



**Regular Meeting of the
Board of Trustees**

Agenda

Tuesday, August 22, 2023

- I. CALL TO ORDER** August 22, 2023 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 Board Budget Hearing of July 18, 2023, No. 1
Minutes of the Regular Board Meeting of July 18, 2023, No. 2
- 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 – Second Reading
 - Student Affairs
5102 International Student Admission

 - Academic Affairs
Academic Affairs Policy Revisions

B. Action Exhibits

- 16917 Atlas Bobcat, Skidsteer Purchase
- 16918 Window Replacement Phase 2 Project / CDB Increase in Project Scope
- 16919 Discovery Adobe Software Purchase
- 16920 Microsoft Consolidated Campus Agreement with CDW-G
- 16921 Agreement with Loyola University Health System dba Loyola Medicine
- 16922 Addition and Change of Course Fees for Inclusive Access Program Effective Spring 2024
- 16923 Curriculum Recommendations
- 16924 Approval and Release of Closed Session Minutes of the Board of Trustees
- 16925 Destruction of Closed Session Verbatim Recordings
- 16926 Facility Usage Fee Reduction: PACE Suburban Bus
- 16927 Emergency Repairs to the Chiller – Building G

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 Budget Hearing of the Board of Trustees to order in the Boardroom at 6:49 p.m. Following the Pledge of Allegiance, roll call was taken.

Present: Mr. Luke Casson, Mrs. Elizabeth Potter, Mr. Mark Stephens. Ms. Diane Viverito.

Absent: Ms. Naidelin Alvarez, Mr. Tracy Jennings, Mr. Glover Johnson, Mr. Rich Regan.

Mr. Stephens commented that Messrs. Jennings and Johnson are traveling and Mr. Regan is attending a work function.

CITIZEN PARTICIPATION

None.

PUBLIC HEARING ON FY 2024 TENTATIVE BUDGET

Mr. Stephens stated that for the FY 24 tentative budget, the total projected operating revenues are \$64,347,436, the total projected operating expenditures are \$74,878,603, and the total projected operating deficit is \$10,531,167. The budget appropriates tentative expenditures for all positions and potential expenditures as they are known today.

It was discussed that with funds being returned to the budget each year and with cautious spending, a deficit is not expected at year end.

ADJOURNMENT

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

Roll Call Vote:

Affirmative: Mr. Casson, Mrs. Potter, Mr. Stephens, Ms. Viverito.

Absent: Ms. Alvarez, Mr. Jennings, Mr. Johnson, Mr. Regan.

Motion carried 4-0. Chairman Stephens adjourned the Budget Hearing at 6:56 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 6:56 p.m. Following the Pledge of Allegiance, roll call was taken.

Present: Mr. Luke Casson, Mrs. Elizabeth Potter, Ms. Diane Viverito, Mr. Mark Stephens.

Absent: Ms. Naidelin Alvarez, Mr. Tracy Jennings, Mr. Glover Johnson, Mr. Rich Regan.

APPROVAL OF BOARD MINUTES

Ms. Viverito made a motion, seconded by Mrs. Potter, to approve the minutes of the Regular Board Meeting of June 20, 2023 and the Board Retreat of June 20, 2023. 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 faculty summer activities including Engineering Technology summer camps, working with community groups, and a manufacturing field trip.

STUDENT SENATE REPORT

New TCSA President Journey Manuel introduced herself and reported that a Campus Net meeting was held last week and students are ready for the new school year.

BOARD COMMITTEE REPORTS

Academic Affairs/Student Affairs

Ms. Viverito reported that the committee does not meet in July.

Finance/Maintenance & Operations

Mrs. Potter reported that the committee met on July 5, reviewed six new business items and no purchasing schedules, and forwarded six new business items to the Board with a unanimous recommendation for approval.

ADMINISTRATIVE REPORT

None.

PRESIDENT’S REPORT

President Mary-Rita Moore reported that after the June Board meeting, the College was contacted by the American Red Cross about shelter for people displaced by a fire in the district. She extended her thanks to the campus community for their part in providing hospitality for the twenty-plus individuals who stayed on campus for two weeks, in particular, Vice President Sullivan, Police Chief Weinstock, and the faculty and staff of the T Building.

Ms. Moore also reported that the campus is extremely busy with preparations for the new academic year which starts in just four weeks.

CHAIRMAN'S REPORT

Chairman Stephens recognized retiring attorney Stanley Kusper, whose legal firm, Kusper & Raucci Chartered, has served as counsel to the College for the past forty-one years. Mr. Stephens thanked Mr. Kusper for his professional service and for being a good friend of Triton College.

Mr. Kusper stated that he's been lucky in his career and relationship with the College, and that his time spent here was well worth the effort and dedication. He commented on the quality of the leadership of Chairman Stephens, adding that Triton is what it is because of the Chairman's zeal, dedication, and energy. Mr. Kusper received a standing ovation from the audience and expressed his thanks for this recognition.

NEW BUSINESS

BOARD POLICY – First Reading

Student Affairs

5102 International Student Admission

Academic Affairs

Academic Affairs Policy Revisions

This is a first reading of these Board Policies and will return to the Board for approval next month.

BOARD POLICY – Second Reading

Business Services

3519.2 Security and Access to Campus Facilities and Security Considerations in Maintaining Campus Facilities

Ms. Viverito made a motion, seconded by Mrs. Potter to enact the revised Board Policy. Voice vote carried the motion unanimously.

ACTION EXHIBITS

16911 Budget Transfers

16912 FY 2025 RAMP Report

16913 Engagement of Professional Legal Services from Sarie E. Winner

16914 Agreement with Univision Communications Inc.

16915 Agreement with Northwest Community Healthcare

16916 Agreement with Timely MD

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

BILLS AND INVOICES

Ms. Viverito made a motion, seconded by Mrs. Potter, to pay the Bills and Invoices in the amount of \$2,463,207.86.

Roll Call Vote:

Affirmative: Mr. Casson, Mrs. Potter, Ms. Viverito, Mr. Stephens.

Absent: Ms. Alvarez, Mr. Jennings, Mr. Johnson, Mr. Regan.

Motion carried 4-0.

HUMAN RESOURCES REPORT

1.0 Faculty

Ms. Viverito made a motion, seconded by Mrs. Potter, to approve pages 1 and 2 of the Human Resources Report, items 1.1.01 through 1.6.01. Voice vote carried the motion unanimously.

2.0 Adjunct Faculty

Mrs. Potter made a motion, seconded by Ms. Viverito, to approve pages 3 and 4 of the Human Resources Report, items 2.1.01 through 2.4.02. Voice vote carried the motion unanimously.

3.0 Administration

Ms. Viverito made a motion, seconded by Mrs. Potter, to approve page 5 of the Human Resources Report, item 3.1.01. Voice vote carried the motion unanimously.

4.0 Classified, Police & Engineers

Mrs. Potter made a motion, seconded by Ms. Viverito, to approve pages 6 and 7 of the Human Resources Report, items 4.1.01 through 4.6.03. Voice vote carried the motion unanimously.

5.0 Mid-Management

Mrs. Potter made a motion, seconded by Ms. Viverito, to approve pages 8 and 9 of the Human Resources Report, items 5.1.01 through 5.6.01. Voice vote carried the motion unanimously.

6.0 Hourly Employees

Ms. Viverito made a motion, seconded by Mrs. Potter, to approve pages 10 and 11 of the Human Resources Report, items 6.1.01 through 6.4.03. Voice vote carried the motion unanimously.

7.0 Other

Mrs. Potter made a motion, seconded by Ms. Viverito, to approve pages 12 through 17 of the Human Resources Report, items 7.1.01 through 7.7.01. Voice vote carried the motion unanimously.

ADJOURNMENT

With no further business before the Board, the Chairman asked for a motion to adjourn the Regular Meeting of the Board. Motion was made by Mrs. Potter to adjourn the meeting, seconded by Ms. Viverito. Voice vote carried the motion unanimously. Chairman Stephens adjourned the meeting at 7:17 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 August 22, 2023

POLICY SECTION Student Affairs

POLICY NO. 5102

First Reading

Second Reading

TITLE: INTERNATIONAL STUDENT ADMISSION

PURPOSE: That the Board of Trustees approve policy changes to the International Student Admission Policy #5102. The changes include updated options for English equivalency and does not require potential students to take an English test if they are from English-speaking countries.

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

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

INTERNATIONAL STUDENT ADMISSION

POLICY 5102

ADOPTED: 04/23/91

AMENDED: 06/20/95

AMENDED: 06/17/14

AMENDED:

International students applying to Triton College are required to submit proof of English proficiency through qualifying scores in the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), or one of the following measures of English proficiency to the Records Office:

- Official transcript from an accredited U.S. high school showing conferral date of diploma awarded;
- Official transcript from an accredited U.S. college or university showing conferral date of an Associate degree or higher awarded;
- Official transcript from an accredited U.S. college or university reflecting completion of college-level English composition with a grade of C or better;
- Official ACT or SAT exam results with a satisfactory score in accordance with Triton College placement in English Rhetoric and Composition I;

Triton College Accuplacer reading/writing with a satisfactory score in accordance with Triton College placement in English Rhetoric and Composition I. International students may qualify for admission to Triton College without submitting proof of English proficiency if they are from countries where English is the primary/native language as determined by the United States federal government standards.

International students must complete their degree objectives within six (6) semesters, excluding summer semester. For each semester of Fall or Spring enrollment, international students must enroll in a minimum of twelve (12) credit hours. International students who begin enrollment during the summer semester must enroll in a minimum of six (6) credit hours. International students will pay the out-of- state tuition rate. Financial assistance will not be available to international students.

The Records Office will issue the required Immigration Form 20 (I-20) only after all required documents have been submitted and the student's application for admission has been accepted.

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

Meeting of August 22, 2023

POLICY SECTION Academic Affairs

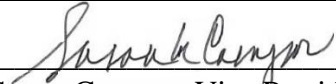
**POLICY NO. 6010, 6015, 6020, 6030, 6040, 6050, 6060, 6080, 6100, 6110,
6120, 6130, 6150, 6170, 6180, 6185, 6190, 6200, 6210, 6240**

First Reading

Second Reading

TITLE: ACADEMIC AFFAIRS BOARD POLICY UPDATES

PURPOSE: The following Academic Affairs Board Policies have been reviewed by administration and college counsel. It has been recommended that the following policies be updated as attached: Learning Outcome Assessment (6010), Credit Hours (6015), Academic Attendance Records (6020), Academic Senate (6030), Academic Committees (6040), Academic Freedom (6050), Master Syllabus (6060), Course Syllabi (6080), Program Development (6100), Learning Outcome Assessment (6110), Teachers' Final Examinations/Evaluations (6120), Joint Agreements with other Agencies or Institutions (6130), Independent Study (6150), Conduct and Discipline in the Classroom (6170), Confidentiality (6180), Faculty Minimum Qualifications (6185), New Employee Workshops (6190), Faculty Exchange Programs (6200), Research and Development (6210), Professional Review Program (6240).

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
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TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

LEARNING OUTCOME ASSESSMENT

POLICY 6010
ADOPTED: 07/17/12
AMENDED:

Triton College is committed to a collaborative, ongoing process of student learning outcome assessment. The process emphasizes the responsibility that all members of the institution have for our students' success. At the college, assessment includes the establishment of student learning outcomes at the general education, program, and course levels; a cyclical identification of measures, gathered data and analysis of the results at each level; and the design and implementation of action plans based on student performance outcomes serving to improve learning.

Assessment is a crucial activity that guides institutional effectiveness, provides a means for faculty collaboration and professional development, demonstrates accountability, enhances public relations, and justifies public confidence.

Learning outcomes assessment is defined as the ongoing monitoring of the extent to which students are developing the knowledge, skills, beliefs, and attitudes that are appropriate for graduates of the respective academic program(s). Assessment of student learning assists the college in defining program goals and outcomes and course outcomes.

Assessment data provides information to inform the development of robust programs by the faculty, effective curricula, and innovative teaching. Learning outcomes assessment also assists programs, departments and the college in accreditation by providing evidence of quality teaching and student learning.

Triton College assesses student learning at the general education, program, and course levels to improve the teaching and learning process. This policy affirms the central role of faculty in the assessment process and allows academic programs the flexibility to choose assessment methods that are most useful and appropriate for all learners.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

CREDIT HOURS

POLICY **6015**
ADOPTED **08/20/13**
AMENDED:

Triton College credit-bearing courses, including online courses and hybrid courses requiring both in-person and online participation, and all lab and clinical experiences, are scheduled and conducted in compliance with federal regulation defining the credit hour. A credit hour is an amount of work, represented by course-specific learning outcomes and evidence of student achievement, corresponding to one hour of classroom or direct faculty instruction requiring a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester.

PROCEDURES

1. Scheduling of credit-bearing classroom courses in all formats - weekday, weekend, accelerated, etc. - reflects the credit hour definition established by federal regulation.
2. Credit-bearing online courses require student participation in instructor-led asynchronous or synchronous online learning activities equivalent to a minimum of one hour per week and out-of-class student work equivalent to a minimum of two hours per week for approximately fifteen weeks for each credit hour in compliance with Illinois Community College Board standards. The course must provide opportunity for regular and substantive interaction between students and instructors on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course or competency in compliance with the U.S. Department of Education.
3. Credit-bearing hybrid courses require a combination of in-person faculty instruction and online, instructor led, asynchronous or synchronous learning activities equivalent to a minimum of one hour per week and out-of-class student work equivalent to a minimum of two hours per week for approximately fifteen weeks for each credit hour in compliance with Illinois Community College Board standards. The course must provide opportunity for regular and substantive interaction between students and instructors on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course or competency in compliance with the U.S. Department of Education.
4. Laboratories, clinical laboratories, studio work, internships, practice, and other academic work require at least the equivalent amount of classroom and/or direct faculty instruction and student work as defined in policy above, and out of class student work equivalent to a minimum of one hour per each two hours of labor clinical conducted in class for approximately fifteen weeks per credit hour in compliance with Illinois Community College Board standards.
5. In the case of Independent Study (an instructor-approved course of study for a single student based on academic work which reflects a reasonable and moderate extension of courses already approved for community college programs) or

Individualized Instruction (an instructor-approved method of instruction which provides the means whereby a student may complete a college course at a rate that is determined primarily by the student's ability, motivation, and interest), courses are scheduled and conducted in accordance with the current Faculty Negotiated Agreement and conform to the above established credit hour definition.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

ACADEMIC ATTENDANCE RECORDS

POLICY 6020

ADOPTED: 06/25/91

AMENDED: 08/19/14

AMENDED: 03/19/19

AMENDED:

Triton College believes it is essential that all faculty maintain accurate attendance records for all students enrolled in every course at the college.

The following will apply to all faculty:

1. Attendance must be consistently reported on class rosters and/or attendance sheets.
2. Students who fail to begin attendance by the census date of the course must be withdrawn within 48 hours and the attendance records, marked to reflect that the students never attended.
3. Mid-term verification of attendance must be recorded and submitted on the course roster located in the portal by the mid-term date.
4. At the end of each semester, following the due dates listed in the academic calendar, class attendance records must be submitted electronically to the Records Office.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

ACADEMIC SENATE

POLICY 6030

ADOPTED: 06/25/91

AMENDED: 11/20/01

AMENDED: 12/20/16

AMENDED:

An Academic Senate will be established and maintained at Triton College. The senate will function as an advisory body to the President of the College. The focus of the senate is limited to academic issues.

The following senate committees are established:

1. Professional Development
2. College Curriculum
3. Academic & Scholastic Standards
4. Student Development
5. Campus Quality
6. Academic Support
7. Academic Assessment
8. Online Education and Technology

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

ACADEMIC COMMITTEES

POLICY 6040

ADOPTED: 06/25/91

AMENDED: 03/16/93

AMENDED: 11/20/01

AMENDED: 12/20/16

AMENDED:

The President of Triton College will authorize, establish, and discharge all academic committees. All committees will act only in an advisory capacity.

The following committees provide input to the President on a broad range of issues:

1. Academic Senate and the following committees of the Senate
 - a. Professional Development
 - b. College Curriculum
 - c. Academic and Scholastic Standards
 - d. Student Development
 - e. Campus Quality
 - f. Academic Support
 - g. Academic Assessment
 - h. Online Education and Technology
2. President's Cabinet/Administrative Committees
3. Programmatic Advisory Committees

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

ACADEMIC FREEDOM

POLICY 6050
ADOPTED: 06/25/91
AMENDED:

Triton College supports the concept of academic freedom for the full-time and adjunct teachers of the college.

Faculty members shall be free to present instructional materials which are pertinent to the subject and level taught and shall be expected to present all facets of controversial issues in an unbiased manner.

As individuals of learning and a representative of the college, faculty members shall remember that the public may judge the teaching profession and the college by their utterances. Hence, they shall exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate they are not an institutional spokesperson.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

MASTER SYLLABUS

POLICY 6060

ADOPTED: 06/25/91

AMENDED: 11/20/01

AMENDED: 04/28/09

AMENDED:

Triton College assures that each course offered has an approved master syllabus (formerly known as course outline). Each credit-bearing and developmental education master syllabus will be approved by the College Curriculum Committee, the Academic Senate, and the President and Board of Trustees, and reviewed annually by the department. The most recently approved master syllabus will be kept on file by the respective Dean's office and the Office of Curriculum and Assessment.

The purposes of master syllabus are as follows:

1. Enhance consistency of instruction among the faculty teaching the course.
2. Document specific course content for transferability to other educational institutions.
3. Provide an overview of course content, including contact hours, course, general education, and topical learning outcomes, for guiding and advising students.
4. Meet the requirements of special approving and accrediting agencies and associations.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

COURSE SYLLABI

Page 1 of 2

POLICY 6080

ADOPTED: 06/25/91

AMENDED: 05/18/93

AMENDED: 08/17/99

AMENDED: 04/28/09

AMENDED: 07/16/19

AMENDED:

Triton College requires that an up-to-date instructor-developed syllabus based on the college-approved master syllabus be required for each course.

The syllabus is to include:

1. General Course Information
 - a. Course title, catalog number, section
 - b. Semester, year
 - c. Credit Hours (total, plus breakdown of lecture/lab/clinical hours as appropriate)
 - d. Class dates, meeting times, location
 - e. Last day to withdraw with a "W"
2. Instructor Information
 - a. Name
 - b. Contact information: phone, email, preferred method of communication
 - c. Office location
 - d. Conference availability: hours and location
3. Course Description
 - a. Course description from catalog
 - b. IAI designation (as indicated)
 - c. Course learning outcomes
4. Instructional and Technological Information
 - a. Required materials
 - b. Prerequisites
5. Course Assignments and Assessments
 - a. Grading policy
 - b. Missing/Late assignment Policy
 - c. Assessments, and the final exam date
 - d. A weekly schedule with assignments, activities, and/or readings

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

COURSE SYLLABI

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POLICY 6080

ADOPTED: 06/25/91

AMENDED: 05/18/93

AMENDED: 08/17/99

AMENDED: 04/28/09

AMENDED: 07/16/19

AMENDED:

6. Course Expectations

a. Attendance requirements

Since topics below are subject to change, all syllabi should be updated each semester with the most current information, which can be found here:

[www.triton.edu/CourseExpectations]

b. Academic Honesty statement:

c. Disability and Academic Accommodations Statement

d. Graduation Petition Deadline

e. Academic Support Services

7. Graduation Petition Deadline

Instructors must provide the course syllabus to each student enrolled in the class and an electronic copy to their appropriate supervisor as determined by the Vice President of Academic Affairs.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

PROGRAM DEVELOPMENT

POLICY 6100
ADOPTED: 06/25/91
AMENDED: 11/20/01
AMENDED:

Triton College realizes that program development is an integral part of a dynamic organization. The Board of Trustees approves all programs. The President and their staff will develop the program and submit it in writing to the Board of Trustees.

Submission of a program to the Board of Trustees will include purpose, who will be served, costs, staffing, and other pertinent information necessary as required by the Illinois Community College Board. All approved programs will be submitted to the Illinois Community College Board for approval.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

POLICIES FOR
THE FIFTH AVENUE JOURNAL
Page 1 of 2

POLICY 6110
ADOPTED: 02/26/91
AMENDED: 05/18/93
AMENDED: 11/20/01
AMENDED: 08/23/05
AMENDED:

I. Newspaper Policy

The *Fifth Avenue Journal* is a student-run publication established by Triton College. It is published regularly during the Fall and Spring semesters and during the Summer session as resources and staffing allow, as approved by the Vice President of Enrollment Management and Student Affairs. The *Journal* is an educational laboratory used by Triton College students to gain journalistic experience. It also serves the entire college community by reporting the news, including college events and activities; providing a forum for comment, criticism, and creative writing; and encouraging free expression as guaranteed in the First Amendment to the Constitution of the United States.

The Triton College community recognizes that the college's newspaper is a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion. The *Journal* staff shall exercise editorial freedom and be solely responsible for its editorial and advertising content. The *Journal* shall be free of any vested interest in order to maintain its integrity as a vehicle for free inquiry and free expression.

At the same time, the editorial freedom of the *Journal* entails corollary responsibilities expected of a newspaper in a democratic society. The *Journal* staff at all times will show respect for the dignity, privacy, rights, and well-being of all individuals within the community it serves. The staff must guard against invasion of privacy, libel, and defamation of character. It is the duty of the *Journal* staff to make prompt and complete correction of its errors and to be accountable to the public it serves.

The *Journal* shall operate under the guidance of a written policy, a code of ethics published by the Society of Professional Journalists, and a faculty sponsor. The sponsor of the *Fifth Avenue Journal* should be a full- or part-time faculty member of Triton College.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

POLICIES FOR
THE FIFTH AVENUE JOURNAL
Page 2 of 2

POLICY 6110
ADOPTED: 02/26/91
AMENDED: 05/18/93
AMENDED: 11/20/01
AMENDED: 08/23/05
AMENDED:

II. Ethics and Responsibilities of the Sponsor

They are responsible to the Dean of the School of Arts and Sciences. The sponsor instructs and supervises student editors and staff on the rights, responsibilities, policies, and procedures on all aspects of producing, writing, editing, and fiscal management of the college newspaper.

A college newspaper, such as the *Journal*, is protected under the First Amendment of the United States Constitution and is not subject to Supreme Court decisions regarding high school publications which list the advisor's role as that of an arm of the administration which is the publisher. The sponsor of the *Journal* promotes, initiates, and sustains institutional policies which enable Triton students to publish their newspaper free of censorship or of faculty or administrative determination of content or editorial policy.

The *Journal* sponsor also fulfills the role of publications manager, responsible for both the fiscal stability of the publication and for its production capabilities. The sponsor works with the staff to ensure strong business and advertising policies and firm accounting practices.

III. Editorial Board of the *Fifth Avenue Journal*

The editorial board of the *Journal* shall ultimately determine the contents of the newspaper. All board members must be registered students (either full-time or part-time) in good standing at Triton College.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

**TEACHERS' FINAL EXAMINATIONS/
EVALUATIONS**

**POLICY 6120
ADOPTED: 06/25/91
AMENDED: 11/20/01
AMENDED:**

Triton College requires that all teachers administer a final examination/evaluation in each class.

A final examination schedule will be published each semester. Teachers are required to follow the examination schedule. Non-written final examinations must have prior approval by the appropriate dean.

The following are acceptable reasons for allowing a student to take a final examination on a date other than the published date.

1. Illness of the student
2. Accidents
3. Death in the immediate family
4. Military obligations
5. Other adverse events

The student is required to submit their request through written documentation. The teacher will determine a different time and date when a student may take a final examination.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

**JOINT AGREEMENTS WITH
OTHER AGENCIES OR INSTITUTIONS**

**POLICY 6130
ADOPTED: 06/25/91
AMENDED:**

Triton College encourages the development of cooperative educational agreements with other agencies or institutions that optimize services to students, members of the community, and use of college resources. These may include, but not limited to, intergovernmental agreements, articulation agreements, memorandum of understanding, joint agreements with other community colleges, and clinical agreements with hospitals, clinics, long-term care facilities, physician practices, fire stations, and ambulance services.

The College President or their designee will be authorized to establish joint agreements on behalf of the College.

All agreements must conform with the Illinois Community College Board and Triton College guidelines.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

INDEPENDENT STUDY

POLICY 6150

ADOPTED: 06/25/91

AMENDED:

Triton College encourages student-initiated independent study projects with faculty involvement. This provides the opportunity to pursue an educational topic or project of special interest.

All independent study projects will be initiated by students only after consultation with a full-time instructor who approves and agrees to supervise the independent study. The student must submit an Independent Study Proposal and approval is required from the department chairperson or coordinator, dean, and Vice President of Academic Affairs. The proposed independent study must be comparable to existing academic requirements. The Independent Study Proposal must include a statement of objectives, activities, evaluation criteria, and completion date.

Independent study projects also allow students to fulfill an immediate need due to circumstances beyond their control as determined by the Vice President of Academic Affairs or designee, to meet a requirement for their degree, certificate, major, or for transfer.

The tuition rate for independent study is the same as that for regularly scheduled college courses.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

**CONDUCT AND DISCIPLINE
IN THE CLASSROOM**

**POLICY 6170
ADOPTED: 06/25/91
AMENDED: 11/20/01
AMENDED:**

Triton College recognizes that students are expected to follow conduct as responsible members of the academic community and conduct which interferes with the purpose and operation of instructional activities and courses is not acceptable. The College strives to foster a safe and positive environment promoting students' academic success. The College expects the instructional staff to exercise with restraint and judgment its power to regulate student behavior. Any member of the faculty may initiate disciplinary action for an infraction of the rules and regulations of Triton College, and their enforcement shall be fair and consistent and follow progressive discipline to effectively maintain classroom decorum.

The student will assume accountability for their own conduct while on the Triton College campus and affiliated sites as outlined in the Student Handbook, Policy #5105: Student Code of Conduct/The Triton Trust and Policy, and Policy #5207: Classroom Behavior.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

CONFIDENTIALITY

POLICY 6180
ADOPTED: 06/25/91
AMENDED:

Triton College holds that the teacher-student relationship should be kept confidential and follow the Family Education Rights and Privacy Act (FERPA) and other applicable federal and state laws. The student may expect that personal identifiable information and statements made in the classroom, discussions with the teacher or written views will be respected and not reported outside the academic community.

No information is to be released concerning a student to any person, group, organization, or agency without the student's written consent except as properly authorized by an appropriate college employee.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

FACULTY MINIMUM QUALIFICATIONS

POLICY 6185
ADOPTED: 06/20/17
AMENDED:

To teach Triton College credit and developmental courses, faculty members, full-time or adjunct, must meet the following minimum qualifications, which comport with state regulatory and institutional accreditation requirements and conform to generally recognized professional standards within the programs and disciplines. All educational credentials referenced herein are expected to be awarded from an institution accredited by a U.S. Department of Education and/or Council for Higher Education Accreditation recognized accrediting body or a degree from another country evaluated for U.S. equivalency in the discipline they will teach or for which they will develop curricula at least one level above that of the courses being taught or developed.

Faculty teaching courses that are classified by the Illinois Community College Board (ICCB) as Program Classification System (PCS) 1.1 and/or are general education transfer courses that may be used as college credit towards a four-year degree must have a Master's degree or higher in the discipline taught or a Master's degree or higher and 18 graduate credit hours in the discipline taught.

Faculty teaching courses that are classified by the ICCB as PCS 1.2 career and technical education courses should possess at a minimum at least 2000 hours of work experience and the appropriate recognized credential depending on the specific field.

For all remaining coursework, qualified faculty members are identified primarily by credentials, other factors, including but not limited to equivalent experience, may be considered by the institution in determining whether a faculty member is qualified.

Instructors must possess an academic degree relevant to what they are teaching and at least one level of education above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members must possess the same level of degree as the terminal degree and relevant industry experience as determined by the program. When faculty members are employed based on equivalent experience, the institution utilizes its established tested experience qualifications as its minimum threshold of experience. Tested experience includes, but is not limited to, breadth and depth of experience outside of the classroom in real-world situations relevant to the specific field, discipline or subfield to be taught; certifications or licensure in the field, discipline or subfield; and compliance with legal, governmental, and professional requirements, if applicable. Tested experience qualifications for specific disciplines and programs are established and maintained by the relevant academic area (Arts and Sciences, Business and Technology, Health Careers and Public Service Programs, and Continuing Education).

Dual credit high school faculty's credentials are required to align with the Dual Credit Quality Act.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

NEW FACULTY WORKSHOPS

**POLICY 6190
ADOPTED: 06/25/91
AMENDED:**

Triton College expects all new faculty to participate in workshops during the first year of employment as scheduled.

The workshops will be designed to serve a variety of purposes:

1. Provide an opportunity for faculty from various disciplines to meet and share experiences, ideas, and concerns.
2. Provide formal in-service programs on educationally related topics.
3. Provide an opportunity for faculty to become acquainted with Triton College's many support programs.
4. Provide updates on initiatives and issues affecting the campus community.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

FACULTY EXCHANGE PROGRAMS

POLICY 6200
ADOPTED: 06/25/91
AMENDED:

Triton College supports faculty exchange programs. Triton College cooperates with various community colleges in faculty exchange programs.

The following guidelines will be applied to all faculty exchange programs:

1. Only full-time tenured faculty are eligible.
2. Exchange may not exceed one year. One semester exchanges may be approved by the mutual consent of both institutions.
3. The visiting faculty member remains under contract to the home college.
4. The visiting faculty member will abide by the policies and regulations of the host college.
5. The visiting faculty member will receive a 20 percent reduction in load during the exchange period.

Additional conditions will be considered on an individual request basis and approved by the College President.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

RESEARCH AND DEVELOPMENT

POLICY 6210
ADOPTED: 06/25/91
AMENDED:

Triton College encourages faculty research and development projects. The President of the college will recommend financial limits for all projects. A Research and Development Committee is established to solicit, screen, and recommend proposed projects to the President. The President will make a recommendation to the Board of Trustees for their final approval.

The Faculty R&D Committee will develop and publish criteria for the submission of projects.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

PROFESSIONAL REVIEW PROGRAM

POLICY 6240
ADOPTED: 06/25/91
AMENDED:

Triton College believes that effective teaching is the professional responsibility of every faculty member and that periodic review is essential for maintaining a high level of teaching effectiveness. The review process must fulfill Triton College's responsibility to accrediting and/or approving agencies.

The professional review for full-time faculty members will consist of a comprehensive evaluation of the faculty member's total job performance. Specifically, it will include the following:

1. The faculty member's self-evaluation
2. Student evaluations
3. The department chairperson/coordinator's classroom evaluation
4. The department chairperson/coordinator's evaluation of related duties.
5. An administrative evaluation

The comprehensive nature of the program is based on the belief that several components used together are preferable to the use of a single component in evaluating a faculty member's total performance. Evaluation of adjunct faculty may include all of the above components or may be modified based upon departmental policy with the approval of the appropriate dean.

The data that are produced by the evaluation process will provide the basis for an individual professional development plan for each faculty member. The professional development plan will be designed jointly by the faculty member and the department chairperson/coordinator after reviewing the evaluation data; the plan must be approved by the appropriate dean.

The faculty member will be evaluated during the first year under contract; the professional development plan will be developed during the second year for implementation thereafter. A schedule of evaluative professional review for continuing faculty members will be determined by the President or his/her designee. This policy is not designed to supersede the faculty negotiated agreement.

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

Meeting of August 22, 2023

ACTION EXHIBIT NO. 16917

SUBJECT: ATLAS BOBCAT, SKIDSTEER PURCHASE

RECOMMENDATION: That the Board of Trustees approve the purchase of up to \$70,000 to purchase AN s76 Bobcat Skidsteer from Atlas Bobcat.

RATIONALE: Atlas Bobcat provides high quality equipment. The specific equipment being purchased was priced per the Sourcewell Coop Contract #040319-CEC meeting the State of Illinois public bidding requirements.

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



Product Quotation
 Quotation Number: **MB20236**
 Quote Sent Date: **Jul 20, 2023**
 Expiration Date: **Aug 19, 2023**

Your Bobcat Contact
Mason Brekke
 Phone:
 E-mail: mason.brekke@doosan.com

Your Customer Contact

Deliver to
Triton College
 2000 5TH AVE
 RIVER GROVE, IL, 60171-1995

Bobcat Dealer
Atlas Bobcat, Elk Grove Village, IL
 1160 MCCABE AVE
 ELK GROVE VILLAGE, IL, 60007

Bill To
Triton College
 2000 5TH AVE
 RIVER GROVE, IL, 60171-1995

Item Name	Item Number	Quantity	Price Each	Total
S76 T4 Bobcat Skid Steer Loader Standard Equipment: 74.0 HP Tier 4 V2 Bobcat Engine Auxiliary Hydraulics: Variable Flow Backup Alarm Bob-Tach Bobcat Interlock Control System (BICS) Controls: Bobcat Standard Cylinder Cushioning - Lift, Tilt Engine/Hydraulic Performance De-rate Protection Glow Plugs (Automatically Activated)	M0369	1	\$48,078.72	\$48,078.72
			<i>Horn</i> <i>Instrumentation: Standard 5" Display (Rear Camera Ready) with Keyless Start, Engine Temperature and Fuel Gauges, Hour meter, RPM and Warning Indicators. Includes maintenance interval notification, fault display, job codes, quick start, auto idle, and security lockouts.</i> <i>Lift Arm Support</i> <i>Lift Path: Vertical</i> <i>Lights, Front and Rear LED</i> <i>Operator Cab</i> <i>Includes: Vinyl Adjustable Vinyl Suspension Seat, Top and Rear Windows, Parking Brake, Seat Bar and Seat Belt</i> <i>Roll Over Protective Structure (ROPS) meets SAE-J1040 and ISO 3471</i> <i>Falling Object Protective Structure (FOPS) meets SAE-J1043 and ISO 3449, Level I; (Level II is available through Bobcat Parts)</i> <i>Vinyl suspension seat with 2-point seat belt</i> <i>Parking Brake: Wedge Brake System</i> <i>Tires: 12-16.5, 12PR, Bobcat Heavy Duty</i> <i>Warranty: 2 years, or 2000 hours whichever occurs first</i>	
Deluxe Package <i>Included: Deluxe Package:, Clear Side Auto HVAC Cab, 3yr Health & Security Subscription, Power Bob-Tach, 7" Touch Display, Premium and Side Lights, Heated Cloth Air Ride Seat, Keyless Start, 7-Pin Attachment Control, Integrated Bluetooth Radio, Two-Speed Travel, Dual Direction Bucket Positioning, Rear Camera, Ride Control</i>	M0369-P11-C12	1	\$10,949.04	\$10,949.04
Selectable Joystick Controls	M0369-R01-C04	1	\$620.64	\$620.64
74" Heavy Duty Bucket	7272680	1	\$1,414.36	\$1,414.36
Bolt-On Cutting Edge, 74"	6718007	1	\$302.85	\$302.85

84" Snow Blade	6716836	1	\$2,739.04	\$2,739.04
Strobe Light Kit, Amber	7375339	1	\$281.66	\$281.66
Total for S76 T4 Bobcat Skid Steer Loader				\$64,386.31
			Quote Total - US dollars	\$64,386.31
			Dealer P.D.I.	\$250.00
			Destination Charges	\$280.00
			Dealer Assembly Charges	\$280.00
			Quote Total - US dollars	\$65,196.31

Comment:

*Plus applicable taxes. IF Tax Exempt, please include Tax Exempt Certificate with the order.

*Prices per the Sourcewell Contract #_040319-CEC.

*Sourcewell Member Number (if applicable): _____

*All orders should include 1) Accounts Payable Contact and email address, 2) W9 with correct legal entity name, and 3) Bill to Address.

*Orders may be placed with the contract holder or authorized dealer as allowed by the terms and conditions of the contract. *A Copy of all orders must be provided to Heather.Messmer@Doosan.com.

*Contact Holder Information: Clark Equipment Company dba Bobcat Company, Govt Sales, 250 E Beaton Drive, West Fargo, ND 58078. TID# 38-0425350.

*Payment Terms: Net 60 Days. Credit cards accepted.

*Remittance address: Clark Equipment Company d/b/a Bobcat Company, P. O. Box 74007382, Chicago, IL 60674-7382

*Questions can be submitted via email to randy.fuss@doosan.com or by phone at: 1-800-965-4232

Customer Acceptance:	
Quotation Number: MB20236	Purchase Order: _____
Authorized Signature:	
Print: _____	Sign: _____
Date: _____	Email: _____
Addresses:	
Delivery Address: _____	

Billing Address (if different from ship to): _____

Tax Exempt: Y / N

Exempt in the State of: _____

Tax Exempt ID:

Federal: _____

State: _____

Expiration Date: _____

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

Meeting of August 22, 2023

ACTION EXHIBIT NO. 16918

SUBJECT: WINDOW REPLACEMENT PHASE 2 PROJECT / CDB INCREASE IN PROJECT SCOPE

RECOMMENDATION: That the Board of Trustees approve a modification of the CDB “Window Replacement Phase 2 Project” scope of work and funding contribution. The additional scope of work will allow the college, through the CDB to complete window replacement of all 3 floors of the F Building, in addition to the already scheduled 1st floor windows of the D and E Buildings. The increased portion of college funding required for the CDB to bid and complete the full scope of the F Building windows is \$184,273.

RATIONALE: The college is in the process of updating all exterior glass windows, trim and glazing across the campus (except for the recently remodeled H Building). Funding has already been contributed to the CDB trust account for the full completion of the D & E Buildings, all three floors. Available funds within the CDB and college trust account will permit the college to complete the 3 floors of the F Building with an additional contribution of \$184,273. All funding must be committed and in trust before the CDB can bid the project.

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 August 22, 2023

ACTION EXHIBIT NO. 16919

SUBJECT: DISCOVERY – ADOBE SOFTWARE

RECOMMENDATION: That the Board of Trustees approve the purchase of 200 Adobe Creative Cloud software licenses from Discovery. The Creative Cloud software licenses will be valid from August 22, 2023 through June 30, 2024 at a cost of \$140.70 per license for a total FY24 cost not to exceed \$28,140.

RATIONALE: Discovery provides Triton College with the lowest pricing on Adobe software platforms. The Adobe software is used in specialized classrooms and by staff across campus. Purchases of data processing equipment and software are exempt from bidding by state statute.

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

43084



June 22, 2023 **Quoted by:** Dan Wechsler – 800.331.5489 dan@diskovery.com

Jill Lobianco-Bartalis jilllobianco-bartali@triton.edu (708) 456-0300 Ext. 3528
 Visual Communications Coordinator and Faculty
 Triton College
 2000 Fifth Ave, T-153
 River Grove, IL 60171 cc: Kenneth Joseph Kowalski kennethkowalski@triton.edu
 Christopher Jr Hordorwich chrishordorwich@triton.edu

Adobe VIC - 170 HIED Student License Pack

RENEWAL - 12-Month Subscription

Term Period: August 22, 2023 to August 21, 2024

Adobe Item #	Quantity	Adobe Student License Pack	Adobe Academic Price per Unit	Adobe Academic Extended
ADBE-CC-SLP12R	170	Adobe CC All Apps - Student License Pack Renewal 12-Month Subscription Term	\$140.70 srp \$ 142.00	\$23,919.00
		TOTAL -		
		VIC 170 Student Licenses		\$23,919.00

Pricing Quote expires August 23, 2023

Please feel welcomed to contact me to review and address any questions and requests.

Thank you

Dan Wechsler dan@diskovery.com | 800.331.5489 | fax: 561.683.8416



43085

P31285



June 22, 2023 Quoted by: Dan Wechsler – 800.331.5489 dan@diskovery.com

Jill Lobianco-Bartalis jilllobianco-bartali@triton.edu (708) 456-0300 Ext. 3528
 Visual Communications Coordinator and Faculty
 Triton College
 2000 Fifth Ave, T-153
 River Grove, IL 60171 cc: Kenneth Joseph Kowalski kennethkowalski@triton.edu
 Christopher Jr Hordorwich chrishordorwich@triton.edu
 Frances Figg francesfigg@triton.edu

Adobe ARC - 30 HIED Student License Pack

RENEWAL - 12-Month Subscription

Term Period: August 22, 2023 to August 21, 2024

Adobe Item #	Quantity	Adobe Student License Pack	Adobe Academic Price per Unit	Adobe Academic Extended
ADBE-CC-SLP12R	30	Adobe CC All Apps - Student License Pack Renewal 12-Month Subscription Term	\$140.70 <small>srp \$ 142.00</small>	\$4,221.00
		TOTAL - ARC 30 Student Licenses		\$4,221.00

Pricing Quote expires August 23, 2023

Please feel welcomed to contact me to review and address any questions and requests.

Thank you

Dan Wechsler dan@diskovery.com | 800.331.5489 | fax: 561.683.8416



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

Meeting of August 22, 2023

ACTION EXHIBIT NO. 16920

SUBJECT: MICROSOFT CONSOLIDATED CAMPUS AGREEMENT WITH CDW-G

RECOMMENDATION: That the Board of Trustees approve a one-year renewal agreement with CDW-G to provide Microsoft software products for all Triton owned or leased PC's. The renewal period runs from September 1, 2023 through August 31, 2024 aligned with the Microsoft academic year. The price reflects an increase in cost of \$7,171.50 compared to the FY23 renewal, for a FY24 total cost of \$131,815.35.

RATIONALE: Microsoft has authorized CDW-G and the Illinois Community College System Procurement Consortium (ICCSPC) the ability to offer Illinois community colleges a consolidated Microsoft Campus Agreement. This Agreement allows Triton to receive Level B pricing, which is the best pricing available from Microsoft.

Sean Sullivan

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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Tracy Jennings
Secretary

Date

Related forms requiring Board signature: Yes No



Thank you for choosing CDW. We have received your quote.

QUOTE CONFIRMATION

MICHAEL GARRITY,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NLVJ200	7/19/2023	MS RNW	0334944	\$131,815.35

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Microsoft Windows Server - External Connector License & Software Assurance Mfg. Part#: R39-00374 UNSPSC: 43233004 Electronic distribution - NO MEDIA Contract: MARKET	1	2379801	\$182.21	\$182.21
Microsoft Windows Server Datacenter Edition - license & software assurance Mfg. Part#: 9EA-00039 UNSPSC: 43233004 Electronic distribution - NO MEDIA Contract: MARKET	110	4325198	\$44.41	\$4,885.10
Microsoft 365 A3 - subscription license - 1 user Mfg. Part#: AAD-38397-A-12mo UNSPSC: 43231513 Electronic distribution - NO MEDIA Contract: Standard Pricing	42000	5419375	\$0.00	\$0.00
Microsoft SQL Server Enterprise Core Edition License & Software Assurance Mfg. Part#: 7JQ-00341 UNSPSC: 43232304 Electronic distribution - NO MEDIA Contract: MARKET	8	2670095	\$1,361.58	\$10,892.64
Microsoft SQL Server Standard Core Edition License & Software Assurance Mfg. Part#: 7NQ-00302 UNSPSC: 43232304 Electronic distribution - NO MEDIA Contract: MARKET	15	2670099	\$355.10	\$5,326.50

QUOTE DETAILS (CONT.)

Microsoft 365 A5 Security - subscription license - 1 user	1050	5809870	\$40.00	\$42,000.00
Mfg. Part#: PYQ-00001-12MO Electronic distribution - NO MEDIA Contract: MARKET				
Microsoft Defender for Endpoint Server - subscription license (1 month) - 1	40	6266784	\$71.81	\$2,872.40
Mfg. Part#: 1O1-00003-12MO Electronic distribution - NO MEDIA Contract: MARKET				
Microsoft 365 A5 Security - subscription license - 1 user	42000	5955291	\$0.00	\$0.00
Mfg. Part#: PYQ-00002-A-1mo Electronic distribution - NO MEDIA Contract: MARKET				
Microsoft 365 A3 - subscription license - 1 user	1050	5419407	\$62.53	\$65,656.50
Mfg. Part#: AAD-38391-12mo UNSPSC: 43231513 Electronic distribution - NO MEDIA Contract: MARKET				

SUBTOTAL	\$131,815.35
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$131,815.35

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



Sales Contact Info

Stephen Elijo | (847) 968-9012 | stepeli@cdwg.com

LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$131,815.35	\$3,498.38/Month	\$131,815.35	\$4,050.69/Month

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

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.

- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

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

Need Help?



My Account



Support



Call 800.800.4239

[About Us](#) | [Privacy Policy](#) | [Terms and Conditions](#)

This order is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager

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

Meeting of August 22, 2023

ACTION EXHIBIT NO. 16921

**SUBJECT: AGREEMENT WITH LOYOLA UNIVERSITY HEALTH SYSTEM
D/B/A LOYOLA MEDICINE**

RECOMMENDATION: That the Board of Trustees approve an Affiliation Agreement with Loyola University Health System d/b/a Loyola Medicine. The term of this Agreement shall commence August 23, 2023, and shall remain in effect for three years, expiring August 22, 2026. At the end of the Term, the parties may, by mutual written agreement, extend this Agreement for a period of no more than (1) year. During the Term of the Agreement, it may be terminated with or without cause by either party upon thirty (30) days prior written notice to the other party. Notwithstanding any such termination, all students enrolled in and participating in an educational experience pursuant to this Agreement shall be given a period of time to complete their current course. There is no cost to the college for this Agreement.

RATIONALE: This Agreement will enable students in Triton College's Nursing, Surgical Technology, and Sterile Processing programs to participate in clinical education experiences at Loyola University Health System d/b/a Loyola Medicine.

Submitted to Board by: _____

Susan Campos
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

EDUCATION AFFILIATION AGREEMENT

This Education Affiliation Agreement ("Agreement") is entered into by and between **Loyola University Health System d/b/a Loyola Medicine**, an Illinois non-profit corporation on behalf of its hospitals, Loyola University Medical Center, Gottlieb Memorial Hospital and MacNeal Hospital ("Organization") and **Triton College** ("School"), on August 23, 2023 ("Effective Date").

WHEREAS, School offers a course of education which requires that nursing, surgical technology and sterile processing students receive clinical educational experience as part of their professional preparation;

WHEREAS, Organization has an interest in, and resources for, providing an educational experience consistent with the School's requirements; and

WHEREAS, School wishes to affiliate with Organization for the purpose of allowing qualified students to obtain such educational experience.

NOW, THEREFORE, the parties agree as follows:

I. SCHOOL DUTIES

- A. Education Experience. School shall determine which students, and the number of students who, will participate in each educational experience rotation at Organization pursuant to this Agreement (each, a "Student", and, collectively, the "Students"), which determination shall be subject to approval by Organization. The School shall plan and administer the educational requirements to satisfy the requirements of all applicable laws, regulations and licensing or supervising agencies.
- B. Student Records and Family Education Rights and Privacy Act ("FERPA"). School shall maintain all educational records and reports relating to Student's clinical training at Organization. School shall comply with the requirements of FERPA and shall have direct control over Student records for purposes of FERPA. Since Organization is not an "educational agency or institution" nor does it receive funding from the Secretary of Education of the United States of America, the School is solely responsible for FERPA compliance. School is responsible for all record keeping related to any required documentation of Organization's access to student records and/or School's disclosure of personally identifiable information from student records to Organization or to other third parties without the eligible Student's written consent. School further acknowledges that it has adopted a FERPA policy and issues an annual notification to eligible students as required by FERPA.
- C. Supervision. School shall be responsible to supervise or arrange for the supervision of all Students in accordance with pertinent laws and regulations, which supervision may or may not be on site. All student observations and/or educational experience at Organization shall be subject to the approval of the Organization. However, Organization shall at all times maintain the ultimate control and responsibility regarding all patient care.

- D. Training. School shall screen its Students for training, background, basic skills, professional ethics, attitude, behavior and experience and shall recommend for placement in the Organization education experience program only those Students who meet the requirements for participation established by the School and the Organization.

- E. Policies. School shall inform Students of the requirement to comply with the policies, procedures, laws, standards, bylaws and rules and regulations of Organization and its affiliates at all times, provided Organization shall be responsible for making available Organization-specific policies, standards, bylaws, rules and regulations.

- F. OSHA Training. All School employees involved in the educational experience with Organization and Students shall document appropriate training concerning applicable OSHA requirements, including without limitation, blood borne pathogens.

- G. Health Certification of Students and Faculty Who Are Present at Organization. Each participating faculty member and student will be asked to sign Exhibit B and submit the completed form to Organization prior to the student or faculty starting any education experience with Organization. Organization may request that students provide proof of required vaccinations. Such Health Certificate requires attestation that Organization has viewed proof that student has received the following vaccinations:
 - 1. Tuberculin skin test (must be completed not more than one (1) year prior to start date); the Tuberculin Assessment Form must be completed if previous Tuberculin test was positive;

 - 2. MMR:
 - a) If born before January 1, 1957, documentation of measles, mumps and rubella titers showing immunity. If non-immune, two MMR vaccinations;

 - b) If born on or after January 1, 1957, documentation of two MMR vaccinations;

 - 3. Attestation of having had the chicken pox or varicella titer as showing immunity;

 - 4. Hepatitis B vaccination or proof of immunity to Hepatitis B, (or written refusal of Hepatitis B vaccination signed by the student that expressly holds the Organization harmless for any Hepatitis B exposure or infection that may result from the Student's education experience at Organization) and/or such other immunization and health-related testing as may be required by the applicable state level health department or the Occupation Health and Safety Administration for each student assigned to Organization, as these requirements may change from time to time; for purposes of this Agreement, a student shall be considered to be vaccinated against Hepatitis B if he or she has received at least one (1) injection of the vaccine and is in the process of completing the required services of three

injections;

5. Flu vaccine for the season of the rotation; COVID-19 Vaccine: Evidence that the student(s) (and School staff that come to Organization's facilities) is fully vaccinated (as defined by Organization's policies) against COVID-19 for the season of the rotation.

If students or faculty have a religious or medical exemption to any of the above vaccinations, school is required to note that School shall inform Organization of such exemption. School shall inform Students and Faculty that proof of vaccination or exemption may be requested by Organization at any time while Student and/or Faculty are present in Organization facilities and that such proof must be immediately presented to Organization upon request.

- H. Confidentiality. School will advise all Students assigned to Organization regarding the confidentiality of patient/client records and patient/client information imparted during the training experience. School will also advise all Students that the confidentiality requirements survive the expiration or earlier termination of this Agreement.
- I. Notification. School shall notify the Organization at least thirty (30) days prior to the date it desires to establish an educational experience for the Students. Such notification shall include the names, addresses and other information required in this Section I and the requirements of the Students' educational experience at Organization. After opportunity to review each Student's academic and experience record and other information provided by School, Students participation in the education experience at Organization shall be subject to final approval of Organization.
- J. Control of Academic Program. School shall have complete control over all academic aspects of the educational experience program, including but not limited to, admissions, administration, faculty appointments, program design, grading, examinations, evaluations, determination of academic credit, and discipline.
- K. Participation Agreement. School shall require and ensure that each Student selected to participate in the educational experience at Organization signs the "Student Participation Agreement" attached hereto and incorporated herein as Exhibit A. School will provide signed Exhibit A forms for each student and will provide to Organization prior to the student arriving for an educational experience.
- L. Personal Protective Equipment ("PPE"). School will advise each Student and Faculty that they will be required to wear appropriate PPE which is approved by Organization. Use of PPE will be in accordance with Organization guidance, such guidance adheres to CDC and state requirements.

II. ORGANIZATION DUTIES

- A. Professional Experience. Organization shall provide Students with supervised educational experience appropriate for up to such number of Students and educational experience contact hours per semester as agreed upon by the parties. Each Student's educational experiences shall be outlined in the form of attached hereto as Exhibit B. Organization shall provide the appropriate use of its facilities

by Students enrolled in the School or otherwise provided by the School.

- B. **Participation.** During educational experiences, Students shall be permitted to participate in professional services at the Organization's facilities under the supervision of the appropriate professional staff of the Organization and the School. The scope of the Students' participation will be determined by the applicable Organization policies and to the extent permitted by law and at discretion of Organization staff.
- C. **Emergency.** In the event of an emergency, or when required, Organization shall have the right to temporarily relieve or remove a Student from a specific assignment.
- D. **Student Removal.** Organization, in its sole discretion, may immediately remove from its premises, and suspend or terminate the participation of, any Student in any education experience governed by this Agreement if Organization determines that the Student failed to observe applicable policies, procedures, rules, regulations or the instruction of Organization supervisors. Organization will immediately notify School of any such removal, suspension or termination.
- E. **Laws.** Organization shall comply with all applicable laws and regulations, including federal and state non-discrimination obligations in the process of selecting students for participation in the program.
- F. **Background Check.** Organization shall perform a criminal background check on each Student where required by applicable law. Such criminal background check may include fingerprinting pursuant to the laws of the state where Organization is located. Any felony conviction within the previous five (5) years, and certain other convictions regardless of the length of time since conviction, may preclude a student from being accepted. Other situations will be considered on a case-by- case basis, taking into account risks to patients, employees, and the organization.
- G. **Non-Teaching Patients.** No provision of this Agreement shall prevent any patient from requesting not to be a teaching patient or prevent any member of the Organization medical staff from designating any patient as a non-teaching patient.
- H. **Right of Refusal.** No provision of this Agreement shall prevent Organization from refusing to accept any student who has previously been discharged for cause as an employee of Organization, who has been removed from or relieved of responsibilities for cause by Organization, or who would not be eligible to be employed by Organization. Organization shall notify School in writing of its refusal to accept a student and the basis for the refusal; School shall not thereafter submit such student for clinical experience at Organization. Each Organization shall retain the right to decline the assignment of students from School at any time for operational reasons.
- I. **Patient Care.** Organization shall maintain responsibility for patient care.
- J. **Facilities.** Organization shall provide reasonable access to conference room space and dining facilities for Students and faculty as necessary. Organization shall supply, to the best of its ability, to Students and faculty, emergency medical care or, if advisable, a prompt referral to the nearest appropriate medical facility in any

emergency requiring medical attention. Any costs associated with such medical care shall be the sole responsibility of the student or faculty, as appropriate.

- K. Student Information. To the extent Organization receives or accesses personal information about Students, Organization will keep such information confidential, only use such information as contemplated by this Agreement and protect such information in the same manner in which it protects Organization employee information.

III. MUTUAL DUTIES

- A. Student Assignment. The School and Organization shall mutually agree upon assignment of Students to particular Organization facilities.
- B. Non-discrimination. No Student shall, on the grounds of race, color, sex, creed, age, or national origin be excluded from participation in, be denied the benefits of, or be subject to discrimination under any provision of this Agreement, including in the selection of participating students. Regarding any position for which a Student is qualified, neither Organization nor School shall discriminate against any Student because of physical or mental disability. Each party agrees to treat qualified disabled students without discrimination based upon their physical or mental disability in all educational activities associated with this Agreement, and to afford such individuals reasonable accommodations at the expense of the School.
- C. Liaison and Supervision Requirements. Each party will appoint a liaison to serve as a communication link between the parties. Each party will provide qualified and competent individuals in adequate number for the instruction and/or supervision of Students.

IV. RELATIONSHIP OF THE PARTIES

- A. Legal Status of Students. It is understood and agreed that the Students are enrolled in a professional education program offered by the School. The Students shall not be deemed or considered to be employees or agents of Organization for any purpose and shall remain at all times students of the School. Students will not be entitled to receive any compensation or benefits from Organization, including, but not limited to, health care insurance, vacation or sick time or any other benefit of employment, directly or indirectly.
- B. Independent Contractor Status. It is mutually understood and agreed that Organization and School are, and shall be at all times, performing as independent contractors of each other. Nothing in this Agreement is intended or shall be deemed or construed to create an agency, employer/employee, partnership, franchise, or fiduciary relationship between Organization and School and any relationship between parties is nothing other than that of educational affiliates. Neither party shall have the right to bind the other to any contractual or other obligation.

V. TERM AND TERMINATION

- A. Term and Extension Period. This Agreement shall commence on August 23, 2023 (“Effective Date”) and shall remain in effect for a term of three years expiring on August 22, 2026 (“Expiration Date”). This is the "Term". At the end of the Term, the parties may, by mutual written agreement, agree to extend this Agreement for a period of no more than one (1) year. This is the "Extension Period".
- B. Termination by Either Party. During the Term of the Agreement, it may be terminated with or without cause by either party on thirty (30) days prior written notice. Notwithstanding any such termination, all Students already enrolled in and participating in an educational experience pursuant to this Agreement at the time of the notice of termination shall be given a period of time not to exceed the shorter of i) the end of the semester or ii) six (6) months from the date of the notice of termination during which to complete the current course in their educational experience at Organization, during which time the terms of this Agreement shall continue to govern the balance of such Students' education experiences.
- C. Termination for Breach. In the event that either party gives notice to the other party that the other party has materially breached any obligation under this Agreement and such breach has not been cured within fifteen (15) days following the giving of such notice, the party giving such notice will have the right to terminate this Agreement immediately.
- D. Legal Opinion. If Organization obtains a written opinion of legal counsel stating that, in the event of an audit or investigation, this Agreement is likely to be challenged by any governmental agency as illegal or improper or resulting in fines, penalties or exclusion from the Medicare or Medicaid program, loss of tax-exempt status or its ability to obtain tax-exempt financing, Organization may terminate this Agreement by providing written notice to School. Within ten (10) days of such notice, the parties shall meet and confer to discuss mutually acceptable means of restructuring the relationship to eliminate the legal concern. In the event that the parties are unable to reach agreement on new terms within twenty (20) days of their meeting, this Agreement shall automatically terminate.
- E. Force Majeure. If either party is unable to perform its duties under this Agreement due to strikes, lock outs, labor disputes, governmental restrictions, fire or other casualty, emergency, closure of a facility or department or any other cause beyond the reasonable control of the party, such non-performing party shall be excused of performance and shall not be in breach of this Agreement, for a period equal to any such prevention, delay or stoppage. Notwithstanding this provision, a party may terminate this Agreement immediately upon written notice if such events continue for thirty (30) days or longer.

VI. CONFIDENTIALITY AND PROPRIETARY INFORMATION

- A. During the term of this Agreement and in perpetuity thereafter, regardless of the reason for the termination of this Agreement, School and/or Students shall hold all data and information, in any form, which is confidential and proprietary to Organization or its affiliates used or encountered during the term of this Agreement ("Proprietary Information") in confidence and shall not discuss, communicate or disclose to others, or make any copy or use of the Proprietary Information without first obtaining the written consent of Organization, unless required by law.

- B. Patient Identification. The identity of a patient, the nature of procedures or services provided to patients and information included in the patient's medical records shall be confidential and shall not be disclosed by the School or Students other than for use in direct patient care unless authorized in writing by Organization or as may be required by law. Without limiting the foregoing, the School agrees to comply with all applicable federal and state confidentiality laws including, without limitation, the Health Insurance Portability and Accountability Act of 1996, as amended, and its related regulations ("HIPAA").
- C. Records. Organization shall have custody and control of all medical records and charts in patient files. Neither the School nor the Student may remove or copy such records except with written permission of Organization.
- D. Studies and Research. School and/or Student shall submit to Organization for review and approval all reports, projects, theses, and publications based upon studies and research (including subject recruitment) arising out of or directly related to the cooperative education experience prior to release. Approval of the Organization shall not be unreasonably withheld.
- E. Ownership of Work. School acknowledges that Organization intends that any and all work product created or developed by Students in the performance of their educational experience under this Agreement shall be the sole and exclusive property of Organization. School hereby agrees it claims no intellectual property right of any kind and further irrevocably conveys, transfers, and assigns to Organization all right, title and interest in and to, including all intellectual property rights in and to, such work product, whether or not such work product is deemed a "work made for hire" under the Copyright Act. School irrevocably waives any and all claims School may now or hereafter have in any jurisdiction to so called "moral rights" with respect to the work product and shall provide to Organization all assistance reasonably required to perfect Organization's and its affiliate's rights in the work product hereunder. Notwithstanding the foregoing, Student and School may use work product created or developed in the performance of an educational experience under this Agreement for the sole purpose of satisfying or administering School course requirements or otherwise as permitted by Section VI(D) above and for no other purpose.

VII. INDEMNIFICATION AND INSURANCE

- A. Indemnification. Unless otherwise prohibited by law (in which case neither party assumes any costs, expenses or liabilities of the other party nor waives any defenses available to it), each party shall indemnify, defend and hold harmless the other party, including, but not limited to, their trustees, officers, employees, directors and agents (collectively, the "Indemnified Party"), from and against all liability, claims, losses, damages and expenses, including reasonable legal fees and expenses, arising solely from their acts and omissions in the performance of their duties and obligations under this Agreement. In such an event, the Indemnified Party shall have the option either of providing its own defense for which Indemnifying Party shall promptly pay the Indemnified Party its reasonable cost and expenses or the Indemnified Party may tender the defense to the Indemnifying Party, which shall assume it.

School, 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. Notification. Each party shall notify the other within ten (10) days of receipt of any lawsuits, claims or notices of intent to file a lawsuit based in any manner on the services provided under this Agreement.

- C. Professional Liability Insurance. The School shall procure professional liability insurance coverage with policy limits of not less than \$1,000,000 per claim/occurrence and \$3,000,000 aggregate per year for participating students and faculty. If School is legally prohibited from procuring insurance and participates in an applicable state

sponsored insurance or tort claims program, then the terms of such state sponsored program shall apply in lieu of the terms herein pertaining to professional liability insurance policies.

The Organization shall procure professional liability insurance coverage with policy limits of not less than \$1,000,000 per claim/occurrence and \$3,000,000 aggregate per year for participating Organization staff and employees.

- D. General Liability Insurance. School shall not assign any Students or instructors to Organization until the School obtains general liability insurance coverage with policy limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate per year, adding the Organization as an additional insured with respect to this Agreement.

Organization shall not assign any staff or employees to work with Students until the Organization obtains general liability insurance coverage with policy limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate per year, adding the School as an additional insured with respect to this Agreement. Such policy shall cover Hospital's operations at all sites where services are performed,

- E. Workers Compensation Insurance. School shall not assign any instructors to Organization until the School can demonstrate workers compensation insurance in amounts required in accordance with applicable laws within the state where the educational experience is being performed.

Organization shall not assign any instructors to work with School until the Organization can demonstrate workers compensation insurance in amounts required in accordance with applicable laws within the state where the educational experience is being performed.

- F. Extended Reporting Period Coverage ("tail"). In the event that any of the insurance coverages referenced above are written on a claims-made basis, then such policy or policies shall be maintained during the Term of this Agreement and for a period of not less than three (3) years following the termination or expiration of this Agreement or, extended reporting period coverage ("tail") is required.

- G. Student Health Insurance. School will inform student that it is the responsibility of each student participating in the education experience at Organization to have health insurance to cover emergency health care for illnesses or injuries resulting from the student's field experience at Organization. It shall be the responsibility of

the student to provide payment or adequate health insurance coverage for such emergency care and any subsequent care. Organization may require each Student to provide proof of insurance prior to beginning the education experience with Organization and upon request thereafter.

- H. Proof of Insurance. Attached to this Agreement as an Exhibit is a copy of each Party's certificates of insurance required under this section. Each Party shall provide updated certificates of insurance annually and upon request, to maintain compliance with the terms of this Agreement. Said certificates of insurance shall not be materially amended or cancelled without thirty (30) days prior written notice.

VIII. MISCELLANEOUS

- A. Governing Law. The laws of the state where the services are to be performed govern this Agreement.
- B. Venue. Venue shall be proper only in the jurisdiction where the services were performed or delivered
- C. Amendment. An amendment of this Agreement is not effective unless it is in writing and signed by the authorized agents of each of the parties.
- D. Waiver. Waiver of any provision(s) of this Agreement is not effective unless the waiver is in writing and signed by the authorized agents of the party against whom enforcement of the waiver is sought. Failure to enforce any provision does not constitute a waiver.
- E. Reformation. The provisions of this Agreement will be deemed severable and if any part of any provision is determined to be unenforceable, the provision may be changed to the extent reasonably necessary to make the provision, as so changed, enforceable.
- F. Severability. If any provision of this Agreement is determined to be unenforceable, the remaining provisions of this Agreement will not in any way be affected or impaired, but will remain binding in accordance with their terms.
- G. Headings. The descriptive headings of the Sections of this Agreement are inserted for convenience only and shall not control or affect the meaning or construction of any provision.
- H. Notices. Notice shall be given in writing and shall be effective upon depositing the notice in first-class mail or certified mail, return receipt requested, to Organization or School at the addresses below or upon actual receipt by the other party. Facsimile notices shall be delivered during the receiving party's normal business hours and shall be effective only if the sending party maintains written confirmation of facsimile receipt. Either party may change the address to which notices are to be sent by notice given in accordance with the provisions of this Section.

Organization: Loyola Medicine
One Westbrook Corporate Center

Suite 840
Westchester, IL 60154
Attention: Regional Chief Nursing Officer

Copy to: Loyola Medicine
One Westbrook Corporate Center
Suite 840
Westchester, IL 60154
Attn: General Counsel

School: Triton College
2000 Fifth Avenue
River Grove, IL 60171
Attention: Dean Health Careers and Public Service Programs

Copy to: Sarie E. Winner
Winner Law
2344 W. Melrose St.
Chicago, IL 60618

- I. Enforceability. This Agreement is intended for the benefit of the parties only. There are no other intended third-party beneficiaries.
- J. Presumption. There is no presumption for or against either party as a result of such party being the principal drafter of this Agreement.
- K. Authorized Agent. This Agreement is executed by an authorized representative of School in the representative's official capacity only and the representative shall have no personal liability under this Agreement.
- L.

Entire Agreement. This Agreement, including all Exhibits referenced herein, constitutes the entire agreement between the parties concerning the subject matter herein. This Agreement supersedes all prior and concurrent negotiations, agreements and understandings between the parties, whether oral or in writing, concerning the subject matter hereof.

- M. Assignment. This Agreement may not be assigned, except by Organization to a parent, subsidiary, successor, or affiliated entity, without the written consent of the parties. Subject to the foregoing limitation upon assignment, this Agreement shall be binding upon and inure to the benefit of the successors and assigns of the parties.

[SIGNATURE PAGE FOLLOWS]

ORGANIZATION

SCHOOL

By: _____

By: _____

Name: Margaret Norton-Rosko

Name: Mark R. Stephens

Title: Regional Chief Nursing Officer

Title: Chairman, Board of Trustees

Date: _____

Date: _____

Exhibit A
Student Participation Agreement

I, _____ ("Student"), in consideration of participating in the education
(print name)
experience program provided by _____
("Organization"), through my participation in Organization's training program, hereby agree to the following:

1. I will comply with all applicable, policies, procedures, rules and regulations of Organization, and the instructions of Organization supervisors, including but not limited to, those governing patient confidentiality. I will further observe professionally appropriate modes of dress, behavior and grooming at all times.

2. I will participate in education and training opportunities in accordance with the instructions of Organization supervisors.

4. I understand and acknowledge that Organization has the right to take certain actions, including but not limited to, the right to suspend or terminate me from, or limit my participation in, the education experience program, or to evaluate me unfavorably, if in its exclusive judgment I have failed to observe applicable policies, procedures, rules, regulations, or the instructions of Organization supervisors, or have compromised the standard or quality of patient care or the safety of patients, or for other reasonable cause, including the failure to follow appropriate modes of dress, grooming and behavior. **I hereby voluntarily release Organization and its directors, officers, employees, agents and representatives from any and all liability based on such actions.**

5. I acknowledge that the educational experience received by me from Organization shall be received as a student at _____
(insert school name)

as a part of my professional training, and not as an employee of Organization. I understand that as a participant in this educational program, I shall not be entitled to compensation or employee benefits, nor shall I be considered an employee of Organization for purposes of unemployment compensation, minimum wage laws, workers' compensation, income tax withholding, Social Security benefits, or any other purpose or benefit.

6. I understand that any and all work product created or developed by me in the performance of my educational experience program at Organization shall be the sole and exclusive property of Organization and that I agree to abide by Organization's policies and procedures in such regard. I hereby irrevocably convey, transfer, and assign to Organization all right, title and interest in and to, including all intellectual property rights in and to, such work product, whether or not such work product is deemed a "work made for hire" under the Copyright Act. I irrevocably waive any and all claims I may now or hereafter have in any jurisdiction to so called "moral rights" with respect to the work product and shall provide to Organization all assistance reasonably required to perfect Organization's and its affiliate's rights in the work product hereunder. Notwithstanding the foregoing, I understand I may use work product created or developed in the performance of an educational experience under this Agreement for the sole purpose of satisfying School course requirements and for no other purpose.

7. I understand and acknowledge _____
(insert school name)

shall have complete control over all academic aspects of the educational program, including but not limited to, admissions, administration, faculty appointments, program design, grading, examinations and evaluations. I hereby voluntarily release Organization and its directors, officers, employees, agents and representative from any and all liability based on such actions.

8. I understand Organization requires that I submit proof of immunizations to my School prior to the start of my educational experience at Organization. I understand also failure to submit such proof or receive a religious or medical exemption as applicable from my School will prohibit me from participating in an educational experience at Organization. Immunizations I must submit proof of receiving include: TB (or negative screening), Mumps, Rubella, Rubeola, Varicella Zoster, Hepatitis B Vaccine, Influenza and COVID-19. I understand that vaccines which are, or may be, seasonal in nature must be current prior to the start of my educational experience.

9. I have reviewed the Patient Rights Information.

10. I have read this Participation Agreement carefully and have had sufficient opportunity to ask questions and any of my questions were answered to my satisfaction before signing it.

Student's Signature

Date

Guardian Signature if Student is a minor

Date

Exhibit B

Loyola Medicine

Center for Professional Practice and Development

Clinical Orientation Checklist-Nursing Student and Instructor

Instructions: Students and Instructors are to complete the following requirements PRIOR to starting clinical. Initial the column provided to indicate that the information has been completed, read and understood.

Information: Form Must be Legible		
		<i>Workday ID:</i>
First Name:	Last Name:	
Name of School of Nursing:		<input type="checkbox"/> Student <input type="checkbox"/> Instructor
Student Anticipated Graduation date:	MM/YYYY	Program Level: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate

Read/Review information provided for Clinical

	All pertinent information provided in the <u>Loyola Medicine Nursing Clinical Handbook</u> has been read/reviewed and understood.
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HealthStream E-Learning Modules (copies of transcripts to be on file at the School of Nursing-SON)

	Completed annual Trinity Healthstream E-learning modules. A minimum score of 80% is required to pass.
	EPIC modules (if applicable)

Medical requirements (documents to be on file at the SON)

	1. Current BLS for Healthcare Provider card
	2. Background Check
	3. Drug Screen-5 panel
	4. Proof of immunity: Rubella, Rubeola/measles, Mumps, Varicella (chickenpox) and Hepatitis B (titer as evidence.)
	5. Record of TDAP (tetanus, diphtheria, pertussis) immunization.
	6. Evidence of TB Testing/Screening: QuantIFERON-TB Gold Test or T-SPOT TB Test
	7. Annual Seasonal Flu Vaccination (for Fall and Spring clinicals)
	8. COVID-19 vaccine

Color Blindness: A color blindness screening test can be found at <http://colorvisiontesting.com/ishihara.htm#demonstration>

	8a. Do you have color blindness: <input type="checkbox"/> Yes (Continue answer #8b) <input type="checkbox"/> No
--	--

Only if you answered Yes to question #8a.

	8b. I have been made aware of associated safety risks presented by color blindness and of appropriate measures to reduce risk. <input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

Trinity Confidentiality Agreement/Orientation Checklist

	Clinical Experience Participation Agreement to be kept on file at the SON and submitted to the Center for Professional Practice and Development before the clinical begins.
	Trinity Confidentiality Agreement to be kept on file at the SON and submitted to the Center for Professional Practice and Development before the clinical begins.
	Orientation Checklist to be kept on file at SON and submitted to the Center for Professional Practice and Development before the clinical begins .

Student Signature

Date

I acknowledge that the above information has been successfully completed and verified. All documentation is to remain in the student's file at the SON to be available if requested by Loyola Medicine.

SON Clinical Coordinator

Date

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

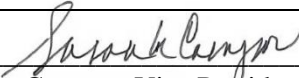
Meeting of August 22, 2023

ACTION EXHIBIT NO. 16922

**SUBJECT: ADDITION AND CHANGE OF COURSE FEES FOR INCLUSIVE ACCESS
PROGRAM EFFECTIVE SPRING 2024**

RECOMMENDATION: That the Board of Trustees approve the inclusion of the cost of digital course materials in the course fees for sixteen Chemistry, Criminal Justice, Music, Psychology, and Speech courses, and the increase in course fees for forty Accounting, Business, Chemistry, Engineering Technology, Health, Mathematics, Rhetoric, and Sociology courses as part of the McGraw Hill and Pearson Education “Inclusive Access” program (See Attached List). Students pay the appropriate fees to Triton College when they pay their tuition. The full fee for these select courses is remitted by Triton College to Follet. Students are not charged for course materials if they drop the class during the “full refund” period. The cost to Triton College includes any expense of collecting the fee, including but not limited to losses realized from students who do not pay the College their tuition and fees.

RATIONALE: By including the cost of instructional materials into the overall course fee, the “Inclusive Access” program provides students with access to the required instructional materials as early as one week prior to the first day of class. This practice has demonstrated an increase in retention and success rate in course sections utilizing “Inclusive Access” compared to those that did not. Triton College earns a 7% commission from Follet on all course materials.

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

McGraw Hill and Pearson Education Inclusive Access - Additions and Changes to Course Fee Spring 2024

NEW

Course	Current Course Fees	2024 Amended Course Fees	Difference	Student Cost without Inclusive Access	Savings	Pricing Effective
BUS 293	\$ 108.15	\$ -	\$ -	\$ 175.00	\$ 66.85	Spring 2024
CHM 100	\$ 97.50	\$ -	\$ -	\$ 126.75	\$ 29.25	Spring 2024
CJA 116	\$ 39.00	\$ -	\$ -	\$ 187.50	\$ 148.50	Spring 2024
CJA 125	\$ 39.00	\$ -	\$ -	\$ 187.50	\$ 148.50	Spring 2024
CJA 161	\$ 39.00	\$ -	\$ -	\$ 257.00	\$ 218.00	Spring 2024
CJA 166	\$ 39.00	\$ -	\$ -	\$ 171.50	\$ 132.50	Spring 2024
CJA 171	\$ 39.00	\$ -	\$ -	\$ 149.98	\$ 110.98	Spring 2024
CJA 175	\$ 39.00	\$ -	\$ -	\$ 81.50	\$ 42.50	Spring 2024
CJA 201	\$ 39.00	\$ -	\$ -	\$ 149.98	\$ 110.98	Spring 2024
CJA 219	\$ 39.00	\$ -	\$ -	\$ 218.25	\$ 179.25	Spring 2024
CJA 236	\$ 39.00	\$ -	\$ -	\$ 166.00	\$ 127.00	Spring 2024
CJA 257	\$ 39.00	\$ -	\$ -	\$ 234.00	\$ 195.00	Spring 2024
MUS 104	\$ 77.86	\$ -	\$ -	\$ 157.00	\$ 79.14	Spring 2024
PSY 201	\$ 80.00	\$ -	\$ -	\$ 133.50	\$ 53.50	Spring 2024
PSY 210	\$ 43.30	\$ -	\$ -	\$ 86.49	\$ 43.19	Spring 2024
SPE 101	\$ 78.00	\$ -	\$ -	\$ 157.00	\$ 79.00	Spring 2024

CHANGED

Course	Current Course Fees	2024 New Course Fees	Difference	Student Cost without Inclusive Access	Savings	Pricing Effective
ACC 101/103	\$ 106.00	\$ 112.78	\$ 6.78	\$ 196.50	\$ 83.72	Spring 2024
ACC 104	\$ 106.00	\$ 113.78	\$ 7.78	\$ 163.50	\$ 49.72	Spring 2024
BIS 136	\$ 77.00	\$ 82.20	\$ 5.20	\$ 157.00	\$ 74.80	Spring 2024
BIS 150	\$ 109.00	\$ 116.80	\$ 7.80	\$ 196.50	\$ 79.70	Spring 2024
BUS 103	\$ 104.00	\$ 115.00	\$ 11.00	\$ 199.00	\$ 84.00	Spring 2024
BUS 107	\$ 106.00	\$ 116.38	\$ 10.38	\$ 201.00	\$ 84.62	Spring 2024
BUS 146	\$ 73.00	\$ 77.86	\$ 4.86	\$ 157.00	\$ 79.14	Spring 2024
BUS 171	\$ 101.00	\$ 108.15	\$ 7.15	\$ 157.00	\$ 48.85	Spring 2024
BUS 188	\$ 75.00	\$ 74.00	\$ (1.00)	\$ 157.00	\$ 83.00	Spring 2024
BUS 200	\$ 101.00	\$ 108.15	\$ 7.15	\$ 157.00	\$ 48.85	Spring 2024
BUS 205	\$ 101.00	\$ 108.15	\$ 7.15	\$ 196.50	\$ 88.35	Spring 2024
BUS 212	\$ 105.00	\$ 109.20	\$ 4.20	\$ 157.00	\$ 47.80	Spring 2024
BUS 220	\$ 101.00	\$ 108.15	\$ 7.15	\$ 196.50	\$ 88.35	Spring 2024
BUS 240	\$ 106.00	\$ 108.15	\$ 2.15	\$ 196.50	\$ 88.35	Spring 2024
BUS 250	\$ 101.00	\$ 105.00	\$ 4.00	\$ 196.50	\$ 91.50	Spring 2024
BUS 260	\$ 99.00	\$ 102.98	\$ 3.98	\$ 196.50	\$ 93.52	Spring 2024
BUS 275	\$ 101.00	\$ 105.00	\$ 4.00	\$ 196.50	\$ 91.50	Spring 2024
BUS 278	\$ 105.00	\$ 112.48	\$ 7.48	\$ 180.25	\$ 67.77	Spring 2024
BUS 285	\$ 105.00	\$ 112.48	\$ 7.48	\$ 196.50	\$ 84.02	Spring 2024
BUS 289	\$ 101.00	\$ 108.15	\$ 7.15	\$ 180.25	\$ 72.10	Spring 2024
CHM 140/141	\$ 40.50	\$ 41.25	\$ 0.75	\$ 55.99	\$ 14.74	Spring 2024
CJA 111	\$ 43.96	\$ 39.00	\$ (4.96)	\$ 179.50	\$ 140.50	Spring 2024
CJA 121	\$ 43.96	\$ 39.00	\$ (4.96)	\$ 149.98	\$ 110.98	Spring 2024
CJA 181	\$ 44.49	\$ 39.00	\$ (5.49)	\$ 121.75	\$ 82.75	Spring 2024
HTH 120	\$ 90.00	\$ 94.99	\$ 4.99	\$ 124.50	\$ 29.51	Spring 2024
MAT 102	\$ 75.00	\$ 76.00	\$ 1.00	\$ 149.98	\$ 73.98	Spring 2024
MAT 110	\$ 75.00	\$ 76.00	\$ 1.00	\$ 101.50	\$ 25.50	Spring 2024
MAT 111	\$ 75.00	\$ 76.00	\$ 1.00	\$ 101.50	\$ 25.50	Spring 2024
MAT 114	\$ 75.00	\$ 76.00	\$ 1.00	\$ 101.50	\$ 25.50	Spring 2024
MAT 116/117	\$ 75.00	\$ 76.00	\$ 1.00	\$ 101.50	\$ 25.50	Spring 2024
MAT 122	\$ 75.00	\$ 76.00	\$ 1.00	\$ 101.50	\$ 25.50	Spring 2024
MAT 124	\$ 75.00	\$ 76.00	\$ 1.00	\$ 101.50	\$ 25.50	Spring 2024
MAT 131*	\$ 52.00	\$ 61.00	\$ 9.00	\$ 173.50	\$ 112.50	Spring 2024
MAT 133*	\$ 26.00	\$ 30.50	\$ 4.50	\$ 173.50	\$ 82.00	Spring 2024
MAT 134	\$ 71.00	\$ 76.00	\$ 5.00	\$ 148.25	\$ 72.25	Spring 2024
MAT 170	\$ 85.00	\$ 89.00	\$ 4.00	\$ 173.25	\$ 84.25	Spring 2024
MAT 235*	\$ 26.00	\$ 30.00	\$ 4.00	\$ 173.50	\$ 52.00	Spring 2024
RHT 102	\$ 41.00	\$ 33.25	\$ (7.75)	\$ 51.99	\$ 18.74	Spring 2024
SOC 100	\$ 69.00	\$ 64.89	\$ (4.11)	\$ 157.00	\$ 92.11	Spring 2024

* MAT 131, 133, and 235 are consecutive courses that use the same material. Without IA, students would purchase one access code for two years for \$173.50, whether taking one course or three. With IA, students pay much less, and the savings are calculated as the accumulated costs of one or more courses against the full price of the two-year access code.

Information Item

Inclusive Access course BUS 102 is now Inclusive Access course ACC 104

BUS 102 "Small Business Accounting" was approved for Inclusive Access via Action Exhibit #16659 on September 28, 2021. The course was originally assigned to ACC 102 "Accounting with Quickbooks" as part of a curriculum revision on May 31, 2023 but then it was decided to use course number 104 for final submission to the state. The Board was informed of the change from BUS 102 during the period it was ACC 102, requiring this notification.

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

Meeting of August 22, 2023

ACTION EXHIBIT NO. 16923

SUBJECT: COLLEGE CURRICULUM COMMITTEE RECOMMENDATIONS

RECOMMENDATION: That the Board of Trustees approves the attached College Curriculum Committee recommendation.

RATIONALE: This recommendation was approved by the College Curriculum Committee on April 6, 2023. Appropriate course fees now added for EGR 260 and EGR 265, to cover the cost of lab consumables.

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 6, 2023

for

Board of Trustees, August 22, 2023

COURSES

REACTIVATED COURSE(s)

- EGR 260 Electrical Circuit Analysis
 - 4 credits; 2 lectures; 4 labs; course fee: \$60 prerequisite 'PHY 107
 - *Effective 8/20/2023*
- EGR 265 Digital Logic Design
 - 4 credits; 2 lectures; 4 labs; course fee: \$60 prerequisite 'PHY 106'
 - *Effective 8/20/2023*

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

Meeting of August 22, 2023

ACTION EXHIBIT NO. 16924

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

RECOMMENDATION: That the Board of Trustees approve the following Closed Session Minutes: 1/24/23, 5/16/23, 6/20/23, and authorize release of the Closed Session Minutes of the same dates. No closed session meetings were held on 2/21/23, 3/21/23, and 4/25/23.

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

Sean Sullivan

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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Tracy Jennings
Secretary

Date

Related forms requiring Board signature: Yes No

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

Meeting of August 22, 2023

ACTION EXHIBIT NO. 16925

SUBJECT: DESTRUCTION OF CLOSED SESSION VERBATIM RECORDINGS

RECOMMENDATION: That the Board of Trustees approve the destruction of six (6) verbatim recordings of the Closed Session of the Board of Trustees made on 7/20/21, 8/24/21, 9/28/21, 10/19/21, 11/16/21, and 12/21/21 in accordance with Illinois law.

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

Sean Sullivan

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

Board Officers' Signatures Required:

**Mark R. Stephens
Chairman**

**Tracy Jennings
Secretary**

Date

Related forms requiring Board signature: Yes No

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

Meeting of August 22, 2023

ACTION EXHIBIT NO. 16926

SUBJECT: FACILITY USAGE FEE REDUCTION: PACE SUBURBAN BUS

RECOMMENDATION: That the Board of Trustees approve a facility usage Agreement with PACE Suburban Bus to utilize Triton College classrooms to provide Commercial Driver's License instruction. PACE will utilize two classrooms (A-122A and A-122B) 8 hours per day on 24 dates between 8/22/23 and 12/8/23. The total cost for this facility usage is \$39,200. Triton will waive half of the scheduled rate for dates following Board approval. PACE will pay the College a total of \$20,000. The total value of the facility fee waiver is estimated at \$19,200.

RATIONALE: The Board of Trustees previously approved an Agreement with PACE Suburban Bus to offer at four 50-hour Commercial Driver's License Permit Training courses at Triton College each academic year through Triton's School of Continuing Education. With a large influx of people interested in obtaining the CDL Class B Driving Permit, PACE has reached back out to the college to provide additional space to accommodate the large number of students interested in becoming professional PACE drivers.

Sean Sullivan

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

Board Officers' Signatures Required:

**Mark R. Stephens
Board Chairman**

**Tracy Jennings
Secretary**

Date

Related forms requiring Board signature: Yes No

**Facilities Rental Agreement Between
Triton College
and
PACE, the Suburban Bus Division of the RTA
550 W. Algonquin Road
Arlington Heights, IL 60005**

Triton College agrees to allow use of its facility: A-122A, A-122B, and Parking Lot 2
(7am-12pm and 12:30pm-3:30pm)

Event: Commercial Driver's License Permit Training Courses

Date/Time of Event: see attached Action Exhibit for specific dates and times

Expected attendance: N/A

Fee for the event: \$20,000 (see attached Action Exhibit for details)

Renter further agrees to:

1. ~~Pay a non-refundable deposit of 50% of the total estimated costs at the time the reservation is made (at least 30 calendar days prior to the event — if less than 10 calendar days — cash or cashier's check.), and remit the remaining balance at least 10 calendar days before the event. If the event is cancelled with more than 30 calendar days advance written notice, the above fee shall be refunded. If the event is cancelled with less than 30 calendar days advance written notice, except as provided in Attachment D, the above fee shall not be refunded and shall reflect liquidated damages as the parties agree the real damages would be impossible to determine.~~
2. ~~Pay an additional damage deposit of \$TBD at the time the reservation is made (to be returned if no damage has occurred).~~
3. Provide evidence of insurance naming **Triton College, District No. 504, its affiliates, officers, directors, trustees, volunteers, employees, and students as additional insured with minimum limit of \$2,000,000 per occurrence for bodily injury and property damage, and \$5,000,000 in the aggregate.** The insurance coverage must show additional insured status to Triton College on a primary and non-contributory basis. The actual endorsement to the policy naming Triton as additional insured (or a "blanket additional insured" endorsement) must be attached to the Certificate of Insurance.
4. Familiarize itself and abide by College regulations and including those pertaining to the Triton College campus and the area rented, as identified in Attachment B and Attachment C of the Rental Application (if applicable). Renter has already agreed to these regulations in the Terms & Conditions of the Rental Application.
5. Hold Triton College harmless for any loss, injury or damages arising from applicant's use of the rented facilities.
6. Adhere to current CDC Recommendations and State/County/College Guidelines in case of pandemic/emergency (see Attachment D of the Rental Application). Renter has already agreed to these regulations in the Terms & Conditions of the Rental Application.
7. Triton College does not provide I.T. support for outside organization. Required I.T. Network Services must be contracted individually with an approved college employee for these dates.

Sean Sullivan
Triton College

(Date)

Shari Pappas
PACE

(Date)

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

Meeting of August 22, 2023

ACTION EXHIBIT NO. 16927

SUBJECT: EMERGENCY REPAIRS TO THE CHILLER – BUILDING G

RECOMMENDATION: That the Board of Trustees approve Emergency Rental of a 200 Ton Air Conditioning Chiller for the G Building to provide temporary cooling for the balance of the 2023 cooling season at an estimated cost of \$63,200.

RATIONALE: The G Building Air Conditioning Chiller which was scheduled to be replaced this November failed on August 11, 2023, beyond repair, causing the need for rental of emergency temporary cooling. A temporary building chiller was rented and piped to the building to provide temporary cooling. Cost breakdown is estimated at \$2,300 set up and \$20,300 per month for operation.

Sean Sullivan

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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Elizabeth Potter
Secretary

Date

Related forms requiring Board signature: Yes No



Detail Report

Seller:	DOUG DOYLE	Branch #:	124
E-Mail:	doug.doyle@hercrentals.com	Branch Name:	124 HERC PROSOLUTIONS CHICAGO
Phone:	(224) 227-3355	Address:	2424 S. WABASH AVE.,
		City, State:	CHICAGO, IL 60616
		Phone:	331-702-7717

Customer Information

Name: TRITON COLLEGE
 Address: 2000 5TH AVE
 City, State: RIVER GROVE, IL 60171
 Phone: 312-310-7811

Jobsite Information

Site Name:
 Contact: LAMBRECHT JOHN
 Address: 2000 5TH AVE,
 City, State: RIVER GROVE, IL 60171
 Phone: 312-310-7811

Dear LAMBRECHT JOHN,

Thank you for considering Herc Rentals and taking the time to outline your project needs. In reviewing your project, the Herc Rentals team is well positioned to meet your requirements. We are pleased to submit our solution, which outlines the project scope, pricing and support services. We will follow up shortly to answer any questions you may have and define next steps.

Scope Of Work

Current Project Schedule

Estimated Start Date & Time: 08/15/2023 03:19 PM
 Estimated Return Date: 09/12/2023

Once again, thank you for your interest in Herc Rentals, I look forward to working with you on this project. Please do not hesitate to contact me if you have any questions about this proposal.

Sincerely
 DOUG DOYLE
 (224) 227-3355



Equipment Pricing

Equipment Scope				Rental Rates			Estimated Total
Quantity	Cat-Class	Description	Shift	Day Rate	Week Rate	Month Rate	
1	718-3060	200 TON AIR COOLED CHILLER W PUMP	S	\$ 2,150.00	\$ 6,500.00	\$ 17,000.00	\$ 17,000.00
6	779-2405	CHILLER LOOP HOSE 4"X25' W/CAMLOCKS	S	\$ 10.00	\$ 30.00	\$ 90.00	\$ 540.00
2	940-0516	CABLE 2 50FT CAMLOCK 5 BANDED	S	\$ 16.00	\$ 37.00	\$ 70.00	\$ 140.00
1	940-0576	MALE PIGTAIL 2 UNDER 10FT 5 BANDED	S	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00

Rental Protection Plan

Customer has either elected to provide Certificate of Insurance prior to the rental commencing or will be utilizing Herc's Rental Protection plan.

Estimated Project Cost Based On Scope Of Work

Equipment	\$ 17,685.00
Transportation	\$ 500.00
Labor	\$ 300.00
Fuel	\$ 0.00
Sales / Miscellaneous	\$ 0.00
Preventative Maintenance	\$ 0.00
Rental Protection Plan	\$ 2,652.75
Emission & Environmental Surcharge	\$ 336.60
VLF	\$ 0.00
Transportation Surcharge	\$ 92.50
Estimated Subtotal	\$ 21,566.85
Estimated Tax	\$ 0.00
Estimated Total	\$ 21,566.85

*Additional Taxes & Fees May be applied & Vary by State, Locations & Application

*Please note any PM charges listed are for one billing period

*Please note additional charges may applied if drivers experience wait times/delays during delivery

*Rental Quote is valid through: 09/14/2023

Additional Information



Payment Terms: Net 30 Days

Thank you for your interest in Herc Rentals. Please contact me if you have any questions or comments. Assuring you our best attention at all times.

Sincerely,
Herc Rentals

Please see our website for a list of services and associated charges at HercRentals.com


Respiratory Therapy Lab Renovation – Building H

2 firms submitted bids for the Respiratory Therapy Lab Renovation – Building H 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, Thursday, July 27, 2023, the bids were publicly opened and read aloud in room A-300 by Gaspare Pitrello, Arcon Associates, Inc., and witnessed by, Steve Mazurek & James Pechacek, Operations & Maintenance, Jessica Potempa, Arcon Associates, Inc., and representatives from F E Moran, Premier Mechanical, Hayes Mechanical, Helm Mechanical, F. H. Paschen, and Edwin Anderson Construction Company.

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

COMPANY	NET COST
Edwin Anderson Construction Company 252 James St. Bensenville, IL 60106	\$163,900.00

APPROVED:


Sean O'Brien Sullivan
Vice President – Business Services

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

Budget	\$	2,284,459.00
Prev. Expend.	\$	728,867.28
Schedule	\$	163,900.00
Balance	\$	1,391,691.72

Memorandum

August 7, 2023

To: Sean Sullivan
V.P. Business Services

From: John Lambrecht
Associate Vice President, Facilities



RE: Respiratory Therapy Lab Renovation – Building H



Operations & Maintenance

Triton College received 2 bids from vendors for the Respiratory Therapy Lab Renovation – Building H project.

The lowest, responsive bidder was Edwin Anderson Construction Company at their Base Bid amount of \$163,900.00.

Arcon Associates, Inc. has carefully reviewed the bid and recommends that the project be awarded to Edwin Anderson Construction Company at their Base Bid amount of \$163,900.00.

I support this recommendation and agree that the bid should be awarded to Edwin Anderson Construction Company at their Base Bid amount of \$163,900.00.

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

John



August 3, 2023

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

RE: **BID RECOMMENDATION
RESPIRATORY THERAPY LAB RENOVATION – BUILDING H
TRITON COLLEGE
PROJECT NO. 23013**

Dear Mr. Lambrecht:

On Thursday, July 27, 2023 at 2:00 P.M. two (2) sealed bids were publicly opened and read for the Respiratory Therapy Lab Renovation at Building H project. The low qualified bidder was Edwin Anderson Construction Company, in the Base Bid amount of \$1,639,900. The Base Bid includes the project contingency amount.

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

Therefore, ARCON Associates, Inc. recommends that the Board of Trustees, Triton College, award the contract for the Respiratory Therapy Lab Renovation at Building H project to the low qualified bidder, Edwin Anderson Construction Company, in the Base Bid and Alternate No. 1 amount of \$1,639,900.

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

WMS/dls
J:\Triton College\22106 Reel Replacements @ Building T\1 Docs\Corr\22106L001.docx

Project: RESPIRATORY THERAPY LAB RENOVATION - BUILDING H
 Owner: Triton College
 Project No.: 23013
 Bid Date/Time: Thursday, July 27 @ 2:00 P.M.



	CONTRACTOR	BASE BID + 10% CONTINGENCY	TOTAL
1	Edwin Anderson Construction Co.	\$163,900.00	\$163,900.00
2	F.H. Paschen, S.N. Nielsen & Associates, LLC	\$191,990.00	\$191,990.00
3			
4			
5			
6			
7			
8			
9			
10			
11			

Renovation & Abatement in R221 – Building R

6 firms submitted bids for the Renovation & Abatement in R221 – Building R 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 2:30 p.m. local time, Thursday, July 27, 2023, the bids were publicly opened and read aloud in room A-300 by Gaspare Pitrello, Arcon Associates, Inc., and witnessed by, Steve Mazurek & James Pechacek, Operations & Maintenance, Jessica Potempa, Arcon Associates, Inc., and representatives from F. H. Paschen, S. N. Neilsen & Associates, Inc., Edwin Anderson Construction, D Kersey Construction, and LDC-LMCC.

It is recommended that the Board of Trustees accept the proposals submitted by Universal Asbestos Removal, Inc. & F. H. Paschen, S. N. Neilsen & Associates, Inc. in accordance with their low, responsive bid. These items were competitively bid according to state statutes.

COMPANY	NET COST
Universal Asbestos Removal, Inc. 148 South Pinnacle Drive Romeoville, IL 60446	\$38,225.00
F. H. Paschen, S. N. Neilsen & Associates, Inc. 5515 N. East River Rd. Chicago, IL 60656	\$381,700.00

APPROVED:



Sean O'Brien Sullivan
Vice President – Business Services

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

A/C Number 03-70301024
A/C Name LS FY24

Budget	\$	2,284,459.00
Prev. Expend.	\$	103,333.78
Schedule	\$	187,733.50
Balance	\$	1,993,391.72

Budget	\$	300,000.00
Prev. Expend	\$	0.00
Schedule	\$	232,151.50
Balance	\$	67,848.50

Memorandum

August 7, 2023

To: Sean Sullivan
V.P. Business Services

From: John Lambrecht
Associate Vice President, Facilities



RE: Renovation & Abatement in R221 – Building R



Operations & Maintenance

Triton College received 6 bids from vendors for the Renovation & Abatement in R221 – Building R project.

The lowest, responsive bidder for Bid A (Abatement) was Universal Asbestos Removal, Inc. at their Base Bid A amount of \$38,225.00.

The lowest, responsive bidder for Bid B (Construction) was F. H. Paschen, S. N. Neilsen & Associates, Inc. at their Base Bid B amount of \$381,700.00.

Arcon Associates, Inc. has carefully reviewed the bids and recommends that the project be awarded to Universal Asbestos Removal, Inc. for the abatement and to F. H. Paschen, S. N. Neilsen & Associates, Inc. for the construction in the combined amount of \$419,925.00.

I support this recommendation and agree that the bid should be awarded to Universal Asbestos Removal, Inc. for the abatement and to F. H. Paschen, S. N. Neilsen & Associates, Inc. for the construction in the combined amount of \$419,925.00.

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

John



August 3, 2023

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

RE: **BID RECOMMENDATION
RENOVATION & ABATEMENT IN R221 – BUILDING R
TRITON COLLEGE
PROJECT NO. 23057**

Dear Mr. Lambrecht:

On Thursday, July 27, 2023, at 2:30 P.M. six (6) sealed bids were publicly opened and read for the Renovation & Abatement in R221 – Building R project. The low bidders for Base Bid A and Base Bid B are as follows:

<u>BASE BID A</u>	<u>CONTRACTOR</u>	<u>BID AMOUNT</u>
Abatement Work	Universal Asbestos Removal, Inc.	\$ 38,225*
<u>BASE BID B</u>		
Renovations	F.H. Paschen, S.N. Nielsen & Associates, Inc.	\$ 381,700*
	TOTAL	\$ 419,925

*The base bids include the project contingency.

We have reviewed the bids and contacted each low bidder. The bidders listed above have confirmed their bid proposals and have demonstrated an understanding of scope, phasing and scheduling requirements of their respective bid package.

Therefore, ARCON Associates, Inc. recommends that the Board of Trustees, Triton College award contracts for the Renovation & Abatement in R221 – Building R project to the low qualified bidders in the Base Bid amounts listed above.

Attached is the Bid Tabulation Sheet for your review.

Sincerely,
ARCON Associates, Inc.

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

Gaspare P. Pitrello, ALA
Principal

Attachments
WMS/dls
J:\Triton College\22178 Mechanical & HVAC Work @ Building A\1 Docs\Corr\22178L001.docx

architects ■ roof & masonry consultants ■ environmental consultants ■ landscape architects ■ construction managers
2050 s. finley road, suite 40, lombard, illinois 60148 ■ p: 630.495.1900 ■ f: 708.328.6325 ■ www.arconassoc.com

Project: RENOVATION & ABATEMENT IN R221 - BUILDING R
 Owner: Triton College
 Project No.: 23057
 Bid Date/Time: Thursday, July 27 @ 2:30 P.M.



	CONTRACTOR	BASE BID A - ABATEMENT/DEMOLITION + 10% CONTINGENCY	BASE BID B - RENOVATION + 10% CONTINGENCY	BASE BID B UNIT PRICE NO. 1: MOISTURE MITIGATION
1	Edwin Anderson Construcion	No Bid	\$390,500.00	\$6/sf
2	FH Paschen	No Bid	\$381,700.00	\$2.70/sf
3	D, Kersey	No Bid	\$396,000.00	\$4.50/sf
4	M&O Environmental	\$39,600.00	No Bid	n/a
5	Universal Asbestos	\$38,225.00	No Bid	n/a
6	NES Environmental	\$58,850.00	No Bid	n/a
7				
8				
9				
10				
11				

Tower & Pumps Replacement – Buildings F & G

7 firms submitted bids for the Tower & Pumps Replacement – Buildings F & G 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 2:15 p.m. local time, Thursday, July 27, 2023, the bids were publicly opened and read aloud in room A-300 by Gaspare Pitrello, Arcon Associates, Inc., and witnessed by, Steve Mazurek & James Pechacek, Operations & Maintenance, Jessica Potempa, Arcon Associates, Inc., and representatives from F E Moran, Premier Mechanical, Hayes Mechanical, Helm Mechanical, Ideal Heating, and MG Mechanical.

It is recommended that the Board of Trustees accept the proposals submitted by C. Acitelli Heating and Piping Contractors, Inc. in accordance with their low, responsive bid. This item was competitively bid according to state statutes.

COMPANY	NET COST
C. Acitelli Heating and Piping Contractors, Inc. 813 S. Villa Ave Villa Park, IL 60181	\$437,800.00

APPROVED:



Sean O'Brien Sullivan
Vice President – Business Services

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

Budget	\$	2,284,459.00
Prev. Expend.	\$	291,067.28
Schedule	\$	437,800.00
Balance	\$	1,555,591.72

Memorandum

August 7, 2023

To: Sean Sullivan
V.P. Business Services

From: John Lambrecht
Associate Vice President, Facilities



RE: Tower & Pumps Replacement – Buildings F & G



Operations & Maintenance

Triton College received 7 bids from vendors for the Tower & Pumps Replacement – Buildings F & G project.

The lowest, responsive bidder was C. Acitelli Heating and Piping Contractors, Inc. at their Base Bid amount of \$437,800.00.

Arcon Associates, Inc. has carefully reviewed the bid and recommends that the project be awarded to C. Acitelli Heating and Piping Contractors, Inc. at their Base Bid amount of \$437,800.00.

I support this recommendation and agree that the bid should be awarded to C. Acitelli Heating and Piping Contractors, Inc. at their Base Bid amount of \$437,800.00.

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

John



August 3, 2023

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

RE: **BID RECOMMENDATION
TOWER & PUMPS REPLACEMENTS – BUILDINGS F & G
TRITON COLLEGE
PROJECT NO. 23056**

Dear Mr. Lambrecht:

On Thursday, July 27, 2023, at 2:00 P.M. seven (7) sealed bids were publicly opened and read for the Tower & Pumps Replacements – Buildings F & G project. The low qualified bidder was C. Acitelli Heating & Piping Contractors, Inc. in the Base Bid amount of \$437,800. The Base Bid includes the project contingency amount.

We contacted C. Acitelli Heating & Piping Contractors, Inc. and they have confirmed their bid. The project requirements were reviewed, and C. Acitelli demonstrated an understanding of the scope of work and project timeline. C. Acitelli has completed numerous ARCON 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 Tower & Pumps Replacements – Buildings F & G project to the low qualified bidder, C. Acitelli Heating & Piping Contractors, Inc., in the Base Bid amount of \$437,800.

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

WMS/rac
J:\Triton College\22178 Mechanical & HVAC Work @ Building A\1 Docs\Corr\22178L001.docx

Project: TOWER & PUMPS REPLACEMENTS - BUILDINGS F & G
 Owner: Triton College
 Project No.: 23056
 Bid Date/Time: Thursday, July 27 @ 2:15 P.M.



	CONTRACTOR	BASE BID + 10% CONTINGENCY	ALTERNATE NO. 1: CHILLER PUMPS @ BUILDINGS F & G	ALTERNATE NO. 2: TOWER CHEMICAL SYSTEMS @ BUILDINGS F & G	ALTERNATE NO. 3: CRANE & CRANE OPERATOR FOR (1) ADDITIONAL DAY	ALTERNATE NO. 4: PEDESTRIAN COATING SYSTEM @ BUILDINGS F & G
1	C. Acitelli Heating & Piping Contractors, Inc.	\$437,800.00	\$112,000.00	\$41,000.00	\$22,600.00	\$26,000.00
2	F.E. Moran	\$642,400.00	\$113,000.00	\$46,000.00	\$11,000.00	\$59,900.00
3	Hayes Mechanical	\$507,944.00	\$98,765.00	\$107,481.00	\$9,992.00	\$29,913.00
4	Helm Mechancial	\$591,000.00	\$123,000.00	\$36,000.00	\$12,525.00	\$68,500.00
5	Ideal Heating	\$568,554.00	\$96,555.00	\$45,444.00	\$9,444.00	\$15,444.00
6	MG Mechanical	\$664,800.00	\$168,000.00	\$50,000.00	\$12,000.00	No Bid
7	Premier Mechanical	\$612,700.00	\$117,000.00	\$47,500.00	\$5,450.00	\$23,150.00
8						
9						
10						
11						

Triton College Districtwide Combined Schedule of Classes – Spring 2024

The following firms have been invited to submit bids for printing of the Spring 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, August 1, 2023, the bids were publicly opened and read aloud in room A-308 by Danielle Stephens, Business Specialist and witnessed by Sam Tolia, Director, Marketing Services.

COMPANY	NET COST
Breese Publishing Company 8060 Old US Hwy 50 Breese, IL. 62230	\$54,836.00

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
A/C Name	Marketing-Printing
Budget	\$ 222,000.00
Prev. Expend.	89,354.98
Schedule	54,836.00
Balance	77,806.02

MEMORANDUM

To: Sean Sullivan

From: Sam Tolia

Date: 8/02/23

Re: Bid Results



Four printers submitted a bid for the printing of the Triton Spring 2024 Combined Schedule. These bids are based on printing 145,000 copies at 88 pages plus cover. The cover prints four-color on 60# Gloss Enamel Text and the body prints two-color on 30# Newsprint. Also included in the bid is an electronic proof (PDF), saddlestitching, storage and simplified mailing.

The bid is as follows:

FCL Graphics	\$83,989.12
KK Stevens Publishing	\$58,963.17
Woodward Printing	\$55,465
Breese Publishing	\$54,836

Accepting the bid from Breese Publishing is recommended.

Spring 2024 Triton College Districtwide Combined Schedule of Classes		Tuesday, August 1, 2023 at 1:30 pm			
Bid Tabulation					
Vendor Name:	Breese Publishing Co	FCL Graphics	Woodward Printing	K.K. Stevens Publishing	
145,000 copies, 88 pages plus cover	\$ 54,836.00	\$ 83,989.12	\$ 52,015.00	\$ 58,963.17	
Additional signatures + 4	\$ 59,801.00	\$ 3,923.12	\$ 2,035.00	\$ 2,534.05	
+ 8	\$ 57,364.00	\$ 2,911.66	\$ 3,900.00	\$ 3,527.14	
+ 16	\$ 63,573.00	\$ 12,545.00	\$ 6,480.00	\$ 7,942.50	
Less signatures - 4	\$ 57,283.00	\$ (4,192.76)	\$ (1,220.00)	\$ (106.67)	
- 8	\$ 52,328.00	\$ (3,209.94)	\$ (2,769.00)	\$ (1,575.96)	
- 16	\$ 49,810.00	\$ (11,334.76)	\$ (5,530.00)	\$ (4,568.47)	
Additional M's	\$ 395.00	\$ 555.00	\$ 345.00	\$ 352.12	
Inserts - Per 1,000	\$ 35.00	\$ -	\$ 30.00	\$ 32.00	
Delivery	Included	\$ 207.00	\$ 2,950.00	Included	
Simplified mailing	Included	\$ 3,577.00	Included	Included	
Storage	Included	Included	Included	Included	
Other Charges	\$75/hr	\$ -	\$ -	\$ -	
Total	\$ 54,836.00	\$ 83,989.12	\$ 55,465.00	\$ 58,963.17	

SPECIFICATIONS

NAME

Spring 2024 Triton College Districtwide Combined Schedule

PAGES

Please provide quote for 88 pages 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 interior (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 bid.

BLEEDS

Cover bleeds 3-sides. Body bleeds 4-sides. (Finished trim size is 10 1/2" x 12").

BINDERY

Saddlestitch.

COPY

All files will be provided electronically (PDFs) approximately Oct. 6, 2023.

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 Oct. 20, 2023 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 Nov. 28, 2023.

MAILING/2ND DELIVERY

143,000 copies to be prepared for simplified mailing and delivered approximately Nov. 28, 2023 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
2485 E Devon Ave
Elk Grove Village, IL 60007

Triton College Connect Newsletter

The following firms have been invited to submit bids for printing the Triton College Connect Newsletter. 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 1:00 p.m. local time, Tuesday, August 1, 2023, the bids were publicly opened and read aloud in room A-308 by Danielle Stephens, Business Specialist and witnessed by Sam Tolia, Director, Marketing Services.

COMPANY	NET COST
Breese Publishing Company 8060 Old US Highway 50 Breese, IL. 62230	\$30,900.00

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
A/C Name	Marketing-Printing
Budget	\$ 222,000.00
Prev. Expend	144,193.98
Schedule	30,900.00
Balance	46,906.02

MEMORANDUM

To: Sean Sullivan

From: Sam Tolia

Date: 08/02/23

Re: Bid Results 

Four printers submitted a bid for the printing of the Connect Newsletter 2023/24. The bid is for three issues. These bids are based on printing 142,500 copies of a 4 page self-cover. Prints four-color on 60# Gloss Text throughout with no bleed.

The bid is as follows:

Stolze Printing	\$51,858
Woodward Printing	\$47,766.96
FCL Graphics	\$40,078.125
Breese Publishing	\$30,900

Accepting the bid from Breese Publishing is recommended.

Triton College Connect Newsletter

Bid Tabulation

Vendor Name:		Plerus/Creekside Printing	Breese Publishing Co	FCL Graphics	Woodward Printing	Stolze Printing
Cost per issue						
Quantity 142,500 per issue	\$	No Bid	\$ 10,300.00	\$ 13,359.38	\$ 14,997.32	\$ 15,565.00
Cost per additional 1000 copies		No Bid		\$ 78.31	\$ 98.00	\$ 100.12
Ink: 4 color process		No Bid		\$ 388.00	Included	Included
Paper: 60# gloss text		No Bid		\$ 5,517.60	Included	Included
Delivery		No Bid		\$ 207.00	\$ 925.00	\$ 357.00
Simplified mailing (142,250 copies)		No Bid		\$ 3,328.00	Included	\$ 1,364.00
Other costs		No Bid				\$ 75.00
Total cost per issue for 142,250 copies per issue	\$	No Bid	\$ 10,300.00	\$ 13,359.38	\$ 15,922.32	\$ 17,286.00

Total cost for 3 issues (total cost X 3)	\$	No Bid	\$ 30,900.00	\$ 40,078.14	\$ 47,766.96	\$ 51,858.00
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SPECIFICATIONS

Name

Triton College Connect Newsletter - 3 issues printed and mailed at various times throughout our fiscal year (July 2023 through June 2024).

Quantity

142,500 per issue; give price for additional M's.

Size and bindery

4 page self-cover (One 21 x 12.5 sheet folded to 10.5 x 12.5).

Ink

Four-color (process) throughout.

Paper

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

Bleeds

No bleeds.

Copy

Files provided via e-mail.

Turnaround

Each issue will require a ten-day turnaround.

Proofs

A PDF of the complete job is to be submitted to Triton College for approval before printing.

Delivery

142,250 copies to be prepared for simplified mailing and delivered to the CAROL STREAM POST OFFICE 550 Fullerton Ave, Carol Stream, IL 60188.

250 copies delivered to Triton College.

NEWSLETTERS 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 USPS certified and VALID WITHIN 90 DAYS BEFORE THE MAILING DATE (Must Submit with final bid, or the bid will be deemed incomplete). 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 lorisilvestri@triton.edu or (708)456-0300 EXT. 3812.

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

If additional information or clarification is needed, please phone SAM TOLIA, DIRECTOR OF MARKETING SERVICES, 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
Bloomingdale, IL 60108

The Printing Works
2485 E Devon Ave
Elk Grove Village, IL 60007

Catering Services – Child Development Center

The following firms have been invited to submit bids for providing Catering Services for the Child Development Center. An advertisement for bid was placed in the Chicago Tribune-west Cook County zone. Ten (10) companies were directly solicited. Immediately after the closing hour for receiving bids which was 2:00 p.m., local time, Tuesday, August 1, 2023, the bids were publicly opened and read aloud in room A 308 by Danielle Stephens, Business Specialist and witnessed by Theresa Gajc, Account Clerk.

COMPANY	NET COST
Delicious Unlimited 4005 Porett Drive Gurnee, IL 60031	\$22,766.16 (estimated for one year)

It is recommended that the Board of Trustees accept the proposal submitted by Delicious Unlimited in accordance with their low specified bid. These items were competitively bid according to state statutes.

Recommendation along with tabulation is attached.

APPROVED:



Sean O'Brien Sullivan
Vice President - Business Services

A/C Number	05-60300510-530900010
A/C Name	CDC Other Contractual
Budget Projection	\$20,000.00
Prev. Expend.	506.10
Schedule	\$15,138.00
Balance	\$4,355.90

A/C Number	05-60300525-530900010
A/C Name	TOD – Other Contractual Services
Budget Projection	\$13,000.00
Prev. Expend.	265.30
Schedule	\$7,628.16
Balance	\$5,106.54

MEMORANDUM

TO: Danielle Stephens
Business Specialist

FROM: Bianca Sola-Perkins
Dean, Continuing Education

DATE: August 2, 2023

RE: Catering Services for FY2024

Based on the two bids received, I recommend that we continue with Delicious Unlimited by Quality Catering to provide the food service for the Triton College Child Development Center. The bid from Quest Food Management Services is too costly compared to the bid from Delicious Unlimited.

Delicious Quality Catering meets the state of Illinois requirements for appropriate meals for young children and we are pleased with the quality of the meals.

Triton College	
Catering Services – Child Development Center	
Bid Tabulation	
August 1, 2023 at 2:00 pm	
Vendor	Total Annual Cost
Food 2 You	\$30,044.00
Delicious Unlimited	\$22,766.16

Bid Specifications Catering Services – Child Development Center

Scope of Work

Providing lunch meals for toddler and pre-school age children, 5 days a week, Monday thru Friday, excluding College recognized holidays and scheduled closed days. Meal delivery is to be made at Child Development Center, Health Building (Building G), Triton main campus, Monday thru Friday between the hours of 8.00 am and 9:00 am.

Requirements

- Meet all Department of Children and Family Services requirements.
- Meet all Department of Education Child and Adult Care Food Program requirements.
- Have all food components available at each meal: Vegetable, Fruit, Meat/Meat Alternate and Grains/Breads.
- Meals are appropriate for Toddler and Preschool age children with no choking foods.
- Needs to be in accordance with the Federal law and U.S. Department of Agriculture.
- Each meal to be packaged and protected to insure freshness and temperature control. Meals are to be transported in containers maintaining appropriate hot or cold temperatures.
- Food temperature readings need to be taken when food is delivered.
- Menu planning and providing meals to follow the guidelines of the Department of Children and Family Services requirements.
- Menu to be on a 4-week rotation cycle. Provide detailed information of sample menus and any substitution entrée menus. Note which sample menus are for toddlers and preschool age children.

Samples

For bid review and analysis, sample meals and packaging will be made upon request from the College.

Pricing

Provide pricing based on per person; toddler and preschool. Include any minimum requirements that pricing is based on. Pricing is to remain firm for the contract term.

Insurance

Contractor shall maintain liability insurance in minimum limits of \$2,000,000 per occurrence and \$5,000,000 in the aggregate and shall name Triton College, its officers, agents, trustees and employees as additional insureds.

Term

Contract to commence July 1, 2023 to June 30, 2024 with an option to renew annually if equally agreed upon by both parties and pricing from bid remains the same.

Notes to Bidders

- Triton College, Community College District 504 is a local unit of Government, tax exempt, learning institution
- The College reserves the right to accept or reject any or all bids and to waive informalities to any bid if it is deemed to be in the College's best interest
- Note any and all other costs associated with catering services
- Payment cycle for the College, checks released every 3rd Friday of month, net 30-45 days.

An addendum is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to this Request for Bid, the College will add it to the RFP Posting on www.trition.edu/rfp. It shall be the responsibility of each bidder, prior to submitting the bid, to review the posted RFP to determine if addenda were issued and to make such addenda a part of the bid.

Childcare Development Center Catering Services Vendor Mailing List

A.H Management Group
1151 Rohlwing Road
Rolling Meadows, IL. 60008

Delicious Unlimited
4005 Porett Drive
Gurnee, IL. 60031

Ace Coffee Bar
601 East Lake Street
Streamwood, IL. 60171

Food2You
2719 North Maplewood Avenue
Chicago, IL. 60647

Ceres Food Group
5150 North Northwest Highway
Chicago, IL. 60630

Mrs. C's Catering
9911 Woods Drive
Skokie, IL. 60077

FanFares Catering
742 East 95th Street
Chicago, IL. 60619

Childeats
577 Waukegan Road
Northbrook, IL. 60062

Dee's Catering
1517 Bourbon Parkway
Streamwood, IL. 60107

Healthy Organic Kids
1334 North Cicero Avenue
Chicago, IL. 60651