notwithstanding any conflicting terms or conditions which may appear on, or be incorporated by reference in, a purchase order. Any other terms or conditions, whether additional, different or inconsistent with those of the Agreement or this Renewal presented in connection with a purchase order shall be void and of no effect, and will not be considered an amendment to the Agreement or this Renewal unless it is in writing signed by both parties, expressly referencing the Agreement or this Renewal and the section(s) being modified. This Renewal shall be governed by the governing law of the Agreement.

Except as amended herein, all other terms and conditions of the Agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Renewal as of the date below.

Triton College

UsableNet Inc.

Signed: _____

Print Name: Mark R. Stephens

Title: Board Chairman

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

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

Meeting of May 21, 2024

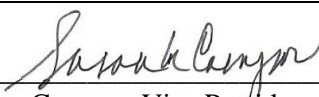
ACTION EXHIBIT NO. 17040

SUBJECT: MOU WITH NORTH EAST MULTI-REGIONAL TRAINING, INC.

RECOMMENDATION: That the Board of Trustees approve the Memorandum of Understanding between Triton College and North East Multi-Regional Training, Inc. (NEMRT). This Agreement will be effective when signed and run through June 30, 2025. It will automatically renew for successive one (1) year terms ending June 30th of each year until terminated by either party. Either party may terminate this Agreement at any time by providing written notice of at least one hundred eighty (180) days in advance of the proposed termination date. Any programs in session at the time of termination will be allowed to conclude as scheduled under the terms and conditions stated herein.

RATIONALE: NEMRT has offered a part-time Training Academy at Triton College for over 25 years. The College provides classroom space in the R building, one office space, plus scheduled use of the fitness center mat room for NEMRT cadets. NEMRT enrolls its participants in Triton College Criminal Justice Administration courses. There is no cost to the college for this Agreement.

Submitted to Board by: _____


Dr. Susan Campos, Vice President of Academic Affairs

Board Officers' Signatures Required:

Mark R. Stephens
Board Chairman

Tracy Jennings
Secretary

Date

Related forms requiring Board signature: Yes No

MEMORANDUM OF UNDERSTANDING
Between
Community College District 504 and North East Multi-Regional Training, Inc.

This Agreement made by and between Community College District 504, commonly known as Triton College (hereinafter “the College”) and North East Multi-Regional Training, Inc. (hereinafter “NEMRT”).

WHEREAS, it is the desire of the NEMRT to utilize facilities at the College; and

WHEREAS, the College is willing and able to make its facilities available to NEMRT for its Part-time Training Academy under the terms and conditions stated herein.

NOW THEREFORE, in consideration of the mutual promises and agreements hereinafter set forth, the College and NEMRT agree as follows:

I. GENERAL REQUIREMENTS

- A. This Agreement is for the sole and limited purpose of providing services, as defined herein, to the NEMRT Part-time Training Academy.
- B. Nothing herein shall be deemed to create any association or joint venture between the College and NEMRT, as an organization or its staff or instructors, and NEMRT staff and instructors are not considered as employees of the College for any purpose, and are not entitled to any of the benefits that accrue to or are provided by the College to its employees, including the accrual of tenure.
- C. Nothing herein shall be deemed to create an employee-employer relationship between the College and NEMRT staff and instructors, and NEMRT staff and instructors are not to be considered as employees of the College for any purpose, and are not entitled to any of the benefits that accrue to or are provided by the College to its employees.
- D. No individual will be discriminated against by either Party hereto on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, gender identity, physical or mental handicap, an unfavorable discharge from military service, or any other factor as protected or prohibited by law, rule or regulation.
- E. The parties shall maintain in force throughout the duration of this Agreement comprehensive liability insurance providing coverage against all claims, demands, and loss of judgment arising out of any act or omission of the agents, employees, and students of the Parties. This Policy shall provide coverage against the aforementioned risks in the amount of not less than two million dollars (\$2,000,000) per occurrence and five million dollars (\$5,000,000) aggregate. Each party shall name the other as an additional insured and certificates of insurance shall be available upon request.

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

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

II. NORTH EAST MULTI-REGIONAL TRAINING, INC. PART-TIME TRAINING ACADEMY

NEMRT shall:

- A. Abide by all College policies and procedures; and
- B. Maintain total responsibility for all staff and instructors providing instruction to NEMRT Part-time Training Academy participants at no cost or expense to the College; and
- C. Maintain total responsibility for the educational and supervision needs of all NEMRT Part-time Training Academy participants enrolled in the program; and
- D. Assume any and all costs associated with the program, including any special needs requirements of NEMRT Part-time Training Academy participants enrolled only in instructional courses; and
- E. Certify that it maintains a written sexual harassment policy in conformance with 775 ILCS 5/2-105; and
- F. If NEMRT has more than 25 employees, NEMRT certifies that it provides a Drug-Free Workplace in compliance with the Drug-Free Workplace Act 30 ILCS 580/1 et. seq.

III. COLLEGE RESPONSIBILITIES

The College shall:

- A. Provide classroom space in the R building, one office space, plus use of the Mat Room, available as arranged with the appropriate area College dean.

IV. JOINT RESPONSIBILITIES

Both Parties to the Agreement shall:

- A. Have the right to request conferences to be scheduled at regular intervals for the purpose of planning, discussing, and enhancing the Programs.
- B. Protect the privacy of all personal information in a manner consistent with applicable federal and state law regulations, including but not limited to the Illinois Freedom of Information Act and the Family Educational Rights and Privacy Act (“FERPA”).

V. ADDITIONAL TERMS

It is further agreed by the Parties that:

- A. This Agreement shall commence upon the execution of the Agreement by duly authorized officers of the parties hereto and shall be for a term ending June 30, 2025.
- B. This Agreement will automatically renew for additional one (1) year terms ending June 30th of each year of the Agreement, unless terminated under the notice provisions of the Agreement as provided herein.
- C. Either party may terminate this Agreement at any time by providing written notice, signed by the authorized agents of the parties, one hundred eighty (180) days in advance of the proposed termination date. Any programs underway at the time of termination shall be permitted to conclude as scheduled under the terms and conditions stated herein.
- D. In the event that said insurance coverage lapses or fails to conform to the requirements as stated herein and such nonconformity continues for ten (10) days, this Agreement shall automatically terminate.
- E. The terms and conditions of this Agreement may be amended or deleted and new provisions may be added from time to time upon written agreement of the authorized agents of the Parties.
- F. This writing shall constitute the sole agreement between the Parties.
- G. This Agreement is executed by an authorized representative of the College in the representative’s official capacity only and the representative shall have no personal liability under the Agreement.
- H. This Agreement shall be governed by the construed in accordance with the substantive laws of the State of Illinois regardless of any conflict of laws provision. All disputes arising out of the Agreement, wherever derived, will be resolved in the Circuit Court of Cook County, Illinois.
- I. Notice required to be sent hereunder shall be sent by prepaid registered or certified mail, return receipt requested, and shall be effective upon delivery.

If to the College:

Dr. Susan Campus
Vice President, Academic Affairs
Triton College
2000 Fifth Avenue
River Grove, IL 60171

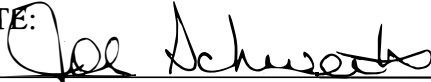
cc: Ms. Sarie E. Winner
Winner Law
2344 W. Melrose Street
Chicago, IL 60618

If to North East Multi-Regional Training, Inc.

Mr. Joe Schweihs
North East Multi-Regional Training, Inc.
1717 Park Street, Suite 303
Naperville, IL 60563

J. Time is of the essence of this Agreement

FOR AFFILIATE:



Joe Schweihs
Director, NEMRT

Date: 4/5/2024

FOR COLLEGE:

Mark R. Stephens
Board Chairman

Date: _____

Tracy Jennings
Board Secretary

Date: _____

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

Meeting of May 21, 2024

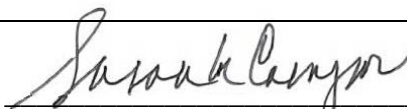
ACTION EXHIBIT NO. 17041

SUBJECT: DISTRICT 97 CAREER EXPLORATION CAMP

RECOMMENDATION: That the Board of Trustees approve an Agreement with Oak Park Elementary School District 97 (D97) to offer a 3-week career exploration camp for up to seventy (70) D97 students. The camp will provide students the opportunity to explore diverse occupations and meet professionals in the field. It is to be held primarily on the Triton campus, and is scheduled to begin June 10 and conclude on June 27, running from 11:30 AM – 3:30 PM. D97 will provide recruitment of students. Triton will provide instruction, classroom/lab space, materials/supplies, daily lunch, and transportation to the Week 2 field trip sites. Triton and D97 staff will be jointly responsible for the supervision of students while on campus and on field trips, and all staff will receive background checks conducted by D97 and paid for by Triton. Transportation between Triton and D97 Middle Schools will be provided by D97. Expenditures will not exceed \$38,000 and will be covered through the Trades School I Grant.

RATIONALE: Approval of this Agreement will expand the college's outreach in the community and promote early recruitment. It will also educate district youth and their families on the variety of career and educational opportunities available at the college.

Submitted to Board by: _____



Dr. Susan Campos, Vice President of Academic Affairs

Board Officers' Signatures Required:

**Mark R. Stephens
Board Chairman**

**Tracy Jennings
Secretary**

Date

Related forms requiring Board signature: Yes No

**AGREEMENT BETWEEN
ILLINOIS COLLEGE DISTRICT 504**

AND

BOARD OF EDUCATION OF OAK PARK ELEMENTARY SCHOOL DISTRICT 97

This Partnership Agreement Concerning the Career Exploration Program (“Agreement”) is entered into as of the _____ day of _____, 2024, by and between the Board of Education of Oak Park Elementary School District 97, Cook County, Illinois (“the District”) and the Community College District 504, Cook County, Illinois, commonly known as Triton College (“Triton”), and each a “Party” and collectively, the “Parties”.

RECITALS

WHEREAS, College for Kids (the “Program”) is a career exploration program implemented by Triton College designed to provide middle school-aged students with the opportunity to learn about different career fields and the skills needed to go into various occupations;

WHEREAS, the Parties acknowledge that bringing career exploration and awareness to the District’s students provides significant benefits including exposure to a college campus, introduction to new career opportunities, and access to state-of-the-art labs, which helps plant the seed of postsecondary education and can aid students in heading towards a career pathway;

WHEREAS, the Parties previously entered into a Partnership Agreement to implement the Career Exploration Program and desire to implement a similar program over the Summer of 2024 through this agreement;

WHEREAS, the Parties seek to implement the Program during the District’s summer break, from June 10 – June 27 2024;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the Parties agree as follows:

1. **INCORPORATION OF PREAMBLE RECITALS.** The above preamble recitals shall be considered a part of this Agreement and shall be binding upon the Parties hereto.
2. **TRITON’S RESPONSIBILITIES.**
 - a. **Program Offerings.** The Parties shall collaborate to offer customized programming throughout the summer of 2024 that fits timeframes and durations that are convenient for Triton College, the District, and its students. All parties shall, at their sole discretion, determine when Program offerings are convenient and may decline any offer that it deems to be inconvenient.
 - b. **Program Design.** Triton shall design a three-week summer camp program focused on career exploration. Week one will included College for Kids Camp where students will be allowed to select one major concentration of study and one minor concentration of study. Majors and minors shall include various areas of study and will be offered based on the availability of instructors and class/lab space, in Triton’s sole discretion. Week two will include three off-site field trips that focus solely on careers in the trades. Students will meet professionals and

get a firsthand look at them working in the field. Finally, week three will focus solely on health careers where students will explore and role-play the key responsibilities of employees in the healthcare field. They will learn about various common diseases, broken bones, hypothermia, snake bites, how to use a stethoscope, and how to perform CPR and the Heimlich maneuver. Steps on what it takes to enter into the healthcare field will also be discussed during the week.

- c. **Advertising and Placement of Students.** The Parties shall collaborate to develop marketing information and a cohesive enrollment process, explaining the Program offerings and design that the District can use to advertise the Program to District students and families. Triton shall allow students to select their top three major and top three minor areas of study and shall place students in their highest available major and minor course of study based on availability. There shall be no financial obligation incurred by Triton in the development or distribution of the marketing materials.
- d. **Safety and Supervision.** For the purpose of ensuring student safety and supervision of District students during Program activities, the Parties shall be jointly responsible for safety and supervision, including all responsibility related to the education, care, and wellbeing of District students at all times that District students are present on Triton's campus. Triton shall be solely responsible for its property (real property and personal property such as equipment and tools) while District students are on Triton's campus.

The Parties shall be jointly responsible for safety and supervision, including all responsibility related to the education, care, and wellbeing of District students at all times that District students are present on field trips and on buses during transportation between the Triton College and field trip locations.

- e. **Transportation.** Triton shall provide transportation to and from off-site field trip locations from the Triton College and shall bear the transportation costs.
- f. **Costs.** Triton shall be solely responsible for all costs associated with the Program's instructors, materials, supplies, lunches, and activities.

3. DISTRICT'S RESPONSIBILITIES

- a. **Student Sign-Up.** The District shall be responsible for circulating initial information regarding the scope of the Program and dates of the Program to parents/guardians and shall obtain parent/guardian consent for student participation. The District shall assist in facilitating any subsequent requests for information between Triton and District students, including additional forms, contracts, and contact information.
- b. **Transportation.** The District shall provide transportation to and from Triton College from the District's middle schools and shall bear the transportation costs. The District shall also provide any logistics necessary for the pickup and drop off locations at the middle schools.
- c. **Safety and Supervision.** For the purpose of ensuring student safety and supervision of District students during Program activities, the District shall provide staff that will accompany District students for supervision and support throughout all Program activities.

The District will be solely responsible for safety and supervision, including all responsibility related to the education, care, and wellbeing of District students at all times that District students are present on buses during transportation between the middle schools and Triton College.

The Parties shall be jointly responsible for safety and supervision, including all responsibility related to the education, care, and wellbeing of District students at all times that District students are present on Triton's campus, field trips, and on buses during transportation between the Triton College and field trip locations.

- d. Costs.** The District shall cover the total costs of transporting the District's students to and from Triton's campus. Aside from the transportation and marketing costs, the District shall not be responsible for any costs associated with the Program.
- e. Background Checks.** The Parties acknowledge that all personnel having direct daily contact with District students are required to complete and pass a background check in accordance with 105 ILCS 5/10-21.9 and employment history review in accordance with "Faith's Law," 105 ILCS 5/22-94. Triton hereby authorizes the District to conduct background checks and employment history reviews on all Triton employees, contractors, agents, or any of its personnel (collectively "Personnel") who will have direct daily contact with District students. Triton shall provide the District with the necessary information and individual's consent to conduct background checks for all Personnel that will have direct daily contact with District students. The District reserves the right at its sole discretion to disqualify any proposed Personnel based on the results of this background check or employment history review. Triton will be solely responsible for covering the cost of all background checks and employment history reviews.

4. TERM AND TERMINATION

- a. Term.** This Agreement shall have an initial term of one year from the effective date. Upon expiration of the initial term, this Agreement shall automatically renew for one-year terms unless any party submits a written termination notice at least 30 days prior to renewal. The Parties agree that that the Program offering will be from June 10 – June 27, 2024.
- b. Termination for Cause.** Should any party fail to meet one or more of its material obligations under this Agreement, and the parties do not resolve the matter informally, any party may give the written notice of its intent to terminate this Agreement for cause, citing the failures with specificity. Upon receipt of such notice, the party in breach shall have ten (10) days to cure the failures cited in the notice. Should the party in breach then fail to timely cure, the Agreement shall terminate for cause following issuance of subsequent notice of failure to cure.
- c. Termination for Convenience.** Any party may terminate this Agreement for any reason by giving the other parties at least thirty (30) days' written notice.

5. MISCELLANEOUS PROVISIONS

- a. Indemnification.** Each party acknowledges that it shall remain responsible for any liability to third parties arising from the actions or omissions of its own employees, contractors, and agents. Each party acknowledges that it shall remain responsible for any liability to its own employees arising from such employment. Each party agrees to indemnify, defend and hold

harmless the other parties and their board members, incorporators, directors, administrators, employees, counsel and agents against any and all claims, suits, actions, damages, costs, charges and expenses, including reasonable court costs and attorneys' fees, and against all liability, losses and damages of any nature whatsoever due to the actions or omissions of the indemnifying party's employees or agents. In no event will either party be jointly and/or severally liable for the actions or omissions of the other party. Triton College and the District, each as an entity and on behalf of its employees, agents, and students, claims any and all governmental immunity as may be established by or set forth under Federal or Illinois law, rule or regulation.

- b. Insurance.** Each party shall procure and maintain at all times during this Agreement, insurance through an insurance company or companies licensed to conduct business in Illinois with coverage and limits as follows:

<u>Type</u>	<u>Limits</u>
Commercial General Liability	
Per Occurrence:	\$2,000,000
Aggregate:	\$5,000,000
Automobile Liability:	\$1,000,000 (combined single limit)
Workers' Compensation:	Statutory Minimum
Umbrella / Excess:	\$2,000,000 aggregate

Each Party shall provide the other parties with a certificate of insurance stating the above referenced limits and naming the other parties as additional insured for all events arising from or related to this Agreement.

- c. Authority.** Each party warrants to the other that it is authorized to execute, deliver and perform this Agreement, in an official capacity only and the representative shall have no personal liability under this Agreement. Each party warrants to the other that execution, delivery and performance of this Agreement do not constitute a breach or violation of any agreement, undertaking, law or ordinance by which that party is bound. Each individual signing this Agreement on behalf of a party warrants to the other party that such individual is authorized, as an officer of the entity, to execute this Agreement in the name of the party on whose behalf he or she executes it.
- d. Binding Effect.** This Agreement shall be binding on the parties and their respective successors. It may not be assigned.
- e. Governing Law.** This Agreement is governed by and shall be interpreted and enforced in accordance with the laws of the State of Illinois. Jurisdiction and venue for all disputes shall be the Circuit Court located in Cook County, Illinois.

- f. **Waivers and Modifications.** No waiver of any term or condition of this Agreement shall be binding or effective for any purpose unless expressed in writing and signed by the authorized agent of the party making the waiver, and then shall be effective only in the specific instance and for the purpose given. This Agreement shall not in any other way be modified except in writing signed by the authorized agents of all parties.
- g. **Notices.** Any notice, payment, request, instruction, or other document to be delivered hereunder shall be deemed sufficiently given if in writing and delivered personally or mailed by certified mail, postage prepaid, as follows:

**Oak Park Elementary Schools
District 97:**

Dr. Ushma Shah
Superintendent
260 Madison Street
Oak Park, IL 60302
Tel: (708) 524-3000
ushah@op97.org

With a Copy to:

Robbins Schwartz
c/o Matthew J. Gardner
55 W. Monroe St., #800
Chicago, IL 60603
mgardner@robbins-schwartz.com

**Community College District 504,
Triton College:**

Dr. Susan Campos
Vice President, Academic Affairs
2000 Fifth Avenue
River Grove, IL 60171
Tel: (708) 456-0300
susancampos@triton.edu

With a Copy to:

Sarie Winner
Winner Law
2344 W. Melrose
Chicago, IL 60618
sariekeller@gmail.com

- h. **Non-Assignability and No Third-Party Beneficiaries.** This Agreement is not transferable or assignable by the parties. There are no third-party beneficiaries to this Agreement.
- i. **Non-Discrimination and Workplace Conduct.** No Party shall not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, an unfavorable discharge from military service, or any other factor as prohibited by law. Each Party certifies that it is an equal opportunity employer, that it maintains a written sexual harassment policy in conformance with 775 ILCS 5/2-105, and maintains a Drug Free Workplace in compliance with applicable law.
- j. **Entire Agreement.** This Agreement expresses the complete and final understanding of the parties with respect to its subject matter. The parties agree that this Agreement shall apply to any Program offerings or activities involving District students occurring at Triton College for the purposes stated herein.
- k. **Execution.** This Agreement may be executed in duplicate counterparts, each of which shall be as effective as the others upon approval and execution by all parties.
- l. **Severability.** If any provisions of this Agreement shall be declared invalid for any reason, such invalidation shall not affect other provisions of this Agreement which can be given effect

without the invalid provisions and to this end the provisions of the Agreement are to be deemed severable.

IN WITNESS WHEREOF, the parties have executed this Agreement on or before, 2024.

Oak Park Elementary Schools District 97:

Sheila Johnson

By: [Sheila Johnson \(Apr 23, 2024 07:37 CDT\)](#)

Community College District 504, Triton College:

By: _____

Mark R. Stephens, Board Chairman

Date: **Apr 23, 2024**

Date: _____

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

Meeting of May 21, 2024

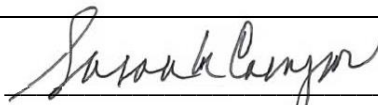
ACTION EXHIBIT NO. 17042

SUBJECT: FRIDAY NIGHT PLACE CAREER EXPLORATION CAMP

RECOMMENDATION: That the Board of Trustees approve an Agreement with community-based organization Friday Night Place (FNP) to offer a 3-week career exploration camp for up to fifty (50) students enrolled in FNP programming. The camp will provide students the opportunity to explore diverse occupations and meet professionals in the field. It is to be held primarily on the Triton campus, and is scheduled to begin June 10 and conclude on June 27, running from 11:30 AM – 3:30 PM. FNP will provide recruitment of students. Triton will provide instruction, classroom/lab space, materials/supplies, daily lunch, and transportation to/from Triton and District 97 Middle School as well as the Week 2 field trip sites. Triton and FNP staff will be jointly responsible for the supervision of students while on campus and on field trips, and all will receive background checks paid for by Triton and conducted by School District 97. Transportation between Triton and District 97 Middle School will be provided by Triton. Expenditures will not exceed \$33,000 and will be covered through the Trades School I Grant.

RATIONALE: Approval of this Agreement will expand the college's outreach in the community and promote early recruitment. It will also educate district youth and their families on the variety of career and educational opportunities available at the college.

Submitted to Board by:



Dr. Susan Campos, Vice President of Academic Affairs

Board Officers' Signatures Required:

**Mark R. Stephens
Board Chairman**

**Tracy Jennings
Secretary**

Date

Related forms requiring Board signature: Yes No

**AGREEMENT BETWEEN
ILLINOIS COLLEGE DISTRICT 504**

AND

FELLOWSHIP COMMUNITY SERVICES, INC. / FRIDAY NIGHT PLACE

This Partnership Agreement Concerning the Career Exploration Program (“Agreement”) is entered into as of the _____ day of _____, 2024, by and between Fellowship Community Services, Inc., a/k/a Friday Night Place (“Friday Night Place”) and the Community College District 504, Cook County, Illinois, commonly known as Triton College (“Triton”), and each a “Party” and collectively, the “Parties”.

RECITALS

WHEREAS, College for Kids (the “Program”) is a career exploration program implemented by Triton College designed to provide middle school-aged students with the opportunity to learn about different career fields and the skills needed to go into various occupations;

WHEREAS, the Parties acknowledge that bringing career exploration and awareness to Friday Night Place’s students provides significant benefits including exposure to a college campus, introduction to new career opportunities, and access to state-of-the-art labs, which helps plant the seed of postsecondary education and can aid students in heading towards a career pathway;

WHEREAS, the Parties previously entered into a Partnership Agreement to implement the Career Exploration Program and desire to implement a similar program over the Summer of 2024 through this agreement;

WHEREAS, the Parties seek to implement the Program during the summer break of Friday Night Place’s students, from June 10 – June 27 2024;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the Parties agree as follows:

1. **INCORPORATION OF PREAMBLE RECITALS.** The above preamble recitals shall be considered a part of this Agreement and shall be binding upon the Parties hereto.
2. **TRITON’S RESPONSIBILITIES.**
 - a. **Program Offerings.** The Parties shall collaborate to offer customized programming throughout the summer of 2024 that fits timeframes and durations that are convenient for Triton College, Friday Night Place, and its students. All parties shall, at their sole discretion, determine when Program offerings are convenient and may decline any offer that it deems to be inconvenient.
 - b. **Program Design.** Triton shall design a three-week summer camp program focused on career exploration. Week one will included College for Kids Camp where students will be allowed to select one major concentration of study and one minor concentration of study. Majors and minors shall include various areas of study and will be offered based on the availability of instructors and class/lab space, in Triton’s sole discretion. Week two will include three off-site field trips that focus solely on careers in the trades. Students will meet professionals and

get a firsthand look at them working in the field. Finally, week three will focus solely on health careers where students will explore and role-play the key responsibilities of employees in the healthcare field. They will learn about various common diseases, broken bones, hypothermia, snake bites, how to use a stethoscope, and how to perform CPR and the Heimlich maneuver. Steps on what it takes to enter into the healthcare field will also be discussed during the week.

- c. **Advertising and Placement of Students.** The Parties shall collaborate to develop marketing information and a cohesive enrollment process, explaining the Program offerings and design that Friday Night Place can use to advertise the Program to Friday Night Place students and families. Triton shall allow students to select their top three major and top three minor areas of study and shall place students in their highest available major and minor course of study based on availability. There shall be no financial obligation incurred by Triton in the development or distribution of the marketing materials.
- d. **Safety and Supervision.** For the purpose of ensuring student safety and supervision of Friday Night Place students during Program activities, the Parties shall be jointly responsible for safety and supervision, including all responsibility related to the education, care, and wellbeing of Friday Night Place students at all times that Friday Night Place students are present on Triton's campus. Triton shall be solely responsible for its property (real property and personal property such as equipment and tools) while Friday Night Place students are on Triton's campus.

The Parties shall be jointly responsible for safety and supervision, including all responsibility related to the education, care, and wellbeing of Friday Night Place students at all times that Friday Night Place students are present on field trips and on buses during transportation between the Triton College and field trip locations.

- e. **Transportation.** Triton shall provide transportation to and from Triton College from the middle school(s) and shall bear the transportation costs. Triton shall also provide transportation to and from off-site field trip locations from the Triton College and shall bear the transportation costs.
- f. **Costs.** Triton shall be solely responsible for all costs associated with the Program's instructors, materials, supplies, lunches, and activities.

3. FRIDAY NIGHT PLACE'S RESPONSIBILITIES

- a. **Student Sign-Up.** Friday Night Place shall be responsible for circulating initial information regarding the scope of the Program and dates of the Program to parents/guardians and shall obtain parent/guardian consent for student participation. Friday Night Place shall assist in facilitating any subsequent requests for information between Triton and Friday Night Place students, including additional forms, contracts, and contact information.
- b. **Transportation.** Friday Night Place shall provide any logistics necessary for parent/guardian pickup and drop off locations at the middle school(s).
- c. **Safety and Supervision.** For the purpose of ensuring student safety and supervision of Friday Night Place students during Program activities, Friday Night Place shall provide staff that will accompany Friday Night Place students for supervision and support throughout all Program activities.

Friday Night Place will be solely responsible for safety and supervision, including all responsibility related to the education, care, and wellbeing of Friday Night Place students at all times that Friday Night Place students are present on buses during transportation between the middle schools and Triton College.

- d. **Costs.** Friday Night Place shall cover the total costs of t-shirts and snacks. Aside from the t-shirts, snacks, and marketing costs, the Friday Night Place shall not be responsible for any costs associated with the Program.
- e. **Background Checks.** The Parties acknowledge that all personnel having direct daily contact with Friday Night Place students are required to complete and pass a background check in accordance with 105 ILCS 5/10-21.9 and employment history review in accordance with “Faith’s Law,” 105 ILCS 5/22-94. Triton hereby authorizes Oak Park Elementary School District 97 to conduct background checks and employment history reviews on all Triton employees, contractors, agents, or any of its personnel (collectively “Personnel”) who will have direct daily contact with Friday Night Place students. Triton shall provide District 97 with the necessary information and individual’s consent to conduct background checks for all Personnel that will have direct daily contact with Friday Night Place students. District 97 reserves the right at its sole discretion to disqualify any proposed Personnel based on the results of this background check or employment history review. Triton will be solely responsible for covering the cost of all background checks and employment history reviews.

4. TERM AND TERMINATION

- a. **Term.** This Agreement shall have an initial term of one year from the effective date. Upon expiration of the initial term, this Agreement shall automatically renew for one-year terms unless any party submits a written termination notice at least 30 days prior to renewal. The Parties agree that that the Program offering will be from June 10 – June 27, 2024.
- b. **Termination for Cause.** Should any party fail to meet one or more of its material obligations under this Agreement, and the parties do not resolve the matter informally, any party may give the written notice of its intent to terminate this Agreement for cause, citing the failures with specificity. Upon receipt of such notice, the party in breach shall have ten (10) days to cure the failures cited in the notice. Should the party in breach then fail to timely cure, the Agreement shall terminate for cause following issuance of subsequent notice of failure to cure.
- c. **Termination for Convenience.** Any party may terminate this Agreement for any reason by giving the other parties at least thirty (30) days' written notice.

5. MISCELLANEOUS PROVISIONS

- a. **Indemnification.** Each party acknowledges that it shall remain responsible for any liability to third parties arising from the actions or omissions of its own employees, contractors, and agents. Each party acknowledges that it shall remain responsible for any liability to its own employees arising from such employment. Each party agrees to indemnify, defend and hold harmless the other parties and their board members, incorporators, directors, administrators, employees, counsel and agents against any and all claims, suits, actions, damages, costs, charges and expenses, including reasonable court costs and attorneys’ fees, and against all liability, losses and damages of any nature whatsoever due to the actions or omissions of the indemnifying party’s employees or agents. In no event will either party be jointly and/or severally liable for the actions or omissions of the other party. Triton College and Friday Night

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

- b. Insurance.** Each party shall procure and maintain at all times during this Agreement, insurance through an insurance company or companies licensed to conduct business in Illinois with coverage and limits as follows:

<u>Type</u>	<u>Limits</u>
Commercial General Liability	
Per Occurrence:	\$2,000,000
Aggregate:	\$5,000,000
Automobile Liability:	\$1,000,000 (combined single limit)
Workers' Compensation:	Statutory Minimum
Umbrella / Excess:	\$2,000,000 aggregate

Each Party shall provide the other parties with a certificate of insurance stating the above referenced limits and naming the other parties as additional insured for all events arising from or related to this Agreement.

- c. Authority.** Each party warrants to the other that it is authorized to execute, deliver and perform this Agreement, in an official capacity only and the representative shall have no personal liability under this Agreement. Each party warrants to the other that execution, delivery and performance of this Agreement do not constitute a breach or violation of any agreement, undertaking, law or ordinance by which that party is bound. Each individual signing this Agreement on behalf of a party warrants to the other party that such individual is authorized, as an officer of the entity, to execute this Agreement in the name of the party on whose behalf he or she executes it.
- d. Binding Effect.** This Agreement shall be binding on the parties and their respective successors. It may not be assigned.
- e. Governing Law.** This Agreement is governed by and shall be interpreted and enforced in accordance with the laws of the State of Illinois. Jurisdiction and venue for all disputes shall be the Circuit Court located in Cook County, Illinois.
- f. Waivers and Modifications.** No waiver of any term or condition of this Agreement shall be binding or effective for any purpose unless expressed in writing and signed by the authorized agent of the party making the waiver, and then shall be effective only in the specific instance and for the purpose given. This Agreement shall not in any other way be modified except in writing signed by the authorized agents of all parties.

- g. Notices.** Any notice, payment, request, instruction, or other document to be delivered hereunder shall be deemed sufficiently given if in writing and delivered personally or mailed by certified mail, postage prepaid, as follows:

**Fellowship Community Services,
Inc.:**

Deacon Wiley H. Samuels, Jr.
Executive Director
1106 Madison St., 2nd Fl.
Oak Park, IL 60302
wileysam@gmail.com

**Community College District 504,
Triton College:**

Dr. Susan Campos
Vice President, Academic Affairs
2000 Fifth Avenue
River Grove, IL 60171
Tel: (708) 456-0300
susancampos@triton.edu

With a Copy to:

Sarie Winner
Winner Law
2344 W. Melrose
Chicago, IL 60618
sariekeller@gmail.com

- h. Non-Assignability and No Third-Party Beneficiaries.** This Agreement is not transferable or assignable by the parties. There are no third-party beneficiaries to this Agreement.
- i. Non-Discrimination and Workplace Conduct.** No Party shall not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, an unfavorable discharge from military service, or any other factor as prohibited by law. Each Party certifies that it is an equal opportunity employer, that it maintains a written sexual harassment policy in conformance with 775 ILCS 5/2-105, and maintains a Drug Free Workplace in compliance with applicable law.
- j. Entire Agreement.** This Agreement expresses the complete and final understanding of the parties with respect to its subject matter. The parties agree that this Agreement shall apply to any Program offerings or activities involving Friday Night Place students occurring at Triton College for the purposes stated herein.
- k. Execution.** This Agreement may be executed in duplicate counterparts, each of which shall be as effective as the others upon approval and execution by all parties.
- l. Severability.** If any provisions of this Agreement shall be declared invalid for any reason, such invalidation shall not affect other provisions of this Agreement which can be given effect without the invalid provisions and to this end the provisions of the Agreement are to be deemed severable.

IN WITNESS WHEREOF, the parties have executed this Agreement on or before, 2024.

**Fellowship Community Services, Inc.,
a/k/a Friday Night Place:**

Community College District 504, Triton College:

By: **Wiley H. Samuels Jr.**

By: _____
Mark R. Stephens, Board Chairman

Date: April 21, 2024

Date: _____

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

Meeting of May 21, 2024

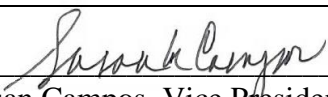
ACTION EXHIBIT NO. 17043

SUBJECT: AMENDMENT TO GOTTLIEB AGREEMENT

RECOMMENDATION: That the Board of Trustees approve an amendment to the current Gottlieb Memorial Hospital Education Affiliation Agreement which adds Spanish Medical Interpreting students to its list of students approved to volunteer at Gottlieb locations to provide interpreting services. Per the original Agreement, volunteer opportunities will be available through January 24, 2027. Students will schedule volunteer hours at various Gottlieb sites based on personal availability and the needs of site locations. Spanish Medical Interpreting students will also be held to the same professional expectations, screening requirements, and medical clearance, as the healthcare students listed in the original Agreement. The addition of Spanish Medical Interpreting students to the current Agreement will be at no cost to the college.

RATIONALE: Approval of this amendment will provide students with the opportunity to earn both practical experience in the field, as well as the opportunity to complete required on-the-job training needed to sit for the National Interpreter Certification (NIC) exam.

Submitted to Board by:



Dr. Susan Campos, Vice President of Academic Affairs

Board Officers' Signatures Required:

**Mark R. Stephens
Board Chairman**

**Tracy Jennings
Secretary**

Date

Related forms requiring Board signature: Yes No

FIRST AMENDMENT TO EDUCATION AFFILIATION AGREEMENT

THIS FIRST AMENDMENT TO EDUCATION AFFILIATION AGREEMENT (“**Agreement**”) made and entered into as of the 21th day of May 2024 is by and between **Gottlieb Memorial Hospital**, an Illinois not-for-profit corporation (“**Organization**”) and **Community College District 504, commonly known as Triton College**, an Illinois Community College (“**School**”). Organization and School may each be referred to as a “**Party**” and collectively as the “**Parties.**”

RECITALS

WHEREAS, Organization and School entered into that certain agreement entitled Education Affiliation Agreement (“**Agreement**”) on January 25, 2024;

WHEREAS, the Parties now seek to enter into this First Amendment to the Agreement in order to amend the Agreement to include additional clinical educational experiences at Organization for School’s enrolled Spanish language medical interpreter students.

NOW, THEREFORE, in consideration of the foregoing, the mutual promise and covenants hereinafter set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Effective February 26, 2024, Exhibit A of the Agreement is hereby amended to include clinical education experience at Organization for School’s enrolled Spanish language medical interpreter students;
2. All other provisions of the Agreement shall remain in full force and effect.

SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, the parties have caused this Amendment to be executed by their duly authorized officers hereto setting their hands as of the date first written above.

ORGANIZATION

Signature: Elizabeth E. Early
Name: Elizabeth E. Early
Title: President
Date: March 1, 2024

SCHOOL

Signature: _____
Name: Mark R. Stephens
Title: Board Chairman
Date: _____

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

Meeting of May 21, 2024

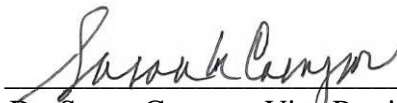
ACTION EXHIBIT NO. 17044

SUBJECT: GED COURSE FEES

RECOMMENDATION: That the Board of Trustees approve removing the \$3 per credit course fees for all GED courses offered by the Adult Education Department beginning with Fall 2024. In FY2023 the college received \$3,450 in revenue, in FY2024 (to date) the college has received over \$4,000. The cost to the college to remove this fee is estimated \$4,000 per year.

RATIONALE: While the ICCB allows adult education providers to supplement the cost of offering GED courses (grade level 9 and above), it creates an unnecessary challenge for our most vulnerable student population. We believe removing this fee that was brought forward in Action Exhibit 16776 July 19, 2022, will increase adult education enrollment, specifically in our GED preparation program. Furthermore, collecting fees and redistributing the funds creates more work for Triton staff with very little return on investment.

Submitted to Board by:



Dr. Susan Campos, Vice President of Academic Affairs

Board Officers' Signatures Required:

**Mark R. Stephens
Board Chairman**

**Tracy Jennings
Secretary**

Date

Related forms requiring Board signature: Yes No

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

Meeting of May 21, 2024

ACTION EXHIBIT NO. 17045

SUBJECT: PARCHMENT LLC FOR TRANSCRIPT DELIVERY SERVICES

RECOMMENDATION: That the Board of Trustees approve the contract with Parchment LLC to provide electronic transcript delivery services on behalf of Triton College students. The renewal Agreement will be effective once fully signed and shall terminate on June 30, 2024. Beginning again July 1, 2024 with successive one-year automatic renewals through June 30, 2027, unless either party provides notice of intent not to renew, at least thirty days prior to the end of the then current term. All fees paid to Parchment are paid by students requesting transcripts. There is no cost to the college for this Agreement.

RATIONALE: Triton College is currently using Parchment LLC services for electronic transcript delivery services. Parchment software integrates well with Ellucian Colleague and they have been a responsible partner in terms of service and efficiency.

Submitted to Board by:



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

Board Officers' Signatures Required:

**Mark R. Stephens
Board Chairman**

**Tracy Jennings
Secretary**

Date

Related forms requiring Board signature: Yes No



Amendment #2 Between Triton College and Parchment LLC

This Amendment #2 is made as of the date last signed below (“**Effective Date**”), by and between Triton College (“**Member**”), located at 2000 5th Ave River Grove, Illinois 60171-1995 United States, and Parchment LLC (“**Parchment**”), located at 7001 N. Scottsdale Road, Suite 1050, Scottsdale, AZ 85253.

A. Member and Parchment entered into an agreement for the Parchment Award - Transcript Services (f/k/a Parchment Send), dated September 26, 2017, Amendment #1 Dated July 20, 2021 (collectively, the “**Agreement**”).

B. Accordingly, Member and Parchment wish to renew Parchment Award - Transcript Services and amend the Agreement with the following terms.

1. **Renewal Term.** The current renewal term of the Agreement expires on June 29, 2024. Member and Parchment agree to renew the Parchment Award - Transcript Services provided pursuant to the Agreement for an additional three (3) year term, commencing on July 1, 2024 and terminating on June 30, 2027 (the “**Renewal Term**”), at which point the Term of the Agreement will automatically renew for successive one (1) year terms unless either party provides notice of its intent not to renew at least thirty (30) days prior to the end of the then current term.

2. **Parchment Award - Transcript Services Request Fees.** During the Renewal Term, Member and Parchment agree that the Credential Owner will be billed the following Request fees:

\$3.25 (July 1, 2024- June 30, 2025) – year 1;

\$3.50 (July 1, 2025- June 30, 2026) – year 2; and

\$3.68 (July 1, 2026- June 30, 2027) – year 3.

Request fees include electronic fulfillment of the transcript.

3. All other terms, conditions, and fees in the Agreement shall remain unchanged and in full force and effect. In the event of a conflict between the Agreement and this Amendment #2, the terms of this Amendment #2 shall govern to the extent of the conflict. Capitalized terms not otherwise defined herein shall have the meaning set forth in the Agreement. This Amendment #2 may be executed in digital counterparts.

Parchment LLC	Triton College
Name:	Name: Mark R. Stephens
Signature:	Signature:
Title:	Title: Board Chairman
Date:	Date:

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

Meeting of May 21, 2024

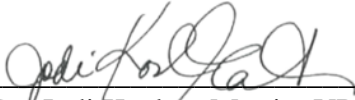
ACTION EXHIBIT NO. 17046

SUBJECT: NILRC LIBRARY MEMBERSHIP & DATABASE PURCHASES

RECOMMENDATION: That the Board of Trustees grant the Library permission to issue an Open Purchase Order to NILRC (Network of Illinois Learning Resources in Community Colleges). The term of service is July 1, 2024 to June 30, 2025 and the total cost will not exceed \$75,000.

RATIONALE: NILRC is the statewide organization that represents community college libraries in Illinois. NILRC negotiates with vendors to provide group pricing on online databases and library materials and supplies and organizes professional development opportunities for library and college staff. The P.O. will be used to pay the annual NILRC membership and subscriptions to online databases such as: *U.S. Major Dailies, Grove Art and Music, ProQuest Ebook Central Subject Collections, Academic Video Online, and History Resource Center.*

Submitted to Board by:



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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Tracy Jennings
Secretary

Date

Related forms requiring Board signature: Yes No

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

Meeting of May 21, 2024

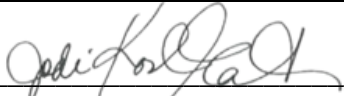
ACTION EXHIBIT NO. 17047

SUBJECT: CARLI LIBRARY MEMBERSHIP & DATABASE PURCHASES

RECOMMENDATION: That the Board of Trustees grant the Library permission to issue an Open Purchase Order with the University of Illinois at Urbana-Champaign as the fiscal agent for CARLI (Council of Academic and Research Libraries in Illinois). The term of service will run July 1, 2024 to June 30, 2025 and will cover the annual membership of I-SHARE and database costs not to exceed \$100,000.

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

Submitted to Board by: _____


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

Board Officers' Signatures Required:

**Mark R. Stephens
Chairman**

**Tracy Jennings
Secretary**

Date

Related forms requiring Board signature: Yes No

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

Meeting of May 21, 2024

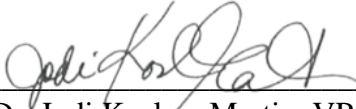
ACTION EXHIBIT NO. 17048

SUBJECT: AGREEMENT WITH SIGN LANGUAGE INTERPRETERS INC.

RECOMMENDATION: Request that the Board of Trustees approve the Agreement with Sign Language Interpreters Inc. This Agreement is a continuation of the Agreement signed in June 2023 when services were initiated with Sign Language Interpreters Inc. An estimate of the annual cost for this service, based on previous years, is \$80,000.

RATIONALE: The College is required by the Americans with Disabilities Act to provide academic accommodations including Sign Language interpreting services for students whose communication mode is sign language.

Submitted to Board by:



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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Tracy Jennings
Secretary

Date

Related forms requiring Board signature: Yes No

Customer Agreement For Interpreter Services

This Customer Agreement for Interpreter Services (this “**Agreement**”) is made this ____ day of _____, 2024 (the “**Effective Date**”) by and between Sign Language Interpreters Inc (**SLII**), and _____ (“**Customer**”).

WHEREAS, SLII is an agency serving deaf, hard of hearing, and hearing people; providing interpreting services to support communication between spoken languages and American Sign Language,

WHEREAS, SLII provides, among other programs and services, referral for interpreting services; and

WHEREAS, Customer desires to contract with SLII for certain interpreter services on an as-needed basis upon the terms and conditions detailed herein,

NOW, THEREFORE, in consideration of the mutual covenants and conditions herein contained, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

- I. **Covered Services.** Pursuant to this Agreement, Customer shall be able to request and SLII shall provide, in accordance with the terms herein, In-Person Interpreter Services.

In-Person Interpreter Services. This service is provided by an Interpreter who arrives at the location specified by the Customer to perform in-person interpreting services (“**In-person Interpreter Services**”).

- II. **Source of Services/Subcontracting.** Services shall be performed by SLII staff interpreters or private practice (“**freelance**”) sign language interpreters who work as independent contractors for SLII (“**Interpreters**”).

- III. **Duration of Agreement.** The term of this Agreement shall begin on the Effective Date and shall automatically renew every year (the “**Term**”), unless either party provides written notice of termination thirty(30) days prior to any anniversary of the Effective Date. The foregoing notwithstanding, this Agreement shall be terminable at any time by either party upon thirty (30)days prior written notice.

- IV. **Pricing.**

- a. **Rates.** In-person Interpreter Services are billed at a two(2) hour minimum. Time exceeding two(2) hours is billed in thirty(30) minute increments. The current rates for Interpreter Services are attached hereto as Exhibit A. SLII shall have the right to change rates in its sole discretion; provided that Customer may request confirmation of current rates prior to submitting any Assignment Request (as hereinafter defined).

- b. **Overtime.** Interpreter availability to stay beyond the contracted Assignment length (“**Overtime**”) is subject to the Interpreter’s schedule and is not guaranteed. Overtime for Assignments that exceed the contracted time are billed in half hour increments in the following

manner: 0-4 minutes over, no additional charge; 5 minutes or more over will be billed in 30-minute increments from the original, scheduled end time.

V. Assignment Requests.

- a. Assignment Request Procedure. To request Services, Customer shall contact SLII by phone, or email as stated in the table below and provide the following information:
 - i. The date, time and location of the requested Services;
 - ii. The name of the individual who is Deaf or hard of hearing who will use the requested Services (“**Consumer**”); and the mode of communication used if known;
 - iii. For In-person Interpreting Services, an on-site contact person who will be available at the time the requested service is to be performed;
 - iv. Phone numbers and email address for the person placing the request;
 - v. If not already on file with SLII, Customer shall complete the Credit Account Registration Form attached hereto as Exhibit B; and
 - vi. Any other information Customer or SLII believes is necessary to complete the Assignment (“**Assignment Request**”).
 - vii. Requests submitted outside standard business hours need to be made via telephone to alert on-call staff to any request that is urgent or short notice.

Assignment Request Contact Information	
Phone	630-239-2388
Email	requests@slii.us
Mailing Address	960 McDole Drive, Sugar Grove IL 60554
Business Hours	8:00am–4:30pm Monday - Friday

The Services specified in the Assignment Request shall be the “**Assignment.**” The date and time of the Assignment Request shall be when all required information specified above has been received by SLII.

- b. Cancellation Policy. To be effective and to avoid incurring charges, Customer shall notify SLII of a cancellation of a Requested Assignment no less than two(2) full business days in advance of the Assignment date and time, and cancellations must be received by SLII during business hours only. Cancellations made with less than two(2) full business days’ notice will be ineffective and Customer shall pay SLII for the Assignment in full. Cancellation requests made by Customer during non-business hours shall not be considered received until the next Business Day.

For the avoidance of doubt, if an Assignment is scheduled for 8:30 am on a Monday, in order to avoid being charged in full for the scheduled Assignment, SLII must receive the cancellation request no later than 4:30pm (close of business) on the preceding Wednesday. In the event of any on site modifications such as Customer no-shows or the Assignment finishing earlier than

specified in the Assignment Request, Customer shall remain liable for charges for the scheduled Assignment as specified in the Assignment Request.

Assignment Requests made with less than two(2) full business days' notice are billable at the time of request. Any requests and cancellations received during non-business hours are subject to applicable charges.

c. Short Notice/Emergency Assignment Requests.

- i. In the event Customer makes an Assignment Request with less than two(2) full business days' notice, in addition to being charged the regular rate for Services, Customer shall be charged and shall pay a short notice/emergency fee of \$60.00 per Interpreter ("**Short Notice Fee**").
- ii. In the event Customer makes an Assignment Request with less than two(2) full business days' notice, in addition to the Short Notice Fee, Customer shall also be charged and shall pay for the Interpreter(s) travel time to and from the Assignment. Such travel time is billed at the hourly rate and is billed in thirty(30) minute increments up to three(3) hours of travel. SLII shall use reasonable efforts to schedule Interpreters to mitigate such travel fees.
- iii. If SLII anticipates a Short Notice Fee, a Travel Fee, or any additional charges for the Assignment, SLII shall use reasonable efforts to notify Customer of any such reasonably anticipated fees prior to the assignment.

- d. No Guarantee of Services. Upon receipt of the Assignment Request, SLII shall use reasonable efforts to secure an Interpreter to fulfill the Assignment. The foregoing notwithstanding, Customer is hereby advised and acknowledges that there is a substantial shortage of interpreters (nationwide), which may result in SLII's inability to provide an Interpreter for Assignment Requests.

Once SLII secures an Interpreter for the Assignment, the Assignment Request shall be "**Confirmed**" and SLII shall use reasonable efforts to contact the Customer by using the contact information provided in the Assignment Request to provide notification that an Interpreter has been secured. If notification is via phone call and is answered by any kind of voicemail or answering machine, the request will be considered confirmed upon leaving a message. Customer may specify in the Assignment Request that confirmation of the Assignment is requested by a specified date, and SLII will use reasonable efforts to notify Customer by that date whether the Assignment is Confirmed. The Customer will not be charged for any unfilled Assignment Request.

VI. Quality Control

SLII represents that it will provide interpreters who are sufficiently experienced and competent to perform the services covered by this Agreement in a manner consistent with the standards of professional practice by interpreters providing services of a similar nature. Upon the request of the Customer, SLII shall replace any Interpreter providing services to the Customer with another qualified provider acceptable to Customer.

The number of Interpreters needed for an Assignment shall be determined by SLII in its sole discretion considering such factors as length, nature of subject matter, number of Consumers and their communication needs, and any other factor that would affect the interpretive outcome of the Assignment. Customer hereby acknowledges and agrees that Assignments lasting longer than one and a half(1.5) hours or Assignments that involve complex subject matter (e.g. board meeting, college courses, theater performances, multi-day courses, or seminars) generally require two(2) Interpreters.

In the event that there is not a second Interpreter available for a two-person Assignment, SLII will ask if the Interpreter would be willing to work the Assignment alone, provided that the Customer shall make all reasonable on site accommodations specified by SLII including, but not limited to, increased break frequency and length. When one interpreter works a two-Interpreter Assignment, billing will be at time and a half to induce the Interpreter to accept the assignment and to compensate the Interpreter for the additional work performed for that Assignment.

Customer hereby acknowledges and agrees that some Assignments require additional Interpreter coordinating and/or consultation and that SLII may, in its sole discretion, charge Customer an additional or miscellaneous fee for such Assignments (“**Additional Fee**”). For example, an Additional Fee may be charged to Customer for Assignments related to conferences, multiple day events (e.g. college courses), out-of-area, theater performances, preparation, rehearsal, mileage, parking, or transportation. SLII shall use reasonable efforts to notify Customer of any reasonably anticipated Additional Fees prior to the Assignment.

VII. Accounting and Recordkeeping

SLII reserves the right to request full or partial payment prior to any Assignment. Payments are due within thirty(30) days of the invoice date. In the event of nonpayment, SLII may (1) submit the Customer’s unpaid balance to a collection agency and charge Customer a collection fee, which shall not exceed 18% of the unpaid balance referred to the collection agency and/or (2) charge Customer all reasonable attorney’s fees and court costs related to SLII’s pursuit of payment of the unpaid balance.

Customers who are health care providers shall be responsible for issuing payment to SLII directly, whether or not the Assignment is covered by the Consumer’s insurance.

VIII. Indemnification.

Customer shall protect, indemnify, and save harmless SLII and Interpreter from and against all liabilities, obligations, claims, damages, (other than special, exemplary, punitive, or consequential damages), judgments, costs, expenses (including without limitation reasonable attorneys; fees and expenses) and actions or proceedings asserted against SLII and/or Interpreter arising from, or in connection with, the occurrence or existence of any of the following during the Term hereof (1) any failure on the part of the Customer to perform or comply with any of the terms of this Agreement; (2) any breach of the representations or warranties of Customer contained in this Agreement; and (3) any gross negligence, willful misconduct or fraud of Customer or its agents, employees or contractors.

SLII shall protect, indemnify, and save harmless Customer from and against all liabilities, obligations, claims, damages (other than special exemplary, punitive, or consequential damages), judgments, costs, expenses (including without limitation reasonable attorneys' fees and expenses), and actions or proceedings asserted against SLII arising from or in connection with the occurrence or existence of any of the following during the Term hereof (1) any failure on the part of SLII to perform or comply with any of the terms of this Agreement; (2) any breach of the representations or warranties of SLII contained in this Agreement; and (3) any gross negligence, willful misconduct.

IX. Insurance.

During the term of this Agreement, Customer shall maintain, and upon SLII's request, deliver proof of comprehensive general liability insurance with limits of not less than One Million and no/100 Dollars (\$1,000,000.00).

X. Warranties and Representations.

SLII hereby represents and warrants to Customer as follows:

1. SLII is an S Corporation, validly exists and in good standing under the laws of the State of Illinois and has all requisite corporate power and authority to enter into this Agreement and to consummate the transactions contemplated herein;
2. This Agreement has been authorized, executed and delivered by SLII and is a valid and binding contract;
3. Neither the execution and delivery of this Agreement nor the consummation of the transactions contemplated herein will violate, conflict with or result in a breach of or constitute a default under (a) any judgment, order, decree, rule or regulation of any court or government agency to which SLII is subject or (b) any applicable laws or regulations; and
4. No notice to or consent, approval, authorization, order, filing, registration or qualification of or with any court, governmental authority or third party is required to be made or obtained by SLII

in connection with the execution and delivery of this Agreement or the consummation by SLII of the transactions contemplated herein.

Customer hereby represents and warrants to SLII as follows:

1. Customer is duly organized, validly existing, and in good standing under the laws of the State of [] and has all requisite corporate power and authority to enter into this Agreement and to consummate the transactions contemplated herein;
2. This Agreement has been duly authorized, executed and delivered by Customer and it's a valid and binding contract;
3. Neither the execution and delivery of this Agreement nor the consummation of the transactions contemplated herein will violate, conflict with or result in a breach of or constitute default under (a) any provision of Customer's [bylaws or articles of incorporation], (b) any judgment, order, decree, rule or regulation of any court or government agency to which Customer is subject or (c) any applicable laws or regulations; and
4. No notice to or consent, approval, authorization, order, filing, registration or qualification of or with any court, governmental authority or third party is required to be made or obtained by Customer in connection with the execution and delivery of this Agreement or the consummation by Customer of the transactions contemplated herein.

XI. Termination.

This agreement is terminable by SLII or Customer upon thirty(30) days prior written notice ("Early Termination") to the other party.

Upon the Early Termination or expiration of the Term (1) Customer shall remain liable for all Services performed and all Confirmed Assignment Requests received by SLII prior to such Early Termination; and (2) the indemnification provisions in Article IX of this Agreement shall survive the Early Termination or expiration of the Term, as applicable, for the longer of one(1) year after termination or the maximum allowed by law.

XII. Miscellaneous.

1. Successors and Assigns; Third Party Beneficiaries. The stipulations, terms, covenants and agreements contained in this Agreement shall inure to the benefit of, and shall be binding upon, the parties hereto and their respective permitted successors and assigns (including any successor entity after a public offering of stock, merger, consolidation, purchase or other similar transaction involving a party hereto) and nothing herein expressed or implied shall give or be construed to give to any person or entity, other than the parties hereto and such assigns any legal or equitable rights hereunder.
2. Assignment.

This Agreement may not be assigned by any party hereto without the consent of the other parties hereto, except to an entity under the control of, controlling or under common control

with the assigning party, provided that in each case, the assigning party will continue to remain primary liable under this Agreement.

3. **Entire Agreement.** This Agreement, along with the exhibits hereto (but specifically excluding any other correspondence between any of the parties hereto or any of their affiliates), contains all of the terms agreed upon between the parties hereto with respect to the subject matter hereof, and all understandings and agreements heretofore had or made among the parties hereto are merged in this Agreement which alone fully and completely expresses the agreement of the parties hereto.
4. **Terms and Conditions.** These terms and conditions are subject to change by SLII upon written notice to Customer.
5. **No Waiver.** No waiver by either party of any failure or refusal by the other party to comply with its obligations hereunder shall be deemed a waiver of any other or subsequent failure or refusal to so comply.
6. **Governing Law.** This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Illinois without regard to conflict of law principles. Jurisdiction and venue for all disputes hereunder shall be the Circuit Court located in Cook County, Illinois, or the federal district court for the Northern District of Illinois.
7. **Severability.** If any term or provision of this Agreement or the application thereof to any person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this Agreement or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby; each term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.
8. **Section Headings.** The headings of the various sections of this Agreement have been inserted only for purposes of convenience, are not part of this Agreement and shall not be deemed in any manner to modify, explain, expand or restrict any of the provisions of this Agreement.
9. **Counterparts.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, and it shall not be necessary in making proof of this Agreement to produce or account for more than one such counterpart.
10. **Signature:** My signature below indicates I have read and agree to the above terms and conditions and indicates authorization to secure interpreting services and responsibility for payment on behalf of the company named below (no third-party billing).

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the Effective Date.

Sign Language Interpreters Inc.

Signed: _____

Name: _____

Triton College

Business Name

Signed: _____

Name: Mark R. Stephens

Signed: _____

Title: Board Chairman

Name: _____

Date: _____

Address: 2000 5th Ave

City: River Grove

State: IL

Zip: 60171

**Exhibit A
Sign Language Interpreters Inc
2024 Interpreting Fee Schedule**

Base Rate & Differentials

Standard Hours	Monday – Friday	8:00 am – 5:00pm	\$80.00/hr
Evening	Monday – Friday	5:01 pm – 7:59 am	\$88.00/hr
Weekends		Anytime	\$88.00/hr
*Holidays		Anytime	\$104.00/hr
Standard Legal	Encounters with attorneys, law enforcement or court mandated programs.		\$102.00/hr
Advanced Legal	Arbitration, administrative hearings, Miranda Rights, Immigration & Naturalization process, depositions & trials.		\$120.00/hr
Medical	Any assignment involving medical treatment or care.		Base Rate + \$2.00/hr
Deaf-Blind	Serving Deafblind consumers or a third language in addition to the use of ASL & English.		Base Rate + \$10.00/hr
Broadcast or Recorded Work	Events that are recorded, with interpreters featured, and are posted to a website accessible to the general public or social media page. An hourly recording fee for each ASL interpreter is assessed. Fee is based on the total run time of the recorded media, not the time that interpreters appear in the recording. Content posted to password-protected websites and content behind private URLs that are only distributed to a fixed number of attendees is exempt from this fee.		Base Rate + \$10.00/hr
Performance	Scripted live performance for an audience. Will include 2 hours of paid prep time for script review. Depending on the length and complexity of the performance additional prep time may be required and will be quoted prior to confirming services.		Base rate + \$10.00/hr
Background Checks & Fingerprinting	Customer requirements for background checks will be billed at 1 hour at base rate plus mileage, round trip, at the current IRS Rate.		Base Rate + Mileage at IRS rate

Short Notice Fee (per interpreter/per request with less than 2 business days' notice) Ex: Requests for Monday would need to be received by 5pm on Wed preceding.	\$60.00
Travel Time Per hour billed in 30-min increments/ per request with less than 2 business days' notice. Travel time may also be requested for assignments that are of significant distance or on a case-by-case basis. You will be notified in advance if this is the case.	Refer to Base Rate & Differentials x up to 3 hrs Travel Time
Overtime Time worked beyond scheduled time of ≥ 5 min is billed in 30 min increments	Refer to Base Rate & Differentials
Cancellation Policy 2 full business days. Ex: A cancellation for Monday would need to be received by 5pm Wednesday prior. Begins once the interpreter is assigned. Requests made less than 2 business days are considered confirmed and billable at the time of the request.	Refer to Base Rate & Differentials
2-hour Minimum for onsite requests	Refer to Base Rate & Differentials
Video Remote Interpreting (VRI) is billed with a one hour minimum	Refer to Base Rate & Differentials

*Holidays include: New Year's Eve, New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, & Christmas Day.

Invoices are to be paid within 30 days of submission to avoid a penalty fee of 5% interest.

Printed Name & Title

Signature

Date

Exhibit B
Sign Language Interpreters Inc
Credit Authorization

Credit Account Registration From

Date: _____

Account Number: _____

Registered Company Name (Full Name): _____

Select one of the following that most appropriate describes your entity:

- Corporate Comptroller: _____
- Sole Proprietor: _____
- Partnership Principal Partner: _____
- State/City Government Chief Officer: _____
- Individual Name: _____
- Non-Profit Organization Executive Director: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Name of person who receives bills for this account: _____

Position: _____ Department: _____

Office Phone: _____ Cell Phone: _____

Email: _____

FORM OF PAYMENT:

Accounts are payable via Check or Wire Transfer. Select preferred method. Prepayment may be required.

- Check
- Wire Transfer

Are Purchase Orders required? Yes ___ No ___ PO # _____

If your PO# varies, it is your responsibility to provide a new PO# when you request services. Should there be mandatory data to be listed on our invoice specific notification is required upon opening the account.

Account Utilized By:

- All Staff _____
- All Regional Offices _____
- Specific Department: _____
- Specific Regional Office: _____

*Note: Payment for services for requests made to SLII is net 30 days and is the responsibility of the undersigned

Signed

Printed Name

Date

Position/Title

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

Meeting of May 21, 2024

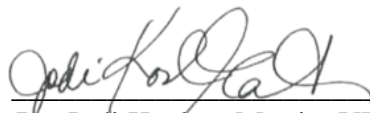
ACTION EXHIBIT NO. 17049

**SUBJECT: STUDENT COMMUNITY EMPLOYMENT EXPERIENCE WITH
OAK PARK ART LEAGUE**

RECOMMENDATION: That the Board of Trustees approve a S.E.E.D. (Skill Enhancement and Employee Development) Program Community Work Experience Partnership Agreement with the following businesses: The Oak Park Art League, from Oak Park, Illinois. Student compensation, if any, is at the discretion of the employer. The Agreement shall renew annually, unless cancelled by either party. In the event the Agreement is not renewed, students who are participating in the employment experiences at the time of expiration shall be allowed to complete such assignment under the terms and conditions set forth herein. The employers will work with Triton enrolled S.E.E.D. students at no cost to the College.

RATIONALE: The S.E.E.D. program requires 120 hours of classroom instruction, 30 hours of an on-campus employment experience, and 75 hours of off-campus community employment experience for students to complete the program and receive a certificate from Triton College's School of Continuing Education.

Submitted to Board by:



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

Board Officers' Signatures Required:

Mark R. Stephens
Board Chairman

Tracy Jennings
Secretary

Date

Related forms requiring Board signature: Yes No

**TRITON COLLEGE SCHOOL OF CONTINUING EDUCATION AND CENTER FOR ACCESS AND
ACCOMMODATIVE SERVICES (CAAS)**

S.E.E.D. Program Community Work Experience Partner Agreement

This partnership is for the sole and limited purpose of providing employment skills training to students enrolled in Triton's Skill Enhancement and Employee Development (S.E.E.D.) program under the auspices of OAK PARK ART LEAGUE (hereinafter "Employer Partner"). There shall be no cost, fee, or remuneration associated with this Agreement.

Triton and Employer Partner shall each maintain in force for the duration of this Agreement comprehensive liability insurance with limits of \$2/\$5 million. Proof of insurance shall be made available upon request. Each party agrees to hold harmless and indemnify the other, its officers, agents, trustees and employees against any losses, damages, judgments, claims, expenses, costs and liabilities imposed upon or incurred by or asserted against the party, its officers, agents, trustees or employees, including reasonable attorneys' fees and expenses, arising out of the acts or omissions of the other party, its officers, agents or employees, under this Agreement. Either party may terminate this agreement by providing written notice signed by the authorized agent. In the event of termination, every effort shall be made to allow participating students to complete their work assignment.

Employer Partner shall:

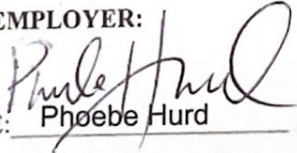
- Provide the student with a 75-hour on-site work experience within from January, 2024 until December, 2024. This Agreement shall automatically renew for successive one (1) year terms unless terminated as provided above.
- Orient the student to the operation, to appropriate employees, and to the tasks and roles expected.
- Designate a qualified person to supervise the student's time, activities, and learning, provide any needed accommodations, and evaluate the student's performance.
- Complete and submit required documentation to CAAS by the deadline, including agreed-upon skill goals and learning objectives, work hours and attendance, and student evaluation and feedback forms.
- Contact the Coordinator of the S.E.E.D. program should a problem arise with a student.
- Not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, an unfavorable discharge from military service, or any other factor as prohibited by law. Employer certifies that it is an equal opportunity employer, maintains a sexual harassment and Drug Free Workplace policy.

Triton shall:

- Assume responsibility for any necessary approval by the Illinois Community College Board.
- Maintain responsibility for student grading.
- Advise students of the requirement to observe policies, procedures, and other regulations imposed by Employer.
- Comply with the removal of a student from the work site if, after a conference, it is the reasonable opinion of the Employer Partner that the student's performance or conduct is inappropriate for the work environment.

FOR EMPLOYER:

NAME: _____


Phoebe Hurd

TITLE: Gallery Manager

DATE: 3/27/24

FOR TRITON COLLEGE, in an official capacity only:

Mark R. Stephens, Chairman

Tracy Jennings, Secretary

DATE: _____

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

Meeting of May 21, 2024

ACTION EXHIBIT NO. 17050

SUBJECT: AGREEMENT WITH IHEART MEDIA (DIGITAL ADVERTISING)

RECOMMENDATION: That the Board of Trustees approve the purchase of search engine advertising and Banner Ads on MSN Network, Google Display Network and Facebook Ads. This Agreement covers the period of July 1, 2024 - June 30, 2025 and will cost \$66,000.

RATIONALE: The Search Advertising and Banner ads on “iHeart” will promote Triton College awareness and establish an accessible and compelling presence for prospective students during the college search process throughout Fiscal Year 2025.

Sean Sullivan

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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Tracy Jennings
Secretary

Date

Related forms requiring Board signature: Yes No

April 30, 2024



SEM/Search Based Display Proposal for 2024-2025

Presented By: Michelle Lemke



AMERICA'S #1 AUDIO COMPANY
REACHING 9 OUT OF 10 AMERICANS EVERY MONTH

RADIO · DIGITAL · SOCIAL · PODCASTS · INFLUENCERS · DATA · EVENTS

SEM and Search Based Display – Media Plan

Tactic	Impressions	Details	Investment
SEM		SEM/Google Ads. Keywords and phrases associated with community college, enrollment, associate degrees, etc. Keywords are TBD. ALWAYS ON STRATEGY with heavy ups in key flights.	\$60,000
Search Based Display	399,999	Targeting individuals that searched Community Colleges using Google audiences. Only in key flight dates.	\$6,000
399,999 Total Impressions			Total Investment - \$66,000

Flight Dates:

July 15 – August 18, 2023

December 16, 2024 – January 19, 2025

April 20 – June 15, 2025

Sean Sullivan, VP of Business Services



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

Meeting of May 21, 2024

ACTION EXHIBIT NO. 17051

SUBJECT: AGREEMENT WITH IHEART MEDIA (RADIO)

RECOMMENDATION: That the Board of Trustees approve the purchase of radio advertisements, Web banners, Web streaming, Twitch (video live streaming service that focuses on video game live streaming, including broadcasts of esports competitions, in addition to offering music broadcasts, creative content, and “in real life” streams) and additional recruitment opportunities to be paid to iHeart Media, on various stations, KISS FM, WGCI, WCHI, WLIT on all iHeart networks, for Fiscal Year 2025 enrollment. Additional recruitment opportunities may include contests with the station, appearances by the radio station talent, and various events to promote Triton College. The advertisements will run throughout Fiscal Year 2025 at a cost not to exceed \$135,250.

RATIONALE: The advertisements will promote Triton College brand awareness and registration throughout Fiscal Year 2025.

Sean Sullivan

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

Board Officers' Signatures Required:

**Mark R. Stephens
Chairman**

**Tracy Jennings
Secretary**

Date

Related forms requiring Board signature: Yes No

April 30, 2024



iHeartMedia's Proposal for 2024-2025

Presented By: Michelle Lemke



AMERICA'S #1 AUDIO COMPANY
REACHING 9 OUT OF 10 AMERICANS EVERY MONTH

RADIO · DIGITAL · SOCIAL · PODCASTS · INFLUENCERS · DATA · EVENTS

Campaign Summary

Tactic	Impressions	Details	Net Investment
Broadcast Radio	12,437,100	30 second spots on 4 stations (WKSC, WCHI, WGCI, WLIT)	\$97,250
Streaming Audio	500,000	30 second ads through the Psychographic Network (Nest, Advocate, Decider, Intrepid, Progressive profiles) geo targeted to the Chicago DMA	\$8,000
Twitch	789,470	Video ads targeted to people on Twitch in the Chicago DMA (first and second flight only)	\$30,000
			\$135,250
			Total Investment

Sean Sullivan, VP of Business Services

Flight Dates:
 July 15 – August 18, 2024
 December 2 – December 20, 2024 (Lite FM only)
 December 16, 2024 – January 19, 2025
 April 20 – June 15, 2025



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

Meeting of May 21, 2024

ACTION EXHIBIT NO. 17052

SUBJECT: AGREEMENT WITH INTERSTATE OUTDOOR ADVERTISING

RECOMMENDATION: That the Board of Trustees approve the expenditure paid to Interstate Outdoor Advertising to rent billboard advertising space on North Avenue and Fifth Avenue. This Agreement will begin July 1, 2024 and run through June 28, 2025 at a cost not to exceed \$32,500.

RATIONALE: The FY25 rate is a \$1,500 increase from the previous fiscal year. This billboard advertisement will promote Triton College brand awareness and registration throughout Fiscal Year 2025.

Sean Sullivan

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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Tracy Jennings
Secretary

Date

Related forms requiring Board signature: Yes No

> TRITON COLLEGE OOH PROPOSAL

Media	Market	Panel Description	Start Date	End Date	Qty	Face	Size	Latitude	Longitude	Illum.	Impressions GeoPath A18+ (4-Wks)	Rate Card Net/4-Wks	Neg. Rate Net/4-Wks	Production & Install
STATIC BULLETINS														
C513D	Chicago DMA	N/S West North Ave (Rte 64) just W/O River Rd (Rte 171)	07/01/2024	06/29/2025	1	West	14' X 48'	41.90853	-87.83815	Yes	816,484	\$5,500.00	\$2,481.00	\$1,175.00
											<p>\$2481x 13 \$32,253 Includes 3x P/I install at no additional cost.</p>			
<p>Sean Sullivan, VP of Business Services</p>														

* This proposal does not secure space. Space can only be secured with an executed contract. All space is subject to prior sale. *



INTERSTATE

OUTDOOR ADVERTISING



Glen Stagg

Account Executive

905 N. Kings Highway
Cherry Hill, NJ 08034
C: 301-580-1907

gstagg@interstateoutdoor.com

interstateoutdoor.com

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

Meeting of May 21, 2024

ACTION EXHIBIT NO. 17053

SUBJECT: AGREEMENT WITH TOTAL TRAFFIC AND WEATHER NETWORK

RECOMMENDATION: That the Board of Trustees approve the purchase of advertisements during traffic, news, weather and sports reports to be paid to Total Traffic for Fiscal Year 2025 enrollment. The advertisements will run on WCHI-FM, WGCI-FM, WKSC-FM, WLIT-FM, WOJO-FM, WPWX-FM and WTMX-FM radio stations throughout Fiscal Year 2025 at a cost not to exceed \$35,500.

RATIONALE: The advertisements will promote Triton College brand awareness and registration throughout Fiscal Year 2025.

Sean Sullivan

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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Tracy Jennings
Secretary

Date

Related forms requiring Board signature: Yes No

Total Traffic & Weather Network

ON-AIR SCHEDULE

- **CAMPAIGN DATES:** July 15, 2024 – May 25, 2025
- **TIMING:** 3 Flights (July 15 – Aug 18, 2024, Dec 16, 2024-Jan 19, 2025, April 21-May 25, 2025)
- **STATIONS:** 7 Stations
- **TOTAL IMPRESSIONS** – 4,716,000
- **TOTAL SPOTS** – 270
- **LENGTH** – 15 seconds
- **DAYPARTS** – M-F 5a-8p
- **TOTAL NET INVESTMENT** - \$35,100

Sean Sullivan, VP of Business Services



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

Meeting of May 21, 2024

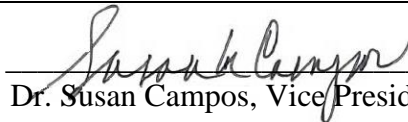
ACTION EXHIBIT NO. 17054

SUBJECT: COLLEGE CURRICULUM COMMITTEE RECOMMENDATIONS

RECOMMENDATIONS: That the Board of Trustees approve the attached College Curriculum Committee recommendations.

RATIONALE: These recommendations were approved by the College Curriculum Committee on April 4, 2024, and May 2, 2024, and approved by the Academic Senate on April 9, 2024 and May 14, 2024 (pending).

Submitted to Board by:



Dr. Susan Campos, Vice President of Academic Affairs

Board Officers' Signatures Required:

**Mark R. Stephens
Board Chairman**

**Tracy Jennings
Secretary**

Date

Related forms requiring Board signature: Yes No

College Curriculum Committee Summary April 4, 2024

for

Academic Senate, April 9, 2024
Board of Trustees, May 21, 2024

PROGRAMS

REVISED PROGRAM(s)

- C319A Barber Certificate
 - revised Program Prerequisite
 - *Effective 5/27/2024*

COURSES

REVISED COURSE(s)

- CHM 132 Elementary Organic Chemistry
 - updated: Course Learning Outcomes, Assessment Strategies, textbook, Topics/Topical Learning Outcomes and contact hours
 - *Effective 8/18/2024*
- MAT 031 College Algebra Supplement
 - updated Course Learning Outcomes, textbook, Assessment Strategies and prerequisite
 - *Effective 1/20/2025*
- MAT 055 Algebra and Geometry II
 - updated: title to 'Algebra Concepts', credits from 4 to 5, lecture from 4 to 5, course description, prerequisite, Course Learning Outcomes; Assessment Strategies
 - *Effective 1/20/2025*
- MAT 065 Foundations of Algebra
 - updated: title to 'Applied Mathematics', description, Course Learning Outcomes, Topical Learning Outcomes, contact hours
 - *Effective 1/20/2025*
- MAT 085 Algebra and Geometry II
 - updated title to 'Intermediate Algebra', description, prerequisite, Course Learning Outcomes, Assessment Strategies, Topical Learning Outcomes, contact hours
 - *Effective 1/20/2025*
- MAT 102 Liberal Arts Mathematics
 - updated prerequisite, Course Learning Outcomes, Assessment Strategies
 - *Effective 1/20/2025*
- MAT 110 College Algebra
 - updated Course Learning Outcomes, General Education Outcomes, Assessment Strategies
 - *Effective 1/20/2025*
- MAT 111 Pre-Calculus
 - updated General Education Outcomes, Course Learning Outcomes and Assessment Strategies
 - *Effective 1/20/2025*
- MAT 114 Plane Trigonometry
 - updated General Education Outcomes
 - *Effective 1/20/2025*
- MAT 116 Math for Elementary School Teachers I
 - updated prerequisite, Course Learning Outcomes, Assessment Strategies

- *Effective 1/20/2025*
- MAT 170 Elementary Statistics
 - updated prerequisite, Course Learning Outcomes
 - *Effective 1/20/2025*

**College Curriculum Committee Summary
May 2, 2024**

for

**Academic Senate, May 14, 2024
Board of Trustees, May 21, 2024**

COURSES

REVISED COURSE(s)

- HIA 128 Introduction to Bakery and Pastry
 - prerequisite to 'HIA 115 or concurrent enrollment with HIA 115' (deleted HIA 100)
 - *Effective 8/18/2024*
- HIA 130 Culinary Arts Quantity-Food Preparation I
 - prerequisite to: 'HIA 101 and HIA 115 or concurrent enrollment in both courses' (deleted HIA 100)
 - *Effective 8/18/2024*
- HIA 133 Menu Writing
 - prerequisite to 'None' (deleted HIA 100)
 - *Effective 8/18/2024*
- HIA 276 Food & Beverage Purchasing/Cost Control
 - prerequisite to 'None' (deleted HIA 100)
 - *Effective 8/18/2024*
- PED 153 Foundations of Exercise
 - updated course description, Course Learning Outcomes (CLOs), Gen-Ed Outcomes (GEOs), assessment strategies, topics, Topical Learning Outcomes (TLOs), and textbook
 - *Effective 8/18/2024*

DELETED COURSE(s)

- VIC 272 Advanced Web Page Design
- *Effective 8/18/2024*

Triton College Districtwide Combined Schedule of Classes – Fall 2024

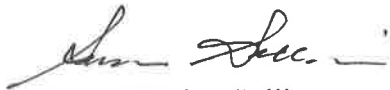
The following firms have been invited to submit bids for printing of the Fall 2024 Districtwide Combined Schedule of Classes. An advertisement for bid was placed in the Chicago Tribune - West Cook County Zone. Twenty-nine (29) companies were directly solicited. Immediately after the closing hour for receiving bids, which was at 1:30 p.m. local time, Tuesday, April 4, 2024, the bids were publicly opened and read aloud in room A-308 by Danielle Stephens, Purchasing Manager and witnessed by Nancy Schafer, Purchasing Assistant.

COMPANY	NET COST
Breese Publishing Company 8060 Old US Hwy 50 Breese, IL. 62230	\$51,973.00

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

Recommendation along with tabulation is attached.

APPROVED:



Sean O'Brien Sullivan
Vice President – Business Services

A/C Number	01-80300520-540200005 FY25
A/C Name	Marketing-Printing
Budget	\$ 293,000.00
Prev. Expend.	0
Schedule	51,973.00
Balance	241,027.00

MEMORANDUM

To: Sean Sullivan

From: Sam Tolia

Date: 4/05/24

Re: Bid Results



Four printers submitted a bid for the printing of the Fall 2024 Triton Combined Schedule. These bids are based on printing 145,000 copies at 84 pages plus cover. The cover prints four-color on 60# Gloss Enamel Text and the body prints one-color on 30# Newsprint. Also included in the bid is an electronic proof (PDF), saddlestitching, storage and simplified mailing.

The bids are as follows:

FCL Graphics	\$67,040.00
Woodward Printing	\$60,115.93
K.K. Stevens Publishing	\$55,667.09
Breese Publishing	\$51,973

Accepting the bid from Breese Printing is recommended.

Fall 2024 Triton College Districtwide Combined Schedule of Classes	Thursday, April 4, 2024 at 1:30 pm			
	Bid Tabulation			
Vendor Name:	Woodward	FCL Graphics	KK Stevens	Breese Publishing
145,000 copies, 84 pages plus cover	\$ 60,115.93	\$ 67,015.00	\$ 55,667.09	\$ 51,973.00
Additional signatures + 4	\$ 2,140.02	\$ 70,730.00	\$ 2,294.49	\$ 53,124.00
+ 8	\$ 2,962.14	\$ 74,208.00	\$ 3,734.63	\$ 55,251.00
+ 16	\$ 3,830.20	\$ 77,004.00	\$ 7,792.46	\$ 57,428.00
Less signatures - 4	\$ (1,996.07)	\$ 67,934.00	\$ (375.38)	\$ 48,644.00
- 8	\$ (2,802.19)	\$ 64,481.00	\$ (1,534.04)	\$ 47,505.00
- 16	\$ (3,692.89)	\$ 61,684.00	\$ (4,734.35)	\$ 45,328.00
Additional M's	\$ 445.17	\$ -	\$ 343.23	\$ 358.44
Inserts - Per 1,000	\$ 30.00	Included	\$ 32.00	\$ 25.00
Delivery	Included	Included	Included	Included
Simplified mailing	Included	Included	Included	Included
Storage	Included	\$ 25.00	Included	Included
Total	\$ 60,115.93	\$ 67,040.00	\$ 55,667.09	\$ 51,973.00

SPECIFICATIONS

NAME

Fall 2024 Triton College Districtwide Combined Schedule of Classes

PAGES

Please provide quote for 84 page plus cover;
quote cost of plus or minus four-page signatures.

QUANTITY

145,000 give price for additional M's.

SIZE

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

INK

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

PAPER

Cover: 60# gloss enamel text Body: Good quality, 30# newsprint
Note: Clearly indicate whether or not cost of paper is included in base price of the bid.

BLEEDS

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

BINDERY

Saddlestitch.

TO PRESS

All files will be provided electronically (PDFs) approximately May 24, 2024.

PROOFS

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

DELIVERY

2,000 schedules are to be delivered approximately June 20, 2024 in easy-to-handle bundles not to exceed 40 lbs. in weight to: Triton College Warehouse, 2000 Fifth Ave., River Grove, IL 60171

STORAGE

143,000 schedules need to be stored until July 8, 2024.

MAILING/2ND DELIVERY

143,000 copies to be prepared for simplified mailing and delivered approximately July 8, 2024 to the Palatine Post Office Facility, 1300 E. Northwest Highway, Palatine 60095-9997.

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

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

Quote cost per thousand for simplified mailing.

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

THAT IS VALID WITHIN 90 DAYS BEFORE THE MAILING DATE. (PLEASE SUBMIT WITH YOUR FINAL BID) THE MAILING IS PREPARED BY THE PRINTER IN ACCORDANCE WITH THE DOMESTIC MAIL MANUAL ELIGIBILITY STANDARDS (343.6.0)

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

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

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

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

If additional information or clarification is needed, please phone Sam Tolia at (708) 456-0300, Ext. 3172.

Castle Printech
121 Industrial Drive
DeKalb, IL 60115

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

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

ColorArt
101 Workman Court
Eureka, MO 63025

Creasey Printing Services
1905 Morning Sun Ln
Springfield, IL 62711

Signature Offset
13801 E 33rd Pl, Unit F
Aurora, CO 80011

United Graphics LLC
1864 S Elmhurst Rd
Mt. Prospect, IL 60056

Midstates Inc
4820 Capital Ave NE
Aberdeen, SD 57401

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

Blue Island Newspaper Printing, Inc,
262 W 147th St
Harvey, IL 60426

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

Creekside Printing
1175 Davis Road
Elgin, IL 60123

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

Regional Publishing Corp
12243 S Harlem
Palos Heights, IL 60463

John S Swift
999 Commerce Ct
Buffalo Grove, IL 60089

Woodward Printing Services
11 Means Drive
Platteville, WI 53818

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

The Viking Printing Group
497 Widgeon Ln
Bloomington, IL 60108

Custom Services
120 W Laura Drive
Addison, IL 60101

Vouge Printers
820 S Northpoint Blvd
Waukegan, IL 60085

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

PA Hutchison Company
400 Pen Ave
Mayfield, PA 18433

Indiana Printing
775 Indian Springs Rd
Indiana, PA 15701

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

Data Reproduction Corporation
4545 Glenmeade Lane
Auburn Hills, MI 48326

Topweb
5450 N Northwest Highway
Chicago, IL 60630

EP Graphics
169 Jefferson St
Berne, IN 46711

Envision3
225 Madsen Dr
Bloomington, IL 60108

The Printing Works II Inc
7750 Archer Rd
Justice, IL 60458

Continuing Ed Guide Triton College – Fall 2024

The following firms have been invited to submit bids for printing the Continuing Ed Guide Triton College – Fall 2024. An advertisement for bid was placed in the Chicago Tribune - West Cook County Zone. Thirty (30) company were directly solicited. Immediately after the closing hour for receiving bids, which was at 1:30 p.m. local time, Thursday, April 25, 2024, the bids were publicly opened and read aloud in room A-300 by Danielle Stephens, Purchasing Manager and witnessed by Nancy Schafer, Purchasing Assistant.

COMPANY	NET COST
Woodward Printing 11 Means Dr Platteville, WI 53818	\$31,306.32

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

Recommendation along with tabulation is attached.

APPROVED:



Sean O'Brien Sullivan
Vice President – Business Services

A/C Number	01-80300520-540200005	FY25
A/C Name	Marketing-Printing	
Budget		\$293,000.00
Prev. Expend		\$51,973.00
Schedule		\$ 31,306.32
Balance		\$209,720.68

MEMORANDUM

To: Sean Sullivan

From: Sam Tolia

Date: 04/26/24

Re: Bid Results

Four printers submitted bids for the printing of the Fall 2024 Triton College Continuing Education Guide. The bid is based on printing 143,000 copies at 60 pages plus cover. The cover prints four-color on 80# gloss enamel text and the body prints one-color on 30# newsprint. Also included in the bid is an electronic proof, saddlestitching and simplified mailing.

The bid is as follows:

FCL Graphics	\$37,209
John S. Swift Co., Inc.	\$35,549
KK Stevens Publishing Company	\$34,356.39
Woodward Printing	\$31,306.32

Accepting the bid from Woodward Printing is recommended.

SPECIFICATIONS

NAME

Fall 2024 Triton College Continuing Education Guide

PAGES

60 page plus cover; quote cost of plus four-page signatures.

QUANTITY

143,000; give price for additional M's.

SIZE

Tabloid format; 8 1/4" x 10 3/4", saddlestitch.

INK

Cover: Four color (process). Body: One color (Black)

PAPER

Cover: 80# gloss enamel text **Body:** Good quality, 30# newsprint

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

BLEEDS

Cover: Four sides. Body: None.

BINDERY

Saddlestitch.

COPY

All files will be provided electronically (PDFs) approximately June 20, 2024.

PROOFS

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

DELIVERY

500 schedules are to be delivered approximately July 15, 2024 in easy-to-handle bundles not to exceed 40 lbs. in weight to: Triton College Warehouse, 2000 Fifth Ave., River Grove, IL 60171

STORAGE

None.

MAILING/2ND DELIVERY

142,500 copies to be prepared for simplified mailing and delivered approximately July 15, 2024 to the Palatine Post Office Facility, 1300 E. Northwest Highway, Palatine 60095-9997.

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

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

Quote cost per thousand for simplified mailing.

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

PRINTER MUST PROVIDE TRITON COLLEGE WITH A CURRENT SUBSCRIPTION OF USPS CERTIFIED DELIVERY STATISTICS OR COMPARABLE ZIP CODE/CARRIER ROUTE INFORMATION. THAT IS VALID WITHIN 90 DAYS BEFORE THE MAILING DATE. (PLEASE SUBMIT WITH YOUR FINAL BID) THE MAILING IS PREPARED BY THE PRINTER IN ACCORDANCE WITH THE DOMESTIC MAIL MANUAL ELIGIBILITY STANDARDS (343.6.0)

Printer should also reference DMM (345.6.0 up to and including 345.6.10.6) to be assured all Postal Regulations are met. (Triton College can NOT make any exceptions to these requirements.)

In the event that you have any questions regarding the mail preparation, you can contact Lori Ann Silvestri at lorsilvestri@triton.edu or (708) 456-0300, Ext. 3812.

It will be assumed by Triton College that all bids meet the above specifications unless otherwise specifically stated in proposal. No substitutions will be accepted.

If additional information or clarification is needed, please phone Sam Tolia at (708) 456-0300, Ext. 3172.

Fall 2024- Triton College Continuing Ed Guide Bid Tabulation	Bid Opening Thursday, April 25, 2024 at 1:30 pm			
Company Name:	John S Swift Co	FCL Graphics	KK Stevens	Woodward Printing
143,000 copies, 60 pages plus cover	\$ 35,549.00	\$ 37,209.00	\$ 34,356.39	\$ 31,306.32
Additional signatures + 4	\$ 3,204.00	\$ 36,850.00	\$ 1,252.90	\$ 3,348.00
+ 8	\$ 4,223.00	\$ 3,998.00	\$ 2,450.89	\$ 4,472.00
+ 16	\$ 6,456.00	\$ 43,155.00	\$ 3,817.31	\$ 6,132.00
Less signatures - 4	\$ (883.00)	\$ 35,370.00	\$ (30.69)	\$ (3,221.00)
- 8	\$ (1,283.00)	\$ 33,586.00	\$ (1,259.32)	\$ (4,219.00)
- 16	\$ (3,091.00)	\$ 30,935.00	\$ (4,548.88)	\$ (5,895.00)
Additional M's	\$ 245.00	\$ 259.00	\$ 212.31	\$ 242.87
Ink: Cover: 4 color (process)	Included	No Bid	Included	Included
Body: 2 color Black and PMS	Included	No Bid	Included	Included
Paper: Cover: 80# Gloss Enamel Text	Included	No Bid	Included	Included
Body: 30# Newsprint	Included	No Bid	Included	Included
Bindery	Included	No Bid	Included	Included
Copy	Included	No Bid	Included	Included
Proofs	Included	No Bid	Included	Included
Inserts - Per 1,000	Included	No Bid	Included	Included
Delivery	Included	No Bid	Included	Included
Simplified mailing	Included	No Bid	Included	Included
Total Bid:	\$ 35,549.00	\$ 37,209.00	\$ 34,356.39	\$ 31,306.32

Castle Printech
121 Industrial Drive
DeKalb, IL 60115

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

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

ColorArt
101 Workman Court
Eureka, MO 63025

Creasey Printing Services
1905 Morning Sun Ln
Springfield, IL 62711

Signature Offset
13801 E 33rd Pl, Unit F
Aurora, CO 80011

United Graphics LLC
1864 S Elmhurst Rd
Mt. Prospect, IL 60056

Midstates Inc
4820 Capital Ave NE
Aberdeen, SD 57401

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

Blue Island Newspaper Printing, Inc,
262 W 147th St
Harvey, IL 60426

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

Creekside Printing
1175 Davis Road
Elgin, IL 60123

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

Regional Publishing Corp
12243 S Harlem
Palos Heights, IL 60463

John S Swift
999 Commerce Ct
Buffalo Grove, IL 60089

Woodward Printing Services
11 Means Drive
Platteville, WI 53818

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

The Viking Printing Group
497 Widgeon Ln
Bloomington, IL 60108

Custom Services
120 W Laura Drive
Addison, IL 60101

Vouge Printers
820 S Northpoint Blvd
Waukegan, IL 60085

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

PA Hutchison Company
400 Pen Ave
Mayfield, PA 18433

Indiana Printing
775 Indian Springs Rd
Indiana, PA 15701

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

Data Reproduction Corporation
4545 Glenmeade Lane
Auburn Hills, MI 48326

Topweb
5450 N Northwest Highway
Chicago, IL 60630

EP Graphics
169 Jefferson St
Berne, IN 46711

Envision3
225 Madsen Dr
Bloomington, IL 60108

The Printing Works II Inc
7750 Archer Rd
Justice, IL 60458

North Shore Printers
535 S Sheridan Rd
Waukegan, IL 60085

2025 Ford Police Interceptor Explorer

Recommending Board of Trustees approval to award purchase of one (1) new 2025 Ford Police Interceptor Explorer. The vehicle will be added to the Police fleet and will replace (1) one existing Police Sedan of 16 years old.

COMPANY

Morrow Brothers Ford
1242 Main Street
Greenfield, IL 62044

NET COST

\$61,501.00

It is recommended that the Board of Trustees approve the purchase of one (1) 2025 Ford Police Interceptor Explorer. Bid obtained through the State of Illinois Department of Central Management Services, Procurement Service Division (PSD) contract number 24-35SOS-SOS35-B-37444.

APPROVED:



Sean O'Brien Sullivan
Vice President – Business Services

A/C Number FY25	02-70300510-580700005
A/C Name	GRM-Service - Equipment
Budget	\$250,000.00
Prev. Expend.	\$0.00
Schedule	\$61,501.00
Balance	\$188,499.00

2024 Ford Transit Service Van

Recommending Board of Trustees approval to award purchase of one (1) new 2024 Ford Transit Service Van. The vehicle will be added to the van fleet and will replace (1) one existing van of 16 years old.

COMPANY

Landmark Ford
2401 Prairie Crossing Dr.
Springfield, IL 62711

NET COST

\$46,566.00

It is recommended that the Board of Trustees approve the purchase of one (1) 2024 Ford Transit Service Van. Bid obtained through the State of Illinois Department of Central Management Services, Procurement Service Division (PSD) contract number Boss-4-B-23568.

APPROVED:



Sean O'Brien Sullivan
Vice President – Business Services

A/C Number FY25	02-70300510-580700005
A/C Name	GRM-Service - Equipment
Budget	\$250,000.00
Prev. Expend.	\$61,501.00
Schedule	\$46,566.00
Balance	\$141,933.00

2024 Ford F350 Dump Truck

Recommending Board of Trustees approval to award purchase of one (1) new 2024 Ford F350 Dump Truck. The vehicle will be added to the truck fleet and will replace (1) one existing truck of 24 years old.

COMPANY
Landmark Ford
2401 Prairie Crossing Dr.
Springfield, IL 62711

NET COST
\$105,979.00

It is recommended that the Board of Trustees approve the purchase of one (1) 2024 Ford F350 Dump Truck. Bid obtained through the State of Illinois Department of Central Management Services, Procurement Service Division (PSD) contract number Boss-4-B-23568.

APPROVED:



Sean O'Brien Sullivan
Vice President – Business Services

A/C Number FY25	02-70300510-580700005
A/C Name	GRM-Service - Equipment
Budget	\$250,000.00
Prev. Expend.	\$108,067.00
Schedule	\$105,979.00
Balance	\$35,954.00

Heat Pump Replacements – Building T

8 firms submitted bids for the Heat Pump Replacements – Building T Project. An advertisement for bid was placed in the Chicago Tribune - West Cook County Zone. Immediately after the closing hour for receiving bids, which was at 2:00 p.m. local time, Tuesday, April 16, 2024, the bids were publicly opened and read aloud in room A-300 by John Lambrecht, O & M, and Gaspare Pitrello, Arcon Associates, Inc., and witnessed by Steve Mazurek & James Pechacek, Operations & Maintenance, Daniel Stephens, Purchasing, Brian Schmitt, Arcon Associates, Inc., and representatives from F. E. Moran, Amber Mechanical, CMI, HG Mechanical, Premier Mechanical, Oak Brook Mechanical, and Quality Control Systems.

It is recommended that the Board of Trustees accept the proposals submitted by Oak Brook Mechanical Services, Inc. in accordance with their low, responsive bids. These items were competitively bid according to state statutes.

COMPANY	NET COST
Oak Brook Mechanical Services, Inc. 961 S. Route 83 Elmhurst, IL 60126	\$152,350.00

APPROVED:



Sean O'Brien Sullivan
Vice President – Business Services

A/C Number 02-70900501-580400005
A/C Name Construction Building
Remodeling > 50k

FY25 Budget	\$	2,403,000.00
Prev. Expend.	\$	0.00
Schedule	\$	152,350.00
Balance	\$	2,250,650.00

Memorandum

April 29, 2024

To: Sean Sullivan
V.P. Business Services

From: John Lambrecht
Associate Vice President, Facilities



RE: Heat Pump Replacements – Building T



Operations & Maintenance

Triton College received 8 bids from vendors for the Heat Pump Replacement – Building T project.

The lowest, responsive bidder was Oakbrook Mechanical Services, Inc., in the Base Bid amount of \$152,350.00.

Arcon Associates, Inc. has carefully reviewed the bids and recommends that the project be awarded to Oak Brook Mechanical Services, Inc. in the amount of \$152,350.00.

I support this recommendation and agree that the bid should be awarded to Oak Brook Mechanical Services, Inc. in the combined amount of \$152,350.00.

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

John



April 24, 2024

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

RE: **BID RECOMMENDATION
HEAT PUMP REPLACEMENTS – BUILDING T
TRITON COLLEGE
PROJECT NO. 23149**

Dear Mr. Lambrecht:

On Tuesday, April 16, 2024, at 2:00 P.M. eight (8) sealed bids were publicly opened and read for the Heat Pump Replacements – Building T project. The low qualified bidder was Oak Brook Mechanical Services, Inc., in the Base Bid amount of \$152,350. The Base Bid includes the project contingency amount.

We contacted Oak Brook Mechanical Services, Inc., and they have confirmed their bid. The project requirements were reviewed, and Oak Brook Mechanical Services, Inc. demonstrated an understanding of the scope of work and project timeline. Oak Brook Mechanical Services, Inc., has completed numerous ARCON and Triton College projects with favorable results. We believe they are capable of performing well on this project.

Therefore, ARCON Associates, Inc. recommends that the Board of Trustees, Triton College award the contract for the Heat Pump Replacements – Building T project to the low qualified bidder, Oak Brook Mechanical Services, Inc., in the Base Bid amount of \$152,350.

Attached is the Bid Tabulation Sheet for your review.

Sincerely,
ARCON Associates, Inc.

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

Gaspare P. Pitrello, ALA
Principal

Attachments

BJS/rac
J:\Triton College\23149 Heat Pump Replacement @ Buildings T\1 Docs\Corr\231497L001.docx

Project: Heat Pump Replacements @Building T
 Owner: Triton College
 Project No.: 23149
 Bid Date/Time: Tuesday, April 16, 2024 @ 2:00PM



	CONTRACTOR	AD.1	BID BOND	BASE BID + 10% CONTINGENCY	ALTERNATE No. 1: REMOVE & REPLACE EXISTING HEAT PUMP "HP-41"	ALTERNATE No. 2: REMOVE & REPLACE EXISTING HEAT PUMP - "HP-44"	ALTERNATE No. 3: REMOVE & REPLACE EXISTING HEAT PUMP "HP-60"	ALTERNATE No. 4: FLOOR PROTECTION	TOTAL
1	Amber Mechanical Contractors, Inc.	✓	✓	\$207,790.00	\$42,500.00	\$42,500.00	\$38,200.00	\$16,800.00	\$347,790.00
2	C. Aceitelli Heating & Piping Contractors, Inc.	✓	✓	\$207,900.00	\$43,000.00	\$44,000.00	\$39,000.00	\$13,000.00	\$346,900.00
3	Commercial Mechanical, Inc.	✓	✓	\$193,600.00	\$37,000.00	\$39,000.00	\$34,000.00	\$3,900.00	\$307,500.00
4	FE Moran, Inc.	✓	✓	\$182,600.00	\$40,725.00	\$36,800.00	\$43,700.00	\$13,000.00	\$316,825.00
5	M G Mechanical Contracting, Inc.	X	✓	\$199,100.00	\$42,000.00	\$44,000.00	\$39,000.00	\$8,000.00	\$332,100.00
6	Oak Brook Mechanical Services, Inc.	✓	✓	\$152,350.00	\$30,500.00	\$30,500.00	\$29,400.00	\$12,900.00	\$255,650.00
7	Premier Mechanical, Inc.	✓	✓	\$202,400.00	\$42,000.00	\$42,000.00	\$37,000.00	\$13,000.00	\$336,400.00
8	Quality Control Systems, Inc.	✓	✓	\$250,372.00	\$53,457.00	\$53,457.00	\$53,457.00	\$6,300.00	\$417,043.00
9									
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12									