I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. APPROVAL OF BOARD MINUTES – VOLUME LII

Minutes of the Regular Board Meeting of December 15, 2015, No. 12

V. COMMENTS ON THIS AGENDA

VI. CITIZEN PARTICIPATION

VII. REPORTS/ANNOUNCEMENTS – Employee Groups

VIII. STUDENT SENATE REPORT

IX. BOARD COMMITTEE REPORTS

A. Academic Affairs/Student Affairs
B. Finance/Maintenance & Operations

X. ADMINISTRATIVE REPORT

XI. PRESIDENT’S REPORT

XII. CHAIRMAN’S REPORT

XIII. NEW BUSINESS

A. Board Policy – First Reading
   3320 Travel – Board of Trustees and All College Employees
   5415 Student Optional Disclosure of Private Mental Health Information

B. Action Exhibits
   15674 Budget Transfers
   15675 Certificate of Final Completion and Authorization of Final Payment for the Cernan Center Renovation Project
   15676 Parking Lot Renovations, Phase 3, Change Orders
15677  DePue Mechanical, Inc. HVAC Services
15678  Murphy & Miller, Inc. HVAC Services
15679  W.J. O’Neil Chicago LLC HVAC Services
15680  Release and Disposal of Obsolete Equipment – Cernan Earth and Space Center
15681  Cooperative Agreement with Saint Francis Presence Health
15682  Removal of Titles and Indexes for Library
15683  Out-of-RADIUS Travel Requests

C. Purchasing Schedules

D. Bills and Invoices

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

F. Human Resources Report

XIV. COMMUNICATIONS – INFORMATION
A. Human Resources Information Materials
B. Informational Material

XV. ADJOURNMENT
CALL TO ORDER/ROLL CALL
Chairman Mark Stephens called the regular meeting of the Board of Trustees to order in the Boardroom at 6:40 p.m. Following the Pledge of Allegiance, roll call was taken.

Present: Mr. Luke Casson, Mr. Gustavo Muñoz, Ms. Donna Peluso, Mrs. Elizabeth Potter, Mr. Jay Reyes, Mr. Mark Stephens, Ms. Diane Viverito.

Absent: Mr. Glover Johnson.

Mr. Stephens noted that Mr. Johnson was here earlier, but left to attend his daughter’s high school play.

APPROVAL OF BOARD MINUTES
Ms. Viverito made a motion, seconded by Ms. Peluso, to approve the minutes of the Special Board Meeting of November 16, 2015, the Board Committee of the Whole Meeting of November 17, 2015, the Regular Board Meeting of November 17, 2015, the Board Retreat of November 17, 2015, and the Special Board Meeting of November 23, 2015. Voice vote carried the motion unanimously.

COMMENTS ON THIS AGENDA
None.

CITIZEN PARTICIPATION
None.

REPORTS/ANNOUNCEMENTS – Employee Groups
Classified Association President Missy Cabrera wished everyone Happy Holidays.

Adjunct Faculty Association President Bill Justiz wished all a Happy Holiday and New Year.

STUDENT SENATE REPORT
TCSA President Baylee Cabrera reported that after attending the ICCB Student Advisory Council meeting, TCSA gathered signatures in support of the MAP grant. Statewide, over 7,000 signatures were gathered and sent to Springfield. Ms. Baylee wished Happy Holidays to everyone.

BOARD COMMITTEE REPORTS
Academic Affairs/Student Affairs
Ms. Viverito reported that the committee met earlier this month and are supportive of all the items relating to academic and student affairs.
Finance/Maintenance & Operations
Ms. Peluso reported that the committee met on December 2 and reviewed fifteen new business items and four purchasing schedules, and voted unanimously to forward those items with a recommendation for approval by the Board.

ADMINISTRATIVE REPORT

ICCCA Innovation Award: Vice President of Academic & Student Affairs Doug Olson presented the statewide Illinois Council of Community College Administrators Innovation Award to Dean of Continuing Education Paul Jensen for the Workforce Development Project. Mr. Jensen reported that this was a project with many players. He thanked the Board for their support and was congratulated for the work of Continuing Education.

PRESIDENT’S REPORT
President Mary-Rita Moore recognized Ms. Cabrera and the students of Triton College for their efforts in gathering signatures in support of the MAP grant.

Ms. Moore announced that there was a breakthrough in the state budget situation this week, with notification received that federal funds will be flowing soon, bringing Adult Education and Perkins funding to the college. This amounts to over $900,000 in total.

President Moore wished the college community a wonderful holiday and happy New Year, and expressed that she looks forward to working together in 2016.

CHAIRMAN’S REPORT
Chairman Mark Stephens reported on the status of the shooting range project as follows. There is not enough community interest to participate in a gun range on Triton’s campus due to the fact that some villages have their own ranges or are already in partnership with others. This makes the per-community cost prohibitive, so all have declined. Without sufficient economic support generated, this project is off our books, freeing up nearly $2 million for use in other areas. Many communities expressed their appreciation of Triton’s efforts to recognize and try to solve this need in the area.

Chairman Stephens announced that this is Police Chief Jeff Sargent’s last Board meeting before retiring at the end of the year. Chief Sargent was presented with his retired shield and honored with a standing ovation.

Mr. Stephens wished Merry Christmas and Happy New Year to all.

NEW BUSINESS

ACTION EXHIBITS
15655 2015 Tax Levy
Chairman Stephens asked if the College has determined the estimated amount to be raised by taxation. Vice President of Business Services Sean Sullivan responded that in accordance
with the FY 2016 Budget approved by the Board of Trustees in September, the College has determined that the estimated amount of money to be raised by taxation, prior to the county extension and exclusive of election costs for tax year 2015 is $26,439,133. The proposed 2015 tax levy represents a 3.87% increase by the Board of Trustees over the 2014 extended aggregate tax levy. The proposed aggregate levy of $26,439,133 is $984,775 more than the 2014 final aggregate levy of $25,454,358. The proposed levy, plus the county extension, will provide the College with a portion of the financial resources necessary to support the educational plan for the current fiscal year as presented in the FY 2016 Budget as approved by the Board of Trustees in September of 2015.

Chairman Stephens commented that the Board asked for a flat tax levy, and Mr. Sullivan explained that the increase is due to new construction in the district and Rosemont TIF #1 coming off the TIF roles. Mr. Stephens stated that the Board of Trustees then hereby accepts the proposed 2015 tax levy, subject to the Cook County extension and as presented by the Board over the 2014 extended levy, subject to approval during this meeting.

Ms. Peluso made a motion to approve the 2015 Tax Levy, seconded by Mrs. Potter. Voice vote carried the motion unanimously.

15656 Certification of Compliance with Truth in Taxation Act

Ms. Peluso made a motion to approve the Certification of Compliance with Truth in Taxation Act, seconded by Ms. Viverito. Voice vote carried the motion unanimously.

15657 Resolution Abating Taxes Levied for Debt Service on Series 2014 & 2015 General Obligation Bonds

Ms. Peluso made a motion to approve the Resolution Abating Taxes Levied for Debt Service on Series 2014 & 2015 General Obligation Bonds, seconded by Ms. Viverito.

Roll Call Vote:
  Affirmative: Mr. Casson, Mr. Muñoz, Ms. Peluso, Mrs. Potter, Mr. Reyes, Ms. Viverito, Mr. Stephens.
  Absent: Mr. Johnson.

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

With no objection from the Board, Mr. Stephens asked for the remaining Action Exhibits to be taken as a group, including:

15658 Budget Transfers
15659 Certificate of Final Completion and Authorization of Final Payment for the Demonstration Kitchen Renovations Project Phase 2
15660 Krueger International, Inc. G Building Classroom Furniture Purchase
15661 Morton Salt Inc. 2015-2016 Joint Purchasing Commitment
15662 2016 Triton College PPO Health Benefit Plan Cobra Rates
15663 2016 Blue Cross Blue Shield PPO Renewal
15664 2016 Blue Cross Blue Shield HMO Renewal
15665 Disposal of Obsolete Computer Equipment
15666 Convergint Technologies – Athletic Complex
15667 Accu-Tech – CCTV Video Servers Purchase
15668 Meridian IT Inc. – Wireless Access Point Purchase
15669 Agreement with BoardVantage, Inc.
15670 Educational Agreement with Gottlieb Memorial Hospital
15671 Educational Agreement with Loyola University Medical Center
15672 College Curriculum Committee Recommendations
15673 Out-of-Radius Travel Requests

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

PURCHASING SCHEDULES
B38.10 Building O Window Replacement Project
B38.11 Building N Rooftop Louver Screens
B38.12 District-wide Schedule of Classes – Summer 2016
B38.13 Cut Stock Paper – Year’s Supply

Ms. Peluso made a motion to approve the Purchasing Schedules, seconded by Ms. Viverito. Voice vote carried the motion unanimously.

BILLS AND INVOICES
Ms. Viverito made a motion, seconded by Mr. Casson, to pay the Bills and Invoices in the amount of $3,731,917.09.

Roll Call Vote:
Affirmative: Mr. Casson, Mr. Muñoz, Ms. Peluso, Mrs. Potter, Mr. Reyes, Ms. Viverito, Mr. Stephens.
Absent: Mr. Johnson.

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

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

Roll Call Vote:
Affirmative: Mr. Casson, Mr. Muñoz, Ms. Peluso, Mrs. Potter, Mr. Reyes, Ms. Viverito, Mr. Stephens.
Absent: Mr. Johnson.

Motion carried 6-0 with the Student Trustee voting yes. The Board went into Closed Session at 7:01 p.m.

RETURN TO OPEN SESSION
Ms. Peluso made a motion to return to Open Session, seconded by Mrs. Potter.

Roll Call Vote:
Affirmative: Mr. Casson, Mr. Muñoz, Ms. Peluso, Mrs. Potter, Mr. Reyes, Ms. Viverito, Mr. Stephens.
Absent: Mr. Johnson.

Motion carried 6-0 with the Student Trustee voting yes. The Board returned to Open Session at 7:18 p.m.

HUMAN RESOURCES REPORT

1.0 Faculty
Ms. Peluso made a motion, seconded by Mr. Muñoz, to approve page 1 of the Human Resources Report, items 1.1.01 through 1.3.02. Voice vote carried the motion unanimously.

2.0 Adjunct Faculty
Ms. Peluso made a motion, seconded by Mrs. Potter, to approve pages 2 and 3 of the Human Resources Report, items 2.1.01 through 2.8.02. Voice vote carried the motion unanimously.

3.0 Administration
No action on page 4 of the Human Resources Report.

4.0 Classified, Police & Engineers
Ms. Peluso made a motion, seconded by Mr. Casson, to approve pages 5 and 6 of the Human Resources Report, items 4.1.01 through 4.6.01 with the exception of items 4.2.01 and 4.4.01. Voice vote carried the motion unanimously.

Items 4.2.01 and 4.4.01 failed for lack of motion.

5.0 Mid-Management
Ms. Peluso made a motion, seconded by Mrs. Potter, to approve page 7 of the Human Resources Report, items 5.1.01 and 5.2.01. Voice vote carried the motion unanimously.

6.0 Hourly Employees
Ms. Viverito made a motion, seconded by Ms. Peluso, to approve pages 8 and 9 of the Human Resources Report, items 6.1.01 through 6.5.01. Voice vote carried the motion unanimously.
7.0 Other
Ms. Peluso made a motion, seconded by Ms. Viverito, to approve page 10 of the Human Resources Report, items 7.1.01 through 7.2.01. Voice vote carried the motion unanimously.

ADJOURNMENT
A motion was made by Ms. Peluso to adjourn the meeting, seconded by Mrs. Potter. Voice vote carried the motion unanimously. Chairman Stephens adjourned the meeting at 7:21 p.m.

Submitted by: Mark R. Stephens
          Diane Viverito
          Board Chairman          Board Secretary

Susan Page
Susan Page, Recording Secretary
TITLE: TRAVEL – BOARD OF TRUSTEES AND ALL COLLEGE EMPLOYEES

PURPOSE: The College created a committee to review and make recommendations to its current travel policy. The revised policy simplifies the process, no longer requires Board of Trustees approval for travel, and is in alignment with recommendations from the Higher Learning Commission. Travel approval responsibility now rests with the Vice Presidents and the President. However, all overnight travel will be submitted as an informational report to the Board of Trustees on a monthly basis.

Submitted to Board by: ____________________________ Sean Sullivan
(Vice President) Sean O’Brien Sullivan

Board Officers’ Signatures Required:

________________________________________
Mark R. Stephens
Chairman

________________________________________
Diane Viverito
Secretary

Date

Related forms requiring signature: Yes ________ No ___X______
TRAVEL POLICY SUMMARY

A College employee may, with their Administrative supervisor’s approval, travel within borders of the Triton District for College business.

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

A College Vice President can approve: for individual, subordinate level employees:
  • single day travel (no overnight) within the State of Illinois;
  • out of state travel within 100 miles of the campus.

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

  • Supervising Administrator
  • Appropriate Vice President

The College President can approve:
  • single or multiple employees for single day travel within the state of Illinois;
  • single or multiple employees for overnight travel within the state of Illinois;
  • single or multiple employees travel out of state (if within 100 miles of the campus).

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

  • Supervising Administrator
  • Appropriate Vice President

The Board of Trustees can approve:
  • any travel out of state greater than 100 miles from campus;
  • any overnight travel greater than three days in duration;
  • any travel involving airfare;
  • any travel within the Chicago metropolitan area involving lodging.

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

  • Supervising Administrator
  • Appropriate Vice President
  • President
TRAVEL POLICY

All requests must be approved at least one (1) business day prior to travel. All requests requiring air travel must be approved at least thirty (30) business days prior to travel. All travel requiring an overnight stay (without air travel) out of state travel that exceeds a 100 mile radius of the college shall be approved at least by the Board of Trustees at least one twenty (20) business days meeting prior to travel. Furthermore, any travel within the Chicago metro area that results in the district incurring expenses for lodging shall need approval by the Board of Trustees at least one business meeting prior to travel. All overnight travel will be submitted as an informational report to the Board of Trustees on a monthly basis.

All in-state (Illinois) travel or out of state travel within a 100 mile radius of the college must be approved by a vice president. If more than one person is traveling to the same meeting or conference, the travel must be approved by the President no later than one week prior to travel.

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

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

The President will also be allowed to designate up to three administrators to accompany him/her to each of the National Conventions provided that no administrator shall attend more than one national convention per fiscal year. With regard to Conferences and Seminars, regardless of college membership in the particular association, the President shall be allowed to attend three such functions per fiscal year and shall be allowed to designate one administrator to attend with him/her. The President will have the prerogative of assigning another administrator to stand in his/her place as long as no one administrator attends more than two such functions during the fiscal year.

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

** Change from Human Resources to Business Services
TRITON COLLEGE, District 504  
Board of Trustees  

Meeting of January 26, 2016  
POLICY NO. 5415  

First Reading  X  

Second Reading  

TITLE: STUDENT OPTIONAL DISCLOSURE OF PRIVATE MENTAL HEALTH INFORMATION  

PURPOSE: In compliance with the Student Optional Disclosure of Private Mental Health Act, Public Act 99-278, the College must establish procedures and an accompanying form providing students with the opportunity to authorize, in writing, the disclosure of certain private mental health information to a designated person, subject to conditions and under the circumstances provided for in the Act.  

Submitted to Board by:  
(Vice President) Dr. Douglas Olson  

Board Officers’ Signatures Required:  

Mark R. Stephens  
Chairman  

Diane Viverito  
Secretary  

Date  

Related forms requiring signature: Yes _____  
No X
Triton College complies with the Student Optional Disclosure of Private Mental Health Act, 110 ILCS 74/1 et seq. which requires that institutions of higher learning provide all students the opportunity to authorize in writing the disclosure of certain private mental health information to a designated person.

With a student’s written authorization, Triton College may disclose a student’s mental health information if a physician, clinical psychologist, or qualified examiner who is employed by the college makes a determination that the student poses a clear danger to himself, herself, or others to protect the student or other person(s) against a clear, imminent risk of serious physical or mental injury or disease or death being inflicted upon the person(s) or by the student on himself, herself, or another.

The information by the physician, clinical psychologist, or qualified examiner will be disclosed to the designated person as soon as practical, but in no more than 24 hours after making the mental health determination.

A designated person is defined by this Act as a parent, guardian, or other person over the age of 18 designated by a student to receive disclosure of certain private mental health information.

A qualified examiner is defined by 405 ILCS 5/1-122 of the Mental Health and Developmental Disabilities Code Act as a clinical social worker, a registered psychiatric nurse, a licensed clinical professional counselor, or a licensed marriage and family therapist.

Every student will be provided the opportunity to complete and submit a Student Optional Disclosure of Private Mental Health Information Form if he or she so desires. These forms will be stored confidentially and securely. Only Triton College counselors, the dean of student services, and the dean of enrollment services may access these forms.
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.

Submitted to Board by: ___________________________ Sean Sullivan (Vice President) Sean O’Brien Sullivan

Board Officers’ Signatures Required:

Mark R. Stephens
Chairman

Diane Viverito
Secretary

Related forms requiring signature: Yes_____ No____ X____

Date______
### PROPOSED BUDGET TRANSFERS - FY 2016
FOR THE PERIOD 12/1/15 to 12/31/15

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**TOTAL EDUCATION FUND**

$176,189.00

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**TOTAL AUXILIARY FUND**

$179,069.00

**TOTAL PROPOSED BUDGET TRANSFERS**

$355,258.00

Page 16/84
This request is a:  
(please check one)  

X  Budget Transfer

Expense reimbursement/  
Correction of a prior charge

Dollar amount $ 53.00

Account budget to be reduced # 01-10200530-540100210  
(CIS – INSTRUCTIONAL SUPPLIES)

Account budget to be increased # 01-10200530-530900010  
(CIS – OTHER CONTRACTUAL SERVICES)

Description Trf- Please transfer money from Computer Information Systems, Instructional Supplies  
into Computer Information Systems, Other Contractual Services to cover the purchase  
for an adjunct faculty’s web fees for his class.

This was purchased for a Computer Information Systems class to be used by the instructor  
and students. There will be enough money in Instructional Supplies to last the entire fiscal  
year.

(Please be specific and very explanatory as to the reason for the above transfer/reimbursement. The reason the  
money will no longer be needed in the budget category it is being transferred from also must be explained. Budget  
transfers, if needed, will be submitted monthly for Board action. Funds are not available for use until approved by  
Board action.)

Authorization

Date  1/24/15

BUSINESS OFFICE USE ONLY

Date entered:  B2210 D 5/15/16

Bus. Office entry by:
This request is a:  
(please check one)  

X Budget Transfer  

Expense reimbursement/  
Correction of a prior charge  

Object code description

Dollar amount $ 400.00

Account budget to be reduced # 01-10200530-550300010  
(CIS – PROF. DEV. TRAVEL-OUT OF STATE )

Account budget to be increased # 01-10200530-540600010  
(CIS – PROF. DEV. PUBLICATION & DUES )

Description Trf-  
Please transfer money from Computer Information Systems, Professional Development Travel  
Out of State into Computer Information Systems, Professional Development Publication &  
Dues to cover professional development publication & dues for the CIS faculty.

The rationale for this request is to provide funding in Professional Development Publication &  
Dues as per the faculty negotiated agreement covering the professional organizations fees and  
subscriptions for publications fees for the Computer Information Systems Faculty.

(Please be specific and very explanatory as to the reason for the above transfer/reimbursement. The reason the  
money will no longer be needed in the budget category it is being transferred from also must be explained. Budget  
transfers, if needed, will be submitted monthly for Board action. Funds are not available for use until approved by  
Board action.)

Authorization  

Date 12/11/15

BUSINESS OFFICE USE ONLY

Date entered:  B2207 DS 12/16/15

Bus. Office entry by:  

2,100 RECEIVED DEC 10 2015
This request is a:  
X  Budget Transfer  

Dollar amount $24,635

Account budget to be reduced # 01_10600510_510200005 (Adult Ed - Supervisory)

Account budget to be increased # 01-20900510-510400005 (LAC - Supervisory)

Description Trf-  Budget transfer needed for mid-management position moved from Adult Ed to Academic Success Center for balance of fiscal year – 1/1/16 to 6/30/16.

Submitted by Jennifer Daciolas

(Please be specific and very explanatory as to the reason for the above transfer/reimbursement. The reason the money will no longer be needed in the budget category it is being transferred from also must be explained. Budget transfers, if needed, will be submitted monthly for Board action. Funds are not available for use until approved by Board action.)

Authorization

Date  11/25/15  11/25/15

BUSINESS OFFICE USE ONLY

Date entered:  B2201  DS12/7/15

Bus. Office entry by:

Canary Copy-Requisitioner

Page 19/84
This request is a:  
X Budget Transfer

Dollar amount $ 500.00

Account budget to be reduced # 01-10900505-540200005  
(Coop-Printing)

Account budget to be increased # 01-30200510-540100110  
(CS-Office Supplies)

Description of Transfer:  This budget transfer requests to move funds to cover additional Career Services office supply costs for new toner, paper, and materials for upcoming presentations in the spring semester. No funds now are needed in 01-10900505-540200005.

(Please be specific and very explanatory as to the reason for the above transfer/reimbursement. The reason the money will no longer be needed in the budget category it is being transferred from also must be explained. Budget transfers, if needed, will be submitted monthly for Board action. Funds are not available for use until approved by Board action.)

Authorization

Date 11/24/15

BUSINESS OFFICE USE ONLY

Date entered: B2208 DS 12/16/15

Bus. Office entry by:  

This request is a:  
(please check one)  
X Budget Transfer  

Dollar amount $30,000.00  

Expense reimbursement/  
Correction of a prior charge  
Object code description  

Account budget to be reduced # 01-80100515-530900010  
(  
AVP Academic Affairs: Other Contractual Services  
  )  

Account budget to be increased # 01-80400520-540901005  
(  
Network Services: Computer Equipment < 5K  
  )  

Description Transferred Funds need to be transferred into Account #01-80400520-540901005 (Network Services, Computer Equipment < 5K). 
The funds are available in Account #01-80100515-530900010 (AVP Academic Affairs: Other Contractual Services). Funds were originally allocated in Other Contractual Services, however, the funds are needed for hardware purchased from Computer Equipment < 5K. 
Money will not be needed in Other Contractual Services because there are sufficient funds in that account to cover anticipated needs through the end of the fiscal year.

(Please be specific and very explanatory as to the reason for the above transfer/reimbursement. The reason the money will no longer be needed in the budget category it is being transferred from also must be explained. Budget transfers, if needed, will be submitted monthly for Board action. Funds are not available for use until approved by Board action.)

Authorization  

Date 12/22/2015  

BUSINESS OFFICE USE ONLY

Date entered:  B2211 DS 11/5/16  

Bus. Office entry by:  

Canary Copy-Requisitioner
This request is a:  
(please check one)  
X Budget Transfer  

Dollar amount $2,343  

Account budget to be reduced # 01-20100510-510600005  
( Classified Salary )  

Account budget to be increased # 01-80600525-510900010  
( Salary Lapse )  

Description Trf- Salary Lapse for the position of Assistant, Library II, period 9/1/15 – 9/30/15  

Submitted by Jennifer Daciolas  

(Please be specific and very explanatory as to the reason for the above transfer/reimbursement. The reason the money will no longer be needed in the budget category it is being transferred from also must be explained. Budget transfers, if needed, will be submitted monthly for Board action. Funds are not available for use until approved by Board action.)  

Authorization  

Date  

7/28/15  

11/25/15  

BUSINESS OFFICE USE ONLY  

Date entered: B2160 05 11/30/15  

Bus. Office entry by:  

Page 22/84
BUSINESS OFFICE TRANSFER FORM

This request is a: 
(please check one)  X  Budget Transfer

Dollar amount $  2,343

Account budget to be reduced #  01-20100510-510600005  (Classified Salary)

Account budget to be increased #  01-80600525-510900010  (Salary Lapse)

Description  Transfer: Salary Lapse for the position of Assistant, Library II, period 11/1/15 - 11/30/15

Submitted by Jennifer Daciolas

(Please be specific and very explanatory as to the reason for the above transfer/reimbursement. The reason the money will no longer be needed in the budget category it is being transferred from also must be explained. Budget transfers, if needed, will be submitted monthly for Board action. Funds are not available for use until approved by Board action.)

Authorization

Date  11/18/15  11/25/15

BUSINESS OFFICE USE ONLY

Date entered:  B2162  DS 11/30/15

Bus. Office entry by:  

Page 23/84
BUSINESS OFFICE TRANSFER FORM

This request is a:  
(please check one)  
X  Budget Transfer  

Dollar amount $ 2,343  

Expense reimbursement/ 
Correction of a prior charge  
Object code description  

Account budget to be reduced #  01–20100510–510600005  
( Classified Salary  )  

Account budget to be increased #  01–80600525–510900010  
( Salary Lapse  )  

Description Trf-  
Salary Lapse for the position of Assistant, Library II, period 12/1/15 – 12/31/15  

Submitted by Jennifer Daciolas  

(Please be specific and very explanatory as to the reason for the above transfer/reimbursement. The reason the money will no longer be needed in the budget category it is being transferred from also must be explained. Budget transfers, if needed, will be submitted monthly for Board action. Funds are not available for use until approved by Board action.)  

Authorization  

Date  1/12/15  2/1/16  

BUSINESS OFFICE USE ONLY  

Date entered:  B2222  DS  1/5/15  

Bus. Office entry by:  

Page 24/84
BUSINESS OFFICE TRANSFER FORM

This request is a:  
(please check one)  

X  Budget Transfer  

Dollar amount $3,515  

Expense reimbursement/ 
Correction of a prior charge  
Object code description  

Account budget to be reduced #: 01-20100510-510600005  
( Classified Salary  )  

Account budget to be increased #: 01-80600525-510900010  
( Salary Lapse  )  

Description Trf-  
Salary Lapse for the position of Assistant, Library II, period 10/1/15 – 10/31/15

Submitted by Jennifer Daciolas

(Please be specific and very explanatory as to the reason for the above transfer/reimbursement. The reason the money will no longer be needed in the budget category it is being transferred from also must be explained. Budget transfers, if needed, will be submitted monthly for Board action. Funds are not available for use until approved by Board action.)

Authorization

Date 10/6/15  11/25/15

---

BUSINESS OFFICE USE ONLY

Date entered: B21161  DS 11/30/15

Bus. Office entry by:  
Page 25/84
This request is a:  
(please check one)  
X  Budget Transfer  

Expense reimbursement/ Correction of a prior charge  
Object code description  

Dollar amount $ 6,923  

Account budget to be reduced # 01-20400530-530900010  
( Administrative Salary )  

Account budget to be increased # 01-80600525-510900010  
( Salary Lapse )  

Description Trf-  
Salary Lapse for the position of Academic Program Developer, period 11/1/15 – 11/30/15  

Submitted by Jennifer Daciolas  

(Please be specific and very explanatory as to the reason for the above transfer/reimbursement. The reason the money will no longer be needed in the budget category it is being transferred from also must be explained. Budget transfers, if needed, will be submitted monthly for Board action. Funds are not available for use until approved by Board action.)  

Authorization  

Date  
11/14/15  11/5/15  

BUSINESS OFFICE USE ONLY  

Date entered: B2165 DS 11/20/15  

Bus. Office entry by:  

Canary Copy- Requisitioner
This request is a:  
(please check one)  


Dollar amount $6,923

Account budget to be reduced # 01-20400530-530900010 (Administrative Salary)

Account budget to be increased # 01-80600525-510900010 (Salary Lapse)

Description Trf- Salary Lapse for the position of Academic Program Developer, period 12/1/15 – 12/31/15

Submitted by Jennifer Daciolas

(Please be specific and very explanatory as to the reason for the above transfer/reimbursement. The reason the money will no longer be needed in the budget category it is being transferred from also must be explained. Budget transfers, if needed, will be submitted monthly for Board action. Funds are not available for use until approved by Board action.)

Authorization

Date 1/2/15

Date entered: B2215 DS 1/5/16

Bus. Office entry by:

Canary Copy-Requisitioner
This request is a:  
(please check one)  
X Budget Transfer  

Expense reimbursement/  
Correction of a prior charge 

Object code description 

Dollar amount $10,385 

Account budget to be reduced #: 01-20400530-530900010  
(A) Administrative Salary 

Account budget to be increased #: 01-80600525-510900010  
(S) Salary Lapse 

Description Trf-
Salary Lapse for the position of Academic Program Developer, period 10/1/15 – 10/31/15 

Submitted by Jennifer Daciolas 

(Please be specific and very explanatory as to the reason for the above transfer/reimbursement. The reason the 
money will no longer be needed in the budget category it is being transferred from also must be explained. Budget 
transfers, if needed, will be submitted monthly for Board action. Funds are not available for use until approved by 
Board action.) 

Authorization  

Date  

11/27/15 

BUSINESS OFFICE USE ONLY 

Date entered: B2164 DS 11/30/15 

Bus. Office entry by: 

Canary Copy-Requisitioner
BUSINESS OFFICE TRANSFER FORM

This request is a:  
(please check one)  
\[\text{X} \quad \text{Budget Transfer}\]  
\[\text{Expense reimbursement/Correction of a prior charge}\]

Object code description

Dollar amount $20,769

Account budget to be reduced # 01-20400530-530900010 (Administrative Salary )

Account budget to be increased # 01-80600525-510900010 (Salary Lapse )

Description Trif-

Salary Lapse for the position of Academic Program Developer, period 7/1/15 – 9/30/15

Submitted by Jennifer Daciolas

(Please be specific and very explanatory as to the reason for the above transfer/reimbursement. The reason the money will no longer be needed in the budget category it is being transferred from also must be explained. Budget transfers, if needed, will be submitted monthly for Board action. Funds are not available for use until approved by Board action.)

Authorization

Date 

[Signature]

2/8/15

11/25/15

BUSINESS OFFICE USE ONLY

Date entered: B2133 DS 11/30/15

Bus. Office entry by:
This request is a:  
(please check one)  

X  Budget Transfer

Dollar amount $ 6,923

Account budget to be reduced # 01-20801020-510100005  
( Administrative Salary  )

Account budget to be increased # 01-80600525-510900010  
( Salary Lapse  )

Description Trf-  
Salary Lapse for the position of Associate Dean of Business & Technology, period 11/1/15 – 11/30/15

Submitted by Jennifer Daciolas

(Please be specific and very explanatory as to the reason for the above transfer/reimbursement. The reason the money will no longer be needed in the budget category it is being transferred from also must be explained. Budget transfers, if needed, will be submitted monthly for Board action. Funds are not available for use until approved by Board action.)

Authorization  

Date 11/9/15  11/25/15

BUSINESS OFFICE USE ONLY

Date entered: B2173 DS 12/7/15

Bus. Office entry by:
This request is a:  
(please check one) 
[ ] Budget Transfer  [ ] Expense reimbursement/Correction of a prior charge 
[ ] Object code description 

Dollar amount $6,923 

Account budget to be reduced # 01-20801020-510100005 (Administrative Salary) 

Account budget to be increased # 01-80600525-510900010 (Salary Lapse) 

Description Tran: Salary Lapse for the position of Associate Dean of Business & Technology, period 12/1/15 – 12/31/15 

Submitted by Jennifer Daciolas 

(Please be specific and very explanatory as to the reason for the above transfer/reimbursement. The reason the money will no longer be needed in the budget category it is being transferred from also must be explained. Budget transfers, if needed, will be submitted monthly for Board action. Funds are not available for use until approved by Board action.) 

Authorization 

Date 1/09/15 1/09/16 

BUSINESS OFFICE USE ONLY 

Date entered: B2 215 DS 1/5/16 

Bus. Office entry by: Page 34/84
BUSINESS OFFICE TRANSFER FORM

This request is a:  
(please check one)  

X  Budget Transfer

Expense reimbursement/  
Correction of a prior charge
Object code description

Dollar amount $ 10,385

Account budget to be reduced # 01-20801020-510100005  
( Administrative Salary )

Account budget to be increased # 01-80600525-510900010  
( Salary Lapse )

Description Trf-  
Salary Lapse for the position of Associate Dean of Business & Technology, period 10/1/15 – 10/31/15

Submitted by Jennifer Daciolas

(Please be specific and very explanatory as to the reason for the above transfer/reimbursement. The reason the money will no longer be needed in the budget category it is being transferred from also must be explained. Budget transfers, if needed, will be submitted monthly for Board action. Funds are not available for use until approved by Board action.)

Authorization

Date  
10/26/15  11/5/15

BUSINESS OFFICE USE ONLY

Date entered:  B2172 DS 12/7/15

Bus. Office entry by:  Page 15/84
This request is a: 
(please check one) 
X  Budget Transfer

Dollar amount $ 13,846

Account budget to be reduced # 01-20801020-510100005 
( Administrative Salary )

Account budget to be increased # 01-80600525-510900010 
( Salary Lapse )

Description of transfer:
Salary Lapse for the position of Associate Dean of Business & Technology, period 8/1/15 – 9/30/15

Submitted by Jennifer Daciolas

(Please be specific and very explanatory as to the reason for the above transfer/reimbursement. The reason the money will no longer be needed in the budget category it is being transferred from also must be explained. Budget transfers, if needed, will be submitted monthly for Board action. Funds are not available for use until approved by Board action.)

Authorization

Date
7/8/15
11/30/15
BUSINESS OFFICE TRANSFER FORM

This request is a:  
(please check one)  

X  Budget Transfer  

Dollar amount $ 13,846  

Account budget to be reduced # 01-20801040-510100005  
(Administrative Salary)  

Account budget to be increased # 01-806000525-510900010  
(Salary Lapse)  

Description Trf-  
Salary Lapse for the position of Associate Dean of Health Careers/Public Service Programs, period 8/1/15 – 9/30/15  

Submitted by Jennifer Daciolas  

(Please be specific and very explanatory as to the reason for the above transfer/reimbursement. The reason the money will no longer be needed in the budget category it is being transferred from also must be explained. Budget transfers, if needed, will be submitted monthly for Board action. Funds are NOT available for use until approved by Board action.)  

Authorization

Date

9/2/15  11/25/15  

BUSINESS OFFICE USE ONLY

Date entered: 52174 DS 12/7/15

Bus. Office entry by:  

Page 34/84
This request is a:
(please check one)

Budget Transfer

Dollar amount $ 3,830

Account budget to be reduced # 01-30100510-5102000005

Object code description Mid Manager Salary

Account budget to be increased # 01-80600525-5109000010

Salary Lapse

Description: Salary Lapse for the position of College Relations Associate, period 11/1/15 - 11/30/15

Submitted by Jennifer Daciolas

(Please be specific and very explanatory as to the reason for the above transfer/reimbursement. The reason the money will no longer be needed in the budget category it is being transferred from also must be explained. Budget transfers, if needed, will be submitted monthly for Board action. Funds are not available for use until approved by Board action.)

Authorization

Date 11/1/15 11/2/15

BUSINESS OFFICE USE ONLY

Date entered: B2175 DS12/7/15

Bus. Office entry by:
BUSINESS OFFICE TRANSFER FORM

This request is a:  
X Budget Transfer  

Expense reimbursement/Correction of a prior charge

Object code description

Dollar amount $3,830

Account budget to be reduced # 01-30100510-5102000005
Mid Manager Salary

Account budget to be increased # 01-80600525-510900010
Salary Lapse

Description  
Salary Lapse for the position of College Relations Associate, period 12/1/15 - 12/31/15

Submitted by Jennifer Daciolas

(Please be specific and very explanatory as to the reason for the above transfer/reimbursement. The reason the money will no longer be needed in the budget category it is being transferred from also must be explained. Budget transfers, if needed, will be submitted monthly for Board action. Funds are not available for use until approved by Board action.)

Authorization

Date 12/1/15 1/1/16

BUSINESS OFFICE USE ONLY

Date entered: B2219 DS 1/05/16

Bus. Office entry by:
BUSINESS OFFICE TRANSFER FORM

This request is a:
(please check one)  

X  Budget Transfer  

Dollar amount $ 2,737

Account budget to be reduced # 01-30100510-510600005  
( Classified Salary )

Account budget to be increased # 01-80600525-510900010  
( Salary Lapse )

Description Trf-  
Salary Lapse for the position of Clerk, Student Personnel, period 11/1/15 – 11/30/15

Submitted by Jennifer Daciolas

(Please be specific and very explanatory as to the reason for the above transfer/reimbursement. The reason the money will no longer be needed in the budget category it is being transferred from also must be explained. Budget transfers, if needed, will be submitted monthly for Board action. Funds are not available for use until approved by Board action.)

Authorization  

Date  

BUSINESS OFFICE USE ONLY

Date entered:  B217L DS 12/7/15

Bus. Office entry by: 21  
Page 37/84
BUSINESS OFFICE TRANSFER FORM

This request is a:  
(please check one)  
X  Budget Transfer  

Dollar amount $2,737  

Account budget to be reduced # 01-30100510-510600005  
(Classified Salary)  

Account budget to be increased # 01-80600525-510900010  
(Salary Lapse)  

Description Trf-  Salary Lapse for the position of Clerk, Student Personnel, period 12/1/15 – 12/31/15  

Submitted by Jennifer Daciolas  

(Please be specific and very explanatory as to the reason for the above transfer/reimbursement. The reason the money will no longer be needed in the budget category it is being transferred from also must be explained. Budget transfers, if needed, will be submitted monthly for Board action. Funds are not available for use until approved by Board action.)

Authorization  

Date  

BUSINESS OFFICE USE ONLY  

Date entered: B2223 DS 1/05/16  

Bus. Office entry by: 

Page 38/84
This request is a:  
(please check one)  

X  Budget Transfer  

Expense reimbursement/ Correction of a prior charge

Object code description

Dollar amount $ 179,069.00

Account budget to be reduced # 03-70102015-580400005 (BFC: Building Remodeling)

Account budget to be increased # 03-70102015-580400037 (BFC: Mechanical Upgrades)

Description Trf-
Funds are available in the Bond Funded Construction: Building Remodeling account due to fewer expenses than anticipated.

Funds are needed in the Bond Funded Construction: Mechanical Upgrades account for the bond funded Building N Rooftop Louver Screens Project.

Note: Project qualifies for bond funded construction, this project was originally scheduled to be paid from Fund 2.

(Please be specific and very explanatory as to the reason for the above transfer/reimbursement. The reason the money will no longer be needed in the budget category it is being transferred from also must be explained. Budget transfers, if needed, will be submitted monthly for Board action. Funds are not available for use until approved by Board action.)

Authorization __________________________  __________________________

Date 12/8/15 12/14/15

BUSINESS OFFICE USE ONLY

Date entered: B2206 OS 12/15/15

Bus. Office entry by: __________________________

Canary Copy-Requisitioner
SUBJECT: CERTIFICATE OF FINAL COMPLETION AND AUTHORIZATION OF FINAL PAYMENT FOR THE CERNAN CENTER RENOVATION PROJECT

RECOMMENDATION: That the Board of Trustees approve the certificate of final completion and final pay application of $37,577 for the Cernan Center Renovation Project. Total construction cost was $307,145.

RATIONALE: Arcon Associates has reviewed the certificate of final completion, final waivers of lien, and final payment application. Original contract amount was $309,520, total construction cost was $307,145. This project came in $2,375 under budget.

Submitted to Board by: Sean Sullivan (Vice President) Sean O’Brien Sullivan

Board Officers’ Signatures Required:

Mark R. Stephens
Chairman

Diane Viverito
Secretary

Date

Related forms requiring signature: Yes X No ___
Certificate of Final Acceptance

Project: Cernan Center Renovation Project
Triton College
2000 Fifth Ave.
River Grove, IL 60171

Architect: ARCON Associates

Architect's Project Number:

Contractor: L. J. Morse Construction Company
126 S. Broadway
Aurora, IL 60505

Contract Date: 6/16/2015

Date of Issuance: 10/8/2015

Project or designated portion shall include: Entire Project – no exceptions.

This is to certify that the work contained in the subject contract has been inspected by the parties listed below, that all punch list items have been completed, that the contractor has fulfilled all his contractual obligations, guarantees accepted and is hereby authorized to receive final payment in full, including all retainage.

SIGNATURES

Architect ARCON Associates By Gaspare Pitrello Date 12.21.15

Contractor L. J. Morse Construction By Louis Morse Date 12.21.15

Owner Triton College By John Lambrecht Date 12.21.15

Owner Triton College By Mark Stephens Board Chairman Jan. 26, 2016
SUBJECT: PARKING LOT RENOVATIONS, PHASE 3, CHANGE ORDERS

RECOMMENDATION: That the Board of Trustees approve change orders totaling $212,285.53 for additional work associated with Parking Lot Renovations, Phase 3.

RATIONALE: Change orders associated with Parking Lot Renovations, Phase 3 include removal and replacement of unsuitable soils throughout parking lots 2, 3, and 4 as required by Wight & Company, architect/engineer of record, and Testing Service Corporation, an independent testing agency, and an additional structural concrete landing added behind the physical plant building to better support heavy equipment storage and staging. Additional cost of change orders is 5.6% of the total project cost of $3,819,663.00.
<table>
<thead>
<tr>
<th>CO #</th>
<th>Description of Change Order</th>
<th>Date of Proposal</th>
<th>Date CO was issued</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP-01</td>
<td>Install 8&quot; of Concrete Pavement, reinforced with two layers of WWF, per Exhibit C2.0</td>
<td>6/15/2015</td>
<td>7/15/2015</td>
<td>$87,120.00</td>
</tr>
<tr>
<td>AP-02</td>
<td>Install 1438lf of Curb at areas that are damaged.</td>
<td>6/24/2015</td>
<td>7/15/2015</td>
<td>$18,170.00</td>
</tr>
<tr>
<td>AP-03</td>
<td>Remove and Replace approximately 400sf of existing concrete sidewalk</td>
<td>9/22/2015</td>
<td>10/5/2015</td>
<td>$3,865.00</td>
</tr>
</tbody>
</table>

**SUBTOTAL** $109,155.00

$0.00

**Total Allowances** $0.00

**Total Amount Due** $109,155.00

Original Contract Sum: $462,480.00
Net Change by Authorized Requests and Changes: $109,155.00
New Contract Sum Including this Change Order: $571,635.00

**Authorized**

**OWNER:**
Triton College
200 Fifth Avenue
River Grove, IL 60171

By: [Signature]
Date: January 26, 2016

**CONTRACTOR:**
Abbey Paving Co., Inc
1949 County Line Road
Aurora, IL 60592

By: [Signature]
Date:
## Triton College - Parking Lot Improvements Phase 3
### Contractor Change Order Summary

**JS Reimer, Inc.**

**Updated:** December 9, 2015

<table>
<thead>
<tr>
<th>CO #</th>
<th>Description of Change Order</th>
<th>Date of Proposal</th>
<th>Date CO was issued</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>JSR-01</td>
<td>Revised sub base per Exhibit C2.0 to go from Asphalt to Concrete at Dumpster Storage location</td>
<td>6/2/2015</td>
<td>7/15/2015</td>
<td>-$4,869.00</td>
</tr>
<tr>
<td>JSR-02</td>
<td>Remove Replace existing structures 9, 10, &amp; 11 per MWRD inspection comments</td>
<td>7/1/2015</td>
<td>7/15/2015</td>
<td>$15,616.00</td>
</tr>
<tr>
<td>JSR-03</td>
<td>Undercut and haul off unsuitable soils and replace with 3” stone to subgrade - Lot #3</td>
<td>7/21/2015</td>
<td>7/23/2015</td>
<td>$87,610.00</td>
</tr>
<tr>
<td>JSR-04</td>
<td>Various Undercuts per TSC recommendations north of building O and other areas</td>
<td>7/13/2015</td>
<td>7/23/2015</td>
<td>$13,051.00</td>
</tr>
<tr>
<td>JSR-05</td>
<td>Locating and repair of electrical raceways</td>
<td>7/17/2015</td>
<td>8/6/2015</td>
<td>$11,346.00</td>
</tr>
<tr>
<td>JSR-06</td>
<td>Repair (5) existing brick structures.</td>
<td>7/13/2015</td>
<td>8/7/2015</td>
<td>$1,520.00</td>
</tr>
<tr>
<td>JSR-07</td>
<td>Repair shallow light pole feeds - Lot #2</td>
<td>8/17/2015</td>
<td>9/8/2015</td>
<td>$9,923.00</td>
</tr>
<tr>
<td>JSR-09</td>
<td>Repair of shallow raceways in Lot #2 poles D9 and D10. Rework electric for Car charge in lot #3</td>
<td>10/19/2015</td>
<td>11/9/2015</td>
<td>$3,731.00</td>
</tr>
<tr>
<td>JSR-10</td>
<td>Repair of shallow raceways in Lot #2 poles D9 and D10. Rework electric for Car charge in lot #3 (Same as JSR-09, broken out to close out allowances)</td>
<td>10/19/2015</td>
<td>11/9/2015</td>
<td>$933.00</td>
</tr>
<tr>
<td>JSR-11</td>
<td>Undercuts for lot #3</td>
<td>6/17/2015</td>
<td>11/9/2015</td>
<td>$19,915.00</td>
</tr>
<tr>
<td>JSR-13</td>
<td>Use of 6 Wheeler to dryout contaminated material</td>
<td>8/5/2015</td>
<td>11/9/2015</td>
<td>$840.00</td>
</tr>
<tr>
<td>JSR-15</td>
<td>Reconstruct manhole southeast of Building O</td>
<td>8/6/2015</td>
<td>11/9/2015</td>
<td>$210.00</td>
</tr>
<tr>
<td>JSR-16</td>
<td>Undercuts for Lot #2</td>
<td>10/15/2015</td>
<td>11/9/2015</td>
<td>$10,336.00</td>
</tr>
</tbody>
</table>

**SUBTOTAL**

|                      | $378,130.53 |

| Unsuitable Soil Allowance | $250,000.00 |
| Electrical Repair Allowance | $25,000.00 |

**Total Allowances**

| $275,000.00 |

| Total Amount Due | $103,130.53 |

Original Contract Sum: $2,269,000.00

Net Change by Authorized Requests and Changes: $103,130.53

New Contract Sum Including this Change Order: $2,372,130.53

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**Authorized**

**OWNER:**

Triton College  
200 Fifth Avenue  
River Grove, IL 60171

**CONTRACTOR:**

J.S. Reimer, Inc.  
16 N 158 Tyrell Rd.  
Elgin, IL 60124

By: Mark Stephens, Board Chairman  
Date: January 26, 2016

By:  
Date:
SUBJECT: DePUE MECHANICAL, INC. HVAC SERVICES

RECOMMENDATION: That the Board of Trustees approve an open purchase order in the amount of $25,000 for FY16 with DePue Mechanical, a heating, ventilation, and air conditioning contractor that provides emergency equipment and repair services on main campus HVAC systems for the Operations & Maintenance Department.

RATIONALE: DePue Mechanical performs general HVAC services on an “on call” emergency basis, when equipment is in need of repair outside the scope of daily operations. To ensure availability of services and access to companies with special expertise when needed, multiple HVAC companies are contracted for the fiscal year. Total cost of external mechanical repairs for all HVAC “on call” vendors, including DePue Mechanical, Inc. in FY16, is expected not to exceed $75,000.

Submitted to Board by: ____________________________ Sean Sullivan
(Vice President) Sean O’Brien Sullivan

Board Officers’ Signatures Required:

Mark R. Stephens
Chairman

Diane Viverito
Secretary

Date

Related forms requiring signature: Yes _____ No ___X___
SUBJECT: MURPHY & MILLER, INC. HVAC SERVICES

RECOMMENDATION: That the Board of Trustees approve an open purchase order in the amount of $25,000 for FY16 with Murphy & Miller, Inc., a heating, ventilation, and air conditioning contractor that provides emergency equipment and repair services on main campus HVAC systems for the Operations & Maintenance Department.

RATIONALE: Murphy & Miller, Inc. performs general HVAC services on an “on call” emergency basis, when equipment is in need of repair outside the scope of daily operations. To ensure availability of services and access to companies with special expertise when needed, multiple HVAC companies are contracted for the fiscal year. Total cost of external mechanical repairs for all HVAC “on call” vendors, including Murphy & Miller, Inc. in FY16, is expected not to exceed $75,000.

Submitted to Board by: Sean Sullivan
(Vice President) Sean O’Brien Sullivan

Board Officers’ Signatures Required:

Mark R. Stephens
Chairman

Diane Viverito
Secretary

date

Related forms requiring signature: Yes _____ No ____X____
SUBJECT: **W. J. O’NEIL CHICAGO LLC HVAC SERVICES**

**RECOMMENDATION:** That the Board of Trustees approve an open purchase order in the amount of $25,000 for FY16 with W. J. O’Neil Chicago LLC, a heating, ventilation, and air conditioning contractor that provides emergency equipment and repair services on main campus HVAC systems for the Operations & Maintenance Department.

**RATIONALE:** W. J. O’Neil Chicago LLC performs general HVAC services on an “on call” emergency basis, when equipment is in need of repair outside the scope of daily operations. To ensure availability of services and access to companies with special expertise when needed, multiple HVAC companies are contracted for the fiscal year. Total cost of external mechanical repairs for all HVAC “on call” vendors, including W.J. O’Neil Chicago LLC in FY16, is expected not to exceed $75,000.

Submitted to Board by: ____________________________  **Sean Sullivan**

(Vice President) Sean O’Brien Sullivan

Board Officers’ Signatures Required:

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<th>Mark R. Stephens</th>
<th>Diane Viverito</th>
<th>Date</th>
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Related forms requiring signature: Yes _____  No _____ X _____
SUBJECT: RELEASE AND DISPOSAL OF OBSOLETE EQUIPMENT – CERNAN EARTH AND SPACE CENTER

RECOMMENDATION: That the Board of Trustees approve the release and disposal of 61 obsolete items on the attached list. The items include a 35 mm film projector, amplifier equipment, turn table, DVD player, slide projectors, tape decks, and other obsolete equipment. The Cernan Center staff will arrange for the removal by various recipients or dispose of properly upon release by the Board of Trustees.

RATIONALE: The equipment is non-operational, unrepairable, obsolete, or out of service and well beyond its useful life. Most of the equipment was purchased in 1970 through 1980. Several of the slide projectors and the ¾ inch videotape machines were donated by Adler Planetarium many years ago.

Submitted to Board by: ___________________________________________ Sean Sullivan (Vice President) Sean O’Brien Sullivan

Board Officers’ Signatures Required:

________________________________________________________________________

Mark R. Stephens
Chairman

Diane Viverito
Secretary

Date

Related forms requiring signature: Yes___ No ___X
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SUBJECT: COOPERATIVE AGREEMENT WITH SAINT FRANCIS PRESENCE HEALTH

RECOMMENDATION: That the Board of Trustees approve the Cooperative Agreement between Saint Francis Presence Health and Triton College. This Agreement is effective when signed by both parties and shall have an initial term of one (1) year. This Agreement will automatically renew for additional one (1) year terms, unless cancelled by either party upon written notice of one (1) semester or five (5) months, whichever is less, to the other party with or without cause. There is no cost to Triton College for this Agreement.

RATIONALE: This Cooperative Agreement between Saint Francis Presence Health and Triton College is needed to provide clinical experiences to students enrolled in Triton’s Nursing, Nursing Assistant, Nuclear Medicine, Diagnostic Medical Sonography, Radiologic Technology, Medical Assistant, and Surgical Technology Program.

Submitted to Board by: (Vice President) Dr. Douglas Olson

Board Officers’ Signatures Required:

Mark R. Stephens Chairman
Diane Viverito Secretary

Related forms requiring signature: Yes X No
COOPERATIVE AGREEMENT
BETWEEN
SAINT FRANCIS PRESENCE HEALTH,
AND
TRITON COLLEGE, DISTRICT #504, RIVER GROVE, ILLINOIS

Agreement made by and between Saint Francis Presence Health hereinafter referred to as “Hospital” and Triton College, hereinafter referred to as “Triton”.

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

I. GENERAL PROVISIONS:

A. This affiliation is for the sole and limited purpose of providing clinical training in Nursing, Nursing Assistant, Nuclear Medicine Technology, Diagnostic Medical Sonography, Radiologic Technology, Medical Assistant, and Surgical Technology Program to students enrolled at Triton under the auspices of Hospital.

B. Nothing herein shall be deemed to create any association, partnership, or joint venture between Hospital and Triton.

C. Students or trainees enrolled at Triton who participate in this program at Hospital shall be referred to herein as “students”. Employees of Triton who are involved in the instruction or supervision of the training of the students shall be referred to herein as “faculty”. Nothing herein shall be deemed to create an employee-employer relationship between the students and Hospital or faculty and Hospital, and such students and faculty are not to be considered as employees of Hospital for any purpose, and are not entitled to any of the benefits that accrue to or are provided by Hospital to its employees. Further, none of the benefits of employment at Triton shall accrue to any employee of Hospital, including the accrual of tenure.

D. No student, faculty or staff will be discriminated against by either party hereto on the basis of sex, race, creed, religion, national origin, age, or disability or any other factor as protected by law, rule or regulation in any aspect of this affiliation.

E. Triton shall maintain in force for the duration of this Agreement comprehensive malpractice or professional liability insurance providing coverage against all claims, demands, loss of judgments arising out of any act or omission of students or faculty, with respect to the rendering or failure to render medical or nursing treatment or any other health-related care, and the administration of drugs or use of medical supplies, apparatus, appliances and equipment. 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. Triton will provide proof of insurance to Hospital upon request.

Hospital shall maintain in force for the duration of this Agreement comprehensive malpractice or professional liability insurance providing coverage against all claims, demands, loss of judgments arising out of any act or omission of students or faculty, with respect to the rendering or failure to render medical or nursing treatment or any other health-related care, and the administration of drugs or use of medical supplies, apparatus, appliances and equipment. 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. Hospital will provide proof of insurance to Triton upon request.

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

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

II. HOSPITAL SHALL:

A. Maintain the standards required for approval and/or accreditation for the educational program(s).

B. Make available, and permit the use of, the following by Triton faculty and students:

1. Patient care and patient service facilities, clinical areas;
2. Rooms, or areas, in which groups of students may hold discussions and receive clinical instruction;
3. Supplies and equipment commonly available for patient care, and sources of information for educational purposes;
4. Conference room and library.
C. Provide emergency medical care in cases of accidents occurring on duty; however, all students are solely responsible for their own medical fees.

D. Designate a member of its staff qualified in Program to serve as coordinator. The coordinator will represent Hospital in matters related to Program.

E. Provide services of its staff when/where possible on a guest lecturer basis with the mutual agreement of Hospital and Triton.

F. Assure that students, while performing as such, will not replace members of Hospital staff.

III. **TRITON SHALL:**

A. Assume responsibility for any necessary approval by the Illinois Community College Board.

B. Provide qualified faculty members, who are competent practitioners.

C. Plan all clinical instruction, hours, days, and places of assignment in cooperation with, and with the approval of, the Medical Director of the Department or his/her designated representative.

D. Be responsible for student grading.

E. Advise students of the requirement to observe policies, procedures, and other regulations imposed by Hospital in connection with professional conduct and patient welfare. These rules and regulations shall be covered by the immediate supervisor of the students during the first day of clinical study and/or during the orientation. Hospital may resolve any problem situation in favor of the patient’s welfare and restrict, limit, or end student involvement until any incident in question can be clarified by Hospital staff and any involved faculty member. Triton shall withdraw, upon recommendation, any student(s) who fail(s) to meet the standards agreed upon.

F. Make all reasonable efforts to assure that students will be subject to the authority, policies, and regulations of Hospital.

G. Advise students of the requirement to submit complete physical examination forms, as required by Hospital.
H. Comply with the removal of a student from Hospital if after a conference it is the reasonable opinion of Hospital that the student's performance or conduct is detrimental to patients or Hospital personnel.

I. Require students to carry hospitalization insurance.

J. Require students to maintain current CPR certification

IV. **HOSPITAL AND TRITON SHALL:**

   A. Jointly develop a clinical instruction guide designed to meet the educational aims of the entire Program curriculum. The clinical instruction guide shall describe the proposed clinical areas, patient care, and patient service facilities to be utilized by Triton.

   B. Have the right to request conferences to be scheduled at regular intervals for the purpose of planning, discussing, and enhancing the Program.

V. **IT IS FURTHER AGREED THAT:**

   A. The terms and conditions of the Agreement may be amended, deleted, or new provisions added from time to time upon written agreement of the authorized agents of the parties.

   B. This writing shall constitute the sole agreement between the parties.

   C. This Agreement shall commence upon execution by duly authorized officer of the parties hereto, in their official capacities only, and shall have an initial term of one (1) year.

   D. This Agreement will automatically renew for additional one (1) year terms unless either party provides notice of intent to terminate the Agreement as provided herein.

   E. Either party may terminate the Agreement upon written notice of one (1) semester or five (5) months, whichever is less, to the other party with or without cause. Any students enrolled in a clinical experience at the time of termination shall be permitted to complete the then current clinical rotation under the terms and conditions stated herein.

   F. This Agreement shall be construed under the laws of Illinois. If any provision shall be invalid under such laws, such invalidity shall not invalidate the entire agreement, but it shall be construed as if not containing the particular provisions held to be invalid, and all rights and obligations of the parties shall be construed and enforced accordingly. All disputes shall be resolved in the Circuit Court of Cook County.
G. Each of the parties hereto, and the individuals executing the Agreement for them, represent to the other party that they have the requisite power and authority to make and enter into this agreement and to perform its obligations thereunder, and that this agreement does not violate any provisions of the corporate charter or bylaws of any corporate party or any statute, act, or ordinance under which any unincorporated institution party hereto is organized, or violate any agreement or commitment executed or made by any party.

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

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

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

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

L. Hospital certifies that it maintains a written sexual harassment policy in conformance with 775 ILCS 5/2-105.

M. If Hospital has more than 25 employees, Hospital certifies that it provides a Drug Free Workplace in compliance with the Drug Free Workplace Act. 30 ILCS 580/1 et seq.

N. Time is of the essence of this Agreement.

O. Notices required to be sent hereunder shall be sent by prepaid registered mail with return receipt requested, and are effective upon receipt.

NOTICES TO HOSPITAL SHALL BE SENT TO:

____________________________________

____________________________________

NOTICES TO TRITON COLLEGE SHALL BE SENT TO:
(Vice President) Dr. Douglas Olson
Triton College
2000 North Fifth Avenue
River Grove, Illinois 60171

With a copy to:

Sarie Winner
Kusper & Raucci Chartered
30 North LaSalle Street
Suite 3400
Chicago, Illinois 60602

FOR HOSPITAL: __________________________________________
TITLE President + CEO

______________________________
TITLE _______________________

DATE ________________

FOR TRITON COLLEGE:

______________________________
TITLE Mark R. Stephens, Chairman

______________________________
TITLE Diane Viverito, Secretary

| DATE ________________

Page 72/84
SUBJECT:  REMOVAL OF TITLES AND INDEXES FOR LIBRARY

RECOMMENDATION:  That the Board of Trustees grant the Library permission to dispose of 42 items on the attached list of titles and indexes.

RATIONALE:  The items recommended for disposal are outdated or otherwise available in electronic format. There has been no recent circulation of the materials listed. Efforts will be made to donate materials to local public libraries. Materials not donated will be included in the annual Library book sale.

Submitted to Board by:  

(Vice President) Dr. Douglas Olson

Board Officers’ Signatures Required:

____________________________  ____________________  ______________
Mark R. Stephens                                   Diane Viverito                              Date
Chairman                                              Secretary

Related forms requiring signature:  Yes ________  No  X
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SUBJECT: OUT-OF-RADIUS TRAVEL REQUESTS

RECOMMENDATION: That the Board of Trustees approve these requests for out-of-radius travel.

RATIONALE: This travel will promote the professional development of these employees and thereby enhance our educational mission as an institution of higher education.

Submitted to Board by: (Vice President) Dr. Douglas Olson

Board Officers’ Signatures Required:

Mark R. Stephens  Diane Viverito  Date
Chairman  Secretary

Related forms requiring signature: Yes ______  No X
## Out-of-Radius Travel Requests

1. **Name:** Cheryl Davis*
   **Title:** Faculty
   **Department:** Nursing
   **Travel dates:** 03/10/16 – 03/12/16
   **Budget number:** 01-10400510-5503000010
   **Cost of trip:** $1,695.00
   **Registration:** $545.00
   **Transportation:** $450.00
   **Lodging/Meals:** $350.00/200.00
   **Other:** $0.00
   **If grant funded**
   **Name of grant:** N/A
   **Funding agency:** N/A
   **Meeting:** 2016 Elevate Outcomes with HESI Conference
   **Destination:** Las Vegas, Nevada
   **Benefit to College:** The attendee will have the opportunity to learn about strategies and best practices to prepare students for the HESI and NCLEX exam in order to improve student success.

2. **Name:** Michael Flaherty*
   **Title:** Faculty
   **Department:** English
   **Travel dates:** 03/23/16 – 03/26/16
   **Budget number:** 01-10102510-5501000010
   **Cost of trip:** $1,000.00
   **Registration:** $245.00
   **Transportation:** $50.00
   **Lodging/Meals:** $480.00/225.00
   **Other:** $0.00
   **If grant funded**
   **Name of grant:** N/A
   **Funding agency:** N/A
   **Meeting:** Shakespeare Association of America (SAA) Annual Meeting
   **Destination:** New Orleans, Louisiana
   **Benefit to College:** The attendee will have the opportunity to meet with other faculty from institutions across the nation to discuss the academic study of William Shakespeare’s plays and poems, his cultural and theatrical contexts, and the many roles he has played in world culture.

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* contractual  # no cost to college  + 100% grant funded  ++ partially grant funded  ★ TCSA funded  ♦ President’s Approval
### Out-of-Radius Travel Requests

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Title</th>
<th>Department</th>
<th>Travel dates</th>
<th>Budget number</th>
</tr>
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<tbody>
<tr>
<td>3</td>
<td><strong>Aja Gorham</strong>*</td>
<td>Faculty</td>
<td>College Readiness</td>
<td>03/03/16 – 03/05/16</td>
<td>01-20801030-550100010</td>
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<td></td>
<td><strong>Cost of trip:</strong></td>
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<tr>
<td></td>
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<td><strong>Lodging/Meals:</strong></td>
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<td></td>
<td><strong>Other:</strong></td>
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<td><strong>If grant funded:</strong></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td><strong>Name of grant:</strong></td>
<td>N/A</td>
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<tr>
<td></td>
<td><strong>Funding agency:</strong></td>
<td>N/A</td>
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<tr>
<td></td>
<td><strong>Meeting:</strong></td>
<td>2016 Midwest Writing Centers Association Conference</td>
<td></td>
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<tr>
<td></td>
<td><strong>Destination:</strong></td>
<td>Cedar Rapids, Iowa</td>
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<tr>
<td></td>
<td><strong>Benefit to College:</strong></td>
<td>The attendee will have the opportunity to present at the conference as well as attend sessions that promote the work of fellow colleagues and encourage the growth of this field.</td>
<td></td>
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<td>4</td>
<td><strong>Myrna LaRosa</strong>*</td>
<td>Faculty</td>
<td>Mathematics</td>
<td>03/10/16 – 03/12/16</td>
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<td><strong>Lodging/Meals:</strong></td>
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</tr>
<tr>
<td></td>
<td><strong>Name of grant:</strong></td>
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<td></td>
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<tr>
<td></td>
<td><strong>Funding agency:</strong></td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Meeting:</strong></td>
<td>28th International Conference on Technology in Collegiate Mathematics</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td><strong>Destination:</strong></td>
<td>Atlanta, Georgia</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Benefit to College:</strong></td>
<td>The attendee will have the opportunity to explore how educational technology can enhance teaching and learning through mini-courses, hands-on workshops, professional development, and Continuing Education Units.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Out-of-Radius Travel Requests

### 5. Quincy Martin

- **Name:** Quincy Martin
- **Title:** Associate Vice President
- **Department:** Student Affairs
- **Travel dates:** 02/19/16 – 02/20/16

<table>
<thead>
<tr>
<th>Cost of trip</th>
<th>$00.00</th>
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<tbody>
<tr>
<td>Registration</td>
<td>$00.00</td>
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<tr>
<td>Transportation</td>
<td>$00.00</td>
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<tr>
<td>Lodging/Meals</td>
<td>$00.00/00.00</td>
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<tr>
<td>Other</td>
<td>$00.00</td>
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</table>

**Meeting:** National Association of Student Personnel Administrator’s (NASPA) Board Orientation

**Destination:** Washington, D.C.

**Benefit to College:** The attendee is a newly elected member of the NASPA Board and will be attending the Board Orientation.

### 6. Jacquelyn Werner

- **Name:** Jacquelyn Werner
- **Title:** Director
- **Department:** TRiO SSS
- **Travel dates:** 04/25/16 – 04/28/16

<table>
<thead>
<tr>
<th>Cost of trip</th>
<th>$1,418.97</th>
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</thead>
<tbody>
<tr>
<td>Registration</td>
<td>$ 00.00</td>
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<tr>
<td>Transportation</td>
<td>$ 568.97</td>
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<tr>
<td>Lodging/Meals</td>
<td>$ 550.00/300.00</td>
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<tr>
<td>Other</td>
<td>$ 00.00</td>
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</table>

**Meeting:** Renaissance Training Seminar and Coaching Program for New Directors

**Destination:** Atlanta, Georgia

**Benefit to College:** The attendee will have the opportunity to develop skills to prepare her for her role as Director of TRiO SSS. Additional the attendee will learn about program evaluation standards, program operations, and program regulations.
7. **Name:** Renee Wright*  
**Title:** Faculty  
**Department:** English  

**Travel dates:** 03/17/16 – 03/20/16  
**Budget number:** 01-10102515-550300010  
01-10102510-550100010

**Cost of trip:** $1,810.00  
**Registration:** $ 185.00  
**Transportation:** $ 550.00  
**Lodging/Meals:** $ 850.00/225.00  
**Other:** $ 00.00

**If grant funded**  
**Name of grant:** N/A  
**Funding agency:** N/A

**Meeting:** 47th Annual Northeast Modern Language Association (NeMLA) Convention  
**Destination:** Harford, Connecticut

**Benefit to College:** This trip will allow the attendee to participate in a panel discussion about using common core state standards in higher education.

*This trip was previously approved at the November 2015 Board of Trustees Meeting, but is being re-submitted due to additional funding. The additional funding amount is $810.00.
T Building Heat Pump Replacement Project Phase 2

Six firms submitted bids for the T Building Heat Pump Replacement Project, Phase 2. An advertisement for bid was placed in the Chicago Tribune - West Cook County Zone. Immediately after the closing hour for receiving bids, which was at 1:00 p.m. local time, Tuesday, December 8, 2015, the bids were publicly opened and read aloud in room A-302 by Alida Carpenter, Purchasing, Mike Welsh, O & M, Kirk Larsen, O & M, Deborah Connors, O & M, and representatives of Cannon Management Group, Oak Brook Mechanical, Pro-Temp of Illinois, and Amber Mechanical.

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

Recommendation along with tabulation is attached.

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>NET COST</th>
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</thead>
<tbody>
<tr>
<td>Murphy &amp; Miller, Inc.</td>
<td>$66,426.60</td>
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<tr>
<td>600 W. Taylor St.</td>
<td></td>
</tr>
<tr>
<td>Chicago, IL 60607</td>
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APPROVED:

Sean O'Brien Sullivan
Vice President – Business Services

<table>
<thead>
<tr>
<th>A/C Number</th>
<th>03-70102015-580400037</th>
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<tr>
<td>A/C Name</td>
<td>BFC Mechanical Upgrades</td>
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<tr>
<td>Budget (FY2016)</td>
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<td>Balance</td>
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</tbody>
</table>
Memorandum

January 26, 2016

To: Sean Sullivan
V.P. Business Services

From: John Lambrecht
Associate Vice President, Facilities

RE: T Building Heat Pump Replacement Project Phase 2 / Vendor Recommendation

Triton College received 6 bids from vendors for the T Building Heat Pump Replacement Project Phase 2.

After carefully reviewing the bids I recommend that the Base Bid of $48,630.00, Alternate #1 of $6,358.00, Alternate #2 of $6,575.00, and Contingency of $4,863.00 be awarded to Murphy & Miller, Inc. in the total amount of $66,426.00.

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

John
# T Building Heat Pump Replacement Project Phase 2

## Bid Tabulation

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Bid Security</th>
<th>Base Bid</th>
<th>Contingency</th>
<th>Total Cost</th>
<th>Alt #1</th>
<th>Alt #2</th>
<th>Full Cost</th>
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<tbody>
<tr>
<td>Murphy &amp; Miller</td>
<td>X</td>
<td>$48,630.00</td>
<td>$4,863.00</td>
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<td>$6,358.00</td>
<td>$6,575.00</td>
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<tr>
<td>Pro Temp Illinois</td>
<td>X</td>
<td>$52,630.00</td>
<td>$6,870.00</td>
<td>$59,500.00</td>
<td>$5,000.00</td>
<td>$6,000.00</td>
<td>$70,500.00</td>
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<tr>
<td>Oak Brook Mechanical</td>
<td>X</td>
<td>$60,080.00</td>
<td>$6,008.00</td>
<td>$66,088.00</td>
<td>$8,840.00</td>
<td>$9,000.00</td>
<td>$83,928.00</td>
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<tr>
<td>Hayes Mechanical</td>
<td>X</td>
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<td>$65,446.70</td>
<td>$9,860.00</td>
<td>$10,089.00</td>
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<tr>
<td>Amber Mechanical</td>
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<td>$95,220.00</td>
<td>$10,580.00</td>
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<td>$13,900.00</td>
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<td>*Cannon Mgt. Group</td>
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<td>$6,357.00</td>
<td>$61,665.21</td>
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</table>

* Bid disqualified for non compliance with bid requirements
TRITON COLLEGE
T BUILDING HEAT PUMP REPLACEMENT PROJECT PHASE TWO
PROJECT SPECIFICATIONS

EXHIBIT “B”

Triton College will be accepting proposals for the following service to be performed at Triton College, Building T:

Work Included:

1. Removal and off-site disposal of seven existing ceiling mounted heat pumps.
2. Provide and install seven new Carrier heat pumps in locations of units to be removed.
3. Provide all ductwork modifications, electrical and controls connections, room temperature sensors and confirm correct operation upon commissioning.

Heat Pumps:
See attached Exhibit “C” spread sheet for existing units.
See attached Exhibit “D” cut sheet for new units.

Locations:
See attached Exhibit “E” for work locations

Contractor Requirements:
All bidders are required to provide written verification that they have performed similar removal and installation projects within the last 12 months. Location of project, type of equipment removed and installed, dates of work performed, and contact information for project owner to be provided as part of bid. All bidders are required to provide a certificate of insurance listing Triton College District #504 as certificate holder and as additional insured. Minimum coverage limits are $2,000,000 General Liability and $5,000,000 Umbrella Liability.
TRITON COLLEGE
T BUILDING HEAT PUMP REPLACEMENT PROJECT PHASE TWO
PROJECT SPECIFICATIONS

EXHIBIT “B”

General Information:

This project consists of removing seven existing non or minimally functional water source heat pumps located above the ceiling grid in Building T and installing new Carrier heat pumps in the same locations. All work associated with this project including but not limited to:

- Purchase, delivery and installation of new units
- Removal and off-site disposal of existing units and associated equipment/material
- Disassembly and removal of ceiling grid and tile, reassembly of ceiling grid and installation of new Triton College provided tile
- Isolate and disconnect all line and low voltage wiring, condenser piping, and supply and return ductwork
- Installation of all necessary new condenser piping, valves, fittings, and flexible hoses.
- Installation of all necessary new supply and return ductwork.
- Installation of new condensate drain lines and traps
- Ensuring that the unit has been properly leveled/pitched
- Reconnection of all line and low voltage wiring
- Daily and final completion project cleanup
- Contractor is solely responsible to provide all tools and equipment to perform this work safely and satisfactorily.

All bidders are encouraged to attend the informational pre-bid meeting to investigate the existing units to be removed, access to work area, and other conditions prior to submitting a proposal. Project questions will be addressed by Kirk Larsen, Chief Engineer, at 708-456-0300 ext. 3265, or at klarsen@triton.edu

All work to be completed by 5:00 p.m., April 1, 2016.